



REGULAR MEETING AGENDA

Date: 8/27/2018
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 August 13, 2018, Planning Commission meeting. ([Attachment](#))

F. Public Hearing

- F1. Use Permit/Yui-Tak Lee/341 Terminal Ave/
Request for a use permit to demolish an existing one-story single-family residence and construct a new two-story single-family residence and a detached secondary dwelling unit on a substandard lot with respect to width in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #18-075-PC](#))
- F2. Use Permit/Church of the Pioneers Foundation/900 Santa Cruz Avenue:
Request for a use permit to operate a religious facility containing office, administrative, and educational uses and youth activities inside a former bank building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. No church services would be conducted on site. Limited activities would be held outside of the building. The applicant had also requested to hold up to four special events for church administrative purposes per year, but the applicant has eliminated this component of the proposal. ([Staff Report #18-076-PC](#))

G. Study Session

G1. Use Permit, Architectural Control, and Environmental Review/Rich Truempner/ 162-164 Jefferson Drive:

Study Session on a request for a use permit, architectural control, and environmental review for the construction of a new four-story office building, 249,500 square feet in size, and a new five-level parking structure with one level below grade, in the O-B (Office, Bonus) zoning district. The project site contains two existing four-story office buildings, each approximately 130,000 square feet in size, to remain. The total existing and proposed office development on the parcel would be approximately 510,000 square feet of gross floor area with a proposed floor area ratio (FAR) of 88 percent. The project includes a request for an increase in height and FAR under the bonus level development allowance, in exchange for community amenities. The project was previously reviewed at a Planning Commission study session on February 13, 2018. Since that review, the applicant has revised the project to reduce the proposed office building height, modify the open space plan, and reduce the size of the parking garage. ([Staff Report #18-077-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: September 17, 2018
- Regular Meeting: October 8, 2018
- Regular Meeting: October 22, 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: 08/22/2018)

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: 8/13/2018
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 7:01 p.m.

B. Roll Call

Present: Drew Combs, Susan Goodhue (Chair), John Onken, Henry Riggs, Katherine Strehl

Absent: Andrew Barnes (Vice Chair), Camille Kennedy

Staff: Theresa Avedian, Senior Civil Engineer; Fahteen Khan, Contract Planner; Kyle Perata, Acting Principal Planner; Thomas Rogers, Principal Planner

C. Reports and Announcements

Principal Planner Thomas Rogers said the City Council at its August 6, 2018 meeting had the second reading and ordinance adoptions that addressed R-M-U BMR Community Amenities and anti-discrimination policy to protect renters, specifically related to the use of Section 8 vouchers and other subsidies for payment of rent. He said the Council also held a special meeting earlier today on a charter measure for the ballot, and that the outcome of that should be forthcoming. He said the Council at its August 28 meeting would hear an appeal of the 840 Menlo Avenue project related to the issue of Draeger's loading dock and an ordinance introduction related to Electric Vehicle Chargers.

D. Public Comment

There was none.

E. Consent Calendar

Commissioner Henry Riggs asked that items E2 and E3 be pulled from the consent calendar.

- E1. Approval of minutes from the July 30, 2018, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Katherine Strehl/Riggs) to approve the minutes of July 30, 2018 as presented; passes 3-0-2-2 with Commissioners Drew Combs and John Onken abstaining and Commissioners Andrew Barnes and Camille Kennedy absent.

- 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](#))

Commissioner Riggs commented that a layperson would have had trouble understanding this application. Senior Civil Engineer Theresa Avedian asked if that was due to the staff report or exhibits. Commissioner Riggs said the exhibits were challenging to understand. He suggested that the staff report could have helped clarify the exhibits better.

Commissioner Combs asked why this action was being taken separate from the redevelopment of the property. Ms. Avedian said that abandonment could proceed as a separate instrument, and she thought the applicant wanted to know the certainty of it prior to developing a proposal.

Commissioner Combs said the right of way was in disrepair and asked if the City had any plans for the tip of the parcel that would remain with the City. He suggested it was a great opportunity for some sort of landmark sign recognizing the Flood Triangle neighborhood and would have liked something like that included with the item before the Commission this evening. Ms. Avedian said the City was the owner and responsible for maintaining the land or tip. She said engineering staff specifically looked at adding a bicycle lane. She said if one was added around Van Buren Avenue and the tip, staff found no impact from vacation of the right of way. Replying further to Commissioner Combs, Ms. Avedian said she thought there was enough room for a sign. Commissioner Combs asked if the City would do cleanup prior to vacating the right of way. Ms. Avedian said the applicant had indicated he wanted to maintain the area and she did not think the City would do anything prior to the vacation to clean the area. Commissioner Combs confirmed with staff that there was nothing in the proposed vacation that would obligate the property owner to better maintain the area.

Commissioner Combs said for the record that he had a problem with the proposed item, that it was on the consent calendar, and that it should have had greater due diligence taken in its processing.

Commissioner Riggs noted areas in the City that volunteers had planted with drought resistant plants and kept clean of trash. He suggested that was a possibility for the remaining part of land that would stay with the City. He said if the City was vacating the land it seemed it could be conditioned such that irrigation water could be provided to the entire 60 feet. Ms. Avedian said she could look into that. Commissioner Riggs said there could be a condition that the 30 foot area be maintained in a clean and planted status.

Commissioner Combs said he did not disagree substantively with the application request or even the proposed abandonment by the City but he thought given the land's current condition and the proposed vacation it was an opportunity to improve the entry to the neighborhood.

Replying to Chair Goodhue, Principal Planner Rogers said that the question was not whether the Commission thought the vacation of the right of way was a good idea or not or what the landscape condition was but rather whether the vacation would conform to the General Plan.

ACTION: Motion and second (Riggs/Goodhue) to determine that the vacation of right-of-way conforms to the General Plan; 4-1-2 with Commissioner Combs opposed and Commissioners Barnes and Kennedy absent.

Commissioner Combs said related to his opposition that the Commissioners were appointed as lay people to provide a review of items as that review the community would provide. He said if this was only whether it conformed to the General Plan that the Commission did not need to see it as there were people more expert on the General Plan that could make that decision. He said the meeting was a public forum for all issues related to items presented to the Commission.

- 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](#))

Commissioner Riggs said it was unclear whether the proposed 3-foot and 3-foot, 11-inch signage was for Menlo Park Labs, the master campus, or whether it would be allowed for each tenant.

Acting Principal Planner Kyle Perata said those sign heights were the branding signs for Menlo Park Labs. He said there were three on the corners of O'Brien Drive and University Avenue, Adams Drive and University Avenue, and O'Brien Drive at the curve. He said those were not tenant signage.

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

1. The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. 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.
3. Approve the sign review subject to the following **standard** conditions:
 - a. 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.
 - b. 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.
 - 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.
4. Approve the sign review subject to the following **project-specific** condition:

- a. 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.

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](#))

Staff Comment: Contract Planner Fahteen Khan said staff had no updates to the written report.

Applicant Presentation: Pami Vyas introduced her husband Neel Patel. She said they moved to Menlo Park six years ago for the tree lined streets and the good schools. She said they have three children. Mr. Patel said they liked their block and neighbors very much, noting that neighbor children were similar ages to theirs. He said they were mindful of the neighborhood character as they developed a design and wanted to continue to have an open face to the neighborhood that they enjoyed already. Ms. Vyas said they spoke with most of the neighbors about their plans. She said a neighbor gave a support letter today and there were two such in the packet. She said no neighbors had made negative comments about their proposed project.

Gary Ahern, project architect, said the design was pretty straightforward and asked if the Commissioners had any questions about the proposed design.

Commissioner Riggs asked about the non-heritage tree being removed as its location was not specifically identified in the staff report. Mr. Ahern said he thought it was a four-inch trunk maple located in the center of the back yard lawn. Commissioner Riggs noted the lot was full sized and had an advantage in being more square than deep. He asked why an extra six-inch was needed. Mr. Ahern said they were basically six-inches into the rear setback for the staircase. Commissioner Riggs suggested the six-inch encroachment could be shrunk if the staircase was not quite so deep on the y-axis and was more on the x-axis and on the second story moving the bedroom and its gable more towards the property line. Mr. Ahern said the intent for the lower courtyard was as an activity room. He said that by turning the stairs he could make the courtyard a little larger and more inviting. He said the existing house encroached six inches into the rear property line. Commissioner Riggs said he thought things could be moved on the first floor or the basement level so that there was not an encroachment and the second floor plan could be made to accommodate that.

Commissioner Strehl asked about the windows. Mr. Ahern said they were double-paned and simulated divided lights with a spacer bar in between and grids on both sides of the windows.

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

Commission Comment: Commissioner Onken said the excavation within the rear setback required a use permit. He said he found the encroachment of the basement stair a perfectly acceptable use of a piece of the setback.

ACTION: Motion and second (Strehl/Riggs) to approve the item as presented in the staff report; passes 5-0-2 with Commissioners Barnes and Kennedy 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 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 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

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](#))

Staff Comment: Principal Planner Rogers said staff had met with the Commission Chair and Vice Chair about what staff currently does that was helpful and what it might do better. He said they also discussed pending role changes in the City's organization. He said the Vice Chair had suggested whenever the Commission had a light meeting to consider agendizing something educational that allowed for two-way communication. He said staff immediately thought of the handouts given by Planning staff to the public. He said tonight they had agendized the Application Submittal Guidelines, which provided guidance for applications that the Planning Commission would review. He said the document was last revised in 2014, and would be changed in the future as the City's graphic standards were changing.

Commission Comment: Chair Goodhue said she did not think a Table of Contents was needed as it created the perception this was a long government-type document. She said the subject headings actually could serve in its stead. She said she would encourage white space for more comfortable reading and where it was feasible to present information in bullet points rather than narrative. She noted for instance to use bullet points for the description of Planning Commission meeting and information. She said that the Commission received project plans that did not have the streetscape view. She said she would like it highlighted up front in the handout that such things were required and the Commission expected that they be done. She said the document could explain also why certain things were requested.

Commissioner Onken asked when the City would do application submittals entirely digitally. Principal Planner Rogers said that the existing permit management system did not accommodate digital submittals. He said the City was implementing a new system, which would definitely facilitate electronic submittal of permit applications. He said they had already introduced more allowances for people to submit some information electronically but internally there were some workflow improvements needed to change to implement that fully.

Commissioner Onken noted the plan size of 24 by 36 inches, half size and then letter size, and that some applications could all be done on 11 by 17 inch paper. He asked if there was some type of barrier related to that. Principal Planner Rogers said the pre-2014 handout had a hardcoded number of plan sets per size. He said one of the changes made around that time was to remove the number of sets and add text noting the number required would differ and advising the applicant to consult with the planners about that. He said in effect staff did accept that 11 by 17 inch plans for an application that was for a conditional use without any construction and no need to scale off the full set plans.

Commissioner Onken said the required survey process was in many cases expensive, onerous and unneeded. He said someone adding a small kitchen addition at the back of the property on a

non-disputed parcel with no boundary issues or even perhaps topography would have to contract a surveyor for somewhere around \$8,000 to do this work. He said people's major complaint was the expense of building development. He said the more experts that needed to be hired the more painful the process was especially for applicants with smaller projects. Principal Planner Rogers asked what would trigger the need for a survey, if it was just neighbor complaint and whether that occurred when the project came before the Commission. Commissioner Onken said the Commission did not question the validity of the site plan and property conditions on most of the parcels they saw, and for which a survey was now required. Principal Planner Rogers said the requirement had been in place for many years and was due to previous Commission feedback regarding its need. He said if it were to change, future Commissions would have to be held to that and not then question why a survey was not done. He said they had looked at requiring only key elements on the survey but had not proved cost-effective as the expense was the surveyor's time.

Commissioner Onken noted the requirement for Menlo Park Fire District approval for new development. He said other cities were able to route drawings when they were out for consultancy to different departments and the fire district at the same time. He noted the City only had one fire district and asked if it could be included in the routing of the drawings for the life of the permit. Principal Planner Rogers said he understood that this process was the Fire District's preference as it was a separate agency with its own application process and review fees.

Commissioner Combs said all of his comments were on Section H describing the Planning Commission meeting information. He asked if "the project applicant is expected to attend the meeting..." could be clarified to indicate that it could be the property owners and/or project designer/architect that might present. He asked if in this section applicants might be encouraged to familiarize themselves with the Planning Commission and the process. He said it could be a note or link to Planning Commission videos, or staff could find an ideal use permit development hearing and put that on YouTube for viewing. He also suggested letting people know that agendas have other items on them for hearing so that they might budget their time accordingly or make babysitting arrangements if needed. He suggested to let applicants know they could invite neighbors to attend the meeting and express support either in person or in written form. He referred back to the applicant presentation to suggest to them to do within 10 minutes or less and perhaps some other guidelines.

Commissioner Strehl said she agreed with comments made. She suggested the applicants be made aware they could reach out to individual commissioners to see if they had questions on the agenda'd application. She suggested making applicants for both discretionary and administrative development project approvals aware that the project was reviewed for context within and in the character of the particular neighborhood in which it was situated. She noted a project next to her home that looked like a dentist/medical office or Motel 6, and one across the street from Chair Goodhue's home that looked like a cruise ship. She said she did not think agreement could be reached on design guidelines for residential development but they needed to communicate to applicants that their projects needed to fit in within the neighborhood context.

Commissioner Riggs said on survey requirements that he suspected staff would hear about any neighbor issues before the hearing, and that might be the right time to require a survey. He said the handout might state that a survey was often required and when particularly. He said regarding routing plans to the Menlo Park Fire Protection District that other cities did it. He said the Town of Portola Valley allowed for a separate check to be included for the other agency fees and handled all the routing of the project.

Commissioner Riggs referred to page 3 of 15 in the first paragraph, the third to last line, "Please verify that no future modifications will be requested in regard to building height..." He said that was perhaps unrealistic for an applicant at times and suggested wording "Please note that changes to the planning documents must generally return for another hearing to be approved." He referred to page 5, "Area Plan, Item C: All existing and proposed structures on the subject property and contiguous properties." He said he understood that staff did not expect the storage sheds to be documented on all the neighbors' properties or to get the exact shape of their neighbors' houses at the far rear corner but most applicants would not understand that. He suggested indicating showing all structures on neighboring lots within 20 feet of the subject property line or within 20 feet plus the setback from the applicant's property line. He asked if "Item E" regarding showing all trees and significant landscape and site features including driveways applied to adjacent parcels as well. He said that would seem to imply if a neighbor had a retaining wall in the rear of the property that the applicant would need to determine its location for this area plan. He asked regarding "Item F: Projects at or near a t-intersection should show the intersecting street" if that was not required for a conventional intersection. Principal Planner Rogers said the Area Plan by default for the classic corner property situation would include both streets. He said the t-intersection requirement was to account for a street making a beeline to a property. He said otherwise the instructions would not appear to require that. He said there was a sense where streets approach a property there might be a different perspective or consideration with driveway placement or other features. Commissioner Onken said many cities for area plans state to applicants to show the streets the property was on and always include the nearest adjacent street, which he thought was the best way to address. Commissioner Riggs said the example presented of an Area Plan was very useful showing what was needed and implying what was not needed.

Commissioner Riggs referred to Page 7 and "Item N: The building pad as well as the finished floor elevations were requested." He said he thought this only applied to slab on grade and those applicants not doing would ask about it. Principal Planner Rogers confirmed with Commissioner Riggs that he did not think that item was essential for him as a Planning Commissioner.

Commissioner Riggs referred to Page 9, "Item 5b: Floor plans-complete plans for all existing structures even if proposed to be demolished." He said he had been asked to label all the rooms on a building to be demolished, and asked if this was needed. Principal Planner Rogers said that was the question as they have had Commissions that expressed they benefited from understanding the existing context when someone wanted to compare current room location to future room location. He said if the Commissioners this evening said they did not see any benefit in this information, he believed applicants would be happy not to have to provide that information. Commissioner Riggs said complete plans was such a broad statement, and perhaps removing the word "complete" with a note that Planning staff would review the plans for existing structures. Principal Planner Rogers said that as it was enforced it was mainly schematic plans so possible wording along those lines could help preventing people from doing too much identification.

Commissioner Riggs referred to "Item 7: Square Footage Calculation Plan" and suggested it would be great to see a sample. Principal Planner Rogers said there was a separate handout for that and at a minimum they could include a link to that. Commissioner Riggs suggested including an example for "Item 7c." He referred to the Building Elevations requirement and questioned the need for a front elevation if a small addition was being made to the back only. Principal Planner Rogers said the wording might not be the best but between Item 7a and 7b there was some flexibility for elevations not changing. He said in practice a project coming to the Commission with only one

elevation changing, might submit the other elevations in photograph form, and as noted mounted, readable and reproducible. He said that was challenging to do on side elevations due to angling and foreshortening.

Commissioner Riggs said item c defined different divided lights and asked at what point Planning staff advised applicants the Commission was unlikely to approve anything short of so called simulated true divided lights with the interior and exterior grids. Principal Planner Rogers said as soon as the plan set notations clarify the applicant's intentions. He said it had to be reactive as there was not an ordinance or policy regarding windows. Commissioner Riggs said numerous things were not in Section 16 of the ordinance and suggested it might be better to advise such things up front in writing. He said it might be a reference that the Commission looked for quality windows. He said he was a bit worried that the Commission could be distracted by other issues on a project and neglects to do its normal review. He said he was open to prompting wherever possible. He asked for item b to note the sill heights if that meant for all proposed windows. Principal Planner Rogers said they meant it for all windows as the usage of existing rooms might change. Commissioner Riggs said he could see that point.

Commissioner Riggs referred to item e to show existing and finished grade on all elevations and structures whether for a flat site or a site inclined to slope toward the building pad if that could be done graphically and meet the requirement. Principal Planner Rogers said that item and the next were meant to verify a requirement and applied to their definition of height and daylight plane. He said he thought there had been cases that former Commissioner Pagee was particularly sensitive to where people in the flood zone did not do due diligence as to what needed to happen so the presentation to the Planning Commission and the constructed result was pretty different with what was happening with grade. He said these were prompts to staff to make sure people have done basic due diligence with what might have to change for grade. He said in most cases on flat sites, existing and proposed with the exception of some drainage were effectively the same. He had not heard particular complaints about that item but if the Commission felt it was superfluous they would take another look at it. Commissioner Riggs said only as it was one of the items that drove the need for the topographic survey. He said he would encourage on this and other items that if there were occasions when a requirement was needed that it not be a blanket requirement but have it indicated somehow that it might be required and why.

Commissioner Riggs noted sheet A14, "F: Completeness and acceptability" that the Planning Division will notify the applicant within 30 days" and remarked that 30 days was a long time added into an overall long process. He said if possible he would like to see that drastically reduced. He said some departments including the County, Los Gatos, and Los Altos determined completeness at the counter. He said he would like to see this accomplished at counter review.

Commissioner Onken said regarding simulated divided lights that without creating policy the handout could state for applicants to specify the exact type of divided light (true divided lights, simulated divided lights, etc.) they intended to use. He said related to Commissioner Combs' comment on process that there was a flow chart that could be referenced on this handout with advice on different things to do and when.

Commissioner Strehl asked why the City could not have acceptability of the application at the counter. She said if the applicant was notified in 30 days that the application was incomplete then that kicked the process in again and the resubmitted application might not be deemed acceptable for another 30 days. She said she agreed with the suggestion of a flow chart for the process as

that would help the applicant. She said on page .7 under F, it said: "Provide existing and proposed fences, including heights and materials." She asked if staff or the Commission really reviewed fences other than for height. Principal Planner Rogers said height and property lines often were issues. Commissioner Strehl suggested fences be looked at to be "neighbor friendly" as there were good neighbor fences and those that were not good neighbor.

Commissioner Onken said the Commission saw a number of applications prepared to the handout requirements only and to the lowest possible standard. He said it was good that the City had this handout.

Chair Goodhue suggested grouping information by particular type of development so people could ignore things not applicable to their development. She noted single-family and multi-family residential development and CEQA.

G2. Planning Commission Meeting Schedule: Possible rescheduling of October 8, 2018 meeting due to Columbus Day conflict ([Staff Report #18-074-PC](#))

Staff Comment: Principal Planner Rogers said that Columbus Day was not a city administrative holiday but it was a Federal holiday. He said it was likely just missed when the original 2018 schedule for Planning Commission meetings was set. He said that October 1 was proposed as the meeting date instead of October 8 as it would keep meetings within the two to three week range. He said the Commission could consider moving the meeting to October 15, which would create back to back weekly meetings. He said the Commission could consider canceling the October 8 meeting but there were a number of things in the queue.

Commission Comment: Commissioners Strehl and Onken said that October 1 did not work for them. Chair Goodhue said it worked for her.

Commissioner Riggs said he did not have a conflict for meeting on October 8.

Chair Goodhue said that since October 1 did not work for two Commissioners that she was okay meeting on October 8.

Commissioner Onken said he preferred October 15.

Commissioner Combs said he was fine to meet on October 8, or to move the meeting to October 1 or 15.

Commissioner Riggs said he had no objection to October 15.

Commissioner Strehl said she had no objection to October 15 or October 8.

Principal Planner Rogers said it appeared with the five Commissioners present there was no hard objection to keeping the meeting on October 8 and alternatively with meeting on October 15. He summarized that two Commissioners present could not meet on October 1. He said staff would need to check with the individual Commissioners not present. He said they would try to finalize during the week, and get back to the Commissioners.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: August 27, 2018

Principal Planner Rogers said the August 27 agenda would have the Menlo Park Church use of the former bank building at 700 Santa Cruz Avenue for youth programs, a single-family residential project, and a study session for a third office building for the Commonwealth Corporate Center Project that is currently Facebook-occupied, so the Commissioners with Facebook-related conflicts should plan to recuse from that.

- Regular Meeting: September 17, 2018
- Regular Meeting: October 8, 2018

I. Adjournment

Chair Goodhue adjourned the meeting at 8:36 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

8/27/2018

Staff Report Number:

18-075-PC

Public Hearing:

Use Permit/Ivan Mak/341 Terminal Avenue

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 and a secondary dwelling unit on a substandard lot with respect to lot width in the R-1-U (Single-Family Urban) zoning district, at 341 Terminal Avenue. 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 project site is located at 341 Terminal Avenue in the Belle Haven neighborhood, between Chilco Street and Almanor Avenue. A location map is included as Attachment B. The subject parcel and the other properties on this side of Terminal Avenue are uniquely long and narrow, with 50 feet of width relative to 200 feet of depth.

The surrounding area contains predominantly older single-family single-story residences with attached one-car garages that feature the ranch architectural style, although some two-story residences are located in the overall area, including immediately to the right. The surrounding homes also share the same R-1-U (Single Family Urban Residential) zoning designation and are located in the flood zone. Menlo Park Fire Protection District Station #77 is located to the rear of the subject property, and is part of the P-F (Public Facilities) zoning district.

Analysis

Project description

The applicant is proposing to remove the existing single-story, single-family residence with attached one-car garage to construct a new two-story, single-family residence with attached two-car garage and a secondary dwelling unit. The lot is substandard with respect to minimum lot width. 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 four-bedroom, three-bath home. The secondary dwelling unit (SDU) would be located at the rear of the property, accessed by a path around the right side of the house. Although the two-story residence requires use permit review by the Planning Commission, the secondary dwelling unit is a permitted use, as it would meet all applicable standards in the Zoning Ordinance.

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

- The main residence would feature greater setbacks than required at the front (25.5 feet versus 20 feet) and right side (10.2 feet versus five feet).
- The second floor would be limited in size, at 29 percent of the maximum FAL, where 39.5 percent is permitted.
- The first floor habitable areas would be higher than typical in most parts of the city, due to the flood zone requirements for this area (as discussed later).

Design and materials

The new residence would feature a general traditional residential style, with the primary exterior finish as painted smooth stucco. A new, custom wood front door would complement the new covered entry that would provide a focal point for the front elevation. The proposed roofing would be asphalt composition shingle, and the proposed windows and sliding door will be dual-paned glass with vinyl trim. Stone trim would provide an accent at the base of the front porch columns, and tile trim would be used at the base of the front walls. The garage door would be painted steel. A three-foot, six-inch wood rail would create a deck off the rear of the house and to the front of the secondary dwelling unit, and a decorative metal rail would be used on the second-floor master bedroom window. The latter feature would not project more than 18 inches from the wall and as such would not be considered a balcony for the purposes of balcony setbacks.

Secondary dwelling units are required to have aesthetics that are similar to the main dwelling. The applicant is proposing a smooth stucco exterior finish, dual-paned vinyl windows, asphalt composite shingle roofing and wooden deck, comparable to the main unit. The roof pitch of the secondary dwelling unit would match the 1:6 slope proposed for most of the main unit.

Overall, the residence would be fairly simple in terms of aesthetics and would prominently feature stucco, both of which have sometimes been Planning Commission discussion points for other use permits. However, staff believes that the scale, materials, and style of the proposed residence are consistent with the broader neighborhood, given the architectural styles and sizes of structures in the area (many of which also feature stucco in traditional designs). The second level would be inset from the ground floor, helping partially reduce the perception of mass and enhance neighbor privacy.

Flood Zone

The subject property is located within the "AE" zone established by the Federal Emergency Management Agency (FEMA) and Section 12.42 of the Municipal Code (Flood Damage Prevention). Within this zone, flood-proofing techniques are required for new construction and substantial improvements of existing

structures.

The foundation for the main house and SDU would be a standard spread footing with a stem wall. The existing grade for the main and secondary dwelling units is 8.9 feet, and the BFE is 10.3 feet. The finished floor level for the proposed structures would be 1.2 feet above the BFE, and therefore complies with the flood zone regulations. Flood vents for the main unit and SDU are not shown on the elevations, but would be required for construction.

Parking and circulation

A circular concrete paver driveway would be used to access the attached garage on the front left side of the house. The two-car garage would meet the main residence's off-street parking requirement. Secondary dwelling units must provide one off-street parking space, which may be either covered or uncovered. The uncovered space at the front-right side of the house would fulfill the requirement for the SDU's parking space.

Trees and landscaping

The site does not currently have any trees or significant landscape features. The site plan shows some low landscaping at the front yard, but otherwise no new landscaping is proposed at this time. The Planning Commission may wish to consider whether a condition of approval requiring trees or other vegetation to be planted would be warranted. In addition, while the R-1-U district does not contain any specific paving limits, the Commission may also wish to consider the proposed circular driveway and overall aesthetic impact of that amount of flatwork in the front yard. For example, the circular driveway could be revised to only have one curb cut, at the left leading to the two-car garage. In such a scenario, the SDU parking space could legally be located in front of the garage, within the front setback, and the right side of the front yard could be used for new landscaping.

Correspondence

The applicant indicates that the property owner conducted outreach by contacting adjacent property owners regarding the proposed project and have submitted a list along with signatures confirming receipt of notification, provided as Attachment F. Staff has not directly received any correspondence on this proposal thus far.

Conclusion

Staff believes that the design, scale and materials of the proposed residence are compatible with the surrounding neighborhood. The second level would be inset from the ground floor, helping reduce the perception of mass and enhance neighbor privacy. The front and right side setbacks would exceed the minimum requirements. Staff recommends that the Planning Commission approve the proposed project, potentially with conditions to require new trees and/or reduced front yard paving.

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. 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

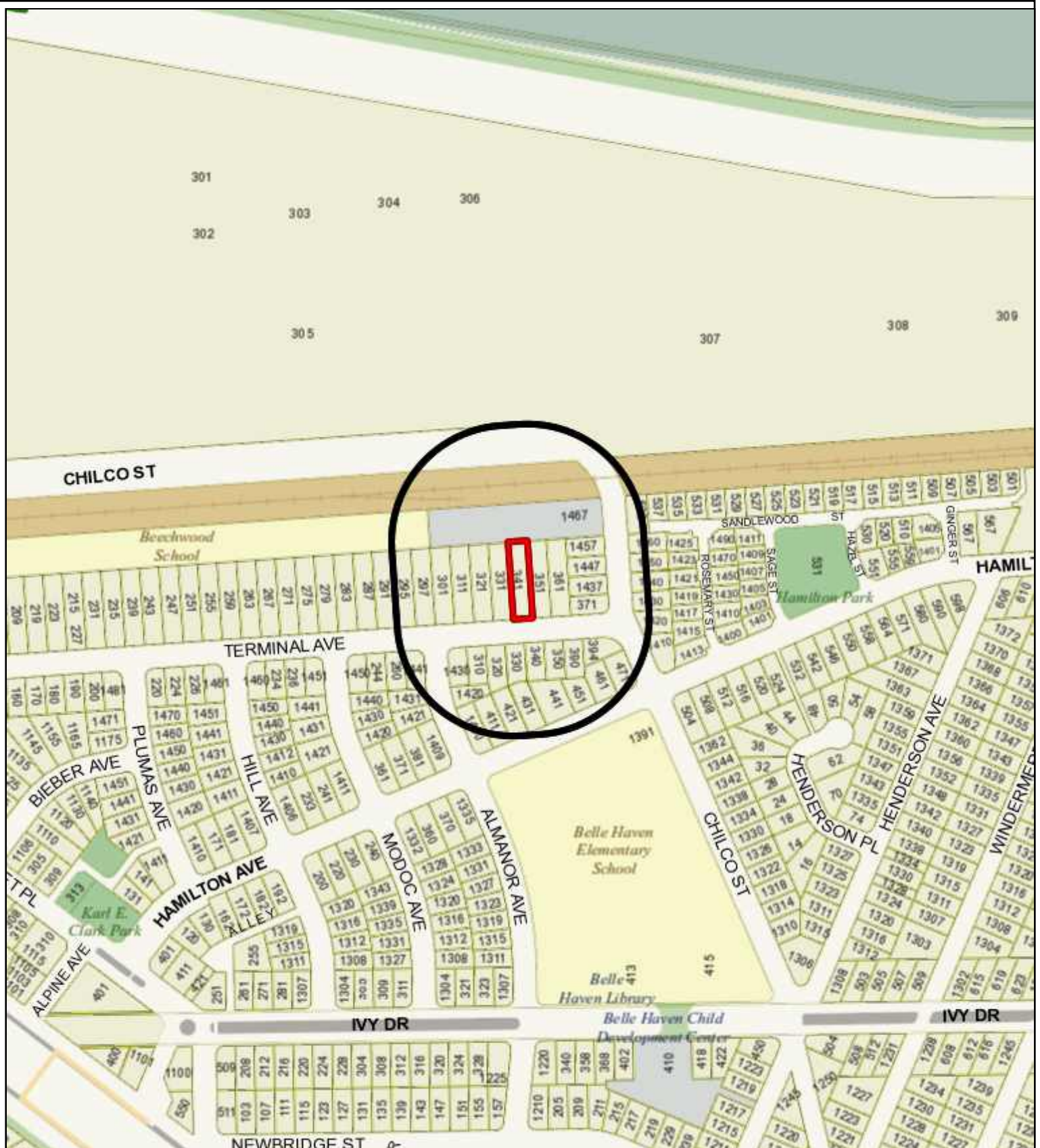
None

Report prepared by:
Fahteen Khan, Contract Assistant Planner

Report reviewed by:
Thomas Rogers, Principal Planner

341 Terminal Avenue – Attachment A: Recommended Actions

LOCATION: 341 Terminal Avenue	PROJECT NUMBER: PLN2018-00037	APPLICANT: Ivan Mak	OWNER: Yui-Tak Lee
PROPOSAL: Request for a use permit to demolish an existing one-story, single-family residence and construct a new two-story, single-family residence and a secondary dwelling unit on a substandard lot with respect to width in the R-1-U (Single Family Urban Residential) zoning district.			
DECISION ENTITY: Planning Commission	DATE: August 27, 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 iTeam, consisting of 11 plan sheets, dated received August 21, 2018 and approved by the Planning Commission on August 27, 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.			



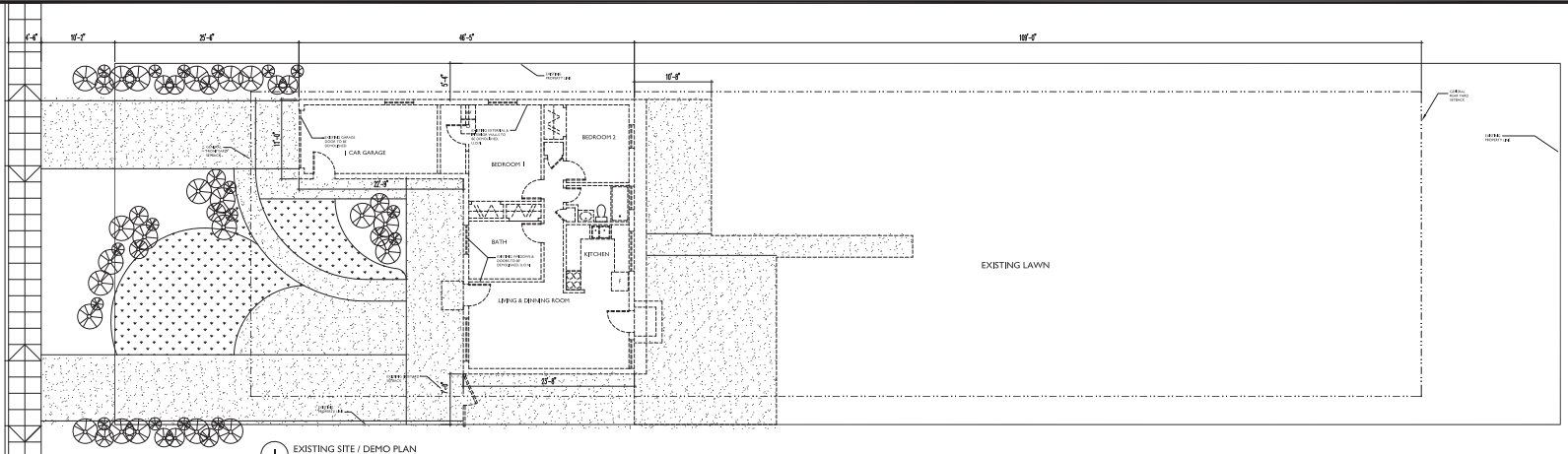
City of Menlo Park
Location Map
341 Terminal Avenue



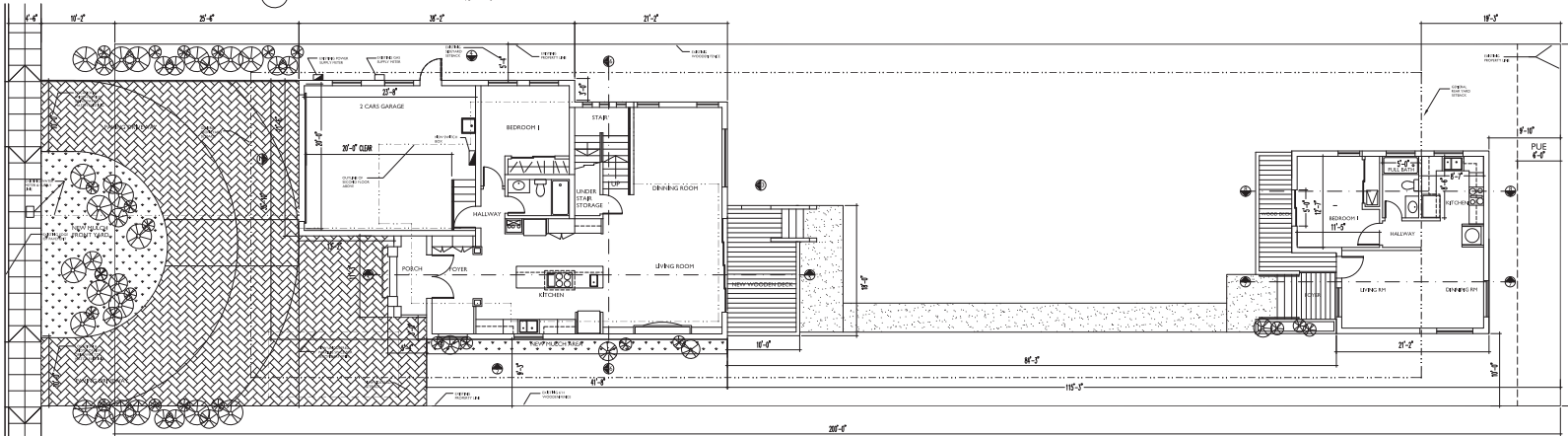
341 Terminal Avenue – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	9,988 sf	9,988 sf	7,000.0 sf min.
Lot width	50.0 ft.	50.0 ft.	65.0 ft. min.
Lot depth	200.0 ft.	200.0 ft.	100.0 ft. min.
Setbacks			
Front	25.5 ft.	25.5 ft.	20.0 ft. min.
Rear	115.3 ft.	120.0 ft.	20.0 ft. min.
Side (left)	5.5 ft.	5.5 ft.	5.0 ft. min.
Side (right)	10.2 ft.	8.0 ft.	5.0 ft. min.
Building coverage	2,477 sf 24.8 %	1,149.3 sf 11.5 %	3,495.8 sf max. 35.0 % max.
FAL (Floor Area Limit)	3,445 sf	1,149.3 sf	3,547 sf max.
Square footage by floor	1,284.0 sf/1 st floor 1,028.0 sf/2 nd floor 516.0 sf/garage 60.0 sf/porch 617.0 sf/SDU	899.0 sf/1 st floor 250.3 garage	
Square footage of buildings	3,505.0 sf	1,149.3 sf	
Building height	25.5 ft.	12.0 ft.	28 ft. max.
Parking	2 covered	1 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees: 0	Non-Heritage trees: 0	New Trees: 0
	Heritage trees proposed for removal: 0	Non-Heritage trees proposed for removal: 0	Total Number of Trees: 0

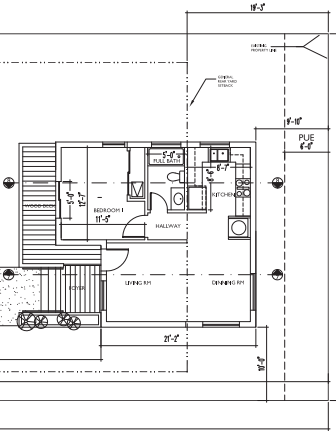
D1



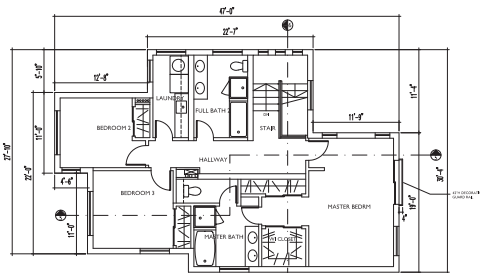
1 EXISTING SITE / DEMO PLAN
1/8" = 1'-0"



2 NEW SITE PRIMARY UNIT GROUND FLOOR PLAN
1/8" = 1'-0"



4 NEW SITE SECONDARY UNIT PLAN
1/8" = 1'-0"



3 NEW SITE PRIMARY UNIT SECOND FLOOR PLAN
1/8" = 1'-0"



REVISIONS		
No.	Date	By
1	10-10-2017	im
4	3-20-2018	im
5	3-26-2018	im
6	4-6-2018	im
7	5-22-2018	im
8	6-22-2018	im

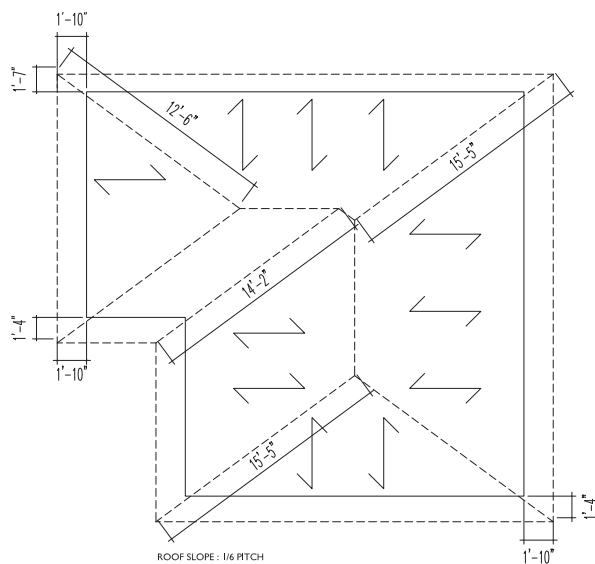
PROJECT NAME: HOUSE ADDITION FOR YU LEE & QI-ANN YI-SHIN LIN
AT 341 TERMINAL AVE, MENLO PARK, CA 94025
EXISTING SITE/DEMO PLAN, NEW SITE FLOOR PLANS

iTeam

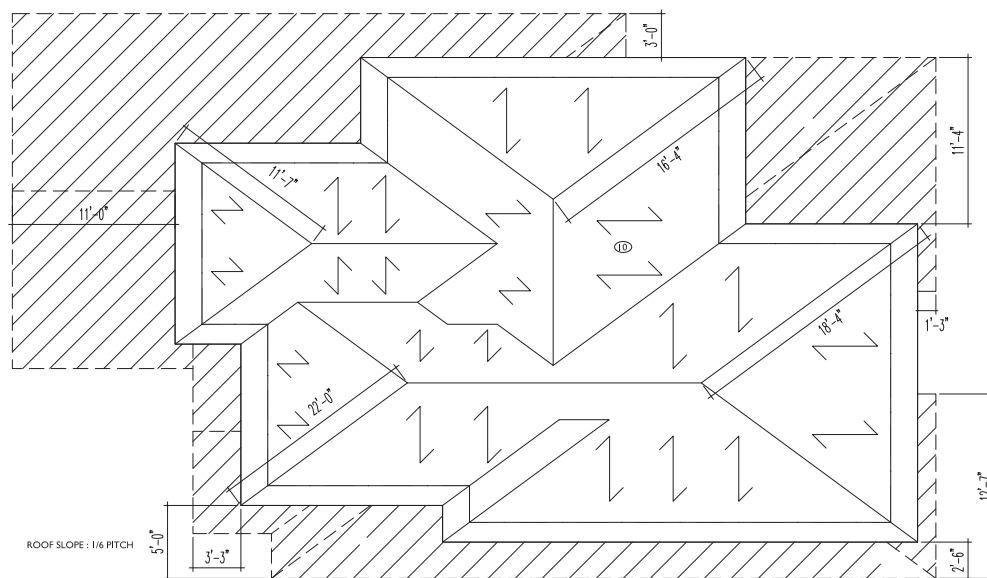
Date	3/15/2018
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A-I





2 SECONDARY UNIT ROOF PLAN



I PRIMARY UNIT ROOF PLANS 1/4" = 1'-0"



REVISIONS		
No.	Date	By
1	10-10-2017	im
2	10-26-2017	im
3	3-15-2018	im
4	3-20-2018	im
5	3-26-2018	im
6	5-22-2018	im
8	6-22-2018	im

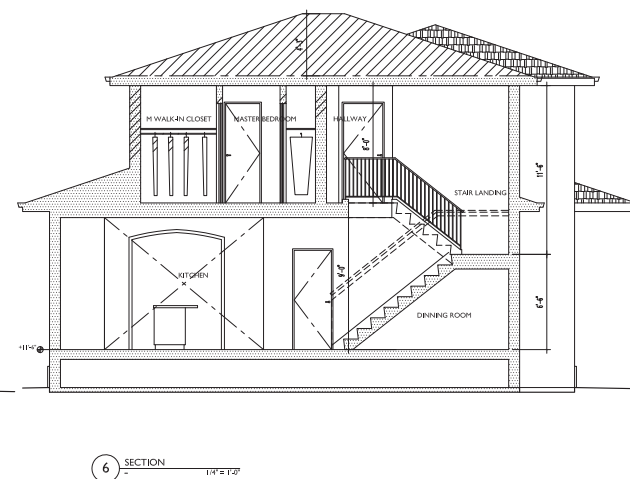
PROJECT NAME : HOUSE ADDITION FOR YUI LEE & JO-ANN YI-SHIN LIN
AT 341 TERMINAL AVE, MENLO PARK, CA 94025

ROOF PLANS FOR PRIMARY & SECONDARY UNITS

iTeam
3877 Castro Valley Blvd, Unit 5, Castro Valley, CA 94546 Tel: 415-596-0000 Email: info@isteam.com

Date	3-15-2018
Scale	AS SHOWN
Drawn	I. MAK
Sheet	

A-3



REVISIONS		
No.	Date	By
1	10-10-2017	im
2	10-26-2017	im
4	3-20-2018	im
5	3-26-2018	im
6	5-22-2018	im
8	6-22-2018	im

PROJECT NAME : HOUSE ADDITION FOR YUI LEE & JO-ANN YI-SHIN LIN
AT 341 TERMINAL AVE. MENLO PARK, CA 94025

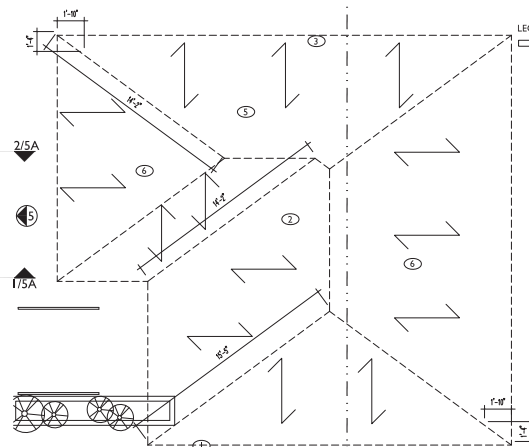
INTERIOR SECTIONS FOR PRIMARY UNIT

Team
1897 Castro Valley Rd., Unit 5, Castro Valley, CA 94546 Tel. 415-296-0808 Email: info@wslsdesign.com

Date	
Scale	AS SHOWN
Drawn	I. MAK
Sheet	

A-4A



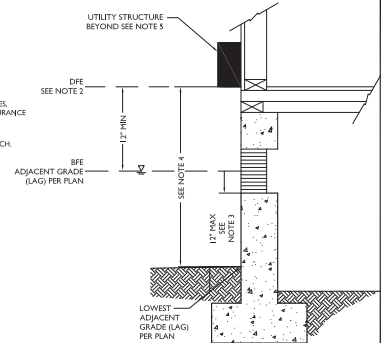
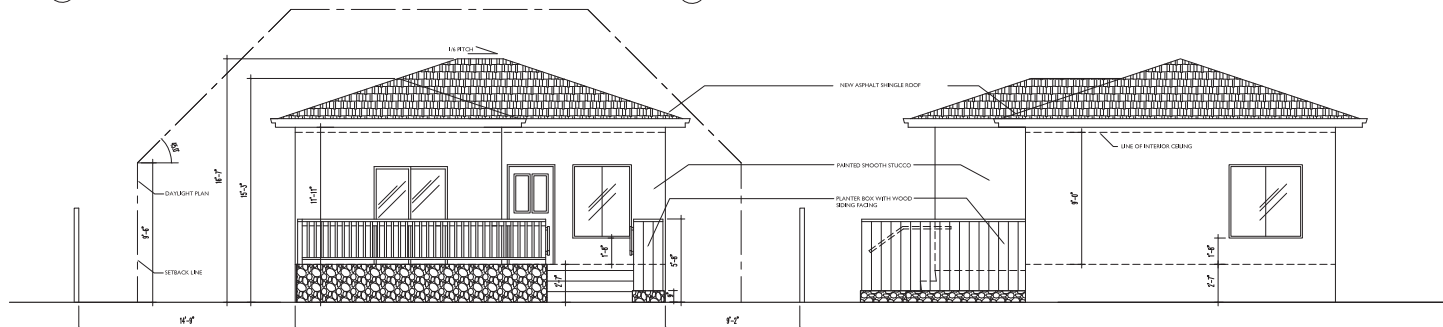


2 SECONDARY UNIT ROOF PLAN

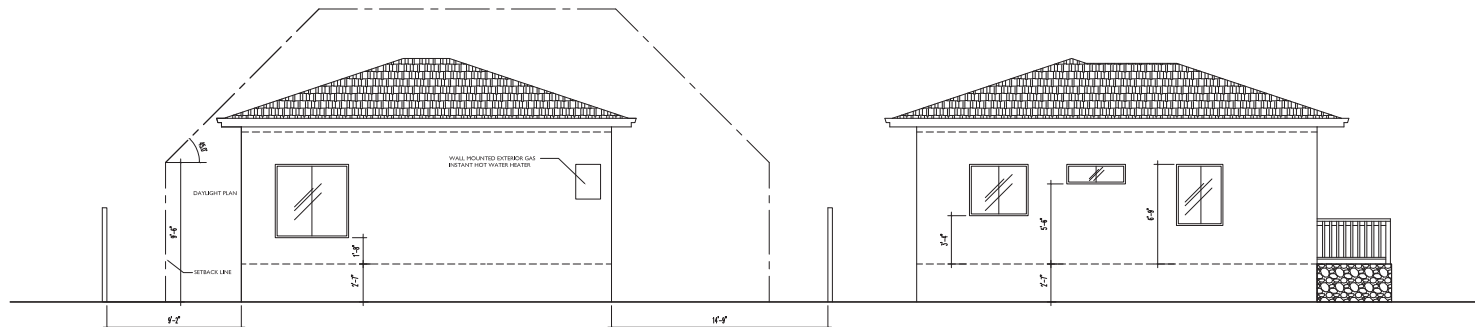
- NEW WALLS
- NEW WALL MOUNTED DUPLEX OUTLETS
- ATPI-TAMPER-RESISTANT
- NEW WALL MOUNTED OUTLETS WITH GROUND-FAULT CIRCUIT
- JAMPER-RESISTANT
- NEW WALL MOUNTED WALL RESISTANT
- CIRCUIT BREAKER DUPLEX OUTLETS
- WALL MOUNTED DEDICATED OUTLETS
- WALL MOUNTED QUAD OUTLET
- NEW WALL MOUNTED TELEPHONE/DATA OUTLETS
- NEW WALL MOUNTED TV OUTLETS
- NEW RECESSED CEILING MOUNTED DOWNLIGHTS
- NEW RECESSED CEILING MOUNTED LIGHT FIXTURE
- NEW LOW VOLTAGE LIGHT FIXTURE
- NEW ROOF MOUNTED TUBULAR SKY LIGHT
- NEW WALL SCONES
- NEW LIGHT SWITCHES
- NEW 3 WAY LIGHT SWITCHES
- SEMI RECESSED CEILING MOUNTED EXHAUST FANS
- FLOOR MOUNTED AIR REGISTRY
- NEW MECHANICAL DUCT ROUTES
- ATTIC VENT
- FLOOR VENT
- CEILING MOUNTED HARD-WIRED INTERCONNECTED
- SMOKE ALARMS EQUIPPED WITH BATTERY BACK-UP
- CEILING MOUNTED HARD-WIRED INTERCONNECTED
- SMOKE & CARBON MONOXIDE ALARMS EQUIPPED WITH
- BATTERY BACK-UP

1. ALL INTERIOR CEILING TO BE GYPBOARD CEILING WITH SELECTED PAINTED FINISHES, U.O.N.
2. ALL INTERIOR CEILING TO BE 8'-0" HIGHT THROUGH OUT IN SECOND FLOOR, U.O.N
3. ATTIC ACCESS OPENING: SIZE 22"x30" MIN., 30" CLEAR HEADROOM.
4. PROVIDE LIGHT FIXTURES AND POWER OUTLETS FOR ATTIC PASSAGEWAY WAY.
5. ALL INDOOR LIGHTING ARE HIGH EFFICACY OR CONTROLLED BY OCCUPANCY SENSOR AND OUTDOOR LIGHTING ARE HIGH EFFICACY OR CONTROLLED BY MOTION SENSOR AND PHOTO CONTROL.

- ① MAIN SWITCH BOX.
- ② NEW INSIDE ATTIC FURNACE SYSTEM.
- ③ LOCATIONS OF NEW FRESH AIR INTAKES, EXHAUST AND DRAINAGE PIPES FOR FURNACE SYSTEMS.
- ⑤ ATTIC ACCESS PANEL.
- ⑥ NEW ASPHALT ROOFING WITH 1/3 PITCH.

9 FEMA TYPICAL FOUNDATION WITH CRAWSPACE $174^{\text{th}} = 17^{\text{th}}$ 

4 SECONDARY UNIT ELEVATIONS (WEST)



6 SECONDARY UNIT ELEVATIONS (EAST)

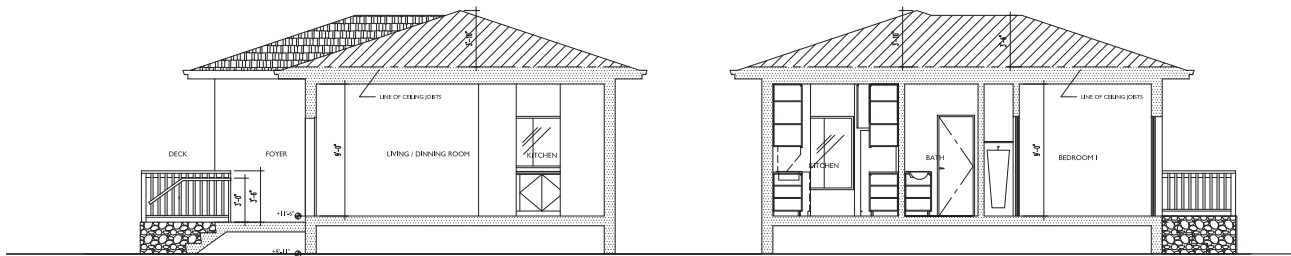


1	10-10-2017	im
2	10-26-2017	im
4	3-20-2018	im
5	3-26-2018	im
6	4-6-2018	im
7	5-22-2018	im
8	6-22-2018	im

PROJECT NAME : HOUSE ADDITION FOR YUI LEE & JO-ANN YI-SHIN LIN
AT 341 TERMINAL AVE, MENLO PARK, CA 94025

sheet

A-5



1 SECONDARY UNIT SECTIONS 1/4" = 1'-0"

2 SECONDARY UNIT SECTIONS 1/4" = 1'-0"



REVISIONS		
No.	Date	By
1	10-10-2017	im
2	10-26-2017	im
4	3-20-2018	im
5	3-26-2018	im
6	4-6-2018	im
7	5-22-2018	im
8	6-22-2018	im

PROJECT NAME: HOUSE ADDITION FOR YULIEE & CO-ANN WYSHIN LIN
 AT 341 TERNAL AVE, MENLO PARK, CA 94025
 SECTIONS FOR SECONDARY UNIT
iTeam
2017 CONSTRUCTION UNIT 5, CONSTRUCTION 14 11-09-2018 14-11-09-2018 14-11-09-2018

Date	3-15-2018
Scale	AS SHOWN
Drawn	I. MAK
Sheet	

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RECEIVED

APR 06 2018

CITY OF MENLO PARK
PLANNING DIVISION

Date: March 26, 2018

The Planning Department of

City of Menlo Park

Re: Scope of Works for 341 Terminal Ave, Menlo Park

The project includes the partial demolish of existing single family house of 1,150 square feet house located in the above address. Due to the new member of the family, Mr. & Mrs. Lee decided to add an additional areas for the future family of four.

The works will includes demolish partial of the existing drive ways, front lawn areas. demolish existing house as required by the new addition. To add an additional living spaces with the two story house and one secondary unit located in the rear part of the existing lot.

The design is aimed at the style matching the near by neighbor so It is able to tie in to the neighborhood.

Your Sincerely

For & on behalf of I-Team

A handwritten signature in black ink, appearing to read 'Ivan Mak', written over a light blue horizontal line.

Ivan Mak

Confirmation of Receipt for Letter of Notification regarding development at:

341 Terminal Ave
Menlo Park, CA 94025

RECEIVED

MAY 22 2018

CITY OF MENLO PARK
BUILDING DIVISION

All below addresses located in Menlo Park, CA 94025

Address	Printed Name	Signature or Initials
321 Terminal Avenue	Alejandro Torres	Alejandro Torres
331 Terminal Avenue	Adam	Adam
351 Terminal Avenue	Alex Hoermann	Alex Hoermann
361 Terminal Avenue	Rafael Roldan	R. R.
320 Terminal Avenue	Ms Clementine Smith	Clementine Smith
330 Terminal Avenue	Victoria Fortner	Victoria Fortner
340 Terminal Avenue	Hermes Washington	Hermes Washington
350 Terminal Avenue	Maria Becerra	Maria Becerra



STAFF REPORT

Planning Commission

Meeting Date:

8/27/2018

Staff Report Number:

18-076-PC

Public Hearing:

Use Permit/Church of the Pioneers Foundation/900 Santa Cruz Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit to operate a religious facility containing office, administrative, and educational uses and youth activities inside a former bank building at 900 Santa Cruz Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. No church services would be conducted on site. Limited activities would be held outside of the building. The applicant had requested holding up to four special events for church administrative purposes per year, but the applicant has revised the proposal to eliminate this component. 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 at 900 Santa Cruz Avenue in the downtown neighborhood. Using Santa Cruz Avenue in the east-west orientation, the subject property is located at the northwestern corner of Santa Cruz Avenue and University Drive. A location map is included as Attachment B.

The subject property, along with much of the nearby neighborhood, is located in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Within the SP-ECR/D zoning district, the subject property is located within the Downtown Adjacent (DA) sub-district and the Downtown Adjacent Office/Residential (DAOR) land use designation. Within the DAOR land use designation, religious facilities are a conditional use and require a use permit. A variety of uses exist in the area, including restaurants and retail uses, offices, personal services, financial services, schools, and Menlo Church, located at 950 Santa Cruz Avenue.

Historical use of site

The site was originally developed for use as a bank. Bank of the West occupied the site for many years, ending in 2010 when the Church of the Pioneers Foundation (COPF), affiliated with Menlo Church, purchased the subject property. Staff understands that COPF initially used the site for administrative office

purposes, which were generally consistent with the previous financial services use. However, at some point, COPF expanded youth programs and other uses on site without approval. As such, the applicant is requesting legalization of their expanded uses on site, with certain refinements as noted below.

Analysis

Project description

The subject property is a repurposed former bank that contains office and lounge spaces, which have been used for an after-school student program primarily on Thursday afternoons, though the applicant is now seeking to provide this after-school service on Wednesdays as part of their proposal. On Sunday mornings, students of middle school age would attend a youth program that runs concurrent with worship services at Menlo Church, and students of high school age would attend a program on Sunday afternoons. As described in the project description letter, the overall purpose of the subject property for Menlo Church and COPF would be to provide a space for leadership, fellowship, and organizing and planning events and church services. However, the Wednesday (formerly Thursday) after-school event would be of a secular nature. The size of the bank building is 5,052 square feet. There is a 725-square-foot overhang that used to provide drive-through bank services that now primarily covers the bicycle racks that would continue to be used by students attending the program. The applicant has provided a project description letter, outlining their proposal in more detail, in Attachment C. The project plans are also included as Attachment D.

Hours and operation

The applicant is proposing to maintain the operation of an after-school youth program and office use associated with a religious facility. The bulk of activity on site would occur on Wednesdays and Sundays, and traffic flows from this site would generally occur as they have recently been occurring under the non-permitted operations. The activities on Thursdays would instead occur as they had been occurring on Wednesdays previously. Table 1 on the following page summarizes the proposed uses and maximum capacity.

Table 1: Proposed Uses and Capacity by Day		
Day	Use	Capacity
Sunday	Youth programs	100
Monday	Smaller group meetings, religious classes, and administrative office uses	20
Tuesday	Smaller group meetings, religious classes, and administrative office uses	20
Wednesday	Youth programs (2:30 pm - 4:00 pm only), smaller group meetings, religious classes, and administrative office uses	150
Thursday	Smaller group meetings, religious classes, and administrative office uses	7
Friday	Smaller group meetings, religious classes, and administrative office uses	7
Saturday	Smaller group meetings, religious classes, and administrative office uses	7

On Wednesdays during the school year, an average of approximately 150 middle school students arriving from Hillview Middle School would attend the youth program from approximately 2:30 pm to 4:00 pm, as they previously did on Thursdays. At this program, students would study and complete homework, eat snacks provided by the program, and socialize. The students would not have to be affiliated with Menlo Church to attend this free program on Wednesdays, and this program would be of a secular nature. Smaller group meetings, religious classes, and administrative office uses would occur during other hours of the day before and after the youth program on Wednesdays.

On Sunday mornings, an average of approximately 100 middle school students would attend a youth program related to morning church services from approximately 9:45 am to 11:10 am. On Sunday afternoons, approximately 100 high school students would attend another youth program related to church services from approximately 4:00 pm to 6:00 pm.

On other days of the week (Mondays-Tuesdays and Thursdays-Saturdays), smaller group meetings, religious classes, and administrative office uses would occur. These smaller group meetings and classes would mainly be geared toward students aged 12-18, with groups involving no greater than 20 staff, volunteers, and students at a time. These activities would occur within the range of 8:30 am to 9:30 pm. There would also be a band practice held indoors on Saturdays that would involve six students and one volunteer instructor, occurring from 9:00 am to 10:30 am. These smaller-scale uses would be complementary in nature to the primary religious facility uses at Menlo Church, as opposed to being an independent destination type of use.

Earlier, the applicant had requested to allow for one administrative meeting per quarter-year to occur on site for special events, with up to two occurring outdoors. The applicant had estimated an attendance of no

more than 100 people, consisting of adult staff and parishioners, for these events. However, the applicant has removed this component of their application.

Parking and circulation

For the Wednesday after-school program, bicycling and walking are projected to be nearly evenly split as the primary mode of transit for students traveling to the program. Traveling home from the program, most students would still walk or bicycle home, although some parents would use the parking lot located at COPF at 1111 University Drive or Public Parking Plaza 3 (both located within walking distance of the subject property) to pick up students who had arrived at the site via non-motorized modes.

For the Sunday programs, these students would generally travel to and from this program by car with family members, using parking available at Menlo Church at 950 Santa Cruz Avenue, the COPF parking lots at 1111, 1155, and 1177 University Avenue, and Public Parking Plaza 3. The modal split for the Sunday program attendees involves approximately 10 percent bicycling and 90 percent driving, by either individual rides or carpooling. Parking and picking up for the Sunday afternoon program would primarily occur at Menlo Church at 950 Santa Cruz Avenue or the COPF parking lot at 1111 University Avenue.

Overall, staff believes that the proposed youth programs would continue to complement and not conflict with the majority of business operations in downtown, specifically by continuing to minimize automobile trips during the active mid-day and afternoon time peak hours on Wednesdays and having minimal trips during other weekdays. With the majority of students on Wednesdays bicycling and walking to the youth program, minimal parking impacts occur during weekdays as well. Further, following their review, the Transportation Division has indicated that the proposed uses would not result in substantial overflow parking issues.

Noise

Noise traveling from the subject property has occurred as a result of the previous, non-permitted uses and increased outdoor activities, but the proposed project intends to reduce noise sources and noise levels. Outdoor activities as part of the Wednesday and Sunday programs would include such games as table tennis, foosball, 9 square, bean bag toss, and board games. Apart from the programs on Wednesdays and Sundays, the indoor band practice could create a higher level of noise than the other administrative and meeting activities held during the rest of the week. However, this activity would take place on Saturday mornings, when adjacent office businesses are not typically open. Otherwise, outdoor uses would be restricted to small group meetings and discussions, and would not involve any sports or amplified sound outside of the building on site. In addition, former outdoor sports that were occurring in the onsite parking lot, such as basketball and soccer, have been stopped and are not proposed to restart. These actions would minimize the potential for noise disturbances resulting from the various youth programs.

Correspondence

As of the writing of this report, staff has received a total of 36 emails and letters of support for the project, five emails and letters of opposition, and a copy of the applicant's outreach letter (Attachment E). The central concern expressed in the letters of opposition has involved the noise occurring as a result of amplified music and sports being played outdoors on site. The applicant has clarified that these activities

are no longer occurring outside, and that future use of the site would not again involve sports or amplified sound outside. Recommended conditions 4d and 4e would memorialize these limits. Condition 4f would also set a five-year term for the use permit, which would allow effects on neighboring properties to be considered again in the future, if COPF wishes to continue these uses at this location.

Conclusion

Staff believes that these youth programs would continue to complement and not conflict with the majority of business operations in downtown throughout the week, as peak-hour trips would continue to be minimized on Wednesdays specifically and other weekdays more generally. For other days of the week, parking has been largely maintained on adjacent properties owned by Menlo Church and COPF, and the uses on all days but Wednesdays would generally serve as a smaller-scale, complementary use to the existing Menlo Church. In addition, concerning noise, the site would restrict outdoor activities to avoid playing outdoor sports or using amplified sound outside. The use permit would be limited to a five-year term, requiring public review again in the future, if continued use is desired. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

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

Matt Pruter, Associate Planner

Report reviewed by:

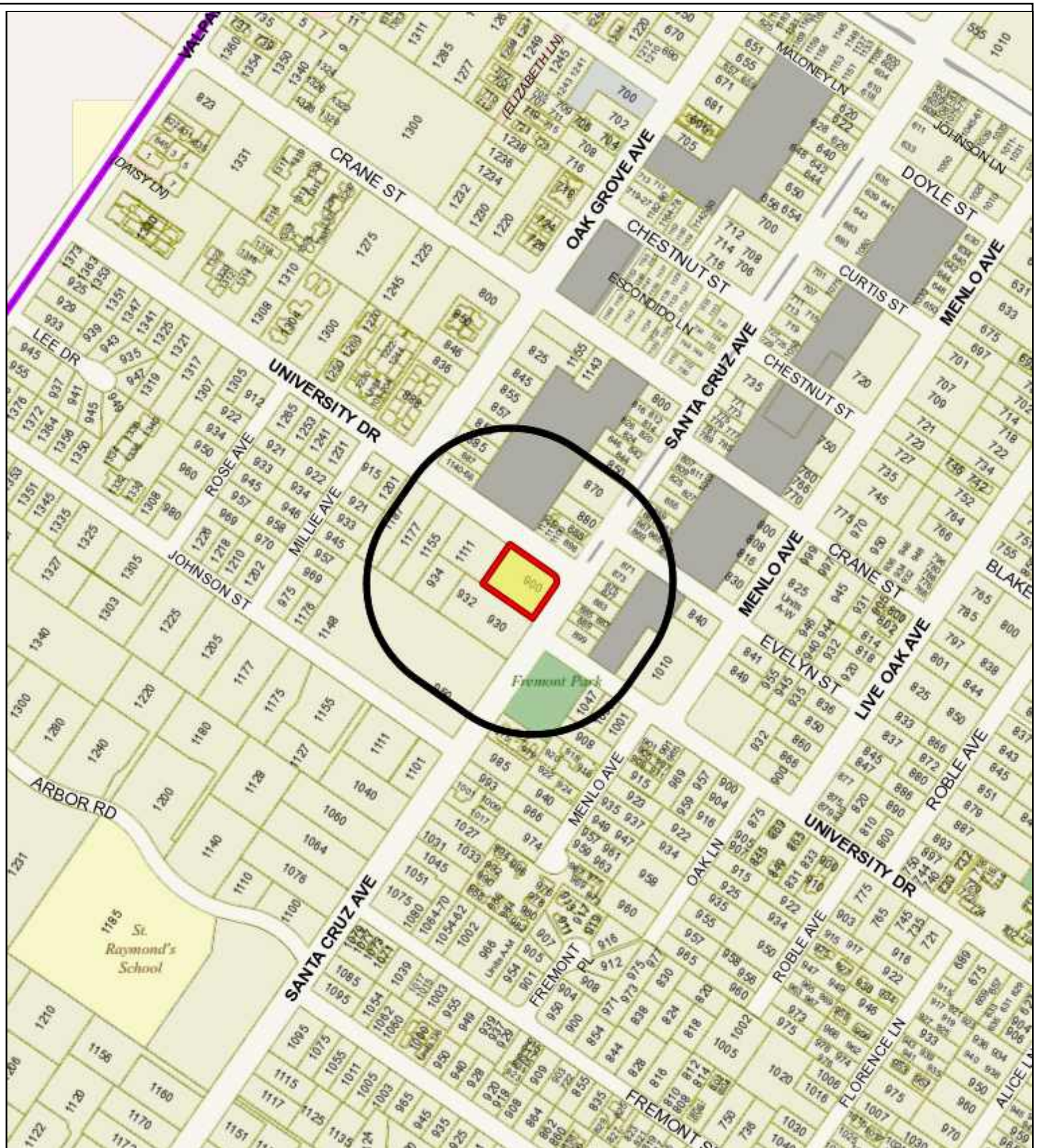
Thomas Rogers, Principal Planner

900 Santa Cruz Avenue – Attachment A: Recommended Actions

LOCATION: 900 Santa Cruz Avenue	PROJECT NUMBER: PLN2018-00032	APPLICANT: Church of the Pioneers Foundation	OWNER: Church of the Pioneers Foundation
PROPOSAL: Request for a use permit to operate a religious facility containing office, administrative, and educational uses and youth activities inside a former bank building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. No church services would be conducted on site. Limited activities would be held outside of the building. The project had included a request to hold up to four special events for church administrative purposes per year but the applicant has rescinded this request.			
DECISION ENTITY: Planning Commission	DATE: August 27, 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 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: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Church of the Pioneers Foundation, consisting of three plan sheets, dated received July 2, 2018, and the project description letter dated August 21, 2018, and approved by the Planning Commission on August 27, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. 4. Approve the use permit subject to the subject to the following ongoing, project-specific conditions: <ol style="list-style-type: none"> a. The building on site shall be limited to the following days and times of operation: <ol style="list-style-type: none"> i. Sunday – Saturday: 8:00 am – 9:30 pm b. Attendance shall be limited as follows: <ol style="list-style-type: none"> i. Sunday: 100 people ii. Monday: 20 people iii. Tuesday: 20 people iv. Wednesday: 150 people, between the hours of 2:30 pm – 4:00 pm only; otherwise, 20 people during other hours of operation v. Thursday: 7 people vi. Friday – Saturday: 7 people c. Youth programs shall be limited to Wednesdays and Sundays. Attendees at youth programs shall be properly supervised at all times, and loitering before, during, and after the events shall be minimized. The Community Development Director shall review complaints received by the City regarding the youth programs. The Community Development Director shall have the discretion to modify the use permit conditions to address problems and/or bring complaints to the Planning Commission for review. d. The facility doors and windows shall be kept closed when live music is being performed and when other amplified sound is being used indoors. The Community Development Director 			

900 Santa Cruz Avenue – Attachment A: Recommended Actions

LOCATION: 900 Santa Cruz Avenue	PROJECT NUMBER: PLN2018-00032	APPLICANT: Church of the Pioneers Foundation	OWNER: Church of the Pioneers Foundation
PROPOSAL: Request for a use permit to operate a religious facility containing office, administrative, and educational uses and youth activities inside a former bank building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. No church services would be conducted on site. Limited activities would be held outside of the building. The project had included a request to hold up to four special events for church administrative purposes per year but the applicant has rescinded this request.			
DECISION ENTITY: Planning Commission	DATE: August 27, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
ACTION: shall review complaints received by the City regarding noise. The Community Development Director shall have the discretion to modify the use permit conditions to address problems and/or bring complaints to the Planning Commission for review. e. No outdoor sports shall occur on the site premises. f. The use permit shall expire on August 27, 2023, unless the applicant obtains approval of an extension of the use permit.			



City of Menlo Park
Location Map
900 Santa Cruz Avenue





August 21, 2018

COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

RE: 900 Santa Cruz Ave Use Permit

Application Confirmation Notice further clarification and information

Project Description:

Request for a Use Permit to operate as a religious organization, specifically the 'Bank Hang' youth program and other youth programs associated with Menlo Park Presbyterian Church (dba Menlo Church) at 900 Santa Cruz Ave. The Church of the Pioneers Foundation (COPF) purchased the 900 Santa Cruz Ave site from Bank of the West eight years ago in 2010. The facility has been leased to Menlo Church and used as a Student Center since 2010.

Menlo Church is a religious organization that was founded in Menlo Park in 1873 and moved from its earlier location of 700 Santa Cruz Ave to 950 Santa Cruz Ave in 1950. Menlo Church and the 4,000 member congregation believe part of the Christian theology is to 'Serve Others'. The Church is a major source of assistance to the community through its outreach programs such as: 'Serve the City', numerous mission programs throughout Menlo Park, assistance to the Homeless, meetings for AA, Divorce Recovery, Counseling, Preaching, **Youth programs**, etc.

Since the 1930's, Menlo Church has had successful youth programs. During the development of Downtown in 1947, the Church was assessed a parcel fee invoice from the City to fund the downtown redevelopment that exceeded the Church annual budget.

P.2, Aug 21, 2018

The Youth program was so successful in the community, all the churches of Menlo Park rallied and went door-to-door to fund raise to pay the parcel tax to keep the Youth Program. The tax was paid and the Youth Program continues to present day.

As an extension of the Menlo Church outreach to the community, the 900 Santa Cruz Ave facility was opened by Menlo Church to provide: a place for church youth staff to work, youth worship services, mentoring youth in moral development, counseling to youth/parents along with youth meetings for leadership/sharing. The Youth Program is open to all youth regardless of faith preference or the non-churched.

In addition, the facility offers a safe place for students during the week with an emphasis on Wednesday (was originally Thursday) after-school, with a program called 'Bank Hang'. The program includes assisting with homework, providing free snacks and offers a place where students can connect with other students and their friends.

Hillview School has a 'Minimum Day' on Wednesdays and the students prior to 'Bank Hang', would loiter at downtown locations creating a nuisance to retail stores and their customers. Hillview School is a supporter of 'Bank Hang' and reminds students of the after-school option during Wednesday (was Thursday) morning announcements. The Chamber of Commerce is a supporter of the program as a valued alternative for after-school recreation and social development.

P.3, Aug 21, 2018

The Use Permit was requested in response to a complaint by the owner of the neighboring property due to noise issues. After many years of operation, this was the first complaint from any neighbor. As a result, various remedies have been implemented to minimize any inconvenience. Remedies have included limiting all amplified music to indoors only, removal of basketball backboards and prohibiting outside groups to use the parking lot for their off-street impromptu soccer and basketball games. Amplified indoor music is limited to Wed 2:30-4p and Sun 9:30-10a and 4-4:30p, 5:30-6p.

Menlo Park enforcement officers have observed the 'Bank Hang' activities on different occasions. The officers stated, there was not a violation of the noise ordinance and complimented the staff for offering such an outstanding program to students.

The initial request for an expansion to the use permit was in a letter to the Planning Division dated December 14, 2017.

Attached is a listing of various documents that have been provided to the City of Menlo Park as part of the Application Confirmation Notice.

- Refinement of Area, Site and Floor Plans.
- Letter from Menlo Church submitted to Michele Morris on 3/22/18 to Menlo Park City Planning Department. Letter listed events for each day of the week with attendance and purpose/activities by age group. Details are as follows:

Day	# Staff	# Volunteers	# Students	Purpose&Activities	Student Ages
Sat	-	1	6	Band Practice	12-18
Sun	4	20	200	Worship/Fellowship	12-18
Mon	6	3	12	Leadership Teams Mtgs.	15-18
Tue	6	1	10	Life Group Mtg. teenagers	16-18
Wed	6	1	100-150	Middle School Program	11-14
Thurs	6	-	-	Staff Office Work	
Fri	2	-	-	Staff Office Work	

P.4, Aug 21, 2018

Ad Hoc Use # Menlo Staff

Event 1 -

Purpose&Activities

Summer Fest - Menlo Park
Chamber of Commerce
used the parking lot on Sat/Sun
Jul 22/23 with no youth
activity that weekend.

Times of purpose & activities by day:

Sat 9-10:30a

Sun 9:45-11:10a and 4-6p

Mon 8:30-9:30p

Tue 8:30-9:30p

Wed 2:30-4:30p (no activity when Hillview is closed for Holidays and
Vacation)

Thurs -

Fri -

Volunteers are Menlo Church Lay members

Staff work duties include communicating and meeting with parents to talk about their kids and how to care for them well, training adult volunteers, planning activities and weekly church services for the students and other events with students (such as camps, service trips, and holiday events), spending time talking with students about their lives and meeting with other staff members to plan church events.

P.5, Aug 21, 2018

Staff hours:

Mon – Thur, 6 staff members work from 9a-5p

Mon night meetings, 2 staff members start later and attend the Team Meeting from 8:30-9:30p

Tue evening Life Group do not have staff present, instead led by Volunteer adult leaders.

Fri, 2 staff members work from 9a-5p

Saturday, the building is closed, with the exception of band practice led by 1 volunteer.

Sunday, 4 staff members work from 9a-6p

Summer Fest – building is closed for the weekend.

Activities outdoors in parking lot for Middle and High School:

Ping pong, Foosball, 9 square, Corn Hole (bean bag toss), board games (Checkers, Uno, Connect 4).

During days of outdoor activities the parking lot at 900 Santa Cruz Ave is closed on Wed and Sun; no one is allowed parking in the lot when outdoor activities will take place. Parking is directed to 950 Santa Cruz Ave (church), 1111/1155/1177 University Dr (COPF owned) and Plaza 3. Parking lot is also closed on days when outdoor Quarterly meetings are held.

Parking lot is open on all other days.

Please Note: Original request for 'Bank Hang' was for Thursday, but the request has been revised to Wednesday. Wednesday is now preferred because potentially another school could participate.

P.6, Aug 21, 2018

- Response 5/16/18 to Public Works, City of Menlo Park (Transportation) re attendance for Wednesday (originally Thursday) and Sundays, modal choices (walking/bicycling/car), staging to pick up kids and vehicle parking.

Details are as follows:

Wed: An average of 100-150 children attend of which 50% of kids walk and 50% bike to 'Bank Hang' from Hillview Middle School. Bike racks have been provided by the City of Menlo Park. A few students are picked up by their parents @4p (in lieu of picking up at Hillview at 2:15p). Most students start to leave at 4p, some stay to 4:30p. The bulk of children walk or ride their bikes home.

The parents that pick up their children, park in the church parking lot at 950 Santa Cruz Ave, COPF owned parking lots at 1111/1155/1177 University Dr, Plaza 3 and off-street parking.

Sunday morning: Middle School students arrive at 9:45-10a with their parents as they attend worship services at Menlo Church. The parents then pick up their children after church services at 11:10a. The parents park in the Menlo Church parking lot at 950 Santa Cruz Ave, the COPF owned parking lots at 1111/1155/1177 University Dr, public parking lots and off-street parking.

Sunday afternoon: Senior High School students arrive with a mixture of biking (10%), solo and car pool driving (90%) at 4-4:30p and leave at 5:30-6p. Those parking and picking up are usually in the Menlo Church parking lot at 950 Santa Cruz Ave, 1111 University Dr and Plaza 3 parking lots.

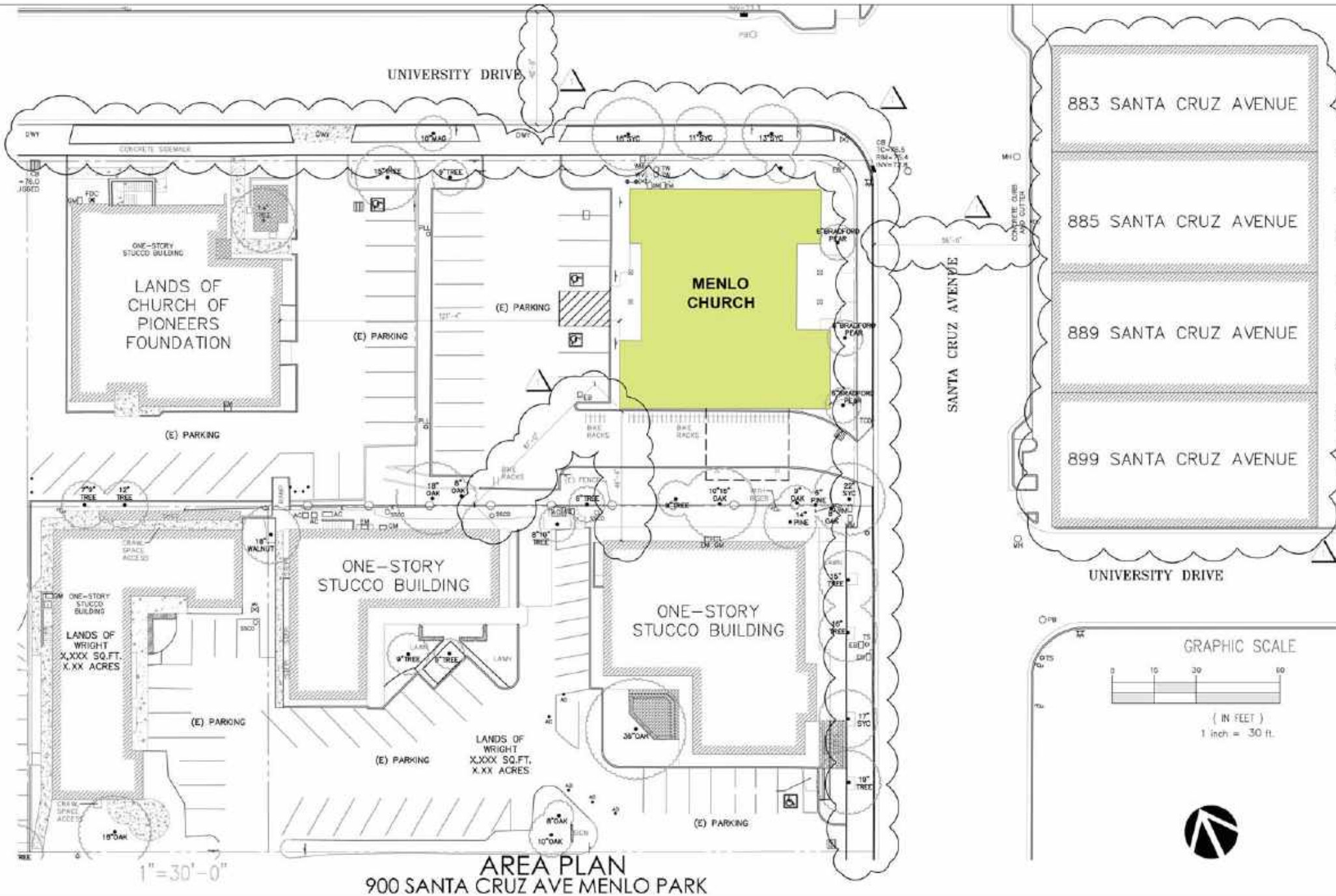
P.7, Aug 21, 2018

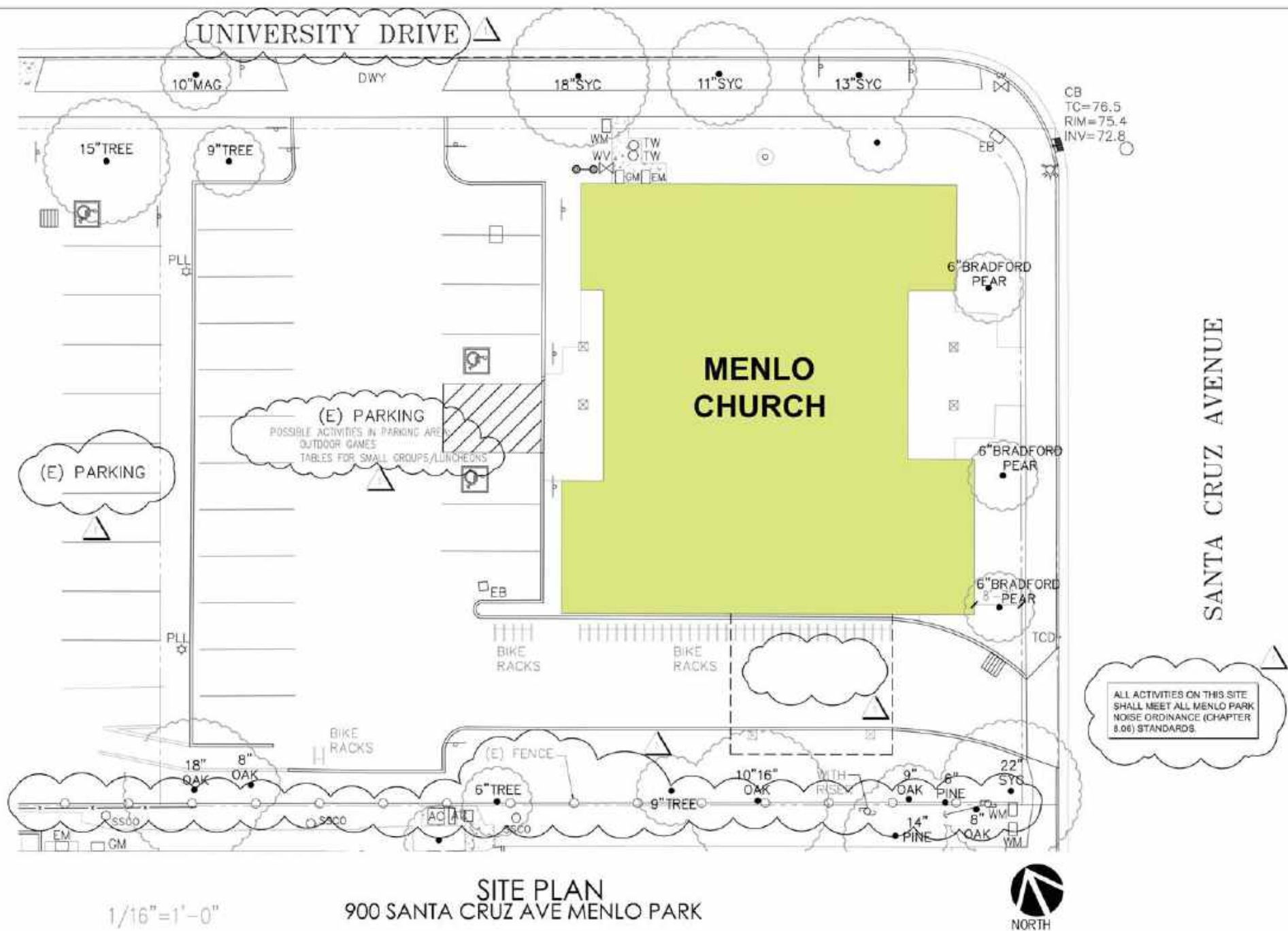
- Letter recently sent to neighbors informing them of use permit application (Planning Division provided address list). Letter gives a description of the youth activities and benefits to the students and community. As of this date we have received via Planning Dept. twelve (12) letters of support of which five (5) were from psychiatrists along with a letter from the Chamber of Commerce. Also, fourteen (14) emails of support from parents, neighbors and other Menlo Park residents.

Sincerely,

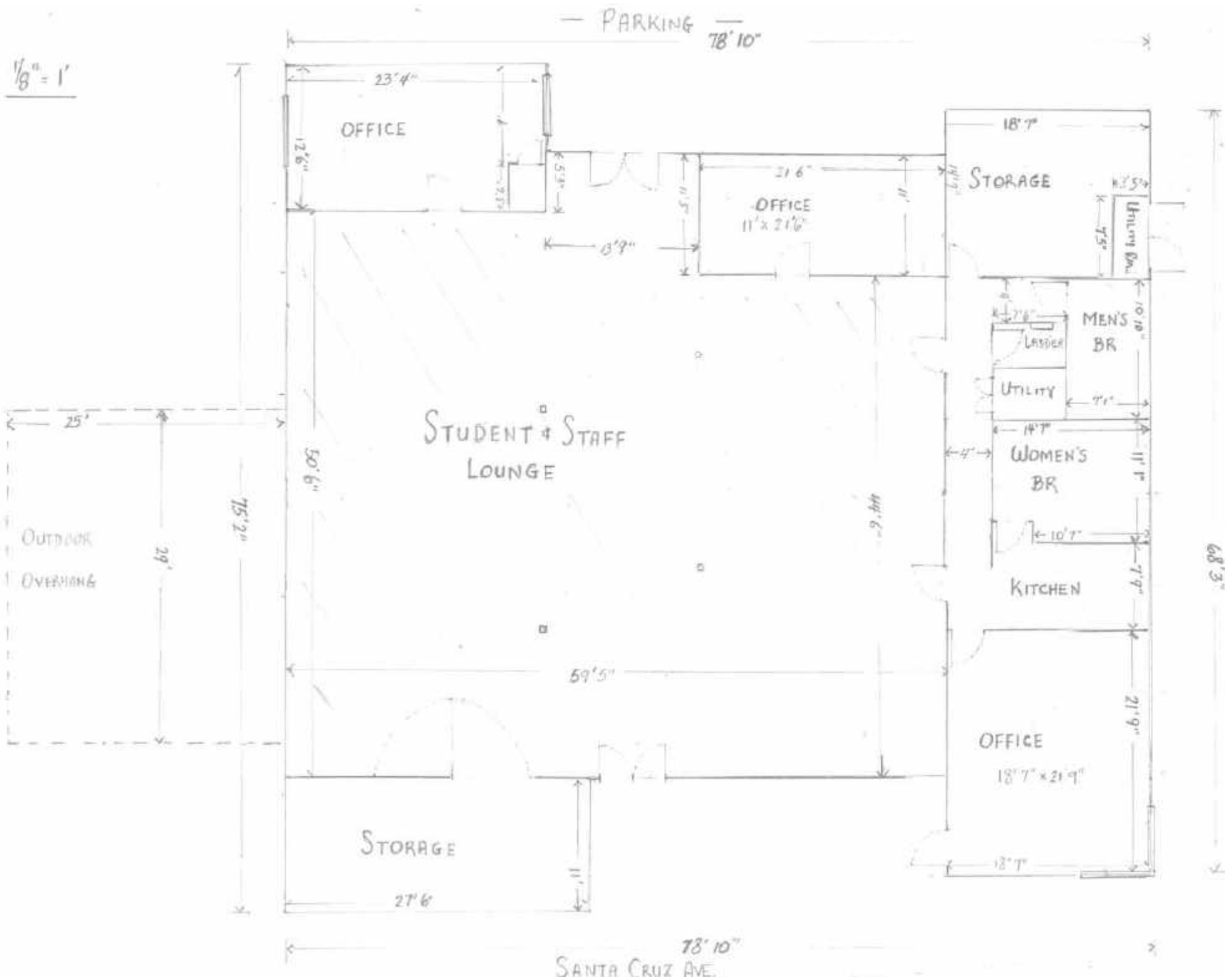
A handwritten signature in dark ink, appearing to read "W.G. Frimel". The signature is stylized with a large, looped "W" and a clear "F".

William G. Frimel, VP CFO





$\frac{1}{8}'' = 1'$



UNIVERSITY DR.

900
SANTA CRUZ AVE
FLOOR PLAN



RECEIVED
MAY 30 2018
CITY OF MENLO PARK
PLANNING DIVISION

Dear Menlo Park neighbor,

May 22, 2018

First, we are celebrating our 145th year as a member of the Menlo Park community and are grateful for the opportunity to be a contributing partner in the growth of this incredible neighborhood and appreciate your support over the many decades we have shared together.

As such, we want to keep you apprised of our intentions to file for an expanded use permit of 900 Santa Cruz Avenue in order for us to continue a valuable service to the community. The space is currently defined as office only, but we desire to effect a minor change to allow us to use the building and adjacent, private parking area for certain youth activities including the Thursday afternoon program from 2:30pm to 4:30pm, called Bank Hang. We started the program a few years ago, with support from Menlo Park families and Hillview school, to provide boys and girls a safe place to congregate after school rather than their lounging outside several downtown stores and businesses. We assist with homework, provide free snacks and offer a place where students can connect with other students and their friends. It has been received favorably by participating families and the Chamber of Commerce, with an attendance averaging 150 students. We also plan to utilize the building and parking lot for Sunday youth programs.

We may play music from the building to the play area and encourage outside activities, including basketball and other outdoor games. We are sensitive to the noise levels to our neighbors and have taken several measures to minimize the sound impact and provide proper oversight of the children while on site.

We understand the City of Menlo Park will include our petition in an upcoming public forum and we appreciate your support as we pursue this use permit to maintain such youth programs for the greater benefit of the community.

Blessings,

Dave Peterson
Menlo Park Campus Pastor

Brett Koerten
Director of Student Ministries



12 April 2018

Attn: Planning Department, Michelle Morris
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Subject:
Use Permit
900 Santa Cruz Avenue, Menlo Park
Church of the Pioneer Foundation, Applicant

The Chamber of Commerce is in support of the applicant's request to grant expansion of the Use Permit to Church of the Pioneer Foundation, for 900 Santa Cruz Avenue, as office space for student service functions as well as the additional described expanded activities for middle school and other student programs.

Menlo Church and the Church of the Pioneer Foundation provide significant benefit to the entire community through a wide variety of programs and services. This particular request is indicative of their substantive role in youth-focused programs. The programs are inclusive, well-attended and provide safe, valued alternatives for after-school recreation and social development.

We support approval of the Use Permit request.

Sincerely,

A handwritten signature in black ink, appearing to read "Fran Dehn". The signature is fluid and cursive, with a long, sweeping underline.

Fran Dehn, President and CEO

cc: Church of the Pioneer Foundation

Pruter, Matthew A

From: Phil Johnston <philjohnston66@yahoo.com>
Sent: Tuesday, June 05, 2018 8:36 PM
To: Pruter, Matthew A
Subject: The Bank

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Matt,

Quick note stating that the Bank is great for our kids and frankly anybody who complains about a place that is a positive for our young kids to hang out at is clueless as to how lucky the city is to have such a facility open to ALL students and not just those whose families are members.

Thank you

Phil

Sent from my iPhone

Phil Johnston
415-269-7550

Pruter, Matthew A

From: Michael Dittmar <mdittmar@colabraconsulting.com>
Sent: Tuesday, June 05, 2018 11:53 PM
To: Pruter, Matthew A
Subject: a letter of support

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Matthew,

I understand that Menlo Church has reapplied for a use permit for “The Bank”. I thought I would let you know how important “The Bank” and the Menlo Church youth program has been to literally hundreds of Menlo Park families and certainly to my family.

As you know, pressures on Menlo Park youth are very high. Junior high and high school are both important formative times. Most youth lack good mentors and connected adults in their life. I am sure you know the statistics around the pressures assaulting youth - even in a place like Menlo Park. Divorce, depression, family issues, high school pressure, and the normal issues of junior high school and high school truly add up. I believe it is vital that we have resources like the Menlo Church “Bank” as a safe haven for youth to engage with caring mentors, learn critical relational and community leadership skills (through things like service projects) and simply have a safe place to process their lives and be heard..

In my own family, I have 3 kids. Starting with my oldest when she was at Hillview, participation in the youth activities at Menlo has been central to the social, emotional, and values development for my kids. They had older leaders engaged with them to mentor them, model for them, to listen to them, and to guide them. School has helped make them good academic students. Menlo’s programs and caring leaders have helped make them good humans - caring, compassionate kids who are active in serving others.

In an age when pressures are mounting and so many trend lines for youth health and development are down, we critically need places like Menlo Church (and more like them) in our community. =Our youth and our city are better, stronger, more loving, and healthier as a result.

I would be happy to speak more about it if further dialogue would be helpful to you.

Best Regards,

Michael Dittmar
301 Oakhurst Place, Menlo Park

Michael Dittmar | Colabra, LLC | Managing Partner | 650 906 9193 | www.colabraconsulting.com



Pruter, Matthew A

From: Kathy Lipps <kathylipps10@gmail.com>
Sent: Wednesday, June 06, 2018 5:01 AM
To: Pruter, Matthew A
Subject: My kids

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Matthew,

Hello, I'm the thankful mom of ten children who have been raised and very positively impacted by the activities of Menlo Church, or formally called MPPC. I could not begin to describe the affects of the input into the lives of MP youth that this Church has had. Please know that, due to these carefully planned events of this Church, which used to happen each Wednesday night for as many as 300 youth, to now, when youth gather in meaningful ways nurtured by mature and intentional adults and older peers, that good life directions and habits, and self esteem is afforded. Please allow the permit allowing these needed efforts to continue.

Wait gratitude for you all and Menlo Church,

Kathy Lipps
(Mom of nine MA graduates, and one incoming Freshman)

Pruter, Matthew A

From: Winslow, Joseph <joseph.winslow@sgc-financial.com>
Sent: Wednesday, June 06, 2018 7:20 AM
To: Pruter, Matthew A
Subject: Menlo Church Bank

Follow Up Flag: Follow up
Flag Status: Flagged

Mr Pruter

As a long time business man in Menlo Park, I wanted to express my gratitude for Menlo Church providing a place for kids to go after school, getting them off the streets, into a safe supervised environment. This location, and service has been a value to the community, where kids can spend time, in a good environment, without negativity, where they can be around each other to participate in positive activities. Not only has this been a positive experience for all my children, but also myself.

Joe Winslow
415-672-5535

Joseph D. Winslow | Senior Consultant | Securian Group of California | [650.227.0373](tel:650.227.0373)

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A Registered Investment Advisor
Securian Group of California is independently owned and operated

Pruter, Matthew A

From: Meg McGraw-Scherer <MMcGraw-Scherer@chpc.net>
Sent: Wednesday, June 06, 2018 8:45 AM
To: Pruter, Matthew A
Subject: the Bank - support for request for permit

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mr. Pruter-

I wanted to send a note of support for Menlo Church's application for a new permit for their Bank building.

My son is now a graduating 8th grader from Hillview. We live in Menlo Park, on Santa Cruz, between Hobart and Cotton (1445 Santa Cruz Avenue). For the last three years, Miles (my son), has spent countless hours at the Bank on Thursday afternoons. The Bank program serves 6th through 8th graders. He loves it there. It is a safe, productive place to spend time on Thursdays, when school gets out early. He has made friends there and would often go there alone, knowing he would run into friends once arriving.

Personally, I am sad that his time is over there. Going on to high school, that program will no longer be available to him. So, all that to say, the program is invaluable to a lot of kids. I think it is invaluable to the downtown community as well as it captures the kids in productive play, rather than leaving them to roam the downtown streets looking for things to do.

I just wanted to register my support for the permit. The Bank is a wonderful resource for middle-schoolers in Menlo Park. We are lucky to have it and the City should support its efforts to engage our children productively.

Thanks so much for your consideration.

Meg

--

Meg McGraw-Scherer

Senior Housing Finance Consultant/

Peninsula Director

California Housing Partnership

mmcgraw-scherer@chpc.net

T: (415) 433-6804 x315 (Tues – Thurs) |

(415) 279-5124 (Mon & Fri)

369 Pine Street, Suite 300 | San Francisco, CA 94104

www.chpc.net | [@CHPCnews](https://twitter.com/CHPCnews)

Pruter, Matthew A

From: Kelly Morehead <kellymorehead@mac.com>
Sent: Wednesday, June 06, 2018 8:45 AM
To: Pruter, Matthew A
Subject: Permit for The Bank

Follow Up Flag: Follow up
Flag Status: Flagged

To whom it may concern:

I write today in favor of the City of Menlo Park issuing a permit for The Bank at the corner of Santa Cruz Avenue and University Drive in Menlo Park. I have lived in Menlo Park for twenty-two years, the first nine of which I lived downtown on Millie Avenue, right around the corner from The Bank. I have three sons, two of whom are in middle school at Hillview Middle School, one in 7th grade and one in 8th grade. My third son is a 3rd grader at Oak Knoll Elementary School.

For the past three years, since starting middle school, my middle school sons have asked almost every day to go "hang out" downtown. The only day that I don't hesitate to say yes is Thursday afternoons when they are going to Bank Hang at The Bank. When they go to Bank Hang, I know they are in a safe, adult-supervised, youth-intentional environment. They get to spend downtime with their friends and adult mentors, while being kids – eating pizza, shooting hoops, playing ping pong, and just hanging out. No other place like Bank Hang exists in Menlo Park, or in neighboring cities, where kids are free to be kids.

In addition to my boys enjoying The Bank, I have spent time at The Bank in my role as a group leader through Menlo Church's Middle School Ministry and High School Ministry. I have led a group of 15 10th-grade girls since they were 6th graders. We meet at The Bank on Sundays during Menlo Church's Middle School or High School Ministry programs. We also meet at The Bank during the week sometimes to have dinner together and catch up on what is going on in the girls' lives. Having this neutral space for the girls to gather encourages them to join me. The Bank feels safer for them than meeting at one of their homes where parents may overhear, cooler than meeting at my house where evidence of my mom status is plentiful, and more private than meeting at Starbucks where they are bound to see at least five other kids they know. Without access to The Bank facility, I would have a harder time connecting with these girls to mentor them through the challenges of middle and high school.

My sons, the girls I mentor, and many other students in Menlo Park benefit significantly from the availability of a place like The Bank, and, in turn, our community benefits from having healthy and vibrant youth growing into responsible and generous citizens in at least the following three ways:

Independence

Bank Hang allows middle schoolers to start exercising independence while still being in a safe, adult-supervised setting. My boys and most of the kids who go to Bank Hang walk there from Hillview. For many kids, walking to Bank Hang is the first time they have gone anywhere by themselves. Where parents may not feel comfortable letting their middle schooler loose downtown, going to Bank Hang is a safe way to let an adolescent start managing himself or herself without his parent's oversight.

Downtime

Everyone is familiar with the statistics about kids in Menlo Park and similar areas being over-scheduled with extra-curricular activities, over-loaded with schoolwork, and filled with anxiety about performing at the top level of everything they do. The Bank, whether on Sunday through the church's programs or on Thursday through Bank Hang, is a tonic for the students usual state of being. The Bank is a relaxed, non-structured environment, where kids get much needed downtime by doing things solely for the enjoyment of doing them. The Bank is a place they can be themselves with their peers and unwind from the stress of their busy lives.

Connection with Non-Parent Adults

Research shows that youth benefit tremendously from relationships with non-parent adults who know and care about them, and The Bank is a place where mentoring adults can connect with students. Using data from the 2011/12 National Survey of Children's Health, researchers found "[c]hildren and adolescents who have a formal or informal 'mentor-like' relationship with someone outside their home are less likely to have externalizing behavior problems (bullying) and internalizing problems (depression). This group is also more likely to complete tasks they start, remain calm in the face of challenges, show interest in learning new things, volunteer in the community, engage in physical activities, participate in out-of-school time activities, and be engaged in school. Additionally, those who have a caring adult outside the home are more likely to talk with their parents about 'things that really matter.' These results suggest that mentor-like adults outside the home can be a resource in promoting positive well-being for children and adolescents." ([Caring Adults: Important for Positive Child Well-Being.](#))

"Adolescents who report the presence of a [Supportive Non-Parental Adult] in their lives exhibit higher levels of several indicators of positive academic adjustment, including academic attitudes, motivation, academic self-concept, school attendance, and academic achievement." ([Supportive Non-Parental Adults and Adolescent Psychosocial Functioning: Using Social Support as a Theoretical Framework.](#))

I encourage the city to show its support for the youth and families of this community by issuing a permit that will allow The Bank to continue being open to students.

Sincerely,
Kelly
c (650) 619-1661

"Justice will not be served until those who are unaffected are as outraged as those who are." - Benjamin Franklin

Pruter, Matthew A

From: Domonique <domonique.matthews@comcast.net>
Sent: Wednesday, June 06, 2018 10:09 AM
To: Pruter, Matthew A
Subject: In Support of The Bank Permit

Follow Up Flag: Follow up
Flag Status: Flagged

To whom it may concern:

I write today in favor of the City of Menlo Park issuing a permit for The Bank at the corner of Santa Cruz Avenue and University Drive in Menlo Park. I have lived in Menlo Park for twelve years. I have three kids, one of which is graduating from Hillview Middle next week and has been to The Bank many times over his 3 years in middle school.

For the past three years, my oldest son has been going on occasional Thursday afternoons to Bank Hang at The Bank. When they go to Bank Hang, I know they are in a safe, adult-supervised, youth-intentional environment. They get to spend downtime with their friends and adult mentors, while being kids – eating pizza, shooting hoops, playing ping pong, and just hanging out. No other place like Bank Hang exists in Menlo Park, or in neighboring cities, where kids are free to be kids.

My sons and many other students in Menlo Park benefit significantly from the availability of a place like The Bank, and, in turn, our community benefits from having healthy and vibrant youth growing into responsible and generous citizens in the following ways:

Independence

Bank Hang allows middle schoolers to start exercising independence while still being in a safe, adult-supervised setting. Most of the kids who go to Bank Hang bike or walk there from Hillview. For many kids, biking/walking to Bank Hang is the first time they have gone anywhere by themselves. Where parents may not feel comfortable letting their middle schooler loose downtown, going to Bank Hang is a safe way to let an adolescent start managing himself or herself without his parent's oversight.

Downtime

Everyone is familiar with the statistics about kids in Menlo Park and similar areas being over-scheduled with extra-curricular activities, over-loaded with schoolwork, and filled with anxiety about performing at the top level of everything they do. The Bank is a relaxed, non-structured environment, where kids get much needed downtime by doing things solely for the enjoyment of doing them. The Bank is a place they can be themselves with their peers and unwind from the stress of their busy lives.

Connection with Non-Parent Adults

Research shows that youth benefit tremendously from relationships with non-parent adults who know and care about them, and The Bank is a place where mentoring adults can connect with students. Using data from the 2011/12 National Survey of Children's Health, researchers found "[c]hildren and adolescents who have a formal or informal 'mentor-like' relationship with someone outside their home are less likely to have externalizing behavior problems (bullying) and internalizing problems (depression). This group is also more likely to complete tasks they start, remain calm in the face of challenges, show interest in learning new things, volunteer in the community, engage in physical activities, participate in out-of-

school time activities, and be engaged in school. Additionally, those who have a caring adult outside the home are more likely to talk with their parents about ‘things that really matter.’ These results suggest that mentor-like adults outside the home can be a resource in promoting positive well-being for children and adolescents.” ([Caring Adults: Important for Positive Child Well-Being.](#))

“Adolescents who report the presence of a [Supportive Non-Parental Adult] in their lives exhibit higher levels of several indicators of positive academic adjustment, including academic attitudes, motivation, academic self-concept, school attendance, and academic achievement.” ([Supportive Non-Parental Adults and Adolescent Psychosocial Functioning: Using Social Support as a Theoretical Framework.](#))

I encourage the city to show its support for the youth and families of this community by issuing a permit that will allow The Bank to continue being open to students.

Sincerely,
Domonique Matthews
m. 650.575.7214

Pruter, Matthew A

From: Dayna Chung <dlaurel05@gmail.com>
Sent: Wednesday, June 06, 2018 10:26 AM
To: Pruter, Matthew A
Cc: Brett Koerten
Subject: I support issuing a permit for The Bank!

Follow Up Flag: Follow up
Flag Status: Flagged

To whom it may concern:

I write today in favor of the City of Menlo Park issuing a permit for The Bank at the corner of Santa Cruz Avenue and University Drive in Menlo Park. I have lived in Menlo Park since 2013. My family actually came to the city from Los Gatos because of Menlo Church, its youth programs + its engagement with the community - as evidenced by everything from missions programs across the Bay to afternoon 'Bank Hang' programs for middle schoolers. I have a daughter in the 7th grade at Hillview and two sons at Oak Knoll elementary.

Adolescent years are so tumultuous and it's such a gift to my family and to families in our community to know that youth have a safe place to 'hang out' in the downtown area. When they go to Bank Hang, I know they are in a safe, adult-supervised, youth-intentional environment. They get to spend downtime with their friends and adult mentors, while being kids – eating pizza, shooting hoops, playing ping pong, and just hanging out. ***No other place like Bank Hang exists in Menlo Park, or in neighboring cities, where kids are free to be kids.***

Even if you don't have young children....even if you don't go to Menlo Church....even if you are not tuned into issues related to youth in our community, there are compelling reasons why our town benefits from a space like this and the programs it facilitates.

Freedom & Independence

Bank Hang allows middle schoolers to start exercising independence while still being in a safe, adult-supervised setting. My boys and most of the kids who go to Bank Hang walk there from Hillview. For many kids, walking to Bank Hang is the first time they have gone anywhere by themselves. Where parents may not feel comfortable letting their middle schooler loose downtown, going to Bank Hang is a safe way to let an adolescent start managing himself or herself without his parent's oversight.

Free-time

Everyone is familiar with the statistics about kids in Menlo Park and similar areas being over-scheduled with extra-curricular activities, over-loaded with schoolwork, and filled with anxiety about performing at the top level of everything they do. The Bank, whether on Sunday through the church's programs or on Thursday through Bank Hang, is a tonic for the students usual state of being. The Bank is a relaxed, non-structured environment, where kids get much needed downtime by doing things solely for the enjoyment of doing them. The Bank is a place they can be themselves with their peers and unwind from the stress of their busy lives.

Relationships with Non-Parent Adults

Research shows that youth benefit tremendously from relationships with non-parent adults who know and care about them, and The Bank is a place where mentoring adults can connect with students. There is overwhelming evidence in supporting the benefits of relationships with non-parents, coupled with the life-long consequences of not. Like so many who come to Silicon Valley for work or study, we don't have any relatives in the Bay Area or even California. It's in these environments, like The Bank, where my children have found adults they can talk to and know.

Uniqueness + Equity

As I've already outlined, The Bank Hang on Thursday is a popular program for youth from our community. Not only is there no space quite like it in our community but it is FREE and OPEN to all. Not only would it be difficult to find or recreate a similar space but the most likely alternatives would come at a cost. Equity and justice (or a lack thereof) don't always occur in dramatic and grand fashion, but in the seemingly insignificant choices we make - in our schools, towns, etc. This is one of those moments. Let's honest - wealthier families will have an easier time finding alternatives. But, it's the less privileged/affluent families who will suffer the most. And, outside of school, we owe it to them to create these open spaces where kids - regardless of where they live or go to school can hangout. If we are sincere about wanting to change the climate in our country and help the next generation build bridges and relationships across a diverse spectrum of kids and adults - we have to be intentional about facilitating that process.

I encourage the city to show its support for the youth and families of this community by issuing a permit that will allow The Bank to continue being open to students. Please also consider the consequences of NOT issuing the permit. Failure to preserve this space will likely create a lose-lose for church neighbors and kids alike. Many of these kids, still seeking afternoon entertainment and recreation will likely roam

nearby spaces downtown, but without supervision. And, kids will lose-out by not benefiting from the unique ecosystem this space affords. We surely can find creative solutions to any concerns that have been raised while at the same time permitting The Bank to provide a safe space, open to all where the next generation can have fun, build connections and learn to spread their wings.

Sincerely,

Dayna Chung
1756 Stanford Ave
Menlo Park, CA 94025

--

Dayna Chung
Writer. Community Organizer.
www.overcoffeeandwineblog.com
www.communityequitycollaborative.org

Pruter, Matthew A

From: Anabanana <anazeng2005@gmail.com>
Sent: Wednesday, June 06, 2018 3:48 PM
To: Pruter, Matthew A
Subject: Bank Hang

Follow Up Flag: Follow up
Flag Status: Flagged

Hello,

My name is Ana Chung, I am a 13 year old Hillview Middle School student. Here is why I think that Bank Hang needs to get it's permit.

Bank Hang is open and FREE to all people who attend. Many of the people who go are from East Palo Alto and it can be hard to find a *good* after school program that is free. The fact that it's free is very important because some students spend a lot of money downtown, but at Bank Hang they don't spend any.

They provide food, which many students need after a long day of school.

It will not change the number of students who are downtown will not change. The same students will still be in the same area, just they won't be at Bank Hang.

Parents are more comfortable. For parents of middle school students, it can be hard to let their child start to go downtown and on their own because they don't have adult supervision. At Bank Hang, it is supervised by adults, which is good, especially because students are not adults yet.

Attendees are not pressured to be Christian. It is an open and free space where any and all are welcome space where all people do is eat pizza and hang out. Bank Hang does not have any Christian ties. When Menlo Church puts on Bank Hang, they are trying to do a nice thing for the middle school (specifically Hillview, considering they are the closest school) community. They aren't trying to force anyone to be Christians, they are just doing a nice thing for the people around them.

I hope you take my note into consideration, and that you remember the students and families will be loosing this amazing program if Menlo Church is denied this permit.

Sincerely,
Ana Chung

Pruter, Matthew A

From: Molly Drewes <molly@drewes.net>
Sent: Wednesday, June 06, 2018 4:07 PM
To: Pruter, Matthew A
Subject: Menlo Church "Bank"

Follow Up Flag: Follow up
Flag Status: Flagged

Mr. Pruter

I have a high schooler and middle schooler and wanted to let you know how much the Menlo Church Bank Hang means to my kids and to our family. There are few places where kids can go and just hang out with their peers and some pretty cool adults too, listen to music and just feel free to talk, laugh and be themselves. They don't have to buy anything nor do they have to worry about loitering and upsetting other people. It is a positive atmosphere determined to give the best to the kids they host and hopefully function as a sanctuary for kids that are feeling troubled or depressed.

I hope you and the other members of the deciding committee elect to keep this terrific place open and available. I am certain MC Bank Hang would do just about anything the neighborhood requested to comply and not disturb.

Please keep this open?

Many many thanks,
Molly Drewes
Menlo Park, CA

Pruter, Matthew A

From: Linda Knoll <linda_knoll@yahoo.com>
Sent: Thursday, June 07, 2018 1:27 PM
To: Pruter, Matthew A
Subject: BANK Hang in Downtown MP

Follow Up Flag: Follow up
Flag Status: Flagged

I am writing to support the positive impact the “BANK Hang” at Menlo Church has on our community. It is the ONLY space in our community that 'creates community' for our youth outside of school. It is a safe and happy place where students can gather and enjoy each other's company while being supervised. I would hate to see this special place that has become a wonderful space be taken away from our youth. They need it and we parents need it so please don't take it away.

Regards,
Linda Knoll

Pruter, Matthew A

From: Yandle Clan <yandle@sbcglobal.net>
Sent: Thursday, June 07, 2018 5:48 PM
To: Pruter, Matthew A
Cc: Brett Koerten
Subject: Menlo Church- The Bank used for middle schoolers and high schoolers (900 Santa Cruz Avenue)

Follow Up Flag: Follow up
Flag Status: Flagged

Matt,

As a resident of Menlo Park, I am urging the City of Menlo Park Planning Department to consider a conditional use for the Bank at Menlo Church.

My children frequently attended the Bank during their middle school years both on week-ends and for Thursday hang. They continue to attend High school events mostly on Sunday afternoons. For my middle son in particular this has been a safe retreat from social bullying and school stress. I can't imagine how we would have made it through Jr. High without this escape, truly. He continues regular attendance of the High School functions. Mostly the outside parking lot activities attract both of my boys.

Menlo Church is providing the community youth with a place to gather with peers, be active, socially connect with others outside their schools and be under the supervision of adults.

Other locations like Safe Place are in same area so I hope Menlo Church can procure a permit to continue The Bank for the youth of our community.

Thank you and Cheers

Heather Yandle
2134 Clayton Drive
Menlo Park, CA 94025
408-460-2280 cell

Pruter, Matthew A

From: Elizabeth Lorenz <elizabeth_lorenz@yahoo.com>
Sent: Monday, June 11, 2018 11:09 AM
To: Pruter, Matthew A
Subject: Permit for Menlo Church

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mr. Pruter,

I would like you and the city staff to seriously consider giving and even extending the use permit for The Bank, located on the corner of Santa Cruz Avenue.
As the parent of two teen girls, I can say there are very few safe and supervised places for older kids to go and at this age they need the ability to feel independent.
The Bank offers indoor and outdoor wholesome activities for hundreds of kids each week at limited times in a safe place.
Thank you for your consideration of this important youth service.

Sincerely,

Elizabeth Lorenz
Cotton Street
Menlo Park
Sent from my iPhone

Dear Mr. Butler,

7 Jun 18

I cannot affirm in large enough terms the positive impact of "The Book" on my adolescent. It is a positive, relaxed and supervised place for young people to go, experience support and relax. There are so few places like this

Steve Miller

6/15/18
RECEIVED

JUN 12 2018

CITY OF MENLO PARK
PLANNING DIVISION

Dear Matthew,

I wanted to share a brief note on the enormously positive impact that Menlo Church - and specifically the "Bank" related activities have had on our children. All four of our children have either attended or currently attend activities at the bank.

In this day and age, when kids have so much pressure to perform and achieve, the "bank" provides an incredible environment where kids can be themselves, talk through issues with peers and leaders and build confidence. ~~We~~ have witnessed great transformation in our kids from these programs and believe they provide strong benefit to the community by helping to build compassionate, caring teens.

Sincerely,
Steve Miller

Pruter, Matthew A

From: Sheriene Saadati <sherienes@yahoo.com>
Sent: Wednesday, June 13, 2018 3:54 PM
To: Pruter, Matthew A
Subject: Permit for Menlo Church Building

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Matthew,

I am writing to say how much I appreciate Menlo Church's middle and high school programs that are held at 900 Santa Cruz Avenue. They make a difference in my middle and high schooler's lives.

The leaders at Menlo Church give the students a safe place to hang out and to build relationships without constantly being on their phones. They also give the students a place to participate in activities that benefit the community - car washes, clothing drives, etc. I would highly encourage the city to issue a new permit to allow these activities to continue.

If you have any questions, please email or call me at 650-520-9347.

Sheriene Saadati
123 Stanford Ave
Menlo Park, CA 94025

EDWARD M. KOVACHY, JR., MD, JD, MBA
PSYCHIATRY • MEDIATION • EXECUTIVE COACHING

1187 UNIVERSITY DRIVE
MENLO PARK, CALIFORNIA 94025

TEL: 650-329-0600
FAX 650-329-0459

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JUN 18 2018

CITY OF MENLO PARK
PLANNING DIVISION

June 14, 2018

Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, California 94025

Dear Mr. Pruter,

I am writing to provide support for the Thursday afternoon Middle School program Menlo Church offers at 900 Santa Cruz Avenue.

Middle School is a very difficult, very stressful developmental stage. Menlo Church's Program is clearly making a valuable contribution to those children's health, especially mental health. As a psychiatrist, I wholeheartedly endorse that.

As a psychiatrist and executive coach, I work intensively and in depth with my patients and clients. The Middle School program is at 900 Santa Cruz Avenue. My office is at 1187 University Drive, not far away at all. The Middle School program has never impinged upon the in depth work that my patients and clients and I do.

I hope this information is of help.

With all good wishes,

Edward M. Kovachy, Jr., MD, JD, MBA

Edward M. Kovachy, Jr., MD, JD, MBA

RECEIVED
JUN 18 2018
CITY OF MENLO PARK
PLANNING DIVISION

Susan Light, PhD
1187 University Drive
Menlo Park, California 94025

June 14, 2018

Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, California 94025

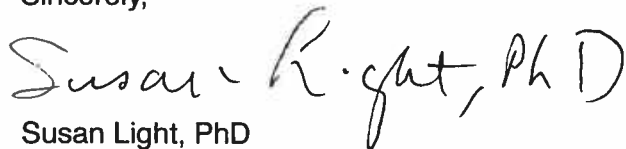
Dear Mr. Pruter,

I am writing in support of the program that Menlo Church has for middle school students at 900 Santa Cruz Ave on Thursday afternoons. I am a psychologist in private practice and work right around the corner from them and have no problems with noise or anything else.

This is a harmless program that is very good for the students and the community and I hope that you allow it to continue.

Thank you.

Sincerely,


Susan Light, PhD

RECEIVED

JUN 18 2018

To whom it may concern:

CITY OF MENLO PARK
PLANNING DIVISION

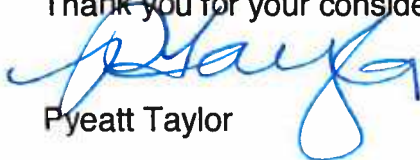
I write today in hopes that the City of Menlo Park will issue a permit for The Bank at the corner of Santa Cruz Avenue and University Drive in Menlo Park. I live on Johnson Street right around the corner from The Bank. I have three children one in middle school at Hillview Middle School, and the other two in high school. My middle school son loves to go "hang out" downtown. The only day that I don't hesitate to say yes is Thursday afternoons when they are going to Bank Hang at The Bank. When they go to Bank Hang, I know they are in a safe, adult-supervised, youth-intentional environment. They get to spend downtime with their friends and adult mentors, while being kids – eating pizza, shooting hoops, playing ping pong, and just hanging out. No other place like Bank Hang exists in Menlo Park, or in neighboring cities, where kids are free to be kids.

These kids benefit significantly from the availability of a place like The Bank, and, in turn, our community benefits from having healthy and vibrant youth growing into responsible and generous citizens in at least the following three ways:

1. Getting to be in a safe environment in their community
2. Being able to connect with adult role models that are not their parents
3. Stress-release, non-structured time before they go home to homework

I encourage the city to show its support for the youth and families of this community by issuing a permit that will allow The Bank to continue being open to students.

Thank you for your consideration.



Pyeatt Taylor

RECEIVED

JUN 26 2018

CITY OF MENLO PARK
PLANNING DIVISION

Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

June 18, 2018

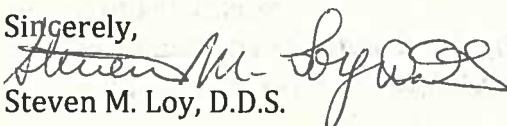
Re: The use of the property at 900 Santa Cruz Avenue

I have been practicing dentistry at 1155 University Drive since 1974 (44 years), which is very near to the parking lot of 900 Santa Cruz Avenue. Over the years Menlo Church has grown, and there have been many changes in the area surrounding my office. That being said, I have never had a problem with any of the activities of Menlo Church affecting me, and am not bothered by any noise, or activities for the youth of the community of Menlo Park. Also, I have never heard any of my neighbors complain about any noise from the program. As a matter of fact, I feel that there is a significantly greater benefit to the community of Menlo Park, and the youth participating in the "Bank Hang" after school program offered at the 900 Santa Cruz site.

Not only do the kids have a safe, positive environment to play and socialize together, there is also tutoring available to help them with their homework. However, in my opinion, one of the main advantages provided by the program is that it takes a lot of kids off the downtown streets, helping to maintain a quieter, more civilized atmosphere in downtown Menlo Park! I have observed that when the kids are free to roam the downtown area that they often fail to stop their bikes at the stop signs, making a dangerous situation; and that they congregate in front of several of the businesses, making it difficult to get into or sit at a table on the patio in front of the business such as Starbucks. I have also heard from some of the local business owners that when large bunches of kids invade the stores, there is an increase in shoplifting and generalized disruption in the business, offsetting the financial reward for the store owner with chaos.

Thus, I support Menlo Churches after school program, and feel that it offers many more benefits than any minor disturbances that might arise from having an active group of youth assembled at one location. Again, I have not even heard them at my office.

Sincerely,


Steven M. Loy, D.D.S.

Michael J. Loughran, Ph.D.
1187 University Drive, Suite 8
Menlo Park, CA 94025
Tel. 650-521-2971
Email: Loughran@Stanford.edu

RECEIVED
JUN 26 2018
CITY OF MENLO PARK
PLANNING DIVISION

June 18, 2018

Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Dear Mr. Pruter:

I am a psychoanalyst with a private psychotherapy practice on University Drive. I specialize in the intensive treatment of adolescents with a range of disorders. In addition to being on the faculty at San Francisco Center for Psychoanalysis, I am on the clinical faculty in Child Psychiatry at Stanford where I have taught for over thirty years.

Bill Frimel of the Church of the Pioneers Foundation notified me of a complaint before you regarding a proper use permit for the Menlo Church Student Center at 900 Santa Cruz Avenue. The Center is a short walk from my office.

I am writing you to express my enthusiastic support for the Center and the enormous benefit this student program is providing middle school students. I work every day with kids who are really struggling with the tremendous pressures in local families and schools. I know the help the Center provides these young people by giving them a positive and safe environment where they can feel that someone cares for them and that they matter. The Center provides wonderful support but serves as well as early intervention by caring adults. I personally have known of a few individual middle school students whom the staff was able to directly help when they were in crisis.

There are so few places where kids can find anything like what the Student Center offers. I see kids out there all the time enjoying themselves and their friends and the staff. I can't imagine in such an ideal location among other church buildings that they disturb anyone.

Please let me know if there is anything I could do to support your efforts to hopefully resolve this relatively minor complaint against such a worthy organization.

Sincerely,



Michael Loughran, Ph.D.
Adjunct Clinical Associate Professor of
Psychiatry and Behavioral Sciences,
Stanford University School of Medicine

RECEIVED
JUN 26 2018
CITY OF MENLO PARK
PLANNING DIVISION

Mr. Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
June 22, 2018

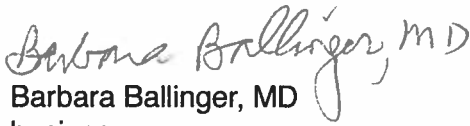
Dear Mr. Pruter:

I am writing in reference to the Menlo Church's application to expand the use of 900 Santa Cruz Avenue to include Thursday afternoon student activities in the parking lot as well as the building, and that will generate a certain amount of (enthusiastic) noise. This gathering of students has already been occurring, and as a local business owner, I would like to comment on its impact on me, and it's perceived benefits.

I understand there has been complaint made about the students gathering. I have an office at 1187 University Drive where I practice psychiatry. People come to talk about difficult problems, and this process of their talking and my listening requires the support of an adequate amount of quiet, in my office, and in the area immediately nearby. I have been at this location since 1993, and have found the noise level from the street and surrounding buildings to be workable for my purposes. The noise in the last five years from the students at 900 San Cruz has never been intrusive, or even noticeable. I have never had a patient complain about it. The greatest noise is invariably the street traffic.

Not only do I experience no professional harm from this center, I consider it to be a positive addition to the community. The center gives middle school students a place to socialize with adult support and supervision, to play organized games, to get help with homework, and get fed snacks. For those students who don't have family-generated activities after school, I believe this is a valuable addition to the adult support they get. I think the entire community benefits from this kind of investment in our young people. I heartily support the continuing of the center, and the expansion of 900 Santa Cruz Avenue's use permit.

Best Regards,


Barbara Ballinger, MD
business owner

Robert Landeen MD
1187 University Drive
Menlo Park, CA 94062
Phn 650-566-0074
Fax 650-566-0075

RECEIVED
JUN 29 2018
CITY OF MENLO PARK
PLANNING DIVISION

16 June 2018

Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Dear Mr Pruter,

I am sending this letter of information to you regarding Menlo Church's student center at 900 Santa Cruz Avenue. I am a direct neighbor to that area and student activities. My medical office windows open to the nearby parking lot and buildings used for them. They are not only no bother to me and my patients, they seem to offer a positive neighborhood background of children enjoying themselves. I have had no negative incidences with them or the program during the 12 years of my medical business at this location.

If any questions, please contact me.

Sincerely,



Robert Landeen MD

CC: file

RECEIVED

JUL 03 2018

CITY OF MENLO PARK
PLANNING DIVISION



Mr. Matthew Pruter, Associate Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

June 28, 2018

Dear Matthew,

Our office is located at 873 Santa Cruz Avenue which is kitty corner to 900 Santa Cruz Avenue, The Bank. I wanted to let you know that I think the program that Menlo Church offers middle school students on Thursday afternoons is an excellent program. I like this program because it is a positive destination for middle school students and gives them a safe place to do homework and hang out after school. It also keeps the middle school students off the streets. I think it's wonderful that Menlo Church offers this program and that's open to all students regardless of their faith or school. I believe the program is well organized and well supervised and it has never affected our work environment. I think this program is a huge benefit to the community and applaud Menlo church for providing it.

Sincerely,

Susie O. Frimel

Susie O. Frimel
O'Brien Custom Homes
873 Santa Cruz Avenue
Suite 204
Menlo Park, CA 94025
650-224-5711

Pruter, Matthew A

From: Kristina France <kristina.j.france@gmail.com>
Sent: Wednesday, July 11, 2018 9:25 PM
To: _Planning Commission
Subject: Support for Menlo church bank permit

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon,

My family and I have lived on Fremont street in downtown for 10 years and are writing with deep support to continue the bank student gathering spot. Wow, what a gift to have these teenagers hang out after school at a safe location—where wise choices and positive leadership is supported. This is a safe space where active adult leadership is provided...such a great gift to the community.

So with strong support, I hope the bank hang permit is supported!

Kristina and Si France, MD

520 Fremont street
Menlo Park, ca 94025

Pruter, Matthew A

From: Pruter, Matthew A
Sent: Wednesday, August 15, 2018 11:40 AM
To: Pruter, Matthew A
Subject: Support for Menlo Church and the Bank

On Jul 12, 2018, at 12:25 PM, Sara Gavisier Leslie <saragleslie@gmail.com> wrote:

Honorable City Council Members,

I recently learned that the bank and teen gatherings there are in jeopardy. While I am not a member of the church, and not even Christian, I believe that limiting activities at the Bank is not a good decision. In fact, without an alternative locale, ending these activities at the Bank could possibly, lead to more disruption for this neighbor. The Bank provides a much-needed place for teens to hang out and relax. The kids are not there at night but rather in the afternoon. My son--yes, the same one who attends Hebrew school--loves seeing friends there and spending time there. The church's values of welcoming the stranger and generosity are so important to support, especially in today's political environment.

Sincerely,

--Sara
Leslie

<IOW_Esignature.png>

--

--Sara

Pruter, Matthew A

From: Elizabeth Gmail <eouren@gmail.com>
Sent: Sunday, July 15, 2018 2:48 AM
To: Pruter, Matthew A; Andrew Barnes; Drew Combs; Susan Goodhue; Kennedy, Camille G.; John Onken; Katherine Strehl; Riggs, Henry; _CCIN
Cc: bkoerten@menlo.church; elders@menlo.church
Subject: Support for Menlo Church permit for The Bank

Follow Up Flag: Follow up
Flag Status: Flagged

Dear City of Menlo Park,

We are long time residents of Menlo Park and have raised our two children (ages 19 and 15) here. We have attended Menlo Church for the past 5 years.

We learned that the permit for Menlo Church to use The Bank for youth activities is being reviewed. We would like to give out strong support for the immediate approval of the permit so that youth activities may continue (and that these activities may continue during the review process).

Our daughter and her friends enjoyed and were enriched by many weekend events and during the week as well (after Hillview Middle School on Thursday's, etc.). It is wonderful to have such youth positive activities and caring adults to lead them in Menlo Park.

We asked our 15 year old daughter for her thoughts and she said The Bank "helps bring the community together and gives a good influence by giving youth something to do without loitering around and provides a safe place to go".

We are on vacation in Iceland at the moment but wanted to send our support. We would like to attend any future community input meetings or decision meetings regarding the permit.

Thank you so much for your kind consideration.

Warm regards,

Elizabeth and John Ouren
241 East Creek Drive, Menlo Park

Sent from my iPhone

Pruter, Matthew A

From: Amy Arnold <1amy.arnold@gmail.com>
Sent: Sunday, July 15, 2018 1:20 PM
To: Pruter, Matthew A; Andrew Barnes; Drew Combs; Susan Goodhue; Kennedy, Camille G.; John Onken; Katherine Strehl; Riggs, Henry; _CCIN
Subject: The Bank

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Menlo Park Planning Commission and City Council, Thank you for your service to our community. I'm writing to encourage you to grant a permit for youth to continue to gather at "The Bank" building on Santa Cruz Avenue. This isn't actually a personal issue for me because my kids aren't among the hundreds who have frequently gathered there over the past few years. Instead, I'm writing as a person who is deeply concerned about the emotional health of all the children in our community. As we all know, teenagers are under a huge amount of stress today, and they really need welcoming and safe places where they can gather, make friends, and just hang out. In fact, I believe that Menlo Park actually needs MORE of these spaces not fewer, so it makes no sense that our community would take away a vital resource serving so many teenagers.

Furthermore, as you know, this building is located on Santa Cruz Avenue which is one of the main business arteries of Menlo Park - not on a residential street - so its use as a gathering space seems perfectly appropriate.

Please let common sense and care for our community's teenagers prevail in this situation.

Best regards,
Amy Arnold
312 Sherwood Way, Menlo Park

Pruter, Matthew A

From: Brian Mason <brianjosephmason@gmail.com>
Sent: Monday, July 16, 2018 6:21 AM
To: _Planning Commission
Cc: Jocelyn Mason; Brian Mason
Subject: Menlo Church and the gathering space

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Menlo Park Planning Commission.

My wife and I were deeply disappointed to hear about the consideration to remove the “Bank” hang out area from down town Menlo Park.

My wife and I have lived in Menlo Park for 13 years and we have three young children. We crave community in this town and look for any area where relationships and fellowship are nurtured. The youth hang out at the “Bank” is one of them.

We worked as volunteers with the high school students at Menlo Church and we know first-hand the tremendous importance of a safe space for adolescents to come together, to find community, connection, and strong friendship.

Community is vital to how we live. The space at Menlo Church is an inviting space for youth of ALL backgrounds to hang out in a safe and respectful and fun way. Removing this space may satisfy a few residents, but we sincerely hope that their voice is not allowed to speak louder than the thousands (literally) of voices of the youth and volunteers who have been positively affected by the “Bank” community hang out at Menlo Church. It is the duty of the city and the planners to preserve places like this so that our community and our youth can be strong and supported.

We are unable to make the meeting tomorrow as it is our son’s 4th birthday, but I expect this message and others like it to be strongly considered.

Thank you.

Brian, Jocelyn, Lynn, Peter, and Andrew Mason
937 Middle Ave.
Menlo Park

Pruter, Matthew A

From: Jocelyn Mason <jocelynmason@gmail.com>
Sent: Monday, July 16, 2018 7:26 AM
To: _Planning Commission
Subject: Menlo Church

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Menlo Park Planning Commission.

My husband and I were deeply disappointed to hear about the consideration to remove the "Bank" hang out area from down town Menlo Park.

We have lived in Menlo Park for 13 years and we have three young children. We crave community in this town and look for any area where relationships and fellowship are nurtured. The youth hang out at the "Bank" is one of them.

We worked as volunteers with the high school students at Menlo Church and we know first-hand the tremendous importance of a safe space for adolescents to come together, to find community, connection, and strong friendship.

Community is vital to how we live. The space at Menlo Church is an inviting space for youth of ALL backgrounds to hang out in a safe and respectful and fun way. Removing this space may satisfy a few residents, but we sincerely hope that their voice is not allowed to speak louder than the thousands (literally) of voices of the youth and volunteers who have been positively affected by the "Bank" community hang out at Menlo Church. It is the duty of the city and the planners to preserve places like this so that our community and our youth can be strong and supported.

We are unable to make the meeting tomorrow as it is our son's 4th birthday, but I expect this message and others like it to be strongly considered.

Thank you.

Brian, Jocelyn, Lynn, Peter, and Andrew Mason
937 Middle Ave.
Menlo Park

Pruter, Matthew A

From: Elizabeth Doi Ludwig <edoiludwig@gmail.com>
Sent: Monday, July 16, 2018 9:43 AM
To: Pruter, Matthew A; Andrew Barnes; Drew Combs; Susan Goodhue; Kennedy, Camille G.; John Onken; Katherine Strehl; Riggs, Henry; _CCIN
Cc: bkoerten@menlo.church
Subject: A safe place for Middle School and High School students to gather in Menlo Park

Dear members of the Menlo Park's Planning Commission and Menlo Park City Council,
It has recently come to my attention, due to changes in Menlo Park, Menlo Church formerly known as Menlo Park Presbyterian Church may no longer be able to support a safe, all inclusive gathering of Middle and High School students without a permit. And you, as members of the Planning Commission and City Council are making this decision.

My family has been a member of Menlo Church for over 25 years and our daughter has grown up in the Children's, Middle and HS ministries. We live in nearby Palo Alto and she has brought friends of all faiths to the many church sponsored activities over the years. "The Bank" on the corner of University Street and Santa Cruz Avenue has made this all possible. Utilizing the building and the parking lot the students can gather and safely have fun while respecting the neighbors. The loud amplified music is held within the Bank and the students are kept within the boundaries of the Banks parking lot, not spilling out on to the sidewalks where they could be a nuisance. The church emphasizes being a good neighbor.

I hope you will act quickly in granting a permit for the church. During these times when we want our children off of electronics and engaging with others in a safe(adult church members are there), fun manner no matter where you live or what your religious preference is. You do not have to be a member of the church and you don't have to pay a membership fee. The church does this for it's community at large.

I would ask you to see the children in action, but from what I gather they can not congregate without this permit. I will tell you they are not sitting around playing video games. The students are engaging in many different ways singing, learning, playing games, being kids, etc. They also learn to give back, having many different community service projects they can participate in. Please do not take this valuable community resource away from our youth.

Most Sincerely,

Elizabeth Doi Ludwig

Pruter, Matthew A

From: Neela Benjamin Gentile <Neela@PARTNERSINPROGRESS.US>
Sent: Monday, July 16, 2018 2:58 PM
To: Pruter, Matthew A; Andrew Barnes; Drew Combs; Susan Goodhue; Kennedy, Camille G.; John Onken; Katherine Strehl; Riggs, Henry; _CCIN
Subject: "The Bank"

Follow Up Flag: Follow up
Flag Status: Flagged

To Menlo Park Planning Commission, Council and Planners,

I recently became aware from a friend that Menlo Church needs to apply for a permit for operations at "the bank" on Santa Cruz Ave and that a neighbor has complained about the activity claiming that the activity has devalued his property.

I am not a member of Menlo Church (or any other for that matter) but I have lived here for just coming up on 15 years next week. The reason that I paid over a million dollars for 2400 square feet of tear down property was the community. I now have teens and the things that I value in Menlo Park are even more important to me having been here for a while and knowing the impact on my kids (all of the kids in Menlo Park). Menlo Park is an amazing place for kids and families – we have the freedom to safely ride bikes, walk, enjoy outdoor concerts, and shop locally BECAUSE of the people, the schools, the other parents (my village), the business that care about and take time to get to know the kids. Menlo Church has gone way above and beyond by providing caring adults, safe places and fun activities for ALL of Menlo Park's kids without a religious context. They know that kids need other adults to model responsible behavior, to care and to be a resource. "The Bank" affords them the opportunity to be a safe community gathering place this side of El Camino. When I have friends in town and they see/experience or hear about "the Bank" it is a selling point of Menlo Park.

I would argue to that neighbor that his property wouldn't be nearly as valuable without "the Bank" and everything that it represents and builds for Menlo Park. In the same way that strong schools and a vibrant downtown increase property values, so does "the bank." The kids aren't going away... without "the bank" they would be hanging out Fremont park, on the sidewalks, roaming around and generally bored. Having a place for kids to be is a much better option. I think that the bank should be allowed to, encouraged in fact, to operate and not just on Thursdays.

Sincerely,

Neela B. Gentile
40 Barbara Lane
Menlo Park, CA 94025

Neela Benjamin Gentile
Partners In Progress
neela@partnersinprogress.us
Mobile 415.279.6864

Pruter, Matthew A

From: Nancy Ortberg <nancylortberg@gmail.com>
Sent: Tuesday, July 17, 2018 11:57 AM
To: Pruter, Matthew A; Andrew Barnes; Drew Combs; Susan Goodhue; Kennedy, Camille G.; John Onken; Katherine Strehl; Riggs, Henry; _CCIN
Cc: Brett Koerten
Subject: Menlo Church Bank Space...

Follow Up Flag: Follow up
Flag Status: Flagged

Menlo Park City Council Members,

I know you have a lot on your plate and I am grateful for all of the work you do that keeps Menlo Park such a delightful place to live.

One of the issues in front of you is permitting for The Bank Space used by Menlo Church for Jr. High Students in our community. All of us deeply understand how important it is for these kids to have a space and place of their own. I do hope you will agree to continue access to this spot. Thanks, Nancy Ortberg

Pruter, Matthew A

From: Jenn Hipple <jenn@hipple.net>
Sent: Wednesday, July 25, 2018 8:43 AM
To: Pruter, Matthew A
Subject: Permit - The Bank at the corner of Santa Cruz Avenue and University Drive in Menlo Park

Follow Up Flag: Follow up
Flag Status: Completed

To whom it may concern:

I write today in favor of the City of Menlo Park issuing a permit for The Bank at the corner of Santa Cruz Avenue and University Drive in Menlo Park. I have lived in Menlo Park for twenty-two years, the first nine of which I lived downtown on Millie Avenue, right around the corner from The Bank. I have three sons, two of whom are in middle school at Hillview Middle School, one in 7th grade and one in 8th grade. My third son is a 3rd grader at Oak Knoll Elementary School.

For the past three years, since starting middle school, my middle school sons have asked almost every day to go "hang out" downtown. The only day that I don't hesitate to say yes is Thursday afternoons when they are going to Bank Hang at The Bank. When they go to Bank Hang, I know they are in a safe, adult-supervised, youth-intentional environment. They get to spend downtime with their friends and adult mentors, while being kids – eating pizza, shooting hoops, playing ping pong, and just hanging out. No other place like Bank Hang exists in Menlo Park, or in neighboring cities, where kids are free to be kids.

In addition to my boys enjoying The Bank, I have spent time at The Bank in my role as a group leader through Menlo Church's Middle School Ministry and High School Ministry. I have led a group of 15 10th-grade girls since they were 6th graders. We meet at The Bank on Sundays during Menlo Church's Middle School or High School Ministry programs. We also meet at The Bank during the week sometimes to have dinner together and catch up on what is going on in the girls' lives. Having this neutral space for the girls to gather encourages them to join me. The Bank feels safer for them than meeting at one of their homes where parents may overhear, cooler than meeting at my house where evidence of my mom status is plentiful, and more private than meeting at Starbucks where they are bound to see at least five other kids they know. Without access to The Bank facility, I would have a harder time connecting with these girls to mentor them through the challenges of middle and high school.

My sons, the girls I mentor, and many other students in Menlo Park benefit significantly from the availability of a place like The Bank, and, in turn, our community benefits from having healthy and vibrant youth growing into responsible and generous citizens in at least the following three ways:

Independence

Bank Hang allows middle schoolers to start exercising independence while still being in a safe, adult-supervised setting. My boys and most of the kids who go to Bank Hang walk there from Hillview. For many kids, walking to Bank Hang is the first time they have gone anywhere by themselves. Where parents may not feel comfortable letting their middle schooler loose downtown, going to Bank Hang is a safe way to let an adolescent start managing himself or herself without his parent's oversight.

Downtime

Everyone is familiar with the statistics about kids in Menlo Park and similar areas being over-scheduled with extra-curricular activities, over-loaded with schoolwork, and filled with anxiety about performing at the top level of everything they do. The Bank, whether on Sunday through the church's programs or on Thursday through Bank Hang, is a tonic for the students usual state of being. The Bank is a relaxed, non-structured environment, where kids get much needed downtime by doing things solely for the enjoyment of doing them. The Bank is a place they can be themselves with their peers and unwind from the stress of their busy lives.

Connection with Non-Parent Adults

Research shows that youth benefit tremendously from relationships with non-parent adults who know and care about them, and The Bank is a place where mentoring adults can connect with students. Using data from the 2011/12 National Survey of Children's Health, researchers found "[c]hildren and adolescents who have a formal or informal 'mentor-like' relationship with someone outside their home are less likely to have externalizing behavior problems (bullying) and internalizing problems (depression). This group is also more likely to complete tasks they start, remain calm in the face of challenges, show interest in learning new things, volunteer in the community, engage in physical activities, participate in out-of-school time activities, and be engaged in school. Additionally, those who have a caring adult outside the home are more likely to talk with their parents about 'things that really matter.' These results suggest that mentor-like adults outside the home can be a resource in promoting positive well-being for children and adolescents." ([Caring Adults: Important for Positive Child Well-Being.](#))

"Adolescents who report the presence of a [Supportive Non-Parental Adult] in their lives exhibit higher levels of several indicators of positive academic adjustment, including academic attitudes, motivation, academic self-concept, school attendance, and academic achievement." ([Supportive Non-Parental Adults and Adolescent Psychosocial Functioning: Using Social Support as a Theoretical Framework.](#))

I encourage the city to show its support for the youth and families of this community by issuing a permit that will allow The Bank to continue being open to students.

Sincerely,
Jennifer Hipple
241 La Mesa Drive, Portola Valley, CA 94028
650-233-8825

Pruter, Matthew A

From: Juliana <juliana-andersen@comcast.net>
Sent: Friday, July 27, 2018 11:45 AM
To: Pruter, Matthew A; Andrew Barnes; Drew Combs; Susan Goodhue; Kennedy, Camille G.; John Onken; Katherine Strehl; Riggs, Henry; _CCIN
Subject: Support for Menlo Church use of bank building permit

Follow Up Flag: Follow up
Flag Status: Completed

Dear Menlo Park Planning Commission and City Council Members,

I am writing to support the permit application of Menlo Church for the use of "The Bank" building on Santa Cruz Ave. for youth activities during the week and on weekends.

I was born and raised in Menlo Park and have had the privilege of raising my own children here as well. Both of my children (now college students) spent countless hours during their middle school and high school years at this location, participating in every different activity offered. They were mentored by incredibly dedicated young adults as well as older adults there. They gained valuable leadership experience, being trained to lead groups of students on mission trips, leading music and bible study groups and organizing many of the youth activities that occurred at The Bank through the Menlo High School and Middle School Ministries. The support both of my children gained at this space had a tremendous impact on their lives and my husband and I are eternally grateful for the dedication and caring that the staff of Menlo Church poured into our children.

My husband, Dana, and I feel very strongly that Menlo Church should be allowed to continue activities at The Bank. We would like to give our strong support for the immediate approval of the permit so that youth activities may continue (and that these activities may continue during the review process).

Thank you so much for your consideration.

Sincerely,
Juliana and Dana Andersen
8 Hesketh Dr., Menlo Park

The O'Donnell Foundation

932 Santa Cruz Avenue, Suite D | Menlo Park, CA 94025 | 650.329.1070 | odonnellfoundation@att.net

April 28, 2018

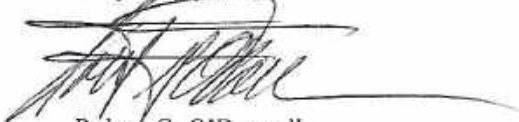
Mr. Samuel L. Wright, Jr.
Wright and Company
P.O. Box 620954
Woodside, CA 94062

Dear Mr. Wright:

Our tenancy at the above address continues to be impacted negatively by the noise of people playing basketball in the parking lot behind our space. When renting the property a little over a year ago, we assumed that this was in fact a parking lot, not a sports facility.

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Robert G. O'Donnell', with a long horizontal flourish extending to the right.

Robert G. O'Donnell
President



WRIGHT & COMPANY REALTORS

P.O. Box 620954, Woodside, California 94062

Telephone 831-728-9510 Cell: 650-421-6386 Fax: 831-728-1069

E-mail samuellwright@aol.com

Matthew Pruter
701 Laurel Street
Menlo Park, CA 94025

RECEIVED
MAY 04 2018
CITY OF MENLO PARK
PLANNING DIVISION

Dear Matt,

This is in response to the application by Menlo Church for an expansion of its existing use permit for the activities conducted at 900 Santa Cruz Avenue. As contemplated the expanded permit would allow "various ball games" in the parking lot." Mr. Frimel, the signatory to the application, further says that "the staff and volunteers manage student behavior and sound levels given our sensitivity to the potential impact on neighboring businesses".

All that said, it should be noted that the applicant is referring to the program that the church has until recently conducted without a permit. My wife and I are the owners through our family trust of the adjacent business/professional buildings at 930,932 and 934 Santa Cruz Avenue, adjacent to the church property in question. For several years the church has conducted until recently the activities proposed in the application without a proper permit. This program involved loud music, the continuous and repetitive bouncing of basket balls and other noise associated with a number of children playing out doors. All of this was extremely disruptive for our tenants and we received numerous complaints from them about the effect it was having on their work environment. Our buildings have a long history of providing professional work space for a number of architects, real estate brokers, psychotherapists, insurance and financial, institutions all of whom need and expect a tranquil working environment. Instead the Church's program has prompted the following , for example: adverse reactions to the noise and disruption from Intero, (a division of Berkshire Hathaway) our new tenant at 930 Santa Cruz; complaints from Mr. Robert O'Donnell, head of the O'Donneell Foundation, whose office windows at 932 Santa Cruz are approximately 20 feet from the basketball back board on the church property, comments from a broker whose clients, a venture capital firm, decided not to lease space from us because a prior tenant told him of the history of the noise from the church property. Simply said the church's activities have been damaging to us and to our tenants.

Given all of that prior and unpermitted activity, we repeatedly asked various members of the church organization to terminate this activity and it continued unabated until we retained counsel (please see the enclosed letters from Francois X. Sorba, Attorney at Law). In its present application the church is asking for nothing less than to continue this unacceptable program. The program in and of itself, involving children's recreational activities, is certainly worthwhile. It is simply and totally inappropriate for this location and should be conducted elsewhere. We are strongly and adamantly opposed to this application and ask that it be unconditionally denied.

Sincerely,

Samuel L. Wright Jr.

Pruter, Matthew A

From: Samuel Wright <samuellwright@aol.com>
Sent: Monday, May 14, 2018 3:44 PM
To: Pruter, Matthew A
Subject: RE: Menlo Church application
Attachments: o'donnell to the city.pdf

Dear Matt,

Since the attached letter was addressed to me I don't know whether you received a copy of it or not. The O'Donnell foundation is our tenant at 932 Santa Cruz Avenue. Their offices are approximately 20 feet away from where the basketball standard was previously located. It has since been moved but caused some real problems for your tenant.

Below is a letter from our tenant at 930 Santa Cruz Avenue, and attached is a letter from our tenant at 932 Santa Cruz Avenue

Thank You

-Samuel L. Wright Jr.

Mr. Pruter,

I am writing you regarding the request by the Menlo Church for a use permit @ 900 Santa Cruz Avenue. My company has just moved into 930 Santa Cruz Avenue and is contiguous to the "playground area" used by the church. We are a Real Estate firm and have long term plans to occupy this space for many years to come. In the past the Church's youth programs and outdoor activities at 900 Santa Cruz Avenue proved to be very disruptive and distracting for not only my sales associates trying to work, but for our clients as well. The loud music, basketball games and noisy party atmosphere was too much. We have a patio that is used for company functions, client meetings, and additional space to conduct business. This outdoor area is critical and an important feature of our office environment. Granting this use permit to the Church would effectively render that space useless. Mind you, there is nothing wrong with kids playing but not in a professional administrative environment. There is a public park across the street. I am categorically opposed to the application by the Menlo Church for 900 Santa Cruz Avenue.

From: Pruter, Matthew A <MAPruter@menlopark.org>
Sent: Wednesday, May 2, 2018 1:21 PM
To: Samuel Wright <samuellwright@aol.com>
Cc: 'Sam Wright/USA' <Sam.Wright@cushwake.com>
Subject: RE: Menlo Church application

Hi Samuel,

Thank you for your email and comments. We shall forward these comments to the Planning Commission and also include the comments in our staff report for the project. Thank you once again.

Pruter, Matthew A

From: Katharina Bernau <katharinapowers16@gmail.com>
Sent: Monday, July 02, 2018 1:36 PM
To: Pruter, Matthew A
Subject: Fwd: plan Menlo Church

Follow Up Flag: Follow up
Flag Status: Flagged

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

From: **Katharina Bernau** <katharinapowers16@gmail.com>
Date: Mon, Jul 2, 2018 at 1:34 PM
Subject: plan Menlo Church
To: mapruter@menlopark.com

Dear Mr. Pruter,

I received your notice. Menlo Church has been running an afternoon program every week, I think Wednesdays. Somebody is standing with a flag on the Santa Cruz sidewalk and flagging all the school kids down and guiding them into their afternoon program.

I have a bunch of kids, and my concern is that it seems already like a cult what they are trying to establish. It does not influence my business unless they stand at the corner of Santa Cruz and University and promote their program in a loud way.

Menlo Church is everywhere now. I read a sign that they also have a cafe?

I'm sure that my concerns won't influence the planning decision, but I rather speak up.

Best regards,
Katharina Powers
Art Ventures Gallery
888 Santa Cruz Avenue
Menlo Park, CA 94025
650 400 5325
www.artventuresgallery.com

Pruter, Matthew A

From: samuellwright@aol.com
Sent: Monday, August 20, 2018 12:46 PM
To: Pruter, Matthew A; 'Sam Wright/USA'
Cc: Malathong, Vanh; 'Francois X. Sorba'
Subject: RE: Use Permit Hearing - 900 Santa Cruz Avenue

Follow Up Flag: Follow up
Flag Status: Completed

Matt,

Thank you for the information about the Church's use permit hearing. We look forward to the Staff report but I would point out, to you in advance several, things;

1. Notwithstanding a great deal of Mr. Frimel's historical information about the Church's youth programs the simple issue is: will these proposed, revised activities be consistent with the environment that is appropriate for the zoning?
2. As you know from prior correspondence as well as contacts by us and our attorney with the City we have complained repeatedly about the noise created by the Church's activities at 900 Santa Cruz. (Mr. Frimel states on P. 3 of his 8/5 letter that our complaint about the noise was the first from any neighbor – this is essentially frivolous in that the Church is the only neighbor-and it took numerous calls and entreaties to the City to cause them to stop their prior activities, such as amplified noise, basketball, etc. which were blatantly in violation of their use permit.)
3. Now the Church is requesting a revision to their use permit which would potentially allow for, amongst other activities, "ACTIVITIES IN THE PARKING LOT FOR MIDDLE AND HIGH SCHOOL" (how many people?) " : PING PONG, FOOSBALL, 9 SQUARE, CORN HOLE (BEAN BAG TOSS), VARIOUS BOARD GAMES CHECKERS, UNO, CONNECT 4). Although the Church terminated basketball in violation of their existing permit they are now proposing a number of outdoor activities that will again be loud and significant sources of continuing noise. To understand this please Google "Nine Square, for instance, to see what is proposed.

We appreciate that the community would see these activities as beneficial for the local youth and understand the support that the Church has elicited from various sources but the bottom line as we see it is: the Church is once again proposing an outdoor program that for all intents and purposes will convert what was a bank parking lot into a full scale outdoor recreation center with probably 50 or more children playing a number of games generating significant noise that will be deleterious to our tenants' use and enjoyment of their offices and the quiet pursuit of their professional activities. Noise aside this also generates a number of bicycles coursing through our parking lot as well as re-directing parking to other immediate locations including on our property. Simply put: the activities might be well intentioned but the location is not appropriate for them and the planning commission, we feel, should see it as inconsistent with the zoning.

We contend again that this is not an appropriate usage for that environment and are strongly opposed to it.

Thank you for your attention to this. We look forward to reviewing the staff report as well as attending the meeting on Monday the 27th

Sam Wright



STAFF REPORT

Planning Commission

Meeting Date:

8/27/2018

Staff Report Number:

18-077-PC

Study Session:

Consider and provide feedback on a revised proposal for a new office building at 162-164 Jefferson Drive

Recommendation

Staff recommends that the Planning Commission review and provide feedback on the proposed construction of a new four-story office building, 249,500 square feet in size, and a new five-level parking structure with one level below grade and approximately 1,340 spaces in the O-B (Office, Bonus) zoning district at 162-164 Jefferson Drive. The project site contains two existing four-story office buildings, each approximately 130,000 square feet in size, to remain. The total existing and proposed office development on the parcel would be approximately 510,000 square feet of gross floor area (GFA) with a proposed floor area ratio (FAR) of 88 percent. The project includes a request for an increase in height and FAR under the bonus level development allowance, in exchange for community amenities. The project was previously reviewed at a Planning Commission study session on March 26, 2018. Since that review, the applicant has revised the project to reduce the proposed office building height, modify the open space plan, and reduce the size of the parking garage. The project will require the following actions:

1. Environmental Review to analyze potential environmental impacts of the project through an Environmental Impact Report (EIR), pursuant to the California Environmental Quality Act (CEQA);
2. Use Permit for bonus-level development, which requires the provision of community amenities;
3. Architectural Control to review the design of the new building and associated site improvements; and
4. Below Market Rate (BMR) Housing Agreement to pay in-lieu fees in accordance with the City's BMR Ordinance.

Additional actions and entitlements may be required as the project plans are refined. No formal actions will be taken at this time.

Policy Issues

Study sessions provide an opportunity for Planning Commissioners and the public to provide preliminary feedback on a project, with comments used to inform future consideration of the proposal.

Background

Site location

The project site is 13.27 acres on three parcels located at 162-164 Jefferson Drive. All of the existing parcels would be merged as part of an administrative lot merger application to create a single parcel for the entire project site. A new address for the proposed building may be approved in the future by the Building Division. For purposes of this staff report, Highway 101 is considered to have a north-south orientation, and all compass directions referenced will use this orientation. The project site is located immediately east of Highway 101, with access to the project site from both Commonwealth Drive and Jefferson Drive. The

existing office buildings are currently leased by Facebook.

Properties to the west of the project site, on the opposite side of Highway 101, are zoned R-1-U (Single Family Urban Residential) and developed with single-family residences in the Suburban Park neighborhood. The proposed office building would be located approximately 600 feet away from the closest Suburban Park residences. Properties to the north and east of the project site are zoned O-B and R-MU-B (Residential Mixed Use, Bonus) and are currently utilized for office, research and development, and warehouse uses. The Sequoia Union High School District is constructing a new high school at 150 Jefferson Drive, approximately 185 feet away from the subject parcel. Property to the south of the project site is zoned U (Unclassified) and P-F (Public Facilities) and developed with a railroad, currently inactive but planned for future use as the Dumbarton Rail Corridor, and the Kelly Park recreation fields and facilities. The proposed parking structure at the south end of the parcel would be located approximately 125 feet away from Kelly Park. A location map is included as Attachment A.

Previous approvals

In August 2014, the City Council approved a request from The Sobrato Organization to remove existing industrial and warehouse buildings and construct two four-story office buildings on the project site (which previously used a primary address of 151 Commonwealth Drive). The entitlements for the project included a rezoning from M-2 (General Industrial) to M-2(X) (General Industrial, Conditional Development); a conditional development permit (CDP) to exceed the permitted 35-foot building height, display signage in excess of 150 square feet, and set the parcel configuration with regard to front, side, and rear property lines; a tentative parcel map to resubdivide two parcels into three parcels, one for each of two office buildings and one containing common parking with 868 spaces across various surface parking lots on the site; 22 heritage tree removal permits; and a below market rate housing agreement.

In December 2016, the City Council adopted the ConnectMenlo General Plan Update and three new zoning districts for consistency with the new Bayfront (M-2 Area) land use designations in the Land Use Element. As a result of the Council's action, Office-Bonus (O-B) became the new zoning designation for the project site. The existing development may remain, but any new development would need to comply with the O-B regulations. Staff is exploring options to integrate the development regulations for the existing and proposed development on the site, which may require additional actions such as the approval of a new/revised CDP or use permit, although staff does not believe these to be fundamental obstacles to action on the subject proposal.

Previous Planning Commission review

On March 26, 2018, the Planning Commission held a study session for an initial version of the proposed project. The original proposal included a new six-story office building, approximately 320,000 square feet in size, and a new five-story parking structure with all levels above ground and approximately 1,560 spaces. The requested maximum height of the proposed building was 99.25 feet, and the average height of all development on the site was requested to be 70.9 feet. The total existing and proposed office development on the parcel was nearly 580,000 square feet of GFA with a proposed FAR of 100 percent.

Two members of the public expressed concerns about the size of the proposed project; the aesthetics of the parking structure; the activation of open space on the site; coordination with the Sequoia Union High School District regarding the new high school under construction near the site; and traffic, parking, noise, and safety concerns for future students in the vicinity. An excerpt of the Planning Commission's March 26 minutes regarding the project are included as Attachment B. The Commission's feedback on the proposal included the following points:

- Consider removing one to two stories and lowering the overall height of the proposed office building.
- Consider reducing the parking ratio on the proposed site to less than three spaces per 1,000 square feet of GFA.
- Modify the architecture of the proposed office building to meet the 55-foot base height design standard for bonus level development in the O zoning district, instead of requesting a modification to this requirement through the use permit. (The base height is the maximum height of a building before its upper stories are required to step back horizontally from the building's base footprint.)
- Modify the architecture of the proposed parking structure to reduce its size and massing, provide better screening of the parking areas, and improve its relationship with the other buildings on the site.
- Provide better activation of areas on the site indicated as publicly accessible open spaces, especially with regard to the triangular area behind the proposed parking structure.

Analysis

Project description

In response to the Planning Commission's comments from the March 26, 2018 study session, the applicant revised the proposed project and requested a subsequent study session for feedback on the updated proposal. With the revised project, the applicant still proposes to demolish existing surface parking lots and landscape areas along the Jefferson Drive frontage, as well as parking and landscape areas east and south of the two existing four-story office buildings on the project site. A new four-story office building with 249,500 square feet of GFA would be constructed east of the existing office buildings, and a new five-level parking structure with one level below grade and approximately 1,340 spaces would be constructed in the triangular area south of the existing office buildings. The applicant is proposing to develop the building utilizing the bonus level provisions permitted by the Zoning Ordinance. The O-B zoning district regulations allow a development to seek an increase in FAR and/or height subject to obtaining a use permit or conditional development permit and providing one or more community amenities. The draft project plans are included as Attachment C.

Site layout

As with the previous proposal, the proposed new office building would be constructed north of the existing two office buildings on the site in an east-west orientation. Entrances would be provided on the north and south sides of the building, with interior lobbies spanning the depth of the building and connecting the entrances. At the intersection of the three buildings, an area of private open space would be provided with landscaping and outdoor seating areas for office workers. Also consistent with the previous proposal, a new parking structure would be constructed east of the three office buildings with vehicular entrances at the western end of the structure, off of an access drive circling the buildings on the site. The plans continue to include a conceptual construction phasing plan, with the garage constructed prior to the office building, and a valet system to be used while parking is constrained.

Floor Area Ratio (FAR) and Gross Floor Area (GFA)

Bonus level developments in the O-B zoning district may request an FAR of up to 100 percent. The revised project would be developed at a floor area ratio (FAR) of 88 percent, which is a 12 percent reduction in FAR compared to the previous proposal.

Height

The proposed building would have a height of 69 feet, where 99.25 feet was previously proposed and 110

feet is the maximum height permitted for any building on a bonus level development site in the O district. The average height of all buildings on the site (three office buildings and a parking structure) would be 59.9 feet, where 70.9 feet was previously proposed and 77.5 feet is the maximum average height of all buildings on one site (including a 10-foot increase for sea level rise) permitted for a bonus level development in the O district.

Parking and circulation

Vehicular

The total number of parking stalls provided on the project site would be 1,483 spaces, including both the parking structure and surface lots, which would be the maximum number of spaces permitted under the maximum parking ratio of three spaces per 1,000 square feet of GFA for office uses in the O zoning district. However, given the reduction in GFA of the revised office building proposal, the total number of spaces on the site would decrease by 252 spaces compared with the original project plans. As a reminder, the parking standards that were adopted when the O district was recently created were intended to address what is needed given current mobility patterns, and the applicant is not requesting any exception to the approved range of spaces.

Bicycle and pedestrian

A 20-foot wide paseo with furnishing zones every 100 feet would begin adjacent to the project driveway off of Jefferson Drive, continue south to the southwest border of the project site at Commonwealth Drive, and then extend east along the southern parcel edge adjacent to Highway 101. The paseos would count toward the publicly accessible open space requirement for the development. Staff will continue to work with the applicant on the cross-section and details of the paseo design. The project would require the removal/relocation of a number of trees in the existing parking and landscape areas, although it is anticipated that no heritage tree removals would be required, due to the recent comprehensive redevelopment of the site.

There would be 64 long-term bicycle parking spaces located in the ground level of above-grade parking in the garage and a room inside of one of the existing office buildings, and 42 bicycle rack spaces for short-term parking located around the exterior of the proposed and existing office buildings. Staff will work with the applicant to ensure that the required mix of 80 percent long-term bicycle parking spaces and 20 percent short-term bicycle parking spaces is met for the overall project.

Open space

The proposed project would be required to provide open space equivalent to 30 percent of the project site area and would be further required to provide 50 percent of the required open space (or 15 percent of the site area) as publicly accessible open space. According to the Zoning Ordinance (Chapter 16.44.120(4)(A)):

Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the planning commission. Publicly accessible open space types include, but are not limited to, paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:

- (i) Contain site furnishings, art, or landscaping;
- (ii) Be on the ground floor or podium level;
- (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
- (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.

Along the Jefferson Drive frontage, the project would continue to provide a portion of the required 15 percent minimum publicly accessible open space for the project through a mix of landscaping, seating areas, and a sports court. Twenty-four at-grade parking spaces would be provided south of the publicly accessible open space. As part of the revised proposal, 12 parking spaces would be reserved for use by the new high school located at 150 Jefferson Drive. These spaces are accounted for under the three spaces per 1,000 square feet of GFA parking ratio proposed for the entire site. Additional publicly accessible open space would be provided in patios and seating areas in the angular recesses along the sides of the parking structure, behind the parking structure, adjacent to the rail line, and around the perimeter of the site via a circulation path and landscaping. Relative to the previous study session plans, the open space located behind the garage includes additional plazas, more seating areas with tables and chairs and seat walls, a large trellis, and a boardwalk through an area with native plantings. As previously mentioned, private open space would be provided in the courtyard area at the center of the three office buildings.

Community amenities

As mentioned in the previous section, the O-B zoning district permits bonus level development, subject to providing one or more community amenities. As part of the ConnectMenlo process, a list of community amenities was generated based on public input and adopted through a resolution of the City Council. Community amenities are intended to address identified community needs that result from the effect of the increased development intensity on the surrounding community. Project requirements (such as the publicly-accessible open space, and street improvements determined by the Public Works Director) do not count as community amenities.

An applicant requesting bonus level development must provide the City with a proposal indicating the specific amount of bonus development sought and the value of the amenity. The value of the amenity to be provided must equal 50 percent of the fair market value of the additional GFA of the bonus level development. The applicant must provide an appraisal performed by a licensed appraisal firm that sets a fair market value of the GFA of the bonus level of development. Staff and the applicant will continue to work together through the appraisal process as the project plans are refined. The applicant's proposal for community amenities will be subject to review by the Planning Commission through a later study session, or in conjunction with the other project entitlements. In general, the reduction of proposed FAR (relative to the previous study session proposal) can be expected to result in less fair market value to be used for community amenities.

Design standards

In the O zoning district, all new construction and building additions of 10,000 square feet of GFA or more must meet design standards subject to architectural control review. The design standards regulate the siting and placement of buildings, landscaping, parking, and other features in relation to the street; building mass, bulk, size, and vertical building planes; ground floor exterior facades of buildings; open space, including publicly accessible open space; development of paseos to enhance pedestrian and bicycle connections between parcels and public streets in the vicinity; building design, materials, screening, and rooflines; and site access and parking.

Architectural style and materials

The design of the proposed office building would have a modern architectural style, drawing references from the design of the two existing office buildings on the site. In general, the design would adhere closely to the original proposal, albeit at a lower height with two fewer floors. The core architectural form of the proposed building would be a four-story rectangular structure with a low tint glass façade. From the core

rectangular form, smaller rectangular forms would project outward, spanning the second and third floors at all four corners of the building and creating recesses at the first and fourth floors at each corner. At the center of the front and rear elevations of the building, an additional rectangular projection, two stories in height, would extend outward from the core rectangular form. All of the projecting rectangular elements would have facades of gray tinted glass, differentiating them from the low tint glass of the core façade. Narrow columns wrapped with aluminum panels would extend slightly beyond the projecting rectangular forms and would be spaced equidistantly around all four sides of the building. The columns would support a thin louvered metal canopy running above the fourth floor façade around the entire building. Along the front and rear elevations, horizontally-oriented beams covered with darker quartz-zinc-finished metal panels would wrap across the front of the rectangular projections at the center of the elevations from the first to third floors. Balconies would be incorporated at the fourth floor on each elevation, and also at the third floor on the front and rear elevations.

In the revised proposal, the parking structure would be reduced in height by placing one floor below grade, creating the appearance of a four-level structure above grade. The shape of the proposed garage, which was previously triangular and ran parallel to the side property lines, has been redesigned with a more angular footprint that includes triangular recesses that step inward from the setback lines on either side. Along the rearmost wall of the garage, a mesh screen with a large graphic would obscure views of parked vehicles and structural elements of the garage from Kelly Park. The graphic is currently shown as images of trees, although the precise design would be subject to refinement prior to final actions on the project. These changes would reduce the height, massing, and visibility of the garage from US Highway 101, Kelly Park, and other areas in the vicinity of the project. As with the former proposal, the design of the proposed parking structure would reference the proposed office building through the use of an aluminum composite canopy running along the top of a central portion of the west elevation (the elevation facing the proposed and existing office buildings). The parking structure would be constructed almost entirely of concrete painted in tan and gray hues. On the portions of each elevation not concealed by painted concrete walls, the interior floors of the parking structure would be open to the exterior with cable guardrails along the outer edges of each level.

With regard to the overall project design/style and the application of O district standards, staff believes that the applicant would be in compliance. The Planning Commission may wish to provide additional feedback on the proposed building, parking structure, and site layout before the project advances to the full submittal stage.

Green and sustainable building

In the O zoning district, projects are required to meet green and sustainable building regulations. The proposed building will be required to meet 100 percent of its energy demand through any combination of on-site energy generation, purchase of 100 percent renewable electricity, and/or purchase of certified renewable energy credits. Additionally, as currently proposed, the new building will need to be designed to meet LEED (Leadership in Energy and Environmental Design) Gold BD+C, pre-wire five percent of the total required parking stalls for EV chargers and install six EV chargers and one percent of the total stalls in the pre-wire locations, and incorporate bird-friendly design in the placement of the building and the use of exterior glazing. The EV charger regulations are currently under review for modifications, which could increase the requirements noted above. Other green building requirements, including water use efficiency, placement of new buildings 24 inches above the Federal Emergency Management Agency (FEMA) base flood elevation (BFE) to account for sea level rise, and waste management planning, would also apply to the project. Details regarding how the proposed building would meet the green and sustainable building requirements will be provided as the project plans and materials are further developed.

Planning Commission considerations

The following comments/questions are suggested by staff to guide the Commission's discussion, although Commissioners should feel free to explore other topics of interest.

- **Building Height.** Is the reduced height of the proposed building consistent with the Commission's initial feedback on the project?
- **Publicly Accessible Open Space.** Has the triangular area behind the parking structure been sufficiently activated to count as publicly accessible open space? Should the following items be counted toward publicly accessible open space for the site: 1) triangular recesses along the sides of the parking structure, 2) parking lot landscape islands, and 3) the landscape strip east of the entrance driveway to the project site from Jefferson Drive?
- **Parking Structure.** The redesigned parking structure would continue to differ from the other buildings on the site with regard to its use of materials and architectural character. The interior of the garage would be exposed on certain elevations, with cable guardrails at the edges of each level. Do the side and rear elevations as viewed from Kelly Park have adequate detail and integration with the rest of the buildings on the site? Should other architectural treatments or screening measures be explored along the rear and sides of the garage? Does the overall design of the parking structure feature good proportion, balance, and materials, or do certain elements need more attention?
- Is the overall aesthetic approach for the project consistent with the Planning Commission's expectations for bonus-level development in the O zoning district?

In general, staff believes that the office building height changes address the Planning Commission's earlier direction, and that the parking structure changes have improved its mass and aesthetics. However, further improvements to the parking structure could be warranted to create a more cohesive design around all four sides and improved screening treatments. Staff continues to have concerns with the proposed publicly accessible open space at the rear/sides of the parking structure and in landscape strips elsewhere on site, given that those areas would appear to have more limited visibility/usability from public rights of way along Jefferson and Commonwealth Drives. However, the project would meet the publicly accessible open space requirements without counting the areas around the parking structure, and if the Dumbarton Rail Corridor is activated in the future, the areas could see more frequent usage by the public.

Correspondence

As of the writing of this report, staff has not received any correspondence regarding the 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

Study sessions do not require analysis under the California Environmental Quality Act (CEQA). With regard to the overall project review and action, the terms of a recent settlement agreement with East Palo Alto require projects seeking bonus level development to complete an EIR. On February 13, 2018, the City Council authorized the City Manager to enter into a contract with ICF, Inc. to complete the environmental

review and prepare an initial study and EIR for the proposed project. Depending on the initial study, a focused EIR may be prepared only on the topics that warrant further analysis. The Planning Commission would take the final action on the project entitlements, including the EIR, after the completion of the environmental review and any revisions to the plans based on feedback from the Planning Commission and Planning staff.

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.

Attachments

- A. Location Map
- B. Excerpt of March 26, 2018 Planning Commission Minutes
- C. Project Plans

Disclaimer

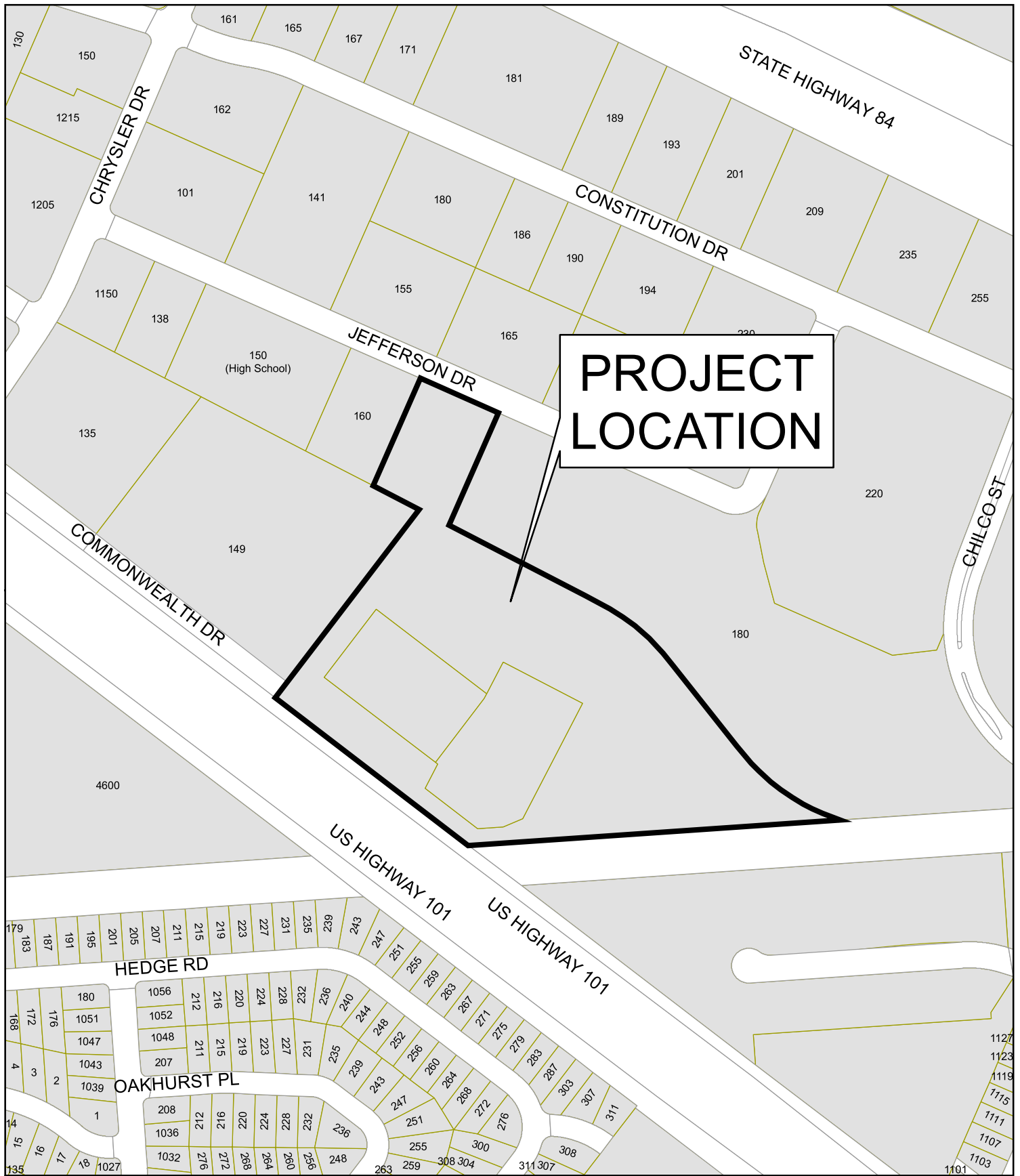
Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available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

Exhibits to Be Provided at Meeting

Color and materials board

Report prepared by:
Tom Smith, Senior Planner

Report reviewed by:
Thomas Rogers, Principal Planner



CITY OF MENLO PARK

LOCATION MAP

164 JEFFERSON DRIVE

DRAWN: TAS CHECKED: THR DATE: 08/27/18 SCALE: 1" = 300' SHEET: 1





REGULAR MEETING MINUTES - EXCERPTS

Date: 3/26/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Drew Combs called the meeting to order at 7:02 p.m.

B. Roll Call

Present: Andrew Barnes, Drew Combs (Chair), Susan Goodhue, Larry Kahle (Vice Chair), John Onken, Henry Riggs, Katherine Strehl

Staff: Deanna Chow, Principal Planner, Michele T. Morris, Assistant Planner, Matt Pruter, Associate Planner, Tom Smith, Associate Planner, Thomas Rogers, Principal Planner

G. Study Session

- G1. Study Session/Rich Truempier/164 Jefferson Drive: Request for a study session to review a proposal for a use permit, architectural control, and environmental review to construct a new six-story office building, approximately 320,000 square feet in size, and a new five-story parking structure with approximately 1,560 spaces on a two-parcel site with two existing four-story office buildings to remain, each approximately 130,000 square feet in size, located in the O-B (Office, Bonus) zoning district. The proposal also includes a request for a use permit to modify design standards such as the required base height of the proposed building. Paseos would be provided along the south and west sides of the project site as required by the ConnectMenlo General Plan. The total existing and proposed office development on the parcel would be approximately 580,000 square feet of gross floor area. The project will be pursuing bonus level development. ([Staff Report #18-030-PC](#))

Staff Comment: Associate Planner Tom Smith said the existing site had two four-story office buildings, each having about 130,000 square feet surrounded by surface parking and landscape. He said this project was approved by the City Council in 2015. He said a new six-story office building, approximately 320,000 square feet, was being proposed as well as a five-level parking structure with about 1,560 parking spaces with additional parking in surface lots around the development. He said the project was seeking bonus level development in exchange for 100% Floor Area Ratio (FAR) and a height up to 77½ feet, which would require the provision of community amenity. He said an amenities list approved as part of the ConnectMenlo process was included with the staff report packet. He said there would be a separate scoping session for an environmental impact report (EIR) for the project at a later date following completion of an Initial Study.

Associate Planner Smith said some topics for the Commission's consideration were listed on page 5 of the staff report and included:

- **Publicly Accessible Open Space**

Associate Planner Smith said the proposal had perimeter paths as well as the areas behind the proposed parking structure that would be publicly accessible open space. He said staff's question for the Commission was whether that was adequate in addition to the very noticeable publicly accessible open space along the Jefferson Drive frontage.

- **Base Height**

Associate Planner Smith said the applicant was requesting a base height modification. He said base height was the maximum height allowed before the building stepped back as required in the O district, or 55 feet in the zoning regulation. He said the applicant was currently proposing 76 ½ feet for the step back.

- **Parking Structure**

Associate Planner Smith said the consideration for the parking structure design included whether it was consistent with regard to materials and architectural character with the office buildings on the site.

Associate Planner Smith said the last consideration posed by staff for the Commission was whether the overall aesthetic approach for the project was consistent with the Planning Commission's expectations for new development in the O zoning district.

Associate Planner Smith said four correspondences had been received today on the proposed project that he believed were sent to the Planning Commission, noting copies were made available for the Commission and public this evening. He said the concerns were about glare, light, noise and traffic, particularly for the Suburban Park neighborhood.

Applicant Presentation: Richard Truempler, Vice President of Development for the Sobrato Organization, said this proposal was consistent with the General Plan and would provide many benefits for the community through the community benefits process. He said the project would meet the City's sustainability, height, open space and FAR requirements.

Craig Almeleh, President of Ark Tech, the project architects, made a slide presentation of what the project was proposing. He said the two existing office buildings fronted Highway 101. He said the new six-story building would be tucked behind the two existing office buildings. He said the architecture for the new building was designed to complement the existing buildings' architecture. He said they also used complementary architecture for the parking structure. He said regarding the 55-foot base height requirement that about three-quarters of the site already conformed to that. He said though they met the height limitations and were actually beneath them, they used a balance to try to create some setback based on the intent of the zoning. He said that gave them greater articulated vertical three-dimensional relief on the building.

Nick Samuelson, The Guzzardo Partnership, landscape architects, said the new connection was a 20-foot wide paseo running north-south, from Jefferson Drive along the western side connecting to

Commonwealth Drive that then turned and went to the rail frontage. He said currently there was a loop that ran around the whole property. He said the five-foot asphalt path ran along the rail frontage leading to the back area. He said they used a frontage of columnar trees to show the path to back area where it would open up to the rain garden area, a storm water treatment area, which they expanded with some paving areas back there. He said the loop then led around the garage with another group of columnar trees past the one existing oak tree and then to the park that they planned to do on Jefferson Drive. He said the placeholder design for that included a basketball court, picnic areas, a play area and some open lawn.

Vice Chair Kahle referred to page 5 of the staff report regarding considerations for the Commission and noted under Base Height, it said: *As previously mentioned, the proposed office building would exceed the minimum base height of 55 feet.* He confirmed with staff that *minimum* should be replaced with *maximum*.

Commissioner Onken asked the applicant to explain how they came to propose a third building on the site. Mr. Truempler said they did not contemplate a third building with the original project but the ConnectMenlo rezoning made the proposal a possibility.

Vice Chair Kahle opened the public comment period.

Public Comment:

- Matthew Zito, Chief Facility Officer, Sequoia Union High School District, said the District owned the 2.1-acre parcel at 150 Jefferson Drive, which was located a few hundred feet from the project site. He said the map showed their school at 144 Jefferson Drive but it was 150 Jefferson Drive. He said the District received no information about the project. He said their main concern was a massive new development next to a small new high school and that the developer had had no discussion with the school district about the project. He said 400 high school students would be immediately down the street from some of the open space areas proposed and suggested this needed more thought. He said the majority of the students for the high school when it was built out in 2021 would be Menlo Park residents. He said the high school that currently served Menlo Park was located in Atherton, and based on today's projection would have about 2,600 students in 2019. He said the new school on Jefferson Drive was a key relief for Menlo Park residents to continue to have a broad range of educational opportunities. He said the project issues for the District were parking, traffic, noise, and construction disruption as the phasing of the subject project's construction at was to start when their school opened. He said his top concern was safety with all of the additional vehicles on Jefferson Drive. He said the District would have a parking shortage at the school caused in part by the City's decision to eliminate street parking in the industrial park at the behest of Mr. Bohannon. He said the City was putting in a dedicated bicycle lane so Facebook employees and others could safely ride their bicycles down the street making it almost impossible for the school to do an efficient morning and afternoon pick up and drop off. He said that operation would all have to occur on the constrained school site creating safety issues for students and parents. He said when they purchased the property none of these things were yet designed. He said they were very concerned with the massive new parking structure and agreed with staff's concerns regarding appearance and materials. He said the District requested going forward to receive advance notice of all future proceedings regarding all aspects of the project. He said the District intended to be a very active participant in the project process going forward. He said they objected to the small space in the triangle being counted as open space as it might or

might not be a future rail line. He said the District felt blindsided by this proposal and would vigorously defend its right to have a school on property within the adopted ConnectMenlo plan area that was zoned for public use.

- Skip Hilton, Menlo Park, said he lived in Suburban Park and as the proposed project was across the freeway from him, it would not have a visual impact for him. He said a lot of office buildings were being built in the City's downtown corridor and in the M2 and the City had a lot of things it wanted to achieve with that office space. He said at some point they needed to decide what the right amount of office space was. He said he had a specific concern with a parking garage that Bohannon had built across from the new Facebook buildings as it was not architecturally appealing and detracted from the two really beautiful buildings, the hotel and office building. He said with this garage proposal he thought there were some nice things with the design that tied together some architectural elements of the new structure and existing buildings. He said that they should continue pressing to get an even better looking garage structure when opportunity like this arose. He referred to the parking structure at Mineta Airport with bottle cap sculpture wrapped around it as an example. He said he hoped these large parking structures would be visually appealing as people would see them every day. He said regarding open space that the property was somewhat constrained due to its shape with two areas not really usable in the corners. He said he understood making that space open but it needed something to activate it. He said he suspected no people would use the park at the back of the parking garage. He said also for the park on the street. He suggested adding something to the open space that would serve the community and the new high school population.

Vice Chair Kahle closed the public comment period.

Commission Comment: Commissioner Strehl asked if they knew who would lease the building. Mr. Truempler said an assumption was Facebook but that was not certain so they would be building it on a speculative basis. Commissioner Strehl asked based on the square footage what the expected number of employees would be. Mr. Truempler said it would be three or six per 1,000 square feet within a range perhaps of 900 to 1,800 employees depending on how the tenant improvements were designed. Commissioner Strehl said she agreed with Mr. Hilton's comment about the triangle of open space as she did not see that as a public benefit as she did not think people would naturally go there.

Commissioner Onken asked if the existing buildings had a Transportation Demand Management plan (TDM) and what the TDM for the new building might be. He asked about the number of parking spaces and the parking ratio. Mr. Truempler said the first phase buildings were parked at 3.3 spaces per 1,000 square feet. He said the proposed phase would be parked at 3 spaces per 1,000 square feet. He said there was a TDM requirement as part of the O zoning designation, which he thought was 20%. Commissioner Onken said he thought the ConnectMenlo parking ratios were 2.4 or 2.5 spaces per 1,000 square feet. Associate Planner Smith said for office buildings in the O district the minimum ratio was 2 spaces per 1,000 square feet and a maximum of 3 spaces per 1,000 square feet.

Commissioner Barnes asked what the base height was. Associate Planner Smith said base height was the maximum height the building might rise to before it had to step back. He said this proposal was exceeding 55 feet on the sides where the balconies would be. Commissioner Barnes asked about the base level requirement. Associate Planner Smith said at the base level development the

base height was 35 feet, and for bonus was shown at 45 feet in the O district with another 10 feet granted related to expected sea level rise. He said the base height at the corners of the proposed building were close to 76 ½ feet. He said there was some flexibility built into the district regulations allowing for an applicant to request a modification to a standard such as base height through the use permit process. Commissioner Barnes asked what the maximum height was for a building for bonus level development. Associate Planner Smith said in this instance it would be 67 ½ feet with an additional 10 feet granted because of sea level rise. He said that would be the average height of all the buildings on the site, the three office buildings and garage, and that height was 77 ½ feet and any one building on the site could have a maximum height of 110 feet. Principal Planner Deanna Chow said base height had nothing to do with base level zoning, noting there was base height, overall height and an average height that all were applicable whether doing zoning at the base level or bonus level development. Commissioner Barnes asked if the applicant's request to raise the base height give them additional square footage to the project. Associate Planner Smith said it would not give them additional gross floor area as the maximum was 100% FAR. He said in this case they would have to step the building back in certain areas or reduce floor plate sizes to keep it below the maximum 100% FAR allowed for bonus level development.

Commissioner Barnes said he thought this project was being shoehorned onto a parcel that could not really support it. He said regarding *Publicly Accessible Open Space* having a path ringing the parcel made sense for the parcel but he did not see that as publicly accessible open space for the benefit of the community. He said it made a connection from A to B but had no originating and terminating points. He said the parking structure needed more architectural congruence and needed to sit in better with the area. He said its structure seemed pronounced and with the angle views the parking garage was prominent. He said he would like the garage to get more attention in terms of proportion, balance and material. He said he would listen regarding base height to other Commissioners. He said he would also like to hear the applicant's reasoning for the request to exceed the maximum base height.

Mr. Truempler said in looking at the overall design and the building's long face that they found if they strictly adhered to the base height maximum its appearance would become monotonous. He said they considered how the building would present itself along a private road, which was why they were playing with the base height and articulation. He said the corners were raised up but below that the building was lighter. He said in the center the scale was lowered and the building grounded.

Vice Chair Kahle asked if the park in the triangular area in the back would have access to Kelly Park. Mr. Truempler said that was a carryover from the original entitlement having a trail that looped around the building and for the vision of the Dumbarton Rail Corridor. He said they decided to create something interesting along Jefferson Drive that would be the point of origin. He said the terminus was the area that would connect to the future Dumbarton Rail Corridor. He said there was a grade separation between the site and Kelly Park. Vice Chair Kahle asked if Kelly Park users would be able to access the open space on the site from that side. Mr. Truempler said he did not think they could. Vice Chair Kahle said the Dumbarton Rail Corridor had uncertainties but noted two access points shown on the drawing and asked if they anticipated using both of those. Mr. Truempler said that was correct.

Vice Chair Kahle said this project would be 580,000 square feet and asked staff to compare that size wise with other projects recently approved and under construction. He said he was thinking in particular of the Menlo Gateway project as well as ones in and around Facebook's Classic

Campus. Associate Planner Smith said staff was looking those up for more detail. He said he recollected that Menlo Gateway was approved for office space of around 720,000 square feet.

Vice Chair Kahle said in the *Green and Sustainability* section of the staff report it discussed raising the building 24-inches above the FEMA base flood elevation and asked if that was factored into the heights. Mr. Truempler said it was. Vice Chair Kahle asked who they thought the users of Jefferson Park would be and if they had considered the high school or other businesses. Mr. Truempler said the M2 would be transformed and one of things that would be transformed would be residents, and they saw users as tenants, residents and the public including the high school.

Commissioner Riggs said when the ConnectMenlo process developed the idea of a paseo it was intended to have a purpose. He said the project's offering of open space seemed like landscaping that went to nowhere, and asked staff to address. Principal Planner Chow said a number of paseos were approved with the ConnectMenlo adopted map. She said this was an extension of the existing trail that was put onto the site with the original development project. She showed a vertical line represented a continuation of the paseo across the next block up to Constitution Drive, which would go in between the R-M-U zoned properties and the O properties. She said there was another paseo proposed to the east of this site on the old Intuit property. She said this was an opportunity to have some of the larger properties provide pedestrian and bicycle access, for smaller blocks and more pedestrian friendly oriented streetscape as retail, residential and office uses were developed for an enhanced live, work, play opportunity. She said this was looking at providing multi-modal transportation. Commissioner Riggs said the paseo on this site seemed to go to Highway 101 and asked what it would serve. Principal Planner Chow said hopefully it would connect someday to the Dumbarton Rail Corridor. Commissioner Riggs asked what public benefit was provided with the paseo running north to south from the proposed Jefferson Park to Highway 101. He suggested this was something they might sit down and graphically discuss.

Commissioner Riggs said he agreed with Commissioner Barnes that the open space location did not seem to make sense. He said the garage was huge and much larger than the new proposed building, which was a large façade. He said the garage was dominant. He said he could see that the rhythms of the three office buildings were picked up by the garage and some of the façade was on the west face of it to address the office building but from three different directions outside the site it did not harmonize with the other buildings and site. He said the scale of the new office building would be suitable for a West Coast United Nations building. He said the population of this building was a particular difficulty. He said with all of the larger projects in LS, R-M-U, or O that the area did not have transportation to support such large projects. He said he supported the renewal of the former M2 area but they had already improved far more square footage than could be served with the existing transportation infrastructure. He said the agencies and government in and around Menlo Park were not in the position to provide this infrastructure over the next two to two and a half years before this project was built let alone for the projects that would come online at the end of 2018 and in 2019 and 2020. He said this proposed project would be very difficult for him to approve unless it had a most exceptional TDM associated with it.

Commissioner Onken said one of the questions was whether the public benefit provided by this project substantiated the increased height of the building. He said if the building was not so shoehorned into the site and monolithic perhaps he could accept the additional two stories but at the moment he could not see the benefit of two parks as justification for the increased height. He said he could not support the bonus level based on the community benefit offered. Associate Planner Smith said the parks were not being offered as community amenities and the applicant

had not proposed any community amenities at this time but were in the process of discussing and evaluating what community amenities they would offer.

Commissioner Onken said the Sobrato Organization had done a fantastic garage on Donahoe Street. He said suggested more care and attention be given to the proposed garage. He said one way to make it better would be to drop the parking count down to 2.4 spaces per 1,000 square feet and drop two stories off Building 3, which would reduce the number of levels in the parking garage. He noted that Facebook had used very discrete focused lighting in its underground garage and suggested that might alleviate the effect of an over glowing garage.

Commissioner Barnes asked whether the Planning Commission could find the project not eligible for bonus level development. Associate Planner Smith said the project required a use permit so it would be at the discretion of the Planning Commission to decide whether bonus level development would be appropriate for the site.

Commissioner Barnes said he thought the proposed building worked well at four stories and would be in harmony with the buildings adjacent to it. He said the increased height was a detriment to the building and the site. He said he was sensitive to the ConnectMenlo process and the incentives it offered for development in that area. He said he would have a tough time getting to the bonus level development for this building and site. He said regarding the provision of BMR in-lieu fees versus units he would prefer to see the requirement added to other Sobrato projects in the R-M-U as actual units.

Commissioner Strehl said the size of the building and parking garage was just too large in comparison to the existing buildings. She suggested that reducing the height two stories and the size of the parking garage would work better with the two other office buildings. She said she was concerned with adding more office employees to this area because of the transportation impacts. She said serious infrastructure improvements were needed and those were not happening any time soon. She said she had not realized the proximity of the high school to this site, and she hoped going forward the applicant would work with the school district to address their concerns. She said the location of the parks, particularly the one in the triangle, would not be used by the community.

Vice Chair Kahle said he had not realized how close the high school was to the project site. He said in moving forward perhaps the Jefferson Park could be considered to be a useful space as much as possible for the high school and the project's onsite parking reduced to provide more open space off Jefferson Drive. He said he lived in Suburban Park and noted letters from neighbors in Suburban Park concerned with glare and noise. He said overall he thought the six-story building was a nice building but it was fairly monolithic. He said he was not sure it was quite right yet. He said comments had been made to drop the building to four stories. He suggested perhaps a compromise for a five story building would work as it was stepped off of Highway 101 and buried some distance from Jefferson Drive. He said he was having a hard time with the request to exceed the 55-foot base height limit. He said the paseos and triangle park were useful to the site but those did not really feel like open space for the public. He said the garage was problematic. He noted the projecting roof forms of it which he thought were intended to tie it in with the other buildings and suggested those were not needed. He said what would really help the garage was screening or detailing. He said perhaps they do one level of parking underground or put a park on the top level. He said as a bonus level project that the amenities offered should go toward addressing housing and traffic.

I. Adjournment

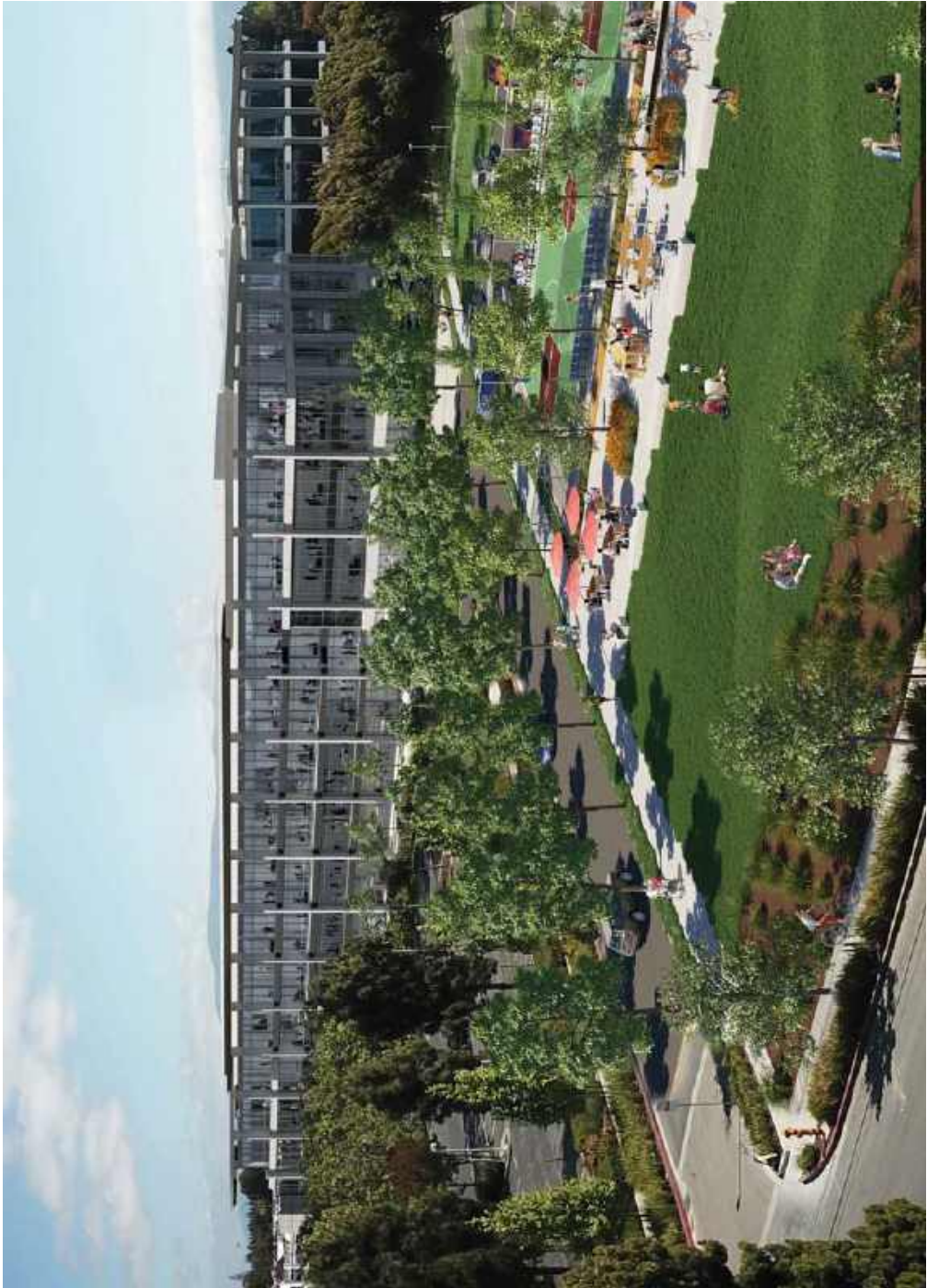
Vice Chair Kahle adjourned the meeting at 10:28 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on April 9, 2018

A Planning Application for:
The SOBRATO Organization
COMMONWEALTH: BUILDING 3
MENLO PARK, CA 94052



1 AERIAL VIEW OF PROJECT SITE LOOKING FROM JEFFERSON PARK; SEE A0.01 FOR REFERENCE PLAN

PROJECT TEAM

OWNER:	THE SOBRATO ORGANIZATION 2000 MONTGOMERY AVENUE MENLO PARK, CA 94025	ARCHITECT:	ARC TEC ARCHITECTURAL TECHNOLOGIES 2000 MONTGOMERY AVENUE MENLO PARK, CA 94025	ART/TEC INC. 2000 MONTGOMERY AVENUE MENLO PARK, CA 94025
LANDSCAPE ARCHITECT:	THE LANDSCAPE ARCHITECTS 1111 DOWNING DRIVE MENLO PARK, CA 94025	ENGINEER:	THE ENGINEERING GROUP 1111 DOWNING DRIVE MENLO PARK, CA 94025	ENVIRONMENTAL ENGINEER: THE ENVIRONMENTAL ENGINEERING GROUP 1111 DOWNING DRIVE MENLO PARK, CA 94025

APPLICABLE CODES

2015 CALIFORNIA BUILDING CODE (CBC) TITLE 24, PART 2
2015 CALIFORNIA BUILDING CODE (CBC) TITLE 24, PART 3
2015 CALIFORNIA MECHANICAL CODE (CMC) TITLE 24, PART 4
2015 CALIFORNIA ELECTRICAL CODE (CEC) TITLE 24, PART 6
2015 CALIFORNIA FIRE CODE (FC) TITLE 24, PART 8
2015 CALIFORNIA GREEN BUILDING STANDARDS CODE (GBS) TITLE 24, PART 11
ALL CODES ARE SUBJECT TO LOCAL GOVERNMENT AMENDMENTS PER CALIFORNIA BUILDING STANDARDS COMMISSION PUBLISHED 10/11/11

PROJECT DATA

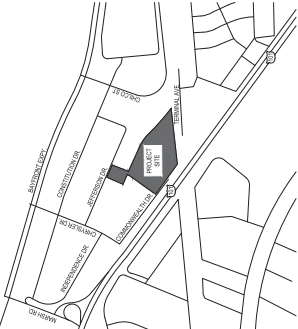
OWNER NAME:	THE SOBRATO ORGANIZATION	BUILDING AREA:	265,000 S.F.
PROJECT ADDRESS:	COMMONWEALTH BUILDING 3 MENLO PARK, CA 94052	CONSTRUCTION TYPE:	1B
		OCCUPANCY TYPE:	1B

NOTE: SEE PAGE A1.1 FOR ADDITIONAL PROJECT DATA

PROJECT DESCRIPTION

THIS IS A NEW 1-STORY, 265,000 S.F. OFFICE BUILDING WITH A PARKING STRUCTURE ADDITION TO AN EXISTING COMPLEX. THE BUILDING WILL BE USED FOR OFFICE SPACE. THE BUILDING WILL BE USED FOR OFFICE SPACE. THE BUILDING WILL BE USED FOR OFFICE SPACE.

VICINITY MAP



A Planning Application for:
The SOBRATO Organization

COMMONWEALTH: BUILDING 3 MENLO PARK, CA 94052



2 VIEW FROM JEFFERSON DRIVE LOOKING SOUTH

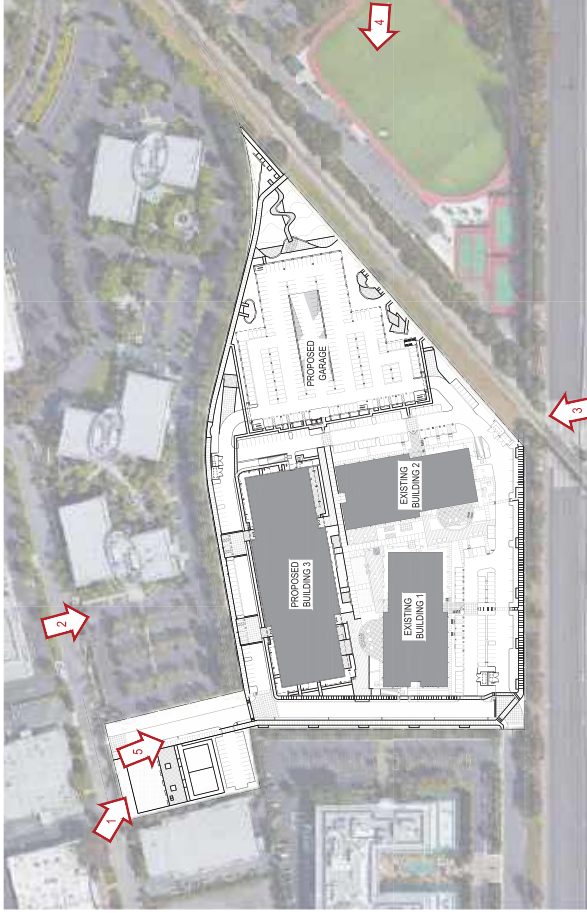


3 VIEW FROM 101 BAYSHORE FREEWAY LOOKING NORTH EAST

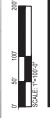


4 VIEW FROM KELLY PARK LOOKING NORTH WEST

C2



REFERENCE SITE PLAN
SCALE: 1"=50'-0"

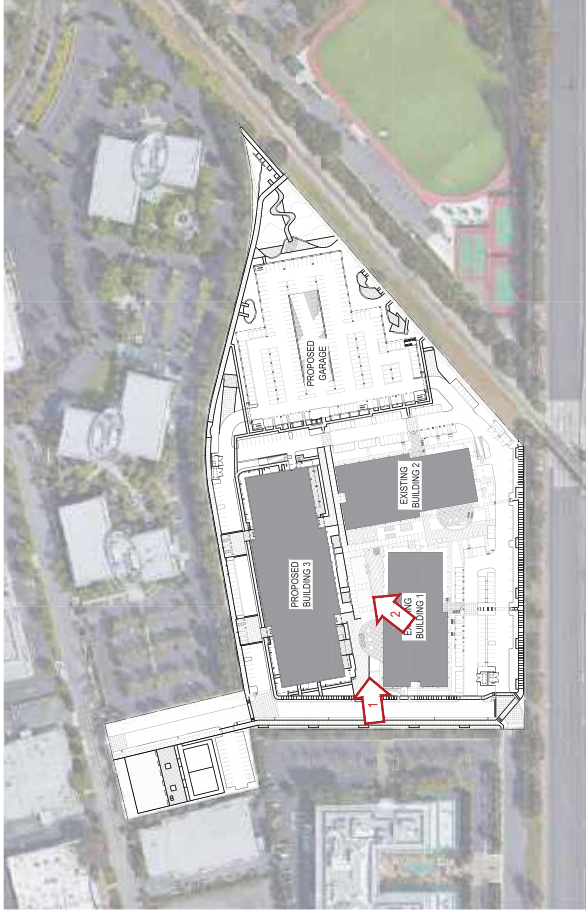


5 VIEW FROM PROJECT SITE LOOKING SOUTH



VIEW FROM PROJECT SITE LOOKING EAST

1



REFERENCE SITE PLAN

SCALE: 1/4\"/>



VIEW FROM SOUTH OF BUILDING 3 OF SITE LOOKING NORTH

2



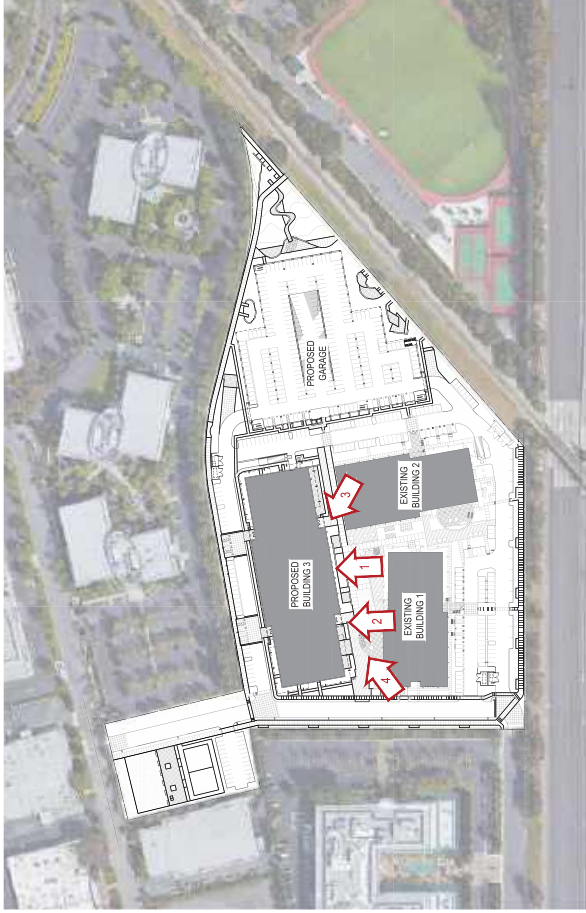
1 DETAIL VIEW OF ALUMINUM COMPOSITE METAL CANOPY AND LOUVERS ON SOUTH FACADE



2 DETAIL VIEW OF ALUMINUM COMPOSITE METAL CANOPY AND LOUVERS ON SOUTH FACADE



3 DETAIL VIEW OF ALUMINUM COMPOSITE METAL CANOPY AND LOUVERS ON SOUTH FACADE



REFERENCE SITE PLAN
SCALE: 1" = 100'-0"



4 VIEW FROM PROJECT SITE LOOKING NORTH

DATE	DESCRIPTION
10.12.17	PLANNING APPLICATION
09.01.18	PLANNING SUBMITTAL

BUILDING REFERENCES

A0.03
PROJECT NO. 164102.00

A Planning Application for:
The SOBRATO
COMMONWEALTH BUILDING 3
MENLO PARK, CA 94052
Organization

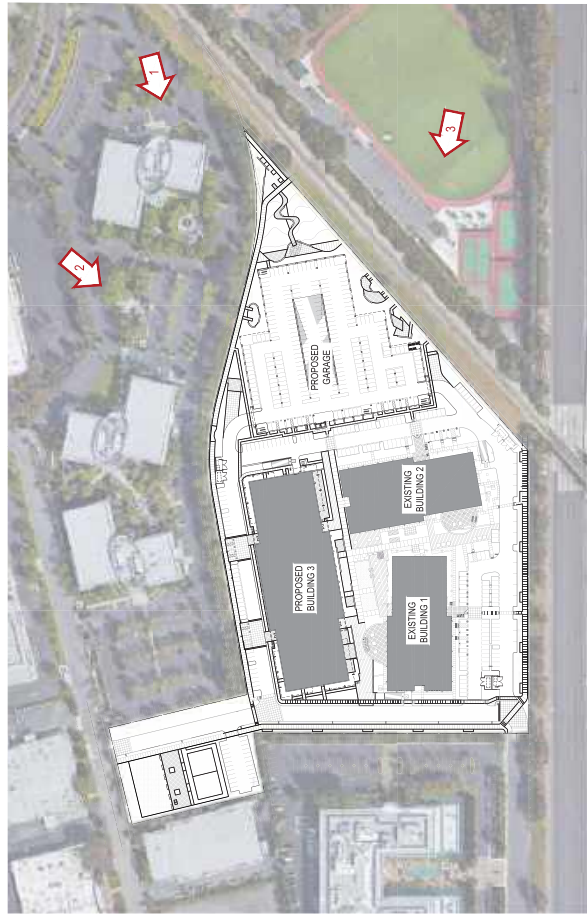
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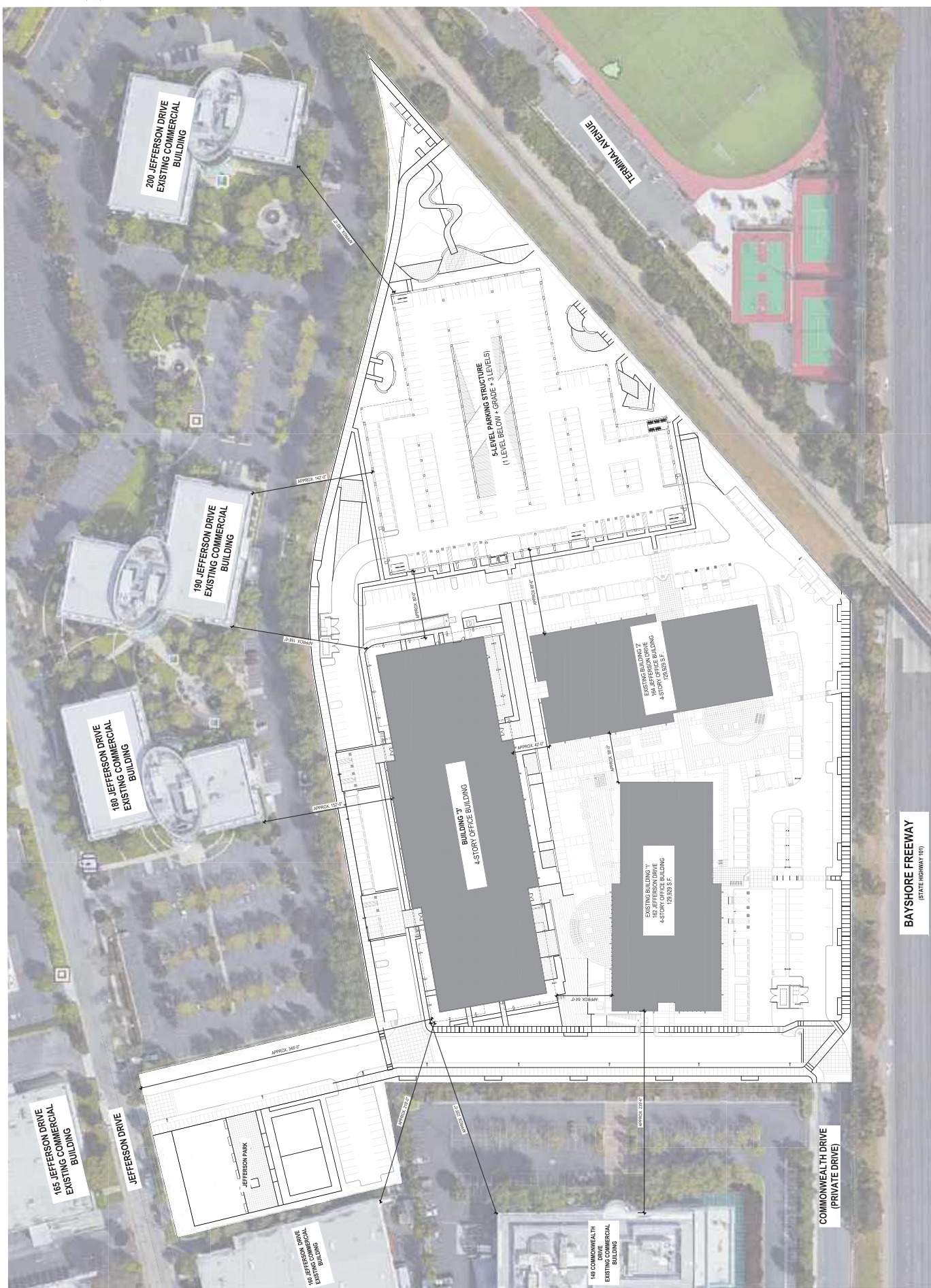
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OPEN SPACE CALCULATIONS

TOTAL SITE AREA	59,472 S.F.
REQUIRED OPEN SPACE (1% OF TOTAL SITE AREA)	594.72 S.F.
OPEN SPACE PROVIDED	173,542 S.F.
TOTAL PUBLIC OPEN SPACE PROVIDED	131,116 S.F.
TOTAL PRIVATE OPEN SPACE PROVIDED	42,426 S.F.
TOTAL OPEN SPACE PROVIDED	173,542 S.F.
REQUIRED PUBLIC OPEN SPACE (1% OF REQUIRED OPEN SPACE AREA)	59.47 S.F.
PUBLIC OPEN SPACE PROVIDED	131,116 S.F.
8' W/ 2' PAVED	13,044 S.F.
10' W/ 2' PAVED	13,044 S.F.
4' W/ 10' MIN. LANDSCAPED PARKING	13,044 S.F.
4' W/ 10' MIN. LANDSCAPED PARKING	13,044 S.F.
TOTAL PUBLIC OPEN SPACE PROVIDED	131,116 S.F.



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The **SORRATO** Organization
A Planning Application for:
COMMONWEALTH BUILDING 3
MENLO PARK, CA 94025

DATE	DESCRIPTION
10/12/17	PLANNING APPLICATION
08/01/18	PLANNING SUBMITTAL
08/01/18	PLANNING SUBMITTAL

OPEN SPACE DIAGRAM
A0.12
PROJECT NO. 164/02.00

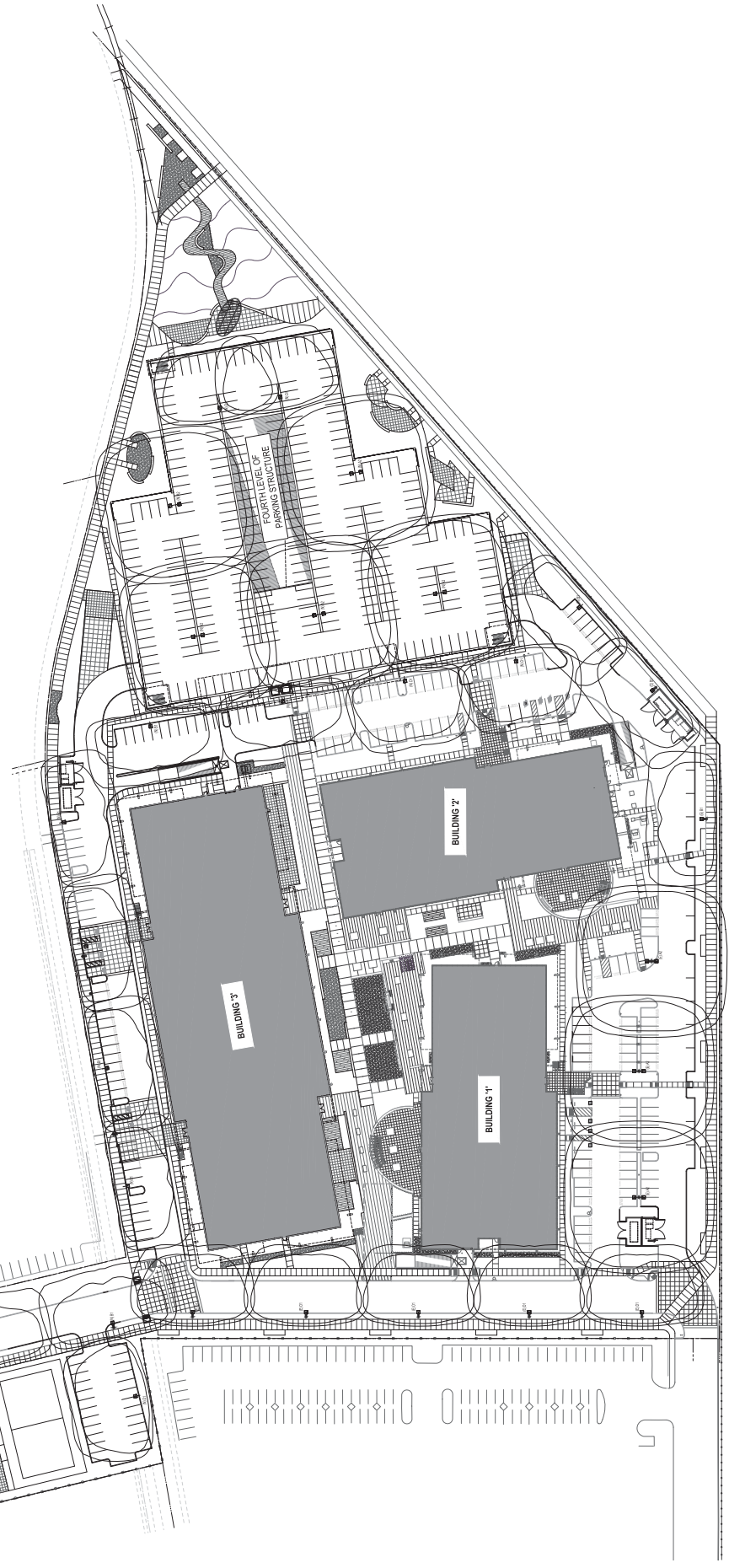
OPEN SPACE DIAGRAM
SCALE: 1" = 40' 0"



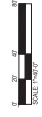


Gardco ECOFORM

Legend									
Symbol	Color	Material	Area	Volume	Weight	Height	Width	Depth	Notes
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2	Green	Grass	1000	1000	1000	1000	1000	1000	Grass
3	Yellow	Gravel	1000	1000	1000	1000	1000	1000	Gravel
4	Red	Asphalt	1000	1000	1000	1000	1000	1000	Asphalt
5	Orange	Brick	1000	1000	1000	1000	1000	1000	Brick
6	Purple	Wood	1000	1000	1000	1000	1000	1000	Wood
7	Light Blue	Water	1000	1000	1000	1000	1000	1000	Water
8	Dark Blue	Roof	1000	1000	1000	1000	1000	1000	Roof
9	Light Green	Soil	1000	1000	1000	1000	1000	1000	Soil
10	Dark Green	Vegetation	1000	1000	1000	1000	1000	1000	Vegetation



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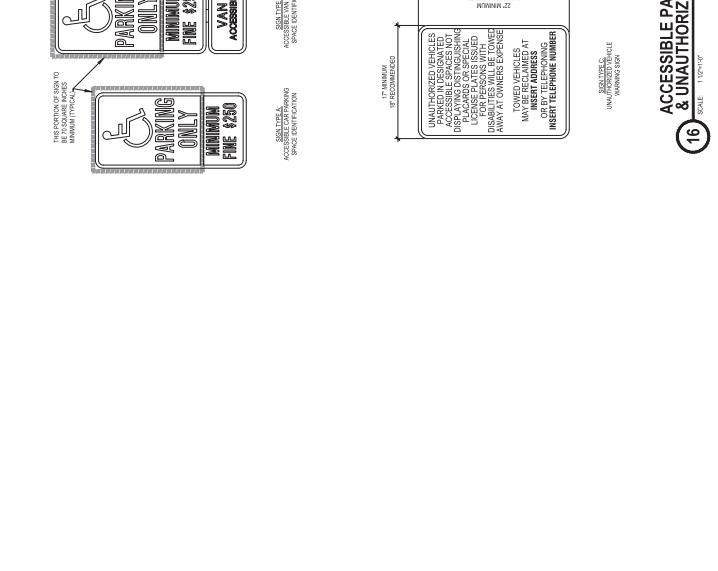
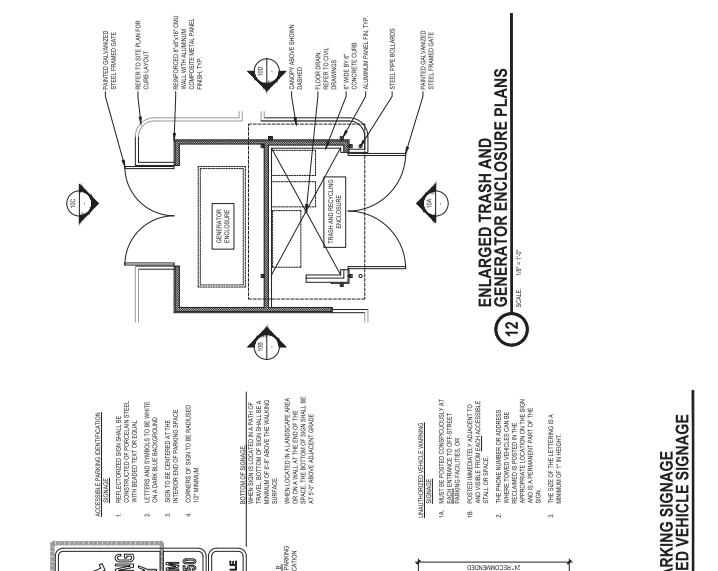
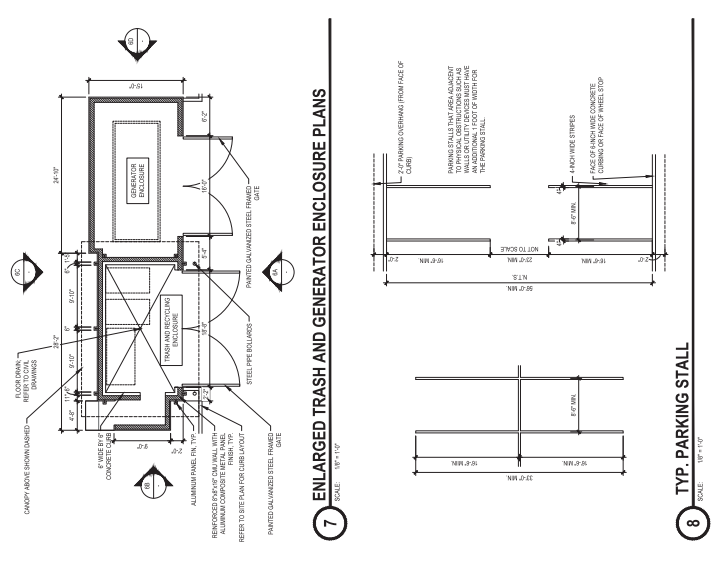
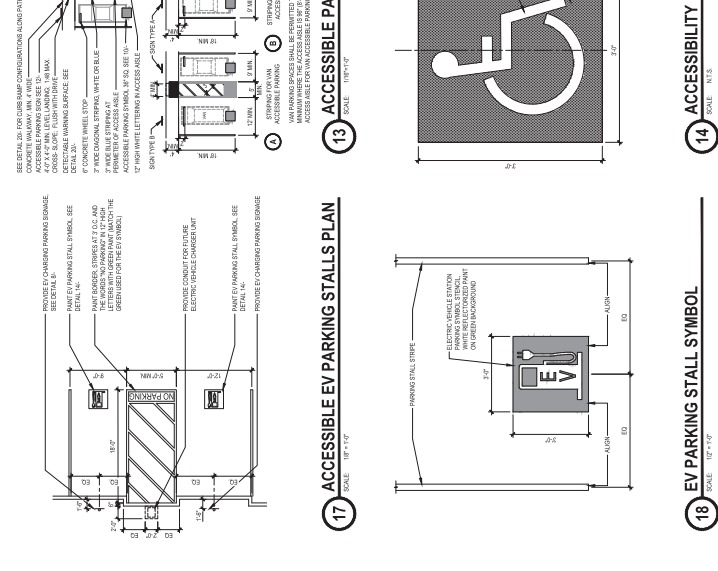
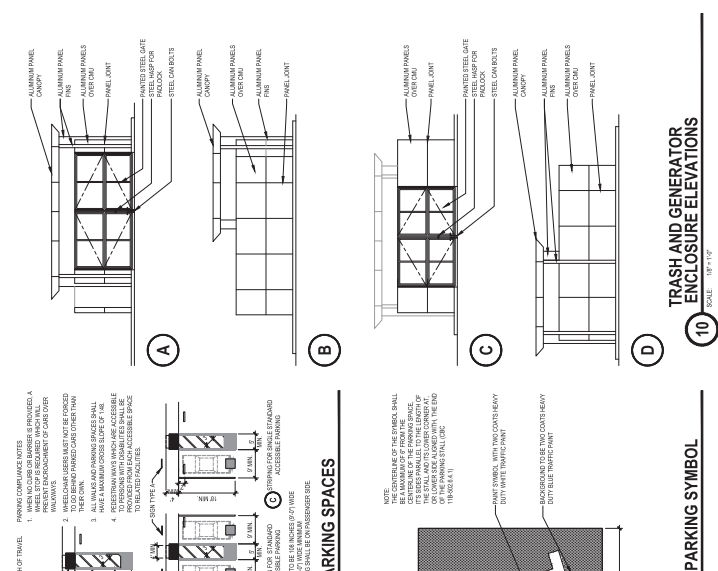
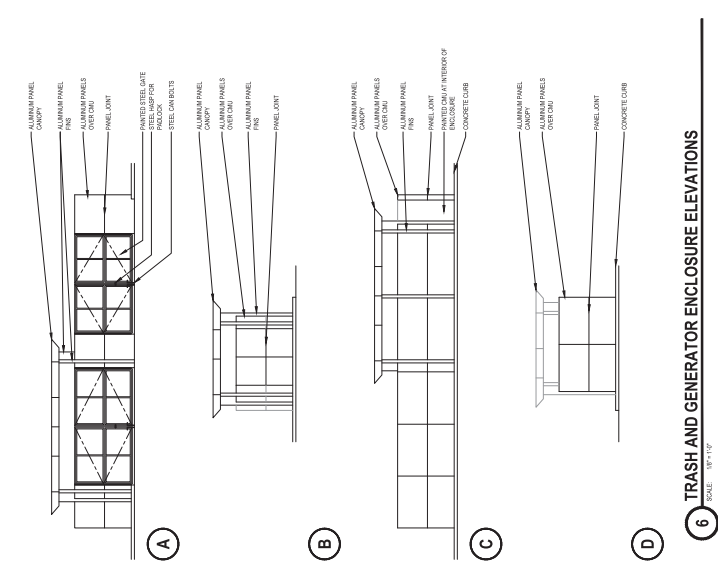
C9

DATE	DESCRIPTION
03/12/17	PLANNING APPLICATION
03/15/17	PLANNING RESUBMITTAL
03/15/17	PLANNING RESUBMITTAL

A Planning Application for:
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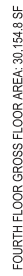




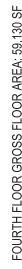
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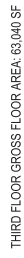
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1ST FLOOR	31,781.75F
2ND FLOOR	34,011.5 F
3RD FLOOR	34,011.5 SF
4TH FLOOR	30,154.8 SF
TOTAL	129,960 SF
BUILDINGS '1' & '2'	129,960 SF. x 2 = 259,920 S.F.

 NORTH
BLUE PIANO 102
 NORTH
BLUE PIANO 101

FLOOR AREA INCLUDED IN A TOTAL
GROSS FLOOR AREA CALCULATIONS
PER MENLO PARK
ZONING ORDINANCE 16.04.325 (A) AND



FLOOR NUMBER:	GROSS FLOOR AREA
1ST FLOOR	64,076 SF
2ND FLOOR	63,147 SF
3RD FLOOR	63,147 SF
4TH FLOOR	59,130 SF
TOTAL	249,500 SF



SHAFT AREA PER FLOOR	928 SF
TOTAL AREA - FLOORS 2-4	2,764 SF
PERCENTAGE OF TOTAL AREA - MUST BE ≤3%	1.12%

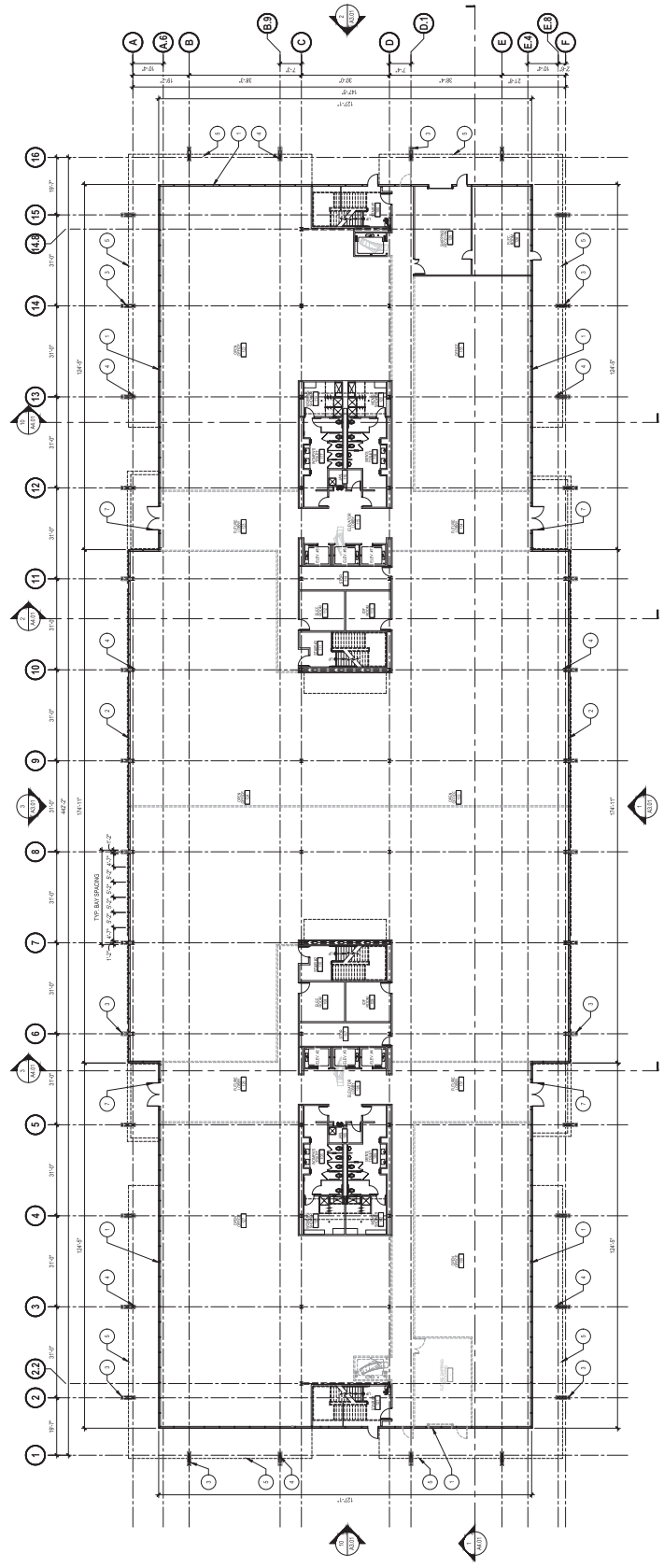
DATE	DESCRIPTION
10/12/17	PLANNING APPLICATION
03/06/18	PLANNING RESUBMITTAL
08/01/18	PLANNING RESUBMITTAL

LDING '3'

KEY NOTES

NOT ALL DIMENSIONS MAY APPLY

- 1 INSULATED LOW E GLAZING SYSTEM WITH LOW E GLASS IN ALUMINUM FRAMES WITH BUTT GLAZED MULLIONS
- 2 INSULATED LOW E GLAZING SYSTEM WITH GRANT TINT GLASS IN ALUMINUM FRAMES WITH BUTT GLAZED MULLIONS
- 3 ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
- 4 STRUCTURAL COLUMN
- 5 LINE OF BUILDING FACE ABOVE SHOWN DAMAGED
- 6 HORIZONTAL ALUMINUM COMPOSITE PANEL
- 7 ENTRY DOORS
- 8 TEMPERED GLAZING BALCONY GLAZING
- 9 LINE OF CANOPY ABOVE SHOWN DAMAGED
- 10 NOT USED
- 11 BALCONY DOORS FINAL LOCATION TO BE DETERMINED AT TIME OF CONSTRUCTION DOCUMENTATION

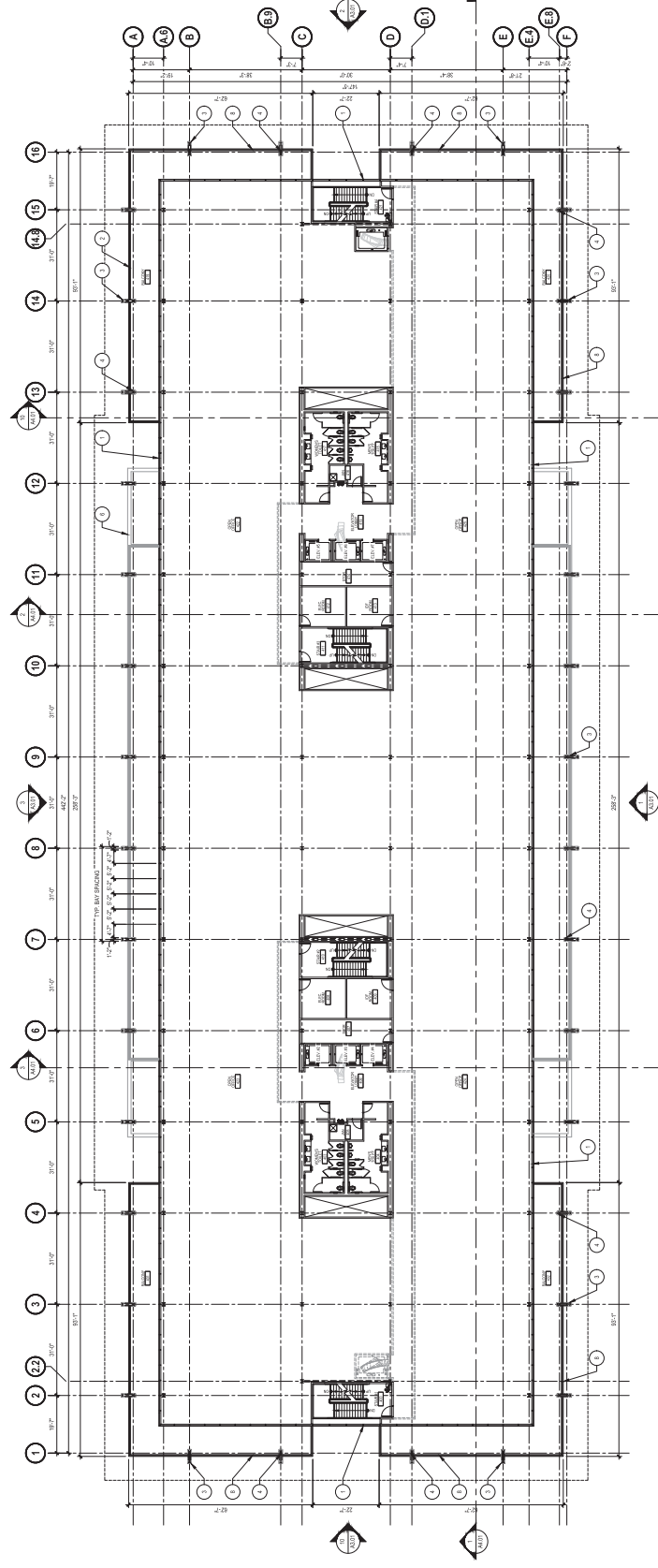


FIRST LEVEL FLOOR PLAN

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

- (7) PRECURED HOT GLUING SYSTEM WITH THE GLASS ALUMINUM FIBER IMPREGNATED SLAZED MILLIONS
- (8) PRECURED HOT GLUING SYSTEM WITH THE GLASS ALUMINUM FIBER IMPREGNATED SLAZED MILLIONS
- (9) ALUMINOUS COMPOSITE PANEL OVER REINFORCED FRAME
- (10) STRUCTURAL COLUMN
- (11) USE OF BULFONG ABOVE DOWN SHARED
- (12) ARCHITECTURAL ALUMINOUS COMPOSITE PANEL
- (13) ENTRY DOORS
- (14) THERMOPLASTIC POLYESTER LAMINATE
- (15) USE OF CANOPY ABOVE ENTRY SHARED
- (16) NOT USED
- (17) BARCODE COLOR VINYL LOCATION TO BE DETERMINED AT TIME OF CONSTRUCTION DOCUMENTATION

DATE	DESCRIPTION
10/12/17	PLANNING APPLICATION
03/06/18	PLANNING RESUBMITTAL
03/01/18	PLANNING RESUBMITTAL





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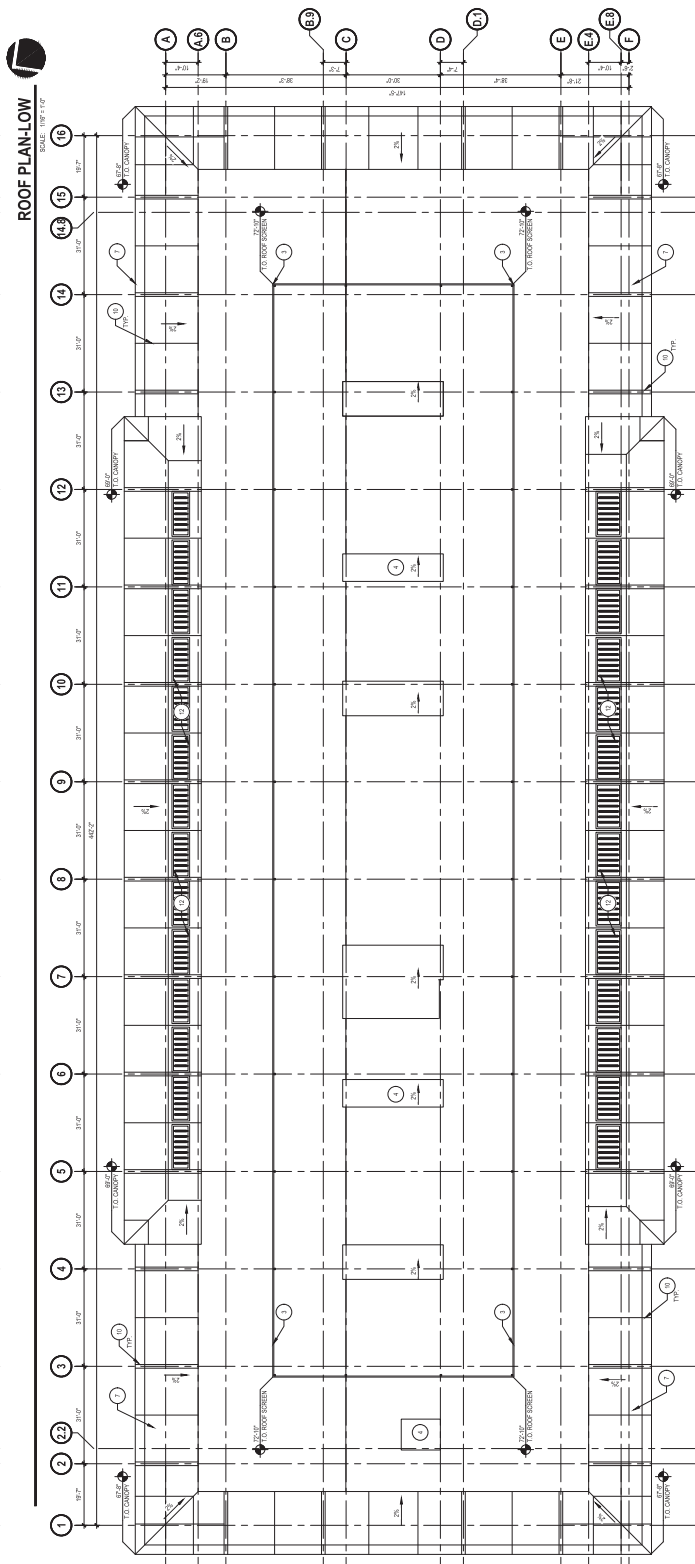
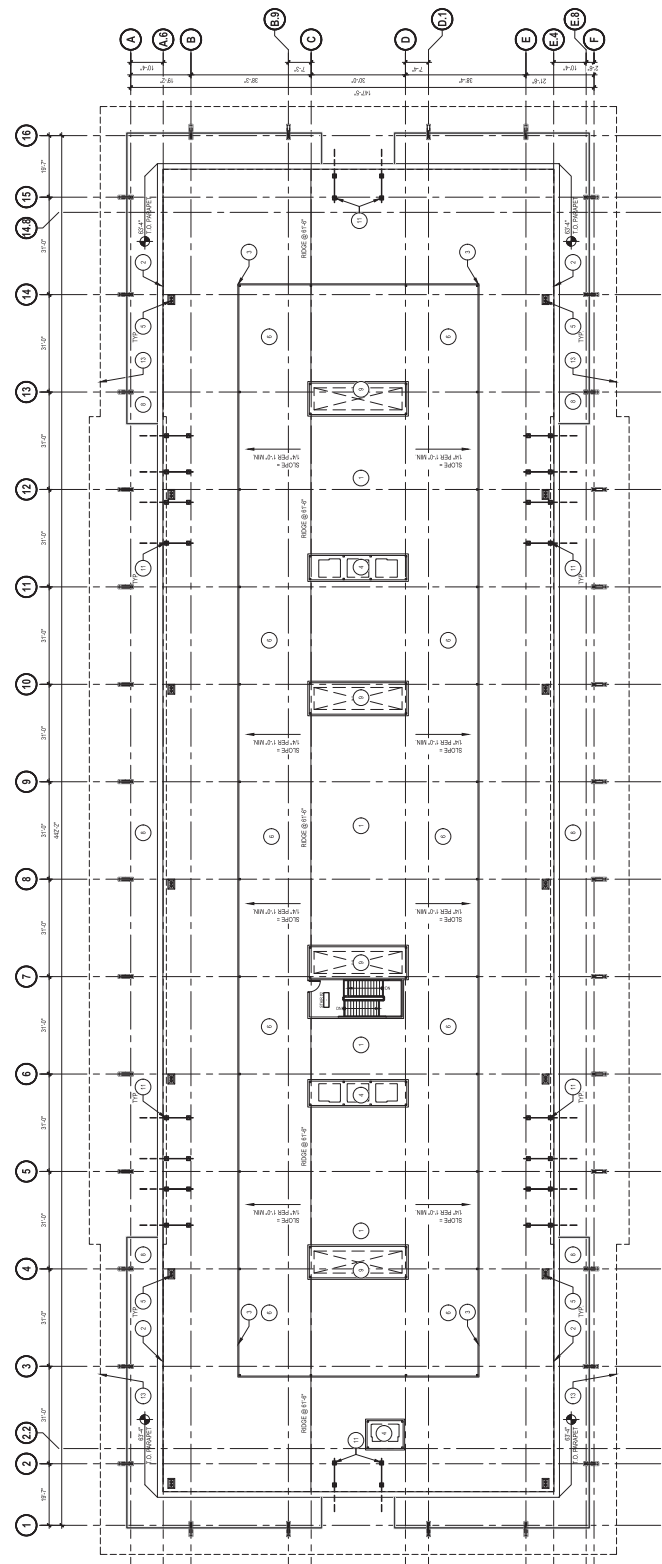
A Planning Application for:
THE SOBARTO Organization
COMMONWEALTH BUILDING 3
MENLO PARK, CA 94052

DATE	DESCRIPTION
10.12.17	PLANNING APPLICATION
03.06.18	PLANNING RESUBMITTAL
08.01.18	PLANNING RESUBMITTAL

PROJECT NO: 164152.00
A2.31
 ROOF PLAN

KEY NOTES

1. FORMER ALUMINUM STUDS ON COMPOSITE CONCRETE
2. METAL CHANNELS AND STRUCTURAL STEEL
3. COMPOSITE ALUMINUM PARAPET CAP
4. ROOF SCREEN WALL
5. ELVATOR OVERFLOW
6. ROOF DRAIN AND DRAIN
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ROOF PLAN
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ARC TEC

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 P 602-996-0200 F 602-996-0201

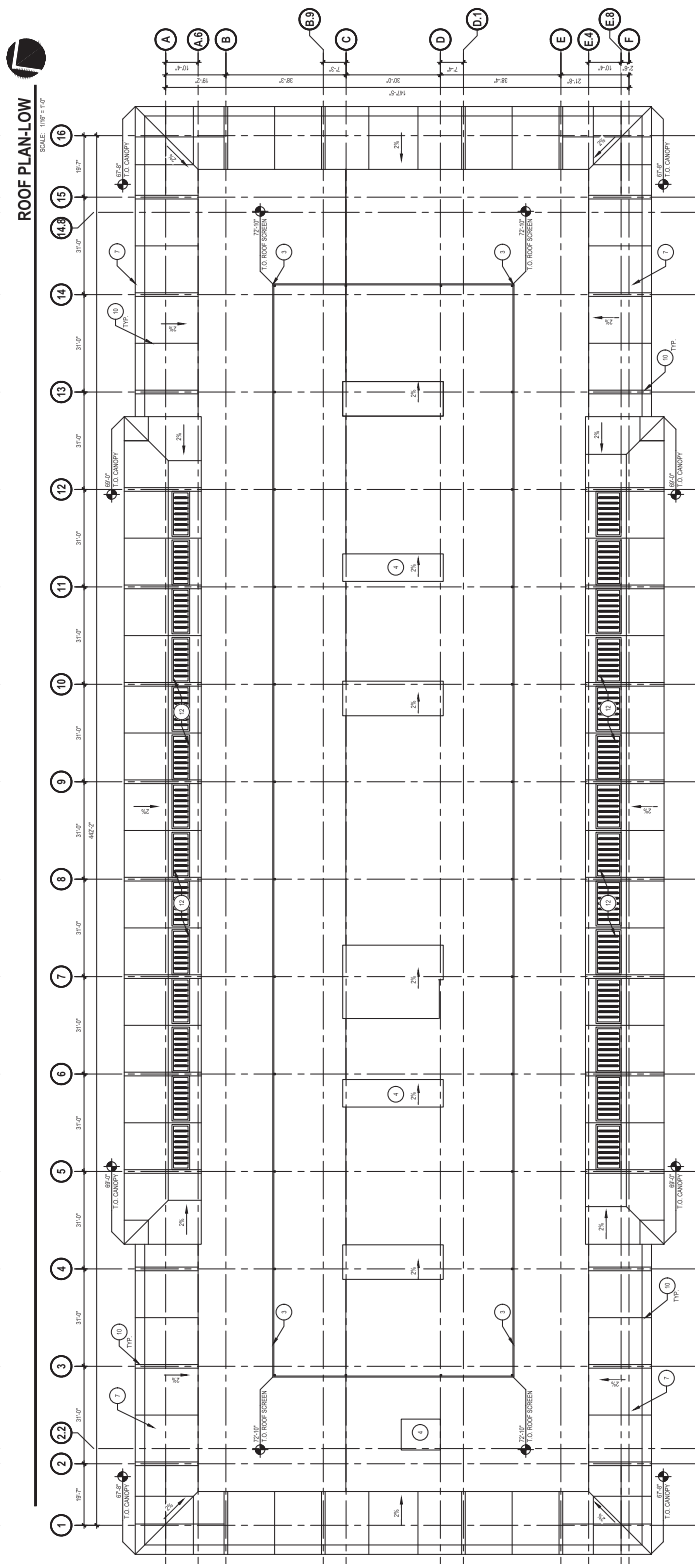
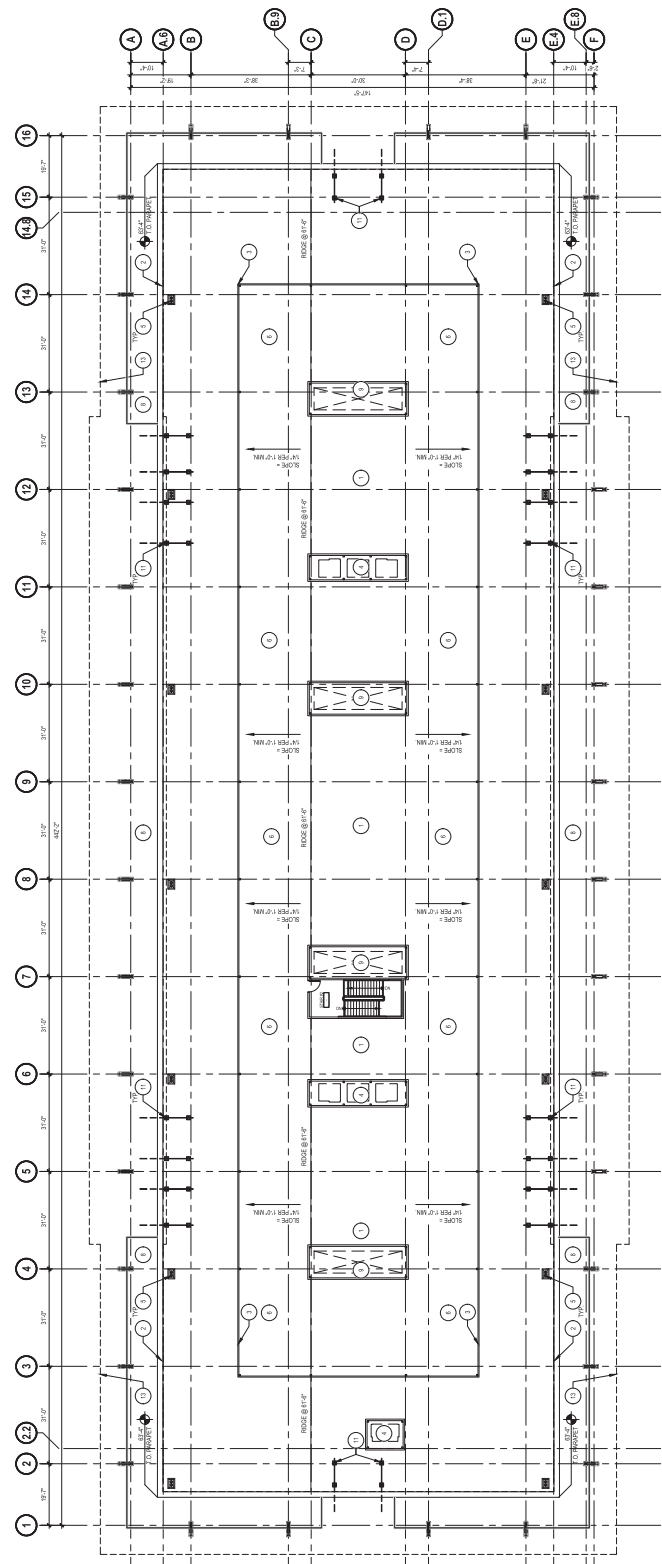
CALIFORNIA
 7751 Technology Drive, Suite 750
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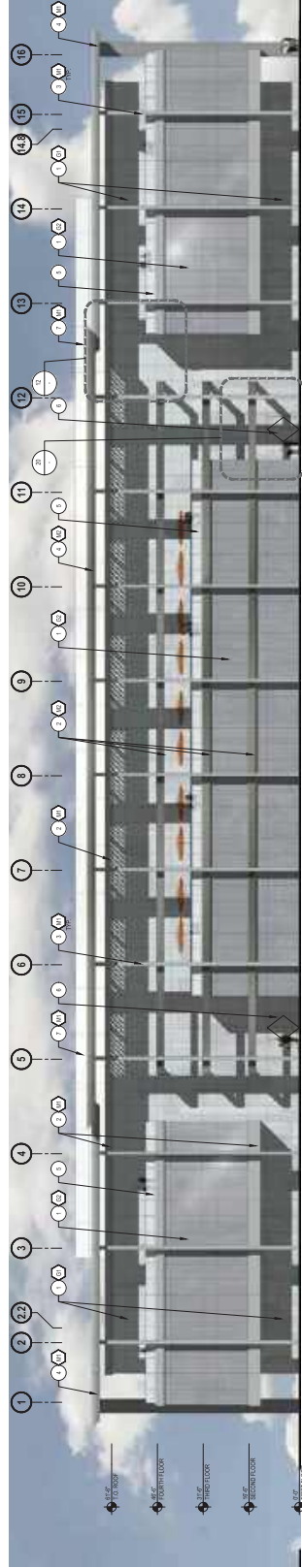
THE ARC TEC GROUP OF COMPANIES HAS BEEN A LEADER IN THE DESIGN AND CONSTRUCTION OF COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL BUILDINGS FOR OVER 30 YEARS. OUR EXPERTISE IN THE DESIGN AND CONSTRUCTION OF COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL BUILDINGS HAS MADE US A LEADER IN THE INDUSTRY. OUR COMMITMENT TO EXCELLENCE AND INNOVATION HAS MADE US A LEADER IN THE INDUSTRY. OUR COMMITMENT TO EXCELLENCE AND INNOVATION HAS MADE US A LEADER IN THE INDUSTRY.

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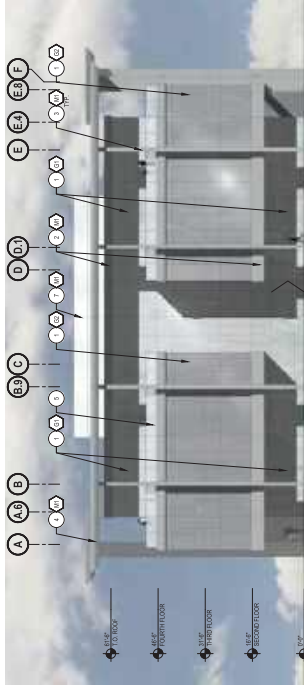
KEY NOTES

1. PREPARE ALUMINUM SURFACES FOR COMPOSITE CONCRETE ATTACHMENT AND STRUCTURAL STEEL
2. COMPOSITE ALUMINUM PARAPET CAP
3. ROOF SCREEN WALL
4. ELASTIC CURTAIN WALL
5. ROOF CHAIRS AND OVERFLOW
6. SPOKE BRACE FOR COMPOSITE PANELS, JACKSON AND PINE TO BE DETERMINED FOR CONSTRUCTION DOCUMENTATION
7. ALUMINUM COMPOSITE METAL CANOPY
8. BALCONY DECK BELOW
9. MECHANICAL SHAFT
10. RETAILER IN ALUMINUM PANEL
11. MOBILE CAVITY PANELS
12. ALUMINUM COVERERS
13. LINE OF ALUMINUM CANOPY ABOVE

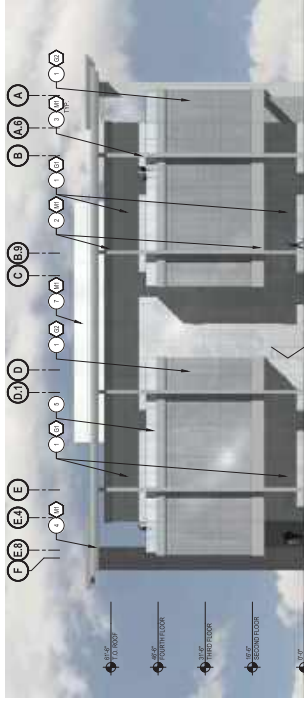




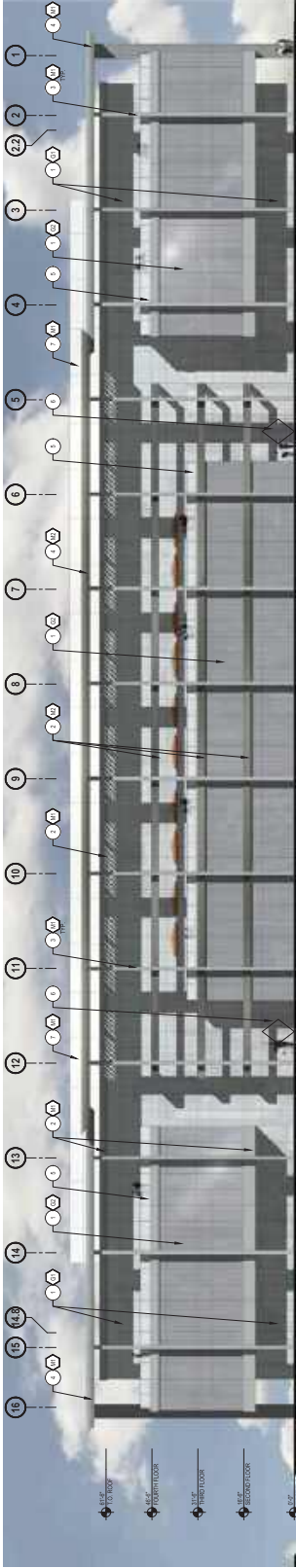
SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



WEST ELEVATION
SCALE: 1/8" = 1'-0"



EAST ELEVATION



NORTH ELEVATION

SCALE: 1/8" = 1' 0"

3



FINISH LEGEND KEY NOTES

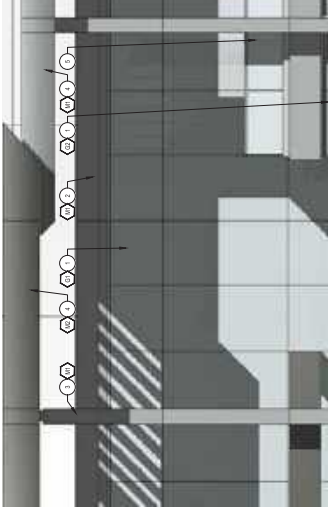
1	GLAZING- MANUFACTURER COLOR	1	* INSULATED LOW E GLAZING
2	GLAZING- MANUFACTURER TINT	2	ALUMINUM COMPOSITE
3	GLAZING- MANUFACTURER COLOR	3	ALUMINUM COMPOSITE
4	GLAZING- MANUFACTURER TINT	4	ALUMINUM COMPOSITE
5	GLAZING- MANUFACTURER COLOR	5	TEMPERED GLAZING BAL
6	ALUMINUM COMPOSITE METAL PANEL TO MATCH REINFORCED	6	FRONT DOORS
7	ALUMINUM COMPOSITE METAL PANEL TO MATCH REINFORCED	7	DOOR SCREEN

SERIES: ENVELOPE 2000
FINISH: QUARTZ-ZINC NATURAL METALS

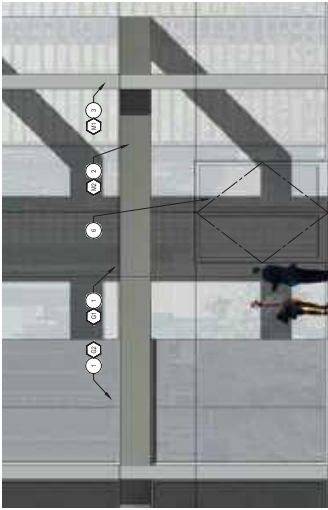
* GLAZING SPECIFIED INDICATES GENERAL TONE AND COLOR. FINAL PERCEIVED COLOR AND CLARITY WILL VARY DEPENDING ON 1" INSULATED GLAZING SPECIFICATION TO BE DETERMINED AT TIME OF CONSTRUCTION DOCUMENTATION

KEY NOTES

1. INSULATED, GUT GLUING SYSTEM IN CLEAR ANODIZED ALUMINUM FRAMES WITH BUTT GLAZED MULLIONS
2. ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
3. ALUMINUM COMPOSITE PANEL CLAS STRUCTURAL COLUMN
4. ALUMINUM COMPOSITE PANEL CANOPY
5. TAPERED GLUING BALCONY OVERHANG, TREATED WITH HARD GELT GLASS FIBER TO MATCH EXISTING BALCONY
6. ENTRY DOORS
7. ROOF SCREEN



ENLARGED NORTH ELEVATION DETAIL 12
SCALE: 1/8"=1'



ENLARGED NORTH ELEVATION DETAIL



1 SOUTH ELEVATION SCALE: 1/8" = 1'-0"

2 EAST ELEVATION SCALE: 1/8" = 1'-0"

DESIGN STANDARDS - BUILDING MASS AND SCALE

- 1) IF PROVIDED BASE HEIGHT - MAXIMUM HEIGHT IS 15' OF REDUCE THE BUILDING STEP BACK WITH RADIUS LEVEL
- 2) IF PROVIDED STEPBACK - MINIMUM STEPBACK IS 10' OF MINIMUM OF 75% OF THE BUILDING FACE ALONG THE PUBLIC STREET
- 3) BUILDING PROJECTIONS - NOT APPLICABLE
- 4) BUILDING MODULATIONS PROVIDED 15' OF MIN - ONE BUILDING MODULATION REQUIRED EVERY 20' OF

DESIGN STANDARDS - GROUND FLOOR EXTERIOR

- 5) BUILDING ENTRANCES PROVIDED TO BUILDING LENGTH ALONG THE PUBLIC STREET - ONE ENTRANCE PER PUBLIC STREET PROVIDED
- 6) 10% GROUND FLOOR TRANSPARENCY PROVIDED - 50% GROUND FLOOR TRANSPARENCY REQUIRED
- 7) 10% GROUND FLOOR HEIGHT PROVIDED - MINIMUM 15' OF GROUND FLOOR HEIGHT

GAUGE PARKING PROVIDED	170 SPACES
STREET LEVEL	
FIRST LEVEL	
STANDARD PARKING PROVIDED	201 SPACES
ACCESSIBLE PARKING PROVIDED	19 SPACES
VAN ACCESSIBLE PARKING PROVIDED	7 SPACES
SECOND LEVEL	
THIRD LEVEL	
FOURTH LEVEL	
TOTAL PARKING PROVIDED	325 SPACES
	1,338 SPACES

KEY NOTES

1. TYPICAL PAVING STALL AND DRIVE ASSEMBLY. SEE DETAIL 4.11 AT
2. SPEED RAMP WITH MAX. 5% SLOPE
3. CONCRETE COLUMN
4. CONCRETE WALL WITH RETAINS
5. GUARDRAIL
6. ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
7. LINE OF CANTOPY ABOVE - SHOWN DASHED
8. 6" CONCRETE CURB
9. HIGH SCREEN. SEE ELEVATION FOR DETAIL
10. BATTLE STATION ENCLOSURE WITH DRIVE. HIGH EFFICIENCY BA



BELOW GRADE LEVEL
GARAGE FLOOR PLAN

AG2.10

PROJECT NO: 164152.00

GARAGE PARKING ANALYSIS

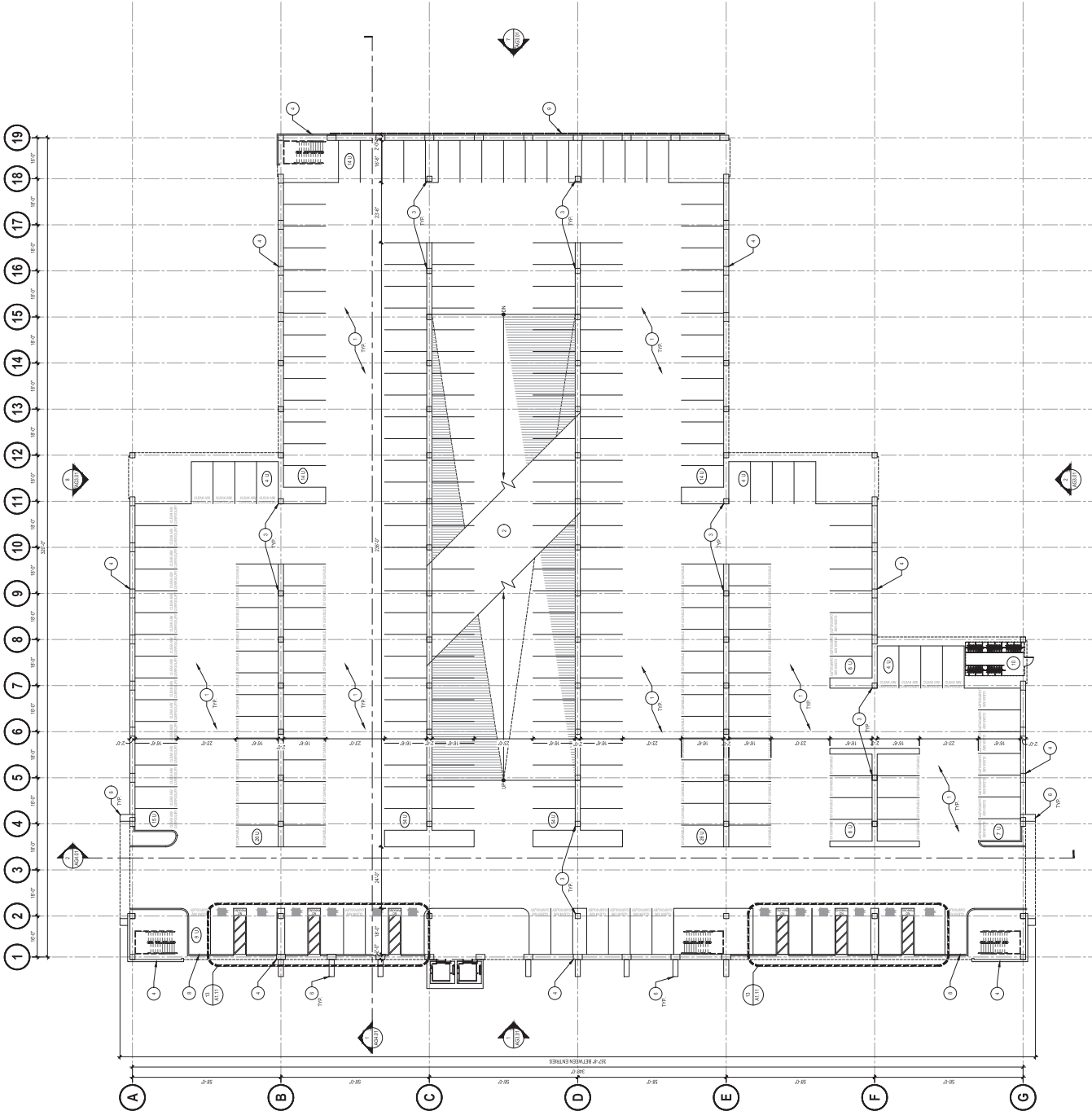
GARAGE PARKING PROVIDED	
STREET LEVEL	130 SPACES
1ST FLOOR	130 SPACES
2ND FLOOR	130 SPACES
3RD FLOOR	130 SPACES
4TH FLOOR	130 SPACES
5TH FLOOR	130 SPACES
6TH FLOOR	130 SPACES
7TH FLOOR	130 SPACES
8TH FLOOR	130 SPACES
9TH FLOOR	130 SPACES
10TH FLOOR	130 SPACES
11TH FLOOR	130 SPACES
12TH FLOOR	130 SPACES
13TH FLOOR	130 SPACES
14TH FLOOR	130 SPACES
15TH FLOOR	130 SPACES
16TH FLOOR	130 SPACES
17TH FLOOR	130 SPACES
18TH FLOOR	130 SPACES
19TH FLOOR	130 SPACES
TOTAL PARKING PROVIDED	2,470 SPACES

APPROXIMATE PARKING SPACES

STALL TYPE	WIDTH	DEPTH	ANGLE	COMPLIANT
STANDARD	8' 0"	18' 0"	90°	YES
WHEELCHAIR ACCESSIBLE	8' 0"	18' 0"	90°	YES

KEY NOTES

1. TYPICAL PARKING STALL AND DRIVE-ABLE SEE DETAIL 1 AT 11
2. SPEED RAMP WITH MAX. 10% SLOPE
3. CONCRETE COLUMN
4. CONCRETE WALL WITH REINFORCE
5. GUARDRAIL
6. ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
7. LINE OF CANTY ABOVE - SHOWN DAMAGED
8. 4" CONCRETE CURB
9. WHEEL FURNISH SEE ELEVATIONS FOR DETAIL
10. REINFORCE EXTERIOR ENCLOSURE WITH SCHED HIGH STRENGTH WIRE FENCE OR APPROVED EQUIVALENT



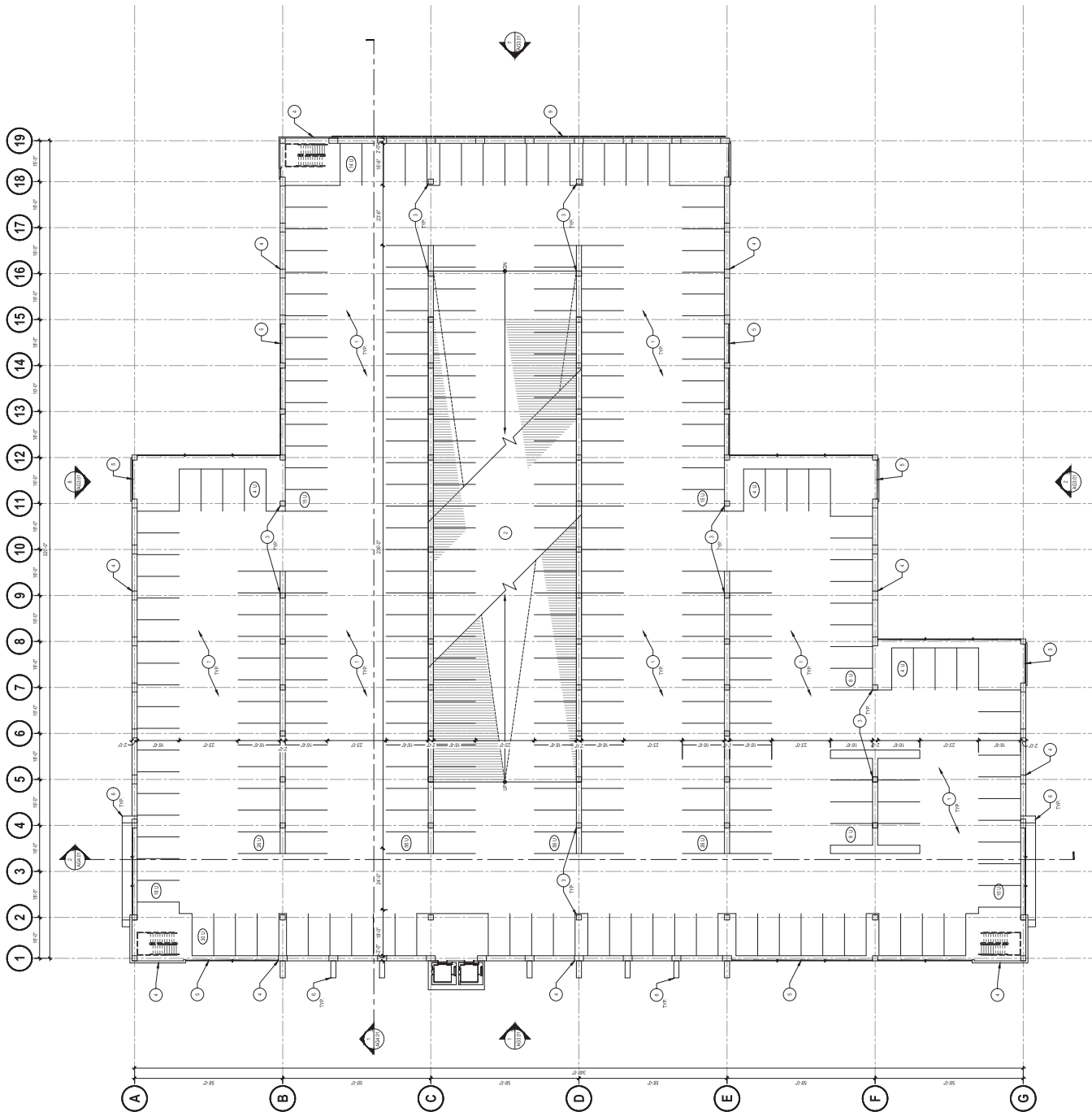
FIRST LEVEL GARAGE FLOOR PLAN

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

COURAGE PARKING PROVIDED BELOW GRADE LEVEL	170 SPACES
FIRST LEVEL	201 SPACES
STANDARD PARKING PROVIDED	13 SPACES
ACCESSIBLE PARKING PROVIDED	2 SPACES
NON ACCESSIBLE PARKING PROVIDED	2 SPACES
SECOND LEVEL	24 SPACES
THIRD LEVEL	24 SPACES
FOURTH LEVEL	305 SPACES
TOTAL PARKING PROVIDED	1,336 SPACES

STALL TYPE	WIDTH	DEPTH	ASLE	COMPANIT
UNSTALL	8'-6"	9'-6"	23'-0"	YES

7. TYPICAL PARKING DETAIL AND DRIVE-ABLE. (SEE DETAIL 1A AT 1:1)
8. SPEED RAMP WITH MAX. 10% SLOPE
9. CONCRETE COLUMN
10. CONCRETE WALL WITH RETRAUS
11. GUARDRAIL
12. ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
13. LINE OF CANYON ABOVE - BROWN DASHED
14. 8" CONCRETE CURB
15. WASH GREEN; SEE DIMENSIONS FOR DETAIL
16. BICYCLE STORAGE ENCLOSURE WITH 100% HIGH EFFICIENCY WAX FILES OR APPROVED



SECOND LEVEL GARAGE FLOOR PLAN

CALL 516-614

C30

GARAGE PARKING ANALYSIS

GARAGE PARKING PROVIDED
 FIRST LEVEL
 SECOND LEVEL
 ACCESSIBLE PARKING PROVIDED
 TOTAL PARKING PROVIDED

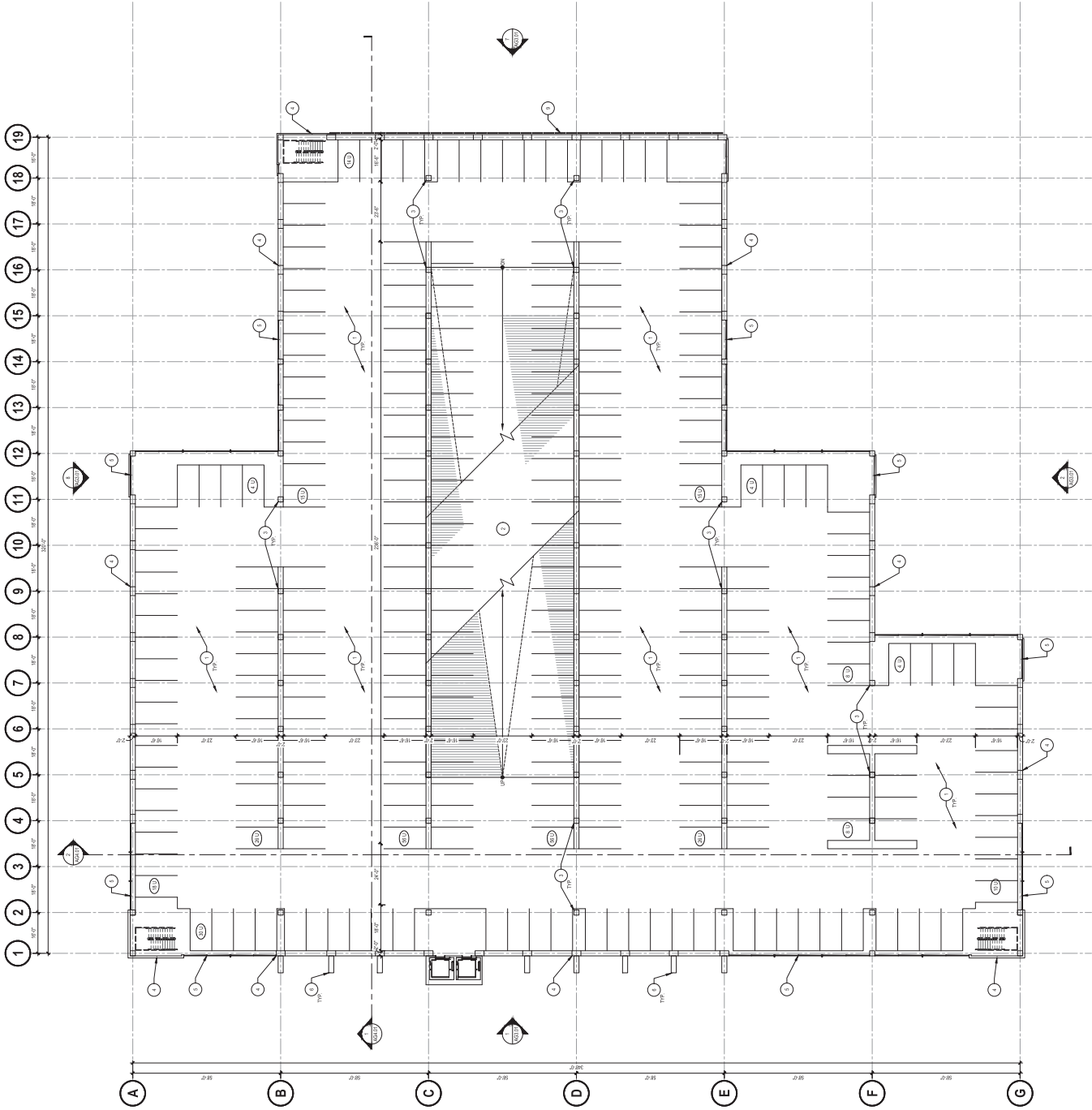
175 SPACES
 175 SPACES
 175 SPACES
 175 SPACES
 175 SPACES

APPROXIMATE PARKING SPACES
 PARKING SPACES AND DRIVEWAYS (SEE DETAIL 1A11)

STALL TYPE	WIDTH	DEPTH	ANGLE	COMPLIANT
STANDARD	8' 0"	18' 0"	22.5°	YES

KEY NOTES

1. TYPICAL PARKING STALL AND DRIVEWAY (SEE DETAIL 1A11)
2. SPEED RAMP WITH MAX. 10% SLOPE
3. CONCRETE COLUMN
4. CONCRETE WALL WITH REINFORCEMENT
5. GUARDRAIL
6. ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
7. LINE OF CANTY UP ABOVE - SHOWN DAMAGED
8. 4" CONCRETE CURB
9. WIND FORTEN (SEE ELEVATIONS FOR DETAIL)
10. REINFORCED CONCRETE ENCLOSURE WITH SCHED HIGH STRENGTH WIRE MESH OR APPROVED EQUIVALENT



GARAGE PARKING ANALYSIS

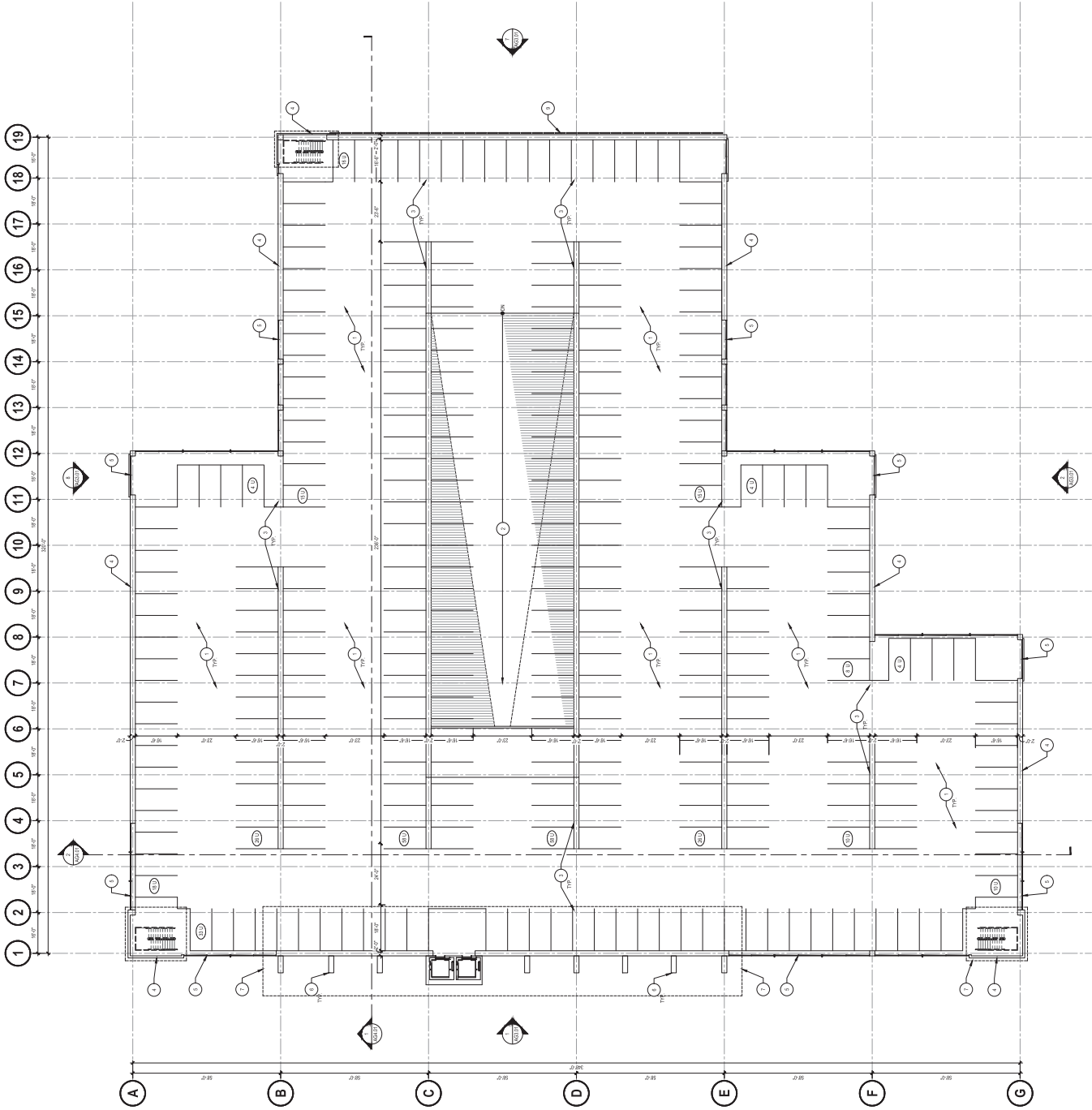
GARAGE PARKING PROVIDED	170 SPACES
STREET LEVEL	170 SPACES
GROUND LEVEL	170 SPACES
ACCESSIBLE PARKING PROVIDED	24 SPACES
ACCESSIBLE PARKING REQUIRED	24 SPACES
EXCESSIBLE	146 SPACES
TOTAL PARKING PROVIDED	170 SPACES

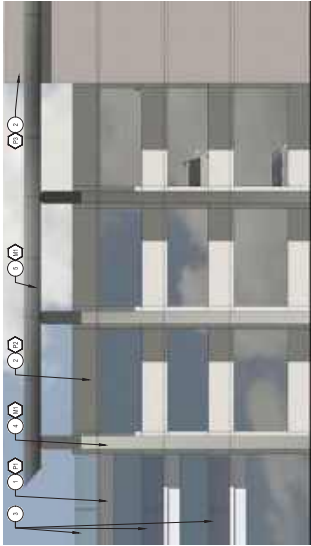
APPROXIMATE PARKING STALL SIZES

STALL TYPE	WIDTH	DEPTH	ANGLE	COMPLIANT
STANDARD	8' 0"	18' 0"	90°	YES
WHEELCHAIR	8' 0"	22' 0"	90°	YES

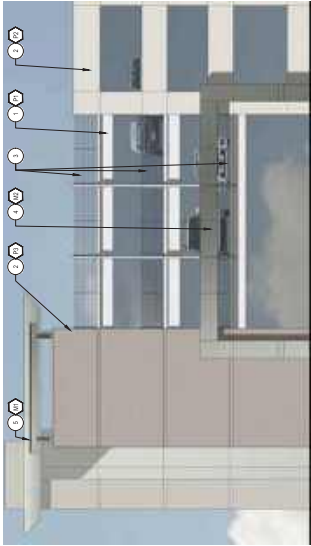
KEY NOTES

1. TYPICAL PARKING STALL AND DRIVE-ABLE SEE DETAIL 1A/11
2. SPECIAL RAMP WITH MAX. 10% SLOPE
3. CONCRETE COLUMN
4. CONCRETE WALL WITH REINFORCE
5. GUARDRAIL
6. ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
7. LINE OF CANYON ABOVE - SHOWN DAMAGED
8. 4" CONCRETE CURB
9. WHEEL CHAIRS SEE ELEVATIONS FOR DETAIL
10. REINFORCE EXPOSED WITH SCHED HIGH EFFICIENT WIRE TIES OR APPROVED EQUIVALENT

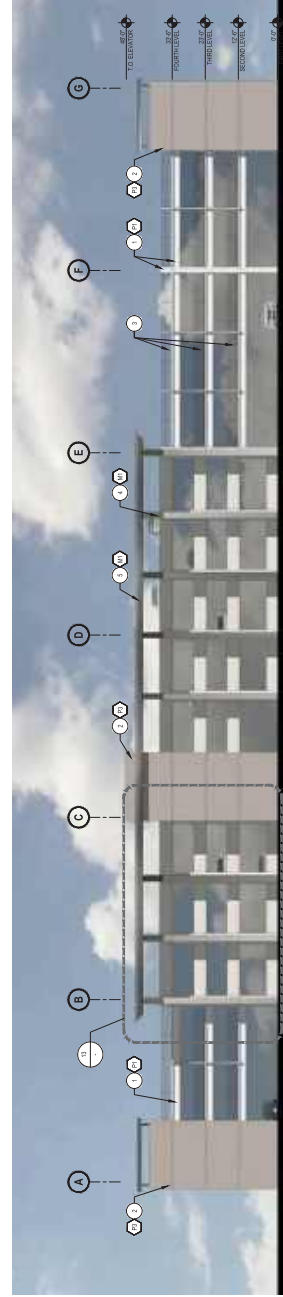




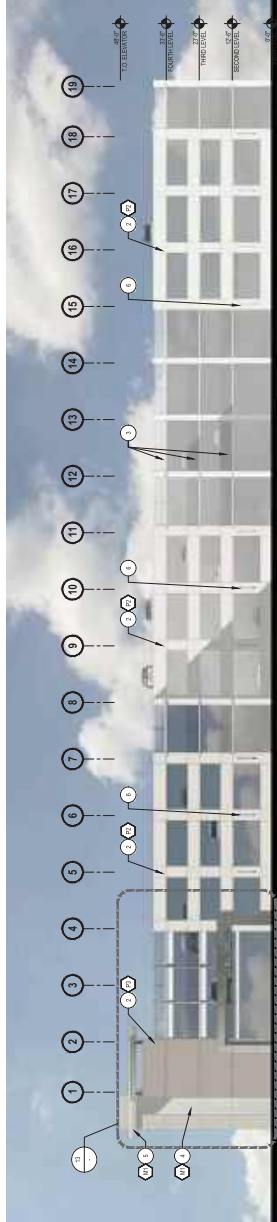
ENLARGED CANOPY AND ELEVATOR TOWER ELEVATION 13



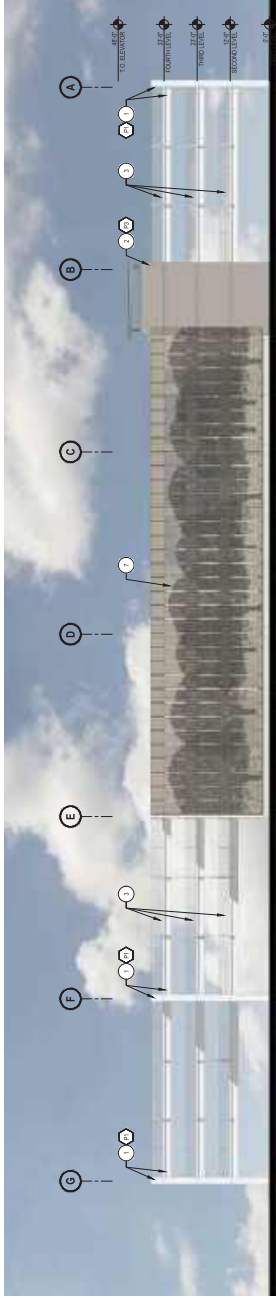
ENLARGED GARAGE ENTRY ELEVATION 14



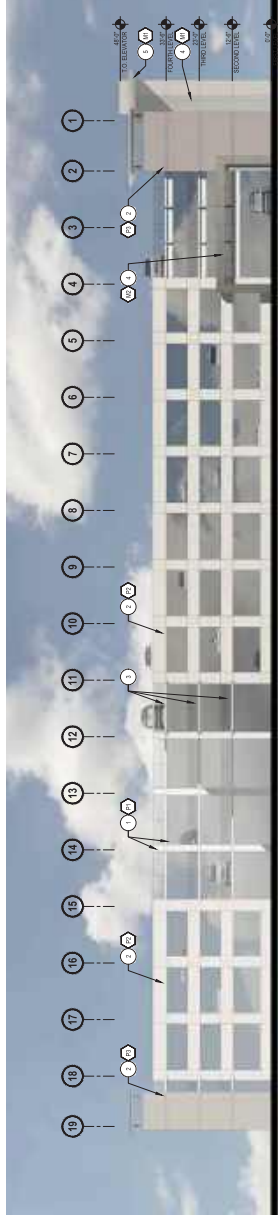
WEST ELEVATION 1



SOUTH ELEVATION 2



EAST ELEVATION 7



NORTH ELEVATION 8

KEY NOTES

- 1 CONCRETE COLUMN AND SLAB
- 2 CONCRETE WALL WITH RETIARDS
- 3 FRAME GLAZING
- 4 ALUMINUM COMPOSITE PANEL OVER METAL STUD FRAME
- 5 ALUMINUM COMPOSITE METAL CANOPY
- 6 WALL MOUNTED LIGHT FIXTURE, SEE A-1.5
- 7 VENT LATED TENSILE COATED FIBER MESH SCREEN, STRUCTURABLE OR APPROXIE EQUIVALENT, WITH CANOPY SET BACK IMAGE

FINISH LEGEND

- 1 ALUMINUM COMPOSITE METAL PANEL TO MATCH
- 2 CONCRETE COLUMN AND SLAB
- 3 CONCRETE WALL WITH RETIARDS
- 4 ALUMINUM COMPOSITE METAL PANEL TO MATCH
- 5 CONCRETE WALL WITH RETIARDS
- 6 CONCRETE WALL WITH RETIARDS
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- 19 CONCRETE WALL WITH RETIARDS

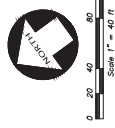
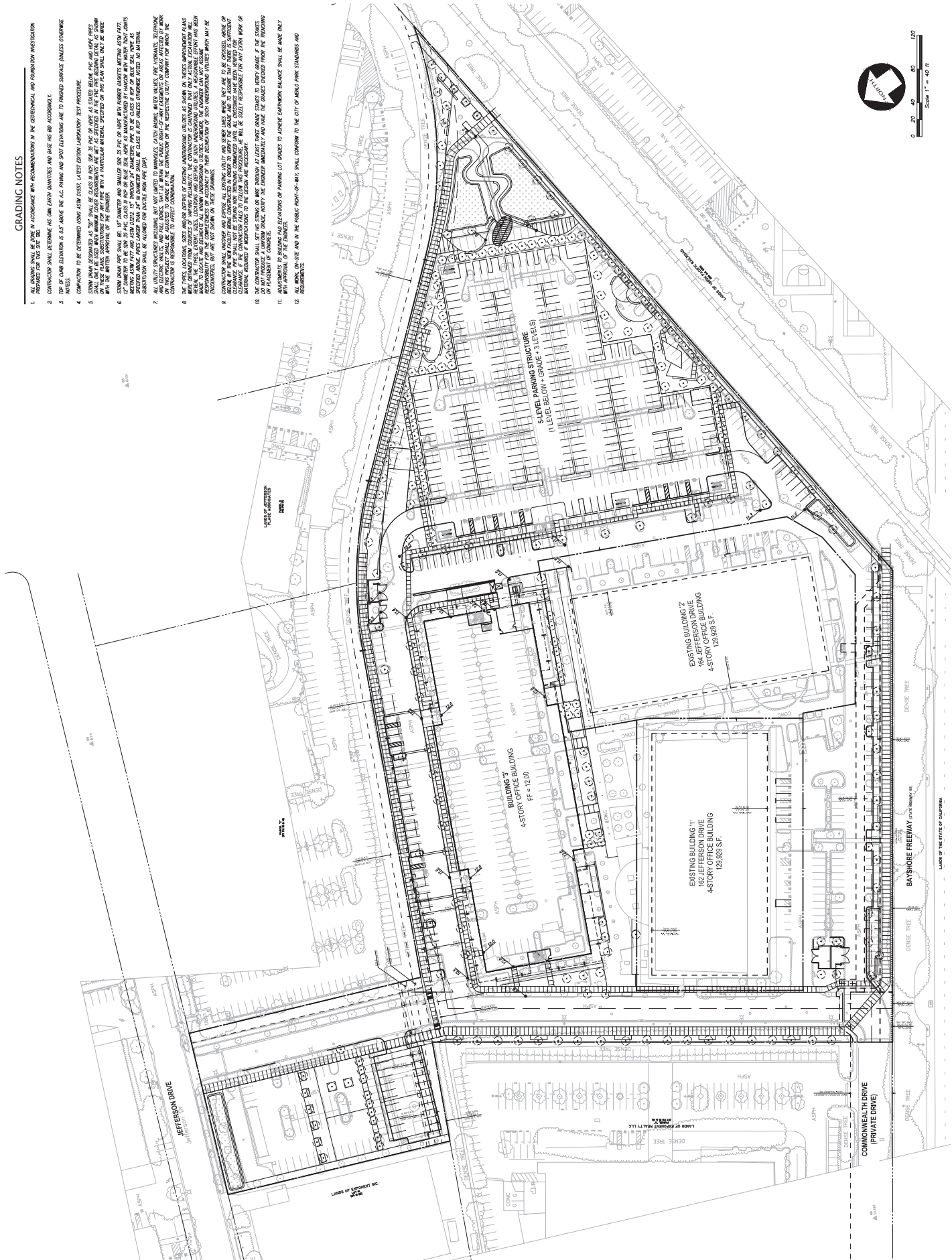
DATE	DESCRIPTION
001217	PLANNING APPLICATION

A Planning Application for:
SOBARATO
The Organization
COMMONWEALTH: BUILDING 3
MENLO PARK, CA 94052



GRADING NOTES

- [illegible]



UTILITY NOTES

1. BACKFILLING AND COMPACTING FOR ALL TRENCHES SHALL BE INSPECTED AND APPROVED BY THE GEOTECHNICAL ENGINEER.
2. CONTRACTOR TO VERIFY ALL EXISTING SURVEY ELEVATIONS FOR STORM DRAIN AND SANITARY SEWER INSTALLATION SHALL BEGIN AT THE COMMONWEALTH CONNECTION POINT. THIS WILL ALLOW FOR ANY DISCREPANCIES TO BE CORRECTED PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES FOUND AT THE COMMONWEALTH CONNECTION POINT AND REPORT THEREON. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DISCREPANCIES FOUND AT THE COMMONWEALTH CONNECTION POINT AND REPORT THEREON.
3. SANITARY SEWER SHALL BE 12" MINIMUM ABOVE SANITARY SEWER LINE AT ALL TIMES.
4. GENERAL CONTRACTOR SHALL COORDINATE ALL UNDERGROUND UTILITIES, PROVIDE 6" MINIMUM CLEARANCE FROM EXISTING UTILITIES, AND PROVIDE 12" MINIMUM CLEARANCE FROM EXISTING UTILITIES.
5. FOR UTILITY MATERIALS AND TYPES, SEE THE PROJECT SPECIFICATIONS IF APPLICABLE AND NOT DEVIATED ON THESE PLANS.
6. WATER LINES SHALL BE 12" MINIMUM ABOVE SANITARY SEWER LINE AT ALL TIMES.
7. MINIMUM COVER FOR WATER LINES IS 4.0 FEET.
8. MINIMUM COVER FOR FIVE SERVICE LINES IS 4.0 FEET.
9. SANITARY SEWER SHALL BE 12" MINIMUM ABOVE SANITARY SEWER LINE AT ALL TIMES OR AS REQUIRED BY THE LOCAL JURISDICTION. CONTRACTOR SHALL VERIFY REQUIREMENTS PRIOR TO PLACING HIS 800 DUCTILE IRON PIPE (DIP) SHALL BE CLASS 50.
10. DOMESTIC WATER LINES 8"-12" SHALL BE SCHEDULE 40 PIG, 4" AND ABOVE SHALL BE 6000 DR 18 PIPING.
11. FIRE SERVICE LINES 8"-12" SHALL BE 6000 DR 14, INSECT STOPPED OVERHEAD IN THE SHOP DOWNHILL.

ARC TEC

ARCHITECTURAL TECHNOLOGIES

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DENVER, CO 80231
TEL: 303.733.1000
WWW.ARCTEC.COM

KIRK & WRIGHT

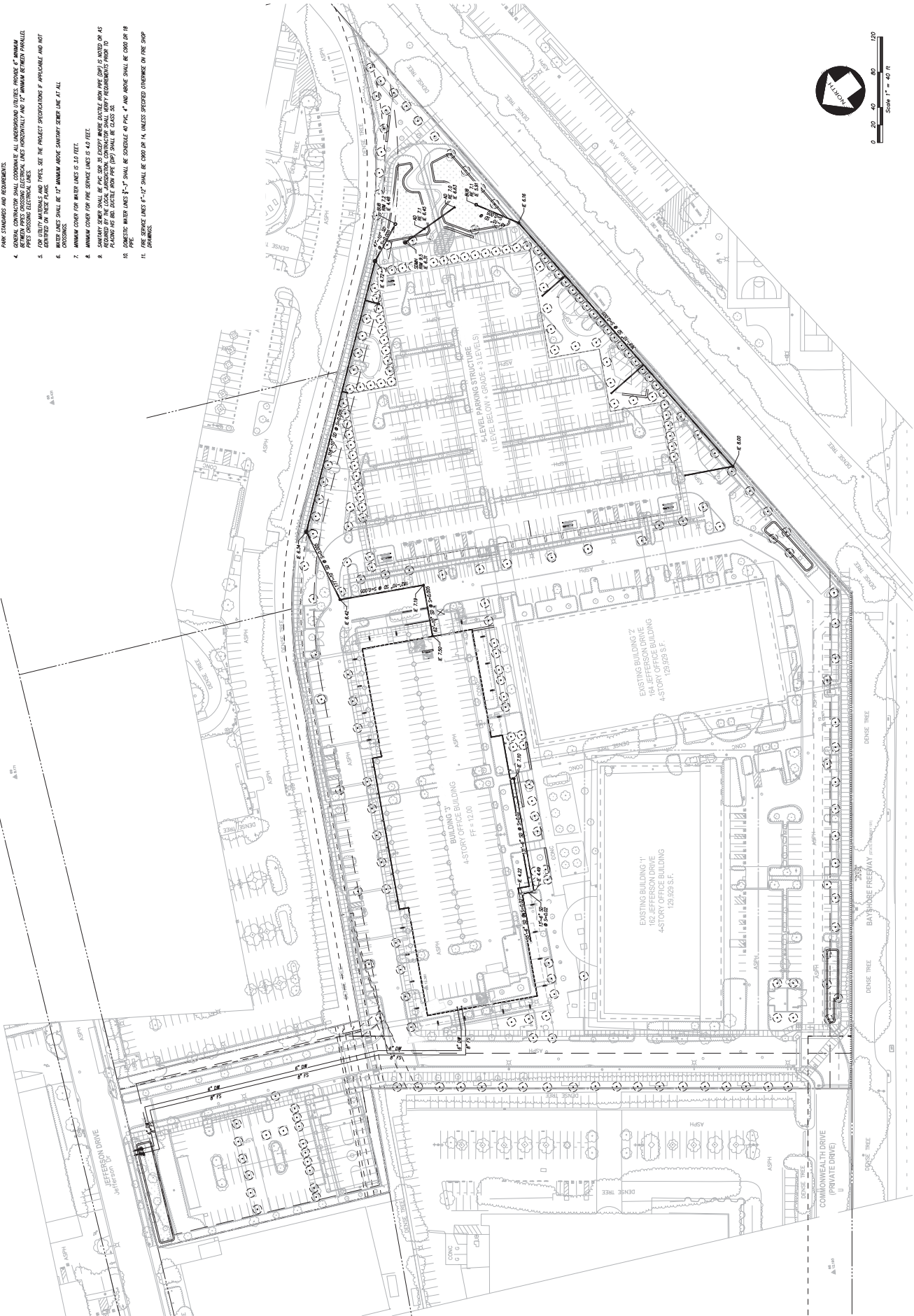
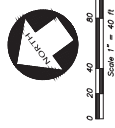
CIVIL ENGINEERS & SURVEYORS, INC.

10000 E. 10TH AVE. SUITE 100
DENVER, CO 80231
TEL: 303.733.1000
WWW.KIRKANDWRIGHT.COM

The **SORRATO** Organization
COMMONWEALTH BUILDING 3
MENLO PARK, CA 94052

DATE	DESCRIPTION
10/12/17	PLANNING APPLICATION
03/01/18	PLANNING RESUBMITTAL

PRELIMINARY
UTILITY PLAN
C3.0
PROJECT NO. 194102.00

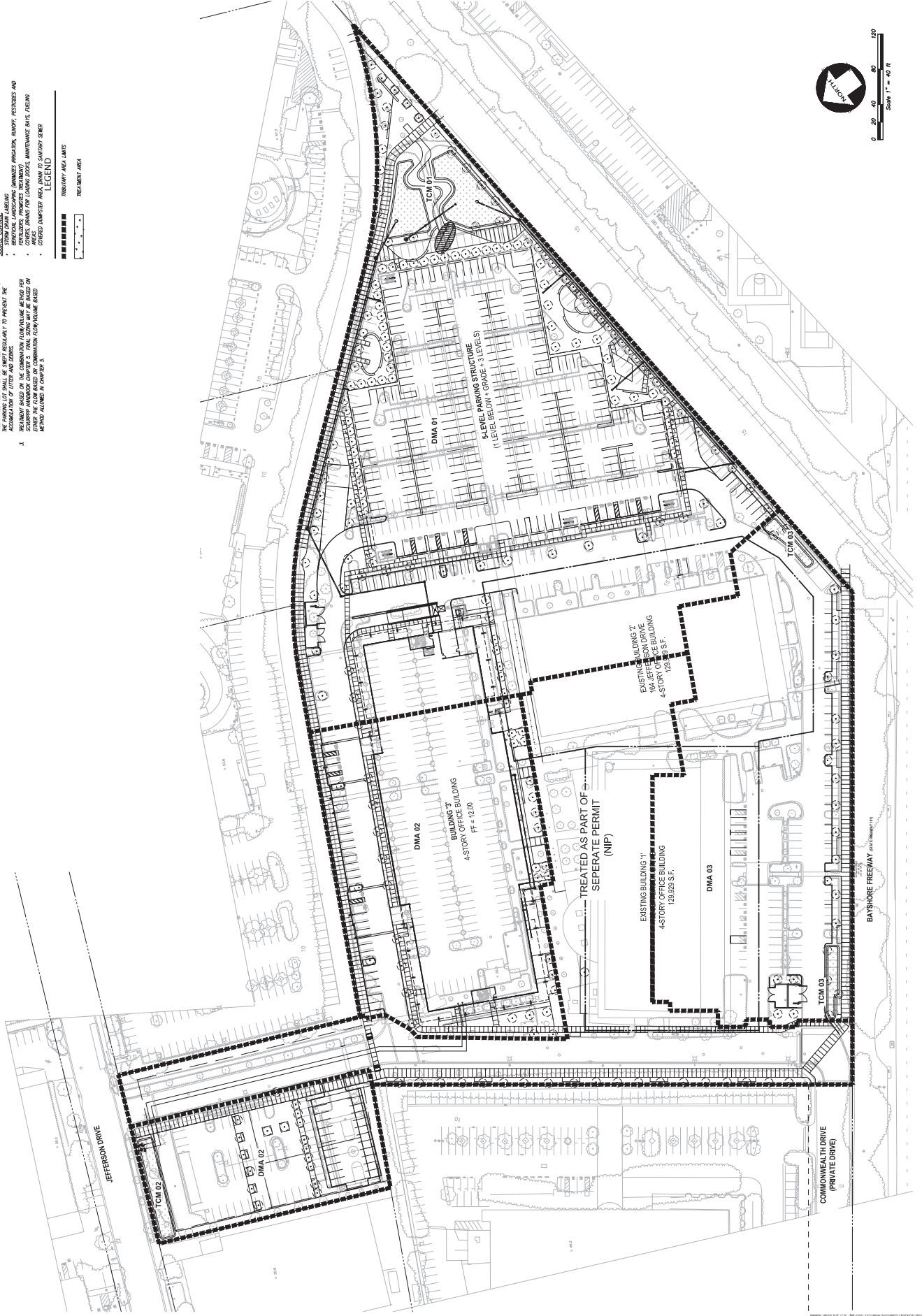


SOURCE CONTROL & SITE DESIGN MEASURES

- SITE DESIGN
 - DISCONNECT DOWNPOUTS
 - MINIMIZE LAND DISTURBANCE
 - MINIMIZE INTERFERENCE SURFACE
 - PRESERVE OPEN SPACE
- SOURCE CONTROL
 - STORM DRAIN LABELING
 - PERENNIAL LANDSCAPING
 - COVER, DRAIN FOR LOADING DOCKS, MAINTENANCE BAYS, FUELING AREAS
 - COVERED DUMPSTER AREA, DRAIN TO SANITARY SEWER

STORMWATER CONTROL NOTES

- [illegible]

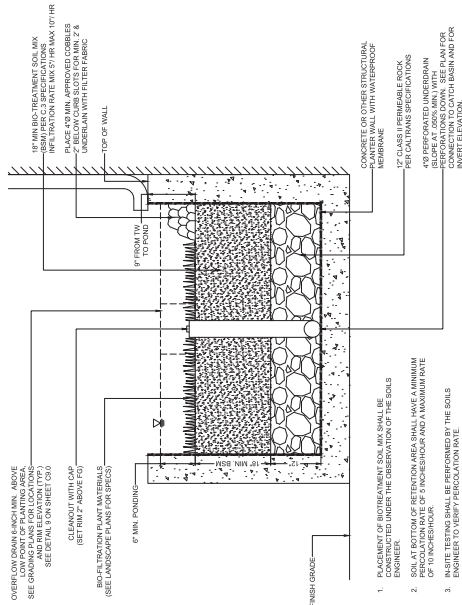


DATE	DESCRIPTION
0.12.17	PLANNING APPLICATION
3.06.18	PLANNING RESUBMITT
8.01.18	PLANNING RESUBMITT

A Planning Application for:
SORRATO The Organization
COMMONWEALTH: BUILDING 3
MENLO PARK, CA 94052

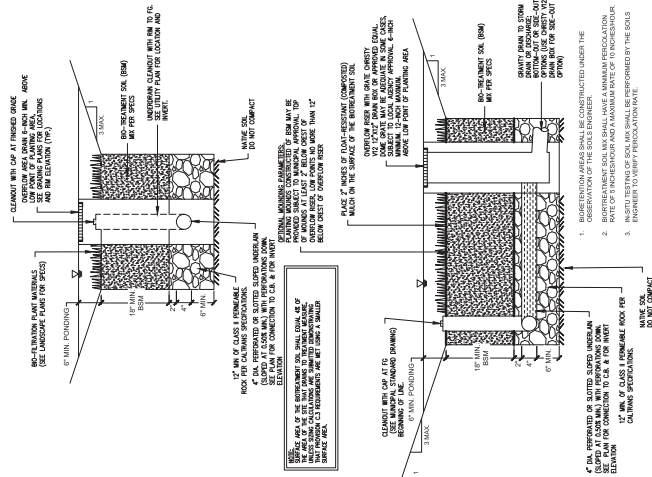
FLOW THROUGH PLANTER

NOT TO SCALE



BIOTREATMENT POND

NOT TO SCALE





ARC TEC
ARCHITECTURAL TECHNOLOGIES
www.arctecinc.com

2040 East Main Street, Building C
Arcadia, CA 91709
P 626.253.2100 F 626.253.2688

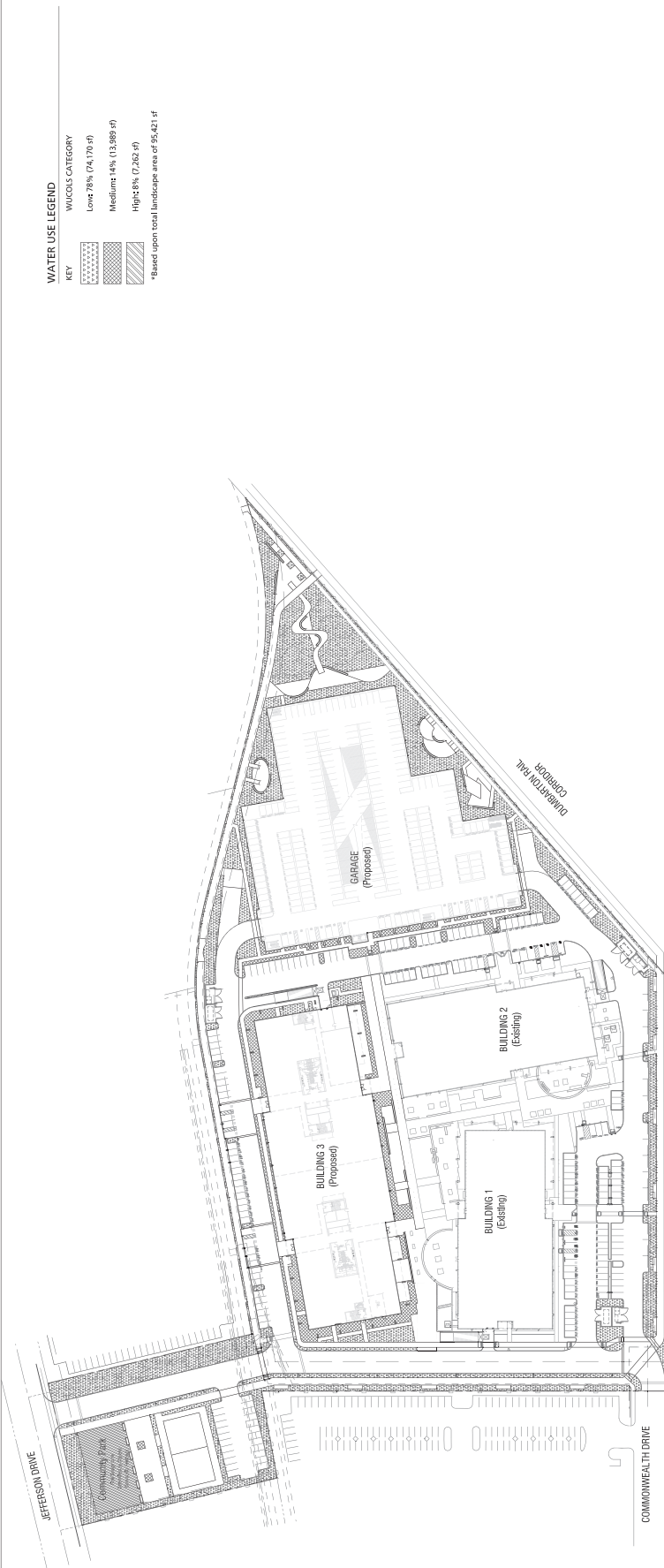
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1735 N. 1st Street, Suite 200
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THE GIZARDOS PARTNERSHIP
Landscape Architects - Land Planners
3800 Commonwealth Blvd.
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SOBRATO
A Planning Application for:
COMMONWEALTH: BUILDING 3
MENLO PARK, CA 94052



WATER USE LEGEND
KEY

Low: 28% (24,170 sf)
Medium: 14% (13,589 sf)
High: 8% (7,262 sf)

*Based upon total landscape area of 95,421 sf

IRRIGATION HYDROZONE PLAN



BAYSHORE FREEWAY
(STATE HWY 101)

COMMONWEALTH DRIVE

JEFFERSON DRIVE

DRAINAGE BASIN



Zone	Area (sq ft)	Volume (cu ft)	Flow (cfs)	Duration (min)	Frequency (times/week)	Notes
Zone 1	10,000	10,000	1.0	10	1	Zone 1: High water use area
Zone 2	20,000	20,000	2.0	20	2	Zone 2: Medium water use area
Zone 3	30,000	30,000	3.0	30	3	Zone 3: Low water use area
Zone 4	40,000	40,000	4.0	40	4	Zone 4: Very low water use area
Zone 5	50,000	50,000	5.0	50	5	Zone 5: No water use area

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THE SORRATO GROUP

COMMONWEALTH DRIVE

LANDSCAPE ARCHITECTS - LEAD PLANNERS

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DATE: 10/22/2017

PROJECT: COMMONWEALTH DRIVE

CLIENT: THE SORRATO GROUP

DESIGNER: LANDSCAPE ARCHITECTS

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The main site plan illustrates the layout of the Commonwealth Drive project. It features two primary buildings, labeled 'BUILDING 1' and 'BUILDING 2', situated in the center-right portion of the plan. To the left of these buildings is a large, rectangular parking lot. The plan is bordered by 'JEFFERSON DRIVE' to the west and 'COMMONWEALTH DRIVE' to the south. To the east, the 'BAYSHORE FREEWAY (STATE HWY 101)' is shown. The plan is densely populated with tree symbols, each accompanied by a numerical inventory tag. These tags are organized into columns and rows, particularly in the parking area and along the streets. Some tags include additional codes like 'H1X', 'H2X', etc., indicating specific tree types or sizes. The plan also shows various landscaping elements like shrubs and smaller trees, as well as building footprints and internal courtyards.

LEGEND

SYMBOL	NO. OF TREES	DESCRIPTION
⊙	1	EXISTING HERITAGE TREES TO REMAIN
⊖	202	EXISTING TREES TO REMAIN
⊗	304	EXISTING TREES TO BE REMOVED

NOTE: Tree numbers and locations per field study on 10/22/2017.

TREE INVENTORY PLAN

A graphic scale bar indicating distances in feet. It is marked with 0, 20, and 40 feet.

C43

A north arrow symbol pointing towards the top right of the page.

Scale
Drawing
Plan

L8.01

PROJECT NO. 104152.00