



REGULAR MEETING AGENDA

Date: 8/13/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. 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.

D. Public Comment

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

E. Consent Calendar

- E1. Approval of minutes from the July 30, 2018, Planning Commission meeting. ([Attachment](#))
- E2. General Plan Consistency Review of Right-of-Way Vacation/Michael Johnston/815 Bay Road: Planning Commission review for consistency with the General Plan related to the proposed vacation of 1,470 square feet of public right-of-way adjacent to 815 Bay Road. ([Staff Report #18-070-PC](#))
- E3. Sign Review/Ron Krietemeyer for Tarlton Properties/1305 O'Brien Drive, 1330-1360 O'Brien Drive, 1430-1440 O'Brien Drive, 1525 O'Brien Drive, and 1555-1605 Adams Drive: Request for sign review for 11 monument signs on five parcels in the LS (Life Sciences) and LS-B (Life Sciences, Bonus) zoning districts which are located in the Menlo Business Park. For each subject property, two (or more) monument signs are proposed for one street frontage, where one monument sign per street frontage is allowed by the Design Guidelines for Signs. In addition, the proposal includes new business park entry signage with lettering that would exceed 18 inches in height. ([Staff Report #18-071-PC](#))

F. Public Hearing

- F1. Use Permit/Neel Patel/1351 Delfino Way:
Request for a use permit to demolish an existing single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with respect to lot depth in the R-1-U (Single Family Urban Residential) zoning district. The proposal includes a request for excavation within the rear setback for a basement lightwell retaining wall. ([Staff Report #18-072-PC](#))

G. Regular Business

- G1. Handout/Process Review: Application Submittal Guidelines/City of Menlo Park:
Opportunity for the Planning Commission to provide feedback on the primary handout that is provided to applicants for projects requiring for Planning Commission review. ([Staff Report #18-073-PC](#))
- G2. Planning Commission Meeting Schedule: Possible rescheduling of October 8, 2018 meeting due to Columbus Day conflict ([Staff Report #18-074-PC](#))

H. Informational Items

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: August 27, 2018
 - Regular Meeting: September 17, 2018
 - Regular Meeting: October 8, 2018

I. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the “Notify Me” service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the Planning Division at 650-330-6702. (Posted: 08/08/2018)

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 public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk’s Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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



REGULAR MEETING MINUTES - DRAFT

Date: 7/30/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Susan Goodhue called the meeting to order at 7:02 p.m.

B. Roll Call

Present: Andrew Barnes (Vice Chair), Susan Goodhue (Chair), Camille Kennedy, Henry Riggs, Katherine Strehl

Absent: Drew Combs, John Onken

Staff: Matt Pruter, Associate Planner; Thomas Rogers, Principal Planner; Tom Smith, Senior Planner

C. Reports and Announcements

Principal Planner Thomas Rogers said the City Council at its upcoming August 6 meeting would hear the second readings of the ordinance adoptions for updating the community amenities requirement for bonus level development in the residential mixed-use zoning district and tenant anti-discrimination language added to the City's municipal code.

D. Public Comment

- Steve Golden, downtown Menlo Park, said that residents in the downtown were unhappy with the 765 University Drive project previously approved and under construction. He said the building's third floor and proximity to the street would not fit well in the neighborhood context and was inappropriate for the surrounding area.
- Aldora Lee, downtown Menlo Park, said she had concerns too about the 765 University Drive project. She said in reviewing the documents related to the approval of the project she found that relevant aspects of the project such as height and setbacks had not been addressed when the project had been approved.

E. Consent Calendar

- E1. Approval of minutes from the July 16, 2018, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Henry Riggs/Katherine Strehl) to approve the minutes of July 16, 2018 as presented; passes 5-0-2 with Commissioners Drew Combs and John Onken absent.

F. Public Hearing

F1. Use Permit/Evelyn Li/1031 Almanor Drive:

Request for a use permit to construct a new attached secondary dwelling unit on a lot less than 6,000 square feet in size in the R-1-U (Single Family Urban Residential) zoning district. The proposal also requests a use permit for remodeling and additions (including a new second story) to the existing single-story, single-family nonconforming structure on a substandard lot with respect to lot area and width. The proposed additions would exceed 50 percent of the existing floor area, and the value of the proposed work would exceed 50 percent of the existing value within a 12-month period. The proposed project is considered equivalent to a new structure. ([Staff Report #18-067-PC](#)) *Continued from the Planning Commission meeting of July 16, 2018*

Staff Comment: Associate Planner Matt Pruter said staff had no additions to the written staff report.

Applicant Presentation: David Pruitt, project designer, introduced Dr. Evelyn Li, the property owner. He said that Attachment A, under 3.a referred to Satellite Studio and that should read "David Pruitt Designs."

Dr. Li said she purchased the house in Menlo Park with the thinking an addition was possible as the lot was advertised at 6,500 square feet. She said the lot was actually 5,900 square feet and as that was less than the required 6,000 square feet, the project required a use permit.

Mr. Pruitt said the project was designed so that the primary and secondary dwellings would have private backyard space. He said the staff report provided good detail on the project.

Replying to Commissioner Strehl, Mr. Pruitt said they planned to do double-paned windows with one window pane and not individual small panes.

Replying to Chair Goodhue, Mr. Pruitt said the front elevation had divided light windows with dividers inside between the panes.

Chair Goodhue opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Strehl said she was concerned with tandem parking and the one-car garage as the number of bedrooms suggested there might be more cars needing parking. She asked if they had thought about widening the driveway so one car could park on it and still allow room for the car in the garage to exit. Mr. Pruitt said Dr. Li was willing to widen the driveway.

Chair Goodhue said like Commissioner Strehl she was concerned with the number of bedrooms proposed and parking. She said she would like to see the front windows have more authentic treatment. She said she supported having a secondary dwelling unit.

Commissioner Riggs asked the applicant about the entry way. Mr. Pruitt said the owners wanted a modern style entry with columns and covered. Replying further to Commissioner Riggs, Mr. Pruitt said the entry way roof would have a 2% slope that would drain via a scupper down the column. Commissioner Riggs expressed concern with the quality of materials noting the stucco trim

indicated. Mr. Pruitt said the owners wanted a modern looking home, which was why they went for stucco with sharp edges. Commissioner Riggs expressed concern with the lack of details regarding the windows. He said the front windows appeared to have interior dividers. He said this was the lowest quality type window, which for him was not approvable. Mr. Pruitt said they were trying to make the project cost-effective. He suggested the Commission might condition different windows in its approval.

Commissioner Riggs said the left side elevation showed two small boxes above the gables but not what those were. Mr. Pruitt said those were vents. Replying to Commissioner Riggs' questions about the materials for those, Mr. Pruitt said the materials would be specified moving forward through the building permit process. Commissioner Riggs said that simple drawings could be acceptable if the intent to use high quality materials was clearly present. He said with this project he did not see that intent. He said the overall forms were acceptable. He moved to continue the project to come back with trim details and exterior element identification.

Replying to Commissioner Barnes' question about potential arbitrariness in a secondary dwelling unit being allowed on a less than 6,000 square foot lot, Principal Planner Rogers said the Commission was asked if the use permit findings could be made. He said the act of asking for a use permit was not the basis for denying a use permit. He said that any denial should be based on something that would be detrimental to the property in the vicinity or the city as a whole, causing damage to public health, safety and welfare. He said this project was requesting a use permit but was not requesting a variance. Commissioner Barnes asked whether it was common knowledge that people owning less than 6,000 square foot lots could request a secondary dwelling unit through the use permit process. Principal Planner Rogers said in general the City probably had room for improvement in delivering knowledge about what was and was not possible with planning regulations. He said he thought the ordinance was clear that waiver from regulations, except for subdivision and density, could be requested through the use permit process.

Commissioner Barnes said the City needed secondary dwelling units to be built. He suggested that if it was possible to build them on lots less than 6,000 square feet that there should be a programmatic approach for that. He said because this applicant thought to ask if they could build a secondary dwelling unit on a lot less than the regulation size allowable that they would receive special dispensation that others were not afforded the opportunity to have. He said that the possibility of building secondary dwelling units on lots less than 6,000 square feet should be made public knowledge.

Commissioner Strehl confirmed with staff that the project even without the secondary dwelling unit would have needed to come before the Planning Commission because it was on a nonconforming lot and a second story was being added. She also confirmed with staff that the two issues were a request for a use permit to do a second story and a secondary dwelling unit on a lot less than 6,000 square feet. She said if the project was approved that she did not think it would open the door to a flood of requests for secondary dwelling units on lots less than 6,000 square feet. She said it would be useful for the City Council to clarify whether more lenient regulations on secondary dwelling units was something the City should pursue.

Replying to Chair Goodhue, Principal Planner Rogers said revising secondary dwelling unit regulations was not included in the City Council's work plan. He said at this time a need to revise those regulations was understood but staff had not been directed to allocate time on revising regulations.

Commissioner Riggs suggested the Commission might ad hoc take a vote to see if the Commission supported lowering the 6,000 square foot lot requirement for secondary dwelling units. He said for this project his motion was to continue the project to get more information on the exterior materials including the window details. Commissioner Barnes seconded the motion.

ACTION: Motion and second (Riggs/Barnes) to continue the project with direction; fails 2-3-2 with Commissioners Barnes and Riggs supporting, Commissioners Goodhue, Kennedy and Strehl opposing and Commissioners Combs and Onken absent.

Commissioner Strehl moved to approve the project on the condition that the applicant make changes to the window treatment in terms of using divided lights and the window framing, and increase the width of the driveway so a car be parked and allow space for another car to back out from the garage. She suggested this could either be done through staff review and approval or through the conformance memo process. Commissioner Camille Kennedy seconded the motion.

Commissioner Riggs asked about the look of the window framing and direction to staff. Associate Planner Pruter said staff was clear on the Commission's direction. Commissioner Riggs confirmed with Mr. Pruter that meant the use of simulated true divided lights. Commissioner Strehl said to address Commissioner Riggs' concerns she would amend her motion to require the review and approval through the conformance memo process with the Commission. Commissioner Kennedy as the maker of the second supported the amendment.

ACTION: Motion and second (Strehl/Kennedy) to approve the item with the following modification; passes 4-1-2 with Commissioner Barnes opposing and Commissioners Combs and Onken absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (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 David Pruitt Designs consisting of 10 plan sheets, dated received July 16, 2018, and approved by the Planning Commission on July 30, 2018, 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 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 and the arborist report prepared by Davey Resource Group, dated received March 22, 2018.
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 address the following in the plan set, including detail drawings as needed:***
 - i. ***Specify that the gridded windows on the front elevation will use simulated divided lites (featuring interior and exterior grids, as well as a spacer bar between the glass).***
 - ii. ***Revise the window trim on all elevations to use a higher quality treatment than the previously proposed stucco trim.***
 - iii. ***Revise the driveway width to twenty (20) feet, to accommodate two cars on the driveway.***

The revised plans and elevations shall be preliminarily approved by the Planning Division and circulated via email to the Planning Commission through a condition review email. The revisions shall be fully approved prior to issuance of the building permit.

Replying to Chair Goodhue, Principal Planner Rogers said that the topic of square footage requirement for secondary dwelling units was not on the agenda and recommended that the Commission not discuss the topic further due to requirements about meeting notices. He noted that the Commission's discussion during the consideration of the use permit for 1031 Almanor Drive reinforced the direction that Commissioners had given staff previously.

- F2. Use Permit and Variance/Whitney Peterson and Kyle Larson/947 Lee Drive: Request for a use permit to determine the Floor Area Limit (FAL) for a lot with less than 5,000 square feet of developable area, and for the construction of a new two-story, single-family residence on a substandard lot in the R-1-U (Single-Family Urban Residential) zoning district. In addition, a request for a variance for construction of a first-story encroachment of 10 feet into the required 20-foot rear yard setback. ([Staff Report #18-068-PC](#))

Staff Comment: Associate Planner Pruter said a comment on the project had been received by staff that day, was provided to the Commission and available to the public on the table in the rear of the Chambers.

Questions of Staff: Chair Goodhue said the staff report referred to the 2012 proposal. She said that proposal was dated 2011 but the Commission had taken action on the previous proposal in 2012. She confirmed with staff that action defined the proposal as 2012.

Applicant Presentation: Whitney Peterson introduced Kyle Larson. She said they lived at the subject property and were proposing a home with a request to determine floor area limit (FAL) to construct a new two-story home. She said they were also requesting a variance to encroach 10 feet into the required 20-foot rear yard setback. She said the property was 5,000 square feet but a neighboring easement across 131 square feet of the front yard made it 4,869 square feet of developable area. She said for 5,000 square foot lots that owners typically could propose homes up to 2,800 square feet and they were proposing a 2,450 square foot home. She said regarding the variance finding that the hardship was peculiar to the property that their property was oddly shaped, which made the buildable area only 1,091 square feet in a very narrow triangular shape. She said rectangular lots of similar 5,000 square feet of buildable area would have a buildable area of 2,400 square feet. She said regarding the enjoyment of property rights variance finding that if the variance was approved it would allow them to design a livable, efficient home comparable in shape and size with what neighbors would be allowed to do. She said regarding the variance finding that it would not be detrimental to adjacent properties that their rear neighbors had expressed no concern about the first floor rear variance and their current home was eight feet from the rear property line and with a variance would increase to 10 feet. She said regarding the variance finding that the conditions were not applicable generally to other R-1-U properties that the dimension and shape of their lot was not generally applicable to R-1-U properties as most of those generally have a more rectangular shape.

Ms. Peterson said six years ago they proposed a home to the Planning Commission that had considerable neighborhood opposition. She said despite changes made for the neighbors they had opposed the size of the proposed home, and the Planning Commission denied their use permit and variance request with a finding that the proposed home would be detrimental to the welfare of their neighbors due to the architectural style and 53% FAL. She said they now had an entirely different plan. She said also significant change in the neighborhood had occurred including a Commission approved project at 943 Lee Drive for a two-story home. She said they had talked with neighbors about this proposal and had assurances they would find more support this time. She said changes to the current plan based on neighbor input was the addition of a continuous roof line around the entire first floor to aesthetically break up the two-story effect, lowering the roof height by seven inches, raising window sill heights on the north side of the home, and removing the one window on the southwest side. She said they hired an artist to do a perspective rendering for the neighbors. She said regarding the design and site layout they wanted a front façade that aligned and engaged with the curve of the cul de sac, which was important to the neighbors and Planning

Commission with the prior proposal. She said they were proposing a detached garage and uncovered parking space. She said the variance request was only for the first floor and rear side of the home to try to impact as few neighbors as possible. She said they would have stained cedar shingle siding with wood trim and a gable entry port with a Dutch entry door, aluminum clad wood windows with divided lights, paved driveway leading to the garage with a trellis and wood garage door, and a symmetrical front façade with planter boxes.

Commissioner Riggs said six years ago they removed a heritage tree and did not replace it. Ms. Peterson said a very large branch from the tree fell in the night during a storm and they had to have an emergency removal of the tree. She said this was right after their previous proposal had been denied. She said in working with a city planner it was suggested that they wait until they built a new home to replace the tree.

Chair Goodhue opened the public hearing.

Public Comment:

- Judy Citron, Menlo Park, said she fully supported the project and thought it would be a beautiful addition to the City and the neighborhood.
- Bruce Potrin, Menlo Park, said his home was at the entry to the cul de sac where the subject property was located. He said he appreciated the applicants' efforts to address neighbor concern and accommodate requested changes to their proposal. He said the proposal was a beautiful home and would add nicely to the neighborhood. He said in speaking with staff that he understood variance requests were approved based on the merits of such and did not set precedence. He said he supported the project.

Chair Goodhue closed the public hearing.

Commission Comment: Commissioner Barnes said that this proposal was a project where he could definitively see what its aesthetics and building elements were which he appreciated. He said he was fine with the FAL being determined as 50% and 2,450 square feet was reasonable. He said he could see from staff's findings for the variance that it was warranted in this case. He moved to approve as recommended in the staff report. Commissioner Strehl seconded the motion, noting that the proposal was a beautiful home.

Commissioner Riggs said the plan was unusual. He said the rendering implied the roof pitches were 8 and 12, and the drawings showed something considerably lower similar to a ranch home. He suggested that the approval allow for the applicants to reconsider the treatment of the corner boards. Commissioner Barnes accepted the modification to the motion as did Commissioner Strehl, the maker of the second to the motion.

ACTION: Motion and second (Barnes/Strehl) to approve the item with the following modification; passes 5-0-2 with Commissioners Combs and Onken absent.

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 California Environmental Quality Act (CEQA) Guidelines.

2. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of variances:
 - a. The hardship at 947 Lee Drive is caused by the combination of the property being a narrow, irregularly shaped lot. The subject site is not a typical, rectangular-shaped lot, but rather a pie-shaped lot with a narrow curved front. The hardship is unique to the property, and has not been created by an act of the owner.
 - b. The variance is necessary to create a conventionally sized, functional space while preserving functional front, rear, and side yards. This encroachment in the rear of the lot would allow for typical modifications that other conforming properties would be able to more easily achieve with a standard amount of developable land. Further, this variance would not constitute a special privilege, as the variance request is merely allowing the applicants to have similar development capabilities as neighboring properties.
 - c. The proposed project would be modest in size and although it would be two stories in size, and all other development standards would also be met. In addition, the proposed project would provide a generally more compatible architectural style and generate a floor area limit (FAL) of 50 percent, which is less than the 2012 proposal FAL of 53 percent, and as such would have a reduced perception of bulk. As such, granting of the variance for proposed rear yard encroachment would not be materially detrimental to the public health, safety, or welfare, and will not impair adequate supply of light and air to adjacent property.
 - d. The variance request is based on the unique, pie-shaped subject property and its restrictive amount of buildable area. While typical properties in the R-1-U zoning district contain a more rectangular lot shape and allow for more buildable area, the subject property's more triangular shape allows it significantly less buildable area relative to overall lot size. This variance would not typically apply to other properties in the same zoning district as the situation is unique to this site.
 - e. The property is not within any Specific Plan area. Thus, a finding regarding an unusual factor does not apply.
3. 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.
4. Approve the use permit and variance subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Kohler Architects, consisting of 13 plan sheets, dated received July 23, 2018, and approved by the Planning Commission on July 30, 2018, 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 applicants 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 applicants shall submit plans indicating that the applicants 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 applicants 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 and the arborist report prepared by Kielty Arborist Services, dated received April 19, 2018.

5. Approve the use permit and variance subject to the following **project-specific** condition:

- a. Simultaneous with the submittal of a complete building permit application, the applicants shall revise the site plan to show one replacement tree on site, to compensate for the loss of the heritage Monterey pine tree that was removed under a heritage tree removal permit in 2012. The revised project plans shall be subject to review and approval of the Planning Division.
- b. Simultaneous with the submittal of a complete building permit application, the applicant may submit revised plans featuring the removal of the corner boards, or the painting of the boards to match the shingle color, for the proposed residence, subject to review and approval of the Planning Division.**

F3. Use Permit Revision/Tusker Medical/155 Jefferson Drive:
Request for a use permit revision to expand the usable gross floor area in which previously approved quantities and classes of hazardous materials would be used, all within an existing building on a lot in the R-MU-B (Residential, Mixed-Use, Bonus) zoning district. There would be no changes to previously approved quantities or classes of hazardous materials on the site as part of the project. ([Staff Report #18-069-PC](#))

Staff Comment: Senior Planner Tom Smith said he had no additions to the written report.

Applicant Presentation: Eric Goldfarb, Vice President of Research and Development and Operations at Tusker Medical, said they were established in 2016 and employed 29 people. He

said they were conducting a clinical study in 20 sites in the U.S. and Canada to support their application to the FDA to obtain marketing approval for the medical device. He said they expected approval toward the end of 2019. He said they would need more space for manufacturing with approval of the device and also desired more space for R&D expansion. He said they had leased the entire building at 155 Jefferson Drive. He said their use permit revision was to expand the area where they could use previously approved types and quantities of hazardous materials.

Chair Goodhue opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Riggs moved to approve as recommended in the staff report.

Replying to Commissioner Barnes, Ellen Ackerman, Green Environment, said she was the environmental consultant to Tusker Medical and had prepared the use permit revision application. She said that the construction of a high school in the area was not a concern as the quantities of hazardous materials used by Tusker Medical were quite small compared to what companies such as Genentech or Gilead used. She said the use and storage was all internal and they did not even anticipate they would need an air emissions permit from the Bay Area Air Quality Management District. She said it was unfortunate that the property had been affected by the rezoning and could not increase its chemical quantities.

Commissioner Barnes seconded the motion to approve as recommended in the staff report.

ACTION: Motion and second (Riggs/Barnes) to approve the item as recommended in the staff report; passes 5-0-2 with Commissioners Combs and Onken absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (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 provided by Green Environment, Inc., consisting of five plan sheets, dated received May 30, 2018, as well as the Hazardous Materials Information Form (HMIF), dated received July 20, 2018, approved by the Planning Commission on July 30, 2018 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 a change in the location of the storage of the hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.
- e. There shall be no increase in the quantity of hazardous materials on the project site or the use of additional hazardous materials after this use permit is granted.
- f. 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.
- g. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: August 13, 2018

Principal Planner Rogers said the agenda for August 13 would include review of a right-of-way abandonment for consistency with the General Plan, a comprehensive sign review, and a single-family development project. He said they wanted to hold both August meetings as there was only one September meeting due to holidays.

Commissioner Barnes said for the record that he was not impugning the reputation of the Planning Division when he used the narrative of walking into a planning department, talking to four different planners and getting four different answers. He said he was using it metaphorically and in reference to other cities.

Commissioner Kennedy said she would be returning from vacation on August 13 and if her plane was not delayed she would be at the meeting.

Commissioner Strehl asked for news on the Middlefield Road project at Willow Road. Principal Planner Rogers said the applicant was researching parking technology solutions and had requested contact information for neighborhood representatives, but there was no estimated hearing date. Commissioner Strehl asked about the former bank site for the Menlo Presbyterian Church project. Principal Planner Rogers said it was possible but still tentative for the August 27 agenda.

Chair Goodhue said she would be absent from the meeting on September 17.

- Regular Meeting: August 27, 2018
- Regular Meeting: September 17, 2018

H. Adjournment

Chair Goodhue adjourned the meeting at 8:19 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

8/13/2018

Staff Report Number:

18-070-PC

Consent Calendar:

Planning Commission review for consistency with the General Plan related to the proposed vacation of 1,470 square feet of public right-of-way adjacent to 815 Bay Road

Recommendation

Staff recommends that the Planning Commission determine that the vacation of 1,470 square feet of public right-of-way, adjacent to 815 Bay Road, conforms to the General Plan.

Policy Issues

Summary vacations comprise a two-step process which requires a determination by the Planning Commission that the proposed vacation conforms to the General Plan. The City Council will consider the Commission's determination prior to taking final action on the request. The Planning Commission should consider whether the summary vacation is consistent with the General Plan.

Background

On March 9, 2015, the City received an application for vacation of public right-of-way adjacent to the property at 815 Bay Road. At the time of initial application in 2015, the US-101 interchange project at Willow Road was in preliminary phases. The City instructed the applicant to defer his request for vacation until such time that the impacts of the interchange project could be determined. When the interchange design was finalized and it was determined that the subject area would not be affected, the applicant resubmitted his request for right-of-way vacation on September 20, 2017.

The applicant is seeking the vacation of a portion of a sixty-foot wide "paper street" of Carlton Avenue. A paper street is a road or street that appears on maps but does not exist in reality. Carlton Avenue was dedicated to the City in April 1926 on the map entitled Newbridge Park recorded in book 14, pages 6 and 7, in the San Mateo County Official Records (see Attachment A). This paper street portion of Carlton Avenue has not been used as a public road since before the construction of the US-101 freeway in the 1930s. Pursuant to the California Subdivision Map Act, the applicant would be entitled to the western thirty-foot bisection of former Carlton Avenue (or the area adjacent to 815 Bay Road). Upon recordation of the vacation, this portion of right-of-way would no longer be encumbered by a public right-of-way and would revert to the owner of 815 Bay Road. The City would retain the remaining thirty-foot eastern span of the parcel (or the area adjacent to the intersection). These limits of vacation are precisely defined in Attachment B and are subject to the summary vacation process described below.

Applicability of Summary Vacation

Subsection (a) of Section 8334 of the California Streets and Highways Code allows a summary vacation of excess right-of-way not required for street purposes. A summary vacation may be approved when: 1) the

street or highway has been impassable for vehicular travel for at least five consecutive years; and, 2) no public money was expended for maintenance on the street or highway during such period. Because the proposed vacation is comprised of an unimproved or “paper” street, there is no roadway. It is therefore impossible to use for vehicular travel, and has been since the 1930s when the US-101 divided Carlton Avenue. Additionally, because there is no roadway present, there has been no maintenance of a street or highway during the five year period.

Abandonment procedure

Summary vacations require that Planning Commission review the project for conformance with the General Plan and forward its determination to City Council for final action. The Public Works Department has tentatively scheduled August 28, 2018 for the City Council’s action subsequent to the outcome of this meeting.

Analysis

The area to be vacated is comprised of unimproved landscaping and is not necessary for the functionality of existing public sidewalk and streets. The Engineering Division conducted a feasibility study to analyze impacts to potential future street improvements (including the addition of a bike lane and a relocated sidewalk). Ultimately, the feasibility study determined no adverse effects would result from the vacation, as the vacation would still provide flexibility for public improvements in the future. It should be noted that there are no planned public improvements at the subject location at this time. Additionally, the vacation will alleviate the City from routine maintenance, as the area to be vacated is prone to dumping.

The existing 6,512-square-foot lot contains a four-unit apartment building with uncovered parking (see Attachment C). The applicant has expressed interest in redeveloping the site with larger units and covered parking for residents. However, the Planning Division has not received a formal development proposal at this time. The additional 1,470 square feet would provide an increased lot area and floor area ratio for purposes of potential future on-site development. It would also allow the owner to clean up and maintain the site, to improve its overall appearance.

The City received “no objection” letters from all relevant public utility agencies provided the City reserves a public utility easement over the area to be vacated to account for existing and future utilities. The Applicant will be strictly prohibited from developing any permanent structures within the vacated area as a result of the PUE. This condition serves to eliminate all potential conflicts with existing or future utility mains.

General Plan Consistency

The Land Use and Circulation Elements of the General Plan do not contain specific goals or policies that directly address the proposed vacation. The proposed vacation would not appear to conflict with General Plan philosophy, which generally promotes orderly development, the maintenance of the City’s economic vitality and fiscal health, the protection of people and property from exposure to health and safety hazards, and the minimization of adverse impacts of the development to the City’s public facilities and services. Staff believes the proposal is consistent with the General Plan.

Conclusion

Staff believes that the proposed vacation would not conflict with the General Plan land use and circulation goals and policies. It would not negatively impact other properties and it would benefit the subject site by allowing greater flexibility for potential redevelopment of the site. A public utility easement would be created over the area to be vacated, and there have been no objections to abandon the right-of-way. Staff

recommends that the Planning Commission find that the proposed right-of-way vacation is consistent with the General Plan.

Impact on City Resources

There is no direct impact on City resources associated with the actions in this staff report. The fee for staff time to review and process the abandonment has been paid by the applicant.

Environmental Review

The summary vacation is Categorically Exempt under Class 15, Section 15305 (Minor Alterations in Land Use Limitations) of the current California Environmental Quality Act (CEQA) guidelines.

Public Notice

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

Attachments

- A. Subdivision Map
- B. Plat Map and Legal Description
- C. Site Photos

Report prepared by:
Theresa Avedian, Senior Civil Engineer

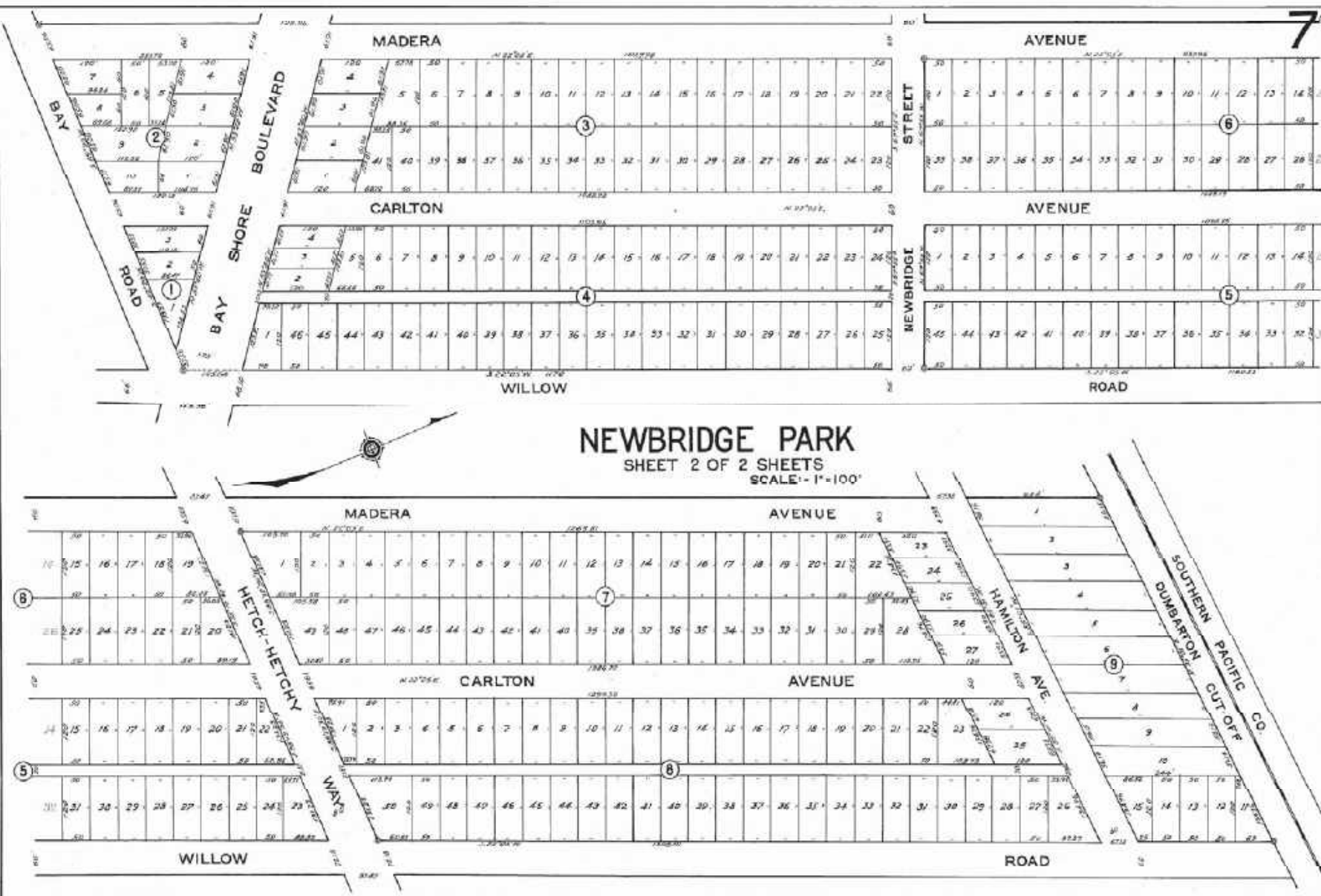
Report reviewed by:
Thomas Rogers, Principal Planner

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Surveyed and Subdivided by Geo. A. Knesse, Civil Engineer and Licensed Land Surveyor

Scale: 1 = 100

A1





A.C. & H. CIVIL ENGINEERS, INC.

ASSOCIATION OF JOHN G. R. CLEGG & ALAN HUNTZINGER

PO BOX 26893
SAN JOSE, CA 95159
Phone
(650) 625-9151

Job No. 15-16

EXHIBIT "A"
PROPERTY DESCRIPTION
PORTION OF CARLTON AVENUE
TO BE ABANDONED

A portion of former Carlton Avenue, as said Avenue is shown upon that certain map entitled "Newbridge Park San Mateo County, California", filed in the Office of the county Recorder of San Mateo County, State of California on June 10, 1926 in Book 14 of Maps at Pages 6 and 7;

BEGINNING at the southeast corner of Lot 10, Block 2, as said Lot and Block are shown on said map.;

THENCE along the southeast line of said Lot 10, also being the northwest line of Carlton Avenue, N 22° 05' 00" E, 61.70 feet to the westerly line of Van Buren Road, as said road was established by the State of California for the widening of Bayshore Freeway, as described in the Grant Deed recorded december 14, 1954 in Volume 2707 at Page 296, San Mateo County Records;

THENCE along the continuation of the westerly line of Van Buren Road, S 44° 45' 21" E 32.63 feet to the centerline of Carlton Avenue;

THENCE along the centerline of Carlton Avenue S 22° 05' 00" W 36.29 feet to the continuation of the north line of Bay Road;

THENCE along the continuation of the north line of Bay Road, as said bay Road is shown on the map of Newbridge Park, to the southeast corner of said Lot 10, S 89° 20' 00" W 32.54 feet and the Point of Beginning

As shown on EXHIBIT B, attached hereto and made a part hereof.

Contains 1470 square feet, more or less.

Prepared by Alan Huntzinger - Civil Engineer



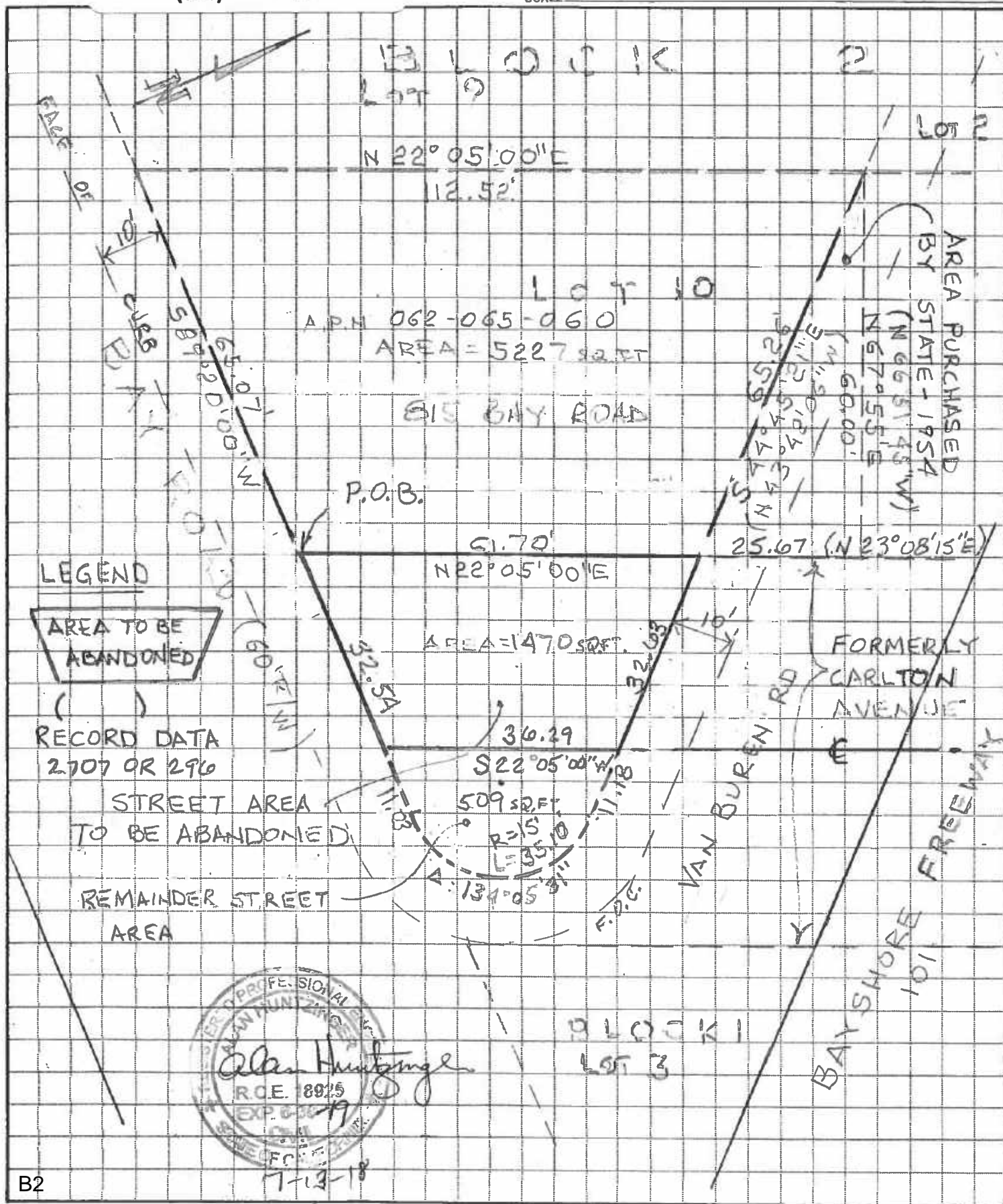
JOB 15-16 EXHIBIT B

SHEET NO. 2 OF 2

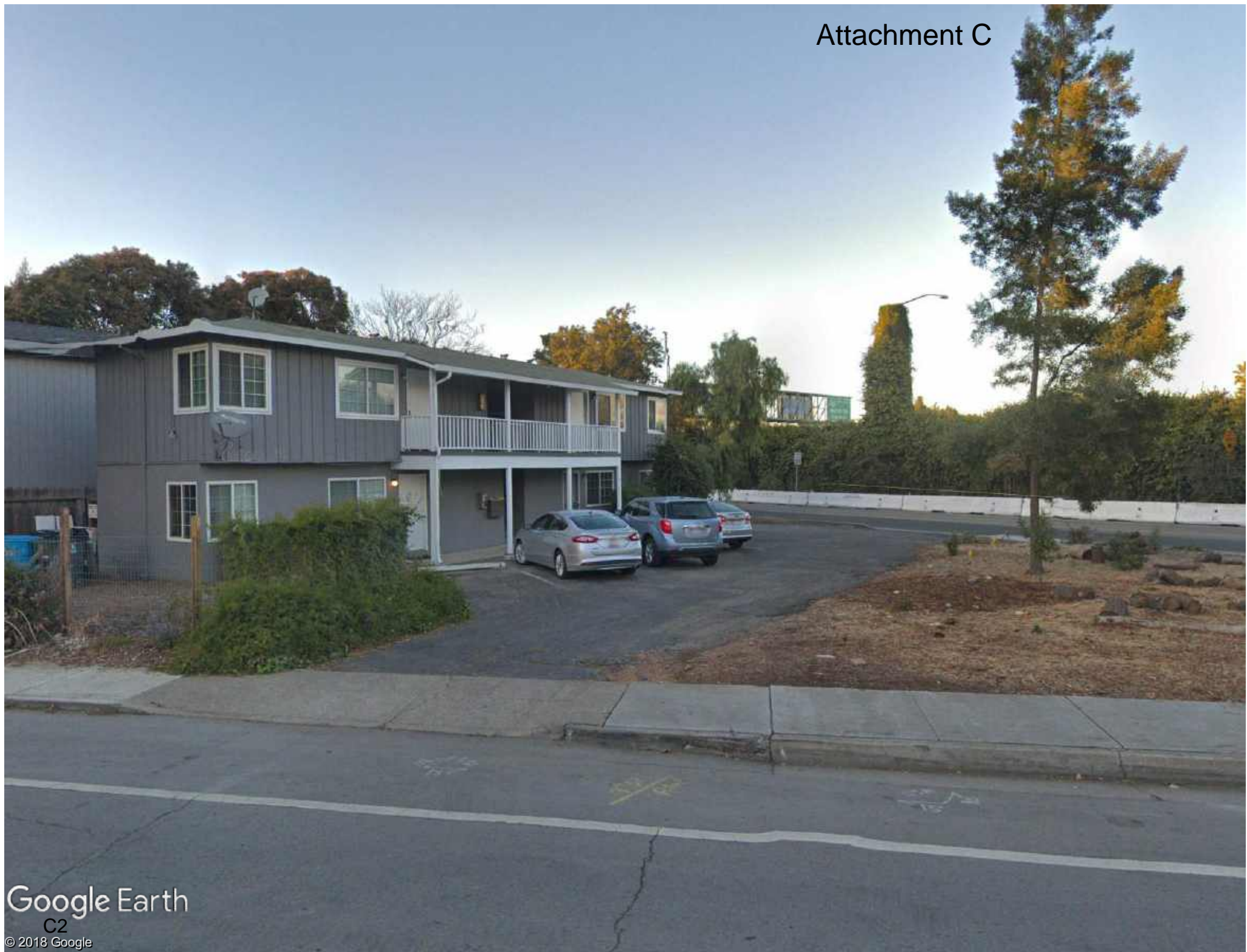
CALCULATED BY EK DATE 03-2015

CHECKED BY AH DATE 07-2018

SCALE 1" = 20'











STAFF REPORT

Planning Commission

Meeting Date:

8/13/2018

Staff Report Number:

18-071-PC

Consent Calendar:

Sign Review/Ron Krietemeyer for Tarlton Properties/1305 O'Brien Drive, 1330-1360 O'Brien Drive, 1430-1440 O'Brien Drive, 1525 O'Brien Drive, and 1555-1605 Adams Drive

Recommendation

Staff recommends that the Planning Commission approve a request for sign review for 11 monument signs on five parcels in the LS (Life Sciences) and LS-B (Life Sciences, Bonus) zoning districts which are located in the Menlo Park Labs campus. For each subject property, two (or more) monument signs are proposed per street frontage, where one monument sign per street frontage is allowed by the Design Guidelines for Signs. In addition, the lettering for the business park signage would exceed 18 inches in height, which is the typical letter height limit established by the Design Guidelines for Signs. The recommended actions are contained within Attachment A.

Policy Issues

Each sign review request is considered individually; however, this proposal includes multiple parcels and the Planning Commission should consider the requests comprehensively within the broader context of the Menlo Park Labs. The Planning Commission should consider whether the required sign review findings can be made for the proposal.

Background

Site location

The proposal includes the five properties addressed 1305 O'Brien Drive, 1330-1360 O'Brien Drive, 1430-1440 O'Brien Drive, 1525 O'Brien Drive, and 1555-1605 Adams Drive. All are located within the Menlo Business Park, now referred to as Menlo Park Labs. Menlo Park Labs is located in the Bayfront Area near the intersection of O'Brien Drive and University Avenue. Properties within the Menlo Park Labs campus are zoned LS-B (Life Sciences, Bonus) and LS (Life Sciences).

Properties west of the business park are located in the Menlo Science and Technology Park, which is controlled by Facebook and currently occupied by a mix of offices, research and development (R&D), and warehouse/manufacturing uses. This site is proposed for redevelopment with office, residential, and retail uses, known as the Facebook Willow Village project. Properties to the north of the business park are zoned LS and FP (Flood plain) and are currently undeveloped and occupied by wetlands. Properties to the east, across University Drive, are within the City of East Palo Alto and are occupied by single family residences and an elementary school. The business park properties along the southern side of O'Brien

Drive (project parcels 1330-1360 and 1430-1440 O'Brien Drive) are bordered by single family residences in East Palo Alto directly to the south. A location map is included as Attachment B.

Analysis

Project description

The applicant is requesting to install a new permanent monument sign for each individual building, along with Menlo Park Labs campus monument signs on three parcels that are located at key entry points. Specifically, the signage proposal consists of:

Table 1: Proposed Menlo Park Labs Signage			
Site Address(es)	Building Monument Signs	Campus Entry Monument Signs	Total Monument Signs
1305 O'Brien Dr	1	1	2
1330-1360 O'Brien Dr	2	0	2
1430-1440 O'Brien Dr	2	0	2
1525 O'Brien Dr	1	1	2
1555-1605 Adams Dr	2	1	3

The proposed building monument signs would be approximately six feet, six inches tall and eight feet wide. The base of the monument signs would be composed of dark grey concrete aggregate with a board-formed finish, and the upper portion of the signs would be a medium grey concrete aggregate with a smooth finish. The tenant signage would be mounted on an opaque glass surface, and require individual sign permits. Per the Sign Design Guidelines, only tenants that occupy a minimum of 25 percent of the total gross leasable area of the property qualify for space on a freestanding sign. Therefore, the maximum number of tenants per sign would be four and could be fewer depending on the gross rental square footage individual tenants occupy. The site address and Menlo Park Labs labels would be located on the base of the monument sign and would have a stainless steel brushed finish. The project plans identify potential tenant configurations for the monument signs. For the properties along the southern side of O'Brien Drive (1330-1360 and 1430-1440 O'Brien Drive), the monument signs are currently proposed to be located within the San Francisco Public Utilities Commission (SFPUC) right-of-way. The ROW is currently used by the subject parcels for parking and landscaping and contains existing monument signs (proposed to be removed). Staff has added condition of approval 4a that requires the applicant to provide approval from the SFPUC of the proposed sign location for these two parcels simultaneous with the submittal of a complete building permit.

The business park entry signage would feature the Menlo Park Labs logo and name. The entry monument signs would be five feet, three inches in height for the property at 1305 O'Brien Drive and seven feet, seven inches in height for the two monuments along University Avenue (1525 O'Brien Drive and 1605 Adams Drive). The base for the monument signs would be dark board-formed concrete. The business

park logo would be composed of aluminum perforated metal in grey, silver, and bronze colors. The Menlo Park Labs name would be perforated aluminum. The Menlo Park Labs text would be individual characters mounted on the base without any backing.

The applicant has submitted a project description letter (Attachment D) that describes the proposal in more detail.

Zoning Ordinance and Design Guidelines for Signs review

Staff reviews a sign application for conformance with both the Zoning Ordinance regulations and the Design Guidelines for Signs. If the request meets the requirements in both documents, staff can approve the sign request administratively. If, however, the sign request would not adhere to the regulations of the Zoning Ordinance and/or be incompatible with the Design Guidelines for Signs, the review of the application is forwarded to the Planning Commission, either through a variance application (in the case of noncompliance with the Zoning Ordinance) and/or as a general review of the sign for consistency with the Design Guidelines.

For this application, staff determined that the proposed building monument signs would comply with all Zoning Ordinance regulations. In particular, the signage would meet the area requirements, which allow for additional square footage for properties with secondary or tertiary frontages (as applies to three of these parcels). In addition, the signage would comply with most Design Guidelines for Signs requirements. For example, the height and materials of the monuments would meet relevant guidelines. The proposed monument signs would also be consistent with the monument signs that were approved administratively by staff in September 2017 for parcels with one building and one monument sign within the business park, since the design of those signs were consistent with the Sign Design Guidelines and Zoning Ordinance. However, the currently-proposed signs would not be consistent with two elements of the Design Guidelines for Signs, as discussed further below, and as such require Planning Commission sign review.

Planning Commission sign review

Number of freestanding signs per street frontage

The signs would not comply with item D.2 of the Guidelines, which states that no more than one freestanding sign should be placed on each street frontage of a development parcel. As noted in Table 1, four of the parcels would have two monument signs per frontage, and the 1555-1605 Adams Drive property would have three. Staff believes that the number of monument signs per frontage may be justified by the large size of these parcels, which would keep the signage from appearing busy or cluttered. For the multi-building parcels, the monument signs would be proximate to each building, which would also limit the potential for the signage to appear cluttered. Further, if the buildings were on individual parcels, then one monument sign per building would be permitted. In addition, the unique need for campus entry signs on a multi-building development such as this is a positive consideration. Existing frontage landscaping would also complement the proposed signs.

Lettering height

Several characters would exceed 18 inches in height, which would not comply with item B.4 of the Guidelines, which states that lettering between eight and 18 inches is generally acceptable. Specifically,

the letters on 1305 O'Brien Drive would be 3 feet, 11 inches in height, and the letters on the monuments at 1525 O'Brien Drive and 1605 Adams Drive would be three feet in height. The signs at 1525 O'Brien Drive and 1605 Adams Drive would be located at the intersections with University Avenue, which is a major thoroughfare between Bayfront Expressway and US 101, with four travel lanes. The business park entry signage on the 1305 O'Brien Drive parcel is located at the S-shaped curve in O'Brien Drive and would help identify the transition to the business park along O'Brien Drive. Staff believes that the curve in the street and the large width of the right-of-way may justify the increased height in lettering for the entry signage along O'Brien Drive. Given the location of the business park signage, the travel speeds on University Avenue, the curve and width of O'Brien Drive, the large size of the parcels, the consistency between all entry monuments, and the design of the signs, staff believes the increase in height above 18 inches is appropriate.

Summary

Staff believes that the building monument and entry signs would be compatible the overall sign program for the business park, and that the design of the proposed signs would be contemporary and attractive, and would complement the existing signage on the site.

Correspondence

Staff has not received any correspondence regarding the signage proposal.

Conclusion

Staff believes that the proposed modifications would result in contemporary and attractive signage consistent with the previously approved building monument signs on other parcels within the business park. The proposal would provide one monument sign per building and would update the Menlo Park Labs entry signage. The proposed signage would be compatible and would be consistent with the business park's brand identity. The increased font size on the entry monuments would improve visibility of the business park along University Avenue and O'Brien Drive and would contain individual letters to soften the visibility of the sign. Staff recommends approval of the sign request.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Project Description Letter

Disclaimer

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, drawings and exhibits are available for public viewing at the Community Development Department.

Exhibits to Be Provided at Meeting

Color and Materials Board

Report prepared by:

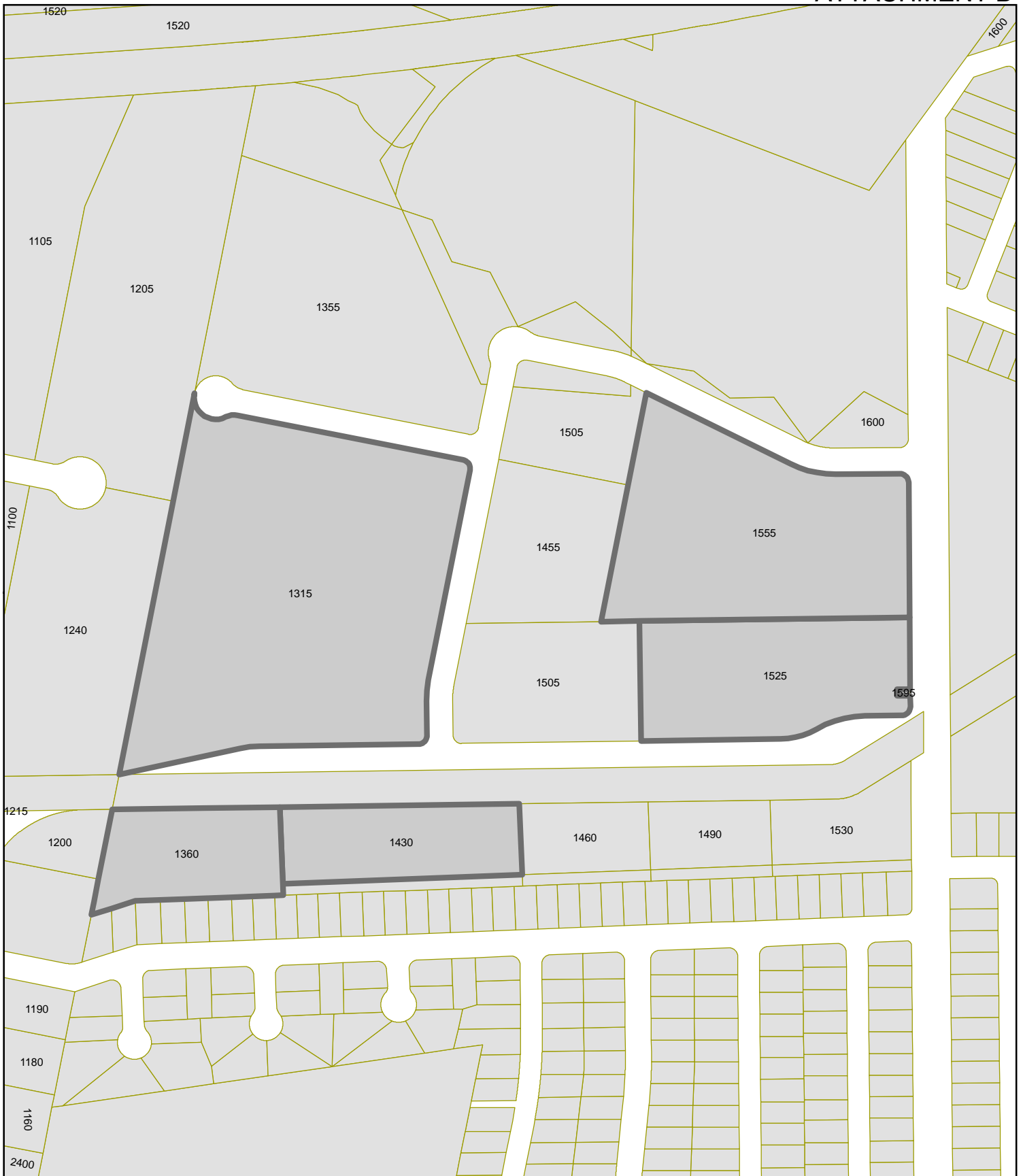
Kyle Perata, Acting Principal Planner

Report reviewed by:

Thomas Rogers, Principal Planner

1305 O'Brien Drive, 1330-1360 O'Brien Drive, 1430-1440 O'Brien Drive, 1525 O'Brien Drive,
and 1555-1605 Adams Drive – Attachment A: Recommended Actions

LOCATION: 1305 O'Brien Drive, 1330-1360 O'Brien Drive, 1430-1440 O'Brien Drive, 1525 O'Brien Drive, and 1555-1605 Adams Drive	PROJECT NUMBER: PLN2018-00031	APPLICANT: Ron Krietemeyer for Tarlton Properties	OWNER: Menlo Park Portfolio II LLC
PROPOSAL: Request for sign review for 11 monument signs on five parcels in the LS (Life Sciences) and LS-B (Life Sciences, Bonus) zoning districts which are located in the Menlo Business Park. For each subject property, two (or more) monument signs are proposed per street frontage, where one monument sign per street frontage is allowed by the Design Guidelines for Signs. In addition, the proposal includes new business park entry signage with lettering that would exceed 18 inches in height.			
DECISION ENTITY: Planning Commission	DATE: August 13, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
ACTION: <ol style="list-style-type: none">The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.Make findings that the signs are appropriate and compatible with the businesses and signage in the general area, and are consistent with the Design Guidelines for Signs.Approve the sign review subject to the following standard conditions:<ol style="list-style-type: none">Development of the project shall be substantially in conformance with the plans prepared by DES Architects and Engineers consisting of 12 sheets, dated received August 7, 2018, and approved by the Planning Commission on August 13, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.The applicant shall comply with all West Bay Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.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.Approve the sign review subject to the following project-specific condition:<ol style="list-style-type: none">Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation of approval for the location of the applicable signs located within the San Francisco Public Utilities Commission (SFPUC) right-of-way, subject to review and approval of the Planning Division.			



CITY OF MENLO PARK

LOCATION MAP

MENLO PARK LABS

DRAWN: TAS CHECKED: THR DATE: 08/13/18 SCALE: 1" = 300' SHEET: 1



 TARLTON

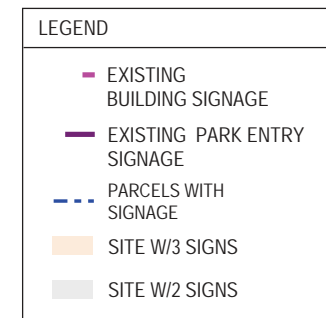
BUSINESS PARK SIGNAGE

MENLO BUSINESS PARK
MENLO PARK, CA 94025

INDEX	
1	COVER
1B	MENLO BUSINESS PARK LOCATION
2A	EXISTING MASTER SITE PLAN
2B	PROPOSED MASTER SITE PLAN
3A	APPROVED BUILDING SIGNAGE (FOR REF. ONLY)
3B	APPROVED BUILDING SIGNAGE (FOR REF. ONLY)
3C	APPROVED BUILDING SIGNAGE (FOR REF. ONLY)
4	PROPOSED PARK ENTRY SIGNAGE
5	1305 O'BRIEN DR SITE PLAN
6	1330-1340 & 1430-1440 O'BRIEN DR SITE PLAN
7	1525 O'BRIEN DR SITE PLAN
8	1555-1605 ADAMS DR SITE PLAN



MENLO PARK, CA 94025



TARLTON

2A

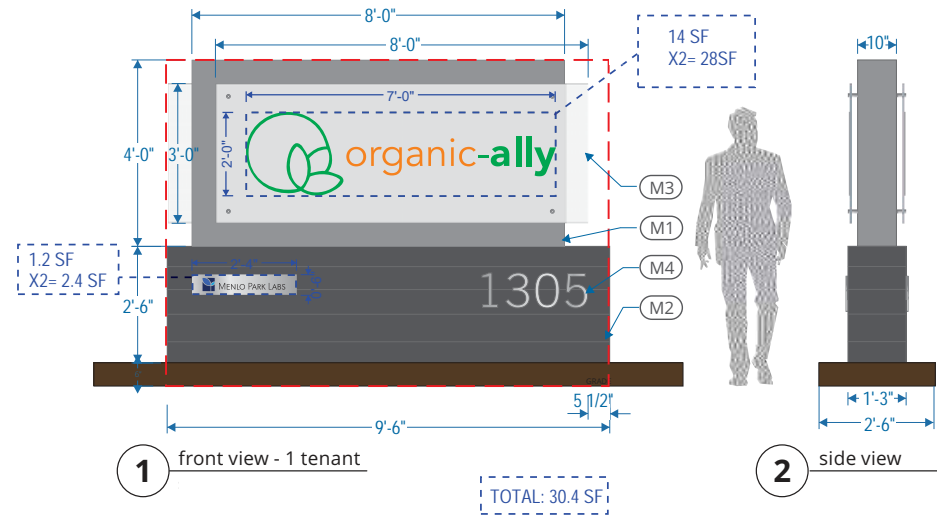




LEGEND	
---	PROPOSED BUILDING SIGNAGE LOCATION FOR APPROVED SIGN DESIGN (SEE SHEET 3)
---	PROPOSED PARK ENTRY SIGNAGE (SEE SHEET 4)
---	PARCELS WITH SIGNAGE
	SITE W/3 SIGNS
	SITE W/2 SIGNS

NTS

Project Logo(s)



Project Font(s)

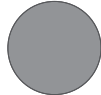

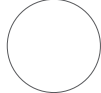

Open Sans

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

Project Finishes

-  (M1) medium gray concrete aggregate smooth ardex finish
-  (M2) dark gray concrete aggregate board formed finish
-  (M3) starphire glass second surface white diffuser
-  (M4) stainless steel #4 brushed finish

Section 3: Tenant Signage

Part C. Tenant Signage Standards

TENANTS	SQ. FT. PER
1	14
2	7
3	4
4	3.5

Sign Area Calculations in Square Feet per Tenant

SGN'S QTY	SQ. FT. PER	TOTAL SGN. AREA
14	14	196

Total Sign Area Calculations in Square Feet

Sign Type A

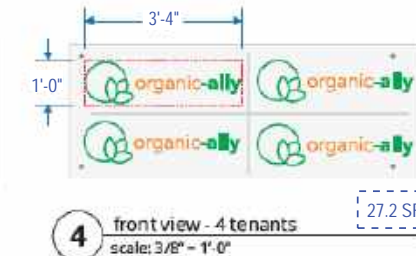
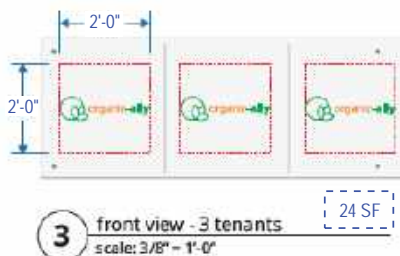
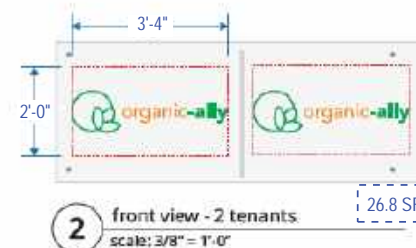
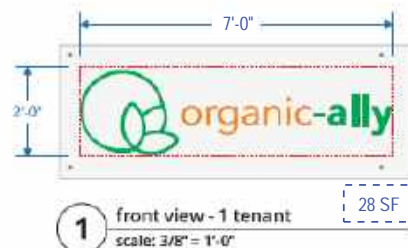
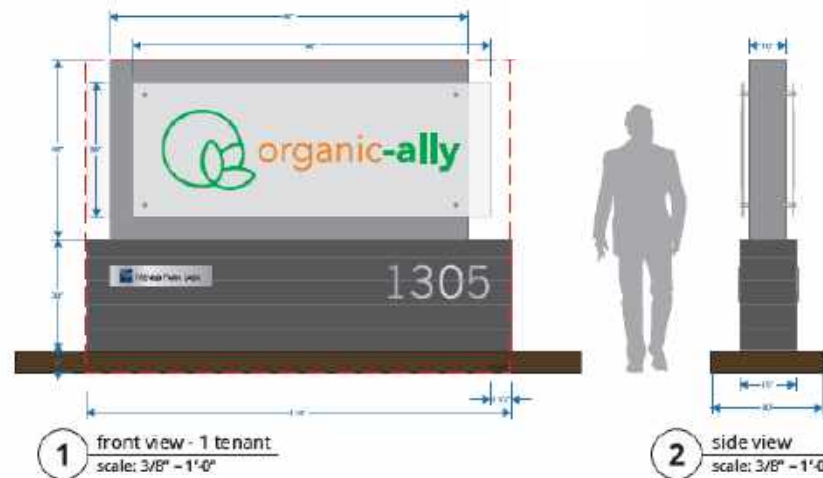
Maximum sign area of this sign type shall be 14 sq. ft. per face. This sign type does not count toward maximum sign area total for the Campus signs.



3 front view - 2 tenants
scale: 3/8" = 1'-0"



4 front view - 4 tenants
scale: 3/8" = 1'-0"



c. Sign Massing

Maximum Sign Area of Sign Type A shall be 100 sq. ft. A maximum of one (1) Sign Type A is allowed per building. Sign Type A signs should not exceed 8ft in height.

The maximum height of the Type A sign should be kept in proportion to the dominant architectural element it is located on. The maximum height of the sign shall be 75% of the height of the architectural element. The dominant architectural element is a subjective term and may refer to fixed structural elements such as panels, or perceived areas such as the area between reveals. The Owner shall approve the definition of such areas.

FOR REFERENCE ONLY
APPROVED ON 09/28/2017



1315 O'Brien Dr. - Existing



1315 O'Brien Dr. - New



1555 Adams Dr. - New



1555 Adams Dr. - New



1330 O'Brien Dr. - Existing



1330 O'Brien Ct. - New



1605 Adams Dr. - Existing



1605 Adams Dr. - New

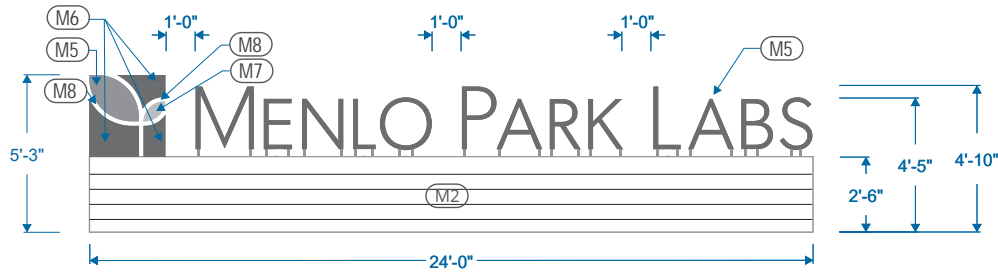


1430 O'Brien Dr. - Existing



1430 O'Brien Dr. - New

FOR REFERENCE ONLY
APPROVED ON 09/28/2017

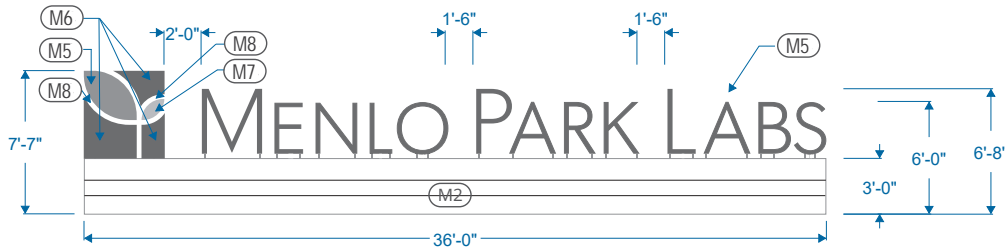


A **1305 O'Brien Dr**

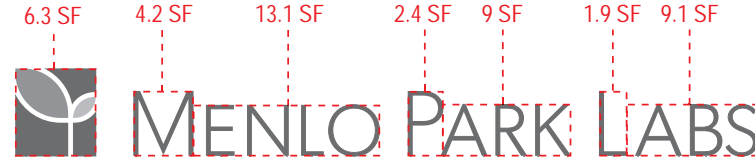


AREA CALCULATION

TOTAL: 31.6 SF



B **1525 O'Brien Dr & 1605 Adams Dr**



AREA CALCULATION

TOTAL: 46 SF

Project Font(s)

Trade Gothic Normal Regular

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
0123456789

Project Finishes



(M2) dark board-form concrete base



(M5) aluminum metal perforated-face letter and logo (McNichols 17111840SA) post mounted to concrete base



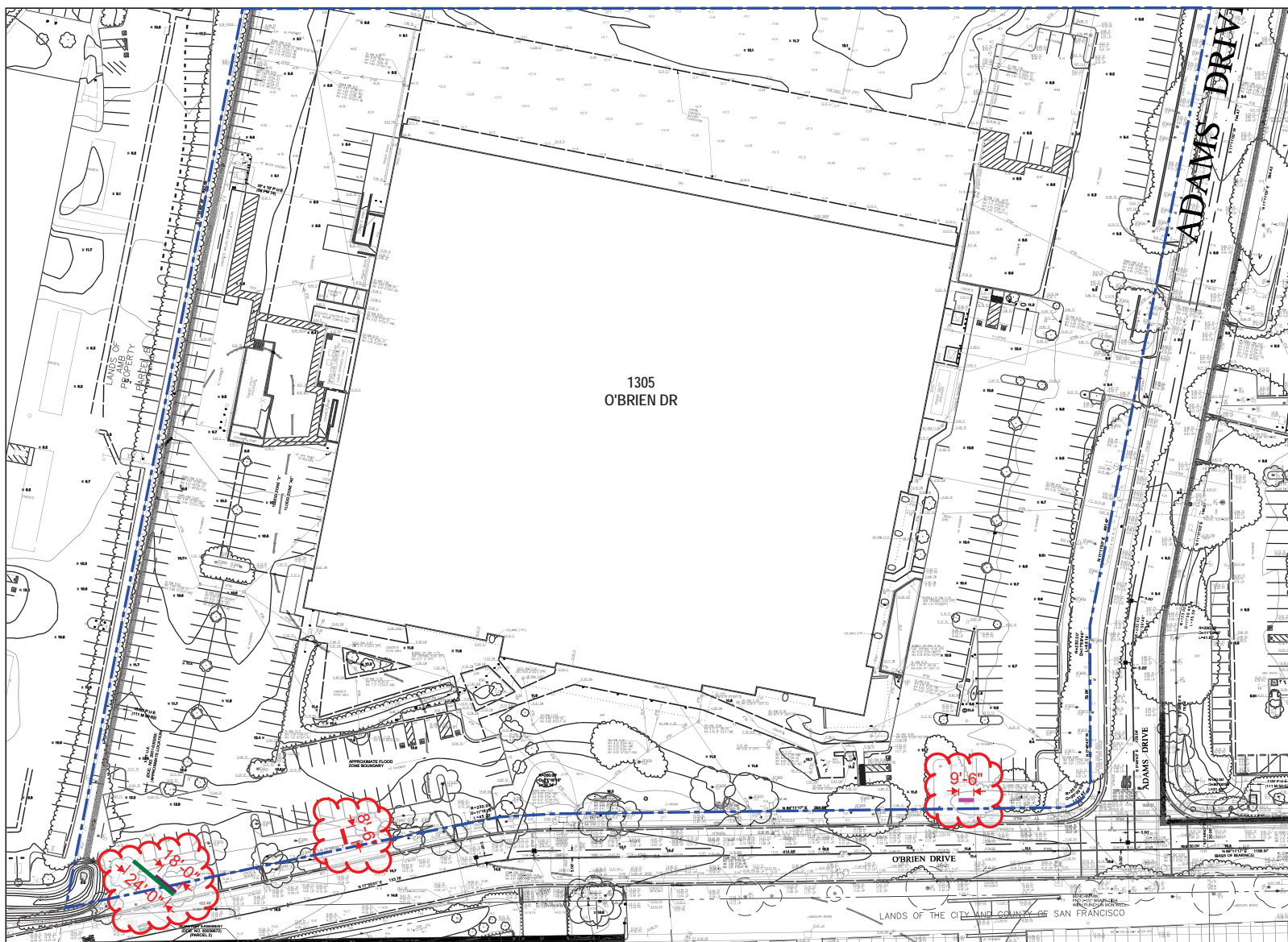
(M6) aluminium perforated metal powder coated painted MP32195 staid grey metallic 16.7



(M7) aluminium perforated metal powder coated painted MP33172 silver surfer metallic LRV 57

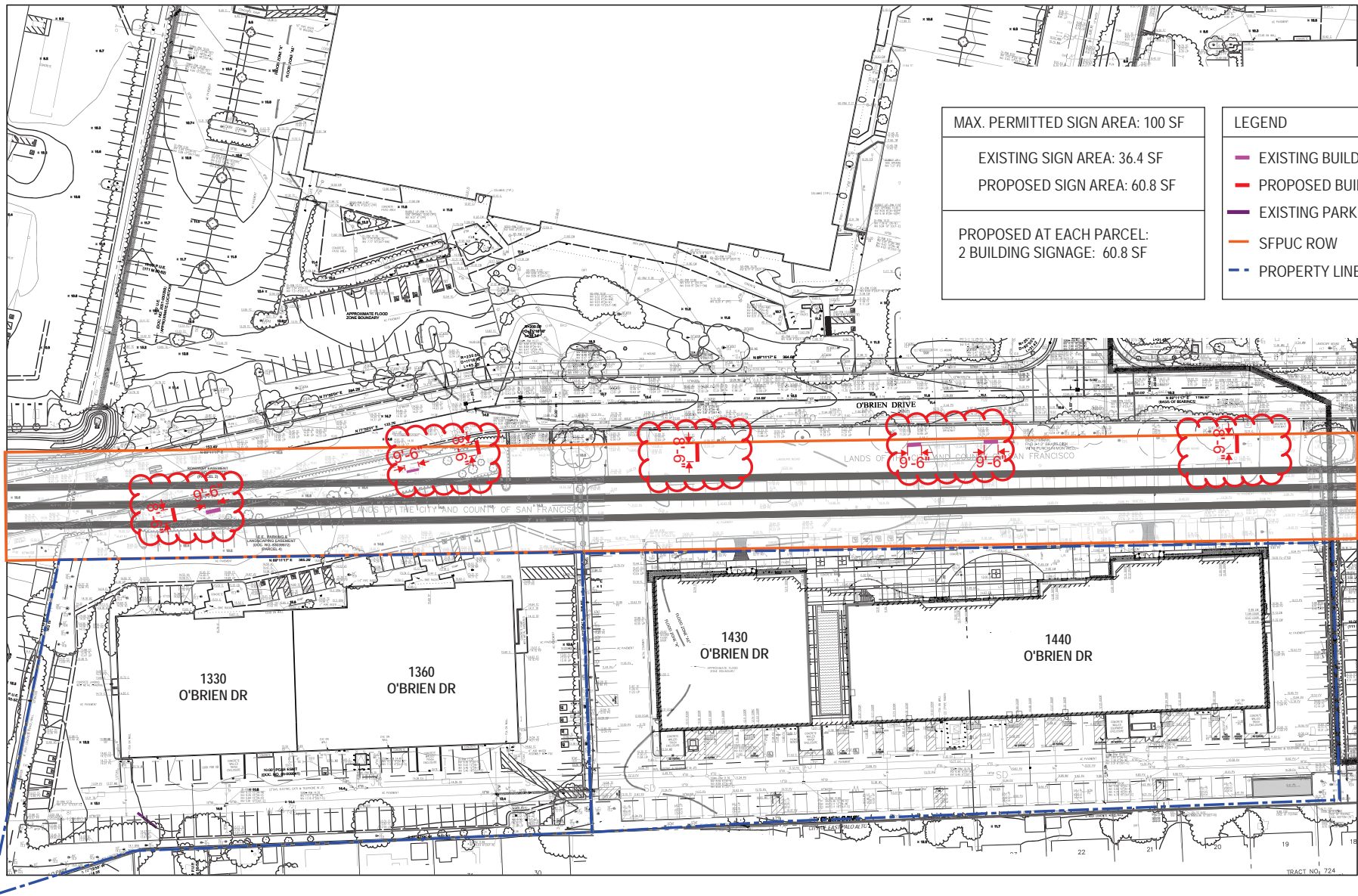


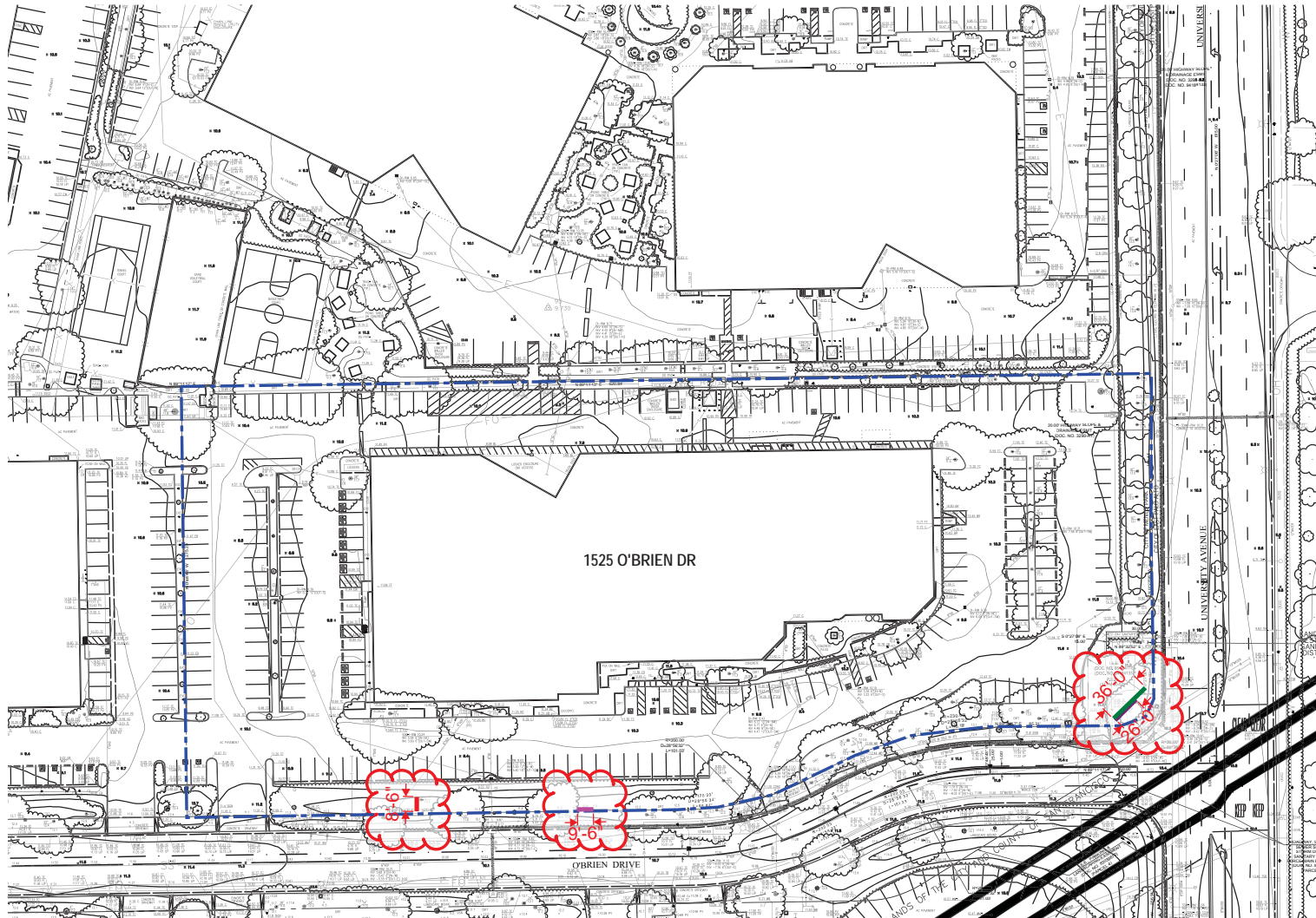
(M8) metal sheet surface mounted to the aluminum perforated metal steelart bronze dark oxidized



MAX. PERMITTED SIGN AREA: 100 SF
EXISTING SIGN AREA: 34.7 SF
PROPOSED SIGN AREA: 62 SF
PROPOSED AT THIS PARCEL: 1 PARK ENTRY SIGNAGE: 31.6 SF 1 BUILDING SIGNAGE: 30.4 SF

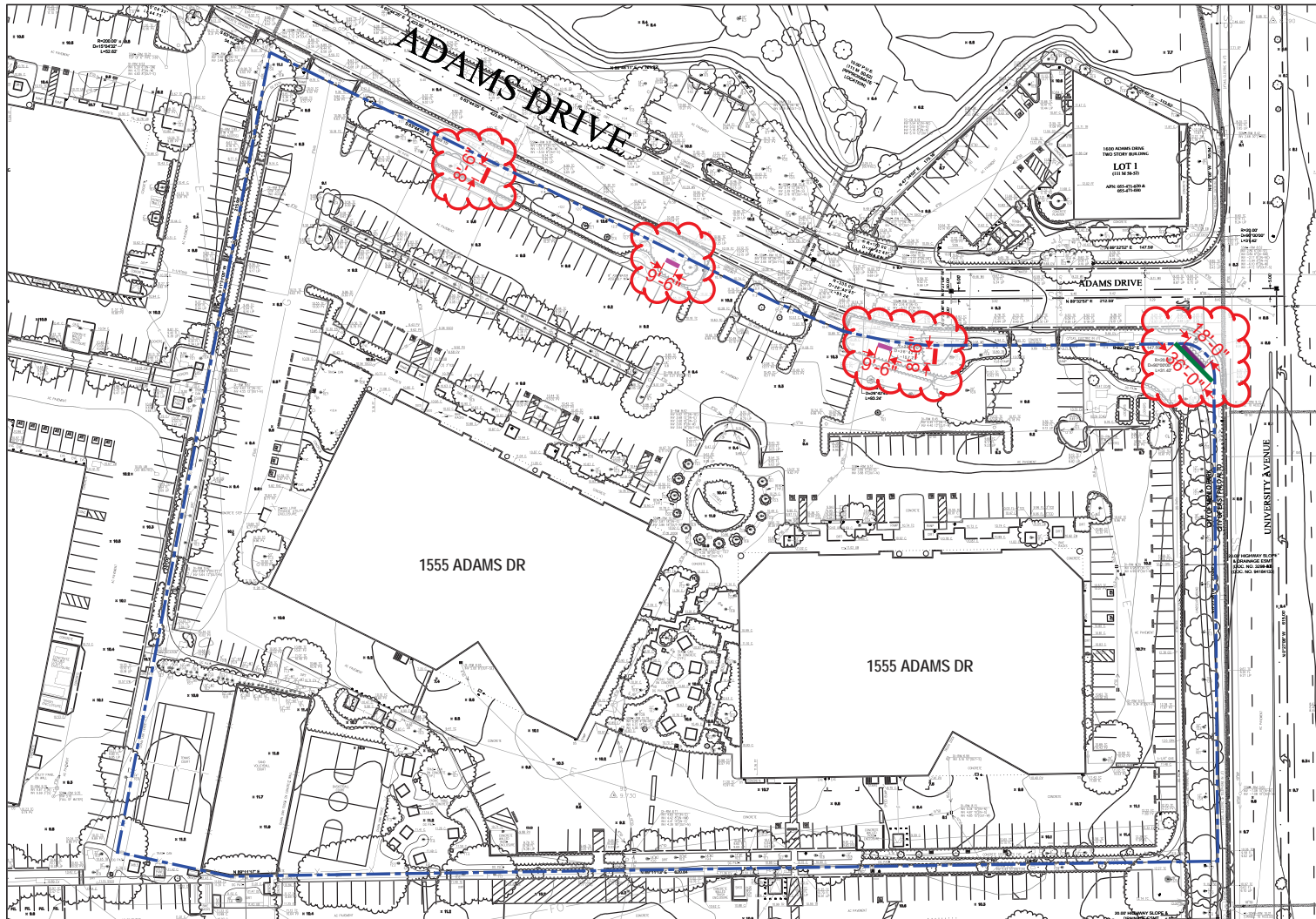
LEGEND
EXISTING BUILDING SIGNAGE
PROPOSED BUILDING SIGNAGE
EXISTING PARK ENTRY SIGNAGE
PROPOSED PARK ENTRY SIGNAGE
PROPERTY LINE





MAX. PERMITTED SIGN AREA: 150 SF
EXISTING SIGN AREA: 34.7 SF
PROPOSED SIGN AREA: 76.4 SF
PROPOSED AT THIS PARCEL: 1 PARK ENTRY SIGNAGE: 46 SF 1 BUILDING SIGNAGE: 30.4 SF

LEGEND
EXISTING BUILDING SIGNAGE
PROPOSED BUILDING SIGNAGE
EXISTING PARK ENTRY SIGNAGE
PROPOSED PARK ENTRY SIGNAGE
PROPERTY LINE



MAX. PERMITTED SIGN AREA: 150 SF
EXISTING SIGN AREA: 52.9 SF
PROPOSED SIGN AREA: 106.8 SF
PROPOSED AT THIS PARCEL: 1 PARK ENTRY SIGNAGE: 46 SF 2 BUILDING SIGNAGE: 60.8 SF

LEGEND
EXISTING BUILDING SIGNAGE
PROPOSED BUILDING SIGNAGE
EXISTING PARK ENTRY SIGNAGE
PROPOSED PARK ENTRY SIGNAGE
PROPERTY LINE

Menlo Business Park Building and Park Entry Signage Project Description

July 31st, 2018.

Project Background:

Tarlton Properties is requesting more than one sign on five properties. They currently have signs at each proposed new sign location. The number of signs remains the same.

The design of the building signs and parcels with one sign were approved in 09/28/2017. This application is to review the parcels where installing multiple signs are proposed and to replace the three existing park entry signs with new ones.

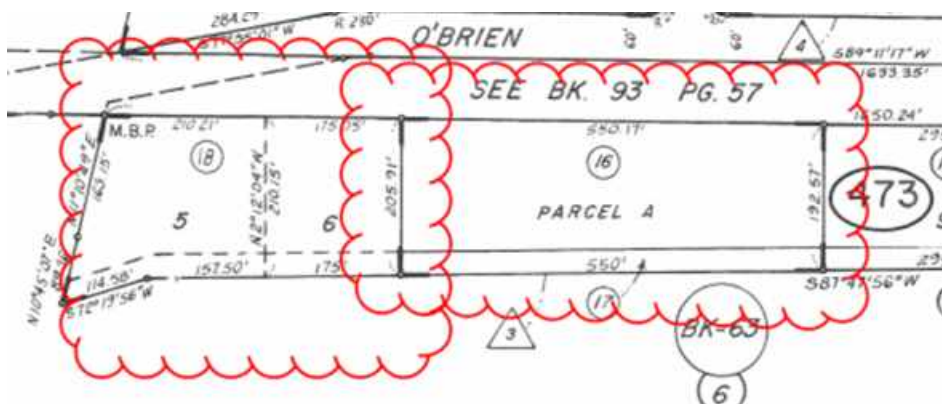
Parcels with 2 signs:

- 1330-1360 O'Brien Dr.
Two building signs.
- 1430-1440 O'Brien Dr.
Two 2 building signs.
- 1305 O'Brien Dr.
One building sign and one park entry sign.
- 1525 O'Brien Dr.
One building sign and one park entry sign.

Parcels with 3 signs:

- 1555 – 1605 Adams Dr.
Two building signs and one park entry sign.

Please note that the existing signs for 1330-1360 O'Brien Dr and 1430-1440 O'Brien Dr are in SFPUC ROW property and we are currently working on the approval to replace them. In addition to that these parcels have a second parcel at the back. (Utility)





STAFF REPORT

Planning Commission

Meeting Date:

8/13/2018

Staff Report Number:

18-072-PC

Public Hearing:

Use Permit/Neel Patel & Pami Vyas/1351 Delfino Way

Recommendation

Staff recommends that the Planning Commission approve a use permit to demolish a single-story, single family residence and construct a new two-story single family residence with a basement on a substandard lot with respect to lot depth in the R-1-U (Single-Family Urban) zoning district, at 1351 Delfino Way. The proposal includes a request for a six-inch excavation within the rear setback for a basement lightwell retaining wall. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is located on Delfino Way, a cul-de-sac street off of Valparaiso Avenue in the West Menlo neighborhood. The property backs up to properties in the unincorporated West Menlo Park community, and the area is also located close to the Town of Atherton. A location map is included as Attachment B.

The surrounding area contains a mixture of older and newer single-family residences. The older residences are generally single-story, while the newer residences are generally two-story in height, with attached front-loading garages. A variety of architectural styles are present in the neighborhood which include craftsman and traditional. All City of Menlo Park parcels in the general vicinity are also zoned R-1-U.

Analysis

Project description

The applicant is proposing to demolish the existing single-story, single-family residence with attached two-car garage to construct a new two-story, single-family residence with a basement and attached two-car garage. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

The proposed residence would be a six-bedroom home, with a typical layout with most of the bedrooms on the second floor and shared spaces on the main and basement levels. The front-loading two-car garage would address the residence's off-street parking requirement. Most of all the basement elements would adhere to the setback requirements; however, the rear basement patio retaining wall would encroach slightly into the setback, as is discussed in more detail later.

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

- The parcel is only slightly substandard with regard to lot depth, at 92.5 feet where 100 feet is required.
- The second floor is limited in size, at 36 percent of the maximum FAL, where 50 percent could be permitted.
- The second floor would feature greater setbacks than required, and the overall structure would be well within the daylight plane.

Design and materials

The applicant states that the proposed residence would be an updated traditional ranch style home. The exterior materials would be primarily painted board and batten wood siding with stacked ledgerstone wainscoting, a metal standing seam roof over the main floor and asphalt shingle roof over the upper floor, and aluminum clad wood windows. The front door is proposed to be custom glass and painted wood with sidelights. The gutters and downspouts would be painted metal. The attached two-car garage would match the materials of the house, with painted board and batten wood siding and a metal standing seam roof. A three-foot, six-inch painted metal railing would protect the lightwell areas, including a basement-level patio at the rear. The garage door would be painted wood, and a concrete paver driveway would be used to access the attached garage.

The second-story windows on the sides would have some windows with three-foot sill heights, which are generally considered moderate with regard to privacy. However, the second floor would be well inset from the side property lines, at approximately 25.8 feet on the right and 17 feet on the left, where only 8.2 feet is required. In addition, new screening plantings are proposed, as noted later.

Staff believes that the architectural style of the proposed residence would be generally attractive and well-proportioned. The second level would be inset from the ground floor, helping minimize the perception of mass and providing a privacy buffer for neighbors. The updated traditional ranch design would be consistent with the styles in the surrounding neighborhood.

Trees and landscaping

The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of the heritage and non-heritage trees on site. The report discusses the impacts of the proposed improvements and provides recommendations for tree maintenance, based on their health. As part of the

project review process, the arborist report was reviewed by the City Arborist, and revisions were made to enhance the tree protection measures. All recommendations identified in the arborist report shall be implemented and will be ensured as part of condition 3g.

There are three trees located on or near the property that are heritage size trees: two magnolia street trees and a camphor located at the front left corner of the parcel. All are proposed to remain. The demolition of the existing residence and the construction of the new home is anticipated to affect existing trees, for which tree protection measures have been proposed. The proposed landscaping of the property includes drought-tolerant lawn area both on the rear and front, screening shrubs on both sides, new trees at the rear, and gravel or colored concrete pathways.

Excavation

The proposed lightwell encroachment at the rear of the proposed residence would require excavation within the required rear yard setback. Specifically, the proposed lightwell wall would encroach six inches into the setback. Staff believes the proposed encroachment of the excavation into the rear setback for the lightwell would be modest due to its limited size, and would not result in any visible effects as it would be located to the rear. The excavation would be reviewed in detail for Building Code compliance at the building permit stage.

Correspondence

The applicant states that they contacted the property owners of all properties who will be directly impacted by the proposed scope of the work, and offering to address any concerns or questions that impacted property owners might have. The applicant has received correspondence from neighbors, stating either support or lack of issues/concerns, which were then forwarded to staff (Attachment G). Staff has not directly received any correspondence on this proposal.

Conclusion

Staff believes that the design, scale and materials of the proposed residence are compatible with the surrounding neighborhood. The traditional ranch architectural style of the proposed residence would be generally attractive and well-proportioned. The second level would be inset from the ground floor, helping minimize the perception of mass and providing a privacy buffer. The excavation would be limited in size and would not be visible from the right-of-way or other properties. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Data Table
- D. Project Plans
- E. Project Description Letter
- F. Arborist Report
- G. Correspondence

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:

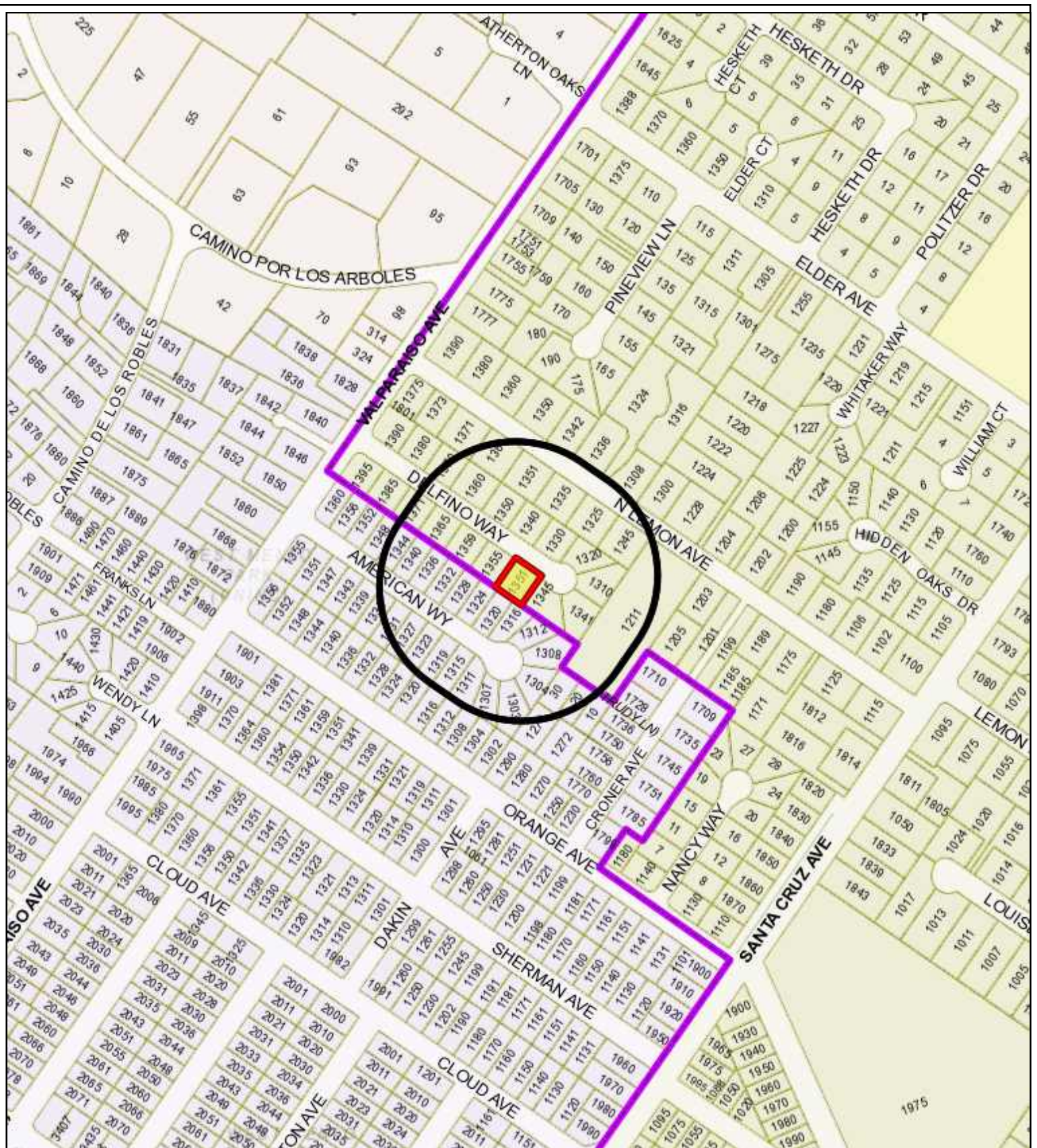
Fahteen Khan, Contract Assistant Planner

Report reviewed by:

Thomas Rogers, Principal Planner

1351 Delfino Way – Attachment A: Recommended Actions

LOCATION: 1351 Delfino Way	PROJECT NUMBER: PLN2018-00053	APPLICANT: Gary Ahern	OWNER: Neel Patel & Pami Vyas
PROPOSAL: Request for a use permit to demolish an existing single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with respect to lot depth in the R-1-U (Single Family Urban Residential) zoning district. The proposal includes a request for excavation within the rear setback for the retaining wall of a basement light well.			
DECISION ENTITY: Planning Commission	DATE: August 13, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
ACTION: <ol style="list-style-type: none">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 California Environmental Quality Act (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:<ol style="list-style-type: none">a. Development of the project shall be substantially in conformance with the plans prepared by Focal Point Design, consisting of 14 plan sheets, dated received July 31, 2018 and approved by the Planning Commission on August 13, 2018, 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 and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Kielty Arborist Services LLC dated April 23, 2018, revised June 26, 2018.			



City of Menlo Park Location Map



Scale: 1:4,000

Drawn By: FNK

Checked By: THR

Date: 8/13/2018

Sheet: 1

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	7,544 sf	7,544 sf	7,000.0 sf min.
Lot width	82.0 ft.	82.0 ft.	65.0 ft. min.
Lot depth	92.5 ft.	92.5 ft.	100.0 ft. min.
Setbacks			
Front	20.0 ft.	20.0 ft.	20.0 ft. min.
Rear	23.5 ft.	19.3 ft.	20.0 ft. min.
Side (left)	12.2 ft.	10.8 ft.	5.0 ft. min.
Side (right)	9.9 ft.	9.9 ft.	8.2 ft. min.
Building coverage	2,114 sf 28.0 %	2,313.3 sf 30.7 %	2,640 sf max. 35.0 % max.
FAL (Floor Area Limit)	2,928.3 sf	2,158.8 sf	2,936 sf max.
Square footage by floor	1,329.0 sf/basement 1,437.5 sf/1 st floor 242.5 sf/porch 10.0 sf/fireplace 1,066.8 sf/2 nd floor 424.0 sf/garage	1,674.8 sf/1 st floor 484.0 garage	
Square footage of buildings	4,509.8 sf	2,158.8 sf	
Building height	25.7 ft.	15.6 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees: 3	Non-Heritage trees: 2	New Trees: 4
	Heritage trees proposed for removal: 0	Non-Heritage trees proposed for removal: 1	Total Number of Trees: 8

[illegible]

A CUSTOM HOME FOR:
PAMI VYAS & NEEL PATEL
1351 DELFINO WAY
MENLO PARK, CA 94025

DRAWING INDEX

A-1	PROJECT DATA/ SITE PLAN
A-2	AREA PLAN/ STREETSCAPE
A-3	EXISTING FLOOR PLAN & EXTERIOR ELEVATION
A-4	MAIN FLOOR PLAN/ DOOR & WINDOW SCHEDULE
A-5	UPPER FLOOR PLAN
A-6	BASEMENT PLAN
A-7	ROOF PLANS
A-8	EXTERIOR ELEVATIONS
A-9	BUILDING SECTIONS
A-10	FLOOR AREA DIAGRAMS/ AREA CALCULATIONS
A-11	DESIGN SKETCHES
L-1	PRELIMINARY LANDSCAPE/ SCREENING PLAN
L-11	SWIRLY

PROJECT LOCATION



PROJECT INFO

DESCRIPTION

DEMOLISH EXISTING STRUCTURE & BUILD A NEW 2 STORY SINGLE FAMILY HOME W/ FULL BASEMENT. PROJECT INCLUDES A 6' GRADING ENCROACHMENT INTO THE REAR YARD SETBACK

SITE DATA

A.P.N.	071-014-180
ZONING:	R-1U
OCCUPANCY:	R3/U
CONSTRUCTION TYPE:	V-B
LOT SIZE:	7,544 SQ.FT.

REQUIRED SETBACKS:	FRONT	20'-0"
	REAR	20'-0"
	SIDE	8'-2 1/2" (10% WIDTH)
MAX BLDG COVERAGE - 2 STORY		2,640 SQ.FT. (35%)
MAX FLOOR AREA LIMIT (FAL)		2,636 SQ.FT.
MAX BLDG HEIGHT		28'-0"

FLOOR AREA BREAKDOWN

MAIN FLOOR LIVING AREA	1,443.5 SQ.FT.
UPPER FLOOR LIVING AREA	1,066.8 SQ.FT.
COUNTED FLOOR LIVING AREA	2,528.3 SQ.FT.
<u>GARAGE AREA</u>	<u>424 SQ.FT.</u>
TOTAL COUNTED FLOOR AREA	2,928.3 SQ.FT.

TOTAL COUNTED FLOOR AREA	21,000
BASMENT LIVING AREA	1329

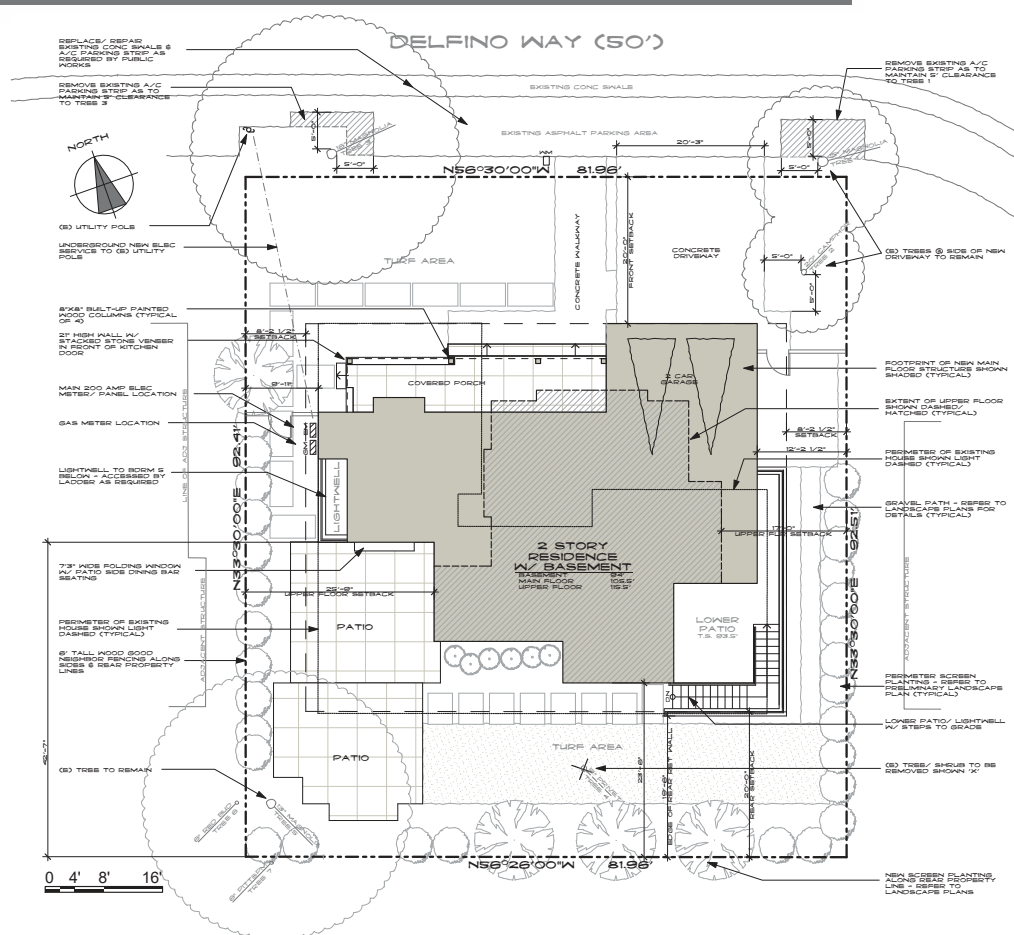
BASMENT LIVING AREA	1,929 SQ.FT.
TOTAL FLOOR LIVING AREA	3,857.3 SQ.FT.
(EXISTING HOUSE LIVING AREA	1,745 SQ.FT.)

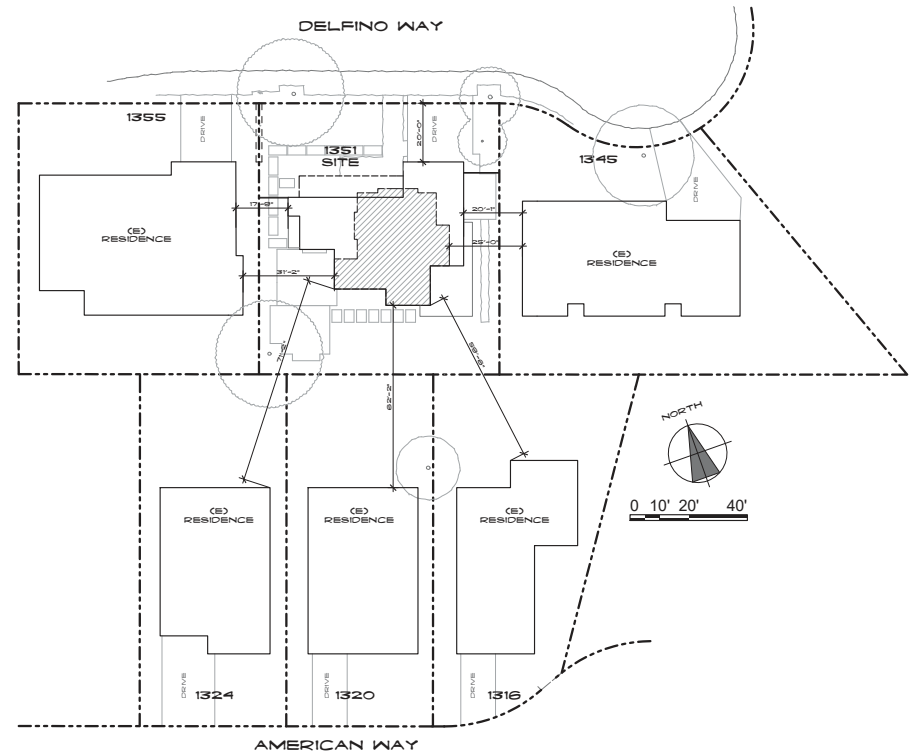
LOT COVERAGE BREAKDOWN

LOT COVERAGE BREAKDOWN

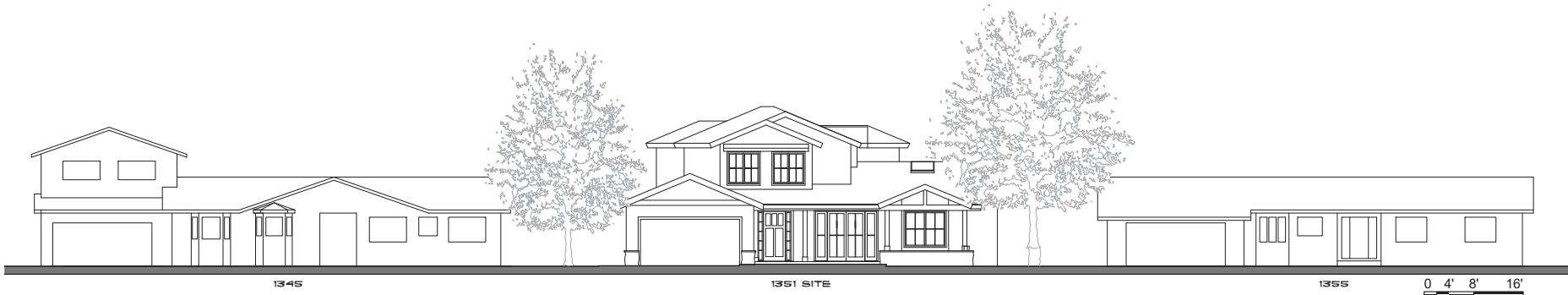
MAIN FLOOR AREA (INCL GARAGE & FIRE)	18715 SQ.FT.
COVERED ENTRY PORCH	2425 SQ.FT.
TOTAL LOT COVERAGE	21140 SQ.FT. (28%)

1 PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"





① AREA PLAN
SCALE: 1" = 20'



② STREETSCAPE ALONG DELFINO WAY
SCALE: 1/8" = 1'-0"



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1351 DELFINO WAY
MENLO PARK, CA 94025

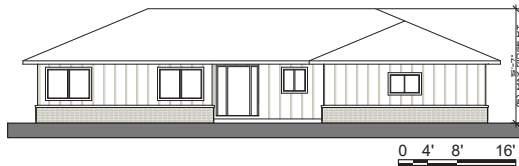
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DATE: 8/1/18
DRAWN BY: GJA

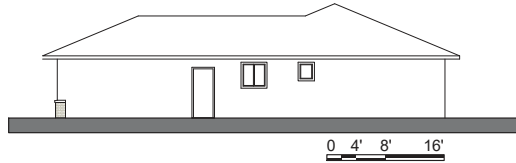
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SHEET TITLE
AREA PLAN/
STREETSCAPE

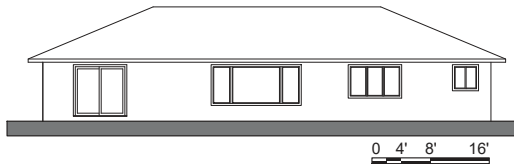
A-2



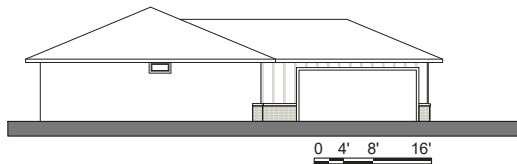
② EXISTING FRONT ELEVATION (NORTH)
SCALE: 1/8" = 1'-0"



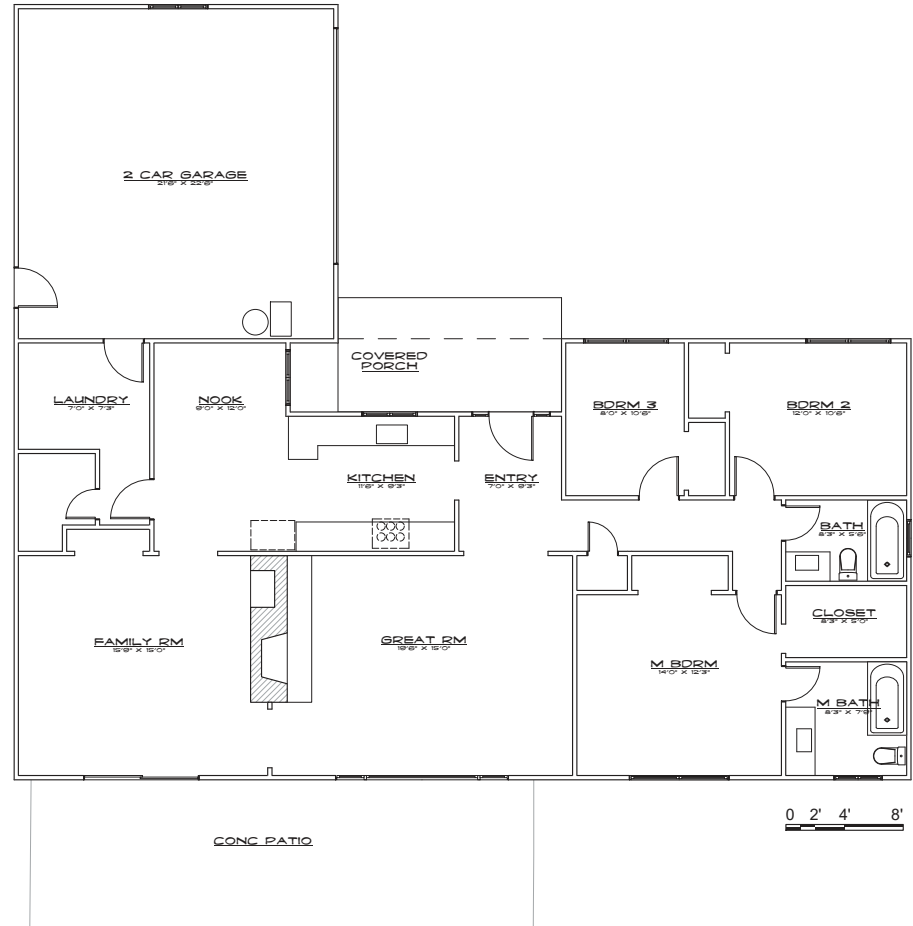
③ EXISTING RIGHT SIDE ELEVATION (WEST)
SCALE: 1/8" = 1'-0"



④ EXISTING REAR ELEVATION (SOUTH)
SCALE: 1/8" = 1'-0"



⑤ EXISTING LEFT SIDE ELEVATION (WEST)
SCALE: 1/8" = 1'-0"



① EXISTING FLOOR PLAN
SCALE: 1/4" = 1'-0"



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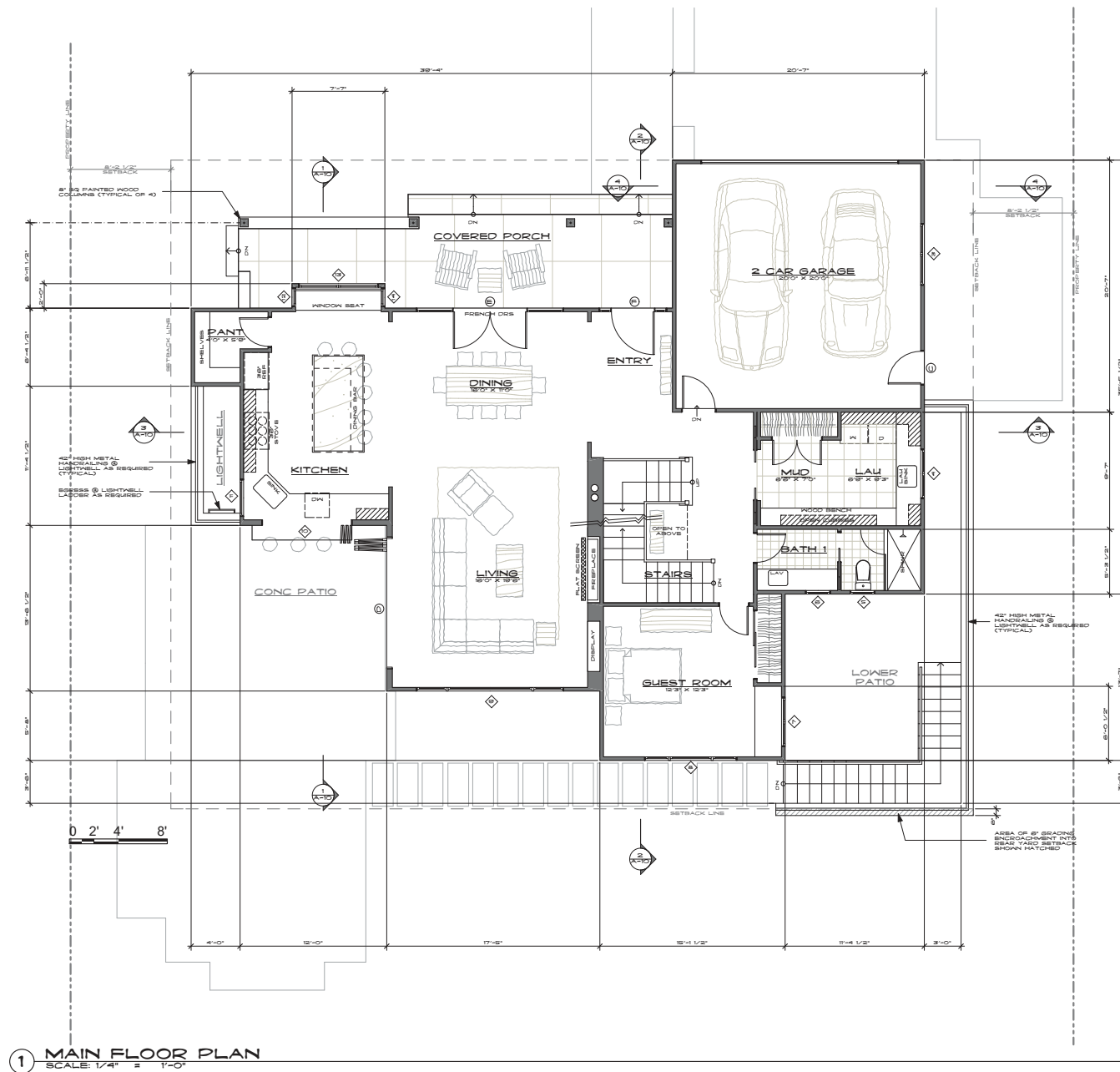
SHEET TITLE
EXISTING
RESIDENCE
PLAN/
ELEVATIONS

A-3

WINDOW SCHEDULE					
UNIT NO.	NOMINAL SIZE	WINDOW TYPE	TEMP. GLASS	HEADER HT.	REMARKS
1	8'-0" X 5'-0"	CBMT/FIXED/CBMT	NO	8'-0"	
2	7'-0" X 5'-0"	CBMT	NO	8'-0"	SSGESS
3	5'-0" X 4'-0"	CBMT	NO	8'-0"	
4	3'-0" X 4'-0"	CBMT	YES	8'-0"	
5	2'-0" X 4'-0"	CBMT	YES	8'-0"	
6	4'-0" X 4'-0"	CBMT	NO	8'-0"	
7	4'-0" X 4'-0"	CBMT	NO	8'-0"	
8	7'-0" X 5'-0"	CBMT/FIXED/CBMT	NO	8'-0"	SSGESS
9	10'-0" X 7'-0"	CBMT/FIXED/CBMT	NO	8'-0"	
10	7'-0" X 5'-0"	FLDS CARB WIND	YES	8'-0"	VERIFY W/ CNTR TOP HT
11	3'-0" X 5'-0"	FLDS CARB WIND	YES	8'-0"	VERIFY W/ CNTR TOP HT
12	1'-0" X 5'-0"	FIXED	NO	8'-0"	
13	8'-0" X 5'-0"	CBMT	NO	8'-0"	
14	1'-0" X 5'-0"	FIXED	NO	8'-0"	SSGESS
15	5'-0" X 4'-0"	CBMT	NO	8'-0"	SSGESS
16	7'-0" X 5'-0"	CBMT/FIXED/CBMT	NO	8'-0"	
17	2'-0" X 2'-0"	FIXED	NO	8'-0"	
18	1'-0" X 3'-0"	CBMT	YES	8'-0"	
19	5'-0" X 4'-0"	CBMT	YES	8'-0"	
20	2'-0" X 1'-0"	WIND	NO	8'-0"	
21	5'-0" X 5'-0"	CBMT	NO	8'-0"	SSGESS
22	5'-0" X 5'-0"	CBMT	NO	8'-0"	SSGESS

EXTERIOR DOOR SCHEDULE		
UNIT LTR	NOMINAL DIMENSIONS	DOOR TYPE
A	8'-0" X 8'-0"	SLUGS RE DR W/ FIXED 3'-0" SCLUTE
B	8'-0" X 8'-0"	SLUGS RE DR W/ FIXED 3'-0" SCLUTE
C	3'-0" X 8'-0"	ALUM GLAD HD DR W/ TEMP SL FIXED LITE
D	1'-0" X 8'-0"	FOLDING CARB DOOR
E	RE 3'-0" X 8'-0"	FRENCH DOORS W/ 3'-0" FIXED SCLUTES
F	3'-0" X 8'-0"	CUSTOM WOOD FRONT DR W/ 12" SCLUTES

- NOTES**
- PROVIDE TEMPSEVLY APPROVED SAFETY GLAZING IN WINDOWS LOCATED IN HAZARDOUS LOCATIONS AND ADJACENT TO AND WITHIN 24 INCHES OF DOORS. WINDOWS IN DOORS, WINDOWS WITH AN AREA GREATER THAN 56 SQ FT, WINDOWS CLOSER THAN 18 INCHES TO THE FLOOR AND WITHIN 80" ABOVE WALKING SURFACE (NOT OBSERVED IN WALL) RESISTANCE TO THE PLANE OF DOORS) PER CBC SECTION 903.4.
 - ESCAPE OPENINGS & SSGESS WINDOWS SHALL HAVE A MIN NET CLEAR OPENING OF 5' 5 1/2" MIN NET CLEAR OPENING HEIGHT OF 24 INCHES, AND A MIN NET CLEAR OPENING WIDTH OF 20 INCHES. SCL SHALL HAVE A MAXIMUM HEIGHT OF 44 INCHES ABOVE THE FLOOR, AND THE WINDOW SHALL OPEN DIRECTLY TO A STREET, PUBLIC ALLEY, YARD OR EXIT COURT, PER CBC SECTION 910.4.
 - ENTRY DOOR SHALL BE EASILY OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT, PER CBC SECTION 910.4.



1 MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

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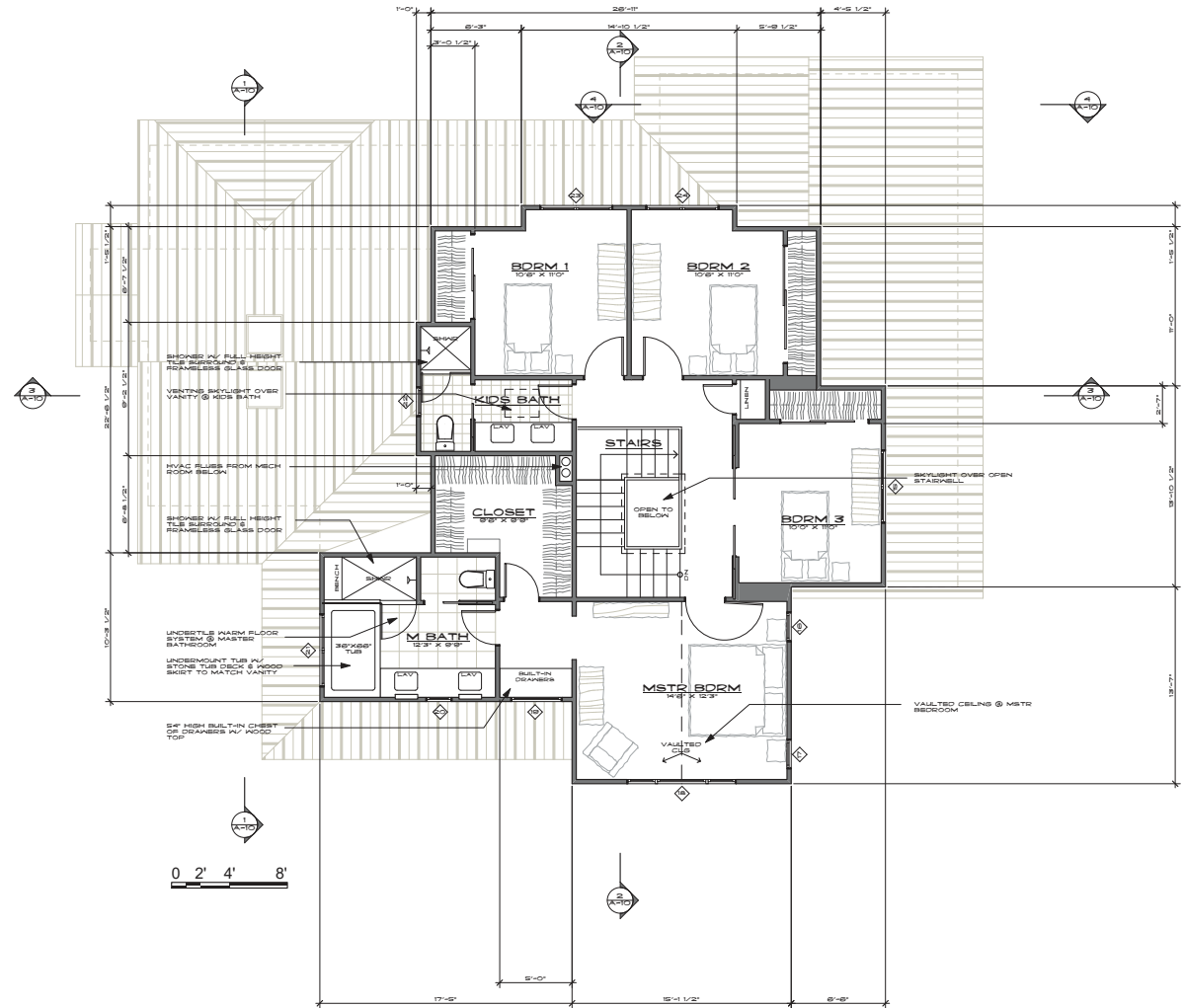
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PROJECT NO: 201804
DATE: 8/1/18
DRAWN BY: GJA

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SHEET TITLE
MAIN FLOOR
PLAN

A-4



1 UPPER FLOOR PLAN
SCALE: 1/4" = 1'-0"



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1351 DELFINO WAY
MENLO PARK, CA 94025

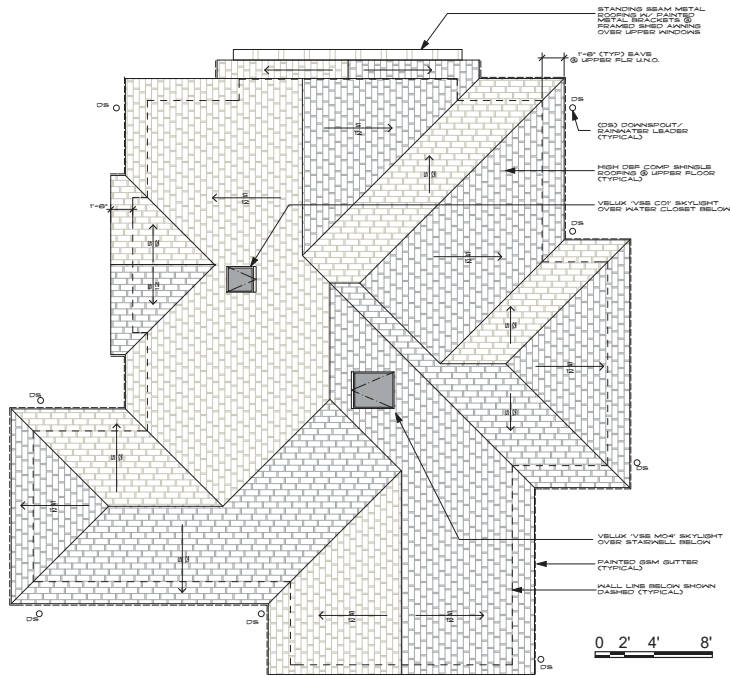
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Δ	12/11/18	15/11/18 18/1

PROJECT NO. 201804
DATE: 8/1/18
DRAWN BY: GJA

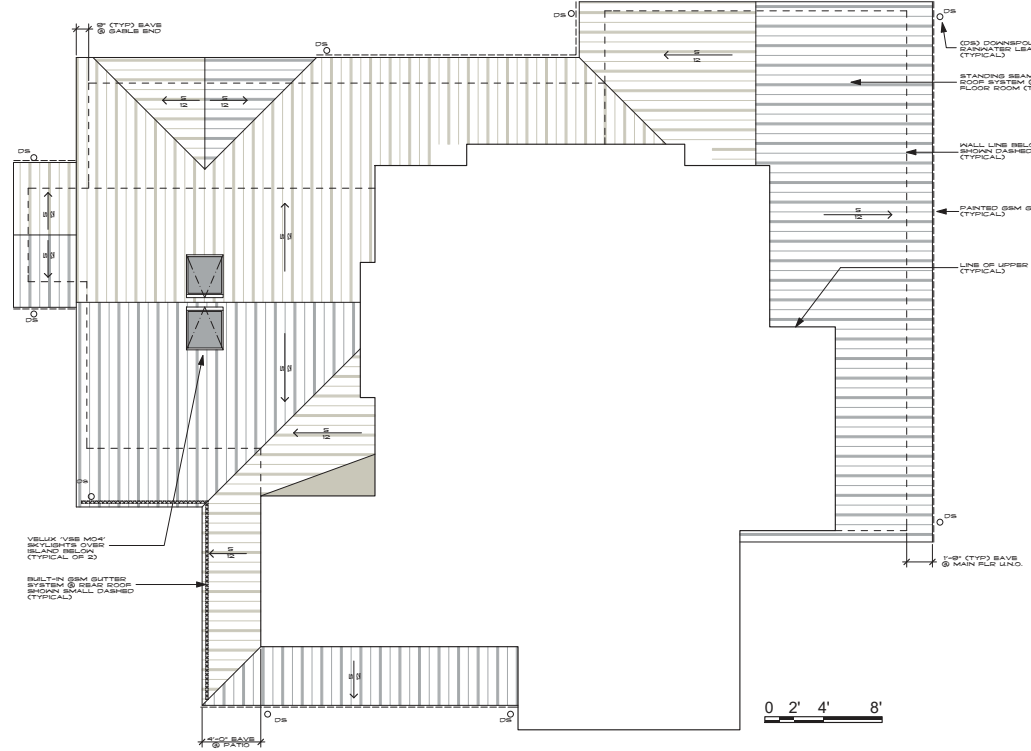
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SHEET TITLE
UPPER FLOOR
PLAN

A-5



② UPPER ROOF PLAN
SCALE: 1/4" = 1'-0"



① MAIN FLOOR ROOF PLAN
SCALE: 1/4" = 1'-0"



GARY J. AHERN, AIA
FOCAL POINT DESIGN
architects • planners • consultants
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MENLO PARK, CA 94025
(650) 326-2800 FAX
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www.garyjahren.com



A CUSTOM RESIDENCE FOR:
PAMI VYAS & NEEL PATEL
1351 DELFINO WAY
MENLO PARK, CA 94025

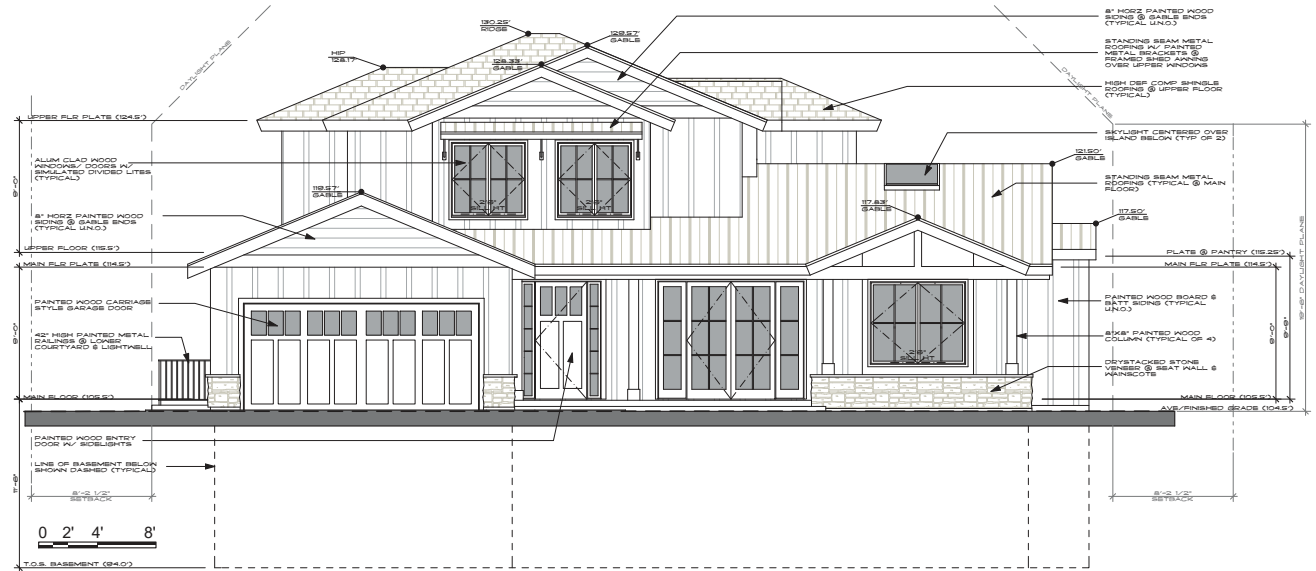
MARK	DATE	DISCPT
Δ	12/11/18	15-11/18 181

PROJECT NO. 201804
DATE: 8/1/18
DRAWN BY: GJA

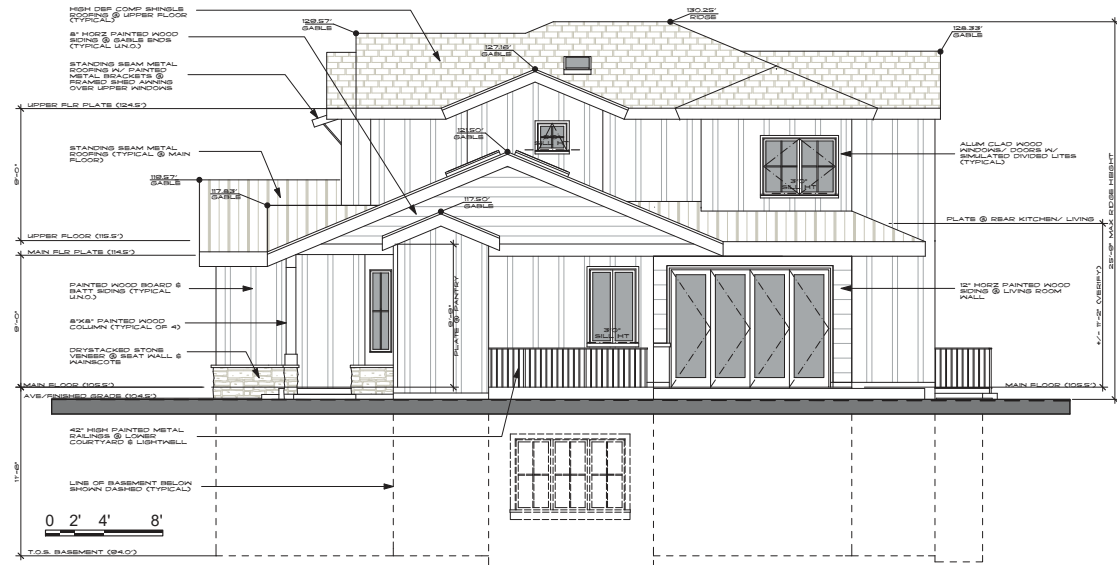
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SHEET TITLE
ROOF PLANS

A-7



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



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



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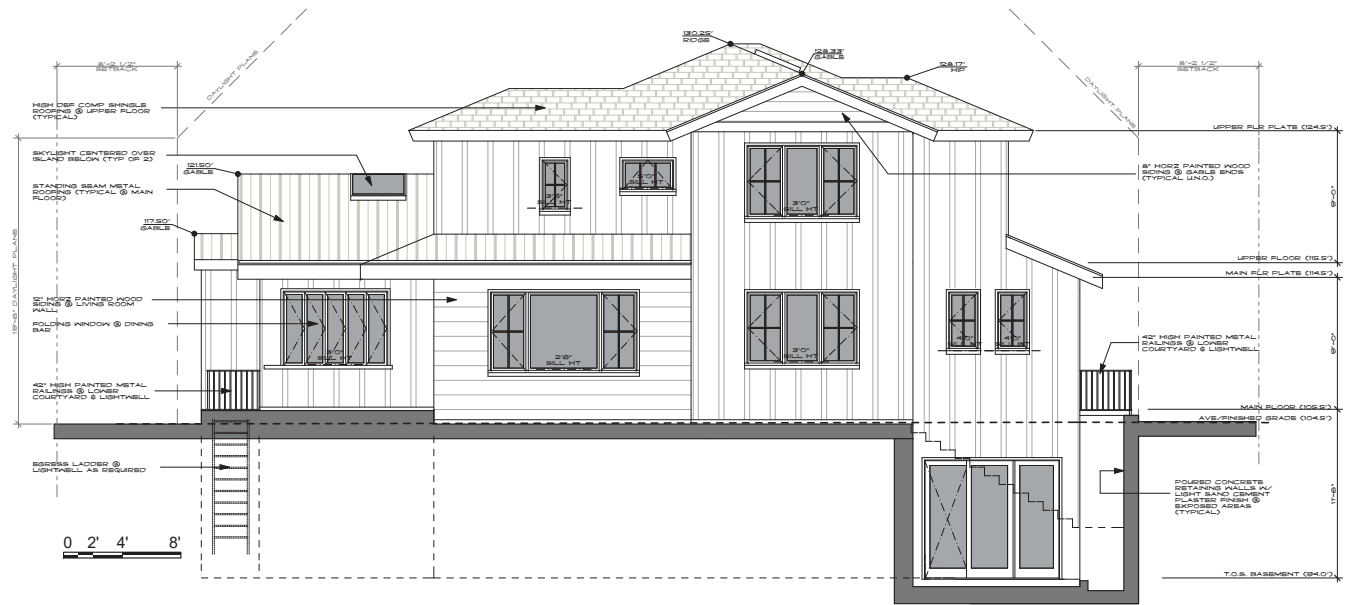
MARK	DATE	DISCPT
Δ	12/11/18	5/18/18 181

PROJECT NO. 201804
DATE 8/1/18
DRAWN BY GJA

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SHEET TITLE
EXTERIOR ELEVATIONS

A-8



② REAR ELEVATION (SOUTH)
SCALE: 1/4" = 1'-0"



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



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MENLO PARK, CA 94025

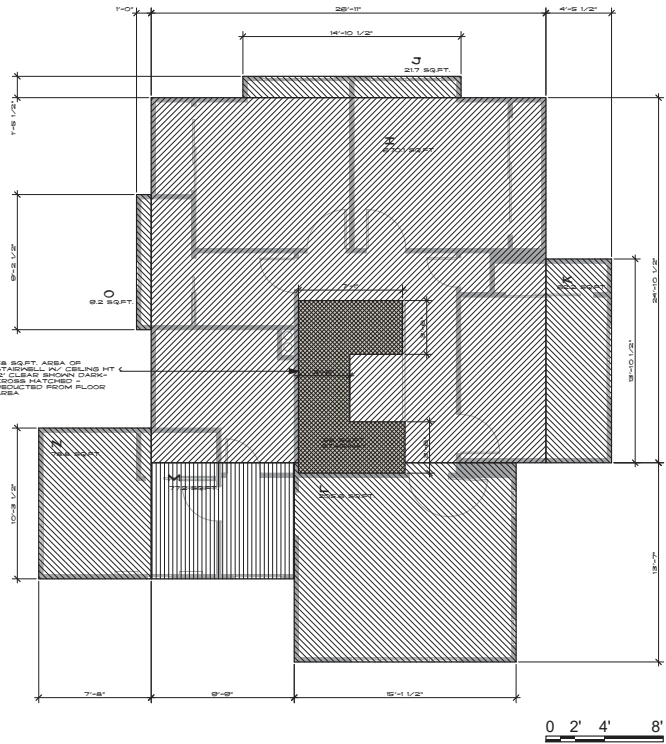
MARK	DATE	DISC'T
Δ	12/11/18	5/11/19 REV

PROJECT NO. 201804
DATE 8/1/18
DRAWN BY: GJA
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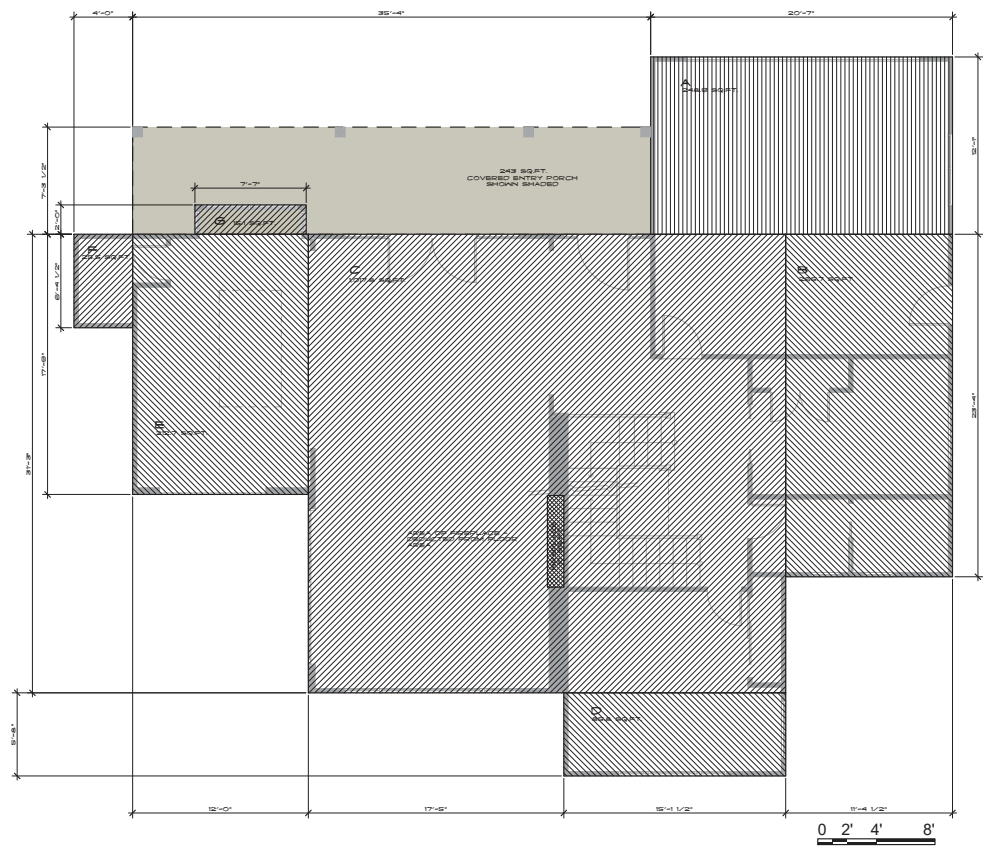
SHEET TITLE
EXTERIOR
ELEVATIONS

A-9





② UPPER FLOOR AREA DIAGRAM
SCALE: 1/4" = 1'-0"



① MAIN FLOOR AREA DIAGRAM
SCALE: 1/4" = 1'-0"

FLOOR AREA CALCULATIONS			
MAIN FLOOR			
REAR PORCH	20'-0" X 12'-0"	=	240.0 SQ.FT.
KITCHEN	10'-0" X 12'-0"	=	120.0 SQ.FT.
DINING ROOM	10'-0" X 12'-0"	=	120.0 SQ.FT.
LIVING ROOM	18'-0" X 24'-0"	=	432.0 SQ.FT.
BED ROOM	12'-0" X 12'-0"	=	144.0 SQ.FT.
BATH	5'-0" X 7'-0"	=	35.0 SQ.FT.
CLO.	5'-0" X 7'-0"	=	35.0 SQ.FT.
COVERED PORCH	10'-0" X 12'-0"	=	120.0 SQ.FT.
LESS REAR PORCH	(120.0 SQ.FT.)	=	
TOTAL MAIN FLOOR AREA		=	1,006.0 SQ.FT.
UPPER FLOOR			
BED ROOM	12'-0" X 12'-0"	=	144.0 SQ.FT.
BATH	5'-0" X 7'-0"	=	35.0 SQ.FT.
CLO.	5'-0" X 7'-0"	=	35.0 SQ.FT.
COVERED PORCH	10'-0" X 12'-0"	=	120.0 SQ.FT.
LESS REAR PORCH	(120.0 SQ.FT.)	=	
TOTAL UPPER FLOOR AREA		=	374.0 SQ.FT.
TOTAL FLOOR AREA		=	1,380.0 SQ.FT.
COVERED PORCH			
30'-0" X 7'-0" + 25'-0" X (5) =		=	242.5 SQ.FT.
LOT COVERAGE BREAKDOWN			
MAIN FLOOR AREA (INCL. GARAGE/PORCH)		=	1,380.0 SQ.FT.
COVERED ENTRY PORCH		=	242.5 SQ.FT.
TOTAL LOT COVERAGE		=	1,622.5 SQ.FT.

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A CUSTOM RESIDENCE FOR:
PAMI VYAS & NEEL PATEL
 1351 DELFINO WAY
 MENLO PARK, CA 94025

MARK	DATE	DISCPT
Δ	12/11	5/18/18

PROJECT NO. 201804
 DATE 8/1/18
 DRAWN BY: GJA

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SHEET TITLE
 AREA
 DIAGRAMS/
 CALCULATIONS

A-11



FRONT SKETCH ALONG DELFINO WAY



FRONT SKETCH ALONG DELFINO WAY



REAR SKETCH



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A CUSTOM RESIDENCE FOR:
PAMI VYAS & NEEL PATEL
 1351 DELFINO WAY
 MENLO PARK, CA 94025

MARK	DATE	DISCPT
Δ	12/11/18	PLANING 181

PROJECT NO: 201804
 DATE: 8/1/18
 DRAWN BY: GJA

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SHEET TITLE
 PROJECT
 SKETCHES

A-12

EX. CONCRETE SWALE (TYP.)

EX. ASPHALT PARKING AREA (TYP.)

EX. 16" DIA. MAGNOLIA TREE TO REMAIN

REMOVE EX. ASPHALT PARKING
STRIP PAVING TO MAINTAIN A 5'-0" CLEARANCE FROM TREE #3

FRONT YARD LAWN AREA (TYP.)

COLORLED CONCRETE STEP PAD WALKWAY
W/ LA PAZ PEBBLE ACCENT BANDS

FLOWERING ACCENT TREE

SIDE YARD FENCE W/ GATE

PITOSPORIUM TENUIFOLIUM
SCREENING / PRIVACY SHRUBS (TYP.)
ALONG SIDE FENCE LINE

LIGHT WELL W/ GUARDRAIL

UPPER PATIO AREA
W/ DECORATIVE STONE FINISH
& AREAS FOR DINING & ENTERTAINING

LOWER PATIO AREA
W/ DECORATIVE STONE FINISH

EX. 16" DIA. MAGNOLIA TREE TO REMAIN

PROPOSED EVERGREEN SCREENING TREES (TYP.)

DELFINO WAY

RESIDENCE

COLORLED CONC. ENTRY WALKWAY (TYP.)

REMOVE EX. ASPHALT PARKING
STRIP PAVING TO MAINTAIN A 5'-0" CLEARANCE FROM TREE #1

EX. 15" DIA. MAGNOLIA TREE TO REMAIN

COLORLED CONCRETE DRIVEWAY PAVING (TYP.)

EX. 20" DIA. CAMPHOR TREE TO REMAIN

SIDE YARD FENCE W/ GATE

DECORATIVE STONE ENTRY LANDING TO MATCH
COVERED PORCH & STEPS

COLORLED CONCRETE SIDE YARD PAVING (TYP.)
FOR TRASH CANS & BIKE STORAGE

GRAVEL PAVING SIDE YARD WALKWAY (TYP.)

LOWER PATIO AREA / LIGHT WELL W/ GUARDRAIL

PITOSPORIUM TENUIFOLIUM
SCREENING / PRIVACY SHRUBS (TYP.)
ALONG SIDE FENCE LINE

REAR YARD LAWN AREA (TYP.)

COLORLED CONCRETE STEP PADS (TYP.)
W/ DYMONDIA GROUND COVER PLANTING IN BETWEEN

PITOSPORIUM TENUIFOLIUM
SCREENING / PRIVACY SHRUBS (TYP.)
ALONG REAR


EX. 9" DIA. PRIVET TREE TO BE REMOVED

IMPERVIOUS SURFACE COVERAGE

IMPERVIOUS SURFACE	
DECORATIVE STONE BACK PATIOS	780.3 SQ. FT.
LEFT SIDE CONCRETE STEP PAD WALKWAY	365.6 SQ. FT.
CONCRETE DRIVEWAY / ENTRY WALK WAY	537.4 SQ. FT.
DECORATIVE STONE ENTRY LANDING	116.8 SQ. FT.
RIGHT SIDE YARD CONCRETE PAVING	169.8 SQ. FT.
RIGHT SIDE YARD GRAVEL WALKWAY	107.8 SQ. FT.
REAR YARD CONCRETE STEP PAD WALKWAY	120.3 SQ. FT.
TOTAL APPROX. IMPERVIOUS SURFACE	2,201 SQ. FT.
HOUSE FOOT PRINT, LIGHT WELLS & COVERED PATIO	2,233 SQ. FT.
TOTAL APPROX. IMPERVIOUS SURFACE PROPOSED	4,434 SQ. FT.



LEGEND AND NOTES

- | | |
|---|---|
| ----- | BOUNDARY LINE |
| -----ETC----- | ELECTRICAL/TELEPHONE/
CABLE TV OVERHEAD LINE |
| -----X----- | FENCE LINE |
| ----- | FLOW LINE |
| ----- | OVERHANG LINE |
| A/C | AIR CONDITIONER |
| FF | FINISH FLOOR |
| FL | FLOW LINE |
| M-- | MULTIPLE TRUNKS |
| RP | ROOF PEAK |
| TOS | TOP OF SLAB |
| <input type="checkbox"/> EM | ELECTRICAL METER |
| <input type="checkbox"/> GM | GAS METER |
| ← | GRUY ANCHOR |
| ⊠ ICV | IRRIGATION CONTROL VALVE |
| ⊕ | JOINT POLE |
| ⊕ WM | WATER METER |
|  | BENCHMARK |
| | SPOTGRADE |

-

- 
- TREE: TYPE AND
SIZE AS NOTED

SURVEYOR'S STATEMENT

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

GREGORY F. BRAZE
L.S. NO. 7623



NOTES

ALL DISTANCES AND DIMENSIONS ARE
IN FEET AND DECIMALS OF A FOOT.

UNDERGROUND UTILITY LOCATION
IS BASED ON SURFACE EVIDENCE.

BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.

FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR)

BUILDING SETBACKS TAKEN FROM CITY OF MENLO PARK ZONING MAP AND ZONING DISTRICT SUMMARY SHEET AND SHOULD BE VERIFIED BY A TOWN PLANNER.

BENCHMARK

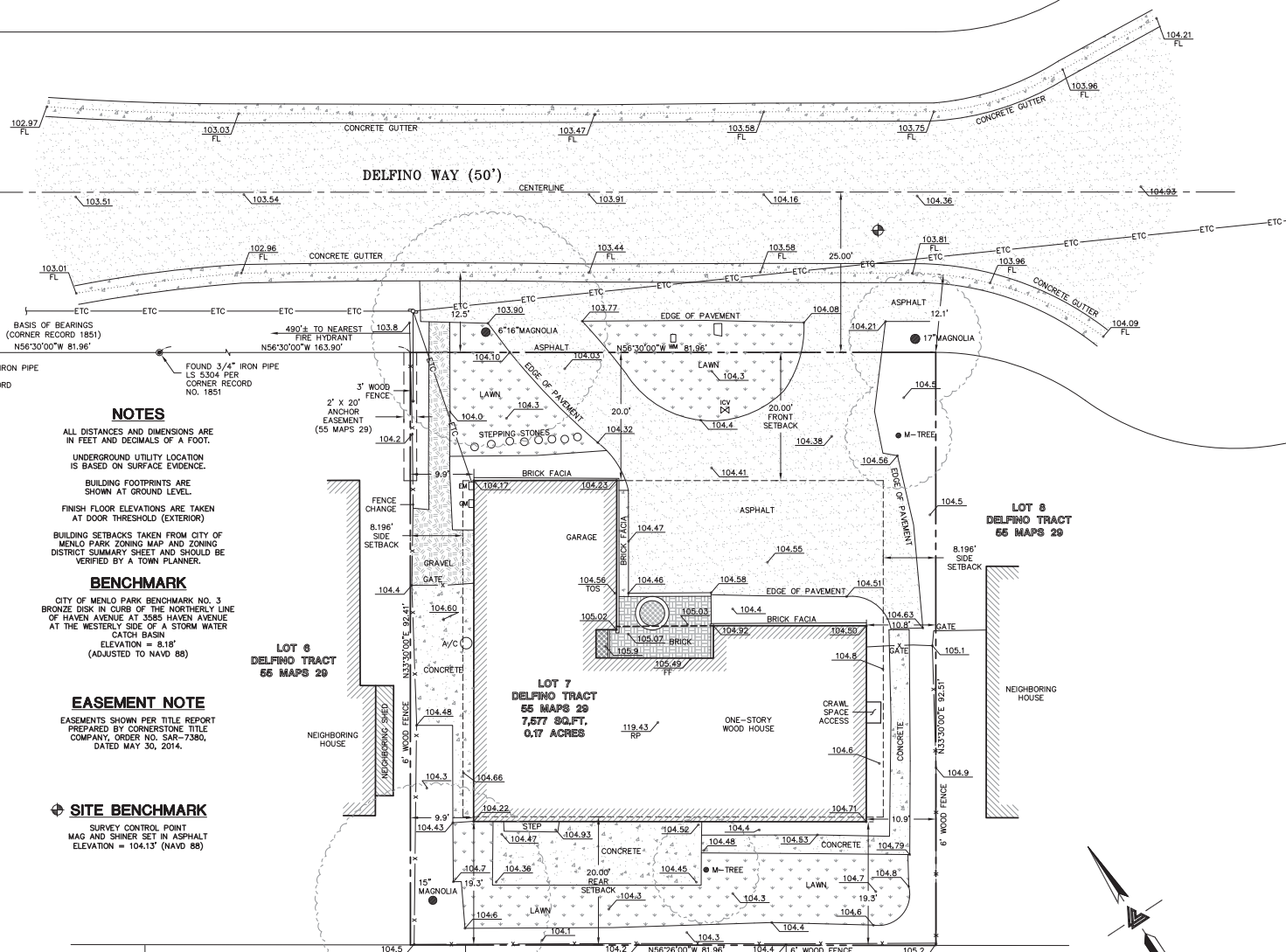
CITY OF MENLO PARK BENCHMARK NO. 3
BRONZE DISK IN CURB OF THE NORTHERLY LINE
OF HAVEN AVENUE AT 3585 HAVEN AVENUE
AT THE WESTERLY SIDE OF A STORM WATER
CATCH BASIN
ELEVATION = 8.18'
(ADJUSTED TO NAVD 88)

EASEMENT NOTE

EASEMENTS SHOWN PER TITLE REPORT
PREPARED BY CORNERSTONE TITLE
COMPANY, ORDER NO. SAR-7380,
DATED MAY 30, 2014.

 SITE BENCHMARK

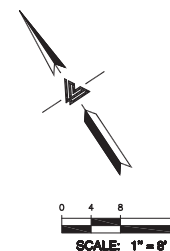
SURVEY CONTROL POINT
MAG AND SHINER SET IN ASPHALT
ELEVATION = 104.13' (NAVD 88)



LOT 10
ORANGE GARDENS
25 MAPS 36

LOT 11
ORANGE GARDENS
25 MAPS 38

LOT 12
ORANGE GARDENS
25 MAPS 38

**ALFA & BRAZE ENGINEERING, INC.**

REGION
1100 LAKEMAN BLVD
SACRAMENTO, CA 95811
(P) (916) 486-4086
(F) (916) 486-4086
WWW.LEABRAZE.COM

1351 DELFINO WAY
MENLO PARK, CALIFORNIA

APN: 071-014-190

SAN MATEO COUNTY

TOPOGRAPHIC AND
BOUNDARY SURVEY

—	—
—	—
—	—
—	—
REVISIONS	BY
JOB NO:	2160273
DATE:	5-11-16
SCALE:	1" = 8'
FIELD BY:	KR
DRAWN BY:	JN
SHEET NO:	

SU1

01 OF 01 SHEETS



GARY J. AHERN, AIA
ARCHITECT

May 21, 2018

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

Re: 1351 Delfino Way

Project Description

We are proposing to build a new 2 story single family home, with full basement, on a lot that is non-conforming in the R1-U Zoning. The lot is non-conforming in regards to depth.

As part of the project we are also requesting an exception to allow us to extend our grading 6" into the required rear yard setback to accommodate the basement retaining wall/stairs down to the Lower Courtyard

The proposed structure will include a Main Floor area of 1,802 sq.ft. and an Upper Floor area of 1,125 sq.ft. The Basement will be comprised of 1,852 sq.ft. of floor area and 307 sq.ft. of light wells/ lower patio.

The proposed footprint of the Main Floor has been designed to be well within the required side yard and rear yard setbacks.

To minimize overall bulk and to maximize privacy, the Upper Floor has been designed to be centered over the lower floor mass and to pull even further back from the side yard setbacks.

The architectural style of the proposed structure can be considered and "Updated Interpretation of a Traditional Ranch Style Home". The exterior materials will primarily be painted board & batten wood siding with some stacked ledgerstone wainscoting to anchor the structure. The roof materials will be a standing-seam metal roof system over the Main Floor and high-definition, asphalt shingle roofing on the Upper Floor. We will reinforce the Main Floor roofing system by using the same standing-seam metal roof on the shed awing on the front Upper Floor gable.

Windows and doors will be aluminum-clad wood windows with simulated divided lights.

We will be reaching out to all our adjacent neighbors to set up a time, in the near future, to review our plans with them.

**1150 EL CAMINO REAL
SUITE 200
MENLO PARK, CA 94025**

(650) 326 2800 TEL
(650) 326 4590 FAX
gary@garyahern.com

www.garyahern.com

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

April 23, 2018, Revised June 26, 2018

Focal Point Design

Attn: Mr. Gary Ahern

1150 El Camino Real Suite 200

Menlo Park, CA 94025

Site: 1351 Delfino, Menlo Park, CA

Dear Mr. Ahern,

As requested on Tuesday, April 3, 2018 I visited the above site to inspect and comment on the trees. A new home is planned for this site and your concern for the future health and safety of the trees has prompted this visit.

Method:

All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). The trees were given a condition rating for form and vitality. The trees condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

1	-	29	Very Poor
30	-	49	Poor
50	-	69	Fair
70	-	89	Good
90	-	100	Excellent

The height of the trees was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

1351 Delfino 6/26/18

(2)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1P	Magnolia (<i>Magnolia grandiflora</i>)	15.3	65	25/15	Good vigor, fair form, topiary pruned into ball, 4 feet from driveway. 10 times diameter=13'
2P	Camphor (<i>Cinnamomum camphora</i>)	20.0	60	25/15	Good vigor, fair form, multi leader at 3 feet, topiary pruned into ball, 4 feet from driveway. 10 times diameter=17'
3P	Magnolia (<i>Magnolia grandiflora</i>)	15.9	80	35/25	Good vigor, good form, close to utilities, street tree, close to existing driveway and sidewalk. 10 times diameter=13'
4	Privet (<i>Ligustrum japonicum</i>)	9.1	50	15/10	Fair vigor, poor form, multi leader at 1 foot with poor unions, minor dead wood in canopy.
5	Magnolia (<i>Magnolia grandiflora</i>)	13.3	50		Fair to poor vigor, fair form, drought stressed, recommended to deep water fertilize, soaker hoses, and vertical mulching, 12'10" from corner of home.
6*	Red bud (<i>Cercis occidentalis</i>)	6.0est	80	15/15	Good vigor, fair form, 4 feet from property line.
7*	Pittosporum (<i>Pittosporum eugenioides</i>)	6.0est	50	12/10	Fair vigor, poor form, hedge pruned.

*-Indicates neighbors tree

P-Indicates protected tree by city ordinance

R- Indicates proposed removal

Summary:

The trees surveyed on site are imported species. Trees #1-3 are the only heritage trees on site as they have a diameter measuring over 15 inches. The city of Menlo Park's definition of a heritage tree is as followed:

1. Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
2. Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
3. Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
4. Any tree with more than one trunk measured at the point where the trunks divide, with a circumference of 47.1 inches (diameter of 15 inches) or more, with the exception of trees that are under 12 feet in height, which are exempt from the ordinance.



Showing trees #1 and #2

Summary:

Magnolia tree #1 and camphor tree #2 are located in close proximity to the existing asphalt driveway. Both of these trees are protected in the city of Menlo Park. These two trees have been topiary pruned into a ball shape in the past. The vigor of both trees is good. The proposed driveway improvements near these trees will need to take into consideration the existing root zones of the trees. Tree protection fencing will need to be installed for all protected trees. Fencing will need to run adjacent to the existing driveway and out to a radius of 10 times the tree diameters where possible. The existing driveway shall remain in place until the end of the project and used for staging. Driveway work shall take place at the end of the project as the existing driveway is protecting roots that have grown underneath it.



Magnolia tree #3 is the only other protected tree on site. This tree is in good condition. Tree protection fencing will need to be placed at a radius of 13 feet from this tree where possible. Both magnolia trees #1 and #3 as well as camphor tree #2 need summer time supplemental irrigation to maintain a healthy canopy. It is recommended to provide flood type irrigation twice a month during the summer.

Showing magnolia tree #3

The remaining trees surveyed are under the protected size in the city of Menlo Park. Magnolia tree #5 is located in the corner of the backyard and is to be used as a focal point for the landscape. The tree is exhibiting drought stress symptoms and large areas of dead wood are visible throughout the canopy. Any proposed work near this tree requiring excavation shall be as far from the tree as possible. When work is needed near this tree excavation shall stay as minimal as possible and be as close to on top of grade as possible. It is recommended to try and get the tree in as good as health as possible before starting the construction process. The following recommendations are expected to improve the trees health.

Recommendations to improve health of magnolia tree #5

- Install soaker hoses underneath the canopy of the tree out to a distance of 13 feet from the tree. Make sure the soaker hoses are at least 1 foot from the trunk of the tree. Soaker hoses shall be turned on every two weeks during the dry summer months until the top foot of soil has been saturated. After the first watering of the soil the soaker hoses shall be covered by a 3 inch thick layer of mulch (or just enough mulch to cover the soaker hoses).
- A onetime deep water fertilization to the root zone is recommended using a well balanced fertilizer. 100 gallons of clean water is recommended to be injected into the soil. This work should be done by a licensed tree care provider.
- Vertical mulching or radial trenching is also recommended to relieve any compaction and to aerate the trees root zone. This can be done at any time.

Guidelines for proposed driveway work near trees #1-3:

The existing asphalt driveway near trees #1-3 is proposed for removal. This work will need to be supervised by the project arborist as this work is to take place within the trees calculated root zones/tree protection zones. These trees must be protected by tree protection fencing during all stages of the project to a distance of 10 times their diameter when possible. Tree protection fencing can run along the existing driveway and out to a distance of 10 times the tree diameters, for as long as the driveway is retained.

- The existing driveway shall stay in place for as long as possible as the driveway is protecting roots that have grown underneath it. The driveway can be used for staging of materials and parking. The construction of the home should be nearly completed by the time the driveway demolition is to take place.
- At the end of the project when it is time to demolish the existing driveway, the project arborist shall be called out to the site to witness the demolition. The existing asphalt driveway must be carefully removed by hand when within the trees calculated root zone of 10 times the tree diameters. A jack hammer can be used to break the material into small hand manageable sized pieces. Existing base rock material shall be removed by hand as well. All roots are to be saved when possible. Encountered roots must be wrapped in burlap and kept moist by spraying down the burlap multiple times a day. This will help to avoid desiccation.
- Anymore needed excavation for the proposed driveway, after the existing driveway has been removed must take place by hand in combination with an air spade. All encountered roots must be retained and remain as damage free as possible.
- New driveway construction is recommended to use Structural Soil (CU Mix) as a base rock material. Structural Soil can be purchased at TMT Enterprises out of San Jose. The Structural Soil can be packed around all existing roots and compacted to engineering standards while still allowing for future root growth. Once Structural Soil has completely covered all of the exposed roots, the proposed driveway can then be constructed on top of this material. The use of Structural Soil shall be called out on the plans.
- The driveway near magnolia tree #3 is to become a landscaped area. This area should be back filled with native soil mixed with a high quality compost to improve soil structure. This tree will benefit from the driveway being removed as a larger rootable area will be given to the tree. No roots will need to be cut for this tree therefore no impacts are expected.
- Irrigation for all 3 street trees should be maintained during all phases of the construction as these trees require summer time irrigation to maintain a healthy canopy. It is recommended to provide flood type irrigation twice a month during the summer.

The following tree protection plan will help to ensure the future survival of the trees to be retained.

Tree Protection Plan:*Tree Protection Zones*

Tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for tree protection zones should be 6' tall, metal chain link material supported by metal 2" diameter poles, pounded into the ground to a depth of no less than 2'. The location for the protective fencing for the protected trees on site should be placed at 10 times the tree diameter where possible. Where not possible because of proposed work or existing hardscapes, the tree protection fencing shall be placed at the edge of the proposed work or hardscapes. No equipment or materials shall be stored or cleaned inside the protection zones. Areas where tree protection fencing needs to be reduced for access, should be mulched with 6" of coarse wood chips with ½ inch plywood on top. The plywood boards should be attached together in order to minimize movement. The spreading of chips will help to reduce compaction and improve soil structure. All tree protection measures must be installed prior to any demolition or construction activity at the site.

Landscape Buffer

Where tree protection does not cover the entire root zone of the trees (10X diameter), or when a smaller tree protection zone is needed for access, a landscape buffer consisting of wood chips spread to a depth of six inches with plywood or steel plates placed on top will be placed where foot traffic is expected to be heavy. The landscape buffer will help to reduce compaction to the unprotected root zone.

Root Cutting and Grading

Any roots to be cut shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

Trenching and Excavation

Trenching for irrigation, drainage, electrical or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near its original level, as soon as possible. Trenches to be left open for a period of time, will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

Irrigation

Normal irrigation shall be maintained on this site at all times. The imported trees will require normal irrigation. On a construction site, I recommend irrigation during winter months, 1 time per month. Seasonal rainfall may reduce the need for additional irrigation. During the warm season, April – November, my recommendation is to use heavy irrigation, 2 times per month. This type of irrigation should be started prior to any excavation. The irrigation will improve the vigor and water content of the trees. The on-site arborist may make adjustments to the irrigation recommendations as needed. The foliage of the trees may need cleaning if dust levels are extreme. Removing dust from the foliage will help to reduce mite and insect infestation.

Inspections

It is the contractor's responsibility to contact the site arborist when work is to take place within 10 times the diameter of a protected tree on site. Kielty Arborist Services can be reached by email at kkarbor0476@yahoo.com or by phone at (650) 515-9783 (Kevin) or (650) 532-4418 (David). Menlo Park requires a letter that states we have inspected the tree protection fencing.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,



Kevin R. Kielty
Certified Arborist WE#0476A



David P. Beckham
Certified Arborist WE#10724A



July 16, 2018

Community Development Department
Planning Division
701 Laurel Street
Menlo Park, CA 94025
phone: (650) 330-6702
fax: (650) 327-1653

Dear Planning Commissioner,

I live next door to 1351 Delfino Way, where my neighbors will be constructing a home. Neel Patel brought over the plans for the project and reviewed them with me.

I support the project and don't have any objections to it.

Thank you,



Aldo Dossola
1345 Delfino Way
Menlo Park, CA 94025

Fwd: Your neighbor on Delfino

1 message

Neel Patel <neel.patel@gmail.com>
To: pamiv4 <pamiv4@gmail.com>

Thu, Jul 12, 2018 at 11:05 AM

Note from Elaine below

----- Forwarded message -----

From: **White, Elaine** <ewhite@cbnorcal.com>
Date: Tue, Jul 3, 2018 at 10:00 AM
Subject: Re: Your neighbor on Delfino
To: Neel Patel <neel.patel@gmail.com>

Hi Neel,

Sorry for the delayed response. We were busy with our granddaughter being born on Saturday. We had not issues or concerns about the plans.

Best,

Elaine

Elaine B. White

Broker Associate, Attorney at Law

Coldwell Banker Top 1%

Wall Street Journal Top 250 Team

www.ElaineWhite.com

BRE #01182467

Direct: 650 465-4663

Coldwell Banker has not and will not verify or investigate any information provided by other people.



STAFF REPORT

Planning Commission

Meeting Date:

8/13/2018

Staff Report Number:

18-073-PC

Regular Business:

Handout/Process Review: Application Submittal Guidelines

Recommendation

Staff recommends that the Planning Commission review and provide comments on the current Application Submittal Guidelines handout, in order to inform potential revisions and improvements to this document.

Policy Issues

Handouts are used to implement adopted policies and ordinances, but do not independently raise policy-related issues.

Background

Staff recently asked the Planning Commission Chair and Vice Chair about potential informational or procedural improvements that could assist the Commission. One suggestion was to use “light” Commission meetings as an opportunity to provide education and context on topics of interest. This agenda item is an initial trial of this concept.

Analysis

Like most municipalities, the City uses handouts and web pages to help explain and expand on adopted ordinances and policies. The Planning Division has a number of such documents on its web site (<https://www.menlopark.org/planning>), and is always looking for opportunities to update and enhance this information.

The Application Submittal Guidelines handout (Attachment A) is a critical example of such documents, used for all projects that come before the Planning Commission. It lists the required elements of such applications, describes optional or conditionally required components, and also provides information about the overall process. All application elements are described in text, and visual examples of some diagrams are provided for additional clarity. The guidelines are used by counter planners to advise potential project applicants of what is expected in an application, and are also consulted when accepting applications. The handout helps ensure there is consistent delivery of information.

Staff is not aware of any specific issues with the current Application Submittal Guidelines, but is planning to update it in the near future, partly because the City’s graphics design standards have been revised since it was last revised and partly because it is good practice to review and improve handouts on a regular basis.

The Planning Commission’s input can be considered as part of this pending update. For example, the Commission could note if staff is currently asking for application elements that are not essential for the

Commission's deliberation and action. Alternately, the Commission could provide feedback that certain documentation that is not currently requested may be helpful to require in the future. Staff would have final discretion on any updates to the guidelines.

Impact on City Resources

The creation and maintenance of handouts and web pages is accounted for as part of overall Planning Division operations, and does not impact City resources.

Environmental Review

The creation and maintenance of handouts and web pages is not a "project" as defined by the California Environmental Quality Act (CEQA) and as such no environmental review is required.

Public Notice

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

Attachments

A. Application Submittal Guidelines, updated April 2014

Report prepared by:
Thomas Rogers, Principal Planner

Report reviewed by:
Deanna Chow, Assistant Community Development Director



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
phone: (650) 330-6702
fax: (650) 327-1653
planning@menlopark.org
<http://www.menlopark.org>

APPLICATION SUBMITTAL GUIDELINES

The following guidelines have been prepared for the submittal of applications for Planning Commission review (e.g., Use Permit, Variance). The guidelines are written to apply to the majority of applications, although exact requirements may differ for any specific application.

TABLE OF CONTENTS

- A. APPLICATION SUBMITTAL – GENERAL INFORMATION**
- B. DEVELOPMENT PERMIT APPLICATION & AGREEMENT TO PAY FEES**
- C. DATA SHEET**
- D. PLAN SET COMPONENTS**
- E. OTHER APPLICATION ELEMENTS**
- F. COMPLETENESS AND ACCEPTABILITY**
- G. PUBLIC NOTIFICATION REQUIREMENTS**
- H. DESCRIPTION OF PLANNING COMMISSION AND MEETING INFORMATION**

A. APPLICATION SUBMITTAL – GENERAL INFORMATION

- 1) A complete application includes the following elements:

REQUIRED

- **Development Permit Application & Agreement to Pay Fees** (p. 3)
- **Data Sheet** (p. 4)
- **Project Plans** (p. 5 - 12)
- **Project Description** (p. 12)
- **Applicable Fee** (as stated in the City of Menlo Park Master Fee Schedule, available on the Finance Department web site: <http://www.menlopark.org/finance>)

CONDITIONALLY REQUIRED OR OPTIONAL (p. 12 - 14)

- **Arborist Report**
- **Flood Elevation Certificate**
- **Menlo Park Fire Protection District Approval**
- **Request for Evaluation for Potential Historic Significance**
- **Impervious Area Worksheet and Stormwater Requirements Checklist**
- **Hydrology Report**
- **Variance Letter**

- **Color and Materials Board**
 - **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form**
 - **Tentative Subdivision/Parcel Map**
 - **LEED Checklist**
 - **Nonconforming Structure New Work Value Calculation**
 - **Homeowners Association Approval Letter**
 - **Perspective Renderings**
 - **Photographs**
 - **Correspondence**
- 2) All documents are available at the Development Services Counter, by mail, and by fax. You may also view most application forms and handouts on the Planning page of our web site at: <http://www.menlopark.org>
 - 3) A **preliminary review** with Planning staff before submittal of any application is recommended. Planning staff provides service for walk-in customers Monday through Thursday, 1:00 p.m. to 5:30 p.m., and alternate Fridays, 1:00 p.m. to 5:00 p.m. Appointments outside of these hours may be scheduled by contacting planning@menlopark.org or 650-330-6702.
 - 4) For residential projects of three or more dwelling units and non-residential projects, the City has a **Development Review Team (DRT)** that consists of representatives from the City's Building, Engineering, Planning, and Transportation Divisions, from the Menlo Park Fire Protection District, and from other agencies on an as-needed basis. The role of the DRT is to define and resolve any issues early in the application process or at any point during the review and construction of a project. DRT is scheduled to meet every Thursday morning, and parties may arrange to be on the agenda by contacting Mary Jane Salinas (MJSalinas@menlopark.org or 650-330-6702). Applicants are required to submit five (5) sets of project plans in 11" x 17" format. Reservations must be made and project plans must be submitted **a minimum of one week in advance of the meeting**. These meetings are working sessions; the discussion is not formally recorded nor is any formal action taken.
 - 5) **Applications are accepted by appointment only.** Please contact the Planning Division to set up an application submittal appointment (planning@menlopark.org or 650-330-6702).
 - 6) Once an application is filed with the City's Planning Division, the application becomes **public record** and is available to anyone for inspection.
 - 7) The project applicant is expected to **attend the Planning Commission and/or City Council meetings** to present the proposal and respond to questions.
 - 8) The Transportation Division reviews project plans for compliance with the City's parking standards. All **parking spaces**, covered and uncovered, as well as handicap spaces, should be noted on the plans. For detailed information, please refer to the "*Parking Stalls and Driveway Design Guidelines*" handout. For additional information regarding parking standards, contact the Transportation Division at (650) 330-6770 and/or review the Transportation Division web site (<http://www.menlopark.org/transportation>).
 - 9) For Architectural Control and Use Permit applications that involve the construction or alteration of structures, the project plans that are reviewed by the Planning Commission must accurately depict all structures and site improvements as they are to be constructed. If the proposal is

approved by the Planning Commission, the associated building permit application must be **substantially in conformance** with the approved project plans, and the Planning Division has limited discretion to approve modifications to these plans. Please review your proposal and verify that no substantial changes will be requested in the future. Full building permit plan sets are not required at this stage, but applicants should analyze the proposal in relation to **building code requirements and projected budget**. In particular, please verify that no future modifications will be requested with regard to building height, window size/placement, exterior materials, and parking and vehicle access.

B. DEVELOPMENT PERMIT APPLICATION & AGREEMENT TO PAY FEES

- 1) The Development Permit Application & Agreement to Pay Fees is available on our web site at: <http://www.menlopark.org/DocumentCenter/Home/View/263>
- 2) Applications are to be made only by the owner of the property, or by lessee, authorized agent, purchaser in escrow, or optionee with the consent of the owner. **The owner of the property must sign the application in order for it to be valid.** Photocopied or faxed signatures are not acceptable.
- 3) When filling out the application form, it must be **typed or clearly printed**.

Remainder of page intentionally left blank

C. DATA SHEET

A completed Data Sheet must accompany every application. The Data Sheet provides basic site information, such as lot dimensions and area, setbacks, building size, etc. for use in reviewing the application. The Data Sheet is available at the following location: <http://www.menlopark.org/DocumentCenter/Home/View/262>

DATA SHEET FOR RESIDENTIAL PROJECTS

Please provide the appropriate information pertaining to your application. It is important to complete the existing and proposed development items even if the existing structure is being demolished or if there is no specific Zoning Ordinance requirement.

LOCATION:	1301 Any Street			
EXISTING USE:	Single family residence	APPLICANT:	Alan Smithee	
PROPOSED USE:	New single family residence	PROPERTY OWNER(S):	Alan & Nala Smithee	
ZONING:	R-1-S	APPLICATION(S):	Use Permit	

DEVELOPMENT STANDARDS	PROPOSED DEVELOPMENT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	9,000	sf	9,000	sf	10,000	sf min.
Lot width	120	ft.	120	ft.	100	ft. min.
Lot depth	75	ft.	75	ft.	80	ft. min.
Setbacks						
Front	28	ft.	30	ft.	20	ft. min.
Rear	30	ft.	55	ft.	20	ft. min.
Side (left)	15	ft.	30	ft.	10	ft. min.
Side (right)	17	ft.	24	ft.	10	ft. min.
Building coverage	2,508	sf	1,700	sf	3,150	sf max.
	28	%	19	%	35	% max.
FAR (Floor Area Ratio)*	n/a	sf %	n/a	sf %	n/a	sf max. % max.
FAL (Floor Area Limit)**	3,234	sf	1,700	sf	3,300	sf
Square footage by floor						
below grade	0	sf	0	sf		
1 ST	2,308	sf	1,000	sf		
2 ND	726	sf	0	sf		
garage	200	sf	450	sf		
accessory building(s)	0	sf	250	sf		
other	0	sf	0	sf		
Square footage of buildings	3,234	sf	1,700	sf		sf max.
Building height	26	ft.	15	ft.	28	ft. max.
Landscaping***	270	sf	270	sf	n/a	sf min.
	3	%	3	%		% min.
Paving***	180	sf	180	sf	n/a	sf min.
	2	%	2	%		% min.
Parking	2 covered	spaces	2 covered	spaces	2	spaces
Define Basis for Parking	(Example: 1 covered/1 uncovered per residential unit or # of spaces/X square feet)					
	1 covered/1 uncovered per residential unit					
Trees	# of existing Heritage trees	2	# of existing non-Heritage trees	5	# of new trees	3
	# of existing Heritage trees to be removed	0	# of non-Heritage trees to be removed	0	Total # of trees	10

* Commercial and Multiple-residential properties | ** Single family residential and R-2 zoned properties | *** Commercial, Multiple-residential, and R-2 zoned properties

D. PLAN SET COMPONENTS

PLEASE NOTE: The applicant is responsible for submitting accurate, clear and readable information, maps and drawings. The applicant is responsible for any processing delays caused by inaccurate or unclear information, maps or drawings. The letter-size plan sets will be distributed to the public, and as such need to be readable and reproducible.

- 1) An initial application submittal must be accompanied by **multiple plan sets in these sizes:**

full-size (36" x 24")
half-size (18" x 12") or tabloid (11" x 17")
letter (8-1/2" x 11")

The required number of plan sets differs by the type of application. **Prior to submittal, applicants must confirm with a planner how many sets are required for that particular application.** Additional plan sets will be requested before the Planning Commission hearing.

2) **Drafting** Instructions

- a) Plans shall be scaled as noted below, unless permission has been granted by the Planning Division to reduce the scale.
- b) A bar scale is required for every scaled drawing in order to preserve a scale on the reduced plans (see example below).



- c) North arrow is necessary for site orientation on all plan drawings (see example below).

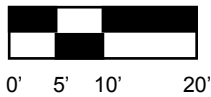
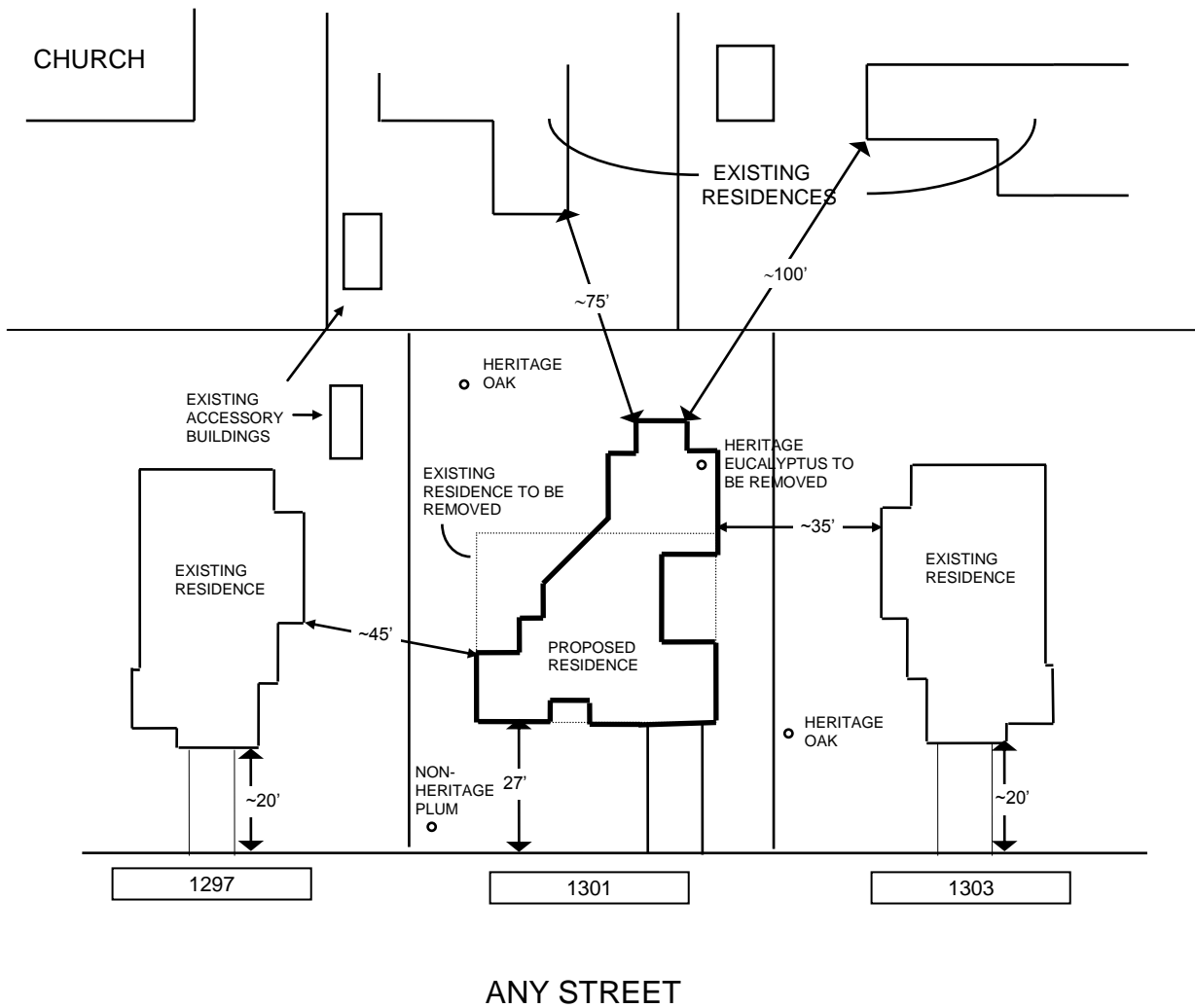


- d) Area plan, site plan and floor plan should be oriented in the same direction.
- e) The address of the subject parcel should be noted on each plan page.

3) **Area plan** (1" = 20' scale)

- a) Subject property and contiguous properties, with addresses listed
- b) All adjacent streets, alleys, and/or easements
- c) All existing and proposed structures on the subject property and contiguous properties (approximate scale is sufficient)
- d) Best estimate of distance between all buildings on subject property and buildings on adjacent parcels
- e) All trees and other significant landscape and site features, including driveways
- f) Projects located at or near "T" intersections should show the intersecting street
- g) Large projects should extend the area plan across the subject street(s) and show driveways on facing parcels

Example of Area Plan



AREA PLAN: 1301 ANY STREET

1" = 20'

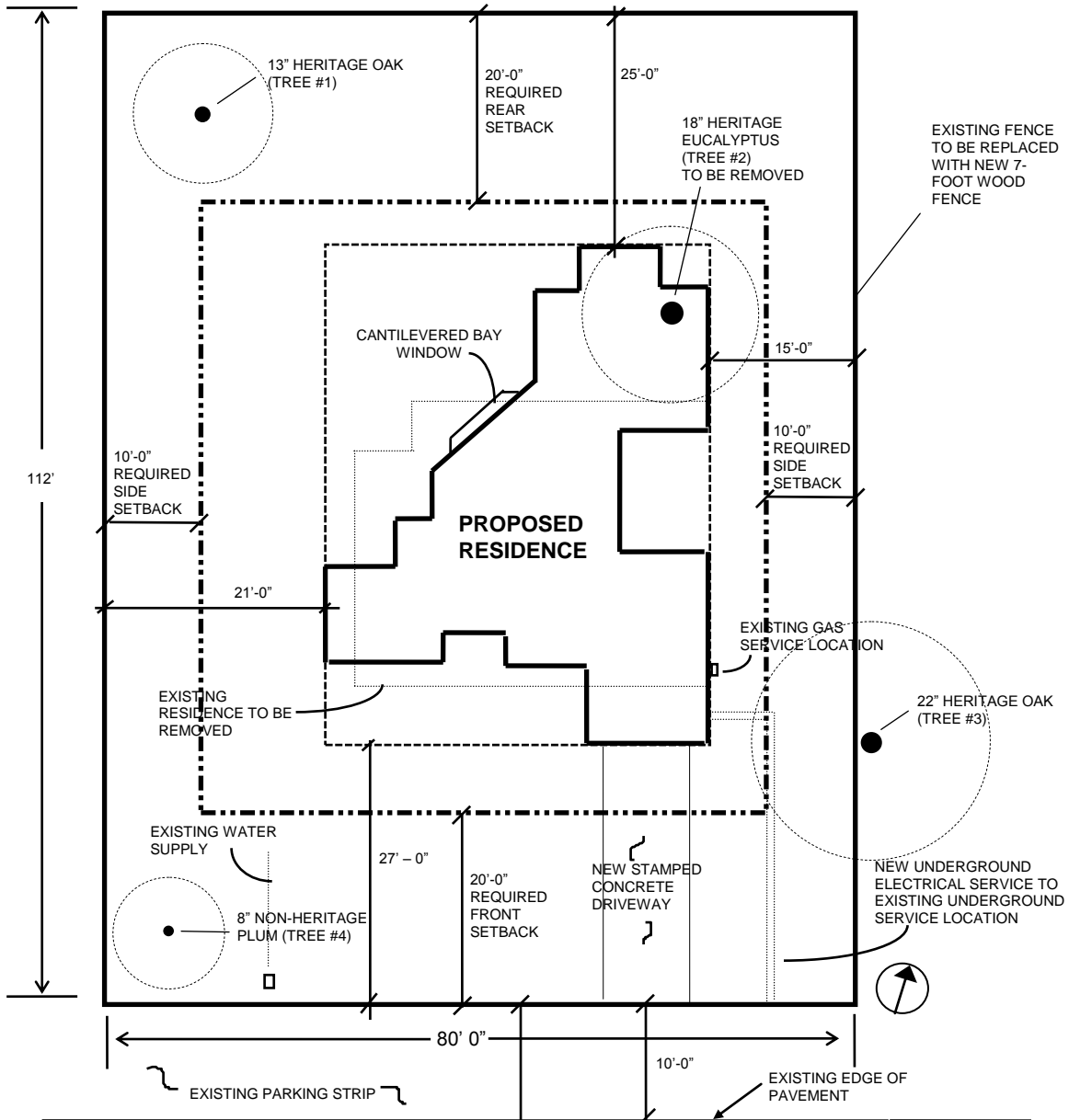
4) **Site plan** (1/8" = 1' scale)

- a) Dimensions of subject parcel
- b) Location and dimensions of all existing and proposed structures (including garages, carports, storage buildings, arbors, patios, decks, balconies, light wells, air-conditioning equipment, swimming pools and spas, etc.). Proposed additions and new structures should be shown with a thick line weight that clearly delineates the proposed new construction. Structures to be demolished should be noted with dashed lines.
- c) Dimensions of both required and actual setbacks
- d) Location, size, and type of all trees and significant landscape features, including proposed new landscaping. Note whether trees are heritage-size and/or proposed to be removed, and show both the tree's canopy and full trunk outline. All heritage trees located on other parcels, within approximately 10 feet of the property line, must be noted on this plan, and tree protection fencing must be shown. Number and label all trees in accordance with the arborist report.
- e) Dimensions of any permitted intrusions into the required setbacks
- f) Existing and proposed fences, including height and material
- g) Layout of existing and/or proposed driveways
- h) Off-street parking spaces (covered and uncovered) and dimensions of the spaces
- i) Distance between buildings on the same property
- j) Location, dimension, and description of all existing easements
- k) Location and name of adjacent streets. The plan must extend to the center line of all adjacent streets and accurately represent and fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.).
- l) Existing and proposed grade elevations of the property (if grade differential on property is greater than 3 feet)
- m) Location of all utility company equipment (in particular, power poles), fire hydrants, and streetlights
- n) Building pad and finished floor elevations for existing and proposed structures

The following site analysis information should be noted on the plan. The information may be provided in table form.

- o) Total square footage of parcel and net square footage (exclusive of any access easements)
- p) Floor area of all buildings, including separate figures for existing, proposed and total square footage on each floor (please refer to Zoning Ordinance Section 16.04.313, for the definition of *floor area* for single family residential and R-2 zoning districts, and to Section 16.04.325 for the definition of *gross floor area* for all other zoning districts)
- q) Percentage and square footage of land covered by all structures (existing and proposed)
- r) Percentage of all paved and landscaped areas
- s) Total number of parking spaces, covered and uncovered

Example of Site Plan



SITE ANALYSIS

Zoning: R-1-S

LOT AREA: 8,997 sf
 ALLOWABLE FLOOR AREA: 3,199.40 sf
 (8997-7000) X 20% + 2800
 1997 X 20% = 399.4 + 2800
 NO ATTIC SPACE OVER 5'0"

PROPOSED FIRST FLOOR AREA: 1,703 sf
 PROPOSED SECOND FLOOR AREA: 1,287 sf
 TOTAL PROPOSED FLOOR AREA: 2,990 sf

LAND COVERED BY STRUCTURES 19%
 LANDSCAPING 67%
 PAVED SURFACES 14%
 PARKING SPACES 1 COV/1 UNCOV

ALL GRADES TO REMAIN NATURAL

STREET NAME

PLEASE NOTE THAT THIS DRAWING IS NOT TO SCALE. THE DRAWING IS INTENDED TO DEMONSTRATE THE FEATURES OF A TYPICAL SITE PLAN.



SITE PLAN--1301 ANY STREET

1/8" = 1'

5) **Floor plans** (1/4" = 1' scale)

- a) Complete plans for all **proposed** structures
- b) Complete plans for all **existing** structures (even if structures are proposed to be demolished)
- c) Overall building dimensions to exterior walls and individual room dimensions
- d) Room identification ("Master Bedroom," "Dining Room," etc.)
- e) Window and door locations

6) **Roof plan** (1/8" = 1' scale, minimum)

Plans for all roof levels, showing ridge lines, materials, and pitches. Roof plans should show any roof-mounted equipment and any screening.

7) **Square-Footage Calculation Plans**

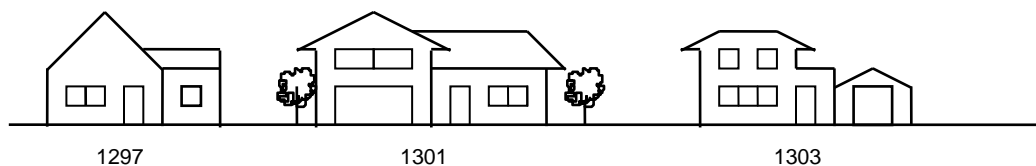
- a) **Floor plan square-footage calculations** are required for all submittals (1/8" = 1' scale, minimum)
 - I. As an overlay of the proposed floor plans (walls and stairs must be visible), divide each floor into a minimum number of discrete polygons, listing the length, width, and area of each. For curves or other non-rectangular shapes, list the method of area calculation.
 - II. Review the Zoning Ordinance's definitions of *floor area* (single-family and R-2 zoning districts) and *gross floor area* (all other zoning districts) to verify what counts and does not count as floor area. For exempted areas (stairwells, for example), provide a notation describing the specific exemption. Similarly, show calculation boxes for any attic or double-height area that qualifies as floor area under the Zoning Ordinance.
 - III. On the ground floor calculation plan, use a unique area calculation box for the garage or carport space. In addition, show area calculation boxes for covered porches, trellises, or any other area that counts as building coverage but not floor area. Shade the building coverage boxes with a distinct pattern.
- b) **Site plan square-footage calculations** are required for R-2 and R-3 properties and other non-single-family-residential projects making changes to landscaping/parking, and are recommended for other submittals (1/16" = 1' scale, minimum)
 - I. As an overlay of the proposed site plan, show calculation polygons for Building Coverage, Driveways and Uncovered Parking, and Landscaping.
- c) Summarize the calculations in a **table**. For Floor Area, list totals by floor and by building, and total for the entire site. The totals should match the summary table shown on the site plan sheet.

8) **Building elevation drawings** (1/4" = 1' scale)

- a) All **proposed** exterior building elevations, including all windows, doors, and roof pitches
- b) All **existing** exterior building elevations, including all windows, doors, and roof pitches (even if structures are proposed to be demolished). Photographs may be submitted in lieu of elevation drawings, provided they accurately represent the existing conditions. Photographs must be mounted and labeled on a sheet in the plan set, and must reproduce clearly. Blurry or poorly copied photographs will not be accepted.
- c) Detailed notations for all materials (doors, windows, siding, etc.), listing their type, color, and other attributes. In particular, for multi-pane windows, specify the precise type of divided light (true divided light, simulated divided light, snap-in grids, between-the-glass grilles, etc.).
- d) For all windows, note the sill heights (distance from respective finished floor to sill)
- e) Existing and finish grade on all elevations of structures
- f) Heights above average natural grade of all floors, eaves, and ridges
- g) Daylight Plane notation (single family residences and R-2 properties only)
- h) Label all elevations by both site orientation (front, rear, left side, right side) and direction (North, East, South, West).

9) **Streetscape** (1/16" = 1' scale)

Simple silhouette drawing showing a front view of the proposed building and the buildings on each side. If the property is on a corner, views from both streets should be submitted.

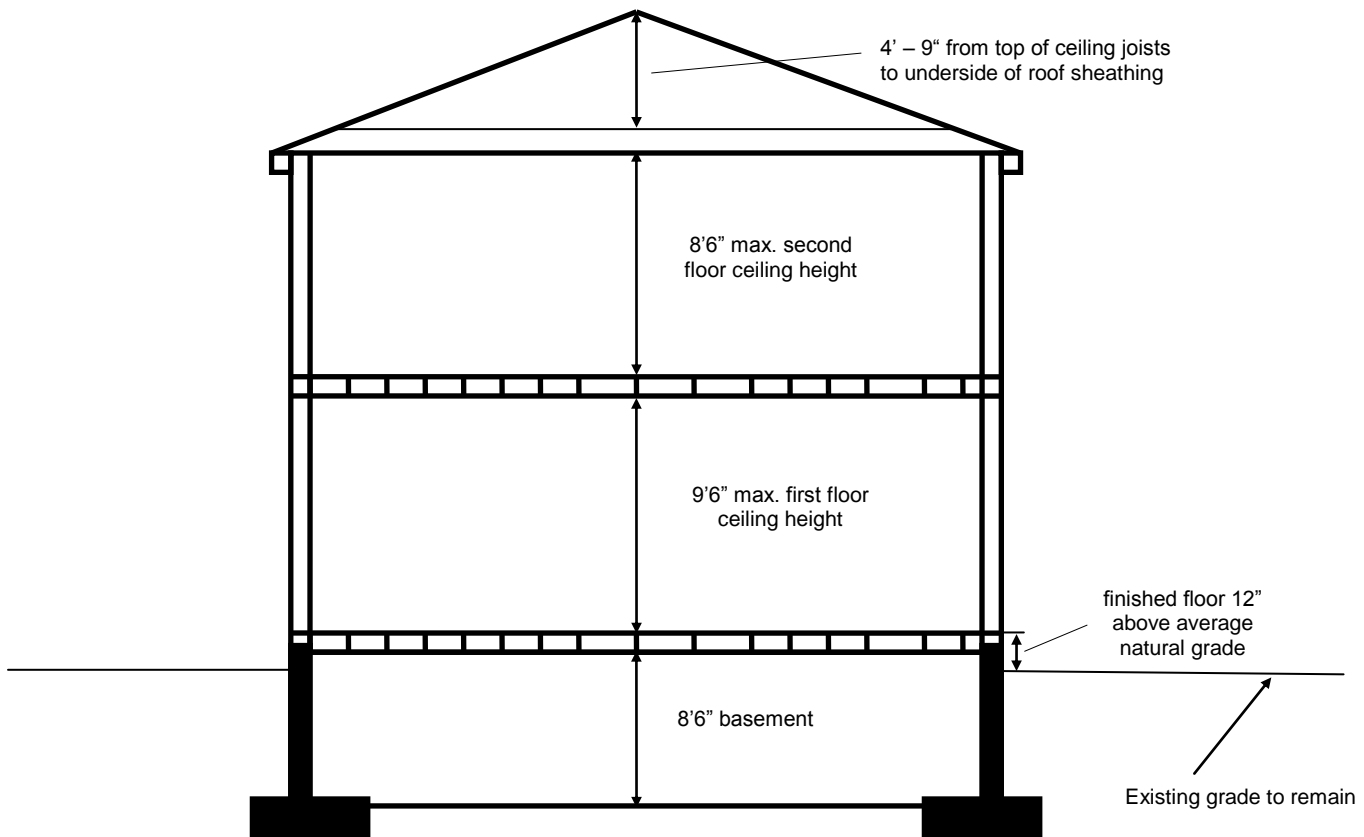


Remainder of page intentionally left blank.

10) Cross Sections of Building (1/4" = 1' scale)

At least two cross sections of the building should be included. The drawings should show ceiling heights of each floor (including basements and attics), first story finished floor elevation, base flood elevation (if applicable), and the existing and proposed grade of the property. The set should include at least one transverse section and one longitudinal section. At least one of the sections should go through the highest point of the building. If any area could appear from the elevations to include "non-standard" FAL/FAR area (such as large attic areas), provide additional sections through that area to clarify.

Example of Cross Section



- 11) **Preliminary Landscape Plan** – Required for residential projects of three or more dwelling units and non-residential projects that are making changes to landscaping/parking areas, as well as any other project that is subject to the Water Efficient Landscaping Ordinance (<http://www.menlopark.org/360/Water-Efficient-Landscaping>). Show all existing and proposed landscaping in relation to structures and paved surfaces. Note if any trees are proposed to be removed, and summarize these and the trees to remain in a tree inventory. Provide detailed notations for all proposed tree species and sizes (both at planting and typical mature size), and summarize these in a tree schedule.
- 12) **Survey** – Required for all applications that involve new construction or the addition of square footage to an existing building. Advised for other projects in areas with property line discrepancies, and for projects with unusual topographic conditions. Please see the Land Survey Requirements handout for more information (<http://www.menlopark.org/DocumentCenter/Home/View/246>).

Other Plan Set Elements – Required for certain multi-family residential and commercial/industrial projects. Please see a planner for more information on these requirements.

- 13) **Preliminary Grading and Drainage Plan**
- 14) **Stormwater Treatment Plan**
- 15) **Utilities Plan**
- 16) **Garbage Enclosure Plans and Elevations**
- 17) **Vehicular Circulation Plan** (including turning templates and sight distance triangles)
- 18) **Below Market Rate (BMR) Unit Location Plan**

E. OTHER APPLICATION ELEMENTS

The following elements are either required, conditionally required, or optional elements of a development permit application.

- 1) **Project Description** – Required for all submittals. On one or more letter-size sheets, describe the project in detail, including topics such as:
 - Purpose of the proposal
 - Scope of work
 - Architectural style, materials, colors, and construction methods
 - Basis for site layout
 - Existing and proposed uses
 - Outreach to neighboring properties
- 2) **Arborist Report** – Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Information on and forms for the Heritage Tree Ordinance are located at:
<http://www.menlopark.org/205/Heritage-Trees>

Generally, a Heritage Tree is defined as a tree with a trunk of 15 inches in diameter or more measured at 54 inches above natural grade, or any oak tree native to California with a diameter of 10 inches or more measured at 54 inches above natural grade. To remove or significantly prune a Heritage Tree, you must obtain permission from the City. If your project involves the

removal of a heritage tree, you should submit to the City of Menlo Park a Heritage Tree Removal Permit application concurrent with or prior to your planning submittal.

Two (2) copies of the arborist report and two (2) copies of any removal application(s) are required at the time of submittal for any development permit. The report shall include recommendations for continued health of the trees. The arborist must review the project plans and conduct the tree analysis within the context of the proposed development. The information presented in the arborist report must be accurately incorporated into the project plans.

- 3) **Menlo Park Fire Protection District Approval** – Required for all projects adding new square footage. Required for most projects conducting exterior modifications and/or interior tenant improvements. Not required for applications that involve a change of use but are not conducting any work that requires a building permit. Please see a planner if you are unsure whether this requirement applies. Contact the Fire District directly to conduct this preliminary review:

650-688-8425
170 Middlefield Road
Menlo Park, CA 94025
<http://www.menlofire.org/>

The Fire District charges a review fee, which is separate from any City of Menlo Park fees. The Fire District Approval may be deferred at the initial submittal, but must be submitted prior to scheduling a Planning Commission meeting date.

- 4) **Request for Evaluation for Potential Historic Significance** – Required for most projects for Planning Commission review (e.g., Use Permit, Variance). Please see a planner to verify whether or not your application requires this form, which is available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/266>).
- 5) **Flood Elevation Certificate** – Required for all projects taking place in a Federal Emergency Management Agency (FEMA)-designated flood zone. Any proposed construction within a flood zone must comply with FEMA and City floodproofing regulations. Additional information on these requirements is available on the Public Works web site (<http://www.menlopark.org/199/Building-Living-in-the-Flood-Plain>).
- 6) **Impervious Area Worksheet and Stormwater Requirements Checklist** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. This checklist is required by stormwater regulations, and is available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/268>).
- 7) **Hydrology Report** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas, with the exception of individual single-family residential developments. For the current hydrology report requirements, review the Public Works web site (<http://www.menlopark.org/215/Stormwater-Quality>) or contact the Public Works department (650-330-6740).
- 8) **Variance Letter** – Required for projects requesting a variance. The letter should clearly reference the applicant's justifications for the required variance findings listed under Section 16.82.340 of the Zoning Ordinance. Careful consideration should be given to this written explanation. Projects requesting a variance may also be required to submit graphic studies discussing the feasibility of non-variance alternatives.

- 9) **Color and Materials Board** – Required for residential projects of three or more dwelling units and other projects that require Architectural Control review. Optional for other projects. Exterior finishes, including materials identification and color for existing and proposed finishes; applications for architectural control must include a board depicting the colors and materials to be used for the project. Please label your exhibit with the project address. Exhibits must be no larger than 36 inches by 24 inches, and must be accompanied by a letter-size reproduction (may be a photograph of the color and materials board).
- 10) **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form** – Required for projects that are not exempt from CEQA.
- 11) **Tentative Subdivision/Parcel Map** – Required for any proposal incorporating a subdivision request, including condominiums. Requirements for tentative maps are available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/255>).
- 12) **LEED Checklist** - A Leadership in Energy and Environmental Design (LEED) checklist is required for new nonresidential projects over 10,000 square feet in size, new residential projects of more than five dwelling units, and mixed use projects.
- 13) **Nonconforming Structure New Work Value Calculation** – Diagrams and spreadsheets may be required for additions/modifications to nonconforming structures, in order to estimate the value of the work relative to Zoning Ordinance thresholds. Please see a planner for more information about this requirement and whether it applies.
- 14) **Homeowners Association Approval Letter** – Required for projects taking place in certain planned developments.
- 15) **Perspective Renderings** – Optional for any project, and recommended for larger/more complex projects. If perspective renderings are submitted, the primary rendering should be as viewed from a public right-of-way at standing eye level.
- 16) **Photographs** – Optional for any project. Photographs of the subject and adjacent properties may be requested for architectural control requests and can be helpful for other types of applications. The address of the property shown in the photograph should be labeled on all photographs. The applicant may be required to provide 10 color copies of any photographs, for the Planning Commission's review.
- 17) **Correspondence** – Optional for any project. Letters, petitions, and other applicable documents that are submitted with an application should be typed or printed carefully. In particular, names and addresses should be clearly legible.

F. COMPLETENESS AND ACCEPTABILITY

Completeness For an application to be deemed complete, it must contain all the applicable information requested in these Guidelines.

Acceptability Within 30 days of the date of the submittal, the Planning Division will notify the applicant that the application is either complete or incomplete. If the application is deemed incomplete, the Planning Division will inform the applicant as to what additional information is necessary to make the application complete. Submittal of the new information will start a new 30-day period. Note: applications for legislative acts (such as rezonings) may have different application review timeframes.

Additional Information After an application has been deemed complete, the Planning Division may request the applicant to clarify, amplify, correct or otherwise supplement the information in the application. In addition, the Planning Division will request additional copies of the project plans, with the number and sizes of plan sets specified by the planner at that time.

Please note: If information submitted by an applicant is found to be inaccurate or false, the applicant could experience substantial delays. If the inaccurate information or false information is discovered after a decision is made, the action taken may be invalidated, or may be reconsidered.

G. PUBLIC NOTIFICATION REQUIREMENTS

According to State Law, public hearings are required for all applications with the exception of architectural control. In addition, the City may require a public hearing for projects requiring architectural control approval.

In order to provide notification of a public hearing, the City publishes a public hearing notice in the local newspaper and mails notices to all property owners and residents within 300 feet of the project site at least fifteen (15) days before a targeted meeting date. In some cases, the City may determine that a larger notification area is appropriate based on the potential public interest on a specific project.

In addition to the legally required public hearing notice, a public notice that an application has been received is mailed to all property owners and residents within 300 feet of a project site. This intent of this advance notice is to allow neighbors ample opportunity to review and comment on the proposed project.

It is recommended that applicants discuss their plans with their immediate neighbors, including those neighbors to the sides, rear and across the street from the project site. The best time to make contact with neighbors is when your plans are still in the formative stage, when you will be in a better position to explain your proposal and to consider the interests and concerns of your neighbors. Please note: letter-size versions of project plans will be made available to the public in paper and/or electronic form as part of the Planning Commission project review process.

H. DESCRIPTION OF PLANNING COMMISSION AND MEETING INFORMATION

The Planning Commission consists of seven residents appointed by the City Council. The Commission meets two Mondays per month. The starting time for Planning Commission meetings is 7:00 p.m. Meetings are held in the Council Chambers at 701 Laurel Street. However, all meetings are subject to rescheduling and relocation. **The project applicant is expected to attend the meeting to present the proposal and respond to questions.**

The Planning Commission considers the following items at Regular Meetings: Use permits, architectural control, rezoning, environmental impact reports, conditional development permits, subdivisions, variances, building permit appeals, conceptual sign plans in conjunction with other applications, and sign appeals. The Planning Commission is the decision making body on some applications and in other cases it is the advisory body to the City Council.

Visit our web site for Zoning Ordinance and Planning Commission public hearing, agenda, and staff report information: <http://www.menlopark.org/>.



STAFF REPORT

Planning Commission

Meeting Date:

8/13/2018

Staff Report Number:

18-074-PC

Regular Business:

Planning Commission Meeting Schedule: Possible rescheduling due to Columbus Day conflict

Recommendation

Staff recommends that the Planning Commission consider rescheduling the October 8, 2018 meeting, due to that date being Columbus Day. Of the potential alternate dates, staff recommends October 1, 2018.

Policy Issues

Review and possible modification of Planning Commission meeting dates does not raise any particular policy issues.

Background

On December 4, 2017, the Planning Commission reviewed and provided positive feedback on the draft 2018 Commission calendar, which was subsequently finalized and circulated by staff (Attachment A).

Analysis

While recently reviewing the fall Planning Commission schedule, staff noticed that the meeting of October 8, 2018 would take place on Columbus Day (also known in some communities as Indigenous Peoples' Day). Columbus Day is not a City of Menlo Park administrative holiday, but it is a Federal holiday that could potentially result in conflicts for Commissioners, applicants, and members of the public.

Staff would like the Planning Commission to consider and provide feedback on potentially changing this meeting date. Of the other options around this time, staff believes that Monday, October 1 would be the best option, as it would maintain a typical two- to three-week spacing of Commission meetings (as contrasted with October 15, which would create a back-to-back sequence with the October 22 meeting). Alternately, the Commission could cancel this meeting, but staff believes at this time that doing so could result in delays to applicants and/or overly-full agendas on other meeting dates. The Planning Commission has only one meeting scheduled in September (due to conflicts with Labor Day and religious observations).

The Planning Commission should review their own calendars for potential conflicts with an October 1 meeting date as a quorum would be needed to conduct a meeting. Following the Commission's input on this topic, staff will make any necessary revisions to City calendars. If there is not consensus by the Commission, the meeting of October 8, 2018 would remain.

Impact on City Resources

Review and possible modification of Planning Commission meeting dates does not impact City resources.

Environmental Review

Review and possible modification of Planning Commission meeting dates is not a “project” as defined by the California Environmental Quality Act (CEQA) and as such no environmental review is required.

Public Notice

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

Attachments

A. Planning Commission Meeting Schedule 2018

Report prepared by:
Thomas Rogers, Principal Planner

Report reviewed by:
Deanna Chow, Assistant Community Development Director



PLANNING COMMISSION MEETING SCHEDULE 2018

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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MARCH

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DECEMBER

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