



PLANNING COMMISSION AGENDA

Regular Meeting
September 8, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:00 p.m.

ROLL CALL – Bressler, Combs, Eiref (Chair), Ferrick, Kadvany, Onken (Vice Chair), Strehl

INTRODUCTION OF STAFF – Jean Lin, Associate Planner; Stephen O’Connell, Contract Planner; Kyle Perata, Associate Planner; Thomas Rogers, Senior Planner

A. REPORTS AND ANNOUNCEMENTS

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

A1. Update on Pending Planning Items

- a. Commonwealth Corporate Center – City Council – August 19 and 26, 2014
- b. General Plan – Workshops – September 11 and 17, 2014

B. PUBLIC COMMENTS #1 (Limited to 30 minutes)

Under “Public Comments #1,” the public may address the Commission on any subject not listed on the agenda within the jurisdiction of the Commission and items listed under Consent. When you do so, please state your name and city or political jurisdiction in which you live for the record. The Commission cannot respond to non-agendized items other than to receive testimony and/or provide general information.

C. CONSENT – None

Items on the consent calendar are considered routine in nature, require no further discussion by the Planning Commission, and may be acted on in one motion unless a member of the Planning Commission or staff requests a separate discussion on an item.

- C1.** Approval of minutes from the August 4, 2014 Planning Commission meeting ([Attachment](#))

D. PUBLIC HEARING

- D1. Use Permit/Yonghua Zhang/143 Willow Road:** Request for a use permit for interior remodeling and the construction of first- and second-floor additions to an existing single-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban) zoning district. The existing nonconforming residence will be brought into conformance as part of the proposed project. The proposed remodeling and expansion would exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. ([Attachment](#))

- D2. Use Permit/Sarah Potter/236 Willow Rd:** Request for a use permit to remodel and construct first- and second-story additions to an existing single-story, single-family residence on a substandard lot with respect to lot width, depth, and area in the R-1-U (Single Family Urban) zoning district. The proposed remodeling and expansion would exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. ([Attachment](#))
- D3. Use Permit/Transcriptic Inc./3565 Haven Avenue, Suite 3:** Request for a use permit for the storage and use of hazardous materials for the research and development (R&D) of testing and research processes located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building. ([Attachment](#))

E. REGULAR BUSINESS

- E1. Use Permit/Benjamin T. Himlan, Off the Grid/1090 Merrill Street:** Request for the six-month review of a use permit for a recurring special event (weekly food truck market) on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. ([Attachment](#))
- E2. Architectural Control/612 College, LLC/612 College Avenue:** Request for architectural control to demolish a single-family residence and detached garage/warehouse building, and construct a total of four new residential units within two three-story structures in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. As part of the development, the following four heritage trees are proposed for removal: two cedar trees in poor condition in the front yard, one multi-trunk elm in poor condition along the Alto Lane frontage, and one coast live oak in good condition at the middle of the parcel. ***This item was continued from the Planning Commission meeting of August 18, 2014.*** ([Attachment](#))

F. STUDY SESSION ITEMS

- F1. Study Session/David Claydon/555 Willow Road:** Study Session/David Claydon/555 Willow Road: Request for a study session for the conversion of an existing nonconforming structure from office uses (currently vacant) to two residential units. The proposed project would include first and second floor additions to the existing structure. As part of the project, the existing restaurant building, which is a nonconforming use and structure, would remain. The project site is located in the R-3 (Residential Apartment) zoning district. ([Attachment](#))

G. COMMISSION BUSINESS – None

ADJOURNMENT

Future Planning Commission Meeting Schedule

Regular Meeting	September 23, 2014
Regular Meeting	October 6, 2014
Regular Meeting	October 27, 2014
Regular Meeting	November 3, 2014
Regular Meeting	November 17, 2014

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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.

Any writing that is distributed to a majority of the commission by any person in connection with an agenda item is a disclosable public record (subject to any exemption under the Public Records Act) and is available for inspection at The Community Development Department, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours.

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PLANNING COMMISSION

Agenda and Meeting Information

The Planning Commission welcomes your attendance at and participation in this meeting. The City supports the rights of the public to be informed about meetings and to participate in the business of the City.

ASSISTANCE FOR PERSONS WITH DISABILITIES: Person with disabilities who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the Planning Division office at (650) 330-6702 prior to the meeting.

COMMISSION MEETING AGENDA AND REPORTS: Copies of the agenda and the staff reports with their respective plans are available prior to the meeting at the Planning Division counter in the Administration Building, and on the table at the rear of the meeting room during the Commission meeting. Members of the public can view or subscribe to receive future weekly agendas and staff reports in advance by e-mail by accessing the City website at <http://www.menlopark.org>.

MEETING TIME & LOCATION: Unless otherwise posted, the starting time of regular and study meetings is 7:00 p.m. in the City Council Chambers. Meetings will end no later than 11:30 p.m. unless extended at 10:30 p.m. by a three-fourths vote of the Commission.

PUBLIC TESTIMONY: Members of the public may directly address the Planning Commission on items of interest to the public that are within the subject matter jurisdiction of the Planning Commission. The City prefers that such matters be presented in writing at the earliest possible opportunity or by fax at (650) 327-1653, e-mail at planning.commission@menlopark.org, or hand delivery by 4:00 p.m. on the day of the meeting.

Speaker Request Cards: All members of the public, including project applicants, who wish to speak before the Planning Commission must complete a Speaker Request Card. The cards shall be completed and submitted to the Staff Liaison prior to the completion of the applicant's presentation on the particular agenda item. The cards can be found on the table at the rear of the meeting room.

Time Limit: Members of the public will have **three** minutes and applicants will have **five** minutes to address an item. Please present your comments clearly and concisely. Exceptions to the time limits shall be at the discretion of the Chair.

Use of Microphone: When you are recognized by the Chair, please move to the closest microphone, state your name and address, whom you represent, if not yourself, and the subject of your remarks.

DISORDERLY CONDUCT: Any person using profane, vulgar, loud or boisterous language at any meeting, or otherwise interrupting the proceedings, and who refuses to be seated or keep quiet when ordered to do so by the Chair or the Vice Chair is guilty of a misdemeanor. It shall be the duty of the Chief of Police or his/her designee, upon order of the presiding officer, to eject any person from the meeting room.

RESTROOMS: The entrance to the men's restroom is located outside the northeast corner of the Chamber. The women's restroom is located at the southeast corner of the Chamber.

If you have further questions about the Planning Commission meetings, please contact the Planning Division Office (650-330-6702) located in the Administration Building.



PLANNING COMMISSION DRAFT MINUTES

Regular Meeting
August 4, 2014 at 7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:03 p.m.

ROLL CALL – Bressler, Combs, Eiref (Chair), Ferrick, Kadvany, Onken (Vice Chair), Strehl

INTRODUCTION OF STAFF – Kyle Perata, Associate Planner; Justin Murphy, Development Services Manager; Thomas Rogers, Senior Planner

A. REPORTS AND ANNOUNCEMENTS

A1. Update on Pending Planning Items

- a. General Plan Advisory Committee (GPAC) – Call for At-Large Member Applications – August 11, 2014 deadline

Senior Planner Rogers asked the Commissioners to reach out to community members who might be interested in serving on the General Plan Advisory Committee (GPAC) as At-Large-Members. He said the Council would review the applications for selection of GPAC members.

B. PUBLIC COMMENTS #1 (Limited to 30 minutes)

There were none.

C. CONSENT

There were no consent items.

D. PUBLIC HEARING

- D1. Use Permit/Kevin Clugage/1069 Cascade Drive:** Request for a use permit for excavation (removal of more than 12 inches of dirt) within the required rear, and left-side setbacks associated with landscaping improvements, including a new sports-court, on a standard size lot in the R-1-S (Single-Family Residential Suburban) zoning district. The project also includes a request to increase the height of the fence along the rear property line to a maximum height of nine feet. ([Attachment](#))

Staff Comment: Planner Perata said staff had no additions to the written report.

Public Comment: Mr. Kevin Clugage, applicant, said the project was to install Astroturf to replace lawn. He said the lawn had been replaced twice but did not thrive because it was located in a shaded area and had a lot of foot traffic.

Chair Eiref said it appeared they were moving one part of the yard to the other side of the yard. Mr. Clugage said the retaining wall at the top end of the property would create excavated dirt that they would use to fill in the bottom end where there would be another retaining wall.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Onken said it was a straightforward project, and moved to approve as recommended in the staff report. Commissioner Strehl seconded the motion. Chair Eiref said it appeared to be a reasonable proposal.

Commission Action: M/S Onken/Strehl to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current State CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Yukon Landscape Design, consisting of five plan sheets, dated received July 22, 2014, and approved by the Planning Commission on August 4, 2014, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Prior to building permit issuance, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. These revised plans shall be submitted for the review and approval of the Engineering Division.

- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a grading, demolition or building permit.
 - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to the building permit issuance, the applicant shall implement the tree protection plan and technique recommendations in the Arborist Report for all applicable heritage trees.
 - h. Concurrent with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 2,500 square feet of irrigated landscaping, then a detailed landscape plan documenting compliance with the Water Efficient Landscape Ordinance (Municipal Code 12.44) will be required, subject to review and approval of the Engineering Division.
4. Approve the use permit subject to the following **project-specific** conditions:
- a. Simultaneous with the submittal of a complete building permit application, the applicant shall revise the plans to identify a grid pattern (vertical and horizontal strips) for the proposed lattice extension of the rear fence, subject to review and approval of the Planning Division.

Motion carried 7-0.

D2. Use Permit/Stem Cell Theranostics/1490 O'Brien Drive, Suite G: Request for a use permit for the storage and use of hazardous materials for the research and development (R&D) of cell based assays for drug screening and research applications in an existing building located in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building. ([Attachment](#))

Staff Comment: Planner Perata said there were no additions to the written report.

Public Comment: Mr. Ron Krietemeyer, Vice President of Operations for Tarleton Properties, said he was representing Menlo Business Park and the tenant, Stem Cell Theranostics. He introduced Dr. Andrew Lee, one of the company's founders.

Mr. Lee said the company was founded by two Stanford School of Medicine faculty members. He said he was a MBP PhD candidate at Stanford. He said their technology turned blood into heart cells. He said they had created a streaming process for heart cells without injecting anything into a patient.

Commissioner Kadwany confirmed with the applicant that the materials of concern were carbon dioxide, liquid nitrogen, and a couple of gallons of waste containers.

Chair Eiref asked about the cost and time to bring the application through the City process.

Ms. Ellen Ackerman, Green Environment, said the cost for this simple application was about \$5,000 with \$1,500 to submit the application and additional costs for her to prepare drawings

and a detailed list of chemicals that typically was not required elsewhere. Mr. Ron Krietemeyer said there were other expenses including architect fees.

Chair Eiref closed the public hearing.

Commission Comment: Chair Eiref said for the record that he did not think the Planning Commission necessarily added value for these types of applications. He said he supported the application noting that the other reviewing agencies had signed off on it. He moved to approve as recommended in the staff report. Commissioner Onken seconded the motion.

Commissioner Ferrick said she agreed with Chair Eiref's observations. Commissioner Onken asked whether staff could provide the Commission with a comparison of processes for such applications in other municipalities as a future agenda item. Senior Planner Rogers said he understood it was one of the topics in the General Plan update as that was focused on the M-2 area.

Commissioner Combs asked if there was an instance in which this process had deterred a business tenant from locating in Menlo Park. Senior Planner Rogers said there were many variables that went into a tenant's choice of location, including elements such as the proximity to venture capital financing in Menlo Park. Mr. Krietemeyer agreed it was hard to pinpoint exactly why a prospective tenant might not follow through, but said their firm had lost two prospective startup companies to Redwood City because of the time and expense to go through Menlo Park's use permit process for hazardous materials use and storage. Ms. Ackerman noted that staff had been processing applications in a timely manner but there could be a lag in getting the item onto a Planning Commission meeting agenda, which was what she also communicates to prospective tenants.

Commission Action: M/S Eiref/Onken to approve the item as recommended in the staff report.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans provided by DES Architects/Engineers, consisting of eight plan sheets, dated received July 18, 2014, and approved by the Planning Commission on August 4, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project.

- c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
- e. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.
- f. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials business plan to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials business plan is in substantial compliance with the use permit.

Motion carried 7-0.

E. STUDY SESSION #1

- E1. Use Permit/Michael and Judith Citron/955 Sherman Avenue:** Request for a use permit to demolish an existing single-story, single-family residence and detached garage, and construct a new two-story, single-family residence and attached garage on a substandard lot with regard to lot width and lot size in the R-1-U (Single-Family Urban Residential) zoning district. ([Attachment](#))

Staff Comment: Senior Planner Rogers said there were no changes or additions to the staff report.

Questions of Staff: Commissioner Kadvany said he went by the site and noted that considerable excavation had occurred, which had been a concern expressed in one of the letters included with the agenda packet. Senior Planner Rogers said the project had been handled by several different planners to date. He said he understood that some work had occurred for which the applicant likely should have gotten a permit. He said the applicant was notified of this and through the use permit process was working to get everything on track.

Commissioner Strehl asked if any trees were removed because of the demolition. Senior Planner Rogers said that no heritage trees were removed but he was not sure about non-heritage trees.

Public Comment: Mr. Michael ("Sloane") Citron, applicant, said he and his wife have lived in Menlo Park since 1996 in the Felton Gables area and had raised their four children there. He said he and his wife owned businesses in downtown Menlo Park and tried hard to contribute to the community. He said that they would not be selling this home, they were not keeping a wall

of the house in their design, this was a complete new home build, and they had not taken down any trees. He said there were no trees of significance on the property and nothing to remove. He said they had before photos and an arborist report to substantiate that statement. He said the home inspection report showed there was asbestos in the existing home and they hired a company to find and remove the asbestos. He said they were as shocked as anyone when the company which had the permits to remove the asbestos finished as entire walls were removed. He said apparently the home was inundated with asbestos. He said it was asbestos removal and not demolition that had occurred, and that the City had found that they had followed the rules for asbestos removal. He said this was embarrassing for them and they hoped to get the project moving as soon as possible.

Mr. Citron said they had spoken with many neighbors about their plans, and everyone they were able to talk to in person liked the plans. He said three people had written to the Planning Department upon receiving the notice about this project. He said one concern was the character of the home and that it was two-story with a front facing garage. He said they had lowered the height and worked to soften the appearance of the garage to create a smaller framed, pleasing home. He said the most outspoken neighbor about their project lived in a home on the same block that was nearly the same design as what they were proposing. He showed the next door neighbor's two-story modern home, which neighbor he noted was also very outspoken about the proposed project. He showed another home on the block that had, in his opinion, an awkwardly designed second story with a front facing garage. He showed the rear neighbor's home on Cloud Avenue that was also a two-story home. He said these neighbors have expressed the opinion that he and his wife should build a one-car, detached garage at the rear as what was built in the 1940s. He said the vast majority of homes in the surrounding vicinity were two-story with front-facing two-car garages. He said their proposed design met code, was under the maximum height allowed by five feet, and was a traditional Menlo Park design. He said they designed a cheerful family home in keeping with the neighborhood and Menlo Park. He said Mr. Roger Kohler, the architect who designed the home, was a premier, award winning architect who had designed 40 homes in the Menlo Park area. He said the design was classic and elegant and they would use only quality materials and high end windows and doors. He said they redesigned the garage to make it more harmonious by using a wood paneled door and adding a trellis. He said the home has a varied footprint and noted distances from the front property line for the garage at 20.5 feet, the living room at 27 feet, and the entry door at 24 feet.

Mr. Citron said the neighbor to the east had been very outspoken about their proposed home plan, and had written a dozen letters to the Planning Division. He said they had tried to make several changes to accommodate this neighbor including lowering the roof line and raising the window height to the maximum allowable. He said the neighbor had been highly critical of the windows on the wall that would face the neighbor's home and yet the neighbor's facing wall had only one high window and the side yards have vegetation screening. He said the neighbor wrote that they had added two windows to the master bedroom. He said actually they took one proposed large window and split it into two smaller windows. He said the height and the location of those windows would have little impact on the neighbor's property. He said the neighbor wanted them to plant heavily on their side of the property and guarantee the type of plants, how high they would grow and in what time period. He said they thought that was unreasonable. He said they would be willing to build a fence on their side of the property as high as allowable if that would help.

Mr. Citron said three neighbors wrote to the City protesting their two-car garage. He showed a picture of one of those neighbors front-facing two-car parking area. He showed a photo of another of those three neighbors' front-facing two-car garage. He said City code would not allow the construction of a garage in the rear area in which the former garage was located and City planning staff had indicated it would be challenging to put a two-car garage in the rear. He said having a long driveway increased the potential for a blind spot back-over incident, and shared statistics related to that. He said within the vicinity of their property there were 31 homes with front-facing garages.

Ms. Lea Stublarec, Menlo Park, said she supported the project. She said she had known Ms. Judy Citron for many years and would attest to Ms. Citron's integrity. She said Ms. Citron had stated that they would keep the home in the family, and would not sell it. She said the Citron family did high quality, beautiful work, and the home they proposed to build would be a great asset to the neighborhood and would increase the property value for all. She said more importantly the Citrons were a great family that had done much for the community over the years. She said the neighborhood should be embracing and welcoming them with open arms.

Mr. Curtis Peterson, Yale Road, said he was a Menlo Park resident and voter. He said the proposed project was a well designed home that would use high quality building materials and would be a great addition for the neighborhood and community.

Mr. Dan Smith, Sherman Avenue, said he owned a home that was two doors down from the project site. He said the demolished house on the site had been there for three years, and he questioned why there had not been consequences resulting from that to the property owner. He said he would like to know the name of the asbestos company, and see the receipt and permit for the work they did. He said the applicant had indicated that there were 31 two-story homes with two-car garages in a two-block radius, which he found disingenuous as the subject property was on the boundary of incorporated Menlo Park. He said homes west of the project site homes were in unincorporated Menlo Park, which was under County building jurisdiction. He said no houses on the project site's side of the street had a front-facing two-car garage. He said he opposed the project.

Mr. Jeffrey Fenton, Sherman Avenue, said his home was located directly across the street from the project site. He said it was mystifying to him how the eyesore was allowed to remain in the half-demolished, dinosaur-skeleton condition for as long as it had. He suggested that leaving this eyesore so long might have been a strategy to wear down the immediate neighbors' resistance to the proposed design, but the neighbors had long memories.

Ms. Andrea Smith, Sherman Avenue, said the temporary fencing fell down whenever there was rain and wind. She said she had never met Mr. Citron when she was out there with other neighbors trying to stabilize the fencing. She said the home they were proposing was too large for the substandard lot.

Ms. Maria Flaherty, Sherman Avenue, said she and her husband had never been approached by the Citrons about the proposed project. She said it was great that they were developing the lot but the proposed design was out of character with the neighborhood. She said all of the houses on that side of the street were stucco and this project would introduce wood. She said all of the homes on that side also had single-car detached garages in the rear.

The neighbor on the right, said he had lived in his home nearly 25 years and that it was located directly next to the project site. He said the proposed design would fill most of the width of the lot with little setback on the sides. He said the proposed home was larger and extended further front and back on its lot than any other home on the block. He said he had a two-story and a two-car garage in the rear with a driveway from the front. He noted the project site was not maintained and had tall weeds. He said presently everyone had very private backyards as the garages were all in the rear of the properties.

The neighbor on the right, said she was the neighbor to the east. She said some of the comments attributed to her were fabricated. She said the weeds were only cleaned up when she emailed the property owner. She said she had to call the City multiple times about the debris left in the driveway after the demolition as it remained there from the summer through February of the next year. She said they liked the garages in the back as it provided privacy.

Mr. Jon Wolken, Sherman Avenue, said he was supportive of the Citrons' proposed design. He said however that he would like the front setback to match the rest of the block's front setbacks. He said the fence on the project site fell over every couple of weeks or so. He said the structure on the property was in a terrible state. He said his home was burglarized a couple of years prior and the police had indicated they should talk to the applicant as the unsightly structure attracted bad elements.

Mr. Walter Mooney, Sherman Avenue, said the neighborhood had a very charming uniform character with homes built post-WWII. He said because the fence fell over, the house was derelict and an increase in robberies in the last six months that he and his wife had started locking all of their windows. He said the project site had degraded the neighborhood. He said the main issue was a very large house being proposed in a district that had smaller lots and a defining neighborhood character, which he would like to see preserved in Menlo Park.

Chair Eiref closed the public hearing.

Commission Comment: Chair Eiref said there were comments on two-car garages in the rear. Senior Planner Rogers said there was nothing explicit in the regulations about that and that garages in the rear could be one-car garages. He said the other side of the street had varied garage structures, but this project would have the only front-facing garage on the block.

Commissioner Combs said the applicant and others had raised a question about whether the proposed new home would be sold or not, which he did not think should be part of the Commission's consideration of the project. Senior Planner Rogers said the Commission's consideration should be focused on the substance of the proposal itself and not assumptions about who might live there.

Commissioner Kadwany confirmed with staff that the City did not require two-car garages but two parking spaces, one of which was required to be covered.

Commissioner Strehl asked if they could park behind the garage if it was in the rear of the property. Senior Planner Rogers said the second required parking space could not be located in an area that would block entry into the garage. He said there had been instances where the second space was next to the garage and parallel to it. He said there was also a semi-recent example of a project that had an area that could function both as a patio and a parking space.

Commissioner Kadvany asked where a garage could be located in the rear noting the applicant had indicated that it could be not located where the existing garage was. Senior Planner Rogers said recent changes to the regulations for accessory structures meant it could be as close as three feet to the side and rear property lines.

Chair Eiref said he went by the site twice over the weekend and he understood the urgency for the site to be improved. He said he did not feel the urgency about where the garage should be located. He said he was concerned that the design was massive. He noted the number of changes of elevations and peaks and gables. He said there had been another project recently for which the Commission had asked the applicant to pull the house forward noting neighbors' concerns with how much farther back it was compared to other homes. He said the applicant came back with a design that was revised through conversation with the neighbors and was approved.

Commissioner Onken asked about the door and window materials proposed for use. Senior Planner Rogers said those details were not included for the study session but when the project moved forward staff would recommend simulated divided light windows with internal and external grids, and a between-the-glass spacer bar. He said the garage was noted as a wood carriage door. He said moving forward they would get clarification on the materials for the entry door.

Commissioner Strehl said she visited the project site and noted there were different styles of homes in the neighborhood except for the one side of the street where the project site was. She said the project site was an eyesore. She concurred with the Chair's comments about the size of the proposed home. She said she did not have a problem with the garage in front and thought the design looked good from the front but that it looked massive from the side. She said she had seen in other locations in town where multiple cars were parked in driveways to a rear garage and noted that was an eyesore as well. She suggested the applicant work with the neighbors and reduce the visual impact of the side elevations.

Commissioner Kadvany said he often talked about front-facing two-car garages as they were frowned upon in many areas particularly on smaller sites as they dominated the front façade and changed the pedestrian character of the neighborhood. He said stylistically they were frowned upon but pragmatically people built two-car garages in the front of homes. He said in reviewing such structures that he considered the size of the lot and what neighbors had to say about it. He said generally neighbors don't comment on front facing garages but this time they did. He said a two-car garage was not a requirement. He said the proposed design needed adjusting so it would fit better with the neighborhood.

Commissioner Bressler said the home appeared massive on the left side. He said there were comments that the design was too busy but the Commission also tended to not want a monolithic look. He said he was concerned about having the applicant talk to the neighbors as the relationships were very strained it seemed. He said he felt the Commission should provide guidance to the applicant. He said he would like less massing on the left side and a style that was more consistent with the neighborhood. He said doing a single-car garage would give the applicant more options.

Commissioner Onken suggested as a compromise that the applicant design a one-car garage with another space adjacent to it but with a variance to allow parking in the setback. He said that would greatly reduce the mass of the front façade. He said the proposed design extended significantly to the rear of the lot to achieve a four-bedroom house. He said they could push the garage back and lose the guest room to have the garage in line with the other houses adjacent to it. He said he would prefer the guest room kept and suggested building a one-car garage and a parking space on the side through a variance. He encouraged the applicant to use high quality materials and windows.

Commissioner Ferrick asked about a variance request. Senior Planner Rogers said that variance requests had different findings from use permit findings. He said a hardship peculiar to the property had to be established. He said it would take scrutiny and work and it might be successful or it might not. Commissioner Ferrick said that she would not want to put the applicants on that path as it had a much higher bar for success.

Commissioner Ferrick said her opinion was that the front-facing garage could be made to look very nice and less dominating. She said she liked that a front garage greatly reduced the amount of paved area which was environmentally better. She said the project, although designed nearly to the maximum allowed, followed the rules and met setback requirements. She recommended that it would help gain support to have the front setback match neighbors' front setbacks. She recommended that the applicant use an architectural style that would be more harmonious with the neighborhood although she would not consider that as a condition of approval. She also recommended that the applicant clean the lot sooner than later so that was not a sticky point when the project returned to the Commission for review. She said she thought it would be a nice house and that the project should not be punished because it was designed nearly to the maximum allowable.

Commissioner Combs noted the concern with a front-facing two-car garage but in considering both sides of the street he had noted there were quite a few different front elevations, so he did not think the front-facing two-car garage was an egregious request. He said the area was not a historic district and he was not prepared to tell the applicant that his house needed to be stucco. He said the project as proposed would have his support.

Commissioner Strehl asked whether the applicant had applied for a demolition permit so that the house could be demolished and the lot cleaned. Senior Planner Rogers said when a project has discretionary review as this use permit does that CEQA typically did not allow segmenting of the project. He said he was not sure what had transpired with this project as it had come to him very recently but suggested that there might be some action available if there was a safety risk, or potentially other unique factors.

Chair Eiref said he was told by the Building Department that if a project was a new build that demolition could occur before the permit was issued for construction. He thought it would be good to check on whether demolition could happen before winter.

Commissioner Bressler said neighbor input was important in these hearings and he suggested that the applicant not come back with the exact same design. He suggested the applicant work with the neighbors to the extent possible as that would aid in getting project approval.

F.

ENVIRONMENTAL IMPACT REPORT SCOPING SESSION

- F1. Review and comment on the Notice of Preparation (NOP) to identify the content of the Environmental Impact Report (EIR) to be prepared for the following project:

Architectural Control, Lot Merger or Lot Line Adjustment, Heritage Tree Removal Permits, Below Market Rate (BMR) Housing Agreement, Environmental

Review/Greenheart Land Company/1300 El Camino Real: Greenheart Land Company is proposing to redevelop a 6.4-acre site on El Camino Real and Oak Grove Avenue with up to 210,000 square feet of commercial uses and up to 220 dwelling units. The proposal requires approval of Architectural Control for the new buildings, including a Public Benefit Bonus to exceed the Base level Floor Area Ratio (FAR) and dwelling unit/acre thresholds. As part of the project, approximately 37 heritage trees are proposed for removal.

Staff Comment: Senior Planner Rogers said the front page of the staff report had a reference to the whole site having up to 210,000 square feet of non-residential uses and up to 220 dwelling units. He referred to a table on page 7 of the report which correctly stated that residential use was 203,000 square feet and the retail, restaurant and office use would be 217,000 square feet. He said that change would not impact the report's analyses. He said three emails received over the last few days on the project had been distributed to the Commissioners and those related to the environmental impact report scoping session.

Senior Planner Rogers said the scoping session was when input was collected from the reviewing agencies and the public on the specific topics they thought should be addressed in the environmental analysis. He said the four areas projected for analysis in the NOP included air quality, particularly for construction, hazards and hazardous materials, noise and specifically truck noise, and transportation and traffic. He said the NOP included intersections and roadway segments that were analyzed and some that would not as those had been particularly analyzed as part of the EIR for the Specific Plan.

Ms. Kirsten Chapman, ICF International, said she was the Deputy Project Manager and introduced the Project Manager, Ms. Erin Efner. She said the project was part of the Specific Plan area for which an EIR was certified in June 2012. She said portions of the site were previously analyzed under certain CEQA documents. She said the Derry Lane mixed use project EIR was certified in 2006 but the approvals were no longer valid. She said the 1300 El Camino Real project EIR was certified in 2009. She said because the proposed project was substantially different from the prior Sand Hill proposal that this CEQA analysis would consider the whole of the project and not rely on previous approvals.

Ms. Chapman said the Greenheart Land Company was proposing to use the site for a mixed use development. She said the proposed plan would demolish the structures in the southern part of the site and construct at least 420,000 square feet of mixed uses with three mixed-use buildings up to four stories in height, a surface parking lot, underground parking garages, onsite linkages, landscaping and a public park. She said the project would have from 188,000 to 210,000 square feet of office space in two buildings, approximately 203,000 to 210,000 square feet of residential space with about 220 residential units in one building, and between 7,000 to 29,000 square feet of retail and restaurant space throughout the ground floor of the proposed office and residential buildings. She said the range of residential, office and retail uses were flexible to allow for market trends but in no case exceeded 420,000 square feet of development.

She said the environmental analyses they would do would use the worst case scenarios for these ranges. She said the project was proposed within the parameters for development in the Specific Plan, the site was within the Specific Plan area, and the EIR certified for the Specific Plan would be applicable. She said the CEQA analysis for the project would demonstrate consistency with Senate Bill (SB) 226, which was CEQA streamlining for infill projects. She described other ways in which the proposed project met the threshold for SB 226. She said as the project might have a significant effect on the environment that was not previously considered in the Specific Plan EIR that an in-fill EIR would be prepared.

In response to a question from Commissioner Bressler, Ms. Erin Efner said SB 226 allowed a few streamlining features for EIRs such as specifically allowing fewer alternatives and not analyzing growth inducing impacts. In response to a question from Chair Eiref, Ms. Efner said each topic analyzed in the EIR had an associated cumulative analysis and in this case would include other projects in the area of the proposed project. She said CEQA asked whether the project itself contributed a substantial amount to that overall impact. Responding to questions from Commissioner Kadvany, Ms. Efner said the project had a range of development for different uses and he was right that not all of the maximums of those ranges could be developed. She said in this case their transportation consultant and the City would pick a combination of land uses that would be the worst case scenarios so the EIR would capture all the potential impacts but that the ultimate project would not reach that level of impacts. Commissioner Kadvany suggested using language such as may be as opposed to will be to make that clear. He confirmed with staff that there would not be a driveway on Oak Grove Avenue. In response to a question from Commissioner Onken regarding impacts to the future tenants of the site in being situated next to train tracks, Ms. Efner said in reference to noise that this was covered by the Specific Plan EIR and the only unique area with this project that was not covered by the Specific Plan EIR were additional traffic trips going different places than what was previously analyzed. She said she would need to review the Specific Plan EIR to refresh her memory on the noise analyses.

In response to a question from Commissioner Strehl regarding Caltrain response to the project and EIR, Ms. Efner said she did not think they would need or get any formal approvals from them but Caltrain and Caltrans had received the NOP and were asked to comment on the project. In response to a question from Commissioner Ferrick, Ms. Efner said at this point they did not know what alternatives they would compare but those would come out of the scoping session. Commissioner Ferrick said she had read several articles that development near quality transit such as this one having the Caltrans station in which the finding was made that traffic trips were considerably less with office use than residential use. She said she would like to see an alternative where there was more residential and less office or more office and less residential to compare with what was being proposed in terms of trip generation. Commissioner Kadvany noted there was a limit on office space development in the Specific Plan area and it was near the limit. Commissioner Ferrick noted that was a good point and suggested looking at more housing in terms of trip generation.

Commissioner Strehl asked if the alternative project would also look at the flex space. Ms. Efner said most likely it would be similar to what Commissioner Ferrick was suggesting and have a range of land uses. In response to a question from Commissioner Bressler regarding SB 226 applying to areas of less traffic, Ms. Efner said they looked at vehicle miles traveled per capita (VMT), which was the type of metric for the low traffic area. She said the zone this area was in had metric of 14.9 VMT per capita, and the region's average was 15.1 so they were

under the average number. Commissioner Bressler said he did not think that was the correct metric to use as there was much traffic and the streets were rated D, E, and F. Ms. Efner said the VMT metric was suggested by SB 226 to make that determination.

Commissioner Kadvany asked if the Specific Plan Initiative (Initiative) were to pass in November whether there would be an alternative plan, for instance, for 100,000 less square feet of office space. Ms. Efner said in that instance they would need to work with the City and the applicant to see what could be built. She said she noted the comment in one of the email comment letters.

Public Comment: Ms. Susan Grindley, Atherton, said she was concerned with having 220 more residential units and the possibility of having an additional 220 children needing school and other services. She noted a trend of more children in Menlo Park and not having a sufficient number of schools. She said culture and school impacts had to be included in the planning and asked if the Commission met with the school board. She said perhaps a school should be built on this land.

Commissioner Ferrick noted that area was of importance to her as well and referred to page 3-95 that set the student generation rate for this project at .13 or 33 students. She said Hillview School could accommodate 11 of those anticipated middle school students at any one time. She said currently the school district could not accommodate this increase but O'Connor School would open before this project was built.

Chair Eiref closed the public comment period.

Commission Comment: Commissioner Bressler said the Menlo Park School District Superintendent had come to the Commission during the Specific Plan development and indicated they were in a crisis situation, and asked that the City not add housing. He said that they could not consider school impacts in the EIR. Chair Eiref asked staff to address that statement. Senior Planner Rogers said that school impact was considered in EIRs. He said the state however finds that the payment of a school impact fee by a developer mitigates that impact. Chair Eiref asked if there was data related to rental versus purchased residential units and the number of children and impacts on schools. Senior Planner Rogers said they looked at that somewhat under the Specific Plan but noted it was a comment to be considered in the development of the EIR. Commissioner Bressler said paying a fee did not really mitigate the impact and it was a problem.

Commissioner Kadvany asked if they would get models on queuing at intersections. Ms. Efner said they would do that as part of the traffic impact analysis (TIA). She said the queuing studies were done at the access points of the proposed project and how it impacted traffic downstream. Commissioner Kadvany said queuing created the appearance of gridlock and that the roads were running out of queuing space. He said it was a congestion area. He asked if there was anything done specifically with this project design that would drastically improve energy efficiency. He said that would be a large task and might be out of scope but thought suggestions to make larger investments now would pay off later. He said it was a design alternative.

Chair Eiref noted prior Commission discussions of LEED certification and suggested that it should be at least to LEED Gold standards.

Commissioner Onken referred to the handout and page D8 regarding the proposed traffic study. He said there were 27 intersections proposed for study but it did not include the new Garwood Way which would connect to Encinal Avenue, and suggested it be added. He questioned why El Camino Real was not part of the proposed traffic study. Ms. Efner asked if Senior Planner Rogers could address the question, noting her traffic consultant was not present. Senior Planner Rogers said his recollection was that the City did not have standards for state-controlled highways, and El Camino Real is a Caltrans facility. He said Caltrans had impact standards for freeways. He said El Camino Real was not under the City's control and he believed that Caltrans did not have impact standards for a highway like El Camino Real. He thanked Commissioner Onken for the comment and said that it would be reviewed. Commissioner Onken said that if the traffic study did not include El Camino Real that many would protest. Senior Planner Rogers noted the Specific Plan did not analyze the El Camino Real segment either but considered many intersections and City-controlled roadway segments. Commissioner Onken suggested somehow considering El Camino Real under this proposed EIR.

Commissioner Bressler asked if it was possible under the EIR to consider mitigations to make the project more pedestrian-friendly noting that people needed to use surface streets to reach the Caltrain station and the retail. He said this was a heavily trafficked area with apartments on the other side of the railroad tracks and suggested an undercrossing and retail to serve the community would be great incentives for people to not use cars, which could be argued as mitigations, or reduction of the amount of traffic associated with the project. He said these were relevant and would require creativity.

G. STUDY SESSION #2

G1. Review and comment on the following project:

Architectural Control, Lot Merger or Lot Line Adjustment, Heritage Tree Removal Permits, Below Market Rate (BMR) Housing Agreement, Environmental

Review/Greenheart Land Company/1300 El Camino Real: Greenheart Land Company is proposing to redevelop a 6.4-acre site on El Camino Real and Oak Grove Avenue with up to 210,000 square feet of commercial uses and up to 220 dwelling units. The proposal requires approval of Architectural Control for the new buildings, including a Public Benefit Bonus to exceed the Base level Floor Area Ratio (FAR) and dwelling unit/acre thresholds. As part of the project, approximately 37 heritage trees are proposed for removal.

Applicant Presentation: Mr. Steve Pierce, principal, Greenheart Land Company, said his colleagues, Ron Adachi, Bob Burke and David Israel were also present. He said they would present a preview of a conceptual project plan. He noted that later they would come back to the Commission for discussion on public benefit and design review. He said Greenheart Land Company was locally owned and active in Menlo Park. He said they had just created a joint venture with a tech incubator at 68 Willow Road and invited the Commission to join them for the ribbon cutting on August 12. He said they were about to begin construction on 200 apartments near Facebook's new building. He talked about the former Cadillac site and a previously approved office and retail project that was never built. He said a proposed condominium project on the Derry property was never built. He said their proposal was for office, retail, residential and considerable open space uses. He said the two proposed office buildings, each about

100,000 square feet, were being designed flexibly to accommodate different tenant needs and to accommodate both large and small users. He said the proposed residential building would face Garwood Way and along Oak Grove Avenue with 60% of the units being studio or one bedroom, about 37% two-bedroom units and about 3% three-bedroom units. He said units would on average be about 800 square feet and their target tenant was the young professional. He said the proposed approximately 7,000 square foot of retail space would be located along Oak Grove Avenue and El Camino Real. He said they were looking at a market hall with various vendors of foods and a café. He said they hoped to have two major restaurants on each end of the El Camino Real frontage and other retail between those. He noted open space features such as a plaza and the proposed Garwood Park. He said there would also be a plaza amenity for the apartment tenants. He said the minimum distance between buildings was about 50 feet. He said there would be underground parking underneath the whole project with two entries from Garwood Way and one entry from El Camino Real.

Mr. David Israel, principal, BAR Architects, San Francisco, said the site was a textbook transit oriented site. He said the project would not be a solid frontage on El Camino Real but would have permeability and more pedestrian-sympathetic street pattern and scale. He said in the future they would present a more detailed parking plan and that residential and commercial parking would be differentiated and secure. He noted that they had not placed residential parking contiguous with the street but kept the area green and open for a more pleasant pedestrian and bicycle experience. He said they were targeting LEED Gold standards. He said the first sustainability goal accomplished was the project's proximity to transit. He said they were considering solar harvesting with PVs and solar water for geothermal use for both heating and cooling. He said with all their projects they looked at local sourcing for project materials to minimize trip generations and sustainable methods for construction including recycling and how waste was handled. He said water efficiencies would be made through the landscape materials and systems chosen. He said high efficiency lighting with sensors would be critical to the project. He said they would provide secured and convenient bicycle parking contiguous to elevators as well as vehicle charging stations and shared car service.

Commissioner Strehl noted the description of Garwood Way having a pedestrian and bicycle friendly frontage because of the open space. She asked about the entry from Garwood Way into the parking and how wide that entry would be. Mr. Israel said they would work with the City engineers on that and that they had not studied in depth as to whether there would be a dedicated bicycle lane there or exactly how the road would be configured.

Commissioner Combs asked if residential tenants would have direct entry access. Mr. Israel said they had not studied that fully yet but had thought about it for the Garwood Way frontage. He said they would like the City's input. Commissioner Combs asked what features made the commercial space flexible. Mr. Israel said one element was providing the proper ceiling height for quality retail space, a storefront design to accommodate flex use for either a single tenant or several tenants, and having circulation cores and vertical penetration for different retail uses.

Commissioner Ferrick said that Caltrain planned to electrify their train service in the future and asked if the project allowed for any space that might be needed for that change. Mr. Israel said the Caltrain right of way would remain intact.

Commissioner Kadvany asked if the parking indicated in the left corner of the El Camino Real project side was for retail too. Mr. Israel said it was at this time and that they had not yet done a

full scale evaluation of traffic circulation. Commissioner Kadvany asked if it was a concern that there was no surface parking for a potential big retail space. Mr. Israel said the important thing would be to provide active, available parking for retail uses with convenient access. He noted the Specific Plan discouraged surface parking. Commissioner Kadvany said he appreciated the goals but noted another project proposal for 1300 El Camino Real had parking on the side to bring people into the site and underground parking. Mr. Israel said there would be some short-term “teaser” parking.

Chair Eiref said there were pockets of parking along Garwood Way and asked if the underground parking would be one large structure. Mr. Israel said it would be but with separation of parking for the different uses and secured parking for residential tenants.

Commissioner Kadvany asked if the underground parking could be expanded for businesses across the street. Mr. Israel said there was more than one level but not two levels propose. He said it was a physical possibility to expand the parking levels. Commissioner Kadvany asked about the percentage of open space. Mr. Israel said they were close to 40% with the minimum standard being 20%. Commissioner Kadvany asked if they were relying on the credit for balcony space. Mr. Israel said it was almost 40% without including the balconies. Commissioner Kadvany asked about the geothermal heating and cooling system. Mr. Israel said the Bay Area was pretty well suited for geothermal but the important factor was the soil quality of the site which would need to be looked at from a geothermal perspective. He said this was an emerging technology and it seemed there were now mechanisms that might make it viable. He said it would be groundbreaking if they could make it work for multi-family use. Commissioner Kadvany noted there was no elevation shown for Garwood Way. Mr. Israel said there was not but that it would share the character, non-repetitive and non-stacking form of the El Camino Real elevation.

Commissioner Onken noted that numerous energy efficiencies mentioned were required under Title 24, and questioned why they could not make this a “net zero” project. Mr. Israel said it was difficult in housing to do that but they would look at all of the energy saving opportunities for the project and do what they could do. He said there were cost implications and the reality in the current market place was a rapid escalation of construction pricing. He said there were other challenges related to state law that restricts how developers were allowed to charge users for power. Commissioner Ferrick asked rather than an overall project LEED Gold if it would be possible to do a LEED Platinum or “net zero” on the office use. Mr. Israel said they would have to give that thought as the project was located on the same podium and whether LEED would require evaluation as a singular project. He said the project from a building regulation perspective would be evaluated as a singular project.

Chair Eiref asked if they had considered adding two nearby lots to this project site. Mr. Pierce said considerable energy and effort were given to acquiring those two lots but it did not happen. Chair Eiref asked about the park design plan. Mr. Pierce said they would be looking for input from the community on what features the park space might have. He referred back to Commissioner Strehl’s question related to a bicycle path. He said the Specific Plan called for Garwood Way to have a Level 3 bicycle path that would basically connect the train station and downtown to the residential areas to the north. He said he thought the City’s Department of Public Works was working on a pedestrian crossing at Oak Grove Avenue. Chair Eiref noted that the Marriott Hotel was being allowed to use parking along Garwood Avenue for a certain length of time and if the applicant was discussing possible parking strategies with the hotel. Mr.

Pierce said that they had had conversations and the hotel was evaluating how much parking they actually needed, and they would continue those conversations. He said their proposed project had a considerable amount of parking noting they had over-parked the residential because they thought that was the correct thing for the market. He said they were maximizing potential uses of the parking. Chair Eiref asked about the quantity of underground parking and possible pivot points in the realization of that. Mr. Pierce said that brought up the question of the Initiative. He said the office space was the economic driver that would support them in buying and doing good things. He said of major importance for those good things was the underground parking as that opened the surface space so they could have 40% open space as opposed to the required 20% open space. He said if 100,000 square feet were removed from the project proposal that the parking would be at surface level and in an above ground structure. He said it was two and a half times more expensive to go underground than do aboveground structures. He said aboveground parking would mean the loss of open space. He said if they had to remove the office space that would affect the retail too as the office employees would provide downtown retail business during the day. He said it was not downtown walk-by retail. He said the office use supported the underground parking.

Commissioner Strehl asked what programs they would use to capitalize on the proximity to transit. Mr. Piece said they were trying to create visual connection between the project and the train station. He said a recent Caltrans study indicated that within a third of a mile of Caltrain stations that the a.m. and p.m. peak hour traffic for offices declined by 50% and for residential about 27%. He said that was their goal and they wanted to enhance those outcomes. He said they were looking at Go-passes. He said Caltrain said those were not available for residential tenants but for businesses to use as incentives. He said they would employ a traffic demand management (TDM) program.

Commissioner Bressler said it appeared that getting out of the project by vehicle at certain times of the day because of the street layouts would be similar to getting out of a sports stadium after the game. Mr. Pierce said they had provided multiple points of access and egress but it would be analyzed as they looked at each of those intersections. He said at this point they did not have that numerical analysis. He said one of the benefits of mixed use was that residents would be leaving when office employees were arriving. Commissioner Bressler asked whether the answer to the question of ingress and egress impacts might make the project not viable. Mr. Pierce said he did not think so and that those pressures might influence more people to use the train. Commissioner Bressler asked what over-parking the project meant. Mr. Pierce said they were providing 1.25 parking spaces per residential unit. He said based on past developments and particularly in this environment and price point that was needed to meet the expectations of the tenants. He said that he expected these to be active cars and stored cars.

Commissioner Combs asked about the flex nature of the commercial space and the observation that office was the more profitable use. He asked whether they would come back and request office space instead after some time period of offering the retail space with no takers. Mr. Pierce said retail was a lower rent but it was good for the development and both the office and residential tenants. He said they did not control the retail market and if no one came forward or only personal services such as a nail salon then they would need to rethink the use. He said their intent was a high quality development.

Chair Eiref said the report indicated a range of retail use from 7,000 to 22,000 square feet which was a wide range. Mr. Pierce said that was not for the entire site. He said there was 7,000

square feet proposed for Oak Grove Avenue and 22,000 square feet proposed for the El Camino Real frontage. He said the Oak Grove Avenue frontage was confined. He said within the El Camino Real frontage there was an opportunity to go deeper and shallower and the retail square footage could shrink or expand based on the market interest. Commissioner Kadvany said it was actually 7,000 square feet and up to 29,000 square feet. Mr. Pierce said they had spoken with some restaurateurs who were interested in the El Camino Real frontage and at a minimum they would have one or two restaurants at the two corners of the frontage.

Commissioner Ferrick asked if half of the proposed commercial office use was not allowed to be commercial office and there was a need to provide some other retail use or service what that would do to traffic impacts and other ability to provide underground parking. Mr. Pierce said with the loss of the office space that the parking would need to be above ground, there would be less space, fewer patrons for the retail, and that they would have to completely re-examine the project. He said they would probably need regional serving retail and that would have much more traffic. He said going more heavily on residential they would have to look at more diversity in units and that would have the school impact conundrum. He said he did not know if residential use would make use of the train as much as office workers. Commissioner Ferrick asked about the ability to do a successful TDM program with a different project. Mr. Pierce said people did not use the train to go to regional-serving retail stores. He said employers can offer TDM program incentives but with residents that was quite a different situation and less incentive driven.

Commissioner Kadvany asked about the possible use of the underground parking for the City and other area needs. Mr. Pierce said physically it could be done but the studies indicated that people would not walk the distance from there to Santa Cruz Avenue. Commissioner Kadvany suggested it could be employee parking. Mr. Pierce said that would be more viable. He said it was an opportunity that could be explored.

Commissioner Combs said the comment was made that taking away 100,000 square feet of office would make the underground parking unreasonable financially. He said right now the floor area ratio (FAR) was at a bonus level. He said if the FAR was reduced to the lower limit whether the underground parking would be financially possible. Mr. Pierce said it would be very tight. He said the bonus level made it very clear that they could do the underground parking. He said they initially looked at base FAR and structured parking and did not like how that looked, and decided they wanted to do something that was politically hard to do and that was use the bonus FAR zone in part to make it a better project. He said without the bonus FAR they would probably remove the underground parking feature.

Commissioner Strehl asked if that also would affect or stop discussions with the City regarding public benefit. She asked for instance if the Initiative passed and they were only allowed to develop 100,000 square feet of office what the impact would be. Mr. Pierce said that would impact the economics dramatically.

Public Comment: Ms. Fran Dehn, Menlo Park Chamber of Commerce, said that the City had waited a long time to see a resolution of the vacancy along El Camino Real. She said the project proposal used the specific design guidelines developed under the City's Specific Plan. She said it brought solutions to the City's housing deficiencies and would qualify as quality transit-oriented development. She said the mixed uses and generous open space, the below market rate (BMR) housing accommodation, and the public benefit to be negotiated made the

project a win for the City. She noted the project met the criteria of a seven-year planning process in which everyone participated and provided a balanced solution for housing, retail, commercial, transit, parking, flex space and open space considerations. She said the Chamber supported the process and the project.

Mr. Sam Wright, Menlo Park, said this was the type of project that residents had in mind when they went through the Specific Plan process. He said the underground parking would be a great addition and would open up the public plazas. He said Café Borrone demonstrated thriving retail with parking underground. He said a question was asked about the Chevron and old A&W site and he thought the major disappointment with this project was it did not include those parcels as they were very visible from downtown. He said perhaps in the future they might be developed more in keeping with this project proposal.

Chair Eiref closed the public comment period.

Commission Comment: Commissioner Onken said looking at the intention of the Specific Plan in terms of massing and design and in reviewing the BAR drawings that this proposal met the Plan's intention exactly. He said the massing on the El Camino Real frontage was exactly what was intended by the development guidelines. He said the intention of the retail related to the street and sidewalk widths on El Camino Real and Oak Grove Avenue was fantastic. He said he hoped the retail would flourish noting the retail along those two streets had been spotty. He said related to Specific Plan design that they were looking at four-story buildings at the back because of the below market rate (BMR) housing, and he thought it was appropriately tucked away in the back but possibly threatening to others. He said they should be very happy to get BMR housing integrated within the rest of the housing and not noticeably different. He said he wondered about the Mediterranean Santa Barbara design look. He said BAR does wide and varied versions of this design and requested something a bit more forward looking and less like Stanford development. He urged the developer to allow the architects to do what they do best and that was new and innovative design. He noted recent bad versions of Mediterranean design along El Camino Real. He suggested that the developer add in measurable real green targets and get to net zero as much as possible, and advertising that to the community. He said the project needed to sell itself to the community. He said exiting Garwood Way at either end and the tactic of entering the opposite lane with the bisection of the railroad tracks meant there would be backups for left turns onto Oak Grove Avenue and Encinal Avenue. He said one school of thought said limit the parking and everyone would use the train and the other school of thought was to put as much parking as possible to keep the parking pressures off the residential areas. He said he thought the latter was preferable for the City's needs.

Commissioner Ferrick said she liked that the housing units were rental and the majority of them were smaller units. She thought the future tenants would likely not have cars and she was not concerned about the 1.25 parking ratio allowing for one parking space for each smaller unit and potentially two spaces for a larger unit. She said she like the idea of having restaurants anchor the retail space along El Camino Real as that would be attractive and activate vibrancy. She said it was great there were two acres of plaza, landscaped and open space which she thought showed the Specific Plan got it right with the bonus levels because the developer was able to add in the underground parking and put in the open space and plaza. She said she liked the 25-foot setback along El Camino Real and the forward thinking with bicycle parking, charging stations, and car share. She asked if there were bicycle path improvements along Oak Grove Avenue as that was one of the City's east-west connectivity pinch points. She said it was a

critical school route until an undercrossing at Middle Avenue was built. She said she loved Mr. Wright's idea of building next to the two sites with the thought that those properties would be part of this kind of project in the future.

Mr. Pierce suggested the question about the bicycle circulation might be better asked of staff as the Garwood piece was part of a larger City plan. He said he did not know if that larger plan had something planned for Oak Grove Avenue or if there was something they could do to facilitate anything there. Commissioner Ferrick said they had done something by removing the entry from Oak Grove Avenue. Senior Planner Rogers said the Specific Plan identified Oak Grove Avenue as a Class 2 bicycle lane improvement noting that parking would likely need to be removed from one side of the street to implement the improvement. He said they looked at all large projects for possible streetscape improvements or mitigation measures so closely linked to the project that the developer should implement it, such as the example of extending Garwood Way for this proposal. He said they would look at the Oak Grove Avenue bicycle lane goal and see whether there was a connection to the proposed project.

Commissioner Ferrick said she liked the Mediterranean design but agreed with Commissioner Onken that the design could be made more modern. She said it was a very pretty development however and she was pleased as she thought this was the type of development they had in mind with the Specific Plan.

Commissioner Kadvany said there was no overnight car parking in Menlo Park on residential streets and with that a condition was built in to prevent that particular parking overflow. He said regarding the architecture that when he saw the schematics in the newspaper in November he was fearful it would be kitschy and over-articulated. He said what he saw here was that the architect knew how to avoid that and this proposal had much detail interest. He said regarding connectivity that he did not see much to draw pedestrians and bicyclists to the site. He said they would want people to come from Garwood Way and through to the project from the back. He said that the retail space on El Camino Real was based on market conditions when the project was built. He said without retail there would just be two large office buildings on El Camino Real and that did not benefit the City, and it behooved the City to look at a range of public benefit and valuation studies. He asked if there would be a consultant to do that. Senior Planner Rogers said an independent consultant would be asked to look at what the value was to the developer with the incremental increase and if there was more profit from the building, and what the benefit was to the City including revenue and other intrinsic value such as a public park that needed consideration. He said that information would be presented to the Commission. Commissioner Kadvany said it was important to get that information for negotiations.

Chair Eiref said he liked the design. He said he liked the building at 1600 El Camino Real, which had a similar design. He said his personal preference agreed with putting the taller four story buildings back toward the railroad tracks. He asked about the second story setback as he did not see that happening. He said regarding traffic on Garwood Way that there might need to be one-way traffic at certain times of the day. He said underground parking was significant and he liked all of the open space that provided. He said it would be very important to draw out and showcase the features. He said the retail should be baked into the proposal and the applicant should showcase an interactive, retail supportive proposal.

Commissioner Strehl said it was an attractive project and it could attract people into the area. She agreed with underlining the positive aspects of the project.

Commissioner Onken noted this proposal had a high degree of human scale which another large project which had moved from boxy modern forms to a somewhat Mediterranean design did not. He suggested requiring the human scale at the outset.

Commissioner Combs said he liked Santa Barbara Mediterranean architecture very much. Commissioner Ferrick said she supported high quality architecture well done.

H. COMMISSION BUSINESS

There was no Commission business.

ADJOURNMENT

The meeting adjourned at 11:05 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF SEPTEMBER 8, 2014
AGENDA ITEM D1

LOCATION: 143 Willow Road

**APPLICANT
AND OWNER:** Yonghua Zhang

EXISTING USE: Single-Family
Residence

PROPOSED USE: Single-Family
Residence

APPLICATION: Use Permit

ZONING: R-1-U (Single-Family Urban Residential)

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	9,904 sf	9,904 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	65 ft. min.
Lot depth	198.1 ft.	198.1 ft.	100 ft. min.
Setbacks			
Front	50.6 ft.	56.6 ft.	20.0 ft. min.
Rear	33.4 ft.	83.5 ft.	20.0 ft. min.
Side (left)	5.0 ft.	2.0 ft.	5.0 ft. min.
Side (right)	7.2 ft.	14.0 ft.	5.0 ft. min.
Building coverage	3,083.6 sf 31.1 %	1,349.1 sf 13.6 %	3,466.4 sf max. 35.0 % max.
FAL (Floor Area Limit)	3,501.9 sf	1,324.1 sf	3526.0 sf max.
Square footage by floor	2,232.4 sf/1 st floor 850.7 sf/2 nd floor 418.8 sf/garage 432.4 sf/porches and fireplace	1,098.6 sf/1 st floor 225.5 sf/garage 25.0 sf/porch	
Square footage of building	3,934.3 sf	1,349.1 sf	
Building height	26.8 ft.	17.3 ft.	28 ft. max.
Parking	1 covered/1 uncovered	1 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees 3*	Non-Heritage trees 0	New Trees 0
	Heritage trees 0 proposed for removal	Non-Heritage trees 0 proposed for removal	Total Number 3 of Trees
* Two heritage trees are located on the adjacent property to the right (151 Willow Road).			

PROPOSAL

The applicant is requesting use permit approval for interior remodeling and the construction of first- and second-floor additions to an existing single-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban) zoning district. The existing nonconforming residence will be brought into conformance as part of the proposed project. The proposed expansion would exceed 50 percent of the existing floor area limit (FAL) and is considered equivalent to a new structure, which requires approval of a use permit by the Planning Commission.

ANALYSIS

Site Location

Using Willow Road in a north-to-south orientation, the subject property is located at 143 Willow Road, on the west side of Willow Road between Clover Lane and Blackburn Avenue. The subject property is surrounded by a mix of residential and commercial uses, including single-family residences to the north, east, and west, and an office building to the south. The surrounding area contains a mix of one- and two-story structures featuring a variety of architectural styles.

The subject parcel is substandard with respect to lot width, with a lot width of 50 feet where 65 feet is required. Most residential parcels in the immediate vicinity are also substandard and would require use permit approval for construction of certain large additions or new two-story residences.

Plan Line

The subject property contains an approximately 13-foot wide plan line along Willow Road. Per Chapter 13.12 of the Municipal Code, which provides regulations for plan lines, a “plan line” means:

the boundaries and limits of a planned right-of-way, including the future right-of-way of an existing street as it is proposed to be widened and including all lands necessary for the building, widening or maintenance of any road, street, highway or any other type of public way, which planned right-of-way is based on the comprehensive plan for the city;

The west side of Willow Road north of Middlefield Road contains a plan line that is varying in width. Zoning Ordinance Section 16.66.010 indicates that whenever an official plan line has been established for any street abutting property zoned other than single-family residential, the City may require as a condition of granting a building permit for the property, the improvement or dedication of any portion of the property between the plan line and the existing property line. Staff does not recommend any improvement or dedication of the plan line as part of the proposed project, as the City does not currently have plans to widen the right-of-way along this portion of Willow Road. Given that a plan line dedication is not recommended, the FAL and building

coverage would not be affected by the plan line. However, the front setback would be measured from the 13-foot plan line per the Zoning Ordinance.

Project Description

The applicant is proposing to remodel the existing single-story, single-family residence and construct first- and second-story additions. The existing nonconformity on the left side setback is proposed to be brought into conformance, and all areas of new construction would also comply with current setbacks and other development standards. As part of the proposed project, the existing one-car detached garage is proposed to be demolished, and a new one-car attached garage would be constructed. The applicant has submitted a project description letter, which discusses the proposal in more detail (Attachment C).

The applicant proposes an addition on the first floor to accommodate more functional living areas, an attached garage, and expanded front and rear porches. The new second-floor addition would include three bedrooms and two bathrooms. The existing two-bedroom, one-bathroom residence is proposed to become a five-bedroom, four-and-a-half bathroom residence. The modified residence would have a FAL (Floor Area Limit) of approximately 3,502 square feet, which is slightly below the maximum of 3,526 square feet. The building coverage would be 31.1 percent, below the two-story maximum of 35 percent. The maximum height of the residence would be 26.8 feet, below the maximum permissible height of 28 feet.

The existing residence is nonconforming with regard to the left side setback, which has a setback of two feet where five feet is required. The applicant is proposing to demolish the nonconforming wall in order to bring the structure into conformance to meet the required left side setback of five feet.

Design and Materials

The existing residence features a single-story, ranch-style residence with gable roof forms and a mix of wood and vinyl horizontal siding. The proposed first- and second-story additions would modify the exterior by replacing the existing siding with smooth stucco, and would feature a mix of hip and gable roof forms.

The applicant has taken measures to help reduce the appearance of building massing by setting the second story towards the rear. The second story is also set back on all sides with no unbroken first- and second-story walls. The left side gable would intrude into the daylight plane by approximately five feet, four inches where 10 feet is the maximum permitted intrusion when the required side yard setback is five feet. The length of the gable intrusion into the daylight plane would be 29 feet, 11 inches where 30 feet is the maximum permitted. The proposed daylight plane intrusion meets all of the criteria for allowing daylight plane intrusions. Given that the proposed daylight plane intrusion would occur on the left side, any impacts would be minimal as it would only affect the surface parking lot on the adjacent commercial property. In addition, this

intrusion would be on the south side of the subject property, so it would not affect the predominant light direction for the adjacent property.

The proposed windows would consist of aluminum-clad windows. All existing windows would be replaced to ensure a consistent window design throughout the structure. To help promote privacy, the second story is pulled towards the left side, resulting in a greater setback with the adjacent residence to the right. Although the majority of the second-story windows feature sill heights of two feet, six inches, these windows would be set back approximately 12.7 feet and 53 feet from the right and rear property lines, respectively, and none of these windows would look directly into any living spaces of adjacent residences to the right and rear. Additionally, second-story windows on the right side elevation would feature taller sill heights for the bathroom and staircase windows, with tinted glazing for the bathroom window to further improve privacy.

Due to the constraints of designing around the existing heritage redwood tree in the front yard, the front entry is recessed along the right side of the residence. A gable roof over the entry porch and decorative tapered porch columns help to make the front entry a more prominent feature. Additionally, the applicant proposes a brick pedestrian walkway to contrast with the concrete driveway, which would help emphasize the path leading to the front entry.

Staff believes that the scale, materials, and style of the proposed residence are in keeping with those of the greater neighborhood.

Flood Zone

The subject property is located within the “AE” zone established by the Federal Emergency Management Agency (FEMA). Within this zone, flood-proofing techniques are required for new construction and substantial improvements of existing structures. The Public Works Department has reviewed and tentatively approved the proposal for compliance with FEMA regulations. The applicant is proposing to elevate the existing structure and proposed addition to be above the base flood elevation in order to comply with FEMA standards.

Parking and Circulation

The property currently has a detached one-car garage in the right side yard that would be demolished and replaced with a one-car attached garage along the front of the residence. A vehicle turnaround area would be provided in the front yard to enable the vehicle to more safely exit onto Willow Road without backing out. The applicant also proposes an uncovered parking space in the front yard adjacent to the vehicle turnaround area since there are no on-street parking spaces along the property’s frontage. The uncovered parking space and vehicle turnaround area are visually screened by an existing low fence as well as a row of bushes along the property’s frontage. The surrounding neighborhood features a mix of one- and two-car garages, mostly detached. Staff believes that the proposed parking configuration, including the relocation of covered parking to the front and the provision of an uncovered parking and

vehicle turnaround area would improve the functionality of on-site parking and circulation.

Trees and Landscaping

The applicant has submitted an arborist report (Attachment D) detailing the size, species, and condition of all the trees on or near the subject property. The report determines the present condition, discusses the impacts of the proposed improvements, and provides recommendations for tree preservation. Three heritage trees are located on or near the subject property, including a 46-inch heritage redwood (tree #1) in the front yard of the subject property, and a 43-inch oak (tree #2) and an 18-inch redwood (tree #3) on the adjacent property to the right. The applicant proposes to preserve all three trees, in particular, the project has been designed around tree #1 in the front yard. According to the project arborist, the proposed addition should maintain a tree protection zone (TPZ) of nine feet from tree #1, which is largely achieved in the proposed development, with the exception of a small portion of the proposed garage that would encroach approximately one foot into the recommended TPZ. Trimming may be required for tree #2 in order to raise its canopy to accommodate the proposed second-story addition, although the trimming is not anticipated to constitute more than 25 percent of its canopy. Given the distance to the proposed construction, the proposed development should not adversely affect tree #3. Standard tree protection measures would be ensured through recommended condition 3f.

Correspondence

The applicant has reached out to their neighbors. According to the applicant, the adjacent neighbors have been supportive of the proposed design. Staff has not received any correspondence on the proposed project.

Conclusion

Staff believes that the scale, materials, and style of the proposed residence are compatible with those of the greater neighborhood. The second story would be set back towards the rear of the residence. The overall height would be within the maximum that could be permitted in this zoning district, and the new structure would comply with the daylight plane requirements. Staff recommends that the Planning Commission approve the proposed project.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

RECOMMENDATION

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA guidelines.

2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Michael Design, consisting of 10 plan sheets, dated received on September 2, 2014, and approved by the Planning Commission on September 8, 2014, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Report prepared by:
Jean Lin
Associate Planner

Report reviewed by:

Thomas Rogers
Senior Planner

PUBLIC NOTICE

Public notification consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

ATTACHMENTS

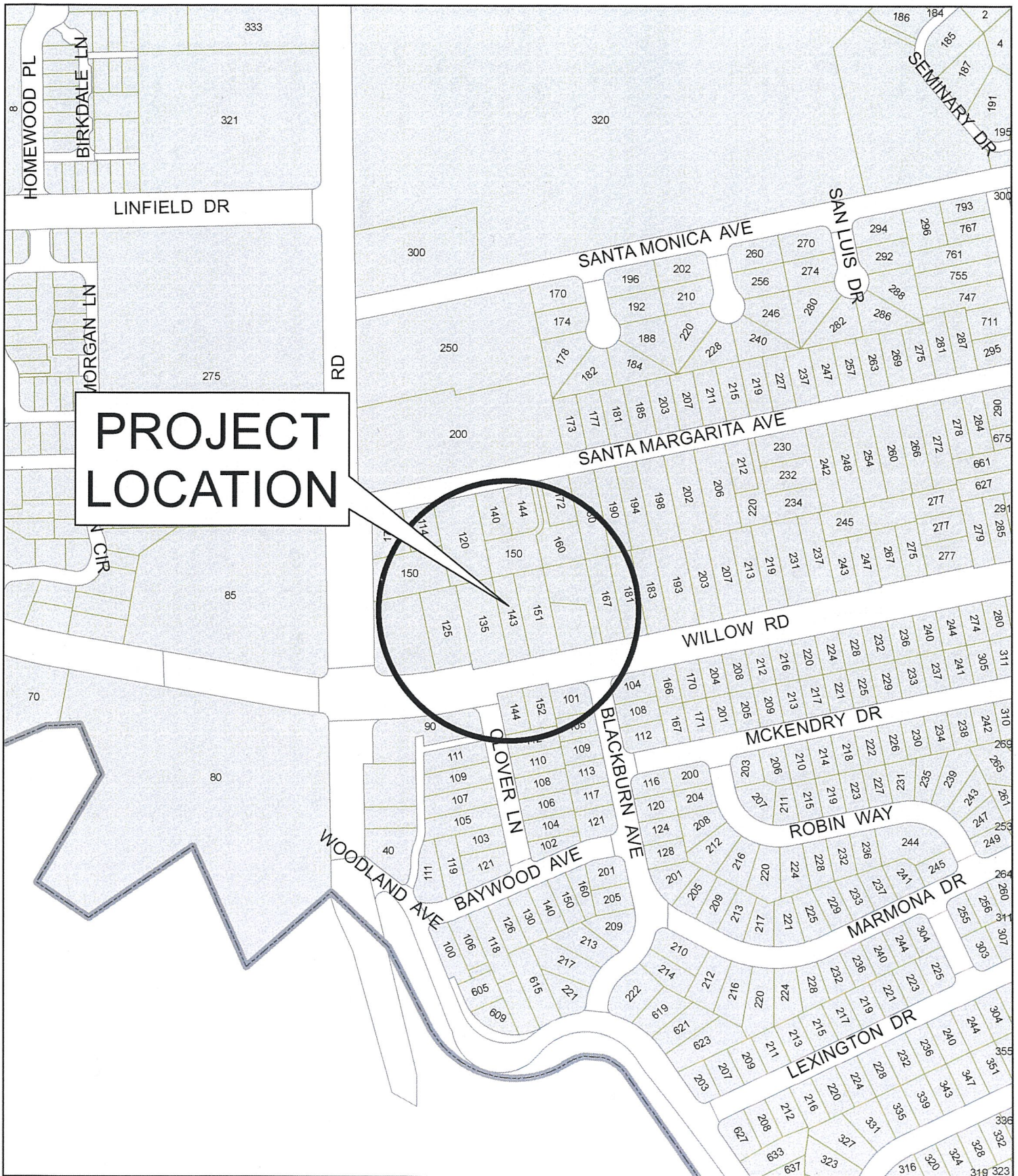
- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Arborist Report, prepared by Juan Davila, dated received September 30, 2013

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

EXHIBITS TO BE PROVIDED AT MEETING

None

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A1

CITY OF MENLO PARK

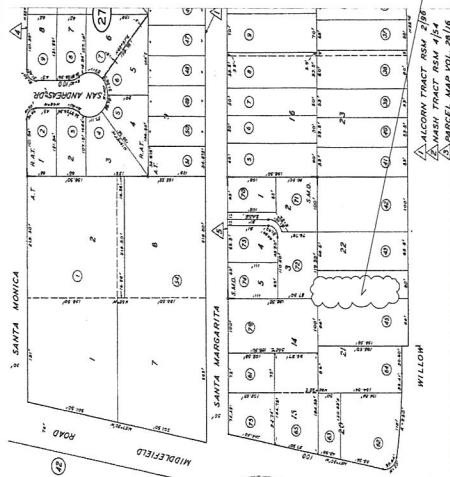
LOCATION MAP

143 WILLOW ROAD

DRAWN: THR CHECKED: THR DATE: 09/08/14 SCALE: 1" = 300' SHEET: 1



- i. For cranspace construction:
ELEVATION CERTIFICATE (EC) FOR "BUILDING UNDER CONSTRUCTION" SHALL BE SUBMITTED AND VERIFIED BY THE BUILDING INSPECTOR PRIOR TO APPROVAL OF UNDER FLOOR FRAMING INSPECTION. INCLUDE THE ELEVATION OF THE LOWEST HORIZONTAL FLOOR MEMBER EVEN THOUGH THE EC SAYS IT IS NOT REQUIRED.
- ii. For slab construction:
ELEVATION CERTIFICATE FOR "BUILDING UNDER CONSTRUCTION" SHALL BE SUBMITTED AND VERIFIED BY THE BUILDING INSPECTOR PRIOR TO APPROVAL OF THE FOUNDATION INSPECTION.



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SEP 02 2014

By PLANNING

PROPERTY ADDRESS: 143 WILLOW ROAD MENLO PARK CA 94025

APN: 062-272-440

ZONED: R-1-U

FLOOD ZONE: AE

BASE FLOOD ELEVATION (BFE): 54.8

LOT SIZE: 9904 SF.

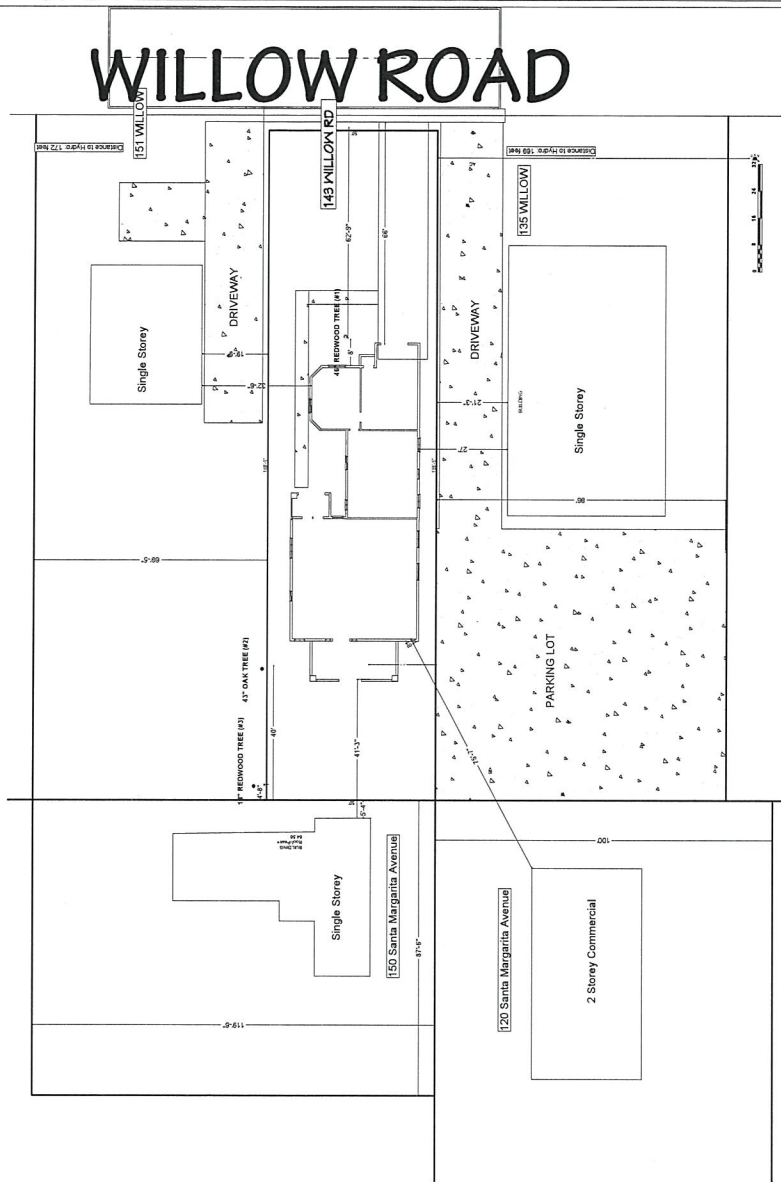
TYPE OF CONSTRUCTION: REMODEL

THIS PROJECT SHALL COMPLY WITH 2010 CMC, CMC, CPC, DEC, 2010 1-24 ENERGY CODE, AND LOCAL ORD.

OCCUPANCY GROUP: R-1, U

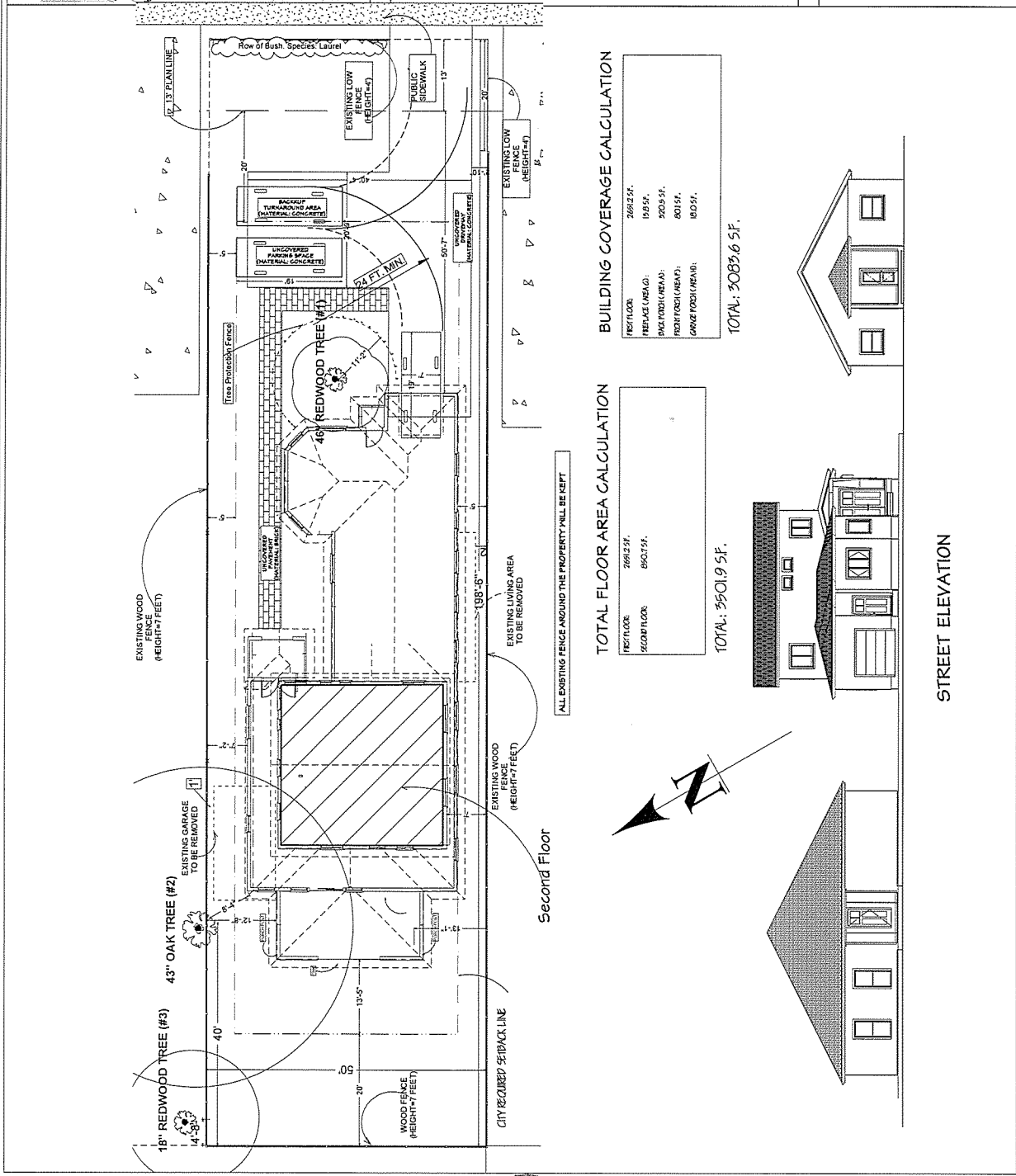


PROJECT DESCRIPTION: ZHANG RESIDENCE		SHEET TITLE: AREA PLAN																	
DATE: 8/31/2014	SCALE: 1/16" = 1'	SHEET: A-1																	
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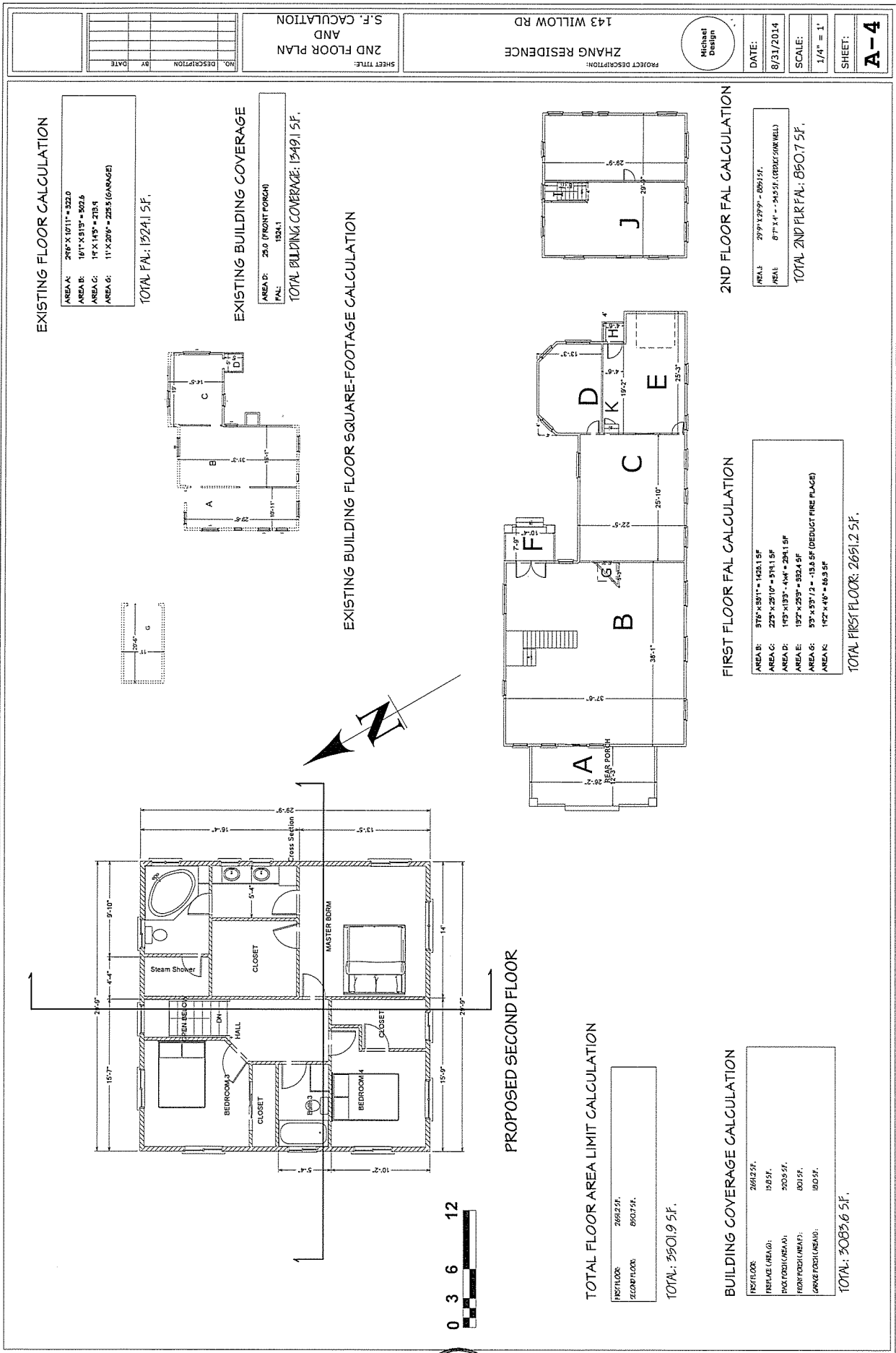


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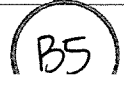
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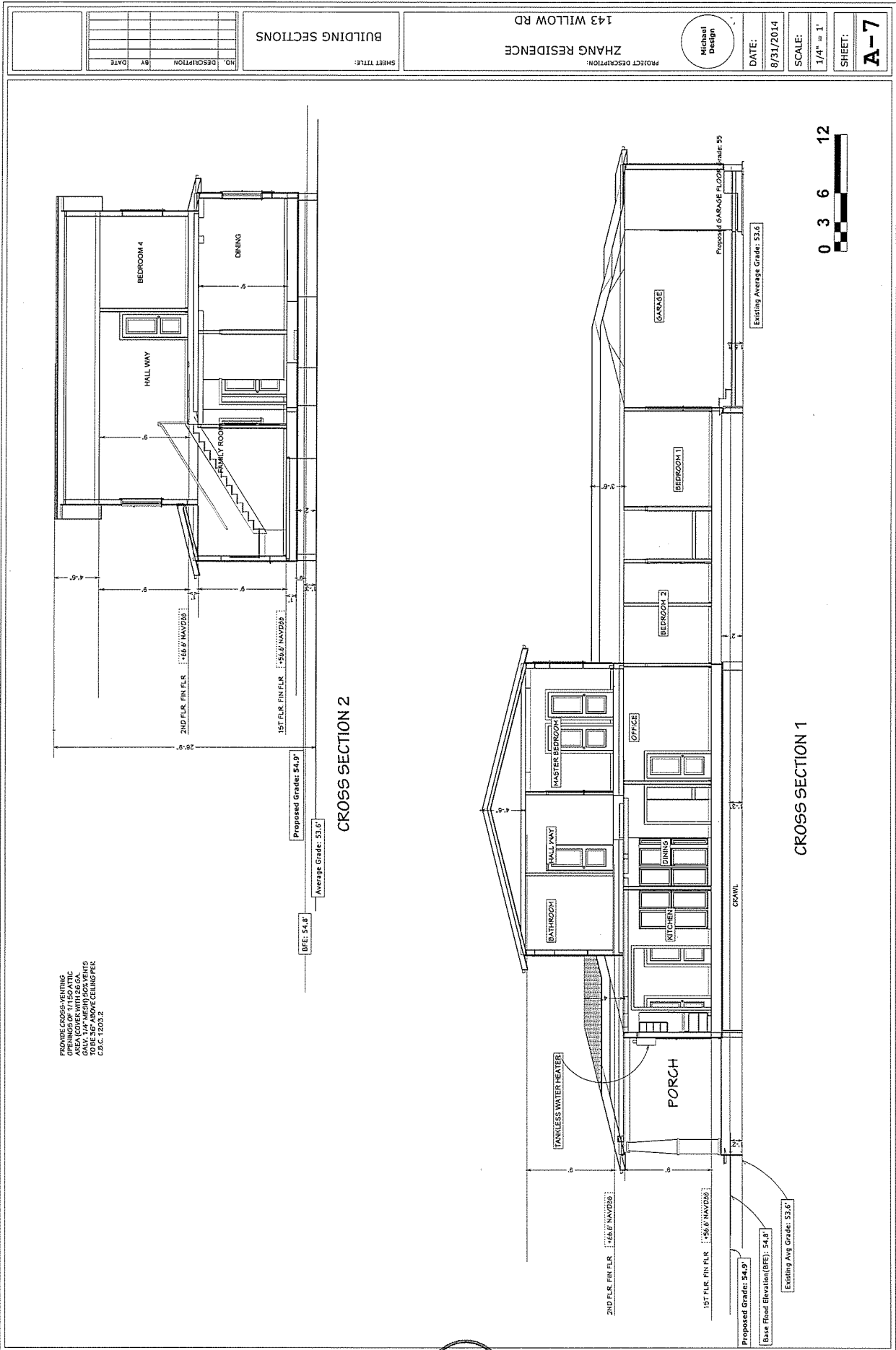


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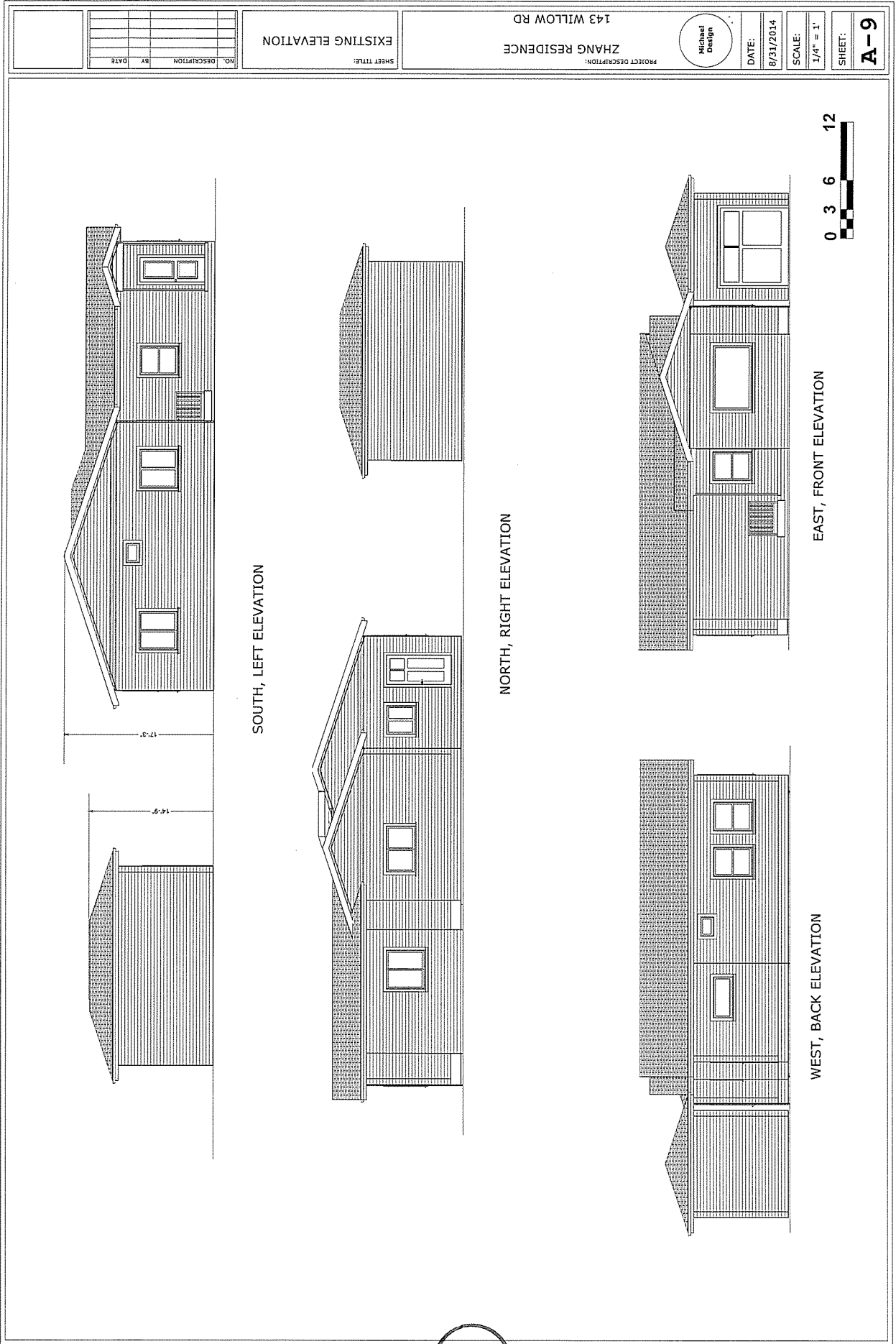


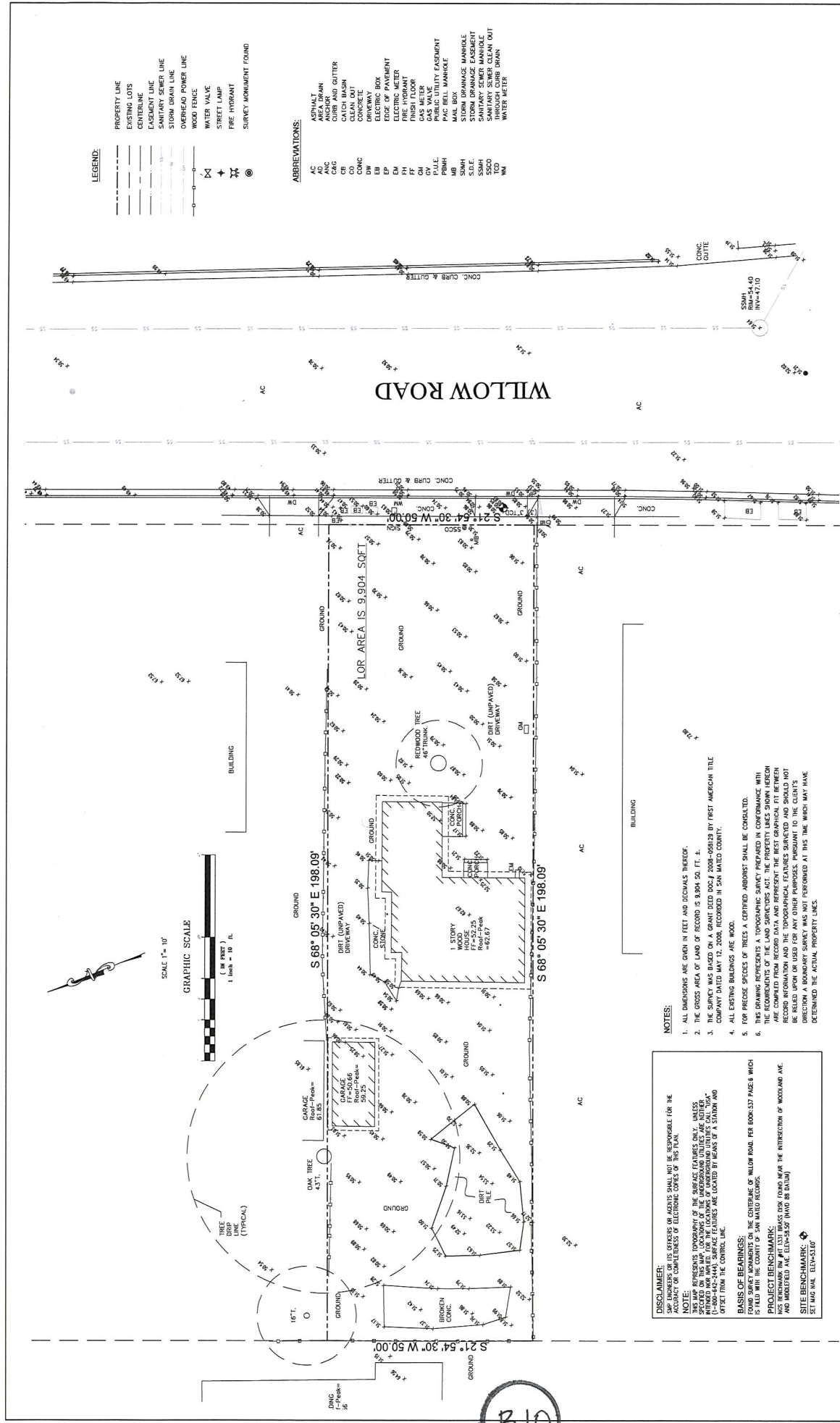
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B7





DISCLAIMER:
SMP ENGINEERS, INC. AND ITS OFFICES OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ELECTRONIC DATA OF THIS PLAN.

NOTE: REVISIONS TO THIS PLAN SHALL BE MADE BY THE SURVEYOR ONLY. ANY CHANGES TO THIS PLAN SHALL BE MADE BY THE SURVEYOR ONLY. ANY CHANGES TO THIS PLAN SHALL BE MADE BY THE SURVEYOR ONLY.

PROJECT BENCHMARK:
NAD83 BENCHMARK #11131 BRASS DISK FOUND NEAR THE INTERSECTION OF WOODLAND AVE. AND MODIFIED AVE. ELEV=85.50 (HAND IN DATA)

SITE BENCHMARK:
SET MAG NAIL, ELEV=83.60

BASIS OF BEARINGS:
BEARING SURVEY INFORMATION ON THE CENTERLINE OF WILLOW ROAD, PER BOOK-537 PAGE 6 WHICH IS FILED WITH THE COUNTY OF SAN MATEO RECORDS.

NOTES:
1. ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMALS THEREOF.
2. THE CROSS AREA OF LAND OF RECORD IS 9,904 SQ. FT. ±.
3. THE SURVEY WAS BASED ON A GRANT DEED DOC# 2008-08828 BY FIRST AMERICAN TITLE COMPANY DATED MAY 12, 2008, RECORDED IN SAN MATEO COUNTY.
4. ALL EXISTING BUILDINGS ARE WOOD.
5. FOR PRECISE SPECIES OF TREES A CERTIFIED ARBORIST SHALL BE CONSULTED.
6. THIS DRAWING REPRESENTS A TOPOGRAPHIC SURVEY PREPARED IN CONFORMANCE WITH THE REQUIREMENTS OF THE LAND SURVEYORS ACT. THE PROPERTY LINES SHOWN HEREON ARE BASED ON THE SURVEY DATA AND REPRESENT THE BEST GRAPHICAL FIT BETWEEN RECORD INFORMATION AND THE TOPOGRAPHIC DATA. THE LINES SHOWN HEREON SHOULD BE FILED UPON OR USED FOR ANY OTHER PURPOSES. PURSUANT TO THE CLIENT'S DIRECTION A BOUNDARY SURVEY WAS NOT PERFORMED AT THIS TIME WHICH MAY HAVE DETERMINED THE ACTUAL PROPERTY LINES.

143 WILLOW ROAD
MENLO PARK, CA
APN: 062-027-044

SMP ENGINEERS
CIVIL ENGINEERS—LAND SURVEYORS
1534 Corro Loma
Tel. (650) 941-8055 Fax (650) 941-8755
Los Altos, CA 94024

TOPOGRAPHIC SURVEY MAP

Sheet No. T-1

Scale: 1" = 10'
Prepared by: J.N.
Checked by: S.R.
Date: 7/27/2011
Project No.: 21041

NO.	REVISIONS	DATE	BY	DATE
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SEP 02 2014

Description of Proposed Project

By PLANNING

The applicant is proposing a remodel and addition to an existing 1,324.1 square foot (sf.) single story residence. The addition consists of 1,327.1 sf. of single story area and a new second story of 850.7 sf. for a total of 3,501.9 sf. The property is located at 143 Willow Road on a 9,904 sf site close to the intersection of Willow Road and Middlefield in a single family residential neighborhood. The residence shares property lines with 135 Willow RD, which is a commercial property owned by JLS Language Corporation, 151 Willow Road (R1U) as well as 150 Santa Margarita Ave (R1U).

The current property includes a California ranch styled main house of 1098.6 SF with a detached 1 car garage of 225.5 SF. With the proposed project involves a complete demolition of the existing detached garage for the purpose of building the addition. The new house is designed to be complementary with exterior palette composed of common materials such as smooth finish stucco and roof slopes in a mix of single and two-story massing result in a very desirable addition to the neighborhood.

The project also includes a fair amount of large windows as typical contemporary projects. Our neighbor privacy protection plays an important factor in our design. The design pulls habitable 2nd floor spaces away from the shared property lines. The bathroom window facing 151 Willow neighbor is tinted. The addition part of the house especially the second floor is over 50 feet away from the property line shared with 150 Santa Margarita. Also, fruit trees near the property line provide some coverage of their privacy. The second floor is designed toward south as much as possible, which is JLS Language Corporation's parking lot.

One driver of the design is heritage tree protection. Due to the redwood tree (46 inches in diameter) in the front of the property, the addition 1 car garage is designed with minimum depth of 20 feet. We try to keep the new garage foundation about 8 feet away from the tree trunk to protect the tree. (9 feet is required according to arborist). The oak tree (43 inches in diameter) is located on the shared property line with 151 Willow RD. The external wall of the new addition at the back is designed toward to the opposite property line, which leaves over 8 feet away from the oak tree. Similar rule is also applied to the 2nd floor to minimize the trim of the oak tree branches.

As we were told by the property owner of 163 Willow RD, which is the other neighbor of 151 Willow RD, his lot has been divided into two lots and each lot will have a new 2-story house built in the year of 2013. Including the current two-story commercial building located at south-west part of 143 Willow Rd, there will be 3 2-story buildings within 100 feet from the object property. In the meantime, in order to show deference to our neighbors with single story house, our 2nd story mass is pulled away from the common property line and towards the parking of JLS.

C1

Finally, the proposed addition complies with all zoning regulations, including maximum height, maximum size and is contained within the buildable area defined by setbacks and the daylight plane. The subject property is relatively narrow (50'X198'), the proposed design will introduced some daylight plane intrusion to the side facing to JLS park lot. This intrusion meets the city criteria with minimum impact to neighbors, while keeping the design elegance. The existing building has two walls not complied with the city current setback code, one is the south side wall, which is about 2 feet away from shared property line with 135 Willow RD. On the other side of the fence on property line is the JLS drive way and parking lot. This wall will be demolished and moved to 5 feet from the property line. The north wall of the current 1-car garage is about 1 foot away from the property line shared with 151 Willow RD. The wall as well as the garage will be removed with this proposal.

The project plans and proposed addition have been discussed with neighbors as early as possible in the design process. The owners informally approached the immediate neighbors around the property and presented the first design concepts in the form of conceptual floor plans, 3-D perspectives and 2D elevations. All three neighbors were supportive and no concerns were registered. Relationships with the neighbors are positive and solid.

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SEP 30 2013

ARBORIST REPORT

CITY OF MENLO PARK
BUILDING

JOB SITE : 143 WILLOW RD. MENLO PARK

ARBORIST INFORMATION

Name of Certified Arborist: Juan Davila

ISA number: WE 9595A

Address 954 Henderson Ave. Sunnyvale, CA 94086

Phone 408-394 -4612

After reviewing the site and plans for the referenced address to ascertain the feasibility of addition/remodel the existing residence and possible development impacts of doing so upon the existing heritage trees located on or within ten (10) feet of the property. I report the following:

The City of Menlo Park defines a Heritage Tree as:

1. Any tree having a trunk with a circumference of 47.1 inches (DBH fifteen inches or more measured at fifty four inches above natural grade)
2. Any Oak tree native to California, with a circumference of 31.4 inches (DBH ten inches or more measured at 54 inches above natural grade)
3. Any tree with more than one trunk measured at the point where the trunks divided, with a circumference of 47.1 inches or more, with exception of trees that are less than 12 feet in height, which are exempt from the ordinance.

Three (3) Heritage trees are located close by this property site plan A-1, which is dated Sept 18,2013

The existing trees numbered 1 through 3 are being retained and there are tree protection zones and preservation requirements for each. For the purpose of this report, tree protection zones (TPZs) will be identified as type I and type II. The materials and methods used to erect each of TPZ will be described near the end of this report. (Tree Protection Plan)

Tree# 1

It is a mature single stemmed Coast Redwood (*Sequoia sempervirens*). It is 46 inches by diameter at breast height (DBH). The tree appears structurally sound good vigor and healthy.
It is located in the front yard and close by the house.



It is important that this species of tree has the genetic package enabling massive trunk growth to dimensions measured as feet in diameter rather than in inches, and a life span measured in millennia rather than in years. The trees of this species also possess an equally impressive large shallow, and wide spreading rooting structure.

The plan (A-2) shows that the new garage will be 9 feet from the base of the tree. Pier and grade beam or spread footings are the desired construction methods for that portion of the foundation nearest the redwood. There exists the real possibility to encounter roots greater than 2" in diameter while excavating for the footings. A Certified Arborist should be on site during excavation activities to advise the construction crew on the preferred method to proceed should large roots be uncovered. It is my professional opinion that if root pruning is required and performed in accordance to industry standards, total root loss will be negligible, and neither the trees structural nor physiological soundness will be affected to an extent that would compromise the tree long term wellbeing.

A tree protection zone will be established around the redwood tree. One common method used to define it is to dripline the area directly below of the branches of the tree. There is not enough room to erect a TPZ with the required radius for a tree of this size; therefore, Type I tree protection fencing shall be erected as close as possible to development area prior to commencement to construction activities. (9 feet radius from the trunk of the tree). If there are stage of development when the root protection type I needs to be temporarily removed and create the trunk buffers, or TPZs Type II.

Tree # 2

It is a mature multi-stemmed Coast Live Oak tree (*Quercus agrifolia*). It is 43 inches DHB, the oak tree appears healthy, and structurally sound. It is located in the backyard along the right hand side property line in close proximity to the privacy fence between of the 151 Willow Rd. and 143 Willow Rd.

The plan (A-2) shows that new addition will be 8 feet away from the base of a wood fence. The oak tree is located inside the wood fence. Pier and grade beam construction near the oak tree is recommended. It is possible to encounter roots greater than 2" in diameter while excavating for the footings in construction; if root pruning is required and is performed in accordance to industry standards, total root loss will be negligible.

Also the plan shows that a second story will be built here. The second story will reach the height of 27 feet above the ground, we might need to prune the canopy just few branches that hang over the second story if need (raise up the canopy). This pruning will be less than 25% of the crown. Pruning more than 25% of the canopy and/or roots requires a Heritage Tree permit. This tree does not need to erect a TPZ Type I

since existing solid wood fence is surround the tree trunk. The space around the oak tree is tight and impossible to maintain the TPZs Type I then the trunk buffers or TPZs Type II shall be erected around this tree prior to the commencement of construction activities.

Tree# 3

It is maturing single stemmed Coast Redwood (*Sequoia sempervirens*) it is 18 " DHB, located at the backyard of the next door. It belongs to 151 Willow Road. No need to erect TPZ because no structure is proposed near this tree. The wood fence will protect this tree.

Tree Protection Plan

Tree Protection Zones is the area around the tree or trees in which no grading, excavation, or construction activity is to occur. Type I TPZs are fenced area erected around the tree trunk and to protect the roots and the soil, and to keep the canopy of the tree, clear from any construction activities or equipment.

A typical TPZs type I be installed for the tree #1(Redwood tree), the fencing for TPZs Type I should be six feet height, free-standing chain link fence panels should be locked in place to make the TPZs rigid. The ends of each panel should be mounted on a moveable concrete footing to further rigidify and mobilize the fencing.

The TPZ type I fencing should be installed around the tree with a radius equal to (or as close as possible) the existing tree's drip line. A sign stating "Tree Protection Zone-NO ENTRY" is placed in clear view on the fence.

There are stage of project, that TPZs Type I needs to be temporarily removed; to create the trunk buffers, both trees should wrapped with at least 20 layers of orange plastic snow fencing before the 2x4x8 ft. boards are placed vertically, side by side around the tree to create a solid wall of wood around the circumference of the tree and then wrapped with orange fencing. Remove this trunk buffers and return to the TPZs I in one week of the work after.

Mulch to a depth of six inches is placed with the TPZ to further protect the roots and soil- do not cover the base of the trunk with the mulch.

Storage of construction materials within the TPZ is strictly prohibited, and physical entry is limited to designated personnel(one or two people preferably)

Do not wash concrete, chemicals and paint out in the TPZs.

Do not have heavy equipment traffic in the TPZs.

Do not spread out excess soil in TPZs.

Do not nail boards on protected trees.

I recommend irrigation monthly ,completely wet first 12 inches of soil within the tree dripline, more often during the hotter summer months and supplemental nutrient replacement by deep root fertilization every two or three years.

Large roots or large masses of roots to be cut clean with hand tools , which makes clean quick cuts(chainsaw and axe are the best) do not use large equipment, such as, bulldozers.

Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

Should the specifics of this report be shared will all responsible for the practical aspects of your project, with the proper tree protection and preservation requirements put in place prior to the commencement of construction activities.

Sincerely,

Juan Davila

ISA Certified Arborist # WE-9595A

D4



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF SEPTEMBER 8, 2014
AGENDA ITEM D2

LOCATION: 236 Willow Road

APPLICANTS: Sarah Potter

EXISTING USE: Single-Family Residence

OWNERS: Jean-Philippe and Anne-Sophie Loose

PROPOSED USE: Single-Family Residence

APPLICATION: Use Permit

ZONING: R-1-U (Single-Family Urban Residential)

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	5,481.0 sf	5,481.0 sf	6,000.0 sf min.
Lot width	60.0 ft.	60.0 ft.	65.0 ft. min.
Lot depth	91.3 ft.	91.3 ft.	100.0 ft. min.
Setbacks			
Front	21.0 ft.	24.0 ft.	20.0 ft. min.
Rear	20.3 ft.	29.8 ft.	20.0 ft. min.
Side (left)	6.2 ft.	15.0 ft.	6.0 ft. min.
Side (right)	9.5 ft.	9.5 ft.	6.0 ft. min.
Building coverage	1,763.5 sf 32.2 %	1,480.6 sf 27.0 %	1,918.4 sf max. 35.0 % max.
FAL (Floor Area Limit)	2,733.5 sf	1,416.3 sf	2,800.0 sf max.
Square footage by floor	1,553.5 sf/1st 970.0 sf/2nd 210.0 sf/att. garage 56.3 sf/porches 8.0 sf/fireplaces	1,164.9 sf/1st 0.0 sf/2nd 251.4 sf/det. garage 56.3 sf/porches 8.0 sf/fireplaces	
Square footage of building	2,733.5 sf	1,416.3 sf	
Building height	23.8 ft.	16.2 ft.	28.0 ft. max.
Parking	1 covered	1 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees 1	Non-Heritage trees 1	New Trees 1
	Heritage trees 0 proposed for removal	Non-Heritage trees 0 proposed for removal	Total Number of Trees 3

PROPOSAL

The applicants are requesting use permit approval to remodel and construct first- and second-story additions to an existing single-story, single-family residence on a substandard lot with respect to lot width, lot depth, and lot area in the R-1-U (Single Family Urban) zoning district. The proposed remodeling and expansion would exceed 50 percent of the existing floor area, and is considered equivalent to a new structure.

ANALYSIS

Site Location

The subject site is located at 236 Willow Road between Gilbert Avenue and Blackburn Avenue. The subject parcel is surrounded by other residences that are also in the R-1-U zoning district. The site is located close to the Middlefield Road and Willow Road intersection that contains retail and office uses. There is a mix of single-story and two-story structures in the vicinity of the subject site.

Project Description

The project site is developed with an existing 1,164.9 square-foot, single-story, single-family house and a detached 251.4 square-foot, one-car garage for a Floor Area Limit (FAL) of 1,416.3 square feet. The applicants are proposing to demolish the garage and 353 square-feet of living area and to construct a new two-story addition with an attached one-car garage. The existing parking is legal non-conforming with one covered space in the detached garage, and the proposal would continue the non-conforming parking condition with an attached one-car garage. The lot is substandard with regard to parking, lot depth and lot area, and the proposed project requires approval of a use permit.

The proposed residence would have a floor area of 2,733.5 square feet where 2,800 square feet is the maximum FAL, and building coverage of 32.2 percent where 35 percent is the maximum permitted. The proposed residence would have five bedrooms and three full bathrooms, with three of the bedrooms and two full bathrooms on the second floor. The first floor would have two bedrooms and a full bathroom. The house is proposed to be 23.8 feet in height, below the maximum permissible height of 28 feet. The proposed structure would comply with daylight plane requirements, including a small gable intrusion on the left-hand side (which may be permitted on lots of this size). The applicants have submitted a project description letter, which discusses the proposal in more detail (Attachment C).

Design and Materials

The existing house is post-war ranch style with a cement plaster finish on the exterior walls and a composition tile roof. The proposed addition would be cottage in style. It would substantially continue the use of cement plaster walls with the addition of hardi-

shingle siding on the second floor with a bellyband beneath the siding. Wood shutters would be included on front façade windows.

The windows would be simulated true divided light (with interior and exterior grids, and a between-the-glass spacer bar) with painted wood trim. All existing windows would be replaced, for a consistent window style. They would be predominantly casement windows. The garage door would be a natural stain wood. The existing front door would be replaced by a wood door matching the garage door. The driveway would consist of pavers placed on sand. The roof would include a mixture of gables and shed roof forms. There would be a new composition roof.

The two-story addition would be located to the left of the existing one-story residence. At the center of the house is a sloping roof element created by the truncating of the existing roof, resulting in a roof form that unifies the one story element with the new second story mass and providing architectural interest. The applicants have taken measures to address the massing by limiting the height of the addition to 23.8 feet where 28 feet is allowed. Decorative elements such as the siding, the shutters, natural wood doors, simulated true divided light windows, and a box bay window have also been employed to add some articulation to the addition.

Both the shallow depth of the property, 91.3 feet where 100 feet is required, and the location of the existing one-story element contribute to the siting of the addition. The applicants desire to maintain the right side of the one-story element. The depth of the lot, less the front and rear required setbacks, limit the buildable area to 51.3 feet in depth. The buildable depth on a conforming property would be a minimum of 60 feet. The proposed depth of the home would be 50 feet. This results in the provision of a relatively small space to provide articulation of the addition while maintaining the one-story element.

The design attempts to limit the privacy impacts of the second floor windows. The properties on both sides of the project site are developed with single-story homes. On the right side elevation the second floor windows would be set back 33.6 feet from the right side property line. There would be one clerestory window and a relatively small casement window with a sill height of two feet. On the left, views from the proposed second floor windows would be limited to over the roof of the house with a partial view into the rear yard. Clerestory windows would be placed in locations where the view into the yard would not be possible. Two casement windows would have sill heights of two feet. These sill heights do not appear necessary for emergency egress purposes, as one would be located within a hallway, and one would be in the master bedroom, which already features front-facing windows with a two-foot sill height.

Most of the residences in the area are varied between single and two-story and represent various styles. The addition may be seen as lacking articulation, but its appearance is helped by the material variation between the floors, and by being well detailed, especially at the front façade. Staff believes that the scale, materials, and style of the proposed residence are compatible with the neighborhood.

Trees and Landscaping

There is one Heritage tree on the project site, a deodor cedar at the right front of the property. It would not be affected by construction. There is a Heritage tree on the adjacent property to the right with a canopy overhanging the project site. It too would not be affected by construction activity.

There is a hedge in the public right-of-way in front of the house that is approximately ten feet in height. The Transportation Division requires that the hedge be trimmed to a height of three feet for a significant portion of the frontage to allow for sight line visibility for exiting onto Willow Road from the driveway. This change is shown on the site plan and would be enforced through the building permit inspection process.

Correspondence

The applicants have stated that they have reached out to the adjacent neighbors regarding the proposed project, and have submitted signatures from neighbors at 232, 240, and 244 Willow Road (Attachment D). Staff has not received any other correspondence from neighbors at the time of writing this report.

Conclusion

Staff believes that the scale, materials, and style of the proposed residence are in keeping with those of the greater neighborhood. The second story addition is not particularly articulated, but it contains material variation, and is well detailed and blends with the existing one-story element. Staff recommends that the Planning Commission approve the proposed project.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.

RECOMMENDATION

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.

3. Approve the use permit subject to the following **standard** conditions:
- a. Development of the project shall be substantially in conformance with the plans prepared by Green Cottage Homes, Inc., consisting of five plan sheets, dated received August 26, 2014, and approved by the Planning Commission on September 8, 2014, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance; the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
 - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

Report prepared by:
Stephen O'Connell
Contract Planner

Report reviewed by:
Thomas Rogers
Senior Planner

PUBLIC NOTICE & APPEAL PERIOD

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property. Planning Commission action will be effective after 15 days calendar days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

ATTACHMENTS

- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Neighbor Outreach Letter

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

EXHIBITS TO BE PROVIDED AT MEETING

None

V:\STAFFRPT\PC\2013\080513 - 236 Willow Road.doc



A1

CITY OF MENLO PARK

LOCATION MAP

236 WILLOW ROAD

DRAWN: THR CHECKED: THR DATE: 09/08/14 SCALE: 1" = 300' SHEET: 1



240 WILLOW ROAD

② STREETSCA

[illegible]

③ SITE ANALYSIS
1" = 20'-0"

1. CERTIFICATION LETTER TO CITY ENGINEER: SUBMITTED WITH PREMIT PLANS.
 2. ANCHORAGE TO FOUNDATION DESIGNED PER MENDO PARK CODE 12:42.51 (D) (C)11. (SEE STRUCTURAL DRAWINGS)
 3. ALL MATERIAL BELOW LFE TO BE RESISTANT TO FLOOD DAMAGE
 4. UTILITIES ARE PERMITTED BELOW BFE. WATER AND SEWER PIPES, SEALED TO PREVENT FLOOD WATER INTRUSIONS, ARE ALLOWED
 5. FLOOD WATER DRAINAGE PLAN. SEE SITE PLAN 1/1A1
 6. FLOOD ZONE. AH 44.8
 7. REQUIRED ELEVATIONS: SEE 1/1A2, AH, AND STRUCTURAL DRAWINGS
 8. FLOOD VENT LOCATIONS SHOWN ON STRUCTURAL FOUNDATION PLAN. FLOOD VENT CALCULATION SHOWN ON A4
9. For *any* construction:
ELEVATION CERTIFICATE (EC) FOR "BUILDING UNDER CONSTRUCTION"
PRIOR TO APPROVAL OF UNDER FLOOR FRAMING INSPECTION. INCLUDE THE ELEVATION OF THE LOWEST HORIZONTAL FLOOR MEMBER EVEN THOUGH THE EC MAY SAY IT IS NOT REQUIRED.
10. For *new* construction:
ELEVATION CERTIFICATE (EC) FOR "BUILDING UNDER CONSTRUCTION"
SHALL BE SUBMITTED AND VERIFIED BY THE BUILDING INSPECTOR PRIOR TO APPROVAL OF THE FOUNDATION INSPECTION
- NOTE:**
NO CHANGE TO EXISTING FLOOR ELEVATION REQUIRED. EXISTING AND NEW FLOOR JOISTS ABOVE B.F.E
- BASE FLOOD ELEVATION: 48.0' VAVD '88**
- For both types of construction:
REQUIREMENT FOR ELEVATION CERTIFICATE WILL BE THE SAME FOR ALL PROJECTS. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY ENGINEER'S COMMENTS.

[illegible]

① NEW CONSTRUCTION - SITE PLAN
3/16" = 1'-0"

A-1	SITE PLAN & PROJECT INFORMATION
C0	TOPOGRAPHIC SURVEY
A-2	NEW CONSTRUCTION FLOOR PLANS
A-3	EXTERIOR ELEVATIONS
A-4	EXTERIOR ELEVATIONS
A-5	BUILDING SECTIONS

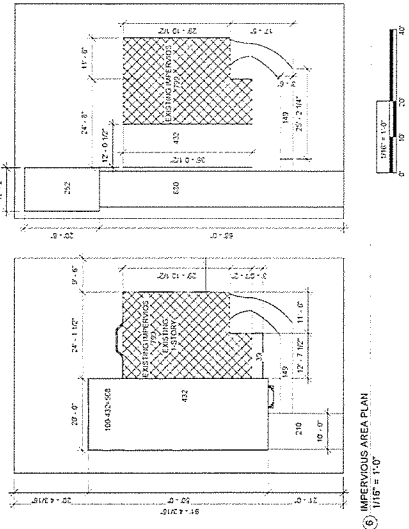
AUG 26 2014

PROJECT DATA TABLE

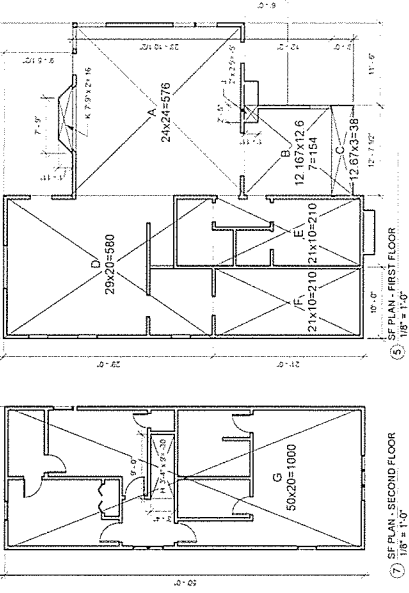
PROPERTY ADDRESS: 235 WILLOW ROAD,	
ASSESSOR'S PARCEL NO. (APN): 062-311-690	
ZONE DISTRICT:	R1U
NET LOT AREA:	5481 SF
ALLOWABLE FAR:	2800 SF
PROPOSED FAR:	2769 SF
ALLOWABLE LOT COVERAGE:	2192 SF
PROPOSED LOT COVERAGE:	1838 SF
CONTEXTUAL FRONT SETBACK:	NO
FLOOD ZONE:	AH 40
HISTORIC DISTRICT:	NO
AVERAGE FRONT SETBACK:	20'-0"
OCCUPANCY GROUP:	R3
TYPE OF CONSTRUCTION:	VB
NUMBER OF STORIES:	2
SPRINKLERED BUILDING:	NO

A-1

IMPERVIOUS AREA PLANS

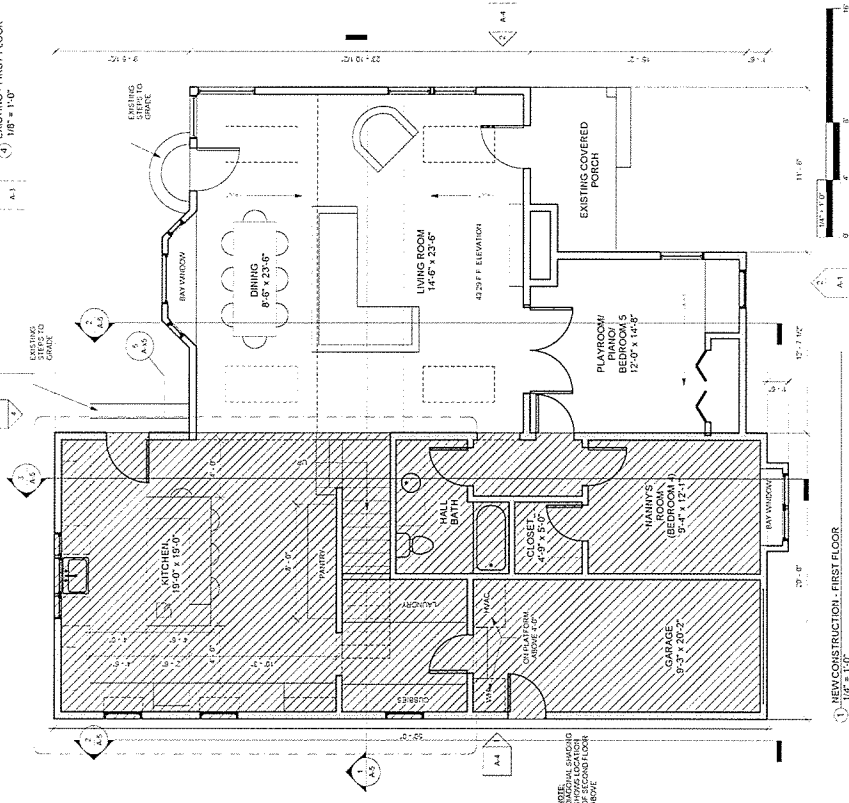
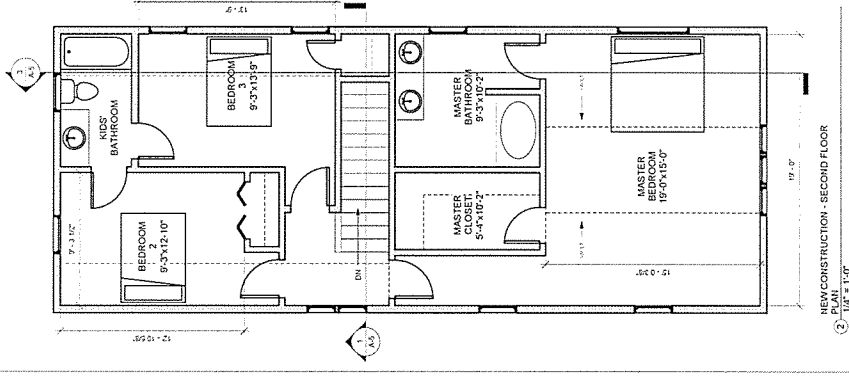
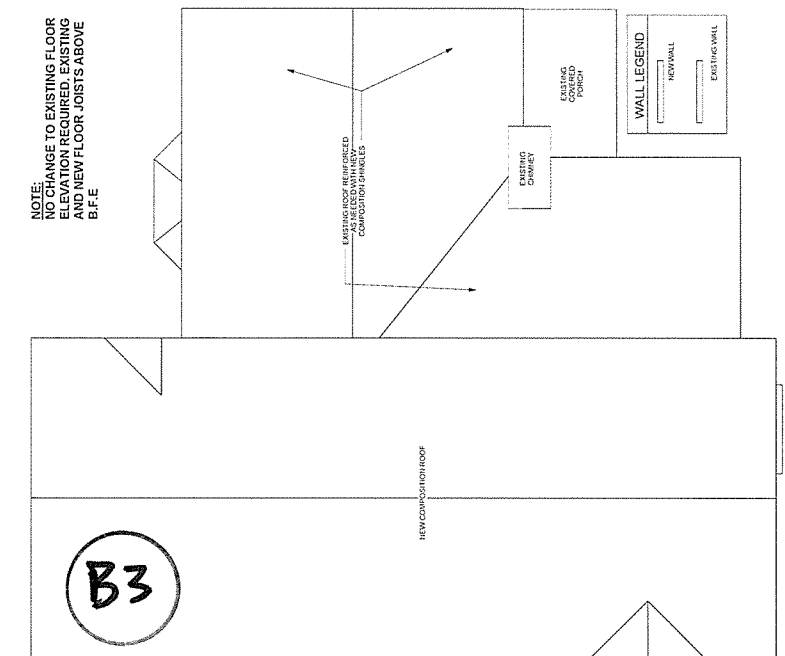


PROPOSED LOT COVERAGE & FAL SQUARE FOOTAGE PLANS



EXISTING HOUSE	730 SF
A. 576	
B. 154	
NEW CONSTRUCTION	2038 SF
C. 580	
D. 210	
E. 210	
F. 1000	
G. 1000	
H. -30	
I. -5	
J. -16	
K. -16	
TOTAL FAL	2749 SF
ALLOWABLE FAL	2800 SF
EXISTING HOUSE	730 SF
A. 576	
B. 154	
NEW CONSTRUCTION	1038 SF
C. 38	
D. 1000	
E. 1000	
F. 68 SF	
FRONT PORCH	68 SF
TOTAL LOT	1837 SF
COVERAGE	
ALLOWABLE	2192 SF
COVERAGE	
(5481 SF X 40%)	

EXISTING HOUSE	730 SF
A. 576	
B. 154	
DEMO AREA	690 SF
C. 252	
D. 438	
EXISTING FAL	1420 SF
A. 576	
B. 154	
C. 252	
D. 438	
E. 1212	
F. 1212	
G. 1212	
H. 1212	
I. 1212	
J. 1212	
K. 1212	
L. 1212	
M. 1212	
N. 1212	
O. 1212	
P. 1212	
Q. 1212	
R. 1212	
S. 1212	
T. 1212	
U. 1212	
V. 1212	
W. 1212	
X. 1212	
Y. 1212	
Z. 1212	



LOOSE RENOVATION

MENLO PARK, CALIFORNIA

555 BRAYANT STREET #804
PALO ALTO, CA 94301
(650) 479-8888

These plans are for design and layout purposes only. The general contractor is responsible for making the project meet local municipal and building codes. The contractor is responsible for taking accurate measurements in the field.

REVISIONS

DATE: 8/17/2014
SCALE: AS SHOWN
DRAWN: SJP

SHEET NAME: NEW CONSTRUCTION FLOOR PLANS
SHEET NUMBER: A-2

These plans are for design and layout purposes only. The general contractor is responsible for making the project meet local municipal and building codes. The dimensions shown are approximations. The general contractor is responsible for taking accurate measurements in the field.

LOOSE RENOVATION

236 WILLOW ROAD
MLO PARK, CALIFORNIA

REVISIONS

DATE 8/17/2014

SCALE:

AS SHOWN

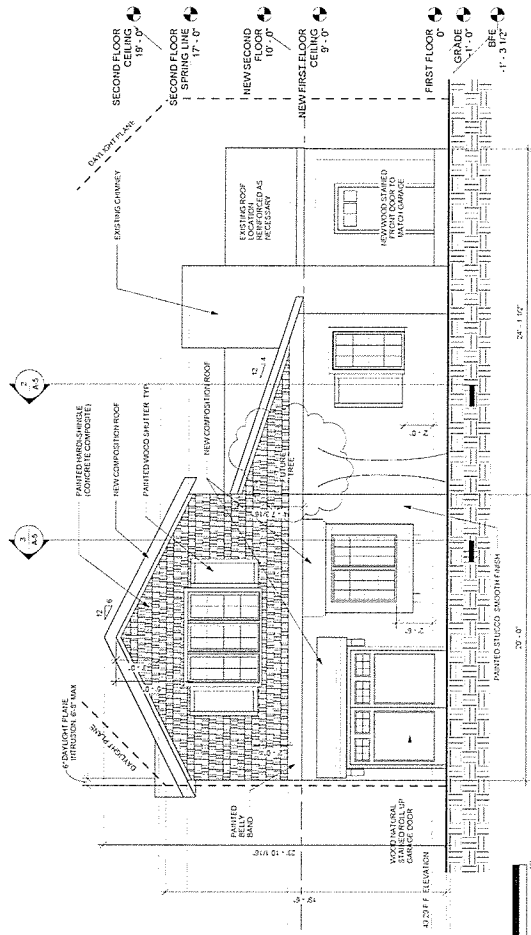
DRAWN.

SBP

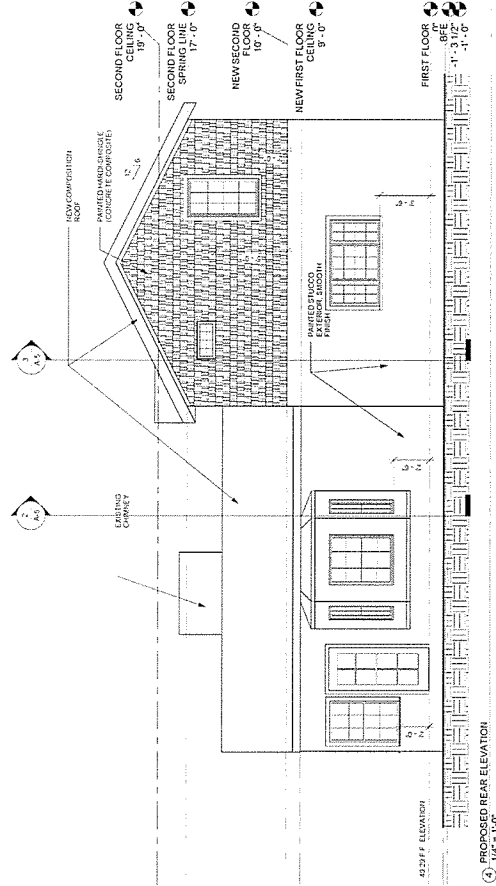
SHEET NAME
EXTERIOR
ELEVATIONS

SHEET NUMBER

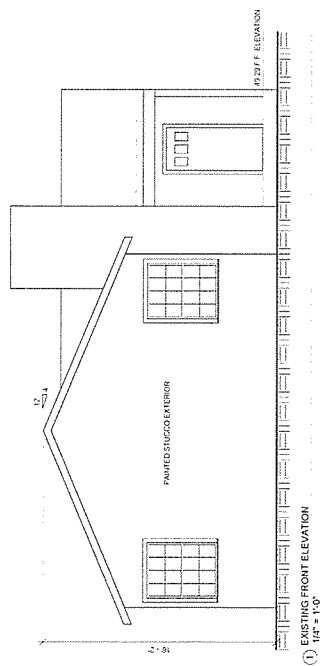
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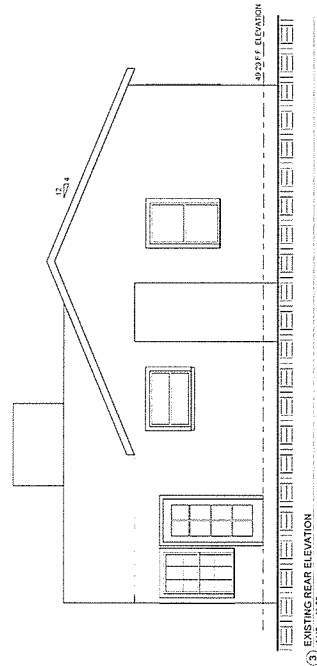
(2) PROPOSED FRONT ELEVATION
1/4" = 1'-0"



4 PROPOSED REAR ELEVATION



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



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

NOTE:
NO CHANGE TO EXISTING FLOOR
ELEVATION REQUIRED. EXISTING
AND NEW FLOOR JOISTS ABOVE
B.F.E

WINDOW NOTE:
WINDOWS WILL BE SIMULATED
DIVIDED LIGHT, FACTORY
FINISHED EXTERIOR WINDOWS
WITH PAINTED TRIM

B4



555 RIVINGTON STREET #204
PALO ALTO, CA 94301
sarah@greenandgray.com
(650) 475-8888

These plans are for design and layout
purposes only. The general contractor
is responsible for making the project
meet local municipal and building
codes. The dimensions shown are
approximate. The general contractor
is responsible for making the project
accurate measurements in the field.

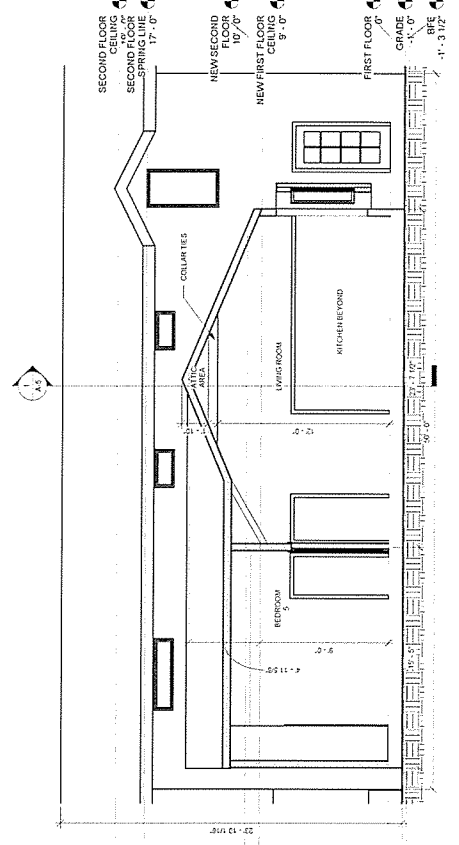
LOOSE RENOVATION

228 WILLOW ROAD
MENLO PARK, CALIFORNIA

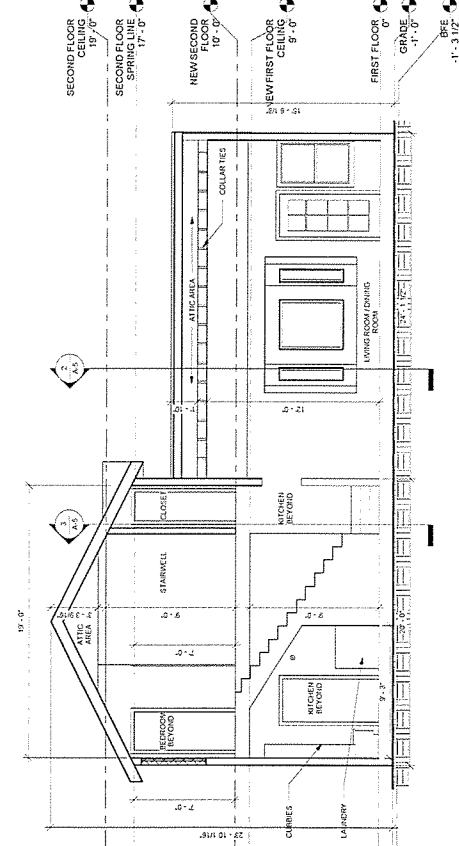
REVISIONS

DATE: 8/17/2014
SCALE: AS SHOWN
DRAWN: SBP
SHEET NAME: BUILDING SECTIONS

SHEET NUMBER
A-5

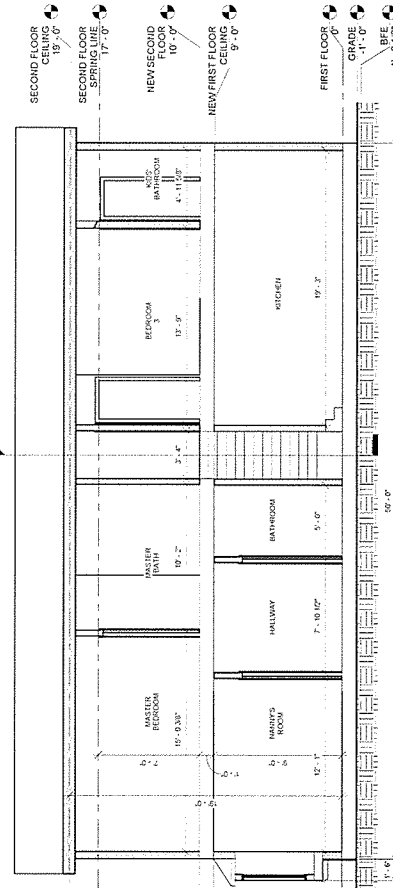


1. BUILDING SECTION 1
1/4" = 1'-0"



2. BUILDING SECTION 2
1/4" = 1'-0"

B6



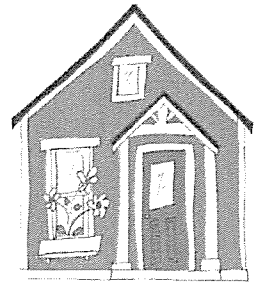
3. BUILDING SECTION 3
1/4" = 1'-0"

NO CHANGE TO EXISTING FLOOR ELEVATION REQUIRED.
EXISTING AND NEW FLOOR JOISTS ABOVE B.F.E.



4. HEIGHT ABOVE B.F.E.
1 1/2" = 1'-0"

Green Cottage Home
781 Channing Avenue
Palo Alto, CA 94301
Sarah B Potter, LEED AP
(650) 475-6868



August 18, 2014

City of Menlo Park
Community Development Department
Planning Division

Planning Review Comments: 236 Willow Road

Dear Menlo Park Planning Division,

236 Willow Road is a quaint post war cottage that has remained mostly architecturally untouched for the majority of its existence. Though its charm has remained intact, the home has outgrown its livability for a modern, growing family. The Loose family has lived in the home for several years and will continue to do so after the renovations.

The current home is a small 1162 square feet with 3 bedrooms and one bath. The family is proposing to remove 432sf of the existing house as well as the detached garage. They will then add a two story addition. The project will then be a 2749sf 5 bedroom, 3 bath home with a modern kitchen and attached garage (per submitted plans).

The existing home is a small post war cottage with very limited substantial architectural features. To prevent the home from looking like a single story home with a second story added (creating a large block) and to prevent structural issues with going over the old foundation and walls, we have decided to add a new two story addition to the left side. We have broken any expanse of the façade with Hardi-shingles to the upper level divided from the lower with a belly band. The remaining portion of the home will get an interior vault without detracting from the original cottage roofline. Small window dormers have been added to the second story to break up the façade and create visual interest. Windows are used along the second story to break up the expanse but careful planning to maintain privacy was used. We have followed the prescribed daylight plane (with allowable intrusions).

The current home has a large hedge across the front that exceeds the allowable height. The homeowners would like to ask that this hedge be kept tall to maintain privacy and reduce noise from Willow Road, a busy corridor. The hedge will be manicured to a manageable 8'-0".

The existing home has a garage to the rear of the property that is not conducive to automobile parking and uses up rear yard space. The homeowner currently park in tandem in the driveway. They are proposing to continue parking in tandem with a new front loading, car accessible garage and the uncovered space directly in front of it. This non-conforming layout will create ample parking for their needs and will create safe usable yard space for the family away from the busy Willow Road.

The Loose household is a wonderful family who love their home and neighborhood. They are an asset to their community and hope to make their modern, quaint renovation an asset to the neighborhood, too.

Sincerely,

Sarah B Potter, LEED AP
Designer/Owner Green Cottage Homes CA License # 965746



RECEIVED

AUG 28 2014

By PLANNING

Green Cottage Home
781 Channing Avenue
Palo Alto, CA 94301
Sarah B Potter, LEED AP
(650) 475-6868



July 13, 2014

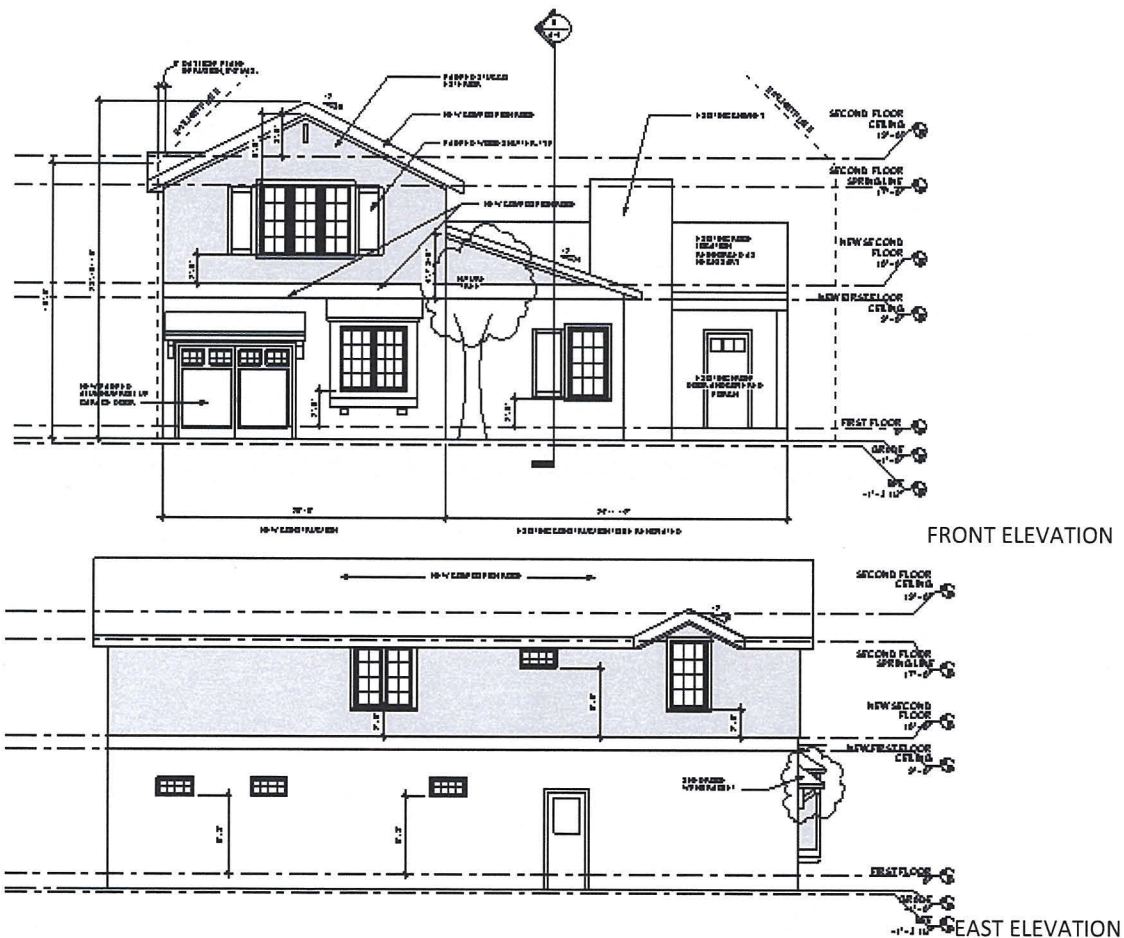
Neighborhood Outreach

Planning Review: 236 Willow Road

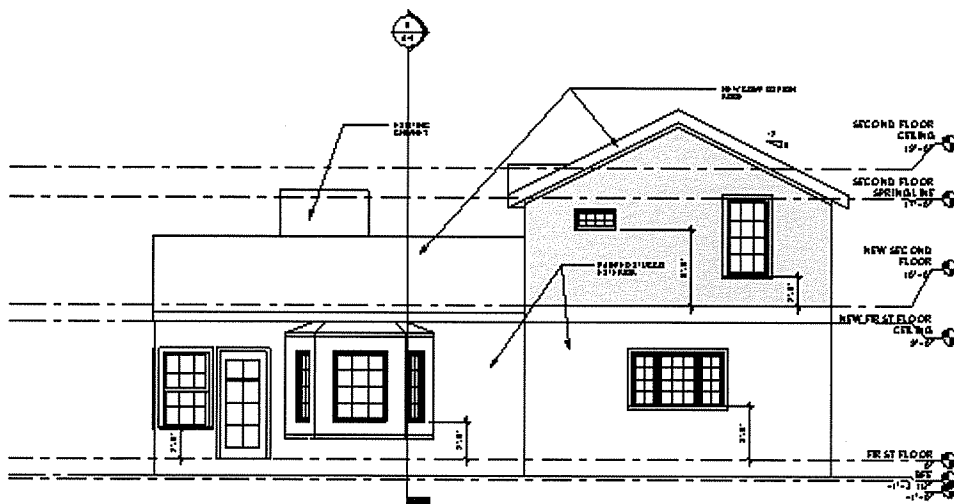
Dear Neighbors,

236 Willow Road is a quaint post war cottage that has remained mostly architecturally untouched for the majority of its existence. Though its charm has remained intact, the home has outgrown its livability for a modern, growing family. Loose family has lived in the home for several years and will continue to do so after the renovations.

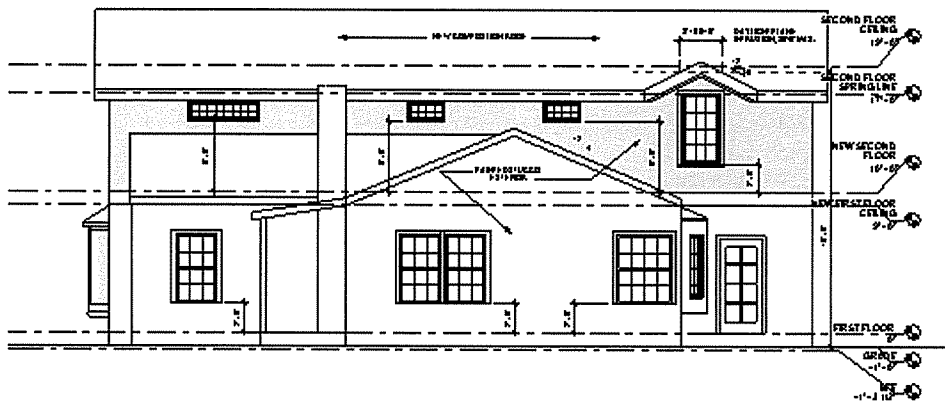
The current home is a small 1162 square feet with 3 bedrooms and one bath. The family is proposing to remove 432 of the existing house as well as the detached garage. They will then add a two story addition. The project will then be 2722sf 5 bedroom, 3 bath home with a modern kitchen and attached garage (see drawings below).



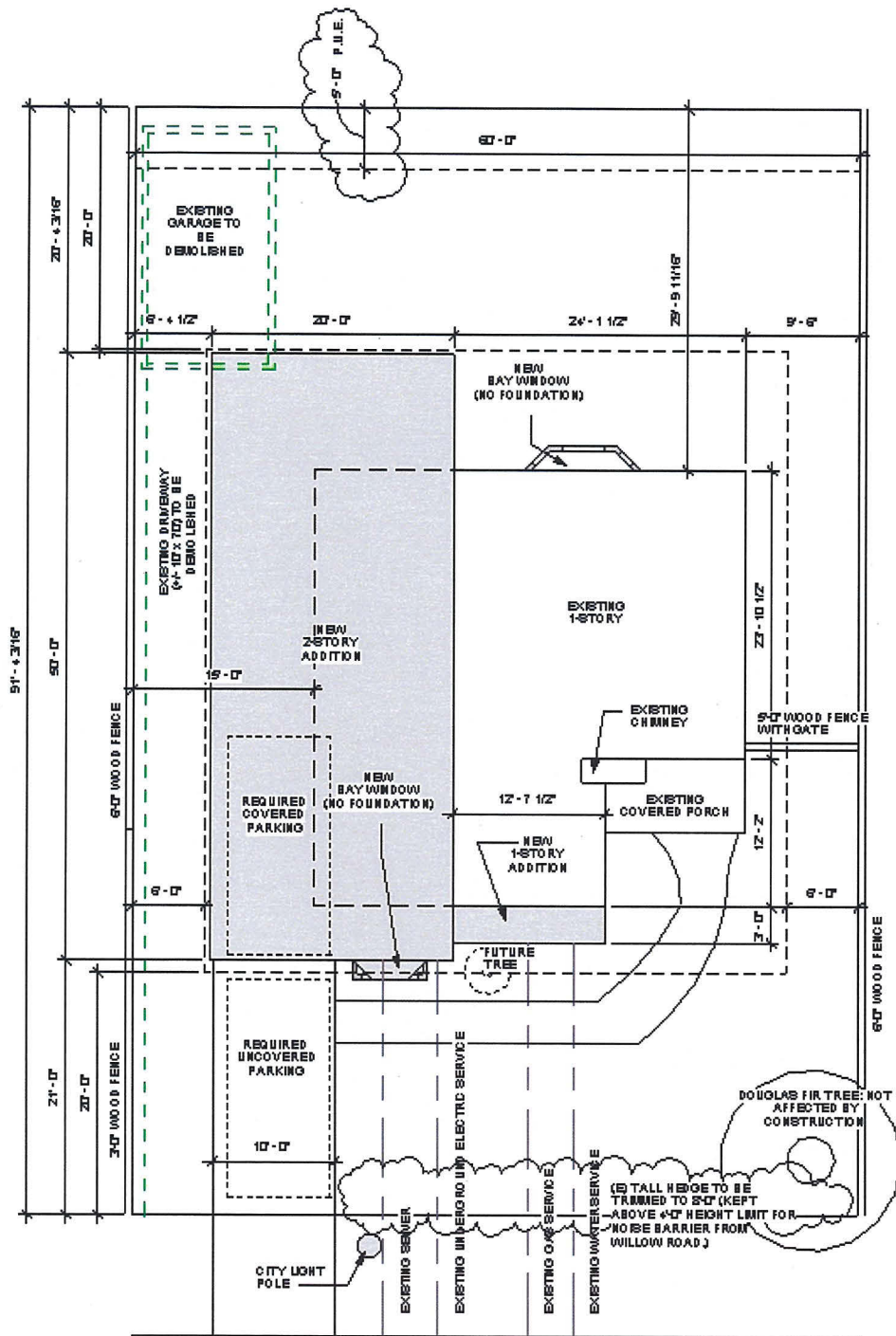
DI



REAR ELEVATION



WEST ELEVATION



NOTE: CENTER OF WILLOW ROAD NOT FOUND BY CITY PLANNER ON PARCELOR SUBDIVISION MAPS

SITE PLAN

D3

The Loose household is a wonderful family who love their home and neighborhood. They are an asset to their community and hope to make their modern, quaint renovation an asset to the neighborhood, too. We hope you will help us through design review by signing off that you have seen our plans and are in support of our neighborhood beautification project.

Sincerely,





Sarah B Potter, LEED AP
Designer/Owner Green Cottage Homes
CA License # 965746


RECEIVED

AUG 28 2014

By PLANNING

SATNAM CHAHAL		08-17-2014
NAME		DATE
244 WILLOW Rd.		
ADDRESS		SIGNATURE

Kier BRADLEY		08/17/2014
NAME		DATE
232 WILLOW Rd.		
ADDRESS		SIGNATURE

Portia Hui		8-27-2014
NAME		DATE
240 Willow Rd		
ADDRESS		SIGNATURE

NAME	DATE
ADDRESS	SIGNATURE

NAME	DATE
ADDRESS	SIGNATURE

NAME	DATE
ADDRESS	SIGNATURE

D4



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF SEPTEMBER 8, 2014
AGENDA ITEM D3

LOCATION:	3565 Haven Avenue, Suites 3 & 5	APPLICANT:	Transcriptic, Inc.
EXISTING USE:	Vacant	PROPERTY OWNER:	MP Haven LLC
PROPOSED USE:	Research and Development	APPLICATION:	Use Permit
ZONING:	M-2 (General Industrial District)		

PROPOSAL

The applicant is requesting a use permit for the storage and use of hazardous materials for the research and development (R&D) of testing and research processes located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.

ANALYSIS

Site Location

The subject site is located at 3565 Haven Avenue. The site is accessed from a private cul-de-sac that provides access to the buildings addressed 3565 through 3603 Haven Avenue (a total of five buildings). The applicant proposes to occupy two suites within the building, addressed Suites 3 and 5. The building contains a total of five units within the building. The building is currently vacant, but was recently renovated and divided into five tenant spaces. The building has historically been used by office and research and development (R&D) uses.

The immediately adjacent parcels along Haven Avenue are also part of the M-2 zoning district, and are occupied by a variety of warehouse, light manufacturing, R&D, and office uses. Using Haven Avenue in a north to south orientation, parcels across Haven Avenue to the west are located in the City of Redwood City and are occupied by light manufacturing, open storage, and warehouse uses. To the south of the subject site are two multi-acre sites planned for redevelopment as two multi-building apartment complexes.

Project Description

Transcriptic recently relocated from a location within unincorporated Menlo Park to 3565 Haven Avenue. The company works to improve throughput, accessibility, and reproducibility of basic biological research to help enable more efficient research groups and companies. Transcriptic has developed an on-demand life science research platform for pharmaceutical companies and academic researchers. The platform is intended to allow researchers to use equipment without any upfront costs. The company allows researchers to configure a protocol online and Transcriptic performs the research in its labs. The company was founded in 2012 and has grown to approximately 15 employees. The applicant has submitted a project description letter (Attachment C), which describes the project proposal in more detail.

Proposed Hazardous Materials

Proposed hazardous materials include combustibles, compressed gases, corrosives, cryogenics, flammable liquids, and toxics. A complete list of the types of chemicals is included in Attachment F. The project plans, included as Attachment B, provide the locations of fire extinguishers, emergency eyewash stations, spill kits, waste containers, and the general location of the storage and use of hazardous materials. All hazardous materials would be stored and used inside the building. Only trained personnel would handle the hazardous materials. Except for the amounts in daily use, all materials would be stored properly in containers that are compatible with the contents. Liquid waste containers would be secondarily contained.

The Hazardous Materials Business Plan (HMBP), included as Attachment D, provides the types and quantities of chemicals that would be used and stored, and includes an emergency response plan, an employee-training plan, and a record keeping plan. The applicant also submitted a Supplemental Spill Prevention, Emergency Response, Training, and Closure Plan, which is based on the narrative style of the previous San Mateo County HMBP (Attachment E). The applicant has submitted a comprehensive chemical inventory (Attachment F) that identifies the requested storage quantities for the proposed chemicals. Staff has included conditions to the approval that would limit changes in use of hazardous materials, require a new business to submit a HMBP to seek compliance if the existing use is discontinued, and address violations of other agencies in order to protect the health and safety of the public.

Agency Review

The Menlo Park Fire Protection District (MPFPD), City of Menlo Park Building Division, West Bay Sanitary District, and San Mateo County Environmental Health Services Division were contacted regarding the proposed use and storage of hazardous materials on the project site. Their correspondence has been included as Attachment G. Each entity found the proposal to be in compliance with all applicable standards and has approved the proposal. Although the subject parcel is located in close proximity to future residences, there would be no unique requirements for the proposed use, based

on the specific types and amounts of chemicals that are proposed. Additionally, no industrial discharge to the sewer is planned.

Correspondence

Staff has not received any correspondence on this project.

Conclusion

Staff believes that the proposed operations would comply with all industry standard precautions to protect personnel and the environment. No extraordinary measures are required for the proposed operations. Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in this area. The HMBP has been approved by the relevant agencies, and includes a training plan and protection measures in the event of an emergency. The proposed use permit would allow a new business to locate within Menlo Park. Staff recommends that the Planning Commission approve the proposed project.

ENVIRONMENTAL REVIEW

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

RECOMMENDATION

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans provided by the applicant, consisting of nine plan sheets, dated received August 12, 2014, and approved by the Planning Commission on September 8, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

- d. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
- e. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.
- f. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials business plan to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials business plan is in substantial compliance with the use permit.

Report prepared by:
Kyle Perata
Associate Planner

Report reviewed by:
Thomas Rogers
Senior Planner

PUBLIC NOTICE & APPEAL PERIOD

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 1,320-foot radius of the subject property. Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

ATTACHMENTS

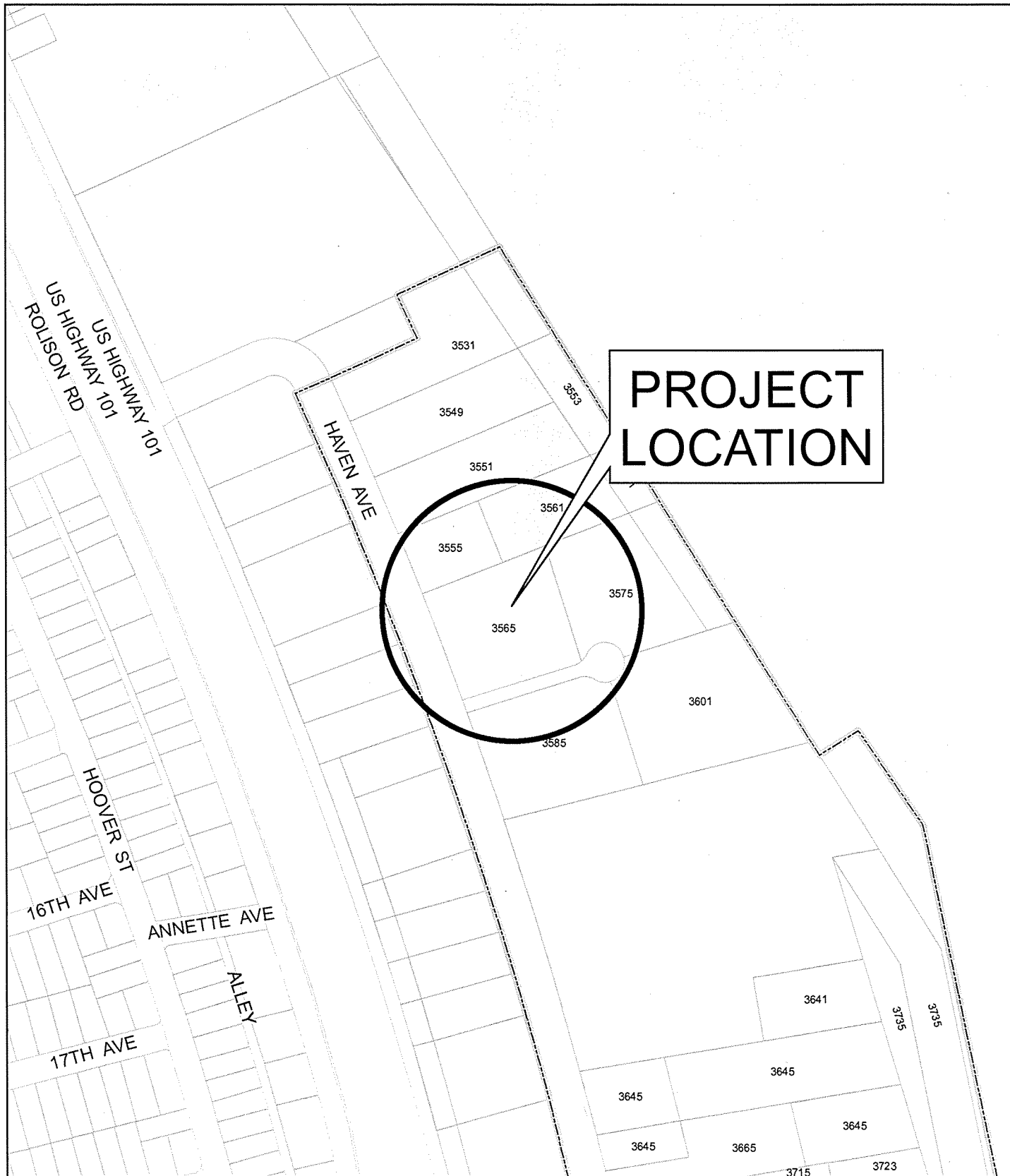
- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Hazardous Materials Business Plan
- E. Supplemental Spill Prevention, Emergency Response, Training, and Closure Plan
- F. Chemical Inventory
- G. Hazardous Materials Agency Referral Forms:
 - Menlo Park Fire Protection District
 - San Mateo County Environmental Health Department
 - West Bay Sanitary District
 - Menlo Park Building Division

EXHIBIT TO BE PROVIDED AT MEETING

None

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

V:\STAFFRPT\PC\2014\090814 - 3565 Haven Avenue (Transcriptic).doc



CITY OF MENLO PARK

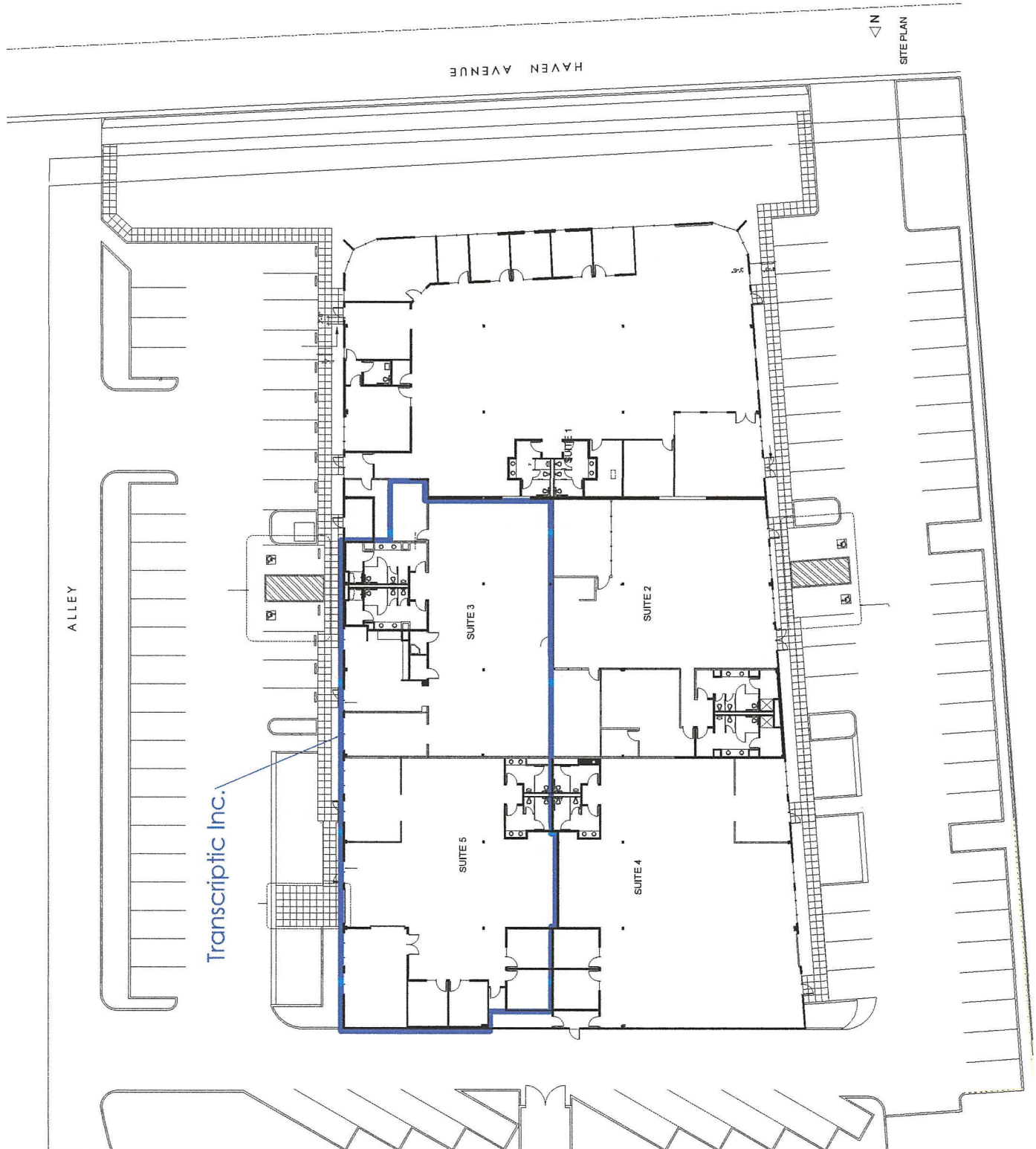
LOCATION MAP

3565 HAVEN AVE

DRAWN: KTP CHECKED: KTP DATE: 09/08/14 SCALE: 1" = 300' SHEET: 1



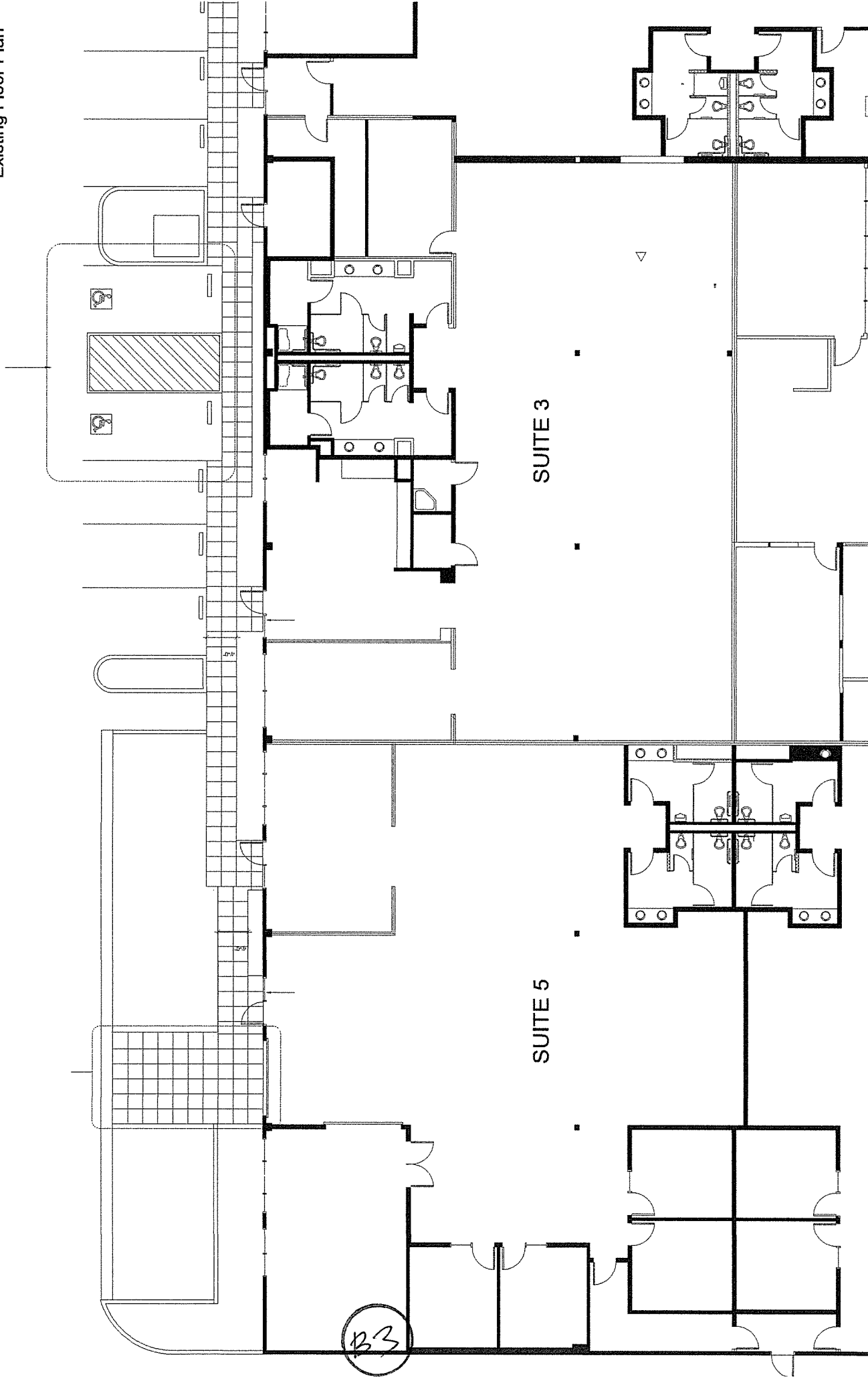
3565 HAVEN AVE.
MENLO PARK CA.
SUITE 3
Transcriptic Inc
Existing Floor Plan



B2

3565 HAVEN AVE.
MENLO PARK CA.
SUITE 3
Transcriptic Inc
Existing Floor Plan

< North



^
North



B4

Transcriptic Inc.
3565 Haven
Avenue Suite 3
Menlo Park CA
94025

Area Plan

3565 HAVEN AVE.
MENLO PARK CA.
SUITE 3

[illegible]

THE NATIONAL GROUP, INC. 1974
ALL RIGHTS RESERVED

CONSTRUCTION
PLAN

JUN 1409	18010
DATA :	6-12013
DATE	06/07/03
CHECKED	

(B5)

[illegible]

TRANSCRIPTIC, INC. EVACUATION MAP
3565 HAVEN AVE. SUITES 3 & 5, MENLO PARK, CA 94025

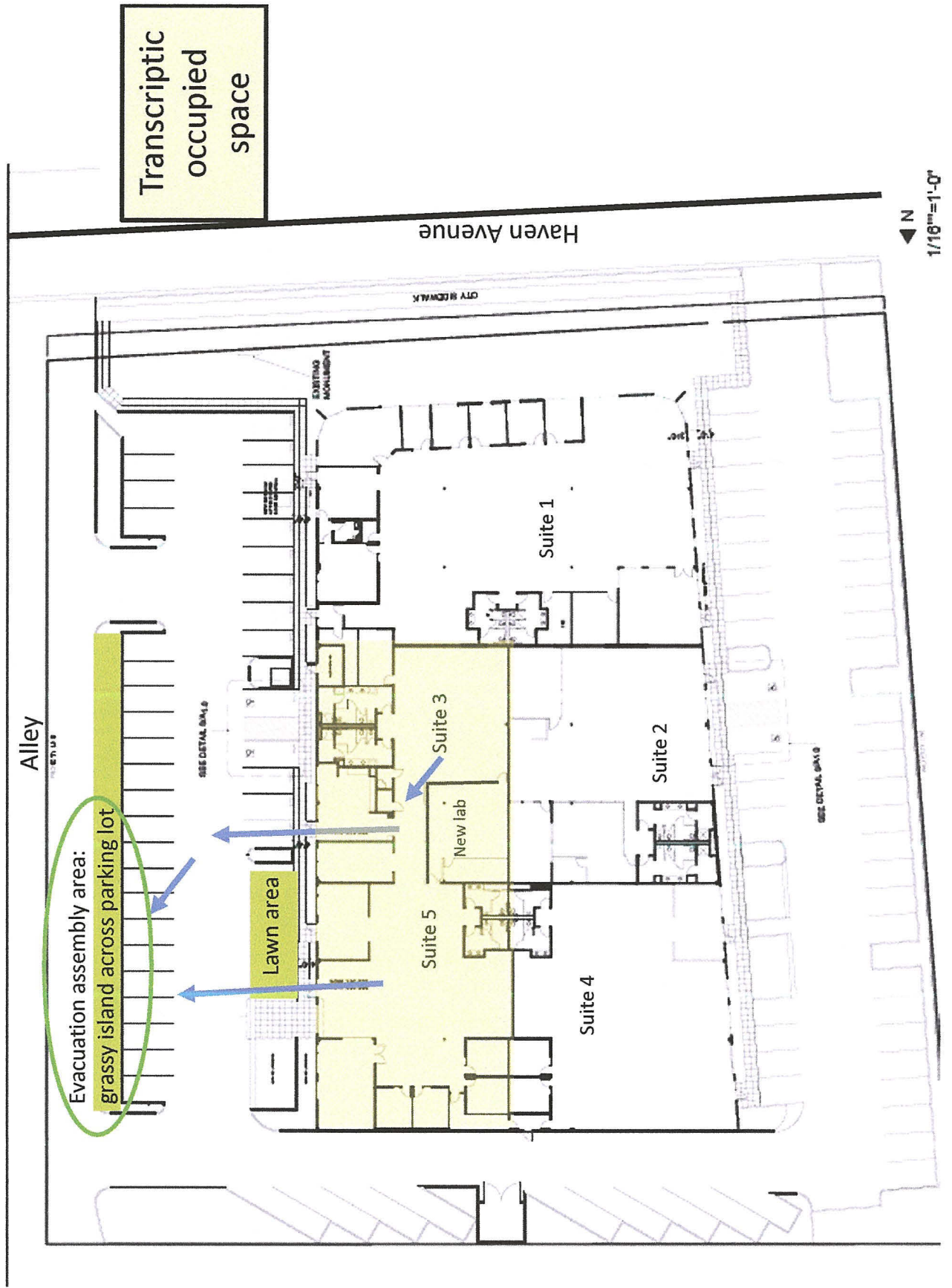




Photo Vantage point

Transcriptic Inc.
3565 Haven Avenue Suite 3
Menlo Park CA 94025
Aerial & Elevations

(B8)

Transcriptic's mission is to dramatically improve throughput, accessibility, and reproducibility of basic biological research to help enable a new generation of lighter, more efficient research groups and companies. To this end, Transcriptic has developed an on-demand life science research platform for pharmaceutical companies and academic researchers. This platform allows the researcher to use state-of-the-art equipment without any upfront costs or the need to synchronously run protocols by hand; the researcher simply configures a protocol online and runs it remotely on Transcriptic's automation. So, it's a way of outsourcing basic biology research work remotely by software control – to Transcriptic's laboratory and its machines. Note that this basic biology research does NOT involve KNOWN biohazardous materials or pathogens; but it does involve low-volume use of some hazardous chemicals, mostly ethanol.

Transcriptic, Inc. was founded in February 2012 and the company has grown from 3 employees in March 2013 to 15 employees in June 2014, and now needs a larger facility to accommodate that growth.

Transcriptic's present facility at 3507 Edison Way in Menlo Park (in the unincorporated area of Menlo Park) has one small laboratory. It is not suited for expansion. Consequently, Transcriptic is in the process of conducting tenant improvements (i.e., adding custom lab space) to another Menlo Park facility, which is located at 3565 Haven Avenue, Suite 3. Occupancy is planned for August 2014.

Because the new facility is located in the incorporated portion of Menlo Park, a Hazardous Materials Conditional Use Permit (CUP) is required when specific California Fire Code trigger amounts are exceeded for chemical hazard types. The only chemical hazard type that Transcriptic uses above its respective trigger limit of 5 gallons is flammable liquids, and it's mostly alcohols such as ethanol. So Transcriptic is applying for a CUP solely for flammable liquid use at its new facility.

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JUL 18 2014
By PLANNING

Transcriptic, Inc.

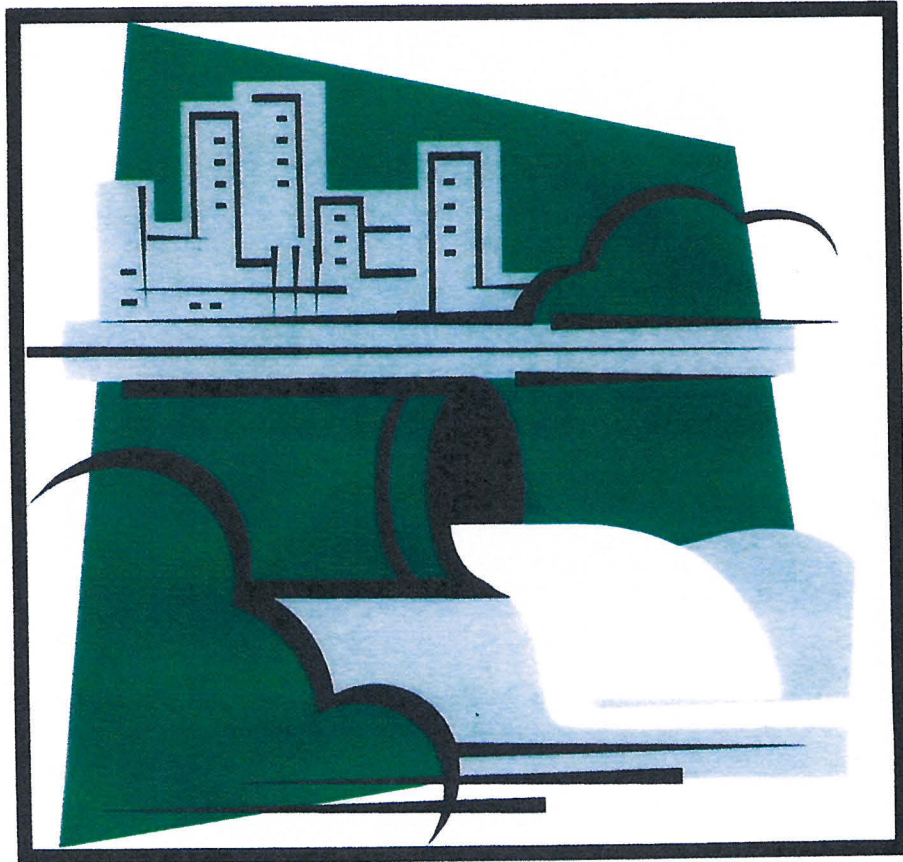
3565 Haven Ave., Suite 3, Menlo Park, CA 94025

RECEIVED

JUL 18 2014

By PLANNING

HAZARDOUS MATERIALS BUSINESS PLAN



ENVIRONMENTAL HEALTH



San Mateo County Environmental Health Services Division

2000 Alameda de las Pulgas, Suite 100
San Mateo, CA 94403

650-372-6200

July 17, 2014

(DI)

**UNIFIED PROGRAM CONSOLIDATED FORM
FACILITY INFORMATION
BUSINESS ACTIVITIES**

Page 1 of 12

I. FACILITY IDENTIFICATION

FACILITY ID # (Agency Use Only)	F A 0 0 5 5 8 4 2	1	EPA ID # (Hazardous Waste Only)	2
BUSINESS NAME (Same as Facility Name of DBA-Doing Business As) TRANSCRIPTIC INC				
BUSINESS SITE ADDRESS 3565 HAVEN AVE STE 3				
BUSINESS SITE CITY MENLO PARK		104	CA	ZIP CODE 94025

II. ACTIVITIES DECLARATION

**NOTE: If you check YES to any part of this list,
please submit the Business Owner/Operator Identification page.**

Does your facility...

If Yes, please complete these pages of the UPCF....

A. HAZARDOUS MATERIALS

Have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?

☒ YES

HAZARDOUS MATERIALS
INVENTORY – CHEMICAL
DESCRIPTION

B. REGULATED SUBSTANCES

Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?

☐ YES

Coordinate with your local agency
responsible for CalARP.

C. UNDERGROUND STORAGE TANKS (USTs)

Own or operate underground storage tanks?

☐ YES

UST FACILITY (Formerly SWRCB Form A)
UST TANK (one page per tank) (Formerly Form B)

D. ABOVE GROUND PETROLEUM STORAGE

Own or operate ASTs above these thresholds:

Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.

☐ YES

You may need to submit an
ABOVEGROUND PETROLEUM
STORAGE TANK FACILITY
STATEMENT. [Click for details](#)

E. HAZARDOUS WASTE

Generate hazardous waste?

☒ YES

EPA ID NUMBER – provide at the top of
this page

Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?

☐ YES

RECYCLABLE MATERIALS REPORT
(one per recycler)

Treat hazardous waste on-site?

☐ YES

ON-SITE HAZARDOUS WASTE
TREATMENT – FACILITY
ON-SITE HAZARDOUS WASTE
TREATMENT – UNIT (one page per unit)

Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?

☐ YES

CERTIFICATION OF FINANCIAL
ASSURANCE

Consolidate hazardous waste generated at a remote site?

☐ YES

REMOTE WASTE / CONSOLIDATION
SITE ANNUAL NOTIFICATION

Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?

☐ YES

HAZARDOUS WASTE TANK
CLOSURE CERTIFICATION

Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.

☐ YES

Obtain federal EPA ID Number, file
Biennial Report (EPA Form 8700-
13A/B), and satisfy requirements for
RCRA Large Quantity Generator.

Household Hazardous Waste (HHW) Collection site?

☐ YES

See CUPA for required forms.

F. LOCAL REQUIREMENTS

(You may also be required to provide additional information by your CUPA or local agency.)

15



UNIFIED PROGRAM CONSOLIDATED FORM

FACILITY INFORMATION

BUSINESS OWNER/OPERATOR IDENTIFICATION

Page 2 of 12

I. IDENTIFICATION

FACILITY ID#	FA0055842	BEGINNING DATE	07/17/2014	ENDING DATE	07/16/2015
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)			BUSINESS PHONE		
TRANSCRIPTIC INC			6505495044		
BUSINESS SITE ADDRESS			BUSINESS FAX		
3565 HAVEN AVE STE 3					
BUSINESS SITE CITY		CA	ZIP CODE	COUNTY	
MENLO PARK			94025		
DUN & BRADSTREET		PRIMARY SIC	PRIMARY NAICS		
		8731	541711		
BUSINESS MAILING ADDRESS					
3565 HAVEN AVE STE 3					
BUSINESS MAILING CITY		STATE	ZIP CODE		
MENLO PARK		CA	94025		
BUSINESS OPERATOR NAME		BUSINESS OPERATOR PHONE			
Transcriptic, Inc.		6505495044			

II. BUSINESS OWNER

OWNER NAME	OWNER PHONE
TRANSCRIPTIC INC	6505495044
OWNER MAILING ADDRESS	
3565 HAVEN	
OWNER MAILING CITY	STATE
Menlo Park	CA
	ZIP CODE
	94025

III. ENVIRONMENTAL CONTACT

CONTACT NAME	CONTACT PHONE
Cornelia Scheitz	6505495044
CONTACT MAILING ADDRESS	CONTACT EMAIL
3565 HAVEN AVE STE 3	conny@transcriptic.com
CONTACT MAILING CITY	STATE
Menlo Park	CA
	ZIP CODE
	94025

-PRIMARY-

IV. EMERGENCY CONTACTS

-SECONDARY-

NAME	NAME
Cornelia Scheitz	Max Hodak
TITLE	TITLE
Staff Scientist	President
BUSINESS PHONE	BUSINESS PHONE
6505495044	6466102432
24-HOUR PHONE	24-HOUR PHONE
6073397160	6466102432
CELL / PAGER #	CELL / PAGER #
EMAIL	EMAIL

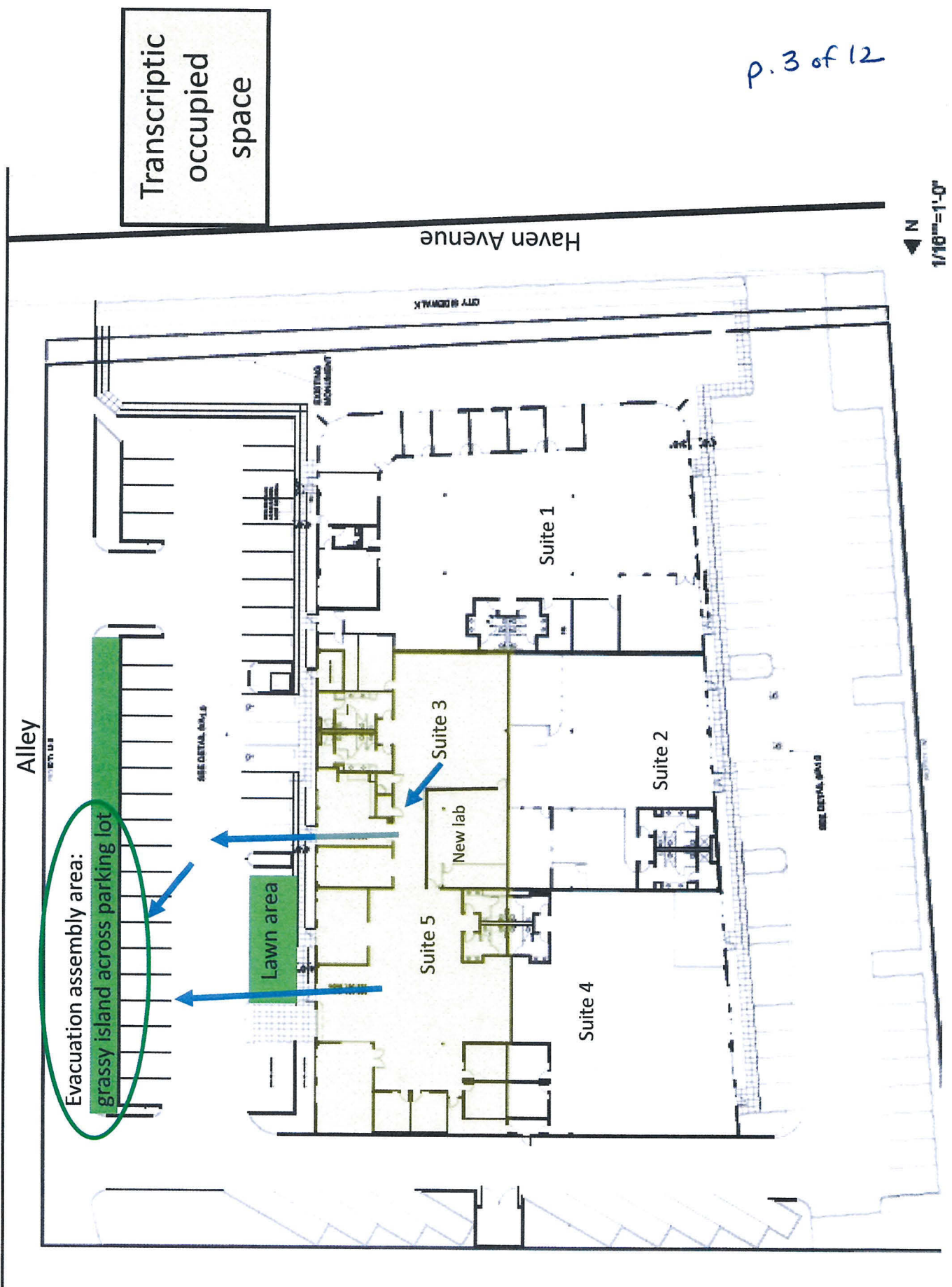
ADDITIONAL LOCALLY COLLECTED INFORMATION:

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE	DATE	NAME OF DOCUMENT PREPARER
<i>Rene Ricks</i>	7/17/14	Rene Ricks
NAME OF SIGNER (print)	TITLE OF SIGNER	
Rene Ricks	EH&S consultant	

DB

TRANSCRIPTIC, INC. EVACUATION MAP
3565 HAVEN AVE. SUITES 3 & 5, MENLO PARK, CA 94025



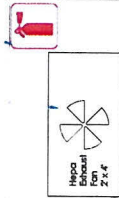
D4

Fire Extinguisher

Biowaste Container



HEPA Air Filter Exhaust
Fire Extinguisher



(2) CO2 Cylinders
Secured to wall

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

DS

BATHROOM

Nitrogen Cylinder
Secured to wall

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

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16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

Sink with
Eyewash Station
and Spill Kit

Safety Shower - no Eyewash
Clear space 18" each side and 36"
in front of shower head centerline

Flammables Cabinet
Hazardous Waste Container

Sink

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

16A@120VAC

Sink

Transcript Lab
Use permit

REV D

SCALE 1/2"=1'-0"

SHEET 12 OF 12

p. 4 of 12

p. 5 of 12

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)
CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN
Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN

A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW

FACILITY ID # FA0055842	1.	CERS ID A1.	DATE OF PLAN PREPARATION/REVISION 07/17/2014	A2.
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As) TRANSCRIPTIC INC				
BUSINESS SITE ADDRESS 3565 HAVEN AVE STE 3				
BUSINESS SITE CITY MENLO PARK				
TYPE OF BUSINESS (e.g., Painting Contractor) Biotechnology				
INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)				
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply)				
<input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input checked="" type="checkbox"/> 2. HAZARDOUS WASTES				

B. INTERNAL RESPONSE

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply)	B1.
<input checked="" type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1)	
<input checked="" type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR	
<input type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM	

C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS

Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the Emergency Coordinator is on call) shall:

1. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
2. Notify appropriate local authorities (i.e., call 9-1-1).
3. Notify the California Emergency Management Agency at (800) 852-7550.

Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall notify the California Department of Toxic Substances Control (DTSC), the local Unified Program Agency (UPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements to:

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA: (Check all that apply)	C1.
<input checked="" type="checkbox"/> 1. VERBAL WARNINGS;	<input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM;
<input type="checkbox"/> 4. PAGERS;	<input type="checkbox"/> 5. ALARM SYSTEM;
<input checked="" type="checkbox"/> 3. TELEPHONE;	<input type="checkbox"/> 6. PORTABLE RADIO
NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply)	C2.
<input checked="" type="checkbox"/> 1. VERBAL WARNINGS;	<input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM;
<input type="checkbox"/> 4. PAGERS;	<input type="checkbox"/> 5. ALARM SYSTEM;
<input checked="" type="checkbox"/> 3. TELEPHONE;	<input type="checkbox"/> 6. PORTABLE RADIO
EMERGENCY RESPONSE PHONE NUMBERS:	
AMBULANCE, FIRE, POLICE AND CHP	9-1-1
CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA)	(800) 852-7550
NATIONAL RESPONSE CENTER (NRC)	(800) 424-8802
POISON CONTROL CENTER	(800) 222-1222
LOCAL UNIFIED PROGRAM AGENCY (UPA/CUPA)	(650) 372-6200
OTHER (Specify): U.S. Healthworks Medical Group	125 Shoreway Dr, Ste A, Sar
NEAREST MEDICAL FACILITY / HOSPITAL NAME: Stanford Hospital	300 Pasteur Dr., Stanford, CA
AGENCY NOTIFICATION PHONE NUMBERS:	
CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC)	(916) 255-3545
REGIONAL WATER QUALITY CONTROL BOARD	510-622-2300
U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA)	(800) 300-2193
CALIFORNIA DEPT OF FISH AND WILDLIFE (CDFW)	(916) 358-2900
U.S. COAST GUARD	(202) 267-2180
CAL/OSHA	(916) 263-2800
STATE FIRE MARSHAL	(916) 445-8200
OTHER (Specify): Air Quality Management District	415-771-6000
OTHER (Specify): West Bay Sanitary District	650-321-0384

D6

D. EMERGENCY CONTAINMENT AND CLEANUP PROCEDURES

SPILL PREVENTION, CONTAINMENT, AND CLEANUP PROCEDURES: (Check all boxes that apply to indicate your procedures for containing spills, releases, fires or explosions; and, preventing and mitigating associated harm to persons, property, and the environment.)

- ☐ 1. MONITOR FOR LEAKS, RUPTURES, PRESSURE BUILD-UP, ETC.;
- ☐ 2. PROVIDE STRUCTURAL PHYSICAL BARRIERS (e.g., Portable spill containment walls);
- ☒ 3. PROVIDE ABSORBENT PHYSICAL BARRIERS (e.g., Pads, pigs, pillows);
- ☒ 4. COVER OR BLOCK FLOOR AND/ OR STORM DRAINS;
- ☐ 5. BUILT-IN BERM IN WORK / STORAGE AREA;
- ☒ 6. AUTOMATIC FIRE SUPPRESSION SYSTEM;
- ☒ 7. ELIMINATE SOURCES OF IGNITION FOR FLAMMABLE HAZARDS (e.g. Flammable liquids, Propane);
- ☒ 8. STOP PROCESSES AND/OR OPERATIONS;
- ☐ 9. AUTOMATIC / ELECTRONIC EQUIPMENT SHUT-OFF SYSTEM;
- ☒ 10. SHUT-OFF WATER, GAS, ELECTRICAL UTILITIES AS APPROPRIATE;
- ☒ 11. CALL 9-1-1 FOR PUBLIC EMERGENCY RESPONDER ASSISTANCE / MEDICAL AID;
- ☒ 12. NOTIFY AND EVACUATE PERSONS IN ALL THREATENED AREAS;
- ☒ 13. ACCOUNT FOR EVACUATED PERSONS IMMEDIATELY AFTER EVACUATION CALL;
- ☐ 14. PROVIDE PROTECTIVE EQUIPMENT FOR ON-SITE RESPONSE TEAM;
- ☒ 15. REMOVE OR ISOLATE CONTAINERS / AREA AS APPROPRIATE;
- ☒ 16. HIRE LICENSED HAZARDOUS WASTE CONTRACTOR;
- ☒ 17. USE ABSORBENT MATERIAL FOR SPILLS WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- ☐ 18. SUCTION USING SHOP VACUUM WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- ☐ 19. WASH / DECONTAMINATE EQUIPMENT W/ CONTAINMENT and DISPOSAL OF EFFLUENT / RINSATE AS HAZARDOUS WASTE;
- ☐ 20. PROVIDE SAFE TEMPORARY STORAGE OF EMERGENCY-GENERATED WASTES;
- ☐ 21. OTHER (Specify):

D1.

D2.

E. FACILITY EVACUATION

THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY (CHECK ALL THAT APPLY):

- ☐ 1. BELLS;
- ☒ 2. HORNS/SIRENS;
- ☒ 3. VERBAL (i.e., SHOUTING);
- ☒ 4. OTHER (Specify): phones

E1.

E2.

THE FOLLOWING LOCATION(S) IS/ARE EVACUEE EMERGENCY ASSEMBLY AREA(S) (i.e., Front parking lot, specific street corner, etc.)

E3.

grassy area across parking lot on East side of building

Note: The Emergency Coordinator must account for all on site employees and/or site visitors after evacuation.

☒ EVACUATION ROUTE MAP(S) POSTED AS REQUIRED

E4.

Note: The map(s) must show primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas, and must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

F. ARRANGEMENTS FOR EMERGENCY SERVICES

Explanation of Requirement: Advance arrangements with local fire and police departments, hospitals, and/or emergency services contractors should be made as appropriate for your facility. You may determine that such arrangements are not necessary.

ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES (Check one of the following)

F1.

- ☒ 1. HAVE BEEN DETERMINED NOT NECESSARY; or
- ☐ 2. THE FOLLOWING ARRANGEMENTS HAVE BEEN MADE (Specify):

F2.

G. EMERGENCY EQUIPMENT

Check all boxes that apply to list emergency response equipment available at the facility and identify the location(s) where the equipment is kept and the equipment's capability, if applicable. [e.g., ☒ CHEMICAL PROTECTIVE GLOVES | Spill response kit | One time use, Oil & solvent resistant only.]

TYPE	EQUIPMENT AVAILABLE	LOCATION	CAPABILITY (If applicable)
Safety and First Aid	1. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE SUITS, AP ONS, OR VESTS	labs	lab coats
	2. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE GLOVES	labs	nitrile
	3. <input type="checkbox"/> CHEMICAL PROTECTIVE BOOTS		
	4. <input checked="" type="checkbox"/> SAFETY GLASSES / GOGGLES / SHIELDS	labs	
	5. <input type="checkbox"/> HARD HATS		
	6. <input type="checkbox"/> CARTRIDGE RESPIRATORS		
	7. <input type="checkbox"/> SELF-CONTAINED BREATHING APPARATUS (SCBA)		
	8. <input checked="" type="checkbox"/> FIRST AID KITS / STATIONS	labs + office area	enough for >10 people
	9. <input checked="" type="checkbox"/> PLUMBED EYEWASH FOUNTAIN / SHOWER	labs	2 eyewash stations adjacent to safety shower
	10. <input type="checkbox"/> PORTABLE EYEWASH KITS		
	11. <input type="checkbox"/> OTHER		
	12. <input type="checkbox"/> OTHER		
Fire Fighting	13. <input checked="" type="checkbox"/> PORTABLE FIRE EXTINGUISHERS	throughout	ABC type
	14. <input checked="" type="checkbox"/> FIXED FIRE SYSTEMS / SPRINKLERS / FIRE HOSES	throughout	per fire code
	15. <input checked="" type="checkbox"/> FIRE ALARM BOXES OR STATIONS	at exits	pull activation stations
	16. <input type="checkbox"/> OTHER		
Spill Control and Clean-Up	17. <input checked="" type="checkbox"/> ALL-IN-ONE SPILL KIT	labs	
	18. <input checked="" type="checkbox"/> ABSORBENT MATERIAL	labs	lab spill kit
	19. <input type="checkbox"/> CONTAINER FOR USED ABSORBENT		
	20. <input type="checkbox"/> BERMING / DIKING EQUIPMENT		
	21. <input type="checkbox"/> BROOM		
	22. <input type="checkbox"/> SHOVEL		
	23. <input type="checkbox"/> SHOP VAC		
	24. <input type="checkbox"/> EXHAUST HOOD		
	25. <input type="checkbox"/> EMERGENCY SUMP / HOLDING TANK		
	26. <input type="checkbox"/> CHEMICAL NEUTRALIZERS		
	27. <input checked="" type="checkbox"/> GAS CYLINDER LEAK REPAIR KIT	labs	soapy water, teflon tape, wrench
	28. <input type="checkbox"/> SPILL OVERPACK DRUMS		
	29. <input type="checkbox"/> OTHER		
Communications and Alarm Systems	30. <input checked="" type="checkbox"/> TELEPHONES (Includes cellular)	throughout	plus individual cell phones
	31. <input type="checkbox"/> INTERCOM / PA SYSTEM		
	32. <input type="checkbox"/> PORTABLE RADIOS		
	33. <input type="checkbox"/> AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT		
Other	34. <input checked="" type="checkbox"/> OTHER	labs	Disinfectants (e.g., bleach)
	35. <input type="checkbox"/> OTHER		

DS

H. EARTHQUAKE VULNERABILITY

Identify areas of the facility that are vulnerable to hazardous materials releases / spills due to earthquake-related motion. These areas require immediate isolation and inspection.

VULNERABLE AREAS: (Check all that apply)

- ☐ 1. HAZARDOUS MATERIALS / WASTE STORAGE AREA
☐ 2. PROCESS LINES / PIPING
☒ 3. LABORATORY
☐ 4. WASTE TREATMENT AREA

H1. LOCATIONS (e.g., shop, outdoor shed, forensic lab)

H2.

H3.

H4.

H5.

Identify mechanical systems vulnerable to releases / spills due to earthquake-related motion. These systems require immediate isolation and inspection.

VULNERABLE SYSTEMS: (Check all that apply)

- ☒ 1. SHELVES, CABINETS AND RACKS
☐ 2. TANKS (EMERGENCY SHUTOFF)
☒ 3. PORTABLE GAS CYLINDERS
☐ 4. EMERGENCY SHUTOFF AND/OR UTILITY VALVES
☐ 5. SPRINKLER SYSTEMS
☐ 6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane dispensing tank)

H6. LOCATIONS

offices & labs

H7.

H8.

labs

H9.

H10.

H11.

H12.

I. EMPLOYEE TRAINING

Explanation of Requirement: Employee training is required for all employees handling hazardous materials and hazardous wastes in day-to-day or clean-up operations including volunteers and/or contractors. Training must be:

- Provided within 6 months for new hires;
- Amended as necessary prior to change in process or work assignment;
- Given upon modification to the Emergency Response / Contingency Plan, and updated/refreshed annually for all employees.

Required content includes all of the following:

- Material Safety Data Sheets;
- Hazard communication related to health and safety;
- Methods for safe handling of hazardous substances;
- Fire hazards of materials / processes;
- Conditions likely to worsen emergencies;
- Coordination of emergency response;
- Notification procedures;
- Applicable laws and regulations;
- Communication and alarm systems;
- Personal protective equipment;
- Use of emergency response equipment (e.g. Fire extinguishers, respirators, etc.);
- Decontamination procedures;
- Evacuation procedures;
- Control and containment procedures;
- UST monitoring system equipment and procedures (if applicable).

INDICATE HOW EMPLOYEE TRAINING PROGRAM IS ADMINISTERED (Check all that apply)

I1.

- ☐ 1. FORMAL CLASSROOM; ☒ 2. VIDEOS; ☐ 3. SAFETY / TAILGATE MEETINGS;
☒ 4. STUDY GUIDES / MANUALS (Specify): Cornell University Safety Manuals
☐ 5. OTHER (Specify): _____
☐ 6. NOT APPLICABLE BECAUSE FACILITY HAS NO EMPLOYEES

I2.

I3.

Large Quantity Generator (LQG) Training Records: Large quantity hazardous waste generators (i.e., who generate more than 270 gallons/1,000 kilograms of hazardous waste per month) must retain written documentation of employee hazardous waste management training sessions which includes:

- A written outline/agenda of the type and amount of both introductory and continuing training that will be given to persons filling each job position having responsibility for the management of hazardous waste (e.g., labeling, manifesting, compliance with accumulation time limits, etc.).
- The name, job title, and date of training for each hazardous waste management training session given to an employee filling such a job position; and
- A written job description for each of the above job positions that describes job duties and the skills, education, or other qualifications required of personnel assigned to the position.
- Current employee training records must be retained until closure of the facility.
- Former employee training records must be retained at least three years after termination of employment.

J. LIST OF ATTACHMENTS

(Check one of the following)

J1.

- ☐ 1. NO ATTACHMENTS ARE REQUIRED; or
☐ 2. THE FOLLOWING DOCUMENTS ARE ATTACHED:

J2.

K. SIGNATURE / CERTIFICATION

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete, and that a copy is available on site.

SIGNATURE OF OWNER/OPERATOR

DATE SIGNED

K1.

07/17/2014

NAME OF SIGNER (print)

K2.

TITLE OF SIGNER

K3.

Rene Ricks

EH&S Consultant

UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(one page per material per building or area)

☐ ADD☐ DELETE☐ REVISE

200

Page ____ of ____

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

TRANSCRIPTIC INC

CHEMICAL LOCATION

201

Labs

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

☐ YES

FACILITY ID #

F A 0 0 5 5 8 4 2

1

MAP# (optional)

203

GRID# (optional)

204

II. CHEMICAL INFORMATION

CHEMICAL NAME

205

Carbon Dioxide (gas)

TRADE SECRET

☐ Yes

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

Carbon Dioxide (gas)

EHS*

☐ Yes

208

CAS#

209

124-38-9

*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

Compressed Gas (CGas)

HAZARDOUS MATERIAL
TYPE (Check one item only)☒ a. PURE☐ b. MIXTURE☐ c. WASTE

211

RADIOACTIVE ☐ Yes

212

CURIES

213

PHYSICAL STATE
(Check one item only)☐ a. SOLID☐ b. LIQUID☒ c. GAS

214

LARGEST CONTAINER

300.0

215

FED HAZARD CATEGORIES
(Check all that apply)☐ a. FIRE☐ b. REACTIVE☒ c. PRESSURE RELEASE☐ d. ACUTE HEALTH☐ e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

1200.0

MAXIMUM DAILY AMOUNT

218

1500.0

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS*
(Check one item only)☐ a. GALLONS☒ b. CUBIC FEET☐ c. POUNDS☐ d. TONS

221

DAYS ON SITE:

365.0

222

* If EHS, amount must be in pounds.

STORAGE
CONTAINER☐ a. ABOVE GROUND TANK☐ e. PLASTIC/NONMETALLIC DRUM☐ i. FIBER DRUM☐ m. GLASS BOTTLE☐ q. RAIL CAR☐ b. UNDERGROUND TANK☐ f. CAN☐ j. BAG☐ n. PLASTIC BOTTLE☐ r. OTHER☐ c. TANK INSIDE BUILDING☐ g. CARBOY☐ k. BOX☐ o. TOTE BIN☐ d. STEEL DRUM☐ h. SILO☒ l. CYLINDER☐ p. TANK WAGON

223

STORAGE PRESSURE

☐ a. AMBIENT☒ b. ABOVE AMBIENT☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☒ a. AMBIENT☐ b. ABOVE AMBIENT☐ c. BELOW AMBIENT☐ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1

226

227

☐ Yes

228

229

2

230

231

☐ Yes

232

233

3

234

235

☐ Yes

236

237

4

238

239

☐ Yes

240

241

5

242

243

☐ Yes

244

245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

If EPCRA, Please Sign Here



UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(one page per material per building or area)

☐ ADD☐ DELETE☐ REVISE

200

Page ____ of ____

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

TRANSCRIPTIC INC

CHEMICAL LOCATION

201

Labs

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

☐ YES

FACILITY ID #

F A 0 0 5 5 8 4 2

MAP# (optional)

203

GRID# (optional)

204

II. CHEMICAL INFORMATION

CHEMICAL NAME

205

Compressed Dry Air (CDA)

TRADE SECRET

☐ Yes

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

Compressed Dry Air (CDA)

EHS*

☐ Yes

208

CAS#

209

132259-10-0

*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

Compressed Gas (CGas)

HAZARDOUS MATERIAL
TYPE (Check one item only)☐ a. PURE☒ b. MIXTURE☐ c. WASTE

211

RADIOACTIVE ☐ Yes

212

CURIES

213

PHYSICAL STATE

(Check one item only)

☐ a. SOLID☐ b. LIQUID☒ c. GAS

214

LARGEST CONTAINER

300.0

215

FED HAZARD CATEGORIES

(Check all that apply)

☐ a. FIRE☐ b. REACTIVE☒ c. PRESSURE RELEASE☐ d. ACUTE HEALTH☐ e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

300.0

MAXIMUM DAILY AMOUNT

218

600.0

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS*

(Check one item only)

☐ a. GALLONS☒ b. CUBIC FEET☐ c. POUNDS☐ d. TONS

221

DAYS ON SITE:

365.0

222

* If EHS, amount must be in pounds.

STORAGE
CONTAINER☐ a. ABOVE GROUND TANK☐ e. PLASTIC/NONMETALLIC DRUM☐ i. FIBER DRUM☐ m. GLASS BOTTLE☐ q. RAIL CAR☐ b. UNDERGROUND TANK☐ f. CAN☐ j. BAG☐ n. PLASTIC BOTTLE☐ r. OTHER☐ c. TANK INSIDE BUILDING☐ g. CARBOY☐ k. BOX☐ o. TOTE BIN☐ d. STEEL DRUM☐ h. SILO☒ l. CYLINDER☐ p. TANK WAGON

223

STORAGE PRESSURE

☐ a. AMBIENT☒ b. ABOVE AMBIENT☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☒ a. AMBIENT☐ b. ABOVE AMBIENT☐ c. BELOW AMBIENT☐ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1 23.0

226

Oxygen

227

☐ Yes

228

7782-44-7

229

2 80.0

230

Nitrogen

231

☐ Yes

232

7727-37-9

233

3

234

235

☐ Yes

236

237

4

238

239

☐ Yes

240

241

5

242

243

☐ Yes

244

245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

If EPCRA, Please Sign Here



UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(one page per material per building or area)

☐ ADD☐ DELETE☐ REVISE

200

Page ____ of ____

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

TRANSCRIPTIC INC

CHEMICAL LOCATION

201

Labs (Flammable cabinet)

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

☐ YES

FACILITY ID #

F A 0 0 5 5 8 4 2

1

MAP# (optional)

203

GRID# (optional)

204

II. CHEMICAL INFORMATION

CHEMICAL NAME

205

Ethanol, 70-100%

TRADE SECRET

☐ Yes

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

Ethanol, 70-100%

EHS*

☐ Yes

208

CAS#

209

64-17-5

*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

Flammable Liquid, Class I-B (3.3 I-B), Irritant (Irr)

HAZARDOUS MATERIAL
TYPE (Check one item only)☒ a. PURE ☐ b. MIXTURE ☐ c. WASTE

211

RADIOACTIVE ☐ Yes

212

CURIES

213

PHYSICAL STATE
(Check one item only)☐ a. SOLID ☒ b. LIQUID ☐ c. GAS

214

LARGEST CONTAINER

1.06

215

FED HAZARD CATEGORIES
(Check all that apply)☒ a. FIRE ☐ b. REACTIVE ☐ c. PRESSURE RELEASE ☒ d. ACUTE HEALTH ☐ e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

51.0

MAXIMUM DAILY AMOUNT

218

56.0

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS*

(Check one item only)

☒ a. GALLONS ☐ b. CUBIC FEET ☐ c. POUNDS ☐ d. TONS

221

DAYS ON SITE:

365.0

222

* If EHS, amount must be in pounds.

STORAGE
CONTAINER
☐ a. ABOVE GROUND TANK ☐ c. PLASTIC/NONMETALLIC DRUM ☐ i. FIBER DRUM ☒ m. GLASS BOTTLE ☐ q. RAIL CAR
☐ b. UNDERGROUND TANK ☐ f. CAN ☐ j. BAG ☐ n. PLASTIC BOTTLE ☐ r. OTHER
☐ e. TANK INSIDE BUILDING ☐ g. CARBOY ☐ k. BOX ☐ o. TOTE BIN
☐ d. STEEL DRUM ☐ h. SILO ☐ l. CYLINDER ☐ p. TANK WAGON

223

STORAGE PRESSURE

☒ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☒ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT ☐ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1

226

227

☐ Yes

228

229

2

230

231

☐ Yes

232

233

3

234

235

☐ Yes

236

237

4

238

239

☐ Yes

240

241

5

242

243

☐ Yes

244

245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

If EPCRA, Please Sign Here

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UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION

(one page per material per building or area)

☐ ADD☐ DELETE☐ REVISE

200

Page ____ of ____

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As)

3

TRANSCRIPTIC INC

CHEMICAL LOCATION

201

Labs

CHEMICAL LOCATION CONFIDENTIAL EPCRA

202

☐ YES

FACILITY ID #

F A 0 0 5 5 8 4 2

MAP# (optional)

203

GRID# (optional)

204

II. CHEMICAL INFORMATION

CHEMICAL NAME

205

Nitrogen gas

TRADE SECRET

☐ Yes

206

If Subject to EPCRA, refer to instructions

COMMON NAME

207

Nitrogen gas

EHS*

☐ Yes

208

CAS#

209

7727-37-9

*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA)

210

Compressed Gas (CGas)

HAZARDOUS MATERIAL
TYPE (Check one item only)☒ a. PURE ☐ b. MIXTURE ☐ c. WASTE

211

RADIOACTIVE ☐ Yes

212

CURIES

213

PHYSICAL STATE
(Check one item only)☐ a. SOLID ☐ b. LIQUID ☒ c. GAS

214

LARGEST CONTAINER **235.0**

215

FED HAZARD CATEGORIES
(Check all that apply)☐ a. FIRE ☐ b. REACTIVE ☒ c. PRESSURE RELEASE ☐ d. ACUTE HEALTH ☐ e. CHRONIC HEALTH

216

AVERAGE DAILY AMOUNT

217

470.0

MAXIMUM DAILY AMOUNT

218

470.0

ANNUAL WASTE AMOUNT

219

STATE WASTE CODE

220

UNITS*

(Check one item only)

☐ a. GALLONS ☒ b. CUBIC FEET ☐ c. POUNDS ☐ d. TONS

221

DAYS ON SITE:

365.0

222

STORAGE
CONTAINER
☐ a. ABOVE GROUND TANK ☐ e. PLASTIC/NONMETALLIC DRUM ☐ i. FIBER DRUM ☐ m. GLASS BOTTLE ☐ q. RAIL CAR
☐ b. UNDERGROUND TANK ☐ f. CAN ☐ j. BAG ☐ n. PLASTIC BOTTLE ☐ r. OTHER
☐ c. TANK INSIDE BUILDING ☐ g. CARBOY ☐ k. BOX ☐ o. TOTE BIN
☐ d. STEEL DRUM ☐ h. SILO ☒ l. CYLINDER ☐ p. TANK WAGON

223

STORAGE PRESSURE

☐ a. AMBIENT ☒ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT

224

STORAGE TEMPERATURE

☒ a. AMBIENT ☐ b. ABOVE AMBIENT ☐ c. BELOW AMBIENT ☐ d. CRYOGENIC

225

%WT

HAZARDOUS COMPONENT (For mixture or waste only)

EHS

CAS #

1

226

227

☐ Yes

228

229

2

230

231

☐ Yes

232

233

3

234

235

☐ Yes

236

237

4

238

239

☐ Yes

240

241

5

242

243

☐ Yes

244

245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.

ADDITIONAL LOCALLY COLLECTED INFORMATION

246

If EPCRA, Please Sign Here

D13

SAN MATEO COUNTY
HAZARDOUS MATERIALS BUSINESS PLAN
SPILL PREVENTION, EMERGENCY RESPONSE, TRAINING and CLOSURE PLAN

Business Name: Transcriptic, Inc.

Business Address: 3565 Haven Ave., Suite 3, Menlo Park, CA 94025

In addition to the general business, chemical inventory and site map information, the San Mateo County Environmental Health Division (Division) requires completion of the following sections pertaining to spill prevention, emergency response, employee training, and site closure. These sections contain specific elements pertaining to the Hazardous Materials Business Plan, the hazardous waste contingency plan, stormwater pollution prevention, and underground storage tank (UST) monitoring.

SPILL PREVENTION PLAN

1. Describe how hazardous materials are handled, stored and monitored to prevent or minimize a spill or release from occurring (e.g., secondary containment, segregation of incompatibles, daily visual monitoring).

Storage & Handling: Containers of hazardous materials are stored properly (i.e., stored in containers that are compatible with the contents, labeled, and separated from other incompatible chemicals). Containers are kept closed when material transfers are not in process. Large volumes of chemicals are transported on carts to lessen the chance of dropping them. Liquid waste containers all have secondary containment and proper waste labeling information, with dates. Leaks and spills are attended to immediately. **Inspections:** Stored waste containers are inspected at least once per week to ensure that there are no leaks or spills, and to ensure compliance with labeling, etc. In-use waste containers are monitored every work day. Non-waste hazardous materials are audited at least once per month.

2. Describe operations, activities and/or storage locations where a release is most likely to occur.

Transcriptic, Inc. is a very small quantity generator (VSQG) of hazardous waste. There is low risk of a significant chemical release because the waste is well contained within designated lab and storage areas, inside the building. No bulking of liquids into drums takes place on site by Transcriptic personnel; any bulking of liquids will be conducted by a contracted waste vendor whose personnel are well trained, have spill supplies readily available, and have respiratory protection and other personal protective equipment. The bulking, if any, will take place in a controlled parking lot area near the building. The largest liquid chemical containers used and stored inside the building will be 1 - 5 gallons. If a release were to occur, the most likely location would be in one of the labs at a point-of-use location. **And the most likely chemical would be ethanol, which is low hazard.** The most likely scenario would be minor drips during liquid transfers from 1-gal stock bottles to plastic squeeze bottles, and the drips would only contaminate the outside of the container and possibly the secondary containment tray or fume hood work surface.

3. Describe Best Management Practices (BMPs) used to reduce or eliminate illicit discharge of pollutants to the storm sewer system.

- The emergency shower/eyewash does not have a floor drain so there is no chance chemicals may be washed into the sewer during their use or during a nearby spill.
- When/if liquid waste is bulked in the parking lot by the hazardous waste vendor, nearby storm drains will first be covered by the hazardous waste vendor.
- Personnel are not to transport unboxed (as shipped) hazardous chemicals over storm drains in the parking lot.

4. Describe underground storage tank and/or aboveground storage tank monitoring procedures used to prevent an unauthorized release from occurring.

Not applicable.



EMERGENCY RESPONSE PLAN

1. Provide a list of emergency response equipment designated for a hazardous materials emergency (e.g., fire extinguishers, fire suppression systems, spill control equipment, shut-off switches, personal protective equipment, decontamination equipment, and communication and alarm systems).

<u>EQUIPMENT TYPE</u>	<u>LOCATION</u>	<u>CAPABILITY</u>
1. Fire extinguishers	Throughout building	ABC type for minor fires
2. Fire suppression system	Throughout building	Per Fire and Building Code
3. Spill response kit	In lab area	Enough for 1-2 gal spills each
4. First aid kit	One in the break room	Enough for 25 persons
5. Communication system	Phones & by voice	More than adequate.
6. Alarms with strobe lights	Throughout building	Per Fire and Building Code
7. Safety showers & eyewashes	One in/near the labs.	Per ANSI: shower plumbed at 20 gal/min., etc.

2. Describe pre-emergency arrangements with local fire departments, police departments, hospitals, contractors, and other state and local emergency response agencies.

Transcriptic's contracted waste vendor, Advanced Chemical Transport (ACT), also serves as its spill responder. Employees are instructed to handle only spills of non- to low-hazard materials unless they are spilled within a fume hood. Employees are not to handle spills of hazardous materials spilled outside a fume hood that require respiratory protection; these spills must be handled by qualified personnel with respiratory protection and proper advanced training (such as that received by hazardous waste vendors). All spill clean-up waste is to be sealed, labeled, and dated. Transcriptic's occupational health clinic for worker's compensation cases (injuries) is U.S. HealthWorks in San Carlos. The nearest hospitals are Kaiser and Sequoia Hospitals in Redwood City, and Stanford Medical Center in Palo Alto.

3. The definition of a release or threatened release of a hazardous material includes incidents that pose an actual or potential hazard to human health and safety, property or the environment. **NOTE: This is not even possible at Transcriptic, given the chemicals and volumes used.** In the event of a hazardous materials release or threatened release, state law requires immediate verbal notification to the agencies listed below.

- Local Fire Department
- County Environmental Health
- State Office of Emergency Services (OES)

Provide phone numbers other than 9-1-1 for the following:

Local Fire Department	650-325-4424 (emergency) or 650-688-8400 (non-emergency)
Local Police Department	650-325-4424 (emergency) or 650-330-6317 (non-emergency)
Nearest Hospitals	650-369-5811 (Sequoia Hospital); 650-723-5111 (Stanford Medical Center)
County Environmental Health	(650) 363-4305
State Office of Emergency Services	(800) 852-7550 or (916) 845-8911
Advanced Chemical Transport (ACT)	408-548-5050 or 866-333-9222
U.S. HealthWorks or Stanford University (for after hours and serious injuries)	650-556-9420 650-723-5111

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EMERGENCY RESPONSE PLAN, continued

4. Describe procedures for notifying onsite emergency response personnel and outside agencies (e.g., Fire, Health, Police, State OES) needed during hazardous materials emergencies.

Either a fire activates the alarm or someone dials 911 or 650-325-4424. If the alarm is activated, the alarm monitoring company then notifies the Fire Dept. For isolated spills and/or injuries, the phone system may be used without the need for alarm activation. If a chemical spill is involved that requires respiratory protection (highly unlikely), a designated person calls the hazardous waste vendor to summon assistance. The need for outside agency assistance is not likely.

5. Describe any security system or equipment that could impede site access by emergency responders.

None expected. Note that all exterior doors are controlled by cardkey access at all times.

6. Describe procedures for notification and evacuation of visitors and employees during a hazardous materials emergency. Primary and alternate evacuation routes and assembly areas must be clearly identified on the site map.

Notification may be by fire alarm, by phone, and/or by assigned personnel. The building is well marked with exit signs, and emergency evacuation maps will be posted throughout the building. Transcriptic will have its own designated Assembly Area and Emergency Coordinators who will check off personnel and guests once assembled outside the building.

7. Describe mitigation or clean-up procedures to be implemented by onsite personnel in the event of a release, threatened release, fire or explosion involving hazardous materials. Indicate if the business has an onsite emergency response team (ERT) and if so, describe how the ERT will interact with outside emergency response agencies if additional assistance is required.

Transcriptic does have an ERT. However, the operations staff will take the lead on: contacting a hazardous waste company to handle any releases of hazardous chemicals, incident investigation, & any follow-up reporting requirements. Onsite personnel may only handle chemical releases that do NOT require respiratory protection; they are trained to close off & vacate affected areas.

8. Describe procedures for immediate inspection, isolation, and shutdown of equipment or systems that may be involved in a hazardous materials release or threatened release.

- **If safe to do so, close valves on compressed gas cylinders and any process lines that may be present.**
- **Cap/close open containers of hazardous materials.**
- **Make sure doors to affected areas are shut.**
- **Do NOT turn local exhaust ventilation because this helps remove hazardous vapors & aerosols.**

EMPLOYEE TRAINING PLAN

All employees must participate in an on-going training program that addresses proper hazardous materials handling and emergency response procedures. New hires must receive initial training and existing employees must receive annual "refresher" training.

1. Describe employee training as it pertains to the following:
 - a. Safe handling and management of hazardous materials or wastes – **Provided in Chemical Hygiene Training**
 - b. Notification and evacuation of facility personnel and visitors
 - c. Notification of local emergency responders and other agencies
 - d. Use and maintenance of emergency response equipment
 - e. Implementation of emergency response procedures
 - f. UST monitoring and release response procedures – **N/A**

Included in IIPP/EAP Training

In accordance with OSHA and Transcriptic's IIPP, specific training is provided for specific hazards (e.g., Laboratory Chemical Hygiene Training for all lab and facilities personnel). Safe handling of hazardous materials and waste handling, (a) above, is included in the Chemical Hygiene Training. In addition, additional annual safety training is provided as needed. Topics listed in (b) – (e) above are included in Injury & Illness Prevention (IIPP)/ Emergency Action Plan (EAP) Training, which is provided to all employees.

2. Describe documentation and recordkeeping procedures for training activities. Please note that if you generate hazardous waste at your business, you must also maintain documents onsite that indicate employee names and job titles, job descriptions, and descriptions of the type and amount of initial and refresher training.

Rosters are signed by all attendees at each training session. All rosters are kept on file in a binder. An electronic database is also maintained to help track training status. All training is conducted at time of assignment/hire with refreshers as needed, except that the EAP Training is conducted annually.

CLOSURE PLAN

Contact San Mateo County Environmental Health prior to business closure. Business closure guidelines are available upon request.

1. Describe procedures that will be implemented in the event of a full or partial site closure. Include agency notification, hazardous materials removal, hazardous waste disposal, equipment breakdown and removal, and site decontamination.

The facility is leased. A full site closure would not be the responsibility of Transcriptic. However, Transcriptic is responsible for any closures of its leased spaces including all associated agency notifications, waste removal, disposition of hazardous materials, site decontamination, etc. Effort will be made to submit a Closure Plan to the County Environmental Health Services Division at least 30 days prior to termination of lease obligations. Transcriptic will commit to the terms of the Closure Plan, as amended/approved by the county. A final Closure Report will be submitted to the County to provide the follow-up documentation outlined in the Closure Plan. Transcriptic understands that the county may conduct site visits during and after closure activities, and may request environmental sampling.

July 2, 2014

4 Estimated Hazardous Materials Inventory Statement (HMIS) Transcriptic, Inc.

Page 1 of 2
Single-floor building

3565 Haven Avenue, Suites #3 #5, Menlo Park, CA 94025

BY PLANNING

CHEMICAL NAME	CAS #	STATE (L, S, G)	HAZARD CATEGORIES (Primary hazard first)	EST. NUMBER Containers	CON- TAINER SIZE	MAX. QUANTITY (pounds, gallons, or cubic ft)			
						ALL INSIDE BUILDING			Total
						Stored	Closed	Open	
COMBUSTIBLES									
Dimethyl sulfoxide (DMSO)	67-68-5	L	Combustible Class III-A	24 ampules	1 ml	0.024 L	0	0	0.024 L
Dimethyl sulfoxide (DMSO)	67-68-5	L	Combustible Class III-A	2 bottles	250 ml	0.25 L	0	0.25 L	0.5 L
Dimethylformamide, N,N-	68-12-2	L	Combustible Class II	2 bottles	250-500 ml	0.5 L	0	0.25 L	0.75 L
2-Mercaptoethanol	60-24-2	L	Combustible Class II	4 bottles	25 - 100 ml	0.2 L	0	0.1 L	0.3 L
Glycerol	56-81-5	L	Combustible Class III-B	4 bottles	500 ml	1.5 L	0	0.5 L	2 L
Misc. Pump, Lubricating & Vacuum oils	mixed	L	Combustible Class III-B	4 bottles	1 gal	2 gal	0	2 gal	4 gal
Lubricating Oil	mixed	L	Combustible Class III-B	1 drum	5 gal	5 gal	0	0	5 gal
WASTE: Mixed oils	mixed	L	Combustible Class III-B	2 bottles	1 gal	2 gal	0	0	2 gal
				Total Class II: 0.19 gal 0 0.09 gal 0.28 gal					
				Total Class III-A: 240 gal 240 gal 60 gal 240 gal					
				Total Class III-B: 0.07 gal 0 0.07 gal 0.14 gal					
				Total Class III-B: 1,320 gal 660 gal 160 gal 1,320 gal					
				Total Class III-B: 9.4 gal 0 2.1 gal 11.5 gal					
				Total Class III-B: not limited 13,200 gal 3,300 gal 13,200 gal					
				City CUP Trigger Amount - for Classes II & III-A combined: 25 gal					
				Therefore, no City permit required.					
COMPRESSED GASES									
Carbon Dioxide	124-38-9	G	Compressed gas; Inert; Chemical asphyxiant	4 cylinders	300 cuft	600 cuft	0	0	1,200 cuft
Compressed Dry Air (CDA)	132259-10-0	G	Compressed gas; Inert	1 cylinder	300 cuft	300 cuft	0	0	300 cuft
Nitrogen	7727-37-9	G	Compressed gas; Inert; Simple asphyxiant	2 cylinders	235 cuft	235 cuft	0	0	470 cuft
				Total Inert: 1,135 cuft 835 cuft N/A 1,970 cuft					
				* 2013 Fire Control Zone limit for 1st floor - INERT not limited not limited					
				City CUP Trigger Amount: 6,000 cuft					
				Therefore, no City permit required.					
CORROSIVES									
Acetic acid, glacial	64-19-7	L	Corrosive; Combustible Class II	2 bottles	500 ml	1 L	0	0	1 L
Bleach (5-6% sodium hypochlorite)	7681-52-9	L	Corrosive	4 bottles	1 gal	2 gal	0	2 gal	4 gal
Detergents/disinfectants (Vesphene, LpH)	mixed	L	Corrosive	4 bottles	1 gal	2 gal	0	2 gal	4 gal
Hydrochloric acid, 37% (12N)	7647-01-0	L	Corrosive	2 bottles	500 ml	0.5 L	0	0.5 L	1 L
Sodium hydroxide solution	1310-73-2	L	Corrosive; Water Reactive Class 1	2 bottles	500 ml	1 L	0	0	1 L
WASTE CORROSIVES	mixed	L	Corrosive	1 bottle	1 L	1 L	0	0	1 L
				Total Liquids: 4.9 gal 0 gal 4 gal 8.9 gal					
				*2013 Fire Control Area limit for 1st floor - Liquids: 1,000 gal 500 gal 100 gal 1,000 gal					
				City CUP Trigger Amount - Inside Building : 200 gal					
				Therefore, no City permit required.					

CRYOGENICS									
Dry ice	124-38-9	S	Cryogenic solid; Simple asphyxiant	50-lb bags	ice chest	100 lbs	0	0	100 lbs
Liquid Nitrogen	7727-37-9	L	Cryogenic liquid; Inert; Simple asphyxiant	1 dewar	48 gal	0	48 gal	0	48 gal
			* 2013 Fire Control Zone limits - Non-Flam/Non-Oxid Cryogenics:			not limited	not limited		not limited
							City CUP Trigger Amount:		60 gal
							Therefore, no City permit required.		
FLAMMABLE LIQUIDS									
Acetone	67-64-1	L	Flammable Class I-B	4 bottles	4 L	16 L	0	0	16 L
Ethanol (Ethyl alcohol), 100%	64-17-5	L	Flammable Class I-B	50 bottles	4 L	188 L	0	12 L	200 L
Ethanol (Ethyl alcohol), 70-100%	64-17-5	L	Flammable Class I-B	3 bottles	0.5 - 1L	0	0	1.5 L	1.5 L
Isopropyl alcohol (2-Propanol), 70-100%	67-63-0	L	Flammable Class I-B	10 bottles	4 L	36 L	0	4 L	40 L
Isopropyl alcohol (2-Propanol), 70%	67-63-0	L	Flammable Class I-B	3 bottles	0.5 - 1L	0	0	1.5 L	1.5 L
Methanol	67-56-1	L	Flammable Class I-B	4 bottles	4 L	16 L	0	0	16 L
WASTE FLAMMABLES	mixed	L	Flammable Class I-B	2 bottles	4 L	8 L	0	0	8 L
			Total Class I-B Liquids:			70 gal	0	5 gal	75 gal
			*2013 Fire Control Area limit for 1st floor - Classes I-B & I-C combined:			480 gal	240 gal	30 gal	240 gal
							City CUP Trigger Amount:		5 gal
							Therefore, City CUP permit required		
TOXICS									
Dithiothreitol (DTT)	27565-41-9	L	Irritant; Aquatic Toxin	2 bottles	5 ml	0.005 L	0	0.005 L	0.01 L
Formalin (4% formaldehyde in buffer)	67-66-3	L	Toxic; Carcinogenic	2 bottles	500 ml	1 L	0	0	1 L
WASTE TOXICS	mixed	L	Toxic	2 bottles	100-500 ml	0.5 L	0	0	0.5 L
			Total Liquids:			0.4 gal	0	0.001 gal	0.4001 gal
			*2013 Fire Control Area limit for 1st floor - Liquids:			200 gal	100 gal	25 gal	200 gal
							City CUP Trigger Amount:		10 gal
							Therefore, no City permit required.		
NOTE: All flammables and toxics listed in the "stored" column to be stored in approved chemical storage cabinets.									



**DEVELOPMENT SERVICES
PLANNING DIVISION**

**Contact: Kyle Perata 650-330-6721 or
ktperata@menlopark.org**

701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

**AGENCY REFERRAL FORM
RETURN DUE DATE: Friday, August 1, 2014**

DATE: July 18, 2014

TO: MENLO PARK FIRE PROTECTION DISTRICT

Ron Keefer
170 Middlefield Road
Menlo Park, CA 94025
(650) 323-2407

Applicant	Transcriptic, Inc.
Applicant's Address	3507 Edison Way, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-763-8432
Contact Person	Celia Chow
Business Name	Transcriptic, Inc.
Type of Business	R&D to improve throughput, accessibility, and reproducibility of basic biological research to help enable a new generation of lighter, more efficient research groups and companies. Outsourcing of other companies' basic biology work to Transcriptic's laboratories and machines.
Project Address	3565 Haven Avenue, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input checked="" type="checkbox"/> The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Fire Codes.	
<input type="checkbox"/> The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the Menlo Park Fire Protection District by:	
Signature/Date <i>Ronald Keefer</i> 7/21/14	Name/Title (printed) RONALD KEEFER Assnt FM
Comments:	



**DEVELOPMENT SERVICES
PLANNING DIVISION**

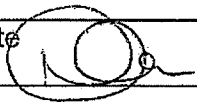
Contact: Kyle Perata 650-330-6721 or
ktperata@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

**AGENCY REFERRAL FORM
RETURN DUE DATE: Friday, August 1, 2014**

DATE: July 18, 2014

TO: SAN MATEO COUNTY ENVIRONMENTAL HEALTH SERVICES DIVISION

Dan Romf, Hazardous Materials Specialist
San Mateo County Environmental Health
2000 Alameda de las Pulgas, Ste 100
San Mateo, CA 94403
(650) 372-6235

Applicant	Transcriptic, Inc.
Applicant's Address	3507 Edison Way, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-763-8432
Contact Person	Celia Chow
Business Name	Transcriptic, Inc.
Type of Business	R&D to improve throughput, accessibility, and reproducibility of basic biological research to help enable a new generation of lighter, more efficient research groups and companies. Outsourcing of other companies' basic biology work to Transcriptic's laboratories and machines.
Project Address	3565 Haven Avenue, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input checked="" type="checkbox"/> The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Codes.	
<input type="checkbox"/> The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures). The Health Department will inspect the facility once it is in operation to assure compliance with applicable laws and regulations.	
The applicant's proposal has been reviewed by the San Mateo County Environmental Health Services Division by:	
Signature/Date  7/24/14	Name/Title (printed) Darrell Cullen Hms III
Comments:	

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DEVELOPMENT SERVICES PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 858-3400
FAX (650) 327-5497

AGENCY REFERRAL FORM

DATE: August 14th, 2014

TO: WEST BAY SANITARY DISTRICT
500 Laurel Street
Menlo Park, CA 94025
(650) 321-0384

Applicant	Transcriptic, Inc.
Applicant's Address	3507 Edison Way, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-763-8432
Contact Person	Celia Chow
Business Name	Transcriptic, Inc.
Type of Business	R&D to improve throughput, accessibility, and reproducibility of basic biological research to help enable a new generation of lighter, more efficient research groups and companies. Outsourcing of other companies' basic biology work to Transcriptic's laboratories and machines.
Project Address	3565 Haven Avenue, Menlo Park, CA 94025

FOR OFFICE USE ONLY

- ☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- ☒ The Sanitary District has reviewed the applicant's proposed plans and use of listed hazardous materials/chemicals and has found that the proposal meets all applicable Code requirements.
- ☐ The Sanitary District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).

The applicant's proposal has been reviewed by the West Bay Sanitary District by: Jed Beyer
Inspector

Signature/Date

Name/Title (printed)

[Signature] 8-14-14

Phil Scott / District Manager

Comments:



**DEVELOPMENT SERVICES
PLANNING DIVISION**

**Contact: Kyle Perata 650-330- 6721 or
ktperata@menlopark.org**
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

**AGENCY REFERRAL FORM
RETURN DUE DATE: Friday, August 1, 2014**

DATE: July 18, 2014

TO: CITY OF MENLO PARK BUILDING DIVISION

701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704

Applicant	Transcriptic, Inc.
Applicant's Address	3507 Edison Way, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-763-8432
Contact Person	Celia Chow
Business Name	Transcriptic, Inc.
Type of Business	R&D to improve throughput, accessibility, and reproducibility of basic biological research to help enable a new generation of lighter, more efficient research groups and companies. Outsourcing of other companies' basic biology work to Transcriptic's laboratories and machines.
Project Address	3565 Haven Avenue, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this Division.	
<input checked="" type="checkbox"/> The Building Division has reviewed the applicant's plans and listed hazardous materials/chemicals and has found that the proposal meets all applicable California Building Code requirements.	
<input type="checkbox"/> The Building Division has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the City of Menlo Park's Building Division by:	
Signature/Date Ron LaFrance 7/29/14	Name/Title (printed) Ron LaFrance, Building Official
Comments:	

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PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF SEPTEMBER 8, 2014
AGENDA ITEM E1

LOCATION:	1100 Merrill Street (Portion Closest to Ravenswood Avenue)	APPLICANT:	Benjamin T. Himlan, Off the Grid
EXISTING USE:	Caltrain Parking Lot	PROPERTY OWNER:	Peninsula Corridor Joint Powers Board
PROPOSED USE:	Weekly Food Truck Market	APPLICATION:	Use Permit (Six- Month Review)
ZONING:	SP-ECR/D (El Camino Real/Downtown Specific Plan) - SA E (Station Area East)		

PROPOSAL

The applicant is requesting that the Planning Commission conduct the six-month review of the use permit for a recurring special event (weekly food truck market) on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district.

BACKGROUND

On January 13, 2014, the Planning Commission reviewed a request for a use permit for a weekly food truck market at 1100 Merrill Street. At this meeting, the Commission considered a number of comments from members of the public, asked questions of the applicant, and ultimately voted to approve the use permit per the staff recommendation (which included a one-year term), with an additional requirement for an initial review six months after the commencement of operations. The approved conditions are included for reference as Attachment A. The first event was held on February 19, 2014, and the market has operated every Wednesday evening since then.

The requirement for the six-month review did not include specific instructions for the content of this session, but staff generally understood it to take the form of a public meeting, at which the applicant, staff, the public, and/or the Planning Commission would have an opportunity to consider and comment on the operations to date. No specific Planning Commission action is required at the six-month review (in contrast to

the one-year term, which requires the Planning Commission to proactively approve a use permit revision, in order to extend the operations of the market).

ANALYSIS

Applicant Comments

The applicant (“Off the Grid”) has submitted a letter describing their view of the operations to date (Attachment B). The applicant states that Off the Grid is proud of the event and experience, and that the market has typically drawn between 600-800 people per week. The applicant reports receiving positive feedback from social media, the truck operators, and the public at the events themselves.

The applicant states that they have worked with the Tan Group, owners of the adjacent Menlo Center (1010 El Camino Real), in order to minimize the potential impacts on that development, including unique signage to direct patrons accordingly. The applicant does note that an Off the Grid staff transition did result in a need for additional training to meet their commitments to the Tan Group. The applicant states that they have not received any concerns from Caltrain, the event’s landlord.

Based on some individual Commissioner comments at the January 13 meeting, the applicant has surveyed attendees at multiple events, in order to get a better sense of the characteristics of the event’s customers (e.g., gender, age, how they got to the market, etc.). The applicant’s submittal includes a summary of these surveys, as well as their associated conclusions, including:

- Off the Grid is encouraging people to stay in Menlo Park;
- Off the Grid is additive to the existing Menlo Park businesses;
- Off the Grid is drawing a specific demographic that is typical for their events; and
- Off the Grid believes they are creating a community experience that their customers value.

Overall, the applicant states that the market provides a unique eating experience, and hopes to continue to build on their existing successes.

Correspondence

Staff has received two letters of support, one from a nearby business tenant (Jennifer Cray, 1100 Alma Street) and one from a nearby resident (Elan Dagenais, 1019 Noel Drive), included as Attachment C. Both state that they believe the event is a positive community experience. Staff has also received five support postcards, distributed by Off the Grid and signed by residents of Menlo Park and nearby communities (Attachment D). Any additional correspondence received after the printing of the staff report will be distributed at the Planning Commission meeting.

Staff Observations

The Planning Division has not undertaken any systematic analyses of the event, but individual staff members have been able to observe the operations informally. In general, staff believes the events have run relatively smoothly, and the market does appear to offer a unique dining experience. The customer base is relatively diverse, but staff has observed that it seems particularly popular at times with families, as it represents a less formal eating experience, at which children can be active.

Staff has not received any formal Code Enforcement complaints regarding the event. With regard to some public comments received before the use permit's January approval: staff has not observed any consistent issues with the live music or other event noise, automobile parking, the portable restroom, or railroad safety. Staff has observed that bicycle use has been fairly high, with bikes chained to the railroad fencing and other stationary objects not explicitly designed for that purpose. Installation of additional bike racks may be considered with an extension request, although staff is not making any recommendations for changes at this point.

RECOMMENDATION

Staff recommends that the Planning Commission use the September 8 meeting to review a short presentation from the applicant, receive public comment, and provide feedback for the consideration of the applicant.

Report prepared by:
Thomas Rogers
Senior Planner

Report reviewed by:
Arlinda Heineck
Community Development Director

PUBLIC NOTICE

Public notification consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

ATTACHMENTS

- A. Use Permit Conditions of Approval - Reference
- B. Applicant Letter
- C. Correspondence
 - Jennifer Cray, 1100 Alma Street, dated August 5, 2014
 - Elan Dagenais, 1019 Noel Drive, dated August 13, 9, 2014
- D. Support Postcards

EXHIBITS TO BE PROVIDED AT MEETING

None

V:\STAFFRPT\PC\2014\090814 - 1100 Merrill Street (Off the Grid) - 6-month check-in.doc

**1100 Merrill Street
Use Permit Conditions of Approval – Reference
September 8, 2014
Attachment A**

1. Make a finding that the project is categorically exempt under Class 4 (Section 15304, "Minor Alterations of Land") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the project plans and project description letter, provided by the applicant, dated January 2, 2014, and approved by the Planning Commission on January 13, 2014 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
4. Approve the use permit subject to the following **project-specific** conditions:
 - a. The market operations shall be limited to Wednesday between 5:00 P.M. and 9:00 P.M. Setup may start at 3:30 P.M., and cleanup shall be concluded by 10:00 P.M.
 - b. Alcohol sales and/or consumption is prohibited.
 - c. The applicant and all vendors shall comply with all applicable permitting requirements, including but not limited to: City Business License, Board of Equalization Seller's Permit, San Mateo County Mobile Food Facility Permit, liability insurance, and vehicle insurance.
 - d. The applicant shall regularly monitor trash while the market is operating, and shall fully clean the market and immediately surrounding areas at the conclusion of each event.
 - e. Amplified live music is permitted between 6:00 P.M. and 8:00 P.M., and shall typically consist of one to two musicians playing predominantly acoustic instruments.
 - f. The applicant shall implement the parking signage plan.
 - g. Every week, the portable restroom shall be delivered to the site on the day of the event, and removed the following day.
 - h. The use permit shall expire one year after the first event is held, unless the applicant obtains approval of an extension of the use permit. The use permit is subject to initial review by the Planning Commission six months after the first event is held.



08/12/2014

Re: Six-month Update on Off the Grid: Menlo Park

Dear Thomas Rogers,

Please accept this letter to memorialize our current status and overall perception of Off the Grid: Menlo Park. We greatly look forward to attending the September 8 Planning Commission hearing for our six-month review. We hope to gain approval to extend our participation in the community and continue to offer excellence through our weekly mobile food truck market.

Please allow me to formally address five specific questions and topics through this letter. In addition, we request an opportunity to present our findings and data through the surveys we have been conducting since March. The raw data and conclusions are also outlined below.

1.) How does Off the Grid think the events have generally been going?

Off the Grid is extremely proud of the weekly event and experience we had the opportunity to create working with the City of Menlo Park, Caltrain and the Tan Group. Each week we seen a relatively consist base of customers that is typically around 800 people on the high end and 600 on the low end. We have received a tremendous amount of positive feedback on Facebook, the vendors we work with and individual discussion our staff has had with customers. The event has proven to be a powerful source for neighborhood interaction and viable for the vendors who serve the community. We have had great success in some cross-promotional opportunities with Kepler Books, a local high-school band, and advertising Menlo Park events. Setup and breakdown, waste management, crowd control and parking, although with initial skepticism, form our point of view and feedback has not been as impactful as anticipated.

2.) Have there been any issues that Off the Grid has encountered since launching the market? How have these issues been resolved?

The majority of the issues we have encountered have typically been internal like staffing, equipment maintenance and vendor reliability from time to time. We did face some additional concerns raised by Tan Group about garbage and restroom use. We created signage to mitigate these issues and we have gone without complaint since. We had a transition in market staff and needed to implement some additional training to assure we were meeting all of our commitments and agreements with the Tan Group. As to date I have received zero complaint, pushback or opposition from our Caltrain partner. All in all, out of all 38 markets we run each week, Menlo Park is an extremely smooth operation.

3.) What are the results of the data collection on customer profiles?

Based on 181 interviews the following is the raw data summarizing and concluding what we have discovered (please find the correlating documents):

- Fact #1: 47% of customers are increasing the time in Menlo Park



- Conclusion #1: OtG Market is encouraging people stay in Menlo Park
- Fact #2: 68% of customers are frequenting other restaurants during the week.
- Fact #3: 42% of customers are frequenting retail stores.
- Fact #4: 26% of customers are frequenting service stores
- Fact #5: 11% of customers are frequenting other businesses
- Fact #6: 64% of customers would not be going out to eat if OtG wasn't operating on Wednesday evenings.
- Fact #7: 57% of customers eat out multiple times per week.
- Conclusion #2: Off the Grid market is an additive to the existing Menlo Park businesses by potentially increasing net sales.
- Fact #8: 54% of customers that attend Off the Grid are between the ages of 25 and 45 years old.
- Fact #9: 73% of the customers have a college degree.
- Fact #10: 40% of customers are coming after work.
- Conclusion #3: Off the Grid is drawing a specific demographic that is typical for our events. We believe many of our customers are working in the nearby technological industry.
- Fact #11: 69% of the customers are arriving in groups, two or more people.
- Fact #12: 96% of customers are going for one of the following reasons; sense of community, family friendly environment, live music, or to support small businesses with diverse food options.
- Conclusion #3: Off the Grid feels confident that we are creating a community experience that is driving the overall experience that our customers value.




Off the Grid greatly looks forward to the opportunity to continue operating in the Caltrain space the same time and day of the week. We believe we are an additive to the economic vitality of downtown Menlo Park and can continue to provide a unique eating experience. We hope that we can build on the existing partnerships and grow with new ones while we strive to build a space that can function as a forum for the community. Thank you ahead of time for your consideration.

Sincerely,


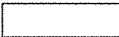

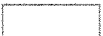



Benjamin Himlan and the Whole Off the Grid Team
ben@offthegridsf.com
 Director of Business Development
 805.637.7135

Menlo Park Report




Gender

Choices	Percentage	Count
Male	 55.49%	96
Female	 44.51%	77
	 0.00%	0
Total		173
<i>Unanswered</i>		<i>9</i>




Age

Choices	Percentage	Count
25-34	 39.31%	68
18-24	 18.50%	32
45-54	 15.61%	27
35-44	 15.03%	26
Under 18	 6.94%	12
55-64	 4.05%	7
65 or Above	 0.58%	1
Total		173
<i>Unanswered</i>		<i>9</i>

Do you work in Menlo Park?

Choices	Percentage	Count
No	 70.17%	127
Yes	 29.83%	54
	 0.00%	0
Total		181
<i>Unanswered</i>		<i>1</i>

Highest Level of Education

Choices	Percentage	Count
Bachelor's Degree	 38.37%	66
Graduate of Professional Degree	 34.88%	60
Some College	 9.88%	17

Some High School	<input type="text"/> 6.40%	11
High School Graduate or Equivalent	<input type="text"/> 5.81%	10
Associate Degree	<input type="text"/> 4.65%	8
	<input type="text"/> 0.00%	0
Total		172
<i>Unanswered</i>		<i>10</i>

Where are you coming from?

Choices	Percentage	Count
Home	<input type="text"/> 52.51%	94
Work	<input type="text"/> 35.75%	64
Gym	<input type="text"/> 5.59%	10
School	<input type="text"/> 2.79%	5
Picking up the kids	<input type="text"/> 2.23%	4
Therapy	<input type="text"/> 0.56%	1
Hotel	<input type="text"/> 0.56%	1
Total		179
<i>Unanswered</i>		<i>3</i>

If you are not coming from your home, how long did you have to travel to get to this event?

Choices	Percentage	Count
5 minutes or less	<input type="text"/> 39.13%	45
6-10 minutes	<input type="text"/> 23.48%	27
10-20 minutes	<input type="text"/> 20.87%	24
20-30 minutes	<input type="text"/> 12.17%	14
30-60 minutes	<input type="text"/> 4.35%	5
	<input type="text"/> 0.00%	0
Total		115
<i>Unanswered</i>		<i>67</i>

How long will it take you to get home?

Choices	Percentage	Count
5 minutes or less	<input type="text"/> 39.66%	69
6-10 minutes	<input type="text"/> 26.44%	46
10-20 minutes	<input type="text"/> 21.84%	38
	<input type="text"/>	

B4

20-30 minutes	10.34%	18
30-60 minutes	1.72%	3
	0.00%	0
Total		174
<i>Unanswered</i>		<i>8</i>

How did you get to this event?

Choices	Percentage	Count
Car	56.59%	103
Walk	27.47%	50
Bike	11.54%	21
Train	3.85%	7
Shuttle Bus	0.55%	1
Total		182

Where are you going after Off the Grid?

Choices	Percentage	Count
Home	86.81%	158
Event	3.30%	6
Work	3.30%	6
Bar	2.20%	4
Movie	1.10%	2
Downtown	0.55%	1
Ice Cream	0.55%	1
Other	2.20%	4
Total		182


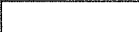



[[View](#)]

Did you / are you about to travel via CalTrain


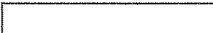


Choices	Percentage	Count
No	90.61%	164
Yes	9.39%	17
	0.00%	0
Total		181
<i>Unanswered</i>		<i>1</i>










How many people did you come with?

Choices	Percentage	Count
1	 30.77%	56
2	 21.98%	40
4 or more	 16.48%	30
0	 15.93%	29
3	 14.84%	27
Total		182


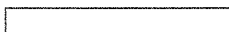
How long do you plan on staying at Off the Grid?

Choices	Percentage	Count
30 - 60 minutes	 38.46%	70
15-30 minutes	 34.07%	62
1 - 2 hours	 24.18%	44
2 - 4 hours	 3.30%	6
Total		182

What is most appealing about events like Off the Grid?

Choices	Percentage	Count
Diverse food options	 54.70%	99
All of the above	 16.02%	29
Sense of community	 11.05%	20
Family friendly	 6.63%	12
Live music	 5.52%	10
Support small businesses	 2.21%	4
Value / Cost of food	 2.21%	4
Other	[View] 1.66%	3
Total		181
<i>Unanswered</i>		<i>1</i>

If you were not eating at Off the Grid right now, would you be eating out?

Choices	Percentage	Count
No	 64.16%	111
Yes	 35.84%	62
	0.00%	0



Total 173
Unanswered 9

How often do you eat out?

Choices	Percentage	Count
Multiple times a week	56.59%	103
Once a week	32.97%	60
A few times a month	8.79%	16
Nightly	1.10%	2
Once a month	0.55%	1
Total		182

Has this event affected the amount of time you'll spend in Menlo Park?

Choices	Percentage	Count
No change	53.04%	96
Increased	46.96%	85
	0.00%	0
Total		181
<i>Unanswered</i>		<i>1</i>

If you do, what businesses do you frequent?

Choices	Percentage	Count
Restaurant	67.58%	123
Retail	41.76%	76
Services	25.27%	46
Bar	10.99%	20
Other	9.89%	18
Total Entries		182
<i>Unanswered</i>		<i>21</i>

How often do you frequent businesses in Menlo Park?

Choices	Percentage	Count
Multiple times a week	49.45%	90
A few times a month	16.48%	30
Once a week	15.38%	28

B7

Once a month

☐ 9.89%

18

Never

☐ 8.79%

16

Total 182

What do you think is missing from this event?

#	Content	Date
207	More drink trucks	8:00pm · 2014-08-06
206		7:57pm · 2014-08-06
205		7:54pm · 2014-08-06
204	Signs around the neighborhood	7:53pm · 2014-08-06
203		7:51pm · 2014-08-06
202		7:45pm · 2014-08-06
201	ATM	7:43pm · 2014-08-06
200	Heaters for cold nights	7:42pm · 2014-08-06
199		7:21pm · 2014-08-06
198		7:12pm · 2014-08-06

[\[View More \]](#)**Total 76***Unanswered 106*

Email

#	Email	Date
207		8:00pm · 2014-08-06
206		7:57pm · 2014-08-06
205		7:54pm · 2014-08-06
204		7:53pm · 2014-08-06
203		7:51pm · 2014-08-06
202		7:45pm · 2014-08-06
201		7:43pm · 2014-08-06

[\[View More \]](#)**Total 70***Unanswered 112*

Rogers, Thomas H

From: Jennifer Cray, CFP <jennifer@feesonly.com>
Sent: Tuesday, August 05, 2014 12:42 PM
To: ben@offthegridsf.com; Rogers, Thomas H
Subject: Love Menlo Park Off the Grid!

Thank you for bringing Off the Grid to Menlo Park. It's right across from my office, and I just love it. The food is wonderful, and it's a lot of fun to see the community come out to enjoy it. Even better when there's music.

Please keep it going!

Jennifer Cray, CFP®
Investor's Capital Management, LLC
1100 Alma St., Suite 200, Menlo Park, CA 94025

Providing Unbiased Guidance to Financial Success
Member of the National Association of Personal Financial Advisors (NAPFA)
JenniferC@feesonly.com <http://www.feesonly.com>
Phone: 866-966-9291 ext 3
Fax: 650-472-8924

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Rogers, Thomas H

From: Elan Dagenais <elan.dagenais@gmail.com>
Sent: Wednesday, August 13, 2014 10:44 AM
To: ben@offthegridsf.com
Cc: Rogers, Thomas H
Subject: Off the Grid Menlo Park

Dear Sirs,

I'm writing to express my enthusiastic support of Off the Grid's initiative in Menlo Park (Caltrain location). I live in 1019 Noel Drive, which is right next door to the venue. Every Wednesday, Off the Grid is **very** well attended, but it is never disruptive (I can't even hear the music from my apartment). It lends a decidedly festive atmosphere to the neighbourhood, and my friends and I love walking over every Wednesday. In fact, I'm already looking forward to walking over tonight!

Please let me know if you have any questions or would like further feedback.

Sincerely,

Elan Dagenais
(650) 815-9325

ATTEND. SAN FRANCISCO CA 941
HEARING TO BE HELD ON
SEPTEMBER 8 AT 7:00PM

AT 701 LAUREL ST,
MENLO PARK, CA 94025

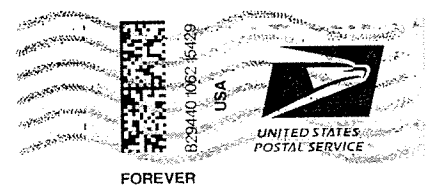
I SUPPORT OTG IN MENLO PARK

NAME Piero Fagnini SIGNATURE Piero Fagnini

ADDRESS 410 Waverley St
Menlo Park, CA 94025

COMMENTS:

Please keep Off the Grid on Wed. at the
Caltrain Station. Its a great mid-week
activity.



701 LAUREL ST,
MENLO PARK, CA 94025

thank you!



SUPPORT ^{OFF THE} GRID
HELP US STAY IN
MENLO
PARK

DI

ATTEND: SAN FRANCISCO CA 940
HEARING TO BE HELD ON
SEPTEMBER 8 AT 7:00PM

AT 701 LAUREL ST,
MENLO PARK, CA 94025

I SUPPORT OTG IN MENLO PARK

NAME Linnell Hilton SIGNATURE [Signature]

ADDRESS 1321 Sherman Ave
Menlo Park, CA 94025

COMMENTS:

I love Off the Grid. It's a
wonderful community event
where I can connect w/ friends & neighbors.

**701 LAUREL ST,
MENLO PARK, CA 94025**

thank you!

Please keep it!!



ATTEND: SAN FRANCISCO CA 941
HEARING TO BE HELD ON
SEPTEMBER 8 AT 7:00PM

AT 701 LAUREL ST,
MENLO PARK, CA 94025

I SUPPORT OTG IN MENLO PARK

NAME Kristen SIGNATURE [Signature]

ADDRESS 2471 Bryant street, Palo
Alto, CA 94301

COMMENTS:

Good, fast, cheap alter-
native to going out. Goes
social event with food.

**701 LAUREL ST,
MENLO PARK, CA 94025**

thank you!



ATTEND: SAN FRANCISCO CA 940
HEARING TO BE HELD ON
SEPTEMBER 8 AT 7:00PM

AT 701 LAUREL ST,
MENLO PARK, CA 94025

I SUPPORT OTG IN MENLO PARK

NAME ANDY SIGNATURE [Signature]

ADDRESS 2019 Pepper Ave
Redwood City CA 94061

COMMENTS:

I like the sense of
community at Off the
Grid.

**701 LAUREL ST,
MENLO PARK, CA 94025**

thank you!



ATTEND: SAN FRANCISCO CA 940
HEARING TO BE HELD ON
SEPTEMBER 8 AT 7:00PM

AT 701 LAUREL ST,
MENLO PARK, CA 94025

I SUPPORT OTG IN MENLO PARK

NAME André Packer SIGNATURE [Signature]

ADDRESS 615 10th Ave
Menlo Park 94025

COMMENTS:

Off the Grid Encourages
me to shop at local businesses

**701 LAUREL ST,
MENLO PARK, CA 94025**

thank you!



D3



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF AUGUST 18, 2014
AGENDA ITEM E2

LOCATION: 612 College Avenue **APPLICANT AND OWNER:** 612 College, LLC

EXISTING USE: Single-Family Residence (Partially Demolished) and Commercial Warehouse

PROPOSED USE: Four Residential Units **APPLICATION:** Architectural Control

ZONING: SP-ECR/D (El Camino Real/Downtown Specific Plan)
- ECR SW (El Camino Real South-West)

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	7,807 sf	7,807 sf	n/a sf min.
Setbacks			
College Avenue	7.0 ft.	32.0 ft.	7-12 ft. min.-max.
Alto Lane	7.0 ft.	6.0 ft.	7-12 ft. min.-max.
Interior Side	5.0 ft.	4.0 ft.	5-25 ft. min.-max.
Rear	20.0 ft.	3.5 ft.	20 ft. min.
Density	4.0 dwelling units du/acre	1.0 dwelling unit du/acre	4.5 dwelling units du/acre
FAR (Floor Area Ratio)	7,214.0 sf 92.4 %	2,845.0 sf 36.4 %	8,587.7 sf max. 110.0 % max.
Square footage by floor	1,314.0 sf/1st 3,020.0 sf/2nd 2,814.0 sf/3rd 1,432.0 sf/garages	1,225.0 sf/residence 1,620.0 sf/warehse.	
Square footage of building	8,514.0 sf	2,845.0 sf	n/a sf
Open Space	4,074.0 sf 52.2 %	4,152.0 sf 53.2 %	2,342.1 sf min. 30.0 % min.
Building height	31.3 ft.	18.5 ft.	38.0 ft. max.
Facade height	30.0 ft.	18.0 ft.	30.0 ft. max.
Parking	4 covered/2 uncovered	1 covered/1 uncovered	1.85 spaces per unit
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees	Heritage trees 5*	Non-Heritage trees 0	New Trees 12
	Heritage trees 4 proposed for removal	Non-Heritage trees 0 proposed for removal	Total Number of Trees 13*
*Includes one College Avenue street tree.			

PROPOSAL

The applicant is requesting architectural control to demolish a single-family residence and detached garage/warehouse building, and construct a total of four new residential units within two three-story structures in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. As part of the development, the following four heritage trees are proposed for removal: two cedar trees in poor condition along College Avenue, one multi-trunk elm in poor condition along the Alto Lane frontage, and one coast live oak in good condition at the middle of the parcel.

BACKGROUND

On August 18, 2014, the Planning Commission reviewed a request for architectural control for a new four-unit residential development at 612 College Avenue. At this meeting, the Planning Commission considered one item of correspondence submitted in advance of the meeting (Attachment G), reviewed a presentation from the applicant (Attachment H), discussed the proposal, and made the following action:

COMMISSION ACTION: M/S Onken/Eiref to continue the item with the following direction; 4-2, with Commissioners Combs and Strehl in opposition and Commissioner Kadvany absent:

- The proposed FAR (Floor Area Ratio), massing, site plan, height, and scale are generally acceptable, but the Planning Commission requests revisions to the project, focusing on fenestration, materials, and detailing.

In response to this direction, the applicant has revised the project plans (Attachment B), and provided a continuance response letter (Attachment I). Select plan sheets from the original proposal are included as Attachment J, for comparison. In particular, the applicant has revised the plans to:

1. Reconfigure windows along Alto Lane to address the appearance of the smaller windows;
2. Enhance the privacy of the adjacent single-family residence;
3. Match the roof of Units 1 and 2 to the simpler roof form of Units 3 and 4;
4. Improve the rendering tone for the façade materials so that it reads more realistically (additional material samples will also be provided at the September 8 meeting); and
5. Show landscaping along Alto Lane to demonstrate the softer edge that is planned.

No changes to elements such as the proposed FAR, height, or site plan have been made, in keeping with the Planning Commission's direction. In order to enable comprehensive consideration and action, this report includes all previous analysis and attachments, with areas of particular change **highlighted** for quick reference.

ANALYSIS

Site Location

The subject site is located at 612 College Avenue, at the intersection of Alto Lane, a narrow service road. A location map is included as Attachment A. The parcels to the north, south, and east are likewise part of the SP-ECR/D district, and are occupied by commercial uses (including retail and personal service businesses, and a gas station) and townhomes. The Specific Plan parcels are part of the ECR SW (El Camino Real South-West) sub-district, and are within the El Camino Real Mixed Use land use designation. To the west, properties are part of the R-1-U (Single-Family Urban) zoning district, and are occupied by single-family residences in a variety of one- and two-story scales.

Within the Specific Plan, areas like the ECR SW sub-district feature the largest setbacks on the rear of the Plan area, where it adjoins existing single-family and smaller-scale multi-family residential districts, in order to provide a transition. For the subject parcel, the rear setback is thus applied on the longer of the two internal sides, adjacent to 620 College Avenue.

At the time of the application submittal, the parcel was occupied by a single-family residence and a commercial warehouse serving the businesses across Alto Lane. The above-ground portions of the residence were subsequently demolished without the proper permitting, but the applicant has worked to address these requirements, and would be required to adhere to any remaining Building Division procedures if the redevelopment is approved (condition 4a).

Project Description

The applicant is proposing to demolish all remaining structures on the parcel, and construct four new residential units. Residential dwelling units are a permitted use in the El Camino Real Mixed Use land use designation. The residences would be located in two buildings of two units each, with both structures having three levels. The development would feature a townhome-style layout, although the applicant is not proposing a condominium subdivision at this time. The proposal would meet the Specific Plan's Base level standards, which were established to achieve inherent public benefits, such as the redevelopment of underutilized properties, the creation of more vitality and activity, and the promotion of healthy living and sustainability. As specified by the Specific Plan, the development would be required to achieve LEED Silver certification (condition 4b).

The development would have a residential density of 22.3 dwelling units per acre, in compliance with the limit of 25 dwelling units per acre. The project would have a FAR (Floor Area Ratio) of 0.92, below the 1.10 maximum. Both buildings would also adhere to the façade height (30 feet) and building height (38 feet) limits. Above the façade height limit, a 45-degree building profile would apply, limiting the building mass along the public rights-of-way and the rear (similar to the daylight plane requirement in many

Menlo Park residential districts). As permitted by the Specific Plan, portions of the building eave would intrude into the building profile, but the main building structure would not.

Along Alto Lane, the two structures would be separated by a required building break, which is intended to provide for additional street edge modulation, variety and visual interest, and help avoid long, continuous façades along streets. Along this frontage, each building would also be broken up at the center by a minor vertical façade modulation, providing for additional visual interest.

The revised project plans are included as Attachment B. The applicant's original project description letter discusses the overall proposal in more detail and is included as Attachment C. Staff has also prepared a detailed Standards and Guidelines Compliance Worksheet (Attachment D), which discusses all relevant Specific Plan Chapter E (Land Use and Building Character) requirements in detail. While the project plans have been revised to address the Planning Commission's direction, changes were not required to the other attachments, except for a small edit to a reference about roof forms in Attachment D.

Design and Materials

The applicant states that the design uses simple, contemporary forms to provide a transition between the single-family residential district to the west, and the more active and diverse commercial district along El Camino Real. The two buildings would share a common design theme, although each structure would feature unique colors, materials, and window patterns (as required by the Specific Plan when a project has a building break). In response to the Planning Commission's direction, the applicant has increased the sizes of a number of windows along Alto Lane, in order to enhance the aesthetics and create a more open relationship between the buildings and this frontage. Some smaller windows that are located in powder rooms have been kept at the same size. In addition, while the original proposal featured differing roof forms (Units 1 and 2 had a unique "V"-shaped roof, while Units 3 and 4 had a more typical shed roof), the revised proposal would feature a consistent, and simpler, shed roof form on both buildings. As noted above, the two buildings would continue to feature color, material, and window pattern differentiation, as required by the Specific Plan.

The primary materials would be cement composite panels (with porcelain tiles as an alternate material), accented by a warmer wood veneer that would differ by structure. Zinc-colored window frames and bay windows would provide an additional contrast, and the windows themselves would feature distinct glass tints. Both the garage and entry doors would be wood-stained, with accompanying glazing (upper horizontal bands for the garages and vertical sidelights for the entries). A full color and materials board will be available at the Planning Commission meeting. The applicant has not modified the proposed materials from the previous iteration, but has improved the graphical rendering in order to more accurately show the quality of the surfaces. In addition, the applicant has provided photographs (Attachment J) of the materials in actual use in

other projects, and at the meeting will provide larger samples of the resin-impregnated wood than were previously submitted.

The design would feature varying planes and projections to break up the massing of the buildings. At the top level, a subtle offset would accompany the change of materials, helping reduce the sense of scale. On the Alto Lane, College Avenue, and rear facades, bay window and balcony projections would also serve to vary the perception of mass and create visual interest. The orientation of vehicular access to the service-oriented Alto Lane would help emphasize College Avenue as the primary, pedestrian-oriented façade.

Although the Planning Commission direction did not specifically request revisions to the rear façade (adjacent to 620 College Avenue), the applicant has modified a number of windows on the third level to have slightly higher sill heights, in order to provide mutual privacy protection. The applicant has also modified the railings for the proposed “Juliet” balconies on this level, to enhance the perception of enclosure. As before, this elevation would also feature five Chinese pistache trees, for privacy screening.

The previously-cited Standards and Guidelines Compliance Worksheet (Attachment D) addresses a number of design guidelines. Overall, staff believes that the scale, materials, and style of the proposed development would be attractive and well-proportioned. Staff also believes that the design would serve as a positive transition between the more active and moderate-scale El Camino Real corridor, and the quieter and lower-scale adjacent residential district. Staff believes that the proposed Alto Lane window revisions address the Planning Commission’s direction, and that the rendering and material sample enhancements more accurately relay the quality of these elements. In addition, the roof revisions would create a consistent and simple building form, and the window changes on the rear elevation would help enhance the perception of privacy.

Parking and Circulation

As noted previously, the proposal would continue to utilize Alto Lane for vehicle access. As required by the Specific Plan, a minimum of 1.85 spaces per unit would be provided for the four units (the 7.4-space requirement is rounded up to eight spaces). Units 2 and 4 would each have two-car garages, while Units 1 and 3 would each have a one-car garage and one uncovered space located in the central building break. The uncovered spaces would be enhanced visually with concrete pavers. Per the Specific Plan, a minimum of one parking space is required to be provided with an electric vehicle charger, but the applicant is proposing to outfit all four garages with such equipment.

In addition to automobile parking, the Specific Plan requires bicycle parking for all new developments, for both short-term and long-term use. For residential projects with private garages, the long-term requirement is addressed by each unit’s garage. For the short-term requirement, the applicant is proposing to locate an outdoor bicycle rack next to the uncovered parking spaces, at the middle of the parcel.

An address sign and mailbox at the College Avenue pedestrian entrance would help orient pedestrian visitors to the site. The entries to each unit's private garden areas would feature a decorative gate to signal the route, and pavers would be used on the walkway for visual interest.

In this area, the Specific Plan specifies that sidewalks should have a 12-foot total width, made up of a four-foot furnishings zone and an eight-foot clear walking zone. For this project, the Public Works Department (which has jurisdiction over the public right-of-way) has determined that implementation of the full sidewalk width along College Avenue is not warranted at this time, given the parcel's location at the edge of the Specific Plan boundary, separated from El Camino Real by an alley and a property that was redeveloped relatively recently, prior to the adoption of the Specific Plan. However, some sidewalk upgrades would be required, including the installation of truncated domes at the crossing of Alto Lane, in compliance with accessibility regulations. As an access alley, no sidewalk improvements are required along Alto Lane itself.

Trees and Landscaping

The applicant has submitted an arborist report (Attachment E) detailing the species, size, and conditions of the significant trees on or near the site. The report determines the present condition, discusses the impacts of the proposed improvements, and provides recommendations for tree preservation. All recommendations identified in the arborist report would be ensured through condition 3g.

The applicant is proposing the following four tree removals:

<u>Tree Number</u>	<u>Tree Type</u>	<u>Diameter</u>	<u>Location on Property</u>	<u>Condition</u>	<u>Basis for Removal Request</u>
#2	Incense cedar	20 inches	Right side of College Avenue frontage	Poor	Severe structural problems due to past "topping"
#3	Incense cedar	30 inches	Left side of College Avenue frontage	Poor	Severe structural problems due to past "topping"
#4	Elm	15 inches (multi-stem)	Middle of Alto Lane frontage	Poor	Structural problems
#5	Coast live oak	12 inches	Middle	Good	Construction

The City Arborist has tentatively granted approval for the removals of the three trees with structural problems. The construction-related removal of Tree #5 would be approved if the overall redevelopment is approved by the Planning Commission, as this tree conflicts with the proposed building footprint.

The applicant is proposing 12 new trees, which would well exceed the heritage tree replacement guideline for replanting at a 1:1 ratio. Along the rear, a row of five Chinese

pistache trees would provide screening to the adjacent residence. Along Alto Lane and College Avenue, seven Japanese maple and swamp myrtle trees would serve as more decorative/ornamental plantings. In other areas, shrubs and low ground cover would provide visual interest. New fencing would be added on the sides adjacent to the nearby residential properties, while the College Avenue and Alto Lane front setbacks would be open and landscaped. The revised renderings now more accurately show the proposed landscaping along Alto Lane, which would help provide a transition between that service alley and the building form. A heritage elm street tree on College Avenue would be retained and protected during construction.

Correspondence

As previously referenced, the August 18, 2014 letter from the neighbors at 620 College Avenue was distributed directly to the Planning Commission, and is included as Attachment G. Staff has not received any additional letters in reference to the proposed project.

Conclusion

The proposal would adhere to the extensive standards and guidelines established by the Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet. Overall, staff believes that the scale, materials, and style of the proposed development would be attractive and well-proportioned. The buildings would have a shared design theme, but would have distinctions and variation that would provide visual interest. Staff also believes that the design would serve as a positive transition between the more active and moderate-scale El Camino Real corridor, and the quieter and lower-scale adjacent residential district. The orientation of vehicular access on Alto Lane would help emphasize College Avenue as the primary, pedestrian-oriented façade. Staff believes that the proposed Alto Lane window revisions accurately address the Planning Commission's direction, and that the rendering and material sample enhancements more accurately relay the quality of these elements. In addition, the roof revisions would create a consistent and simple building form. The heritage tree removals are justified by structural problems and construction conflicts, and new plantings would exceed the replacement requirements. A heritage street tree would be protected in compliance with the Heritage Tree Ordinance. Staff recommends that the Planning Commission approve the proposed architectural control.

ENVIRONMENTAL REVIEW

The Specific Plan process included detailed review of projected environmental impacts through a program Environmental Impact Report (EIR), as required by the California Environmental Quality Act (CEQA). In compliance with CEQA requirements, the Draft EIR was released in April 2011, with a public comment period that closed in June 2011. The Final EIR, incorporating responses to Draft EIR comments, as well as text changes to parts of the Draft EIR itself, was released in April 2012, and certified along with the final Plan approvals in June 2012.

The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines. As such, no additional environmental analysis is required above and beyond the Specific Plan EIR. However, relevant mitigation measures from this EIR have been applied and would be adopted as part of the Mitigation Monitoring and Reporting Program (MMRP), which is included as Attachment F, and which would be ensured through recommended condition 4c. Mitigations include construction-related best practices regarding air quality and noise, payment of transportation-impact-related fees (condition 4d), and implementation of a Transportation Demand Management (TDM) program. The MMRP also includes two completed mitigation measures relating to cultural resources, which are required to be addressed at the application submittal stage. First, for Mitigation Measure CUL-1: due to the age of the structures being greater than 50 years, a historic resource evaluation was conducted by a qualified architectural historian and concluded that the structures are not historic resources and that the redevelopment project can proceed. Second, for Mitigation Measure CUL-2a: a cultural resources study performed by a qualified archaeologist/cultural resources professional determined that the proposed project will have no impact on cultural resources. Both studies are available for review upon request.

In addition to transportation impact fees, the proposal would require payment of the El Camino Real/Downtown Specific Plan Preparation Fee (condition 4e), which was established to account for individual projects' proportional share of the cost of creating the Specific Plan, including the EIR.

RECOMMENDATION

1. Make findings with regard to the California Environmental Quality Act (CEQA) that the proposal is within the scope of the project covered by the El Camino Real/Downtown Specific Plan Program EIR, which was certified on June 5, 2012. Specifically, make findings that:
 - a. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
 - b. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program (Attachment F), which is approved as part of this finding.
 - c. Upon completion of project improvements, the Specific Plan Maximum Allowable Development will be adjusted by three residential units and negative 1,620 square feet of non-residential uses, accounting for the project's net share of the Plan's overall projected development and associated impacts.

2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The development is consistent with the El Camino Real/Downtown Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet (Attachment D).
3. Approve the architectural control subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Mark K. Donahue Architect, consisting of 24 plan sheets, **dated received September 3, 2014**, and approved by the Planning Commission on August 18, 2014, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes. The Engineering Division has noted one particular revision to the initial submittal: the applicant shall revise the civil plans to relocate the longitudinal private water line outside of Alto Lane, subject to the review and approval of the Engineering Division.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage

improvements. The plans shall be submitted for the review and approval of the Engineering Division.

- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a grading, demolition or building permit.
 - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
 - h. Concurrent with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 2,500 square feet of irrigated landscaping, then a detailed landscape plan documenting compliance with the Water Efficient Landscape Ordinance (Municipal Code 12.44) will be required, subject to review and approval of the Engineering Division.
4. Approve the architectural control subject to the following ***project-specific*** conditions:
- a. Simultaneous with the submittal of a complete building permit application, the applicant shall address any remaining requirements relating to the demolition of the residence, subject to review and approval of the Building Division.
 - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an updated LEED Checklist, subject to review and approval of the Planning Division. Confirmation that the project conceptually achieves LEED Silver certification shall be required before issuance of the building permit. Prior to final inspection of the building permit, the project shall either submit verification that the development has achieved final LEED Silver certification, which may be confirmed by an outside auditor, if the City has established such a program.
 - c. The applicant shall address all Mitigation Monitoring and Reporting Program (MMRP) requirements as specified in the MMRP (Attachment F). Failure to meet these requirements may result in delays to the building permit issuance, stop work orders during construction, and/or fines.
 - d. Prior to issuance of the building permit, the applicant shall submit all relevant transportation impact fees, subject to review and approval of the Transportation Division. Such fees include:
 - i. The citywide Transportation Impact Fee (TIF) is currently estimated at \$2,812.05. This is calculated by multiplying the fee of \$1,835.26 per multi-family unit by 4 units, with credit allowed for the single-family unit (\$2,989.99) and 1,620 s.f. of warehouse space (\$0.95/s.f., or \$1,539.00). This fee is updated annually on July 1st based on the Engineering News Record Bay Area Construction Cost Index.

- ii. The Specific Plan EIR requires fair-share contributions for additional intersections not included in the citywide TIF. The detailed calculations for these improvements are not yet finalized, but preliminary estimates indicate that the cost to be considered for adoption is approximately \$360 per P.M. peak hour vehicle trip, with credit for existing, occupied uses similar to 4.d.i.
- e. Prior to building permit issuance, the applicant shall pay the El Camino Real/Downtown Specific Plan Preparation Fee, which is established at \$1.13/square foot for all net new development. For the subject proposal, the fee is estimated at \$4,936.97 (\$1.13 x 4,369 net new square feet).

Report prepared by:
Thomas Rogers
Senior Planner

Report reviewed by:
Arlinda Heineck
Community Development Director

PUBLIC NOTICE & APPEAL PERIOD

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property. Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

ATTACHMENTS

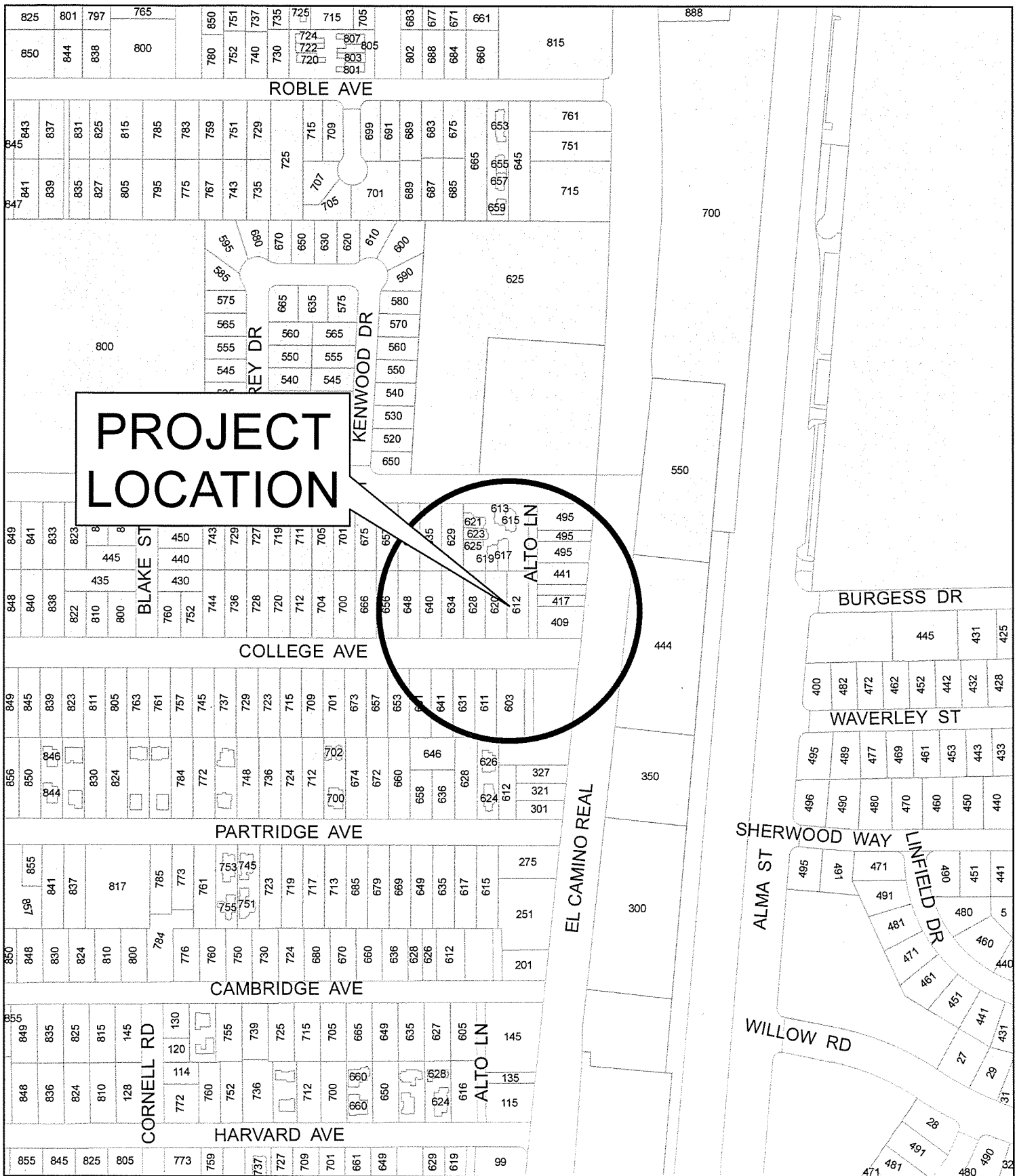
- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Standards and Guidelines Compliance Worksheet
- E. Arborist Report, prepared by Tree Shapers, LLC, dated June 17, 2014
- F. Mitigation Monitoring and Reporting Program (MMRP)
- G. Correspondence from Jasper and Connie Chan, 620 College Avenue, received August 18, 2014
- H. Applicant Presentation from August 18, 2014 Planning Commission Meeting
- I. Continuance Response Letter
- J. Select Plan Sheets from Original Proposal
- K. Photographs of Similar Materials in Use on Other Projects

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

EXHIBITS TO BE PROVIDED AT MEETING

Color and Materials Board
Additional Material Samples

V:\STAFFRPT\PC\2014\090814 - 612 College Ave - Continuance.doc



CITY OF MENLO PARK

LOCATION MAP

612 COLLEGE AVENUE

DRAWN: THR CHECKED: THR DATE: 09/08/14 SCALE: 1" = 300' SHEET: 1



RECEIVED

SEP 03 2014

By PLANNING

B1

DRAWING INDEX

- General**
- G0001 Title Sheet
 - G0002 Area Plan / Streetscape
 - G0003 Square Footage Calculation Plans / Roof Plan
 - G0004 Building Section
 - G0005 Perspectives
 - G0006 Color Perspectives
 - G0007 Color Perspectives

- Architectural**
- A0010 Architectural Site Plan / Fencing Details
 - A0101 Ground Level Plan
 - A0102 Level Plan
 - A0103 Level 3 Plan
 - A0201 Units 1 and 2 Elevations
 - A0202 Units 3 and 4 Elevations
 - A0302 Building Sections

- Landscape**
- L1 Landscape Plan
- Civil**
- C-1 Title Sheet
 - C-2 Site Plan
 - C-3 Preliminary Grading & Drainage Plan
 - C-4 Sections
 - C-5 Irregular Area Exhibit
 - C-6 Grading Specifications
 - C-7 Details
 - C-8 Details
 - SU1 Survey

PROJECT TEAM

Owner

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Phone: (415) 762-6260

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(916) 386-1653

Civil Engineer

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Landscape

Greg Lewis Landscape Architect
7500 San Ramon Avenue
Santa Cruz, CA 95065
(831) 425-4747



612 College Ave
2013.001
Menlo Park, CA

NO.	DESCRIPTION	DATE
1	AREA PLAN / STREETScape	08/01/13
2	Square Footage Calculation Plans / Roof Plan	08/01/13
3	Building Section	08/01/13
4	Perspectives	08/01/13
5	Color Perspectives	08/01/13
6	Color Perspectives	08/01/13
7	Architectural Site Plan / Fencing Details	08/01/13
8	Ground Level Plan	08/01/13
9	Level Plan	08/01/13
10	Level 3 Plan	08/01/13
11	Units 1 and 2 Elevations	08/01/13
12	Units 3 and 4 Elevations	08/01/13
13	Building Sections	08/01/13
14	Landscape Plan	08/01/13
15	Title Sheet	08/01/13
16	Site Plan	08/01/13
17	Preliminary Grading & Drainage Plan	08/01/13
18	Sections	08/01/13
19	Irregular Area Exhibit	08/01/13
20	Grading Specifications	08/01/13
21	Details	08/01/13
22	Details	08/01/13
23	Survey	08/01/13



Title Sheet

SHEET NUMBER
G0001

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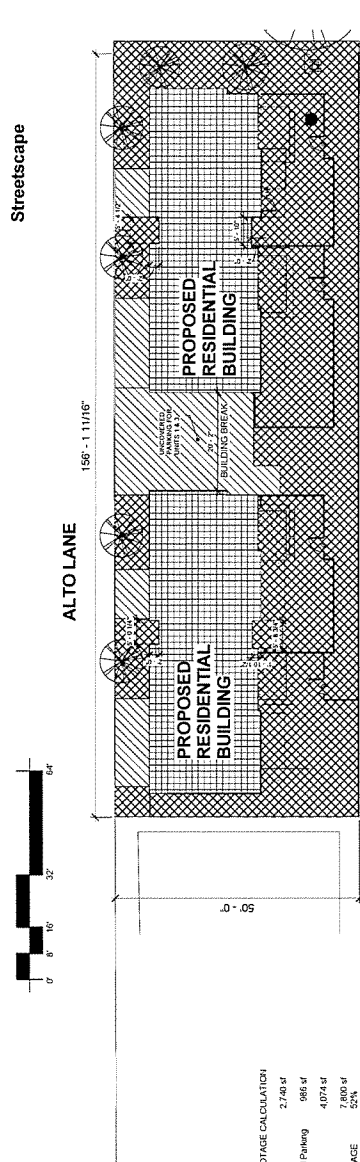
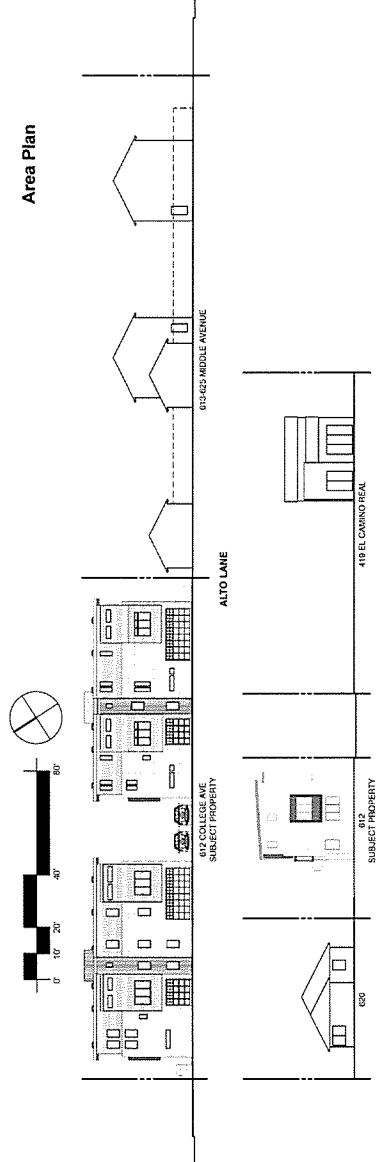
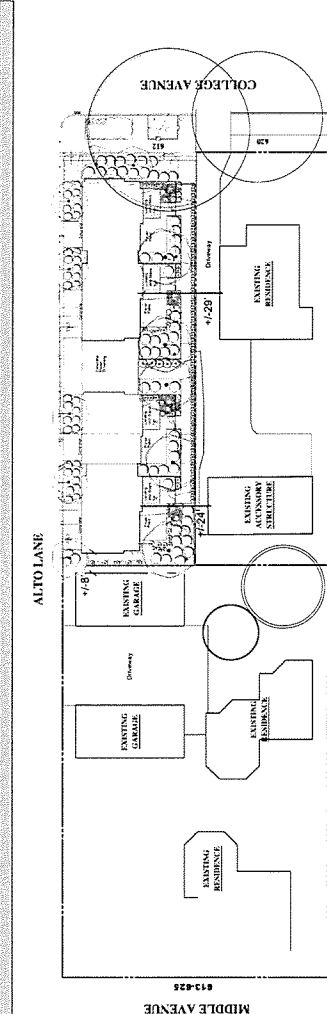
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8	ISSUED FOR PERMIT	10/1/13
9	ISSUED FOR PERMIT	10/1/13
10	ISSUED FOR PERMIT	10/1/13



Area Plan / Streetscape
 Site Area Plan

SHEET NUMBER
G0002

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SITE PLAN SQUARE FOOTAGE CALCULATION

Building Coverage	2,740 sf
Driveways and Uncovered Parking	966 sf
Open Space	4,074 sf
TOTAL	7,780 sf
OPEN SPACE PERCENTAGE	52%

B2

- 1 329 sf 20'-0" x 16'-11"
- 2 118 sf 17'-0" x 6'-11"
- 3 249 sf 10'-0" x 20'-1"
- 4 249 sf 10'-0" x 20'-1"
- 5 DELETED 8'-0" x 27'-4"
- 6 109 sf 5'-5" x 19'-2"
- 7 324 sf 14'-9" x 22'-4"
- 8 324 sf 14'-9" x 22'-4"
- 9 16 sf 1'-0" x 16'-0"
- 10 DELETED

GROSS SQ FTG = 1379 sf - 721 sf exempt = 658 sf

- 11 469 sf 20'-0" x 22'-3"
- 12 10 sf 17'-0" x 0'-7"
- 13 698 sf 30'-0" x 22'-10"
- 14 36 sf 3'-4" x 6'-4"
- 15 21 sf 3'-4" x 6'-4"
- 16 248 sf 10'-0" x 23'-0"
- 17 248 sf 10'-0" x 23'-0"
- 18 16 sf 1'-0" x 16'-0"
- 19 13 sf 7'-0" x 1'-9 1/2"

GROSS SQ FTG = 1378 sf - 721 sf exempt = 657 sf

Ground Level Areas

- 11 75 sf 12'-0" x 5'-6"
- 12 698 sf 30'-0" x 22'-10"
- 13 15 sf 1'-0" x 15'-0"
- 14 13 sf 7'-4" x 1'-0"
- 15 310 sf 12'-0" x 25'-8"
- 16 53 sf 5'-5" x 9'-6"
- 17 53 sf 5'-5" x 9'-6"
- 18 53 sf 5'-5" x 9'-6"
- 19 13 sf 7'-0" x 1'-9 1/2"

GROSS SQ FTG = 1,510 sf x 2 buildings = 3,020 sf

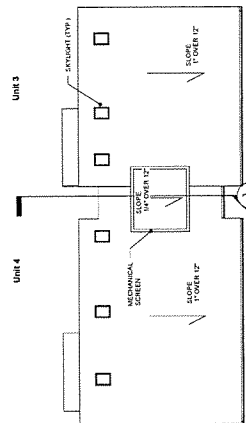
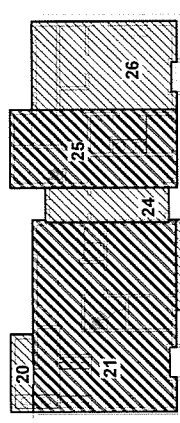
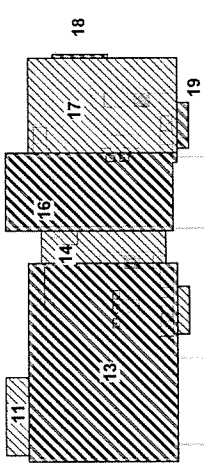
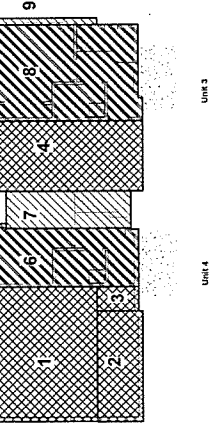
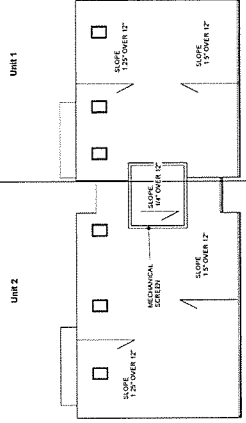
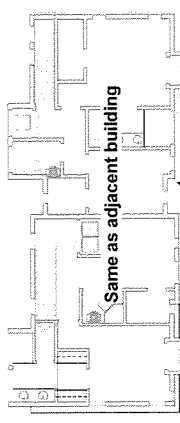
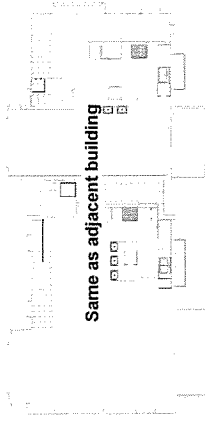
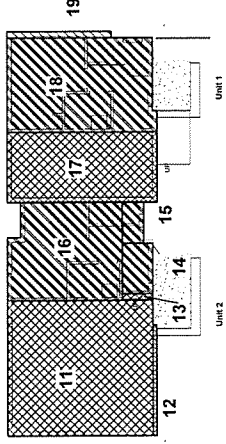
Second Level Areas

- 21 64 sf 10'-0" x 6'-4"
- 22 22'-2" x 22'-1"
- 23 DELETED 15'-0" x 9'-0"
- 24 101 sf 5'-4" x 19'-0"
- 25 309 sf 12'-0" x 25'-9"
- 26 101 sf 5'-4" x 19'-0"
- 27 DELETED
- 28 DELETED

GROSS SQ FTG = 1,407 sf x 2 buildings = 2,814 sf

TOTAL SQUARE FOOTAGE
Ground Level Area 658 sf x 251 sf = 1,650 sf
Second Level Area 3,020 sf
Third Level Area 2,814 sf
TOTAL AREA 7,143 sf

Third Level Areas and Totals



612 College Ave
Menlo Park, CA
2013.001



Square Footage
Calculation Plans

SHEET NUMBER

G0003

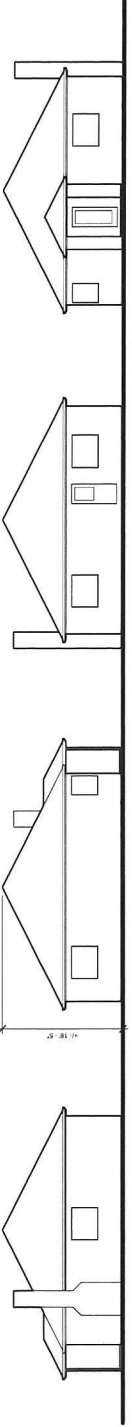
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B3

Roof Plan

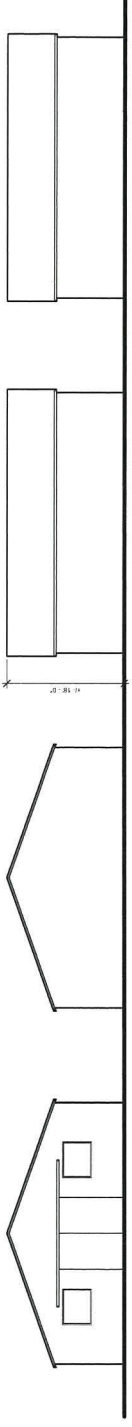


Mark & Donahue ARCHITECTS
1000 College Ave, Suite 100
Menlo Park, CA 94025
Tel: 650.321.1111
www.mdonahue.com



Previously Existing House

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



Existing Warehouse Building

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

612 College Ave
Menlo Park, CA
2013.001

B4



View of warehouse from Alto Lane, facing south

Front yard and front elevation from College Avenue

View of warehouse from Alto Lane, facing north

Partial rear elevation view and view down Alto Lane

NO.	DESCRIPTION	DATE
1	REVISION	1/15/13
2	REVISION	1/15/13
3	REVISION	1/15/13
4	REVISION	1/15/13
5	REVISION	1/15/13
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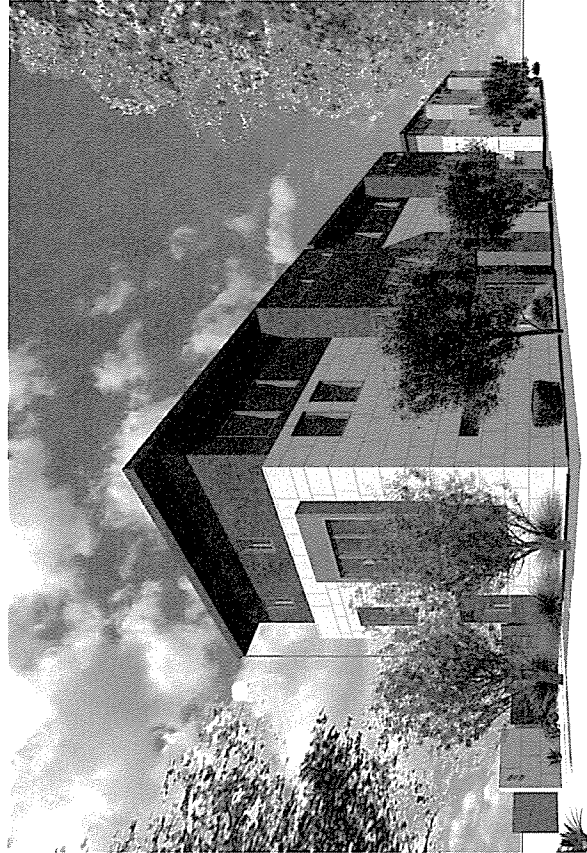
Existing

SHEET NUMBER

G0004

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B5



View down Alto Lane from College Avenue



Perspectives

SHEET NUMBER

G0005

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Case	Case in Brief (What is the problem?)	Case	Case in Brief (What is the problem?)
1	1. A patient with a history of chronic kidney disease (CKD) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.	2	2. A 65-year-old male patient with a long history of smoking and chronic obstructive pulmonary disease (COPD) presents with a 3-week history of increasing cough, sputum production, and shortness of breath. The patient also reports a recent weight loss of approximately 10 pounds. Physical examination reveals hyperinflation of the lungs, decreased breath sounds, and wheezing. Laboratory studies show a hemoglobin of 12 g/dL, serum ferritin of 100 ng/mL, and a serum iron of 100 µg/dL. The patient is currently on a low-salt diet and takes albuterol and prednisone.
3	3. A 45-year-old female patient with a history of rheumatoid arthritis (RA) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.	4	4. A 55-year-old male patient with a history of chronic kidney disease (CKD) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.
5	5. A 65-year-old male patient with a long history of smoking and chronic obstructive pulmonary disease (COPD) presents with a 3-week history of increasing cough, sputum production, and shortness of breath. The patient also reports a recent weight loss of approximately 10 pounds. Physical examination reveals hyperinflation of the lungs, decreased breath sounds, and wheezing. Laboratory studies show a hemoglobin of 12 g/dL, serum ferritin of 100 ng/mL, and a serum iron of 100 µg/dL. The patient is currently on a low-salt diet and takes albuterol and prednisone.	6	6. A 45-year-old female patient with a history of rheumatoid arthritis (RA) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.
7	7. A 55-year-old male patient with a history of chronic kidney disease (CKD) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.	8	8. A 65-year-old male patient with a long history of smoking and chronic obstructive pulmonary disease (COPD) presents with a 3-week history of increasing cough, sputum production, and shortness of breath. The patient also reports a recent weight loss of approximately 10 pounds. Physical examination reveals hyperinflation of the lungs, decreased breath sounds, and wheezing. Laboratory studies show a hemoglobin of 12 g/dL, serum ferritin of 100 ng/mL, and a serum iron of 100 µg/dL. The patient is currently on a low-salt diet and takes albuterol and prednisone.
9	9. A 45-year-old female patient with a history of rheumatoid arthritis (RA) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.	10	10. A 55-year-old male patient with a history of chronic kidney disease (CKD) and hypertension (HTN) presents with a 2-week history of increasing fatigue, weakness, and shortness of breath. The patient also reports a recent weight gain of approximately 10 pounds. Physical examination reveals mild tachypnea and bilateral lower lung crackles. Laboratory studies show a hemoglobin of 10 g/dL, serum ferritin of 150 ng/mL, and a serum iron of 150 µg/dL. The patient is currently on a low-salt diet and takes lisinopril and furosemide.

612 College Ave
2013.001
Menlo Park, CA

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mr4@pacnet.net

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B6



View from College looking down
mews (Units 1 & 2)



View from mews looking towards College on right and Alto Lane on left
(Units 1 & 2)

612 College Ave
2013.001
Menlo Park, CA

NO.	DESCRIPTION	DATE	BY	CHKD.
1	PRELIMINARY	10/10/13	MARK K. DONAHUE	
2	REVISED	10/10/13	MARK K. DONAHUE	
3	REVISED	10/10/13	MARK K. DONAHUE	
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Color Views

SHEET NUMBER

G0006

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B7



View down Alto Lane from College Avenue (all units)



View from Alto Lane looking into mews (Units 3 & 4)

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Menlo Park, CA
2013.001

REVISIONS		DATE	BY	APP'D
1	ISSUED FOR PERMIT	10/1/13	MARK K. DONAHUE	
2	ISSUED FOR PERMIT	10/1/13	MARK K. DONAHUE	
3	ISSUED FOR PERMIT	10/1/13	MARK K. DONAHUE	
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20	ISSUED FOR PERMIT	10/1/13	MARK K. DONAHUE	



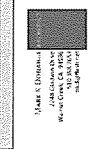
Color Views

SHEET NUMBER

G0007

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Menlo Park, CA

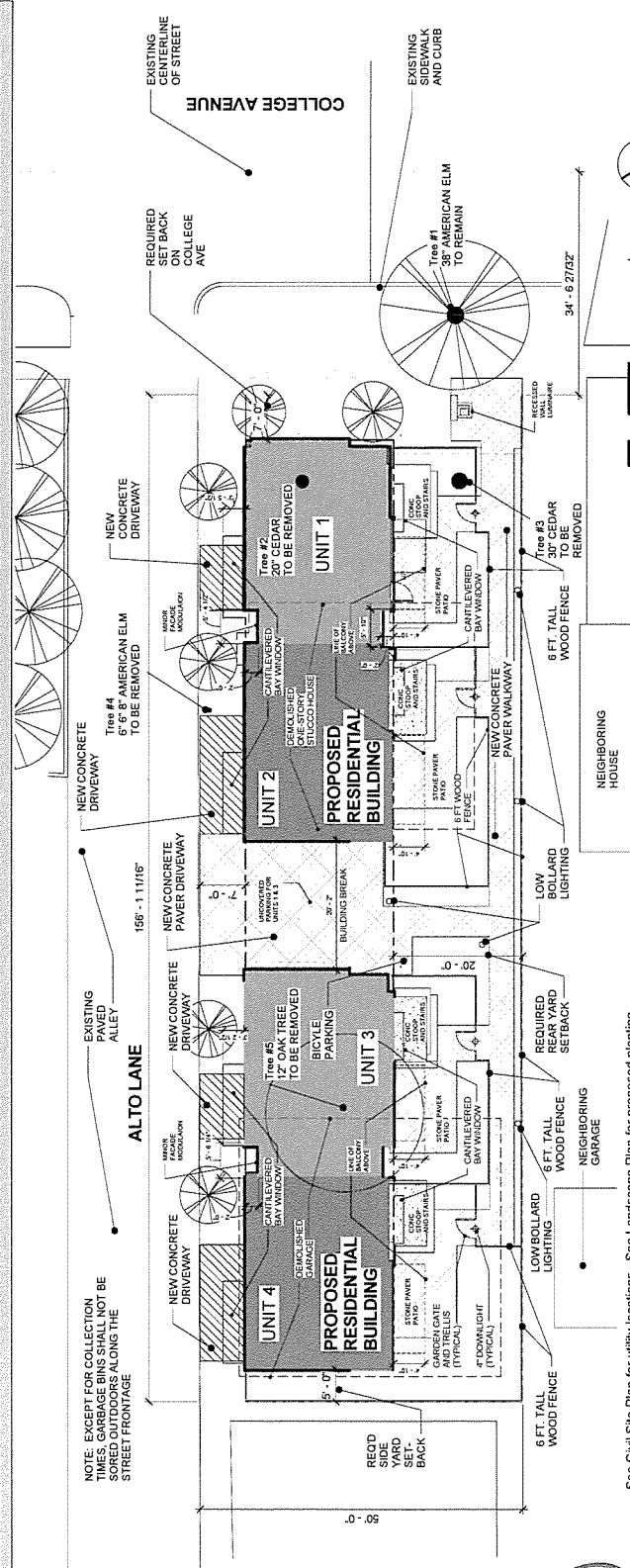
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10	10/1/13	REVISED



Site Plan / Fencing / Sign

SHEET NUMBER
A0010

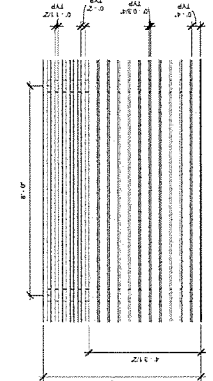
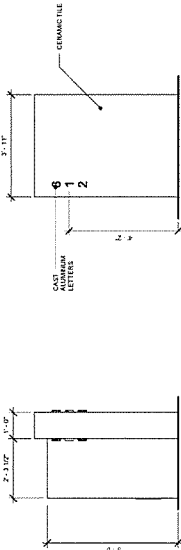
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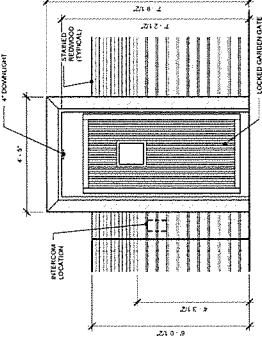
See Civil Site Plan for utility locations. See Landscape Plan for proposed planting.

SITE ANALYSIS

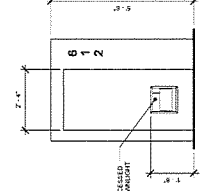
Lot Area:
7,807 sf
Allowable Floor Area:
8,587 sf
Proposed First Floor Area:
1,309 sf
Proposed Second Floor Area:
3,020 sf
Proposed Third Floor Area:
2,814 sf
Total Proposed Floor Area:
7,143 sf
Land covered by structures:
2,907 sf
Landscaping:
2,316 sf
Paved surfaces:
2,577 sf
Paving spaces:
6 covered/2 uncovered



Fence Detail



Garden Gate

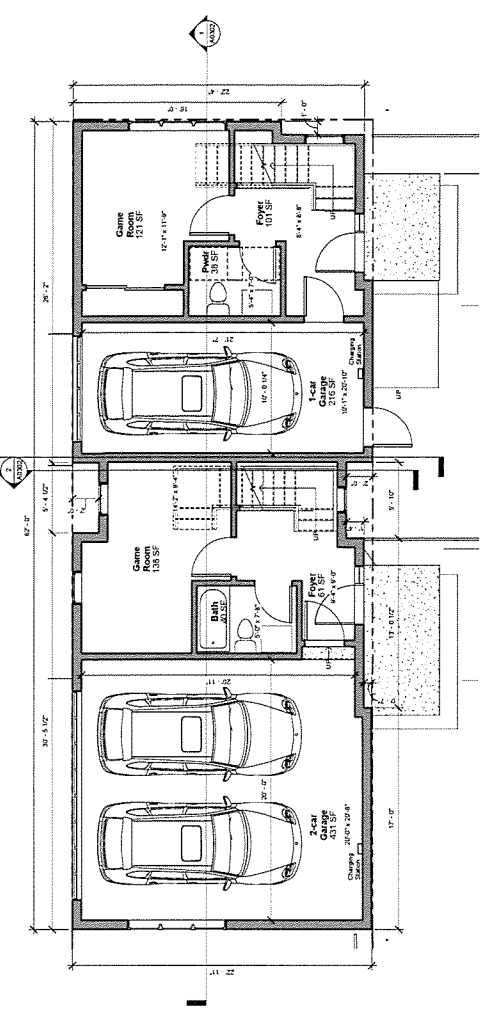


Project Sign

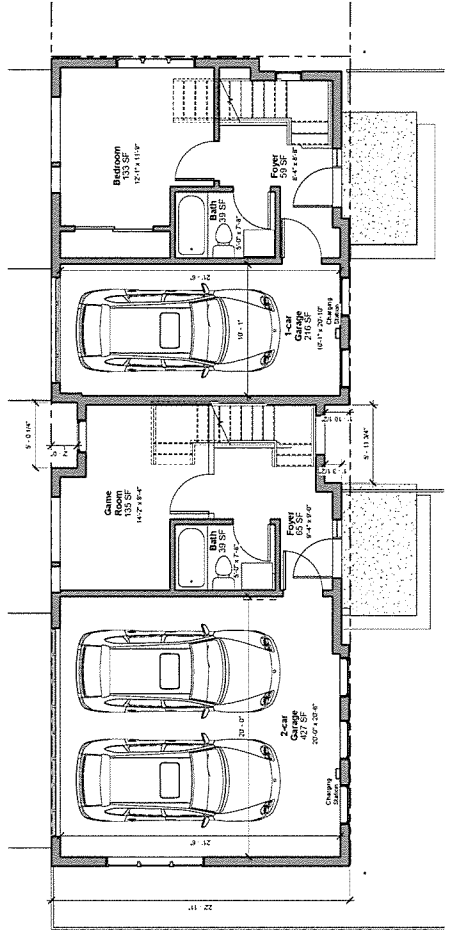
Scale: 1/2" = 1'-0"

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Units 1 and 2



Units 3 and 4



Ground Level Plan

SHEET NUMBER

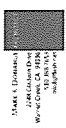
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Units 1 and 2 Elevations

SHEET NUMBER

A0201

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[illegible]

North Elevation (Front)

West Elevation (Left Side)

East Elevation (Right Side facing College Avenue)

South Elevation (Rear)

Note: AVERAGE Natural Grade: Not Changing



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South Elevation (Rear)

BIZ

B13

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 1000 California Street, Suite 100
 San Francisco, CA 94109
 Tel: 415.774.1100
 Fax: 415.774.1101

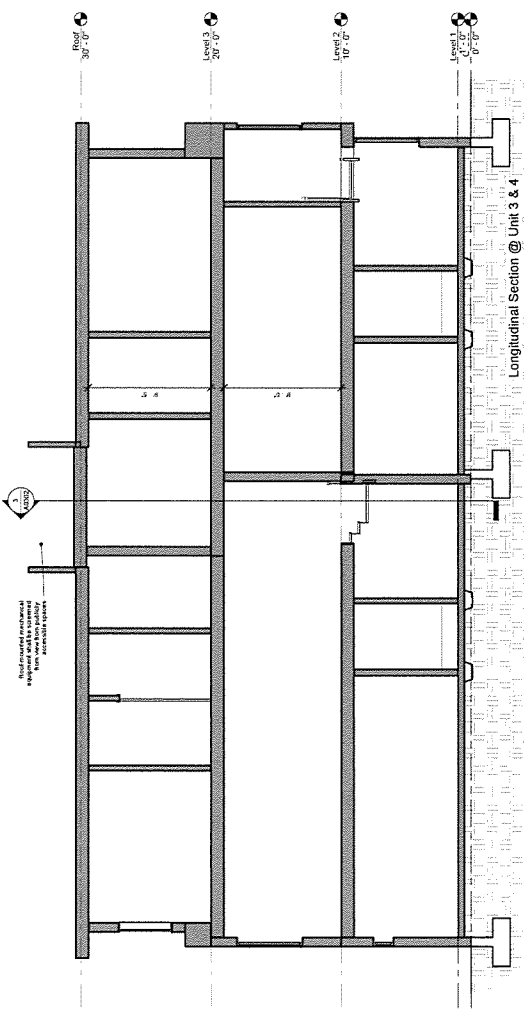
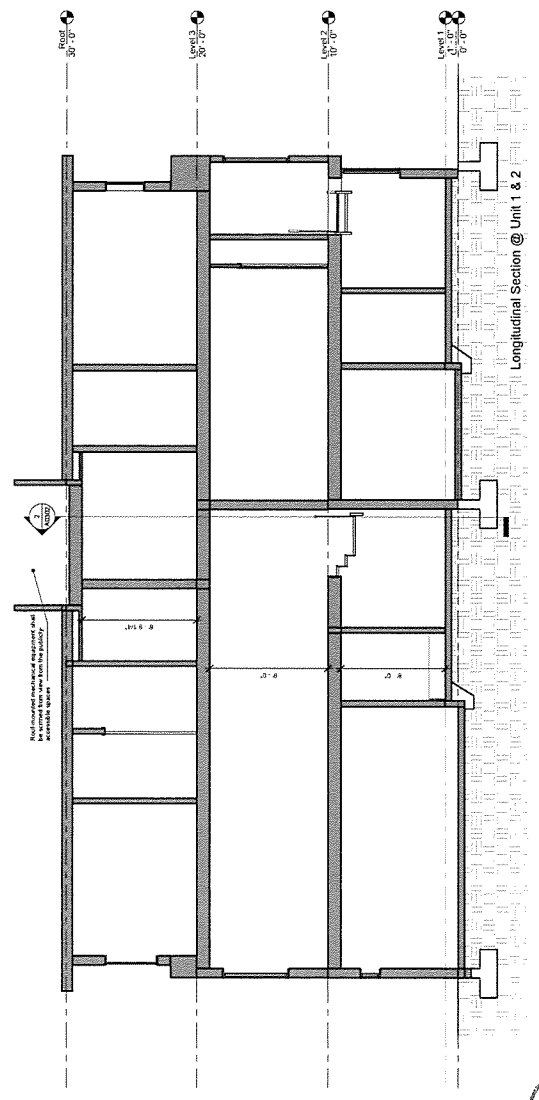
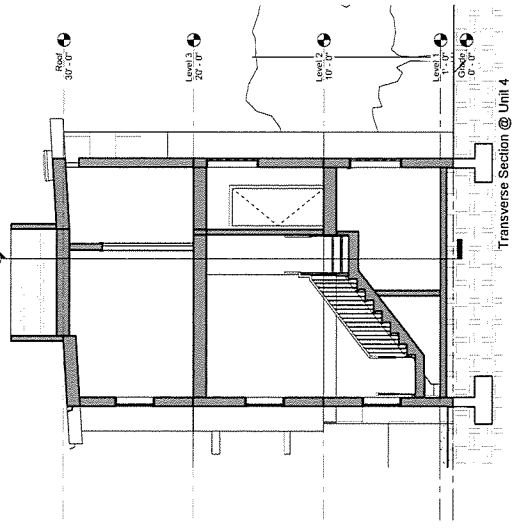
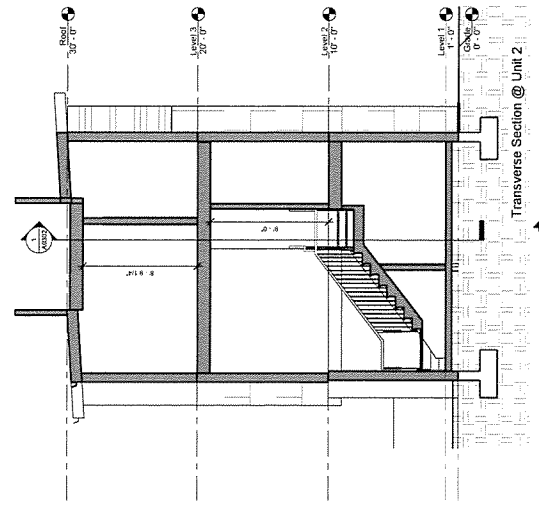
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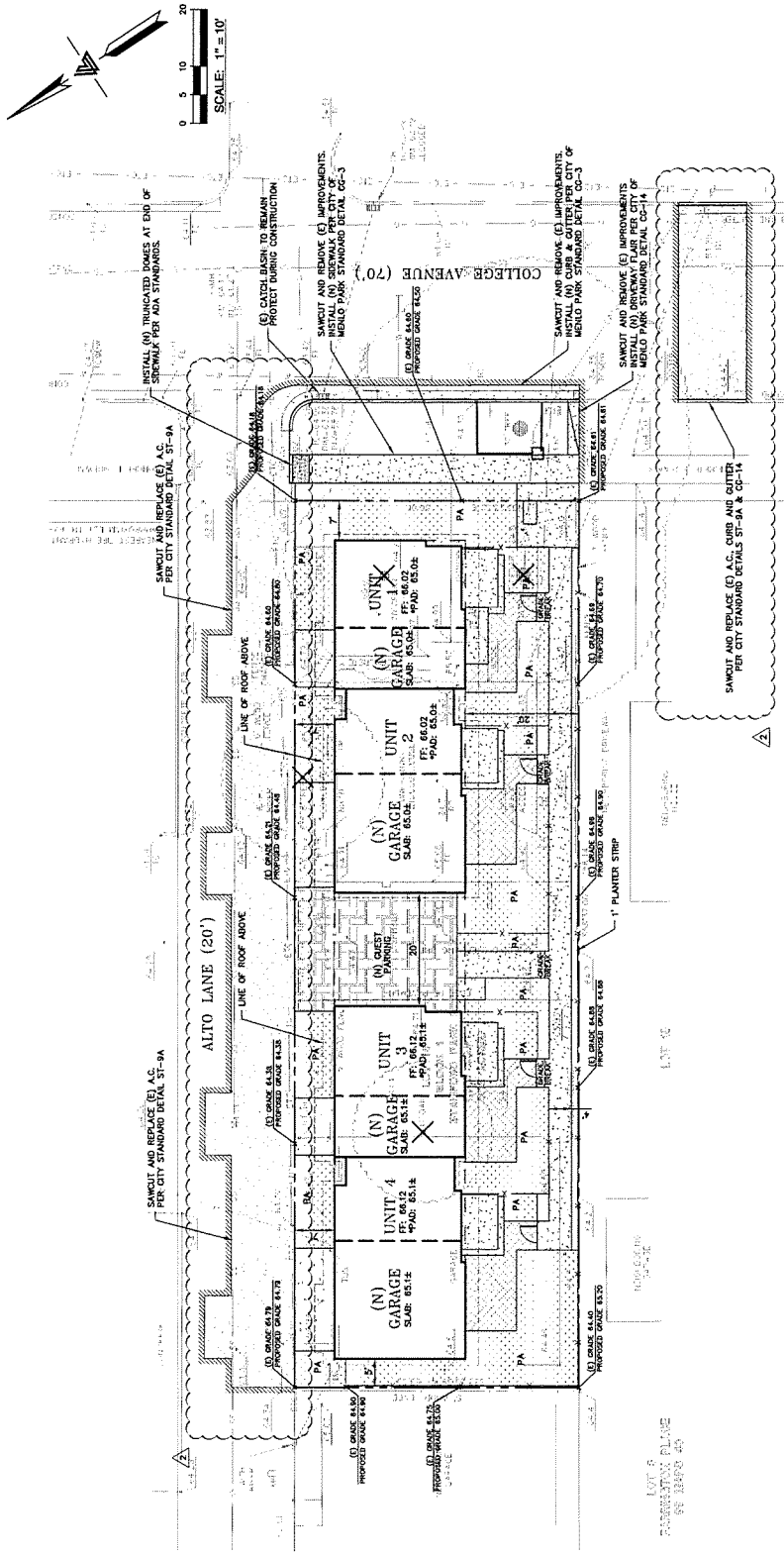
Building Sections
 SHEET NUMBER

A0302

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B14



NOTES

- [illegible]

INSPECTION NOTE:

THE CONTRACTOR SHALL INFORM THE OWNER (IN WRITING) OF RECOMMENDED PERIODIC INSPECTION AND MAINTENANCE OF THE ON-SITE STORM DRAINAGE SYSTEM. THE REGULAR CLEARING OF SILT AND DEBRIS IS ESPECIALLY IMPORTANT PRIOR TO EACH RAINY SEASON.

NOTE: CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND DEPTHS OF EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS WITH ANY EXIST.

NOTE:
ALL UTILITIES SHALL BE PLACED UNDERGROUND
IF REQUIRED BY THE UTILITY COMPANY.

NOTE: SITE GRADING SHALL NOT IMPEDE EXISTING DRAINAGE FROM ADJACENT PROPERTIES AND SHALL NOT GENERATE SURFACE RUN-OFF FLOW ONTO ADJACENT PROPERTIES.

* BUILDING PAD NOTE:
ADJUST PAD LEVEL AS REQUIRED.
REFER TO STRUCTURAL PLANS FOR
SLAB SECTION OR CRAWL SPACE
DEPTH TO ESTABLISH PAD LEVEL

NOTES

CONTRACTOR SHALL OBTAIN THE PROPER PERMITS PRIOR TO ANY GRADING.

SEPARATE PERMIT IS REQUIRED FOR ANY & ALL WORK WITHIN THE CITY RIGHT-OF-WAY. THE CONTRACTOR SHALL OBTAIN AN APPROVED PERMIT FROM THE CITY OF CHICAGO DEPARTMENT OF PUBLIC WORKS DEPARTMENT PRIOR TO THE COMMENCEMENT OF THIS WORK WITHIN THE CITY RIGHT-OF-WAY.

ALL GRADED SLOPES SHALL BE PLANTED WITH EROSION-RESISTANT, DEEP ROOTED GRASS COVER TO REDUCE THE EROSION DURING HEAVY RAINS.

REFER TO ARCHITECTURAL PLANS FOR DETAILING, INFORMATION, MATERIALS, FINISHES, AND SPECIFICATIONS.

VEGETATION CONTROL, DEMOLITION, BOTTLES, TREE PROTECTION MEASURES, AND LANDSCAPING.

FINISHED GRADE ELEVATIONS NOTED AS [FG (MAX.)] ARE THE MAXIMUM FINISHED GRADE ELEVATIONS. FINISHED GRADE ELEVATIONS MAY BE LOWER TO GRADE PER C.I.C. SECTION 307.14. THESE GRADES MAY BE EXCEEDED PROVIDED PROPER FLOW FROM THE FOUNDATION IS MAINTAINED. SEE ARCHITECTURAL AND STRUCTURAL DRAWINGS FOR OTHER FINISHED DETAILS AS REQUIRED.

CONTRACTOR SHALL NOTIFY THE OWNER AND/OR MAINTENANCE STAFF OF THE NEED OF PERIODIC MAINTENANCE OF THE DRAINAGE SYSTEM AND STRUCTURES.

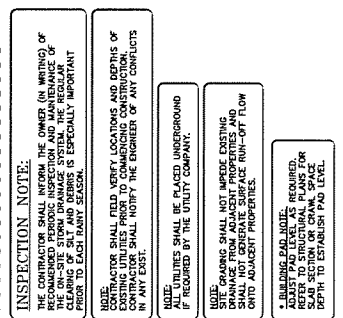
**PRELIMINARY -
NOT FOR CONSTRUCTION**



NOTES

1. THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, DISLOXED, OR MISSING CURBS, SIDEWALKS, DRIVEWAYS, AND DRIVEWAYS, RIGHT-OF-WAY, EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE.
2. THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, DISLOXED, OR MISSING CURBS, SIDEWALKS, DRIVEWAYS, AND DRIVEWAYS, RIGHT-OF-WAY, EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE.
3. THE LOCATIONS OF PLACEMENT OF STORM DRAINAGES AND OTHER UTILITIES SHALL BE RECORDED IN THE CITY RECORDS.
4. CONTACT NEAR TREES (1450) THE AREA TO SCHEDULE AN INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE OF COMMENCEMENT OF PUBLIC WORKS. THE CITY WILL CONDUCT AN INSPECTION OF ANY REPAIR WORK TO FRONTAGE IMPROVEMENTS WHICH ARE NOT SHOWN ON THE PLANS.
5. PRIOR TO FINAL INSPECTION, THE APPLICANT SHALL OBTAIN AN INSPECTION FROM THE CITY ENGINEER FOR ALL FRONTAGE IMPROVEMENTS LOCATED IN THE CITY'S RIGHT-OF-WAY ALONG THE PROPERTY FRONTAGE.
6. THE APPLICANT SHALL REMOVE AND REPLACE ALL CRACKED, DAMAGED, DISLOXED, OR MISSING CURBS, SIDEWALKS, DRIVEWAYS, AND DRIVEWAYS, RIGHT-OF-WAY, EXISTING OR DAMAGED BY THE CONSTRUCTION ACTIVITIES, PER CITY STANDARDS ALONG THE ENTIRE PROPERTY FRONTAGE. IF FRONTAGE IMPROVEMENTS DO NOT CURRENTLY EXIST, THE APPLICANT IS RESPONSIBLE FOR THE CONSTRUCTION OF SUCH IMPROVEMENTS ALONG THE ENTIRE PROPERTY FRONTAGE.
7. THE APPLICANT SHALL OBTAIN AN INSPECTION FROM THE CITY ENGINEER COMPLETED AND APPROVED BY THE CITY INSPECTOR OF THE BUILDING DEPARTMENT PRIOR TO THE FINAL INSPECTION BY THE BUILDING DEPARTMENT.

**PRELIMINARY -
NOT FOR CONSTRUCTION**



B18



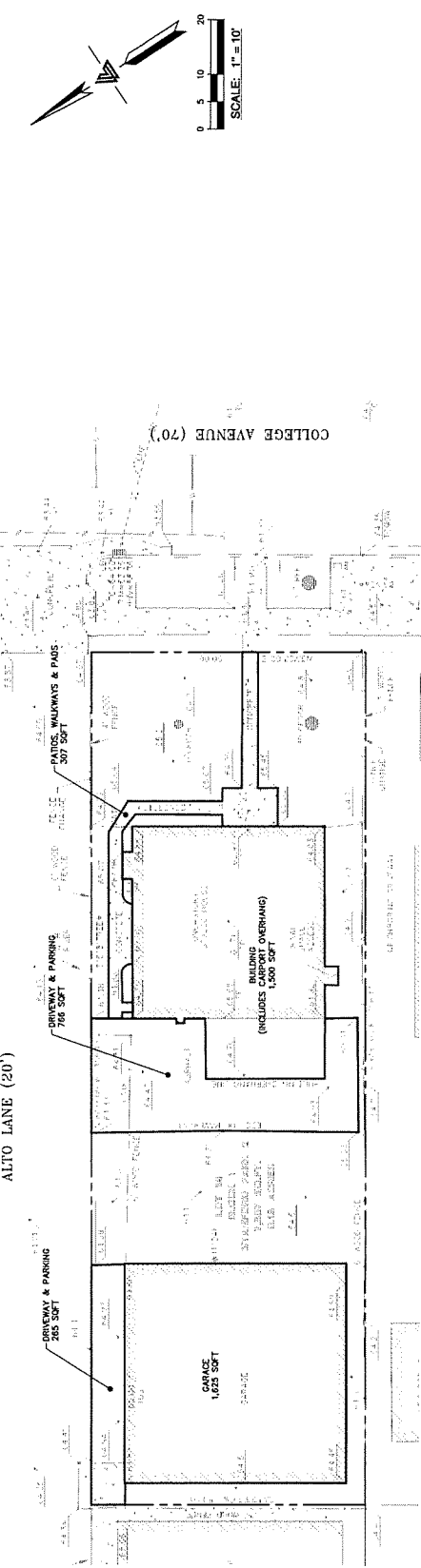
LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS • LAND SURVEYORS
BAY AREA REGION
2455 HOLLYBURN AVE., SUITE 200
ROCKVILLE, CA 94588
(916) 887-2019 (F) (916) 979-7263
(916) 887-4066 (P) (916) 356-1326
WWW.LEABRAZE.COM

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APN: 071-411-250
SAN MATEO COUNTY

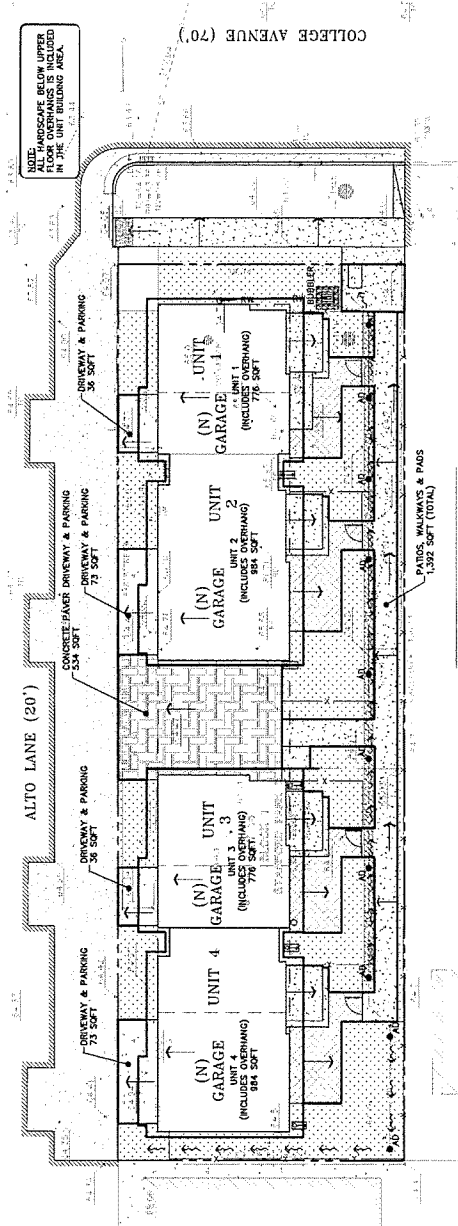
IMPERVIOUS AREA
EXHIBIT

JOB NO. 2130049
DATE: 10/19/13
SCALE: 1" = 10'
DESIGN BY: BT
DRAWN BY: BT
SHEET NO.

C-5
5 OF 08 SHEETS



EXISTING SITE



PROPOSED SITE

DEVELOPMENT AREA SUMMARY

PRE-DEVELOPMENT		(SQFT)
BUILDINGS	DRIVEWAY & PARKING	3,125
PATIOS, WALKWAYS & PADS		1,031
CONCRETE PAVEMENT DRIVEWAY & PARKING		0
TOTAL		4,156
POST-DEVELOPMENT		(SQFT)
BUILDINGS	DRIVEWAY & PARKING	3,320
PATIOS, WALKWAYS & PADS		218
CONCRETE PAVEMENT DRIVEWAY & PARKING		534
TOTAL		4,072
DIFFERENCE (NET INCREASE)		+1,201

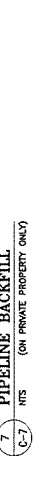
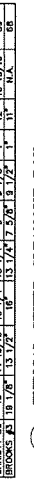
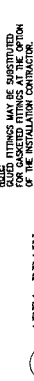
DEVELOPMENT INFORMATION

Total Area of Parcel	A	B	C	D	E	F	G	H	I	J	K	L
Existing Impervious Area												
Existing Impervious Area to be Replaced												
Existing Impervious Area to be Replaced with Impervious Area												
Existing Impervious Area to be Replaced with Permeable Area												
New Impervious Area (Creating and/or Replacing)												
New Impervious Area to be Replaced with Impervious Area												
New Impervious Area to be Replaced with Permeable Area												
Net Change in Impervious Area (If the F (net change) is negative)												
Proposed Impervious Area												
Proposed Permeable Area												
Proposed % Impervious												

NOTE: ALL LANDSCAPE BELOW UPPER FLOOR OVERHANGS IS INCLUDED IN THE UNIT BUILDING AREA.



11 GRAVEL BASIN INFILTRATION DETAIL



Sidewalk Standard (A)

Sidewalk Standard (B)

Parking Strip-Walkway Standard (C)

NOTES:

- The walkway standard in front of or contiguous to any building shall be constructed in accordance with the minimum standards for the existing neighborhood. The minimum standards for the existing neighborhood shall be the minimum standards for the existing neighborhood.
- The minimum walkway width shall be 1.5m (5'). The minimum walkway width in the City of Menlo Park shall be 2.1m (7'). The minimum walkway width in the City of Menlo Park shall be 2.1m (7').
- The quality of materials and the detail dimensions shall be in accordance with the City of Menlo Park.

CITY OF MENLO PARK STANDARD DETAILS

WALKWAY STANDARDS

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 1

5. CITY DETAIL CG-1

C-8 NTS

STANDARD VERTICAL CURB, GUTTER AND SIDEWALK

THREE FOOT VALLEY GUTTER AND PARKING STRIP

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

CURB, GUTTER AND SIDEWALK

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 2

2. CITY DETAIL CG-3

C-8 NTS

PLAN

SECTION A-A

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

DRIVEWAY WITH SEPARATE SIDEWALK

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 3

3. CITY DETAIL CG-14

C-8 NTS

TYPICAL FILTER MEDIUM AREA

STORAGE PIPE/BUBBLER BOX

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

UTILITY TRENCH

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 4

4. CITY DETAIL DR-18

C-8 NTS

CITY OF MENLO PARK STANDARD DETAILS

CITY OF MENLO PARK STANDARD DETAILS

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

UTILITY TRENCH

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 5

5. CITY DETAIL ST-9A

C-8 NTS

CITY OF MENLO PARK STANDARD DETAILS

CITY OF MENLO PARK STANDARD DETAILS

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

UTILITY TRENCH

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 6

6. CITY DETAIL ST-9A

C-8 NTS

CITY OF MENLO PARK STANDARD DETAILS

CITY OF MENLO PARK STANDARD DETAILS

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

UTILITY TRENCH

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 7

7. CITY DETAIL ST-9A

C-8 NTS

CITY OF MENLO PARK STANDARD DETAILS

CITY OF MENLO PARK STANDARD DETAILS

NOTES:

1. 150mm (6") concrete curb and gutter shall be used in all cases.
2. 150mm (6") concrete curb and gutter shall be used in all cases.
3. 150mm (6") concrete curb and gutter shall be used in all cases.

CITY OF MENLO PARK STANDARD DETAILS

UTILITY TRENCH

DATE: 10/18/13

DESIGNED BY: PT

CHECKED BY: TB

SHEET NO. 8

8. CITY DETAIL ST-9A

C-8 NTS

LEA & BRAZE ENGINEERING, INC.

1000 S. ELGIN AVE. SUITE 100

LOS ANGELES, CA 90007

TEL: (213) 687-3039

FAX: (213) 687-3038

WWW.LEA-BRAZE.COM

612 COLLEGE AVENUE

MENLO PARK, CALIFORNIA

5047-411-250

LEA & BRAZE ENGINEERING, INC.

1000 S. ELGIN AVE. SUITE 100

LOS ANGELES, CA 90007

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612 COLLEGE AVENUE

MENLO PARK, CALIFORNIA

5047-411-250

B23



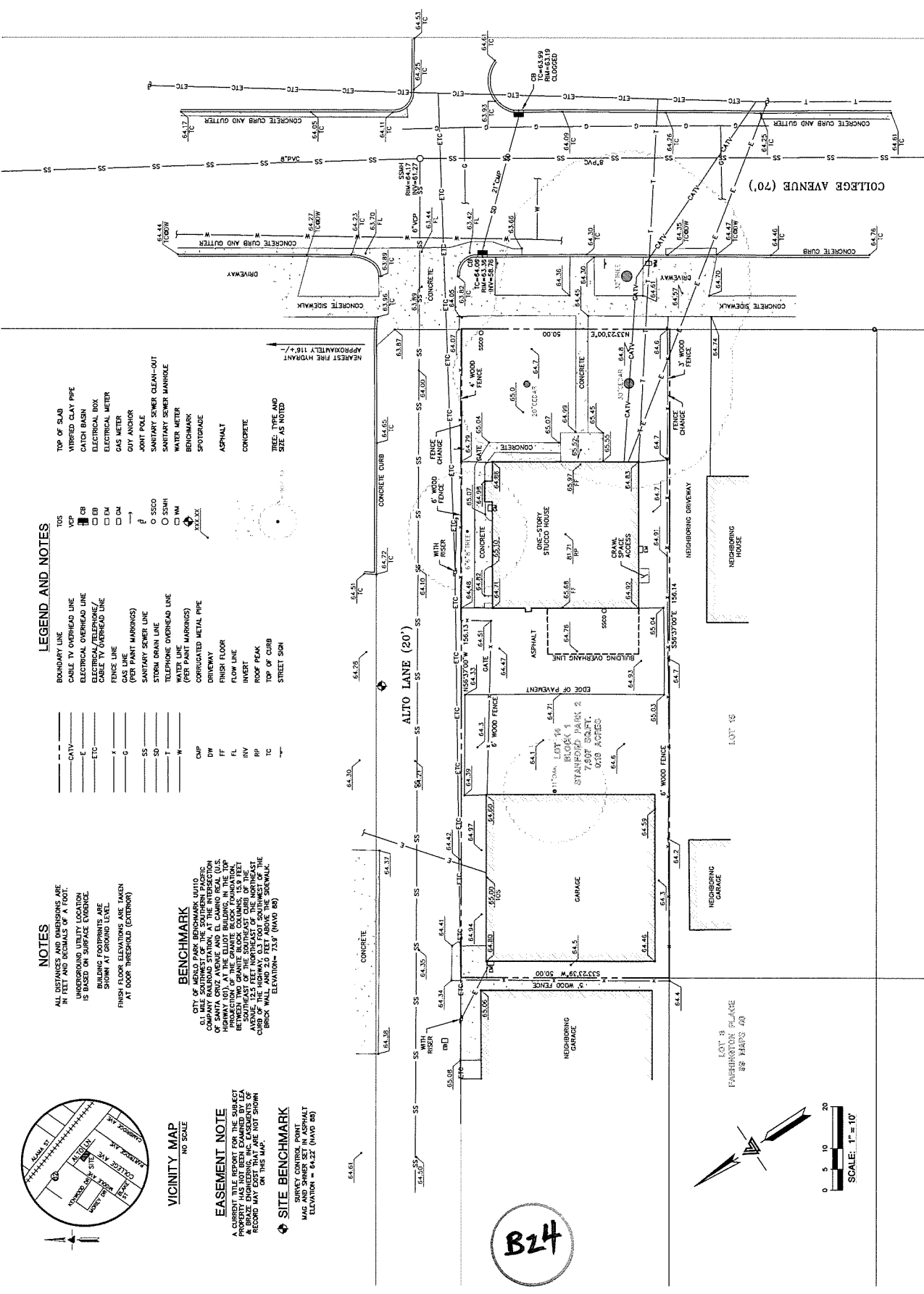
LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS - LAND SURVEYORS
3405 REDWOOD AVE. #200
SAN JOSE, CA 95132
(408) 297-7253
WWW.LEABRAZE.COM

612 COLLEGE AVENUE
MENLO PARK, CALIFORNIA
SAN MATEO COUNTY
APN: 071-41-220

TOPOGRAPHIC SURVEY

REVISIONS	BY	DATE
1		05-28-13
2		
3		
4		
5		

SHEET NO. 1
01 OF 01 SHEETS



LEGEND AND NOTES

- NOTES**
- ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS OF A FOOT.
 - UNDERGROUND UTILITY LOCATION IS BASED ON SURFACE EVIDENCE.
 - EXISTING UTILITIES ARE SHOWN ON GROUND LEVEL.
 - FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).
- BENCHMARK**
- CITY OF MENLO PARK BENCHMARK UNIT TO COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL (U.S. HIGHWAY 101). THE BENCHMARK IS LOCATED IN THE NORTHWEST CORNER OF THE GRANITE BLOCK FOUNDATION, 12.5 FEET NORTHEAST OF THE NORTHEAST CORNER OF THE GRANITE BLOCK FOUNDATION. THE BENCHMARK ELEVATION IS 72.9' (NAVD 83).
- EASEMENT NOTE**
- A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY LEA & BRAZE ENGINEERING, INC. ANY EASEMENTS OR RECORD ANY EXIST THAT ARE NOT SHOWN ON THIS MAP.
- SITE BENCHMARK**
- SURVEY CONTROL POINT FOR ASPHALT MAG. ELEVATION = 64.22' (NAVD 83)
- VICINITY MAP**
- NO SCALE

B24

612 College Ave—Architectural Control
PN: PLN2013-00063

Design approach:

The design for 612 College Avenue utilizes contemporary means to express the architectural legacy of the neighborhood, maintaining a material relationship with the surrounding Arts & Crafts style, while using simple, contemporary forms to help modulate the transition between single-family homes along College, and the busy commercial strip of the El Camino Real. The massing is expressed as a series of interlocking cubical forms: one family made up of large, masonry-like cement or porcelain tiles in a running bond pattern of limestone color at the base; and the other comprising a warm-toned wood material, a resin panel that incorporates wood veneer, deployed as horizontal slats to refer to historical shingles or ship-lap wood siding. These forms are further accented by a zinc-colored series of window frames and bay windows, providing a contrasting cool color palette.

In order to avoid “superficial massing/material variation” as expressed in the area plan, the design incorporate the following strategies:

- A. The overall massing of each of the two buildings on site has been broken down into a series of smaller sub-masses, through the use of:
 - a. Variations in the height of the roofline.
 - b. Projections from the main mass.
 - c. Modulations in the surface of the main mass.
- B. The introduction of a minor vertical façade modulation per Standard E.3.4.2.01, with a 2 foot by 5 foot slot near the center of each building, extending from the ground to the roof and emphasized by lowering the roofline to divide each building into two distinctly recognizable “row houses,” and thus creating four recognizably expressed units on the site.
- C. On the side addressing Alto Lane, as permitted by Standard E.3.3.05, bay windows have been used to break up both the massing and roofline, and to introduce visual interest. The projections form less than 35% of the total façade, and project 3’-8 ½” into the required setback.
- D. The 20 foot separation in the center of the project is now accompanied by “a major change in fenestration,” with each of the two buildings having windows of different shapes and proportions and with different detailing.
- E. Through the use of a subtle but distinct color shift, comprising one palette of vivid wood tones set off against blue glass windows, and another palette of warm grays, the two structures are given distinct identities while remaining true to the overall project language.

The main pedestrian unit entries, previously located on Alto Lane, have been moved to the opposite side of the building, creating an entry “mews” which is entered from College Avenue per planning staff recommendations. While the vehicular entries and parking will remain on Alto Lane, the front door of each unit will now be approached via an internal walkway.

To enhance the sense of frontage and entry along College, the façade has been designed with a distinctly residential quality, placing an active, open elevation facing the street.

Floors have been elevated 12" above adjacent grade to enhance separation from the street. Due to the compact footprint of the site, the recommended 2-4 foot elevation per Guideline E.3.5.07 is difficult to achieve while meeting accessibility codes, but also less necessary in this case due to the fact that the main façade does not address the street, but rather an internal walk.

Neighbor Outreach

On August 20th, 2013, Menlo Capital Group contacted the neighbors at 620 College Avenue, the property immediately adjacent to the south, Connie and Jasper Chan. The current plans and design were shown to them, and they expressed positive support for the development in general and for the design approach. Continued efforts to update the neighbors as to the nature of the design will continue.

Parking

Parking on site includes two-car garages for two of the units, one-car garages for the other two units, and two on-site uncovered parking spaces, each of which is allocated exclusively for use by the units with one car garages. The plans have been altered to reflect this information.

Sustainable Design

Although not required by the zoning code, the project will be designed to meet the criteria for LEED certification. Measures such as an energy efficient envelope, water use reduction, and efficient lighting and appliances will be used. As an added incentive for buyers, each unit will come equipped with an electric vehicle, such as a Nissan Leaf or equivalent, reducing local emissions as well as atmospheric carbon overall.

Mitigated Monitoring and Reporting Program (MMRP)

The project will comply with all applicable mitigations as described in the MMRP.

BUILDING DIVISION INFORMATION

Proposed construction type: Type VA

Compliance with Section 503.1.2: The two structures that comprise the development will be analyzed as portions of one building. The aggregate building area is 8,574 square feet, and the structures are less than 35 feet in height and three stories tall. Per Table 503, the maximum height of the buildings shall be no more than 50 feet in height, the maximum number of stories is three (3), and the maximum area is 12,000 square feet.

The building will be equipped with an automatic sprinkler system. The use of sprinklers increases the area limitation to 24,000 square feet per Section 506 of the code. However, the planning code limits the building size to 8,580 square feet, well within the area limits.

Menlo Park El Camino Real/Downtown Specific Plan
612 College Avenue Project: Standards and Guidelines Compliance Worksheet

Section	Standard or Guideline	Requirement	Evaluation
E.3.1 Development Intensity			
E.3.1.01	Standard	Business and Professional office (inclusive of medical and dental office) shall not exceed one half of the base FAR or public benefit bonus FAR, whichever is applicable.	<i>Not applicable: Project does not include any business and professional office component.</i>
E.3.1.02	Standard	Medical and Dental office shall not exceed one third of the base FAR or public benefit bonus FAR, whichever is applicable.	<i>Not applicable: Project does not include any medical office component.</i>
E.3.2 Height			
E.3.2.01	Standard	Roof-mounted mechanical equipment, solar panels, and similar equipment may exceed the maximum building height, but shall be screened from view from publicly-accessible spaces.	<i>Project does not propose to exceed the maximum 38-foot building height, but roof screens at center of each building would screen views of roof-mounted mechanical equipment from publicly-accessible spaces</i>
E.3.2.02	Standard	Vertical building projections such as parapets and balcony railings may extend up to 4 feet beyond the maximum façade height or the maximum building height, and shall be integrated into the design of the building.	<i>Not applicable: Project does not propose any vertical building projections beyond the 30-foot maximum façade height or the 38-foot maximum building height.</i>
E.3.2.03	Standard	Rooftop elements that may need to exceed the maximum building height due to their function, such as stair and elevator towers, shall not exceed 14 feet beyond the maximum building height. Such rooftop elements shall be integrated into the design of the building.	<i>Not applicable: Project does not propose any rooftop elements to exceed the 38-foot maximum building height.</i>
E.3.3 Setbacks and Projections within Setbacks			
E.3.3.01	Standard	Front setback areas shall be developed with sidewalks, plazas, and/or landscaping as appropriate.	<i>As shown on the landscape plan, the primary College Avenue setback area would feature two trees, a number of medium-height shrubs, and low ground cover, and the primary walkway for the project. The Alto Lane frontage, while more of a service alley that would provide auto access to the garages, would also be accented with five trees and associated medium-height shrubs.</i>
E.3.3.02	Standard	Parking shall not be permitted in front setback areas.	<i>No parking is proposed in either the College Avenue or Alto Lane setback areas.</i>
E.3.3.03	Standard	In areas where no or a minimal setback is required, limited setback for store or lobby entry recesses shall not exceed a maximum of 4-foot depth and a maximum of 6-foot width.	<i>Not applicable: Project does not include any store or lobby entry recesses.</i>
E.3.3.04	Standard	In areas where no or a minimal setback is required, building projections, such as balconies, bay windows and dormer windows, shall not project beyond a maximum of 3 feet from the building face into the sidewalk clear walking zone, public right-of-way or public spaces, provided they have a minimum 8-foot vertical clearance above the sidewalk clear walking zone, public right-of-way or public space.	<i>Not applicable: For this parcel, the ECR SW zone does not permit no/minimal setbacks.</i>

Menlo Park El Camino Real/Downtown Specific Plan
612 College Avenue Project: Standards and Guidelines Compliance Worksheet

Section	Standard or Guideline	Requirement	Evaluation
E.3.3.05	Standard	In areas where setbacks are required, building projections, such as balconies, bay windows and dormer windows, at or above the second habitable floor shall not project beyond a maximum of 5 feet from the building face into the setback area.	<i>The project proposes a number of building projections, including bay windows and eaves on the College/Alto/interior side facades, and balconies, bay windows, and eaves on the rear façade. None of the projections would extend more than five feet into the respective setback area.</i>
E.3.3.06	Standard	The total area of all building projections shall not exceed 35% of the primary building façade area. Primary building façade is the façade built at the property or setback line.	<i>The applicant has documented that the maximum percentage of building projections does not exceed 29 percent of the primary building façade area.</i>
E.3.3.07	Standard	Architectural projections like canopies, awnings and signage shall not project beyond a maximum of 6 feet horizontally from the building face at the property line or at the minimum setback line. There shall be a minimum of 8-foot vertical clearance above the sidewalk, public right-of-way or public space.	<i>The entry door canopies (located on the rear façade) would extend less than six feet into the setback. In addition, although they are not located along public space, they would still be located over eight feet above the adjacent grade.</i>
E.3.3.08	Standard	No development activities may take place within the San Francisquito Creek bed, below the creek bank, or in the riparian corridor.	<i>Not applicable: Project is not located in or near the San Francisquito Creek bed.</i>
E.3.4 Massing and Modulation			
E.3.4.1 Building Breaks			
E.3.4.1.01	Standard	The total of all building breaks shall not exceed 25 percent of the primary façade plane in a development.	<i>The building break (width: 20 feet, 2 inches) would represent only 14 percent of the primary building façade.</i>
E.3.4.1.02	Standard	Building breaks shall be located at ground level and extend the entire building height.	<i>The building break starts at ground level and extends the entire building height.</i>
E.3.4.1.03	Standard	In all districts except the ECR-SE zoning district, recesses that function as building breaks shall have minimum dimensions of 20 feet in width and depth and a maximum dimension of 50 feet in width. For the ECR-SE zoning district, recesses that function as building breaks shall have a minimum dimension of 60 feet in width and 40 feet in depth.	<i>Not applicable: Project provides a full building break, not a recess.</i>
E.3.4.1.04	Standard	Building breaks shall be accompanied with a major change in fenestration pattern, material and color to have a distinct treatment for each volume.	<i>While the two buildings share a common design language, they would feature clear distinctions including: unique colors for the cement composite panel elements; alternate wood veneer panels; and a number of unique window sizes/shapes.</i>
E.3.4.1.05	Standard	In all districts except the ECR-SE zoning district, building breaks shall be required as shown in Table E3.	<i>The proposal would provide a full building break at the center of the development, with a width of 20 feet, two inches, which comply with the Table E3 minimum (20 feet) and maximum (50 feet) width requirements. The associated building lengths of approximately 60 feet would be well below Table E3's 100-foot maximum distance between building breaks.</i>

Menlo Park El Camino Real/Downtown Specific Plan
612 College Avenue Project: Standards and Guidelines Compliance Worksheet

Section	Standard or Guideline	Requirement	Evaluation
E.3.4.1.06	Standard	<p>In the ECR-SE zoning district, and consistent with Table E4 the building breaks shall:</p> <ul style="list-style-type: none"> • Comply with Figure E9; • Be a minimum of 60 feet in width, except where noted on Figure E9; • Be a minimum of 120 feet in width at Middle Avenue; • Align with intersecting streets, except for the area between Roble Avenue and Middle Avenue; • Be provided at least every 350 feet in the area between Roble Avenue and Middle Avenue; where properties under different ownership coincide with this measurement, the standard side setbacks (10 to 25 feet) shall be applied, resulting in an effective break of between 20 to 50 feet. • Extend through the entire building height and depth at Live Oak Avenue, Roble Avenue, Middle Avenue, Partridge Avenue and Harvard Avenue; and • Include two publicly-accessible building breaks at Middle Avenue and Roble Avenue. 	<i>Not applicable: Project is not within the ECR SE district.</i>
E.3.4.1.07	Standard	<p>In the ECR-SE zoning district, the Middle Avenue break shall include vehicular access; publicly-accessible open space with seating, landscaping and shade; retail and restaurant uses activating the open space; and a pedestrian/bicycle connection to Alma Street and Burgess Park. The Roble Avenue break shall include publicly-accessible open space with seating, landscaping and shade.</p>	<i>Not applicable: Project is not within the ECR SE district.</i>
E.3.4.1.08	Guideline	<p>In the ECR-SE zoning district, the breaks at Live Oak, Roble, Middle, Partridge and Harvard Avenues may provide vehicular access.</p>	<i>Not applicable: Project is not within the ECR SE district.</i>

Menlo Park El Camino Real/Downtown Specific Plan
612 College Avenue Project: Standards and Guidelines Compliance Worksheet

E.3.4.2 Façade Modulation and Treatment			
E.3.4.2.01	Standard	Building façades facing public rights-of-way or public open spaces shall not exceed 50 feet in length without a minor building façade modulation. At a minimum of every 50' façade length, the minor vertical façade modulation shall be a minimum 2 feet deep by 5 feet wide recess or a minimum 2 foot setback of the building plane from the primary building façade.	<i>Along the Alto Lane façade, the proposal would include minor façade modulations at the center of each building. These modulations would meet the minimum dimensions of two feet deep by five feet wide, and the resulting building lengths would not exceed 30 feet, five-and-one-half inches, below the 50-foot maximum. Along College Avenue, the façade length does not exceed 22 feet, four inches, so no minor façade modulation is required.</i>
E.3.4.2.02	Standard	Building façades facing public rights-of-way or public open spaces shall not exceed 100 feet in length without a major building modulation. At a minimum of every 100 feet of façade length, a major vertical façade modulation shall be a minimum of 6 feet deep by 20 feet wide recess or a minimum of 6 feet setback of building plane from primary building façade for the full height of the building. This standard applies to all districts except ECR NE-L and ECR SW since those two districts are required to provide a building break at every 100 feet.	<i>Not applicable: Project is within the ECR SW district, where the building break requirements preempt this requirement.</i>
E.3.4.2.03	Standard	In addition, the major building façade modulation shall be accompanied with a 4-foot minimum height modulation and a major change in fenestration pattern, material and/or color.	<i>Not applicable: Project is within the ECR SW district, where the building break requirements preempt this requirement.</i>
E.3.4.2.04	Guideline	Minor façade modulation may be accompanied with a change in fenestration pattern, and/or material, and/or color, and/or height.	<i>On either side of the minor façade modulations, the buildings feature window and material variation.</i>
E.3.4.2.05	Guideline	Buildings should consider sun shading mechanisms, like overhangs, <i>bris soleils</i> and clerestory lighting, as façade articulation strategies.	<i>The proposal features eaves, bay windows, and balconies as façade articulation strategies.</i>
E.3.4.3 Building Profile			
E.3.4.3.01	Standard	The 45-degree building profile shall be set at the minimum setback line to allow for flexibility and variation in building façade height within a district.	<i>The building profile is correctly set at the minimum setback lines on the applicable facades (College Avenue, Alto Lane, and the rear).</i>
E.3.4.3.02	Standard	Horizontal building and architectural projections, like balconies, bay windows, dormer windows, canopies, awnings, and signage, beyond the 45-degree building profile shall comply with the standards for Building Setbacks & Projection within Setbacks (E.3.3.04 to E.3.3.07) and shall be integrated into the design of the building.	<i>The proposal includes eave overhangs (equivalent to canopies/awnings) that project slightly into the building profile. The maximum intrusion would be less than three feet, below the equivalent Building Setbacks & Projection within Setbacks requirement (six feet).</i>
E.3.4.3.03	Standard	Vertical building projections like parapets and balcony railings shall not extend 4 feet beyond the 45-degree building profile and shall be integrated into the design of the building.	<i>Not applicable: Project does not include any such vertical building projections within the building profile.</i>

Menlo Park El Camino Real/Downtown Specific Plan
612 College Avenue Project: Standards and Guidelines Compliance Worksheet

E.3.4.3.04	Standard	Rooftop elements that may need to extend beyond the 45-degree building profile due to their function, such as stair and elevator towers, shall be integrated into the design of the building.	<i>Not applicable: Project does not include any such rooftop elements within the building profile.</i>
E.3.4.4 Upper Story Façade Length			
E.3.4.4.01	Standard	Building stories above the 38-foot façade height shall have a maximum allowable façade length of 175 feet along a public right-of-way or public open space.	<i>Not applicable: The ECR SW district does not permit heights in excess of 38 feet.</i>
E.3.5 Ground Floor Treatment, Entry and Commercial Frontage			
Ground Floor Treatment			
E.3.5.01	Standard	The retail or commercial ground floor shall be a minimum 15-foot floor-to-floor height to allow natural light into the space.	<i>Not applicable: Proposal does not include any retail or commercial component.</i>
E.3.5.02	Standard	Ground floor commercial buildings shall have a minimum of 50% transparency (i.e., clear-glass windows) for retail uses, office uses and lobbies to enhance the visual experience from the sidewalk and street. Heavily tinted or mirrored glass shall not be permitted.	<i>Not applicable: Proposal does not include any retail or commercial component.</i>
E.3.5.03	Guideline	Buildings should orient ground-floor retail uses, entries and direct-access residential units to the street.	<i>Due to the unique nature of this parcel (specifically, the narrow College Avenue frontage and the service-related nature of Alto Lane), providing direct access to each residential unit is not feasible. However, the proposal incorporates a residential "mews" approach to clearly signify the shared residential entry on College Avenue. The project sign/mailbox, concrete pavers, and individual garden gates would help orient visitors to the residential unit entrances.</i>
E.3.5.04	Guideline	Buildings should activate the street by providing visually interesting and active uses, such as retail and personal service uses, in ground floors that face the street. If office and residential uses are provided, they should be enhanced with landscaping and interesting building design and materials.	<i>The proposal includes residential uses at ground level, along with unique and varied building materials and landscaping along both College Avenue and Alto Lane.</i>
E.3.5.05	Guideline	For buildings where ground floor retail, commercial or residential uses are not desired or viable, other project-related uses, such as a community room, fitness center, daycare facility or sales center, should be located at the ground floor to activate the street.	<i>Not applicable: Project includes ground-floor residential uses.</i>
E.3.5.06	Guideline	Blank walls at ground floor are discouraged and should be minimized. When unavoidable, continuous lengths of blank wall at the street should use other appropriate measures such as landscaping or artistic intervention, such as murals.	<i>Along both College Avenue and Alto Lane, the ground-floor walls would include windows (including on the garage doors) to allow for interaction between the residential units and the street, as well as utilize a variety of materials for aesthetic interest.</i>

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E.3.5.07	Guideline	Residential units located at ground level should have their floors elevated a minimum of 2 feet to a maximum of 4 feet above the finished grade sidewalk for better transition and privacy, provided that accessibility codes are met.	<i>Due to the narrowness of this parcel and its location along the rear of the Specific Plan boundary (where the largest setback is required, in order to buffer the adjacent residential district), the setbacks create a relatively shallow buildable depth. This limits opportunities to provide a two- to four-foot distance between grade-level elements (like the garages) and the finished floor. In addition, such a grade differential could increase privacy issues with the adjacent single-family residential property (620 College Avenue). However, the proposal includes a one-foot elevation for the first level, and many of the public-facing ground-level windows have high sill heights to insure privacy.</i>
E.3.5.08	Guideline	Architectural projections like canopies and awnings should be integrated with the ground floor and overall building design to break up building mass, to add visual interest to the building and provide shelter and shade.	<i>On the rear façade, the individual unit entries feature projecting canopies at ground level, which (along with the upper-level projections and material variation) help break up the building mass and provide visual interest and shelter/shade.</i>
Building Entries			
E.3.5.09	Standard	Building entries shall be oriented to a public street or other public space. For larger residential buildings with shared entries, the main entry shall be through prominent entry lobbies or central courtyards facing the street. From the street, these entries and courtyards provide additional visual interest, orientation and a sense of invitation.	<i>As noted under Guideline E.3.5.03, the proposal orients the building entries to College Avenue through the residential "mews" concept, which uses the sign/mailbox feature and fencing/gate elements to clearly signify the path for residents and visitors, as well as provide visual interest.</i>
E.3.5.10	Guideline	Entries should be prominent and visually distinctive from the rest of the façade with creative use of scale, materials, glazing, projecting or recessed forms, architectural details, color, and/or awnings.	<i>The overall entry path is marked by a sign/mailbox feature and attractive fencing. Each unit's entry is marked by a garden gate with an archway, and the unit doors are made of wood and feature full-height glass sidelights and large stoops.</i>
E.3.5.11	Guideline	Multiple entries at street level are encouraged where appropriate.	<i>Each unit has an individual entry, accessed through the main "mews."</i>
E.3.5.12	Guideline	Ground floor residential units are encouraged to have their entrance from the street.	<i>The proposal orients the building entries to College Avenue through the residential "mews" concept, which uses the sign/mailbox feature and fencing/gate elements to clearly signify the path for residents and visitors.</i>
E.3.5.13	Guideline	Stoops and entry steps from the street are encouraged for individual unit entries when compliant with applicable accessibility codes. Stoops associated with landscaping create inviting, usable and visually attractive transitions from private spaces to the street.	<i>Each unit features a stoop that functions as a transition between the indoor and outdoor living spaces.</i>
E.3.5.14	Guideline	Building entries are allowed to be recessed from the primary building façade.	<i>The entries are recessed slightly (seven inches) from the main building façade, with an overhang providing additional shade/rain protection.</i>

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Commercial Frontage			
E.3.5.15	Standard	Commercial windows/storefronts shall be recessed from the primary building façade a minimum of 6 inches	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.16	Standard	Retail frontage, whether ground floor or upper floor, shall have a minimum 50% of the façade area transparent with clear vision glass, not heavily tinted or highly mirrored glass.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.17	Guideline	Storefront design should be consistent with the building's overall design and contribute to establishing a well-defined ground floor for the façade along streets.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.18	Guideline	The distinction between individual storefronts, entire building façades and adjacent properties should be maintained.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.19	Guideline	Storefront elements such as windows, entrances and signage should provide clarity and lend interest to the façade.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.20	Guideline	Individual storefronts should have clearly defined bays. These bays should be no greater than 20 feet in length. Architectural elements, such as piers, recesses and projections help articulate bays.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.21	Guideline	All individual retail uses should have direct access from the public sidewalk. For larger retail tenants, entries should occur at lengths at a maximum at every 50 feet, consistent with the typical lot size in downtown.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.22	Guideline	Recessed doorways for retail uses should be a minimum of two feet in depth. Recessed doorways provide cover or shade, help identify the location of store entrances, provide a clear area for out-swinging doors and offer the opportunity for interesting paving patterns, signage and displays.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.23	Guideline	Storefronts should remain un-shuttered at night and provide clear views of interior spaces lit from within. If storefronts must be shuttered for security reasons, the shutters should be located on the inside of the store windows and allow for maximum visibility of the interior.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.24	Guideline	Storefronts should not be completely obscured with display cases that prevent customers and pedestrians from seeing inside.	<i>Not applicable: Proposal does not include any commercial component.</i>
E.3.5.25	Guideline	Signage should not be attached to storefront windows.	<i>Not applicable: Proposal does not include any commercial component.</i>

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E.3.6 Open Space			
E.3.6.01	Standard	Residential developments or Mixed Use developments with residential use shall have a minimum of 100 square feet of open space per unit created as common open space or a minimum of 80 square feet of open space per unit created as private open space, where private open space shall have a minimum dimension of 6 feet by 6 feet. In case of a mix of private and common open space, such common open space shall be provided at a ratio equal to 1.25 square feet for each one square foot of private open space that is not provided.	<i>The proposal provides approximately 4,000 square feet of open space, well above the 30 percent minimum requirement for the overall parcel. In addition to the common open space (front setback landscaping, "mews" path), each unit has a private garden of no less than 467 square feet, with clear dimensions of at least 13 feet, also well above the individual private open space requirement.</i>
E.3.6.02	Standard	Residential open space (whether in common or private areas) and accessible open space above parking podiums up to 16 feet high shall count towards the minimum open space requirement for the development.	<i>Balconies are provided, but as noted in Standard E.3.6.01 above, the proposal meets the requirements without counting these as open space.</i>
E.3.6.03	Guideline	Private and/or common open spaces are encouraged in all developments as part of building modulation and articulation to enhance building façade.	<i>The balconies would provide modulation and articulation, helping vary up the massing of the rear façade.</i>
E.3.6.04	Guideline	Private development should provide accessible and usable common open space for building occupants and/or the general public.	<i>The proposal would include common open space in the "mews" and in the landscaped front setback areas, although the focus would be on private open space, in compliance with the development standards.</i>
E.3.6.05	Guideline	For residential developments, private open space should be designed as an extension of the indoor living area, providing an area that is usable and has some degree of privacy.	<i>The ground-level garden areas would be directly accessible from each individual unit, and fencing would provide privacy. The balconies would also be an extension of the indoor living area.</i>
E.3.6.06	Guideline	Landscaping in setback areas should define and enhance pedestrian and open space areas. It should provide visual interest to streets and sidewalks, particularly where building façades are long.	<i>The setback areas on both College Avenue and Alto Lane would be landscaped with trees and medium shrubs, enhancing both facades and the pedestrian experience.</i>
E.3.6.07	Guideline	Landscaping of private open spaces should be attractive, durable and drought-resistant.	<i>The proposal has been evaluated for preliminary compliance with the Water Efficient Landscaping Ordinance, and would be required to comply in full if the project is approved.</i>
E.3.7 Parking, Service and Utilities			
General Parking and Service Access			
E.3.7.01	Guideline	The location, number and width of parking and service entrances should be limited to minimize breaks in building design, sidewalk curb cuts and potential conflicts with streetscape elements.	<i>As a narrow property that abuts the Specific Plan rear boundary (which has the largest setback, to buffer the adjacent single-family residential area), the parcel has a limited building footprint, which effectively renders consolidated underground parking infeasible. In response, the proposal locates the private parking entrances on Alto Lane, which is service-oriented in character. This allows College Avenue to function as the primary frontage, with no parking entrances at all.</i>

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E.3.7.02	Guideline	In order to minimize curb cuts, shared entrances for both retail and residential use are encouraged. In shared entrance conditions, secure access for residential parking should be provided.	<i>Not applicable: Project is not a mixed-use retail/residential project.</i>
E.3.7.03	Guideline	When feasible, service access and loading docks should be located on secondary streets or alleys and to the rear of the building.	<i>Not applicable: Project is not a commercial or large-scale residential project that requires loading docks.</i>
E.3.7.04	Guideline	The size and pattern of loading dock entrances and doors should be integrated with the overall building design.	<i>Not applicable: Project is not a commercial or large-scale residential project that requires loading docks.</i>
E.3.7.05	Guideline	Loading docks should be screened from public ways and adjacent properties to the greatest extent possible. In particular, buildings that directly adjoin residential properties should limit the potential for loading-related impacts, such as noise. Where possible, loading docks should be internal to the building envelope and equipped with closable doors. For all locations, loading areas should be kept clean.	<i>Not applicable: Project is not a commercial or large-scale residential project that requires loading docks.</i>
E.3.7.06	Guideline	Surface parking should be visually attractive, address security and safety concerns, retain existing mature trees and incorporate canopy trees for shade. See Section D.5 for more complete guidelines regarding landscaping in parking areas.	<i>The central surface parking area would feature concrete pavers, for visual interest. Three new trees would also be located in its vicinity, which would ultimately provide some shade for the parking.</i>
Utilities			
E.3.7.07	Guideline	All utilities in conjunction with new residential and commercial development should be placed underground.	<i>All new utility connections would be located underground.</i>
E.3.7.08	Guideline	Above ground meters, boxes and other utility equipment should be screened from public view through use of landscaping or by integrating into the overall building design.	<i>All new utility equipment would be screened from view, as verified by a standard condition of approval.</i>
Parking Garages			
E.3.7.09	Standard	To promote the use of bicycles, secure bicycle parking shall be provided at the street level of public parking garages. Bicycle parking is also discussed in more detail in Section F.5 "Bicycle Storage Standards and Guidelines."	<i>Not applicable: Project does not include a parking garage component.</i>
E.3.7.10	Guideline	Parking garages on downtown parking plazas should avoid monolithic massing by employing change in façade rhythm, materials and/or color.	<i>Not applicable: Project does not include a parking garage component.</i>
E.3.7.11	Guideline	To minimize or eliminate their visibility and impact from the street and other significant public spaces, parking garages should be underground, wrapped by other uses (i.e. parking podium within a development) and/or screened from view through architectural and/or landscape treatment.	<i>Not applicable: Project does not include a parking garage component.</i>

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E.3.7.12	Guideline	Whether free-standing or incorporated into overall building design, garage façades should be designed with a modulated system of vertical openings and pilasters, with design attention to an overall building façade that fits comfortably and compatibly into the pattern, articulation, scale and massing of surrounding building character.	<i>Not applicable: Project does not include a parking garage component.</i>
E.3.7.13	Guideline	Shared parking is encouraged where feasible to minimize space needs, and it is effectively codified through the plan's off-street parking standards and allowance for shared parking studies.	<i>Not applicable: Project does not include a parking garage component.</i>
E.3.7.14	Guideline	A parking garage roof should be approached as a usable surface and an opportunity for sustainable strategies, such as installment of a green roof, solar panels or other measures that minimize the heat island effect.	<i>Not applicable: Project does not include a parking garage component.</i>
E.3.8 Sustainable Practices			
Overall Standards			
E.3.8.01	Standard	Unless the Specific Plan area is explicitly exempted, all citywide sustainability codes or requirements shall apply.	<i>The City has not exempted the Specific Plan area from any citywide sustainability codes, so all standard requirements will apply.</i>
Overall Guidelines			
E.3.8.02	Guideline	Because green building standards are constantly evolving, the requirements in this section should be reviewed and updated on a regular basis of at least every two years.	<i>Not applicable: This is a guideline for the City to continue to conduct the Specific Plan's required ongoing review, not a project-specific guideline. The next such Plan review will take place in 2015.</i>

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Leadership in Energy and Environmental Design (LEED) Standards			
E.3.8.03	Standard	<p>Development shall achieve LEED certification, at Silver level or higher, or a LEED Silver equivalent standard for the project types listed below. For LEED certification, the applicable standards include LEED New Construction; LEED Core and Shell; LEED New Homes; LEED Schools; and LEED Commercial Interiors. Attainment shall be achieved through LEED certification or through a City-approved outside auditor for those projects pursuing a LEED equivalent standard. The requirements, process and applicable fees for an outside auditor program shall be established by the City and shall be reviewed and updated on a regular basis. LEED certification or equivalent standard, at a Silver level or higher, shall be required for:</p> <ul style="list-style-type: none"> • Newly constructed residential buildings of Group R (single-family, duplex and multi-family); • Newly constructed commercial buildings of Group B (occupancies including among others office, professional and service type transactions) and Group M (occupancies including among others display or sale of merchandise such as department stores, retail stores, wholesale stores, markets and sales rooms) that are 5,000 gross square feet or more; • New first-time build-outs of commercial interiors that are 20,000 gross square feet or more in buildings of Group B and M occupancies; and • Major alterations that are 20,000 gross square feet or more in existing buildings of Group B, M and R occupancies, where interior finishes are removed and significant upgrades to structural and mechanical, electrical and/or plumbing systems are proposed. <p>All residential and/or mixed use developments of sufficient size to require LEED certification or equivalent standard under the Specific Plan shall install one dedicated electric vehicle/plug-in hybrid electric vehicle recharging station for every 20 residential parking spaces provided. Per the Climate Action Plan the complying applicant could receive incentives, such as streamlined permit processing, fee discounts, or design templates.</p>	<p><i>The project would be required to submit a LEED Checklist concurrent with the building permit submittal, and verification of Silver-level compliance is required prior to final inspection of the building permit. Currently, the City does not have an outside auditor program established, so the applicant should be prepared for the need to achieve full certification. However, the City is looking into an outside auditor program and may have one established by the time the applicant submits for a permit.</i></p> <p><i>The proposal would incorporate electric vehicle chargers in each unit's garage, above the one-space minimum requirement.</i></p>

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Leadership in Energy and Environmental Design (LEED) Guidelines			
E.3.8.04	Guideline	<p>The development of larger projects allows for more comprehensive sustainability planning and design, such as efficiency in water use, stormwater management, renewable energy sources and carbon reduction features. A larger development project is defined as one with two or more buildings on a lot one acre or larger in size. Such development projects should have sustainability requirements and GHG reduction targets that address neighborhood planning, in addition to the sustainability requirements for individual buildings (See Standard E.3.8.03 above). These should include being certified or equivalently verified at a LEED-ND (neighborhood development), Silver level or higher, and mandating a phased reduction of GHG emissions over a period of time as prescribed in the 2030 Challenge.</p> <p>The sustainable guidelines listed below are also relevant to the project area. They relate to but do not replace LEED certification or equivalent standard rating requirements.</p>	<i>Not applicable: The parcel is well less than one acre in size.</i>
Building Design Guidelines			
E.3.8.05	Guideline	Buildings should incorporate narrow floor plates to allow natural light deeper into the interior.	<i>The buildings would be inherently narrow, with a maximum width of approximately 26 feet. As a result, natural light would always be nearby.</i>
E.3.8.06	Guideline	Buildings should reduce use of daytime artificial lighting through design elements, such as bigger wall openings, light shelves, clerestory lighting, skylights, and translucent wall materials.	<i>The proposal features a number of larger windows, clerestory lighting, and skylights, in order to reduce the need for daytime artificial lighting.</i>
E.3.8.07	Guideline	Buildings should allow for flexibility to regulate the amount of direct sunlight into the interiors. Louvered wall openings or shading devices like <i>bris soleils</i> help control solar gain and check overheating. <i>Bris soleils</i> , which are permanent sun-shading elements, extend from the sun-facing façade of a building, in the form of horizontal or vertical projections depending on sun orientation, to cut out the sun's direct rays, help protect windows from excessive solar light and heat and reduce glare within.	<i>The proposal sets back the glazing in a number of locations, providing shading. In addition, the landscape plan includes multiple deciduous trees on the south façade, which would ultimately help control direct sunlight during the warm summer months, while allowing more light during the winter season.</i>
E.3.8.08	Guideline	Where appropriate, buildings should incorporate arcades, trellis and appropriate tree planting to screen and mitigate south and west sun exposure during summer. This guideline would not apply to downtown, the station area and the west side of El Camino Real where buildings have a narrower setback and street trees provide shade.	<i>The landscape plan incorporates tree plantings on the southwest façade, to mitigate sun exposure from both directions.</i>
E.3.8.09	Guideline	Operable windows are encouraged in new buildings for natural ventilation.	<i>The proposal would include a number of operable windows and balcony doors to allow for natural ventilation.</i>

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E.3.8.10	Guideline	To maximize use of solar energy, buildings should consider integrating photovoltaic panels on roofs.	<i>The applicant considered integrated photovoltaic panels, but has elected to not include them at this time.</i>
E.3.8.11	Guideline	Inclusion of recycling centers in kitchen facilities of commercial and residential buildings shall be encouraged. The minimum size of recycling centers in commercial buildings should be 20 cubic feet (48 inches wide x 30 inches deep x 24 inches high) to provide for garbage and recyclable materials.	<i>Not applicable: Proposal does not include any central kitchen facilities.</i>
Stormwater and Wastewater Management Guidelines			
E.3.8.12	Guideline	Buildings should incorporate intensive or extensive green roofs in their design. Green roofs harvest rain water that can be recycled for plant irrigation or for some domestic uses. Green roofs are also effective in cutting-back on the cooling load of the air-conditioning system of the building and reducing the heat island effect from the roof surface.	<i>The applicant considered green roofs, but considered that investment infeasible given the relatively small scale of the project.</i>
E.3.8.13	Guideline	Projects should use porous material on driveways and parking lots to minimize stormwater run-off from paved surfaces.	<i>The parking spaces' direct access from Alto Lane limits the amount of overall paving needed (in contrast to a parking lot that requires internal drive aisles and backup areas). As a result, the amount of pervious area is maximized, and porous driveway/parking materials are not strictly necessary.</i>
Landscaping Guidelines			
E.3.8.14	Guideline	Planting plans should support passive heating and cooling of buildings and outdoor spaces.	<i>The landscape plan includes a number of large deciduous trees, which would support passive heating and cooling of the residences and associated outdoor spaces.</i>
E.3.8.15	Guideline	Regional native and drought resistant plant species are encouraged as planting material.	<i>The proposal has been evaluated for preliminary compliance with the Water Efficient Landscaping Ordinance, and would be required to comply in full if the project is approved.</i>
E.3.8.16	Guideline	Provision of efficient irrigation system is recommended, consistent with the City's Municipal Code Chapter 12.44 "Water-Efficient Landscaping".	<i>The proposal has been evaluated for preliminary compliance with the Water Efficient Landscaping Ordinance, and would be required to comply in full if the project is approved.</i>
Lighting Standards			
E.3.8.17	Standard	Exterior lighting fixtures shall use fixtures with low cut-off angles, appropriately positioned, to minimize glare into dwelling units and light pollution into the night sky.	<i>Exterior lighting is generally limited, with low bollards used on the entry "mews", and downlights located on the bottom of the entry arches. The entry doors of each unit would also feature downlights.</i>
E.3.8.18	Standard	Lighting in parking garages shall be screened and controlled so as not to disturb surrounding properties, but shall ensure adequate public security.	<i>Not applicable: Project does not incorporate a parking garage component.</i>
Lighting Guidelines			
E.3.8.19	Guideline	Energy-efficient and color-balanced outdoor lighting, at the lowest lighting levels possible, are encouraged to provide for safe pedestrian and auto circulation.	<i>The applicant has stated that outdoor lighting will be energy-efficient, color-balanced, and create the lowest levels possible to safely comply with code requirements.</i>

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E.3.8.20	Guideline	Improvements should use ENERGY STAR-qualified fixtures to reduce a building's energy consumption.	<i>The applicant has stated that ENERGY STAR-qualified fixtures will be used wherever possible.</i>
E.3.8.21	Guideline	Installation of high-efficiency lighting systems with advanced lighting control, including motion sensors tied to dimmable lighting controls or lighting controlled by timers set to turn off at the earliest practicable hour, are recommended.	<i>The applicant has stated that the lighting design will utilize high-efficiency lighting systems with motion and occupancy sensors, advanced lighting controls, and timers to the degree possible.</i>
Green Building Material Guidelines			
E.3.8.22	Guideline	The reuse and recycle of construction and demolition materials is recommended. The use of demolition materials as a base course for a parking lot keeps materials out of landfills and reduces costs.	<i>The project will be required to comply with Municipal Code Chapter 12.48 ("Recycling and Salvaging of Construction and Demolition Debris").</i>
E.3.8.23	Guideline	The use of products with identifiable recycled content, including post-industrial content with a preference for post-consumer content, are encouraged.	<i>The applicant has stated that materials with recycled content will be used to the degree possible.</i>
E.3.8.24	Guideline	Building materials, components, and systems found locally or regionally should be used, thereby saving energy and resources in transportation.	<i>The applicant has stated that local or regional building materials will be used to the degree possible.</i>
E.3.8.25	Guideline	A design with adequate space to facilitate recycling collection and to incorporate a solid waste management program, preventing waste generation, is recommended.	<i>The project is not of a scale that would require a unified solid waste management program, but individual residences will utilize recycling bins as specified by the City's waste management company.</i>
E.3.8.26	Guideline	The use of material from renewable sources is encouraged.	<i>The applicant has stated that material from renewable sources will be used to the degree possible.</i>



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17 June 2014

Sunil Suri

Menlo Capital Group, LLC

555 California Street, Suite 4600

San Francisco, CA 94104

Re Cedar Tree East Side of Lot 14 #612 College Avenue, Menlo Park, CA

Dear Mr. Suri, Per the request of Mr. Mark Donahue, I assessed the condition of the Incense Cedar/*Calocedrus decurrens* at the front on the east side of Lot 14 at #612 College Avenue in Menlo Park. This was strictly a Visual Assessment - no excavations, borings or drillings were performed. This is tree referred to on the map as "20 inch Cedar". It is actually closer to eighteen by twenty-one inches (18"~21") when measured at the Standard Height of fifty-four inches (54") above grade. Someone topped this tree off at close to thirty feet (30') with a topping cut about a foot in diameter. This probably reduced the height of the tree by half. It was a very inappropriate cut. The canopy width is about thirty-three feet (33') across. The lack of care and water has killed off much of the lower inner canopy.

This poor tree deserves death with dignity. It is not a keeper.

Ted Kipping

Ted Kipping Certified Arborist WC-ISA #0301 ISA Tree Risk Assessor #1851 Consulting Arborist ASCA

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Figure 1. Showing stumped off top and distorted growth.

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Figure 2. Showing radical topping cut and little foliage.



Figure 3. Showing severe dieback of inner foliage



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17 June 2014

Sunil Suri

Menlo Capital Group, LLC

555 California Street, Suite 4600

San Francisco, CA 94104

Re Cedar Tree West Side of Lot 14 #612 College Avenue, Menlo Park, CA

Dear Mr. Suri, Per the request of Mr. Mark Donahue, I assessed the condition of the Incense Cedar/*Calocedrus decurrens* at the front on the west side of Lot 14 at #612 College Avenue in Menlo Park. This was strictly a Visual Assessment - no excavations, borings or drillings were performed. This is the tree referred to on the map as "30 inch Cedar". Closer inspection showed it to be twenty-eight by thirty-two inches (28"X32") measured at the Standard Height of fifty-four inches (54") above grade. It was severely topped off at about thirty feet (30') (see Figure 1.) and the canopy regrew to an additional ten to twelve feet (10'~12') above the topping cut. The canopy spread is close to thirty-three feet (33'). The shape is badly distorted and the canopy is full of dead, dying and broken limbs - a highly abused and neglected tree. If it was the last of the species or the tree under which Buddha sat, then there might be a justification for keeping this tree. My opinion is to let it go. Newer, healthier and happier trees can be added to the property later.

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Figure 1. Showing stumped off distorted shape of tree

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Figure 2. Showing dead, dying and broken nature of outer canopy.



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257 Joost Avenue, San Francisco, CA 94131 • (415) 239-2420 • (415) 287-3666 FAX

17 June 2014

Sunil Suri

Menlo Capital Group, LLC

555 California Street, Suite 4600

San Francisco, CA 94104

Re Stump-sprouted Elm Adjacent To Alto Lane, Lot 14 #612 College Ave., Menlo Park, CA

Dear Mr. Suri, Per your Mr. Donahue's request, I assessed condition of the Stump-sprouted Elm Adjacent To Alto Lane, on the east of Lot 14 at #612 College Avenue in Menlo Park. This was strictly a Visual Assessment - no excavations, borings or drillings were performed.

What I observed was a cluster of four trunks sprouted some time after the original tree had been cut to a very low stump (see Figure 1.) The sprouts measure approximately eight inches, six-and-a-half inches, six inches and three-and-a-half inches (8", 6.5", 6" & 3.5") (see Figure 2.) and collectively create a canopy about thirty-two to thirty-three feet (32'~33') in height by twenty-seven feet (27') in width (see Figure 3.). The canopy currently obscures an existing power pole on Alto Lane.

Even if there were no construction plans for this site, I would recommend once again removing this tree as the configuration of these taproots is not physically sustainable. They are already deforming one another. Further growth will cause them to be liable to wind throw failures in any direction. This time I recommend grinding out the stump or treating it to prevent regeneration.

Ted Kipping

Ted Kipping Certified Arborist WC-ISA #0301 ISA Tree Risk Assessor #1851
Consulting Arborist ASCA

TREE SHAPERS, LLC

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Figure 1. Base of cluster of stump sprouts deforming around one another.

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Figure 2. Intertwining Trunks of Elm Stump Sprouts

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Figure 3. showing overall combined canopy effect of Elm stump sprouts



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17 June 2014

Sunil Suri

Menlo Capital Group, LLC

555 California Street, Suite 4600

San Francisco, CA 94104

Re Coast Live Oak At Rear Of Lot 14 #612 College Avenue, Menlo Park, CA

Dear Mr. Suri, Per the request of Mr. Mark Donahue, I assessed the condition of the Coast Live Oak/*Quercus agrifolia* at the back of Lot 14 at #512 College Avenue in Menlo Park. This was strictly a Visual Assessment - no excavations, borings or drillings were performed.

The oak is a well established tree in good health and color (see Figure 1.) Physically it measures approximately twelve inches (12") at the Standard of Breast Height - fifty-four inches (54") above grade and forks at about nine feet (9'). Its height and breadth of canopy is approximately twenty-seven to twenty-eight feet (27'~28' X 21'). Unfortunately the base of the tree is so close to that of the adjacent building that there is no longer any room for expansion of the trunk (see Figure 2.) That it is already under stress - especially after three dryish winters - is shown by the concentration of insect attacks visible on the side facing the Lot (see Figure 3.)

Even without any plans to build here, this rapidly growing young oak could not be kept. I am guessing that it was originally planted by a squirrel or a Jay as part of a food cache.

This tree is not a keeper.

Ted Kipping

Ted Kipping Certified Arborist WC-ISA #0301 ISA Tree Risk Assessor #1851 Consulting Arborist ASCA

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Figure 1. Coast Live Oak at back of Lot 14 #612 College Avenue, Menlo Park, CA

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Fig. 2 showing exit holes of attacking insects.



Fig. 3 showing base of oak pressing against building.



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17 June 2014

Sunil Suri

Menlo Capital Group, LLC

555 California Street, Suite 4600

San Francisco, CA 94104

Tree Report For Large Elm Street Tree At #612 College Avenue, Menlo Park, CA

Dear Mr. Suri, Per the request of your Mr. Donahue, I assessed of the large street Elm Tree in front of #612 College Avenue in Menlo Park. This was strictly a Visual Assessment - no excavations, borings or drillings were performed.

What I observed was a massive tree mostly in good leaf color and overall health (see Fig.1.). The uppermost canopy has been stressed by two means: three very dry winters and a major earlier "hard" pruning of the upper branches of a style called "heading" cuts where the limbs are cut back to large stubs (see Figures 2. and 3.) This is hard on most trees but not usually so on a vigorous elm. Unfortunately, this one has become drought stressed. If we get normal or better rains this coming season, then I think there will be restoration of the deep aquifer upon which this tree relies.

The trunk diameter measured at the standard of fifty-four inches above grade (commonly called "DBH" or "Diameter at Breast Height") is approximately thirty-two by thirty-four inches (32"x34") - large trees are rarely perfect circle in cross-section. The height and spread of the canopy is approximately seventy to eighty feet (70~80') high by forty to fifty feet (40~50') wide.

This is a fine tree visible for a considerable distance and greatly adds to the neighborhood. During construction please consider setting up a cycle fencing type of protective cage around the base of the tree - perhaps four to six feet by eight to ten feet (4-6' X6-10') . It can be swivel constructed in one corner for inspection access. Please also keep ALL building materials outside the cage as well as containers of solvents, fuels and such. Under NO circumstances are any of the contractors or their workers to pour out any construction spoils and waste fluid or fuels paint or petroleum distillates of any kind.

Sincerely,

Ted Kipping

Ted Kipping Certified Arborist WC-ISA #0301 ISA Tree Risk Assessor #1851 Consulting Arborist ASCA

TREE SHAPERS, LLC

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Figure1. View of street Elm at #612 College Avenue, Menlo Park, CA showing overall good and healthy color except for the uppermost crown of canopy.

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Figure 2. Showing change in color from healthy dark green to stressed yellowed upper canopy which received “heading/topping” cuts . (See Figure 3.)

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Figure 3. showing closer detail from Figure 2. of magnitude of “heading” back cuts to upper canopy and drought-bleached foliage color.

612 College Avenue Project Mitigation Monitoring and Reporting Program (MMRP)				
Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
AIR QUALITY				
IMPACT BEING ADDRESSED: Impact AIR-1: Implementation of the Specific Plan would result in increased long-term emissions of criteria pollutants associated with construction activities that could contribute substantially to an air quality violation. (Significant)				
<p><i>Mitigation Measure AIR-1a:</i> During construction of individual projects under the Specific Plan, project applicants shall require the construction contractor(s) to implement the following measures required as part of Bay Area Air Quality Management District's (BAAQMD) basic dust control procedures required for construction sites. For projects for which construction emissions exceed one or more of the applicable BAAQMD thresholds, additional measures shall be required as indicated in the list following the Basic Controls.</p> <p><u>Basic Controls that Apply to All Construction Sites</u></p> <ol style="list-style-type: none"> 1. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. 2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered. 3. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited. 4. All vehicle speeds on unpaved roads shall be limited to 15 mph. 5. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used. 6. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points. 7. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation. 	<p>Exposed surfaces shall be watered twice daily.</p> <p>Trucks carrying demolition debris shall be covered.</p> <p>Dirt carried from construction areas shall be cleaned daily.</p> <p>Speed limit on unpaved roads shall be 15 mph.</p> <p>Roadways, driveways, sidewalks and building pads shall be laid as soon as possible after grading.</p> <p>Idling times shall be minimized to 5 minutes or less; Signage posted at all access points.</p> <p>Construction equipment shall be properly tuned and maintained.</p>	<p>Measures shown on plans, construction documents and on-going during demolition, excavation and construction.</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>PW/CDD</p>

612 College Avenue Project Mitigation Monitoring and Reporting Program (MMRP)				
Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
8. Post a publicly visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD's phone number shall also be visible to ensure compliance with applicable regulations.	Signage will be posted with the appropriate contact information regarding dust complaints.			
Impact AIR-2: Implementation of the Specific Plan would result in increased long-term emissions of criteria pollutants from increased vehicle traffic and on-site area sources that would contribute substantially to an air quality violation. (Significant)				
Mitigation Measure AIR-2: Mitigation Measure TR-2 of Section 4.13, Transportation, Circulation and Parking, identifies Transportation Demand Management (TDM) strategies to be implemented by individual project applicants, although the precise effectiveness of a TDM program cannot be guaranteed. As the transportation demand management strategies included in Mitigation Measure TR-2 represent the majority of available measures with which to reduce VMT, no further mitigation measures are available and this impact is considered to be significant and unavoidable.	See Mitigation Measure TR-2.			

Impact AIR-5: Implementation of the Specific Plan would locate sensitive receptors in an area of elevated concentrations of toxic air contaminants associated with roadway traffic which may lead to considerable adverse health effects. (Potentially Significant)				
<p>Mitigation Measure AIR-5: The Mitigation Monitoring and Reporting Program shall require that all developments that include sensitive receptors such as residential units that would be located within 200 feet of the edge of El Camino Real or within 100 feet of the edge of Ravenswood Avenue, Oak Grove Avenue east of El Camino Real, or Santa Cruz Avenue west of University Avenue shall undergo, prior to project approval, a screening-level health risk analysis to determine if cancer risk, hazard index, and/or PM_{2.5} concentration would exceed BAAQMD thresholds. If one or more thresholds would be exceeded at the site of the subsequent project, the project (or portion of the project containing sensitive receptors, in the case of a mixed-use project) shall be equipped with filtration systems with a Minimum Efficiency Reporting Value (MERV) rating of 14 or higher. The ventilation system shall be designed by an engineer certified by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, who shall provide a written report documenting that the system reduces interior health risks to less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD or the City for health risks. The project sponsor shall present a plan to ensure ongoing maintenance of ventilation and filtration systems and shall ensure the disclosure to buyers and/or renters regarding the findings of the analysis and inform occupants as to proper use of any installed air filtration. Alternatively, if the project applicant can prove at the time of development that health risks at new residences due to DPM (and other TACs, if applicable) would be less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD for health risks, or that alternative mitigation measures reduce health risks below any other City-adopted threshold of significance, such filtration shall not be required.</p>	<p>A health risk analysis shall be prepared. If one or more thresholds are exceeded, a filtration system shall be installed; Certified engineer to provide report documenting that system reduces health risks</p> <p>Plan developed for ongoing maintenance and disclosure to buyers and/renters.</p>	<p>Simultaneous with a building permit submittal</p>	<p>Project sponsor(s)</p>	<p>CDD</p>
Impact AIR-6: Implementation of the Specific Plan would locate new sensitive receptors in an area of elevated concentrations of PM_{2.5} associated with roadway traffic which may lead to considerable adverse health effects. (Potentially Significant)				
<p>Mitigation Measure AIR-5 associated with Impact AIR-5 regarding DPM exposure would also reduce PM_{2.5} exposure impacts along El Camino Real and other high volume streets to a less than significant level.</p>	<p>See Mitigation Measure AIR-5.</p>			

Impact AIR-7: Implementation of the Specific Plan would expose sensitive receptors to elevated concentrations of Toxic Air Contaminants (TACs) associated with Caltrain operations which may lead to considerable adverse health effects. (Potentially Significant)				
<p>Mitigation Measure AIR-7: The Mitigation Monitoring and Reporting Program shall require that all developments that include sensitive receptors such as residential units that would be located within approximately 1,095 feet of the edge of the Caltrain right-of-way shall undergo, prior to project approval, a screening-level health risk analysis to determine if cancer risk, hazard index, and/or PM_{2.5} concentration would exceed BAAQMD thresholds. If one or more thresholds would be exceeded at the site of the subsequent project, the project (or portion of the project containing sensitive receptors, in the case of a mixed-use project) shall be equipped with filtration systems with a Minimum Efficiency Reporting Value (MERV) rating of 14 or higher. The ventilation system shall be designed by an engineer certified by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, who shall provide a written report documenting that the system reduces interior health risks to less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD or the City for health risks. The project sponsor shall present a plan to ensure ongoing maintenance of ventilation and filtration systems and shall ensure the disclosure to buyers and/or renters regarding the findings of the analysis and inform occupants as to proper use of any installed air filtration. Alternatively, if the project applicant can prove at the time of development that health risks at new residences due to DPM (and other TACs, if applicable) would be less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD for health risks, or that alternative mitigation measures reduce health risks below any other City-adopted threshold of significance, such filtration shall not be required.</p>	<p>A health risk analysis shall be prepared. If one or more thresholds are exceeded, a filtration system shall be installed; Certified engineer to provide report documenting that system reduces health risks</p> <p>Plan developed for ongoing maintenance and disclosure to buyers and/renters.</p>	<p>Simultaneous with a building permit submittal</p>	<p>Project sponsor(s)</p>	<p>CDD</p>

BIOLOGICAL RESOURCES				
Impact BIO-1: The Specific Plan could result in the take of special-status birds or their nests. (Potentially Significant)				
<p>Mitigation Measure BIO-1a: Pre-Construction Special-Status Avian Surveys. No more than two weeks in advance of any tree or shrub pruning, removal, or ground-disturbing activity that will commence during the breeding season (February 1 through August 31), a qualified wildlife biologist will conduct pre-construction surveys of all potential special-status bird nesting habitat in the vicinity of the planned activity. Pre-construction surveys are not required for construction activities scheduled to occur during the non-breeding season (August 31 through January 31). Construction activities commencing during the non-breeding season and continuing into the breeding season do not require surveys (as it is assumed that any breeding birds taking up nests would be acclimated to project-related activities already under way). Nests initiated during construction activities would be presumed to be unaffected by the activity, and a buffer zone around such nests would not be necessary. However, a nest initiated during construction cannot be moved or altered.</p> <p>If pre-construction surveys indicate that no nests of special-status birds are present or that nests are inactive or potential habitat is unoccupied: no further mitigation is required.</p> <p>If active nests of special-status birds are found during the surveys: implement Mitigation Measure BIO-1b.</p>	<p>A nesting bird survey shall be prepared if tree or shrub pruning, removal or ground-disturbing activity will commence between February 1 through August 31.</p>	<p>Prior to tree or shrub pruning or removal, any ground disturbing activity and/or issuance of demolition, grading or building permits.</p>	<p>Qualified wildlife biologist retained by project sponsor(s)</p>	<p>CDD</p>

<p>Mitigation Measure BIO-1b: Avoidance of active nests. If active nests of special-status birds or other birds are found during surveys, the results of the surveys would be discussed with the California Department of Fish and Game and avoidance procedures will be adopted, if necessary, on a case-by-case basis. In the event that a special-status bird or protected nest is found, construction would be stopped until either the bird leaves the area or avoidance measures are adopted. Avoidance measures can include construction buffer areas (up to several hundred feet in the case of raptors), relocation of birds, or seasonal avoidance. If buffers are created, a no disturbance zone will be created around active nests during the breeding season or until a qualified biologist determines that all young have fledged. The size of the buffer zones and types of construction activities restricted will take into account factors such as the following: 1. Noise and human disturbance levels at the Plan area and the nesting site at the time of the survey and the noise and disturbance expected during the construction activity; 2. Distance and amount of vegetation or other screening between the Plan area and the nest; and 3. Sensitivity of individual nesting species and behaviors of the nesting birds.</p>	<p>If active nests are found during survey, the results will be discussed with the California Department of Fish and Game and avoidance procedures adopted. Halt construction if a special-status bird or protected nest is found until the bird leaves the area or avoidance measures are adopted.</p>	<p>Prior to tree or shrub pruning or removal, any ground-disturbing activities and/or issuance of demolition, grading or building permits.</p>	<p>Project sponsor(s) and contractor(s)</p> <p>CDD</p>
<p>Impact BIO-3: Impacts to migratory or breeding special-status birds and other special-status species due to lighting conditions. (Potentially Significant)</p> <p>Mitigation Measure BIO-3a: Reduce building lighting from exterior sources.</p> <ul style="list-style-type: none"> a. Minimize amount and visual impact of perimeter lighting and façade up-lighting and avoid uplighting of rooftop antennae and other tall equipment, as well as of any decorative features; b. Installing motion-sensor lighting, or lighting controlled by timers set to turn off at the earliest practicable hour; c. Utilize minimum wattage fixtures to achieve required lighting levels; d. Comply with federal aviation safety regulations for large buildings by installing minimum intensity white strobe lighting with a three-second flash interval instead of continuous flood lighting, rotating lights, or red lighting e. Use cutoff shields on streetlight and external lights to prevent upwards lighting. 	<p>Reduce building lighting from exterior sources.</p>	<p>Prior to building permit issuance and ongoing.</p>	<p>Project sponsor(s) and contractor(s)</p> <p>CDD</p>
<p>Mitigation Measure BIO-3b: Reduce building lighting from interior sources.</p> <ul style="list-style-type: none"> a. Dim lights in lobbies, perimeter circulation areas, and atria; b. Turn off all unnecessary lighting by 11pm thorough sunrise, especially during peak migration periods (mid-March to early June and late August through late 	<p>Reduce building lighting from interior sources.</p>	<p>Prior to building permit issuance and ongoing.</p>	<p>Project sponsor(s) and contractor(s)</p> <p>CDD</p>

October);				
<p>c. Use gradual or staggered switching to progressively turn on building lights at sunrise.</p> <p>d. Utilize automatic controls (motion sensors, photosensors, etc.) to shut off lights in the evening when no one is present;</p> <p>e. Encourage the use of localized task lighting to reduce the need for more extensive overhead lighting;</p> <p>f. Schedule nightly maintenance to conclude by 11 p.m.;</p> <p>g. Educate building users about the dangers of night lighting to birds.</p>				
Impact BIO-5: The Specific Plan could result in the take of special-status bat species. (Potentially Significant)				
<p>Mitigation Measure BIO-5a: Preconstruction surveys. Potential direct and indirect disturbances to special-status bats will be identified by locating colonies and instituting protective measures prior to construction of any subsequent development project. No more than two weeks in advance of tree removal or structural alterations to buildings with closed areas such as attics, a qualified bat biologist (e.g., a biologist holding a California Department of Fish and Game collection permit and a Memorandum of Understanding with the California Department of Fish and Game allowing the biologist to handle and collect bats) shall conduct pre-construction surveys for potential bats in the vicinity of the planned activity. A qualified biologist will survey buildings and trees (over 12 inches in diameter at 4.5-foot height) scheduled for demolition to assess whether these structures are occupied by bats. No activities that would result in disturbance to active roosts will proceed prior to the completed surveys. If bats are discovered during construction, any and all construction activities that threaten individuals, roosts, or hibernacula will be stopped until surveys can be completed by a qualified bat biologist and proper mitigation measures implemented.</p> <p>If no active roosts present: no further action is warranted.</p> <p>If roosts or hibernacula are present: implement Mitigation Measures BIO-5b and 5c.</p>	<p>Retain a qualified bat biologist to conduct pre-construction survey for bats and potential roosting sites in vicinity of planned activity.</p> <p>Halt construction if bats are discovered during construction until surveys can be completed and proper mitigation measures implemented.</p>	<p>Prior to tree pruning or removal or issuance of demolition, grading or building permits.</p>	<p>Qualified bat biologist retained by project sponsor(s)</p>	<p>CDD</p>

<p>Mitigation Measure BIO-5b: Avoidance. If any active nursery or maternity roosts or hibernacula of special-status bats are located, the subsequent development project may be redesigned to avoid impacts. Demolition of that tree or structure will commence after young are flying (i.e., after July 31, confirmed by a qualified bat biologist) or before maternity colonies forms the following year (i.e., prior to March 1). For hibernacula, any subsequent development project shall only commence after bats have left the hibernacula. No-disturbance buffer zones acceptable to the California Department of Fish and Game will be observed during the maternity roost season (March 1 through July 31) and during the winter for hibernacula (October 15 through February 15). Also, a no-disturbance buffer acceptable in size to the California Department of Fish and Game will be created around any roosts in the Project vicinity (roosts that will not be destroyed by the Project but are within the Plan area) during the breeding season (April 15 through August 15), and around hibernacula during winter (October 15 through February 15). Bat roosts initiated during construction are presumed to be unaffected, and no buffer is necessary. However, the "take" of individuals is prohibited.</p>	<p>If any active nursery or maternity roosts or hibernacula are located, no disturbance buffer zones shall be established during the maternity roost and breeding seasons and hibernacula.</p>	<p>Prior to tree removal or pruning or issuance of demolition, grading or building permits</p>	<p>Qualified bat biologist retained by project sponsor(s)</p>	<p>CDD</p>
<p>Mitigation Measure BIO-5c: Safely evict non-breeding roosts. Non-breeding roosts of special-status bats shall be evicted under the direction of a qualified bat biologist. This will be done by opening the roosting area to allow airflow through the cavity. Demolition will then follow no sooner or later than the following day. There should not be less than one night between initial disturbance with airflow and demolition. This action should allow bats to leave during dark hours, thus increasing their chance of finding new roosts with a minimum of potential predation during daylight. Trees with roosts that need to be removed should first be disturbed at dusk, just prior to removal that same evening, to allow bats to escape during the darker hours. However, the "take" of individuals is prohibited.</p>	<p>A qualified bat biologist shall direct the eviction of non-breeding roosts.</p>	<p>Prior to tree removal or pruning or issuance of demolition, grading or building permits.</p>	<p>Qualified bat biologist retained by project sponsor(s)</p>	<p>CDD</p>

CULTURAL RESOURCES

Impact CUL-1: The proposed Specific Plan could have a significant impact on historic architectural resources. (Potentially Significant)

<p>Mitigation Measure CUL-1: Site Specific Evaluations and Treatment in Accordance with the Secretary of the Interior's Standards:</p> <p>Site-Specific Evaluations: In order to adequately address the level of potential impacts for an individual project and thereby design appropriate mitigation measures, the City shall require project sponsors to complete site-specific evaluations at the time that individual projects are proposed at or adjacent to buildings that are at least 50 years old.</p> <p>The project sponsor shall be required to complete a site-specific historic resources study performed by a qualified architectural historian meeting the Secretary of the Interior's Standards for Architecture or Architectural History. At a minimum, the evaluation shall consist of a records search, an intensive-level pedestrian field survey, an evaluation of significance using standard National Register Historic Preservation and California Register Historic Preservation evaluation criteria, and recordation of all identified historic buildings and structures on California Department of Parks and Recreation 523 Site Record forms. The evaluation shall describe the historic context and setting, methods used in the investigation, results of the evaluation, and recommendations for management of identified resources. If federal or state funds are involved, certain agencies, such as the Federal Highway Administration and California Department of Transportation (Caltrans), have specific requirements for inventory areas and documentation format.</p> <p>Treatment in Accordance with the Secretary of the Interior's Standards. Any future proposed project in the Plan Area that would affect previously recorded historic resources, or those identified as a result of site-specific surveys and evaluations, shall conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995). The Standards require the preservation of character defining features which convey a building's historical significance, and offers guidance about appropriate and compatible alterations to such structures.</p>	<p>A qualified architectural historian shall complete a site-specific historic resources study. For structures found to be historic, specify treating conforming to Secretary of the Interior's standards, as applicable.</p>	<p>Simultaneously with a project application submittal. STATUS: COMPLETE: The historic resource evaluation from Archives & Architecture, LLC, dated October 2013, concludes that the property located at 612 College Avenue is not a historic resource (in either its pre-demolition state or current form). In the professional opinion of the consultants, the project will not have an adverse effect on a historic resource, as the property is not eligible for the California Register of Historical Resources. Due to the fact that the property is not eligible for the Register, the project is not required under CEQA to comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.</p>	<p>Qualified architectural historian retained by the Project sponsor(s).</p>	<p>CDD</p>
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Impact CUL-2: The proposed Specific Plan could impact currently unknown archaeological resources. (Potentially Significant)				
<p>Mitigation Measure CUL-2a: When specific projects are proposed that involve ground disturbing activity, a site-specific cultural resources study shall be performed by a qualified archaeologist or equivalent cultural resources professional that will include an updated records search, pedestrian survey of the project area, development of a historic context, sensitivity assessment for buried prehistoric and historic-period deposits, and preparation of a technical report that meets federal and state requirements. If historic or unique resources are identified and cannot be avoided, treatment plans will be developed in consultation with the City and Native American representatives to mitigate potential impacts to less than significant based on either the Secretary of the Interior's Standards described in Mitigation Measure CUL-1 (if the site is historic) or the provisions of Public Resources Code Section 21083.2 (if a unique archaeological site).</p>	<p>A qualified archaeologist shall complete a site-specific cultural resources study.</p> <p>If resources are identified and cannot be avoided, treatment plans will be developed to mitigate impacts to less than significant, as specified.</p>	<p>Simultaneously with a project application submittal. STATUS: The cultural resource evaluation, prepared by Archaeological Resource Management and dated June 23, 2014, concludes that the proposed project will have no impact on cultural resources.</p>	<p>Qualified archaeologist retained by the project sponsor(s).</p>	<p>CDD</p>
<p>Mitigation Measure CUL-2b: Should any archaeological artifacts be found during construction, all construction activities within 50 feet shall immediately halt and the City must be notified. A qualified archaeologist shall inspect the findings within 24 hours of the discovery. If the resource is determined to be a historical resource or unique resource, the archaeologist shall prepare a plan to identify, record, report, evaluate, and recover the resources as necessary, which shall be implemented by the developer. Construction within the area of the find shall not recommence until impacts on the historical or unique archaeological resource are mitigated as described in Mitigation Measure CUL-2a above. Additionally, Public Resources Code Section 5097.993 stipulates that a project sponsor must inform project personnel that collection of any Native American artifact is prohibited by law.</p>	<p>If any archaeological artifacts are discovered during demolition/construction, all ground disturbing activity within 50 feet shall be halted immediately, and the City of Menlo Park Community Development Department shall be notified within 24 hours.</p> <p>A qualified archaeologist shall inspect any archaeological artifacts found during construction and if determined to be a resource shall prepare a plan meeting the specified standards which shall be implemented by the project sponsor(s).</p>	<p>Ongoing during construction.</p>	<p>Qualified archaeologist retained by the project sponsor(s).</p>	<p>CDD</p>

Impact CUL-4: Implementation of the Plan may cause disturbance of human remains including those interred outside of formal cemeteries. (Potentially Significant)

<p>Mitigation Measure CUL-4: If human remains are discovered during construction, CEQA Guidelines 15064.5(e)(1) shall be followed, which is as follows:</p> <p>* In the event of the accidental discovery or recognition of any human remains in any location other than a dedicated cemetery, the following steps should be taken:</p> <p>1) There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until:</p> <p>a) The San Mateo County coroner must be contacted to determine that no investigation of the cause of death is required; and</p> <p>b) If the coroner determines the remains to be Native American:</p> <ol style="list-style-type: none"> 1. The coroner shall contact the Native American Heritage Commission within 24 hours; 2. The Native American Heritage Commission shall identify the person or persons it believes to be the most likely descended from the deceased Native American; 3. The most likely descendant may make recommendations to the landowner or the person responsible for the excavation work, for means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods as provided in Public Resources Code Section 5097.98; or <p>2) Where the following conditions occur, the landowner or his authorized representative shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject to further subsurface disturbance.</p> <ol style="list-style-type: none"> a) The Native American Heritage Commission is unable to identify a most likely descendant or the most likely descendant failed to make a recommendation within 48 hours after being notified by the Commission. b) The descendant identified fails to make a recommendation; or c) The landowner or his authorized representative rejects the recommendation of the descendant, and the mediation by the Native American Heritage Commission fails to provide measures acceptable to the landowner. 	<p>If human remains are discovered during any construction activities, all ground-disturbing activity within the site or any nearby area shall be halted immediately, and the County coroner must be contacted immediately and other specified procedures must be followed as applicable.</p>	<p>On-going during construction</p>	<p>Qualified archeologist retained by the project sponsor(s)</p>	<p>CDD</p>
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GREENHOUSE GASES AND CLIMATE CHANGE				
Impact GHG-2: The Specific Plan could conflict with applicable plans, policies or regulations of an agency with jurisdiction over the Specific Plan adopted for the purpose of reducing the emissions of GHGs. (Significant)				
<p>Mitigation Measure GHG-2a: All residential and/or mixed use developments of sufficient size to require LEED certification under the Specific Plan shall install one dedicated electric vehicle/plug-in hybrid electric vehicle recharging station for every 20 residential parking spaces provided. Per the Climate Action Plan the complying applicant could receive incentives, such as streamlined permit processing, fee discounts, or design templates.</p>	<p>Install one dedicated electric vehicle/plug-in hybrid electric vehicle recharging station for every 20 residential parking spaces</p>	<p>Simultaneous with project application submittal STATUS: Plans show charging devices in all four garages, and installation will be required through the building permit process.</p>	<p>Project sponsor(s)</p>	<p>CDD</p>
HAZARDOUS MATERIALS				
Impact HAZ-1: Disturbance and release of contaminated soil during demolition and construction phases of the project, or transportation of excavated material, or contaminated groundwater could expose construction workers, the public, or the environment to adverse conditions related to hazardous materials handling. (Potentially Significant)				
<p>Mitigation Measure HAZ-1: Prior to issuance of any building permit for sites where ground breaking activities would occur, all proposed development sites shall have a Phase I site assessment performed by a qualified environmental consulting firm in accordance with the industry required standard known as ASTM E 1527-05. The City may waive the requirement for a Phase I site assessment for sites under current and recent regulatory oversight with respect to hazardous materials contamination. If the Phase I assessment shows the potential for hazardous releases, then Phase II site assessments or other appropriate analyses shall be conducted to determine the extent of the contamination and the process for remediation. All proposed development in the Plan area where previous hazardous materials releases have occurred shall require remediation and cleanup to levels established by the overseeing regulatory agency (San Mateo County Environmental Health (SMCEH), Regional Water Quality Control Board (RWQCB) or Department of Toxic Substances Control (DTSC) appropriate for the proposed new use of the site. All proposed groundbreaking activities within areas of identified or suspected contamination shall be conducted according to a site specific health and safety plan, prepared by a licensed professional in accordance with Cal/OHSA Regulations (contained in Title 8 of the California Code of Regulations) and approved by SMCEH prior to the commencement of groundbreaking.</p>	<p>Prepare a Phase I site assessment. If assessment shows potential for hazardous releases, then a Phase II site assessment shall be conducted. Remediation shall be conducted according to standards of overseeing regulatory agency where previous hazardous releases have occurred. Groundbreaking activities where there is identified or suspected contamination shall be conducted according to a site-specific health and safety plan.</p>	<p>Prior to issuance of any grading or building permit for sites with groundbreaking activity.</p>	<p>Qualified environmental consulting firm and licensed professionals hired by project sponsor(s)</p>	<p>CDD</p>

Impact HAZ-3: Hazardous materials used on any individual site during construction activities (i.e., fuels, lubricants, solvents) could be released to the environment through improper handling or storage. (Potentially Significant)				
Mitigation Measure HAZ-3: All development and redevelopment shall require the use of construction Best Management Practices (BMPs) to control handling of hazardous materials during construction to minimize the potential negative effects from accidental release to groundwater and soils. For projects that disturb less than one acre, a list of BMPs to be implemented shall be part of building specifications and approved of by the City Building Department prior to issuance of a building permit.	Implement best management practices to reduce the release of hazardous materials during construction.	Prior to building permit issuance for sites disturbing less than one acre and on-going during construction for all project sites	Project sponsor(s) and contractor(s)	CDD
NOISE				
Impact NOI-1: Construction activities associated with implementation of the Specific Plan would result in substantial temporary or periodic increases in ambient noise levels in the Specific Plan area above levels existing without the Specific Plan and in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies. (Potentially Significant)				
Mitigation Measure NOI-1a: Construction contractors for subsequent development projects within the Specific Plan area shall utilize the best available noise control techniques (e.g., improved mufflers, equipment redesign, use of intake silencers, ducts, engine enclosures, and acoustically attenuating shields or shrouds, etc.) when within 400 feet of sensitive receptor locations. Prior to demolition, grading or building permit issuance, a construction noise control plan that identifies the best available noise control techniques to be implemented, shall be prepared by the construction contractor and submitted to the City for review and approval. The plan shall include, but not be limited to, the following noise control elements: * Impact tools (e.g., jack hammers, pavement breakers, and rock drills) used for construction shall be hydraulically or electrically powered wherever possible to avoid noise associated with compressed air exhaust from pneumatically powered tools. However, where use of pneumatic tools is unavoidable, an exhaust muffler on the compressed air exhaust shall be used; this muffler shall achieve lower noise levels from the exhaust by approximately 10 dBA. External jackets on the tools themselves shall be used where feasible in order to achieve a reduction of 5 dBA. Quieter procedures shall be used, such as drills rather than impact equipment, whenever feasible; * Stationary noise sources shall be located as far from adjacent receptors as possible and they shall be muffled and enclosed within temporary sheds, incorporate insulation barriers, or other measures to the extent feasible; and	A construction noise control plan shall be prepared and submitted to the City for review. Implement noise control techniques to reduce ambient noise levels.	Prior to demolition, grading or building permit issuance Measures shown on plans, construction documents and specification and ongoing through construction	Project sponsor(s) and contractor(s)	CDD

<p>* When construction occurs near residents, affected parties within 400 feet of the construction area shall be notified of the construction schedule prior to demolition, grading or building permit issuance. Notices sent to residents shall include a project hotline where residents would be able to call and issue complaints. A Project Construction Complaint and Enforcement Manager shall be designated to receive complaints and notify the appropriate City staff of such complaints. Signs shall be posted at the construction site that include permitted construction days and hours, a day and evening contact number for the job site, and day and evening contact numbers, both for the construction contractor and City representative(s), in the event of problems.</p>				
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TRANSPORTATION, CIRCULATION AND PARKING				
Impact TR-1: Traffic from future development in the Plan area would adversely affect operation of area intersections. (Significant)				
Mitigation Measures TR-1a through TR-1d: (see EIR for details)	Payment of fair share funding.	Prior to building permit issuance.	Project sponsor(s)	PW/CDD
Impact TR-2: Traffic from future development in the Plan area would adversely affect operation of local roadway segments. (Significant)				
<p>Mitigation Measure TR-2: New developments within the Specific Plan area, regardless of the amount of new traffic they would generate, are required to have in-place a City-approved Transportation Demand Management (TDM) program prior to project occupancy to mitigate impacts on roadway segments and intersections. TDM programs could include the following measures for site users (taken from the C/CAG CMP), as applicable:</p> <ul style="list-style-type: none"> * Commute alternative information; * Bicycle storage facilities; * Showers and changing rooms; * Pedestrian and bicycle subsidies; * Operating dedicated shuttle service (or buying into a shuttle consortium); * Subsidizing transit tickets; * Preferential parking for carpoolers; * Provide child care services and convenience shopping within new developments; * Van pool programs; * Guaranteed ride home program for those who use alternative modes; * Parking cashout programs and discounts for persons who carpool, vanpool, bicycle or use public transit; * Imposing charges for parking rather than providing free parking; * Providing shuttles for customers and visitors; and/or * Car share programs. 	Develop a Transportation Demand Management program.	Submit draft TDM program with building permit. City approval required before permit issuance. Implementation prior to project occupancy.	Project sponsor(s)	PW/CDD
Impact TR-7: Cumulative development, along with development in the Plan area, would adversely affect operation of local intersections. (Significant)				
Mitigation Measures TR-7a through TR-7n: (see EIR for details)	Payment of fair share funding.	Prior to building permit issuance.	Project sponsor(s)	PW/CDD
Impact TR-8: Cumulative development, along with development in the Plan area would adversely affect operation of local roadway segments. (Significant)				
Mitigation Measure TR-8: Implement TR-2 (TDM Program).	See Mitigation Measure TR-2.			

Rogers, Thomas H

From: Jasper Connie Chan <conniejasper@gmail.com>
Sent: Monday, August 18, 2014 6:24 PM
To: Rogers, Thomas H
Subject: Re: 612 College Avenue New Development Proposal feedback

Thomas

I hope you are doing well, I wanted to send a few quick thoughts and concerns regarding the proposed development at 612 college. We are trying to make tonight's session as we are now back in town.

Just in case we are too late we wanted to take the opportunity afforded to us to voice some concerns

- 1) We are very concerned about the impact of having four units in that small lot right beside our house from a volume of traffic and additional noise
 - in the lane way it is already very busy with the existing commercial business of the caterer and karate club = all good things we want to encourage and I'm concerned that are significant influx of 4 units of cars ... 6-8 cars parking or trying to pull into this garage would create a higher probability of injury to the foot traffic and young kids making their way to and from the training sessions
 - there is significant traffic in the lane way and often it is restricted to one way during peak times in. The morning and evening, this could put additional strain if we. Add 4 units
- 2) we are concerned about preserving the community feel and aesthetic which is hard to do given the proposed density
 - i fear a San Jose look and feel to shoe horn this many units
- 3) having three stories overlooking our yard would make us feel as if we will have limited privacy in our own backyard and in our house of folks being able to peer into our house at will
 - feel of a high density apartment complex which is what we did not plan or expect when we moved into the neighborhood
- 4) we have concerns of the developer's and their real estate agent's lack of concern for the community by trying to sell this lot /development before gaining the proper approvals and seemed unresponsive to concerns raised
 - the developer is less concerned about the community and more about just making a fast buck which draws our concerns of quality, fit and finish
 - no concerns for safety given how they have torn down the house and left it in an unsafe and poorly fenced
 - us, the community having to live with the post sale issues and implications

My suggestions

- 2 units for young families
- large hedge to reduce noise and drive privacy aligned with allied arts surroundings
- active input from the neighborhood similar to the recent development

Sincerely yours
620 college street owners
Jasper and Connie



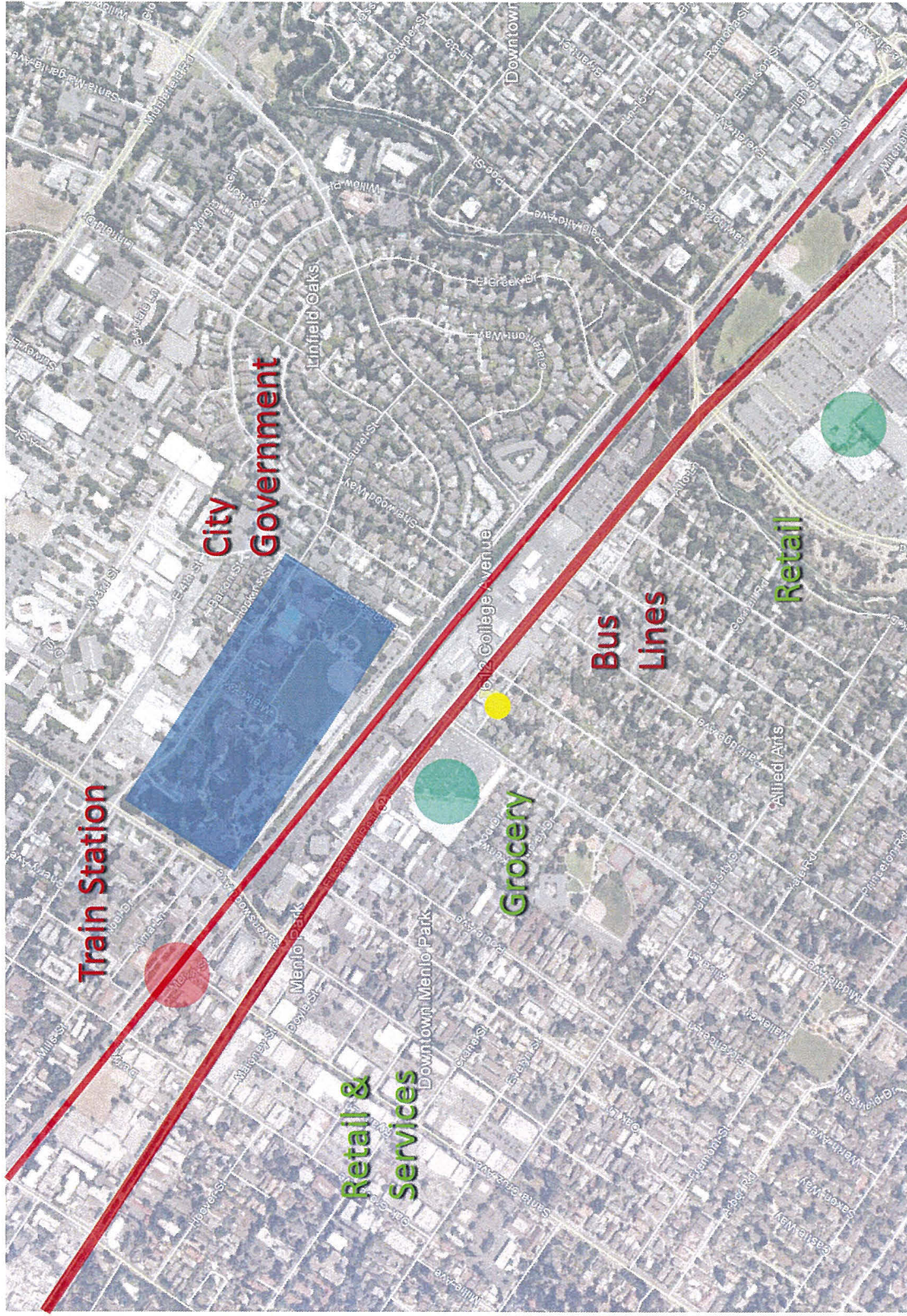
Architectural
Control

PLN2013-00063



612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014

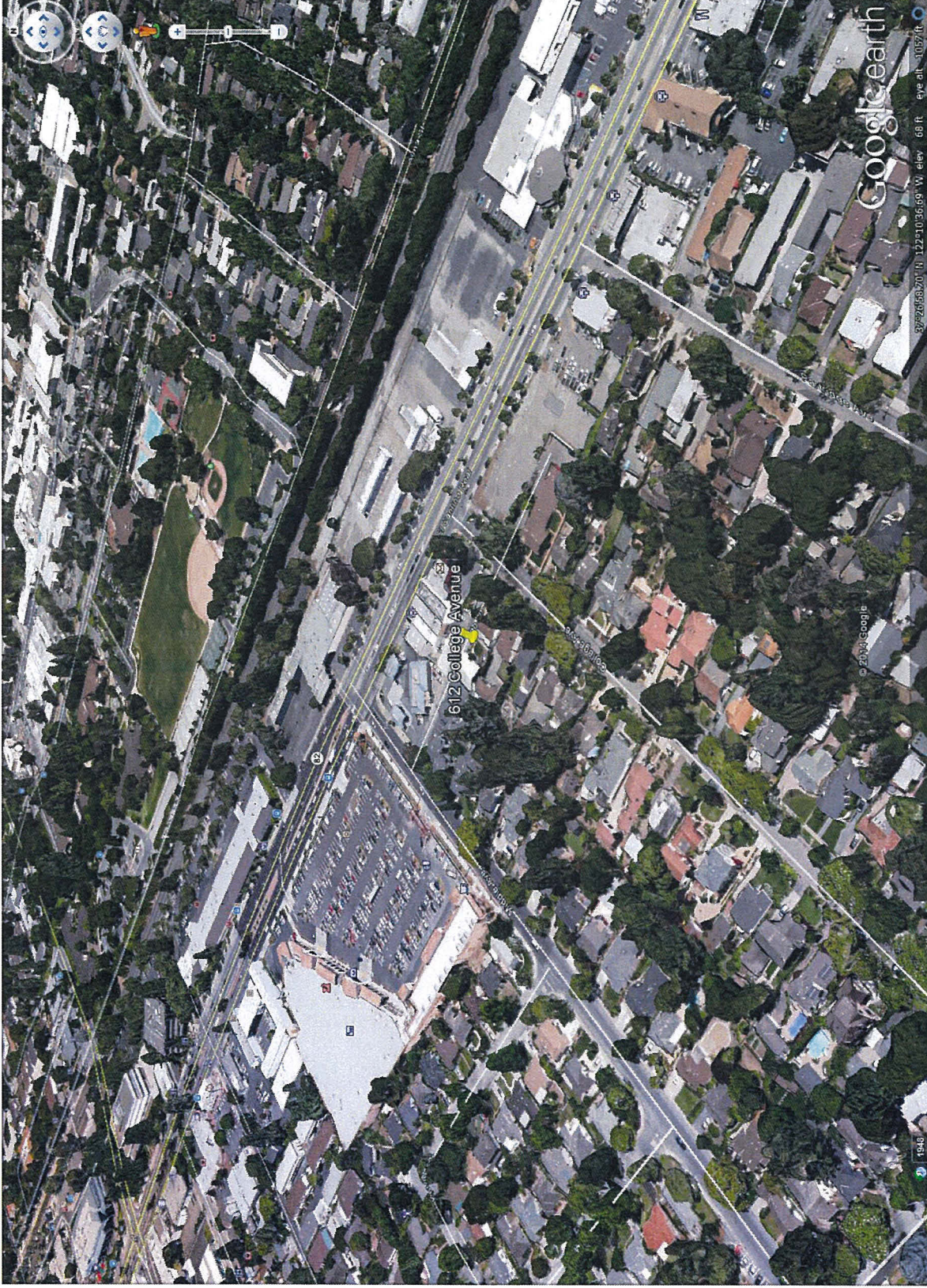


#2

612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014

H3



612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014

ECR-SW

El Camino Real South-West

Mixed Use & Mixed
Use/Residential

FAR = 1.10

Height

30' façade max

38' overall max

612 College

FAR = 0.92

30' façade max

31.3' overall max

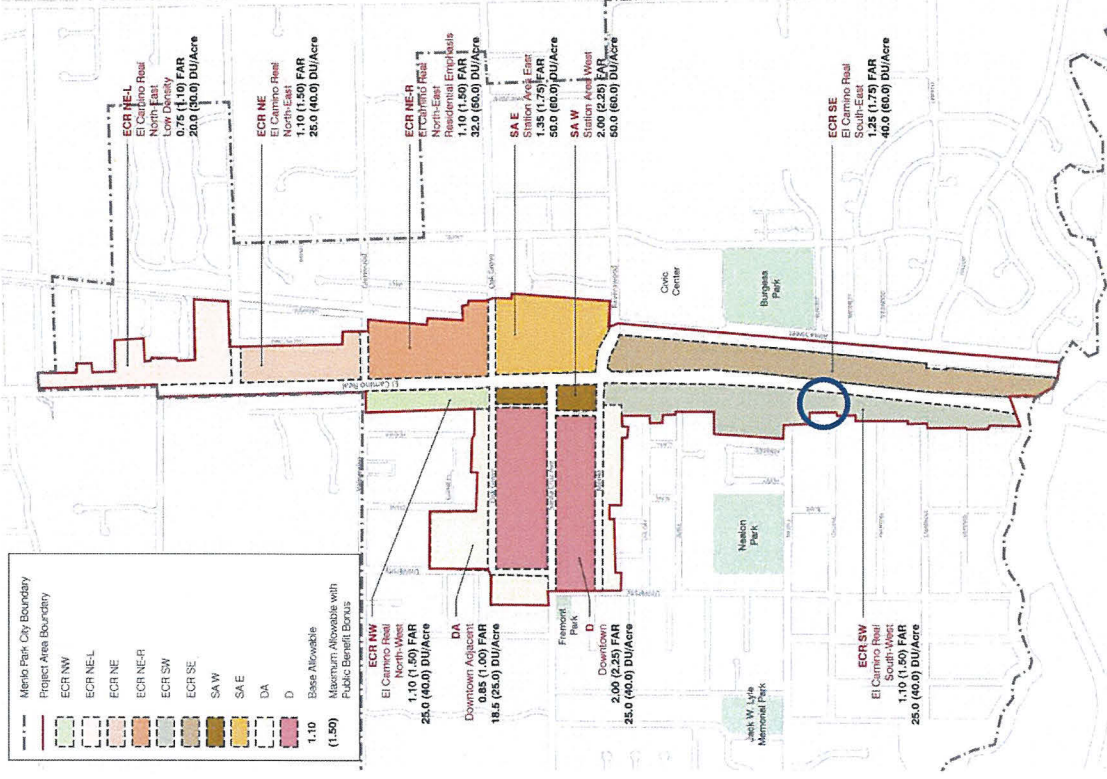


Figure E2. Development Intensity / Density

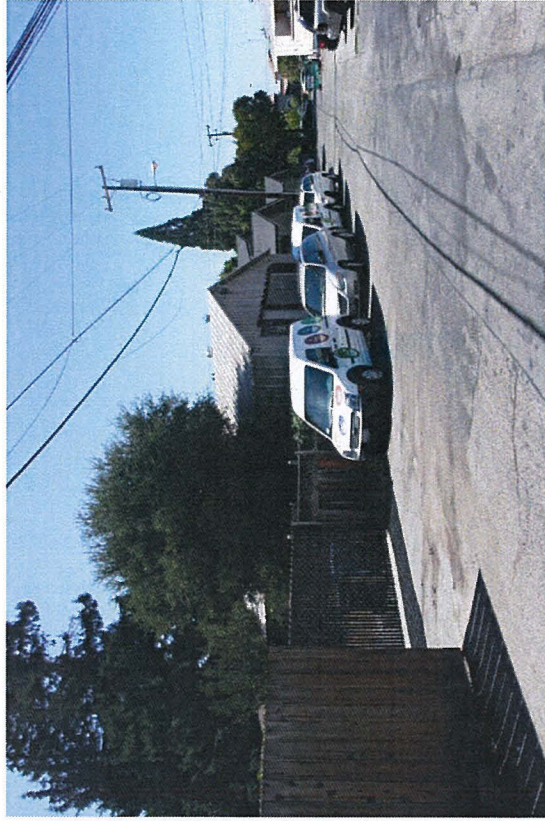
612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014



612 COLLEGE AVENUE LLC

MARK K. DONAHUE ARCHITECT

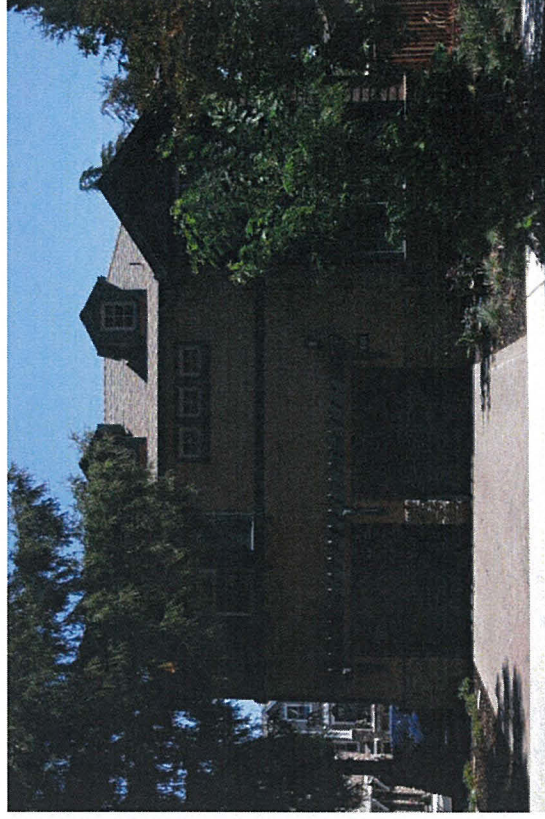
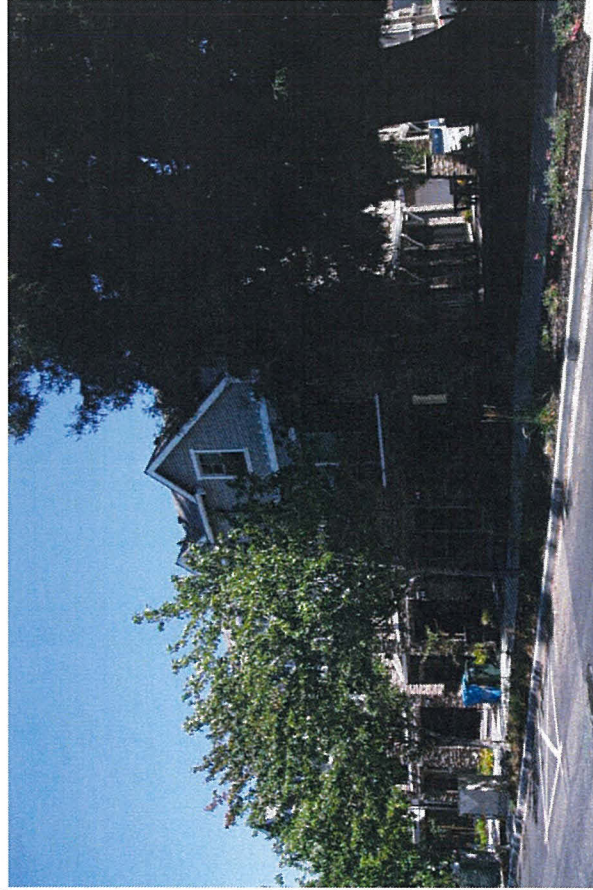


612 College Avenue

Immediate surroundings

PLANNING COMMISSION PRESENTATION, 8/18/2014

H6



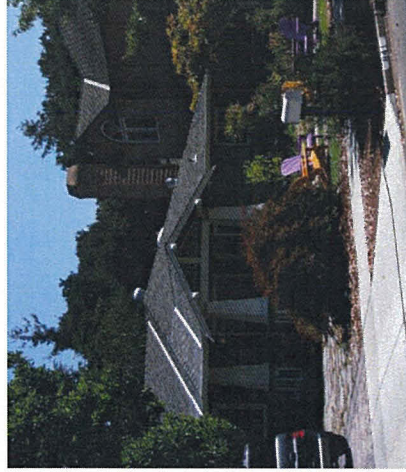
612 College Avenue

Immediate surroundings

PLANNING COMMISSION PRESENTATION, 8/18/2014



620 College



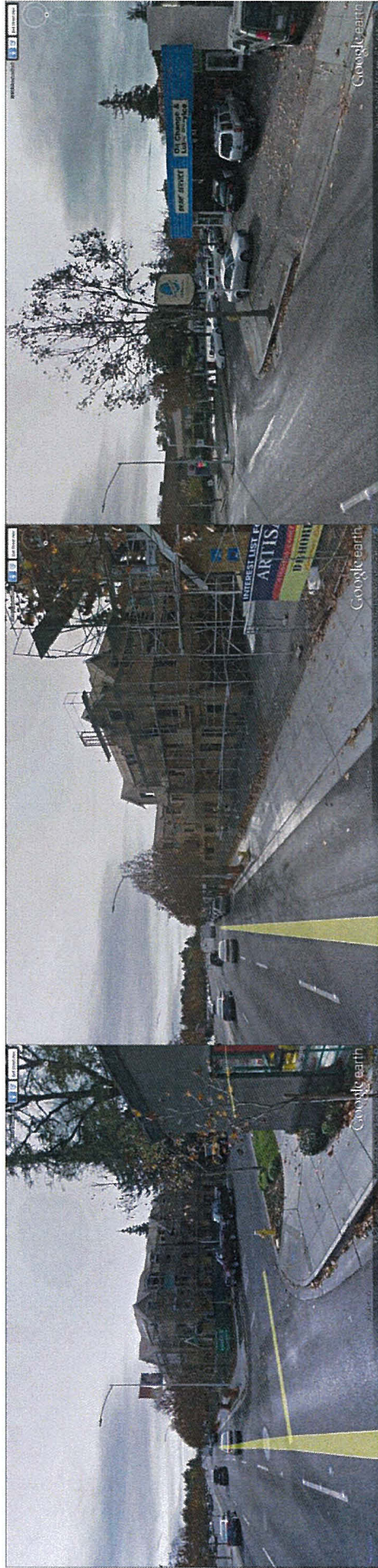
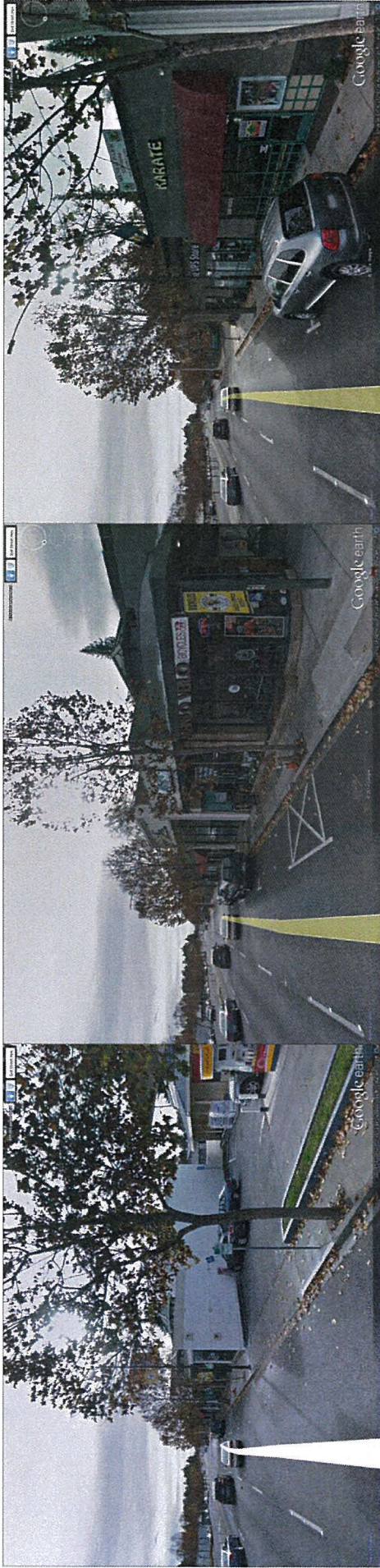
Immediate surroundings

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612 College Avenue

M 612 COLLEGE AVENUE LLC

MARK K. DONAHUE ARCHITECT



78

612 College Avenue

Immediate surroundings

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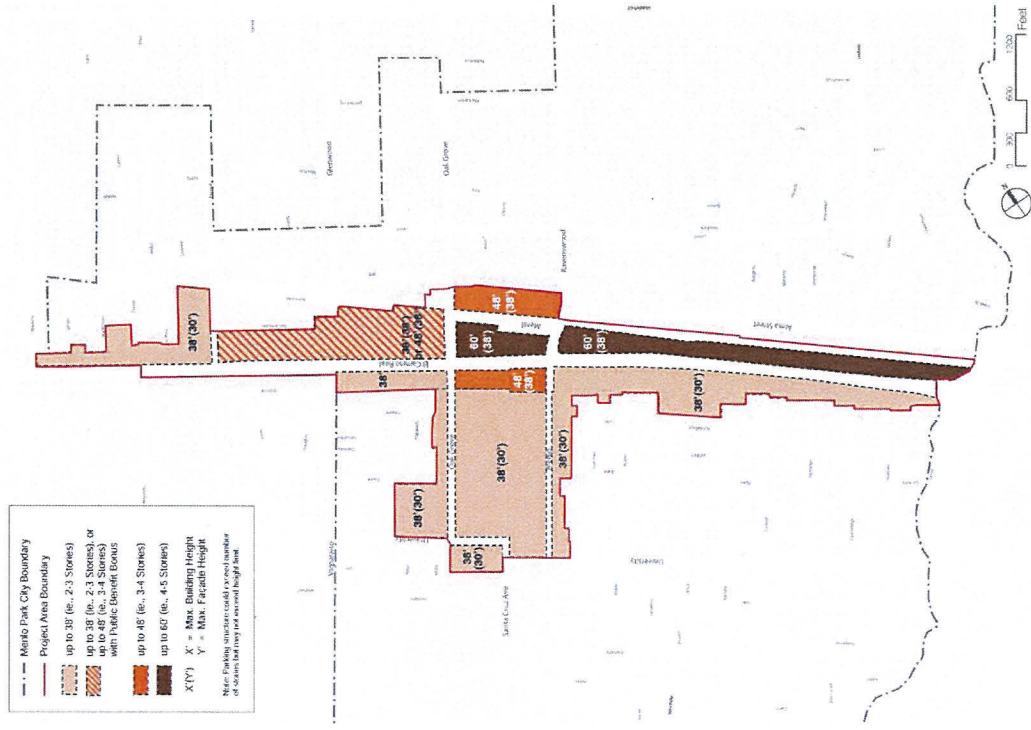


Figure E3. Maximum Building Height and Maximum Facade Height

Zoning Parameters

Setbacks:
At rear of plan area
(closest to boundary):
20' minimum

Side yard:
7'-0" minimum

Front yard:
7'-0" minimum

Minor facade modulation:
Every 50'

Major facade modulation:
Every 100'

Maximum facade height:
30'

Maximum building height:
38'

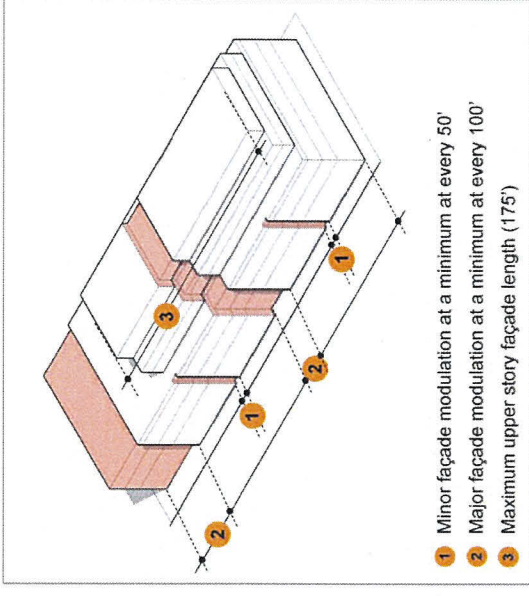


Figure E10. Vertical Facade Modulation and Upper Floor Facade Length

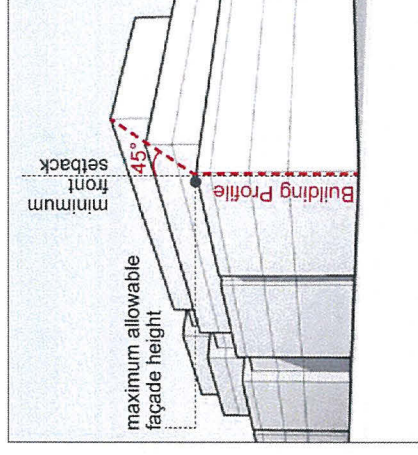


Figure E11. 45-Degree Building Profile for Floors above the Maximum Allowable Facade Height.

612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014

Zoning Parameters

"In order to allow for features that help articulate the building design...the Specific Plan allows for some variations and projections in the required setbacks..."

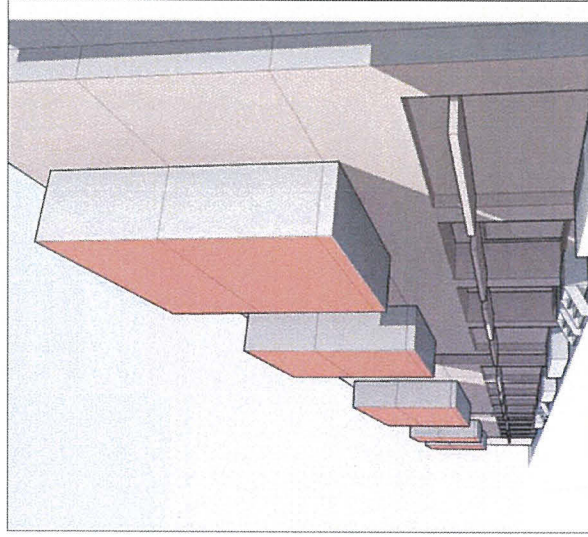
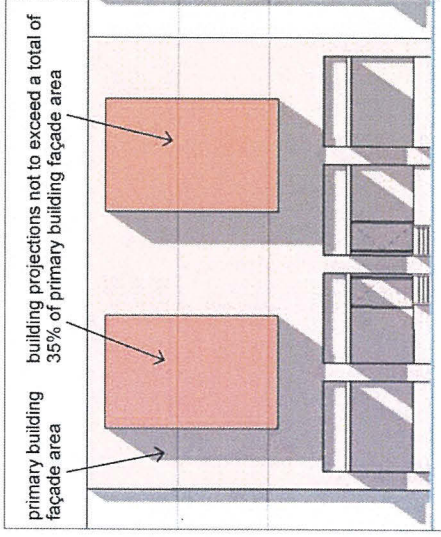


Figure E8. Allowable Building Projection Area

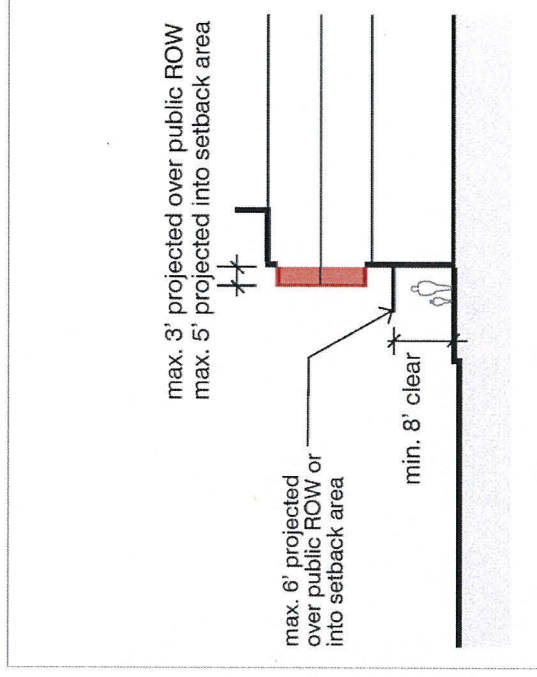
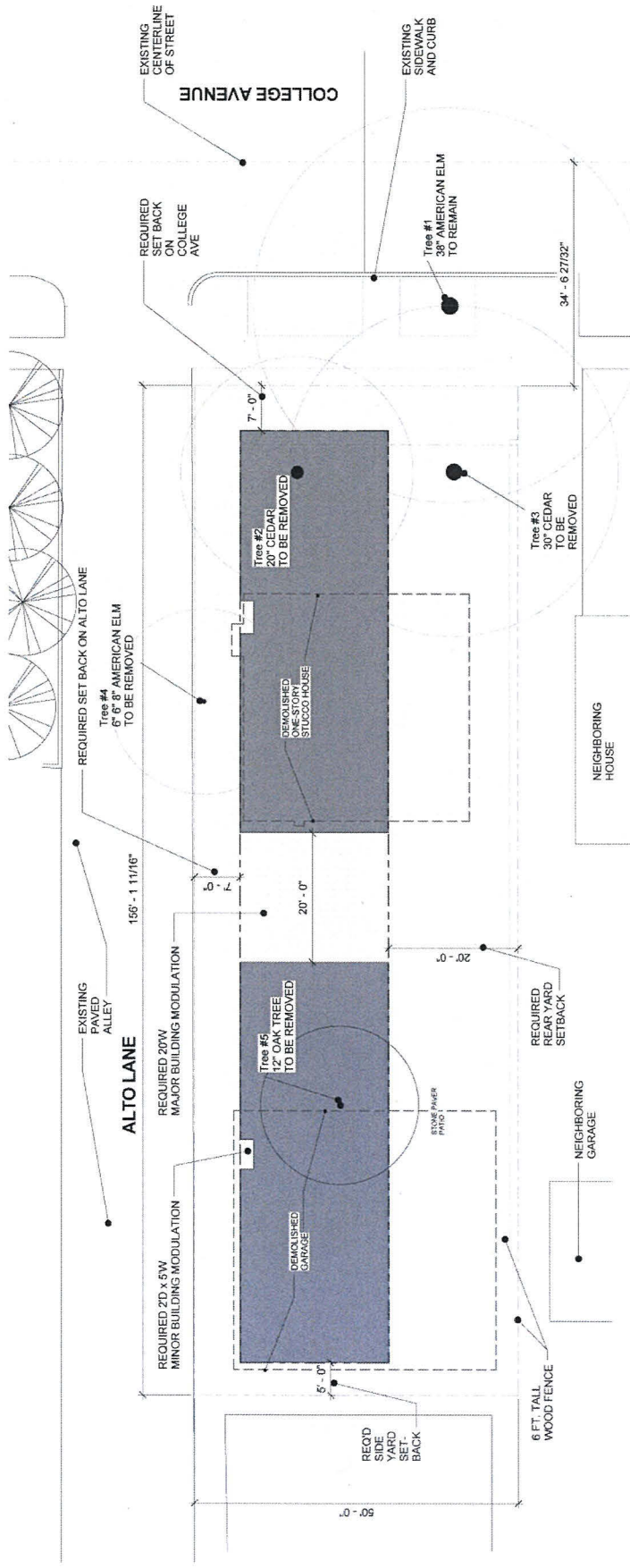


Figure E6. Building and Architectural Projection Standards



Zoning Parameters

612 College Avenue

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H12

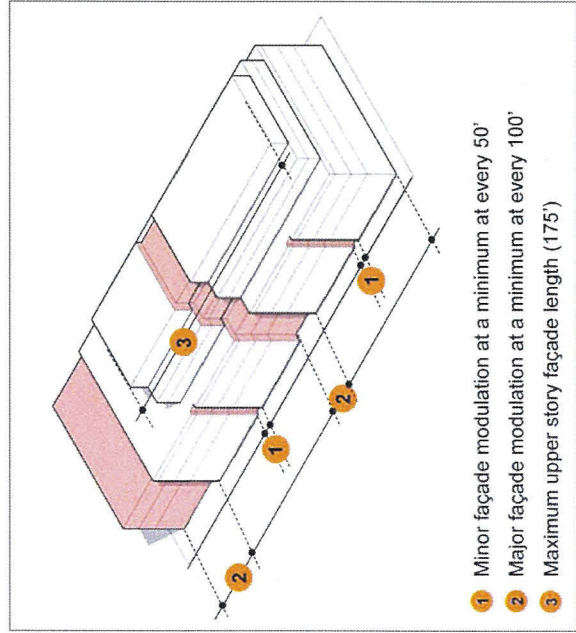
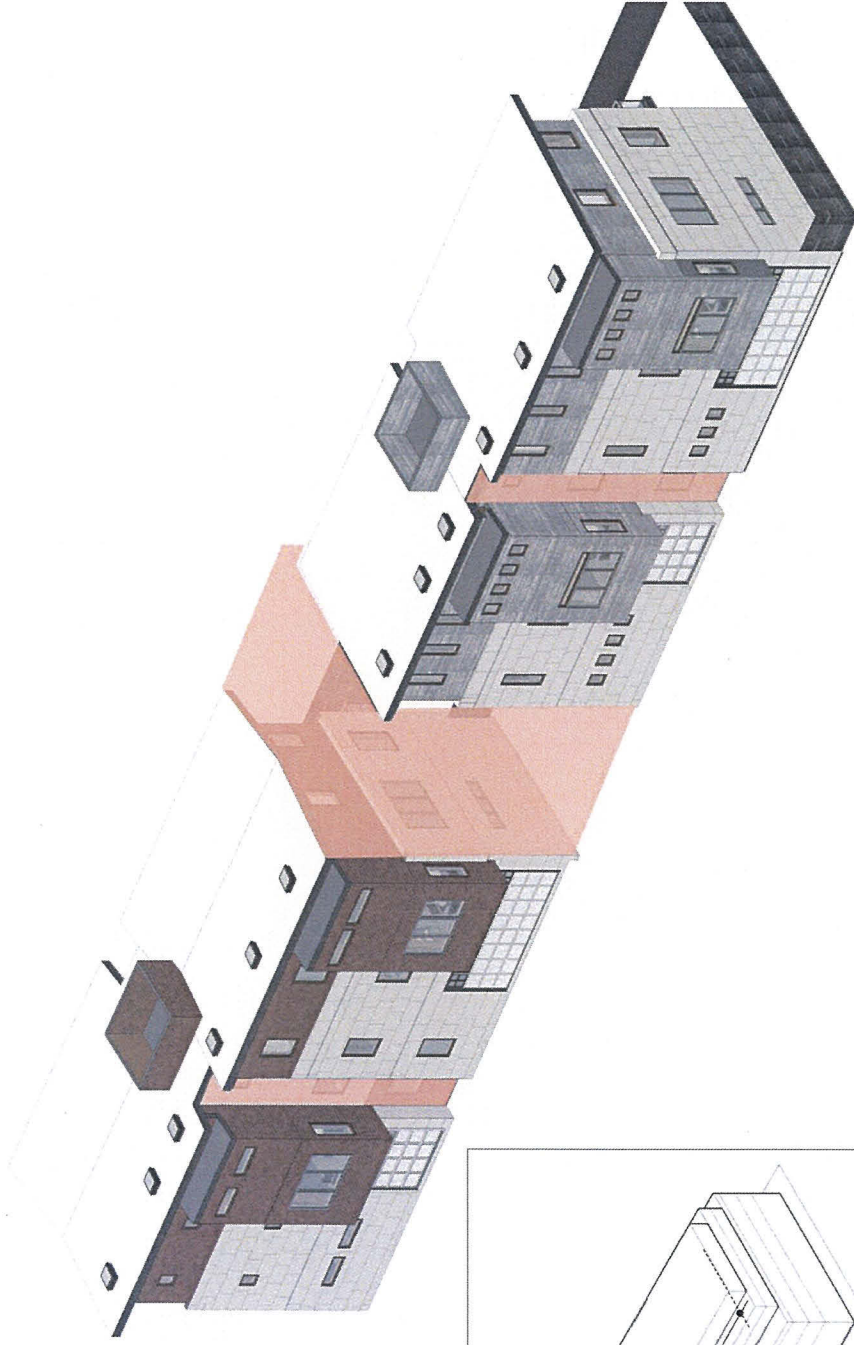


Figure E10. Vertical Façade Modulation and Upper Floor Façade Length

Zoning Parameters

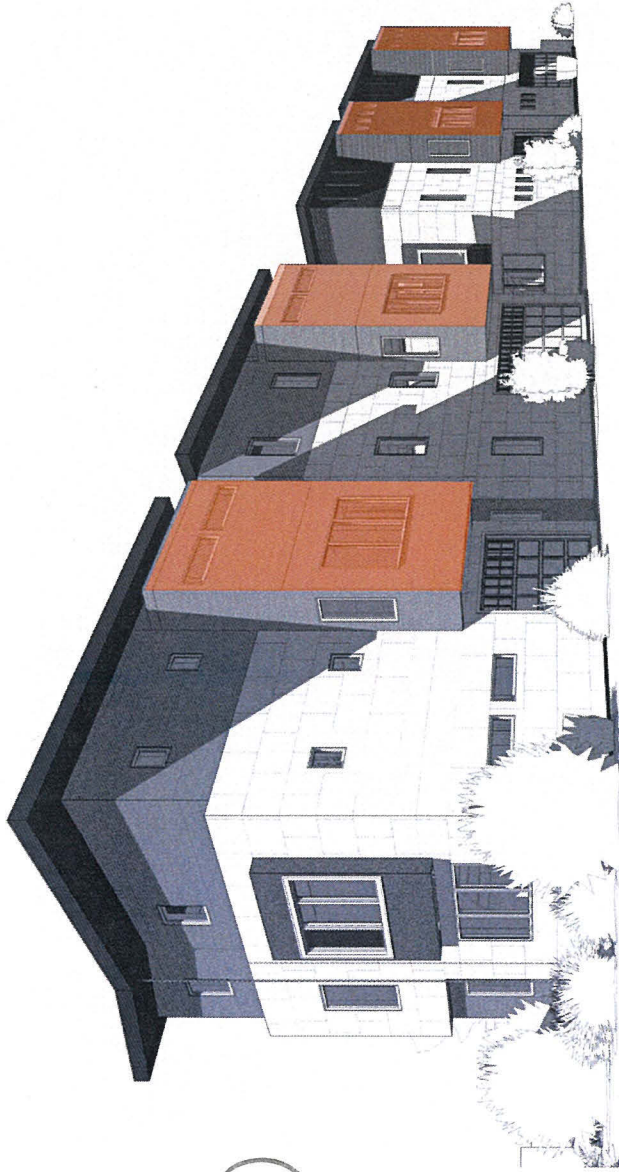
PLANNING COMMISSION PRESENTATION, 8/18/2014

612 College Avenue

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H13



View down Alto Lane from College Avenue

612 College Avenue

M 612 COLLEGE AVENUE LLC

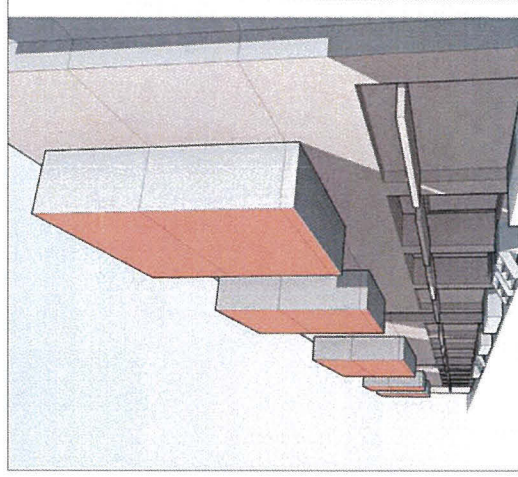
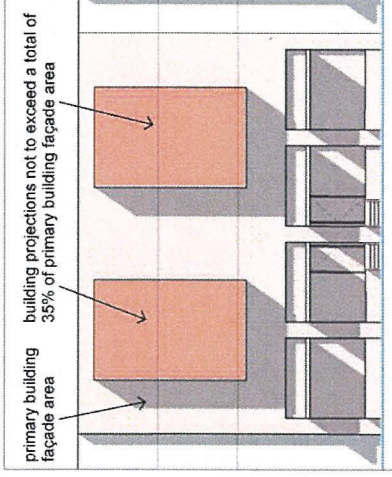


Figure EB. Allowable Building Projection Area

Zoning Parameters

PLANNING COMMISSION PRESENTATION, 8/18/2014

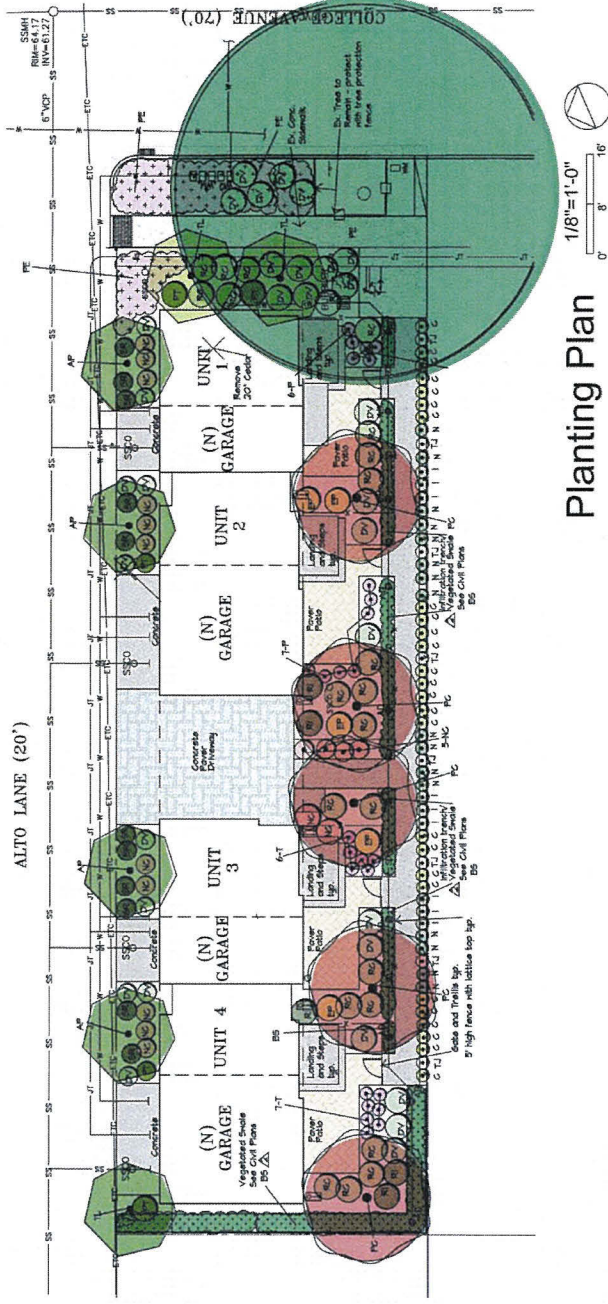
MARK K. DONAHUE ARCHITECT



Guideline E.3.6.01. Private or common spaces as part of building articulation



Guideline E.3.6.05. Private open space as an extension of the indoor living area (Cambridge, England)



Planting Plan

1/8"=1'-0"
0 8 16



Zoning Parameters

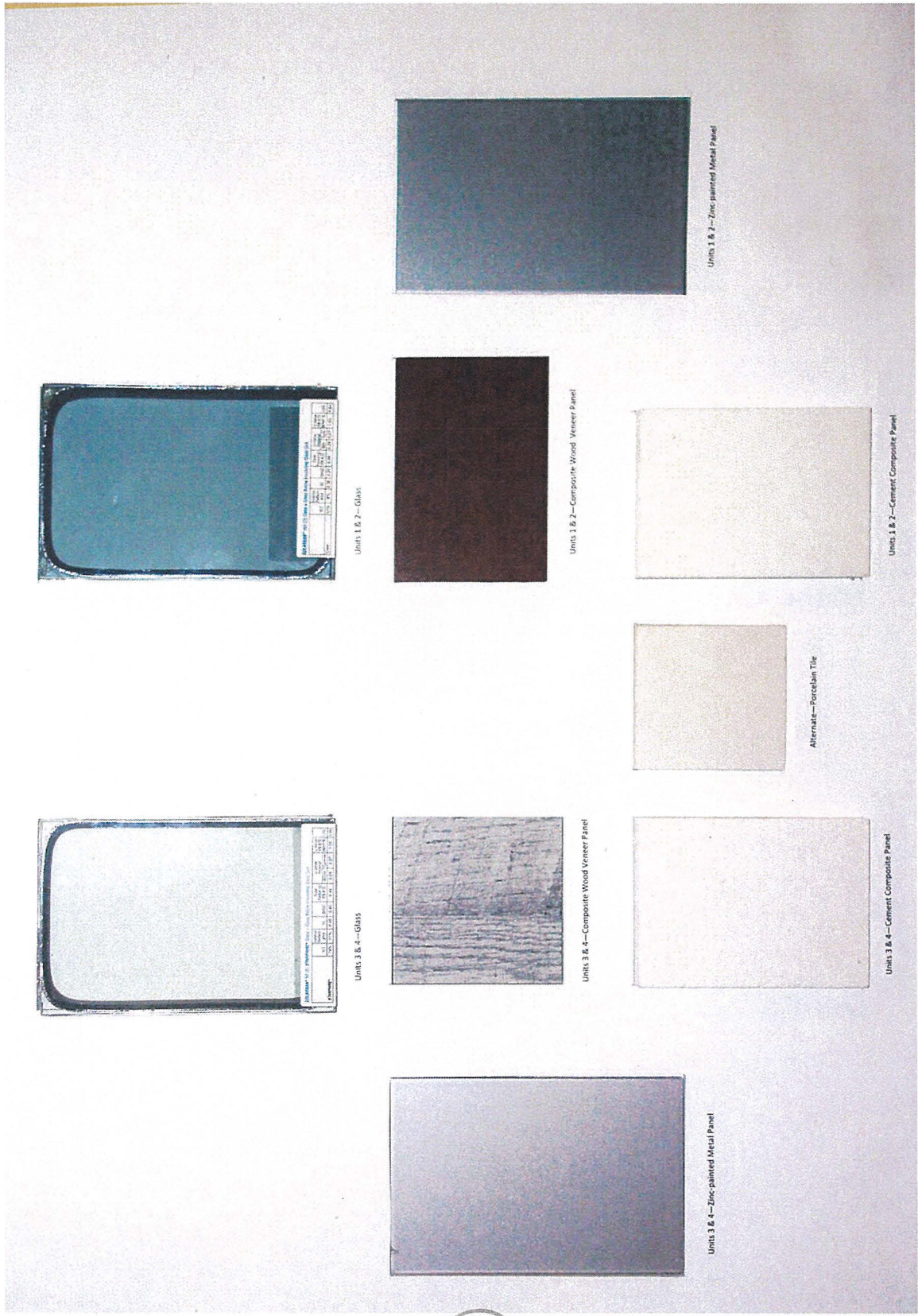
612 College Avenue

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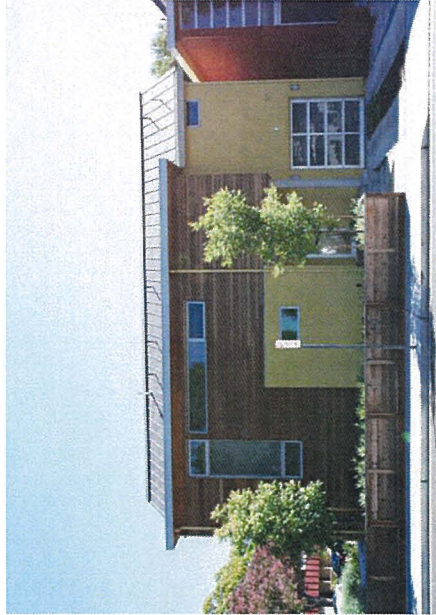
Materiality

612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014



H16



Materiality

612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014

M 612 COLLEGE AVENUE LLC

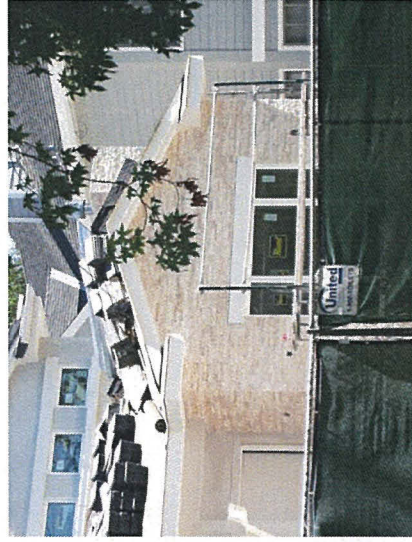
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H17

Wood frame

Masonry



Materiality

612 College Avenue

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H18



Scale

612 College Avenue

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H19



View down Alto Lane from College Avenue (all units)



View from Alto Lane looking into mews (Units 3 & 4)

612 College Avenue

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H20



612 College Avenue

PLANNING COMMISSION PRESENTATION, 8/18/2014



612 COLLEGE AVENUE LLC

MARK K. DONAHUE ARCHITECT

September 2, 2014

Thomas Rogers
Senior Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: 612 College Avenue (PLN2013-00063) – PC 8/18 Continuance

Dear Thomas:

As a result of the comments and feedback received from the Commissioners by our team during the August 18, 2014 Planning Commission Meeting, the following changes have been made to the design and presentation of the 612 College Avenue project. Most of the suggested changes have been made directly to the drawings, but additional materials will be brought to the meeting on September 8th to better clarify intent.

Issue #1—Fenestration along Alto Lane

Several Commissioners remarked on the fenestration along Alto Lane, noting that the small size of the windows made them seem unfriendly or institutional. Nearly all of the windows along this façade have been altered to create larger, more inviting openings, with a few exceptions where powder rooms have retained the smaller window size.

Issue #2—Privacy for neighbors at 620 College

The neighbors at 620 College Avenue wrote to express their concerns about privacy, an issue also briefly noted by Commissioner Onken. Because the façade in question is primarily oriented to the south, it would not be beneficial to the interior lighting of the units to remove openings. However, several steps have been taken to diminish the loss of privacy:

- A row of Chinese Pistache trees has been proposed between the main façade of 612 College and the property line of 620 College. While these are deciduous trees, and will lose their foliage in the winter, they maintain a dense and beautiful canopy for the majority of the year and will act as an effective visual barrier.

(cont. on next page)



- The sill heights of most of the windows have been raised to 3'-6", cutting down the direct view angle from interior rooms to the adjacent property except when occupants are standing directly at the window. Views into the rooms from below are also mitigated.
- The railing at the balconies at the 2nd floor, and the Juliet balconies at the 3rd floor are proposed to have relatively solid guardrails (punched aluminum), to increase the sense of enclosure.

Issue #3—Shape of the roof on Units 1 & 2

Commissioner Ferrick pointed out that the roof outline for the façade addressing College Avenue introduced a foreign element into the streetscape unlike other Arts & Crafts houses along the block. She noted that the roofline for Units 3 & 4 represented a more integrated approach, and wondered if it could not also be utilized for Units 1 & 2. This change has been made to the design.

Issue #4—Material expression

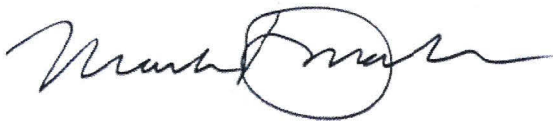
Several Commissioners has concerns regarding the materials palette. The main issues were the perception of quality in the materials, the color of the wood, and the modulation of the concrete panels making up the 'masonry' base. The presentation has been altered to show a more realistic coloration for the wood product. Due to the complex nature of the detailing, and how it affects the overall view of the building, the presentation will include a number of alternatives to discuss with the Commission during the review. Slides showing the selected materials on other buildings, alternate coursing for the 'masonry' material, and possible alternates for the resin-impregnated wood product will be incorporated.

Issue #5—Alto Lane interface

Commissioner Kavadny, through notes issued by Planning Staff, outlined concerns about the starkness of the Alto Lane façade. His suggestions for helping to soften this interface included vine plantings, such as bougainvillea. Since the proposed façade system is not amenable to vine plantings (they tend to get behind the façade material and block drainage), the revised views of the project show the proposed planting strategy, which uses Japanese maples and Crape Myrtle to break down the scale of the façade and soften the edges.

The 612 College design team looks forward to more constructive discussion regarding the project, and thanks both Planning Staff and the Commissioners for their helpful observations.

Sincerely,



Mark Donahue
Principal
Mark.K.Donahue.Architect

612 College Ave



Mark K. Donahue
Architect
2000 Cedar Street
Menlo Park, CA 94025
415.321.1111
www.mkd.com

612 College Ave

612 College Ave
Menlo Park, CA
2013.001

NO.	DATE	DESCRIPTION	BY	CHECKED
1	10/1/12	Initial Design	MD	MD
2	10/15/12	Final Design	MD	MD
3	10/25/12	Final Design	MD	MD
4	11/1/12	Final Design	MD	MD
5	11/15/12	Final Design	MD	MD
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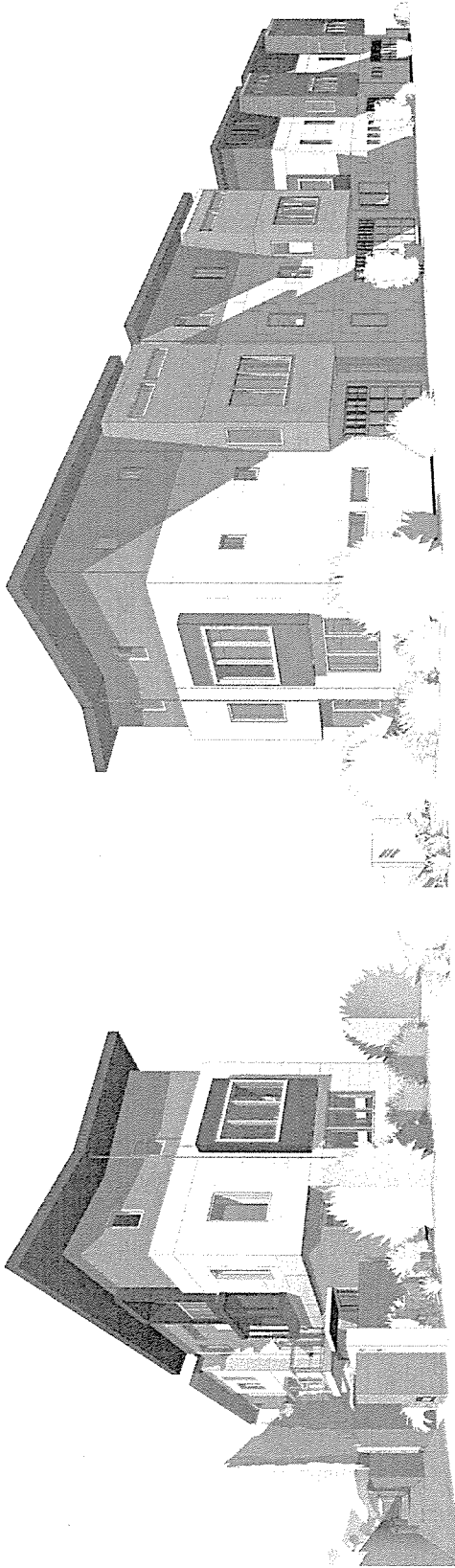
Perspectives

SHEET NUMBER
G0005

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View down Alto Lane from College Avenue

View down mews from College Avenue





View from College looking down
mews (Units 1 & 2)



View from mews looking towards College on right and Alto Lane on left
(Units 1 & 2)

12

612 College Ave
2013.001
Menlo Park, CA

[illegible]

Color Views

SHEET NUMBER

G0006

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View down Alto Lane from College Avenue (all units)

View from Alto Lane looking into mews (Units 3 & 4)

Color Views

SHEET NUMBER

G0007

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Menlo Park, CA

Menlo Park, CA

2013.001

[illegible]

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612 College Ave
Menlo Park, CA
2013.001

Rev	Date	Description
1	10/1/13	Initial Design
2	10/15/13	Revised Design
3	10/22/13	Final Design
4	11/1/13	Construction Documents
5	11/15/13	Final Construction Documents

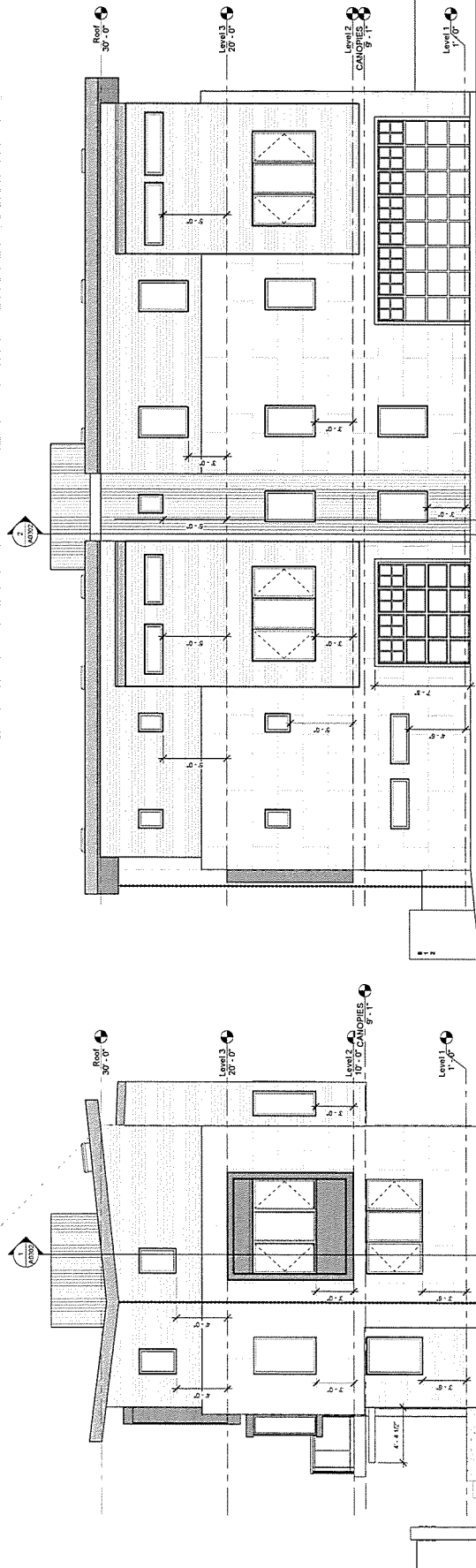


Units 1 and 2 Elevations

SHEET NUMBER

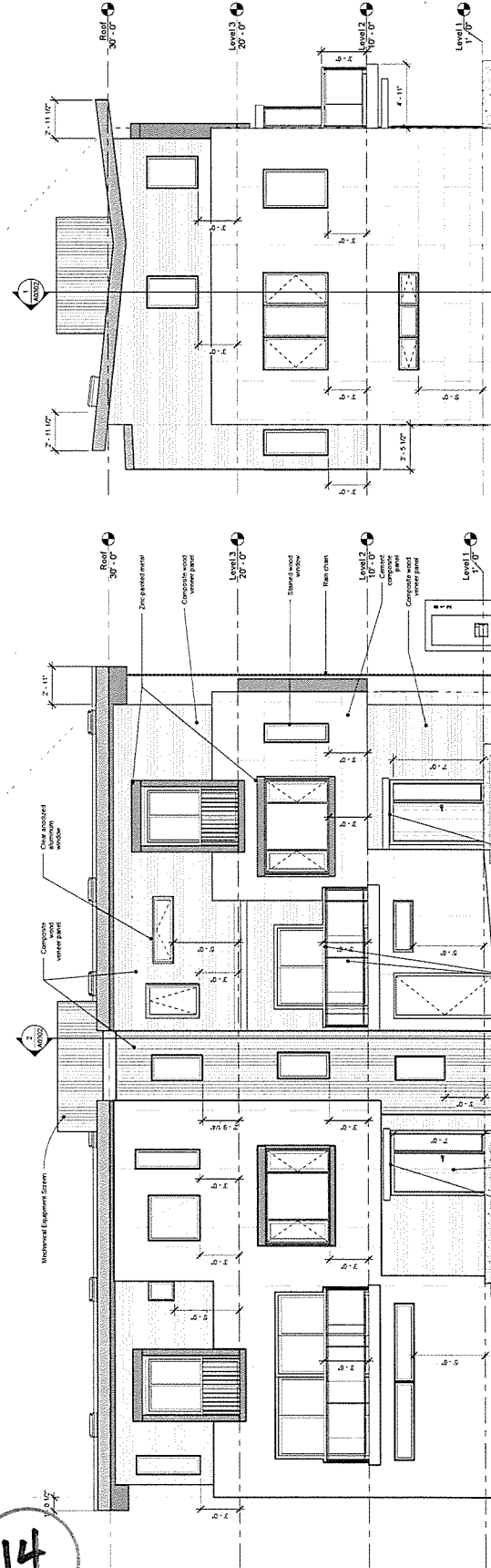
A0201

© 2013 Mark Domina Architect



East Elevation (Right Side facing College Avenue)

North Elevation (Front)



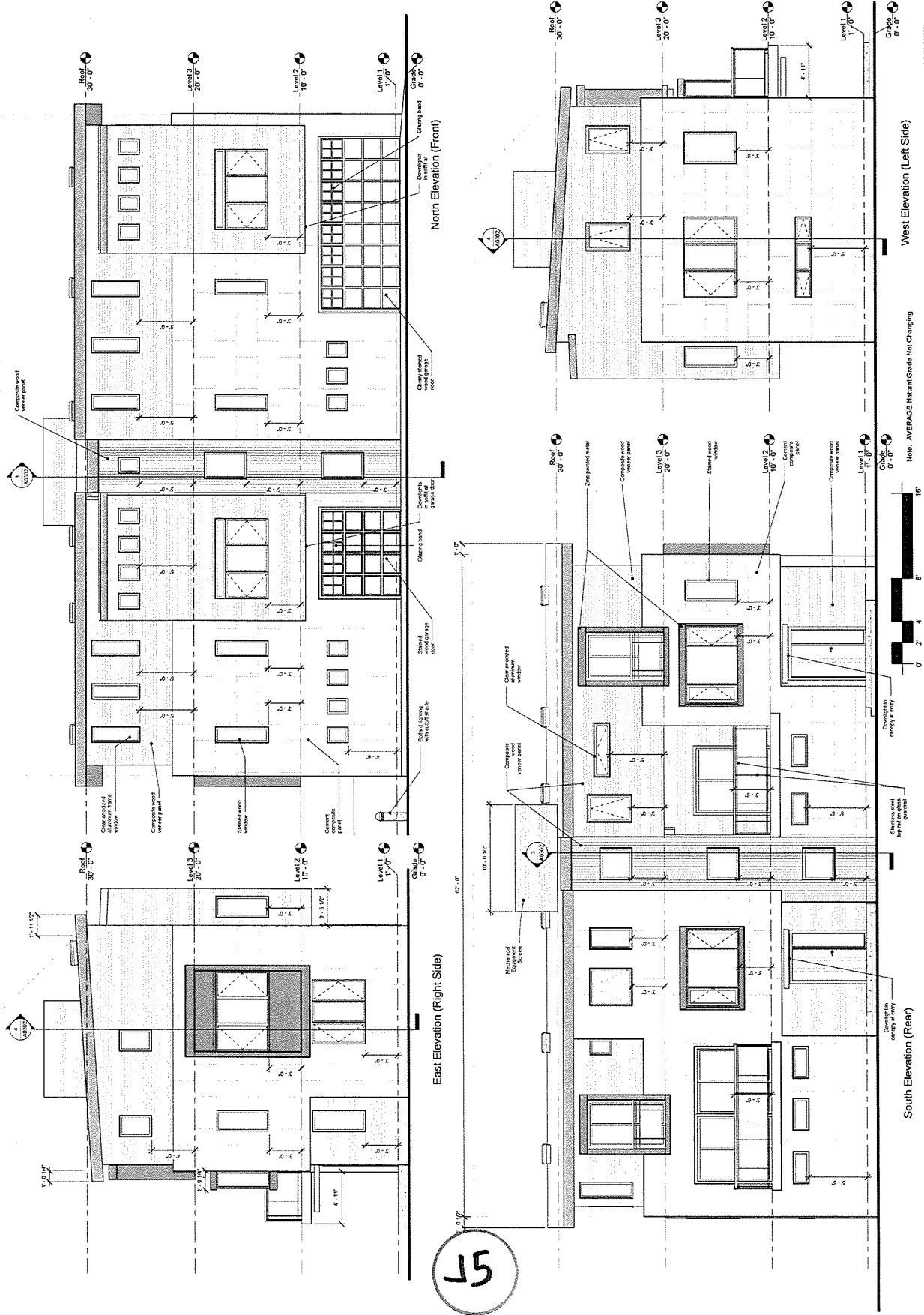
South Elevation (Rear)

West Elevation (Left Side)

Note: AVERAGE Natural Grade Not Changing



J4









PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF SEPTEMBER 8, 2014
AGENDA ITEM F1

LOCATION: 555 & 557 Willow Road

APPLICANT: David Claydon

EXISTING USE: Restaurant and Vacant Office Building

OWNER: Reza Valiye

PROPOSED USE: Restaurant and Two Dwelling Units

APPLICATION: Study Session for Use Permit

ZONING: R-3 (Apartment)

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	18,455 sf	18,455 sf	7,000 sf min.
Lot width	130.33 ft.	130.33 ft.	70 ft. min.
Lot depth	123.4 ft.	123.4 ft.	100 ft. min.
Setbacks			
Front (plan line)	10.6 ft.	10.6 ft.	20 ft. min.
Rear	28.0 ft.	28.0 ft.	15 ft. min.
Side (left)	4.0 ft.	4.0 ft.	10 ft. min.
Side (right)	10.0 ft.	31.0 ft.	10 ft. min.
Building Coverage	3,690 sf 20.0 %	2,498 sf 13.5 %	5,536.5 sf max. 30.0 % max.
Parking and Driveways	9,402 sf 51.0 %	12,684 sf 68.7 %	3,691.0 sf max. 20.0 % max.
FAR (Floor Area Ratio)	5,767 sf 31.3 %	2,498 sf 13.5 %	8,304.7 sf max. 45.0 % max.
Landscaping	4,406 sf 23.8 %	3,273 sf 17.7 %	9,227.5 sf min. 50.0 % min.
Building height	22.5 ft.	10.8 ft.	35 ft. max.
Parking	2 covered/15 uncovered	20 uncovered spaces	2 covered/7 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

PROPOSAL

The applicant is requesting Planning Commission review and input through a study session for the conversion and expansion of an existing nonconforming structure from office uses (currently vacant) to two residential units. The proposed project would include first and second floor additions to the existing structure. The proposed work is equivalent to a new structure. As part of the project, the existing restaurant building, which is a nonconforming use and structure, would remain. The project site is located in the R-3 (Residential Apartment) zoning district.

ANALYSIS

Site Location

The subject site is located at 555 and 557 Willow Road, between Coleman Avenue and the Menlo Park Veteran's Affairs Medical Center. Using Willow Road in an east to west orientation, the project site is located on the northern side of Willow Road. The subject site is located in the R-3 zoning district, but contains an existing restaurant (555 Willow Road) and vacant office building (557 Willow Road). The office building has been vacant for over 10 years. The subject site was rezoned from commercial to residential in the late 1980s as part of the Willow Road Land Use Plan. The subject parcel is surrounded by multi-family developments that are also in the R-3 zoning district. On the opposite side of Willow Road, the parcels are zoned C-4 (General Commercial) and R-3(X) (Residential Apartment, Conditional Development) and are occupied by a service station, a medical clinic, and a multi-family development.

Project Description

The applicant is proposing to convert and expand the existing concrete masonry unit (CMU) office building into two residential units. The proposed project would retain the existing footprint of the building (which is currently nonconforming with regard to the required front setback), expand the ground floor toward the right-side property line, and add a second level to the existing building. The applicant is proposing to retain the front, left side, and the majority of the rear wall of the structure; however, the right side wall would be completely removed to allow for the ground floor addition. The proposed first and second level additions would comply with the required setbacks, while the existing nonconforming front wall would be retained. The main entrance for the front unit would be located along the left side of the building, accessed via the parking lot. The main entrance for the rear unit would be located near the rear, left corner of the building. The proposed site modifications would result in two dwelling units, each containing five bedrooms and five bathrooms. The applicant has not provided a structural analysis of the existing building to determine the feasibility of the proposed project.

The required front setback is measured from the Willow Road plan line, which appears to have been partially dedicated along the project site's frontage as part of the 1961

permit for the office building. The study session plans identify the general location of the plan line, which will need to be verified as part of a future formal use permit submittal.

The existing restaurant is located to the left of the main driveway (as viewed from Willow Road). The existing restaurant, which is a nonconforming use and structure, is proposed to remain as part of the site redevelopment. To accommodate the proposed project, the exterior deck would be removed, eliminating most or all of the outdoor seating. Nonconforming uses may remain as long as they stay active, but cannot be enlarged, or demolished and rebuilt.

The existing office building contains approximately 1,400 square feet of gross floor area and the restaurant building is approximately 814 square feet in size. As part of the conversion of the office building to residential use, the applicant proposes to add approximately 3,553 square feet of gross floor area to the building, for a total gross floor area of 4,953 square feet. Inclusive of the existing restaurant building, the total gross floor area at the site would be 5,767 square feet. The associated floor area ratio (FAR) would be 31.3 percent, within the R-3 maximum of 45 percent.

The existing site development is nonconforming with regard to landscaping, containing only 17.7 percent, where 50 percent is required. The proposed project would increase the amount of landscaping to approximately 23.8 percent, although this would still be well below the R-3 landscaping minimum of 50 percent. Similar to the landscape requirement, the existing development is nonconforming with regard to the maximum driveway and open parking area, occupying 68.7 percent of the site where 20 percent is the maximum. The proposed project would reduce the area devoted to open parking and driveways to about 51 percent, which would improve the existing nonconforming situation, although it would remain well above the R-3 maximum of 20 percent.

Since the proposal before the Planning Commission is a study session item, a number of aspects of the project are still being refined. A few items that would need to be further evaluated and/or documented as part of a formal submittal are:

- The feasibility of the construction of the second floor additions;
- Compliance with the Parking Stall and Driveway Design Guidelines;
- Compliance with the site access requirements of the Menlo Park Fire District; and
- The location and design of a trash enclosure for the restaurant.

Design and Materials

As part of the conversion and expansion of the existing office building to two dwelling units, the applicant is proposing to modify the overall architectural style. The applicant is proposing to clad the existing CMU walls in white and grey stucco. The second floor would have ipe (wood) siding in a diagonal pattern, horizontal cedar siding, and stucco. The proposed design would contain steel columns and metal railings, painted dark grey. In the project description letter, included as Attachment C, the applicant states that the proposed residential units would be designed in a contemporary style. The applicant has submitted a color and materials board, which will be provided at the Planning

Commission meeting. The applicant is not proposing any color or material changes to the existing restaurant building.

Parking and Circulation

The site is accessed from a driveway along Willow Road located between the restaurant building and office building. As part of the proposed project, the applicant is proposing to remove a second existing driveway, which is currently unused, located to the right of the office building. The existing site contains 20 parking spaces and the applicant is proposing to remove five paved parking spaces and incorporate two covered parking spaces into the apartment building for a total of 17 spaces. The covered parking space for the front unit would be accessed from the common drive aisle with the restaurant, while the covered parking space for the rear unit would be located in the back right corner of the building. The parking and circulation is effectively designed with a one-way entrance along Willow Road and an exit to Coleman Avenue. The existing circulation pattern would be maintained as part of the project.

As stated previously, the proposed project would contain 17 parking spaces, consisting of two covered and 15 uncovered spaces. The proposed project would comply with the off-street parking requirement of 2 parking spaces, one of which must be covered, for each of the residential dwelling units. The Zoning Ordinance does not specify a parking standard for commercial uses in the R-3 district, since these uses are not permitted. However, other commercial uses along Willow Road are located in the C-4 (General Commercial) and C-2-A (Neighborhood Shopping District, Restrictive) zoning districts. If the C-4 and C-2-A parking standard of six spaces per 1,000 square feet of gross floor area is applied to the restaurant use, five parking spaces would be required. Additionally, the City's Use Based Parking Guidelines recommend six spaces for 1,000 square feet of gross floor area for restaurant uses, which is consistent with the C-4 and C-2-A zoning district standards. The site would have 17 parking spaces, with four required for the residential units and five required for the restaurant use. Therefore, the site contains eight additional parking spaces. The residential units are designed with five bedrooms and the surplus parking spaces could likely be utilized by the residences at night and the restaurant during the day.

Trees and Landscaping

As stated previously, the site contains limited landscaping and open space. However, the applicant is proposing to plant 11 coast redwoods and three evergreen pears along the Willow Road frontage. The coast redwoods would be located between the proposed apartment building and Willow Road. The flowering pears would be planted adjacent to the existing restaurant. Along the right side property line, the applicant is proposing to plant six honey locust trees. The project would contain a row of coast redwoods and liquid amber trees along the rear property line. The landscape plan would need City Arborist review to determine the appropriateness of the tree types, sizes, and location. The overall landscaped area would increase from approximately 17.7 percent of the site to 23.8 percent of the site.

Correspondence

Staff has not received any correspondence on the proposal.

Conclusion

Staff recommends that the Planning Commission use the study session to consider a presentation from the applicant, receive public comment, and provide individual feedback on the proposal. In particular, staff recommends that Planning Commissioners provide clear direction on the following key items:

- **Is the proposed redevelopment generally acceptable, or should the applicant substantively revise the proposal to comply with the current land use regulations?** (If comprehensively redeveloped, the maximum density for the site would be five dwelling units and no commercial uses.)
- **Is the repurposing of the three walls of the existing office building appropriate, or should the existing building be demolished to allow a new residential building that complies with the required front setback?** A new residential building could be designed to allow for additional residential development in the future, if the restaurant was to cease operations. If the residential component is developed in a completely new building, the building could be shifted slightly toward the right side property line to facilitate the possibility of constructing additional residential dwelling units around a common driveway access in the future. This shift in the residential building wall would also enable the retention of the outdoor seating for the restaurant.
- The proposed dwelling units would have entrances along or near to the common driveway. The proposed units could be oriented toward a new pedestrian pathway along the eastern property line, with covered parking accessed from the driveway. **Should this possible redesign be pursued?**
- The project would increase the landscaping at the site and reduce the paving associated with parking and driveways, but each standard would be still be nonconforming. **Should alternate materials to reduce the impervious surface area be utilized and/or should the project be redesigned to further reduce the overall amount of paved surfaces?**
- **Are the proposed architectural style, materials, and general sense of scale appropriate for the project and the greater Willow Road corridor?**
- The maximum dwelling units per acre in the R-3 zoning district is 13, which would equate to five units for the subject site, based on its lot area. The applicant is not proposing to construct the maximum allowed gross floor area, nor is the applicant proposing the maximum density. **Does the Commission believe that the proposed density (two dwelling units) is appropriate for the site? Should an increase in density be pursued?** An increase in density does not

necessarily require the removal of the restaurant at this time. The applicant could pursue a phased approach with two to three units replacing the restaurant at a future date. Some possible design modifications to the site layout, as mentioned above, may be necessary to help facilitate future residential development at the site.

- **Is the general planting plan appropriate for the site?** (The proposed trees between the street and the restaurant could impact visibility.)
- **Should the pole sign advertising the restaurant be allowed to remain as is?** The existing sign is located in the plan line and a portion projects into the City right-of-way.

Following the meeting, staff would continue to work with the applicant to refine the proposal, which could be considered for action at a future meeting.

ENVIRONMENTAL REVIEW

As a study session item, there is no action necessary and no need for environmental review.

Report prepared by:
Kyle Perata
Associate Planner

Report reviewed by:
Thomas Rogers
Senior Planner

PUBLIC NOTICE

Public notification consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

ATTACHMENTS

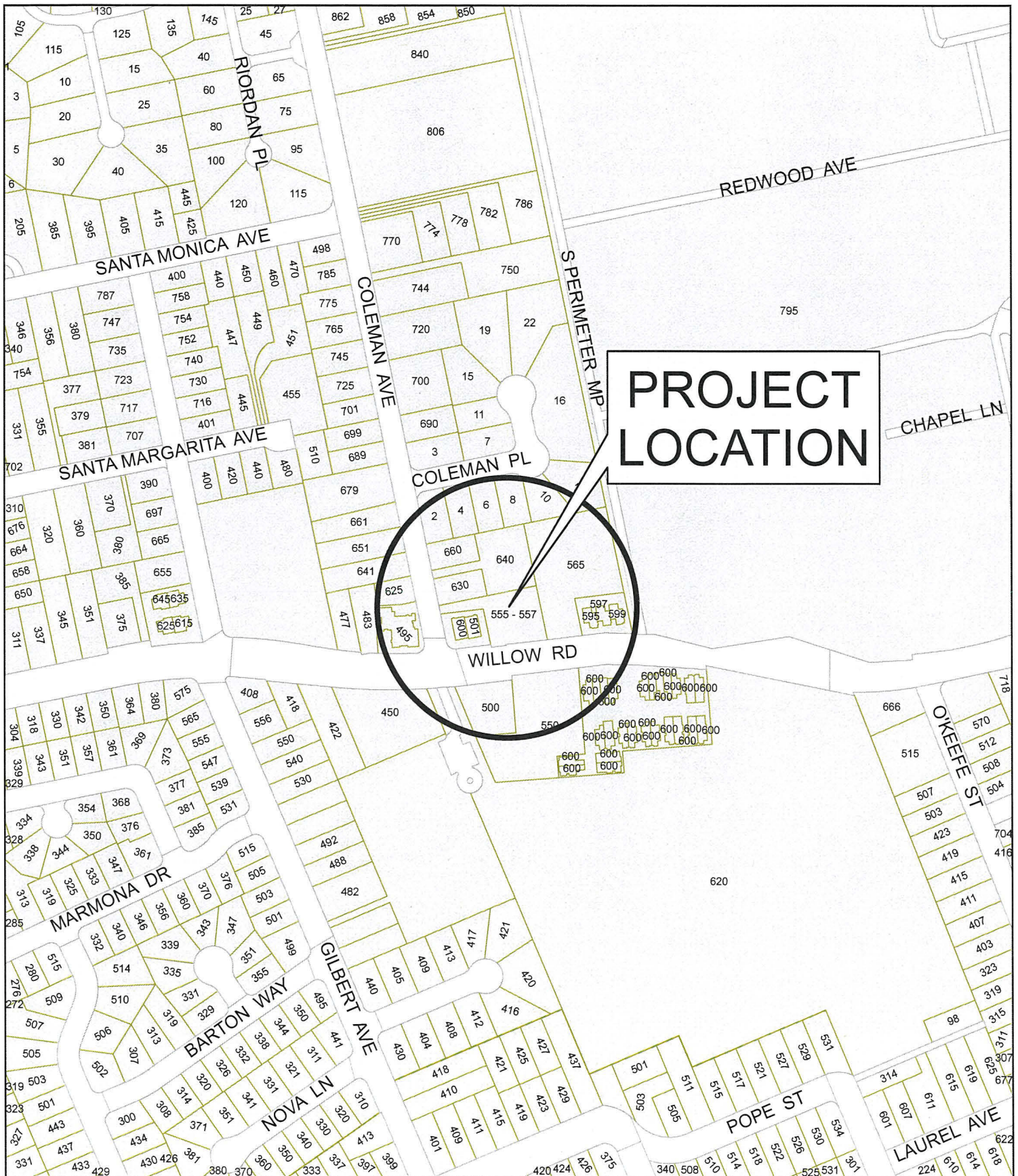
- A. Location Map
- B. Project Plans
- C. Project Description Letter

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

EXHIBITS TO BE PROVIDED AT MEETING

Color and Materials Board

V:\STAFFRPT\PC\2014\090814 - 555 Willow Road - Study Session.doc

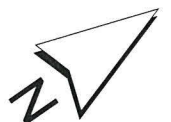


CITY OF MENLO PARK

LOCATION MAP

555 WILLOW ROAD

DRAWN: KTP CHECKED: KTP DATE: 09/08/14 SCALE: 1" = 300' SHEET: 1



555 WILLOW RD
MENLO PARK - CA

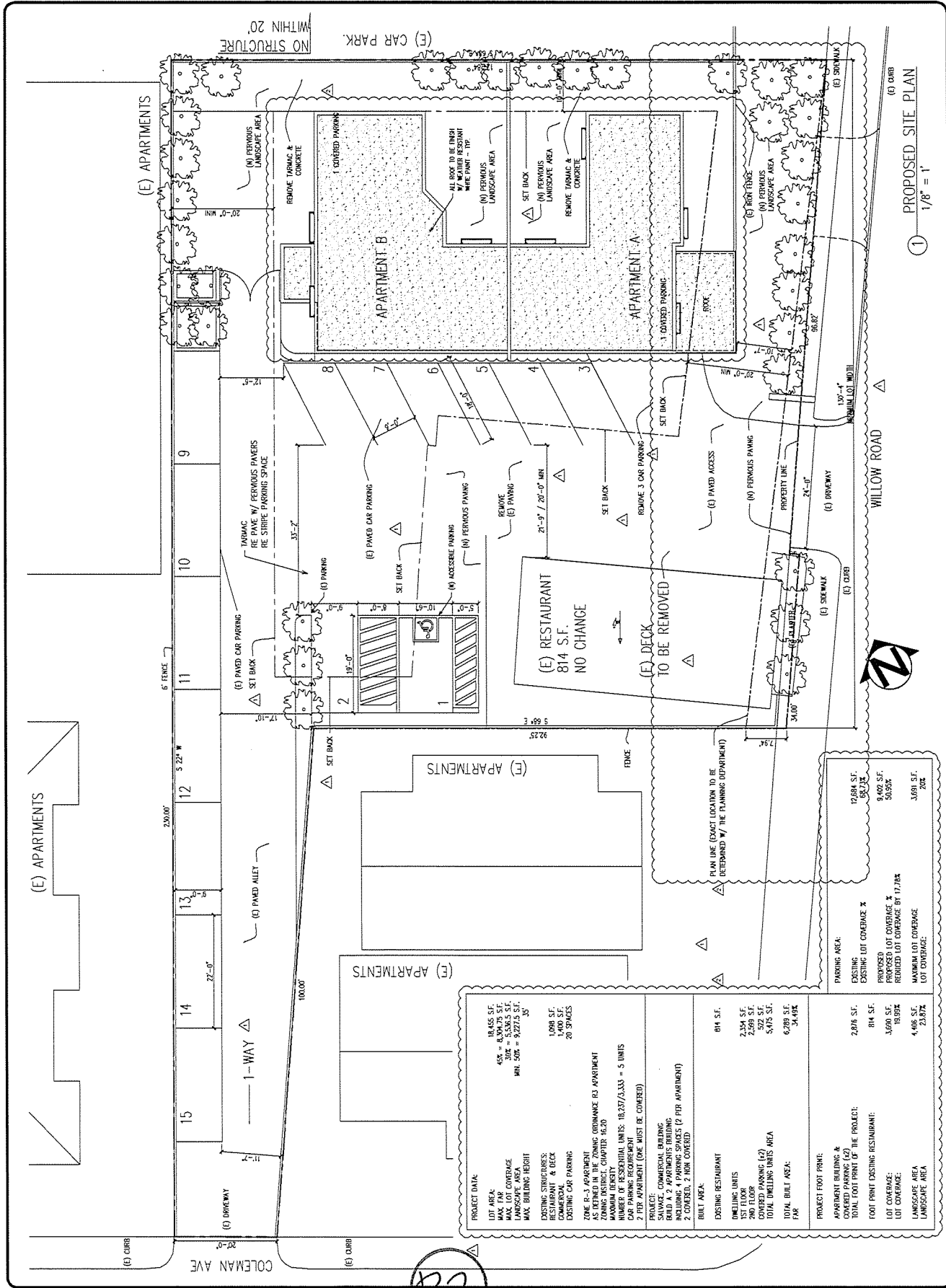
B1

REVISIONS BY	DATE
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△	08/19/2014
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REDEVELOPMENT 555 WILLOW ROAD MENLO PARK

SITE PLAN &
PROJECT DATA

DATE	SCALE	SHEET	LOT
08/19/2014	1/8"=1'-0"	12-05	10
CHECKED			
DESIGNED			



32

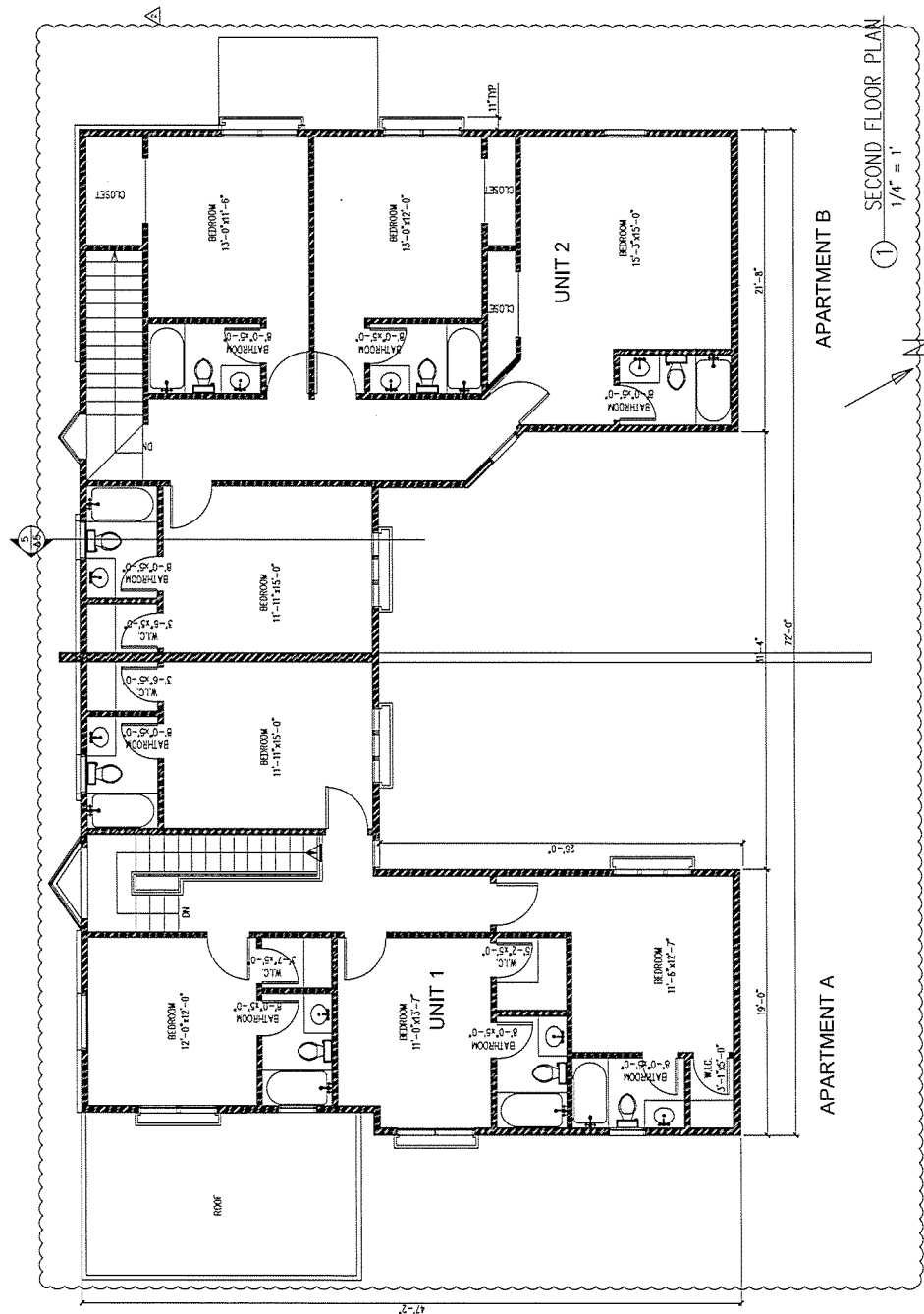


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06/27/2014	A
06/19/2014	A
	A
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REDEVELOPMENT
555 WILLOW ROAD
MENLO PARK

PROPOSED 2ND
FLOOR PLAN

DRAWN	CHECKED	DATE	SCALE	JOINED	SHEET
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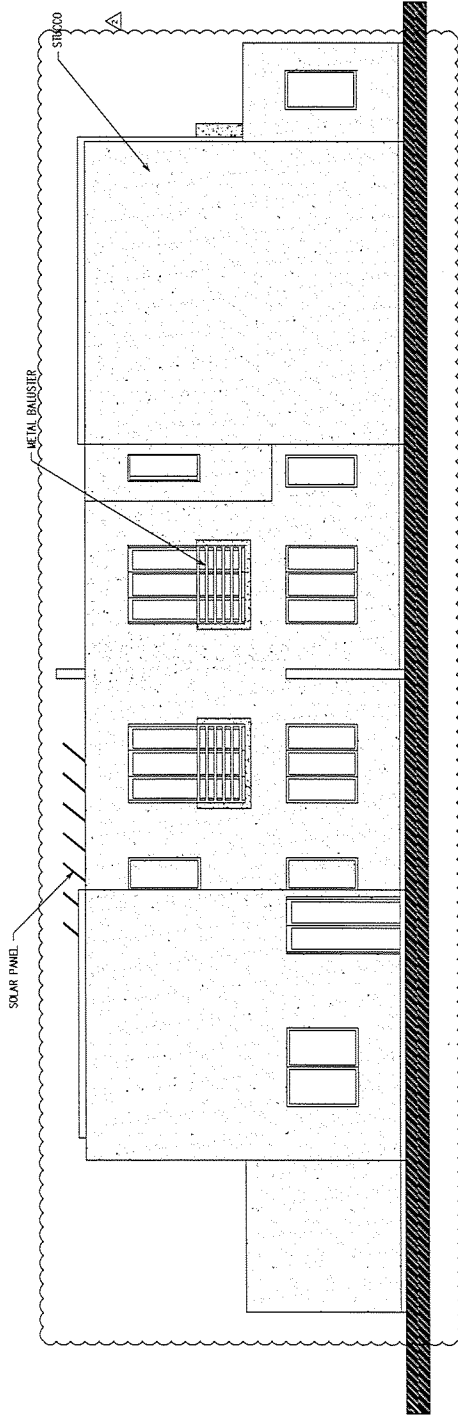
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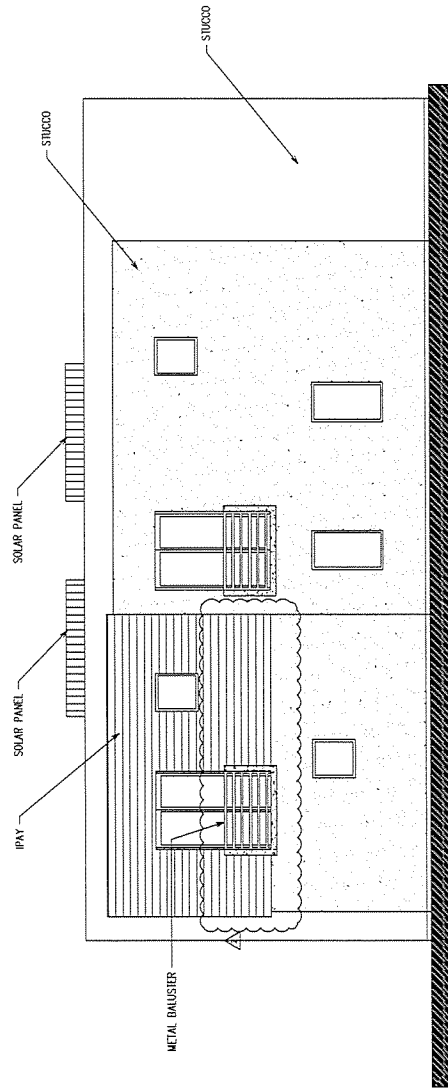
REDEVELOPMENT
555 WILLOW ROAD
MENLO PARK

PROPOSED ELEVATIONS

DRAWN	CHECKED	DATE	SCALE	SHEET
		08/19/2014	1/4"=1'-0"	12-05



EXTERIOR FINISHES:
STUCCO
ALUM. CLAD WD WINDOWS
IPE SIDING
PAINTED CEDAR
METAL BALUSTER
METAL GARAGE DOOR



1st FLOOR 12'-6"

2nd FLOOR 11'-6"

3rd FLOOR 10'-6"

1st FLOOR 12'-6"

2nd FLOOR 11'-6"

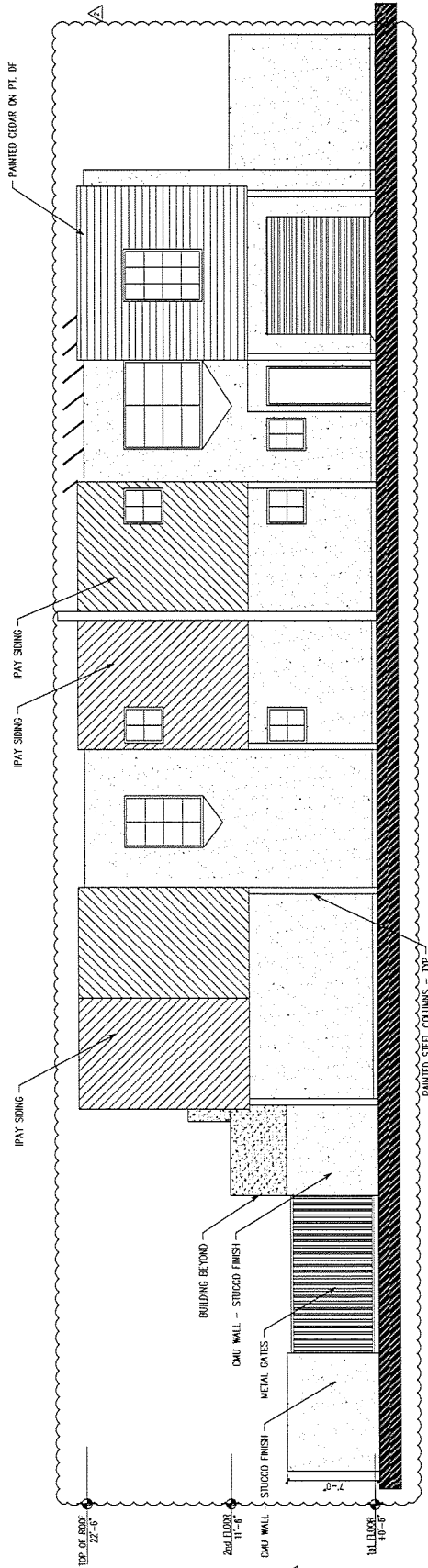
3rd FLOOR 10'-6"

REVISIONS BY	
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REDEVELOPMENT
555 WILLOW ROAD
MENLO PARK

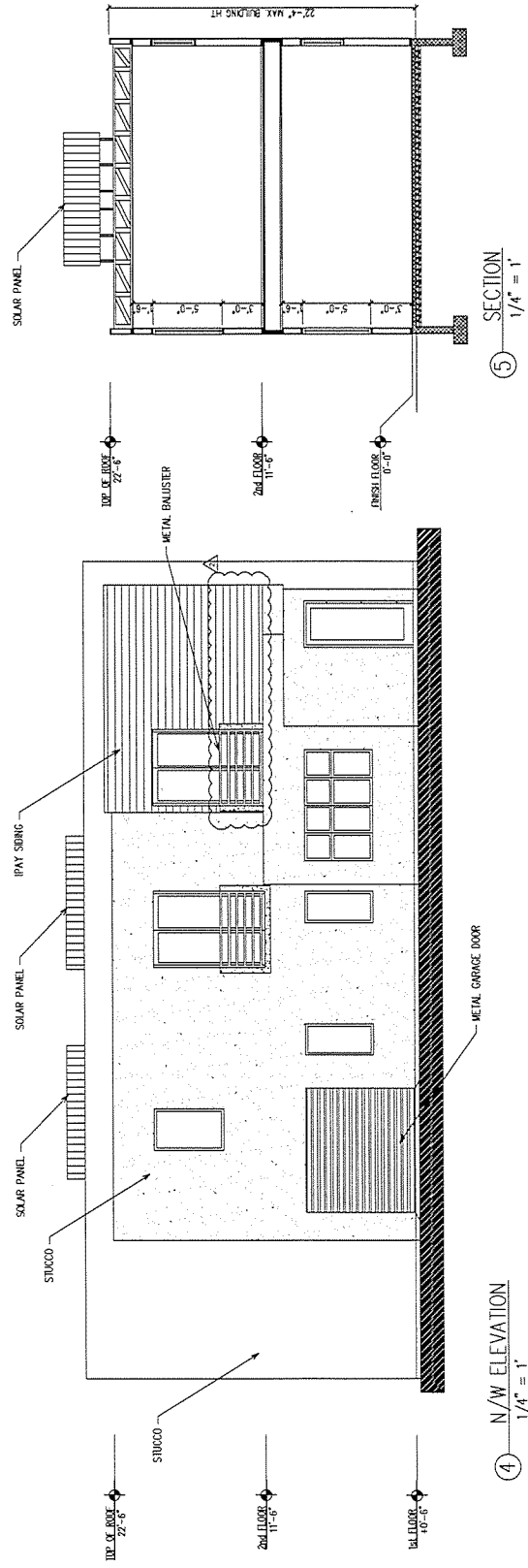
PROPOSED ELEVATIONS &
SECTION

DRAWN	CHECKED	DATE	SCALE	JOINT	SHEET	PROJECT
		08/19/2014	1/4"=1'-0"	12-05	A-5	101 FOLIO CONSTRUCTION



③ N/E ELEVATION
1/4" = 1'

EXTERIOR FINISHES:
STUCCO
ALUM. CLAD WD WINDOWS
IPE SIDING
PAINTED CEDAR
METAL BALUSTER
METAL GARAGE DOOR



④ N/W ELEVATION
1/4" = 1'

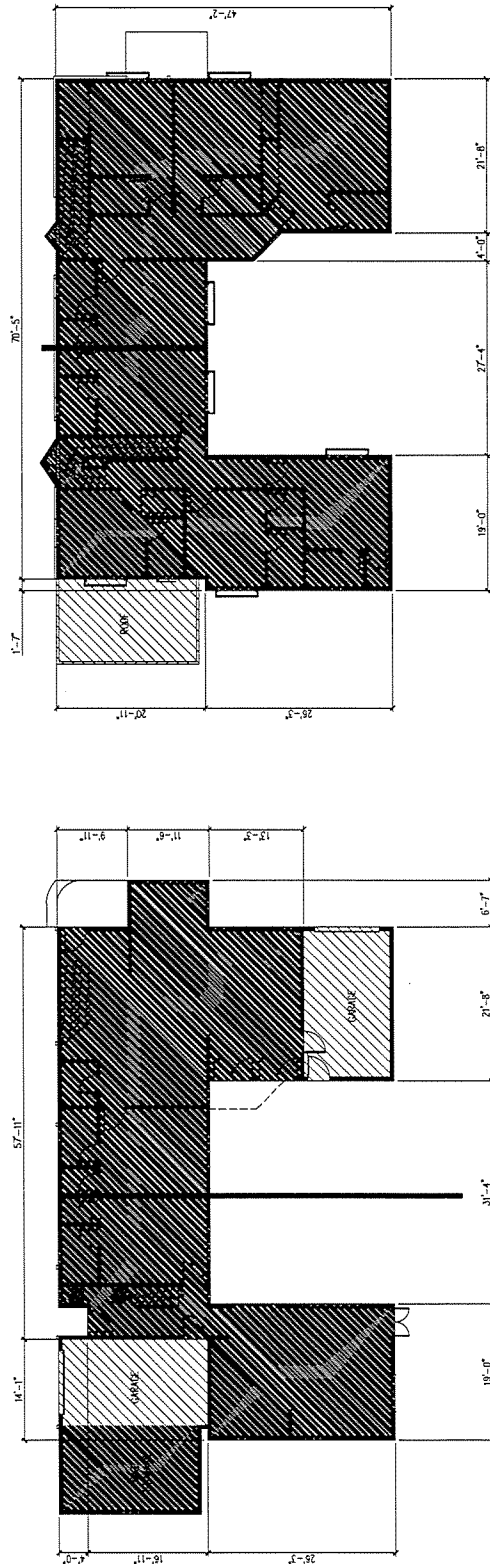
⑤ SECTION
1/4" = 1'

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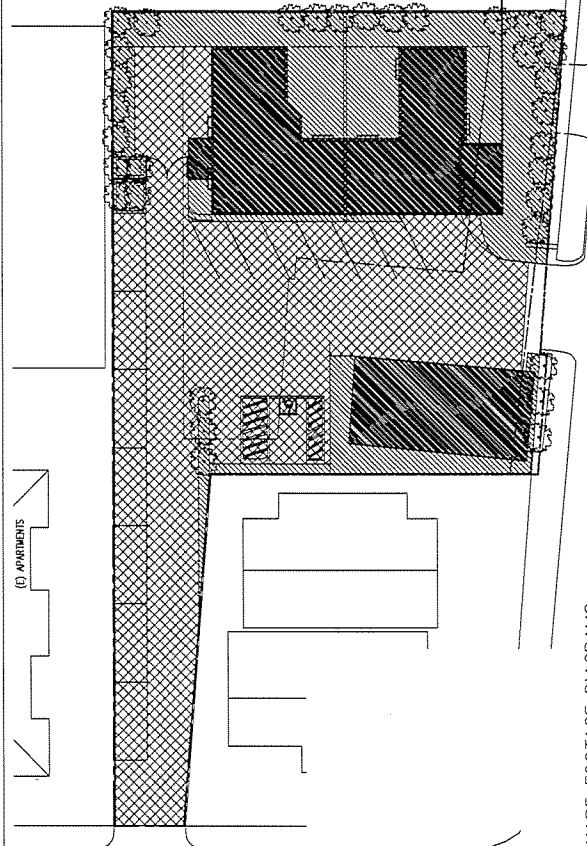
REDEVELOPMENT
555 WILLOW ROAD
MENLO PARK

SQUARE FOOTAGE
PLAN DIAGRAMS

DRAWN	CHECKED	DATE	SCALE	SHEET NO.	SHEET TOTAL
		08/19/2014	1/8" = 1'-0"	12-05	12-05
A-6					



PROPOSED FLOOR PLAN - SQUARE FOOTAGE DIAGRAM
1/8" = 1'



PROPOSED SITE PLAN - SQUARE FOOTAGE DIAGRAM
1/16" = 1'

LEGEND:	
	PARKING AND DRIVEWAY
	LANDSCAPING
	(H) & (I) STRUCTURES TO REMAIN
BUILT AREA:	
EXISTING RESTAURANT	814 S.F.
EXISTING UNITS	2,254 S.F.
1ST FLOOR	2,298 S.F.
2ND FLOOR	322 S.F.
COVERED PARKING (2)	5,475 S.F.
TOTAL UNITS/UNIT AREA	0.288 S.F.
TOTAL BUILT AREA:	34,006 S.F.
PROJECT FOOTPRINT:	
APARTMENT BUILDING & COVERED PARKING (2)	2,876 S.F.
TOTAL FOOTPRINT OF THE PROJECT:	814 S.F.
FOOTPRINT EXISTING RESTAURANT:	3,800 S.F.
LOT COVERAGE:	19.95%
LOT COVERAGE:	4,485 S.F.
LANDSCAPE AREA	20,872 S.F.
PARKING AREA:	
EXISTING LOT COVERAGE %	12.654 S.F.
PROPOSED LOT COVERAGE %	68.73%
REDUCED LOT COVERAGE BY 17.0%	8,449 S.F.
MINIMUM LOT COVERAGE	50,554 S.F.
LOT COVERAGE	3,691 S.F.
LOT COVERAGE	20%

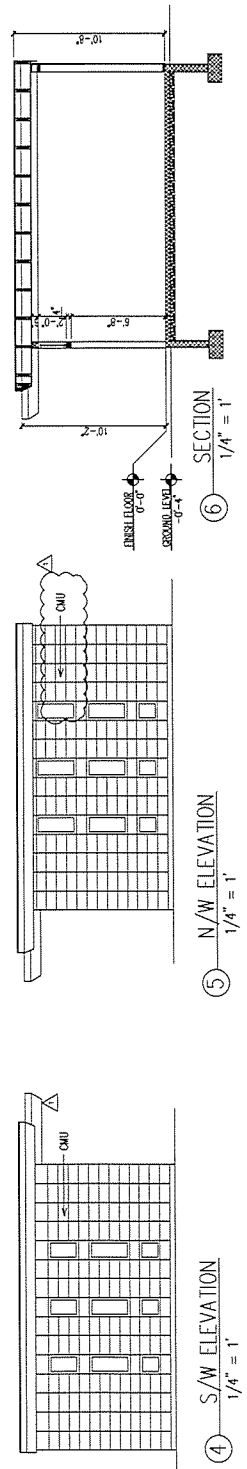
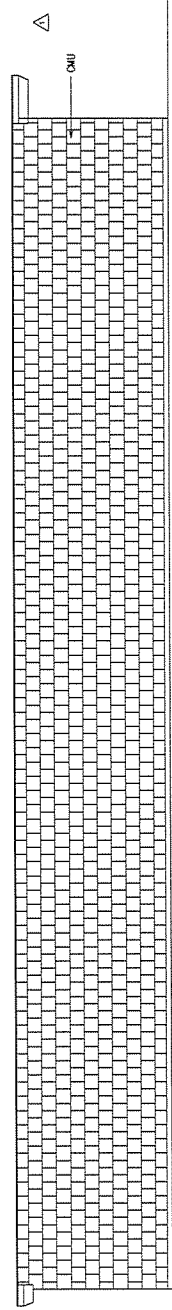
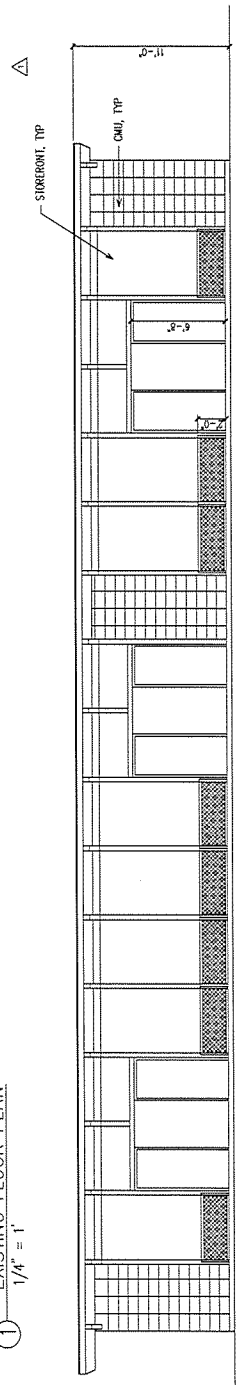
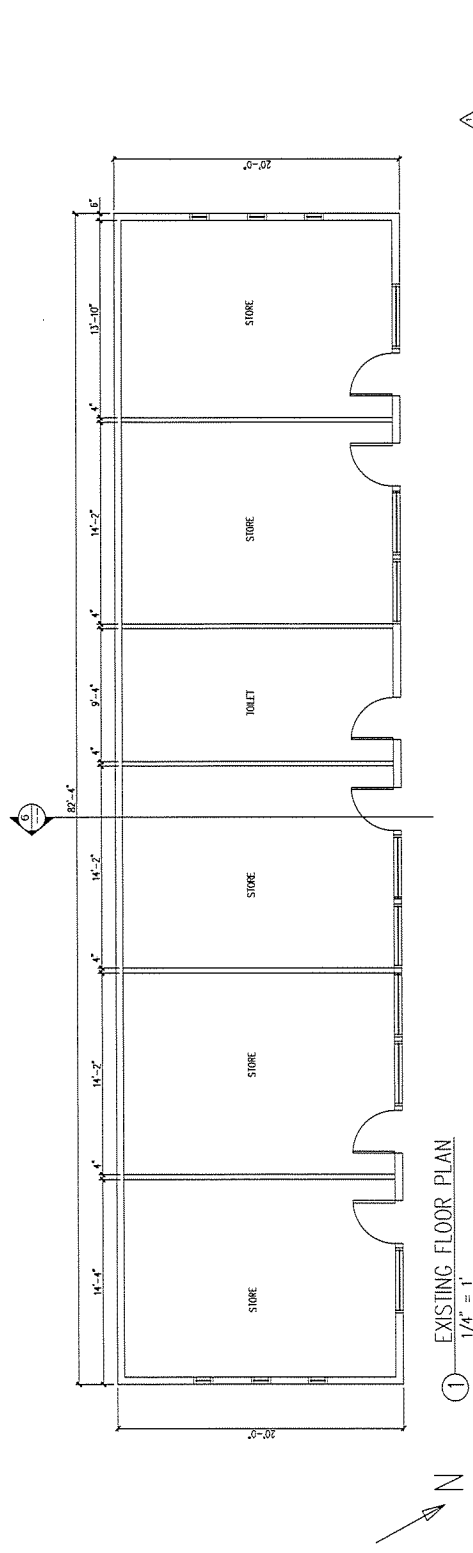
REVISIONS BY	
△ 08/27/2014	
△ 08/19/2014	
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REDEVELOPMENT
555 WILLOW ROAD
MENLO PARK

EXISTING 1ST
FLOOR PLANS

DRAWN	CHECKED	DATE	SCALE	DATE	SCALE	DATE	SCALE
		08/19/2014	1/4"=1'-0"	12-05	12-05		

AP-2



159

DATE	08/19/2014
CHECKED	
SCALE	1/8"=1'-0"
JOB NO	12-05
SHEET	1

David Claydon

1472 Sunset Loop, Lafayette, Ca. 94549 tel. 510-848-2837

January 16, 2014

Deanna Chow, Senior Planner
City of Menlow Park Community Development Department
701 Laurel Street
Menlow Park, CA. 94025

555 Willow Road

Hi Deanna

PROJECT DESCRIPTION.

The site is currently occupied by two commercial buildings, a restaurant and a vacant workshop/office building.

The proposed project is to convert and add to the vacant structure to form two apartments. The restaurant and associated parking (6 spaces) will remain in operation.

Two 5 bedroom apartments with the required parking are achieved by a second story addition to the existing concrete block structure. The architecture will be 'contemporary' exposed steel structure with a flat roof and solar panels. Walls will be stucco and hardwood siding.

Site layout takes advantage of the existing structures and parking.

Immediate neighbors are apartment buildings

David Claydon

