Environmental Quality Commission

REGULAR MEETING AGENDA

Date: 1/21/2026
Time: 6:00 p.m.
Location: Zoom.us/join – ID# 879 3070 9093 and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

NOTICE OF CONTINUANCE OF REGULAR BUSINESS ITEM

NOTICE IS HEREBY GIVEN THAT THE REGULAR BUSINESS ITEM IDENTIFIED BELOW IN AGENDA ITEM D2., HELD AT THE ENVIRONMENTAL QUALITY COMMISSION MEETING DEC. 15, 2025, WAS CONTINUED TO WEDNESDAY JAN. 21, 2026, AND SHALL RESUME: WEDNESDAY, JAN. 21, 2026, AT 6:00 P.M.

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

- How to participate in the meeting
  - Access the meeting, in-person, at the Downtown Conference Room
  - Access the meeting real-time online at:
    Zoom.us/join –Meeting ID 879 3070 9093
  - Access the meeting real-time via telephone at:
    (669) 900-6833
    Meeting ID 879 3070 9093
    Press *9 to raise hand to speak

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

Regular Session

A. Call To Order

B. Roll Call – Angiel, Hedley, Hernandez, Hill, Kissel, Chair McKenna, Vice Chair Meyer

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under public comment other than to provide general information.

D. Regular Business

D1. Approve the December 17, 2025, Environmental Quality Commission meeting minutes (Attachment)

D2. Deny the appeal and uphold staff's decision to approve the permit application to remove thirteen heritage trees at 68 Willow Rd. (Staff Report #26-001-EQC)

D3. Presentation from Community Engagement ad hoc subcommittee (Attachment)

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

F. Informational Items

F1. 2025-26 Environmental Quality Commission work plan (Attachment)

G. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission 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 Commission's consideration of the item.

At every Special Meeting of the Commission, 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 consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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

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

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CITY OF MENLO PARK

REGULAR MEETING MINUTES – DRAFT

Date: 12/17/2025
Time: 6:00 p.m.
Location: Teleconference and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair McKenna called the meeting to order at 6:01 p.m.

B. Roll Call

Present: Angiel, Hernandez, Hedley, Hill, Kissel (Remote – Brown Act), Chair McKenna, Vice Chair Meyer
Absent: None
Staff: Sustainability Manager Rachael Londer, Management Analyst II Ori Paz

C. Public Comment

- Brian Schmidt spoke on concerns related to Bay Area Air District stationary source zero-NOx rules and California Air Resources Board changes to reduce standards.

D. Regular Business

D1. Approve the October 15, 2025 Environmental Quality Commission meeting minutes (Attachment)

ACTION: Motion and second (Hedley/ Hill), to approve the October 15, 2025, Environmental Quality Commission meeting minutes, passed 6-0-1 (Hernandez abstaining).

D2. Deny the appeal and uphold staff's decision to approve the permit application to remove thirteen heritage trees at 68 Willow Rd (Staff Report #25-002-EQC) (Attachment)

Chair McKenna recused himself and exited the meeting at 6:07 p.m.

Sustainability Manager Rachael Londer introduced the item.

ACTION: By acclamation, the Commission continued the item to the January 2026 EQC meeting.

Chair McKenna rejoined the meeting at 6:10 p.m.

D3. Update on installation of solar at city facilities (Attachment)

Management Analyst II Ori Paz made the presentation (Attachment).

The Commission received clarification on facilities, system sizing future battery storage plans, EV (electric vehicle) charging and infrastructure connections across facilities.

The Commission discussed construction impacts, communications and outreach and forming a celebration committee.

D4. Emissions Reductions Impact Study Ad Hoc Subcommittee report out (Attachment)

Chair McKenna introduced the item.

Commissioners Hill and Kissel made the presentation (Attachment).

The Commission received clarifications on the extent of the emissions reductions recommendations of the subcommittee.

- Jeff Schmidt provided updates on City Council assignments including a future liaison to the transportation agencies.
- Brian Schmidt spoke in support of the analysis by the subcommittee and offered to share analysis shared with the board of Menlo Spark to identify additional steps needed to meet the goal including Mountain View end-of-flow policy.

The Commission discussed the subcommittee's recommendation to disband and create a new subcommittee to support efforts in the new year with a presentation to the Stanford Sustainable Cities Class in March and a final report out in June.

ACTION: Motion and second (Hernandez/ Angiel), to disband the emissions reduction ad hoc subcommittee and form the Sustainable Cities Project Ad Hoc subcommittee with Commissioners Hill, Kissel and Meyer, passed unanimously.

E. Reports and Announcements

E1. Reports and announcements from staff and Commissioners

Sustainability Manager Rachael Londer reported out on the City Hall administrative offices winter closure, Home Upgrade Services Program enhancements including the E-bike and EV voucher program RFP, matching rebates and building code updates for the 2025 code starting Jan. 1, 2026.

Management Analyst II Ori Paz reported out on city solar projects and facility electrification.

Commissioner Hernandez spoke on supporting participation in the community SAFER bay meeting and upcoming transit funding efforts.

Chair McKenna reported out on the end of Peninsula Clean Energy's citizen advisory committee and new community feedback forum; and an update on efforts related to plastic bans.

F. Informational items

F1. Work plan

- Brian Schmidt spoke in support of adding discussion on enrolling Home Upgrade Services Program participants with Acterra's virtual power plant efforts to the work plan.

G. Adjournment

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

Management Analyst II Ori Paz

Update on installation of solar at City facilities

Presented by
Ori Paz, Management Analyst II

Agenda

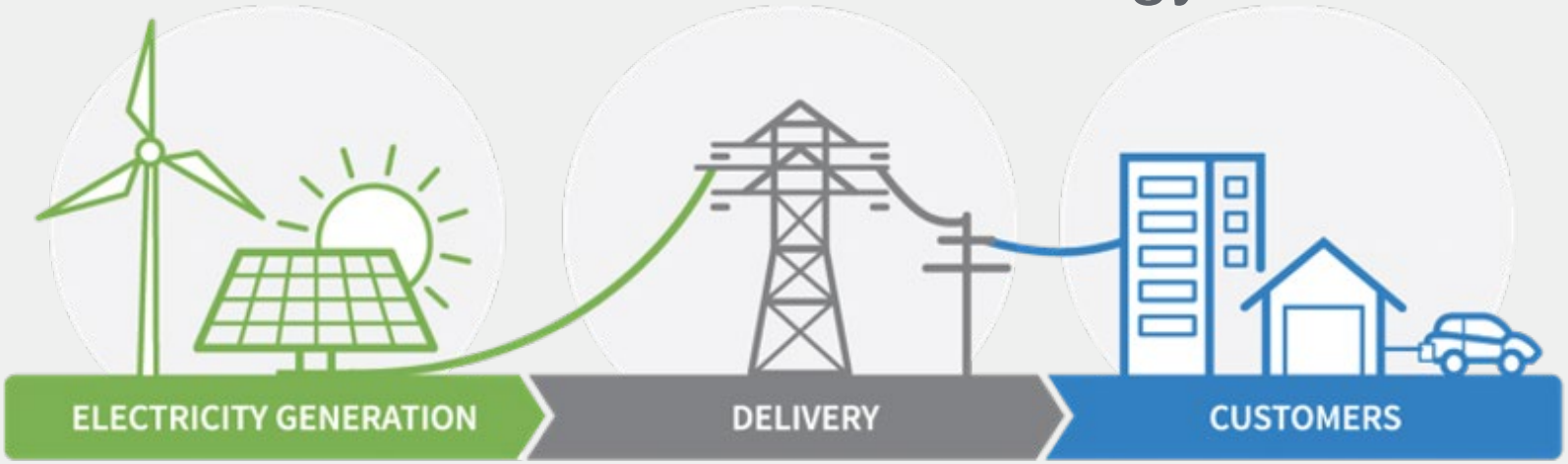
- Background
- Peninsula Clean Energy (PCE) program overview
- City facilities
- Estimated generation & savings
- Process and current status
- A look ahead – city hall systems

Background

- Electrification benefits
  - Air quality improvements
  - GHG reductions
  - Resilience
- Policy framework
  - Climate Action Plan
    - Strategy No. 5
      - Eliminate fossil fuels from municipal operations
  - City Council goal setting priority

PCE overview

- PCE is San Mateo County's not for profit locally led electricity provider
- Mission: To reduce greenhouse gas emissions by expanding access to sustainable and affordable energy solutions



Source: Peninsula Clean Energy

PCE Solar and storage for public buildings program (GovPV)

Goal:

- Accelerate renewable energy at local government facilities to reduce energy costs and meet sustainability goals

Benefits:

- No upfront cost
- PCE manages contracts for design, installation, and maintenance
- Solar PV systems for city buildings through a power purchase agreement (PPA)
- The PPA term will run for 20 years, the City will have the option to extend, purchase the system, or have the panels removed
- Aggregation of projects brings costs down and bigger vendors to the table
- Visible symbol of climate action

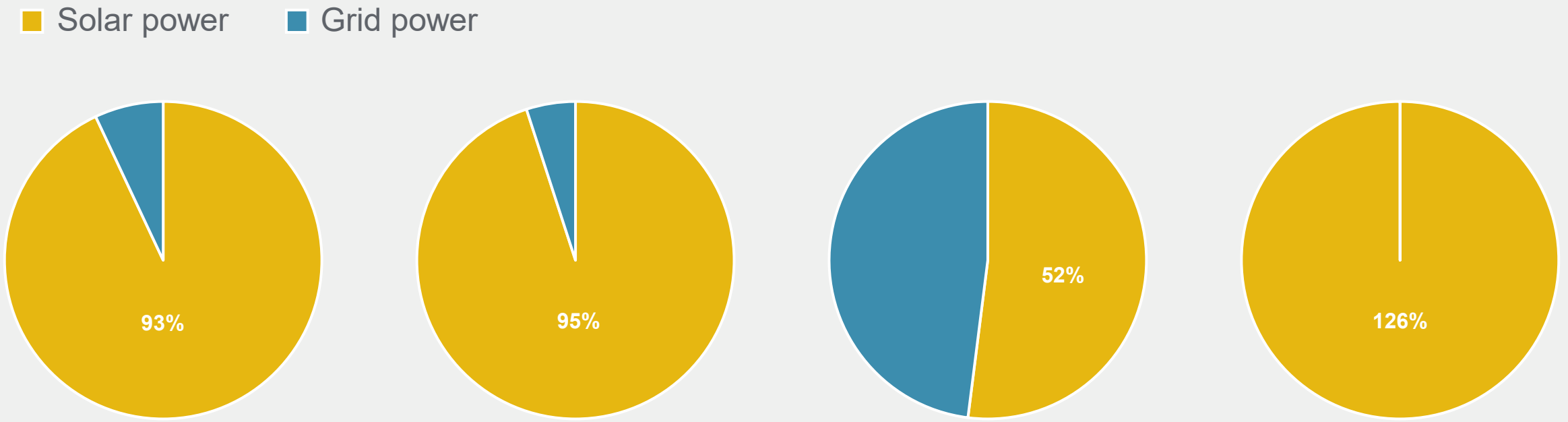
How it works

- City staff identified sites, secured approvals, informed the design, and coordinated construction communications
- PCE installs and owns solar PV systems on city buildings/carports
- The City uses the electricity generated and buys any excess needed from PCE
- PCE discounts the electricity price for the amount produced by the systems on City property

City facilities

Facility	Estimated system size
Menlo Park library	229.1 kW
City hall	379.0 kW
Burgess pool (on Arrillaga Family Gymnastics center)	54.3 kW
Belle Haven child development center (BHCDC)	33.1 kW

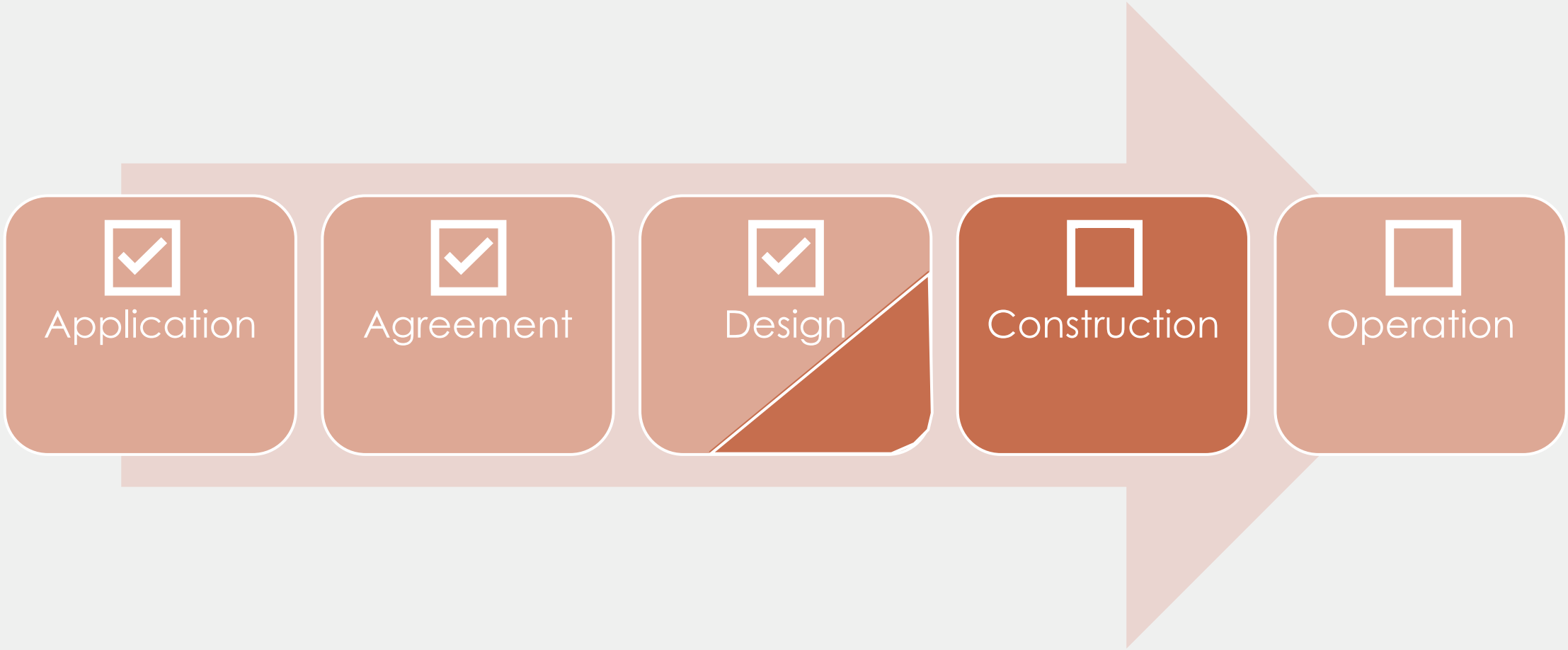
Estimated generation and savings



	Menlo Park Library	City hall	Burgess pool	BHCDC
Estimated bill savings	$1.1M	$1.5M	$265K	$370K

Total estimated utility bill savings: **$3.2M** over the 20-year term

Process and timeline

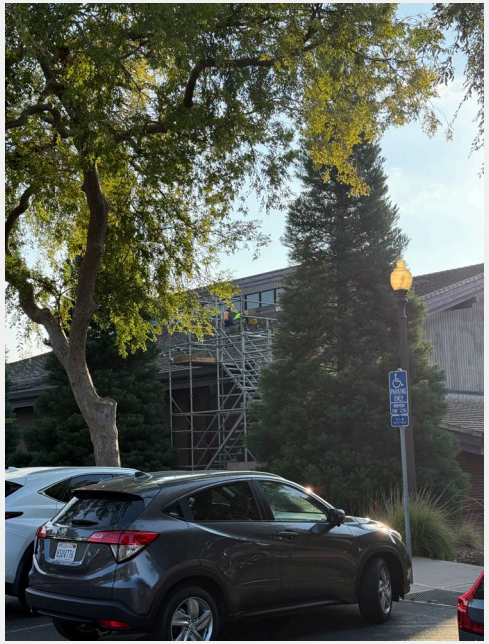


Current construction status

Menlo Park Library:
nearly complete

City Hall:
Starting construction soon

Burgess Pool/Gymnastics Center: over halfway



Belle Haven Child Development Center:
nearly complete

A look ahead – city hall parking lot impacts

- Rooftop system construction: mid December
  - Limited parking disruptions
- Carport system construction: late January
  - Temporary parking lot closure (Jan – Mar)
- Outreach planned to share more information about temporary parking disruptions in January 2026
  - See weekly digest and solar project webpage

Thank you

Update: Emissions Reductions Impact Study ad hoc subcommittee
To: Menlo Park Environmental Quality Commission
Date: December 17, 2025

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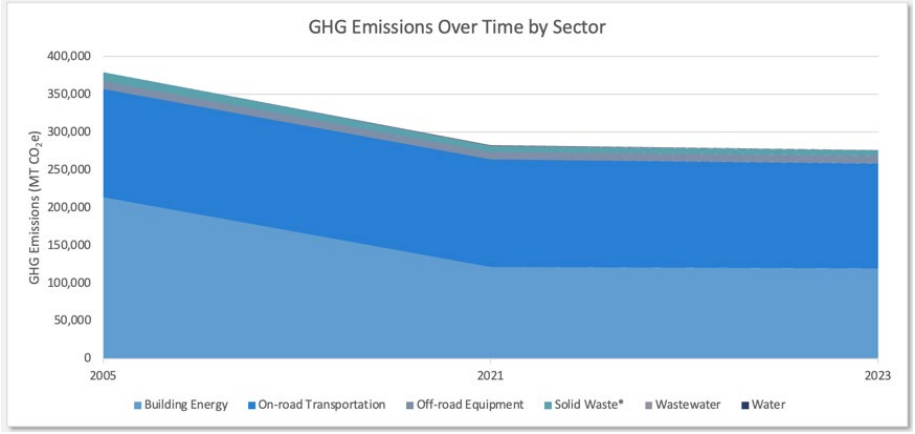
1. Subcommittee Task:

Review bi-annual greenhouse gas emissions inventory and identify opportunities for sharing data with a community facing dashboard

2. Subcommittee Findings:

The city is not on a trajectory for 90% GHG emissions reduction by 2030 per these results of its latest GHG inventory:



- City not on track to achieve zero carbon by 2030.
- Largest reduction was the 2021 switch to Peninsula Clean Energy.
- **Building Energy** (dark blue) and **On-Road Transportation** (light blue) are the biggest drivers of GHG emissions in the city.
- We believe these are the best areas for focus. But what and how?

3. Subcommittee Update:

The subcommittee decided that we would not spend further time on a gap analysis between the city's progress and its goal. The gap is large and the goal will not be met.

Instead, we believe the best action for the subcommittee's remaining time is to take action with staff on identifying the best initiatives for the city's limited time and budget. That is, where to focus to achieve the highest GHG emissions reductions.

4. Subcommittee Request:

We request the full EQC's agreement for the subcommittee to pivot to a new work product: recommendations for the highest impact use of the city's time and budget.

5. Other Update Items:

The subcommittee has pushed forward under the assumption of being approved to pivot. Our intention is to find resources at no or low cost that can perform specialist analysis for recommendations.

Staff and subcommittee have identified several possible partners and are extending request for proposals and/or assistance (as appropriate) from:

- Stanford University Impact Lab
- County of San Mateo
- Consultants recommended by city of San Mateo and/or the County
- Advice of City of San Mateo (see below)

We observed that the City of San Mateo has an excellent analysis of the kind we have in mind. Some excerpts from the San Mateo CAP appear in the appendix below. We believe that if we are unable to obtain consultant support we may gain a "good enough" direction for our prioritization by studying what the City of San Mateo learned.

APPENDIX: Excerpts of analysis of GHG reduction initiatives from the City of San Mateo CAP

Table 9: Reductions from CAP Measures (2030 – 2045)

Measure	2030	2040	2045
BE 1: All-electric new construction	-19,400	-35,240	-43,140
BE 2: All-electric existing buildings	-102,200	-184,600	-221,250
RE 1: Peninsula Clean Energy	-160	-180	0
RE 2: Renewable energy systems for new and existing residences	-70	-160	0
RE 3: Renewable energy systems for new and existing nonresidential buildings	-60	-90	0
EE 1: Residential energy efficiency retrofits	-6,160	-7,020	-6,790
EE 2: Nonresidential energy efficiency retrofits	-3,790	-8,860	-13,380
EE 3: Residential tree planting	Less than -10	Less than -10	Less than-10
ME 1: Energy efficiency for new municipal buildings	Supportive (no measurable GHG reductions)		
ME 2: Energy efficiency at existing municipal buildings	-10	-30	-40
ME 3: All-electric municipal buildings	-130	-200	-270
CF 1: Electric vehicle charging infrastructure	-24,040	-47,900	-67,360
CF 2: Electric vehicle education and outreach	-4,910	-8,030	-12,030
CF 3: Clean city fleet	-130	-200	-270
CF 4: Clean fuel and vehicle emissions	-4,210	-16,910	-26,340
ST 1: Bicycle mode share	-80	-170	-180
ST 2: Pedestrian mode share	-110	-120	-130
ST 3: Micromobility and shared mobility	Supportive (no measurable GHG reductions)		
ST 4: Public transit service	-3,610	-5,660	-6,900
ST 5: Commuter programs	Less than -10	-70	-160
ST 6: Transportation Demand Management	-2,010	-7,420	-12,830
ST 7: Transit-oriented development	-9,520	-17,750	-22,680
SW 1: Composting program	-1,020	-1,680	-1,810

Table 13: Reductions from CAP Measures (2020 – 2050)

Measure	2020	2030	2050
BE 1: All-electric new construction	-880	-4,640	-7,420
BE 2: All-electric existing buildings	-620	-13,950	-85,960
RE 1: Peninsula Clean Energy	-380	-1,060	-0
RE 2: Renewable energy systems for new and existing residences	-60	-170	-0
RE 3: Renewable energy systems for new and existing nonresidential buildings	-10	-70	-0
EE 1: Residential energy efficiency retrofits	-410	-6,030	-17,860
EE 2: Nonresidential energy efficiency retrofits	-840	-9,930	-17,040
EE 3: Residential tree planting	-<10	-<10	-<10
ME 1: Energy efficiency for new municipal buildings	Supportive (no measurable GHG reductions)		
ME 2: Energy efficiency at existing municipal buildings	-0	-20	-70
ME 3: All-electric municipal buildings	-0	-110	-210
CF 1: Electric vehicle charging infrastructure	-2,650	-29,630	-71,150
CF 2: Electric vehicle education and outreach	-980	-17,050	-17,120
CF 3: Clean city fleet	-30	-170	-420
CF 4: Clean fuel and vehicle emissions	-20	-3,130	-7,000
ST 1: Bicycle mode share	-40	-240	-670
ST 2: Pedestrian mode share	-390	-760	-1,110
ST 3: Micromobility and shared mobility	Supportive (no measurable GHG reductions)		
ST 4: Public transit service	-830	-9,130	-25,110
ST 5: Commuter programs	0	-130	-3,420
ST 6: Transportation Demand Management	-60	-2,330	-8,460
ST 7: Transit-oriented development	-160	-990	-2,370
SW 1: Composting program	-950	-12,650	-14,850

Measure	2020	2030	2050
SW 2: Expanded recycling service	-810	-5,360	-8,530
SW 3: Waste awareness and source reduction	-420	-1,910	-5,510
WW 1: Water efficiency retrofits for existing buildings	-20	-100	-230
WW 2: Water-efficient landscaping	-<10	-<10	0
WW 3: Water efficiency in new construction	0	-<10	-10
OR 1: Alternative fuel lawn and garden equipment	0	-200	-1,140
Total	**-10,560**	**-119,760**	**-295,660**

CF 1: Electric vehicle charging infrastructure

Widespread availability of electric vehicle (EV) charging stations is critical to ensuring that EV drivers can quickly and easily charge up their vehicles. This helps reduce both real and perceived barriers to EV adoption, increasing the rate of EV ownership in the community. A large number of EV charging stations can also encourage EV drivers from other communities to stop in San Mateo, which can provide economic opportunities. The City can ensure that EV drivers are not challenged to find a charging station at both public and private facilities.

	2020	2030	2050
GHG reduction ($MTCO_2e$)	2,650	29,630	71,150

Recommended actions:

- For each three-year code cycle, update reach codes to exceed the state-mandated minimum percentage of EV parking spaces designed to accommodate the future installation of electric vehicle supply equipment in new residential and commercial development.
- Promote incentives to encourage the expansion of EV charging infrastructure in existing public and private properties, including parking structures, hotels and motels, multi-unit dwellings, and workplaces.
- Partner with other agencies to incentivize property owners to install EV charging stations.
- Install additional public EV charging stations in desirable, high-volume, and prominent City-owned locations.
- Encourage the expansion of EV charging infrastructure in existing buildings.
- Encourage pairing EV charging infrastructure with battery storage systems.
- Explore options to reduce or eliminate permit fees for the installation of EV charging infrastructure.

CITY OF MENLO PARK

STAFF REPORT

Environmental Quality Commission
Meeting Date: **1/21/2026**
Staff Report Number: **26-001-EQC**

Regular Business: **Deny the appeal and uphold staff's decision to approve the permit application to remove 13 heritage trees at 68 Willow Rd.**

Recommendation

Staff recommends the Environmental Quality Commission (EQC) deny the appeal and uphold staff's decision to approve the permit application to remove 13 heritage trees of various species at 68 Willow Rd.

Policy Issues

Menlo Park Municipal Code section 13.24.060 Heritage Trees, Appeals provides the framework for an appeal process. Under Criterion 5: Development, the permit applicant or any Menlo Park resident may appeal a heritage tree permit decision to the EQC. Heritage tree removal decisions made by staff, the EQC, or City Council, must be related to the decision-making criteria outlined in section 13.24.050 of the Municipal Code (Attachment A).

Background

The City adopted the heritage tree ordinance in 1979 to ensure the large population of healthy trees are protected for the long term. The purpose of the ordinance is to:

- Protect and preserve the scenic beauty and natural environment;
- Prevent erosion of topsoil and sedimentation in waterways;
- Encourage quality development;
- Provide shade and wildlife habitat;
- Reduce air pollutants; and
- Decrease wind velocities and noise.

The ordinance was created to protect and preserve heritage trees on private property by requiring a permit for removal and only allowing removals if there is a good cause. Heritage trees are defined by the size of the trunk as outlined in Table 1 or groups of trees, specifically designated by the City Council.

Table 1: Definition of a heritage tree

Tree species	Trunk circumference (inches)	Trunk diameter (inches)
Any tree other than oaks	47.1 or more	15 or more
Any oak tree native to California	31.4 or more	10 or more

On Aug. 8, 2024, the applicant submitted a request for a use permit and architectural control permit to demolish an existing commercial building and construct a new townhouse development consisting of 50 new residential units in the C-1 (Administrative and Professional District, Restrictive) zoning district, eight of the units would be below market rate (BMR) units (Attachment B).

On Nov. 14, 2024, the applicant submitted a heritage tree removal permit application (Attachment C) for the removal of 23 heritage trees of various species. The property has a total of 29 heritage trees – six will be preserved, and 23 are proposed for removal. All six heritage trees to be preserved are Coast live oaks (Trees #A1-A5), five of which are located along the San Francisquito Creek.

Table 2 details the tree inventory for the project site, which includes the trunk diameter and tree species.

Table 2: Tree inventory

Tree number	Tree species	Trunk diameter	Recommendation
A1	Coast live oak	24 inches	Preserve
A2	Coast live oak	25 inches	
A3	Coast live oak	29 inches	
A4	Coast live oak	27 inches	
A5	Coast live oak	21 inches	
1	Deodar Cedar	39 inches	Remove
7	Coast live oak	35 inches	
12	Carob	16 inches	
16	Liquidambar	16 inches	
17	Carob	33 inches	
18	Liquidambar	23 inches	
19	Liquidambar	21 inches	
25	Flowering cherry	15 inches	
28	Valley oak	15 inches	
29	Birch	17 inches	
33	Coast live oak	24 inches	
34	Coast live oak	30 inches	
35	Coast live oak	39 inches	
37	Coast live oak	15 inches	
38	Coast redwood	48 inches	
39	Coast redwood	47.9 inches	
41	Incense cedar	28 inches	
42	Coast live oak	12 inches	
43	Coast live oak	19 inches	
45	Coast redwood	24 inches	
A6	Coast live oak	21 inches	
A7	Coast live oak	14 inches	
A8	Coast live oak	28 inches	

The city arborist reviewed the resubmitted application and determined that it met all the city's requirements for development-based tree removal. The arborist approved the application Oct. 6 and initiated the public appeal process Nov. 3.

On Nov. 17, a Menlo Park resident submitted an appeal form (Attachment D) to city staff to preserve 14 native heritage trees approved for removal. The appellant offered general suggestions, such as relocating buildings and onsite improvements and utilities, but did not submit concrete alternative designs that would preserve the trees. Because the primary removal reasons were due to development, EQC is the appeal body. The public hearing was scheduled to be held on Dec. 17.

On Dec. 3, city staff, the applicant team, and the appellant met to discuss the project and potential options to preserve the 14 native heritage trees.

On Dec. 12, the meeting agenda for the public hearing was published (Attachment E).

On Dec. 15, the appellant requested an extension of the review period by up to 60 days from the appeal file date to allow more time to provide additional evidence and strategies for preserving the heritage trees. Because the meeting agenda was published, the hearing still occurred, and staff recommended to the commission that the item be added to the Jan. 21 EQC meeting. The commission continued the item to the January EQC meeting by acclamation, with the Chair recusing himself.

On Jan. 6, the appellant submitted an arborist report with recommendations to preserve three heritage trees (Attachment F).

Analysis

Menlo Park Municipal Code section 13.24.050 outlines a decision-making removal criterion for city staff to determine if there is good cause for removal, and the administrative guidelines (Attachment G) detail how the Heritage Tree Ordinance is implemented. Table 3 summarizes the criteria.

Table 3: Heritage tree removal criteria

Removal criteria	Description
Criterion 1: Death	The heritage tree is dead
Criterion 2: Tree risk rating	The condition of the heritage tree poses a high or extreme risk rating.
Criterion 3: Tree health rating	The heritage tree is (a) dying or has a severe disease, pest infestation, intolerance to adverse site conditions, or (b) likely to die within a year.
Criterion 4: Species	The heritage tree has been designated as invasive or low species desirability.
Criterion 5: Development	The heritage tree interferes with (a) proposed development, repair, alteration, or improvement of a site or (b) the heritage tree is causing/contributing to structural damage to a habitable building. There is no financially feasible and reasonable design alternative that would permit preservation of the heritage tree.
Criterion 6: Utility interference	The removal is requested by a utility, public transportation agency, or other governmental agency due to a health or safety risk resulting from the heritage tree's interference with existing or planned public infrastructure. There is no financially feasible and reasonable design alternative that would permit preservation of the heritage tree.

The applicant submitted a heritage tree removal permit application under Criterion 5: Development because the trees interfere with the proposed new construction. Many of the trees are located within the footprint of the proposed buildings and onsite improvements (e.g., interior roadways and site utilities). Others are not directly in the footprint of the improvements but would be severely impacted and likely would not survive the construction. The permit application consists of the following City required documents, along with a geotechnical report:

- Complete a heritage tree acknowledgement form;
- Complete an arborist report from a city-approved consulting arborist that is written in the last 12 months;
- A landscape plan proposing mitigation equivalent to the tree appraisal value;
- Proposed construction site plans;
- Alternative designs to preserve the trees;
- Cost analysis of an alternative design that preserves the trees in relation to the appraised value of tree(s); and
- Heritage tree and city tree protection specifications for construction for trees being retained on or immediately adjacent to active construction sites.

The project arborist appraised the total value of the trees proposed for removal to be $472,990. The applicant proposed the following native tree replacement plan, which has a mitigation value of $50,800:

- Nine 36-inch box Coast live oak;
- Three 48-inch box Coast live oak; and
- Five 48-inch box Ceanothus ‘Ray Hartman’

Since there would be limited space to plant additional replacement trees, the applicant would offset the remaining unmitigated value with an in-lieu fee payment of $422,190. In-lieu fees are used by the City to fund the planting of public trees around the community.

The trees are proposed for removal primarily due to conflicts with the proposed project. Most of the trees proposed for removal are within the footprint of the proposed buildings or other on-site improvements, such as drive aisles. Other trees that are not directly in the footprint of buildings or roadways are close enough that their root systems would be severely impacted by site grading, soil compaction, underground utility installation, and construction of building foundations, leading to significant root impacts.

The applicant submitted a cost analysis as part of their application. Generally, the applicant demonstrates that retention of the trees would result in the loss of units that are valued at more than 140% of the value of the trees. Included in the permit application, the landscape architect and applicant provided a written narrative that explains the financial infeasibility of preserving the 23 heritage trees. Additionally, Tree #28 is a high-value native oak street tree. The applicant mentioned that its preservation is not possible because:

- Tree #28 is located only eight feet from the porch of Building 8, and its existing canopy spans approximately 40 feet in diameter. Construction would require removing roughly 25% of the canopy, and the tree would require ongoing pruning to prevent conflicts with the building, which is not ideal for long-term health or safety.
- Furthermore, a new drainage line must be installed along this side of the building to convey bioretention flows to the City stormwater system. The site constraints and required bio-retention features leave no alternate routing. Additionally, constructing a pedestrian walkway around the tree would significantly damage the root zone due to the limited space and the height of the root crown. If this walkway were omitted, there would be no viable walking path on the building side.

An appeal was submitted for the following reasons:

- The Heritage Tree Ordinance was adopted to help preserve the urban tree canopy, and the applicant would remove 14 native heritage trees, along with other non-native heritage trees, which defeats the purpose of the ordinance.
- The applicant could provide a modest redesign of the building footprints, internal circulation, utilities, and hardscape that would eliminate the need to remove some or all of the trees.

From the Dec. 3, 2025 meeting, the appellant provided two alternatives for the applicant to explore: re-routing utilities and modifying the building footprints. Based on the appellant's concerns, the applicant revised their plans:

- The project arborist provided additional analysis on Trees #42-45, which suggests that only Tree #44 could be retained by re-routing a proposed storm drain and using standard tree protection techniques to reduce root loss (Attachment H). However, the remaining 22 heritage trees would still need to be removed.
- The applicant team revised the species in the landscape plan, changing Saratoga sweet bay to native California wild lilac trees and adding more native shrubs and ground cover.

As a result, the applicant provided an updated tree disposition plan to preserve Tree #44 (Attachment I) and a revised landscape plan to include more native plant species (Attachment J). The applicant's legal team also provided a letter summarizing the applicant's heritage tree preservation efforts (Attachment K).

On Jan. 2, the appellant and his consulting arborist attended a site visit to the subject property. On Jan. 6, the appellant submitted an arborist report (Attachment F) that provided recommendations to preserve three heritage trees: Trees #28, 45, and 48. The report recommends several alternative designs, which staff summarized in Table 4 below.

Table 4: Appellant's alternative designs

Tree #	Alternative design
Tree #28 valley oak	• Reduce the sidewalk width • Create a planter area • Install tree protection during construction, including fencing, careful excavation around roots, and supplemental irrigation • Transplant
Tree #45 coast redwood	• Reduce the sidewalk width • Snake the drainage piping under the root system • Place structural soil under sidewalk • Improve tree resilience during and after construction impacts with supplemental irrigation
Tree #A8 coast live oak	• Located on the neighbor's property • Snake the drainage piping under the root system • Place structural soil under sidewalk

Housing Crisis Act

The project was submitted under the Housing Crisis Act of 2019, otherwise known as Senate Bill 330 (SB 330). SB 330 requires the City to review housing projects against existing objective development and

design standards and requires the City to approve housing projects that demonstrate compliance. Additionally, the project is subject to State Density Bonus Law (SDBL), which allows applicants waive out of development standards that would preclude the production of below market rate housing units. Together these laws limit the City's ability to deny housing projects based on subjective criteria. The project complies with objective development standards of the C-1 zoning district except for several waived standards including, but not limited to, setbacks, floor area ratio, and height. Therefore, the City would be required to approve the project, as proposed, unless it finds that the project would have a specific, adverse impact upon public health or safety. In Attachment K, the applicant's legal team provides more information about the Housing Accountability Act and Density Bonus Law.

Next steps

Since this permit application is related to a project that requires Planning Commission (PC) review, the EQC shall hear the appeal. According to the Menlo Park Municipal Code section 13.24.060(c)(3), the role of the EQC is to "only consider removal alternatives/concepts and third-party expert evidence submitted to the city during the review period." Staff recommends the EQC to deny the appeal and uphold staff's decision to approve the heritage tree removal permit application based on the city arborist findings.

If the EQC approves the heritage tree removals, the approval shall be conditioned upon final approval of the project by the PC or City Council, as applicable. After PC makes a final decision on the overall development project that includes the heritage tree removals, any party involved with the EQC appeal may appeal the heritage tree decision to the City Council within 15 days of PC's decision. If the EQC denies the heritage tree removals, the permit applicant may appeal the project to the PC, and the appeal would be heard along with the other project entitlements.

Impact on City Resources

There are no additional City resources required for this item.

Environmental Review

The City's preliminary evaluation indicates that the project would be exempt from CEQA pursuant to the Class 32 infill exemption under CEQA Guidelines Section 15332, but the final CEQA evaluation and determination of the project is contingent on the PC review and approval. As discussed above, the PC will make a final decision on the overall development project, including the CEQA determination, and the City's heritage tree removal permit approval itself is conditioned upon the CEQA evaluation and final approval for the project by the PC (see Menlo Park Municipal Code section 13.24.060(c)(4)(A).) The PC would act as the recommending body for the proposed subdivision map which would be acted on by the City Council following PC's action on the project.

Public Notice

To meet the heritage tree removal notice requirements, the applicant posted on-site notices and city staff mailed notices to neighbors who live within 300 feet of the site address on Nov. 3.

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

Attachments

A. Hyperlink – Municipal Code Chapter 13.24 Heritage Trees: https://ecode360.com/47074285#47074285
B. Hyperlink – 68 Willow Rd. project page: menlopark.gov/Government/Departments/Community-Development/Projects/Under-review/68-Willow-Rd
C. Heritage tree permit application
D. Heritage tree appeal form
E. Hyperlink – Dec. 17 EQC meeting agenda: menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/environmental-quality-commission/2025-meetings/agendas/20251217-eqc-regular-meeting-agenda-packet_reduced.pdf
F. Appellant's arborist report
G. Hyperlink – Heritage tree ordinance administrative guidelines: www.menlopark.gov/files/sharedassets/public/v/1/public-works/documents/heritage-trees/heritage-tree-ordinance-administrative-guidelines-final_202009211246068035.pdf
H. Updated arborist analysis
I. Updated tree disposition plan
J. Updated planting plan
K. Letter from applicant's legal team

Report prepared by:
Joanna Chen, Management Analyst II
Jillian Keller, City Arborist
Chris Turner, Senior Planner

Reviewed by:
Azalea Mitch, Public Works Director
Rachael Londer, Sustainability Manager

HERITAGE TREE REMOVAL PERMIT APPLICATION

ATTACHMENT C

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6760

Please have the following documents before submitting an application online through the City's online permit portal:

☐ Completed and signed version of this form;
☐ Obtain an arborist report from a City-approved consulting arborist; and
☐ Attach a landscape plan or complete the replacement tree section below. Please refer to heritage tree replacement requirements for a list of appropriate replacement trees and guidelines to estimate the monetary values of replacement trees.
☐ Additional documents are required for development-related heritage trees.

The online submittal process requires additional contact information and detailed information on each tree proposed for removal. Incomplete applications will not be processed. The form may be signed digitally, or the form may be printed, signed and scanned. If you are signing digitally, please note that the signature should be added last, after all the proposal information has been entered.

Proposal information	
Applicant:	Chase Rapp
Property owner:	68 Willow Owner, LLC
Address:	68 Willow Road
Description of proposed removal(s):	

Replacement tree plan	
Planting location:	
Tree species:	
Container size:	
In-lieu fee, if applicable:	

Acknowledgements and authorizations

- Tree(s) may not be removed (or pruned over 25%) until the applicant has received a permit approval form, which must be on site for inspection while tree work is performed.
- Tree replacement(s) must be planted within 90 days of permit issuance.

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.

I (we) authorize access and inspection of tree in my (our) absence.

By signing this form, the signatory acknowledges they own the property and that the information provided is accurate.

Property owner signature and date

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Tree Removal Report

10/18/24
Project Arborist: Kevin J. Carlson

Mr. Jimmy Keane
68 Willow Owner, LLC
RE: 68 Willow Road, Menlo Park, CA

Kevin J. Carlson

ISA Board Certified Master Arborist #WE-7475B
ASCA Registered Consulting Arborist #629
ISA Tree Risk Assessment Qualified

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ASSIGNMENT

Physically inspect all trees on the property that are proposed for development-related removal based on the plans provided by Prince Street Partners. Map, tag, compile data, and provide valuations for each tree, and write an inventory/survey report documenting the observations. Provide an objective, unbiased opinion as to tree health, structure, and appraised value.

SUMMARY

This survey provides a numbered map, detailed information, and valuations for each tree surveyed. The complete list of trees and all relevant information, including their health and structure ratings, their *Heritage Tree* status, and the attending arborist's comments can be found in the *Tree Survey Data Table*.

There are a total of 23 trees included in this report, all of which are protected under the provisions of the *City of Menlo Park Heritage Tree Ordinance*. Trees that are not protected by ordinance are excluded.

The total appraised value of the trees included in this report is **$503,447**, consistent with the trunk formula method contained in the 10th Edition of *The Guide for Plant Appraisal* (International Society of Arboriculture 2019). See worksheet on page 29.

SURVEY METHODS

The trunks of the trees were measured using an arborist's diameter tape at 54" above mean natural grade. The canopy height and spread were estimated using visual references acquired by the use of a clinometer at various locations.

Onsite trees or trees on the property line were tagged with 1.5-inch diameter brass tags, each stamped with their corresponding tree numbers. Trees outside the perimeter fence on the east and south of the property were tagged with aluminum impression tags that have been zip tied to the fence directly in front of the tree.

The condition of each tree was assessed by visual observation only from a standing position. This assessment did not include drilling or using sonar equipment to detect internal decay, or include climbing and/or the use of aerial equipment to assess higher portions of the tree. Consequently, it is possible that individual trees may have internal or belowground health problems or structural defects which were not identified.

All the trees surveyed were examined and then rated based on their individual health and structure according to the following *Tree Ratings Table*. Accordingly, a tree may be rated "good" under the health column for excellent/vigorous appearance and growth, and rated "fair/poor" in the structure column if structural mitigation is needed.

The health of an individual tree is rated based on leaf color and size, canopy density, new shoot growth, dead wood accumulation, and the absence or presence of pests or disease. Also considered is the arborist's own interpretation of what is "normal" for the species.

Individual tree structure is rated based on the growth pattern of the tree, including the degree of lean, the presence or absence of poor limb attachments, the length and weight of limbs, bowing or sweeping, and the extent/location of apparent decay. For each tree, a structural rating of "fair" or above indicates that the structure can be maintained with routine pruning such as removing dead branches and reducing branch end weight as the tree grows. A "fair/poor" rating indicates that the tree has significant structural weaknesses and corrective action is warranted. The notes section for that tree will then recommend a strategy/technique to improve the structure or mitigate structural issues. A "poor" structural rating indicates that the tree or portions of the tree may fail and that there are few mitigation options other than removal of the tree or large portions of the tree. Very large trees that are rated "fair/poor" for structure **and** that are near structures or in an area frequently traveled by cars or people, receive an additional **consider removal due to hazard** notation under the recommendations. This is included because structural mitigation techniques do not guarantee against structural failure, especially in very large trees. Property owners may or may not choose to remove this type of tree but should be aware that if a very large tree experiences a major structural failure, the impact may be significant.

TREE RATINGS TABLE

Rating	Health	Structure
Good	excellent/vigorous	exceptional
Fair/good	no significant health concerns	very stable
Fair	showing initial or temporary disease, pests, or lack of vitality. measures should be taken to improve health and appearance.	routine maintenance needed such as pruning or end weight reduction as tree grows
Fair/poor	in decline, significant health issues	significant structural weakness(es), mitigation needed, mitigation may or may not preserve the tree
Poor	dead or near dead	hazard

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LOCAL REGULATIONS GOVERNING TREES

The City of Menlo Park Municipal Code Chapter 13.24 describes protected heritage trees as:

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

SURVEY AREA OBSERVATIONS AND DISCUSSION

The surveyed property is a 2.5-acre commercial lot at the corner of Willow Rd. and Willow Place in Menlo Park, CA. The dominant tree species on this site is coast live oak, along with a pair of massive coast redwood trees, a pristine deodar cedar, a specimen Japanese maple, and a variety of other introduced landscape trees.

TREE HEALTH ON THIS PROPERTY

Tree health on this property is good overall with some notable exceptions as indicated in the *Tree Survey Data Table.*

TREE STRUCTURE ON THIS PROPERTY

Tree structure on this property essentially follows along with the tree health issues in the previous section. Good overall with some notable exceptions.

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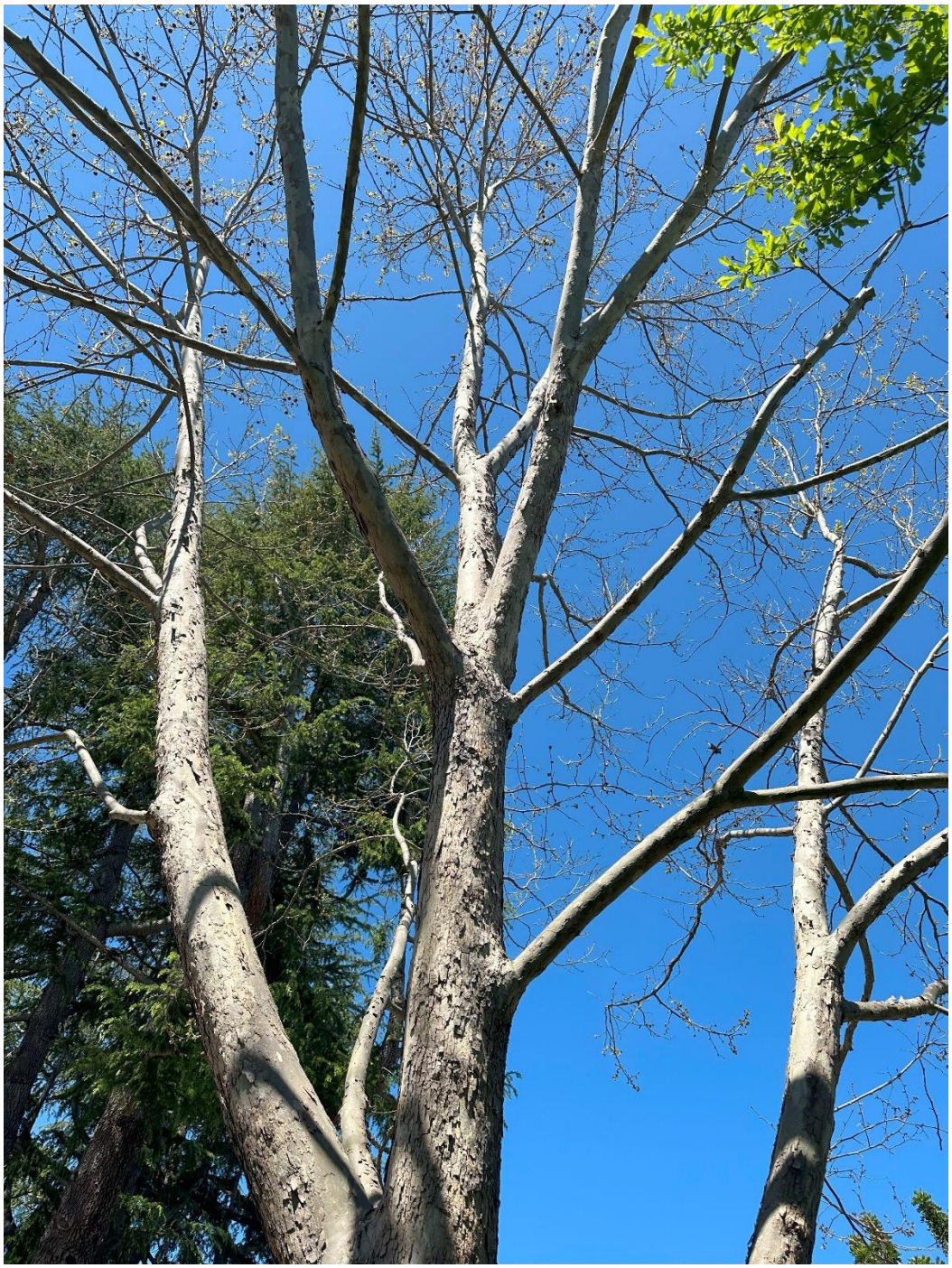
THE FOLLOWING PAGES CONTAIN:

PHOTOS OF ALL 23 TREES PROPOSED FOR REMOVAL, THE TREE SURVEY DATA TABLE, THE TREE VALUATIONS, A SITE E PLAN SHOWING THE LOCATIONS OF THE SUBJECT TREES, AND A BUILDING FOOTPRINT/TREE PLANTING PLAN

Deodar Cedar #1

Coast Live Oak #7

Carob #12



American Sweet Gum #16

Carob #17

American Sweet Gum #18

American Sweet Gum #19

Cherry #25

Valley Oak #28

White Birch #29

Coast Live Oak #33

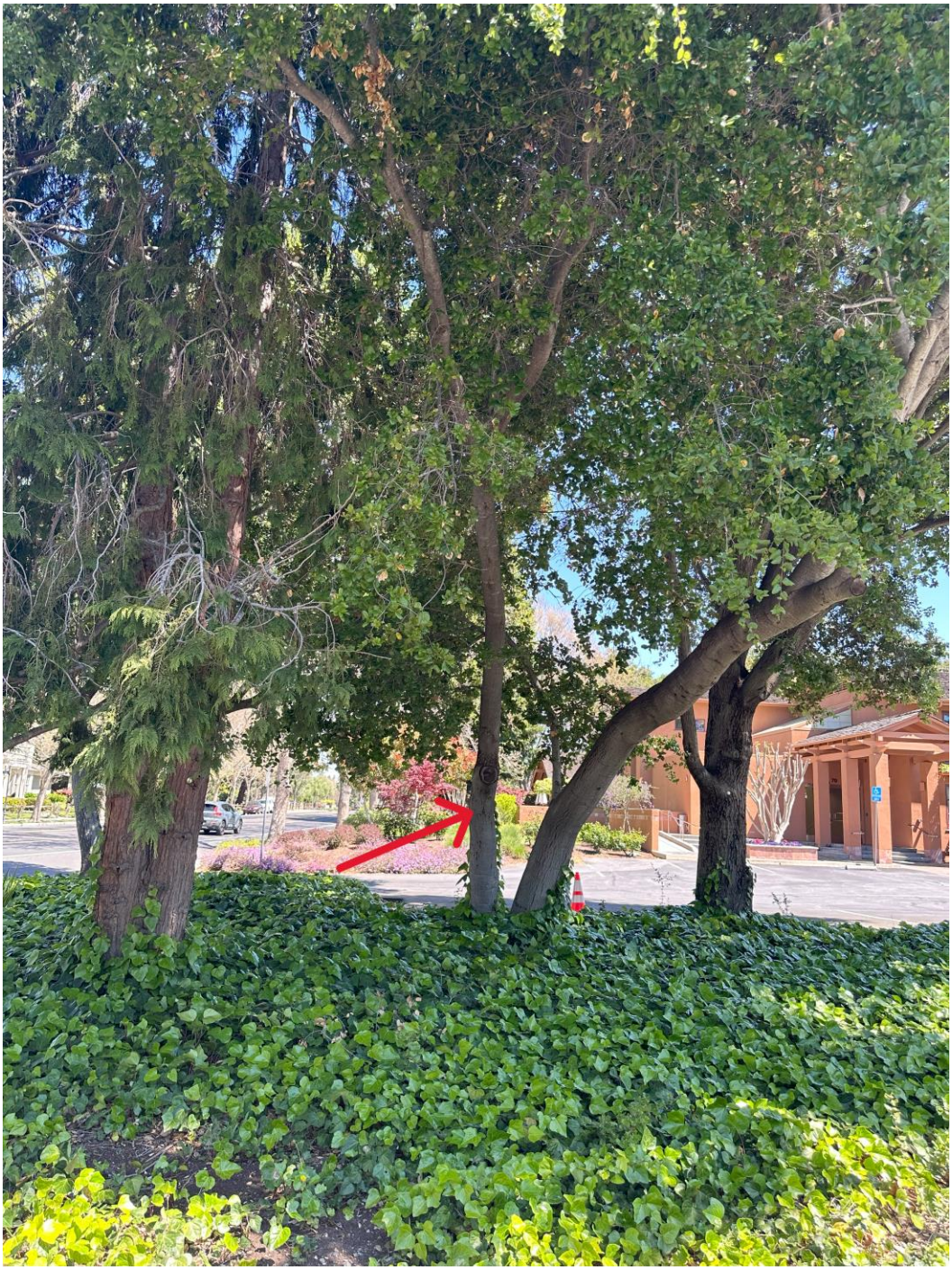
Coast Live Oak #34

Coast Live Oak #35

Coast Live Oak #37

Coast Redwoods #38 (right) and #39 (left)

Incense Cedar #41



Coast Live Oak #42

Coast Live Oak #43

Coast Redwood #45

Coast Live Oak #A6

Coast Live Oak #A7

Coast Live Oak #A8 (center)

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TREE SURVEY DATA

Address: 68 Willow Road, Menlo Park, CA
Updated: 10/18/24

Ratings for health and structure are given separately for each tree according to the table below. IE, a tree may be rated "Good" under the health column For excellent, vigorous appearance and growth, while the same tree may be rated "Fair, Poor" in the structure column if structural mitigation is needed.

KEY	Health	Structure
Good	excellent, vigorous	exceptional
Fair - Good	no significant health concerns	very stable
Fair	declining; measures should be taken to improve health and appearance	routine maintenance needed
Fair - Poor	in decline: significant health issues	mitigation needed, it may or may not preserve this tree
Poor	dead or near dead	hazard

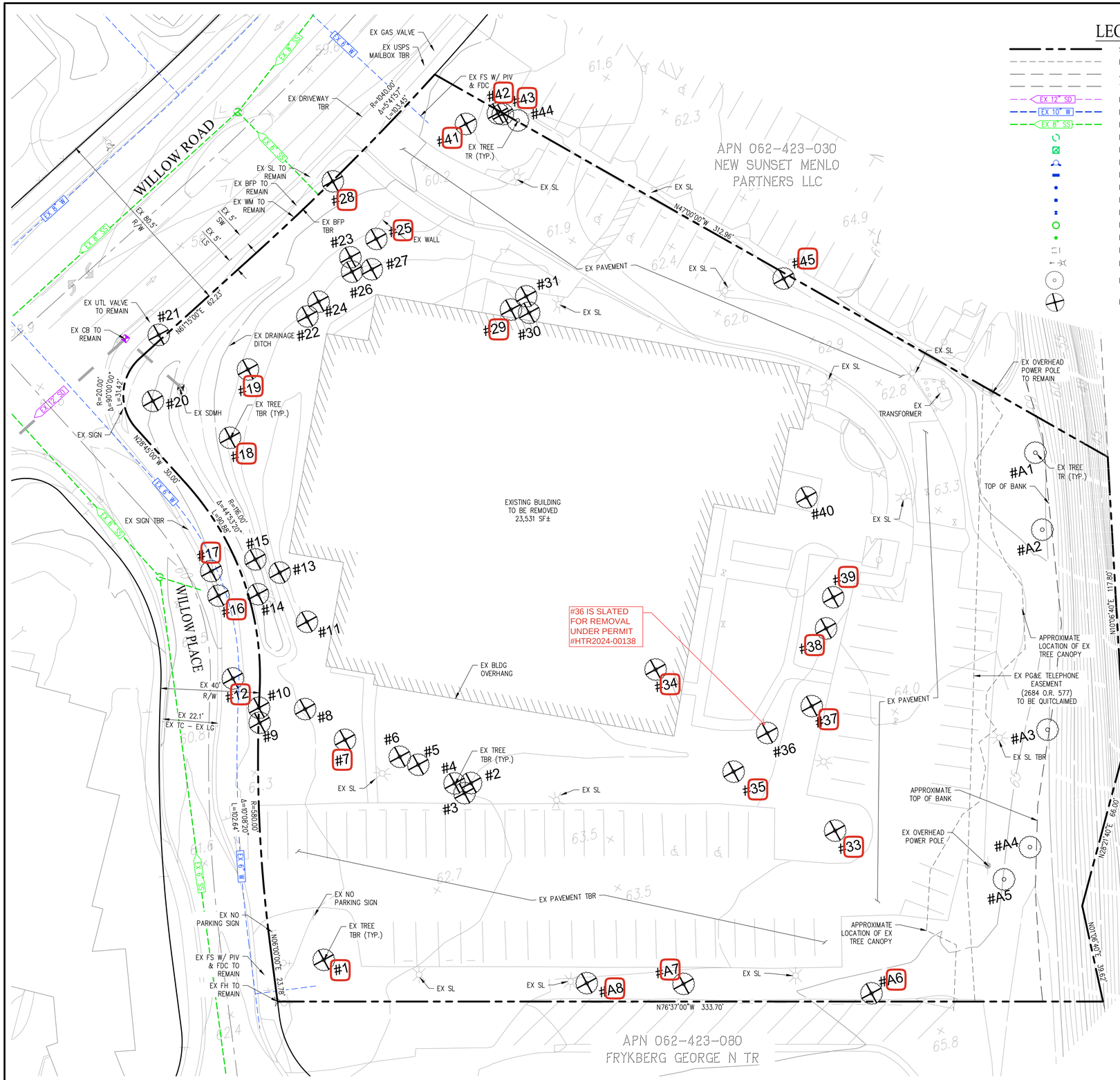
TAG NO.	COMMON NAME	DIAMETER AT STD. HEIGHT	H'/W'	HEALTH	STRUCTURE	PROTECTED (X)	TREE DISPOSITION	NOTES
1	DEODAR CEDAR	39	70/40	G	G	X	D	MASSIVE, GOOD CONDITION
7	COAST LIVE OAK	35	50/50	G	G	X	D	MASSIVE, GOOD CONDITION
12	CAROB	16	20/25	F	P	X	D	POSSIBLE STREET TREE, EXTENSIVE DECAY
16	AMERICAN SWEET GUM	17	50/35	F	G	X	D	POSSIBLE STREET TREE, FAIR SPECIMEN
17	CAROB	33	45/35	P	P	X	D	POSSIBLE STREET TREE, EXTENSIVE DECAY
18	AMERICAN SWEET GUM	23	50/30	G	G	X	D	GOOD SPECIMEN
19	AMERICAN SWEET GUM	21	50/30	F	G	X	D	GIRDLING ROOTS EVIDENT
25	CHERRY	15	20/20	F	G	X	D	LARGE TRUNK, DECENT CONDITION
28	VALLEY OAK	15	55/40	G	G	X	D	POSSIBLE STREET TREE, GOOD SPECIMEN
29	WHITE BIRCH	17	50/25	G	G	X	D	VERY LARGE, GOOD SPECIMEN
33	COAST LIVE OAK	24	50/50	F	G	X	D	IN PARKING LOT PLANTER. GOOD CONDITION
34	COAST LIVE OAK	30	60/55	F	G	X	D	TRUNK BLEEDING. POSSIBLE SOD INFECTION
35	COAST LIVE OAK	39	65/50	G	F	X	D	INSIDE COURTYARD. LEANS TOWARD FENCE AND PARKING AREA
37	COAST LIVE OAK	15	40/35	G	F	X	D	INSIDE COURTYARD, LEANS TOWARS FENCE AND PARKING AREA
38	COAST REDWOOD	48	110/40	G	G	X	D	INSIDE COURTYARD, MASSIVE, GOOD CONDITION
39	COAST REDWOOD	48	110/45	G	G	X	D	INSIDE COURTYARD, MASSIVE, GOOD CONDITION
41	INCENSE CEDAR	MULTI 14/14	70/30	G	G	X	D	ON PROPERTY LINE: GOOD CONDITION
42	COAST LIVE OAK	12	40/20	G	F	X	D	ON PROPERTY LINE: LEANS TOWARD DRIVEWAY
43	COAST LIVE OAK	19	40/20	G	F	X	D	ON PROPERTY LINE: LEANS TOWARD DRIVEWAY
45	COAST REDWOOD	24	60/20	G	G	X	D	ON PROPERTY LINE: GOOD CONDITION
A6	COAST LIVE OAK	21	50/40	F	G	X	D	PARKING LOT TREE TO THE SOUTH, CROWDED WITH COMPETING SPECIES
A7	COAST LIVE OAK	14	30/20	F	F	X	D	PARKING LOT TREE TO THE SOUTH, CROWDED WITH COMPETING SPECIES
A8	COAST LIVE OAK	MULTI 14/14	50/50	F	G	X	D	PARKING LOT TREE TO THE SOUTH, CROWDED WITH COMPETING SPECIES
	A = Retain, condition warrants long-term preservation						0	
	B = Preservable, tree is a benefit and may be worthy of extensive effort or design accommodation.						0	
	C = May be preservable, but is not worthy of extensive effort or design accommodation.						0	
	D= REMOVE FOR DEVELOPMENT						23	NOTE: REMOVAL FOR DEVELOPMENT PURPOSES ONLY
	TOTAL TREES						23	
	TOTAL PROTECTED TREES TO BE REMOVED						23	

URBAN TREE MANAGEMENT: TREE VALUATIONS GUIDE FOR TREE APPRAISALS-10th EDITION 2019 (TFM)

ADDRESS: 68 WILLOW ROAD, MENLO PARK

UPDATED: 10/18/2024

Tree No.	Species (example)	Condition 0 to 1.0	Trunk Diameter	Func. Limitation 0 to 1.0	Ext. limitation 0 to 1.0	Replacement tree Size	Replacement tree Cost	Installation Cost	Total Cost	Unit Tree cost	Appraised Trunk area	Basic tree cost	Depreciated cost	Reproduction cost (rounded)
1	DEODAR CEDAR	0.8	39	1	1		172.73	172.73	345.46	45.46	1194.6	54,306	43,790	
7	COAST LIVE OAK	0.8	35	1	1		172.73	172.73	345.46	45.46	962.1	43,738	35,336	
12	CAROB	0.5	16	1	1		172.73	172.73	345.46	45.46	201.1	9,140	4,916	
16	AMERICAN SWEET GUM	0.8	17	1	1		172.73	172.73	345.46	77.04	227.0	17,487	14,335	
17	CAROB	0.3	33	1	1		172.73	172.73	345.46	45.46	855.3	38,882	12,010	
18	AMERICAN SWEET GUM	0.8	23	1	1		172.73	172.73	345.46	77.04	415.5	32,008	25,952	
19	AMERICAN SWEET GUM	0.8	21	1	1		172.73	172.73	345.46	77.04	346.4	26,684	21,692	
25	CHERRY	0.8	15	1	1		172.73	172.73	345.46	77.04	176.7	13,614	11,237	
28	VALLEY OAK	1	15	1	1		172.73	172.73	345.46	77.04	176.7	13,614	13,960	
29	WHITE BIRCH	0.8	17	1	1		172.73	172.73	345.46	45.46	227.0	10,319	8,600	
33	COAST LIVE OAK	0.7	24	1	1		172.73	172.73	345.46	45.46	452.4	20,566	14,741	
34	COAST LIVE OAK	0.7	30	1	1		172.73	172.73	345.46	45.46	706.9	32,134	22,839	
35	COAST LIVE OAK	0.8	39	1	1		172.73	172.73	345.46	45.46	1194.6	54,306	43,790	
37	COAST LIVE OAK	0.8	15	1	1		172.73	172.73	345.46	45.46	176.7	8,033	6,772	
38	REDWOOD	1	48	1	1		172.73	172.73	345.46	36.36	1809.6	65,795	66,141	
39	REDWOOD	1	48	1	1		172.73	172.73	345.46	36.36	1809.6	65,795	66,141	
41	INCENSE CEDAR	1	28	1	1		172.73	172.73	345.46	36.36	615.8	22,389	22,734	
42	COAST LIVE OAK	0.8	12	1	1		172.73	172.73	345.46	45.46	113.1	5,141	4,459	
43	COAST LIVE OAK	0.8	19	1	1		172.73	172.73	345.46	45.46	283.5	12,889	10,657	
45	REDWOOD	1	24	1	1		172.73	172.73	345.46	36.36	452.4	16,449	16,794	
A6	COAST LIVE OAK	0.7	21	1	1		172.73	172.73	345.46	45.46	346.4	15,746	11,367	
A7	COAST LIVE OAK	0.7	14	1	1		172.73	172.73	345.46	45.46	153.9	6,998	5,244	
A8	COAST LIVE OAK	0.7	28	1	1		172.73	172.73	345.46	45.46	615.8	27,992	19,940	
											TOTAL APPRAISED VALUE		**503,447**	



LEGEND

- SUBDIVISION BOUNDARY
- EASEMENT LINE
- ADJACENT PROPERTY LINE
- TOP OF BANK
- EXISTING STORM DRAIN MAIN
- EXISTING WATER MAIN
- EXISTING SANITARY SEWER MAIN
- EXISTING STORM DRAIN MANHOLE
- EXISTING STORM DRAIN FIELD INLET
- EXISTING FIRE HYDRANT
- EXISTING BACK FLOW
- EXISTING PRESSURE INDICATOR VALVE
- EXISTING FIRE DEPARTMENT CONNECTION
- EXISTING WATER VALVE
- EXISTING SANITARY SEWER MANHOLE
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING UTILITY BOX/VAULT
- EXISTING STREET LIGHT
- EXISTING TREE TO REMAIN
- EXISTING TREE TO BE REMOVED

ABBREVIATIONS

BLDG	BUILDING
BFP	BACK FLOW PREVENTER
CB	CATCH BASIN
DWY	DRIVEWAY
FI	FIELD DRAIN INLET
ELEC	ELECTRICAL
EX	EXISTING
FDC	FIRE DEPARTMENT CONNECTION
FH	FIRE HYDRANT
FS	FIRE SERVICE
PIV	POST INDICATOR VALVE
PL	PROPERTY LINE
R/W	RIGHT OF WAY
SDMH	STORM DRAIN MANHOLE
SSCO	SANITARY SEWER CLEAN OUT
SL	STREET LIGHT
SSMH	SANITARY SEWER MANHOLE
TBR	TO BE REMOVED
TR	TO REMAIN
VLT	VAULT
WM	WATER METER
WS	WATER SERVICE

TREE TABLE

TREE NO.	SPECIES	DIAMETER (IN)	PROTECTED	PROPOSED ACTION
1	DEODEAR CEDAR	39	YES	REMOVE
2	WHITE BIRCH	10	NO	REMOVE
3	WHITE BIRCH	11	NO	REMOVE
4	WHITE BIRCH	9	NO	REMOVE
5	WHITE BIRCH	7	NO	REMOVE
6	WHITE BIRCH	11	NO	REMOVE
7	COASTAL LIVE OAK	35	YES	REMOVE
8	HAWTHORN	12	NO	REMOVE
9	MAGNOLIA	6	NO	REMOVE
10	MAGNOLIA	5	NO	REMOVE
11	JAPANESE MAPLE	30	NO	REMOVE
12	CAROB	16	YES	REMOVE
13	PLUM	12	NO	REMOVE
14	PLUM	8	NO	REMOVE
15	PLUM	9	NO	REMOVE
16	AMERICAN SWEET GUM	17	YES	REMOVE
17	CAROB	33	YES	REMOVE
18	AMERICAN SWEET GUM	23	YES	REMOVE
19	AMERICAN SWEET GUM	21	YES	REMOVE
20	CHERRY	10	NO	REMOVE
21	RED MAPLE	9	NO	REMOVE
22	PLUM	9	NO	REMOVE
23	PLUM	8	NO	REMOVE
24	PLUM	8	NO	REMOVE
25	CHERRY	15	YES	REMOVE
26	PLUM	8	NO	REMOVE
27	PLUM	9	NO	REMOVE
28	VALLEY OAK	15	YES	REMOVE
29	WHITE BIRCH	17	YES	REMOVE
30	WHITE BIRCH	10	NO	REMOVE
31	WHITE BIRCH	7	NO	REMOVE
32	COAST LIVE OAK	36	YES	REMOVE
33	COAST LIVE OAK	24	YES	REMOVE
34	COAST LIVE OAK	30	YES	REMOVE
35	COAST LIVE OAK	39	YES	REMOVE
36	COAST LIVE OAK	41	YES	REMOVE
37	COAST LIVE OAK	15	YES	REMOVE
38	COAST REDWOOD	48	YES	REMOVE
39	COAST REDWOOD	48	YES	REMOVE
40	CHINESE PISTACHE	11	NO	REMOVE
41	INCENSE CEDAR	14	YES	REMOVE
42	COAST LIVE OAK	12	YES	REMOVE
43	COAST LIVE OAK	19	YES	REMOVE
44	COAST LIVE OAK	22	YES	TO REMAIN
45	COAST REDWOOD	24	YES	REMOVE
A1	COAST LIVE OAK	24	YES	TO REMAIN
A2	COAST LIVE OAK	25	YES	TO REMAIN
A3	COAST LIVE OAK	29	YES	TO REMAIN
A4	COAST LIVE OAK	27	YES	TO REMAIN
A5	COAST LIVE OAK	21	YES	TO REMAIN
A6	COAST LIVE OAK	21	YES	REMOVE
A7	COAST LIVE OAK	14	YES	REMOVE
A8	COAST LIVE OAK	14	YES	REMOVE

TREE REMOVAL DATA IN RED
ADDED 10/18/24
BY PROJECT ARBORIST
KEVIN J CARLSON
ISA BCMA #WE-7475B
RCA #629
ISA TRAQ

NOTE:

1. ALL EXISTING ONSITE UTILITIES, AND IMPROVEMENTS NOT LIMITED TO BUILDINGS, RETAINING WALLS, PAVEMENT, TREES, ETC. ARE TO BE REMOVED UNLESS OTHERWISE NOTED.
2. LOCATION OF ALL EXISTING UTILITIES ARE APPROXIMATE BASED ON FIELD AND RECORD INFORMATION. FINAL UTILITY LOCATIONS AND DEPTHS ARE SUBJECT TO USA MARKINGS VERIFICATION AND POTHOLE INVESTIGATIONS.
3. ALL TREES NOTED ON THE PLANS PER ARBORIST URBAN TREE MANAGEMENT "TREE SURVEY REPORT" DATED APRIL 16, 2024.
4. EXISTING SANITARY SEWER LATERAL TO BE CUT & CAPPED AT PROPERTY LINE & ABANDONED PER DISTRICT STANDARDS.

EXISTING CONDITIONS

68 WILLOW DRIVE

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

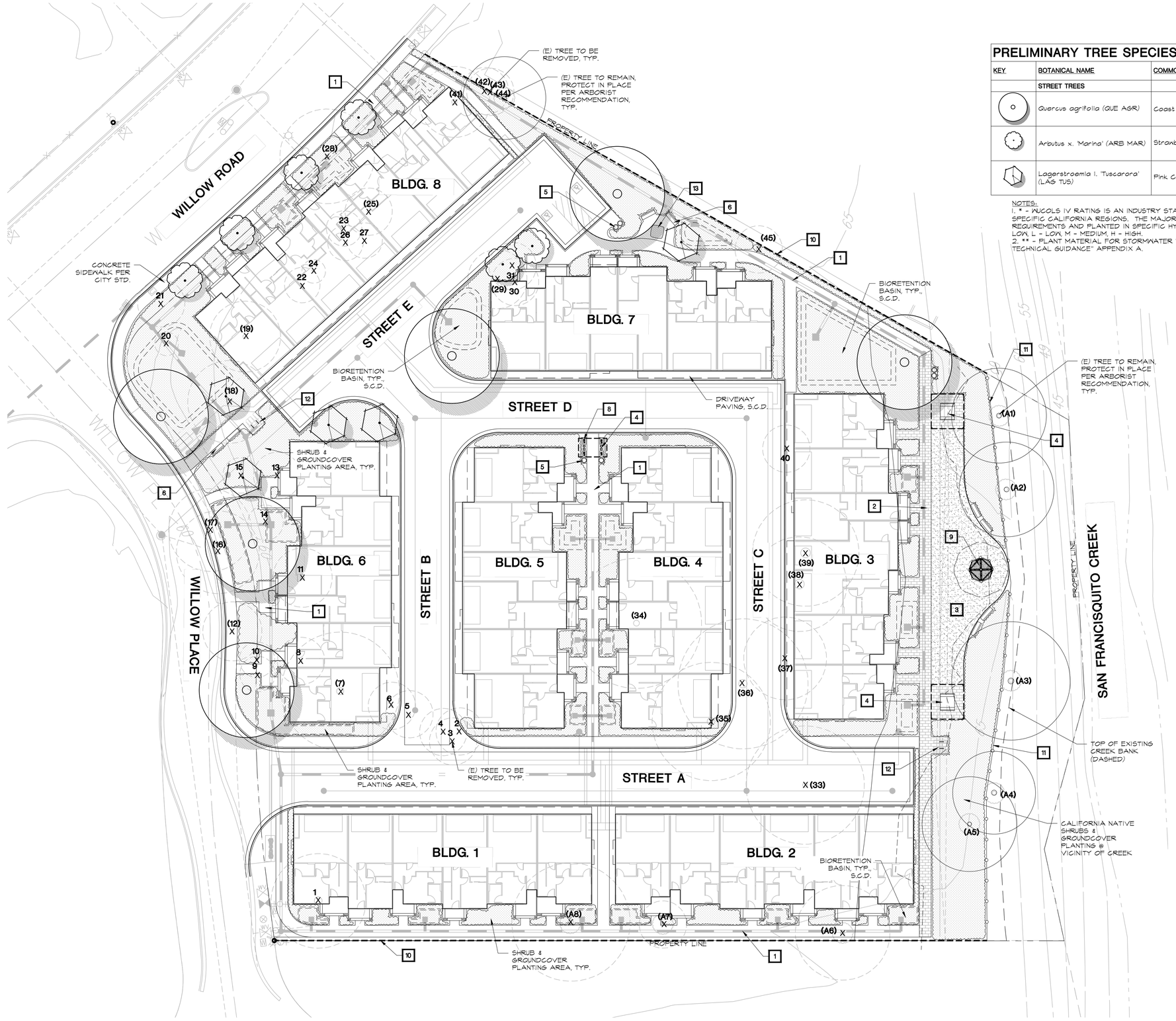
SCALE: 1" = 20' DATE: JULY 19, 2024

0 20 40 60

cbg CIVIL ENGINEERS ▪ SURVEYORS ▪ PLANNERS
SAN RAMON ▪ (925) 866-0322
ROSEVILLE ▪ (916) 788-4456
WWW.CBANDG.COM

TM-2

H:\3942-000\ACAD\TM\TM-02_EXISTING CONDITIONS.DWG



PRELIMINARY TREE SPECIES KEY

KEY	BOTANICAL NAME	COMMON NAME	CONTAINER SIZE	SPACING	QTY.	WUCOLS*	SIZE @ PLANTING	MATURE SIZE
	STREET TREES							
	Quercus agrifolia (QUE AGR)	Coast Live Oak	36" BOX -STD.	SEE PLANS	6	VL	TBD	40' H x 40' W
	Arbutus x. 'Marina' (ARB MAR)	Stranberry Tree	15 GAL -STD.	SEE PLANS	6	L	TBD	25' H x 18' W
	Lagerstroemia i. 'Tuscarora' (LAG TUS)	Pink Crape Myrtle	24" BOX -STD.	SEE PLANS	5	L	TBD	22' H x 15' W

NOTES:
1. * - WUCOLS IV RATING IS AN INDUSTRY STANDARD FOR IRRIGATION WATER NEEDS OF LANDSCAPE PLANTINGS IN SPECIFIC CALIFORNIA REGIONS. THE MAJORITY OF PLANTS FOR THIS REGION ARE VERY LOW (VL) TO Medium (M) WATER REQUIREMENTS AND PLANTED IN SPECIFIC HYDROZONES. ABBREVIATIONS FOR WUCOLS WATER NEEDS ARE: VL - VERY LOW, L - LOW, M - MEDIUM, H - HIGH.
2. ** - PLANT MATERIAL FOR STORMWATER TREATMENT PLANTERS PER SAN MATEO COUNTY'S "C.3 STORM WATER TECHNICAL GUIDANCE" APPENDIX A.

PRELIMINARY MATERIALS SCHEDULE

SYMBOL	DESCRIPTION	DETAIL/SHEET
1	CONCRETE PAVING INTEGRAL COLOR: 'NO COLOR'	1 / L-3
2	PERMEABLE CONCRETE UNIT PAVERS	2 / L-3
3	SYNTHETIC TURF	
4	WOOD & STEEL TRELLIS 9'-0" OVERALL HT., DOWN LIGHTING MOUNTED @ BEAMS	3 / L-3
5	TRASH & RECYCLING RECEPTACLES	8 / L-3
6	BENCH	11 / L-3
7	BOLLARD LIGHT	7 / L-3
8	CLUSTER MAILBOXES BOXES:	13 / L-3
9	PLAY STRUCTURE: 5-12 YEAR OLD	9 / L-3
10	6 FT. HT. SOLID WOOD FENCE:	6 / L-3
11	6 FT. HT. MESH VIEW FENCE (@ CREEK):	5 / L-3
12	BIKE RACKS: (4) TOTAL (8 PARKING SPOTS)	10 / L-3
13	SEATING NOOK: CONTEMPORARY BOX SEAT, BENCHES & DECOMPOSED GRANITE PAVING	4 / L-3

NOTES:
1. CONTRACTOR TO CONFIRM ALL COLORS & FINISHES W/ OWNER PRIOR TO CONSTRUCTION. CONTRACTOR SHALL PROVIDE PAINT & STAIN FINISH SAMPLES FOR REVIEW & APPROVAL.
2. PAINT FINISHES TO HAVE 1 COAT OF PRIMER & 2 COATS OF PAINT TYP.

IRRIGATION/MWELO DESIGN NOTE

A FULLY-AUTOMATIC, HYDROZONED IRRIGATION SYSTEM DESIGN COMPLIANT WITH THE CITY OF MENLO PARK's MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO) REQUIREMENTS, SHALL BE PROVIDED DURING THE BUILDING PERMIT APPROVAL PROCESS.

PROTECTED HERITAGE TREES

PROTECTED HERITAGE TREES ARE IDENTIFIED ON THIS SHEET W/ THE ARBORIST TREE # IN PARENTHESES, EX: (25). SEE SHEET L-1 FOR MORE INFO. ON EXISTING TREES.

REVISIONS	BY

ENVIRONMENTAL FORESIGHT, INC.
Landscape Architecture
2065 N. Broadway, Suite 203
Walnut Creek, CA 94596
T (925) 945-0300
www.environmentalforesight.com

PRELIMINARY LANDSCAPE PLAN
Willow Road Townhomes
68 Willow Road
Menlo Park, California

LICENSED LANDSCAPE ARCHITECT — SCOTT C. FEUER NO. 4878 — STATE OF CALIFORNIA — SIGNATURE — RENEWAL DATE 08/31/2025 — DATE

Scale:	AS SHOWN
Drawn by:	KP
Date:	07/19/24
Job:	24006.01
Sheet	L-2
Of	00 Sheets

ASSUMPTIONS AND LIMITING CONDITIONS

1. Any legal description provided to this arborist is assumed to be correct. No responsibility is assumed for matters legal in character nor is any opinion rendered as to the quality of any title.
2. This arborist can neither guarantee nor be responsible for accuracy of information provided by others.
3. This arborist shall not be required to give testimony or to attend court by reason of the information provided by this arborist unless subsequent written arrangements are made, including payment of an additional fee for services.
4. Loss or removal of any part of this report invalidates the entire report.
5. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person(s) to whom it is addressed without written consent of this arborist.
6. This report and the values expressed herein represent the opinion of this arborist, and this arborist's fee is in no way contingent upon the reporting of a specified value nor upon any finding to be reported.
7. Sketches, diagrams, graphs, photos, etc., in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys.
8. This report has been made in conformity with acceptable appraisal/evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.
9. When applying any pesticide, fungicide, or herbicide, always follow label instructions.
10. No tree described in this report was climbed, unless otherwise stated. This arborist cannot take responsibility for any defects which could only have been discovered by climbing. A full root collar inspection, consisting of excavating the soil around the tree to uncover the root collar and major buttress roots, was not performed, unless otherwise stated. This arborist cannot take responsibility for any root defects which could only have been discovered by such an inspection.

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.

PRINCE STREET PARTNERS

November 4th, 2024

RE: 68 Willow Road Entitlement

A cost comparison relative to a tree preservation design change on this project would be of little value. This is a high-density housing project with no space available for such modifications. Any attempt to modify the design of the project relative to existing trees would likely lead to a reduction in livable units and/or reduction in required parking spaces.

Signed,

Chasen Rapp

Managing Partner – 68 Willow Owner, LLC

ENVIRONMENTAL FORESIGHT, INC.
Landscape Architecture

December 16, 2024
Job No. 24006.01

Ms. Jillian Keller
City Arborist
City of Menlo Park
333 Burgess Dr.
Menlo Park, CA 94025
T (650) 330-6793
E JMKeller@menlopark.gov

Regarding: 68 Willow Road Townhomes, Menlo Park, California
Heritage Tree Ordinance Administrative Guidelines

Dear Ms. Keller,

Please see the following narratives and attachments regarding the Heritage Tree Ordinance Administrative Guidelines:

-Narrative describing the tree mitigation planting efforts
-Narrative table describing the financial feasibility of alternative designs that may preserve the existing heritage trees (also see attached building key map)
-Narrative describing public benefit of the proposed townhome project

Tree replacement planting narrative:
The Preliminary Landscape Plan shows a total of sixteen replacement trees specified from the City's recommended heritage tree replacement list. Eleven of the specified trees are coast live oaks and five are Saratoga sweet bays. The design team has made a strong effort in fitting as many replacement trees within the project as possible but a further seventy-nine replacement trees would be necessary to balance the tree removals per City guidelines. In-lieu fees will be paid to cover the balance of the tree mitigation. The elements listed below create constraints making it very difficult to provide additional space to plant more mitigation trees:

- Allowed building footprint, necessary vehicular drives and pedestrian walkways
- Required bioretention basins
- Proposed utility layout with tree planting setbacks
- Flexible open space amenities for residents
- Dense existing trees to remain on east edge of property

Sincerely,

ENVIRONMENTAL FORESIGHT, INC.

Kevin Proctor, Principal
CA Landscape Architect #5011

FINANCIAL FEASIBILITY OF DESIGN ALTERNATIVES

HERITAGE TREE # PER ARBORIST REPORT (REMOVALS ONLY)	SPECIES	DIAMETER OF HERITAGE TREE	VALUE OF HERITAGE TREE TO BE REMOVED x 140% *	REASON FOR REMOVAL	EXPLANATION OF FINANCIAL INFEASIBILITY OF DESIGN ALTERNATIVE *
#1	DEODOR CEDAR	39"	$35,101 x 140% =49,141	IN PROPOSED BUILDING ENVELOPE	UNIT 1-A WOULD NEED TO BE OMITTED TO SAVE TREE #1. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 1-A IS +/- $1,882,800 WHICH IS FAR GREATER THAN THE $49,141 VALUE OF TREE #1. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#7	COAST LIVE OAK	35"	$35,336 x 140% = $49,470	IN PROPOSED BUILDING ENVELOPE	UNITS 6-E & 6-F WOULD NEED TO BE OMITTED TO SAVE TREE #7. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 6-E & 6-F IS $4,971,600 WHICH IS FAR GREATER THAN THE $49,470 VALUE OF TREE #7. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#12	CAROB	16"	$4,916	EXTENSIVE DECAY, TO BE REMOVED FOR SAFETY (STREET TREE)	NA
#16	AMERICAN SWEET GUM	17"	$14,335 x 140% = $20,069	PROPOSED SIDEWALK CONFLICT (STREET TREE)	BUILDING 6 WOULD NEED TO BE OMITTED TO SAVE TREE #16. THE NEW CITY REQUIRED 10' MONOLITHIC SIDEWALK WOULD NEED TO BE JOGGED AROUND THE TREE CONFLICTING WITH THE BUILDING 6 LOCATION. THE EXPECTED APPROX. SALE PRICE OF THE BUILDING 6 UNITS IS $14,002,800 WHICH IS FAR GREATER THAN THE $20,069 VALUE OF TREE #16. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#17	CAROB	33"	$9,677	EXTENSIVE DECAY, TO BE REMOVED FOR SAFETY (STREET TREE)	NA
#18	AMERICAN SWEET GUM	23"	$25,952 x 140% = $36,332	PROPOSED UTILITY LINE & BIORETENTION CONFLICT, SAFETY ISSUE	NA - TREE #18 IS LOCATED IN AN AREA WHERE EXCAVATION FOR BIORETENTION & MANY UTILITY LINES WILL OCCUR. GIVEN THE BRITTLE NATURE OF AM. SWEETGUM TREES, TREE #16 WILL BE REMOVED FOR SAFETY REASONS
#19	AMERICAN SWEET GUM	21"	$21,692 x 140% = $30,368	IN PROPOSED BUILDING ENVELOPE	UNIT 8-A WOULD NEED TO BE OMITTED TO SAVE TREE #19. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 8-A IS $2,670,000 WHICH IS FAR GREATER THAN THE $30,368 VALUE OF TREE #19. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#25	CHERRY	15"	$7,969 x 140% = $11,156	IN PROPOSED BUILDING ENVELOPE	UNITS 8-D & 8-E WOULD NEED TO BE OMITTED TO SAVE TREE #25. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 8-D & 8-E IS $4,696,800 WHICH IS FAR GREATER THAN THE $11,156 VALUE OF TREE #25. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#28	VALLEY OAK	15"	$13,960 x 140% = $19,544	PROPOSED UTILITY LINE & SIDEWALK CONFLICT (STREET TREE)	UNITS 8-D, 8-E, 8-F & 8-G WOULD NEED TO BE OMITTED TO SAVE TREE #28. THE NEW CITY REQUIRED 10' MONOLITHIC SIDEWALK WOULD NEED TO BE JOGGED AROUND THE TREE CONFLICTING W/ THE ABOVE NOTED UNITS. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 8-D & 8-E IS $9,668,400 WHICH IS FAR GREATER THAN THE $19,544 VALUE OF TREE #28. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#29	WHITE BIRCH	17"	$6,949 x 140% = $9,728	IN PROPOSED BUILDING ENVELOPE	UNIT 7-A WOULD NEED TO BE OMITTED TO SAVE TREE #29. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 7-A IS $2,670,000 WHICH IS FAR GREATER THAN THE $9,728 VALUE OF TREE #29. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#33	COAST LIVE OAK	24"	$14,741 x 140% = $20,637	IN PROPOSED PRIVATE DRIVE	UNITS 2-D, 2-E & 2-F WOULD NEED TO BE OMITTED TO SAVE TREE #33. STREET 'A' WOULD NEED TO BE TRUNCATED TO SAVE TREE #33 REMOVING ACCESS TO THE ABOVE NOTED UNITS. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 2-D, 2-E & 2-F IS $7,366,800 WHICH IS FAR GREATER THAN THE $20,637 VALUE OF TREE #33. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#34	COAST LIVE OAK	30"	$22,839 x 140% = $31,974	IN PROPOSED BUILDING ENVELOPE	UNITS 4-C, 4-D, 4-E & 4-F WOULD NEED TO BE OMITTED TO SAVE TREE #34. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 4-C, 4-D, 4-E & 4-F IS $8,937,600 WHICH IS FAR GREATER THAN THE $31,974 VALUE OF TREE #34. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.

HERITAGE TREE # PER ARBORIST REPORT (REMOVALS ONLY)	SPECIES	DIAMETER OF HERITAGE TREE	VALUE OF HERITAGE TREE TO BE REMOVED x 140% *	REASON FOR REMOVAL	EXPLANATION OF FINANCIAL INFEASIBILITY DESIGN ALTERNATIVE *
#35	COAST LIVE OAK	39"	$43,790 x 140% = $61,306	IN PROPOSED BUILDING ENVELOPE	UNITS 4-F & BUILDING 3 WOULD NEED TO BE OMITTED TO SAVE TREE #35. STREET C WOULD NEED TO BE SHIFTED EAST AWAY FROM TREE #35 REMOVING SPACE FOR BUILDING 3. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 4-F & BUILDING 3 IS $18,974,400 WHICH IS FAR GREATER THAN THE $61,306 VALUE OF TREE #35. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#37	COAST LIVE OAK	15"	$6,722 x 140% = $9,410	AT PROPOSED CURB LINE	UNITS 3-F, 3-G & BUILDING 4 WOULD NEED TO BE OMITTED TO SAVE TREE #37. STREET C WOULD NEED TO BE SHIFTED WEST AWAY FROM TREE #37 REMOVING SPACE FOR BUILDING 4. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 3-F, 3-G & BUILDING 4 IS $19,068,000 WHICH IS FAR GREATER THAN THE $9,410 VALUE OF TREE #37. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#38	COAST REDWOOD	48"	$66,141 x 140% = $92,597	IN PROPOSED BUILDING ENVELOPE	UNITS 3-C, 3-D, 3-E & BUILDING 4 WOULD NEED TO BE OMITTED TO SAVE TREE #38. STREET C WOULD NEED TO BE SHIFTED WEST AWAY FROM TREE #38 REMOVING SPACE FOR BUILDING 4. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 3-F, 3-G & BUILDING 4 IS $20,270,400 WHICH IS FAR GREATER THAN THE $92,597 VALUE OF TREE #38. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#39	COAST REDWOOD	48"	$66,141 x 140% = $92,597	IN PROPOSED BUILDING ENVELOPE	UNITS 3-C, 3-D, 3-E & BUILDING 4 WOULD NEED TO BE OMITTED TO SAVE TREE #39. STREET C WOULD NEED TO BE SHIFTED WEST AWAY FROM TREE #39 REMOVING SPACE FOR BUILDING 4. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 3-F, 3-G & BUILDING 4 IS $20,270,400 WHICH IS FAR GREATER THAN THE $92,597 VALUE OF TREE #39. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#41	COAST LIVE OAK	MULTI 14"/14"	$18,256 x 140% = $25,558	IN PROPOSED BUILDING ENVELOPE	UNIT 8-G WOULD NEED TO BE OMITTED TO SAVE TREE #41. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 8-G IS +/- $2,670,000 WHICH IS FAR GREATER THAN THE $25,558 VALUE OF TREE #41. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#42	COAST LIVE OAK	12"	$3,636 x 140% = $5,090	AT PROPOSED FENCE LINE/HARDSCAPE	UNIT 8-G WOULD NEED TO BE OMITTED TO SAVE TREE #42. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 8-G IS +/- $2,670,000 WHICH IS FAR GREATER THAN THE $5,090 VALUE OF TREE #42. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#43	COAST LIVE OAK	19"	$8,595 x 140% = $12,033	AT PROPOSED FENCE LINE/HARDSCAPE	UNIT 8-G WOULD NEED TO BE OMITTED TO SAVE TREE #43. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 8-G IS +/- $2,670,000 WHICH IS FAR GREATER THAN THE $12,033 VALUE OF TREE #43. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#45	COAST REDWOOD	24"	$16,794 x 140% = $23,511	AT PROPOSED FENCE LINE/HARDSCAPE	UNIT 7-F WOULD NEED TO BE OMITTED TO SAVE TREE #45. THE EXPECTED APPROXIMATE SALE PRICE OF UNIT 7-F IS +/- $2,670,000 WHICH IS FAR GREATER THAN THE $23,511 VALUE OF TREE #45. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#A6	COAST LIVE OAK	21"	$9,163 x 140% = $12,828	AT PROPOSED WALKWAY/UTILITIES	UNITS 2-D, 2-E & 2-F WOULD NEED TO BE OMITTED TO SAVE TREE #A6. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 2-D, 2-E & 2-F IS $7,366,800 WHICH IS FAR GREATER THAN THE $12,828 VALUE OF TREE #A6. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#A7	COAST LIVE OAK	14"	$4,264 x 140% = $5,969	AT PROPOSED WALKWAY/UTILITIES	UNITS 2-A & 2-B WOULD NEED TO BE OMITTED TO SAVE TREE #A7. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 2-A & 2-B IS $5,065,200 WHICH IS FAR GREATER THAN THE $5,969 VALUE OF TREE #A7. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.
#A8	COAST LIVE OAK	MULTI 14"/14"	$16,021 x 140% = $22,429	AT PROPOSED WALKWAY/UTILITIES	UNITS 1-E & 1-F WOULD NEED TO BE OMITTED TO SAVE TREE #A8. THE TOTAL EXPECTED APPROX. SALE PRICE OF UNITS 2-A & 2-B IS $5,065,200 WHICH IS FAR GREATER THAN THE $22,429 VALUE OF TREE #A8. THIS DESIGN ALTERNATIVE IS NOT FEASIBLE.

* SEE CRITERIA #5 OF THE CITY OF MENLO PARK 'HERITAGE TREE ORDINANCE ADMINISTRATIVE GUIDELINES' REGARDING DEVELOPMENTS. CRITERIA #5 GIVES GUIDANCE FOR DESIGN ALTERNATIVE COST FEASIBILITY.


WILLOW ROAD
WILLOW PLACE
STREET A
STREET B
STREET C
STREET D
STREET E
SAN FRANCISQUITO CREEK
BLDG. 1
BLDG. 2
BLDG. 3
BLDG. 4
BLDG. 5
BLDG. 6
BLDG. 7
BLDG. 8
SCALE 1"=50'-0"

PRINCE STREET PARTNERS

December 11, 2024

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: 68 Willow Rd. – Housing Community Benefit Narrative

We'd like to express our strong commitment to addressing Menlo Park's critical housing needs through our proposed 50-unit townhome development at 68 Willow Rd. This thoughtfully designed project will contribute to alleviating the severe housing shortage in our community while fostering inclusivity and diversity.

Recognizing the housing challenges posed by the high cost of living, we are proud to include eight Below Market Rate (BMR) units in the development. These homes will provide vital opportunities for families and individuals who might otherwise be displaced due to the region's escalating housing prices. By adding a mix of housing options to a supply-constrained area, this project directly supports the City's goals of creating sustainable growth and ensuring housing equity. It also aligns with broader efforts to balance Menlo Park's dynamic economic opportunities with the need to provide accessible housing for residents across income levels.

We look forward to working collaboratively with the city to bring this project to fruition and enhance the vitality and inclusivity of our community.

Sincerely,

Chase Rapp

HERITAGE TREE REMOVAL & MITIGATION REPLACEMENT TABLE

HERITAGE TREE # PER ARBORIST REPORT (REMOVALS ONLY)	DIAMETER OF HERITAGE TREE	VALUE OF HERITAGE TREE TO BE REMOVED	REASON FOR REMOVAL
#1	39"	$35,101	IN PROPOSED BUILDING ENVELOPE
#7	35"	$35,336	IN PROPOSED BUILDING ENVELOPE
#12	16"	$4,916	IN PROPOSED SIDEWALK, EXTENSIVE DECAY (STREET TREE)
#16	17"	$14,335	PROPOSED SIDEWALK CONFLICT (STREET TREE)
#17	33"	$9,677	PROPOSED SIDEWALK CONFLICT (STREET TREE)
#18	23"	$25,952	PROPOSED UTILITY LINE CONFLICT
#19	21"	$21,692	IN PROPOSED BUILDING ENVELOPE
#25	15"	$7,969	IN PROPOSED BUILDING ENVELOPE
#28	15"	$13,960	PROPOSED UTILITY LINE & SIDEWALK CONFLICT (STREET TREE)
#29	17"	$6,949	IN PROPOSED BUILDING ENVELOPE
#33	24"	$14,741	IN PROPOSED PRIVATE DRIVE
#34	30"	$22,839	IN PROPOSED BUILDING ENVELOPE
#35	39"	$43,790	IN PROPOSED BUILDING ENVELOPE
#37	15"	$6,722	AT PROPOSED CURB LINE
#38	48"	$66,141	IN PROPOSED BUILDING ENVELOPE
#39	48"	$66,141	IN PROPOSED BUILDING ENVELOPE
#41	MULTI 14"/14"	$18,256	IN PROPOSED BUILDING ENVELOPE
#42	12"	$3,636	AT PROPOSED FENCE LINE
#43	19"	$8,595	AT PROPOSED FENCE LINE
#45	24"	$16,794	AT PROPOSED WALKWAY
#A6	21"	$9,163	AT PROPOSED WALKWAY/UTILITIES
#A7	14"	$4,264	AT PROPOSED WALKWAY/UTILITIES
#A8	MULTI 14"/14"	$16,021	AT PROPOSED WALKWAY/UTILITIES

TOTAL REMOVED HERITAGE TREE VALUE: $472,990

TOTAL REPLACEMENT TREE VALUE FOR (16) QTY. 48" BOX TREES ($5,000 EA.) PROPOSED: $80,000

TOTAL IN-LIEU TREE MITIGATION FEES DUE: $392,990

NOTES:
1. SEE CITY OF MENLO PARK MUNICIPAL CODE SECTION 13.24.90 REGARDING HERITAGE TREE REPLACEMENT REQUIREMENTS FOR DEVELOPMENT RELATED TREE REMOVALS.
2. TREE NUMBERS & SIZES CORRESPOND TO THE APPLICANT ARBORIST REPORT PREPARED BY URBAN TREE MANAGEMENT DATED APRIL 2024. REFER TO THE ARBORIST REPORT FOR TREE PROTECTION MEASURES.
3. SEE SHEET L-2 FOR PRELIMINARY TREE SPECIES KEY & LOCATION OF PROPOSED TREES.
4. ON SHEET L-2 PROTECTED HERITAGE TREES ARE IDENTIFIED W/ THE ARBORIST TREE # IN PARENTHESES, EX: (25).

EXISTING TREE INVENTORY

urbantreemanagement inc.

TREE SURVEY DATA

Address: 68 Willow Road, Menlo Park, CA
Inspection Date: 9/22/24

Ratings for health and structure are given separately for each tree according to the table below. IE, a tree may be rated "Good" under the health column For excellent, vigorous appearance and growth, while the same tree may be rated "Fair, Poor" in the structure column if structural mitigation is needed.

KEY	Health	Structure
Good	excellent, vigorous	exceptional
Fair - Good	no significant health concerns	very stable
Fair	declining; measures should be taken to improve health and appearance	routine maintenance needed
Fair - Poor	in decline: significant health issues	mitigation needed, it may or may not preserve this tree
Poor	dead or near dead	hazard

NOTE: SEE SHEET L-2 FOR EXISTING TREE REMOVALS PER IMPROVEMENTS

TAG NO.	COMMON NAME	DIAMETER AT STD. HEIGHT	H'/W'	HEALTH	STRUCTURE	PROTECTED (X)	(PER ARBORIST SUITABILITY EVALUATION) TREE DISPOSITION	NOTES
1	DEODAR CEDAR	39	70/40	G	G	X	A	MASSIVE, GOOD CONDITION
2	WHITE BIRCH	10	45/20	G	G		A	ONE OF 5 IN A CLUSTER, GOOD CONDITION
3	WHITE BIRCH	11	45/20	G	G		A	ONE OF 5 IN A CLUSTER, GOOD CONDITION
4	WHITE BIRCH	9	45/20	G	G		A	ONE OF 5 IN A CLUSTER, GOOD CONDITION
5	WHITE BIRCH	MULTI 7/6/4	50/20	P	P		D	ONE OF 5 IN A CLUSTER, DECAY IN LOWER TRUNK
6	WHITE BIRCH	11	50/20	P	P		D	ONE OF 5 IN A CLUSTER, DECAY IN LOWER TRUNK
7	COAST LIVE OAK	35	50/50	G	G	X	A	MASSIVE, GOOD CONDITION
8	HAWTHORN	12	16/20	F	G		B	SHADED BY ADJACENT OAK #35, DEAD WOOD
9	MAGNOLIA	MULTI 6/6/3	30/15	F	G		B	PHOTOTROPIC, POOR TAPER
10	MAGNOLIA	MULTI 5/4/3	30/15	F	G		B	PHOTOTROPIC, POOR TAPER
11	JAPANESE MAPLE	MULTI 6/7/7	25/25	G	G		A	EXCELLENT SPECIMEN, NO OBSERVED FLAWS
12	CAROB	16	20/25	F	P	X	C	POSSIBLE STREET TREE, EXTENSIVE DECAY
13	PLUM	12	20/20	G	G		B	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS
14	PLUM	8	20/15	G	G		B	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS
15	PLUM	9	20/15	G	G		B	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS
16	AMERICAN SWEET GUM	17	50/35	F	G	X	A	POSSIBLE STREET TREE, FAIR SPECIMEN
17	CAROB	33	45/35	P	P	X	D	POSSIBLE STREET TREE, EXTENSIVE DECAY
18	AMERICAN SWEET GUM	23	50/30	G	G	X	A	GOOD SPECIMEN
19	AMERICAN SWEET GUM	21	50/30	F	G	X	A	GIRDLING ROOTS EVIDENT
20	CHERRY	10	15/10	F	G		A	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS
21	RED MAPLE	9	30/20	G	G		A	POSSIBLE STREET TREE, GOOD SPECIMEN
22	PLUM	9	20/15	P	G		D	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS, FIREBLIGHT EVIDENT
23	PLUM	8	20/15	P	G		D	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS, FIREBLIGHT EVIDENT
24	PLUM	8	20/10	P	G		D	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS, FIREBLIGHT EVIDENT
25	CHERRY	15	20/20	F	G	X	B	LARGE TRUNK, DECENT CONDITION
26	PLUM	8	25/15	F	G		B	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS
27	PLUM	9	25/15	F	G		B	CLUSTERED WITH SMALLER UNSURVEYED SPECIMENS
28	VALLEY OAK	15	55/40	G	G	X	A	POSSIBLE STREET TREE, GOOD SPECIMEN
29	WHITE BIRCH	17	50/25	G	G	X	A	VERY LARGE, GOOD SPECIMEN
30	WHITE BIRCH	10	45/20	G	G		A	GOOD SPECIMEN
31	WHITE BIRCH	7	45/20	G	G		A	GOOD SPECIMEN
32	COAST LIVE OAK	36	35/35	P	P	X	D	EXTENSIVE DECAY, TERMITES, MULTIPLE BRACES. REMOVED UNDER SEPARATE PERMIT
33	COAST LIVE OAK	24	50/50	F	G	X	A	IN PARKING LOT PLANTER. GOOD CONDITION
34	COAST LIVE OAK	30	60/55	F	G	X	A	TRUNK BLEEDING. POSSIBLE SOD INFECTION
35	COAST LIVE OAK	39	65/50	G	F	X	A	INSIDE COURTYARD. LEANS TOWARD FENCE AND PARKING AREA
36	COAST LIVE OAK	41	60/55	G	P	X	A	INSIDE COURTYARD. LEANS TOWARD FENCE AND PARKING AREA. DECAY POCKETS EVIDENT REMOVED UNDER SEPARATE PERMIT
37	COAST LIVE OAK	15	40/35	G	F	X	A	INSIDE COURTYARD, LEANS TOWARS FENCE AND PARKING AREA
38	COAST REDWOOD	48	110/40	G	G	X	A	INSIDE COURTYARD, MASSIVE, GOOD CONDITION
39	COAST REDWOOD	48	110/45	G	G	X	A	INSIDE COURTYARD, MASSIVE, GOOD CONDITION
40	CHINESE PISTACHE	11	30/20	G	G		A	PATIO TREE INSIDE COURTYARD, GOOD CONDITION
41	INCENSE CEDAR	MULTI 14/14	70/30	G	G	X	A	ON PROPERTY LINE: GOOD CONDITION
42	COAST LIVE OAK	12	40/20	G	F	X	A	ON PROPERTY LINE: LEANS TOWARD DRIVEWAY
43	COAST LIVE OAK	19	40/20	G	F	X	A	ON PROPERTY LINE: LEANS TOWARD DRIVEWAY
44	COAST LIVE OAK	22	50/35	G	G	X	A	ON PROPERTY LINE: GOOD CONDITION
45	COAST REDWOOD	24	60/20	G	G	X	A	ON PROPERTY LINE: GOOD CONDITION
A1	COAST LIVE OAK	24	50/40	F	F	X	A	NEIGHBORING TREE: RIPARIAN AREA TO THE EAST ALONG SAN FRACISQUITO CREEK, IVY, CROWDED
A2	COAST LIVE OAK	25	50/40	F	F	X	A	NEIGHBORING TREE: RIPARIAN AREA TO THE EAST ALONG SAN FRACISQUITO CREEK, IVY, CROWDED
A3	COAST LIVE OAK	29	60/50	F	G	X	A	NEIGHBORING TREE: RIPARIAN AREA TO THE EAST ALONG SAN FRACISQUITO CREEK, IVY, CROWDED
A4	COAST LIVE OAK	27	50/35	F	G	X	A	NEIGHBORING TREE: RIPARIAN AREA TO THE EAST ALONG SAN FRACISQUITO CREEK, IVY, CROWDED
A5	COAST LIVE OAK	21	50/40	F	G	X	A	NEIGHBORING TREE: RIPARIAN AREA TO THE EAST ALONG SAN FRACISQUITO CREEK, IVY, CROWDED
A6	COAST LIVE OAK	21	50/40	F	G	X	A	NEIGHBORING TREE: PARKING LOT TREE TO THE SOUTH, CROWDED WITH COMPETING SPECIES
A7	COAST LIVE OAK	14	30/20	F	F	X	A	NEIGHBORING TREE: PARKING LOT TREE TO THE SOUTH, CROWDED WITH COMPETING SPECIES
A8	COAST LIVE OAK	MULTI 14/14	50/50	F	G	X	A	NEIGHBORING TREE: PARKING LOT TREE TO THE SOUTH, CROWDED WITH COMPETING SPECIES

A = Retain, condition warrants long-term preservation (PER ARBORIST SUITABILITY EVALUATION)	35
B = Preservable, tree is a benefit and may be worthy of extensive effort or design accommodation.	9
C = May be preservable, but is not worthy of extensive effort or design accommodation.	1
D= Recommend removal due to existing condition and/or structure	7
TOTAL TREES	51
Total Protected Trees	29

PRELIMINARY PLANT MATERIAL PALETTE

	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	WUCOLS*
	TREES - SEE TREE SPECIES ON SHEET L-2				
	SHRUBS, GROUNDCOVERS & GRASSES PALETTE				
ANI BUS	Anigozanthos x. 'Bush Gold'	Yellow Kangaroo Paw	1 GAL	30" O.C.	L
ARB OKT	Arbutus u. 'Oktoberfest'	Strawberry Tree (Shrub)	5 GAL	60" O.C.	L
BOU BLO	Bouteloua gracilis 'Blonde Ambition'	Blonde Ambition Blue Grama	1 GAL	30" O.C.	L
CAL LIT	Callistemon v. 'Little John'	Dwarf Bottle Brush	5 GAL	42" O.C.	L
CAR ELI	Carpenteria californica 'Elizabeth'	Compact Bush Anemone	5 GAL	48" O.C.	L
CAR TUM	Carex tumulicola	Foothill Sedge	1 GAL	24" O.C.	L
CEA YAN	Ceanothus g. h. 'Yankee Point'	Wild Lilac	5 GAL	60" O.C.	L
CIS LAD	Cistus ladanifer	Crimson Spot Rockrose	5 GAL	48" O.C.	L
DIE BIC	Dietes bicolor	Fortnight Lily	1 GAL	36" O.C.	L
FES ELI	Festuca glauca 'Elijah Blue'	Common Blue Fescue	6" POTS	18" O.C.	L
LAN MON	Lantana montevidensis	Trailing Lantana	1 GAL	42" O.C.	L
LAV MAR	Lavatera maritima	Tree Mallow	5 GAL	72" O.C.	L
LAV MUN	Lavandula a. 'Munstead'	Munstead Lavender	1 GAL	18" O.C.	L
LOR BUR	Loropetalum chinense	White Fringe Flower	5 GAL	72" O.C.	L
MYO PAR	Myoporum parvifolium	Myoporum	1 GAL	60" O.C.	L
NAN GUL	Nandina d. 'Gulf Stream'	Dwarf Heavenly Bamboo	1 GAL	18" O.C.	L
NAN MOO	Nandina d. 'Moon Bay'	Dwarf Heavenly Bamboo	1 GAL	30" O.C.	L
PHO PLA	Phormium x. 'Platt's Black'	New Zealand Flax	1 GAL	36" O.C.	L
PHO TON	Phormium x. 'Tony Tiger' Shade Alt.: Liriope m. 'Silvery Sunproof'	Dwarf New Zealand Flax Shade Alt.: Variegated Lily Turf'	1 GAL	24" O.C.	L
PIT VAR	Pittosporum tobira 'Variegata'	Variegated Tobira	5 GAL	60" O.C.	L
PRU COL	Prunus c. 'Compacta' Column	Columnar Cherry Laurel	5 GAL	48" O.C.	L
ROS HUN	Rosmarinus o. 'Huntington Carpet'	Trailing Rosemary	1 GAL	48" O.C.	L
ROS TUS	Rosmarinus o. 'Tuscan Blue' Shade Alt.: Nandina domestica	Uprigth Rosemary Shade Alt.: Heavenly Bamboo	5 GAL	36" O.C.	L
SAL GLO	Salvia g 'Heatwave Glow'	Heatwave Glow Sage	1 GAL	36" O.C.	L
SAL WIN	Salvia clevelandii 'Winnifred Gilman'	Cleveland Sage	5 GAL	42" O.C.	L
	VINES / ESPALIERS				
GEL SEM	Gelsemium sempervirens	Carolina Jessamine	5 GAL	SEE PLANS	L
	STORM WATER TREATMENT PLANTS				
CHO TEC	Chondropetalum tectorum**	Cape Rush	1 GAL	42" O.C.	L
MUH RIG	Muhlenbergia rigens**	Deer Grass	1 GAL	48" O.C.	L

NOTES:
1. * - THE "WULCOLS IV" RATING SYSTEM IS INDUSTRY STANDARD FOR IRRIGATION WATER NEEDS OF LANDSCAPE PLANTING IN CALIFORNIA. THE MAJORITY PLANTS SELECTED ARE RATED VERY LOW TO MEDIUM WATER REQUIREMENTS FOR THE REGION AND SHALL BE PLANTED IN SPECIFIC HYDROZONES. PLANT WATER USE RATINGS ARE: VL - VERY LOW, L - LOW, M - MEDIUM, H - HIGH
2. PLANT MATERIAL FOR STORMWATER TREATMENT PLANTERS PER SAN MATEO COUNTY'S "C.3 STORM WATER TECHNICAL GUIDANCE" APPENDIX A.

PLANTING NOTES

1. SOIL AMENDMENTS: THE CONTRACTOR SHALL ASSUME SURFACE AMENDMENTS FOR TURF, GROUNDCOVER AND SHRUB AREAS AS PER THE PRELIMINARY SOILS REPORT INCLUDED IN THESE PLANS FOR BIDDING. ACTUAL SOIL AMENDMENTS SHALL BE DETERMINED BY THE ON-SITE SOIL TEST RECOMMENDATIONS.

A. SOIL TESTS: PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL CONDUCT HORTICULTURAL SOIL TESTS AFTER ROUGH GRADING HAS BEEN COMPLETED. TAKE AT LEAST 5 TO 10 SUB-SAMPLES OF EQUAL SIZE AT RANDOM LOCATIONS FROM THE SITE AT 6" TO 18" DEPTHS. THOROUGHLY MIX THESE SUB-SAMPLES AND SUBMIT TO A REPUTABLE SOILS LABORATORY FOR HORTICULTURAL TESTING. IN ADDITION, A GUARANTEED ANALYSIS OF A NUTRIENT RICH COMPOST AMENDMENT (SPECIFIED BELOW) MUST BE SUBMITTED WITH THE SOIL SAMPLE TO PROVIDE A COMPLETE ANALYSIS FOR THE RECOMMENDED SOIL AMENDMENT MIX.

B. A NUTRIENT RICH COMPOST AMENDMENT SHALL BE USED AS THE NITROGEN STABILIZED ORGANIC AMENDMENT. INCORPORATE 2" OF COMPOST INTO THE TOP 6" TO 12" OF SOIL @ A MINIMUM RATE OF (4) CUBIC YARDS PER 1,000 SF. THIS PRODUCT SHALL BE CERTIFIED THROUGH THE US COMPOSTING COUNCIL'S SEAL OF TESTING ASSURANCE PROGRAM (www.compostingcouncil.org). A GUARANTEED ANALYSIS ORGANIC COMPOST SUCH AS 'WONDERGROW PREMIUM COMPOST' AVAILABLE AT GROVER LANDSCAPING (209) 545-4401 OR 'FOUR COURSE COMPOST' AVAILABLE AT JEPSON PRAIRIE ORGANICS (800) 208-2370 OR APPROVED EQUAL SHALL BE USED.

C. THE APPROVED FINAL SOIL AMENDMENT RECOMMENDATION SHALL BE EVENLY SPREAD AND THOROUGHLY BLENDED BY CROSS-RIPPING OR EQUALLY CULTIVATED BY MEANS OF ROTOTILLING TO A UNIFORM DEPTH OF 6"-12". IN AREAS WITH A SLOPE OF 3:1 OR GREATER OR WHERE PLANT MATERIAL IS SPACED 60" O.C. OR GREATER THE RECOMMENDED HORTICULTURAL BACKFILL MIX SHALL BE PER PLANT PIT ONLY-SEE PLANTING DETAILS. DO NOT AMEND SOIL WITHIN BIORETENTION AREAS. REFER TO CIVIL DRAWINGS FOR SOIL PREPARATION IN THESE AREAS. SOIL SHALL NOT BE WORKED WITH WHEN WET.

2. MULCH: ALL PLANTING AREAS, UNLESS OTHERWISE NOTED, SHALL RECEIVE A 3" LAYER OF MULCH AS FOLLOWS:

A. PROJECTS W/ NO SLOPES OR LESS THAN 3:1 SLOPES: RECOLOGY RECYCLED DECORATIVE' MULCH IN 'LIGHT BROWN' COLOR.

B. PROJECTS W/ SLOPES STEEPER THAN 3:1: MULCH SLOPES WITH RECOLOGY 'SHREDDED CEDAR' IN 'LIGHT BROWN' COLOR.

C. MULCH AFTER ALL TREES, SHRUBS AND GROUNDCOVERS HAVE BEEN PLANTED AND AFTER PRE EMERGENT HAS BEEN APPLIED. EXCLUDE MULCH IN TURF & HYDROSEED AREAS. NO MULCH SHALL BE PLACED WITHIN A 3" CLEAR BAND AROUND TRUNK OF ALL TREES. NO MULCH SHALL BE USED IN BIO-RETENTION BASINS-REFER TO CIVIL DWGS. FOR SOIL TYPE.

IRRIGATION/MWELO DESIGN NOTE

A FULLY-AUTOMATIC, HYDROZONED IRRIGATION SYSTEM DESIGN COMPLIANT WITH THE CITY OF MENLO PARK's MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO) REQUIREMENTS, SHALL BE PROVIDED DURING THE BUILDING PERMIT APPROVAL PROCESS.

REVISIONS	BY

ENVIRONMENTAL FORESIGHT, INC.
Landscape Architecture
2065 N. Broadway, Suite 203
Walnut Creek, CA 94596
T (925) 945-0300
www.environmentalforesight.com

NOTES, LEGENDS & SCHEDULES
Willow Road Townhomes
68 Willow Road
Menlo Park, California

LICENSED LANDSCAPE ARCHITECT
Scott E. Feuer No. 4648
SIGNATURE
08/31/2025
RENEWAL DATE
DATE
STATE OF CALIFORNIA

Scale:	AS SHOWN
Drawn by:	KP
Date:	10/18/24
Job:	24006.01
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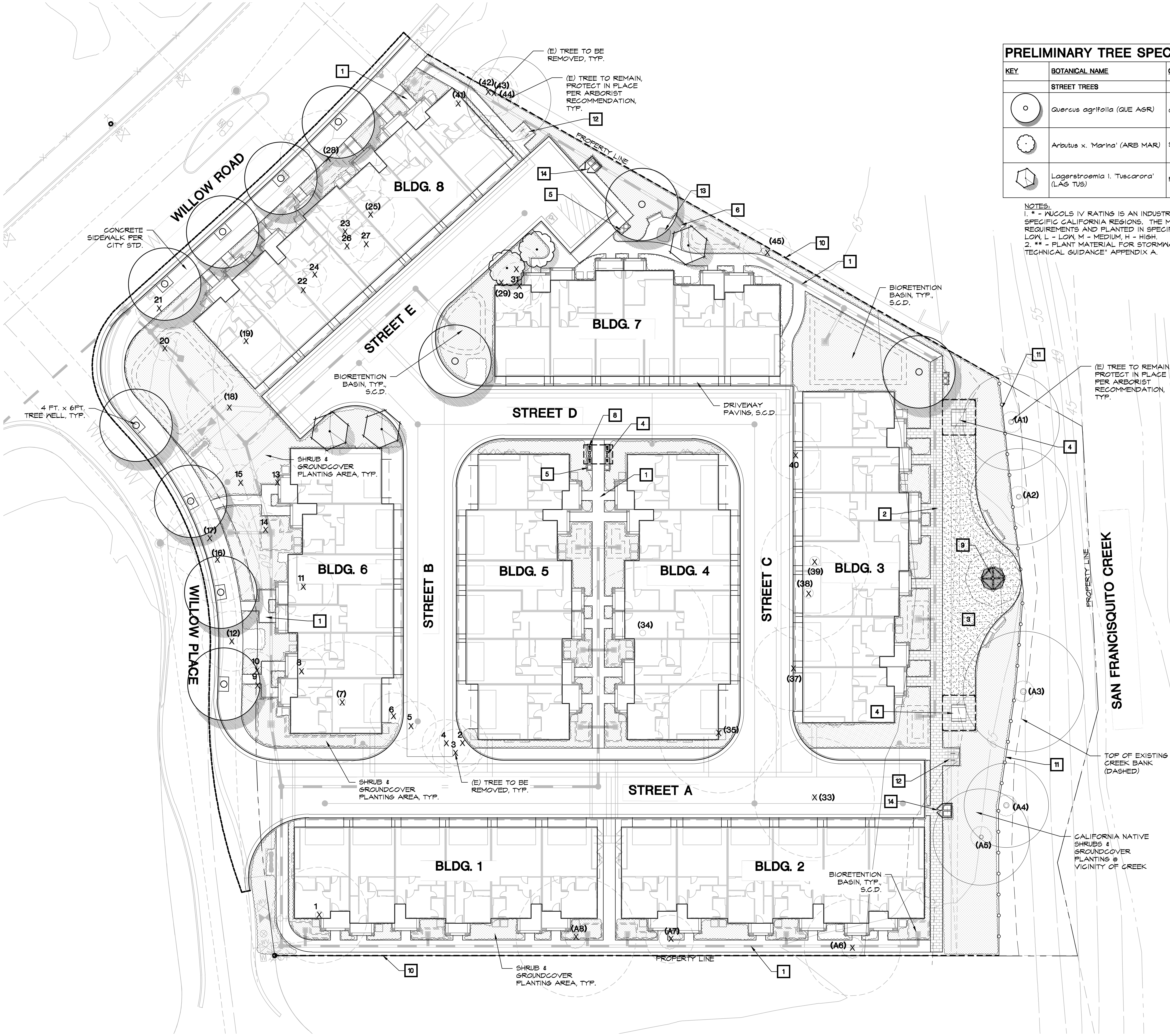

PRELIMINARY LANDSCAPE PLAN
Willow Road Townhomes
68 Willow Road
Menlo Park, California

PRELIMINARY TREE SPECIES KEY

KEY	BOTANICAL NAME	COMMON NAME	CONTAINER SIZE	SPACING	QTY.	WUCOLS*	SIZE @ PLANTING	MATURE SIZE
	STREET TREES							
	Quercus agrifolia (QUE AGR)	Coast Live Oak	48" BOX -STD.	SEE PLANS	11	VL	10' H x 6' W	40' H x 40' W
	Arbutus x. 'Marina' (ARB MAR)	Strawberry Tree	45" BOX -STD.	SEE PLANS	2	L	8' H x 5' W	25' H x 18' W
	Lagerstroemia l. 'Tuscarora' (LAG TUS)	Pink Crape Myrtle	48" BOX -STD.	SEE PLANS	3	L	8' H x 5' W	22' H x 15' W

NOTES:
1. * - WUCOLS IV RATING IS AN INDUSTRY STANDARD FOR IRRIGATION WATER NEEDS OF LANDSCAPE PLANTINGS IN SPECIFIC CALIFORNIA REGIONS. THE MAJORITY OF PLANTS FOR THIS REGION ARE VERY LOW (VL) TO Medium (M) WATER REQUIREMENTS AND PLANTED IN SPECIFIC HYDROZONES. ABBREVIATIONS FOR WUCOLS WATER NEEDS ARE: VL - VERY LOW, L - LOW, M - MEDIUM, H - HIGH.
2. ** - PLANT MATERIAL FOR STORMWATER TREATMENT PLANTERS PER SAN MATEO COUNTY'S "C.3 STORM WATER TECHNICAL GUIDANCE" APPENDIX A.

PRELIMINARY MATERIALS SCHEDULE

SYMBOL	DESCRIPTION	DETAIL/SHEET
1	CONCRETE PAVING INTEGRAL COLOR: 'NO COLOR'	1 / L-3
2	PERMEABLE CONCRETE UNIT PAVERS	2 / L-3
3	SYNTHETIC TURF	
4	WOOD & STEEL TRELLIS 9'-0" OVERALL HT., DOWN LIGHTING MOUNTED @ BEAMS	14 / L-3
5	TRASH & RECYCLING RECEPTACLES	8 / L-3
6	BENCH	3 / L-3
7	BOLLARD LIGHT	7 / L-3
8	CLUSTER MAILBOXES BOXES.	13 / L-3
9	PLAY STRUCTURE: 5-12 YEAR OLD	9 / L-3
10	6 FT. HT. SOLID WOOD FENCE:	6 / L-3
11	6 FT. HT. MESH VIEW FENCE (@ CREEK):	5 / L-3
12	BIKE RACKS: (4) TOTAL (8 PARKING SPOTS)	10 / L-3
13	SEATING NOOK: CONTEMPORARY BOX SEAT, BENCHES & DECOMPOSED GRANITE PAVING	4 / L-3
14	3'-6" FT. HT. SOLID WOOD ENCLOSURE FENCE W/ DOUBLE GATES (GREEN WASTE):	11 / L-3

NOTES:
1. CONTRACTOR TO CONFIRM ALL COLORS & FINISHES W/ OWNER PRIOR TO CONSTRUCTION. CONTRACTOR SHALL PROVIDE PAINT & STAIN FINISH SAMPLES FOR REVIEW & APPROVAL.
2. PAINT FINISHES TO HAVE 1 COAT OF PRIMER & 2 COATS OF PAINT TYP.

IRRIGATION/MWELO DESIGN NOTE

A FULLY-AUTOMATIC, HYDROZONED IRRIGATION SYSTEM DESIGN COMPLIANT WITH THE CITY OF MENLO PARK's MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO) REQUIREMENTS, SHALL BE PROVIDED DURING THE BUILDING PERMIT APPROVAL PROCESS.

PROTECTED HERITAGE TREES

PROTECTED HERITAGE TREES ARE IDENTIFIED ON THIS SHEET W/ THE ARBORIST TREE # IN PARENTHESES, EX: (25). SEE SHEET L-1 FOR MORE INFO. ON EXISTING TREES.

0 10 20 40 FT.

REVISIONS	BY

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Walnut Creek, CA 94596
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LICENSED LANDSCAPE ARCHITECT
Scott E. Feuer No. 4648
SIGNATURE
08/31/2025
RENEWAL DATE
STATE OF CALIFORNIA

Scale:	AS SHOWN
Drawn by:	KP
Date:	10/18/24
Job:	24006.01

Sheet
L-2
Of 00 Sheets

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16 TENANT DOORS & 2 PARCEL LOCKERS ('M' ON PLANS)
MODEL: '16 DOOR FLORENCE CLUSTER MAILBOX CBU'
COLOR: 'BRONZE'
DIMENSIONS: 62"H X 30-1/2"W X 17-7/8" DEEP USPS APPROVED

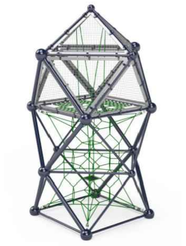
4 DOOR PARCEL LOCKER ('P' ON PLANS)
MODEL: '8 DOOR UNIT CBU MAILBOX'
COLOR: 'BRONZE'
DIMENSIONS: 62"H X 30-1/2"W X 17-7/8" DEEP USPS APPROVED

MOUNTING EXPANSION ANCHOR BOLTS PER MANU.:
MANU.: HILTI (AVAIL. www.hilti.com)
TYPE: KWIK BOLT II (GALV.)
SIZE: 1/2" DIA. x 5-1/2" LONG EMBED.: MIN. 3-1/2"
INSTALL W/ RUBBER PAD BELOW PLATE PER MANU.
MOUNT TO 5" THICK CONCRETE PAD

NOTES:
1. MOUNT/INSTALL TO CONCRETE PAD PER MANUFACTURER'S SPECIFICATIONS.
2. REFER TO LAYOUT PLANS FOR QUANTITY AND LOCATIONS.
3. CLUSTER MAILBOX UNITS AND PARCEL LOCKER UNITS AVAILABLE AT CUSTOM HOME ACCESSORIES (800) 265-0041 OR www.store.mailboxes.info

13 CLUSTER MAILBOXES

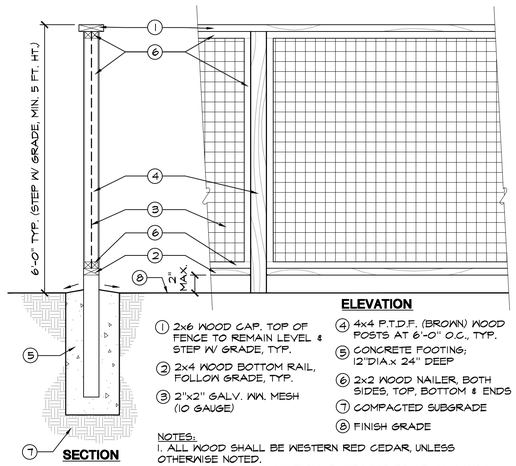
SCALE: NTS 1/1 DTI-Mailbox-02.dwg



BENCH:
MANU.: PLAY AND PARK STRUCTURES.
SEE MATERIAL SCHED. FOR INFO.

9 PLAY STRUCTURE (5-12 YR)

1/1 DTI-PlayStruct.dwg
SCALE: NTS



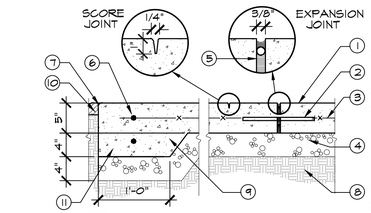
ELEVATION

1. 2x6 WOOD CAP, TOP OF FENCE TO REMAIN LEVEL & STEP W/ GRADE, TYP.
2. 2x4 WOOD BOTTOM RAIL, FOLLOW GRADE, TYP.
3. 2"x2" GALV. WM. MESH (10 GAUGE)
4. 4x4 P.T.D.F. (BROWN) WOOD POSTS AT 6'-0" O.C., TYP.
5. CONCRETE FOOTING; 12"DIA.x 24" DEEP
6. 2x2 WOOD NAILER, BOTH SIDES, TOP, BOTTOM & ENDS
7. COMPACTED SUBGRADE
8. FINISH GRADE

NOTES:
1. ALL WOOD SHALL BE WESTERN RED CEDAR, UNLESS OTHERWISE NOTED.
2. CONTRACTOR TO CONFIRM (E) GRADES PRIOR TO CONST. & SHALL STEP FENCE ONLY AS NECESSARY.
3. SEE MATERIAL SCHED. FOR FINISH.
4. ALL POSTS TO BE STRAIGHT & PLUMB.

5 6' HT. VEIW FENCE

SCALE: 3/4" = 1'-0"
1/16 DT-FenWire01.dwg



1. CONCRETE PAVING; SEE PLAN OR SPECS FOR COLOR AND FINISH.
2. #4 REBAR; 1'-6" LONG AT 2'-0"o.c./ WRAP ONE END WITH FELT
3. #3 REBAR 18" O.C. B.W.
4. CLASS II AGGREGATE BASE; COMPACTED TO 95%.
5. EXPANSION JOINT W/ PREMOLDED MAT'L AT 15'-0" O.C. MAX. SCORE JTS. AT 5'-0" O.C. (U.N.O.)
6. 2-#2 REBAR I TOP, I BOTTOM
7. EASED EDGE @ PLANTING AREA, TYP.
8. COMPACT SUBGRADE TO 90%
9. THICKENED EDGE, TYP.
10. FINISH GRADE ADJACENT TO PAVEMENT/CURB - REFER TO GENERAL NOTES
11. PAVING TO EXTEND UNDERNEATH DECK STRINGER MIN. 12", SEE LAYOUT PLAN

NOTES:
1. EXP. JNTS. TO OCCUR WITHIN PAVING FIELDS & WHERE PAVING MEETS ANY VERTICAL SURFACE OR STRUCTURE.
2. PAVEMENT SECTION DESIGN & REINFORCING SHOWN FOR BID PURPOSES ONLY. REFER TO STRUCTURAL SOILS REPORT FOR ACTUAL.

1 CONCRETE PAVING (PEDESTRIAN)

SCALE: 1" = 1'-0"
1/12 DT-PavConc02.dwg

BIKE RACK:
MANU.: DERO
SEE MATERIAL SCHED. FOR INFO.

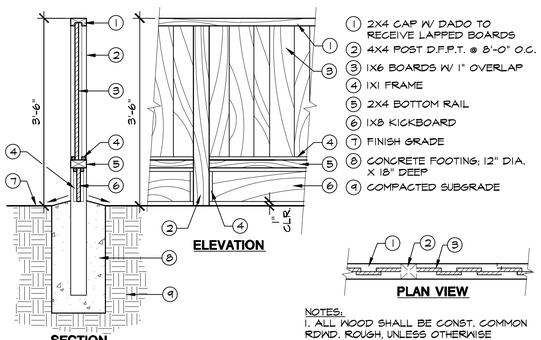
10 BIKE RACK

SCALE: NTS
1/1 DTI-WoodRoofPaver.dwg

WOOD & STEEL TRELLIS:
SEE MATERIAL SCHED. FOR INFO.

14 WOOD & STEEL TRELLIS

SCALE: NTS
1/1 DTI-Trellis.dwg

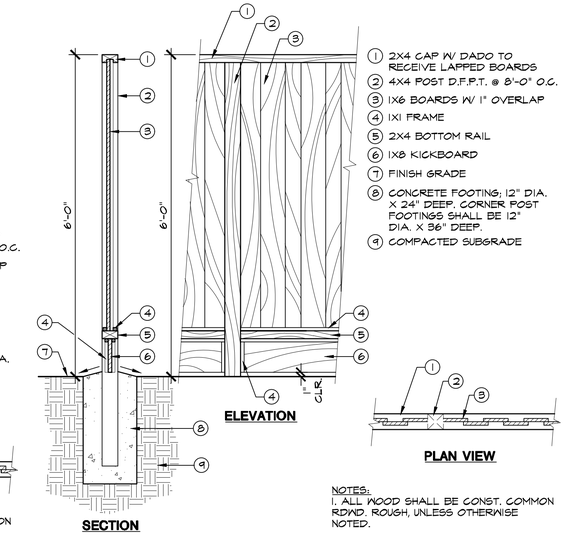


1. 2X4 CAP W/ DADO TO RECEIVE LAPPED BOARDS
2. 4X4 POST D.F.P.T. @ 8'-0" O.C.
3. IX6 BOARDS W/ 1" OVERLAP
4. IXI FRAME
5. 2X4 BOTTOM RAIL
6. IX8 KICKBOARD
7. FINISH GRADE
8. CONCRETE FOOTING; 12" DIA. X 18" DEEP
9. COMPACTED SUBGRADE

NOTES:
1. ALL WOOD SHALL BE CONST. COMMON RDWD. ROUGH, UNLESS OTHERWISE NOTED.

11 42" HT. WOOD ENCLOSURE 1x6 BOARD ON BOARD

SCALE: 3/4" = 1'-0"
1/16 DT-FenWood22.dwg

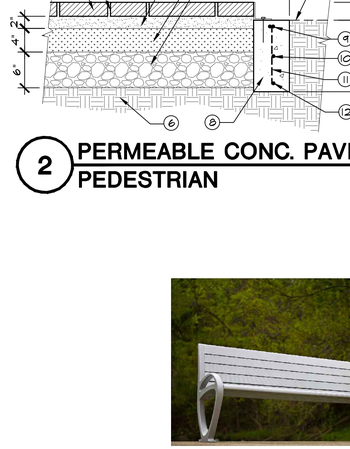


1. 2X4 CAP W/ DADO TO RECEIVE LAPPED BOARDS
2. 4X4 POST D.F.P.T. @ 8'-0" O.C.
3. IX6 BOARDS W/ 1" OVERLAP
4. IXI FRAME
5. 2X4 BOTTOM RAIL
6. IX8 KICKBOARD
7. FINISH GRADE
8. CONCRETE FOOTING; 12" DIA. X 24" DEEP. CORNER POST FOOTINGS SHALL BE 12" DIA. X 36" DEEP.
9. COMPACTED SUBGRADE

NOTES:
1. ALL WOOD SHALL BE CONST. COMMON RDWD. ROUGH, UNLESS OTHERWISE NOTED.

6 6'-0" HT. SOLID WOOD FENCE 1x6 BOARD ON BOARD

SCALE: 3/4" = 1'-0"
1/16 DT-FenWood01.dwg



NOTE:
1. CONTRACTOR TO CONFIRM THICKNESS OF BASE LAYERS W/ GEOTECH. ENG.
2. S.C.D. FOR SUBDRAINAGE.

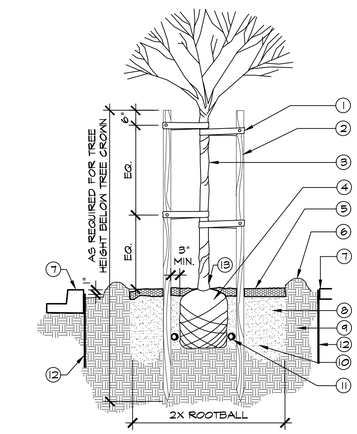
2 PERMEABLE CONC. PAVERS PEDESTRIAN

SCALE: 1" = 1'-0"
1/12 DT-PavPrecast-conc. edge.dwg

BENCH:
MANU.: FORMS+SURFACES
SEE MATERIAL SCHED. FOR INFO.

3 BENCH

SCALE: NTS
1/1 DTI-Bench.dwg

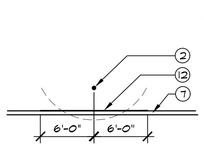


1. 24" CORDED RUBBER TIE-ATTACH TO STAKE W/2 GALVANIZED SCREWS.
2. 2" DIA. PRESSURE TREATED LODGE POLE FINE STAKE-INSTALL NO CLOSER THAN 3' MIN. FROM ROOT BALL, 2 REQUIRED.
3. TREE- SEE PLAN FOR SIZE AND TYPE.
4. ROOT BALL- SET CROWN OF ROOT BALL 2" ABOVE FINISHED GRADE
5. MULCH LAYER - SEE PLANTING NOTES FOR DEPTH AND PLACEMENT
6. WATERING BASIN (4" MIN.) W/ 3" MULCH PER PLANTING NOTES
7. SIDEWALK, CURB OR WALL
8. BACKFILL MIX- 1/3 NITRIFIED SOIL CONDITIONER, 2/3 SITE SOIL PER PLANTING NOTES
9. SUBGRADE
10. TREE PLANTING PIT-PERCOLATE TEST ALL PITS, SCARIFY SIDES AND BOTTOM PRIOR TO INSTALLING BACKFILL MIX.
11. MYCO PAKS (MYCORRHIZAL FUNGI) - SEE PLANTING NOTES FOR INSTALLATION, QUALITY AND HANDLING SPECIFICATIONS.
12. ROOT BARRIER-LOCATE AT ALL LOCATIONS WHERE TREE IS PLANTED WITHIN 5' FROM CURBS, SIDEWALKS OR WALLS. LINEAR; MIN. 6' LONG FROM CENTER (12' TOTAL). MANUF.: DEEP ROOT BARRIER I (800) 458-1668 MODEL: UB 24-2
13. TREE TRUNK GUARDS AT ALL TREES IN LAWN AREAS. MANUF.: NDS MODEL: TP-128, GREY AVAILABLE: www.ndspro.com

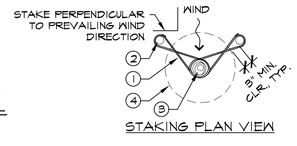
NOTES:
1. SEE PLANTING NOTES AND/OR SPECIFICATIONS FOR ADDITIONAL INFORMATION.

15 TREE PLANTING WITH ROOT BARRIER

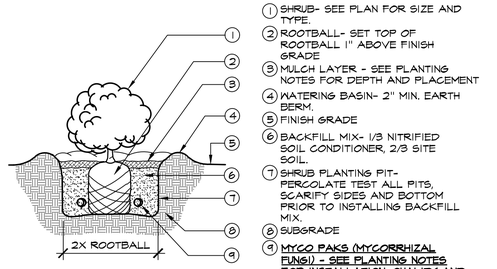
SCALE: N.T.S.
1/1 DT-Tree-Green01.dwg



ROOT BARRIER PLAN VIEW



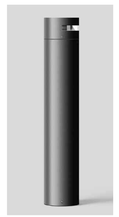
STAKING PLAN VIEW



1. SHRUB- SEE PLAN FOR SIZE AND TYPE.
2. ROOTBALL- SET TOP OF ROOTBALL 1" ABOVE FINISH GRADE
3. MULCH LAYER - SEE PLANTING NOTES FOR DEPTH AND PLACEMENT
4. WATERING BASIN- 2" MIN. EARTH BERM.
5. FINISH GRADE
6. BACKFILL MIX- 1/3 NITRIFIED SOIL CONDITIONER, 2/3 SITE SOIL.
7. SHRUB PLANTING PIT-PERCOLATE TEST ALL PITS, SCARIFY SIDES AND BOTTOM PRIOR TO INSTALLING BACKFILL MIX.
8. SUBGRADE
9. MYCO PAKS (MYCORRHIZAL FUNGI) - SEE PLANTING NOTES FOR INSTALLATION, QUALITY AND HANDLING SPECIFICATIONS.

12 SHRUB PLANTING

SCALE: N.T.S.
1/1 DT-Shrub-Green01.dwg



BOLLARD:
MANU.: BEGA
SEE MATERIAL SCHED. FOR INFO.

7 BOLLARD LIGHT

1/1 SCALE: NTS DTI-Bollard.dwg

TRASH & RECYCLING RECEPTACLES:
MANU.: FORMS+SURFACES
SEE MATERIAL SCHED. FOR INFO.

8 TRASH/RECYCLING RECEPTACLE

1/1 DTI-Trash.dwg
SCALE: NTS

BOX SEAT.
MANU.: LANDSCAPE FORMS
SEE MATERIAL SCHED. FOR INFO.

4 BOX SEAT

SCALE: NTS
1/1 DTI-Bench.dwg

REVISIONS	BY

ENVIRONMENTAL FORESIGHT, INC.
Landscape Architecture
2065 N. Broadway, Suite 203
Walnut Creek, CA 94596
T (925) 945-0300
www.environmentalforesight.com

CONCEPTUAL LANDSCAPE DETAILS

Willow Road Townhomes
68 Willow Road
Menlo Park, California

LICENSED LANDSCAPE ARCHITECT · Scott E. Feuer No. 4878 · Registered 08/31/2025 Renewal Date · STATE OF CALIFORNIA

Scale:	AS SHOWN
Drawn by:	KP
Date:	10/18/24
Job:	24006.01

Sheet L-3
Of 00 Sheets

RECEIVED
NOV 17 2025
City of Menlo Park
City Clerk's Office

HERITAGE TREE PERMIT APPEAL FORM

Public Works
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6720

CITY OF MENLO PARK

Instructions
Please complete this form and mail to the City Clerk's office (City Hall, 2nd Fl, 701 Laurel St.), along with the appeal fee of $200. The postmark date must be within the appeal period of 15 days after staff's decision. Please make the check payable to "City of Menlo Park." Incomplete forms will not be accepted. Only the permit applicant can appeal staff's decision based on either Criteria 1, 2, 3, or 4 and any Menlo Park resident or property owner may appeal staff's decision based on either Criteria 5 or 6.
Appellant's information
Name: Richard Crumb
Address: 471 Sherwood Way, Menlo Park, CA 94025
Phone: 802-989-8314
Email address: richardcrumb@gmail.com
Heritage tree information
Property address: 68 Willow Road, Menlo Park, CA 94025
Tree species (if there is more than one tree, please attached a tree inventory list) Common name: See attached. 14 total trees. Botanical name:
Please select which decision making criterion was used to make staff's decision: ☐ Criterion 1: Death ☐ Criterion 2: Tree risk rating ☐ Criterion 3: Tree health rating ☐ Criterion 4: Species ■ Criterion 5: Development ☐ Criterion 6: Utility inference Please note for Criteria 5 and 6, you have additional fifteen (15) days to review project documents and to submit one (1) to five (5) feasible and reasonable alternatives for the permit applicant to consider. Refer to the administrative guidelines on the City's website for more details.
Reason to appeal (attach additional paper if needed):
The City's Heritage Tree Ordinance was adopted to preserve a healthy, diverse tree canopy that is "highly valued by the community," protects neighborhood character, and helps preserve scenic beauty, prevent erosion and sedimentation in waterways, and protect against flood hazards and landslides, while "retain[ing] as many trees as possible" consistent with reasonable use of property. At 68 Willow Road, the 14 native heritage trees proposed for removal (including coast live oaks, coast redwoods, and a valley oak) form part of the mature canopy that defines the character of the Linfied Oaks area and contributes to the health and visual quality of the adjacent San Francisquito Creek corridor, which City policy calls out for protection of its "wildlife habitat, scenic value and natural character." Menlo Park Staff's notice indicates that removal is proposed under Criterion 5 (Development), which is allowed only when the trees interfere with development and "there is no financially feasible and reasonable design alternative that would permit preservation of the heritage tree." Based on the project plans, it appears that modest redesign of building footprints, circulation, utilities and hardscape, together with use of recognized tree-sensitive construction techniques, could reasonably allow the project to proceed while preserving a substantial number of these native trees. Because the ordinance's stated intent is to preserve heritage trees and maintain canopy wherever feasible, the permit should be denied or conditioned until such alternatives are thoroughly evaluated and reasonably implemented.

Signature: Richard Crumb Date: 11/16/2025

Attachment to 68 Willow Road Appeal

Appeal Tree List		
Common Name	**Botanical Name**	**Number**
Coast Live Oak	Quercus agrifolia	10
Coast Redwood	Sequoia sempervirens	3
Valley Oak	Quercus lobata	1

ALIGN TREE
— MANAGEMENT —

January 5, 2026
Richard Crumb
Appellant for Design Review
Site: 68 Willow Rd., Menlo Park, CA
RE: Arborist Comments on Feasibility of Heritage Tree Preservation

Align Tree Management was retained to comment on the feasibility of and provide recommendations for the preservation of Heritage trees[1] at the site of a proposed development. The development proposes new construction of 50 new townhomes at 68 Willow Rd. The work includes the demolition of existing buildings and numerous Heritage trees onsite.

Align Tree Management, Inc., was retained to review relevant project documents, the subject trees and the subject property. Furthermore, we were tasked with commenting on the feasibility of tree preservation as it relates to the project documents provided. This letter intends to outline my professional opinion on the feasibility of tree preservation and provide recommendations where suitable.

Observations

On January 2, 2026, I attended a site meeting to inspect the trees with Mr. Crumb. We discussed his concerns, tree preservation and the subject trees. Additionally, I reviewed several project documents provided by the city including:

- 01_68W_Letter from Arborist_12.5.25
- 02_XB-018_TREE DISPOSITION_2025-12-05
- 03_68 Willow Plant List 12-05-25
- 04_68W_Heritage Tree Removal Design Alt
- 68 Willow Arborist Report 10.18.24
- 68 Willow Rd Alt Design Narrative
- 68 Willow Road - Appeal-for-Heritage-Tree-Preservation.pptx
- heritage-tree-appeal-form_202009212114560455
- Numerous emails between Mr. Crumb and the City of Menlo Park Planning Department

We further utilized various industry documents related to tree preservation.

[1] The City of Menlo Park Municipal Code Chapter 13.24 “Heritage Trees”

We evaluated a total of nine (9) Heritage trees that were further included as part of the project documents and the appeal application. This includes the following trees (numbers taken from originally provided arborist report):

- Onsite trees #28, #41, #42, #43, and #45
- Offsite trees #44, #A6, #A7 and #A8

All of the trees have been identified in the above referenced documents as Heritage trees. Furthermore, upon additional review by the project team, only tree #44 (*Quercus agrifolia*) was updated to be preserved upon alteration of drainpipe layout. All other trees are described as having excessive conflict with the proposed design that would make preservation not feasible.

Tree Preservation Challenges

Tree #28 is a valley oak growing adjacent to the frontage sidewalk of the property. Project design requires a new sidewalk and multiple underground utilities to be constructed within the root zone of the tree. Furthermore, building 8 would encroach within the critical root zone (CRZ) of the subject tree. Tree preservation of this tree is not likely feasible under current project design.

Tree #41 is a mature incense cedar (*Calocedrus decurrens*) identified as a coast live oak in project documents. This tree is squarely in the footprint of building 8 and would only be feasible for retention by eliminating the end unit of this building.

Trees #42 and #43 are both coast live oaks with significant phototropic leans towards the subject property. The trees are nearly horizontal, with poor phototropic correction. The result is that the majority of the tree stems and branches would require topping that would drastically harm and destroy the tree structure, possibly resulting in death of the tree. It is my opinion that these trees are not feasible for retention under current designs.

Tree #44 as noted above is a mature coast live oak growing on the neighboring property. The tree has upright form, and shows good vigor. The proposed adjustments to the drainage system has resulted in the elimination of excavation within close proximity to the trunk. This tree can reasonably be preserved if industry best practices[2] are strictly adhered to.

[2] Matheny, N., Smiley, E.T., Gilpin, R., & Hauer, R. (2023). Best Management Practices: Managing Trees During Site Development and Construction (3rd ed.). International Society of Arboriculture.

Tree #45 is a mature coast redwood (*Sequoia sempervirens*) growing near the property line. This trees has conflicts with the drainage installation as well as a proposed sidewalk. The project arborist provides suggestions for preservation in line with industry standards that would suffice in preserving this tree, as redwood are known for being tolerant of construction damage under proper care[3]. This tree is suitable for preservation under current project design.

Tree #A6 is another mature coast live oak with a significant lean over the subject property. Currently, building 2 would require severe pruning of nearly 2/3rds of the crown of the tree to facilitate building clearance. This would result in a destroyed structure and possibly the death of the tree. This tree is not suitable for preservation under current project design.

Tree #A7 is identified on project documents as being some distance from tree #A8, but in fact it is immediately next to tree #A8. As such, tree #A7 has developed a severe phototropic lean that is not corrected. The proposed sidewalk construction and building footprint would require severe pruning, destroying tree structure and possibly resulting in death of the tree. Tree #A7 is not suitable for preservation under current project design.

Tree #A8 is a mature coast live oak on the neighboring property. The tree has upright form, with a small portion of live canopy extending over the project area above 30 ft. Project documents suggest that this tree is within the footprint of building 1, but upon review of the site, this is not accurate. The subject tree is well outside of the property by several feet. Preservation of tree #A8 is feasible if strict adherence to industry best practices is implemented.

The City of Menlo Park asked the project team to consider the financial feasibility of design changes in order to preserve the subject trees. They utilized the city approved calculation of the value of the tree multiplied by 140% to calculate a value that would then need to be compared against the cost of preserving the trees. However, the project team failed to consider reasonable design alternatives, and instead compared the tree value to the unit value of the proposed townhomes. There is no mention of reasonable design changes aside from the alteration to the drainage around tree #44.

Due to this, it is not possible to calculate the cost of implementing these design changes in order to preserve trees.

[3] Fite, K., & Smiley, E.T. (2008). *Best Management Practices: Managing Trees During Construction* (2nd ed.). International Society of Arboriculture

Tree Preservation Opportunities

As noted above, several trees have structural or location conflicts that would severely limit preservation opportunities. Upon our review of the project documents, subject trees and project site, it is my professional opinion that there are opportunities for preservation.

Tree #28 would require transplanting or substantial design changes. Transplanting is feasible, but due to the smaller size of the tree, it may be cost prohibitive.

Tree #45 has a minor conflict with a proposed sidewalk. The tree itself would be well outside the footprint of building 7, but it does require a sidewalk to be constructed near the tree trunk. Redwood trees are exceptionally resilient to root damage provided they are cared for during and after the damage properly. By utilizing industry best management practices, this tree can easily be preserved.

Tree #A8 has a minor conflict with building 1, however, I believe the tree is not accurately located on project plans. Furthermore, coast live oaks are also resilient to construction impacts provided they have proper care during and after those impacts[4].

[4] Fite, K., & Smiley, E.T. (2008). *Best Management Practices: Managing Trees During Construction* (2nd ed.). International Society of Arboriculture

Recommendations

Tree preservation decisions are best made during the design phase. Where applicable, design changes or root zone preparation is best implemented as far in advance as possible to allow the trees to recover. Below we recommend ways in which the trees may be preserved.

1. Tree #28 would require:
    a. Transplanting to an entirely new location, or,
    b. Reducing sidewalk width and creating a planter area where the tree currently is.
        i. This area would require substantial protection, including fencing, pneumatic or hand excavation during any work with the CRZ, and regular supplemental irrigation.
2. Tree #45 would require:
    a. Sidewalk width reduction around the trunk of the tree
    b. Boring or hand excavation for the drainage piping under the root system, to be manually “snaked” under the existing roots.
    c. Installation of structural soil as base material under sidewalk to achieve compaction and increased gas exchange.
3. Tree #A8 would require:
    a. Pneumatic or hand excavation within the CRZ.
        i. Snaking of drainage piping under existing root system
        ii. Installation of structural soil around root system prior to sidewalk installation.

More substantial changes to the actual footprint of the proposed buildings would be required to preserve additional trees. For example changes to the size of building 2 (such as a lower roof) may allow tree #A6 to be preserved.

Conclusions

Several trees can be successfully preserved with minor design changes, or thoughtful care during construction. All the tree species in question are generally considered tolerant of construction impacts. The current design maximizes unit density across the parcel, leaving little room for green space or trees. As such, design changes such as building shape or height may result in the ability to preserve additional trees from those described above.

Although the Menlo Park Planning Department requested a cost analysis for tree preservation measures set against the tree valuation, this was not provided by the project team and therefore we are unable to assess the recommendations. A further analysis of preservation methods would be necessary to determine if the proposed design changes would have a meaningful impact on tree preservation.

The current project design emphasizes unit density at the expense of tree preservation. Mr. Crumb asked me to comment on the feasibility of preservation of the Heritage trees on the project. It is my professional opinion that if a robust tree protection plan is developed in conjunction with minor design changes, the Heritage trees described above have a greater likelihood of preservation.

If you have any questions regarding my findings, please feel free to reach out.

Best wishes,

Klayton Soucy
ISA Board Certified Master Arborist WE-14199B, TRAQ, PPQ
ASCA Registered Consulting Arborist #849
Email: klayton@aligntreemgmt.com
Phone: 808-475-9020

Sample Photos[5]

Photo 1 - Photo taken during site visit of tree #28.

[5] Representative photos for illustrative purposes only. Additional photos on file at offices of Align Tree Management, Inc.

Photo 2 - Photo taken during site visit of tree #45.

Photo 3 - Photo taken during site visit of tree #A8.

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Mr. Kevin Proctor
Environmental Foresight, Inc.

December 5, 2025

Re: 68 Willow Rd., Menlo Park, CA

Mr. Proctor,

Below is my review of protected trees #42, 43, 44, and 45, and their suitability for preservation based on Sheet L-2, *Preliminary Landscape Plan*, dated 8/26/25.

Coast Live Oaks #42 and 43

An attempt to preserve these trees could be made, were it not for the fact that they lean significantly into the proposed "Building 8" envelope. Both trees exhibit uncorrected, phototropic leans, and any pruning performed to correct these conditions and alleviate conflict with the building would be overly detrimental. Heavy pruning of large coast live oaks, especially those already subjected to the stress caused by root damage, soil compaction, and altered soil hydrology associated with construction processes, is ill-advised and not likely to produce a successful outcome. See the attached *Oaks in the Built Environment.*

Coast Live Oak #44

Coast Live Oak #44 sits on the neighboring property at 70 Willow Rd. and is a decent candidate for preservation. Although it is located close to Coast Live Oaks #42 and #43, it does not lean toward 68 Willow Rd. and would not require pruning. Even so, the proposed storm drain and the Building 8 envelope will intersect the *Critical Root Zone* (CRZ) of this tree (see attached explanation of the CRZ). Aside from the standard tree protection measures indicated in the original tree survey report dated 4/16/24, extreme caution should be exercised when excavating within the CRZ of this tree, including the following:

- A preconstruction site meeting with the Project Arborist to define excavation means and methods for the storm drain installation, specifically, the use of an air spade to locate roots, and tunneling under the roots to install the storm drain pipe, as opposed to cutting them.
- Monitoring of the storm drain excavation process by the Project Arborist.
- Monitoring of the Building 8 footing excavation and companion flatwork installation to ensure that any roots encountered are cut cleanly and not torn or pulled.

The goal for Coast Live Oak #44 would be to allow some root loss (10% or less) due to the footing and flatwork installation, while keeping the root loss associated with the storm drain installation as close to 0% as possible.

Coast Redwood #45

The proximity of Building 7 and the proposed new storm drain location are elements that could be accommodated to retain this tree, but the proposed sidewalk location is concerning. The proposed sidewalk appears to intersect the basal flare and buttress roots on the south side of the tree. Assuming a standard excavation depth of 10 inches for the base rock and concrete, this close contact with the basal flare would be overly detrimental, and in addition to the apparent root damage, would leave this tree in a very constricted planter area. If this sidewalk cannot be eliminated or rerouted to allow at least 6 feet of clearance on the south side of the trunk, then this tree would be considered a relatively poor candidate for retention.

Kevin J. Carlson

Kevin J Carlson

ISA Board Certified Master Arborist WE-7475B
ASCA Registered Consulting Arborist #629
ISA Tree Risk Assessment Qualified
ISA Prescription Pruning Qualified
ASCA Tree and Plant Appraisal Qualified

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Acceptable Root Loss in the CRZ

The **Critical Root Zone (CRZ)** is the area around the tree often defined as **1 foot radius per inch of trunk diameter (DBH)**—that contains the majority of structural and absorbing roots. Protecting this zone is essential for tree health and stability.

Root Loss Thresholds

% Root Loss in the CRZ	Risk Level	Likely Effects	Recommended Action
0-10%	Low	Tree typically tolerates this with minimal stress	Monitor, irrigate as needed, apply mulch
10-20%	Moderate	May cause decline symptoms, increased stress.	Mitigate with irrigation, fertilization, mulching, root pruning
20-25%	High	Significant decline or loss of stability possible	Consult an arborist immediately. Consider design alternatives
Over 25%	Unacceptable	High risk of tree failure or death	Avoid disturbance; redesign project to protect the tree

Key Factors Affecting Tolerance

- **Species**: Redwoods and sycamores are more resilient; oaks, pines, beeches less so.
- **Age**: Young trees adapt better; mature/senescent trees are far less tolerant.
- **Health:** Robust, healthy trees are more tolerant of root loss
- **Timing**: Avoid disturbance during drought, heat stress, or disease outbreaks. If possible, limit root disturbance to the dormant months (December-February).

Best Practices During Construction

- Avoid trenching/excavation in CRZ—reroute utilities.
- Use air spade/tunneling if excavation is unavoidable.
- Prune roots cleanly, do not rip or tear.
- Mulch 2–4 inches, water deeply during dry periods.
- Fence off CRZ to prevent compaction by equipment.

* Reference *ANSI A300 Part 5* (2023), and the *Guide for Tree and Plant Appraisal*, 10th Edition, 2019.

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Oaks in the Built Environment

Oak trees in the built environment will often decline due to a number of adverse cultural conditions, including changes to the grade around them, poor watering practices (overwatering), compaction in the root zone, girdling roots, root damage, poor pruning practices, incompatible landscape improvements, and drought. These adverse cultural conditions in oak trees frequently lead to **secondary pathogens** in the form of insects, fungi, and bacteria. It is these secondary pathogens that can lead to eventual death and/or failure. In oak trees, fungi of various species represent by far the greatest number of secondary pathogens.

Whole tree failure in oak trees is frequently associated with changes in the grade, resulting in excess soil covering the root flare and the fine-absorbing roots in the top 12 inches of soil. This excess soil covering the roots inhibits gas exchange and deprives the roots of much-needed oxygen. In oak trees especially, this "low oxygen" environment can invite one of several fungal pathogens that contribute to butt and root rot. Chief among these pathogens are members of the genera *Ganoderma*, *Armillaria*, and *Biscogniauxia.*

Coast live oaks, in particular, have a well-deserved reputation for low tolerance to construction-related disruptions, including root damage, grade changes, and changes in soil hydrology. Oftentimes, they will appear to weather the construction process very well but begin to decline slowly over time long after construction has been completed. Trees that may have been well protected from root or canopy damage during construction can become exposed to more insidious damage later on in the landscaping process following the removal of the tree protection fencing.

Senescence also plays a strong role in oak tree decline, and, not unlike humans or other animals, oaks will become more susceptible to disease as they age.

Tree number 42 & 43 leans into the building envelope and requires significant pruning detrimental to the health of the trees. Please refer to the attached supplemental arborist memorandum discussing these existing trees.

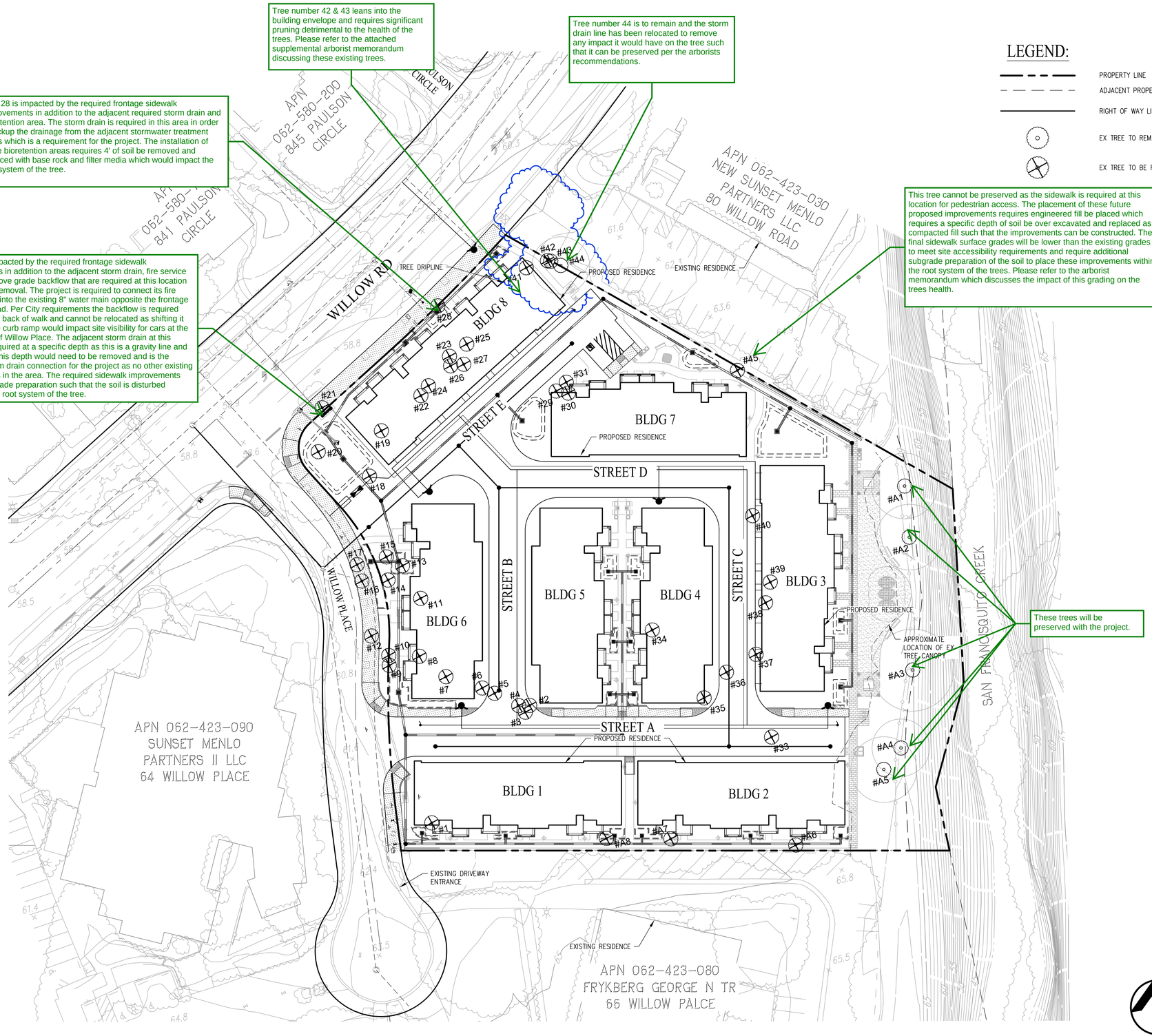
Tree number 44 is to remain and the storm drain line has been relocated to remove any impact it would have on the tree such that it can be preserved per the arborists recommendations.

Tree 28 is impacted by the required frontage sidewalk improvements in addition to the adjacent required storm drain and bioretention area. The storm drain is required in this area in order to pickup the drainage from the adjacent stormwater treatment areas which is a requirement for the project. The installation of these bioretention areas requires 4' of soil be removed and replaced with base rock and filter media which would impact the root system of the tree.

Tree 21 is impacted by the required frontage sidewalk improvements in addition to the adjacent storm drain, fire service main, and above grade backflow that are required at this location requiring its removal. The project is required to connect its fire service main into the existing 8" water main opposite the frontage of Willow Road. Per City requirements the backflow is required directly at the back of walk and cannot be relocated as shifting it west near the curb ramp would impact site visibility for cars at the intersection of Willow Place. The adjacent storm drain at this location is required at a specific depth as this is a gravity line and any roots at this depth would need to be removed and is the required storm drain connection for the project as no other existing storm drain is in the area. The required sidewalk improvements require subgrade preparation such that the soil is disturbed impacting the root system of the tree.

This tree cannot be preserved as the sidewalk is required at this location for pedestrian access. The placement of these future proposed improvements requires engineered fill be placed which requires a specific depth of soil be over excavated and replaced as compacted fill such that the improvements can be constructed. The final sidewalk surface grades will be lower than the existing grades to meet site accessibility requirements and require additional subgrade preparation of the soil to place these improvements within the root system of the trees. Please refer to the arborist memorandum which discusses the impact of this grading on the trees health.

These trees will be preserved with the project.



LEGEND:

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- RIGHT OF WAY LINE
- EX TREE TO REMAIN
- EX TREE TO BE REMOVED

TREE TABLE

TREE NO.	SPECIES	DIAMETER (IN)	PROTECTED	PROPOSED ACTION
1	DEODEAR CEDAR	39	YES	REMOVE
2	WHITE BIRCH	10	NO	REMOVE
3	WHITE BIRCH	11	NO	REMOVE
4	WHITE BIRCH	9	NO	REMOVE
5	WHITE BIRCH	7	NO	REMOVE
6	WHITE BIRCH	11	NO	REMOVE
7	COASTAL LIVE OAK	35	YES	REMOVE
8	HAWTHORN	12	NO	REMOVE
9	MAGNOLIA	6	NO	REMOVE
10	MAGNOLIA	5	NO	REMOVE
11	JAPANESE MAPLE	30	NO	REMOVE
12	CAROB	16	YES	REMOVE
13	PLUM	12	NO	REMOVE
14	PLUM	8	NO	REMOVE
15	PLUM	9	NO	REMOVE
16	AMERICAN SWEET GUM	17	YES	REMOVE
17	CAROB	33	YES	REMOVE
18	AMERICAN SWEET GUM	23	YES	REMOVE
19	AMERICAN SWEET GUM	21	YES	REMOVE
20	CHERRY	10	NO	REMOVE
21	RED MAPLE	9	NO	REMOVE
22	PLUM	9	NO	REMOVE
23	PLUM	8	NO	REMOVE
24	PLUM	8	NO	REMOVE
25	CHERRY	15	YES	REMOVE
26	PLUM	8	NO	REMOVE
27	PLUM	9	NO	REMOVE
28	VALLEY OAK	15	YES	REMOVE
29	WHITE BIRCH	17	YES	REMOVE
30	WHITE BIRCH	10	NO	REMOVE
31	WHITE BIRCH	7	NO	REMOVE
32	COAST LIVE OAK	36	YES	REMOVE
33	COAST LIVE OAK	24	YES	REMOVE
34	COAST LIVE OAK	30	YES	REMOVE
35	COAST LIVE OAK	39	YES	REMOVE
36	COAST LIVE OAK	41	YES	REMOVE
37	COAST LIVE OAK	15	YES	REMOVE
38	COAST REDWOOD	48	YES	REMOVE
39	COAST REDWOOD	48	YES	REMOVE
40	CHINESE PISTACHE	11	NO	REMOVE
41	INCENSE CEDAR	14	YES	REMOVE
42	COAST LIVE OAK	12	YES	REMOVE
43	COAST LIVE OAK	19	YES	REMOVE
44	COAST LIVE OAK	22	YES	TO REMAIN
45	COAST REDWOOD	24	YES	REMOVE
A1	COAST LIVE OAK	24	YES	TO REMAIN
A2	COAST LIVE OAK	25	YES	TO REMAIN
A3	COAST LIVE OAK	29	YES	TO REMAIN
A4	COAST LIVE OAK	27	YES	TO REMAIN
A5	COAST LIVE OAK	21	YES	TO REMAIN
A6	COAST LIVE OAK	21	YES	REMOVE
A7	COAST LIVE OAK	14	YES	REMOVE
A8	COAST LIVE OAK	14	YES	REMOVE

NOTE:

1. ALL TREES NOTED ON THE PLANS PER ARBORIST URBAN TREE MANAGEMENT "TREE SURVEY REPORT" DATED SEPTEMBER 22, 2024.

EXISTING TREE OVERLAY

68 WILLOW ROAD

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

SCALE: 1" = 20' DATE: DECEMBER 5, 2025

0 30 60 90

cbg CIVIL ENGINEERS ▪ SURVEYORS ▪ PLANNERS
SAN RAMON ▪ (925) 866-0322
ROSEVILLE ▪ (916) 788-4456
WWW.CBANDG.COM

H:\3942-000\ACAD\EXHIBITS\XB-018_TREE DISPOSITION.DWG

PRELIMINARY PLANT MATERIAL PALETTE

	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	WUCOLS*	NATIVE
	TREES - SEE TREE SPECIES ON SHEET L-2					
	SHRUBS, GROUNDCOVERS & GRASSES PALETTE					
ANI BUS	Anigozanthos x. 'Bush Gold'	Yellow Kangaroo Paw	1 GAL	30" O.C.	L	
ARC CAR	Arctostaphylos edmundsii 'Carmel Sur'	Little Sur Manzanita	5 GAL	60" O.C.	VL	X
ARC JOH	Arctostaphylos 'John Dourley'	Manzanita	5 GAL	60" O.C.	L	X
BAC PIL	Baccharis pilularis	Coyote Bush	5 GAL	48" O.C.	L	X
BOU GRA	Bouteloua gracilis	Blue Grama Grass	1 GAL	30" O.C.	L	X
CAL LIT	Callistemon v. 'Little John'	Dwarf Bottle Brush	5 GAL	42" O.C.	L	
CAR ELI	Carpenteria californica 'Elizabeth'	Compact Bush Anemone	5 GAL	48" O.C.	L	X
CAR TUM	Carex tumulicola	Foothill Sedge	1 GAL	24" O.C.	L	X
CEA YAN	Ceanothus g. h. 'Yankee Point'	Wild Lilac	5 GAL	60" O.C.	L	X
CIS LAD	Cistus ladanifer	Crimson Spot Rockrose	5 GAL	48" O.C.	L	
EPI CAN	Epilobium canum	California Fuchsia	1 GAL	3'-0" O.C.	L	X
FES CAL	Festuca californica	California Fescue	1 GAL	30" O.C.	L	X
HET ARB	Heteromeles arbutifolia	Toyon	15 GAL	SEE PLANS	L	X
JUN PAT	Juncus patens	California Gray Rush	1 GAL	24" O.C.	L	X
LAN MON	Lantana montevidensis	Trailing Lantana	1 GAL	42" O.C.	L	
LEO MEN	Leonotis menthifolia	Lion's Ear	1 GAL	36" O.C.	L	X
LOR BUR	Loropetalum chinense	White Fringe Flower	5 GAL	72" O.C.	L	
MIM AUR	Mimulus aurantiacus	Sticky Monkey Flower	5 GAL	48" O.C.	VL	X
MYO PAR	Myoporum parvifolium	Myoporum	1 GAL	60" O.C.	L	
MUH RIG	Muhlenbergia rigens	Deer Grass	1 GAL	48" O.C.	L	X
NAN MOO	Nandina d. 'Moon Bay'	Dwarf Heavenly Bamboo	1 GAL	30" O.C.	L	
PHO PLA	Phormium x. 'Platt's Black'	New Zealand Flax	1 GAL	36" O.C.	L	
PIT VAR	Pittosporum tobira 'Variegata'	Variegated Tobira	5 GAL	60" O.C.	L	
PRU COL	Prunus c. 'Compacta' Column	Columnar Cherry Laurel	5 GAL	48" O.C.	L	
RIB SPE	Ribes speciosum	Fuschia - Flowering Gooseberry	5 GAL	72" O.C.	L	X
RHA MOU	Rhamnus c. 'Mound San Bruno'	Coffeeberry	5 GAL	60" O.C.	L	X
ROS HUN	Rosmarinus o. 'Huntington Carpet'	Trailing Rosemary	1 GAL	48" O.C.	L	
SAL SON	Salvia sonomensis	Sonoma Sage	1 GAL	48" O.C.	L	X
SAL WIN	Salvia clevelandii 'Winnifred Gilman'	Cleveland Sage	5 GAL	42" O.C.	L	X
SAM CAE	Sambucus n. caerulea	Blue Elderberry	15 GAL	12' O.C.	L	X
TRI LAN	Trichostema lanatum	Woolly Bluecurls	5 GAL	48" O.C.	L	X
	VINES / ESPALIERS					
GEL SEM	Gelsemium sempervirens	Carolina Jessamine	5 GAL	SEE PLANS	L	
	STORM WATER TREATMENT PLANTS					
CHO TEC	Chondropetalum tectorum**	Cape Rush	1 GAL	42" O.C.	L	
MUH RIG	Muhlenbergia rigens**	Deer Grass	1 GAL	48" O.C.	L	X

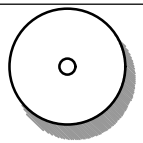
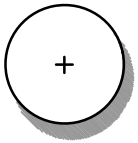
NOTES:
1. * - THE "WULCOLS IV" RATING SYSTEM IS INDUSTRY STANDARD FOR IRRIGATION WATER NEEDS OF LANDSCAPE PLANTING IN CALIFORNIA. THE MAJORITY PLANTS SELECTED ARE RATED VERY LOW TO MEDIUM WATER REQUIREMENTS FOR THE REGION AND SHALL BE PLANTED IN SPECIFIC HYDROZONES. PLANT WATER USE RATINGS ARE: VL - VERY LOW, L - LOW, M - MEDIUM, H - HIGH
2. PLANT MATERIAL FOR STORMWATER TREATMENT PLANTERS PER SAN MATEO COUNTY'S "C.3 STORM WATER TECHNICAL GUIDANCE" APPENDIX A.

NOTES:
-THIS PLANT LEGEND IS SHOWN ON SHEET L-1 OF LANDSCAPE DWGS.
-COLUMN ADDED INDICATING WHICH PLANTS ARE CA NATIVE (14 QTY. NATIVES HAVE BEEN ADDED)

68 WILLOW ROAD TOWNHOMES
MENLO PARK, CA 12/05/25

UPDATED PRELIM. PLANT LIST PER COORDINATION RELATING TO THE HERITAGE TREE PERMIT APPEAL

PRELIMINARY TREE SPECIES KEY

KEY	BOTANICAL NAME	COMMON NAME	CONTAINER SIZE	SPACING	QTY.	WUCOLS*	SIZE @ PLANTING	MATURE SIZE
	TREES							
	Quercus agrifolia (QUE AGR) (Street Tree)	Coast Live Oak	36" BOX -STD.	SEE PLANS	9	VL	10' H x 6' W	40' H x 40' W
	Quercus agrifolia (QUE AGR)	Coast Live Oak	48" BOX -STD.	SEE PLANS	3	VL	10' H x 6' W	40' H x 40' W
	Ceanothus 'Ray Hartman' (CEA RAY)	Wild Lilac Tree	48" BOX -STD.	SEE PLANS	5	L	10' H x 6' W	18' H x 18' W

NOTES:
1. * - WUCOLS IV RATING IS AN INDUSTRY STANDARD FOR IRRIGATION WATER NEEDS OF LANDSCAPE PLANTINGS IN SPECIFIC CALIFORNIA REGIONS. THE MAJORITY OF PLANTS FOR THIS REGION ARE VERY LOW (VL) TO Medium (M) WATER REQUIREMENTS AND PLANTED IN SPECIFIC HYDROZONES. ABBREVIATIONS FOR WUCOLS WATER NEEDS ARE: VL - VERY LOW, L - LOW, M - MEDIUM, H - HIGH.
2. ** - PLANT MATERIAL FOR STORMWATER TREATMENT PLANTERS PER SAN MATEO COUNTY'S "C.3 STORM WATER TECHNICAL GUIDANCE" APPENDIX A.

NOTES:
-THIS PLANT LEGEND IS SHOWN ON SHEET L-2 OF LANDSCAPE DWGS.
-PROPOSED TREES ARE NOW ALL CA NATIVES

68 WILLOW ROAD TOWNHOMES
MENLO PARK, CA 12/05/25

UPDATED PRELIM. TREE LIST PER COORDINATION RELATING TO THE HERITAGE TREE PERMIT APPEAL

Coblentz
Patch Duffy
& Bass LLP

One Montgomery Street, Suite 3000
San Francisco, CA 94104-5500
T 415 391 4800
coblentzlaw.com

Ashley Weinstein-Carnes
D (415) 293-6470
aweinstein-carnes@coblentzlaw.com

December 12, 2025

Chris Turner, Senior Planner
Community Development Department
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
CRTurner@menlopark.gov

Re: 68 Willow Road, Heritage Tree Permit Application HTR2024-00162 – Housing Law Protections Applicable to Appeal

Dear Chris and Environmental Quality Commissioners:

We represent 68 Willow Owner, LLC in connection with the proposed redevelopment of 68 Willow Road (the "Project"). As part of the application to demolish the existing office building and construct 50 new for-sale townhomes (including eight below market rate units), our client submitted a Heritage Tree Removal Permit application. Removal of the identified heritage trees is required to allow re-development at the proposed density. We understand that an appeal of the Heritage Tree Removal Permit will be reviewed by the Environmental Quality Commission ("EQC") at its December 17 hearing.

Before that hearing, we write to provide important background regarding the Project's tree preservation efforts and to summarize the state housing law protections – namely the Housing Accountability Act ("HAA") and the State Density Bonus Law – that significantly limit the City's discretion to deny or condition the Heritage Tree Removal Permit. These laws are directly applicable and preclude the City from taking action that would reduce the Project's density or require a redesign.

Project Heritage Tree Preservation Efforts

During design efforts, the Project team – including architects, engineers, and a certified arborist – conducted extensive and iterative evaluations of each heritage tree proposed for removal. The team studied multiple design alternatives to determine whether preservation of additional heritage trees would be feasible while still meeting all objective City development standards and maintaining the density proposed in the Project application.

These efforts yielded several improvements. Most notably, the storm drain line adjacent to Tree #44 was successfully redesigned and relocated, eliminating potential impacts and allowing the tree to be preserved consistent with the arborist's recommendations. The planting plan was also substantially refined to incorporate a greater number of native trees and shrubs.

Ultimately, despite studying multiple alternatives, no viable configuration was identified that would preserve any additional heritage trees while still accommodating the required circulation, setbacks, emergency access, creek buffer, and other development standards applicable to the site. The Project will nonetheless provide significant on-site replacement plantings totaling seventeen replacement trees from the City's recommended heritage tree replacement list, including twelve coast live oaks and five Saratoga sweet bays. Remaining mitigation obligations will be satisfied through payment of in-lieu fees of approximately $490,000 per City guidelines that can be used for tree plantings throughout the City.

Housing Accountability Act Protections

The Project qualifies as a "housing development project" under the HAA and is therefore entitled to the statute's stringent limitations on local agency discretion. Under subdivision (j) of the HAA, the City may not deny or impose conditions that would reduce the Project's density unless it makes written findings, supported by a preponderance of the evidence, that:

1. The Project would have a **specific, adverse impact on public health or safety**, meaning a "significant, quantifiable, direct, and unavoidable impact" based on objective standards in effect when the application was deemed complete; **and**

2. **No feasible mitigation** is available other than denial or a reduction in density. (Emphasis added.)

The need to remove heritage trees does not constitute a "specific, adverse impact" under the HAA's narrow definition. Because the Project otherwise complies with applicable objective standards, subject to relief allowed under the Density Bonus Law, the HAA prohibits the City from denying the Heritage Tree Removal Permit or imposing conditions that would restrict the Project's density.

Density Bonus Law Protections

The Project is also protected under the State Density Bonus Law. With 15% of the for-sale units restricted to moderate-income households pursuant to the City's BMR Guidelines, the Project qualifies for a density bonus and corresponding waivers of development standards that would physically preclude construction of the Project.

As detailed in the application materials, the Project utilizes several waivers, including reduced front and side setbacks. These setback reductions are necessary to achieve the Project's unit count in light of the site's significant physical and regulatory constraints, including:

- The need to provide a loop road with adequate fire and emergency vehicle access;
- An approximately 55-foot buffer from the San Francisquito Creek bank;
- Compatibility considerations for the neighboring Linfield Oaks residential area; and
- Compliance with the C-1 district's building coverage and open space requirements.

Without these waivers, the Project would lose housing units. And while the resulting building footprint with reduced setbacks necessitates removal of certain heritage trees, the Density Bonus Law expressly prohibits requiring a redesign to eliminate the need for such waivers. Because the Heritage Tree Removal Permit denial or redesign would effectively negate Density Bonus protections, the City may not condition approval of the Heritage Tree Removal Permit on redesign efforts that reduce the Project's density or eliminate lawfully requested waivers.

Commitment to Advancing Housing in Menlo Park

We also wish to reaffirm our client's strong commitment to delivering high-quality housing that advances Menlo Park's goals for sustainability, equity, and achieving its state-mandated housing goals. The Project's 50 units – including eight below market rate homes – will provide meaningful opportunities for first-time homebuyers and moderate-income households to live in the Menlo Park community with excellent access to transit, services, and jobs.

Given the Project's tree preservation efforts, its compliance with all applicable objective standards, and the protections afforded under both the Housing Accountability Act and the State Density Bonus Law, the City may not deny or condition the Heritage Tree Removal Permit in a manner that would reduce the Project's density or require redesign.

* * *

We appreciate the opportunity to provide this information in advance of the EQC hearing and remain available to discuss any questions. We look forward to continuing our collaborative work with the City to bring this important project to fruition.

Regards,

Ashley Weinstein-Carnes

Community Engagement Ad Hoc Subcommittee preliminary report

Commissioner Kissel, Chair McKenna, Vice Chair Meyer

January 21, 2026

Agenda

- Scope
- Strategies
- Communications and engagement
- Identifying stakeholders
- Messaging
- Other considerations
- EQC discussion

Scope

Research potential engagement with a comprehensive set of stakeholders and explore potential of a community taskforce with purpose of aligning City/community-wide efforts to achieve climate action plan (CAP) goals

Strategies

- Strategy #1 - Enhanced business-as-usual (BAU)
- Strategy #2 - Come join us!
- Strategy #3 - Can we talk?

Strategy #1 - Enhanced BAU

- Utilize existing City communication channels
  - Weekly digest, website, social media, sign boards, flyers at city facilities, community events, etc.
  - Create CAP-focused materials / content
  - Find right messaging / language
    - Stakeholder specific or same general messaging/language to all?
    - What would work to inspire stakeholder action towards achievement of CAP goals?
    - Is the message about climate or other co-benefits?
  - Connect stakeholders to available resources (technical and financial)

Strategy #2 - Come join us!

- Organize group meetings to gather stakeholders together in “same room”
  - Build awareness of CAP goals and inspire action
  - Determine barriers and solutions
  - Create consensus and “buy-in”
  - Establish accountability, track progress
  - Provide support and resources
  - Consider policy/programs
- Considerations
  - Poll for interest
  - How to recruit stakeholders
  - Logistics - how to organize meetings, where located, how often, who leads (City, volunteers, or third-party)
  - Meeting topics align with CAP goals (buildings, transportation/electric vehicle (EV) charging infrastructure, adaptation/resiliency, food)

Strategy #3 - Can we talk?

- Build “small” leadership team to create a canvassing / outreach program
- Establish subcommittees specific to each stakeholder group
- Develop messaging, talking points, resources guide
  - Focus on CAP goals (buildings, transportation, adaptation/resiliency)
  - Food?
- Knock on doors (“deep canvassing”) and set up meetings with stakeholders
  - Engage with existing CBO’s & community groups / presentations & listening sessions
  - Canvassing also presents opportunity to recruit more canvassers

Communications and engagement

- Communications
  - Focused on outbound information to stakeholders
    - How to obtain stakeholder contact info
  - Different stakeholder groups prefer/utilize different channels
- Engagement
  - Stakeholders often engage later in the process, how to effectuate early and sustained engagement
- How do other jurisdictions communicate with and engage stakeholders?

Identifying stakeholders

- Who will be in the conversation?
  - Renters, homeowners, small business owners/associations, large corporations, restaurants, commercial building owners, apartment building owners, condominium owners/associations, schools/districts, PTA, youth/adult sports leagues, Stanford University, City leaders, City staff, contractors, PG&E/PCE, low-income residents, seniors, realtors/associations, community organizations, churches/religious organizations, youth/students
  - Are there any stakeholders missing?

Identifying stakeholders

- Leveraging existing community organizations (included but not limited to):
  - Menlo Spark, Menlo Together, 350 Silicon Valley, Climate Resilient Communities, Belle Haven Action, Belle Haven Empowered, Downtown Menlo Fund, Save Downtown Menlo, Sharon Heights Community Association, Chamber San Mateo County, Tarlton Properties/Menlo Labs, Felton Gables Homeowners Association, Menlo Swim & Sport, Junior League, waste collectors
  - Are there any community organizations missing?

Messaging

- What messages will resonate with the community and inspire participation / action?
  - Economic benefits
  - Health
  - Safety
  - Climate
  - Investing in our collective future
  - Cost of action will be far less than the cost of inaction (rising costs of damages from extreme weather events, insurance costs, health costs, food costs)
  - Togetherness (community)
  - Jobs
- Should there be different messaging for different stakeholders (or consistency to all)?

Other options and considerations

- What expectations should we hold around achieving the CAP goals?
- What role can other City of Menlo Park commissions play in efforts to engage community in climate action?
- Establish block captains?
  - Organize bulk buys
  - Neighborhood decarbonization
- Workforce/contractors - communications / engagement / training / job opportunities
- What role can youth/students/schools play?

EQC discussion

- Evaluate cost/benefit of each strategy
- Other ideas on ways to communicate / invite stakeholders?
- Who should lead Strategy #2/#3?
- Are there other strategies that should be considered?
- Have we identified all appropriate stakeholders?
- What is messaging that will engage the city-wide community to prioritize meeting the CAP goals?
- How can city staff better leverage our existing channels to improve communications on the CAP?

Thank you!

Final Report to be presented at future EQC meeting.

Environmental Quality Commission work plan

City Manager's Office
701 Laurel St., Menlo Park CA 94025
Approved

Work plan goals
1. Provide feedback to staff and advise the City Council on 2025-2030 scope of work implementation for Climate Action Plan (CAP) strategies No. 1 through No. 6 2. Ensure that our most vulnerable communities have a voice in policies and programs to protect their communities from environmental impacts. 3. Leverage best practices to advise/recommend on the preservation of heritage trees, city trees and expansion of the urban canopy; and make determinations on appeals of heritage tree removal permits. 4. Support sustainability initiatives, as needs arise, which may include city-led events, habitat protection, healthy ecology, environmental health protection, healthy air, surface water runoff quality, water conservation and waste reduction. 5. Maintain an annual commission calendar to provide transparency and allow adequate time to prepare agenda items related to the commission's work plan; update and post for public review monthly. 6. Encourage and facilitate robust public comment and participation at Commission meetings. 7. Foster a public meeting environment that is inclusive of all members of the diverse Menlo Park community. 8. Support the filling of openings on the Commission and the effective onboarding of new Commissioners. 9. Participate an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure progress on and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act.

Work plan history

Action	Date	Notes
Work plan recommended to EQC	August 20, 2025	Commission approved
Work plan recommended to City Council	September 30, 2025	City Council approved

Environmental Quality Commission (EQC) agenda topics fiscal year 2025-26

Agenda schedule may change based on City Council, Chair and Vice Chair and staff requests/direction

Month	Topics	Author/Presenter	EQC role
July 2025	Presentation from annual work plan ad hoc subcommittee	Annual work plan ad hoc subcommittee	Action by Commission
	Review and discuss recommendations to reduce vehicle miles traveled	Transportation ad hoc subcommittee	Provide feedback to staff/possible action by Commission
August 2025	Approve EQC 2025-2026 work plan	Annual work plan ad hoc subcommittee	Action by Commission
	Annual Climate Action Plan progress report	Sustainability staff	Provide feedback to staff/possible action by Commission
September 2025	Existing building electrification outreach and update on Home Upgrade Services Program	Sustainability staff	Provide feedback to staff/possible action by Commission
	Presentation from Matching Rebates ad hoc subcommittee	Ad Hoc Subcommittee	Action by Commission
October 2025	Discuss permit fee waiver program	Sustainability staff	Action by Commission
	Review and discuss approach for the Love Our Earth festival	Sustainability staff	Action by Commission
	Receive and file work plan and form ad hoc subcommittees	Sustainability staff	Action by Commission
November 2025	Cancelled		
December 2025	Update on installation of solar at city facilities	Sustainability staff	Informational/no action
	Emissions Reductions Impact Study ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
January 2026	Deny the appeal and uphold staff's decision to approve the permit application to remove thirteen heritage trees at 68 Willow Rd	Sustainability staff	Action by Commission
	Community Engagement ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
February 2026	Discuss City efforts related to Senate Bill 1383 to reduce organic waste	ReThink Waste staff	Informational/no action

	Food Systems ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
March 2026	Overview of Peninsula Clean Energy programs	Peninsula Clean Energy staff	Informational/no action
April 2026	Discuss Urban Forest Management Plan and early tree planting action progress	Sustainability staff	Provide feedback to staff
	Discuss updated CAP dashboard	Sustainability staff	Provide feedback to staff/possible action by Commission
	Discuss progress on CAP No. 6 and potential to form a resiliency and adaptation ad hoc subcommittee	Sustainability staff	Provide feedback to staff/possible action by Commission
May 2026	BESO & BPS ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
	Zero Emissions Landscaping Equipment (ZELE) Policy progress	Sustainability staff	Provide feedback to staff/possible action by Commission
	Select Chair and Vice Chair	Chair	Action by Commission
June 2026	Annual City Arborist Report	City arborist and public works staff	Provide feedback to staff/possible action by Commission
	Set fiscal year commission agenda calendar (June-August)	Sustainability staff/Chair and Vice Chair	Action by Commission
	Sustainable Cities Project ad hoc subcommittee report out	Ad Hoc Subcommittee	Action by Commission
July 2026	Update on Home Upgrade Services program	Sustainability staff	Provide feedback to staff/possible action by Commission

<u>Regular items</u>

- Climate Action Plan progress report
- Annual selection of Chair and Vice Chair (May)
- Annual City Arborist Report (June)
- Set fiscal year commission agenda calendar (June-August)
- Chair report to the City Council (July/August)
- Annual update of existing building electrification outreach and education
- Zero Emissions Landscaping Equipment (ZELE) Policy progress (requires two years of reporting to the commission directed by the city council starting in 2025)
- Annual update on the permit fee waiver program

<u>Potential topics to add to calendar</u>

- Priorities included in the City Council work plan for fiscal year 2025-26 (Attachment A)
- Heat resiliency

- Community solar and microgrid
- Online electrification education hub

Ad hoc subcommittees (in alphabetical order)

Community Engagement ad hoc subcommittee

- Scope: Research potential engagement with a comprehensive set of stakeholders and explore potential of a community taskforce with purpose of aligning City/communitywide efforts to achieve CAP goals
- Duration: 3 months (tentative report out in January 2026)
- Commissioners: Commissioner Kissel, Chair McKenna, Vice Chair Meyer

BESO and BPS ad hoc subcommittee

- Scope: Research adoption of Building Emissions Savings Ordinance (similar to Berkeley) and how the City can collaborate with state and regional partners to study, adopt, implement, and enforce a Building Performance Standard
- Duration: 3 months (tentative report out in May 2026)
- Commissioners: Chair McKenna, Commissioner Hill, Commissioner Angiel

Emissions Reductions Impact Study ad hoc subcommittee

- Scope: Review bi-annual greenhouse gas emissions inventory and identify opportunities for sharing data with a community facing dashboard
- Duration: 3 months (tentative report out in February 2026)
- Commissioners: Commissioner Kissel, Commissioner Hill

Food Systems ad hoc subcommittee

- Scope: Research ways to engage community and provide more services to community members with goal of promoting more plant-based eating, greater access to high quality and affordable foods, and reduction of food waste
- Duration: 3 months (tentative report out in March 2026)
- Commissioners: Commissioner Hernandez, Commissioner Angiel, Commissioner Hedley

Matching Rebates ad hoc subcommittee

- Scope: Research viability and impact of City matching electrification rebates currently offered by Peninsula Clean Energy in order to assist with transition to electric devices, particularly water heater rebates in light of pending Air District rules scheduled to go into effect in 2027
- Duration: 1 month (tentative report out in September 2025)
- Commissioners: Chair McKenna, Commissioner Hernandez

Sustainable Cities Project Ad Hoc subcommittee

- Scope: Work with students as a part of Stanford's Sustainable Cities course to develop an online dashboard of greenhouse gas emissions and other data to improve community visibility into climate action plan progress, enable deeper analysis of emissions reductions, and communicate actions that community members can take to support reaching zero carbon.
- Duration: 6 months (tentative report out in June 2026)
- Commissioners: Commissioner Hill, Commissioner Kissel, Vice Chair Meyer

Vehicle Miles Traveled Metric ad hoc subcommittee (joint with Complete Streets Commission)

- Scope: Form an ad hoc subcommittee of the Complete Streets Commission comprised of both Complete Streets and Environmental Quality Commissioners to evaluate metrics to measure Climate Action Plan progress on Strategy No. 4 to reduce vehicle miles traveled (VMT) by 25% or an amount recommended by the Complete Streets Commission and set specific long term and annual goals. The subcommittee shall consist of no more than three EQC commissioners and no more than three CSC commissioners so as not to violate the Brown Act. The subcommittee is tasked to work for a period of up to one year and dissolve upon submitting a report to the CSC.
- Duration: 1 year (tentative report out TBD)
- Commissioners: Vice Chair Meyer, Chair McKenna, Commissioner Hedley

Attachments

A. Hyperlink – City Council fiscal year 2025-26 work plan, July 8, 2025, Staff Report #25-108-CC: menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250708/i2-20250708-cc-cc-fy2025-26-work-plan.pdf