REGULAR MEETING AGENDA

Date: 2/27/2023
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 862 5880 9056 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE
Consistent with Cal. Gov. Code §54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:
  zoom.us/join – Meeting ID# 862 5880 9056
- Access the meeting real-time via telephone (listen only mode) at:
  (669) 900-6833
  Regular Meeting ID # 862 5880 9056
  Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:
  PlanningDept@menlopark.gov*
  Please include the agenda item number related to your comment.

  *Written comments are accepted up to 1 hour before the meeting start time. Written messages are provided to the Planning Commission at the appropriate time in their meeting.

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

Regular Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

D. Public Comment

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

E. Consent Calendar

None

F. Public Hearing

F1. Consider and adopt a resolution to approve a variance to increase the height of the daylight plane from 19 feet, six inches to approximately 23 feet, seven inches, and to approve a use permit to demolish an existing one-story, single-family residence and construct a new two-story residence with a basement on a substandard lot with regard to minimum lot area and width in the R-1-U (Single Family Urban Residential) zoning district, at 103 Dunsmuir Way; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction of small structures. ***Continued from the January 23, 2023 regular meeting.*** (Staff Report #23-013-PC)

F2. Consider and adopt a resolution to approve a use permit to exceed the maximum nighttime noise limit of 50 dBA, measured at residential property lines, to accommodate electric pool heating equipment for the Menlo Park Community Campus located at 100 Terminal Avenue; determine that this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction of small structures. (Staff Report #23-014-PC) ***Continued from the October 3, 2022 regular meeting.***

F3. Consider and adopt a resolution to approve a use permit for the partial demolition of an existing nonconforming two-story, single-family residence, and construction of first and second-story additions and remodeling which would exceed 50 percent of the existing value in a 12-month period on a standard lot in the R-1-U (Single Family Urban Residential) zoning district, at 312 Oakwood Place; determine this action is categorically exempt under CEQA Guidelines Section 15301's exemption for existing facilities. (Staff Report #23-015-PC)

F4. Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single-Family Suburban) zoning district, at 1340 Hillview

Drive; determine that this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is not subject to discretionary review. (Staff Report #23-016-PC)

F5. Consider and adopt a resolution to approve a use permit to remodel and construct first- and second-story additions to an existing nonconforming, one-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 211 Oakhurst Place. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is not subject to discretionary review. (Staff Report #23-017-PC)

F6. Consider and adopt a resolution recommending the City Council accept the 2022 Housing Element Annual Progress Report; the Housing Element Annual Progress Report is not considered a project under CEQA. (Staff Report #23-018-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: March 13, 2023
- Regular Meeting: March 27, 2023

I. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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

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

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive email notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 2/22/2023)

STAFF REPORT

Planning Commission
Meeting Date: **2/27/2023**
Staff Report Number: **23-013-PC**

Public Hearing: **Consider and adopt a resolution to approve a variance to increase the height of the daylight plane from 19 feet, six inches to approximately 23 feet, seven inches, and to approve a use permit to demolish an existing one-story, single-family residence and construct a new two-story residence with a basement on a substandard lot with regard to minimum lot area and width in the R-1-U (Single Family Urban Residential) zoning district, at 103 Dunsmuir Way**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a variance to increase the height of the daylight plane from 19 feet, six inches to approximately 23 feet, seven inches, and approving a use permit to demolish an existing one-story, single-family residence and construct a new two-story residence with a basement on a substandard lot with regard to minimum lot area and width in the R-1-U (Single Family Urban Residential) zoning district. The draft resolution is included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is a corner lot located at the northeastern corner of the intersection of Hedge Road and Dunsmuir Way in the Suburban Park-Lorelei Manor-Flood Triangle neighborhood. All neighboring properties are similarly located in the R-1-U (Single Family Urban Residential) zoning district. A location map is included as Attachment B. This block of Dunsmuir Way features a mixture of one-story ranch-style residences and generally newer two-story residences in proximity to the subject site.

Analysis

Project description

The applicant is proposing to demolish the existing one-story, single-family residence and construct a new two-story, single-family residence with a basement. The proposal includes a variance request to increase the height of the daylight plane to approximately 23 feet, seven inches, where the daylight plane is measured from 19 feet, six inches (Municipal Code Chapter 16.67). In other words, at the increased height

of approximately 23 feet, seven inches, the project, as proposed, would no longer intrude into the daylight plane—but as this increased daylight plane height is not permitted by the Municipal Code, a variance is requested. A data table summarizing parcel and project characteristics is included as Attachment C. The project plans, project description letter, variance letter, and draft conditions of approval are included as Attachment A, Exhibits A, B, C, and D respectively.

Previous Planning Commission review

On January 23, 2023, the Planning Commission reviewed the proposed project and staff's recommendation to deny the project. A hyperlink to the staff report is included as Attachment D (see Public Hearing Item F1). The Commission asked clarifying questions of staff regarding the applicability of variances for corner lot parcels and also asked the applicant regarding the possibility of an alternative project design that may negate the need for a variance while still achieving overall project intent. After discussing the project, the Commission continued the item and directed staff to develop a resolution and findings to approve the variance and use permit.

Variance

As directed by the Planning Commission, the following draft findings were developed to support the variance (Municipal Code Section 16.82.340):

1. *That a hardship peculiar to the property and not created by any act of the owner exists. In this context, personal, family or financial difficulties, loss of prospective profits and neighboring violations are not hardships justifying a variance. Further, a previous variance can never have set a precedent, for each case must be considered only on its individual merits;*

A hardship peculiar to the property and not created by any act of the owner does exist; in that, the conditions upon which the variance is requested would not generally be applicable to other property that are not corner lot parcels. The daylight plane requirements (Municipal Code Chapter 16.67) do not include exceptions or considerations unique to corner lot parcels and in this particular instance, result in a hardship peculiar to the property that is not self-generated and is guided by an intentional design to increase neighborhood compatibility and the supply of light and air to adjacent properties, namely the northerly adjacent neighbor at 124 Hedge Road (APN 055-292-380).

2. *That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors;*

The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming properties in the vicinity and that the variance, as granted, would not constitute a special privilege of the recipient not enjoyed by his/her/their neighbors; in that, allowing the building intrusion into the daylight plane would not constitute a special privilege for the owners because the corner lot building site is in the minority of otherwise non-corner lot building sites that experience less challenges in their ability to meet daylight plane requirements. The vast majority of properties in the neighborhood include side yard setbacks adjacent to private property, however, in this instance, the corner lot parcel has a side setback adjoining the public right-of-way along Dunsmuir Way and this results in a daylight plane requirement that is uniquely challenging for the project design to comply with, with significant regard given to the intentional design to increase neighborhood compatibility and the supply of light and air to adjacent properties.

3. *That the granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property; and*

The granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property; in that, the proposal would not impair the supply of light and air to adjacent properties.

4. *That the conditions upon which the requested variance is based would not be applicable, generally, to other property within the same zoning classification; and*

The conditions upon which the requested variance is based would not be applicable, generally, to property within the same zoning classification; in that, the subject corner lot parcel is in the minority of otherwise non-corner lot parcels in the neighborhood and experiences unique challenges for daylight plane compliance, with significant regard given to the intentional design to increase neighborhood compatibility and the supply of light and air to adjacent properties.

5. *That the condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process.*

The condition upon which the requested variance is based is on an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process; in that, the subject parcel is not located within a Specific Plan area and thereby a finding regarding an unusual factor does not apply.

Use permit

If the variance is granted, the proposed project would be in compliance with the Zoning Ordinance, including compatibility with the surrounding neighborhood and providing the minimum required off-street parking. For additional details, please reference the January 23, 2023 staff report (Attachment D).

Trees and landscaping

No heritage trees are proposed for removal. There is one non-heritage size persimmon tree proposed for removal. The arborist report (Attachment E) includes tree protection recommendations for the pre-construction, construction, and post-construction phases of the project. As part of the project review process, the arborist report was reviewed by the City Arborist. The applicant has not proposed any additional landscaping at this time. Should the project be approved, condition of approval 1i is included to ensure all tree protection measures/recommendations identified within the arborist report are adhered to.

Correspondence

At the time of this staff report publication, staff has not received written correspondence on the project since the Planning Commission's previous review on January 23, 2023. See Attachment D for previous staff report.

Conclusion

Staff recommends the Planning Commission adopt a resolution approving a variance to increase the height of the daylight plane from 19 feet, six inches to approximately 23 feet, seven inches, and approving a use permit to demolish an existing one-story residence and construct a new two-story residence with a basement on a substandard lot with regard to minimum lot area and width in the R-1-U zoning district at 103 Dunsmuir Way. The draft resolution is included as Attachment A.

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. Draft Planning Commission Resolution Adopting Findings of Approval for project Use Permit and Variance
   Exhibits to Attachment A
   A. Project Plans
   B. Project Description Letter
   C. Variance Letter
   D. Conditions of Approval
B. Location Map
C. Data Table
D. Hyperlink – January 23, 2023 Staff Report: https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/planning-commission/2023-meetings/agendas/20230123-planning-commission-agenda-packet.pdf
E. Arborist report

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:
Calvin Chan, Senior Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2023-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A VARIANCE TO INCREASE THE HEIGHT OF THE DAYLIGHT PLANE FROM 19 FEET, SIX INCHES TO APPROXIMATELY 23 FEET, SEVEN INCHES, AND APPROVING A USE PERMIT TO DEMOLISH AN EXISTING ONE-STORY RESIDENCE AND CONSTRUCT A NEW TWO-STORY RESIDENCE WITH A BASEMENT ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT AREA AND WIDTH IN THE R-1-U ZONING DISTRICT

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to construct a new two-story, single-family residence on a substandard lot in the R-1-U zoning district; the project includes a request for a variance to increase the height of the daylight plane from 19 feet, six inches to approximately 23 feet, seven inches (collectively, the "Project") from John and Amy McGaraghan ("Owner" and "Applicant"), located at 103 Dunsmuir Way (APN 055-292-370) ("Property"). The use permit and variance are depicted in and subject to the development plans and documents which are attached hereto as Exhibit A through Exhibit C and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Urban Residential (R-1-U) zoning district, which supports the construction of single family residences; and

WHEREAS, the proposed Project does not comply with all objective standards of the R-1-U zoning district; and

WHEREAS, Municipal Code Section 16.67.020 includes requirements for daylight planes applicable to the R-1-U zoning district; and

WHEREAS, the applicant proposes a residence that includes building intrusion into the daylight plane and requests a variance for such; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with standards from the Public Works Department; and

WHEREAS, the Applicant submitted an arborist report prepared by Aesculus Arboricultural Consulting which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures); and

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

WHEREAS, at a duly and properly noticed public hearing held on January 23, 2023, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the use permit and variance request; and

WHEREAS, on January 23, 2023, the Planning Commission continued the public hearing with direction to City staff to return with a draft resolution for approval of the variance and use permit; and

WHEREAS, on February 27, 2023, the Planning Commission reviewed the draft resolution for approval of the variance and use permit.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Variance Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings per Section 16.82.340 of the Zoning Ordinance pertaining to the approval of a variance:

1. A hardship peculiar to the property and not created by any act of the owner does exist; in that, the conditions upon which the variance is requested would not generally be applicable to other property that are not corner lot parcels. The daylight plane requirements (Municipal Code Chapter 16.67) do not include exceptions or considerations unique to corner lot parcels and in this particular instance, result in a hardship peculiar to the property that is not self-generated and is guided by an intentional design to increase neighborhood compatibility and the supply of light and

air to adjacent properties, namely the northerly adjacent neighbor at 124 Hedge Road (APN 055-292-380).

2. The variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming properties in the vicinity and that the variance, as granted, would not constitute a special privilege of the recipient not enjoyed by his/her/their neighbors; in that, allowing the building intrusion into the daylight plane would not constitute a special privilege for the owners because the corner lot building site is in the minority of otherwise non-corner lot building sites that experience less challenges in their ability to meet daylight plane requirements. The vast majority of properties in the neighborhood include side yard setbacks adjacent to private property, however, in this instance, the corner lot parcel has a side setback adjoining the public right-of-way along Dunsmuir Way and this results in a daylight plane requirement that is uniquely challenging for the project design to comply with, with significant regard given to the intentional design to increase neighborhood compatibility and the supply of light and air to adjacent properties.

3. The granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property; in that, the proposal would not impair the supply of light and air to adjacent properties.

4. The conditions upon which the requested variance is based would not be applicable, generally, to property within the same zoning classification; in that, the subject corner lot parcel is in the minority of otherwise non-corner lot parcels in the neighborhood and experiences unique challenges for daylight plane compliance, with significant regard given to the intentional design to increase neighborhood compatibility and the supply of light and air to adjacent properties.

5. The condition upon which the requested variance is based is on an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process; in that, the subject parcel is not located within a Specific Plan area and thereby a finding regarding an unusual factor does not apply.

Section 3. Conditional Use Permit Finding. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for the construction of new two-story residence on a substandard lot is granted based on the following findings which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:

a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because two-story residences are allowed to be constructed on substandard lots subject to granting of a use permit provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.

b. The proposed residence would include the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided.

Section 4. Variance and Conditional Use Permit. The Planning Commission approves the variance and approves the use permit No. PLN2022-00039, which variance and use permit are depicted in the project plans, project description letter, and variance letter which are attached hereto and incorporated herein by this reference as Exhibit A, Exhibit B, and Exhibit C, respectively. The use permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit D.

Section 5. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures).

Section 6. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Acting Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 27, 2023, by the following votes:

AYES:

NOES:

ABSENT:

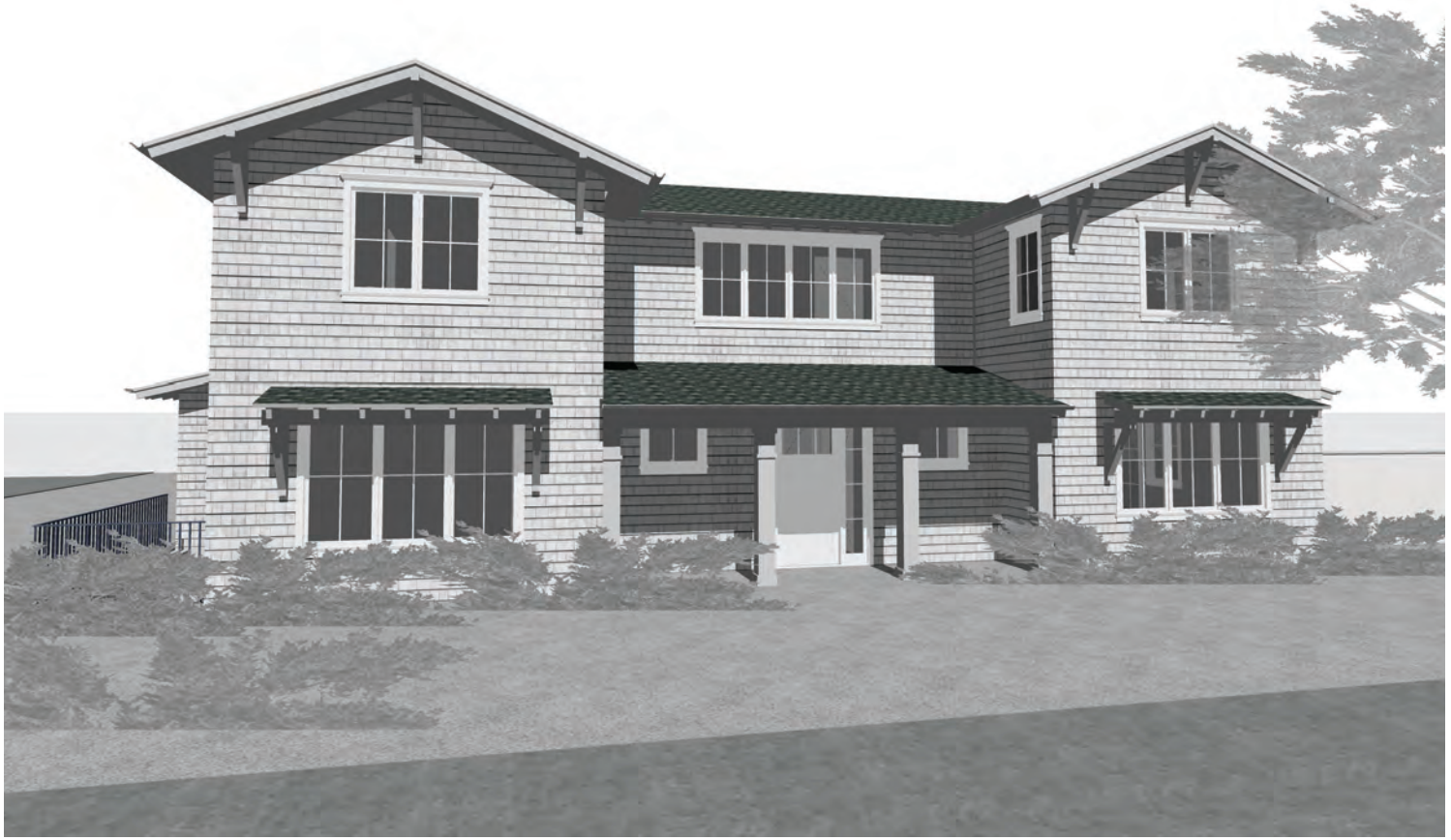
ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 27th day of February, 2023.

_____
Corinna Sandmeier
Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Variance Letter
D. Conditions of Approval



McGARAGHAN RESIDENCE

103 DUNSMUIR WAY

SDA

SCHNEIDER
DESIGN
ASSOCIATES

514 23rd AVENUE
SAN FRANCISCO,
CALIFORNIA, 94121
415.845.5472

A.P.N. : 055-292-370
McGARAGHAN RESIDENCE
103 DUNSMUIR WAY
MENLO PARK, CA 94025

LICENSED ARCHITECT
MARSHALL SCHNEIDER
C-29439
REN 9/23
STATE OF CALIFORNIA

ISSUED:

	PLANNING SUBMITTAL	07.01.22
01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

SCALE:

JOB NO: 202128

A0.0

GENERAL NOTES

1. ALL WORK SHALL COMPLY WITH THE 2019 CALIFORNIA RESIDENTIAL BUILDING CODE. TYPE OF CONSTRUCTION: TYPE 5 NON-RATED. OTHER CODES: CPC, CMC, CEC, CFC (LATEST EDITIONS).

2. THE STANDARD A.I.A. GENERAL CONDITIONS ARE HEREBY MADE A PART OF THESE DRAWINGS.

3. DO NOT SCALE DRAWINGS FOR DIMENSIONS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS AND SHALL BE VERIFIED ON THE JOB SITE. ANY DISCREPANCY SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO COMMENCEMENT OF ANY WORK.

4. CLARIFY ALL DISCREPANCIES BETWEEN THESE DRAWINGS AND ACTUAL SITE CONDITIONS WITH THE ARCHITECT BEFORE PERFORMING THE WORK.

5. THE CONTRACTOR SHALL:
A. FURNISH, PAY FOR AND FILE ALL NECESSARY PERMITS, FEES, INSPECTIONS, ETC.; EXCEPT FOR PLAN CHECK AND ZONING FEES, WHICH WILL BE PAID FOR BY THE OWNER.

B. INSTALL ALL MATERIALS AND EQUIPMENT IN ACCORDANCE WITH MANUFACTURER'S DIRECTIONS, AS APPLICABLE.

C. PROTECT EXISTING VEGETATION FROM DAMAGE DURING THE COURSE OF THE WORK. BRACE STRUCTURE AS REQUIRED DURING CONSTRUCTION.

D. PROVIDE STRICT CONTROL OF JOB CLEANUP TO REMOVE DUST AND DEBRIS FROM CONSTRUCTION AREA.

6. ALL INSPECTIONS ARE REQUIRED AS PER SFBC SEC. 109.

7. INSULATION SHALL MEET CALIFORNIA ENERGY COMMISSION QUALITY STANDARDS AND BE CERTIFIED BY THE MANUFACTURER.
8. FIRESTOPS SHALL BE PROVIDED IN ALL LOCATIONS SPECIFIED BY SFBC CHAPTER

9. ALL ELECTRICAL OUTLETS IN EXTERNAL WALLS SHALL HAVE INSULATING GASKETS.

SYMBOLS

4'-8" DIMENSION TO FACE OF FRAMING

4'-8" DIMENSION TO CENTERLINE

4'-8" DIMENSION TO FACE OF FINISH

1 / A3.1 EXTERIOR ELEVATION REFERENCE

ELEVATION DATUM POINT

1 / A3.1 DETAIL REFERENCE

1 / A3.1 SECTION REFERENCE

PROJECT INFORMATION

PARCEL NUMBER:	055-292-370
ZONING:	R-1-U
OCCUPANY TYPE:	R-3
CONSTRUCTION TYPE:	V B
PROPERTY ADDRESS:	103 DUNSMUIR WAY MENLO PARK, CA 94025
PROPERTY OWNERS:	JOHN & AMY McGARAGHAN

FLOOR AREA LIMIT

LOT SIZE:	6,552 S.F.
ALLOWABLE HOUSE SIZE:	2,800 S.F.

PROPOSED HOUSE

FIRST STORY (INCLUDING GARAGE):	1,820 S.F.
SECOND STORY:	976 S.F.
PROPOSED TOTAL:	2,796 S.F.

PROPOSED BASEMENT

BASEMENT:	902 S.F.

NOTE: SEE 1/A2.5 FOR FLOOR AREA LIMIT CALCULATIONS

SECOND STORY FLOOR AREA LIMIT

ALLOWABLE SECOND STORY LIMIT:	50% F.A.L.
= 2,800 x 50%	1,400 S.F.
PROPOSED SECOND STORY:	976 S.F.
	976 S.F. < 1,400 S.F.

NOTE: SEE 1/A2.5 FOR FLOOR AREA LIMIT CALCULATIONS

BUILDING COVERAGE

LOT SIZE:	6,552 S.F.
ALLOWABLE COVERAGE (35% LOT SIZE):	2,293 S.F.
PROPOSED BUILDING COVERAGE:	2,079 S.F.

NOTE: SEE 2/A2.5 FOR BUILDING COVERAGE CALCULATION

BUILDING HEIGHT

ALLOWABLE HEIGHT:	28'-0"
PROPOSED HEIGHT:	23'-7"

NOTE: SEE A3.1 & A3.2 FOR DAYLIGHT PLANE INFORMATION

ARCHITECTURAL DRAWINGS

A0.0 COVER SHEET
A0.1 INFORMATION SHEET
SURVEY

A1.0 AREA PLAN & STREETSCAPES
A1.1 EXISTING SITE PLAN
A1.2 PROPOSED SITE PLAN
A1.3 TREE PROTECTION PLAN

A2.0 EXISTING FIRST FLOOR PLAN
A2.1 PROPOSED FIRST FLOOR PLAN
A2.2 PROPOSED SECOND FLOOR PLAN
A2.3 PROPOSED BASEMENT PLAN
A2.4 ROOF PLAN
A2.5 FLOOR AREA, BUILDING COVERAGE, & AVERAGE GRADE DIAGRAMS (02)

A3.0 EXISTING EXTERIOR ELEVATIONS
A3.1 PROPOSED EXTERIOR ELEVATIONS
A3.2 PROPOSED EXTERIOR ELEVATIONS

A4.1 SECTIONS

A5.1 PERSPECTIVES

DIRECTORY

OWNER: JOHN & AMY McGARAGHAN
103 DUNSMUIR WAY
MENLO PARK, CA 94025

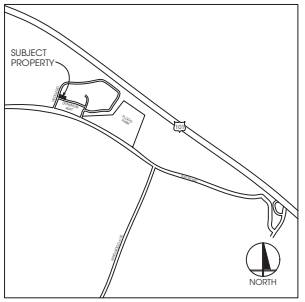
ARCHITECT: SCHNEIDER DESIGN ASSOCIATES
MARSHALL SCHNEIDER
514 23rd AVENUE
SAN FRANCISCO, CA 94121
TEL: 415.845.5472
EMAIL: MSCHNEIDER@SCHNEIDERDESIGNINC.COM

CONTRACTOR: T.B.D.

DESCRIPTION OF WORK

- DEMOLISH (E) 1,737 S.F. SINGLE STORY HOUSE
- CONSTRUCT (N) 2,796 S.F. TWO-STORY HOME WITH 902 S.F. BASEMENT & 259 S.F. COVERED PORCHES (02)

VICINITY MAP



CODE INFORMATION

ADOPTED CODE	EDITION
CALIFORNIA BUILDING CODE	2019
CALIFORNIA ENERGY STANDARDS	2019
CALIFORNIA PLUMBING CODE	2019
CALIFORNIA MECHANICAL CODE	2019
CALIFORNIA ELECTRICAL CODE	2019
CALIFORNIA FIRE CODE	2019
CALIFORNIA GREEN ENERGY CODE	2019

SDA

SCHNEIDER DESIGN ASSOCIATES

514 23rd AVENUE
SAN FRANCISCO, CALIFORNIA, 94121
415.845.5472

McGARAGHAN RESIDENCE

A.P.N. : 055-292-370
103 DUNSMUIR WAY
MENLO PARK, CA 94025

LICENSED ARCHITECT MARSHALL SCHNEIDER C-29439 REN 1/23 STATE OF CALIFORNIA

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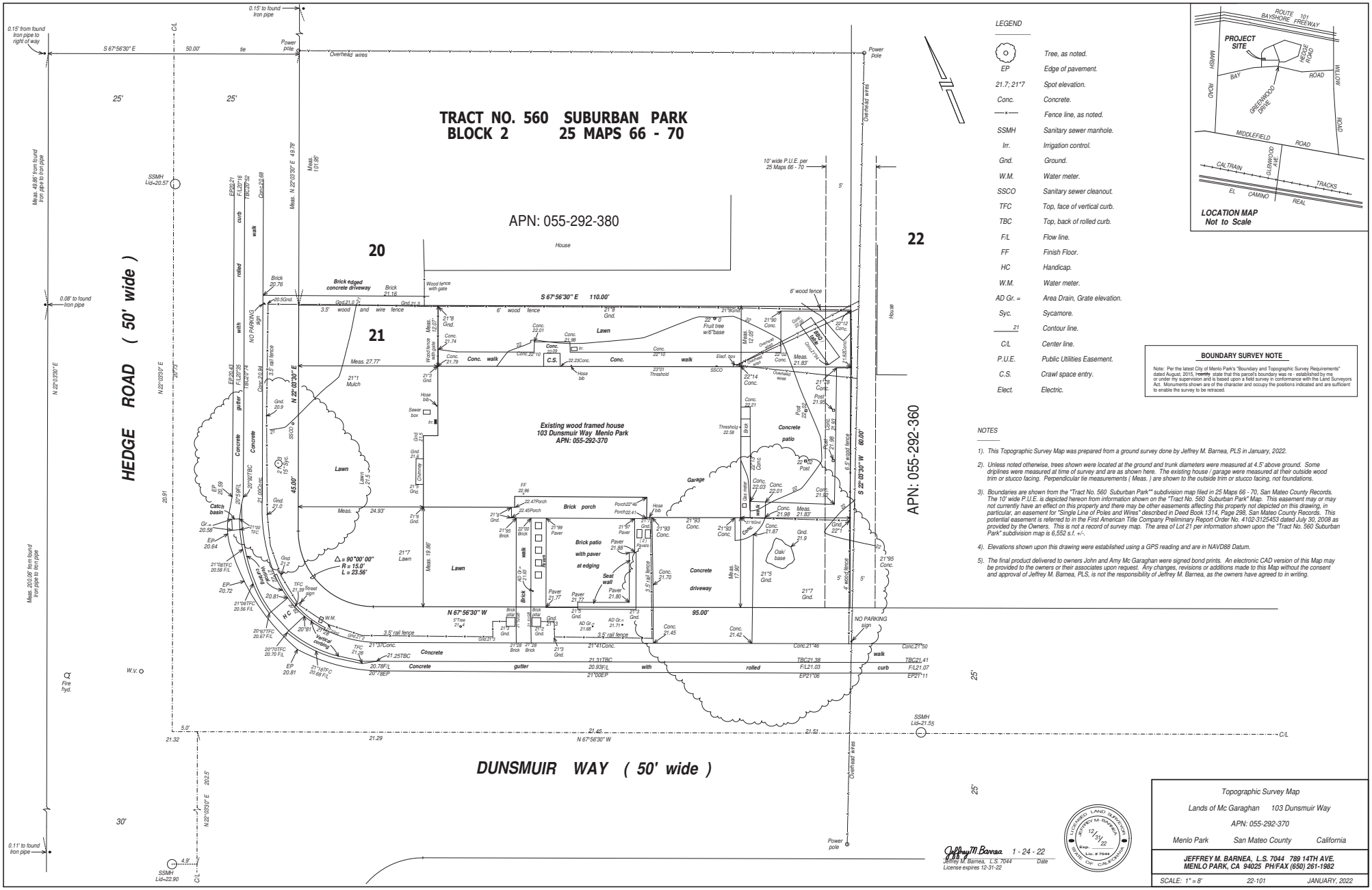
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01 PLANNING RESPONSES	09.22.22
02 PLANNING RESPONSES	12.15.22

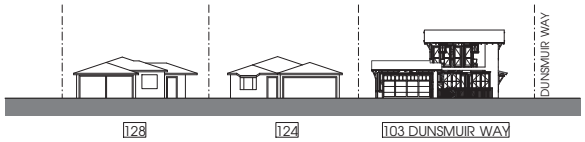
INFORMATION SHEET

SCALE: AS NOTED

JOB NO: 202128

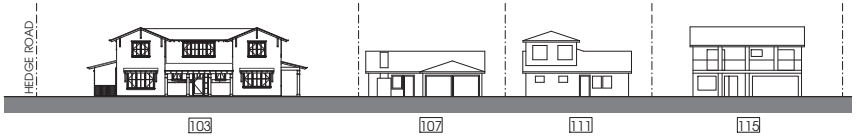
A0.1


TRACT NO. 560 SUBURBAN PARK
BLOCK 2 25 MAPS 66 - 70
APN: 055-292-380
APN: 055-292-360
HEDGE ROAD (50' wide)
DUNSMUIR WAY (50' wide)
Existing wood framed house
103 Dunsmuir Way Menlo Park
APN: 055-292-370
S 67°56'30" E 110.00'
N 67°56'30" W 95.00'
S 22°03'30" W 60.00'
N 22°03'30" E 49.78'
Meas. 27.77'
Meas. 24.93'
Meas. 19.86'
Meas. 12.07'
Meas. 12.05'
Meas. 21.83'
Meas. 21.98'
Meas. 49.86' from found iron pipe to iron pipe
Meas. 200.06' from found iron pipe to iron pipe
0.15' from found iron pipe to right of way
0.15' to found iron pipe
0.08' to found iron pipe
0.11' to found iron pipe
SSMH Lid=20.57
SSMH Lid=22.90
SSMH Lid=21.55
Power pole
Overhead wires
Brick edged concrete driveway
6' wood fence
3.5' wood and wire fence
3.5' rail fence
6.5' wood fence
NO PARKING sign
Street sign
Vertical curbing
Catch basin
House
Garage
Lawn
Concrete patio
Brick porch
Brick patio with paver at edging
Seat wall
Concrete driveway
Concrete gutter with rolled curb
Oak/ base
Fruit tree w/6" base
Elect. box
Gas meter
Sewer box
Chimney
Hose bib
Irr.
Post
Threshold
Fire hyd.
W.V.
W.M.
Tree, as noted.
Edge of pavement.
Spot elevation.
Concrete.
Fence line, as noted.
Sanitary sewer manhole.
Irrigation control.
Ground.
Water meter.
Sanitary sewer cleanout.
Top, face of vertical curb.
Top, back of rolled curb.
Flow line.
Finish Floor.
Handicap.
Water meter.
Area Drain, Grate elevation.
Sycamore.
Contour line.
Center line.
Public Utilities Easement.
Crawl space entry.
Electric.
ROUTE 101 BAYSHORE FREEWAY
PROJECT SITE
HEDGE ROAD
MARSH ROAD
BAY
WILLOW ROAD
GREENWOOD DRIVE
MIDDLEFIELD ROAD
GLENWOOD AVE
CALTRAIN TRACKS
EL CAMINO REAL
LOCATION MAP
Not to Scale
BOUNDARY SURVEY NOTE
Note: Per the latest City of Menlo Park's "Boundary and Topographic Survey Requirements" dated August, 2015, I hereby state that this parcel's boundary was re - established by me or under my supervision and is based upon a field survey in conformance with the Land Surveyors Act. Monuments shown are of the character and occupy the positions indicated and are sufficient to enable the survey to be retraced.
NOTES
1). This Topographic Survey Map was prepared from a ground survey done by Jeffrey M. Barnea, PLS in January, 2022.
2). Unless noted otherwise, trees shown were located at the ground and trunk diameters were measured at 4.5' above ground. Some driplines were measured at time of survey and are as shown here. The existing house / garage were measured at their outside wood trim or stucco facing. Perpendicular tie measurements (Meas.) are shown to the outside trim or stucco facing, not foundations.
3). Boundaries are shown from the "Tract No. 560 Suburban Park"" subdivision map filed in 25 Maps 66 - 70, San Mateo County Records. The 10' wide P.U.E. is depicted hereon from information shown on the "Tract No. 560 Suburban Park" Map. This easement may or may not currently have an effect on this property and there may be other easements affecting this property not depicted on this drawing, in particular, an easement for "Single Line of Poles and Wires" described in Deed Book 1314, Page 298, San Mateo County Records. This potential easement is referred to in the First American Title Company Preliminary Report Order No. 4102-3125453 dated July 30, 2008 as provided by the Owners. This is not a record of survey map. The area of Lot 21 per information shown upon the "Tract No. 560 Suburban Park" subdivision map is 6,552 s.f. +/-.
4). Elevations shown upon this drawing were established using a GPS reading and are in NAV D88 Datum.
5). The final product delivered to owners John and Amy Mc Garaghan were signed bond prints. An electronic CAD version of this Map may be provided to the owners or their associates upon request. Any changes, revisions or additions made to this Map without the consent and approval of Jeffrey M. Barnea, PLS, is not the responsibility of Jeffrey M. Barnea, as the owners have agreed to in writing.
Jeffrey M. Barnea, L.S. 7044 Date
License expires 12-31-22
LICENSED LAND SURVEYOR JEFFREY M. BARNEA 12/31/22 EXP. Lic. # 7044 STATE OF CALIFORNIA
Topographic Survey Map
Lands of Mc Garaghan 103 Dunsmuir Way
APN: 055-292-370
Menlo Park San Mateo County California
JEFFREY M. BARNEA, L.S. 7044 789 14TH AVE.
MENLO PARK, CA 94025 PH/FAX (650) 261-1982
SCALE: 1" = 8' 22-101 JANUARY, 2022



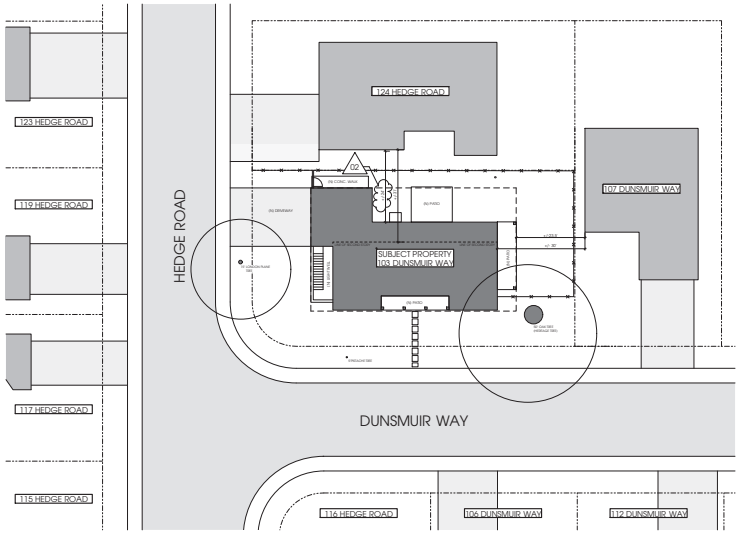
HEDGE ROAD

3 A1.0 WEST STREETSCAPE
SCALE: 1" = 20'



DUNSMUIR WAY

2 A1.0 SOUTH STREETSCAPE
SCALE: 1" = 20'



1 A1.0 AREA SITE PLAN
SCALE: 1" = 20'

SDA

SCHNEIDER DESIGN ASSOCIATES

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SAN FRANCISCO, CALIFORNIA, 94121
415.845.5472

A.P.N. : 055-292-370

McGARAGHAN RESIDENCE

103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

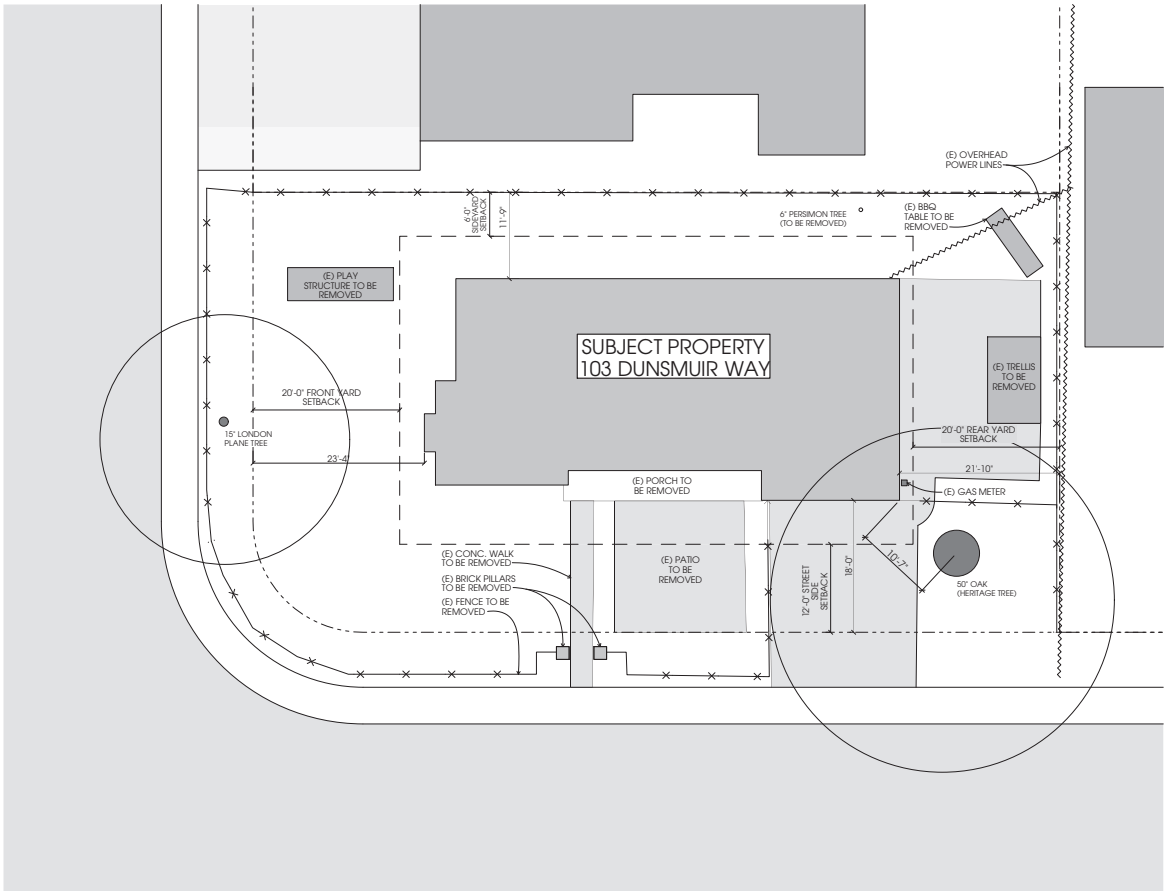
PLANNING SUBMITTAL	07.01.22
01 PLANNING RESPONSES	09.22.22
02 PLANNING RESPONSES	12.15.22

AREA PLAN & STREETSCAPES

SCALE: AS NOTED

JOB NO: 202128

A1.0



1 A1.1 EXISTING SITE PLAN
SCALE: 1/8" = 1'-0"

SITE ANALYSIS

ZONING : R-1-U

LOT AREA:	6,552 S.F.
ALLOWABLE FLOOR AREA: (PRESCRIBED BY CODE FOR LOTS BETWEEN 5,000 S.F. & 7,000 S.F.)	2,800 S.F.
EXISTING 1ST FLOOR AREA:	1,737 S.F.
TOTAL EXISTING FLOOR AREA:	1,737 S.F.
LAND COVERED BY STRUCTURES:	27%
LANDSCAPING:	51%
PAVED AREAS:	22%
PARKING SPACES:	2 COVERED/2 UNCOVERED

SDA

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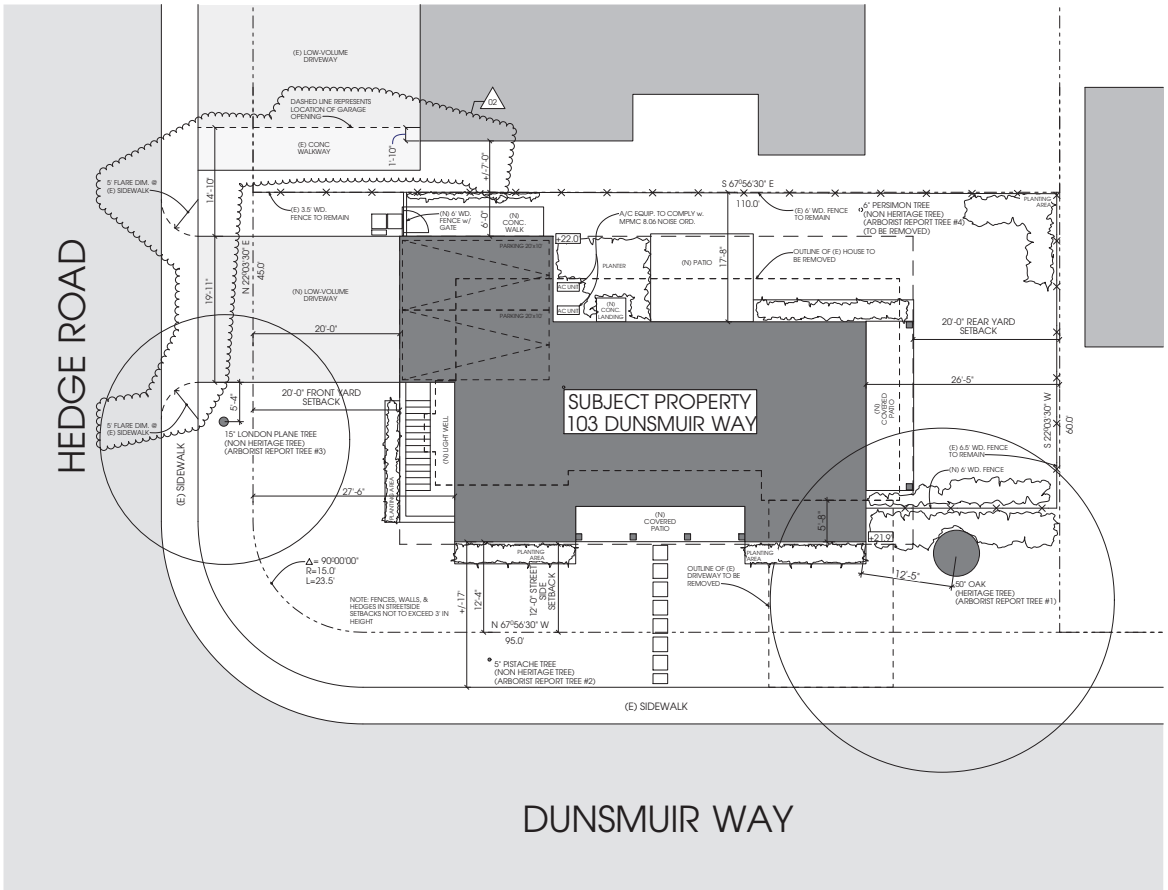
ISSUED:

PLANNING SUBMITTAL	07.01.22
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EXISTING SITE PLAN

SCALE:	1/8" = 1'-0"
JOB NO:	202128

A1.1



1 A1.2 PROPOSED SITE PLAN
SCALE: 1/8" = 1'-0"

- DEMOLISH (E) 1,737 S.F. SINGLE STORY HOUSE

- CONSTRUCT (N) 2,796 S.F. TWO-STORY HOME WITH 902 S.F. BASEMENT & 259 S.F. COVERED PORCHES

SITE ANALYSIS
ZONING : R-1-U

LOT AREA:	6,552 S.F.
ALLOWABLE FLOOR AREA: (PRESCRIBED BY CODE FOR LOTS BETWEEN 5,000 S.F. & 7,000 S.F.)	2,800 S.F.
PROPOSED 1ST FLOOR AREA:	1,820 S.F.
PROPOSED 2ND FLOOR AREA: (NO ATTIC SPACE >5')	976 S.F.
TOTAL PROPOSED FLOOR AREA:	2,796 S.F.
LAND COVERED BY STRUCTURES:	32%
LANDSCAPING:	54%
PAVED AREAS:	14%
PARKING SPACES:	2 COVERED/2 UNCOVERED

SDA

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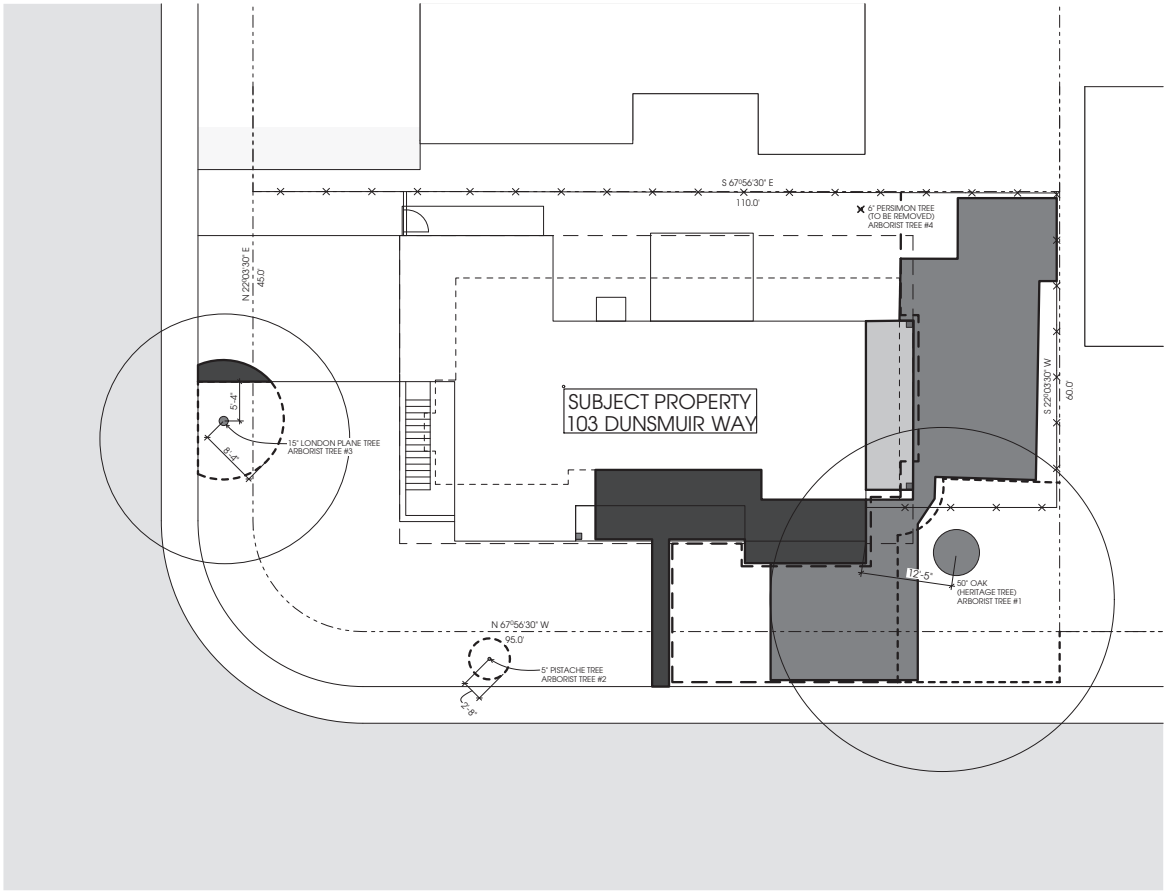
ISSUED:

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02 PLANNING RESPONSES	12.15.22

PROPOSED SITE PLAN

SCALE:	1/8" = 1'-0"
JOB NO:	202128

A1.2



LEGEND

- AREA THAT MUST BE DEMOLISHED WHILE KEEPING VEHICLES ON (E) HARDSCAPE & WORKING BACKWARDS
- AREA WHERE EXCAVATIONMUST BE DONE CAREFULLY, BY HAND - PRESERVE AS MANY ROOTS AS POSSIBLE
- TREE PROTECTION TO BE IN PLACE FOR DURATION OF PROJECT
- TREE PROTECTION TO BE IN PLACE DIRECTLY AFTER DEMOLITION FOR DURATION OF PROJECT

REF. NORTH

0' 4' 8' 16'

1 A1.3 TREE PROTECTION PLAN
SCALE: 1/8" = 1'-0"

ARBORIST RECOMMENDATIONS (SEE ARBORIST REPORT FOR MORE DETAIL)

Preconstruction Phase

1. Remove tree #4, upon approval from the City of Menlo Park (no permit appears to be needed).
2. Install pre-demolition tree protection fencing approximately as shown in the Tree Map, below.
   a. Minimum distances from trunk centers are given on the Tree Map. A larger area may be protected if desired.
   b. Where existing barriers which will be retained impede access comparably to tree protection fencing, these barriers are an acceptable substitute for tree protection fencing.
   a. Please be aware that tree protection fencing may differ from ideal tree protection zones, and from canopy sizes.
   c. Tree protection fencing shall comprise 6' chain link fabric mounted on 1.5" diameter metal posts driven into the ground.
   d. Place a 6" layer of wood chips inside tree protection fencing.
   e. Tree protection fencing shall adhere to the requirements in the document titled "Tree Protection Specifications," available at https://www.menlopark.org/DocumentCenter/View/90/Tree-Protection-Specifications

Demolition Phase

1. When demolishing the existing hardscape within the TPZ and CRZ of tree #1, start work at the house and proceed backwards toward the street, limiting heavy equipment to still-paved areas.

Construction Phase

1. Move tree protection fencing from the demolition locations to the post-demolition locations shown on the Tree Map. All specifications given above apply.
2. Alert the project arborist if utility or other work becomes necessary within any tree TPZs.
3. When excavating within TPZs for the front and side patios, front walkway, and driveway:
   a. If footings will be used to support a raised surface, be as flexible as practical with footing placement to avoid any tree roots encountered.
   b. Hand-excavate edge nearest trunk to the full depth of the feature being installed or to a depth of three feet, whichever is shallower.
   c. Retain as many roots as practical.
   d. If roots 1-2" in diameter must be cut, sever them cleanly with a sharp saw or bypass pruners.
   e. If roots over 2" must be cut, stop work in that area and contact the project arborist for guidance.
   f. Notify project arborist when excavation is complete. Project arborist shall inspect work to make sure all roots have been cut cleanly.
   g. If excavation will be left open for more than 3 days:
      i. Cover excavation wall nearest trunk with several layers of burlap or other absorbent fabric.
      ii. Install a timer and soaker hoses to irrigate with potable water twice per day, enough to wet fabric thoroughly.

02 *Post-Construction Phase*

1. Provide supplemental irrigation for tree #1 to aid in root regrowth for at least three years.

SDA

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McGARAGHAN RESIDENCE
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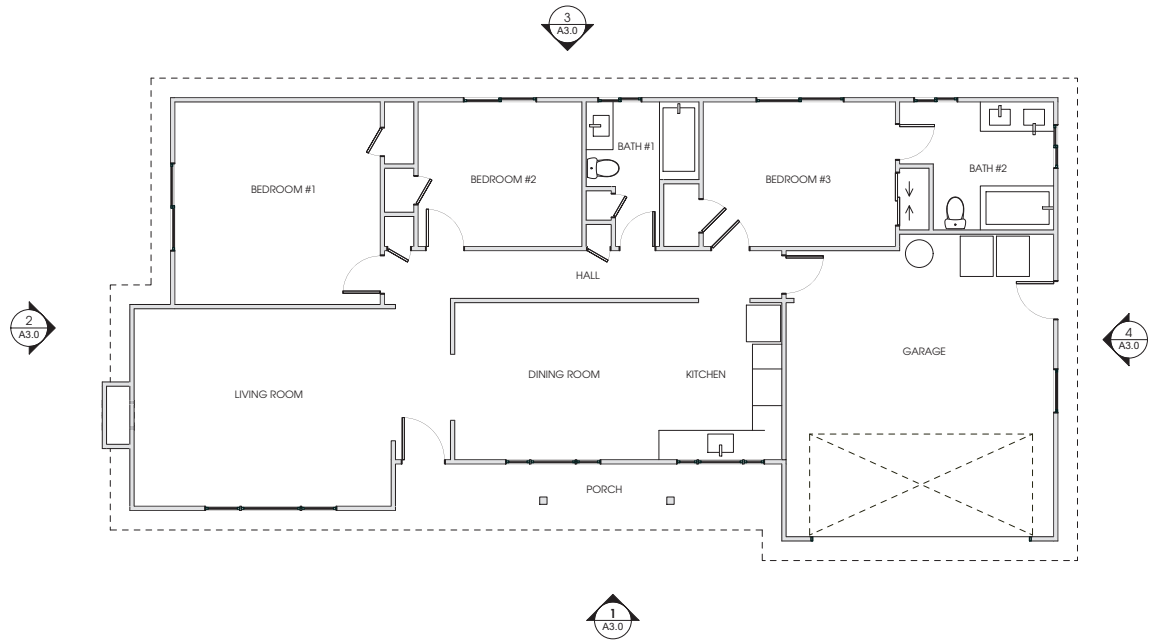
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01 PLANNING RESPONSES	09.22.22
02 PLANNING RESPONSES	12.15.22

TREE PROTECTION PLAN

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

JOB NO: 202128

A1.3



02

GARAGE SQUARE FOOTAGE - 390 S.F.
FIRST FLOOR SQUARE FOOTAGE - 1,347 S.F.
TOTAL EXISTING SQUARE FOOTAGE - 1,737 S.F.

NORTH

LEGEND

(E) 2x CONSTRUCTION TO BE REMOVED

0' 2' 4' 8'

1 A2.0 EXISTING FIRST FLOOR PLAN (TO BE DEMOLISHED)

SCALE: 1/4" = 1'-0"

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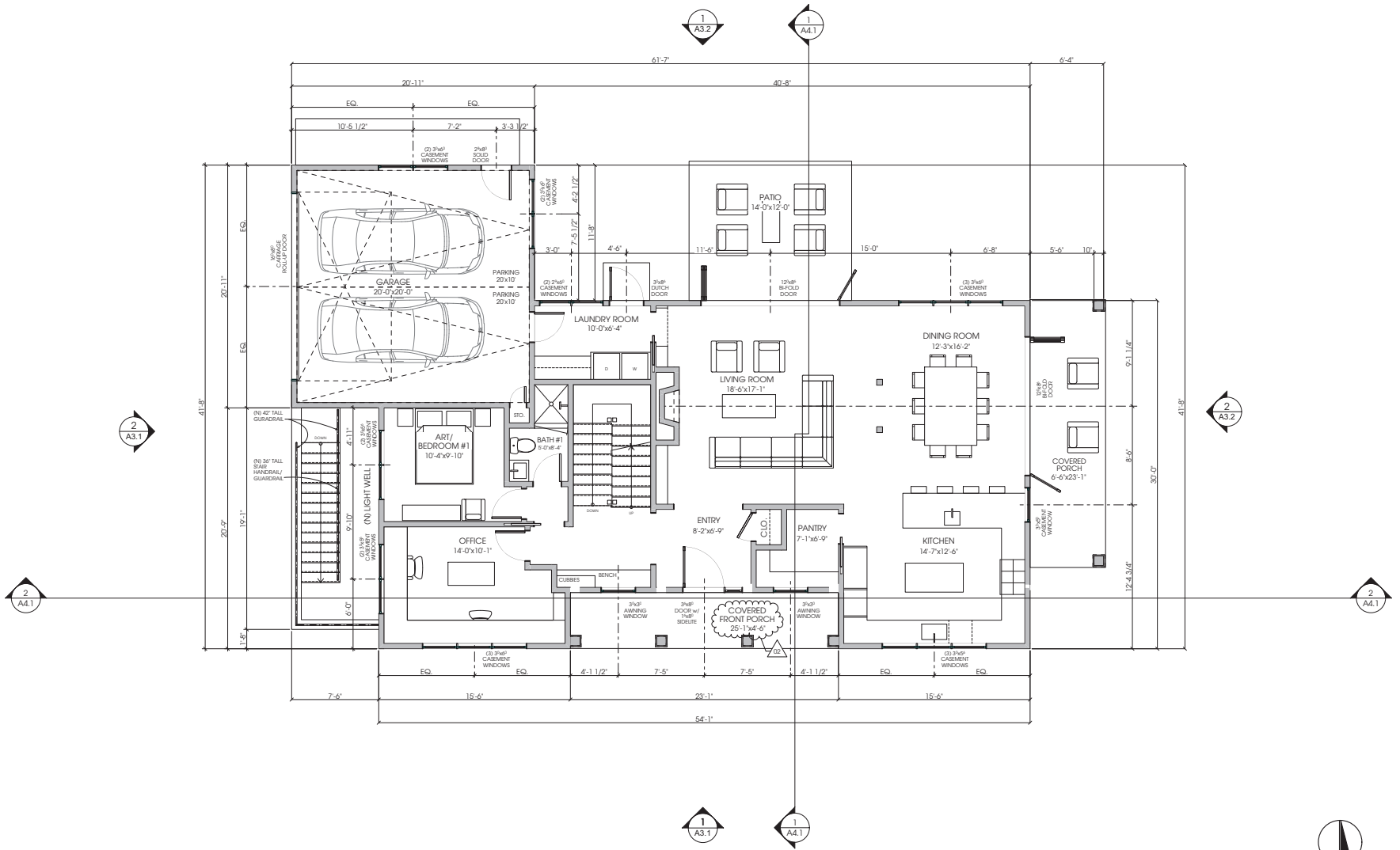
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01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

EXISTING FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

JOB NO: 202128

A2.0



1 A2.1 PROPOSED FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

SDA

SCHNEIDER
DESIGN
ASSOCIATES

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103 DUNSMUIR WAY
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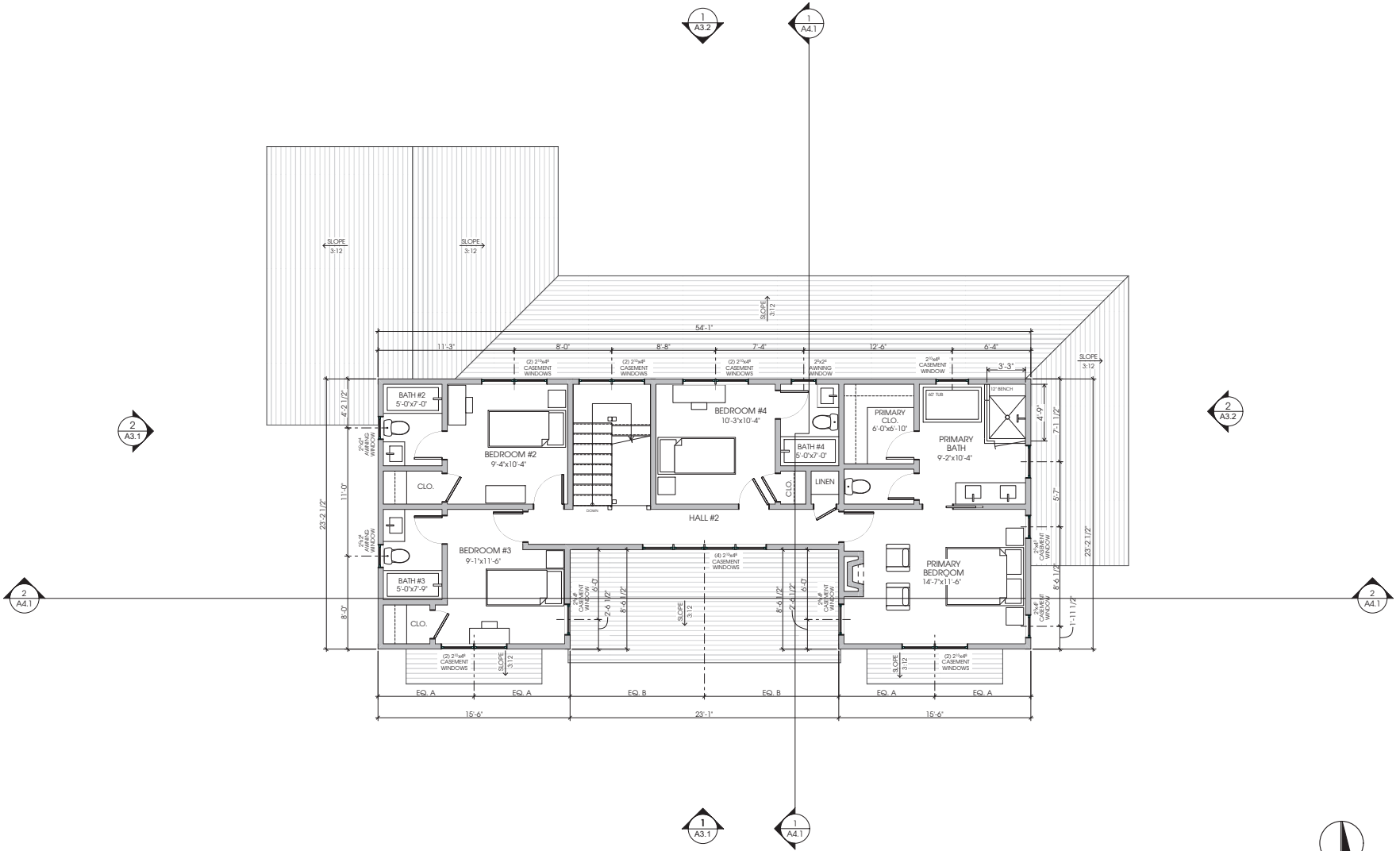
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02 PLANNING RESPONSES	12.15.22

PROPOSED FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

JOB NO: 202128

A2.1



1 A2.2 PROPOSED SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

SDA

SCHNEIDER
DESIGN
ASSOCIATES

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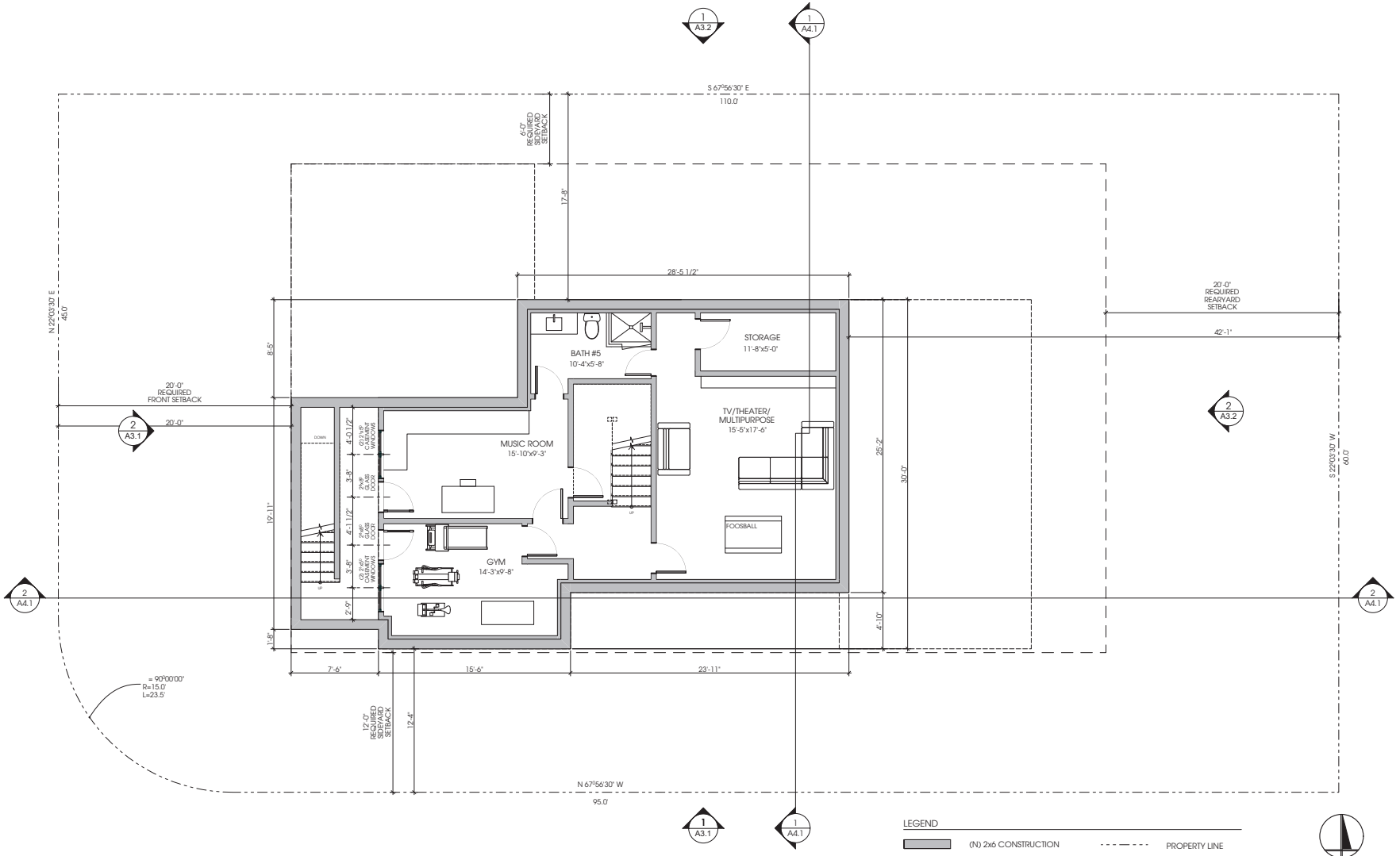
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02	PLANNING RESPONSES	12.15.22

PROPOSED SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

JOB NO: 202128

A2.2



1 A2.3 PROPOSED BASEMENT PLAN
SCALE: 1/4" = 1'-0"

SDA

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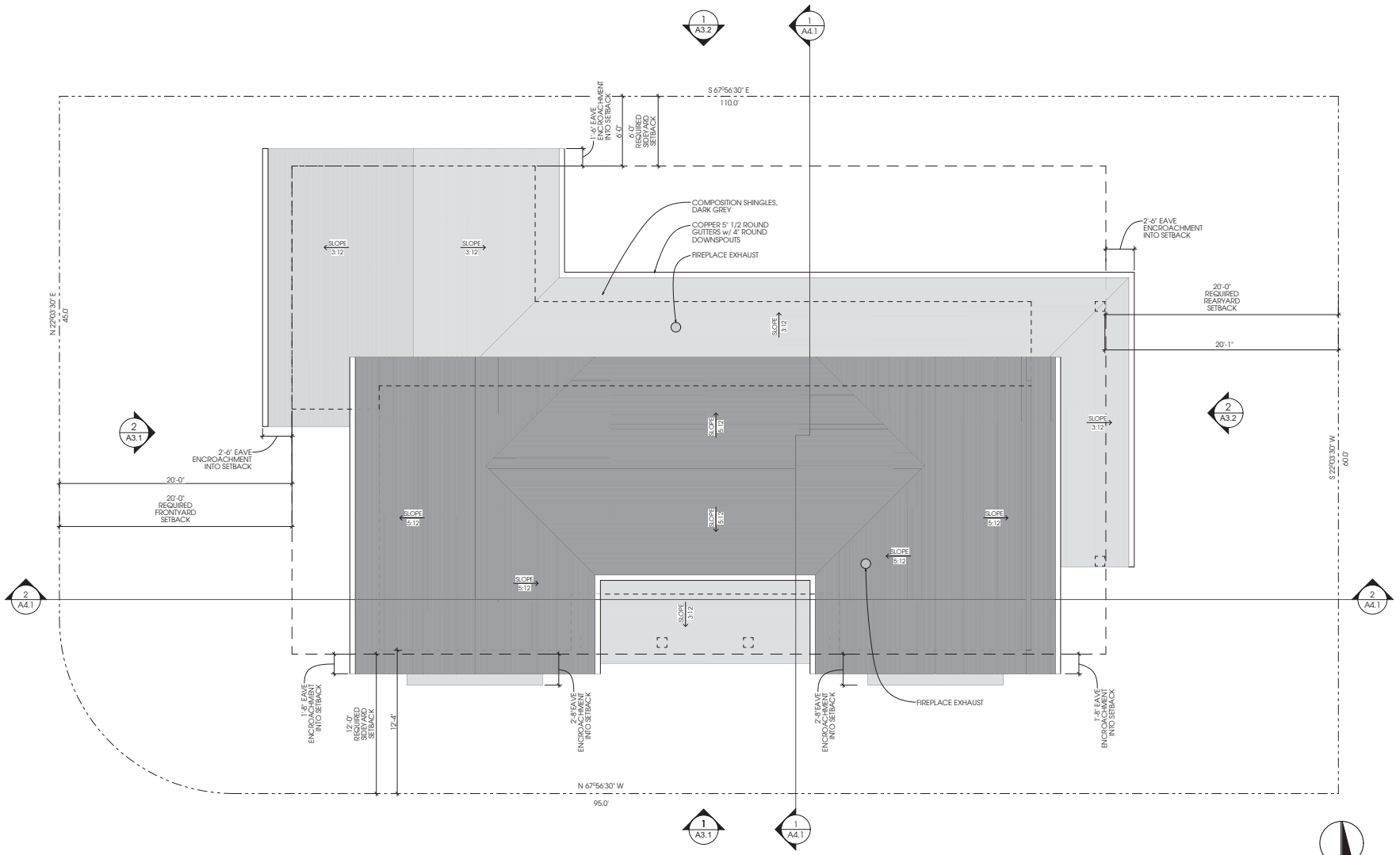
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01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

PROPOSED BASEMENT PLAN

SCALE: 1/4" = 1'-0"

JOB NO: 202128

A2.3



1 A2.4 PROPOSED ROOF PLAN

SCALE: 1/4" = 1'-0"

SDA

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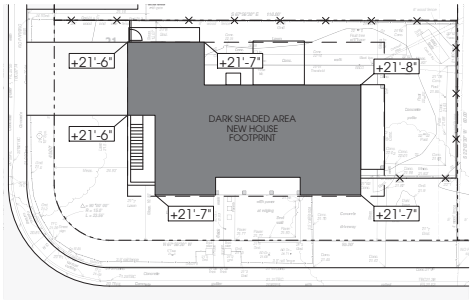
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02	PLANNING RESPONSES	12.15.22

ROOF PLAN

SCALE: 1/4" = 1'-0"

JOB NO: 202128

A2.4



LEGEND

+21'-7" GRADE @ BUILDING CORNER

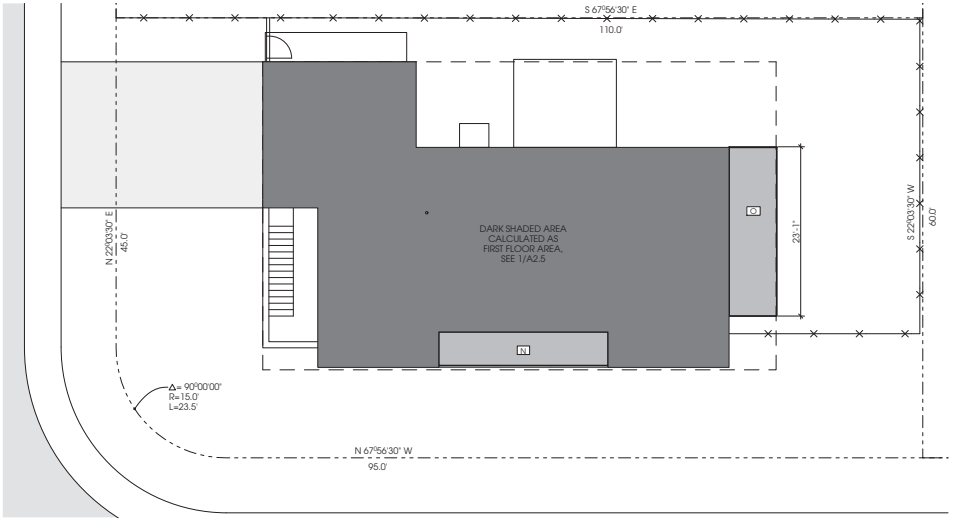
AVERAGE GRADE CALCULATION

LOWEST GRADE: 21.5'
HIGEST GRADE: 21.7'

AVERAGE GRADE: $\frac{21.5+21.7}{2}$ = 21.6 (21'-7")

02 — 3 / A2.5 AVERAGE NATURAL GRADE DIAGRAM

SCALE: 1/16" = 1'-0"

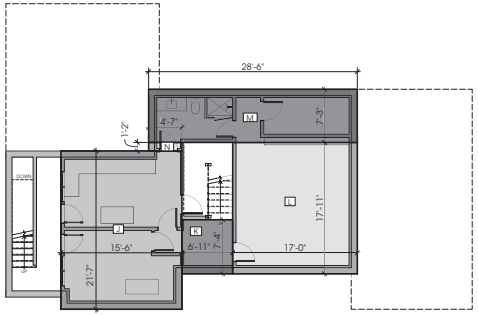


BUILDING COVERAGE CALCULATIONS

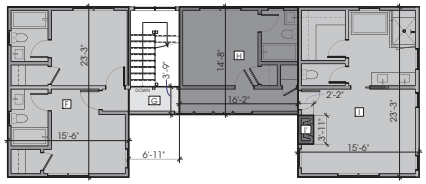
TAG	SIZE	AREA
---	SEE 1/A2.5	1,819.77 S.F.
N	23'-1" x 4'-7"	106.87 S.F.
O	6'-6" x 23'-1"	152.35 S.F.
TOTAL		2,078.99 S.F.

2 / A2.5 BUILDING COVERAGE DIAGRAM

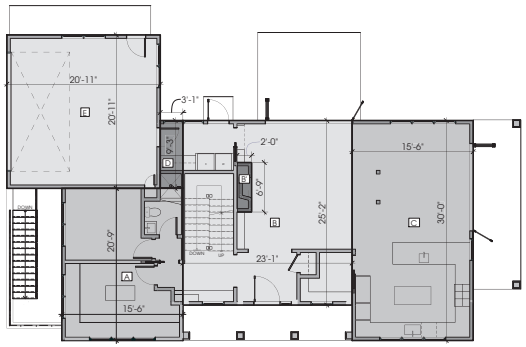
SCALE: 1/8" = 1'-0"



BASEMENT



SECOND FLOOR



FIRST FLOOR

FIRST FLOOR CALCULATIONS

TAG	SIZE	AREA	
A	15'-6" x 20'-9"	321.63 S.F.	
B	23'-1" x 25'-2"	580.78 S.F.	
B	23'-1" x 25'-2"	-13.50 S.F.	FIREPLACE SUBTRACTED
C	15'-6" x 30'-0"	465.00 S.F.	
D	3'-1" x 9'-3"	28.49 S.F.	
E	20'-11" x 20'-11"	437.37 S.F.	GARAGE AREA
TOTAL		1,819.77 S.F.	

SECOND FLOOR CALCULATIONS

TAG	SIZE	AREA	
F	15'-6" x 23'-3"	360.38 S.F.	
G	6'-11" x 3'-9"	25.91 S.F.	
H	16'-2" x 14'-8"	237.00 S.F.	
I	15'-6" x 23'-3"	361.15 S.F.	
f	2'-2" x 3'-11"	-8.45 S.F.	FIREPLACE SUBTRACTED
TOTAL		975.99 S.F.	

BASEMENT FLOOR CALCULATIONS

TAG	SIZE	AREA
J	15'-6" x 21'-7"	334.54 S.F.
K	6'-11" x 7'-4"	50.70 S.F.
L	17'-0" x 17'-11"	304.58 S.F.
M	28'-6" x 7'-3"	206.63 S.F.
N	4'-7" x 1'-2"	5.32 S.F.
TOTAL		901.77 S.F.

1 / A2.5 FLOOR AREA DIAGRAMS

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

SDA

SCHNEIDER DESIGN ASSOCIATES

514 23rd AVENUE
SAN FRANCISCO, CALIFORNIA, 94121
415.845.5472

A.P.N. : 055-292-370

McGARAGHAN RESIDENCE

103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

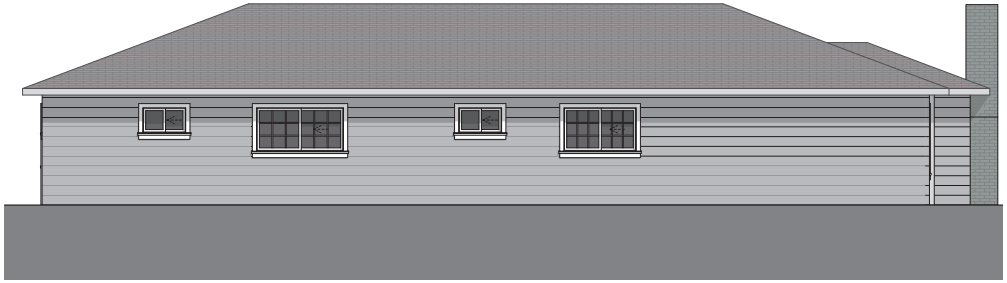
	PLANNING SUBMITTAL	07.01.22
01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

02 FLOOR AREA, BUILDING COVERAGE, & AVERAGE GRADE DIAGRAMS

SCALE: AS NOTED

JOB NO: 202128

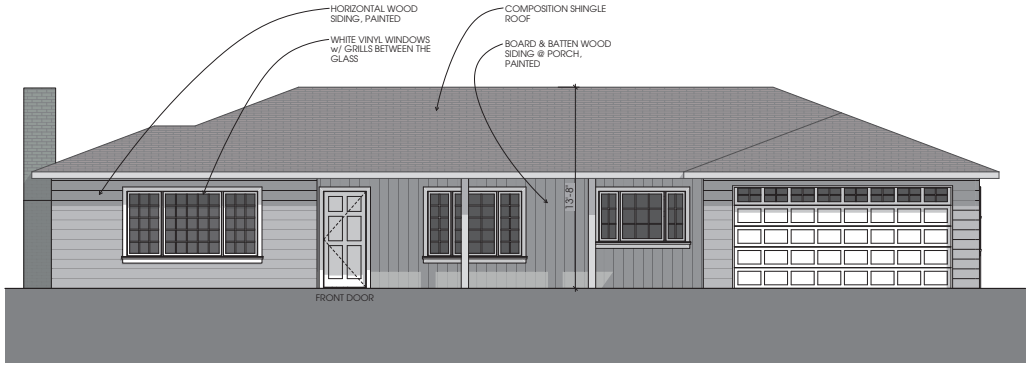
A2.5



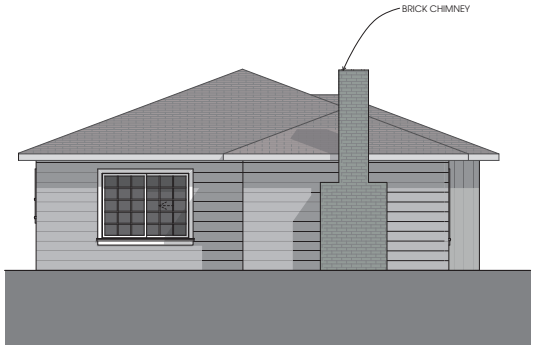
3 A3.0 EXISTING NORTH ELEVATION
SCALE: 1/4" = 1'-0"



4 A3.0 EXISTING EAST ELEVATION
SCALE: 1/4" = 1'-0"



1 A3.0 EXISTING SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



0' 2' 4' 8'

2 A3.0 EXISTING WEST ELEVATION
SCALE: 1/4" = 1'-0"

SDA

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A.P.N. : 055-292-370
McGARAGHAN RESIDENCE
103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

PLANNING SUBMITTAL	07.01.22
01 PLANNING RESPONSES	09.22.22
02 PLANNING RESPONSES	12.15.22

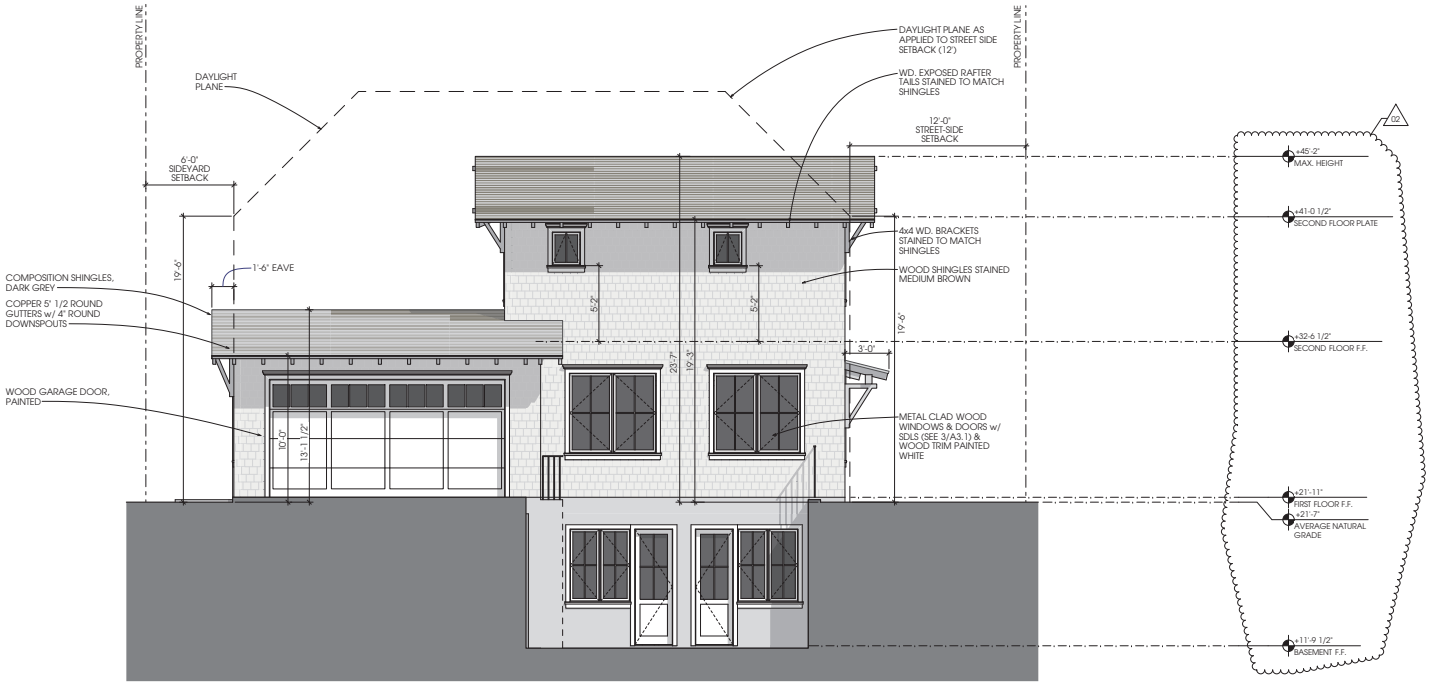
EXISTING EXTERIOR ELEVATIONS

SCALE: 1/4" = 1'-0"
JOB NO: 202128

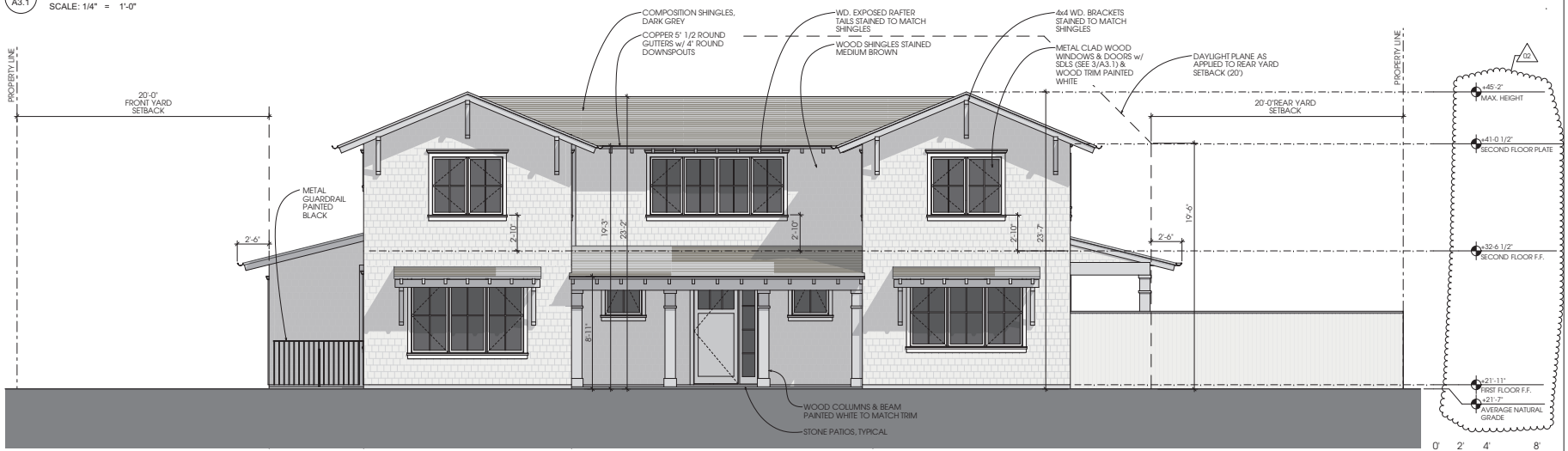
A3.0



3 A3.1 SIMULATED DIVIDED LITE
NOT TO SCALE



2 A3.1 WEST ELEVATION
SCALE: 1/4" = 1'-0"



1 A3.1 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

SDA

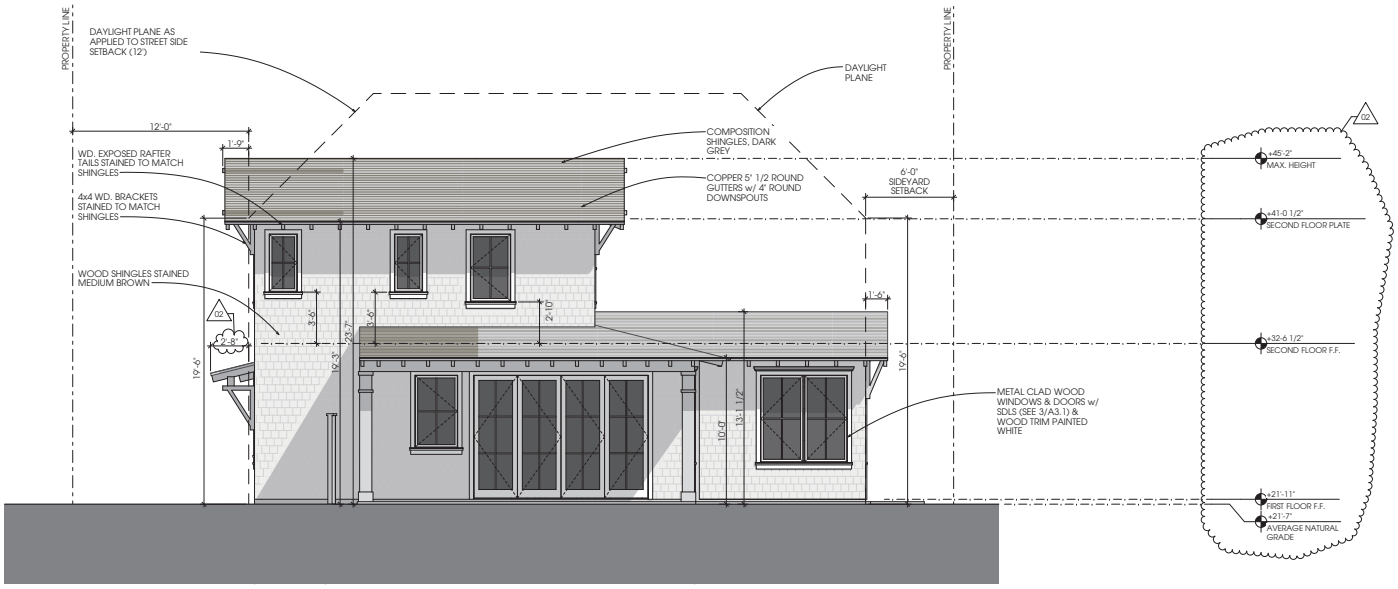
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A.P.N. : 055-292-370
McGARAGHAN RESIDENCE
103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

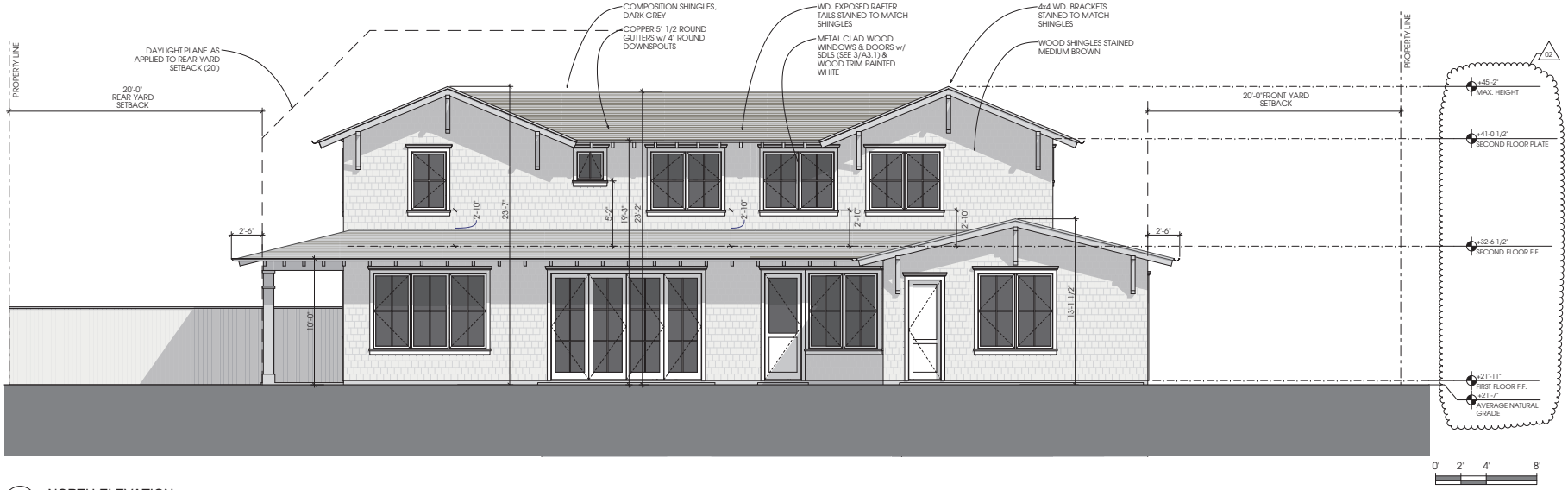
	PLANNING SUBMITTAL	07.01.22
01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

PROPOSED EXTERIOR ELEVATIONS
SCALE: 1/4" = 1'-0"
JOB NO: 202128
A3.1



2 A3.2 EAST ELEVATION

SCALE: 1/4" = 1'-0"



1 A3.2 NORTH ELEVATION

SCALE: 1/4" = 1'-0"

SDA

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McGARAGHAN RESIDENCE

103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

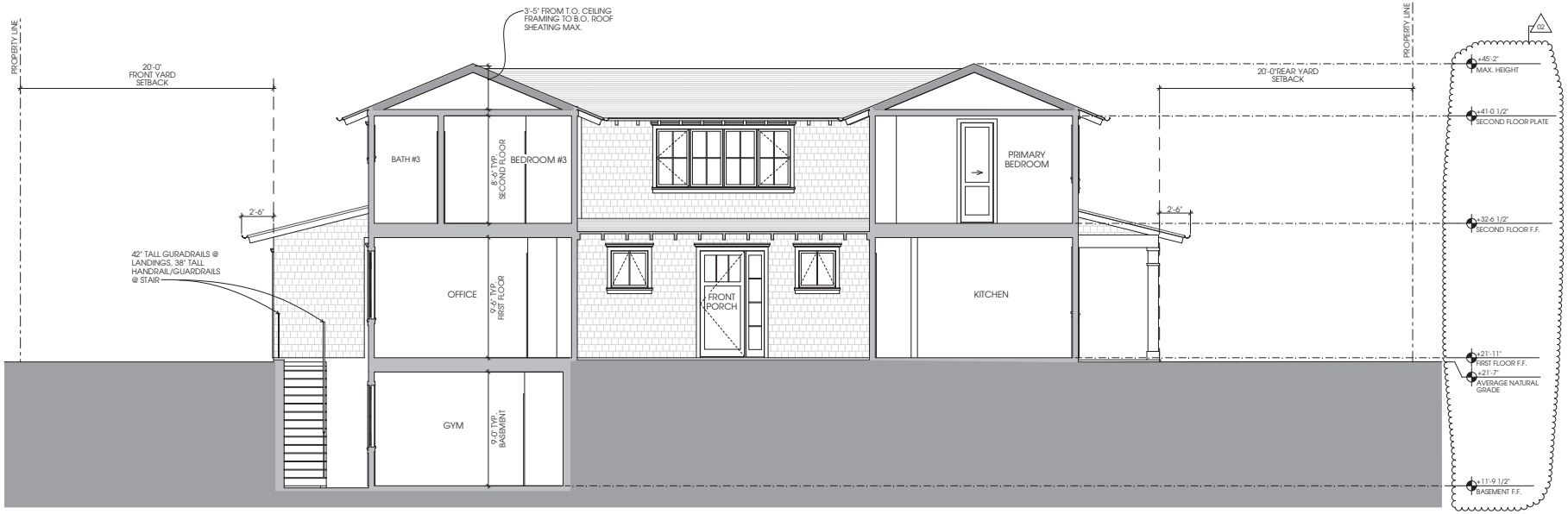
	PLANNING SUBMITTAL	07.01.22
01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

PROPOSED EXTERIOR ELEVATIONS

SCALE: 1/4" = 1'-0"

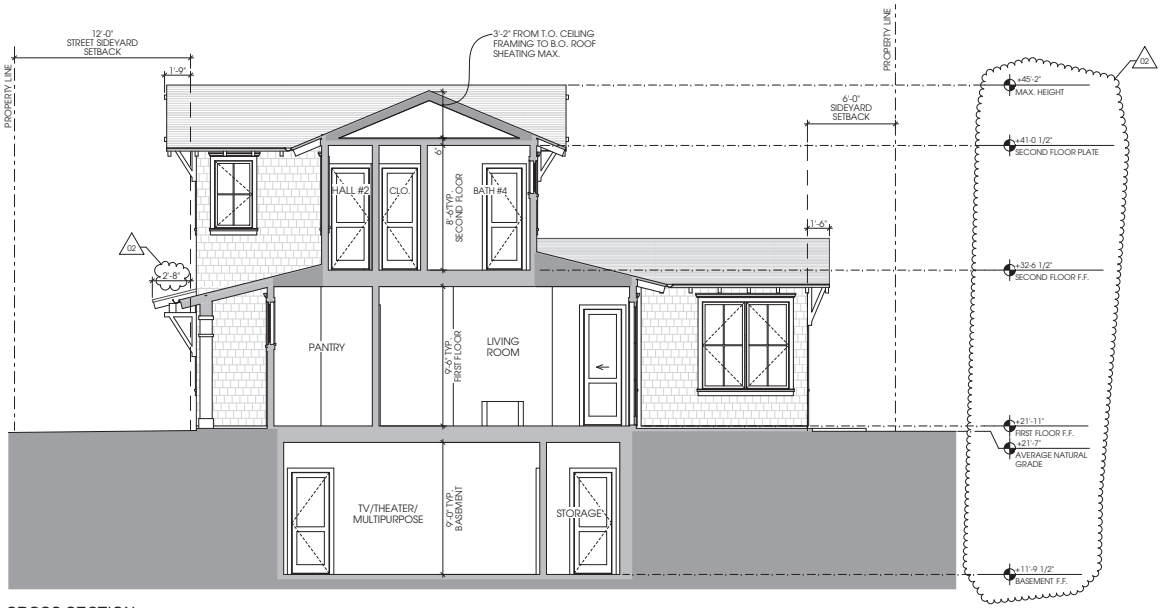
JOB NO: 202128

A3.2



2 / A4.1 LONGITUDINAL SECTION

SCALE: 1/4" = 1'-0"



1 / A4.1 CROSS SECTION

SCALE: 1/4" = 1'-0"

SDA

SCHNEIDER DESIGN ASSOCIATES

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McGARAGHAN RESIDENCE

103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

PLANNING SUBMITTAL	07.01.22
01 PLANNING RESPONSES	09.22.22
02 PLANNING RESPONSES	12.15.22

SCALE:

JOB NO: 202128

A4.1



1 / A5.1 FRONT RENDERING
NOT TO SCALE



2 / A5.1 CORNER RENDERING
NOT TO SCALE

SDA

SCHNEIDER
DESIGN
ASSOCIATES

514 23rd AVENUE
SAN FRANCISCO,
CALIFORNIA, 94121
415.845.5472

A.P.N. : 055-292-370

McGARAGHAN RESIDENCE

103 DUNSMUIR WAY
MENLO PARK, CA 94025

ISSUED:

	PLANNING SUBMITTAL	07.01.22
01	PLANNING RESPONSES	09.22.22
02	PLANNING RESPONSES	12.15.22

PERSPECTIVES

SCALE: N.T.S.

JOB NO: 202128

A5.1

PROJECT DESCRIPTION

103 DUNSMUIR WAY, MENLO PARK, CA

The current owners of this property have lived at 103 Dunsmuir for 14 years and love the neighborhood. The current home is a single story and their family of five has outgrown the home. Rather than leave their beloved neighborhood they have decided to build a new home closely suited to their family size with the intention of making this their "forever home".

The scope of work is to demolish an existing single story home and construct a new two-story home over a partial basement. The massing of the home has been carefully considered to enhance the neighborhood aesthetic by breaking the home into distinct smaller elements that keep the scale of the home in character with the neighborhood. The home is also designed to enhance the life of the street by incorporating a front porch as a focal point of the front facade. This outdoor space gives the owners a comfortable place to relax and enjoy their front yard while interacting with neighbors and activating the street. This element has been incorporated into the design becasue the current house has a front porch and the owners use their front yard and porch often and enjoy their interactions with neighbors.

The style of the home is California Craftsman with a shingled exterior and simple detailing to include window and door trim with crown molding and brackets to support roof overhangs. In keeping with this simple yet elegant architectural style the home incorporates exposed rafter tails and detailed front porch posts and beams.

The design process looked at the site layout and neighborhood pattern and interspersed lower, single story elements such as the front porch roof, wrap-around single story rear roof, covered side porch, and garage to bring the scale of the home down to the human scale on all sides. The second story of the home reads through on the front on either side of the front porch with articulated gable-end roofs that are in scale with the home and the neighborhood fabric.

The design seeks a balance between maintaining the setback from the street on the South facade and preserving the North neighbor's access to southern exposure. By keeping the majority of the rear of the home well away from the rear setback and stepping the second story away even more than the first floor we have been very careful to preserve the privacy and access to daylight for the North neighbor. On the South facade we have articulated the front of the home by stepping the center section of the home back to incorporate a protected front porch. The second story over this front porch is set back from the front of the home even further to articulate the front elevation and break it into smaller elements that fit with the character of the neighborhood.

The owners of the home have done extensive outreach to the neighbors, focusing their efforts on those that will be most effected by the project, the immediate neighbors. Please see attached the map showing the extent of the neighbor outreach done to date. Please also see the three letters of approval provided by three of the neigbors that are directly impacted by the project. To date the owners have not received any negative feedback regarding the project.

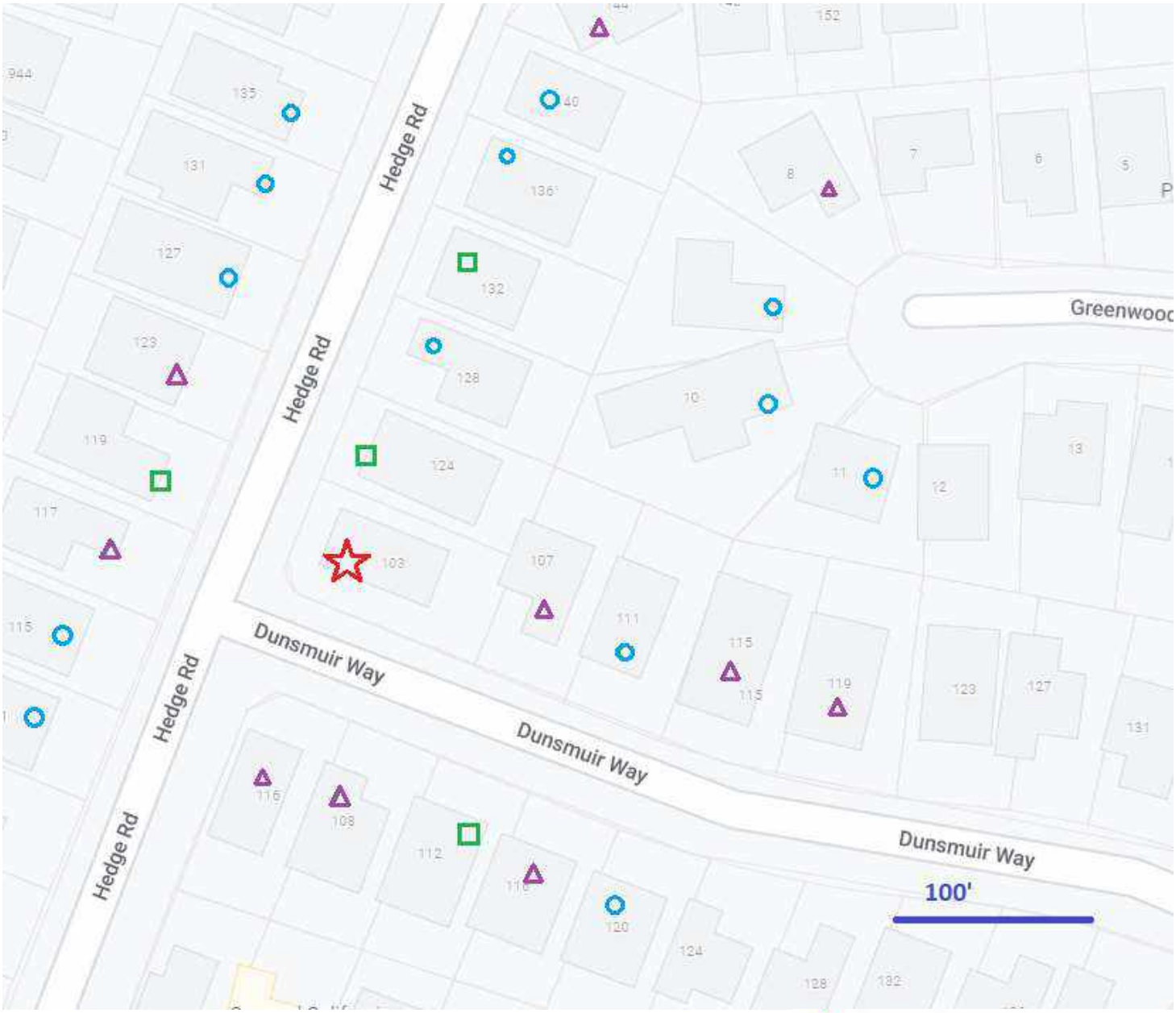
PROJECT DESCRIPTION (Continued)

103 DUNSMUIR WAY, MENLO PARK, CA

Overall we feel that the careful siting and design of this new home will make it feel like it belongs and fits seamlessly into the neighborhood. The intent of the design was, from the beginning, to be sensitive to the character of the neighborhood, respect the needs of the immediate neighbors in terms of their privacy and access to light, and closely fit the daily needs of its inhabitants.

The owners and architect feel strongly that this project, once complete, will blend so well with the fabric of the neighborhood that it will seem that is was "always there".

103 Dunsmuir
Project Plan Neighborhood Outreach Map*



* In addition to the outreach shown above, we have discussed our plans with many more of our neighbors on an informal basis, and have received positive feedback all around.

Dear Neighbors,

John and I moved to Suburban Park almost 14 years ago. Since we've lived here, our family has expanded from the two of us and a baby to the two of us and three tweens/teens(!). Thank you for being amazing neighbors to our family throughout these years. We all love this neighborhood and our neighbors, and we're excited to start on the adventure of expanding our house to accommodate our family.

We're planning to rebuild our home at 103 Dunsmuir Way and replace it with a two-story home in the California Shinge/Arts and Crafts style (you can see a rendering of the proposed design below). We are aware of the impact that constructing a new house can have on the neighborhood - both the benefits to home values in the long run but also the hassle of construction in the shorter term. We intend to optimize the first while minimizing the latter. If you have any questions, we would be happy to discuss them and share more details of our plans with you.

Kindest regards,
Amy, John, Paige, Fiona and PJ
amy@bricklily.com john@mcgaraghan.com
Mobile: 650-269-1472 (Amy) or 650-353-6128 (John)



September 3, 2022

City of Menlo Park Planning Commission

My wife and I, Carol and Jerry Marsh, live at 124 Hedge Rd. which is the adjoining property of 103 Dunsmuir Wy. We have lived in Suburban Park for fifty two years. We have known the family of Amy and John McGaraghan for approximately 14 years and consider the family to be outstanding neighbors.

We have had an opportunity to review and discuss the proposed remodel with Amy and John of their home located at 103 Dunsmuir Wy. It is my opinion the proposed remodel will be an asset to property value in Suburban Park and the surrounding community.

Carol and I approve of the proposed remodel and support moving the project forward as soon as possible.

Thank You,

Jerry & Carol Marsh

Juan Cueva
119 Hedge Road
Menlo Park, CA 94025
August 8, 2022

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

Dear City of Menlo Park Planning Commission:

I am writing to voice my support of the McGaraghan rebuilding project at 103 Dunsmuir Way, Menlo Park.

I have lived at 119 Hedge Road, directly across the street from 103 Dunsmuir, since 2009. John and Amy McGaraghan reviewed their construction plans, the short- and long-term impacts, and the timeline for the project. I also had the opportunity to discuss the project with them. The McGaraghan rebuilding project has my full support. I can be reached at jgcueva@gmail.com or (650) 814-3559 if additional information is required.

Sincerely,

Juan Cueva

From: Jon Wright <wrightjon81@gmail.com>
Date: September 22, 2022 at 11:58:34 AM PDT
To: cchan@menlopark.org
Cc: "Annabel R. Chang" <annabel.chang@gmail.com>
Subject: In support of 103 Dunsmuir Way application

Hi Calvin –

We live at 112 Dunsmuir Way across from 103 Dunsmuir Way and are writing in strong support of their current application and plans.

The applicants are beloved members of the neighborhood who are gracious with both their time and space. Their current house is a welcome point when entering Suburban Park and has served as a natural convening point for neighbors, walkers and playing children.

It is clear they have taken this responsibility seriously with the current design as it compliments and enhances the character of the neighborhood. Notably, it will be a warm and beautiful home that welcomes people into our community as they turn on to Hedge from Bay Road.

We are aware that the applicant is applying for a variance on the Dunsmuir side for the daylight plane and are supportive. It will have no real impact whatsoever.

We are so happy for this family and eager to see their “forever home,” be built.

Thank you for your consideration,

Jon Wright and Annabel Chang

Menlo Park Planning Department and Commissioners,

Amy and I have spoken at length with our architect about our variance application and options. Upon reflection, we feel strongly that the existing design is the best for the space, and that conforming designs we have considered will be more detrimental to the North neighbor's access to light and air. At this time, we would prefer to focus the Planning Commission meeting on our proposed design and the merits of our variance application. Because the conforming options we have explored would cast shadows on our neighbor's home we prefer not request a conforming option to the Planning Commission at this time. As much as Amy and I would like to expedite approval and move on to the next phase of the project, we think that it is more important to achieve the best outcome for the neighborhood.

To simplify our position, the language of MPMC 16.82.340(a) you shared with us expresses the spirit and intent of the variance process very clearly (i.e. to grant a variance where, under the specific circumstances "the literal enforcement of the requirements of [the] title would cause undue hardship unnecessary to carry out the spirit and purpose of [the] title"). Understanding that there is a high bar to achieve a variance, we believe that redesigning the project to conform would be unnecessarily burdensome, without any benefit of the type the daylight plane requirements are intended to address. In fact, the most readily available conforming designs would cause our structure to cast significant shade on our North neighbor's sun room, without any corresponding benefit to the street.

To help clarify and summarize the support for our variance we have put together the following outline of our responses to the Purpose and Findings for the application.

Thank you for your consideration.
John and Amy McGaraghan
103 Dunsmuir Way

Purpose. The purpose of the variance is to allow variation from the strict application of the terms of this title where, by reason of the exceptional narrowness, shallowness or unusual shape of a specific piece of property, or by reason of exceptional topographic conditions or other extraordinary situation or condition of such piece of property, or by reason of the use or development of property immediately adjoining the piece of property in question, the literal enforcement of the requirements of this title would cause undue hardship unnecessary to carry out the spirit and purpose of this title.

- The request addresses the specifics of the lot (i.e. the "side" in question is a south-facing street side) where the requested variance would not block neighbors' access to light, but a conforming design would.
- The immediately adjoining property on the affected side is the Dunsmuir Way right of way, not a neighboring lot, and in any event faces south (so the daylight will always come from the opposite direction of the structure).

- The immediately adjoining property on the North side is a single story residence, situated at the 6’ setback, with a south facing, ground level sun room. The residents have lived there for over 50 years, are retired, and spend significant time at home.
- The spirit and purpose of the requirement is to protect access to light for lots, not street rights-of-way.
- The North neighbor's access to light from the South was not an afterthought but an integral part of the design intent of the house at 103 Dunsmuir. We made this very clear to our architect from the very start of our design process.
- We have considered a conforming design that meets both side daylight plane requirements, and conducted a “light study”. As shown in our variance materials, implementing the conforming design will burden our neighbor with a meaningful reduction to light and sky on the south side of their house – literally casting shadows on their sun room.
- Alternatively, requiring a complete redesign that conforms and also adequately protects our North neighbor would be unnecessarily burdensome on us, and not provide any benefit of the type the daylight plane requirements are designed to protect.
- Having already put significant time and effort and money into this design and variance process (specifically for the purpose of protecting the North neighbor’s access to light and sky), adding additional time, effort, and expense for an outcome that does not benefit neighbors, and would likely cause harm, is undue.

FINDING #1
That a hardship peculiar to the property and not created by any act of the owner exists. In this context, personal, family or financial difficulties, loss of prospective profits and neighboring violations are not hardships justifying a variance. Further, a previous variance can never have set a precedent, for each case must be considered only on its individual merits

- 103 Dunsmuir is a corner lot, situated with a neighbor to the North and a street to the South.
- Since the “side” of the lot faces south toward the street, there is no neighbor in that direction to protect, and since the sunlight comes from the south, the structure cannot block access to light on or across the street.
- This situation is rare - of +/-500 lots in Suburban Park/Lorelei Manor/Floor Park Triangle only eight (roughly 1.5%) have a similar situation where a corner lot has a South-facing street “side” and a lot to the North.
- 103 Dunsmuir is substandard width and narrower than several of the 8 similarly situated lots (at 60’ rather than 65’, the deficiency is greater than the amount of the requested variance).
- The neighbor directly to the North has a “sun room” situated at ground level on its south side, which we are trying to protect – a conforming design would cast significant shade on that room.

FINDING #2
That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors

- The additional street-side setbacks are intended to create a consistent street impression along the street side, but unlike the other lots that front on the street do not have the same daylight plane requirements on the fronts of their homes.
- In this way, our street side is treated like a “front”, whereas other homes’ fronts do not have daylight plane requirements, because the rationale of the daylight plane requirements is to protect the home on the adjacent lot. The application of the daylight plane to the street side prevents us from enjoying the same ability to choose how to mass and structure the front of our home that other neighbors have.
- An alternative conforming design would push the structure both North and East, and the variance preserves our ability to enjoy the same type of combination of back yard space and square footage as other similar properties that do not have a street-facing side.
- As applied in the traditional case (i.e. at the 6’ setback from the adjoining neighboring home), our design would get the benefit of the gable roof exceptions and would be permissible. The additional street side setback eliminates that right without any corresponding daylight benefit to the street.
- We have communicated extensively with neighbors throughout the process, including with regard to our approach to the design and the variance application. We have broad support from neighbors, many of whom have already reached out to the planning department directly. With regard to the variance, neighbors have generally expressed to us that they view it as a natural, rational adjustment of the rules to support their intent, rather than a special dispensation for us.
- 103 Dunsmuir is not gaining a privilege but is acting primarily to best protect their neighbors’ enjoyment of their lot, and prevent actual loss of light in their sun-room.

FINDING #3
That the granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property

- We have explored conforming designs – moving the structure back roughly 5 feet feet would put it inside both South and North side daylight planes – and the result would materially impair the North neighbor’s access to sun, as shown by our light study.
- The purpose of our variance request is to protect the North Neighbor's supply of light and air, specifically to protect their south-facing sun room (which would be shaded by a conforming design).
- There is no detrimental effect on a neighbor to the South because there is no South neighbor - only a street right of way.
- There is no detrimental effect on the street because the street side setbacks and right of way already place the structure 20 feet back from the sidewalk, and the structure cannot cast a shadow to the south.
- The diminishing triangular shape of the incursions minimize any perceived impact from the street side (and, if on a neighbor-facing side, would be afforded the benefit of the gable roof exception).

FINDING #4
That the conditions upon which the requested variance is based would not be applicable, generally, to other property within the same zoning classification.

- Corner lots with a street-side facing south constitute only 1.5% of the homes in the Flood Triangle / Lorelei area.
- 103 Dunsmuir is substandard width (by more than the amount of the requested variance) and is narrower than some of the other corner lots with south facing street-sides
- Our North side neighbor that is at the 6’ side setback, and that has a south facing, ground level sun room on that side of the house.

FINDING #5
That the condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process.

- The situation where there is a street right of way to the South and a neighboring property to the North is unusual – it occurs in a very small portion of the lots in this area (see finding 1).
- The strict application of the zoning code as it relates to the daylight plane in this situation is detrimental to the North neighbors without protecting any other stakeholders (there is no immediate neighbor to the South)
- While the setback calculations in the code specifically address street-side lots (which address traffic sight lines around corners and consistency of building presentation along the street side), the daylight plane requirements only refer to setbacks, and it is not clear that the issue was considered or that this was the intended effect.
- While we are only asking for a variance in our case, we believe the zoning code could be improved by considering this situation and revising to more effectively enable thoughtful development and consistent application of the rules amongst neighbors, while still providing the protections for neighbors intended by the section.

VARIANCE FINDINGS

103 DUNSMUIR WAY, MENLO PARK, CA

The following findings must be made for the approval of a variance. Please see the findings and how we believe our project meets each one.

BACKGROUND

The property at 103 Dunsmuir Way is situated as shown in Figure 1. This configuration has a long street-side setback on its South side with a neighboring property directly to the North. This is important because the winter daylight comes from the South and is more readily blocked by the Southern neighbor. Because the street-side setback in the R-1-U zoning district is 12' while the interior-side setback is a minimum of 5' and is 6' in this particular case, the zoning code encourages the placement of the corner house closer to the neighboring property and further from the street. When the corner property is to the South of the neighboring property this sets up a situation where more daylight can potentially be blocked by the South neighbor than is desirable.

FINDING #1
That a hardship peculiar to the property and not created by any act of the owner exists. In this context, personal, family or financial difficulties, loss of prospective profits and neighboring violations are not hardships justifying a variance. Further, a previous variance can never have set a precedent, for each case must be considered only on its individual merits;

> The property is one of +/-500 in the Suburban Park/Lorelei Manor/Floor Park Triangle. Within this same area there are (8) or 1.6% that have the situation described above and shown in Figure 1. This is shown in Figure 2. Because the particular situation of this lot is a minority case and the orientation of the lot and its relationship to its neighbors has not been created by any act of the owners Finding #1 is met.

FINDING #2
That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors;

> Typically a side yard faces a neighboring property - this is the case in the vast majority of properties in this neighborhood. Because a majority of properties in this neighborhood have neighbors opposite their side yards it makes sense that the daylight plane be applied to these side yards. In the case of the South side of 103 Dunsmuir Way the "side yard" is actually the natural front of the house. The current house is oriented this way (see 1/A3.0 showing the existing front door on the South elevation). For the vast majority of properties in this neighborhood the front facade is not subject to a daylight plane limitation. Because the front of the vast majority of homes in the neighborhood do not have their front elevations

subject to a daylight plane restriction, tempering the side yard daylight plane on the South side of 103 Dunsmuir preserves the same property rights that other conforming properties enjoy.

To take this a step further it would make sense that the side-yard daylight plane be applied to what is the rear of 103 Dunsmuir as this is the second side of this property that abuts a neighbor and has a similar circumstance as a typical side-yard. Please see 1/A3.1 & 1/A3.2 showing the application of the daylight plane to the East side of 103 Dunsmuir way. This is the "rear" of the property but in actuality more closely aligns with the "side" orientation as there is a neighbor on this side. The current design keeps the new residence well clear of the daylight plane applied to this side of the property. Because of the special circumstances in the naming of the property lines for 103 Dunsmuir Way, allowing the daylight plane to be applied to what is the "rear" of the property instead of the "side" aligns perfectly with the interpretation of the zoning code for the vast majority of properties in the neighborhood therefore it does not constitute a special privilege. Because of this, Finding #2 is met.

FINDING #3
That the granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property;

By allowing what is effectively the "front" of the property to minimally penetrate the daylight plane restriction as described in Finding #2, we can place the proposed home on the property so that it is further to the South by +/-4'. This keeps the project out of the 12' side-yard setback per the zoning code with a minor incursion into the daylight plane on this side. By placing the home +/-4' further South, the shading that the proposed project does to the North neighbor is actually significantly reduced in the winter months due to the property's' relative orientations. This is shown in Figure 3A-3D. The wintertime shading due to the proposed project is significantly better with the variance granted. Becasue of this the North neighbors' enjoyment of their property is actually better with the variance granted as they will receive more direct light in the winter months.

In an effort to minimize our incursion into the daylight plane the design of the home has been modified after initial submittal with the ceiling heights on each of the two floors reduced by 6" each for a total height reduction of 12". This allows the design to retain its craftsman style while limiting its protrusion into the daylight plane.

On the street side the placement of the house +/-4' closer to the side-yard setback does not have a meaningful impact on the supply of light and air as the right of way is 50' wide and the setback is a further 12'. As designed with the variance the front of the house is +/-17' from the back of the sidewalk. In addition to the wide right of way and setback is the fact that this "side" of the property faces South so there is never a time when the proposed project shades the right of way.

Because of the fact that granting the variance makes the neighbor's light and air situation materially better and does not materially effect the light and air at the right of way Finding #3 is met.

FINDING #4

That the conditions upon which the requested variance is based would not be applicable, generally, to other property within the same zoning classification.

Similar to the discussion for Finding #1 and referencing Figure #1 & Figure #2, this particular situation applies to only 1.6% of the +/-500 properties in the neighborhood. Because of this and the description given in the "Background" and 'Finding #1', Finding #4 is met.

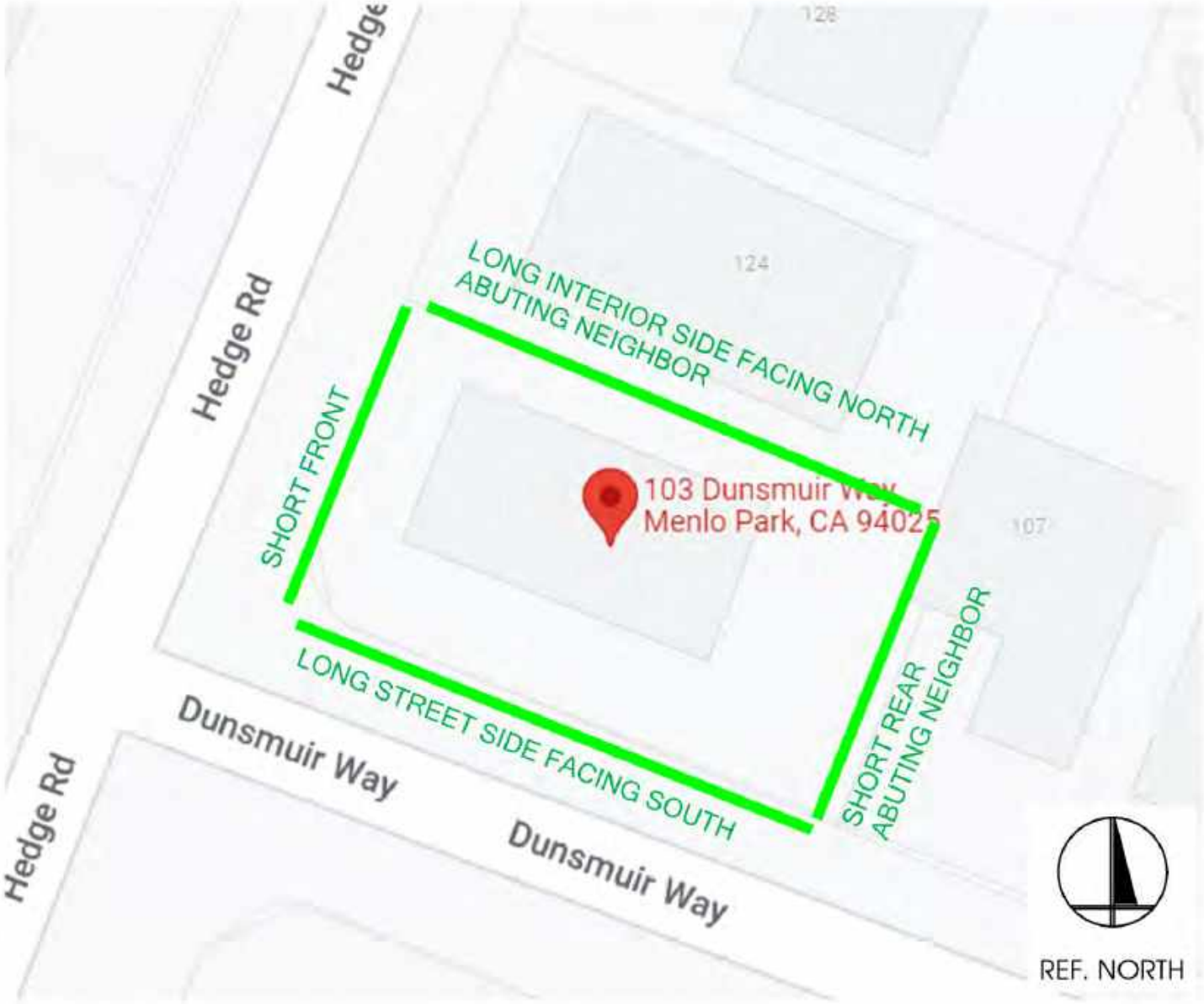
FINDING #5

That the condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process.

Because this particular case as it relates to the property orientation relative to other properties and the orientation of the property in relation to the sun angles as described in the discussion of Finding #3, this specific situation is a very unusual factor that could not have been anticipated in detail. Because of this Finding #5 is met.

FIGURE 1

UNIQUE CHARACTARISTICS OF SUBJECT PROPERTY SITING - 103 DUNSMUIR WAY



- THE SUBJECT PROPERTY IS SITUATED ON A CORNER WITH ITS FRONT YARD DETERMINED TO BE ITS SHORT SIDE

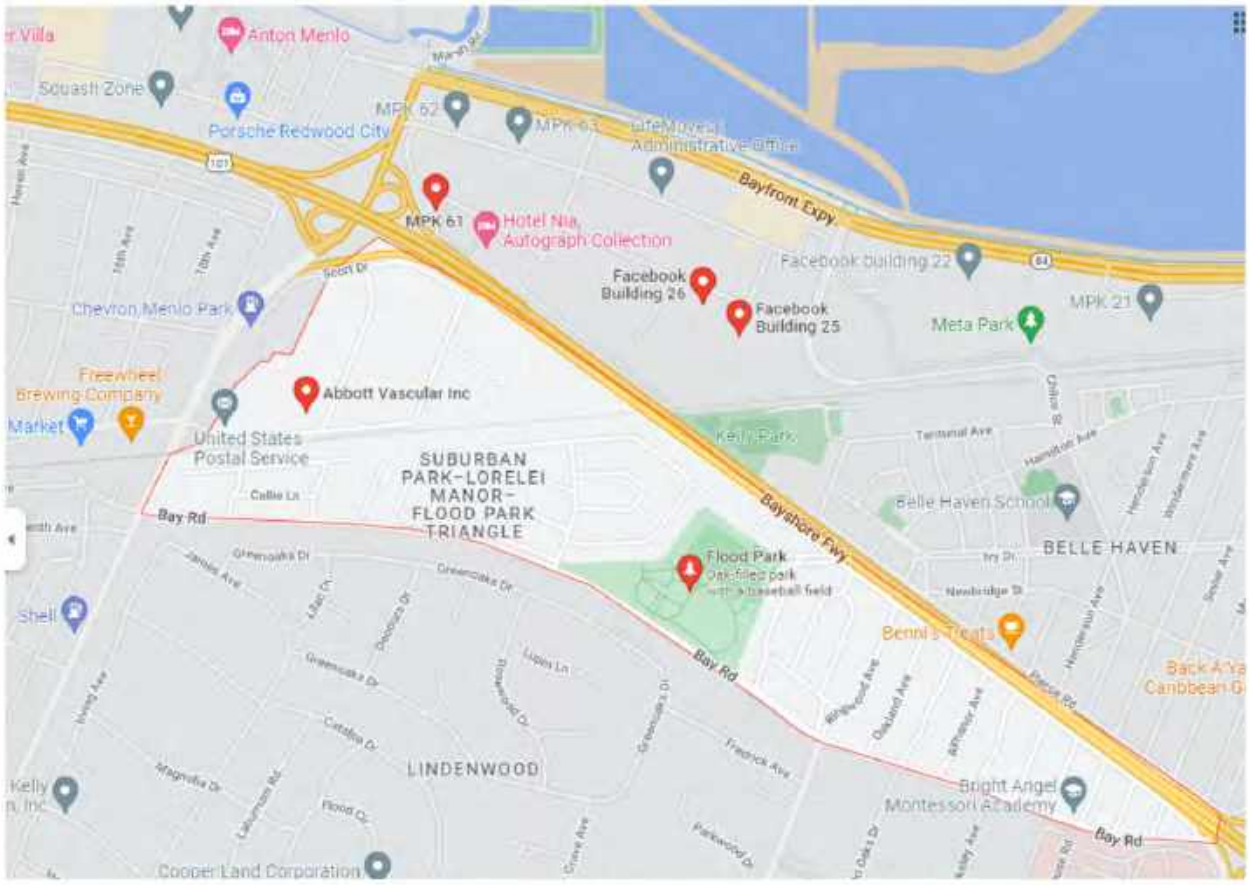
- THE SUBJECT PROPERTY HAS A LONG SIDE YARD FACING A STREET THAT IS TO THE SOUTH OF THE PROPERTY

- THE SUBJECT PROPERTY HAS A NEIGHBORING PROPERTY TO THE NORTH THAT SHARES A LONG INTERNAL SIDE YARD

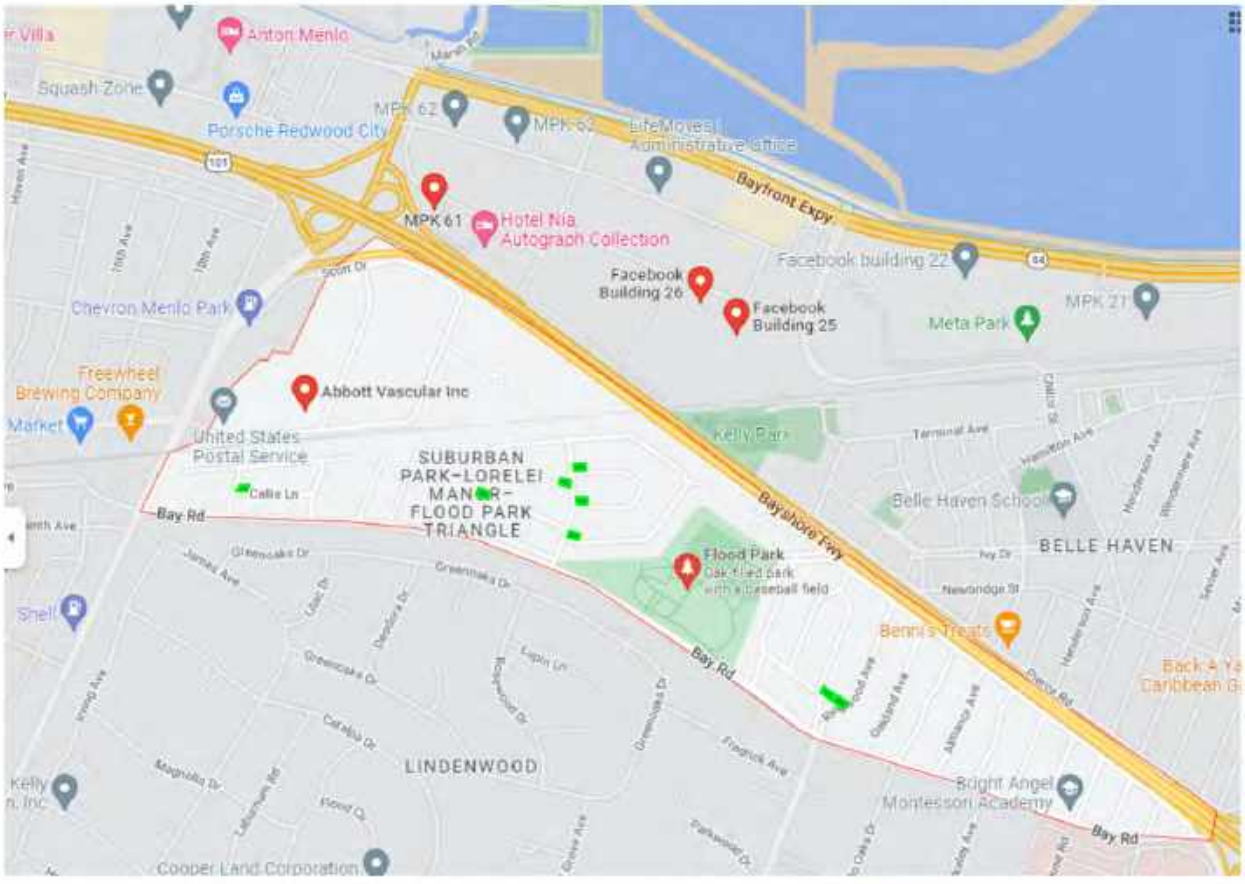
- THE SUBJECT PROPERTY HAS WHAT IS DETERMINED TO BE ITS REAR YARD FACING A NEIGBORING PROPERTY

FIGURE 2

AREA MAP SHOWING SMALL NUMBER AND % OF PROPERTIES WITH SIMILAR SITING



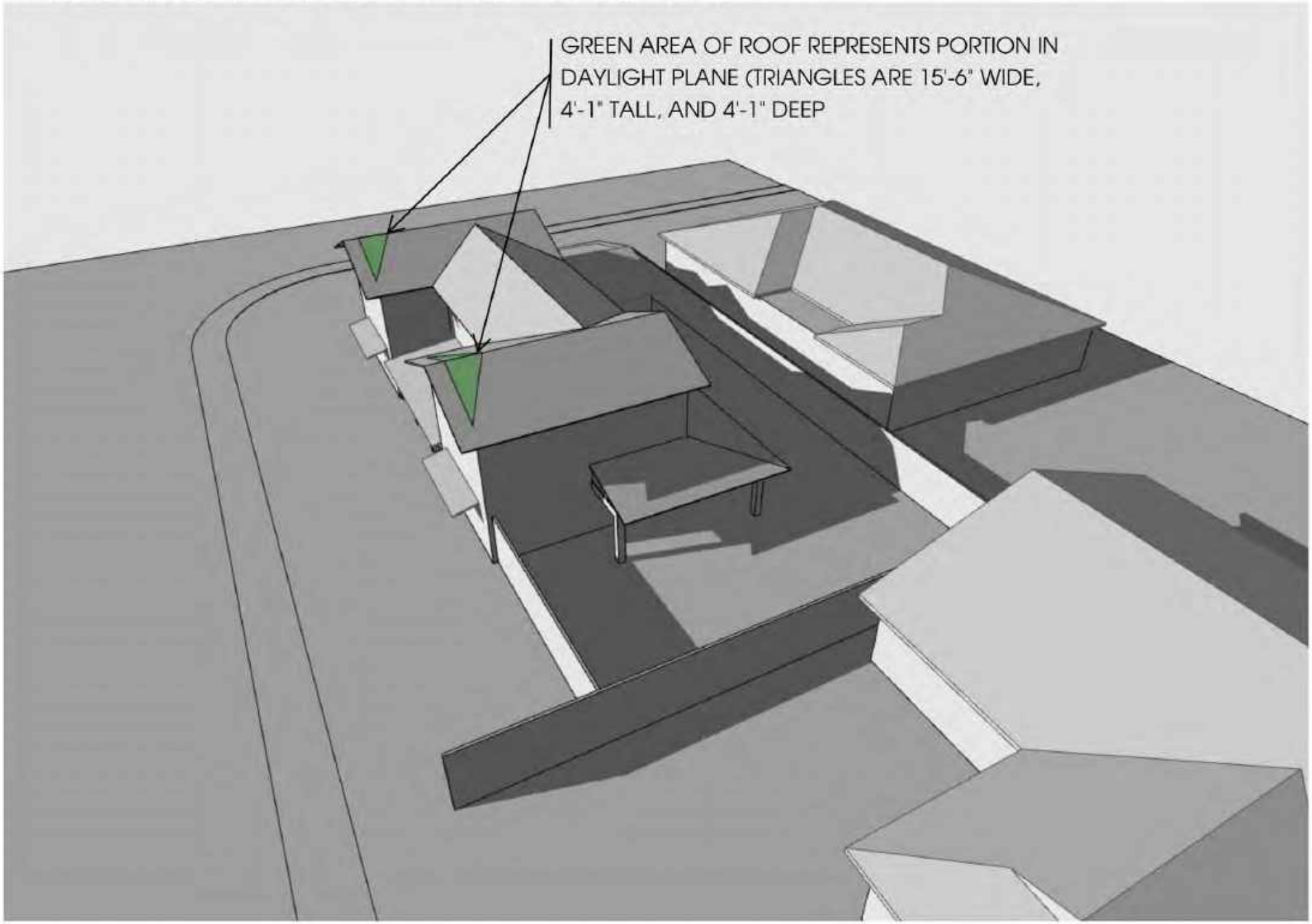
+/-500 RESIDENTIAL PROPERTIES IN SUBURBAN PARK/LORELEI MANOR/FLOOD PARK TRIANGLE



(8) PROPERTIES (1.6% INCLUDING SUBJECT PROPERTY) MARKED IN GREEN HAVE A LAYOUT SIMILAR TO THE SUBJECT PROPERTY AS SHOWN IN FIGURE 1. THESE ARE THE ONLY PROPERTIES WHERE LOW WINTER LIGHT IS MORE READILY BLOCKED FROM THE NORTH NEIGHBOR IF THE SIDE YARD DAYLIGHT PLANE IS APPLIED TO THE STREET SIDE.

FIGURE #3A

MASSING MODEL SHOWING DESIGN WITH ROOF IN DAYLIGHT PLANE

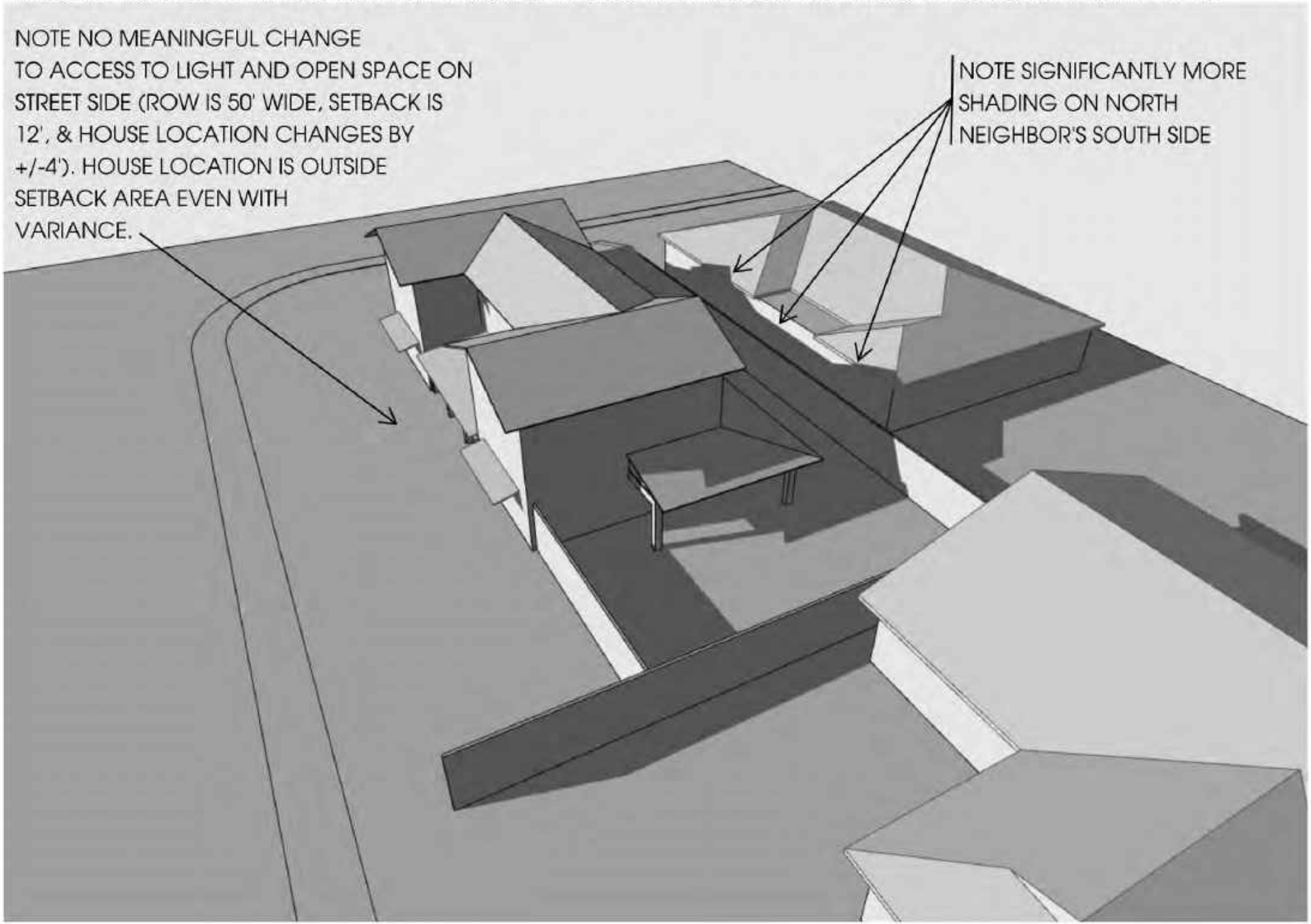


EXISTING DESIGN - WITH DAYLIGHT PLANE VARIANCE

DECEMBER 1, 2:00pm

FIGURE #3B

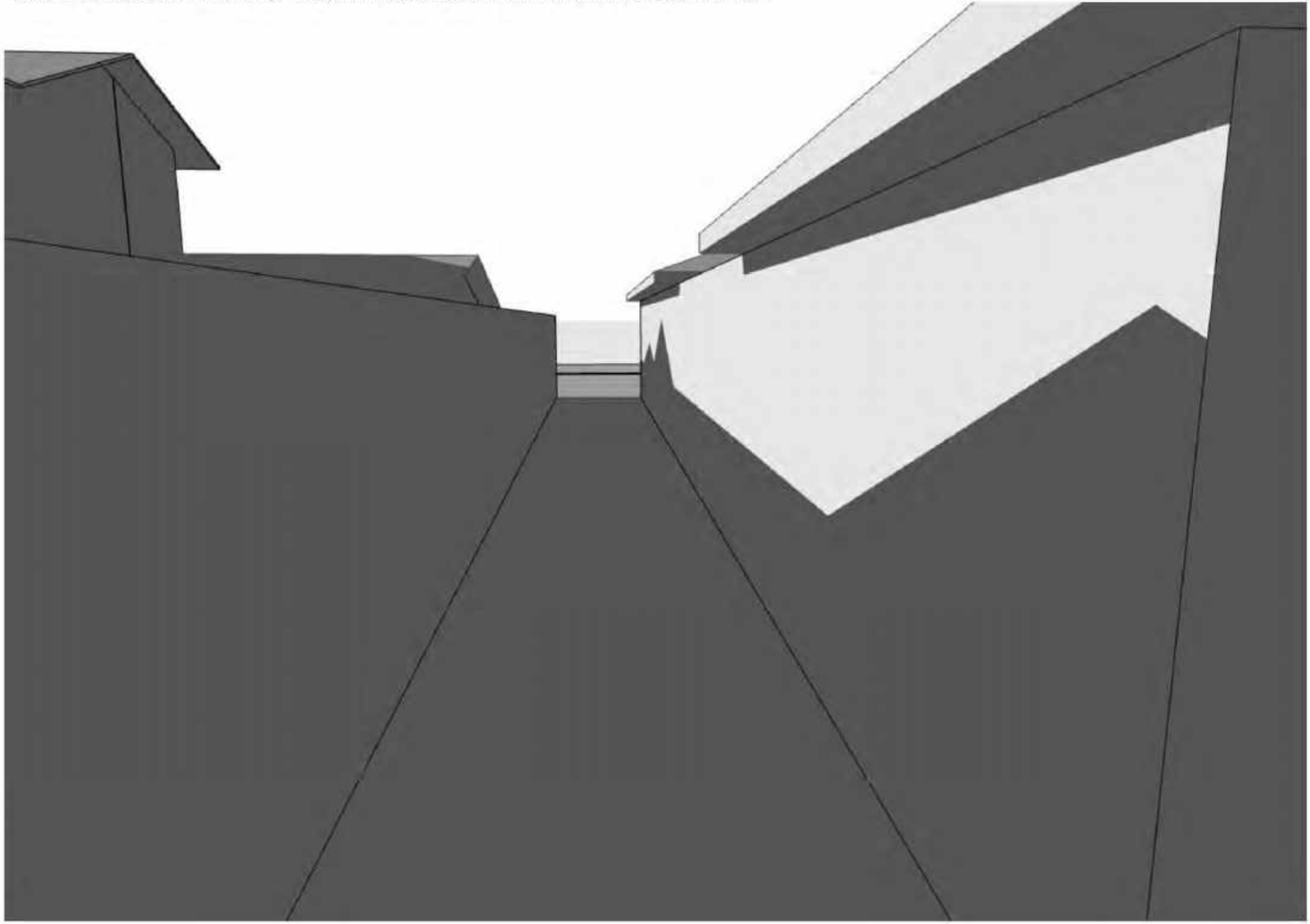
MASSING MODEL SHOWING DESIGN WITH PROJECT PUSHED NORTH ON LOT TO AVOID STREETSIDE DAYLIGHT PLANE



DESIGN WITHOUT DAYLIGHT PLANE VARIANCE

DECEMBER 1, 2:00pm

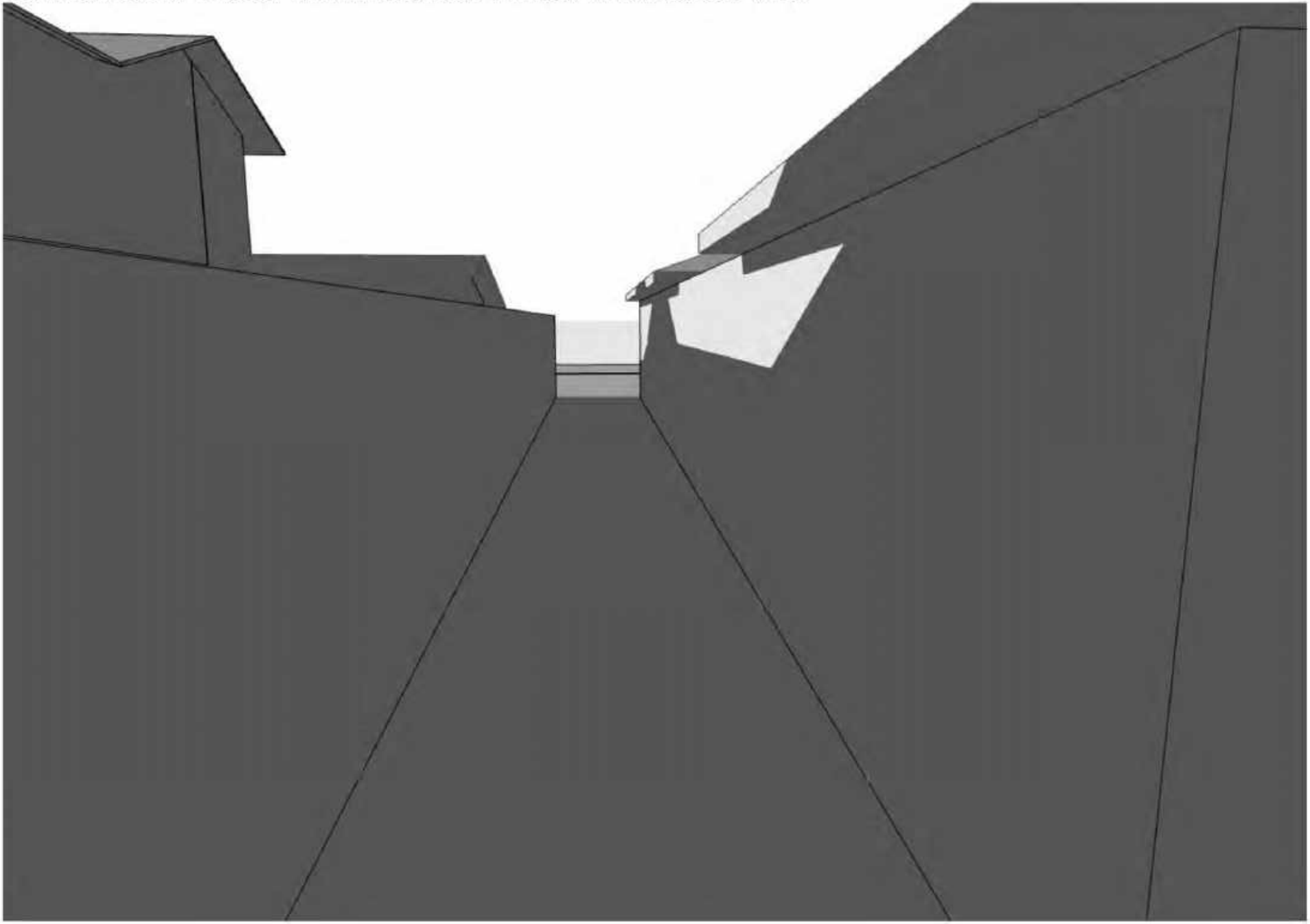
FIGURE #3C
LIGHT ON SOUTH WALL OF NORTH NEIGHBOR WITH VARIANCE GRANTED



EXISTING DESIGN - WITH DAYLIGHT PLANE VARIANCE
DECEMBER 1, 2:00pm

FIGURE #3D

LIGHT ON SOUTH WALL OF NORTH NEIGHBOR WITHOUT VARIANCE GRANTED



DESIGN WITHOUT DAYLIGHT PLANE VARIANCE

DECEMBER 1, 2:00pm

LOCATION: 103 Dunsmuir Way	**PROJECT NUMBER:** PLN2022-00039	**APPLICANT:** Marshall Schneider	**OWNER:** John and Amy McGaraghan

PROJECT CONDITIONS:

1. The use permit shall be subject to the following conditions:

   a. The applicant shall be required to apply for a building permit within one year from the date of approval (by February, 27, 2024) for the use permit to remain in effect.

   b. Development of the project shall be substantially in conformance with the plans prepared by Schneider Design Associates. consisting of 18 plan sheets, dated received December 15, 2022 and approved by the Planning Commission on February 27, 2023 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

   c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

   d. 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.

   e. 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.

   f. 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.

   g. 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.

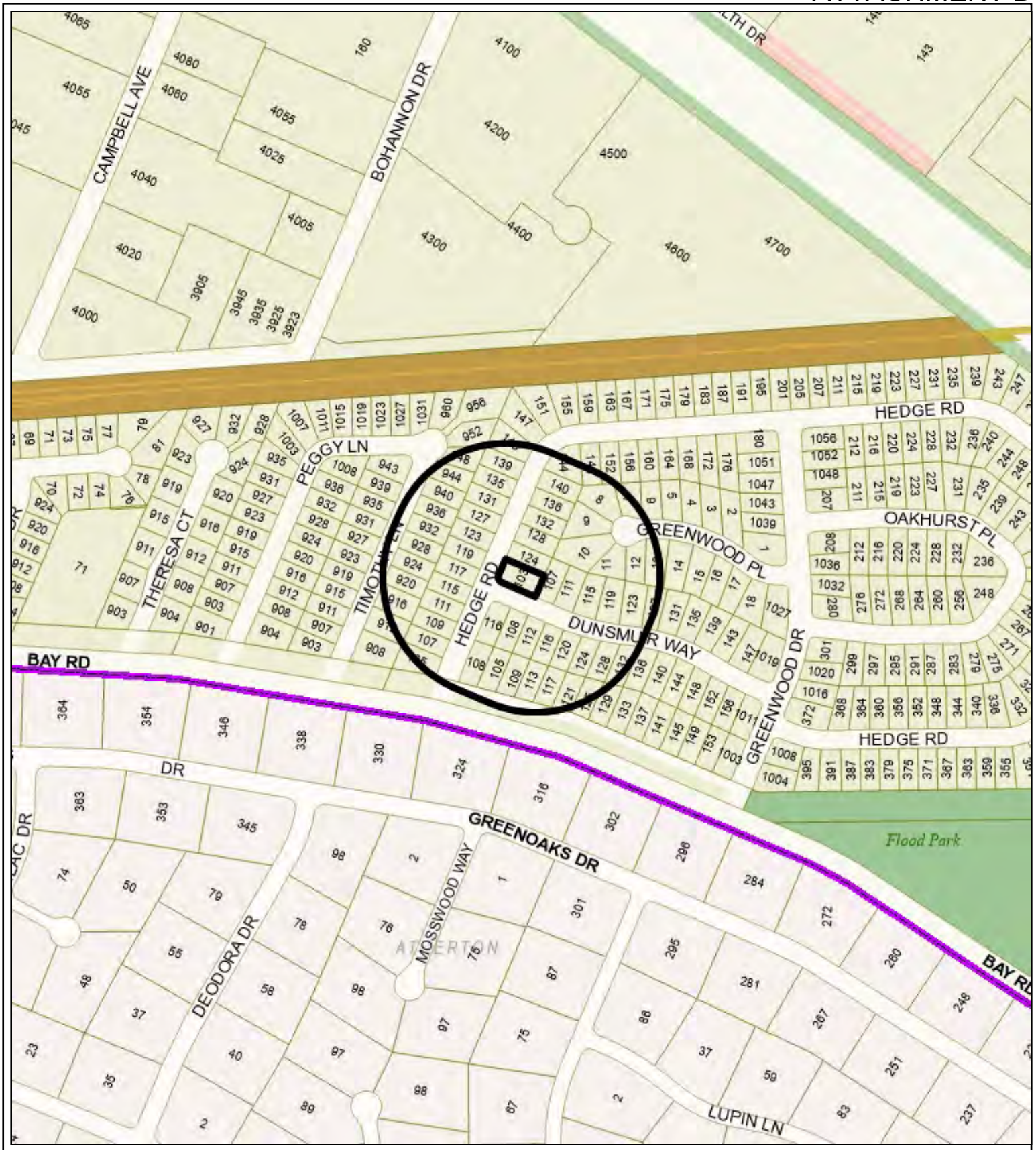
   h. Remove and replace sidewalk, curb and gutter along entire project frontage.

   i. Heritage trees in the vicinity of the construction project shall be retained and/or protected pursuant to the Heritage Tree Ordinance and the Arborist Report/Tree Protection Report prepared by Aesculus Arboricultural Consulting, dated October 3, 2022. Upon Building Permit application, all tree protection measures/recommendations identified within the Arborist Report/Tree Protection Report shall be included as a sheet within the plan set and shall be adhered to.

   j. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.

   k. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any

LOCATION: 103 Dunsmuir Way	**PROJECT NUMBER:** PLN2022-00039	**APPLICANT:** Marshall Schneider	**OWNER:** John and Amy McGaraghan
said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.			



City of Menlo Park

Location Map

103 Dunsmuir Way

Scale: 1:4,000 | Drawn By: CC | Checked By: CDS | Date: 1/23/2023 | Sheet: 1

103 Dunsmuir Way (PLN2022-00039) – Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	6,552.0 sf	6,552.0 sf	7,000 sf min
Lot width	60.0 ft	60.0 ft	65 ft min
Lot depth	110.0 ft	110.0 ft	100 ft min
Setbacks			
Front (west)	20.0 ft	23.3 ft	20 ft min
Rear (east)	20.0 ft	21.8 ft	20 ft min
Side (north-inside)	6.0 ft	11.8 ft	6 ft min
Side (south-street)	12.3 ft[1]	18.0 ft	12 ft min
Building coverage	2,079.0 sf 31.7 %	1,737.0 sf 26.5 %	2,293 sf max 35 % max
FAL (Floor Area Limit)	2,795.8 sf	1,737.0 sf	2,800 sf max
Square footage by floor	901.8 sf-basement 1,382.4 sf-1st 976.0 sf-2nd 437.4 sf-garage	0.0 sf-basement 1,347 sf-1st 0.0 sf-2nd 390.0 sf-garage	
Square footage of buildings	3,697.6 sf	1,737.0 sf	
Building height	23.6 ft	13.7 ft	28 ft max
Parking	2 covered spaces	2 covered spaces	1 covered space; 1 uncovered space
Note: Areas shown highlighted indicate a nonconforming or substandard situation			

Trees					
Heritage trees[2]	3	Non-Heritage trees	1	New trees	0
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	1	Total number of trees	3
Note 1: A variance is requested for building intrusion into the daylight plane at the south side. Note 2: Two heritage trees are street trees.					

Aesculus
Arboricultural Consulting

10/3/22

John McGaraghan
103 Dunsmuir Way
Menlo Park, CA 94025
(650) 353-6128
john@mcgaraghan.com

Re: Tree protection for full teardown and rebuild of single-family home at 103 Dunsmuir Way, Menlo Park, CA 94025

Dear John,

At your request, we have visited the property referenced above to evaluate the trees present with respect to the proposed project. The report below contains our analysis.

Summary

There are three protected trees and one non-protected tree on this property, and none overhanging from neighboring properties. The non-protected tree is requested for removal by the client. All protected trees are in good condition and should be retained and protected as detailed in the Recommendations, below. With proper protection, all are expected to survive and thrive during and after construction.

Assignment and Limits of Report

We have been asked to write a report detailing impacts to trees from the proposed full teardown and rebuild of a single family home on this property. This report may be used by our client and other project members as needed to inform all stages of the project.

All observations were made from the ground with basic equipment. No root collar excavations or aerial inspections were performed. No project features had been staked at the time of our site visit.

Tree Regulations

In the City of Menlo Park, native oak trees are protected at 10 inches DBH (diameter at breast height, 4.5 feet above grade), and all other trees are protected at 15 inches DBH. Street trees are protected regardless of size.

According to the Heritage Tree Ordinance Administrative Guidelines, the dollar value of replacement trees is determined as follows:

- One (1) #5 container – $100
- One (1) #15 container – $200
- One (1) 24-inch tree box – $400
- One (1) 36-inch tree box – $1,200
- One (1) 48-inch tree box – $5,000
- One (1) 60-inch tree box – $7,000

Please be aware of the following documents guiding tree protection during construction in Menlo Park:

1. Heritage Tree Ordinance Administrative Guidelines - https://www.menlopark.org/DocumentCenter/View/25577/Heritage-tree-ordinance-administrative-guidelines---draft
2. Arborist Report Requirements: Large Projects - https://www.menlopark.org/DocumentCenter/View/25468/Arborist-report-large-project-requirements#:~:text=The%20Arborist%20Report%20shall%20include,proposed%20for%20removal%20of%20heavy
3. Tree Protection Specifications - https://www.menlopark.org/DocumentCenter/View/90/Tree-Protection-Specifications

Observations

Trees

There are four trees on and adjacent to this property (Images 1-4, below): a persimmon (*Diaspyros kaki*), a Chinese pistache (*Pistacia chinensis*), a London plane (*Platanus* x *acerifolia*), and a valley oak (*Quercus lobata*).

Protected statuses - only tree #1 is a Heritage Tree. Trees #2 and 3 are street trees. Tree #4 is a non-protected private tree on this property.

Health - all four trees are in reasonably good condition, with no notable pest, disease, or structural issues. Valley oak #1 appears quite old and has a small amount of decay as typical for a mature individual of this species.

Current Site Conditions

A single-family home is currently present on the property. The driveway is near the southeast corner of the property. The grade appears flat.

There is a concrete patio in the back yard, and a concrete walkway against the house in the side yard on the north side of the property. A brick patio is present at the entryway, facing Dunsmuir Way.

Backyard fences are typical wood construction. A low fence is also present around the perimeter of the front yard on both streets.

There is a public sidewalk on both Dunsmuir Way and Hedge Road, with no park strip.

The gas meter is at the southeast corner of the house, and the electrical meter is at the northeast corner of the house. The sewer box and hose bib are on the north side of the property, near the house.

Project Features

A new single-family home is proposed, in approximately the same location as the existing home but with a different footprint. The proposed house foundation will be installed to a minimum depth of about 16 inches.

The proposed driveway is in the northwest corner of the property. A patio is proposed in the back yard on the north side of the house. Porches or covered patios are proposed at the front and east sides of the house. A new wooden fence segment with a gate is proposed at the northwest corner of the house.

No grading, drainage, or utility work is shown on the plans provided to me.

Potential Conflicts (Protected Trees Only)

Tree #1 - a substantial part of the existing house lies within this tree's TPZ,[1] as do the existing driveway and several patios and walkways. The existing gas meter is within this tree's CRZ.[2]

The proposed house lies mostly within the old house footprint, with a new area in the southeast corner. This new area is within the tree's TPZ and a small part of its CRZ. Ground penetrating radar (GPR) at and around the proposed edge of excavation revealed one root inside the new area, and one root just outside it to the south. Each is about 3±1 inches in diameter, with its top side about 21 inches below grade.

The proposed porch/covered patios at the south and east sides of the house are within this tree's TPZ, as is the proposed paved walkway leading to the front door.

Tree #2 - no project features lie within this tree's TPZ.

Tree #3 - the proposed driveway lies within this tree's TPZ, just outside its CRZ.

Tree #4 - this tree is not protected, so it has not been evaluated for potential conflicts.

Testing and Analysis

Tree DBHs were taken using a diameter tape measure if trunks were accessible. Multistemmed trees were measured below the point where the leaders diverge, if possible. The DBHs of trees with non-accessible trunks were estimated visually. All trees over four inches in DBH were inventoried, as well as street trees of all sizes.

Vigor ratings are based on tree appearance and experiential knowledge of each species.

[1] Tree protection zones. See Discussion, Tree Map, and Tree Table for more detail.
[2] Critical root zone. See Discussion, Tree Map, and Tree Table for more detail.

Tree location data was collected using a GPS smartphone application and processed in GIS software to create the maps included in this report. Due to the error inherent in GPS data collection, and due also to differences between GPS data and CAD drawings, tree locations shown on the map below are approximate except where matched to the survey.

We visited the site once, on 4/8/2022. All observations and photographs in this report were taken at that site visit.

The client reports that a ground penetrating radar scan was performed on 5/28/2022 by utility locating personnel from Exaro Technologies Corporation. The area around the proposed new house area at the southeast corner was scanned for roots 1" and larger in diameter, to a depth of 24 inches.

The tree protection analysis in this report is based on the plan set titled "MCGARAGHAN RESIDENCE: 103 DUNSMUIR WAY," dated 9/22/2022, provided to us electronically by the client.

Discussion

Tree Protection Zones (TPZs)

Tree roots grow where conditions are favorable, and their spatial arrangement is therefore unpredictable. Favorable conditions vary among species, but generally include the presence of moisture, and soft soil texture with low compaction.

Contrary to popular belief, roots of all tree species grow primarily in the top two feet of soil, with a small number of roots sometimes occurring at greater depths. Some species have taproots when young, but these almost universally disappear with age. At maturity, a tree's root system may extend out from the trunk farther than the tree is tall.

The optimal size of the area around a tree which should be protected from disturbance depends on the tree's size, species, and vigor, as shown in the following table (adapted from *Trees & Construction*, Matheny and Clark, 1998):

Species tolerance	Tree vitality[3]	Distance from trunk (feet per inch trunk diameter)
Good	High	0.5
	Moderate	0.75
	Low	1
Moderate	High	0.75
	Moderate	1
	Low	1.25
Poor	High	1
	Moderate	1.25
	Low	1.5

It is important to note that some roots will almost certainly be present outside the TPZ; however, root loss outside the TPZ is unlikely to cause tree decline.

Critical Root Zones (CRZs)

Although any root loss inside the TPZ may cause a short-term decline in tree condition, trees can often recover adequately from a small amount of root loss in the TPZ.

Tree stability is impacted at a shorter distance from the tree trunk. For linear cuts on one side of the tree, the minimum distance typically recommended is three times the DBH, measured from the edge of the trunk (*Best Management Practices: Root Management*, Costello, Watson, and Smiley, 2017). This is called the critical root zone (CRZ), as any distance shorter than this increases a tree's likelihood of failure.

Roots and Foundations

Tree roots do not generally grow under houses, as foundation installation requires these areas to be heavily compacted and dry. As discussed above, these conditions do not meet trees' needs for root colonization. Roots may grow under houses if foundations are poorly installed, or if trees are growing in contact with the foundation.

[3] Matheny & Clark uses tree age, but we feel a tree's vitality more accurately reflects its ability to handle stress.

Tree Appraisal Methods

We use the trunk formula technique with discounting for condition and functional and external limitations, as detailed in the second printing of the 10th Edition of the *Guide for Plant Appraisal* (Council of Tree and Landscape Appraisers, 2019).

For palms, we use the approximate height of clear trunk (estimated visually) multiplied by the per-foot cost given in the regional plant appraisal committee species classification for California.

Conclusions

Tree #1 - minor impacts to this tree are likely overall.

Minor impacts are likely from demolition, if care is taken as detailed in the Recommendations below.

Minor impacts are likely from the proposed new part of the house, as only one significant root is present and it is below the proposed foundation depth. It will likely be impacted to some degree by soil compaction needed for foundation installation. The significant root just south of this area will likely also be impacted to some degree by construction access.

Minor impacts are likely from the front and side porches/covered patios, and from the front walkway.

Tree #2 - minimal impacts to this tree are likely from the project as proposed.

Tree #3 - minor to moderate impacts to this tree are likely from the proposed driveway.

Tree #4 - this tree is not protected and has not, therefore, been evaluated for construction impacts.

Recommendations

Preconstruction Phase

1. Remove tree #4, upon approval from the City of Menlo Park (no permit appears to be needed).
2. Install pre-demolition tree protection fencing approximately as shown in the Tree Map, below.
    a. Minimum distances from trunk centers are given on the Tree Map. A larger area may be protected if desired.
    b. Where existing barriers which will be retained impede access comparably to tree protection fencing, these barriers are an acceptable substitute for tree protection fencing.
    a. Please be aware that tree protection fencing may differ from ideal tree protection zones, and from canopy sizes.
    c. Tree protection fencing shall comprise 6' chain link fabric mounted on 1.5" diameter metal posts driven into the ground.
    d. Place a 6" layer of wood chips inside tree protection fencing.
    e. Tree protection fencing shall adhere to the requirements in the document titled "Tree Protection Specifications," available at https://www.menlopark.org/DocumentCenter/View/90/Tree-Protection-Specifications

Demolition Phase

1. When demolishing the existing hardscape within the TPZ and CRZ of tree #1, start work at the house and proceed backwards toward the street, limiting heavy equipment to still-paved areas.

Construction Phase

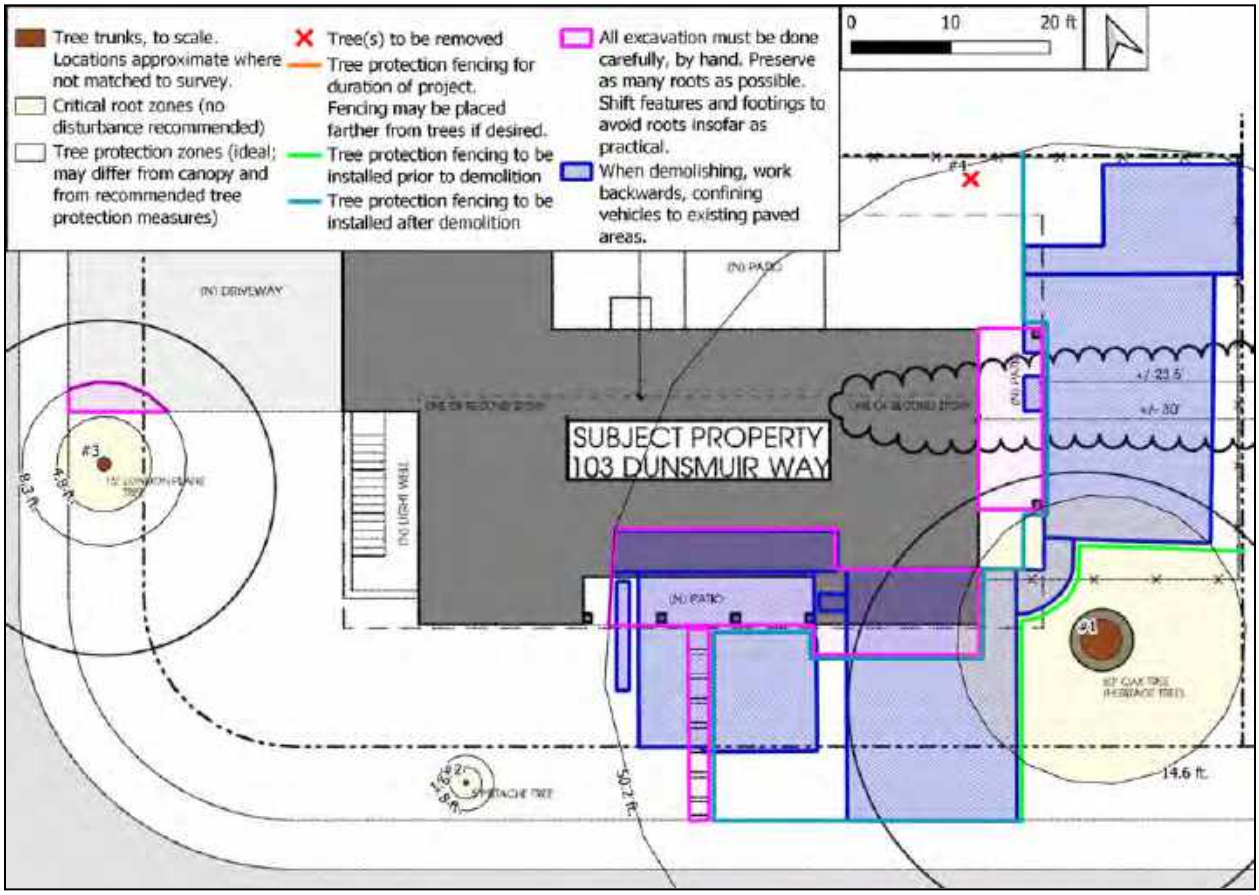
1. Move tree protection fencing from the demolition locations to the post-demolition locations shown on the Tree Map. All specifications given above apply.
2. Alert the project arborist if utility or other work becomes necessary within any tree TPZs.
3. When excavating within TPZs for the front and side patios, front walkway, and driveway:

a. If footings will be used to support a raised surface, be as flexible as practical with footing placement to avoid any tree roots encountered.
b. Hand-excavate edge nearest trunk to the full depth of the feature being installed or to a depth of three feet, whichever is shallower.
c. Retain as many roots as practical.
d. If roots 1-2" in diameter must be cut, sever them cleanly with a sharp saw or bypass pruners.
e. If roots over 2" must be cut, stop work in that area and contact the project arborist for guidance.
f. Notify project arborist when excavation is complete. Project arborist shall inspect work to make sure all roots have been cut cleanly.
g. If excavation will be left open for more than 3 days:
    i. Cover excavation wall nearest trunk with several layers of burlap or other absorbent fabric.
    ii. Install a timer and soaker hoses to irrigate with potable water twice per day, enough to wet fabric thoroughly.

Post-Construction Phase

1. Provide supplemental irrigation for tree #1 to aid in root regrowth for at least three years.

Tree Map


Tree trunks, to scale. Locations approximate where not matched to survey.
Critical root zones (no disturbance recommended)
Tree protection zones (ideal; may differ from canopy and from recommended tree protection measures)
Tree(s) to be removed
Tree protection fencing for duration of project. Fencing may be placed farther from trees if desired.
Tree protection fencing to be installed prior to demolition
Tree protection fencing to be installed after demolition
All excavation must be done carefully, by hand. Preserve as many roots as possible. Shift features and footings to avoid roots insofar as practical.
When demolishing, work backwards, confining vehicles to existing paved areas.
0
10
20 ft
SUBJECT PROPERTY
103 DUNSMUIR WAY
(N) DRIVEWAY
(N) PATIO
#1
#2
#3
#4
14.6 ft.
50.7 ft.

Supporting Photographs

Image 1: valley oak #1

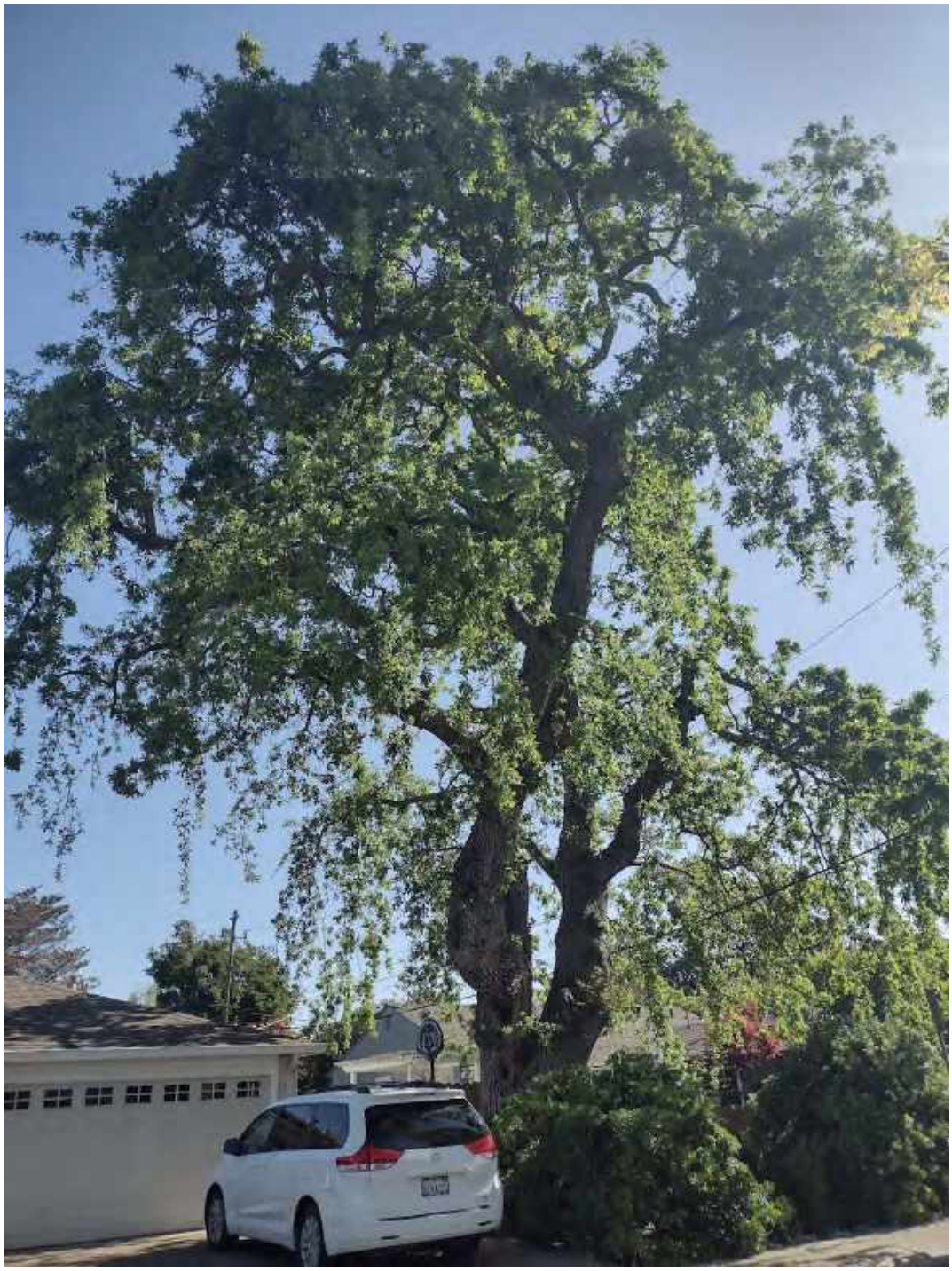


Image 2: Chinese pistache #2



Image 3: London plane #3

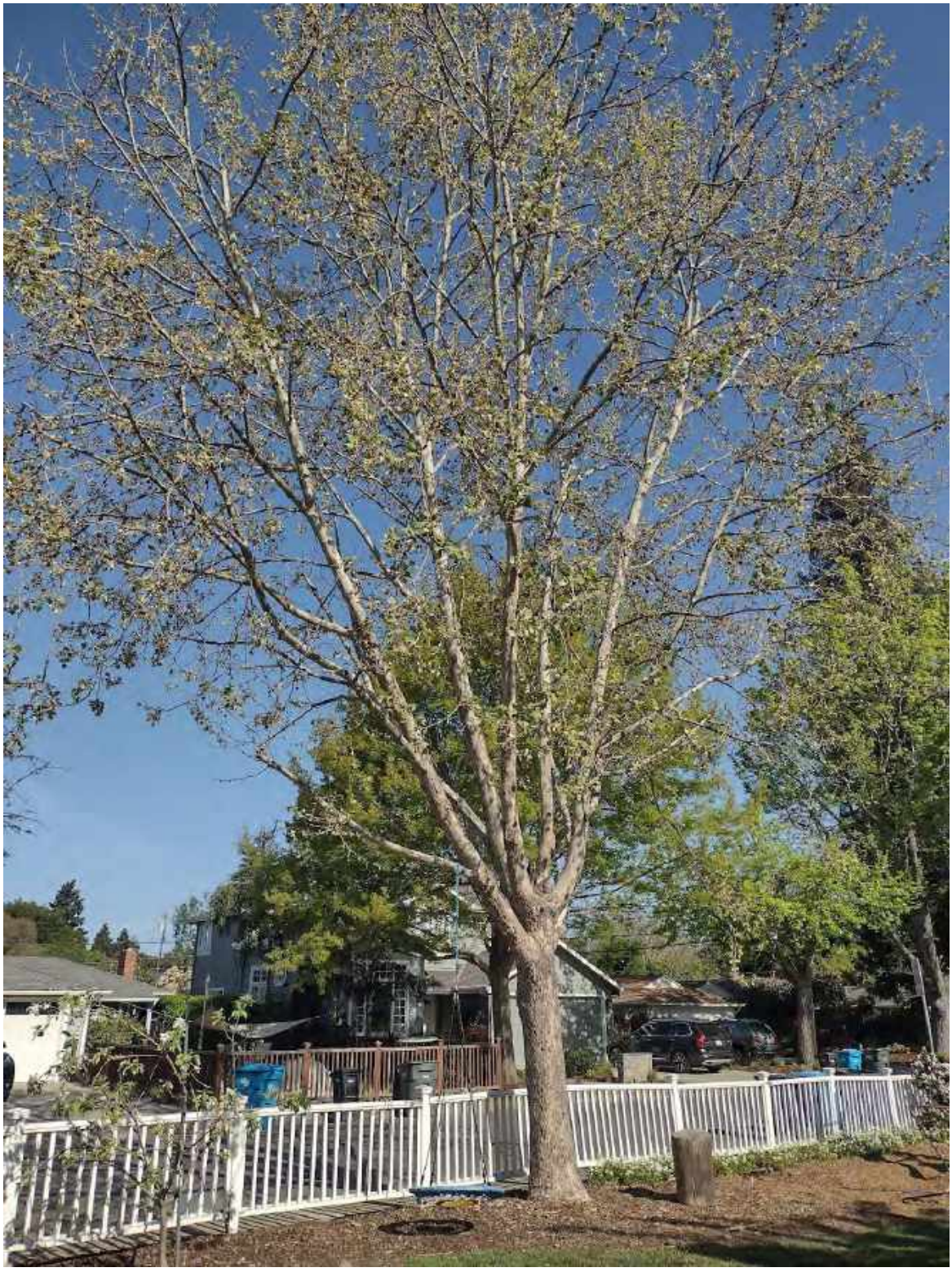


Image 4: persimmon #4



Respectfully submitted,



Katherine Naegele
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Master of Forestry, UC Berkeley
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Yelp

Terms of Assignment

The following terms and conditions apply to all oral and written reports and correspondence pertaining to the consultations, inspections, and activities of Aesculus Arboricultural Consulting:

1. All property lines and ownership of property, trees, and landscape plants and fixtures are assumed to be accurate and reliable as presented and described to the consultant, either orally or in writing. The consultant assumes no responsibility for verification of ownership or locations of property lines, or for results of any actions or recommendations based on inaccurate information.
2. It is assumed that any property referred to in any report or in conjunction with any services performed by Aesculus Arboricultural Consulting is in accordance with any applicable codes, ordinances, statutes, or other governmental regulations, and that any titles and ownership to any property are assumed to be good and marketable. The existence of liens or encumbrances has not been determined, and any and all property is appraised and/or assessed as though free and clear, under responsible ownership and competent management.
3. All reports and other correspondence are confidential and are the property of Aesculus Arboricultural Consulting and its named clients and their assigns or agents. Possession of this report or a copy thereof does not imply any right of publication or use for any purpose, without the express permission of the consultant and the client to whom the report was issued. Loss, removal, or alteration of any part of a report invalidates the entire appraisal/evaluation.
4. The scope of any report or other correspondence is limited to the trees and conditions specifically mentioned in those reports and correspondence. Aesculus Arboricultural Consulting assumes no liability for the failure of trees or parts of trees, inspected or otherwise. The consultant assumes no responsibility to report on the condition of any tree or landscape feature not specifically requested by the named client.
5. All inspections are limited to visual examination of accessible parts, without dissection, excavation, probing, boring or other invasive procedures, unless otherwise noted in the report, and reflect the condition of those items and features at the time of inspection. No warranty or guarantee is made, expressed or implied, that problems or deficiencies of the plants or the property will not occur in the future, from any cause. The consultant shall not be responsible for damages caused by any tree defects, and assumes no responsibility for the correction of defects or tree related problems.
6. The consultant shall not be required to provide further documentation, give testimony, be deposed, or to attend court by reason of this appraisal/report unless subsequent contractual arrangements are made, including payment of additional fees for such services as set forth by the consultant or in the fee schedule or contract.
7. Aesculus Arboricultural Consulting makes no warranty, either expressed or implied, as to the suitability of the information contained in any reports or correspondence, either oral or written, for any purpose. It remains the responsibility of the client to determine applicability to his/her particular case.
8. Any report and the values, observations, and recommendations expressed therein represent the professional opinion of the consultant, and the fee for services is in no manner contingent upon the reporting of a specified value nor upon any particular finding.
9. Any photographs, diagrams, charts, sketches, or other graphic material included in any report are intended solely as visual aids, are not necessarily to scale, and should not be construed as engineering reports or surveys unless otherwise noted in the report. Any reproduction of graphic material or the work product of any other persons is intended solely for clarification and ease of reference. Inclusion of said information does not constitute a representation by Aesculus Arboricultural Consulting as to the sufficiency or accuracy of that information.

Tree #	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (0-3)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	CRZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes
1	Valley oak	Quercus lobata	50.2	2	X			3		$96,000.00	2	50.2	14.6	Minor overall Minor from demolition Minor from proposed new part of house footprint Minor from proposed front and side porches/covered patios Minor from front walkway	Minor swelling and decay present. Two 3" roots found in proposed new house area with ground penetrating radar
2	Chinese pistache	Pistacia chinensis	5.5	3		X		3		$1,320.00	3	2.8	1.6	Minimal	-
3	London plane	Platanus x acerifolia	16.6	3		X		3		$6,600.00	3	8.3	4.8	Minor to moderate from proposed driveway	-
4	Persimmon	Diospyros kaki	7.1	3				3	X	-	-	-	-	Minimal	Requested for removal by client

STAFF REPORT

Planning Commission
Meeting Date: **2/27/2023**
Staff Report Number: **23-14-PC**

Public Hearing: **Consider and adopt a resolution to approve a use permit to exceed the maximum nighttime noise limit of 50 dBA, measured at residential property lines, to accommodate electric pool heating equipment for the approved Menlo Park Community Campus (MPCC) development currently under construction at 100 Terminal Avenue, in the PF (Public Facilities) zoning district**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to allow the Menlo Park Community Campus (MPCC) pool heaters to exceed the maximum nighttime noise limit of 50 dBA measured at the nearest residential property line. The draft resolution, including the recommended actions and conditions of approval, is 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 100 Terminal Avenue in the PF (Public Facilities) zoning district. The project site is surrounded by the Dumbarton rail corridor to the north, Highway 101 to the west, Beechwood School and residences in the R-1-U (Single Family Urban Residential) zoning district to the east, and a Pacific Gas and Electric (PG&E) substation and other residences in the R-1-U zoning district to the south and southeast. A location map is included as Attachment B.

The Menlo Park Community Campus Project was approved by City Council on January 12, 2021. The project consists of redevelopment of the Onetta Harris Community Center, Menlo Park Senior Center, and Belle Haven Youth Center into one new community campus building. The project also consists of the construction of new pool facilities to replace the existing Belle Haven pool facilities. In an effort to further the City's environmental policies and goals, the MPCC building was designed to achieve LEED Platinum and the entire development, including the new pool facilities, was designed to not require use of natural gas.

Previous Planning Commission review

The Planning Commission reviewed the project at the October 3, 2022 regular meeting. During the meeting, the Planning Commission expressed concerns with the proposed noise generated by the air source heat pumps (ASHP) and continued the project. The Commission directed staff and the applicant to perform

additional research into alternate designs and equipment, and conduct public outreach to gain feedback on the proposed amplified noise. Specifically, the Planning Commission requested the following actions/information:

1. Research modifications to the project that would reduce the noise level, including:
    a. Alternate heat sources and equipment. Information on fossil fuel powered heat sources should be provided for reference, but not be considered as an alternative heat source;
    b. Alternate locations for the equipment; and
    c. Noise dampening enclosures or other physical noise barriers.
2. Conduct additional outreach to the affected residents adjacent to the project, including a demonstration of the anticipated noise level.

The staff report and meeting minutes from the October 3, 2022 meeting are included as hyperlinks in Attachments C and D, respectively.

Analysis

Project description

Chapter 8.06 of the Menlo Park Municipal Code (MPMC) regulates noise, and places limitations on noise emanating from any source measured at residential property lines at 60 dBA during daytime hours (between 7 a.m. and 10 p.m.) and 50 dBA during nighttime hours (between 10 p.m. and 7 a.m.). Section 8.06.050 enumerates certain exemptions from the noise limitations, including for any use for which a use permit is granted that specifically allows noise levels to be exceeded. The applicant proposes to exceed the maximum nighttime noise limit for pool heating equipment.

The heating equipment consists of five air source heat pumps (ASHPs) that would be located on the southern side of the new MPCC building. Electric pool heaters are generally noisier than natural gas heaters. Not all ASHPs would be required to be running at all times in order to successfully heat the pool, however, the applicant states that there may be times when all five heat pumps would need to run simultaneously in the early morning (nighttime hours) in order to heat the pool for morning users. When all five ASHPs are running, the noise would exceed 50 dBA at residential properties along Del Norte Avenue and Terminal Avenue. The noise would not exceed the daytime limit of 60 dBA at any residential property line.

The applicant provided an analysis of the approximate required run time throughout the year in their project description letter (Attachment A Exhibit B). The amount of time the ASHPs would be required to operate would vary throughout the year depending on ambient temperatures, utilization of pool covers, and the how well heat is retained in the pools. The analysis provided by the applicant indicates that in order to adequately heat the pools, maximum run time would be up to approximately 4.3 hours in a 24-hour period in the summer months, and up to approximately 7.6 hours in a 24-hour period in winter months. Since the exact run times would vary and exact operation details are difficult to predict, the applicant is requesting to be allowed to exceed the maximum nighttime noise limits at any point in the year.

Response to Planning Commission direction

The Applicant has updated the project plans and project description letter (Attachment A Exhibits A and B, respectively) indicating how the Planning Commission's direction has been addressed.

<u>Research alternative equipment</u>

The applicant states that a number of different equipment options were analyzed as part of the design process. When the MPCC project was approved, the clear direction of the City Council was for the building

and associated amenities, including the pools, to be all electric. The applicant studied the following electric heating equipment types:

- Cogeneration system – This is a more efficient form of heat derived from electricity, which would reduce the heating time for the pool. This option is more expensive than the ASHPs and was determined to be outside of the City's budget for the pool upgrade. Additionally, most cogeneration systems operate with natural gas or oil, which did not meet the all-electric requirements for the MPCC pools.
- Electric heating – Traditional electric pool heaters require a large load of electricity, which is inefficient and expensive. This type of pool heating is also not effective for large bodies of water and was not recommended by the pool designer.
- Solar Thermal – This form of heating uses heat from solar panels to heat water through pipes adjacent to the panels, which is then circulated through the pools. This method of heating is the primary heat source for the pools. However, it cannot achieve the desired temperatures alone, and an additional heating source is needed. Use of solar thermal heating would likely reduce the amount of time the ASHPs are required to operate.
- A smaller model of air source heat pump was also studied. However, more units (up to 28 units) would be necessary and would have been louder, given the additional units.

As directed by the Planning Commission, natural gas heaters were analyzed to determine the difference in operational noise. The option for natural gas heaters is presented here purely for informational purposes, since they do not fit the direction for the MPCC to be all-electric, and is not intended to be a viable alternative to the ASHPs. The applicant studied a Lochinvar natural gas heater as a basis of design and comparison with a typical pool heater system. The gas heater could be located inside the pool equipment building, and the noise level would be approximately 30 to 40 decibels within five feet. The gas heater would comply with the noise limitations in the Municipal Code.

Research alternate locations for the equipment

The Applicant studied several alternate locations for the ASHPs, which were determined to not be feasible.

- The first location was adjacent to the pool equipment building near the southeast corner of the project site. This location is approximately 150 feet closer to the nearest residences, and would likely exceed the daytime noise limits in addition to the nighttime noise limits, and is therefore an inferior location.
- The next location studied was on the roof of the MPCC building. Given the limited space on the roof and other mechanical equipment already planned for that space, noise attenuators would be infeasible due to space constraints, and sound barriers would be infeasible due to the required clearances from the ASHPs. Section 16.08.095 of the Municipal Code regulates noise from rooftop equipment differently than ground-mounted equipment, and limits noise to 50 dBA at 50 feet. Without the ability to construct noise attenuators or sound barriers around the roof-mounted ASHPs, this limit would also likely be exceeded, and a use permit would similarly be required.
- The third potential location was in the rear of the MPCC building. The applicant states that this location was determined to be infeasible because the pumps are currently designed at the maximum piping distance from the pool given the specifications for the heating equipment, and additional distance would result in excessive heat loss. Relocating the equipment would require additional pumps and longer run time, which would be louder and potentially cost-prohibitive.

Research noise dampening enclosures or other physical noise barriers

The Applicant indicates that several noise dampening solutions were studied as part of the design process. The proposed location of the ASHPs is on the southern wall of the MPCC building. There is approximately 10 feet, seven inches between the wall of the building and the property line adjacent to the PG&E substation. Given the limited space between the MPCC building and the property line, the applicant states that there is insufficient land to construct an adequate sound wall due to the required clearances around the

ASHPs. Similarly, after-market attenuators require approximately five feet of clearance on all sides, which would not fit in the available area. The applicant states that sound blankets would be wrapped around the ASHP compressors to reduce the noise to the extent possible, but additional sound blankets may restrict necessary air flow, which could void the equipment's warranty.

Additional outreach to affected residents

In response to the Commission's direction to conduct additional outreach, City staff members, including bilingual English-Spanish speaking staff, conducted door-to-door outreach to the residences that would be affected along Del Norte Avenue, Market Place, and Terminal Avenue. Outreach was conducted on Saturday, February 4th and Saturday, February 11th. City staff knocked on every door and handed out informational sheets, printed in both English and Spanish (Attachment E), to the residents in the area.

City staff who conducted the door-to-door outreach were Rondell Howard, acting assistant community services director; Sonia Delgado, librarian (bilingual Spanish speaker); and Sean Reinhart, library and community services director. Staff encountered two residents who spoke only Spanish. All other residents whom staff encountered spoke English. The group went together to every door, and spoke to multiple residents, provided information, answered questions, heard concerns, collected verbal comments and feedback, and encouraged residents to share their comments, questions, and concerns with the Commission at the February 27th meeting.

City staff spoke face-to-face to approximately 25 residents representing around half of the residences that would be affected. According to the library and community services staff who conducted the outreach, residents expressed appreciation that City staff took the time to talk to them door-to-door, even the residents who are strongly opposed to the ASHP noise.

Approximately one-third of the residents expressed mild or no concern about the ASHP noise. Some of their comments are paraphrased as follows:

- It's worth a little bit of noise to get the new community center;
- I live close to the freeway and the noise is already loud. I probably won't notice the new noise and so I'm not too concerned; and/or
- If using electricity instead of gas helps save the environment, then that changes my mind and I'm in favor of it (this was from the school-aged child of a resident).

Approximately two-thirds of the residents expressed strong concerns and/or opposition to the ASHP noise. Some of their comments/questions are paraphrased below:

- We don't want this. It will devalue our homes;
- We already have to deal with freeway noise and PG&E noise, and now this is more noise forced on us;
- If Facebook is involved, then this will happen whether we want it or not;
- Why doesn't the Planning Commission hold its meeting in Belle Haven?
- Does the 60 dB estimate include all parts of the heating cycle. For example, is it actually louder when the equipment turns on/off?
- What if the noise is approved for 60 dB overnight, and then the equipment is even louder still? What recourse do residents have if that happens?
- Will the noise be audible from inside my home?
- Do any of the Planning Commissioners live in Belle Haven?
- If the noise permit is not approved, does that mean there will be no heated pool?

All of the residents who expressed strong opposition live on the western side of Del Norte Avenue adjacent to the project site or the PG&E substation. (One resident on Terminal Avenue voice opposition out of concern for their neighbors on the western side of Del Norte Avenue, but acknowledged that they

themselves were unlikely to notice or be affected by the noise.)

In addition to the concerns expressed by the residents, there was interest in the public hearing taking place in Belle Haven. To help meet this expressed need, City staff have arranged a "satellite participation station" at the Belle Haven Branch Library for Belle Haven neighborhood residents who may find it challenging to attend in person at the Council Chambers. Attendees of the "satellite participation station" will be able to view and participate in the item in real time via videoconference.

In response to the Commission's direction to provide a demonstration of the noise level, City staff who went door-to-door described to residents what the equipment would sound like and the level of sound it would produce. Based on Centers for Disease Control information about noise and decibel levels, staff described 60 dB as approximately "the volume of a normal conversation or the buzz of an air conditioner." Staff emphasized that this level of noise is allowed during the daytime hours, but would require a use permit for nighttime hours.

Correspondence

Since the community outreach sessions, staff has received several items of correspondence on the item, which are included as Attachment F. The correspondence expresses concerns regarding an increase to the ambient noise level that the ASHPs would create, requests for the public hearing to be conducted in Belle Haven, and questions as to the feasibility of other equipment.

Conclusion

In order to achieve the City's environmental goals, electric pool equipment has been selected for the MPCC development. Given the location of the proposed heat pumps, adequate mitigation measures cannot be employed to reduce noise levels of the ASHPs to below nighttime limits at residential property lines. However, use of solar source heat pumps as the primary heat source for the pools would limit the amount of time the ASHPs would need to run simultaneously, limiting overall noise and the time the ASHPs would exceed noise limits. Staff believes that the Applicant has demonstrated that several noise mitigation options were studied and that no option was deemed to be feasible. Staff recommends approval of the use permit.

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 30-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. Draft Planning Commission Resolution Adopting Findings of Approval for project Use Permit, including project Conditions of Approval
   Exhibits to Attachment A
   A. Project Plans
   B. Project Description Letter
   C. Conditions of Approval
B. Location Map
C. October 3, 2022 Staff Report Hyperlink: https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/planning-commission/2022-meetings/agendas/20221003-planning-commission-agenda-packet.pdf
D. October 3, 2022 Meeting Minutes Hyperlink: https://menlopark.gov/files/sharedassets/public/agendas-and-minutes/planning-commission/2022-meetings/minutes/20221003-planning-commission-minutes.pdf
E. Outreach Handout
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:
Chris Turner, Associate Planner
Sean S. Reinhart, Library and Community Services Director

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2023-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO ALLOW POOL HEATING EQUIPMENT TO EXCEED THE NIGHTTIME NOISE LIMIT MEASURED AT RESIDENTIAL PROPERTY LINES

WHEREAS, the City of Menlo Park ("City") received an application requesting to be permitted to exceed the noise limits established in Section 8.06.030 of the Menlo Park Municipal Code at a parcel in the in the PF (Public Facilities) zoning district, (collectively, the "Project") from the City of Menlo Park ("Applicant"), located at 100 Terminal Avenue (APN 055-280-040) ("Property"). The Project use permit is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Public Facilities (PF) district; and

WHEREAS, the Property is currently under construction with the new Menlo Park Community Campus (MPCC) project; and

WHEREAS, the City of Menlo Park is committed to reducing the use of fossil fuels and combatting global climate change; and

WHEREAS, the proposed pool heating equipment would be all-electric. Electric pool heating equipment is noisier than natural gas pool heating equipment and would exceed the maximum nighttime noise limit of 50 dBA measured at residential property lines; and

WHEREAS, Section 8.06.050 of the Menlo Park Municipal Code includes an exemption from the noise limitations for projects that are granted a use permit that allows noise limits to be exceeded; and

WHEREAS, The Planning Commission reviewed the project at the October 3, 2022 meeting and continued the item with the direction to study alternative methods of heating, noise-dampening barriers, and alternate locations for the equipment in addition to conducting outreach to the affected community; and

WHEREAS, the Applicant provided analysis regarding alternative options for the equipment and determined that alternative locations and equipment, as well as additional noise barriers are infeasible; and

WHEREAS, the Applicant completed robust outreach to the neighboring properties, including door-to-door outreach, to receive feedback from residents who would be affected by the amplified noise and inform them of the public hearing and how they can participate in it; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15302 et seq. (Replacement or Reconstruction); and

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

WHEREAS, at a duly and properly noticed public hearing held on February 27, 2023, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project Revisions.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit to exceed nighttime noise limits measured at residential property lines is granted based on the following findings which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
    a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question

and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the Menlo Park Municipal Code because the noise limits established in Chapter 8.06 are allowed to be exceeded subject to granting of a use permit.

b. The proposed pool heating equipment would be all electric, consistent with the City's environmental goals and would not use natural gas which contributes to global climate change.
c. Alternatives, such as alternate locations, alternate heating equipment and sound barriers that would reduce noise levels to below noise limits were studied and determined to be infeasible due to efficiency and space constraints.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2022-00017, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15302 et seq. (Replacement or Reconstruction)

Section 5. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 27, 2023, by the following votes:

AYES:

NOES:

ABSENT:

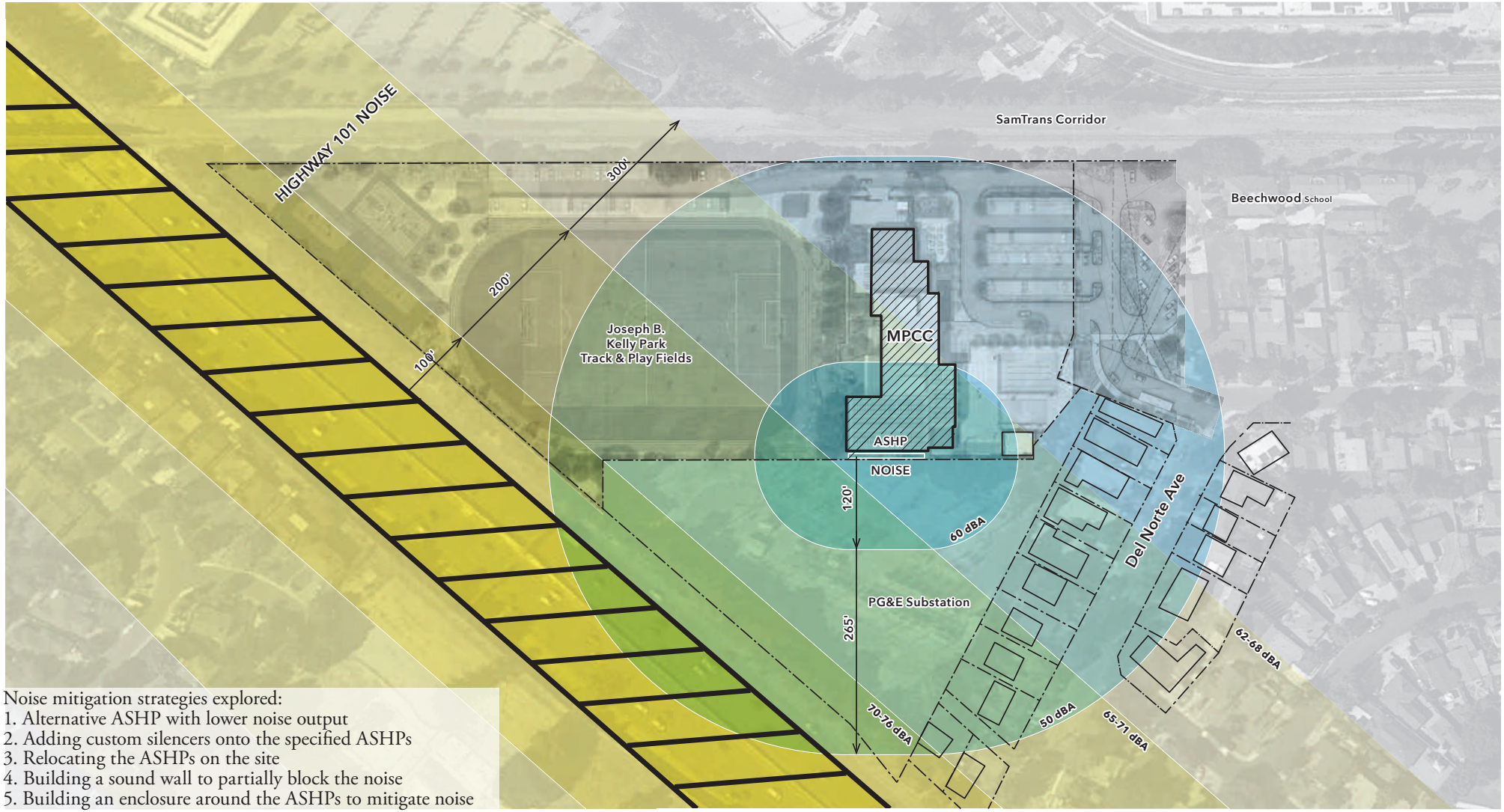
ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 27th day of February, 2023

_____
Corinna Sandmeier
Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval



Noise mitigation strategies explored:
1. Alternative ASHP with lower noise output
2. Adding custom silencers onto the specified ASHPs
3. Relocating the ASHPs on the site
4. Building a sound wall to partially block the noise
5. Building an enclosure around the ASHPs to mitigate noise

0 120 240'

1" = 120' *at full size (11 x 17")*

HART HOWERTON

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MENLO PARK COMMUNITY CENTER

100 Terminal Ave, Menlo Park CA

NOISE VARIANCE DIAGRAM

September 9 2022

CITY OF MENLO PARK

February 21, 2023

RE: Project description letter
100 Terminal Ave
Air Source Heat Pump (ASHP) Use Permit – Menlo Park Community Campus

Dear Menlo Park Planning Commission,

The Menlo Park Community Campus (MPCC), located at 100 Terminal Avenue, is under construction and is scheduled to open in 2024. The new facility will include a public gymnasium, library, senior center, youth center, commercial-grade kitchen, community meeting room, dining hall, and outdoor aquatics center for the community's benefit. To meet the City's goals of sustainable design and construction and to comply with the "reach code" ordinance passed by the City Council in 2019, fossil fuels will not be used in the operation of the building. The City of Menlo Park has taken great strides in reducing greenhouse gas (GHG) emissions from the building sector. Electrifying new buildings reduces GHG emissions and helps improve air quality and environmental health and safety for residents, because all-electric appliances emit very little GHG emission compared to natural gas appliances.

Two new pools will be constructed as part of the MPCC project. Since natural gas was not an option for heating the pools (per the City's ordinance described above), it is included for comparison purposes only. Other heating methods that were considered were solar heating, air source heat pumps, electric heaters, and cogeneration.

- Gas heaters heat water quickly and keep the temperatures stable regardless of outdoor temperature. They have a lower initial purchase price and installation cost. However, they use finite natural resources to operate, and are not environmentally friendly. Operating costs are high due to the high cost of natural gas. The Lochinvar gas heater was evaluated as a baseline pool heating system. Noise levels for gas heaters are typically 30-40 decibels at a distance of 5 feet. Additionally, gas heaters can be placed indoors.
- Solar heating is an effective and cost-efficient way to heat pools. However, solar heating alone rarely meets the temperature requirements due to lack of sun, overcast skies, and system inefficiencies. Solar heating was selected as the primary source of heating for the pools, and is paired with heat pumps for the most efficient and cost-effective system.
- Air source heat pumps (ASHPs) are powered by electricity. They operate by

extracting heat from the outside air, increasing the heat with a compressor, delivering the heat to the water, and ejecting the cold air out the top of the unit. This method of heating is environmentally friendly and uses less energy than other heating methods. ASHPs must be located outdoors and require clear space all around for proper air flow.

- Electric heaters are also powered by electricity, and generate heat from a heating element. Electric heaters are less efficient and more expensive to operate than air source heat pumps. They are ideal for small pools or spas, but the electrical load to heat the two new swimming pools would be too large, resulting in an ineffective and expensive heating method.
- Cogeneration is a system that produces both heat and electricity from one primary energy source. While cogeneration can provide high energy efficiency, the most widely used cogeneration technologies burn fuel such as natural gas or oil, and therefore do not comply with the City's reach codes. Additionally, cogeneration systems can be very expensive to install, and were cost prohibitive.

Ultimately, it was determined that solar thermal piping in conjunction with a series of five ASHPs was the most efficient and cost effective heating method for the pools. Heat pumps and solar heaters complement each other because they utilize different forms of renewable energy. Air source heat pumps work very well when average air temperatures exceed 50°F (10°C). They work less efficiently in air temperatures below 50°F (10°C), however, and they stop altogether in freezing temperatures. Solar heaters depend on sunlight, and operate very efficiently in sunny weather. They work less efficiently in cloudy weather, however, and cannot operate at night. By utilizing both solar heating and heat pumps, the swimming pools can be heated to the desired temperatures in almost all weather conditions.

The air source heat pump selected was the AquaCal "Great Big Bopper" (see Attachment A). This particular unit was selected due to its heating capacity and relatively low noise level, as compared to similar pumps from other manufacturers. The table below shows heat pump noise levels from a variety of manufacturers.

Manufacturer	Model	Sound level decibels
AquaCal	SQ175	55 db
Hayward	HP21404T	60 db
Jandy	EE3000T	59 db
Pentair	140	58 db
Rheem	M8350ti	64 db

Using smaller heat pumps was also considered. However, it was found that at least 28 of AquaCals smaller pumps (model SQ225) would be required, and would more noise would result.

The ASHPs will be in operation when heating the pool, year round. The ASHPs are

expected to be on most of the time the pool is open. The table below includes the maximum and minimum heating time according to month. In the coldest months, the maximum run time would be 7.4-7.6 hours over a 24-hour period. In the summer, the maximum run time would be 4.3-4.8 hours over a 24-hour period. It is not possible to specify the exact heating time every night.

MENLO PARK - AVERAGE MONTHLY TEMPERATURE and HEATING TIME												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Min. Temp. (F)	41	44	46	48	52	55	58	58	55	51	45	40
Max. Temp.(F)	59	62	65	69	72	76	77	77	77	73	65	59
Max. Heating time (Hr.)	7.4	6.8	6.5	6.1	5.4	4.8	4.3	4.3	4.8	5.6	6.7	7.6
Min. Heating time (Hr.)	4.1	3.5	3.0	2.3	1.7	1.0	0.8	0.8	0.8	1.5	3.0	4.1

The ASHPs will be on at nighttime to heat the pool to the desired temperatures to be ready for morning use. There will be times when the ASHPs are running and exceed the Menlo Park noise ordinance. The residential noise limits are 50 decibels during nighttime hours, and 60 decibels during daytime hours. When all 5 pumps are running, the sound levels emanating from the ASHPs may exceed the nighttime residential limit of 50 decibels, however they would be below the daytime limit of 60 decibels. Please see the Noise Attenuation Diagram (Attachment B) which shows the decibel readings at the property lines.

Several noise mitigation strategies were evaluated, including aftermarket attenuators, sound barriers, and moving the pumps to other locations on the site.

A noise analysis (Attachment C) was conducted by Salter, an acoustics consultant, in September 2021, to provide recommendations to achieve a 10 decibel sound reduction. Salter analyzed the locations for the attenuators to be attached to the ASHPs (two of the sides and the top were found to emit the most noise), and recommended that a third party manufacturer design the dimensions of the attenuators. Norman S. Wright Mechanical Equipment Corporation sized custom silencers manufactured by VibroAcoustics to fit the ASHPs. To achieve the requested 10 decibels reduction, the silencers would need to be 60”x 54”x 90”. The ASHPs are located between the building and the PG&E property line, in a space that is 10’-7” wide. The ASHPs with the added silencers would not physically fit in the space provided (see Attachment D).

Solid sound barriers were also considered to reduce noise, however, the ASHPs require 6’ of clearance on all sides, and 12’ of clearance overhead, in order that air flow is not restricted. See Attachment E for clearance requirements. Additionally, sound barriers would not fit due to the site constraints. The proximity of the ASHPs to the PG&E property line on the south (and clearance required by the ASHPs for air circulation), the building to the north, and required Fire Access Clearance required on the East and West do not make it possible to install sound barriers anywhere on site. This required clearance between the gym wall and the units means that the fence on the south side of the property must be chain link and cannot be blocked.

The ASHPs come with the compressors wrapped to reduce noise emissions. Other types of sound blankets would restrict the air flow and would not be feasible. It should be noted that the heat pump warranty would be void if not installed within specifications.

Relocating the ASHPs to alternate locations on the site was also considered. The ASHPs are located at the maximum design length possible (180 feet from the instructional pool, and 200 feet from the lap pool). If the pumps were moved farther away than this distance, additional piping and recirculation pumps would be needed to pump water from the pool to the heaters and back. More pumps would result in more noise. Additionally, if the pumps were moved to the pool house area (either adjacent to or on top of the pool equipment building), they would be closer to the residential property line and the sound level would increase.

In summary, the ASHPs as proposed are the only feasible option to effectively heat the pools to the desired temperature and operating hours. The ambient noise will be limited to no more than 60 decibels at any time, but will exceed the ordinance of 50 decibels at night.

Sincerely,

Theresa Avedian, Senior Civil Engineer, Public Works

List of Attachments
Attachment A: Great Big Bopper specification
Attachment B: Noise attenuation diagram
Attachment C: Noise analysis memo
Attachment D: Silencer schedule and diagram
Attachment E: Clearance requirements for ASHPs

Unit Specifications

		50 Hz - 380-415V	60 Hz - 208-230V	60 Hz - 460V
Performance/Heating	kW Output	123.7	154.4	154.4
	BTU Output	422,000	527,000	527,000
@26.7°C Air/80% RH/26.7°C Water @80°F Air/80% RH/80°F Water	C.O.P. (Coefficient of Performance)	6.8	6.6	6.6
	kW Input	18.1	23.3	23.3
Performance/Heating	kW Output	73.3	91.7	91.7
	BTU Output	250,000	313,000	313,000
@10°C Air/63% RH/26.7°C Water @50°F Air/63% RH/80°F Water	C.O.P. (Coefficient of Performance)	4.1	4.1	4.1
	kW Input	17.9	22.4	22.4
Performance/Chilling	kW Absorption	91.3	106.4	106.4
	BTU Absorption	311,516	363,153	363,153
@37.8°C Air/26.7°C Water @100°F Air/80°F Water	kW Input	21.2	23.8	23.8
Electrical	Voltage/Hz/Phase	380-415V/50Hz/3ph	208-230V/60Hz/3ph	460V/60Hz/3ph
	Min. Circuit Ampacity	58.0	134.6	60.9
	Recommended Fuse Size	80	150	80
	Max. Fuse Size	80	150	80
Over Temperature Alarm Kit available: part number STK0221 for single phase, STK0222 for three phase. Strongly recommended for all spa applications.				
Pool Water Flow	Min./Max. l/min	454/1059	454/1059	454/1059
	Min./Max. gpm	120/280	120/280	120/280
	Pressure Drop/Pool Water @568 l/min	0.12 bar	0.12 bar	0.12 bar
	Pressure Drop/Pool Water @150 gpm	1.8 PSI	1.8 PSI	1.8 PSI
	Pool Water Connections	4" U.S.	4" U.S.	4" U.S.
Refrigerant		R410A	R410A	R410A
Physical	Weight (lbs)	1,540	1,540	1,540
	Weight (kg)	700	700	700
	Length x Width x Height (in)	90" x 54" x 86"	90" x 54" x 86"	90" x 54" x 86"
	Length x Width x Height (cm)	229 x 138 x 219	229 x 138 x 219	229 x 138 x 219
Shipping	Weight (lbs)	2,100	2,100	2,100
	Weight (kg)	953	953	953
	Length x Width x Height (in)	91" x 58" x 86"	91" x 58" x 86"	91" x 58" x 86"
	Length x Width x Height (cm)	232 x 148 x 219	232 x 148 x 219	232 x 148 x 219
Specifications subject to change without notice				

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Producing quality heat pumps since 1981



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MADE IN USA

AC-SS03-4_20V3

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AquaCal® SWIMMING POOL/SPA HEAT PUMPS



GBB GREAT BIG BOPPER

World's **LARGEST** air source commercial **HEAT PUMP**

Control from a **CONVENIENT** phone app



Great Big Bopper®

High Performance Air Source Heating & Cooling

- Heavy Duty Design and Construction
- SuperQuiet Operation
- Superior Energy Efficiency
- Guaranteed AquaCal® Quality

Titanium Heat Exchanger thermalink

- Patented counter-flow water management system
- Heats water faster and more efficiently
- Impervious to chemical corrosion
- Durability without sacrificing performance
- Lifetime warranty

Microprocessor Controlled with LCD Display

- SMART control panel with 24 character full-text display provides easy-to-read menu options and unit status
- On-board self diagnostics
- Microprocessor controlled defrost cycle

Now PoolSync™ Ready

- Adjust the mode to heat, cool or autotemp, and set your temperature through the PoolSync app

*Additional purchase of PoolSync WiFi Controller required

ICEBREAKER® Heat & Cool with Active Defrost

- Extends swimming season longer than any other heat pump on the market
- Continues to heat in freezing temperatures to minimize heat loss
- Cool your pool to a refreshing temperature
- Set to heat, cool or autotemp

Corrosion Resistant Cabinet

- Rust resistant, heavy gauge G90 Galvanneal steel with 7 step Powder Coat process
- ElectroFin® epoxy polymer coated evaporator coils
- Polymer condensate drain system
- Polymer coated fan guards



Lease and Rental Programs Available

Free sizing program that provides ROI & cost savings analysis for your specific pool

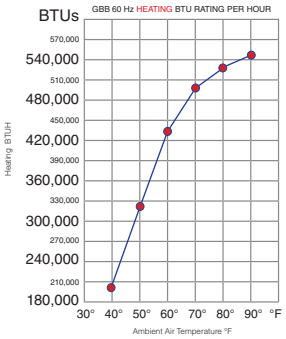
Dual Plumbing Configuration: easily plumbed from either side of unit, allowing for convenient installation

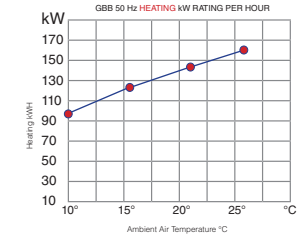
Multi-System Capability: GBB is capable of heating & cooling even the largest swimming pools

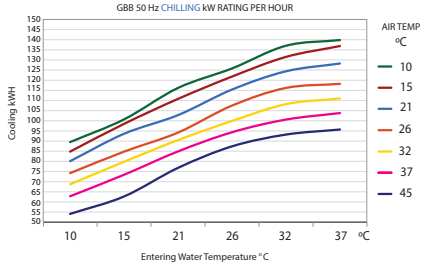
Performance driven for demanding climates everywhere, from Los Angeles to Boston to Paris to Abu Dhabi

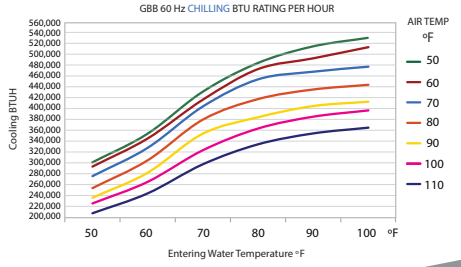


A Real Commercial Sized Heat Pump That Heats & Cools Large Commercial Pools





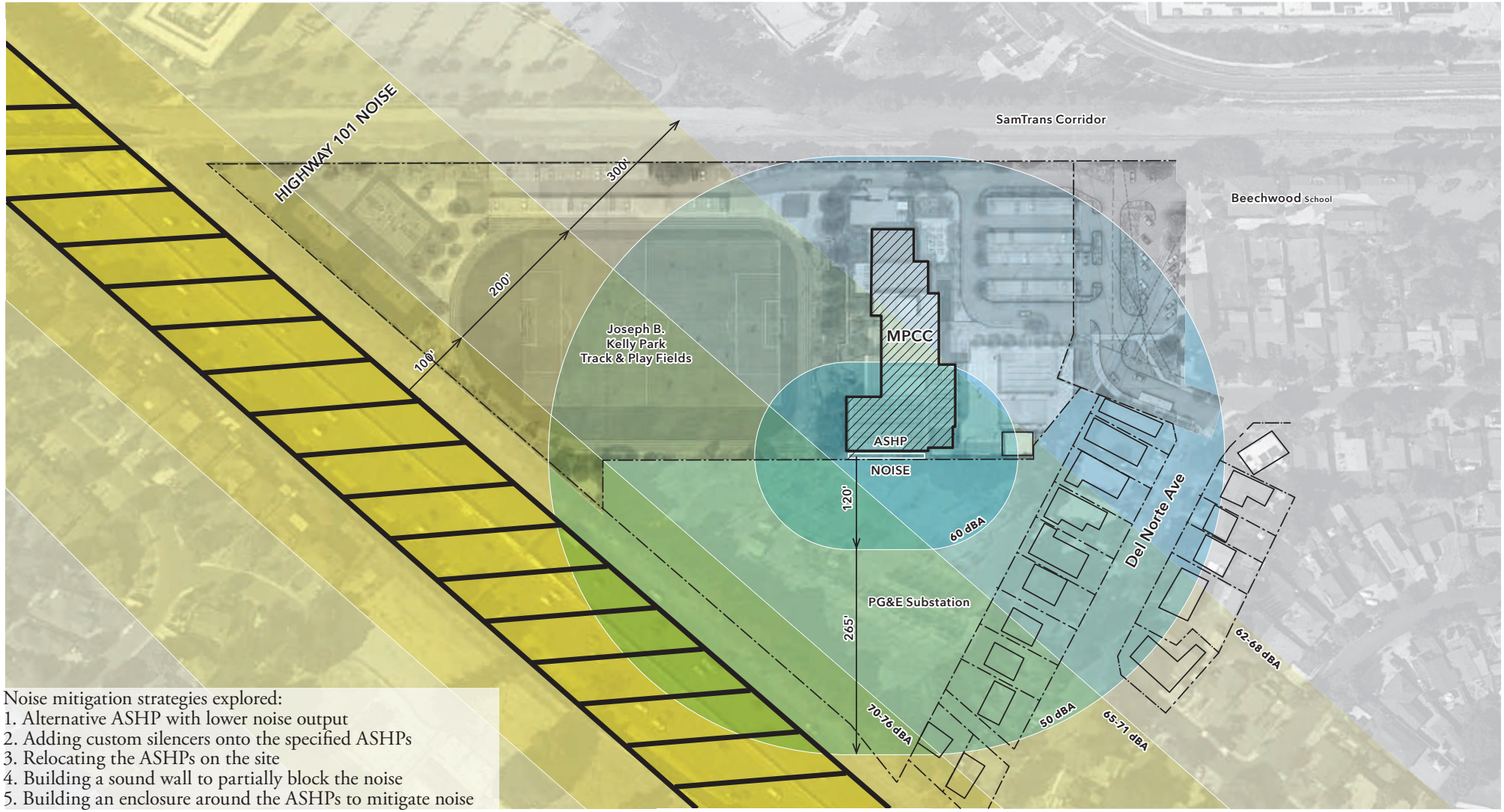






Up to a Half Million BTUs in One Single Unit

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Noise mitigation strategies explored:
1. Alternative ASHP with lower noise output
2. Adding custom silencers onto the specified ASHPs
3. Relocating the ASHPs on the site
4. Building a sound wall to partially block the noise
5. Building an enclosure around the ASHPs to mitigate noise

0 120 240'

1" = 120' *at full size (11 x 17")*

HART HOWERTON

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MENLO PARK COMMUNITY CENTER

100 Terminal Ave, Menlo Park CA

NOISE VARIANCE DIAGRAM

September 9 2022

MEMORANDUM

DATE: 8 September 2021

NAME:	COMPANY:	EMAIL:
Jon Swain	Hart Howerton	jswain@harthowerton.com

FROM: Skyler Carrico and Ethan Salter, PE, LEED® AP

SUBJECT: Menlo Park Community Center (MPCC) Pool Equipment Building
ASHP Acoustic Attenuator/Enclosure Memo

PROJECT: 20-0145

We understand that five at-grade AquaCal model GBB air-source heat pumps (ASHPs) serving the community center pools are to be provided along the south façade of the gymnasium, near the PG&E substation to the south, and residential property lines along Del Norte Avenue to the east. Menlo Park Municipal Code requires that noise from these units not exceed 50 dBA during nighttime hours (i.e., 10pm to 7am) at nearby residential property lines (per Section 8.06.030).

Salter has conducted noise analyses and provided insight to the design team with respect to Code compliance through numerous conference calls and email correspondence, finding noise from the ASHPs to be in exceedance of property line noise requirements by approximately 10 dBA. It is our understanding that as a mitigation solution, constructing solid barrier walls is not a feasible or otherwise desirable option, and aftermarket enclosures/attenuators surrounding each unit are instead preferred.

After coordinating with your firm and Aquacal, a Salter employee in Hawaii conducted field measurements of a similar AquaCal GBB ASHP installation on 28 July 2021. Our measurements and analysis indicate that the dominant source of noise emissions is the top of the unit and the also intake sides (Sides 1 and 3, per the image markups attached below). Utilizing these measurements, we have updated our ASHP property line noise calculations to determine the amount of insertion loss (in dB) necessary for an ASHP enclosure/attenuator to achieve the 50 dBA property line noise requirement at the Menlo Park Community Center.





Our analysis assumes the following:

- All five ASHPs could run simultaneously and at full capacity within nighttime hours (i.e., 10pm to 7am)
- The City's 50 dBA at 50-feet Code requirement for roof-mounted mechanical equipment (Section 16.08.095) is not applicable to this equipment since it is to be mounted at-grade

At Side 1, Side 3, and at the top of each unit, we recommend that attenuators be designed to provide at least 10 dB insertion loss in each octave band between 125 Hz to 2000 Hz.

We understand that these attenuators will increase the overall dimensions of the units, which could cause clearance issues due to space constraints. A third-party enclosure/attenuator manufacturer (e.g., a firm such as Vibro-Acoustics offers "custom" schemes to reduce noise of similar machines[1]) should confirm the overall width of the silencers, which the AquaCal team can then evaluate with respect to clearance. If there are resulting clearance constraints, it may be possible to eliminate one of the side-wall attenuators by adding surface-mounted absorption to the façade at the side of the building. The silencer vendor should also coordinate with AquaCal to understand the mechanical constraints of the system, such as fan static pressure, accessibility, etc.

AquaCal also noted that their GBB ASHPs could also have the compressors wrapped (lagged) to reduce radiated noise emissions. Compressor noise was measured along with all the other sources during our July 2021 measurements, but they were not able to be parsed out from the other sound energy. As the different dominant sources of noise are addressed, other sources may become evident.

We look forward to continuing our analysis as the design and noise mitigation solution progresses. Please let us know if you have any questions.

[1] https://noisecontrol.vibro-acoustics.com/applications/chillers/.

ILENCER SCHEDULE (VIBRO-ACOU TICS)																			
TAG	YSTEM	TYPE (NOTE 1)	IMENSION CT WIDTH, IN.	DUCT HEIGHT, IN.	LENGTH IN.	AIRFLOW, CFM	VELOCITY, FPM (NOTE 2)	IDEAL DP IN.W.G. (NOTE 3)	MAX.DP W/SYS EFF IN.W.G. (NOTE 4)	MINIM M DYNAMIC INSERTION LOSS, dB (NOTE 5) OCTAVE BAND CENTER FREQUENCY, HZ 63	125	250	500	1000	2000	4000	8000	ASIS OF DESIGN VIBRO-ACOUSTICS MODEL NUMBER	NOTES
SA		RD	54	90	60	30000	+889	0.13	0.26	5	11	19	25	27	21	16	13	RD-MV-27818	6, 7

Notes:

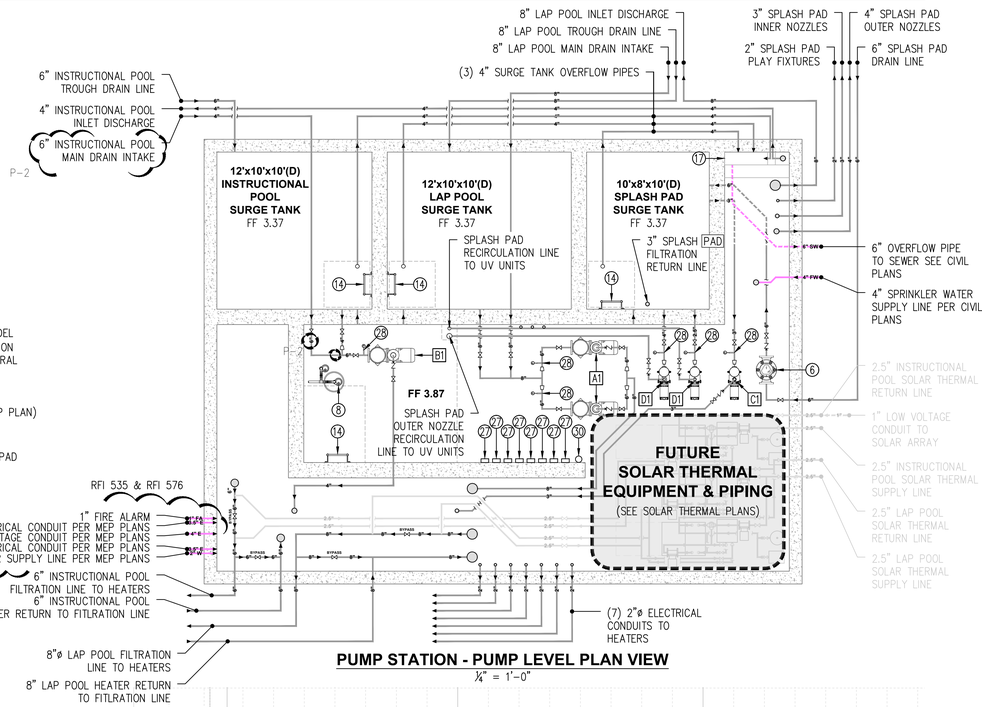
1. TYPE R - RECTANGULAR D - DISSIPATIVE
2. VELOCITY SHOWN IS + (FORWARD FLOW) OR - (REVERSE FLOW) AS DEFINED BY ASTM E477-13.
3. IDEAL PRESSURE DROP AS DETERMINED PER ASTM E477-13 IN A NVLAP-ACCREDITED ACOUSTICAL LABORATORY.
4. PRESSURE DROP PER ASTM E477-13 PLUS SYSTEM EFFECTS FOR NEARBY DUCT ELEMENTS.
5. MINIMUM DYNAMIC INSERTION LOSS DETERMINED PER ASTM E477-13 IN A NVLAP-ACCREDITED ACOUSTICAL LABORATORY.
6. NON-BASIS OF DESIGN SILENCER MANUFACTURER SHALL PROVIDE, FOR APPROVAL, PROFESSIONAL ENGINEER STAMPED PRESSURE DROP CALCULATIONS FOR ALL SYSTEMS WITH SILENCERS TO DEMONSTRATE THAT THE RESULTANT INSTALLED PRESSURE DROP WITH SYSTEM EFFECTS DOES NOT EXCEED SCHEDULED VALUES.
7. FOR NON-BASIS OF DESIGN PRODUCT SUPPLIED, CONTRACTOR IS FINANCIALLY RESPONSIBLE TO ENSURE NOISE CONTROL SOLUTION IS DELIVERED TO ACHIEVE SPECIFIED NC LEVEL IN SPACES.

EQUIPMENT LIST:

NUMBER		1					2							3			4	5	6	7	8
SYSTEM		PUMP					FILTER							HEATER			DISINFECTION				
		FLOW	TDH	BHP	SPECIFICATION	BASKET STRAINER PER NEMATO CORP	TOTAL FILTER AREA REQ.	FILTER AREA PER TANK (1 FILTER)	NO. OF FILTERS REQ.	TOTAL FILTER AREA AVAILABLE:	ACTUAL GPM/SQFT (PER FILTER)	SPECIFICATION	NOTES	SPECIFICATIONS (BTU HEAT OUTPUT)	HEAT UP TIME (HR)	HEATER MODEL	CHLORINE DOSING SPECIFICATION	ACID AND CO2 DOSING SPECIFICATION	UV UNIT SPECIFICATION	CHEMISTRY CONTROLLER
A	LAP POOL	640	68	7.5	(2) FILTRATION PUMPS PER "PENTAIR" C-SERIES MODEL CMK-75, 5"x4", RATED 320 GPM AT 68' TDH, 7.5 HP, 460V, 3PH, EACH	INCLUDED WITH PUMPS	42.67	21	2	42	15.24	GEN 2 EKO-42210-T2	USE GEN2 EKO-42210-T2 (2 TANKS) W/ AUTO BACKWASH	529,000	28.17	(3) HEAT PUMP PER "AQUACAL" MODEL GBB	(3) CHLORINE METERING PUMP, STENNER 45MHP22, 1.1-22GPD, 100 PSI	(1) ACID METERING PUMP, STENNER 45MHP10, 0.5-10GPD, 100 PSI (1) EKO3 SYSTEMS CO2 FEEDER MODEL CO2 20-200 SCFH #WS-009-04000 WITH (1) TAYLOR WHARTON TANK MODEL NOVO750 SUREFILL SYSTEM CO2 STORAGE TANK	(1) UV UNIT SAG ULTRAVIOLET LIGHT MODEL SAG-960A, RATED 770 GPM MAX., 120V, 1PH.	BECSys7
B	INSTRUCTIONAL POOL	225	61	5	(1) FILTRATION PUMPS PER "PENTAIR" C-SERIES MODEL CMK-50, 5"x4", RATED 225 GPM AT 61' TDH, 5 HP, 460V, 3PH	INCLUDED WITH PUMP	15.00	7.06	2	14.12	15.93	TR140C	USE (2) TR-140C FILTER	529,000	13.81	(2) HEAT PUMP PER "AQUACAL" MODEL GBB	(2) CHLORINE METERING PUMP, STENNER 45MHP22, 1.1-22GPD, 100 PSI	(1) ACID METERING PUMP, STENNER 45MHP10, 0.5-10GPD, 100 PSI (1) EKO3 SYSTEMS CO2 FEEDER MODEL CO2 20-200 SCFH #WS-009-04000 WITH (1) TAYLOR WHARTON TANK MODEL NOVO750 SUREFILL SYSTEM CO2 STORAGE TANK	(1) UV UNIT SAG ULTRAVIOLET LIGHT MODEL SAG-480A, RATED 350 GPM MAX., 120V, 1PH.	BECSys5
C	SPLASH PAD	135	62	3	(1) FILTRATION PUMPS PER "PENTAIR" WHISPERFLO MODEL WFK-12, RATED 135 GPM AT 62' TDH, 3 HP, 460V, 3PH	INCLUDED WITH PUMP	9.00	7.06	1	7.06	19.12	TR140C	USE (1) TR-140C FILTER	N/A	N/A	N/A	(1) CHLORINE METERING PUMP, STENNER 45MHP10, 0.5-10GPD, 100 PSI	(1) ACID METERING PUMP, STENNER 45MHP10, 0.5-10GPD, 100 PSI	N/A	(1) UV UNIT PER "AQUIONICS" SWIM U SERIES MODEL U-152, 3" FLANGE RATED 180 GPM MAX., 120V.	BECSys5
D	SPLASH PAD FEATURE	160	35	2	(2) WATER FEATURE PUMPS PER "PENTAIR" WHISERFLOXF MODEL XFK-8, RATED 160 GPM AT 35' TDH, 2HP, 460V, 3PH, EACH	INCLUDED WITH PUMP	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	(2) UV UNIT PER "AQUIONICS" SWIM U SERIES MODEL U-152, 3" FLANGE RATED 180 GPM MAX., 120V.	N/A

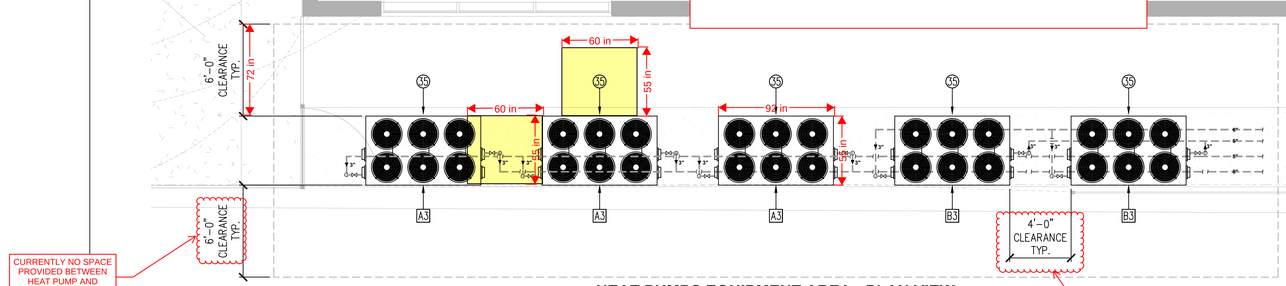
KEY NOTES:

1. CHLORINE TANK (500 GALLON) (C/W4.53)
2. ACID TANK (50 GALLON) (E/W4.51)
3. 4" PVC VENT CHLORINE VENT PIPE (TERMINATE ON BUILDING ROOF) (C/W4.53)
4. CHLORINE FILL PORT (C/W4.53)
5. CO2 FILL PORT (H/W4.52)
6. SPLASH PAD SURGE TANK BASKET STRAINER
7. AUTOFILL MANIFOLD (D/W4.52)
8. DUAL SUMP PUMPS (DISCHARGE TO BACKWASH TANK). (F/W4.51)
9. FILTER BOOSTER PUMP FOR AUTO BACKWASH
10. FIBERGLASS DOUBLE DOORS
11. FIBER GLASS DOOR W/ LOUVERS
12. CONTAINMENT CURB
13. EMERGENCY EYE WASH STATION
14. STEEL LADDER W/ SAFETY EXTENSION. (J/W4.52)
15. GUARD RAIL (F/W4.50)
16. ALUMINUM 3'X3' FLOOR ACCESS HATCH (G/W4.52)
17. SURGE TANK OVERFLOW BOX W/ SEWER CONNECTION. (J/W4.52)
18. ROOF ACCESS WITH LADDER
19. METAL GRATE LANDING W/ STEP (PER ARCHITECTURE PLAN)
20. STRUCTURE COLUMNS (PER STRUCTURE PLAN)
21. MAINTENANCE WORKSTATION
22. BACKWASH TANK FLOOR DRAIN (PER MEP PLANS)
23. FLOOR DRAIN (PER MEP PLAN)
24. NETWORK CABINET (BY PAE ENGINNERS)
25. TRANSFORMER
26. CONTROL PANEL
27. PUMP DISCONNECT SWITCH (PER ELECTRICAL SHEET)
28. PRESSURE GAUGE (J/W4.50)
29. FLOW METER (C/W4.53)
30. PUMP PIT LEAK DETECTOR
31. CHEMICAL ROOM LEAK DETECTOR
32. SPLASH PAD WIND SENSOR ON BUILDING ROOF (F/W2.60)
33. WINCH ANCHOR ON THE CEILING FOR WINCH PER "OZ LIFTING PROUCT" MODEL OBH1000 (LOCATION AND CONSTRUCTION DETAIL PER ARCHITECT AND STRUCTURAL PLAN)
34. 12"x12" VENTILATION SHAFT (PER MEP PLAN)
35. AIR SOURCE HEAT PUMP EQUIPMENT PAD (5 TYP.) (B/W4.54)

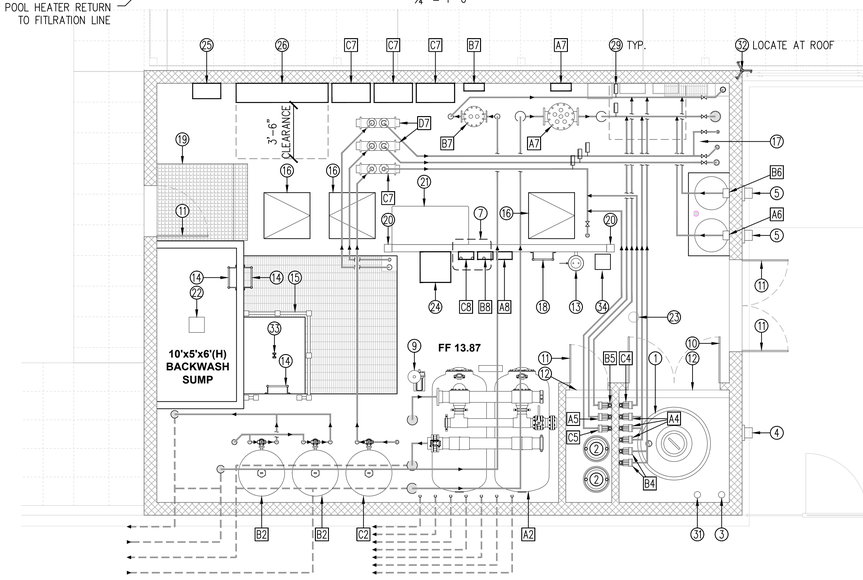


PUMP STATION - PUMP LEVEL PLAN VIEW
¼" = 1'-0"

See next page for blow-up



HEAT PUMPS EQUIPMENT AREA - PLAN VIEW
¼" = 1'-0"



PUMP STATION - GROUND LEVEL PLAN VIEW
¼" = 1'-0"

REGISTERED PROFESSIONAL ENGINEER
JI KANG SONG
REG. #19315
CIVIL
STATE OF CALIFORNIA

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Menlo Park Community Campus
100 TERMINAL AVENUE
MENLO PARK, CA 95025

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SCALE: AS SHOWN
NOTE: THIS DRAWING IS ISO A1. DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY. VERIFY ALL DIMENSIONS FROM ARCHITECT FOR MEASUREMENTS THAT ARE NOT INDICATED.

MILESTONES

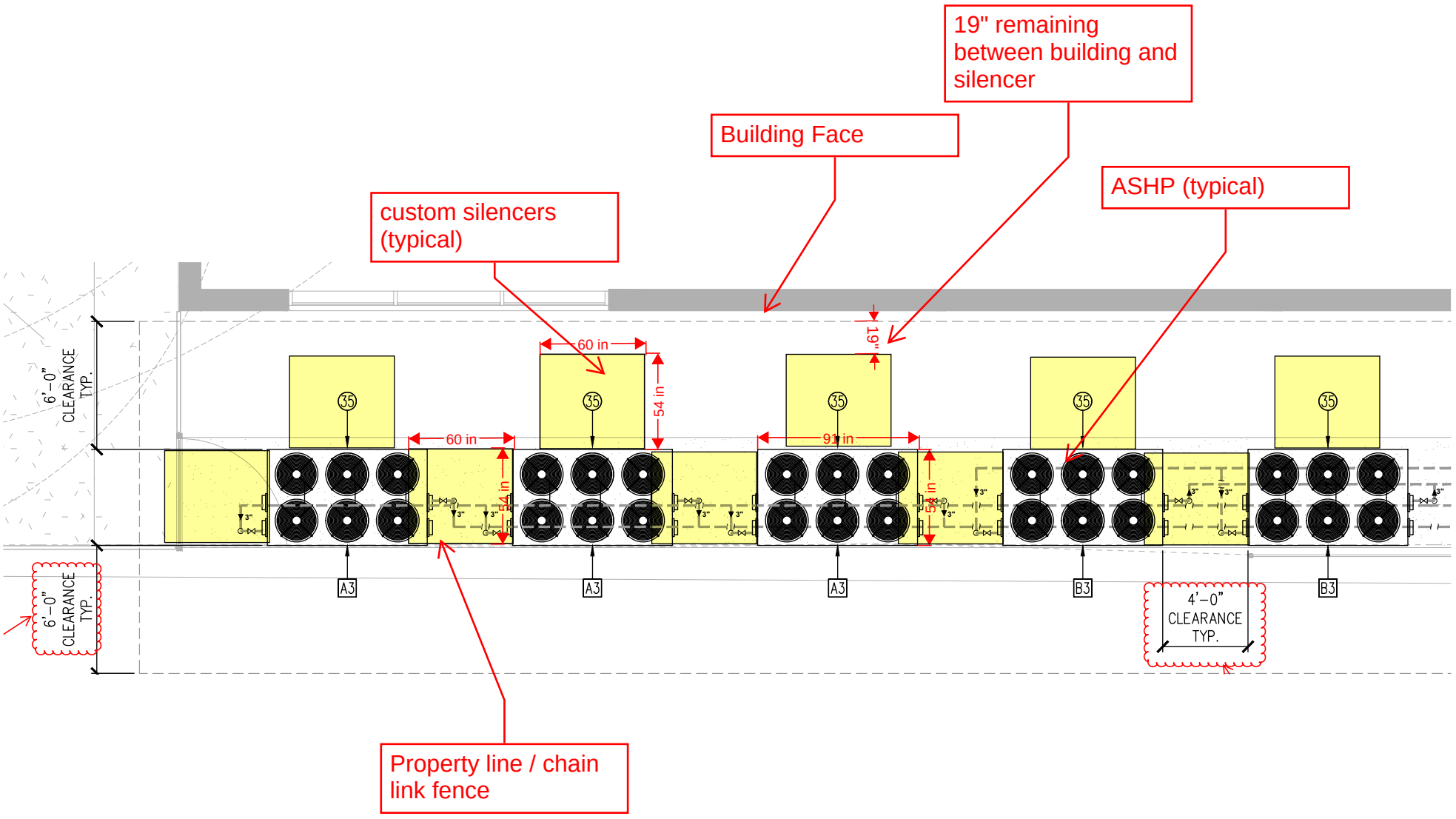
DATE	ISSUE
06/14/2021	DESIGN DEVELOPMENT
08/05/2021	SWIMMING FACILITY PERMIT SET

REVISIONS

NO.	DATE	ISSUE
PP-1	05/26/2022	PERMIT RESUBMITTAL
PP-2	06/03/2022	PERMIT RESUBMITTAL
P-1	09/02/2022	FOR CONSTRUCTION
P-2	11/15/2022	Add #14

DRAWING TITLE:
SWIMMING FACILITY
PUMP STATION PLAN

PROJECT #: B664
DRAWN BY: RC/BL
CHECKED BY: ZS
DRAWING NO: W4.10


19" remaining between building and silencer
Building Face
ASHP (typical)
custom silencers (typical)
Property line / chain link fence
6'-0" CLEARANCE TYP.
6'-0" CLEARANCE TYP.
4'-0" CLEARANCE TYP.
60 in
60 in
54 in
54 in
54 in
91 in
19"
35
A3
A3
A3
B3
B3

Clearances on pages 8 and 9

AquaCal®

Installation Manual

GREAT BIG BOPPER

Firmware Version 1.xxx



Important

Read this document before operating / installing this product

For additional product manuals and operation / installation procedures, please visit www.AquaCal.com

MODEL / SERIAL NUMBER

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Contacting AquaCal AutoPilot, Inc.

For further assistance, please contact the distributor or installer of this product.

If unavailable, please contact AquaCal® for a partner in your area. To better assist you, please have the heat pump model and serial number available.

- See "*Identifying Model Specifications*" on page 67.

Product Information:	
Website	www.AquaCal.com
Phone	(1) 727-823-5642
Hours	8-5 pm, Eastern M-F

Service Information:	
Website	www.AquaCal.com/request-heat-pump-service/

SAFETY INSTRUCTIONS

- For personal safety, and to avoid damage to equipment, follow all safety instructions displayed on the equipment and within this manual. Repair and service of heat pump must be performed by an authorized service center.
- Warranties may be voided if the equipment has been improperly installed, maintained or serviced.
- If service is deemed necessary, please contact AquaCal. See "*Contacting AquaCal AutoPilot, Inc.*" above.

SAFETY SIGNALS

Throughout this document, safety signals have been placed where particular attention is required.

DANGER Failure to heed the following will result in injury or death.

WARNING Failure to heed the following may result in injury or death.

NOTICE Failure to heed the following may result in damage to equipment.

When installing and using your heat pump basic safety precautions must always be followed, including the following:

DANGER Failure to heed the following will result in injury or death.

- The heat pump utilizes high voltage and rotating equipment. Use caution when servicing.
- Follow all National Electric Codes (NEC) and/or State and Local guidelines.

WARNING Failure to heed the following may result in injury or death.

- Installation and repairs must be performed by a qualified technician.
- The heat pump contains refrigerant under pressure. Repairs to the refrigerant circuit must not be attempted by untrained and/or unqualified individuals. Service must be performed only by qualified HVAC technicians. Recover refrigerant before opening the system.
- Improper water chemistry can present a serious health hazard. To avoid possible hazards, maintain pool/spa water per standards as detailed in the product's operation manual.
- Prolonged immersion in water warmer than normal body temperature may cause a condition known as Hyperthermia. The symptoms of Hyperthermia include unawareness of impending hazard, failure to perceive heat, failure to recognize the need to exit the pool or spa, and unconsciousness. The use of alcohol, drugs, or medication can greatly increase the risk of fatal Hyperthermia. People having an adverse medical history, or pregnant women should consult a physician before using a hot tub or spa. Children and the elderly should be supervised by a responsible adult.
- Prolonged immersion in water colder than normal body temperature may cause a condition known as Hypothermia. The symptoms of Hypothermia include shivering (although as hypothermia worsens, shivering stops), clumsiness or lack of coordination, slurred speech or mumbling, confusion and poor decision-making, drowsiness or low energy, lack of concern about personal welfare, progressive loss of consciousness, weak pulse and slow or shallow breathing. Persons having an adverse medical history, or pregnant women, should consult a physician before immersing in a cold body of water. Children and the elderly should be supervised by a responsible adult.
- This appliance is not to be used by persons (including children) with reduced physical, sensory, or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction.
- Children must be supervised and are not to play with the appliance.

NOTICE Failure to heed the following may result in damage to equipment.

- Maintain proper water chemistry to avoid damage to the pump, filter, pool shell, etc.
- Water flow exceeding the maximum flow rate requires a bypass. Damage due to excessive water flow will void the warranty.

SAVE THESE INSTRUCTIONS

1 - Installation

WARNING Failure to heed the following may result in injury or death.

- Installation of this equipment by anyone other than a qualified installer can result in a safety hazard.
- The information contained throughout the "Installation" section is intended for use by qualified installation technicians familiar with the swimming Pool/Spa safety standards.

NOTICE Failure to heed the following may result in damage to equipment.

- Failure to protect equipment against corrosive conditions will adversely affect the life of the equipment and will void equipment warranty.

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1.1 Positioning Equipment

NOTICE Failure to heed the following may result in damage to equipment.

- Do not install equipment inside of a building.

Outdoor Use Only

Do not install equipment inside of a room or building.

- Heat Pumps require unobstructed airflow for proper operation. Heat Pumps should never be installed indoors or in a location where airflow is restricted.
- If an indoor installation is being considered, the installer and dealer are strongly urged to contact the AquaCal Application Department, or a local Professional Engineer prior to proceeding.
- See "*Clearances*" on the facing page.

Controlling Irrigation and Rainwater Runoff

- Irrigation water may damage heat pump components. Direct irrigation water away from the heat pump.
- The heat pump will withstand normal rainfall. Do not allow a roof slope to direct rainwater onto the heat pump. Have a gutter installed on the roof edge to direct this water away from the heat pump. Or install the heat pump in another location.

Planning for Condensation

The heat pump can produce a large amount of condensation. The amount of water depends on air temperature and humidity.

- Install the heat pump with enough height to allow for water drainage.
- 1" PVC can be connected to the drainage outlet to redirect water as needed. This connection is under the lower access panel.

Mounting Pad Requirements

- The heat pump's base must be installed on a flat and level surface that completely supports the entire base.
- Build the heat pump pad out of concrete or other code-approved material.
- Confirm the pad can support the weight of the heat pump. See "*Weights*" on page 68.
- Elevate the pad enough to allow for drainage.
- Make sure the pad is flat and level.
- Have the pad support the entire heat pump base in all directions.
- Do not install the heat pump on soil or grass.
- Do not allow the heat pump base to touch the building's foundation.
- Do not place the heat pump directly on a concrete floor. This can cause noise to be transmitted to an occupied space. If necessary install vibration dampers between the heat pump base and floor.
- Equipment pad must meet all requirements of authorities having code-related jurisdiction.

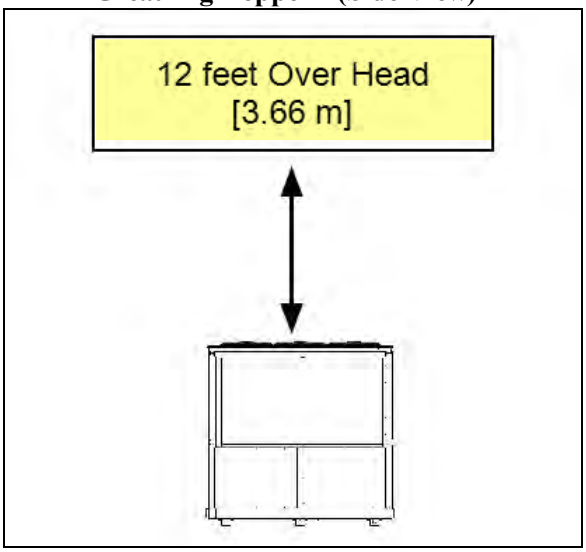
Anchoring to Pad

- Follow all applicable local, state, and national requirements regarding wind load anchoring.
- The shipping brackets used to secure the heat pump to the pallet are approved mounting (hurricane) brackets. They should be used to anchor the heat pump to the pad.
- If needed, contact AquaCal® to obtain anchoring kit information. Please have the heat pump model number and serial number when requesting support. See "*Identifying Model Specifications*" on page 67.

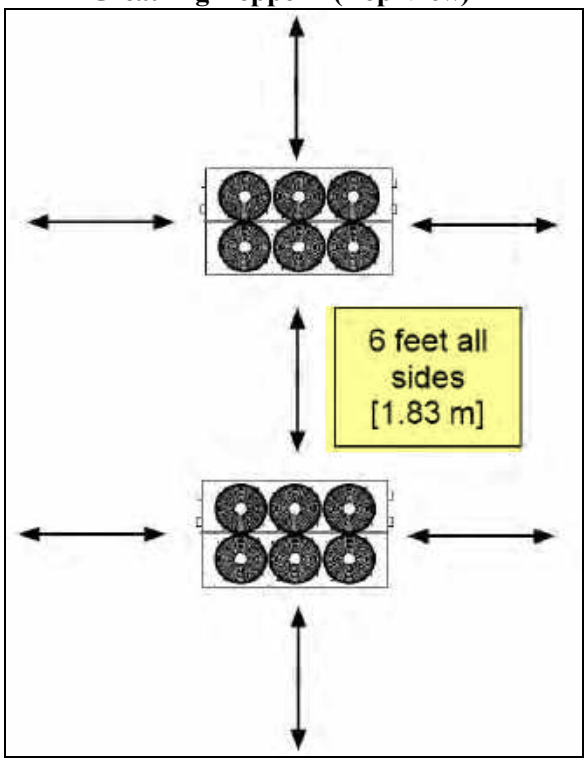
1.2 Clearances

- Proper air circulation is required for the heat pump to operate efficiently. The following diagrams show the minimum clearances required for the proper operation of the heat pump.
- Avoid storing chemical containers near the heat pump. The chemicals can cause equipment damage.
- Avoid placing objects near or on top of the heat pump. This includes shrubbery and lawn furniture. These objects will reduce performance and efficiency and hinder maintenance access.

Great Big Bopper® (Side View)

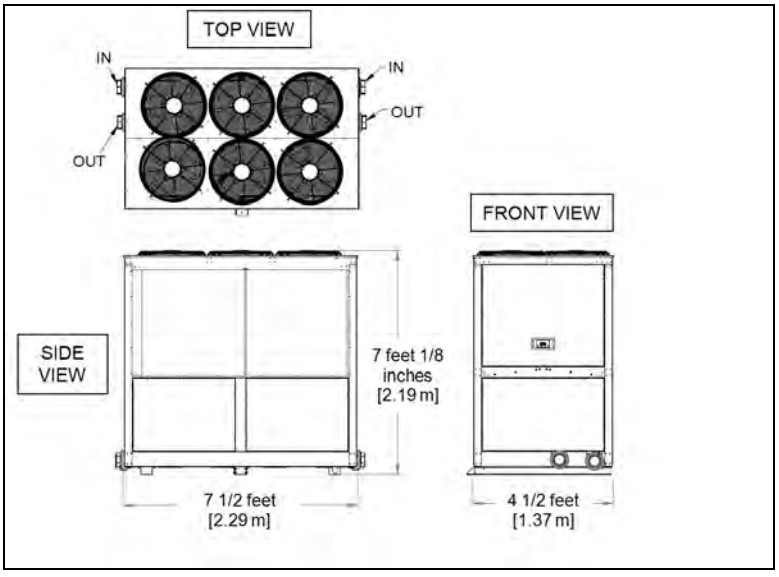


Great Big Bopper® (Top View)



1.3 Dimensions

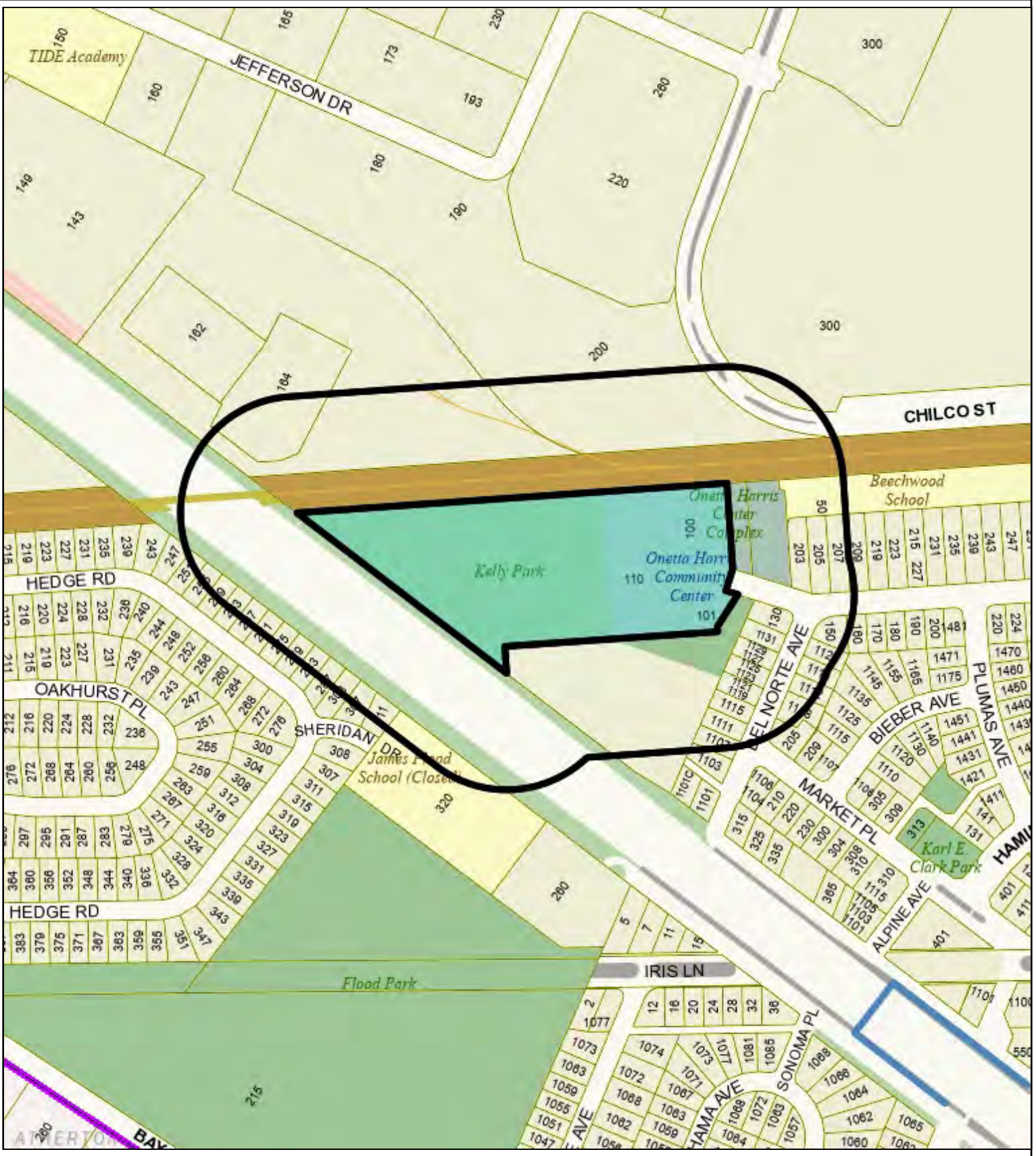
(Great Big Bopper®)



LOCATION: 100 Terminal Avenue	**PROJECT NUMBER:** PLN2022-00017	**APPLICANT:** City of Menlo Park	**OWNER:** City of Menlo Park

Project Conditions:

1. The use permit shall be subject to the following **standard** conditions:
    a. Development of the project shall be substantially in conformance with the plans prepared by Hart Howerton Architects, consisting of one plan sheet, dated received February 20, 2023, subject to review and approval by the Planning Division.
    b. Prior to issuance of a building permit, 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 issuance of a building permit, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
2. The use permit shall be subject to the following ***project-specific*** condition:
    a. Exceedance of noise limits shall be limited to exceedance of nighttime noise limits (50 dBA). Should the pool heating equipment be found to exceed 60 dBA measured at residential property lines, the applicant shall submit an application for a use permit revision to be reviewed by the Planning Commission.



City of Menlo Park

Location Map

100 TERMINAL AVENUE (MPCC)

Scale: 1:4,000 Drawn By: CRT Checked By: CDS Date: 10/3/2022 Sheet: 1

CITY OF MENLO PARK

February 3, 2023

RE: Air source heat pumps at new swimming pools

Dear Resident,

The City of Menlo Park is building a new community center near your home, next to Kelly Park. You may have noticed the construction at 100 Terminal Ave. near Del Norte Avenue. The new building will have a public gymnasium, swimming pools, public library, senior center, after school programs and meeting rooms for the community. The new building is scheduled to open in 2024, and we are excited to open it for you and the community to enjoy.

We're writing this letter to let you know that for the new center to meet current building requirements, it will have some electrical pool heating equipment that will generate some noise on some nights when the equipment is running.

You may be able to hear the heating equipment noise from your home. The City is working to reduce the noise as much as possible, and has studied every reasonable way to reduce it, but studies have shown that it is not possible to limit all the noise. Studies show that the overnight noise sometimes could be as high as 60 decibels, which is allowed during the daytime by City rules, but is higher than the nighttime limit of 50 decibels.

For this reason, the City's Planning Commission will hold a public meeting, tentatively scheduled for Feb. 27, to review the noise study. The Planning Commission will also be asked to approve an allowance for the heating equipment to exceed the overnight noise limit and allow the new heating equipment installation so that the community can enjoy the new center and swimming pool.

The attached diagram shows some technical information about the equipment, the noise range and the noise reducing options we have studied.

We want to hear from you, because your home is nearby and you may be able to hear the equipment noise from your home. Please attend the Planning Commission meeting if you can — you can attend in-person, by video, or by phone — or you can send your questions and comments to the planning commission at planning.commission@menlopark.gov, or contact city staff Rondell Howard at rdhoward@menlopark.gov or 650-330-2245, or you can send a letter by U.S. mail to the following address:

City of Menlo Park
Attention: Rondell Howard
700 Alma St.
Menlo Park, CA 94025

Learn more on the project webpage and sign up for updates at menlopark.gov/communitycampus.

CITY OF MENLO PARK

4 de febero 2023

REF: Bombas del calentador en las piscinas nuevas

Estimado Residente,

La ciudad de Menlo Park está construyendo un centro comunitario nuevo al par de Kelly Park. De seguro ha visto su construcción en la avenida Terminal #100, cercas de la avenida Del Norte. El nuevo edificio contara con gimnasio, piscinas, biblioteca pública, centro para personas mayores, programas extraescolares, y salas para juntas. Se proyecta su apertura para el 2024 y nos emociona poder abrir sus puertas y ofrécele todos sus servicios a usted y a toda la comunidad.

Le escribimos para dejarle saber que el nuevo centro debe cumplir con ciertos requisitos de construcción y se tiene que instalar un sistema de calentador eléctrico en las piscinas, que van a generar ruido en las noches cuando estén en uso.

La ciudad de Menlo Park está buscando maneras para reducir los niveles del ruido y ha hecho estudios que concluyen que no se podrá eliminar el ruido por completo. Por esta razón pueda que escuche el ruido del calentador desde su casa. Los estudios han mostrado que el ruido producido pueda llegar a los 60 decibelios durante la noche. Este nivel de ruido es admisible durante el día pero en la noche se pasa de los 50 decibelios permitidos.

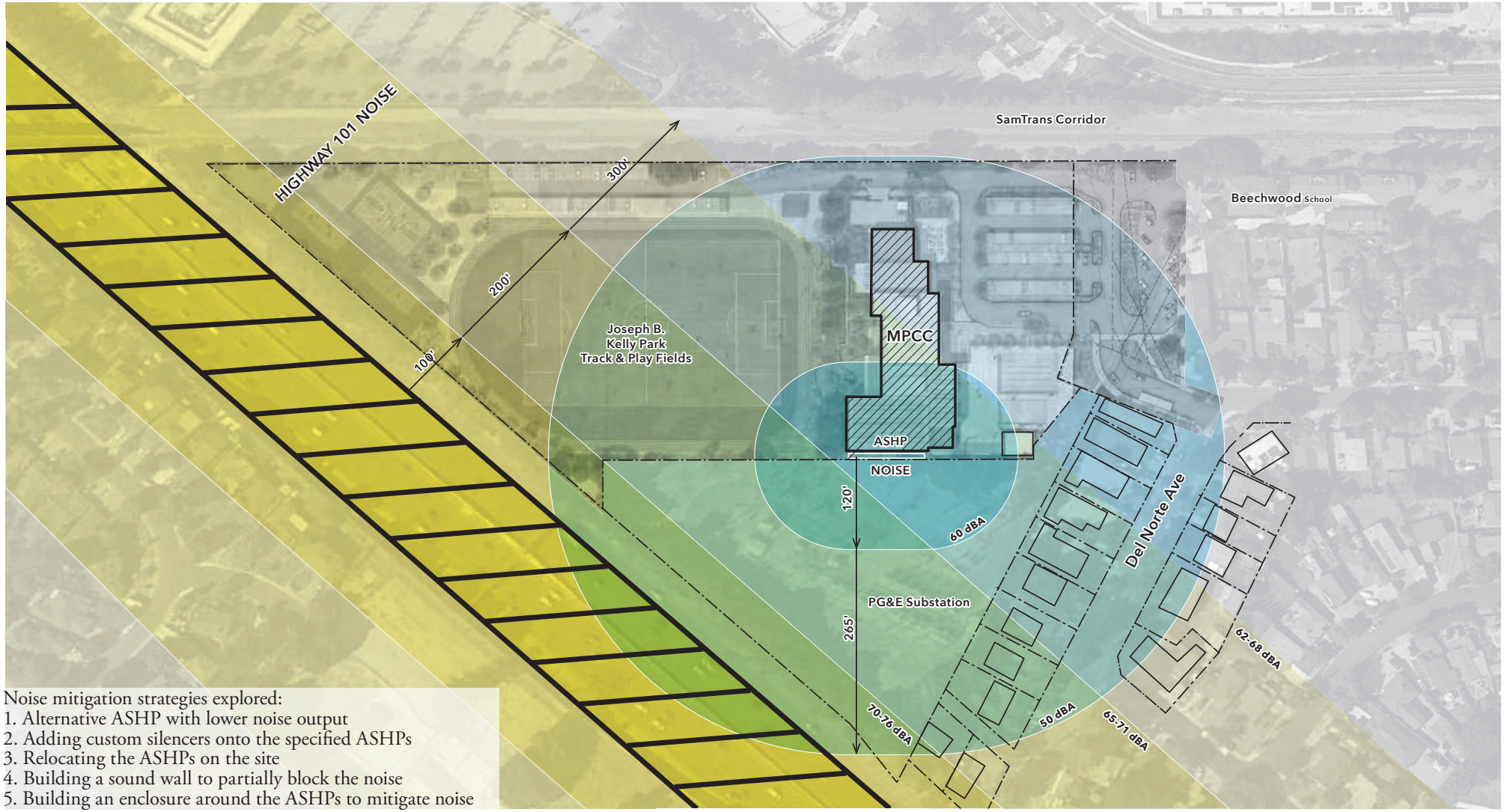
Por esta razón la Comisión de Planificación de la ciudad tiene programada una junta pública el 27 de febrero para hablar sobre los estudios de ruido que se hicieron. También se le pedirá a la Comisión de Planificación que apruebe el exceso de ruido producido por las bombas del calentador por las noches, con fin de que la comunidad pueda disfrutar del uso del centro y sus piscinas.

El siguiente esquema muestra alguna información técnica del equipo y las opciones para reducir su ruido que hemos estudiado.

Ya que su hogar esta cercas hay posibilidad que escuche el ruido del equipo así que queremos su opinión. Si es posible por favor atienda la junta de la Comisión de Planificación. Puede asistir en persona, por video o por teléfono. También nos puede mandar sus preguntas y comentarios por correo electrónico a planning.commission@menlopark.gov, contactando a Rondell Howard rdhoward@menlopark.gov o llamándole al 650-330-2245. Si gusta puede mandar una carta por correo a:

City of Menlo Park
Attention: Rondell Howard
700 Alma St.
Menlo Park, CA 94025

Aprenda más sobre este proyecto en nuestra página web e inscríbase para recibir actualizaciones en menlopark.gov/communitycampus.



Noise mitigation strategies explored:
1. Alternative ASHP with lower noise output
2. Adding custom silencers onto the specified ASHPs
3. Relocating the ASHPs on the site
4. Building a sound wall to partially block the noise
5. Building an enclosure around the ASHPs to mitigate noise

0 120 240'

1" = 120' *at full size (11 x 17")*

HART HOWERTON

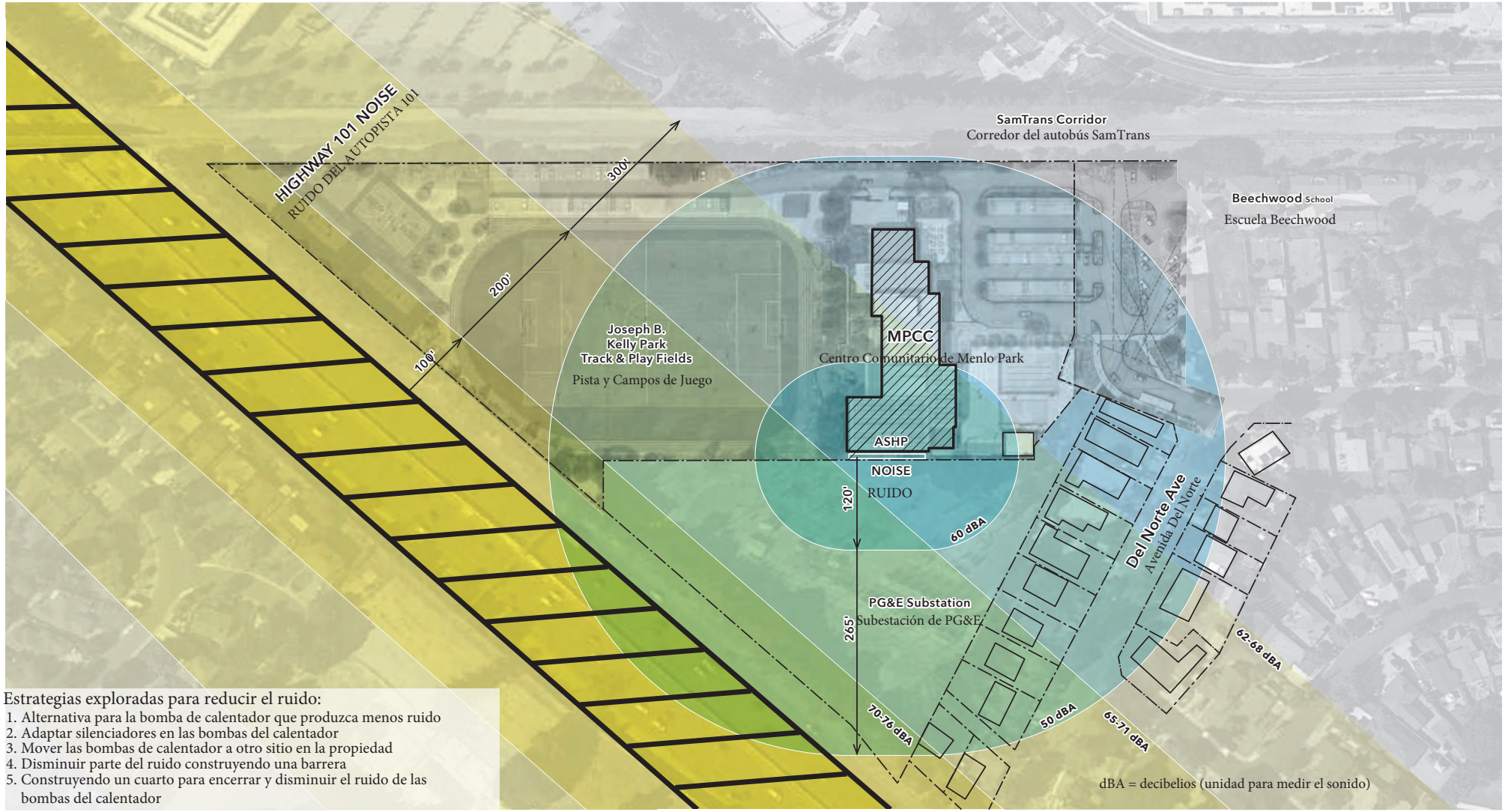
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MENLO PARK COMMUNITY CAMPUS

100 Terminal Ave, Menlo Park CA

NOISE VARIANCE DIAGRAM

September 9 2022



Estrategias exploradas para reducir el ruido:

1. Alternativa para la bomba de calentador que produzca menos ruido
2. Adaptar silenciadores en las bombas del calentador
3. Mover las bombas de calentador a otro sitio en la propiedad
4. Disminuir parte del ruido construyendo una barrera
5. Construyendo un cuarto para encerrar y disminuir el ruido de las bombas del calentador

0 120 240'

1" = 120' *tamaño completo (11 x 17")*

HART HOWERTON

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Centro Comunitario de Menlo Park

100 Terminal Ave, Menlo Park CA

DIAGRAMA MOSTRANDO LA VARIACIÓN DE RUIDO

9 de septiembre 2022

Turner, Christopher R

From: Eduardo Lopez Hernandez [redacted]
Sent: Tuesday, February 7, 2023 7:42 PM
To: _Planning Commission; Taylor, Cecilia; Wolosin, Jen; Doerr, Maria; Combs, Drew; Nash, Betsy
Cc: [redacted]
Subject: Air Source Heat Pumps at New Swimming Pools Meeting

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Dear Planning Commission,

My name is Eduardo L. Hernandez. I live in Del Norte Avenue near the construction site for the new Onetta Harris Community Center. Last Saturday on February 3, 2023, Menlo City Park staff visited our area to let us know the Planning Commision will be holding a meeting to review the "noise study" and take public feedback on 2/27/2023. Many of my neighbors and I came out to meet with city staff to express our concerns regarding the noise pollution and the impact it will have on our health. We want to let you know we are already dealing with 101 noise pollution 24 hours a day/7 days per week. Many of our properties also have the PG&E Substation in our backyards. Furthermore, we have been dealing with the dust/pollution from the site construction and constant traffic to the site. My neighbors and I requested city staff to have the meeting in our neighborhood since the decision you take will impact our community. The city staff told us to send this request to the planning commission and the Menlo Park City Council. I am formally requesting to have the public meeting in our area at the Belle Haven Public Library, so most of my neighbors are able to attend this important public meeting. I have CC the neighbors who met with city staff in this email. Thank you and take care.

Sincerely,

Eduardo L. Hernandez.

Turner, Christopher R

From: Turner, Christopher R
Sent: Thursday, February 16, 2023 9:08 AM
To: Turner, Christopher R
Subject: FW: Heating Pump at 100 Terminal Ave Concerns

Christopher R. Turner
Associate Planner
City Hall - 1st Floor
701 Laurel St.
tel 650-330-6724
menlopark.gov
*Note our emails have changed to @menlopark.gov

From: Siobhan Flynn [redacted]
Sent: Monday, February 6, 2023 8:27 AM
To: _Planning Commission <planning.commission@menlopark.gov>; rhoward@menlopark.gov
Cc: Taylor, Cecilia <CTTaylor@menlopark.gov>
Subject: Heating Pump at 100 Terminal Ave Concerns

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

To Whom It May Concern,

I am a resident of Belle Haven and live on Del Norte Ave. This weekend, thankfully, Menlo Park employees came to inform me about the heating pumps that are going to be installed at the new Menlo Park Community Campus. After reading about the noise issues, I have a number of concerns.

Obviously, this issue is very technical in nature and this weekend, there was very little real, understandable information offered (and I understand this was not the job of the city employees, who were very gracious given the circumstances). At this point, I would like to know why the City Council Meeting about this issue is going to be held at Burgess City Hall? This is an issue that affects Belle Haven directly. It is difficult for many of us to get to Burgess at that hour, so that our voices can truly be heard. Plus, not all Bell Haven residents have access to the internet or transportation.

If you are really concerned about Belle Haven's voice, I would request that the City Council Meeting on Feb 27th be held in Belle Haven (perhaps at the Library).

Sincerely,

Siobhan Flynn

Turner, Christopher R

From: Turner, Christopher R
Sent: Thursday, February 16, 2023 9:08 AM
To: Turner, Christopher R
Subject: FW: Air source heat pumps at new swimming pools (Belle Haven)

Christopher R. Turner
Associate Planner
City Hall - 1st Floor
701 Laurel St.
tel 650-330-6724
menlopark.gov
*Note our emails have changed to @menlopark.gov

From: Dr. Donald R Mendoza [redacted]
Sent: Monday, February 6, 2023 12:04 PM
To: _CCIN <city.council@menlopark.gov>; _Planning Commission <planning.commission@menlopark.gov>
Subject: Air source heat pumps at new swimming pools (Belle Haven)

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Members of the Menlo Park (MP) City Council and Planning Commission,

I am a resident of Belle Haven and was recently informed by members of the MP Library Staff that the Planning Commission intends to meet on the 27th of February to review the study which indicates that the noise from the planned community pool heating system will exceed the current city ordinance. Further, I was provided a memo (*RE: Air source heat pumps at new swimming pools*) that was signed by Theresa Avedian (Senior Civil Engineer) stating that the Planning Commission would be "*asked to approve an allowance for the heating equipment to exceed the overnight noise limit.*"

I have several concerns regarding this issue.

1. The planned meeting in which the issue is to be discussed is scheduled to occur at the Burgess complex. This poses a significant issue for the Belle Haven community as traffic poses a significant impediment to most of the people who are commuting to-and-from work, chauffeuring children, and dealing with household chores.
   Can this meeting be held within the Belle Haven community such as the current library?

2. The aforementioned memo indicates that the decision to exceed the noise limits is a foregone conclusion – yet the Belle Haven community has not been provided any voice in the matter. The meeting appears to be a method to appease the community rather than giving them a voice in what happens to their living conditions.

   Does the Belle Haven community have a real say in this matter? What recourse is there if the system is put in place and exceeds the limit? Will affected property owners be given funding to erect their own sound abatement systems?

3. The aforementioned memo states that the City *"has studied every reasonable way to reduce"* the noise. While I assume this will be on the meeting's agenda, I am concerned over **who** decided what was

"reasonable," it was not the people who live in the affected area. Afterall, the ordnances that are already in place are supposed to reflect what is reasonable – exceeding these limits is damaging to the environment and the creatures, human and otherwise, that reside in the proposed area. Also, it appears that a specific type of heating system (air source heat pump) was targeted, and the rest of the design meant to fit around it – there are other systems that offer lower noise levels than a heat pump.

Were other heating systems considered? If not, why? If yes, why were they rejected? Did the environmental impact study include noise? Where within the HUD noise standards does this project lie?

4. The aforementioned memo only addresses the exceedance of momentary or periodic day-time and nighttime sound limits – yet the more appropriate metric is the day night average sound level (DNL) as this reflects the noise that people and the environment would be exposed to over a typical 24-hour period. These values are sure to be higher during the winter months.

   What is the worst case DNL posed by the system as currently planned? How is the City planning on attenuating this level?

While I am in support of the new community center and happy to be part of the Belle Haven Community that will host it, I do not think it fair for Belle Haven residents to take on more of the City's burden than they are already asked to bear. The noise levels are already too high because this part of the community was not treated as fairly as those living on the south side of the 101 freeway as can be seen in the inadequateness of the sound wall protecting Belle Haven – it stopped at least ¼ mile short of where it should have.

Belle Haven represents the City's most diverse population and in an age of equity and justice the City owes it to all its citizens to place value on those parts of the community historically forgotten or short changed.

Sincerely, Donald Mendoza

STAFF REPORT

Planning Commission
Meeting Date: **2/27/2023**
Staff Report Number: **23-015-PC**

Public Hearing: **Consider and adopt a resolution to approve a use permit for the partial demolition of an existing nonconforming two-story, single-family residence, and construction of first and second-story additions and remodeling which would exceed 50 percent of the existing value in a 12-month period on a standard lot in the R-1-U (Single Family Urban Residential) zoning district, at 312 Oakwood Place**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to construct first and second story additions and perform interior and exterior modifications to an existing nonconforming, two-story, single-family residence on a standard lot in the R-1-U (Single Family Urban Residential) zoning district. The value of the proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The draft resolution, including the recommended actions and conditions of approval, is 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 312 Oakwood Place in the Suburban Park neighborhood. All properties in the immediate vicinity are also located in the R-1-U zoning district. Oakwood Place features primarily one-story ranch and craftsman style homes, with a few more modern one- and two-story homes throughout the broader neighborhood. A location map is included as Attachment B.

Analysis

Project description

The applicant is proposing to remodel the existing home with both interior and exterior modifications to the majority of the residence. The existing detached garage would be demolished, and a new, attached garage would be constructed with a new second floor above the garage and a portion of the existing residence. In the R-1-U zoning district, the minimum side setback is 10 percent of the minimum lot width with a minimum of five feet and maximum of 10 feet. In this case, the subject property has a lot width of over 100 feet, so the minimum side setback is 10 feet. The right side of the existing residence has a side setback of between 4.2

feet and 5.2 feet due to the angle of the side property line. Since the right side of the residence does not meet the required 10-foot side setback, the house is nonconforming. The nonconforming walls are proposed to remain. Although not within the scope of this use permit, the applicant proposes to convert an existing accessory building into an accessory dwelling unit (ADU). The project plans and project description letter are included as Attachment A Exhibits A and B, respectively.

The proposed renovations would result in a four-bedroom, four-bathroom residence. The required parking for the primary dwelling would be provided by a new attached, side-loading, two-car garage. The proposed additions would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height, but the residence would remain nonconforming with regard to the right side setback. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance:

- The proposed floor area would be 4,666, including the 4,274 square feet of main dwelling and 392 square feet of area converted into a detached ADU, where 4,279 square feet is the maximum. The main dwelling would comply with the maximum floor area limit. ADUs are allowed to exceed the maximum floor area limit by up to 800 square feet, and therefore, the total floor area on the lot would be compliant with zoning regulations.
- The proposed building coverage would be 30.3 percent where 35 percent is the maximum.
- The proposed second floor, including floor area in attic spaces over five feet in height, would be approximately 26 percent of the total allowable floor area where 50 percent is the maximum.
- The height of the residence would be approximately 27 feet, six inches, where 28 feet is the maximum permitted height.

The proposed residence would have a front setback of 20 feet, five inches and a rear setback of approximately 42 feet, 1 inch, where 20 feet is required in either case. The residence is proposed to have a left side setback of 24 feet, 8 inches, and as previously mentioned, would maintain the right side setback of four feet, two inches. The proposed second story would be stepped back from the first story in the front and on the sides, and would be in line with the first floor in the rear. The second story would be stepped back to 35 feet, seven inches on the front, approximately 30 feet, two inches on the left side, and 54 feet, five inches on the right side. A data table summarizing parcel and project attributes is included as Attachment C.

Design and materials

The applicant states that the existing residence is a Tudor revival style with steep gables, stucco exterior, and wood detailing. The proposed design would maintain the overall characteristics by keeping the gables and constructing the second story to match the steep roof pitch. The proposed second story would be constructed above the left side of the house, and is fairly modest in size, leaving the majority of the residence with the existing one-story profile.

The stucco would be removed and replaced with horizontal board sidings with board and batten accents on the roof gables. Wood trim would separate the horizontal features from the board and batten gables. The existing wood shake roofing material would be removed and would be replaced with asphalt shingle roofing. All windows would be removed and replaced with windows with simulated true divided lites. All second story windows would have minimum sill heights of three feet with the exception of one window on the left side, which would have a sill height of two feet, five inches. This window would be set back approximately 30 feet from the side property line, and therefore, staff does not believe it will create any privacy issues. Additionally, the closest windows to the left property line (set back approximately 24 feet) would have obscure glazing on the lower half, furthering privacy protections for the neighboring property.

Trees and landscaping

The applicant has submitted an arborist report (Attachment D), detailing the species, size, and conditions of on-site and nearby heritage and non-heritage trees. The existing trees and landscaping are generally proposed to remain. There are 17 trees of various size and species on and surrounding the subject property, seven of which are heritage trees. One small orange tree is proposed for removal. The front yard would have new turf to replace the existing driveway, which is proposed for removal, and two additional trees would be planted in the front yard. A new concrete pathway would also be constructed. As part of the project review process, the arborist report was reviewed by the City Arborist. Implementation of all recommendations to mitigate impacts to the heritage trees identified in the arborist report would be ensured as part of condition 1h.

Valuation

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. For context, the use permit threshold differs between 75 percent for a single-story structure and 50 percent for a two-story structure. Since the existing residence is a two-story structure, the 50 percent threshold applies. The City has determined that the value of the proposed work for the project would exceed 50 percent of the replacement cost of the existing structure, at approximately 125 percent, and therefore requires use permit approval by the Planning Commission.

Correspondence

The applicant has indicated that they intended to meet with neighbors to discuss the project, but has not indicated the outcome of such discussions. As of the writing of this report, staff has not received any items of correspondence on the project.

Conclusion

Staff believes that the proposal is generally compatible with the surrounding neighborhood and would improve upon the existing design. The existing style would be maintained, and due to the relatively small second-story addition, there would be limited impacts on the neighborhood character or privacy. Staff recommends that the Planning Commission approve the use permit.

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. Draft Planning Commission Resolution Adopting Findings of Approval for project Use Permit, including project Conditions of Approval
   Exhibits to Attachment A
   A. Project Plans
   B. Project Description Letter
   C. Conditions of Approval
B. Location Map
C. Data Table
D. Arborist Report

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:
Chris Turner, Associate Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2023-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT FOR THE PARTIAL DEMOLITION OF AN EXISTING NONCONFORMING TWO-STORY, SINGLE-FAMILY RESIDENCE, AND CONSTRUCTION OF FIRST AND SECOND-STORY ADDITIONS AND REMODELING WHICH WOULD EXCEED 50 PERCENT OF THE EXISTING VALUE IN A 12-MONTH PERIOD ON A STANDARD LOT IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT

WHEREAS, the City of Menlo Park ("City") received an application requesting to partially demolish an existing nonconforming two-story, single-family residence and detached garage, and construct first and second-story additions and remodeling that would exceed 50 percent of the existing value in a 12-month period on a standard lot in the Single Family Urban Residential (R-1-U) zoning district (the "Project") from Ching-Pei Hu ("Owner" and "Applicant"), located at 312 Oakwood Place (APN 062-035-180) ("Property"). The Project use permit is depicted in and subject to the development plans and project description letter which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Urban Residential (R-1-U) district. The R-1-U district supports single-family residential uses; and

WHEREAS, the proposed Project complies with all objective standards of the R-1-U district, with the exception of the existing nonconforming portion of the wall on the right side of the property proposed to remain; and

WHEREAS, the project would exceed 50 percent of the existing value for a two-story residence in a 12-month period; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the Applicant submitted an arborist report prepared by Heartwood Consulting Arborists which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (Existing Facilities); and

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

WHEREAS, at a duly and properly noticed public hearing held on February 27, 2023, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project Revisions.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for the construction of first and second-story additions and remodeling to a nonconforming structure exceeding 50 percent of the replacement value on a standard lot is granted based on the following findings which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
    a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because nonconforming structures may be maintained, repaired, altered and expanded provided that no increase of the nonconformity results and other applicable regulations are met. The

proposed project would not increase the nonconformity of the right side wall, and all additions would comply with existing development standards.

b. The proposed residence would include the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided in a reconstructed, attached garage.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2022-00051, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (Existing Facilities)

Section 5. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 27, 2023, by the following votes:

AYES:

NOES:

ABSENT:

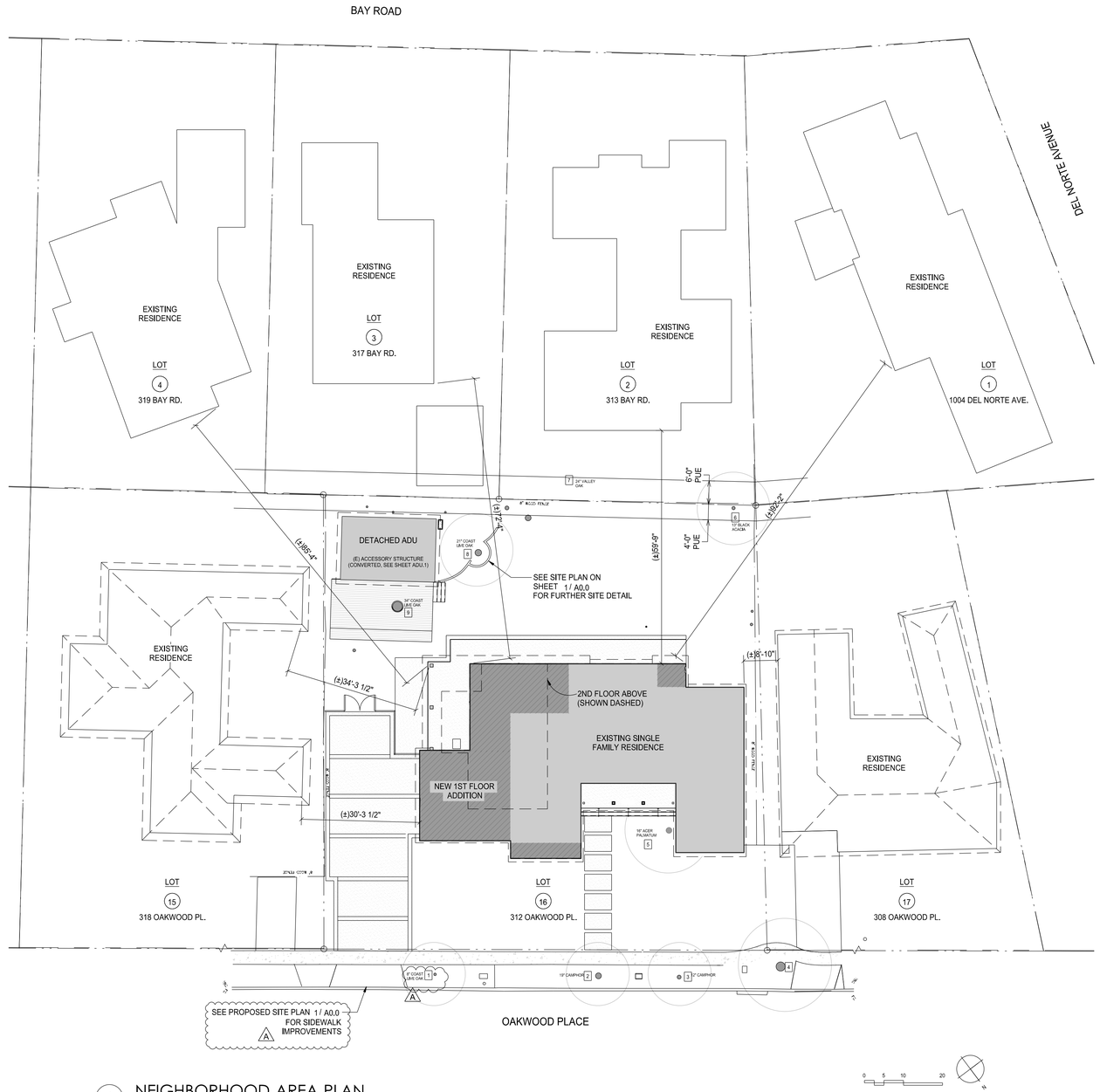
ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 27th day of February, 2023

_____
Corinna Sandmeier
Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval



1 NEIGHBORHOOD AREA PLAN
SCALE: 1/16" = 1'-0"

GENERAL NOTES

1. Applicable Codes:

2019 California Building Code	2019 California Mechanical Code
2019 California Residential Code	2019 California Plumbing Code
2019 California Fire Code	2019 California Electrical Code
2019 Cal Green Building Standards	2019 California Energy Code

Code Enforcing Agencies: City of Menlo Park Building Department
City of Menlo Park Fire Marshal

The intent of these drawings and specifications is to provide a new single-family residence in accordance with the 2019 California Code of Regulations and City of Menlo Park Municipal Code.

2. The General Contractor and Sub-Contractors are to verify all existing conditions before commencing with the work, in order to ensure conformance with the Construction Documents. All inconsistencies shall be brought to the attention of the Owner, Architect and Structural engineer prior to proceeding with any work.

3. Layout of new work is largely based upon relationships to existing site conditions. Any questions regarding the intent related to the layout of the new work shall be brought to the attention of the Owner & Architect prior to proceeding with any work.

4. Smoke detectors shall be installed: in each sleeping room, centrally located in a corridor or area giving access to each separate sleeping area, on each level, and in a basement. Smoke detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source and shall be equip with a battery back-up. The detector shall emit a signal when the batteries are low.

5. Carbon monoxide alarms shall be provided on each story of a dwelling (including basement),outside each sleeping area in the immediate vicinity of the bedrooms.

6. All sleeping rooms to be provided w/ an escape or rescue window. All windows shall have a minimum clear openable area of 5.7 square feet. The min net clear height dimension shall be 24". The minimum net clear width dimension shall be 20" and a maximum sill height of 44".

7. Special Inspections - shall be provided by a city approved independent special inspection agency as req'd by structural engineer (see structural plan/notes). Pull test inspections shall be performed on epoxy holdown bolts into existing concrete foundation.

8. This project is required to meet the REACH CODE and CAL-GREEN BUILDING CODE STANDARDS as adopted by the City of Menlo Park. For new construction projects, confirm restrictions on the use of natual gas appliances.

9. For this project, a fire sprinkler system is required throughout the entire building. A fire sprinkler permit shall be issued under a separate application. Sprinkler plans and calculations shall be provided submitted under separate permit through the fire department for approval prior to installation. System shall meet NFPA 13-D standards & local fire district requirements.

ZONING ANALYSIS / SITE DATA

ASSESSORS PARCEL NUMBER:	APN. 062-035-180
ZONING DISTRICT:	R1-U
LOT SLOPE:	< 5%
FLOOD ZONE:	FEMA (ZONE X)
CONSTRUCTION TYPE:	TYPE V-B
OCCUPANCY:	R-3 / U
LOT SIZE:	12,919 SF
BUILDING COVERAGE:	12,919 SF x (0.35) = 4,522 SF (Max. Allowed)
Existing House	2076 SF + 8 sqft (*Removed*) + 417 sqft (*Garage Removed*)
Proposed Garage	487 SF
Proposed Addition	599 SF
Proposed Covered Patio	228 SF
Front Porch (Covered)	130 SF
Detached Accessory Dwelling	392 SF
Total Lot Coverage:	3,912 SF (30.2%) OK ≤ 4,522 SF (A)
FLOOR AREA LIMIT:	2,800 + (0.25) x (12,919 - 7,000) = 4,279 SF (Max. Allowed)
Existing 1st Floor Area	2076 SF
Proposed Garage	487 SF
Proposed 1st Floor Area	599 SF
Proposed 2nd Floor Area	757 SF
Detached Accessory Dwelling	— SF (392 SF - *Exempt from total*)
Proposed Attic Space ≥ 5'-0"	355 SF
Total Floor Area:	4,274 SF OK ≤ 4,279 SF See sheet G1 for Area Diagrams (A)
MAX. BUILDING HEIGHT:	
Existing Building Height	19' - 4 3/4"
Proposed Building Height	27' - 5 3/4" (28'-0" max.)
Existing Accessory Structure	13' - 3" (16'-0" max.)
FIRE PROTECTION:	

FIRE SPRINKLERS ARE REQUIRED FOR THIS PROJECT. (NFPA 13D & LOCAL REQUIREMENTS)

DRAWING INDEX

ARCHITECTURAL	
CS	COVER SHEET AREA PLAN
G1	FLOOR AREA DIAGRAM
G2	TREE PROTECTION PLAN
TS	TOPOGRAPHIC SURVEY
EC.1	EXISTING SITE DEMO PLAN
EC.2	EXISTING FLOOR PLAN
EC.3	EXISTING ELEVATIONS
A0.0	PROPOSED SITE PLAN
A1.0	PROPOSED 1ST FLOOR PLAN
A2.0	PROPOSED 2ND FLOOR PLAN
A3.0	PROPOSED ROOF PLAN
A4.0	PROPOSED ELEVATIONS
A4.1	PROPOSED ELEVATIONS
A5.0	BUILDING SECTIONS
A5.1	BUILDING SECTIONS
ADU.1	ADU PLANS & ELEVATIONS

FIRE SPRINKLER NOTES

1. WHERE ADDITIONS AND ALTERATIONS EXCEED 50% OF THE EXISTING GROSS FLOOR AREA, FIRE SPRINKLER PROTECTION SHALL BE INSTALLED AS REQUIRED BY THE LOCAL JURISDICTION.
2. FIRE SPRINKLER CONTRACTOR SHALL COORDINATE LOCATION OF BACKFLOW PREVENTION. PROVIDE A DOUBLE CHECK VALVE ASSEMBLY . GENERAL CONTRACTOR SHALL ENSURE THE DOUBLE CHECK VALVE FOR FIRE PROTECTION IS TESTED AND APPROVED BY A SAN MATEO COUNTY ENVIRONMENTAL HEALTH APPROVED CONTRACTOR PRIOR TO SCHEDULING WATER DEPT. FINAL INSPECTION.
3. MINIMUM WATER METER SIZE SHALL ACCOMMODATE BOTH DOMESTIC AND FIRE SPRINKLER SYSTEM DEMAND TOTALS.
4. FIRE FLOW SHALL MEET REQUIREMENTS OF THE CALIFORNIA FIRE CODE APPENDIX B. FIRE FLOW FOR RESIDENTIAL BUILDINGS LESS THAN 3600 SQ. FT. SHALL BE PROVIDED AT 1,000 GPM UNLESS PROTECTED BY AN AUTOMATIC RESIDENTIAL FIRE SPRINKLER SYSTEM. THEN IT MAY BE REDUCED BY 50%. CONFIRM REQUIREMENT WITH ENGINEERING DEPARTMENT.

STORMWATER NOTES

1. FOR PROJECTS THAT CREATE AND/OR REPLACE 2,500 TO 10,00 SF OF IMPERVIOUS SURFACE, FOLLOW THE COUNTYWIDE STORMWATER CHECKLIST FOR SMALL PROJECTS. INCLUDE APPROPRIATE SITE DESIGN MEASURES, INCLUDE STORMWATER SOURCE CONTROLS, AND IMPLEMENT BEST MANAGEMENT PRACTICES DURING CONSTRUCTION.
2. REFERENCE CIVIL ENGINEERING PLANS FOR ON-SITE STORMWATER BEST MANAGEMENT PRACTICES AND EROSION AND SEDIMENT CONTROLS.
3. STORM DRAIN RUN-OFF SHALL BE HANDLED ON SITE AND DIRECTED TO DESIGNATED LANDSCAPE AREAS. WHERE PROVIDED, REFER TO CIVIL GRADING & DRAINAGE PLANS. CONSTRUCT IN ACCORDANCE WITH LOCAL JURISDICTION STANDARDS & DETAILS.
4. WHERE FEASIBLE ALL DOWNSPOUTS SHALL DISCHARGE TO A SPLASHBLOCK OR IMPERVIOUS SURFACE AND FLOW TO LANDSCAPED FEATURES BEFORE ENTERING THE DRAINAGE SYSTEM. USE OF AREA DRAINS (RATHER THAN DIRECT CONNECTION TO THE DRAINAGE SYSTEM) TO COLLECT ROOF/SURFACE WATER IS STRONGLY ENCOURAGED IN CONFORMANCE WITH COUNTYWIDE C.3 REQUIREMENTS. OTHERWISE DOWNSPOUTS SHALL BE CONNECTED TO THE STORM DRAIN SYSTEM WITH 4" PVC SDR-35 PIPE WHERE SHOWN ON THE PLANS.
5. CONTRACTOR SHALL INSTALL RAIN GUTTER GUARDS OR WIRE MESH ON ALL ROOF GUTTERS TO REDUCE THE AMOUNT OF LEAVES AND DEBRIS FROM ENTERING THE STORM DRAIN SYSTEM.

PROJECT CONTACTS

ARCHITECT:	UMK ARCHITECTURE	SURVEYOR:	B&H SURVEYING, INC.
ADDRESS:	1033 PALOMA AVENUE BURLINGAME, CA 94010	ADDRESS:	901 WALTERMIRE STREET BELMONT, CA 94002
PHONE:	(415) 730-1812	PHONE:	(650) 637-1590
EMAIL:	UMKARCH@GMAIL.COM	EMAIL:	--
CONTACT:	UNA KINSELLA	CONTACT:	ROBERT HUTTON
STRUCTURAL:	CHU DESIGN ASSOCIATES INC.	ARBORIST	HEARTWOOD CONSULTING ARBORISTS
ADDRESS:	210 INDUSTRIAL RD, STE. 205 SAN CARLOS, CA 94070	ADDRESS:	SAN FRANCISCO, CA
PHONE:	(650) 345-9286 x1002	PHONE:	650-542-8733
EMAIL:	JOHNSON@CHUDESIGN.COM	EMAIL:	MATTHEW@HEARTWOODARBORISTS.COM
CONTACT:	JOHNSON CHU, PE	CONTACT:	MATTHEW FRIED

PARCEL MAP

312 OAKWOOD PLACE (PN. 062-035-180)



DRAWING LEGEND

NOT ALL ANNOTATIONS MAY BE APPLICABLE TO THIS PROJECT

- COLUMN GRID REFERENCE
- (E) WALL TO BE REMOVED
- (E) WALL TO REMAIN
- SIM / 1 / A101 — ELEVATION NUMBER SHEET NUMBER
- (N) WALL (2x6 STUD TYP.)
- SIM / 1 / A101 — DETAIL NUMBER SHEET NUMBER
- AREA OF PROPOSED ADDITION / REMODEL
- DIMENSION (FOS. - FACE OF STUD)
- DIMENSION (FOF. - FACE OF FINISH UNLESS NOTED OTHERWISE)
- DIMENSION (CENTERLINE)
- F.O.F. — DIMENSION (FACE OF FINISH)
- 1 — REVISION NUMBER

EXHIBIT A

umk
una m kinsella
1033 Paloma Avenue
Burlingame,
CA94010
415.730.1812
umkarch@gmail.com

LICENSED ARCHITECT
UNA M. KINSELLA
C-25858
Ren. 05/23
STATE OF CALIFORNIA

ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

-	PLANNING APP	09/12/22
A	PLANNING REVISION	12/02/22
B	**PLANNING REVISION**	**01/20/23**

PLANNING APPLICATION

12/02/22

AS NOTED

COVER SHEET AREA PLAN

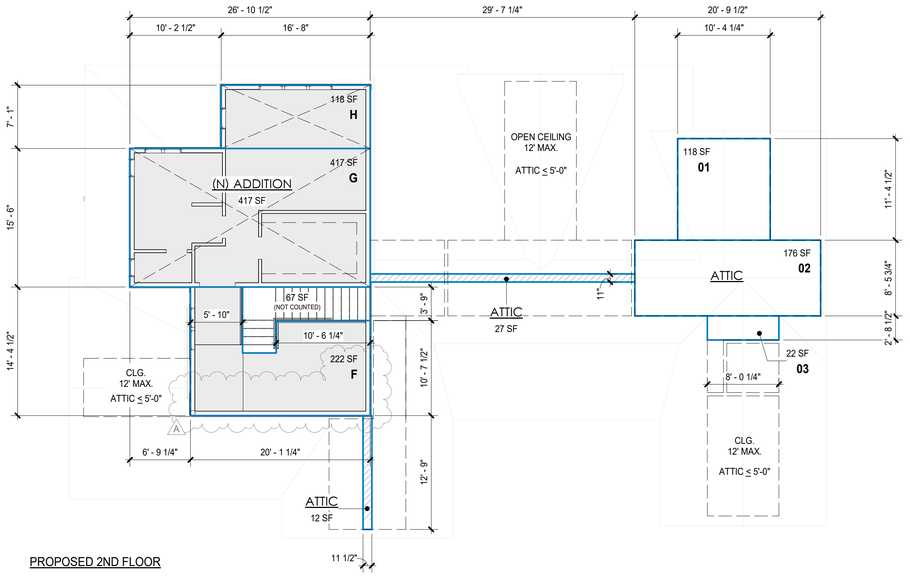
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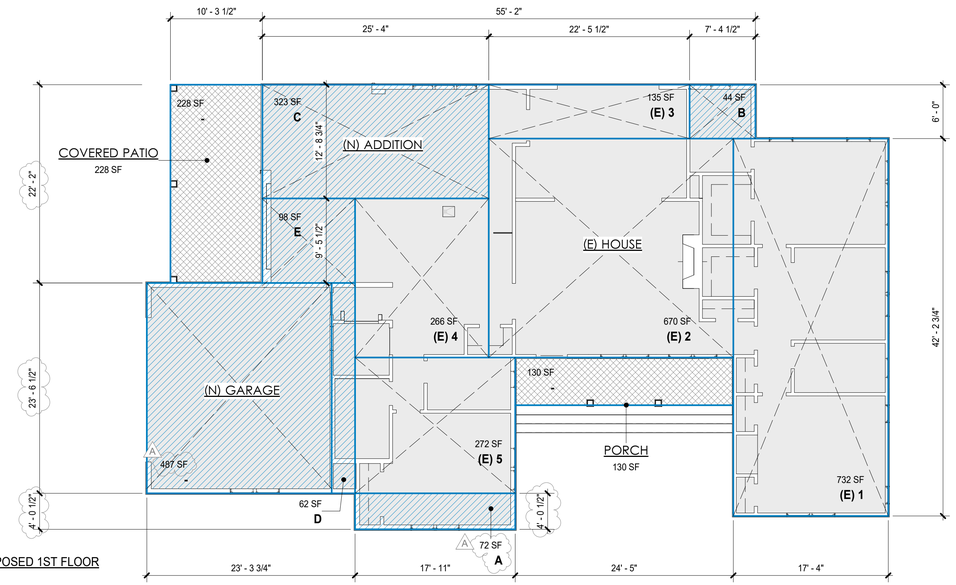


318 OAKWOOD PLACE | 312 OAKWOOD PLACE | 308 OAKWOOD PLACE

NEIGHBORHOOD STREETSCAPE



PROPOSED 2ND FLOOR



PROPOSED 1ST FLOOR

VALUATION CALCULATION

B

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 312 Oakwood Place

Case No.:

50% of Existing Value	$222,995.00	
75% of Existing Value	$334,492.50	
Value of Proposed Project	$555,445.00	125%

Existing Development

Non-Conforming Structure Type	Square Footage		Construction Cost	Existing Value
Existing 1st floor	2064	X	$200/Sq.Ft	$416,800.00
Existing 2nd floor	0	X	$200/Sq.Ft	$0.00
Existing Basement	0	X	$200/Sq.Ft	$0.00
Existing Garage	417	X	$70/Sq.Ft	$29,190.00
Total	**2501**			**$445,990.00**

Note: This spreadsheet is only used on one nonconforming structure at a time. If there are detached structures on the same site, they are either subject to their own spreadsheet (if they are also nonconforming and subject to new work) or ignored (if conforming, or nonconforming but not subject to new work).

Proposed Development

Proposed Development Type	Square Footage		Construction Cost	Development Value
Category 1: New square footage (areas of new foundation and/or wall framing)				
1st Floor Addition	599	X	$200/Sq.Ft	$119,800.00
2nd Floor Addition	757	X	$200/Sq.Ft	$151,400.00
Basement Floor Addition	0	X	$200/Sq.Ft	$0.00
Garage Addition	487	X	$70/Sq.Ft	$34,090.00
Category 2: Remodel of existing square footage (foundation and wall framing are both retained)				
Note: Square footage measurements are taken to full extent of any room with any interior modifications. When the use of a room is changing, the proposed use should be used for this calculation.				
Remodel of Kitchen	0	X	$130/Sq.Ft	$0.00
Remodel of Bathrooms	0	X	$130/Sq.Ft	$0.00
Remodel of Other Living Areas	2064	X	$100/Sq.Ft	$208,400.00
Remodel of Garage		X	$35/Sq.Ft	$0.00
Category 3: Exterior modifications to existing structure				
Window and exterior door replacements are included in areas remodeled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.				
New Roof Structure Over Existing Sq. Ft	0	X	$50/Sq.Ft	$0.00
Replacement of Existing Windows/Exterior Doors	0	X	$35/Sq.Ft	$0.00
Replacement of Existing Siding	1193	X	$35/Sq.Ft	$41,755.00
Total	**5120**			**$555,445.00**

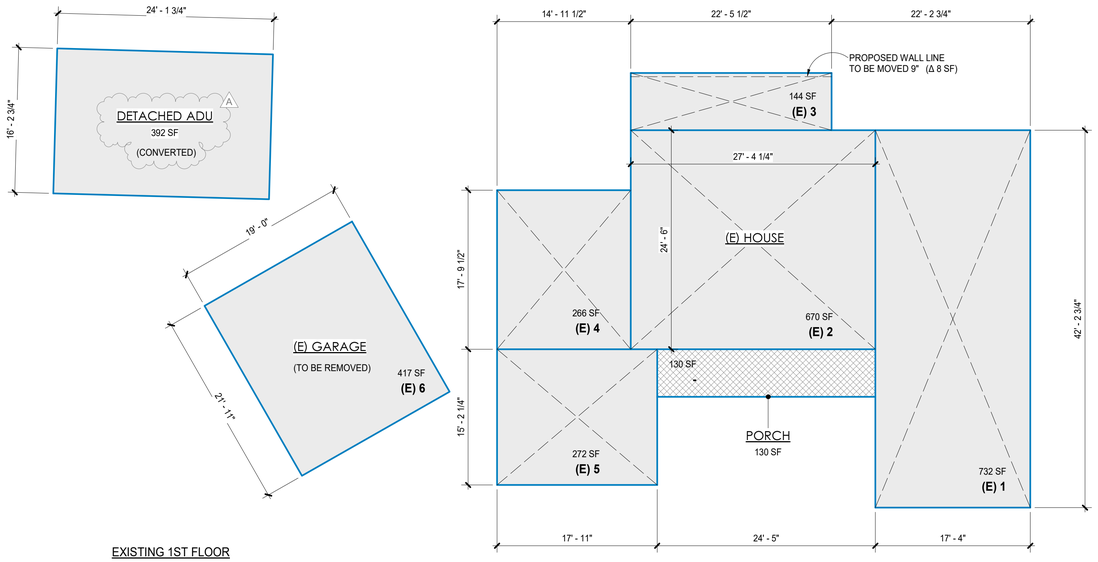
PROPOSED LOT COVER SCHEDULE

LOT COVER AREAS	AREA
(E) HOUSE	2,076 SF
(N) ADDITION	599 SF
(N) GARAGE	487 SF
COVERED PATIO	228 SF
DETACHED ADU	392 SF
PORCH	130 SF
TOTAL LOT COVER	3,912 SF

NOTE: - AREAS MEASURED FROM OUTSIDE FACE OF STUD / STRUCTURE.
- SEE SHEET CS FOR ZONING ANALYSIS AND SITE DATA.

PROPOSED FLOOR AREA SCHEDULE

FLOOR AREAS	MARK	AREA
(E) HOUSE	(E) 1	732 SF
(E) HOUSE	(E) 2	670 SF
(E) HOUSE	(E) 3	135 SF
(E) HOUSE	(E) 4	266 SF
(E) HOUSE	(E) 5	272 SF
(N) GARAGE	-	487 SF
(N) ADDITION	A	72 SF
(N) ADDITION	B	44 SF
(N) ADDITION	C	323 SF
(N) ADDITION	D	62 SF
(N) ADDITION	E	98 SF
		3,162 SF
ATTIC	01	118 SF
ATTIC	02	176 SF
ATTIC	03	22 SF
ATTIC	04	27 SF
ATTIC	05	12 SF
(N) ADDITION	F	222 SF
(N) ADDITION	G	417 SF
(N) ADDITION	H	118 SF
		1,112 SF
TOTAL FLOOR AREA		4,274 SF



EXISTING 1ST FLOOR

FLOOR AREA CALCULATION DIAGRAM

N

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STATE OF CALIFORNIA

ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

-	PLANNING APP	09/12/22
A	PLANNING REVISION	12/02/22
B	PLANNING REVISION	01/20/23

PLANNING APPLICATION

01/20/23

1/8" = 1'-0"

FLOOR AREA DIAGRAM

G1

01/20/23 12:46:22 PM

Arborist's Report

312 Oakwood Place
Menlo Park, CA 94025

Prepared for:
Ching-Pei Hu

September 7, 2022

Prepared by:

HEARTWOOD
consulting arborists

San Francisco, CA
650.542.8733

ASCA - Registered Consulting Arborist ® #651
ISA - Certified Arborist® MA-4851A

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Summary

A new attached garage and driveway are proposed. The site contains seven Heritage Trees, including four Street Trees. Only one Heritage Tree is proposed for removal due to its very poor condition and high risk of failure. All other protected trees will be preserved. The impact level rating for all trees to be preserved is Low. An opinion of value for each tree is provided in Appendix B.

Assignment

- Visit site and collect the following attributes for all protected trees onsite: species, trunk diameter, overall condition, suitability, impact level, and appraised value.
- Review plans and determine which trees must be removed and which can be preserved throughout construction.
- Prepare guidelines for how to protect any trees scheduled for preservation.
- Prepare an arborist's report detailing all of the above.

Limits of Assignment

- The information in this report is limited to the tree and site conditions during my inspection on June 2, 2022 (5:15 PM). No tree risk assessments were performed.
- The plans reviewed for this assignment are as follows:
  - Proposed Site Plan A0.0 UMK Architects (9/2/22)

Observations

Description of Site

The site is a single-family residential parcel with a home, detached garage, and accessory structure.

Proposed Development Activities

The detached garaged will be demolished. A new attached garage and driveway will be constructed.

Tree Inventory

The inventory consists of 10 trees.

There are four Street Trees along the front of the property. Two of them are Heritage Trees.

Including the two Street Trees that are Heritage, there are seven (7) Heritage Trees on the property.

Tree #10 is in very poor condition, with an imbalanced crown and significant decay at the buttress roots of the tree. This tree is recommended for removal due to high risk of failure.

Other than Tree #10, no Protected Trees are proposed for removal.

See Tree Map Appendix A.

See Tree Assessment Table Appendix B.

Discussion

Tree Removals

Tree #10 is proposed for removal due to advanced decay at its base and a high risk of failure into the neighboring property.



Suitability for Preservation

A tree's suitability for preservation is determined based on Functional and External Limitations[1] as follows (ISA, 2019):

Good = Trees with good health, structural stability, and longevity.

Fair = Trees with fair health and/or structural defects that may be mitigated through treatment. These trees require more intense management and monitoring and may have shorter life spans than those in the good category.

Poor = Trees in poor health with significant structural defects that cannot be mitigated and will continue to decline regardless of treatment. The species or individual may possess characteristics that are incompatible or undesirable in landscape settings or unsuited for the intended use of the site.

Tree #10 has *Poor* suitability. All other trees have either *Fair* or *Good* suitability.

The complete suitability ratings are listed in Appendix B.

[1] Functional Limitations are based on factors associated with the tree's interaction to its planting site affecting plant condition, limiting plant development, or reducing the utility in the future and include genetics, placement, and site conditions for the individual tree (ISA, 2019). External Limitations are outside the property, out of control of the owner and also affect plant condition, limit plant development, or reduce the utility in the future (i.e power lines, municipal restrictions, drought adaptations, or species susceptibility to pests) (ISA, 2019).

Tree Protection

The objective of tree protection is to reduce the negative impacts of construction on trees to a less than significant level. Trees vary in their ability to adapt to altered growing conditions. Mature trees have established stable biological systems in the preexisting physical environment. Disruption of this environment by construction activities interrupts the tree's physiological processes causing depletion of energy reserves and a decline in vigor, often resulting in the tree's death. The Tree Protection Guidelines (Appendix C) in this report are designed to guide the project team and ensure that appropriate practices will be implemented in the field to eliminate undesirable consequences that may result from uninformed or careless acts.

Tree Protection Zone

The tree protection zone (TPZ) is the defined area in which certain activities are prohibited to minimize potential injury to the tree. Some municipalities strive for an idealized TPZ in which activities are restricted within a radius of 10 times the trunk diameter (10X TPZ) in all directions. This "10x diameter" TPZ is largely impracticable for densely populated areas on the San Francisco Peninsula. Literature supporting a 10x TPZ is predicated on construction activities occurring on all sides of a tree, which seldom occurs in infill development such as this project. Development typically occurs on one or two sides of a tree, leaving the root zone of the other two to three sides of the tree completely undisturbed.

Because it is seldom possible to build anything in this area while respecting a 10x TPZ in all directions, a more appropriate TPZ area is based on the critical root zone (CRZ) of each tree to be preserved.

Critical Root Zone

The critical root zone (CRZ) is the area of soil around the trunk of a tree where roots are located that provide stability and uptake of water and nutrients required for the tree's survival. It is my professional opinion, informed by current literature and my experience, that the minimum distance from a tree's trunk that root cutting should occur, is three to six times the trunk diameter in feet (Costello, L., Watson, G., Smiley, E. 2017). Due to the size and number of roots typically encountered at distances less than three times the trunk diameter, root damage within this fragile radius often leads to poor outcomes for the tree, ranging from gradual tree decline to an increased risk of tree failure.

Tree protection fencing must be shown on the plans and installed on site in accordance with the *TPZ Schematic* in Appendix A2.

Impact Level from Construction

Impact level defines how a tree may be affected by construction activity and proximity to the tree, and is described as low, moderate, or high. The following scale defines the impact rating:

- Low = The construction activity will have little influence on the tree.
- Moderate = The construction may cause future health or structural problems, and steps must be taken to protect the tree to reduce future problems.
- High = Tree structure and health will be compromised and removal is recommended, or other actions must be taken for the tree to remain. The tree is located in the building envelope.

All tree scheduled to be preserved have an impact rating of *Low*.

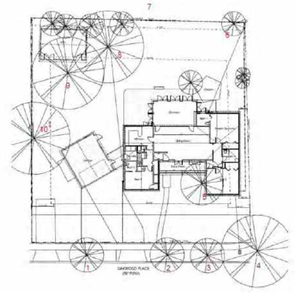
Conclusion

A new attached garage and driveway are proposed. The site contains seven Heritage Trees, including four Street Trees. Only one Heritage Tree is proposed for removal due to its very poor condition and high risk of failure. All other protected trees will be preserved. The impact level rating for all trees to be preserved is Low. An opinion of value for each tree is provided in Appendix B.

Recommendations

1. Remove Tree #10 after obtaining a permit from the City of Menlo Park.
2. Add tree protection fencing to site plan per TPZ Schematic in Appendix A2.
3. Install tree protection fencing prior to any work onsite, including demolition.
4. Refer to Appendix C for general tree protection guidelines including recommendations for arborist assistance while working under trees, trenching, or excavation within a trees drip line.
5. Provide a copy of this report to all contractors and project managers, including the architect, civil engineer, and landscape designer or architect. It is the responsibility of the owner to ensure all parties are familiar with this document.
6. Arrange a pre-construction meeting with the project arborist or landscape architect to verify tree protection is in place, with the correct materials, and at the proper distances.

Appendix A1: Tree Inventory Map



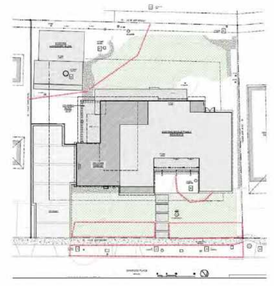
Appendix B: Tree Assessment Table

Protected trees are **bolded.**

Tree #	Species	Trunk Dia. (in.)	Overall Cond.	Suitability for Preservation	Protection Status	Disposition	Comments	Opinion of Value (Rounded)
1	Coast live oak *Quercus agrifolia*	8	Fair	Fair	Street Tree	TBD		$ 1,000
2	Camphor *Cinnamomum camphora*	19	Fair	Fair	Street Tree / Heritage Tree	Preserve	Street and SW damage from roots	$ 4,060
3	Camphor *Cinnamomum camphora*	12	Poor	Fair	Street Tree	Preserve	Street and SW damage from roots	$ 1,620
4	Coast live oak *Quercus agrifolia*	33	Good	Good	Street Tree / Heritage Tree	Preserve		$ 18,600
5	Japanese maple *Acer palmatum*	16	Good	Good	Heritage Tree	Preserve		$ 4,900
6	Black acacia *Acacia melanoxylon*	33	Poor	Poor	NA	Preserve	Utility pruned.	$ 220
7	Valley oak *Quercus lobata*	24	Fair	Good	Heritage Tree	Preserve	No dripline over applicant property	$ 5,800
8	Coast live oak *Quercus agrifolia*	21	Good	Good	Heritage Tree	Preserve		$ 3,010
9	Coast live oak *Quercus agrifolia*	34	Good	Good	Heritage Tree	Preserve		$ 19,700

Tree #	Species	Trunk Dia. (in.)	Overall Cond.	Suitability for Preservation	Protection Status	Disposition	Comments	Opinion of Value (Rounded)
10	Coast live oak *Quercus agrifolia*	30	Very poor	Poor	Heritage Tree	Remove	Imbalanced crown and significant decay at buttress roots; Tree failure likely	$ 3,070

Appendix A2: TPZ Schematic

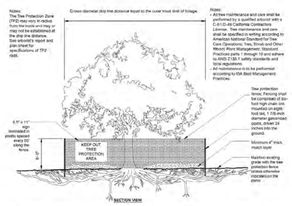


See Appendix C for fencing material and installation specifications.

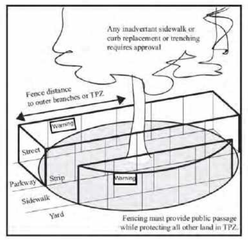
Appendix C: Tree Protection Guidelines

Plan Sheet Details

Type 1 Tree Protection Fence



Type 2 Tree Protection Fence



Pre-Construction Meeting with the Project Arborist

Tree protection locations should be marked before any fencing contractor arrives.

Tree Protection Zones and Fence Specifications

Tree protection fence should be established prior to the arrival of construction equipment or materials on site. Fence should be comprised of six-foot high chain link fence mounted on eight- foot tall, 1 7/8-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart. Once established, the fence must remain undisturbed and be maintained throughout the construction process until final inspection.

The fence should be maintained throughout the site during the construction period and should be inspected periodically for damage and proper functions. Fence should be repaired, as necessary, to provide a physical barrier from construction activities.

Monitoring

Any trenching, construction or demolition that is expected to damage or encounter tree roots should be monitored by the project arborist or a qualified ISA Certified Arborist and should be documented.

The site should be evaluated by the project arborist or a qualified ISA Certified Arborist after construction is complete, and any necessary remedial work that needs to be performed should be noted.

Restrictions Within the Tree Protection Zone

No storage of construction materials, debris, or excess soil will be allowed within the Tree Protection Zone. Spoils from the trenching shall not be placed within the tree protection zone either temporarily or permanently. Construction personnel and equipment shall be routed outside the tree protection zones.

Root Pruning

When roots over two inches in diameter are encountered they should be pruned by hand with loppers, handsaw, reciprocating saw, or chain saw rather than left crushed or torn. When completed, exposed roots should be kept moist with burlap or backfilled within one hour.

Boring or Tunneling

Boring machines should be set up outside the drip line or established Tree Protection Zone. Boring may also be performed by digging a trench on both sides of the tree until roots one inch in diameter are encountered and then hand dug or excavated with an Air Spade® or similar air or water excavation tool. Bore holes should be adjacent to the trunk and never go directly under the main stem to avoid oblique (heart) roots. Bore holes should be a minimum of three feet deep.

Timing

If the construction is to occur during the summer months supplemental watering and treatments should be applied to help ensure survival during and after construction.

Tree Pruning and Removal Operations

All tree pruning or removals should be performed by a qualified arborist with a C-61/D-49 California Contractors License. Tree pruning should be specified in writing according to ANSI A-300A pruning standards and limitations and adhere to ANSI Z133.1 safety standards. Trees that need to be removed or pruned should be identified in the pre-construction walk through.

Tree Protection Signs

All sections of fencing should be clearly marked with signs stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited. Text on the signs should be in both English and Spanish (Appendix D).

Appendix D: Sample Tree Protection Signs

TREE PROTECTION AREA
KEEP OUT!
TREES ENCLOSED BY THIS FENCE ARE PROTECTED BY PLANNING CONDITIONS AND ARE SUBJECT OF A TOWN & COUNTRY PLANNING ACT 1990.
CONTRAVENTION OF TREE PRESERVATION ORDER MAY LEAD TO CRIMINAL PROSECUTION
THE FOLLOWING MUST BE OBSERVED BY ALL PERSONS:-
THE PROTECTIVE FENCING MUST NOT BE REMOVED
NO PERSON SHALL ENTER THE PROTECTIVE AREA
NO MACHINE OR PLANT SHALL ENTER THE PROTECTION AREA
NO MATERIALS SHALL BE STORED IN THE PROTECTION AREA
NO SPOIL SHALL BE DEPOSITED IN THE PROTECTION AREA
NO EXCAVATION SHALL OCCUR IN THE PROTECTION AREA
ANY INCURSION INTO THE PROTECTED AREA MUST BE WITH THE WRITTEN PERMISSION OF THE LOCAL PLANNING AUTHORITY

Laminated warning signs, minimum size 8.5" x 11", stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited, are to be attached to TPZ fencing.

Signs should be spaced no more than 10 feet apart.

Text on the signs should be in both English and Spanish.

QUALIFICATIONS, ASSUMPTIONS, & LIMITING CONDITIONS

Any legal description provided to the consultant is assumed to be correct. Any titles or ownership of properties are assumed to be good and marketable. All property is appraised or evaluated as though free and clear, under responsible ownership and competent management.

All property is presumed to be in conformance with applicable codes, ordinances, statutes, or other regulations.

Care has been taken to obtain information from reliable sources. However, the consultant cannot be responsible for the accuracy of information provided by others.

The consultant shall not be required to give testimony or attend meetings, hearings, conferences, mediations, arbitration, or trials by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.

This report and any appraisal value expressed herein represent the opinion of the consultant, and the consultant's fee is not contingent upon the reporting of a specified appraisal value, a stipulated result, or the occurrence of a subsequent event.

Sketches, drawings, and photographs in this report are intended for use as visual aids, are not necessarily to scale, and should not be construed as engineering or architectural reports or surveys. The reproduction of information generated by architects, engineers, or other consultants on any sketches, drawings, or photographs is only for coordination and ease of reference. Inclusion of said information with any drawings or other documents does not constitute a representation as to the sufficiency or accuracy of said information.

Unless otherwise expressed: a) this report covers only examined items and their condition at the time of inspection; and b) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that structural problems or deficiencies of plants or property may not arise in the future.

CERTIFICATION OF PERFORMANCE

I, Matthew Fried, certify:

- That I have personally inspected the tree(s) and/or the property referred to in this report and have stated my findings accurately. The extent of the evaluation and appraisal is stated in the attached report and the Terms of Assignment;
- That I have no current or prospective interest in the vegetation or the property that is the subject of this report and have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions, and conclusions stated herein are my own;
- That my analysis, opinions, and conclusions were developed, and this report has been prepared according to commonly accepted arboricultural practices;
- That no one provided significant professional assistance to the consultant, except as indicated within the report;
- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.

I further certify that I am Registered Consulting Arborist® #651 with the American Society of Consulting Arborists, and acknowledge, accept, and adhere to the ASCA Standards of Professional Practice. I am an International Society of Arboriculture Certified Arborist and have been involved in the practice of arboriculture and the study of trees for over twelve years.

Matthew Fried

Matthew Fried
ASCA Registered Consulting Arborist® # 651
ISA Certified Arborist® MA-4851A
ISA Tree Risk Assessor Qualified

ASCA/RCA Registered Consulting Arborist®

City of Menlo Park
Public Works Department
701 Laurel Street
Menlo Park, CA 94025
Telephone (650) 330-6760

MENLOPARK

PERMIT NO.: HTR2022-00091

ACTION DATE:

See **Status** field below for tree-specific permit actions.

Keep Permit at work site

HERITAGE TREE REMOVAL PERMIT

Location of Work: 312 OAKWOOD PL

Name of Property Owner	Address	City	State	Zip	Telephone
HU CHING-PEI TR	312 OAKWOOD PL	MENLO PARK	CA	94025	

Name of Arborist:	Address	City	State	Zip	Telephone
MATTHEW FRIED					(650) 542-8733

The following tree(s) have been proposed to be to be removed/pruned, and are either approved or denied for removal as follows:

Species	Status	Removal or Heavy Pruning	Reason for Removal
Coast Live Oak	Approved	Removal	3: Tree health rating

Fee Total: $410.00

GENERAL CONDITIONS OF PERMIT

Replant 1 24-inch box replacement tree for Heritage Tree removal in conjunction with paying reduced in-lieu fee. Plant tree after completion of construction at the front of the property. Send photos of the planted tree to city arborist at JMeller@MenloPark.org so the city can verify that mitigation requirements have been met.

Removal upon receipt of this approved permit

TREE #10 REMOVAL PERMIT

09/14/22 4:03:29 PM

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94010

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LICENSED ARCHITECT
UNA M. KINSELLA
C-25858
Ren. 05/23
STATE OF CALIFORNIA

ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

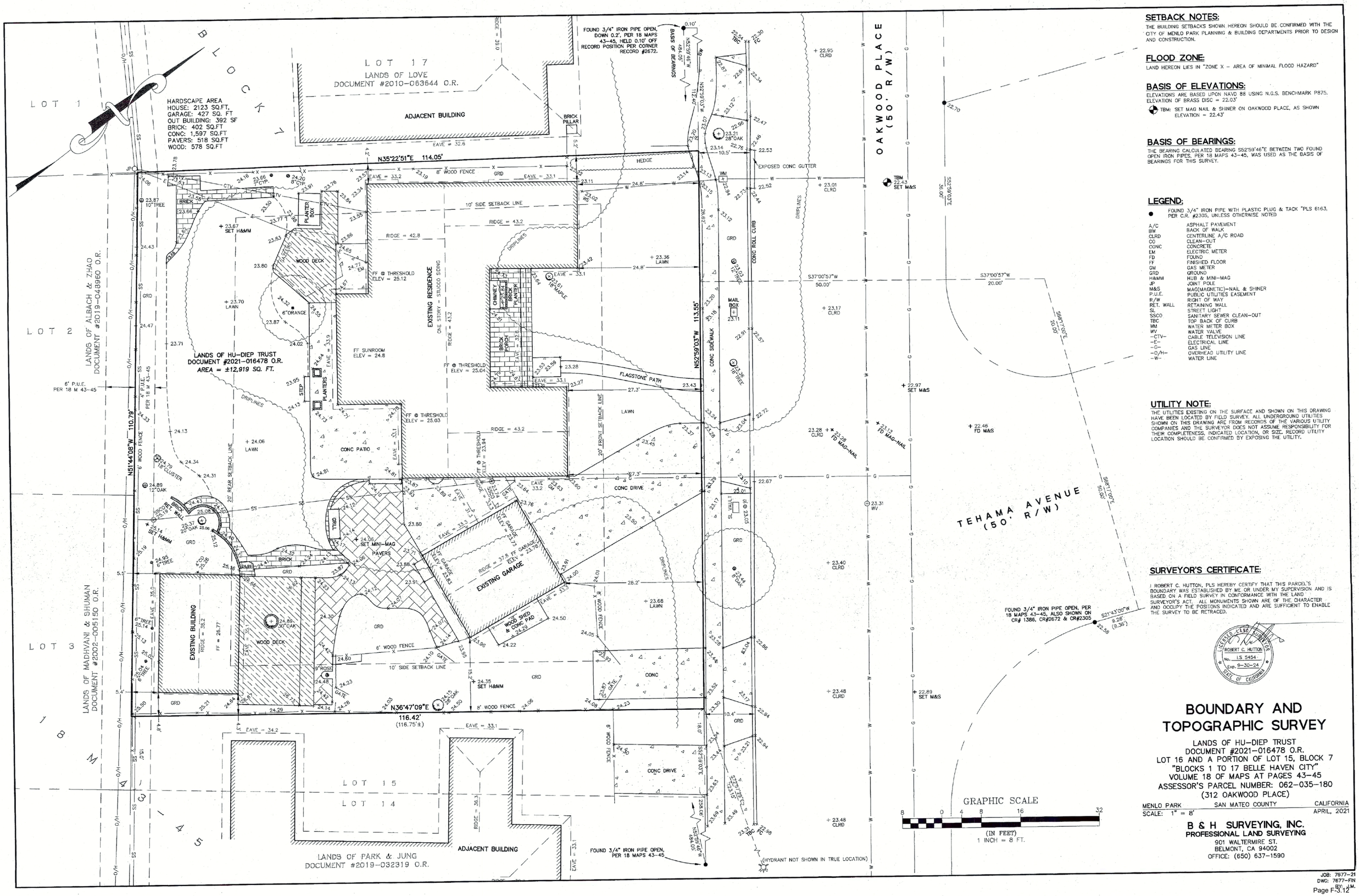
312 OAKWOOD PLACE
MENLO PARK, CA 94025

PLANNING APPLICATION

12/02/22

TREE PROTECTION PLAN

G2



SETBACK NOTES:

THE BUILDING SETBACKS SHOWN HEREON SHOULD BE CONFIRMED WITH THE CITY OF MENLO PARK PLANNING & BUILDING DEPARTMENTS PRIOR TO DESIGN AND CONSTRUCTION.

FLOOD ZONE:

LAND HEREON LIES IN "ZONE X – AREA OF MINIMAL FLOOD HAZARD"

BASIS OF ELEVATIONS:

ELEVATIONS ARE BASED UPON NAVD 88 USING N.G.S. BENCHMARK P875, ELEVATION OF BRASS DISC = 22.03'

TBM: SET MAG NAIL & SHINER ON OAKWOOD PLACE, AS SHOWN ELEVATION = 22.43'

BASIS OF BEARINGS:

THE BEARING CALCULATED BEARING S52°59'46"E BETWEEN TWO FOUND OPEN IRON PIPES, PER 18 MAPS 43-45, WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

LEGEND:

● FOUND 3/4" IRON PIPE WITH PLASTIC PLUG & TACK "PLS 6163, PER C.R. #2305, UNLESS OTHERWISE NOTED

A/C	ASPHALT PAVEMENT
BW	BACK OF WALK
CLRD	CENTERLINE A/C ROAD
CO	CLEAN-OUT
CONC	CONCRETE
EM	ELECTRIC METER
FD	FOUND
FF	FINISHED FLOOR
GM	GAS METER
GRD	GROUND
H&MM	HUB & MINI-MAG
JP	JOINT POLE
M&S	MAG(MAGNETIC)-NAIL & SHINER
P.U.E.	PUBLIC UTILITIES EASEMENT
R/W	RIGHT OF WAY
RET. WALL	RETAINING WALL
SL	STREET LIGHT
SSCO	SANITARY SEWER CLEAN-OUT
TBC	TOP BACK OF CURB
WM	WATER METER BOX
WV	WATER VALVE
-CTV-	CABLE TELEVISION LINE
-E-	ELECTRICAL LINE
-G-	GAS LINE
-O/H-	OVERHEAD UTILITY LINE
-W-	WATER LINE

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

SURVEYOR'S CERTIFICATE:

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

LICENSED LAND SURVEYOR
ROBERT C. HUTTON
No. LS 5454
Exp. 9-30-24
STATE OF CALIFORNIA

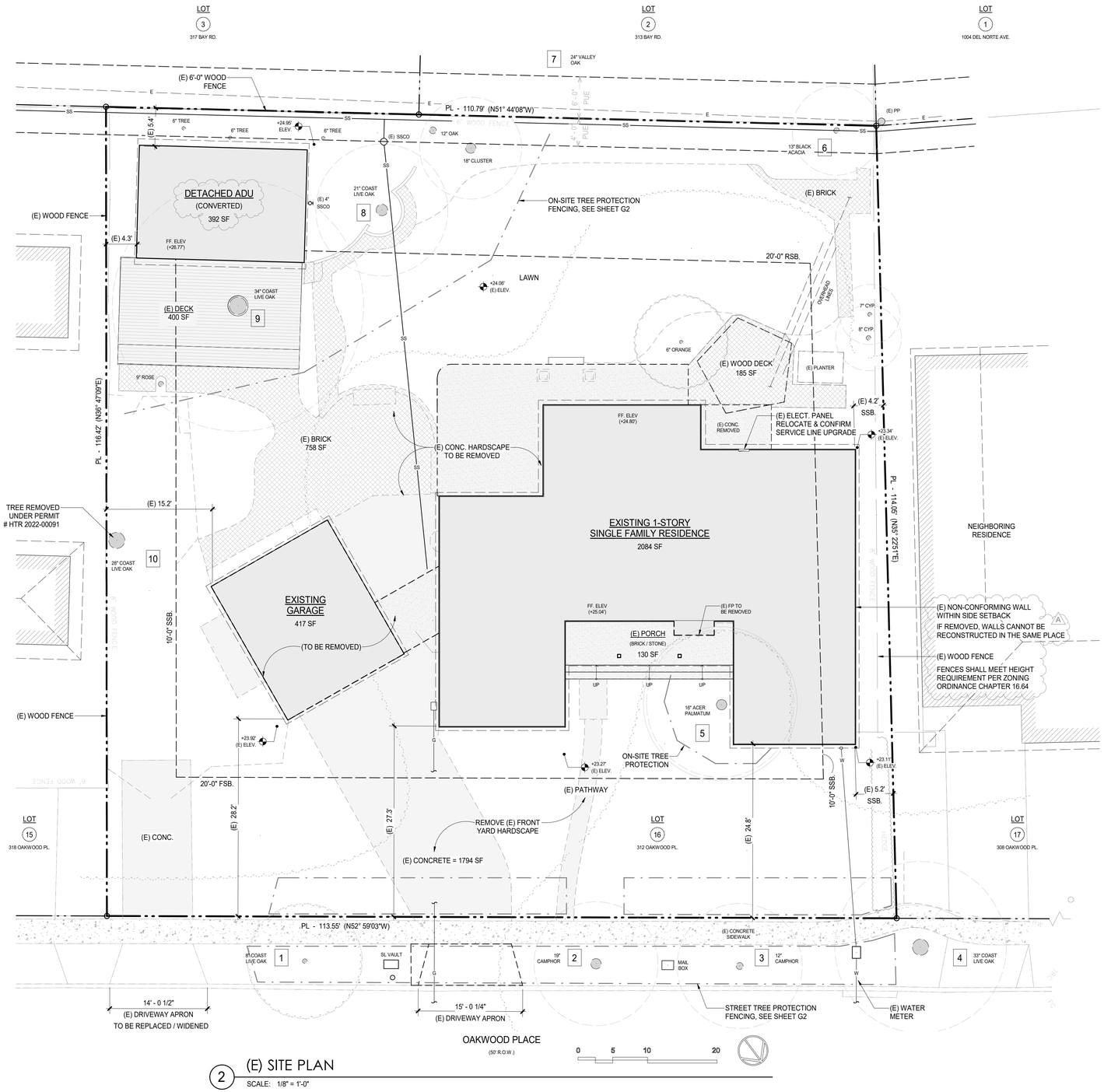
BOUNDARY AND TOPOGRAPHIC SURVEY

LANDS OF HU-DIEP TRUST
DOCUMENT #2021-016478 O.R.
LOT 16 AND A PORTION OF LOT 15, BLOCK 7
"BLOCKS 1 TO 17 BELLE HAVEN CITY"
VOLUME 18 OF MAPS AT PAGES 43-45
ASSESSOR'S PARCEL NUMBER: 062-035-180
(312 OAKWOOD PLACE)

MENLO PARK | SAN MATEO COUNTY | CALIFORNIA
SCALE: 1" = 8' | APRIL, 2021

B & H SURVEYING, INC.
PROFESSIONAL LAND SURVEYING
901 WALTERMIRE ST.
BELMONT, CA 94002
OFFICE: (650) 637-1590

JOB: 7677-21
DWG: 7677-FIN
BY: J.M.



2 (E) SITE PLAN

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

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LICENSED ARCHITECT
UNA M. KINSELLA
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PAA 09/23
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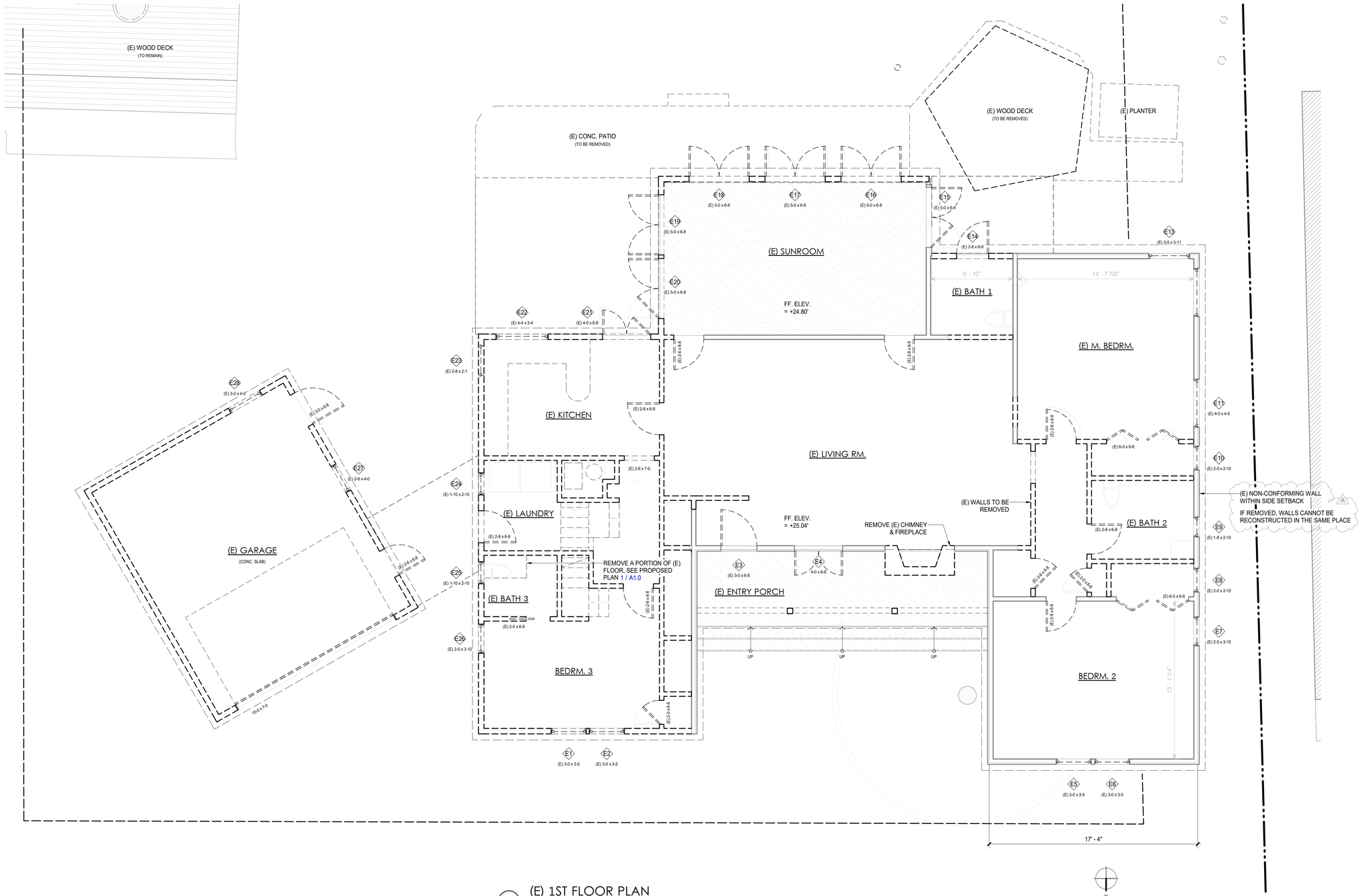
12/02/22

1/8" = 1'-0"

EXISTING SITE DEMO PLAN

EC.1

12/2/22 2:15:20 PM



1 (E) 1ST FLOOR PLAN

SCALE: 1/4" = 1'-0"

LEGEND

- WALL TO BE REMOVED
- TO BE REMOVED
- (E) WALL TO REMAIN
- (E) TO REMAIN
- AREA OF ADDITION / REMODEL

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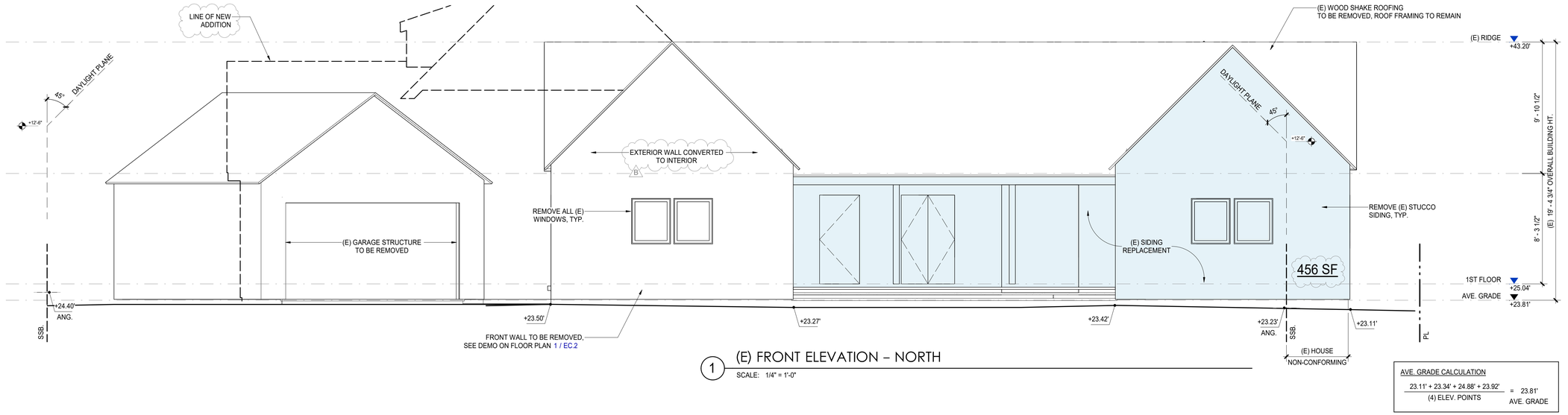
12/02/22

1/4" = 1'-0"

EXISTING
FLOOR PLAN

EC.2

12/02/22 2:15:21 PM

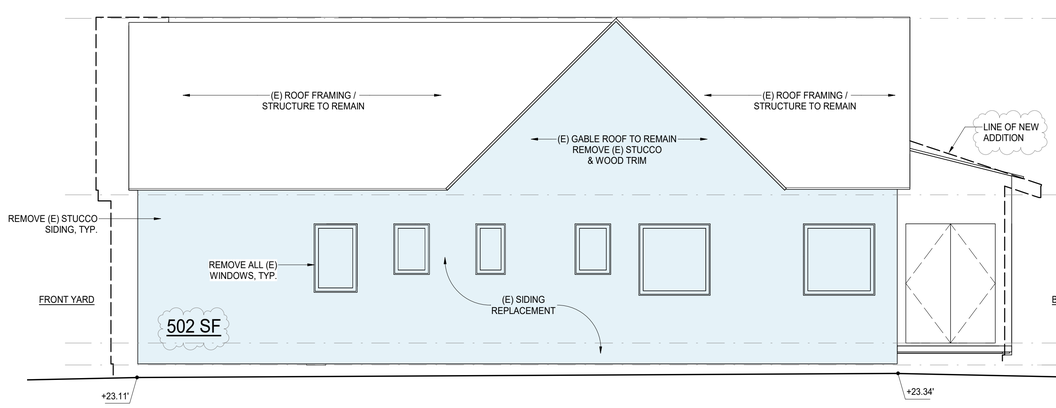


1 (E) FRONT ELEVATION – NORTH

SCALE: 1/4" = 1'-0"

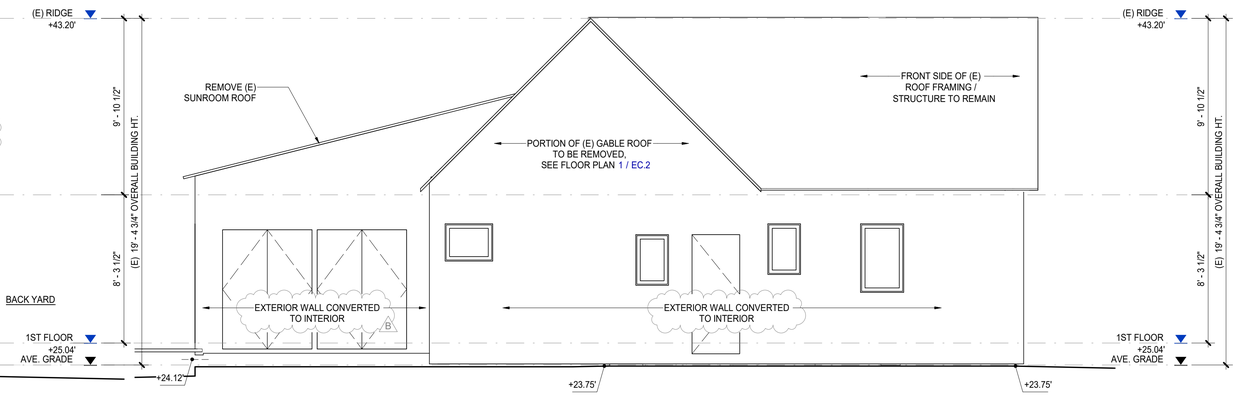
AVE. GRADE CALCULATION

$$\frac{23.11' + 23.34' + 24.88' + 23.92'}{(4)\ \text{ELEV. POINTS}} = 23.81'\ \text{AVE. GRADE}$$



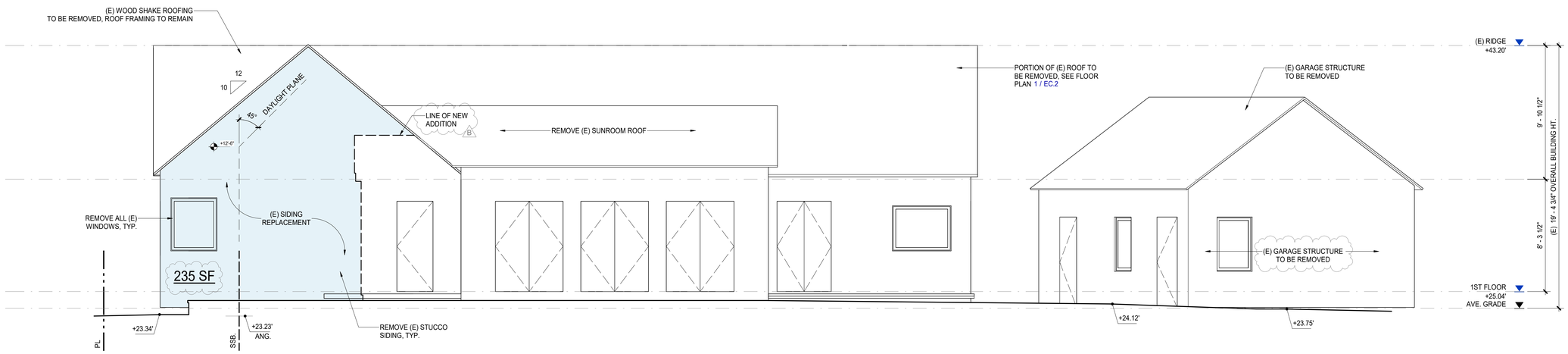
3 (E) SIDE ELEVATION – WEST

SCALE: 1/4" = 1'-0"



2 (E) SIDE ELEVATION – EAST

SCALE: 1/4" = 1'-0"



4 (E) REAR ELEVATION – SOUTH

SCALE: 1/4" = 1'-0"

01/20/23 12:20:54 PM

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415.730.1812
umkarch@gmail.com

ADDITION & ALTERATIONS TO THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

-	PLANNING APP	09/12/22
A	PLANNING REVISION	12/02/22
B	PLANNING REVISION	01/20/23

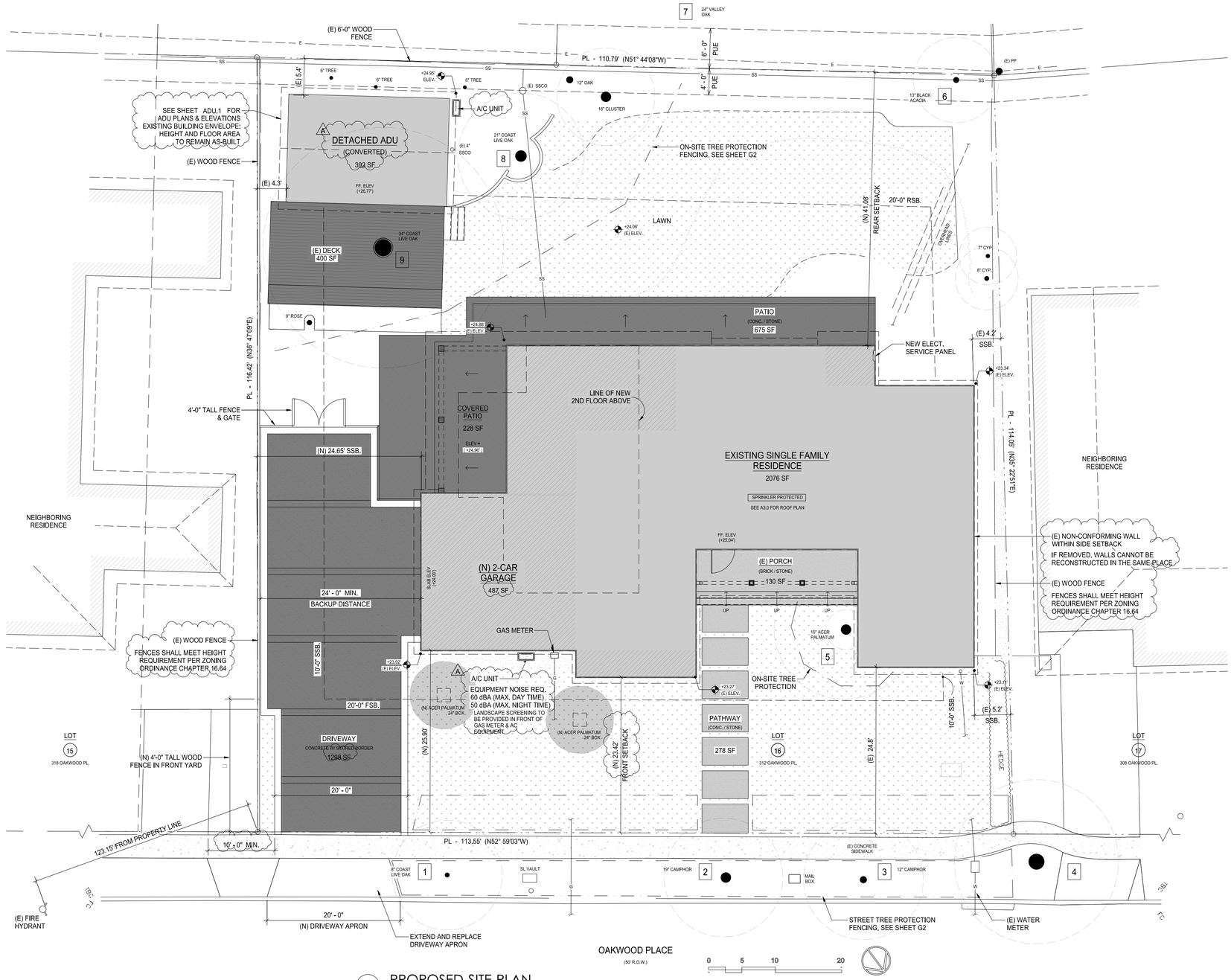
PLANNING APPLICATION

01/20/23

1/4" = 1'-0"

EXISTING ELEVATIONS

EC.3



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

AVERAGE NATURAL GRADE CALCULATION

$$\frac{23.11' + 23.34' + 24.88' + 23.92'}{(4)\ \text{ELEV. POINTS}} = \underset{\text{AVG. NAT GRADE}}{23.81'}$$

SITE MATERIALS LEGEND

- CONCRETE HARDSCAPE
- TURF AREA
- (E) PLANTING AREA
- (N) PLANTING AREA

PERMEABLE AREA CALCULATION

TOTAL AREA OF PARCEL	12,919 SF	(0.29 ACRES)
EXISTING IMPERVIOUS & PERVIOUS AREA		
(E) BUILDING FOOTPRINT & ACCESSORY	2,893 SF	
(E) DRIVEWAY AND CONC. HARDSCAPE (REMOVED)	1,794 SF	
(E) BRICK PAVERS & DECK (REMOVED)	943 SF	
(E) PORCH AND DECK TO REMAIN	530 SF	
TOTAL (E) IMPERVIOUS AREA	6,160 SF	(47.7%)
TOTAL (E) PERVIOUS AREA	6,759 SF	(52.3%)
PROPOSED IMPERVIOUS & PERVIOUS AREA		
BUILDING FOOTPRINT & ACCESSORY	3,554 SF	
DRIVEWAY	1,298 SF	
PATIO AND CONC. HARDSCAPE	1,181 SF	
(E) PORCH AND DECK TO REMAIN	530 SF	
TOTAL (N) IMPERVIOUS AREA	6,563 SF	(50.8%)
TOTAL (N) PERVIOUS AREA	6,356 SF	(49.2%)

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LICENSED ARCHITECT
UNA M. KINSELLA
C-25858
Ren. 05/23
STATE OF CALIFORNIA

ADDITION & ALTERATIONS DRAWINGS FOR THE DIEP–HU RESIDENCE
312 OAKWOOD PLACE
MENLO PARK, CA 94025

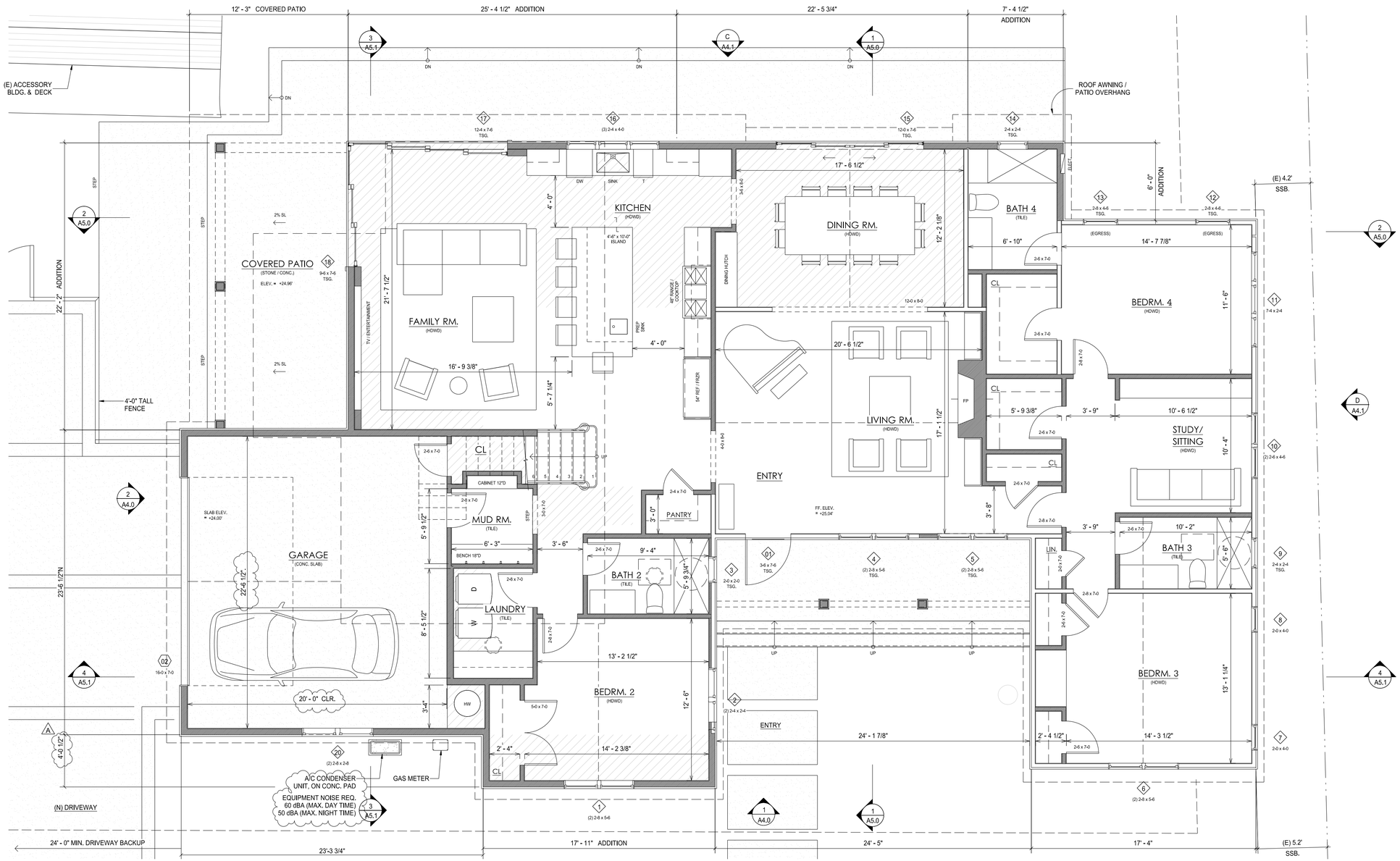
REVISIONS:

-	PLANNING APP	09/12/22
A	PLANNING REVISION	12/02/22

PLANNING APPLICATION
12/02/22
1/8" = 1'-0"

PROPOSED SITE PLAN

A0.0



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

1ST FLOOR AREA : 3,065 SF
GARAGE : 477 SF
ACCESSORY : 392 SF

LEGEND

(E) WALL TO REMAIN	(E) TO REMAIN
PROPOSED (N) WALL	PROPOSED ITEM (N)
1-HR EXT. RATED WALL (REF. PLAN DETAIL)	(N) FLOOR AREA
INT. RATED WALL (5/8" TYPE-X GYP BOARD, 2-SIDES)	

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ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

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PLANNING APPLICATION

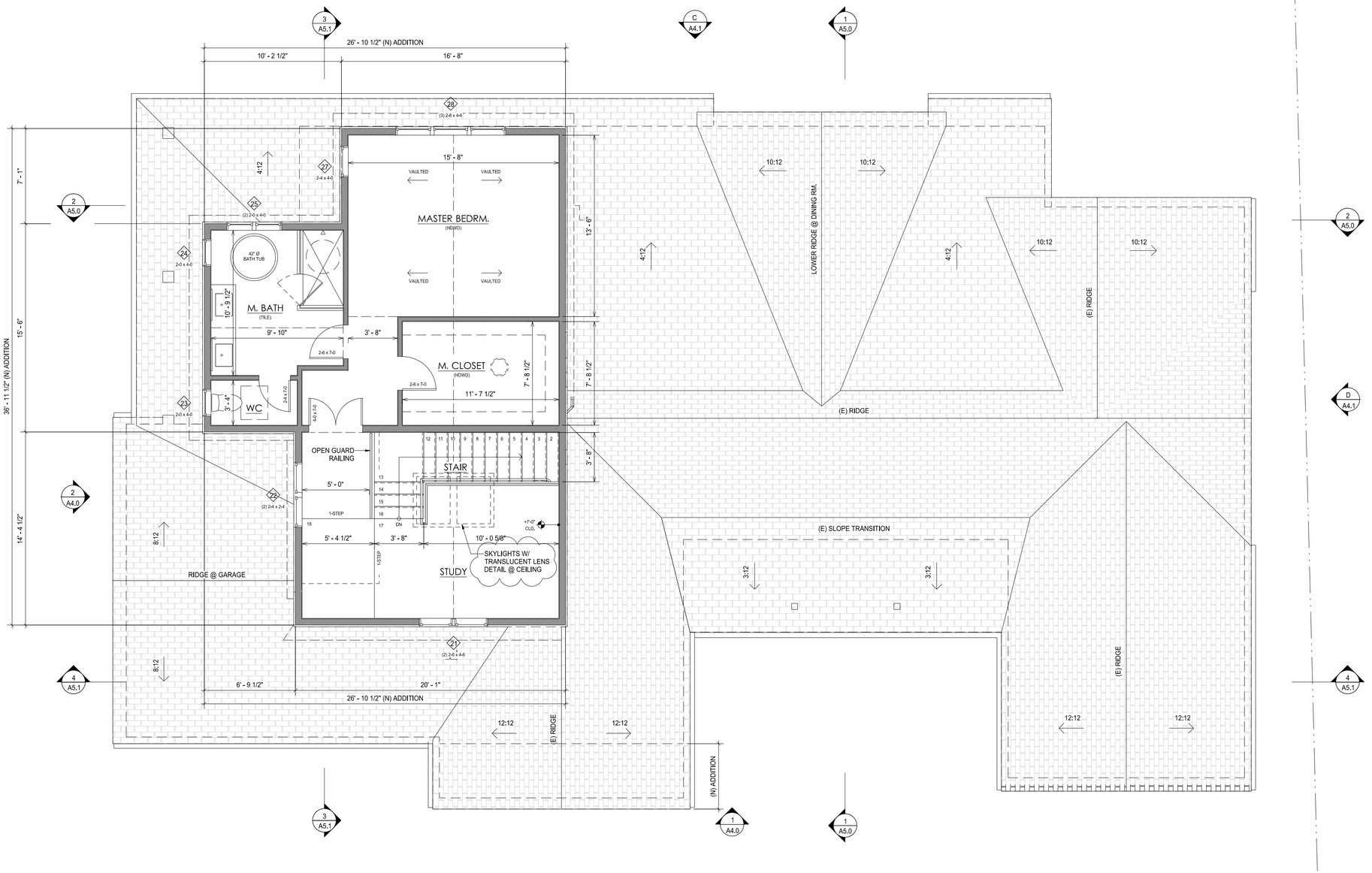
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1/4" = 1'-0"

PROPOSED 1ST FLOOR PLAN

A1.0

12/02/22 2:51:05 PM



1 2ND FLOOR PLAN

SCALE: 1/4" = 1'-0"

2ND FLOOR AREA : 757 SF
ATTIC AREA > 5'-0" : 0 SF

LEGEND

- (E) WALL TO REMAIN
- PROPOSED (N) WALL
- 1-HR EXT. RATED WALL (REF. PLAN DETAIL)
- INT. RATED WALL (5/8" TYPE-X GYP BOARD, 2-SIDES)
- (E) TO REMAIN
- PROPOSED ITEM (N)
- (N) FLOOR AREA

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STATE OF CALIFORNIA

ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

-	PLANNING APP	09/12/22

PLANNING APPLICATION

12/02/22

1/4" = 1'-0"

PROPOSED 2ND FLOOR PLAN

A2.0

12/02/22 2:51:08 PM

1 ROOF PLAN

SCALE: 1/4" = 1'-0"

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ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

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PLANNING APPLICATION

12/02/22

1/4" = 1'-0"

PROPOSED
ROOF PLAN

A3.0

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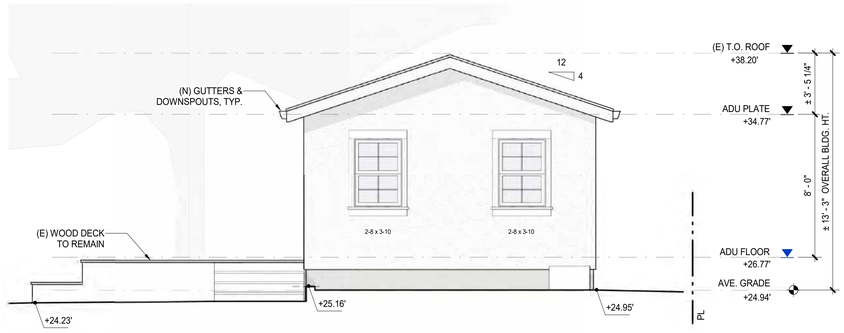
A SIDE ELEVATION – ADU EAST

SCALE: 1/4" = 1'-0"



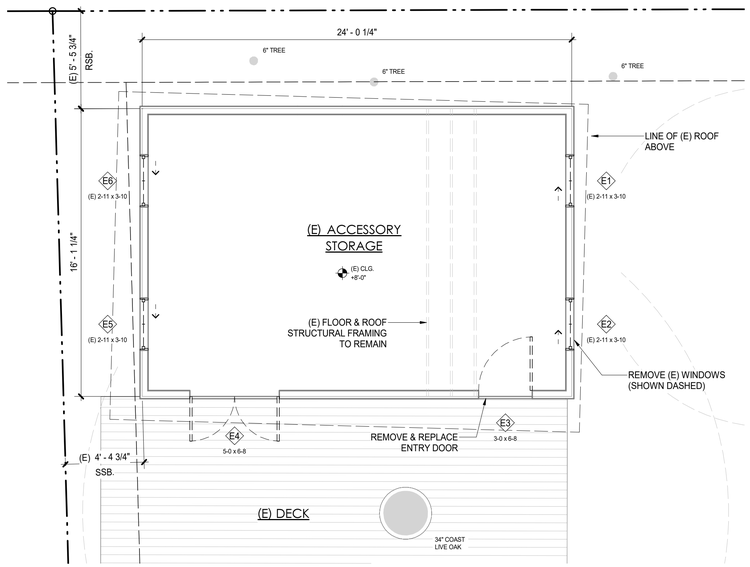
B FRONT ELEVATION – ADU NORTH

SCALE: 1/4" = 1'-0"



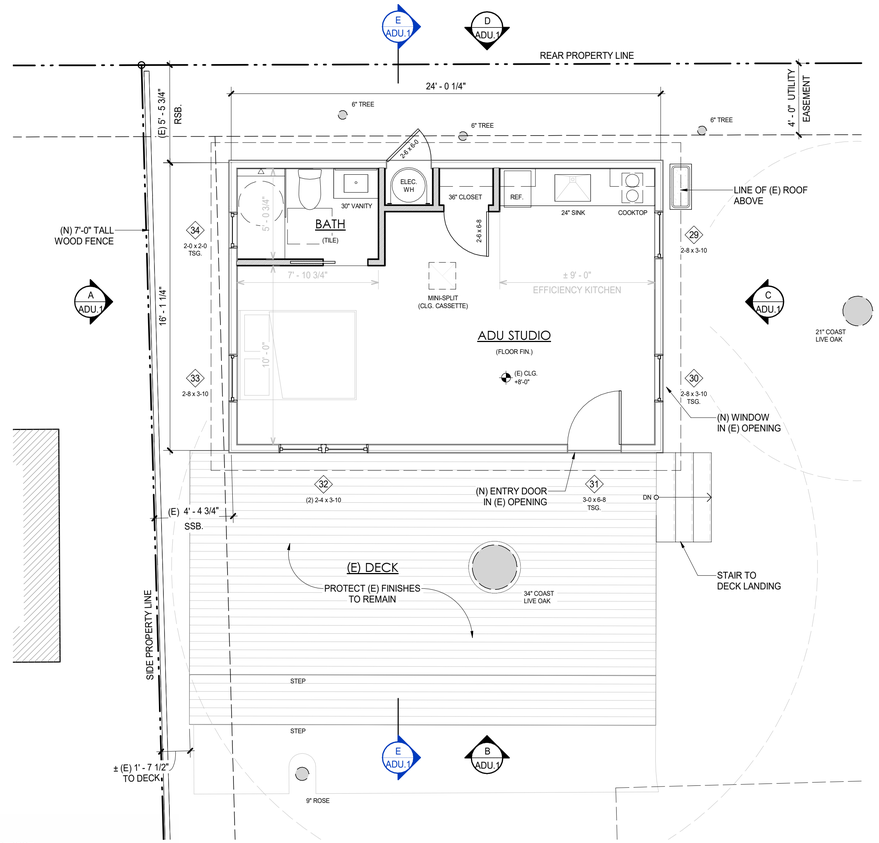
C SIDE ELEVATION – ADU WEST

SCALE: 1/4" = 1'-0"



2 EXISTING ADU – DEMO PLAN

SCALE: 1/4" = 1'-0"



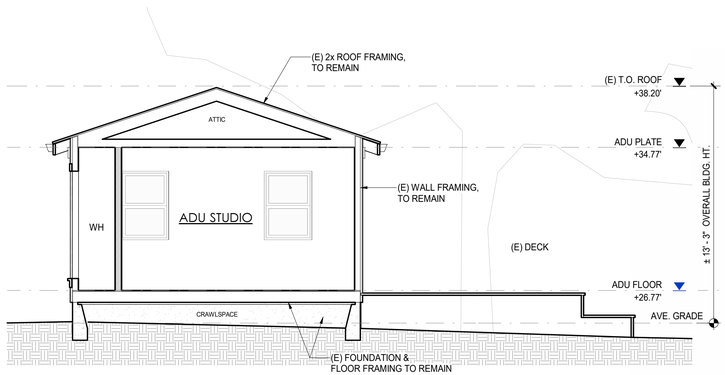
1 PROPOSED ADU – FLOOR PLAN

SCALE: 1/4" = 1'-0"

ACCESSORY : 392 SF

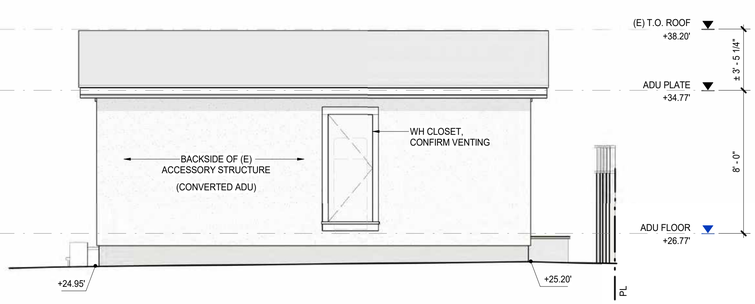
AVE. GRADE CALCULATION (ADU)

25.02' + 24.95' + 25.16' + 24.64' / (4) ELEV. POINTS = 24.94' (ADU) AVE. GRADE



E SECTION @ ADU

SCALE: 1/4" = 1'-0"



D REAR ELEVATION – ADU SOUTH

SCALE: 1/4" = 1'-0"

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ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

A PLANNING REVISION 12/02/22

PLANNING APPLICATION

12/02/22

1/4" = 1'-0"

ADU PLANS & ELEVATIONS

ADU.1



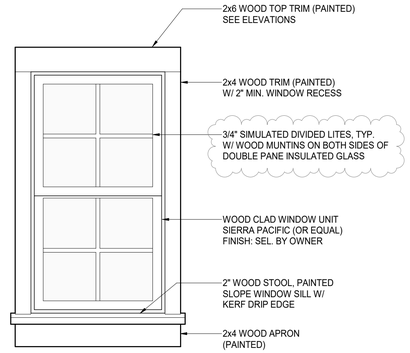
1 FRONT ELEVATION – NORTH

SCALE: 1/4" = 1'-0"

AVE. NATURAL GRADE CALCULATION

$\frac{23.11' + 23.34' + 24.88' + 23.92'}{(4)\ \text{ELEV. POINTS}} = 23.81'$ AVE. GRADE

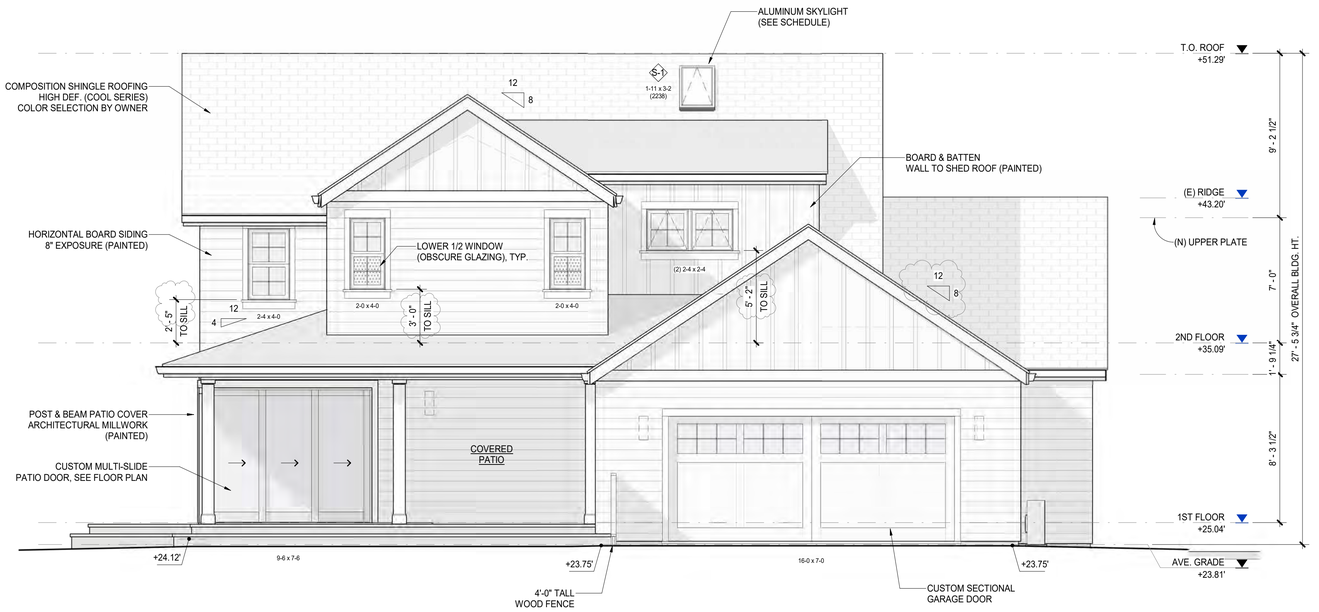
A



WOOD CLAD CASEMENT / AWNING WINDOWS W/ SIMULATED DIVIDED LITES

A WINDOW ELEVATION DETAIL

SCALE: 3/4" = 1'-0"



2 SIDE ELEVATION – EAST

SCALE: 1/4" = 1'-0"

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ADDITION & ALTERATIONS DRAWINGS FOR THE

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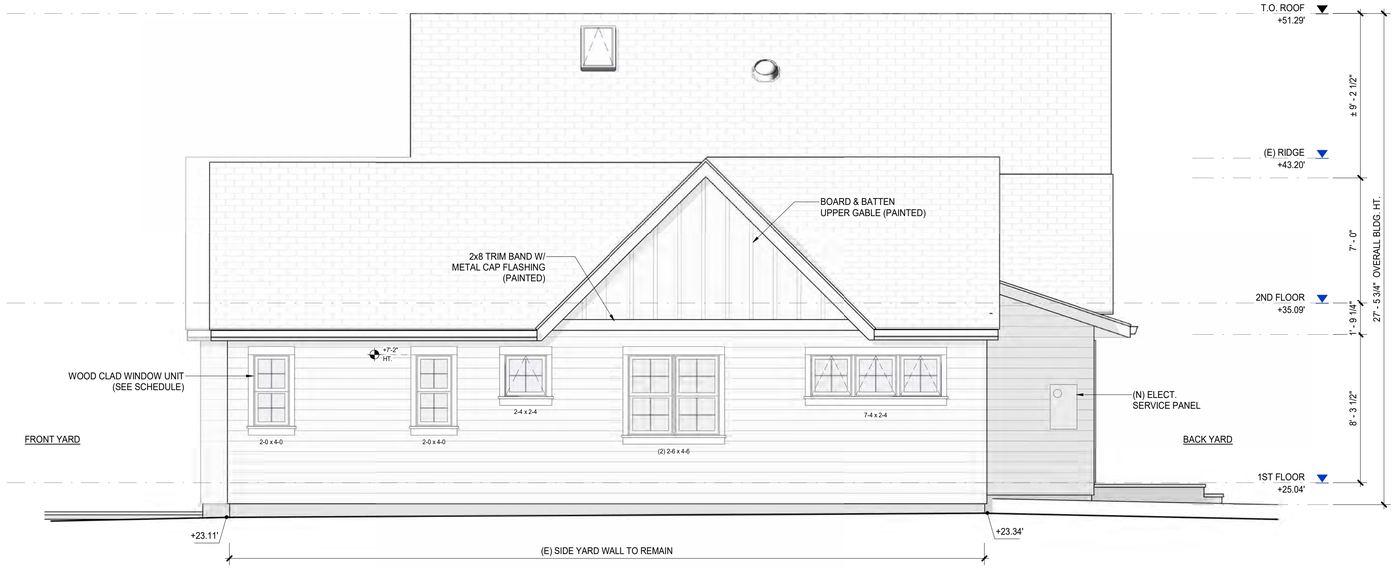
12/02/22

AS NOTED

PROPOSED ELEVATIONS

A4.0

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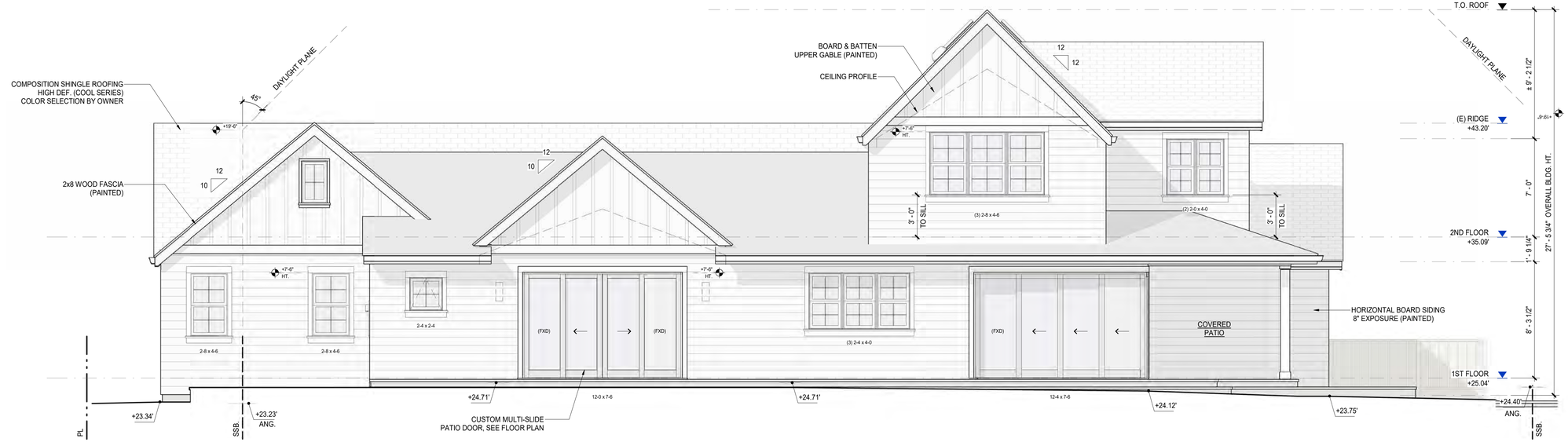
D SIDE ELEVATION – WEST

SCALE: 1/4" = 1'-0"

AVE. NATURAL GRADE CALCULATION

$\frac{23.11' + 23.34' + 24.88' + 23.92'}{\text{(4) ELEV. POINTS}} = 23.81'$ AVE. GRADE

A



C REAR ELEVATION – SOUTH

SCALE: 1/4" = 1'-0"

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ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

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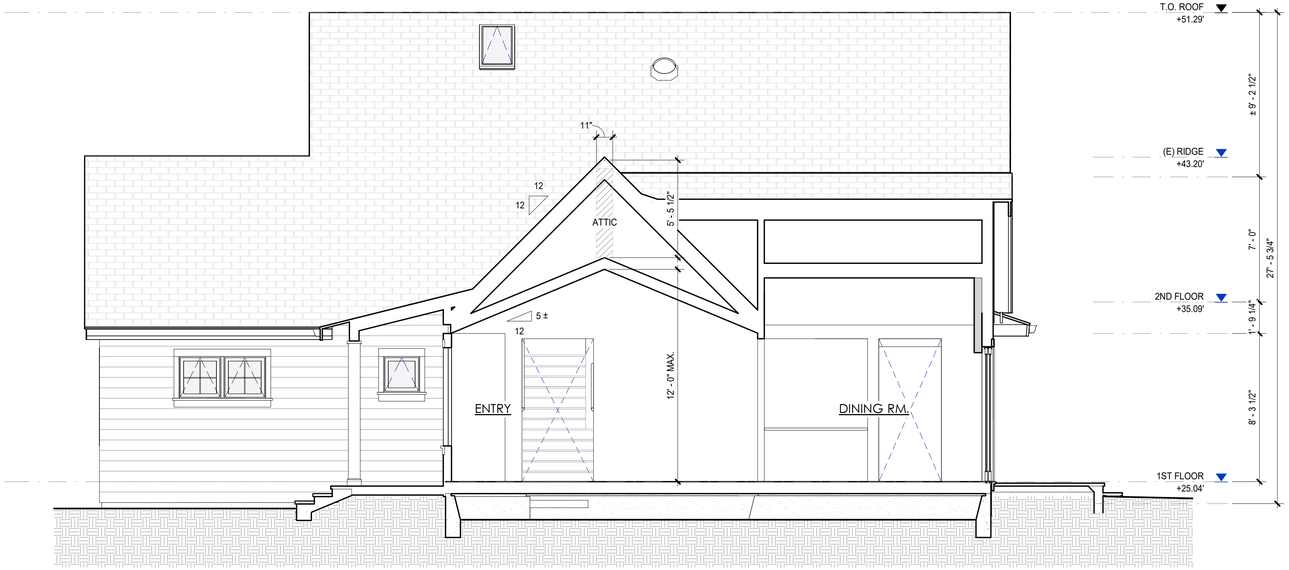
PLANNING APPLICATION

12/02/22

1/4" = 1'-0"

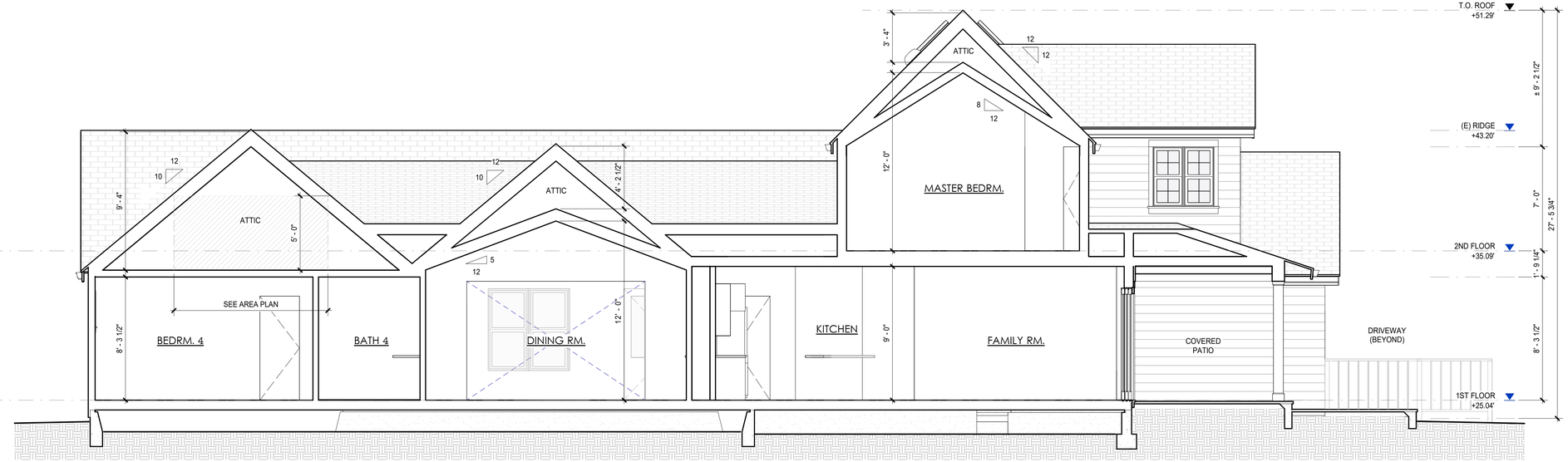
PROPOSED
ELEVATIONS

A4.1



1 CROSS SECTION @ LIVING / DINING RM.

SCALE: 1/4" = 1'-0"



2 SECTION @ DINING, KITCHEN & FAMILY RM.

SCALE: 1/4" = 1'-0"

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ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

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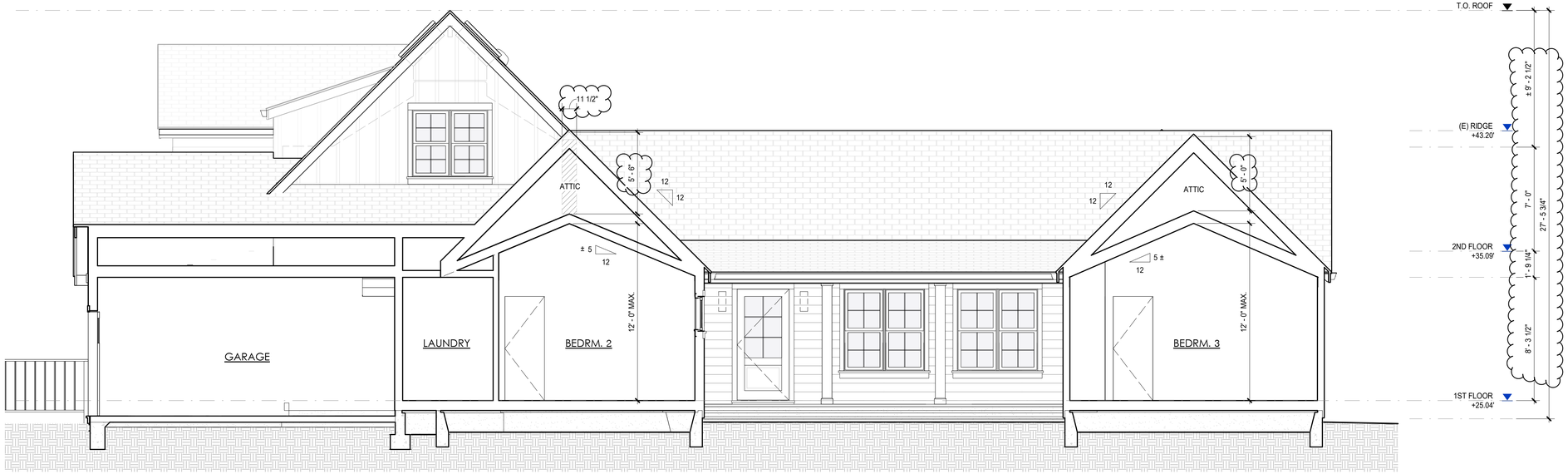
PLANNING APPLICATION

12/02/22

1/4" = 1'-0"

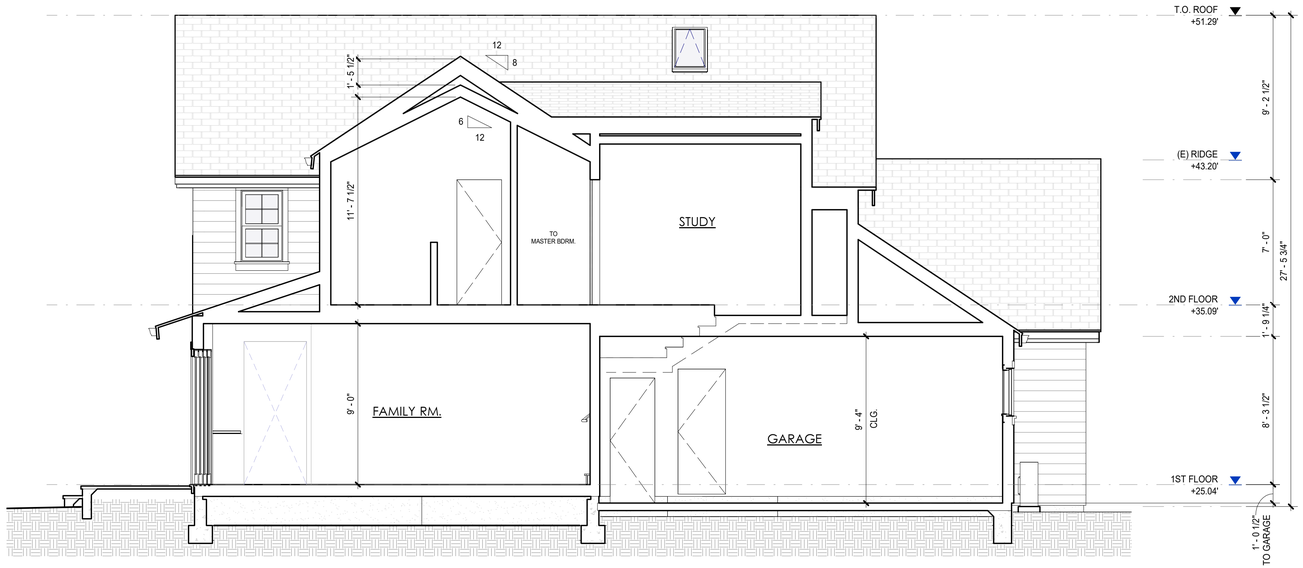
BUILDING SECTIONS

A5.0



4 SECTION @ FRONT BEDROOMS / GARAGE ADDITION

SCALE: 1/4" = 1'-0"



3 CROSS SECTION @ 2ND FLOOR / GARAGE ADDITION

SCALE: 1/4" = 1'-0"

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ADDITION & ALTERATIONS DRAWINGS FOR THE

DIEP–HU RESIDENCE

312 OAKWOOD PLACE
MENLO PARK, CA 94025

REVISIONS:

-	PLANNING APP	09/12/22
A	PLANNING REVISION	12/02/22
B	**PLANNING REVISION**	**01/20/23**

PLANNING APPLICATION

12/02/22

1/4" = 1'-0"

BUILDING SECTIONS

A5.1

umk ARCHITECTURE

1033 Paloma Avenue, Burlingame, CA 94010 / 415.730.1812 / umkarch@gmail.com / umkarchitecture.com

September 15, 2022

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

Re: **PROJECT DESCRIPTION – 312 Oakwood Place**

Thank you for taking the time to review our proposed plans and documents.
We purchased the house on a 12,919 sf lot, located at 312 Oakwood Place, in 2019. The 3 bedroom / 3 bath home has not been updated or renovated and is in need of significant improvements. In addition, the existing plan is lacking a Primary Bedroom + Bathroom, a workable kitchen space and a family living area. We have developed a thoughtful plan that incorporates these new elements and enhances the existing architectural character of the home. Our family of four will enjoy this upgraded house as a long term family home.

Project Scope includes:

- Renovate existing bedrooms and Living Room/Dining Room spaces in their current locations.
- Maintain existing 5'-0" non-conforming right side setback where 10'-0" is required by current Zoning standards.
- Replace and expand the existing Kitchen to incorporate an open kitchen/family room space with a partial covered patio (for shade and outdoor living space)
- Remodel and reconfigure the Guest Bedroom, Bathroom and Laundry room areas
- Remove existing detached Garage and build a new attached 2 car Garage with 90deg side entrance.
- Extend existing driveway along the left side property line and remove existing 2nd driveway (currently leading to existing detached garage)
- Create a new 2nd story Primary Bedroom suite (above area of new first floor addition) and blend with existing first floor rooflines.
- Upgrade Mechanical/Electrical/Plumbing systems and structural/seismic upgrades as deemed needed by project engineer and applicable building codes.
- Improve rear yard living space and create covered patio area and shading for doors/windows on the south/west sides of the home.
- Maintain architectural character of the existing home's scale/proportions and steep rooflines while updating and enhancing its existing charm and curb appeal.
- Enhance the front yard landscape by reducing concrete (removing existing driveway in the middle of the lot) and replacing with landscaping and (2) new trees as indicated on the site plan drawing.

We have begun to process of reaching out to immediate neighbors to introduce them to the project and will be inviting them to a meeting at our home where we will share our design plans and listen to their questions and feedback. Our architect will be at the meeting and available to answer any follow up questions they may wish to ask. We have not set a date for this meeting, but plan to schedule it prior to any Planning Commission hearing.

Thank you,
Ching Pei Hu and Wilson Diep (property owners)
Una Kinsella / UMK Architecture (project architect)

Una Kinsella

Architect / Lic-C25858



VIEWS OF 312 OAKWOOD PL
(looking from front left corner of property towards (2) existing driveways)



EXISTING STREET VIEW OF 312 OAKWOOD PL

LOCATION: 312 Oakwood Place	**PROJECT NUMBER:** PLN2022-00051	**APPLICANT:** Ching-Pei Hu	**OWNER:** Ching-Pei Hu

PROJECT CONDITIONS:

1. The use permit shall be subject to the following standard conditions:

   a. The applicant shall be required to apply for a building permit within one year from the date of approval (by February 27, 2024) for the use permit to remain in effect.

   b. Development of the project shall be substantially in conformance with the plans prepared by UKM Architecture consisting of 16 plan sheets, dated received January 20, 2023 and approved by the Planning Commission on February 27, 2023, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

   c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

   d. 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.

   e. 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.

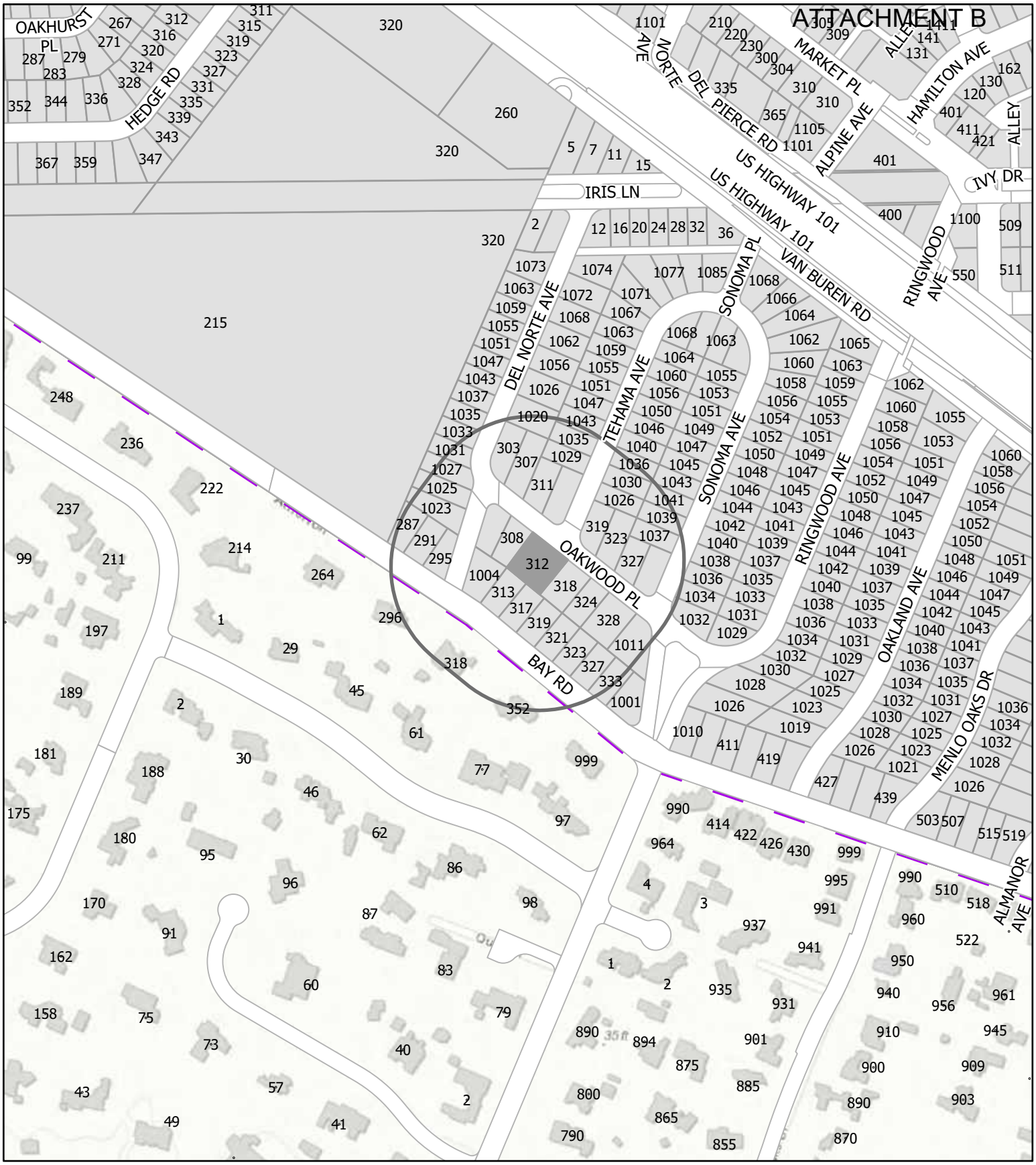
   f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.

   g. 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.

   h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Heartwood Consulting Arborists dated September 7, 2022.

   i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.

   j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.



CITY OF MENLO PARK

LOCATION MAP

312 OAKWOOD PLACE

Scale: 1:4,000 Drawn By: CRT Checked By: CDS Date: 2/27/2023

312 Oakwood Place – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	12,919 sf	12,919 sf	7,000 sf min
Lot width	111.2 ft	111.2 ft	65 ft min
Lot depth	115.2 ft	115.2 ft	100 ft min
Setbacks			
Front	23.4 ft	24.8 ft	20 ft min
Rear	41.1 ft	40.9 ft	20 ft min
Side (left)	24.7 ft	47.8 ft	10 percent of minimum lot width, minimum 5 feet, maximum 10 feet
Side (right)	4.2 ft	4.2 ft	
Building coverage*	3,912 sf 30.3 %	3,023 sf 23.4 %	4,512.7 sf max 35.0 % max
FAL (Floor Area Limit)*	4,645* sf	3,248 sf	4,279.8 sf max
Square footage by floor	2,664 sf/1st 747 sf/2nd 487 sf/garage 392 sf/ADU (converted) 358 sf/porches 355 sf/attic >5 feet in height 11 sf/fireplace	2,084 sf/1st 417 sf/garage 392 sf/accessory building 130 sf/porch 355 sf/attic >5 feet in height	
Square footage of buildings	5,014 sf	2,893 sf	
Building height	27.5 ft	19.4 ft	28 ft max
Parking	2 covered spaces	2 covered spaces	1 covered and 1 uncovered space
Note: Areas shown highlighted indicate a nonconforming or substandard situation			

Trees					
Heritage trees	7**	Non-Heritage trees	10***	New trees	2
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	1	Total Number of trees	18

* Floor area and building coverage for the proposed project includes the ADU, which is allowed to exceed the maximum floor area and building coverage by up to 800 square feet

** Of these trees, four are located on the subject property and three are located on a neighboring properties.

*** Of these trees, seven are located on the subject property and three are located on a neighboring properties.

Arborist's Report

312 Oakwood Place
Menlo Park, CA 94025

Prepared for:

Ching-Pei Hu

September 7, 2022

Prepared by:

HEARTWOOD
CONSULTING ARBORISTS

San Francisco, CA
650.542.8733

ASCA - Registered Consulting Arborist ® #651
ISA - Certified Arborist® MA-4851A

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Summary

A new attached garage and driveway are proposed. The site contains seven Heritage Trees, including four Street Trees. Only one Heritage Tree is proposed for removal due to its very poor condition and high risk of failure. All other protected trees will be preserved. The impact level rating for all trees to be preserved is Low. An opinion of value for each tree is provided in Appendix B.

Assignment

- Visit site and collect the following attributes for all protected trees onsite: species, trunk diameter, overall condition, suitability, impact level, and appraised value.
- Review plans and determine which trees must be removed and which can be preserved throughout construction.
- Prepare guidelines for how to protect any trees scheduled for preservation.
- Prepare an arborist's report detailing all of the above.

Limits of Assignment

- The information in this report is limited to the tree and site conditions during my inspection on June 2, 2022 (5:15 PM). No tree risk assessments were performed.
- The plans reviewed for this assignment are as follows:
    - Proposed Site Plan A0.0 UMK Architects (9/2/22)

Observations

Description of Site

The site is a single-family residential parcel with a home, detached garage, and accessory structure.

Proposed Development Activities

The detached garaged will be demolished. A new attached garage and driveway will be constructed.

Tree Inventory

The inventory consists of 10 trees.

There are four Street Trees along the front of the property. Two of them are Heritage Trees.

Including the two Street Trees that are Heritage, there are seven (7) Heritage Trees on the property.

Tree #10 is in very poor condition, with an imbalanced crown and significant decay at the buttress roots of the tree. This tree is recommended for removal due to high risk of failure.

Other than Tree #10, no Protected Trees are proposed for removal.

See Tree Map Appendix A.

See Tree Assessment Table Appendix B.

Discussion

Tree Removals

Tree #10 is proposed for removal due to advanced decay at its base and a high risk of failure into the neighboring property.





Suitability for Preservation

A tree's suitability for preservation is determined based on Functional and External Limitations[1] as follows (ISA, 2019):

Good = Trees with good health, structural stability, and longevity.

Fair = Trees with fair health and/or structural defects that may be mitigated through treatment. These trees require more intense management and monitoring and may have shorter life spans than those in the good category.

Poor = Trees in poor health with significant structural defects that cannot be mitigated and will continue to decline regardless of treatment. The species or individual may possess characteristics that are incompatible or undesirable in landscape settings or unsuited for the intended use of the site.

Tree #10 has *Poor* suitability. All other trees have either *Fair* or *Good* suitability.

The complete suitability ratings are listed in Appendix B.

[1] Functional Limitations are based on factors associated with the tree's interaction to its planting site affecting plant condition, limiting plant development, or reducing the utility in the future and include genetics, placement, and site conditions for the individual tree (ISA, 2019). External Limitations are outside the property, out of control of the owner and also affect plant condition, limit plant development, or reduce the utility in the future (i.e power lines, municipal restrictions, drought adaptations, or species susceptibility to pests) (ISA, 2019).

Tree Protection

The objective of tree protection is to reduce the negative impacts of construction on trees to a less than significant level. Trees vary in their ability to adapt to altered growing conditions. Mature trees have established stable biological systems in the preexisting physical environment. Disruption of this environment by construction activities interrupts the tree's physiological processes causing depletion of energy reserves and a decline in vigor, often resulting in the tree's death. The Tree Protection Guidelines (Appendix C) in this report are designed to guide the project team and ensure that appropriate practices will be implemented in the field to eliminate undesirable consequences that may result from uninformed or careless acts.

Tree Protection Zone

The tree protection zone (TPZ) is the defined area in which certain activities are prohibited to minimize potential injury to the tree. Some municipalities strive for an idealized TPZ in which activities are restricted within a radius of 10 times the trunk diameter (10X TPZ) in all directions. This "10x diameter" TPZ is largely impracticable for densely populated areas on the San Francisco Peninsula. Literature supporting a 10x TPZ is predicated on construction activities occurring on all sides of a tree, which seldom occurs in infill development such as this project. Development typically occurs on one or two sides of a tree, leaving the root zone of the other two to three sides of the tree completely undisturbed.

Because it is seldom possible to build anything in this area while respecting a 10x TPZ in all directions, a more appropriate TPZ area is based on the critical root zone (CRZ) of each tree to be preserved.

Critical Root Zone

The critical root zone (CRZ) is the area of soil around the trunk of a tree where roots are located that provide stability and uptake of water and nutrients required for the tree's survival. It is my professional opinion, informed by current literature and my experience, that the minimum distance from a tree's trunk that root cutting should occur, is three to six times the trunk diameter in feet (Costello, L., Watson, G., Smiley, E. 2017). Due to the size and number of roots typically encountered at distances less than three times the trunk diameter, root damage within this fragile radius often leads to poor outcomes for the tree, ranging from gradual tree decline to an increased risk of tree failure.

Tree protection fencing must be shown on the plans and installed on site in accordance with the *TPZ Schematic* in Appendix A2.

Impact Level from Construction

Impact level defines how a tree may be affected by construction activity and proximity to the tree, and is described as low, moderate, or high. The following scale defines the impact rating:

- Low = The construction activity will have little influence on the tree.
- Moderate = The construction may cause future health or structural problems, and steps must be taken to protect the tree to reduce future problems.
- High = Tree structure and health will be compromised and removal is recommended, or other actions must be taken for the tree to remain. The tree is located in the building envelope.

All tree scheduled to be preserved have an impact rating of *Low*.

Conclusion

A new attached garage and driveway are proposed. The site contains seven Heritage Trees, including four Street Trees. Only one Heritage Tree is proposed for removal due to its very poor condition and high risk of failure. All other protected trees will be preserved. The impact level rating for all trees to be preserved is Low. An opinion of value for each tree is provided in Appendix B.

Recommendations

1. Remove Tree #10 after obtaining a permit from the City of Menlo Park.

2. Add tree protection fencing to site plan per TPZ Schematic in Appendix A2.

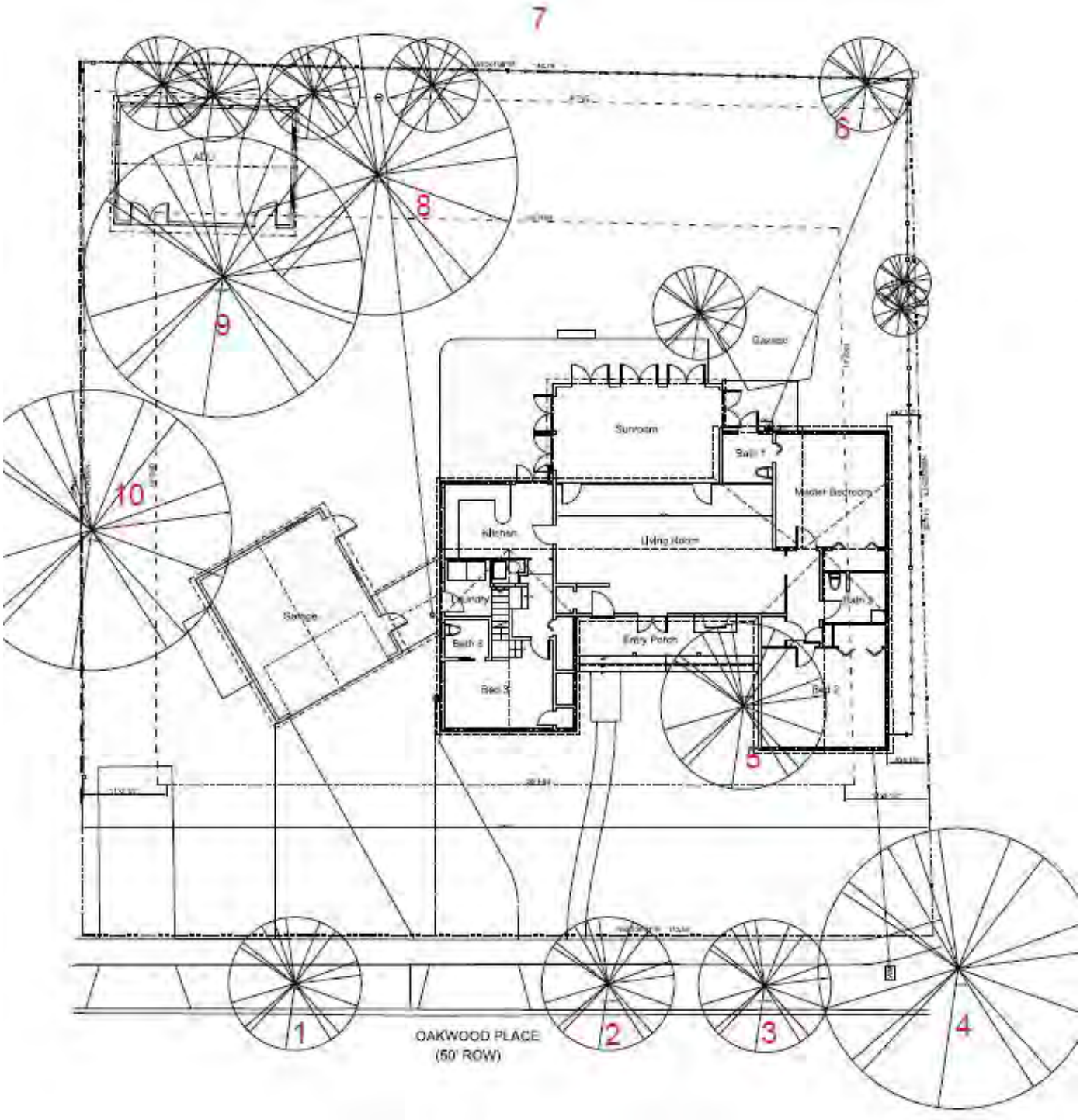
3. Install tree protection fencing prior to any work onsite, including demolition.

4. Refer to Appendix C for general tree protection guidelines including recommendations for arborist assistance while working under trees, trenching, or excavation within a trees drip line.

5. Provide a copy of this report to all contractors and project managers, including the architect, civil engineer, and landscape designer or architect. It is the responsibility of the owner to ensure all parties are familiar with this document.

6. Arrange a pre-construction meeting with the project arborist or landscape architect to verify tree protection is in place, with the correct materials, and at the proper distances.

Appendix A1: Tree Inventory Map



Appendix A2: TPZ Schematic



See Appendix C for fencing material and installation specifications.

Appendix B: Tree Assessment Table

Protected trees are **bolded.**

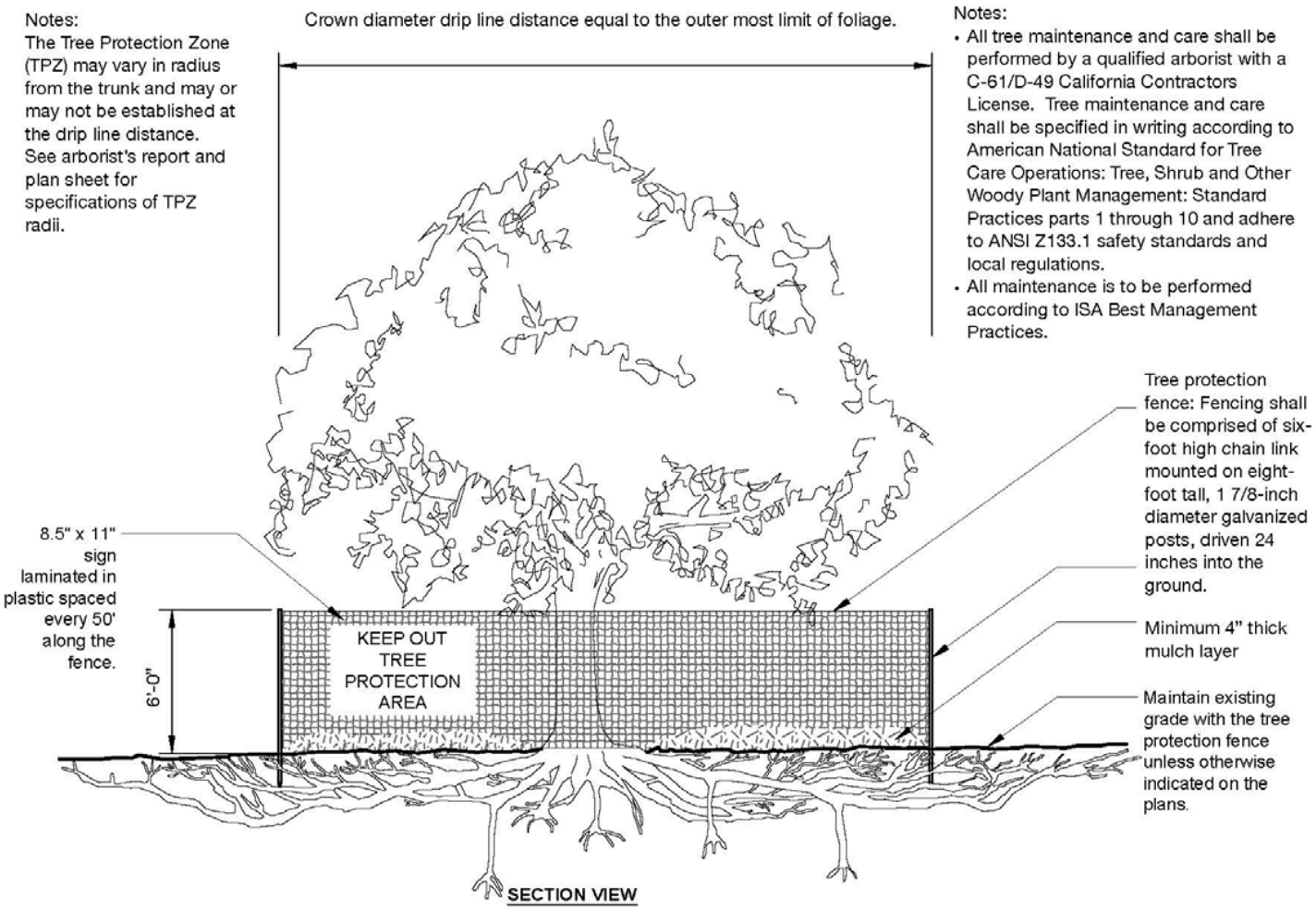
Tree #	Species	Trunk Dia. (in.)	Overall Cond.	Suitability for Preservation	Protection Status	Disposition	Comments	Opinion of Value (Rounded)
1	Coast live oak *Quercus agrifolia*	8	Fair	Fair	Street Tree	TBD		$ 1,000
2	Camphor Cinnamomum camphora	19	Fair	Fair	Street Tree/ Heritage Tree	Preserve	Street and SW damage from roots	$ 4,060
3	Camphor Cinnamomum camphora	12	Poor	Fair	Street Tree	Preserve	Street and SW damage from roots	$ 1,620
4	Coast live oak *Quercus agrifolia*	33	Good	Good	Street Tree/ Heritage Tree	Preserve		$ 18,600
5	Japanese maple *Acer palmatum*	16	Good	Good	Heritage Tree	Preserve		$ 4,900
6	Black acacia *Acacia melanoxylon*	13	Poor	Poor	NA	Preserve	Utility pruned	$ 220
7	Valley oak *Quercus lobata*	24	Fair	Good	Heritage Tree	Preserve	No dripline over applicant property	$ 5,800
8	Coast live oak *Quercus agrifolia*	21	Good	Good	Heritage Tree	Preserve		$ 3,010
9	Coast live oak *Quercus agrifolia*	34	Good	Good	Heritage Tree	Preserve		$ 19,700

Tree #	Species	Trunk Dia. (in.)	Overall Cond.	Suitability for Preservation	Protection Status	Disposition	Comments	Opinion of Value (Rounded)
10	Coast live oak *Quercus agrifolia*	30	Very poor	Poor	Heritage Tree	Remove	Imbalanced crown and siginificant decay at buttress roots; Tree failure likely	$ 3,070

Appendix C: Tree Protection Guidelines

Plan Sheet Details

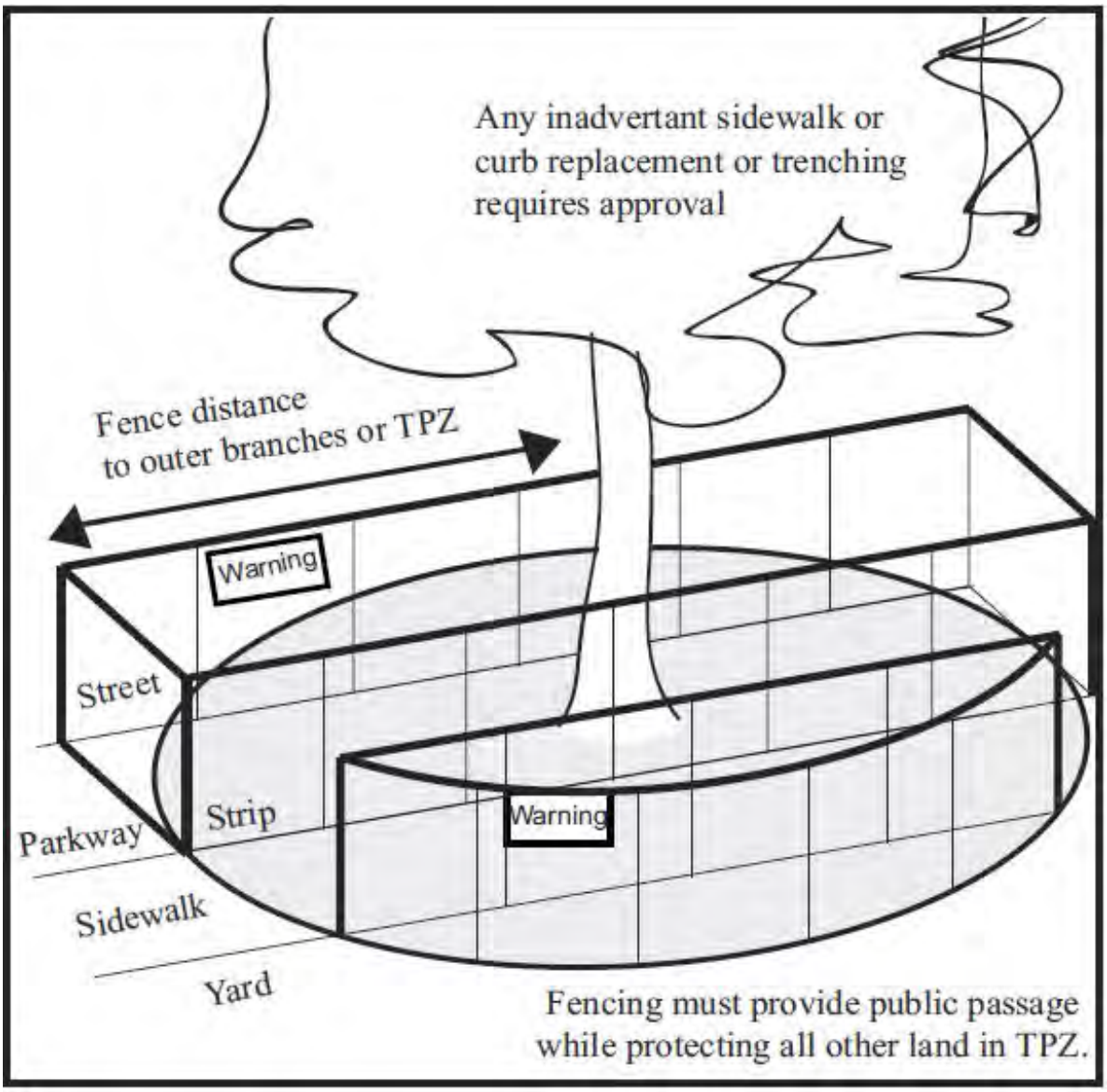
Type 1 Tree Protection Fence



S-X TREE PROTECTION

URBAN TREE FOUNDATION © 2014
OPEN SOURCE FREE TO USE
Modified by Monarch Consulting Arborists LLC, 2019

Type 2 Tree Protection Fence



Pre-Construction Meeting with the Project Arborist

Tree protection locations should be marked before any fencing contractor arrives.

Tree Protection Zones and Fence Specifications

Tree protection fence should be established prior to the arrival of construction equipment or materials on site. Fence should be comprised of six-foot high chain link fence mounted on eight- foot tall, 1 7/8-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart. Once established, the fence must remain undisturbed and be maintained throughout the construction process until final inspection.

The fence should be maintained throughout the site during the construction period and should be inspected periodically for damage and proper functions. Fence should be repaired, as necessary, to provide a physical barrier from construction activities.

Monitoring

Any trenching, construction or demolition that is expected to damage or encounter tree roots should be monitored by the project arborist or a qualified ISA Certified Arborist and should be documented.

The site should be evaluated by the project arborist or a qualified ISA Certified Arborist after construction is complete, and any necessary remedial work that needs to be performed should be noted.

Restrictions Within the Tree Protection Zone

No storage of construction materials, debris, or excess soil will be allowed within the Tree Protection Zone. Spoils from the trenching shall not be placed within the tree protection zone either temporarily or permanently. Construction personnel and equipment shall be routed outside the tree protection zones.

Root Pruning

When roots over two inches in diameter are encountered they should be pruned by hand with loppers, handsaw, reciprocating saw, or chain saw rather than left crushed or torn. When completed, exposed roots should be kept moist with burlap or backfilled within one hour.

Boring or Tunneling

Boring machines should be set up outside the drip line or established Tree Protection Zone. Boring may also be performed by digging a trench on both sides of the tree until roots one inch in diameter are encountered and then hand dug or excavated with an Air Spade® or similar air or water excavation tool. Bore holes should be adjacent to the trunk and never go directly under the main stem to avoid oblique (heart) roots. Bore holes should be a minimum of three feet deep.

Timing

If the construction is to occur during the summer months supplemental watering and treatments should be applied to help ensure survival during and after construction.

Tree Pruning and Removal Operations

All tree pruning or removals should be performed by a qualified arborist with a C-61/D-49 California Contractors License. Tree pruning should be specified in writing according to ANSI A-300A pruning standards and limitations and adhere to ANSI Z133.1 safety standards. Trees that need to be removed or pruned should be identified in the pre-construction walk through.

Tree Protection Signs

All sections of fencing should be clearly marked with signs stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited. Text on the signs should be in both English and Spanish (Appendix D).

Appendix D: Sample Tree Protection Signs



Laminated warning signs, minimum size 8.5" x 11", stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited, are to be attached to TPZ fencing.

Signs should be spaced no more than 10 feet apart.

Text on the signs should be in both English and Spanish.

QUALIFICATIONS, ASSUMPTIONS, & LIMITING CONDITIONS

Any legal description provided to the consultant is assumed to be correct. Any titles or ownership of properties are assumed to be good and marketable. All property is appraised or evaluated as though free and clear, under responsible ownership and competent management.

All property is presumed to be in conformance with applicable codes, ordinances, statutes, or other regulations.

Care has been taken to obtain information from reliable sources. However, the consultant cannot be responsible for the accuracy of information provided by others.

The consultant shall not be required to give testimony or attend meetings, hearings, conferences, mediations, arbitration, or trials by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.

This report and any appraisal value expressed herein represent the opinion of the consultant, and the consultant's fee is not contingent upon the reporting of a specified appraisal value, a stipulated result, or the occurrence of a subsequent event.

Sketches, drawings, and photographs in this report are intended for use as visual aids, are not necessarily to scale, and should not be construed as engineering or architectural reports or surveys. The reproduction of information generated by architects, engineers, or other consultants on any sketches, drawings, or photographs is only for coordination and ease of reference. Inclusion of said information with any drawings or other documents does not constitute a representation as to the sufficiency or accuracy of said information.

Unless otherwise expressed: a) this report covers only examined items and their condition at the time of inspection; and b) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that structural problems or deficiencies of plants or property may not arise in the future.

CERTIFICATION OF PERFORMANCE

I, Matthew Fried, certify:

- That I have personally inspected the tree(s) and/or the property referred to in this report and have stated my findings accurately. The extent of the evaluation and appraisal is stated in the attached report and the Terms of Assignment;
- That I have no current or prospective interest in the vegetation or the property that is the subject of this report and have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions, and conclusions stated herein are my own;
- That my analysis, opinions, and conclusions were developed, and this report has been prepared according to commonly accepted arboricultural practices;
- That no one provided significant professional assistance to the consultant, except as indicated within the report;
- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.

I further certify that I am Registered Consulting Arborist® #651 with the American Society of Consulting Arborists, and acknowledge, accept, and adhere to the ASCA Standards of Professional Practice. I am an International Society of Arboriculture Certified Arborist and have been involved in the practice of arboriculture and the study of trees for over twelve years.

Matthew Fried

Matthew Fried
ASCA Registered Consulting Arborist® # 651
ISA Certified Arborist® MA-4851A
ISA Tree Risk Assessor Qualified

STAFF REPORT

Planning Commission Meeting Date: **2/27/2023**
Staff Report Number: **23-016-PC**
Public Hearing: **Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single-Family Suburban) zoning district at 1340 Hillview Drive**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single-Family Suburban) zoning district. The proposal includes an attached accessory dwelling unit which is not subject to discretionary review. The draft resolution, including the recommended actions and conditions of approval, is 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

Using Hillview Drive in the north-south orientation, the subject property is located on the eastern side of Hillview Drive between Valparaiso Avenue to the north and Santa Cruz Avenue to the south. Hillview Drive is part of a triad of residential streets that run between Valparaiso and Santa Cruz Avenues. A location map is included as Attachment B.

Houses along Hillview Drive include a mix of both older single-story homes and newer two-story homes that are developed in a variety of architectural styles, including ranch, craftsman, and contemporary. The neighborhood features single-family residences that are also in the R-1-S zoning district. The Town of Atherton is located to the north across Valparaiso Avenue. Hillview Middle School is roughly 1,000 feet away, near the corner of Hillview Drive and Santa Cruz Avenue.

Analysis

Project description

The subject property is currently occupied by a one-story residence built in 1951 with an attached two-car garage and a pool in the backyard. The property is a substandard, pie-shaped lot with a width of 71 feet, where 80 feet is required, and a standard lot area of 10,497 square feet with a standard lot depth of 118.5 feet. The unique lot configuration results in the existing residence being nonconforming with regard to the left and right side setbacks.

The applicant is proposing to demolish the existing residence and construct a new two-story, single-family residence, which includes an interior Accessory Dwelling Unit (ADU) and an attached two-car garage. The pool would remain.

The proposed residence would include a total of four bedrooms and four and one-half bathrooms. The interior ADU includes a sleeping area and an additional full bathroom. The required parking for the residence would be provided by an attached two-car garage, located in the front left corner of the residence.

The proposed residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, FAL, daylight plane, parking, and height. Of particular note with regard to Zoning Ordinance requirements:

- The main residence would have an FAL of 3,592 square feet and the attached ADU would be 341 square feet and would exceed the maximum floor area limit.
- On the first floor, a portion of the stair landing area, near the front entry, would extend beyond a height of 12 feet. This area, which constitutes 48 square feet, has been counted at 200 percent within the floor area calculations.
- A pool shed would contain 50 feet of FAL.
- The proposed floor area would be 3,983 square feet, where 3,674 square feet is the maximum permitted; however, the maximum FAL is permitted to be exceeded by up to 800 square feet in order to accommodate the ADU.
- The second floor would be limited in size relative to the development, with a floor area of 1,677 square feet, where 1,975.5 square feet is the maximum permitted.
- The proposed building coverage would be 2,491 square feet, approximately 23.7 percent of the lot area, where 35 percent is the maximum allowed.
- The proposed residence would be approximately 26 feet, five inches in height, where 28 feet is the maximum allowed.

The proposed residence would be set back approximately 20 feet, seven inches from the front property line and 46 feet, 10 inches from the rear property line, where a 20-foot setback is required for both. The first floor, left side would have a 15-foot, three-inch setback, and the first floor, right side would have a 14-foot, six-inch setback. The second-floor setback is reduced on the right side to accommodate a cantilevered bay, but does not encroach into the required side yard. In the R-1-S zoning district, the minimum side setbacks are 10 feet. The proposed second story would be stepped back from the first story on portions of the front and rear sides, and would feature varied wall depths to minimize massing and increase separation from neighboring properties.

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 Attachment A, Exhibits A and B respectively.

Design and materials

The applicant states in their project description letter that the proposed new residence is designed in a Farmhouse style. The home features a centralized porch with wood posts and a trellis above. Two gables flank the porch area at the first story. The second-floor steps back from the first story to reduce the perception of mass. Dormers are introduced at the second story above the porch to provide articulation and interest. Dutch gables are designed at the second floor to keep the roof form low at the front and setback massing as seen from the sides. The siding would be board and batten siding and the roofing would mostly consist of composition shingles with small accenting areas of standing seam metal roofing over bay windows.

The left-side elevation would feature three second-floor windows with sill heights of approximately three-to-six feet above the finished floor, located in the primary bedroom and bathroom. Along the second floor of the rear elevation, nine windows are proposed in the primary bedroom, laundry room, “loft” area, and bedroom two. All nine would feature a sill height of three feet above the finished floor. The right-side elevation features four windows along the second floor, three with an approximate sill height of five and one-half feet from the finished floor and one with an approximate two and one-half foot sill height.

Staff believes that the scale, materials, and style of the proposed residence would result in a consistent aesthetic approach and are generally consistent with the broader neighborhood, given the similar architectural styles and sizes of structures in the area.

Trees and landscaping

The applicant has submitted an arborist report (Attachment D), detailing the species, size, and conditions of the nearby heritage and non-heritage trees. The report discusses the impacts of the proposed improvements and provides recommendations for tree maintenance and protection. As part of the project review process, the arborist report was reviewed by the City Arborist.

Based on the arborist report, there are 21 existing trees located on or near the property. Of these trees, 17 are on the subject property, five trees are of heritage size, and one non-heritage tree is located in the right-of-way. The heritage trees consist of a Deodar cedar (tree #3), a Afrocarpus (tree #11), Southern Magnolia (trees #12, 13, & 14). All five heritage trees are proposed to be retained.

A total of 16 trees assessed are non-heritage size, and all are located on the subject property, of which four are proposed for removal. These tree consist of an American hornbeam (tree #2), a Japanese maple (tree #4), and two cameillas (trees #20-21). The applicant is not proposing any new trees for the project.

To protect the heritage and non-heritage trees on site, the arborist report has identified such measures as tree protection fencing, irrigation and mulching over impacted root protection zones, exposing roots through hand digging, potholing, or using an air spade, applying a geotextile fabric, trenching with hydro-vac equipment or air spade, placing piping beneath roots, or boring deeper trenches underneath roots, a certified arborist monitoring during and after construction. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

Correspondence

The applicant states in their project description letter that the property owner has completed some outreach efforts, which involved sharing plans and details with neighbors within a 300-foot radius, as well as a virtual neighbor meeting held on December 8, 2022. The applicant also describes feedback received from neighbors and steps taken to address the feedback.

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

Conclusion

Staff believes that the design, scale, and materials of the proposed residence are generally compatible with the surrounding neighborhood, and would result in a consistent aesthetic approach. The architectural style would be generally attractive and well-proportioned, and the additional side setback distances would help increase privacy. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

A. Draft Planning Commission Resolution of Approval Adopting Findings for project Use Permit, including project Conditions of Approval
   Exhibits to Attachment A
   - A. Project Plans
   - B. Project Description Letter
   - C. Conditions of Approval

B. Location Map
C. Data Table
D. Arborist Report

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:
Connor Hochleutner, Assistant Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

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PLANNING COMMISSION RESOLUTION NO. 2023-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO DEMOLISH AN EXISTING SINGLE-STORY, SINGLE-FAMILY RESIDENCE AND CONSTRUCT A NEW TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT WIDTH IN THE R-1-S (SINGLE-FAMILY SUBURBAN) ZONING DISTRICT.

WHEREAS, the City of Menlo Park ("City") received an application requesting to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single-Family Suburban) zoning district. The proposal includes an attached accessory dwelling unit which is not subject to discretionary review (collectively, the "Project") from Anna Felver ("Applicant"), on behalf of the property owner Norcal Home Builders, LLC ("Owner"), located at 1340 Hillview Drive (APN 071-042-290) ("Property"). The Project use permit is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Suburban Residential (R-1-S) district. The R-1-S district supports single-family residential uses; and

WHEREAS, the proposed Project complies with all objective standards of the R-1-S district; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the Applicant submitted an arborist report prepared by California Tree and Landscape Consulting, Inc., which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures); and

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

WHEREAS, at a duly and properly noticed public hearing held on February 27, 2023, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for the construction of new two-story residence on a substandard lot is granted based on the following findings which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
    a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-S zoning district and the General Plan because two-story residences are allowed to be constructed on substandard lots subject to granting of a use permit and provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.

    b. The proposed residence would include the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided.

c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the new residence would be located in a single-family neighborhood and designed such that privacy concerns would be addressed through right-side, left-side, and rear setbacks greater than the minimum required setbacks in the R-1-S district.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2022-000060, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures)

Section 5. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 27, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 6th day of February, 2023

_____

Corinna Sandmeier
Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval

PLANNING SUBMITTAL FOR:

1340 HILLVIEW DRIVE

MENLO PARK, CA



VICINITY MAP:



PROJECT TEAM INFO:

Developer
Thomas James Homes
255 Shoreline Dr Suite 428
Redwood City, CA 94065
Tel: (408) 402-3024

Architect
Dahlin Group
5865 Owens Drive
Pleasanton, CA 94588
Tel: (925) 251-7200
Contact: Jaime Matheron
jaime.matheron@dahlingroup.com

Landscape
Roach & Campbell
111 Scripps Drive,
Sacramento, CA 95825
Tel: (916) 945-8003
Contact: David Cambell
david@roachcampbell.com

DEVELOPMENT SUMMARY

LOCATION	1340 HILLVIEW DRIVE		
ASSESSOR'S PARCEL NUMBER	071-042-290		
PARCEL AREA - GROSS	10,497 SQ. FT.	0.24 AC	
ZONING DESIGNATION	R-1-S		
OCCUPANCY GROUP	R-3		
CONSTRUCTION TYPE	V-B		
MAX. FLOOR AREA LIMIT	3,674.00 SQ. FT.	PROPOSED FLOOR AREA LIMIT	3983 SQ. FT.
MAX. BUILDING COVERAGE (5,200)(.35)	3,674.00 SQ. FT.	PROPOSED BUILDING COVERAGE	2414 SQ. FT.
MAX. BUILDING HEIGHT	28'	PROPOSED BUILDING HEIGHT	26'-4 1/2" FROM ANG

REQUIRED SETBACKS		**PROPOSED SETBACKS**	
FRONT - STREET (FT)	20'	FRONT - STREET (FT)	20'-6 1/2"
SIDE - (FT)	10"	FRONT - STREET- AT GARAGE (FT)	23'-6 1/2"
REAR - FIRST FLOOR (FT)	20'	SIDE - RIGHT (FT)	14'-6"
		SIDE - LEFT (FT)	15'-3"
		REAR (FT)	46'-10"

PARKING REQUIRED:
2 TOTAL SPACES
MIN. GARAGE DIMENSIONS: 10' X 20' PER SPACE

EXISTING USE: ONE SINGLE FAMILY DETACHED RESIDENCE OF 2,894 SQ. FT. TO BE DEMOLISHED.

PROPOSED USE: ONE NEW SINGLE FAMILY DETACHED RESIDENCE OF 3983 SQ. FT.

CODES AND REGULATIONS GOVERNING THE PROJECT: CURRENT 2022 CALIFORNIA CODES

SHEET INDEX:

ARCHITECTURAL:

A.0	TITLE SHEET
A.1	SITE AERIAL & PHOTOS
AP-1	AREA PLAN
A.3	STREETSCAPE & LOT DEPTH DIAGRAM
A.4	SITE PLAN
A.5	FIRST FLOOR PLANS
A.6	SECOND FLOOR PLAN
A.7	ROOF PLAN
A.8	FLOOR AREA DIAGRAMS
A.9	FLOOR AREA DIAGRAMS
A.10	ELEVATIONS
A.11	ELEVATIONS
A.12	SECTIONS
	COLORS & MATERIALS

AS-BUILTS:

1	FLOOR PLANS
2	ROOF PLAN
3	EXTERIOR ELEVATIONS

CIVIL:

1	TOPOGRAPHIC SURVEY

LANDSCAPE:

L1.1	LAYOUT PLAN, NOTES, AND LEGEND
L1.2	CONSTRUCTION DETAILS
L3.1	PLANTING PLAN, NOTES & LEGEND
L3.2	PLANTING DETAILS
L3.3	TREE PROTECTION PLAN & NOTES

FRONTAGE IMPROVEMENTS

ALL EXISTING CRACKED OR DAMAGED FEATURES ALONG THE PROPERTY FRONTAGE MUST BE REPAIRED IN KIND. ADDITIONALLY, ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.

ANY ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.

4 BEDROOMS / 4.5 BATH +
1 BEDROOMS / 1 BATH ADU

FLOOR AREA	
FIRST FLOOR	1395 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3072 SQ. FT.
GARAGE	472 SQ. FT.
2ND FLR. VOL. CLG.	48 SQ. FT.
ADU	341 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
UNCOVERED LANAI	127 SQ. FT.
PORCH (UNCOVERED)	138 SQ. FT.
FIRE PLACE	18 SQ. FT.
FAL: (LIVING + GARAGE + 2nd FLR. VOL. CLG. + ADU + FUTURE POOL SHED)	3983 SQ. FT.
MAX FAL:	3674 SQ. FT.

BUILDING COVERAGE	
FIRST FLOOR	1395 SQ. FT.
GARAGE	472 SQ. FT.
PORCH	138 SQ. FT.
ADU	341 SQ. FT.
FIREPLACE	18 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL (WITH ADU):	2414 SQ. FT.
MAX. BLDG COVERAGE	3674 SQ. FT.

THOMAS JAMES HOMES STANDARD	
FIRST FLOOR	1413 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3090 SQ. FT.
ADU	341 SQ. FT.
TOTAL: (LIVING + ADU + 18)	3449 SQ. FT.

COVER SHEET

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

DATE 01-12-2023
JOB NO. 1641.045

5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

A.0











NOT TO SCALE

SITE AERIAL & PHOTOS

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

THOMAS JAMES HOMES

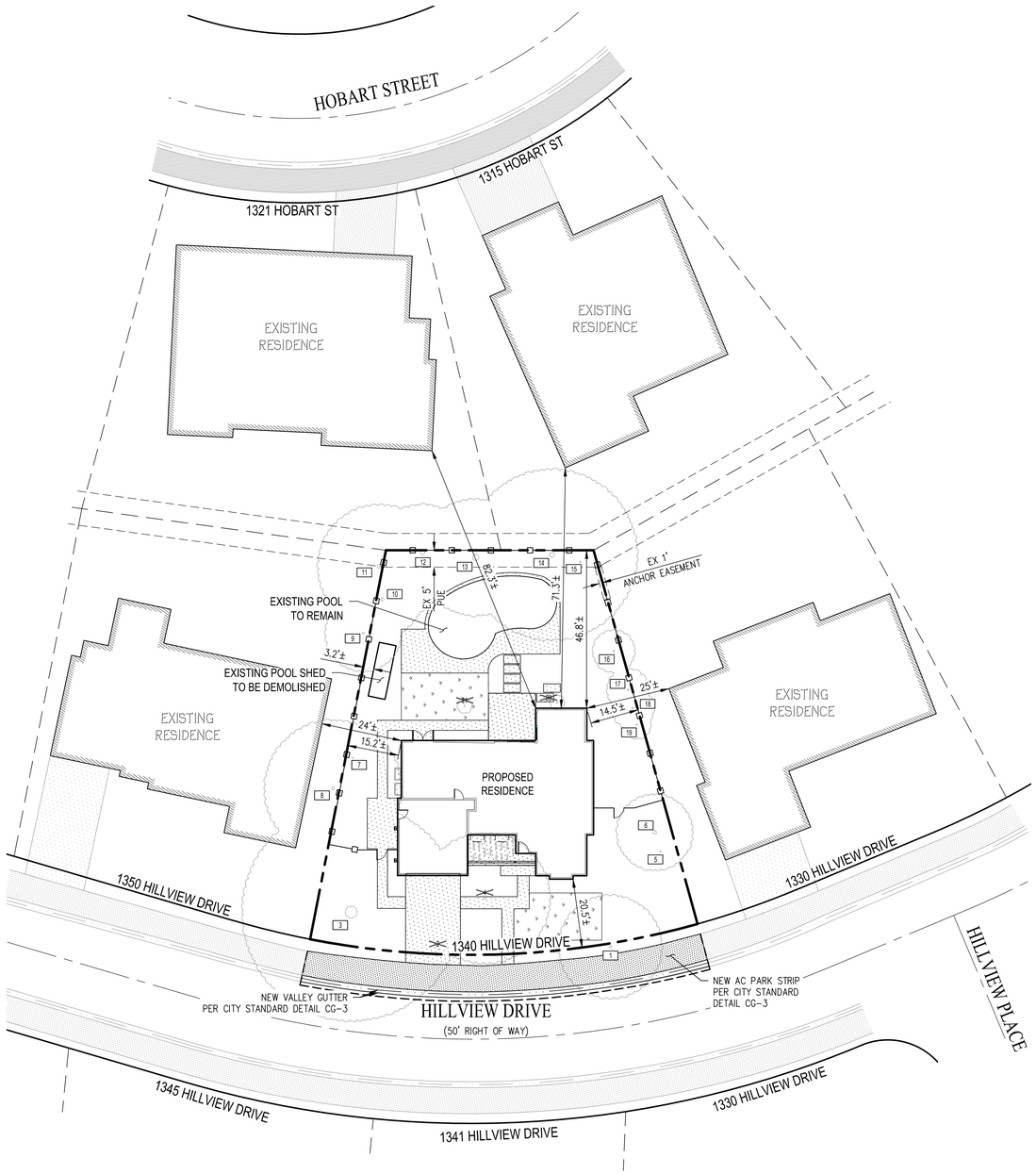
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DATE	01-12-2023
JOB NO.	1641.045

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925-251-7200

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EXISTING TREES TO BE REMOVED

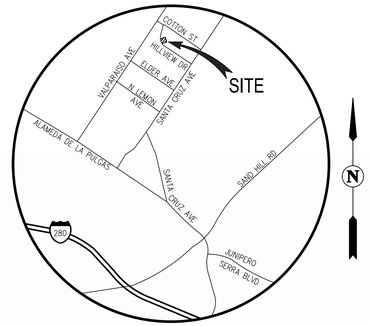
TREE NUMBER	TAG NUMBER	COMMON NAME	DBH (IN)	HERITAGE TREE	OFF-SITE
2	1458	AMERICAN HORNBEAM	3	NO	NO
4	1460	JAPANESE MAPLE	9	NO	NO
20	1476	CAMELLIA	6	NO	NO
21	1477	CAMELLIA	5	NO	NO

EXISTING TREES TO REMAIN

TREE NUMBER	TAG NUMBER	COMMON NAME	DBH (IN)	HERITAGE TREE	OFF-SITE
1	1457	RAYWOOD ASH	10	NO	YES
3	1459	DEODAR CEDAR	42	YES	NO
5	1461	PERSIMMON	5	NO	NO
6	1462	CHERRY	5	NO	NO
7	1463	CITRUS	4	NO	NO
8	1464	WHITE MULBERRY	9	NO	YES
9	1465	SOUTHERN MAGNOLIA	7	NO	YES
10	1466	PURPLE LEAF PLUM	11	NO	NO
11	1467	AFROCARPUS	15	YES	YES
12	1468	SOUTHERN MAGNOLIA	15	YES	NO
13	1469	SOUTHERN MAGNOLIA	23	YES	NO
14	1470	SOUTHERN MAGNOLIA	18	YES	NO
15	1471	JAPANESE MAPLE	5	NO	NO
16	1472	CAMELLIA	6	NO	NO
17	1473	CAMELLIA	7	NO	NO
18	1474	CAMELLIA	7	NO	NO
19	1475	CAMELLIA	5	NO	NO

NOTES:

1. THE TABLES ABOVE CONTAIN A SUMMARY OF INFORMATION PRESENTED IN THE ARBORIST REPORT. PLEASE REFER TO THE ARBORIST REPORT DATED JULY 18, 2022 AND PREPARED BY CALIFORNIA TREE AND LANDSCAPE CONSULTING, INC FOR MORE INFORMATION.



VICINITY MAP

NOT TO SCALE

LEGEND

- BOUNDARY LINE
- EXISTING RIGHT OF WAY
- ADJOINER PROPERTY LINE
- EXISTING STRUCTURE ON ADJOINING LOT
- EXISTING DRIVEWAY
- EXISTING AC PARKING STRIP
- PROPOSED NEW RESIDENCE
- PROPOSED SAWCUT
- PROPOSED VALLEY GUTTER
- PROPOSED CONCRETE FLATWORK
- PROPOSED AC PARKING STRIP
- PROPOSED TURF GRASS
- EXISTING TREE TO REMAIN
- EXISTING TREE TO BE REMOVED
- EXISTING TREE



HILLVIEW DRIVE STREET SCAPE

SCALE: 1/16"=1'

1340 HILLVIEW DRIVE

AREA PLAN

THOMAS JAMES HOMES

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

SCALE: 1" = 20' DATE: JANUARY 4, 2023

0 20 40 60

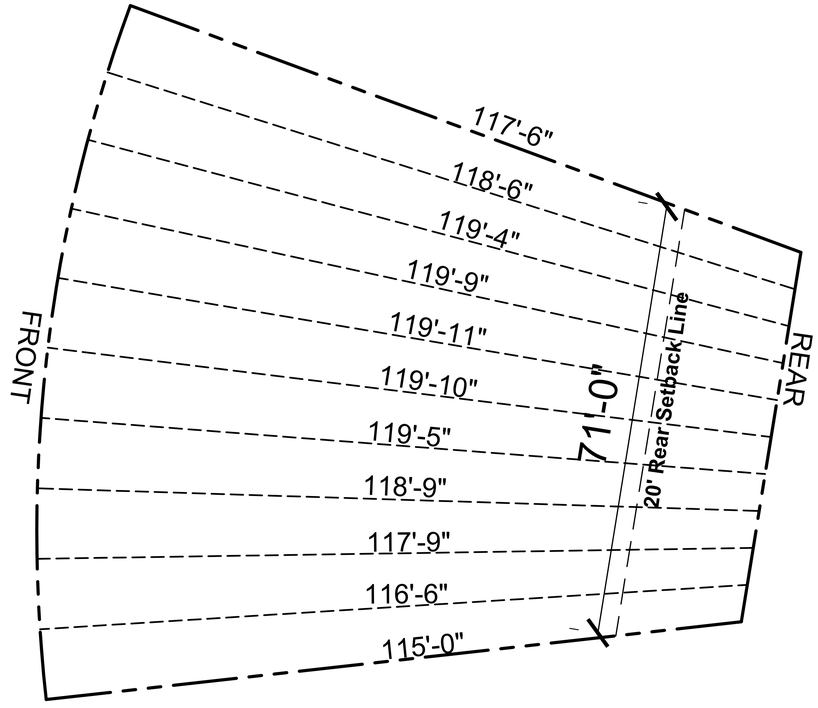
cbg CIVIL ENGINEERS ▪ SURVEYORS ▪ PLANNERS

SAN RAMON ▪ (925) 866-0322
ROSEVILLE ▪ (916) 375-1877
WWW.CBANDG.COM

SHEET NO.
AP-1
OF 1 SHEETS

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F:\3085-000\MENLO PARK\1340 HILLVIEW DRIVE\ACAD\EXHIBITS\XB-AREA PLAN_1340 HILLVIEW DR.DWG



Lot depth = 118'-5"

0' 20' 40' 60'



1350 1340 1330

STREETSCAPE NOT TO SCALE

STREETSCAPE AND LOT DEPTH DIAGRAM

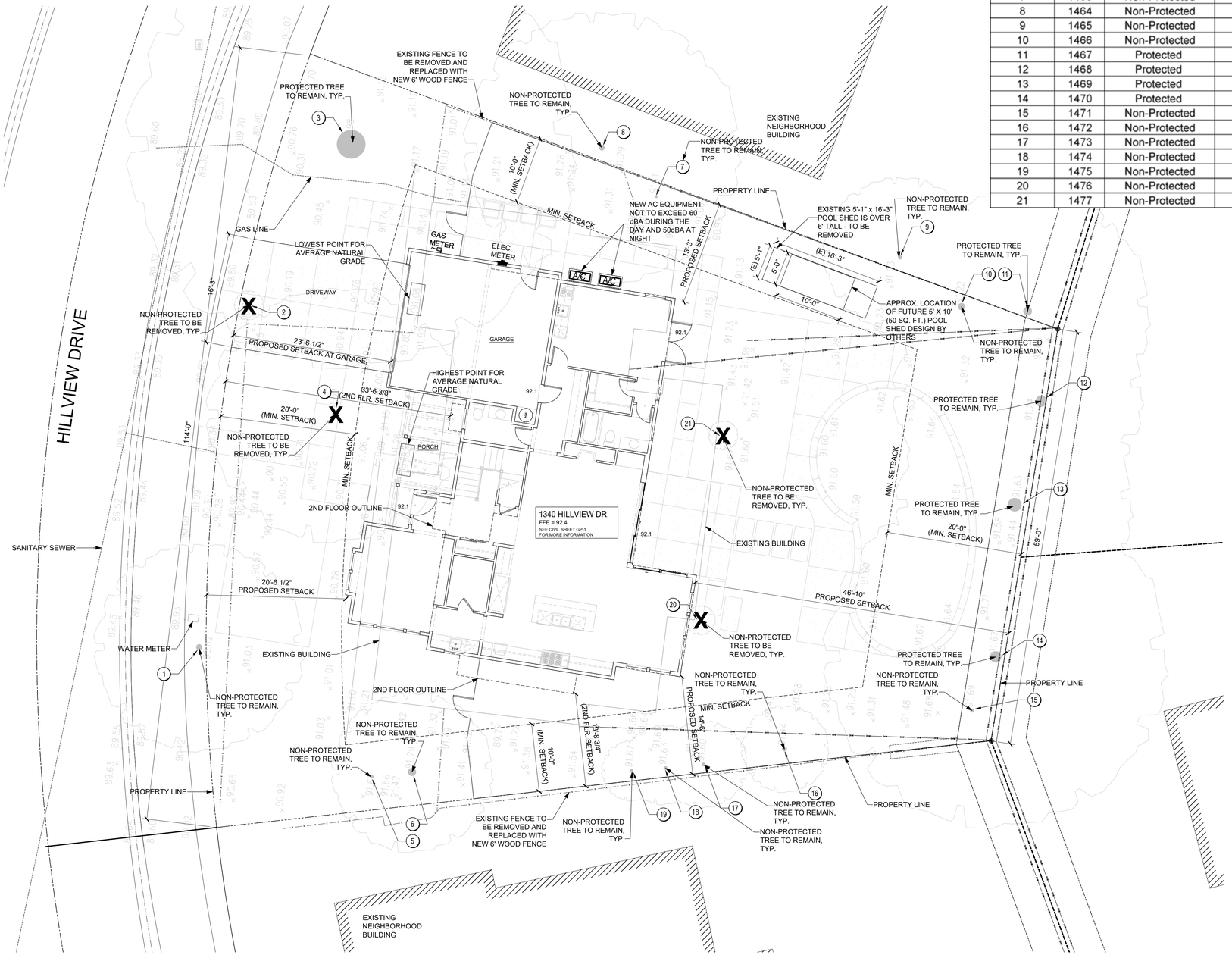
1340 HILLVIEW DRIVE, MENLO PARK **THOMAS JAMES HOMES**

5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

DATE 01-12-2023
JOB NO. 1641.045

NORTH

A.3



TREE PROTECTION CHART

NOTE: SEE ARBORIST REPORT FOR ADDITIONAL INFORMATION

KEYNOTE	TAG#	STATUS	LOCATION	SCIENTIFIC NAME	COMMON NAME	DBH (in)	ACTION
1	1457	Non-Protected	Off-Site	*Fraxinus angustifolia 'Raywood'*	Raywood Ash	10	Retain and Protect
2	1458	Non-Protected	On-Site	*Carpinus caroliniana*	American Hornbeam	3	Remove
3	1459	Protected	On-Site	*Cedrus deodara*	Deodar Cedar	42	Retain and Protect
4	1460	Non-Protected	On-Site	*Acer palmatum*	Japanese Maple	9	Remove
5	1461	Non-Protected	On-Site	*Diospyros virginiana*	Persimmon	5	Retain and Protect
6	1462	Non-Protected	On-Site	*Prunus avium*	Cherry	12	Retain and Protect
7	1463	Non-Protected	On-Site	*Citrus Sp*	Citrus	4	Retain and Protect
8	1464	Non-Protected	Off-Site	*Morus alba*	White Mulberry	9	Retain and Protect
9	1465	Non-Protected	Off-Site	*Magnolia grandiflora*	Southern Magnolia	7	Retain and Protect
10	1466	Non-Protected	On-Site	*Prunus cerasifera*	Purple Leaf Plum	11	Retain and Protect
11	1467	Protected	Off-Site	*Afrocarpus sp.*	Afrocarpus	15	Retain and Protect
12	1468	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	15	Retain and Protect
13	1469	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	23	Retain and Protect
14	1470	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	18	Retain and Protect
15	1471	Non-Protected	On-Site	*Acer palmatum*	Japanese Maple	5	Retain and Protect
16	1472	Non-Protected	On-Site	*Camellia sp.*	Camellia	6	Retain and Protect
17	1473	Non-Protected	On-Site	*Camellia sp.*	Camellia	7	Retain and Protect
18	1474	Non-Protected	On-Site	*Camellia sp.*	Camellia	7	Retain and Protect
19	1475	Non-Protected	On-Site	*Camellia sp.*	Camellia	5	Retain and Protect
20	1476	Non-Protected	On-Site	*Camellia sp.*	Camellia	6	Remove
21	1477	Non-Protected	On-Site	*Camellia sp.*	Camellia	5	Remove

REFER TO LANDSCAPE SHEETS FOR TREE DETAILS

This Site Plan contrains information beyond the scope of work of the Architect. Information provided by the Civil Engineer, Landscape Architect, and Arborist shall be verified in their respective documents.

4 BEDROOMS / 4.5 BATH +
1 BEDROOMS / 1 BATH ADU

FLOOR AREA	
FIRST FLOOR	1395 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3072 SQ. FT.
GARAGE	472 SQ. FT.
2ND FLR. VOL. CLG.	48 SQ. FT.
ADU	341 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
UNCOVERED LANAI	127 SQ. FT.
PORCH (UNCOVERED)	138 SQ. FT.
FIRE PLACE	18 SQ. FT.
FAL: (LIVING + GARAGE + 2nd FLR. VOL. CLG. + ADU + FUTURE POOL SHED)	3983 SQ. FT.
MAX FAL:	3674 SQ. FT.

BUILDING COVERAGE	
FIRST FLOOR	1395 SQ. FT.
GARAGE	472 SQ. FT.
PORCH	138 SQ. FT.
ADU	341 SQ. FT.
FIREPLACE	18 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL (WITH ADU):	2414 SQ. FT.
MAX. BLDG COVERAGE	3674 SQ. FT.

THOMAS JAMES HOMES STANDARD	
FIRST FLOOR	1413 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3090 SQ. FT.
ADU	341 SQ. FT.
TOTAL: (LIVING + ADU + 18)	3449 SQ. FT.

SITE PLAN

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

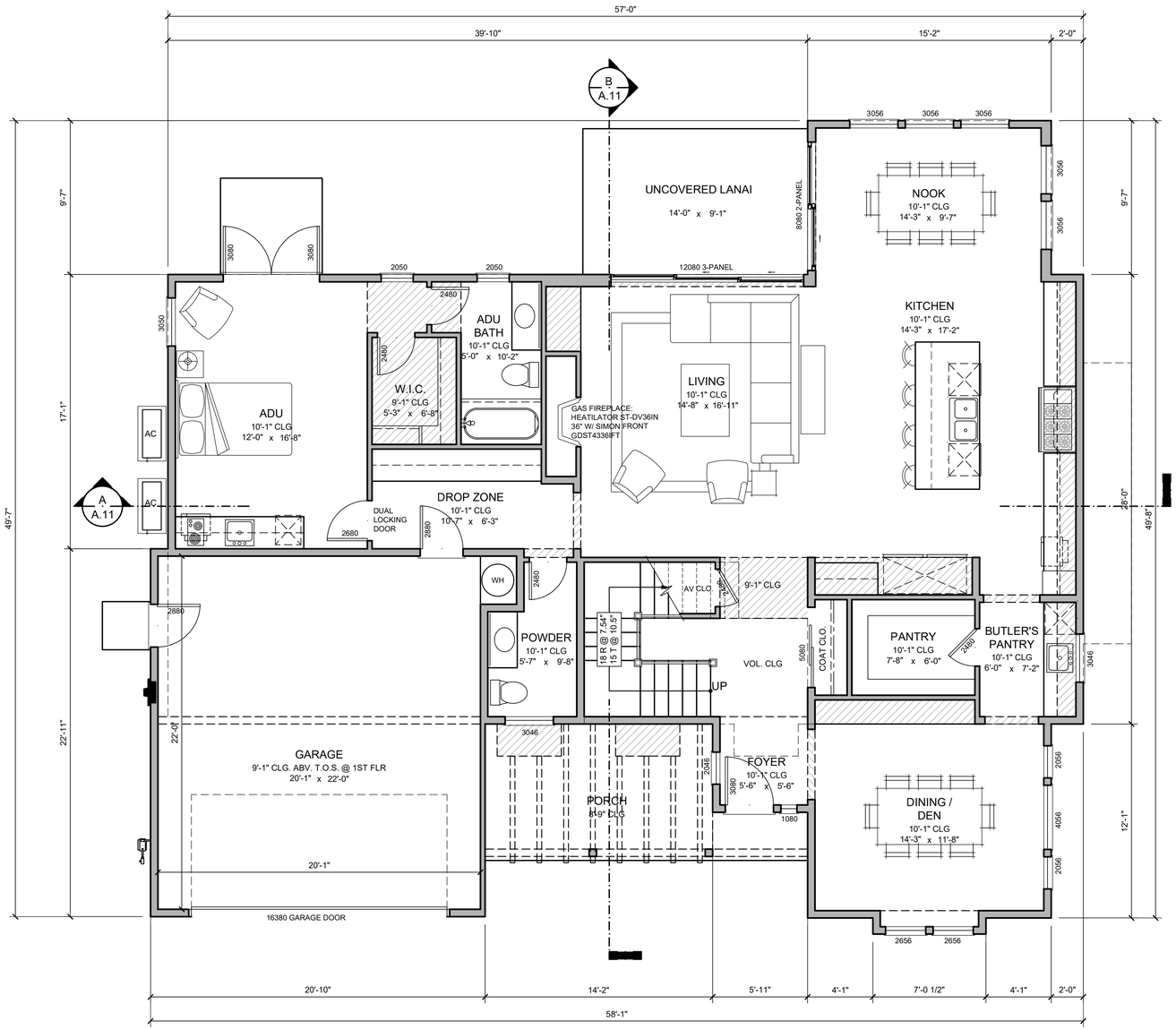
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925-251-7200

A.4



HATCH LEGEND

SOFFIT HATCH

4 BEDROOMS / 4.5 BATH +
1 BEDROOMS / 1 BATH ADU

FLOOR AREA	
FIRST FLOOR	1395 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3072 SQ. FT.
GARAGE	472 SQ. FT.
2ND FLR. VOL. CLG.	48 SQ. FT.
ADU	341 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
UNCOVERED LANAI	127 SQ. FT.
PORCH (UNCOVERED)	138 SQ. FT.
FIRE PLACE	18 SQ. FT.
FAL: (LIVING + GARAGE + 2nd FLR. VOL. CLG. + ADU + FUTURE POOL SHED)	3983 SQ. FT.
MAX FAL:	3674 SQ. FT.

BUILDING COVERAGE	
FIRST FLOOR	1395 SQ. FT.
GARAGE	472 SQ. FT.
PORCH	138 SQ. FT.
ADU	341 SQ. FT.
FIREPLACE	18 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL (WITH ADU):	2414 SQ. FT.
MAX. BLDG COVERAGE	3674 SQ. FT.

THOMAS JAMES HOMES STANDARD	
FIRST FLOOR	1413 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3090 SQ. FT.
ADU	341 SQ. FT.
TOTAL: (LIVING + ADU + 18)	3449 SQ. FT.

FIRST FLOOR PLAN

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

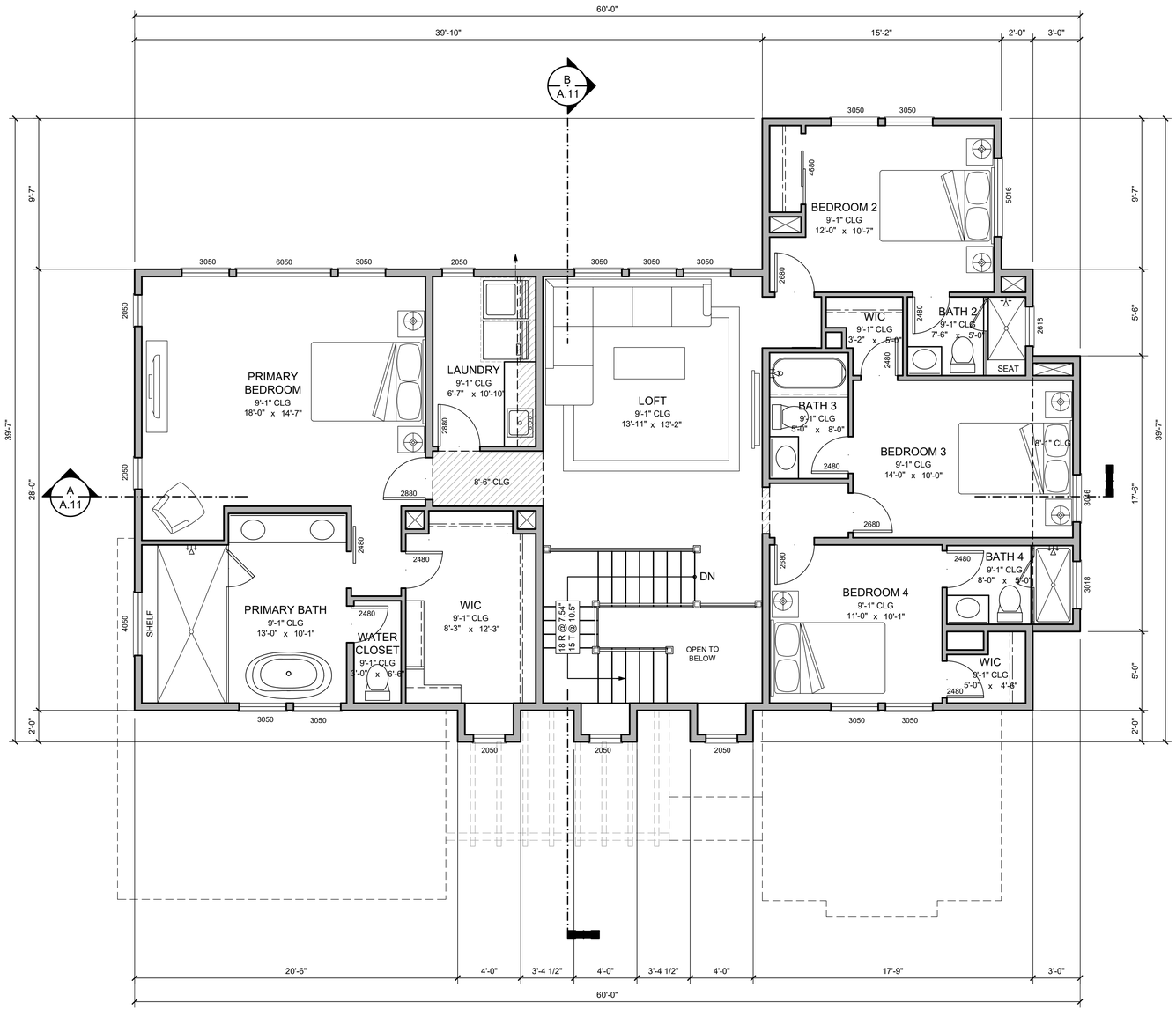
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DATE	01-12-2023
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Pleasanton, CA 94588
925-251-7200

A.5



HATCH LEGEND

SOFFIT HATCH

4 BEDROOMS / 4.5 BATH +
1 BEDROOMS / 1 BATH ADU

FLOOR AREA	
FIRST FLOOR	1395 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3072 SQ. FT.
GARAGE	472 SQ. FT.
2ND FLR. VOL. CLG.	48 SQ. FT.
ADU	341 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
UNCOVERED LANAI	127 SQ. FT.
PORCH (UNCOVERED)	138 SQ. FT.
FIRE PLACE	18 SQ. FT.
FAL: (LIVING + GARAGE + 2nd FLR. VOL. CLG. + ADU + FUTURE POOL SHED)	3983 SQ. FT.
MAX FAL:	3674 SQ. FT.

BUILDING COVERAGE	
FIRST FLOOR	1395 SQ. FT.
GARAGE	472 SQ. FT.
PORCH	138 SQ. FT.
ADU	341 SQ. FT.
FIREPLACE	18 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL (WITH ADU):	2414 SQ. FT.
MAX. BLDG COVERAGE	3674 SQ. FT.

THOMAS JAMES HOMES STANDARD	
FIRST FLOOR	1413 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
TOTAL LIVING	3090 SQ. FT.
ADU	341 SQ. FT.
TOTAL: (LIVING + ADU + 18)	3449 SQ. FT.

SECOND FLOOR PLAN

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

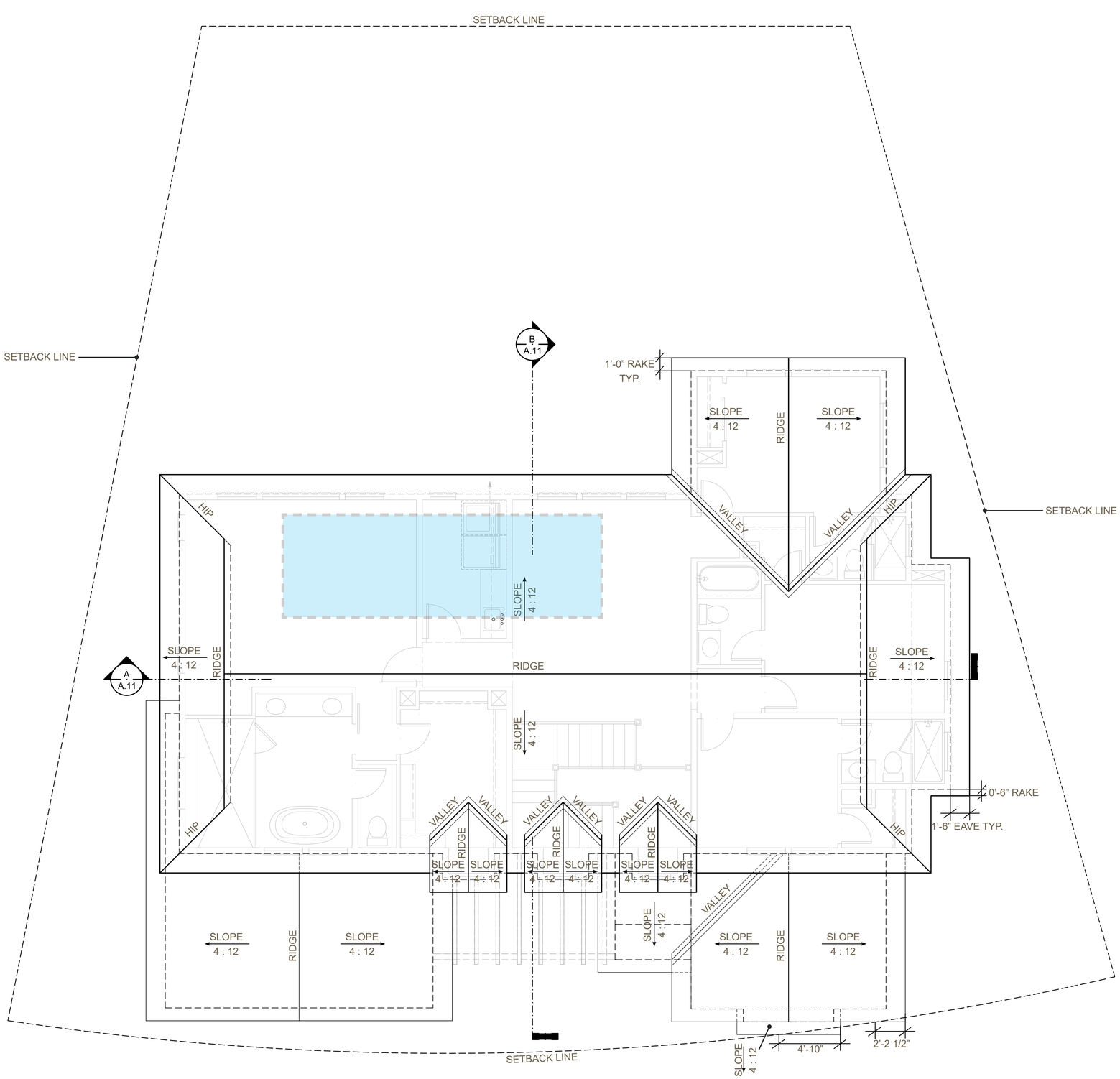
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925-251-7200

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** AS PER MENLO PARK GUIDELINES, 18" INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF LESS THAN 10', 3' INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF 10' OR GREATER.

POTENTIAL SOLAR ZONE

ALL ROOFING MATERIAL IS COMPOSITION SHINGLE UNLESS OTHERWISE NOTED.

ROOF PLAN

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

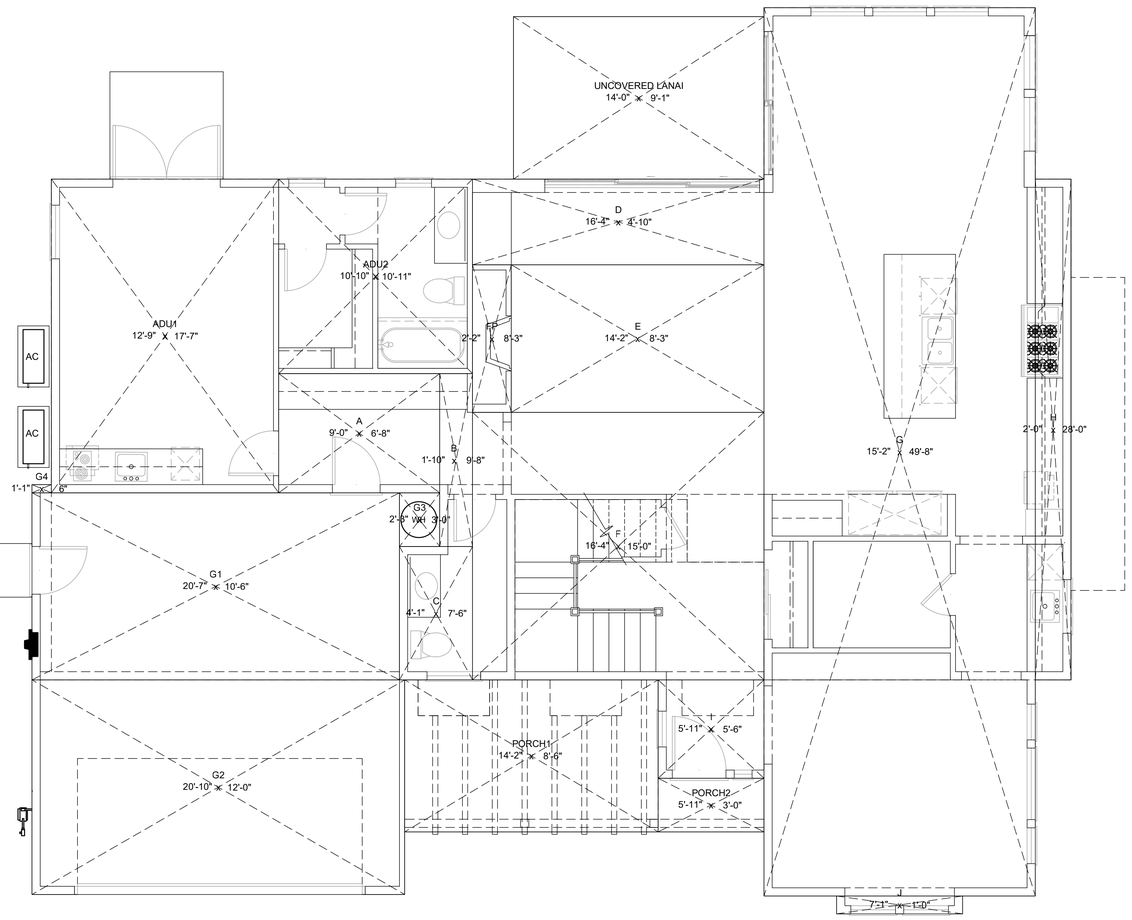
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925-251-7200

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FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

FIRST FLOOR AREA	
A	60 SQ. FT.
B	18 SQ. FT.
C	30 SQ. FT.
D	78 SQ. FT.
E	117 SQ. FT.
F	244 SQ. FT.
G	752 SQ. FT.
H	56 SQ. FT.
I	33 SQ. FT.
J	7 SQ. FT.
TOTAL	1395 SQ. FT.
GARAGE	
G1	215 SQ. FT.
G2	250 SQ. FT.
G3	7 SQ. FT.
G4	0 SQ. FT.
TOTAL	472 SQ. FT.
ADU	
ADU1	223 SQ. FT.
ADU2	118 SQ. FT.
TOTAL	341 SQ. FT.
SECOND FLOOR AREA	
A	726 SQ. FT.
B	557 SQ. FT.
C	145 SQ. FT.
D	53 SQ. FT.
E	173 SQ. FT.
F	8 SQ. FT.
G	15 SQ. FT.
TOTAL (LIVING - STAIR AREA)	1677 SQ. FT.
2ND FLR. VOL. CLG.	
S1	27 SQ. FT.
S2	21 SQ. FT.
TOTAL	48 SQ. FT.
FLOOR AREA LIMIT	
FIRST FLOOR	1395 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
GARAGE	472 SQ. FT.
2ND FLR. VOL. CLG.	48 SQ. FT.
ADU	341 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL	3983 SQ. FT.
MAX. F.A.L.	3674 SQ. FT.
PORCH	
PORCH 1	120 SQ. FT.
PORCH 2	18 SQ. FT.
TOTAL	138 SQ. FT.
UNCOVERED LANAI	
UNCOVERED LANAI	127 SQ. FT.
FIREPLACE	
FP	18 SQ. FT.
BUILDING COVERAGE	
FIRST FLOOR	1395 SQ. FT.
GARAGE	472 SQ. FT.
PORCH	138 SQ. FT.
ADU	341 SQ. FT.
FIREPLACE	18 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL	2414 SQ. FT.
MAX. BUILDING COVERAGE	3674 SQ. FT.

FLOOR AREA DIAGRAMS

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

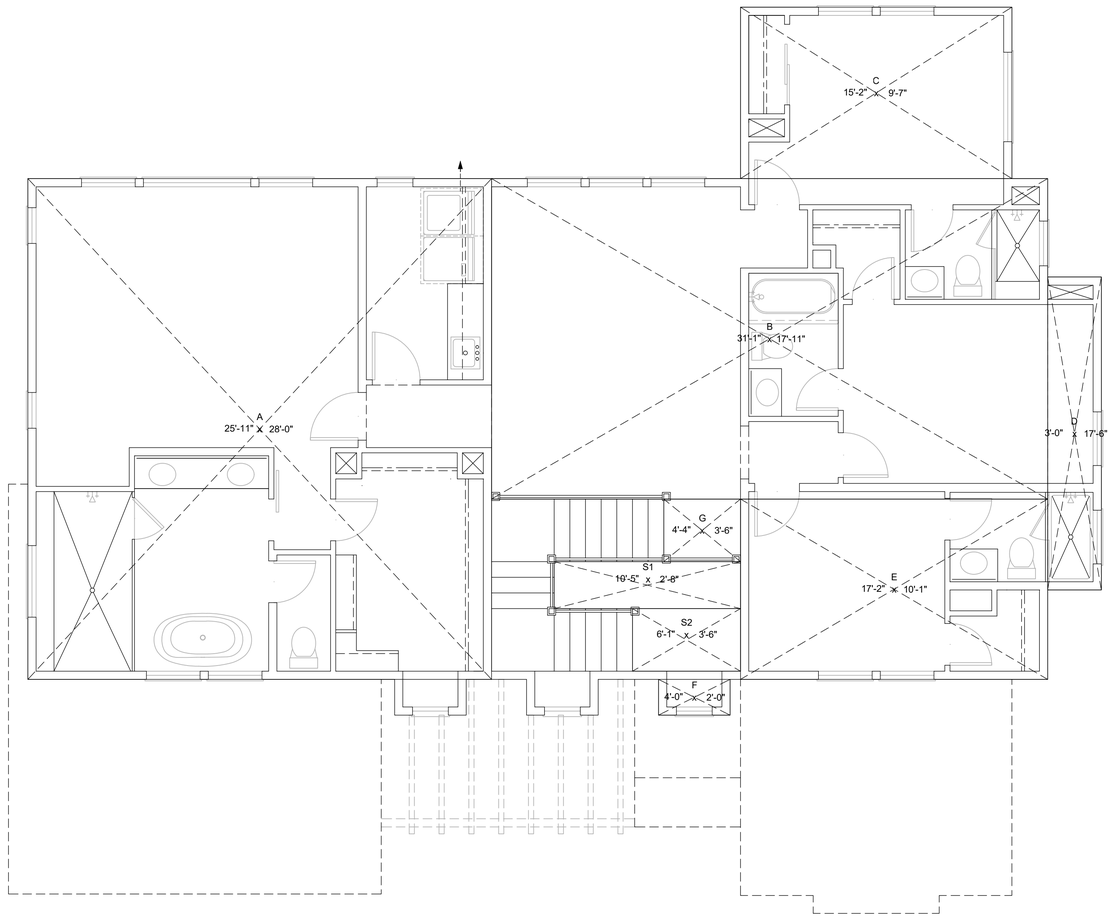
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NORTH

5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

A.8



SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

FIRST FLOOR AREA	
A	60 SQ. FT.
B	18 SQ. FT.
C	30 SQ. FT.
D	78 SQ. FT.
E	117 SQ. FT.
F	244 SQ. FT.
G	752 SQ. FT.
H	56 SQ. FT.
I	33 SQ. FT.
J	7 SQ. FT.
TOTAL	1395 SQ. FT.
GARAGE	
G1	215 SQ. FT.
G2	250 SQ. FT.
G3	7 SQ. FT.
G4	0 SQ. FT.
TOTAL	472 SQ. FT.
ADU	
ADU1	223 SQ. FT.
ADU2	118 SQ. FT.
TOTAL	341 SQ. FT.
SECOND FLOOR AREA	
A	726 SQ. FT.
B	557 SQ. FT.
C	145 SQ. FT.
D	53 SQ. FT.
E	173 SQ. FT.
F	8 SQ. FT.
G	15 SQ. FT.
TOTAL (LIVING - STAIR AREA)	1677 SQ. FT.
2ND FLR. VOL. CLG.	
S1	27 SQ. FT.
S2	21 SQ. FT.
TOTAL	48 SQ. FT.
FLOOR AREA LIMIT	
FIRST FLOOR	1395 SQ. FT.
SECOND FLOOR	1677 SQ. FT.
GARAGE	472 SQ. FT.
2ND FLR. VOL. CLG.	48 SQ. FT.
ADU	341 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL	3983 SQ. FT.
MAX. F.A.L.	3674 SQ. FT.
PORCH	
PORCH 1	120 SQ. FT.
PORCH 2	18 SQ. FT.
TOTAL	138 SQ. FT.
UNCOVERED LANAI	
UNCOVERED LANAI	127 SQ. FT.
FIREPLACE	
FP	18 SQ. FT.
BUILDING COVERAGE	
FIRST FLOOR	1395 SQ. FT.
GARAGE	472 SQ. FT.
PORCH	138 SQ. FT.
ADU	341 SQ. FT.
FIREPLACE	18 SQ. FT.
FUTURE POOL SHED	50 SQ. FT.
TOTAL	2414 SQ. FT.
MAX. BUILDING COVERAGE	3674 SQ. FT.

FLOOR AREA DIAGRAMS

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

0 4 8 16

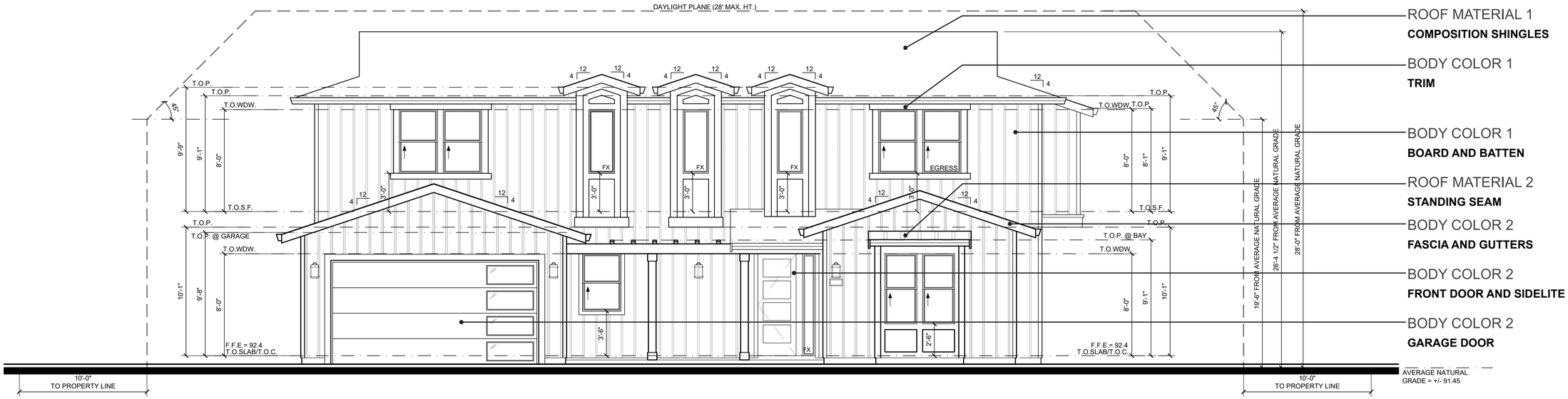
DATE 01-12-2023

JOB NO. 1641.045

NORTH

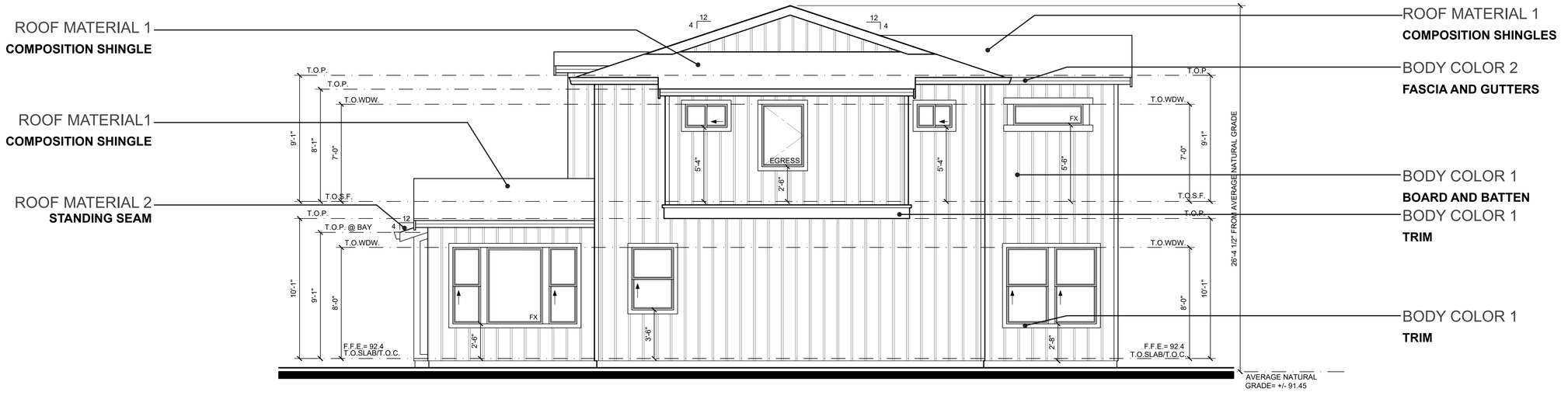
5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

A.9



FRONT ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"

BODY COLOR 1

PURE WHITE
SW 7005
- BOARD AND BATTEN
- SHUTTERS
- PORCH POSTS
- TRIM & DOWNSPOUTS

BODY COLOR 2

IRON ORE
SW 7069
- FRONT DOOR & SIDELITE
- ADU FRENCH DOOR
- GARAGE DOOR
- FASCIA & GUTTERS

ROOF MATERIAL 1

GAF ROOF SHINGLES
CHARCOAL

ROOF MATERIAL 2

STANDING SEAM
BLACK

FOR MORE INFORMATION
SEE EXTERIOR RENDERS
& COLOR BOARD

** AS PER MENLO PARK GUIDELINES, 18" INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF LESS THAN 10'. 3' INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF 10' OR GREATER.

WINDOWS
MARVIN ESSENTIAL ALL ULTREX WINDOWS TYP. - NO SIMULATED DIVIDED LITE

ELEVATIONS

1340 HILLVIEW DRIVE, MENLO PARK

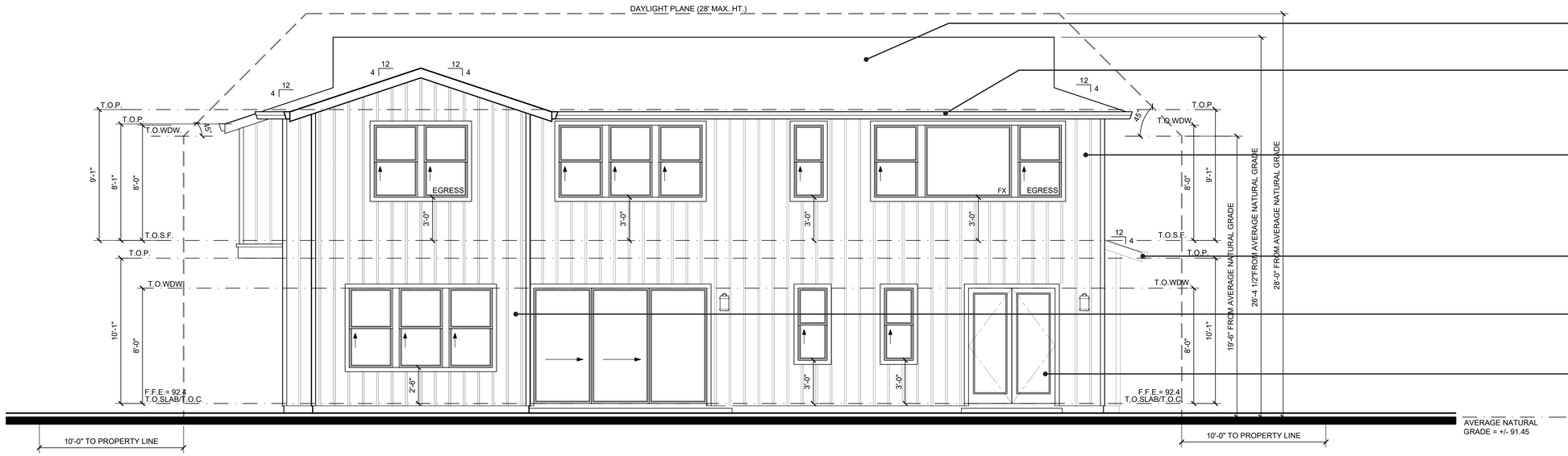
THOMAS JAMES HOMES

0 4 8 16

DATE	01-12-2023
JOB NO.	1641.045

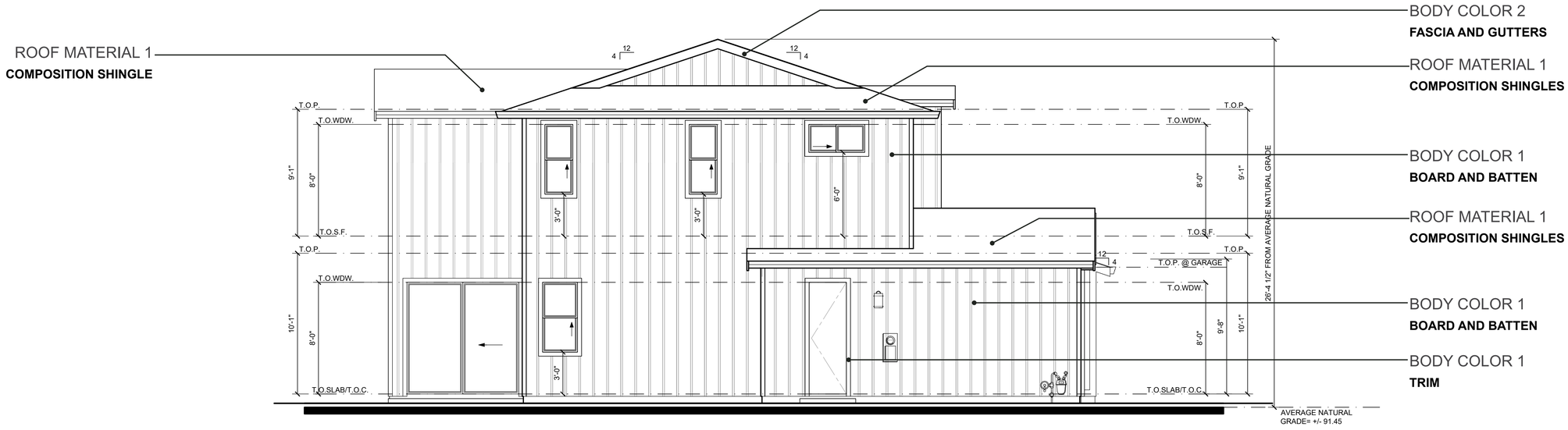
5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

A.10



REAR ELEVATION

SCALE: 1/4" = 1'-0"



LEFT ELEVATION

SCALE: 1/4" = 1'-0"

BODY COLOR 1

PURE WHITE
SW 7005
- BOARD AND BATTEN
- SHUTTERS
- PORCH POSTS
- TRIM & DOWNSPOUTS

BODY COLOR 2

IRON ORE
SW 7069
- FRONT DOOR & SIDELITE
- ADU FRENCH DOOR
- GARAGE DOOR
- FASCIA & GUTTERS

ROOF MATERIAL 1

GAF ROOF SHINGLES
CHARCOAL

ROOF MATERIAL 2

STANDING SEAM
BLACK

FOR MORE INFORMATION
SEE EXTERIOR RENDERS
& COLOR BOARD

** AS PER MENLO PARK GUIDELINES, 18" INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF LESS THAN 10'. 3' INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF 10' OR GREATER.

WINDOWS
MARVIN ESSENTIAL ALL ULTREX WINDOWS TYP. - NO SIMULATED DIVIDED LITE

ELEVATIONS

1340 HILLVIEW DRIVE, MENLO PARK

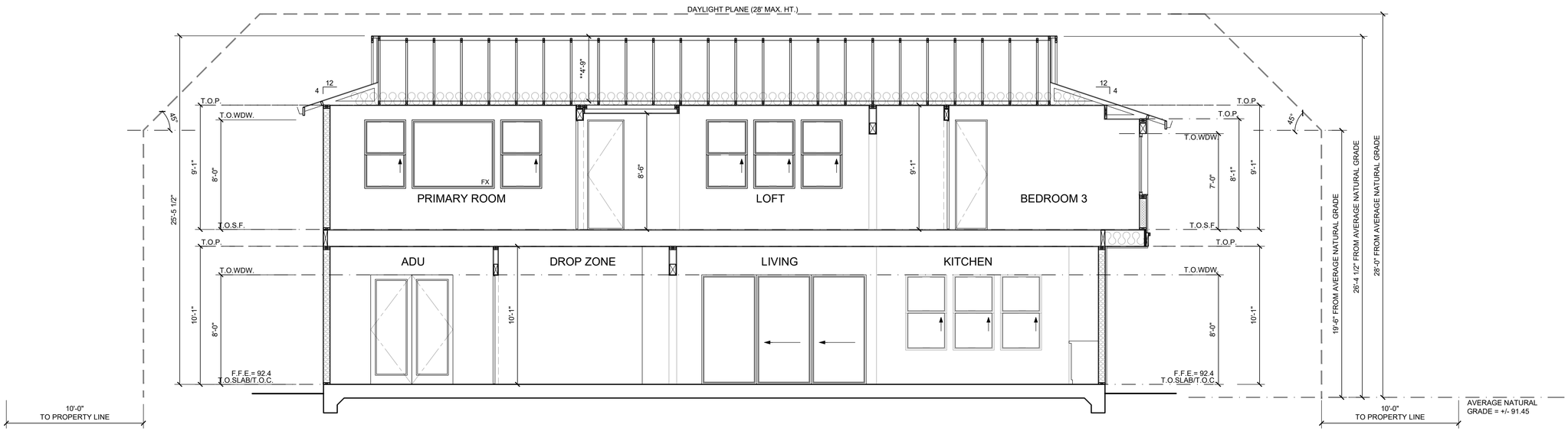
THOMAS JAMES HOMES

0 4 8 16

DATE	01-12-2023
JOB NO.	1641.045

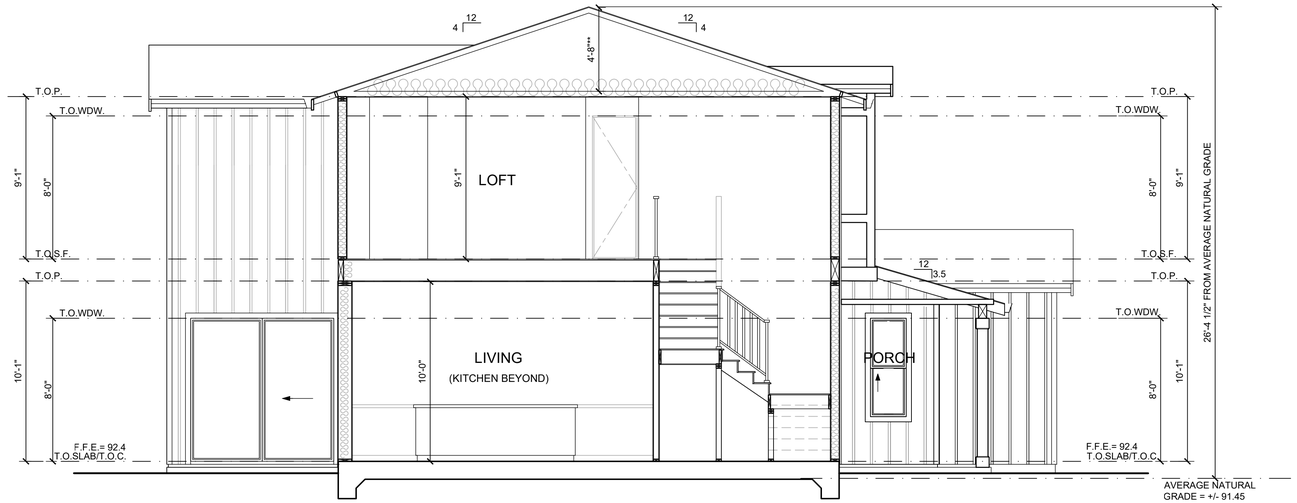
5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

A.11



SECTION A-A

SCALE: 1/4" = 1'-0"



SECTION B-B

SCALE: 1/4" = 1'-0"

* AS PER THE MENLO PARK MUNICIPAL CODE (SECTION 16.04.313 FLOOR AREA) ATTIC SPACE WHERE THE DISTANCE BETWEEN THE TOP OF THE CEILING JOIST AND THE BOTTOM OF THE ROOF SHEATHING MEASURES LESS THAN FIVE FEET (5') IS EXCLUDED FROM THE FLOOR AREA.

** AS PER MENLO PARK GUIDELINES, 18" INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF LESS THAN 10'. 3' INTRUSION OF ARCHITECTURAL FEATURES, SUCH AS EAVES, IS ALLOWABLE INTO ANY YARD OF 10' OR GREATER.

SECTIONS

1340 HILLVIEW DRIVE, MENLO PARK

THOMAS JAMES HOMES

0 4 8 16

DATE	01-12-2023
JOB NO.	1641.045

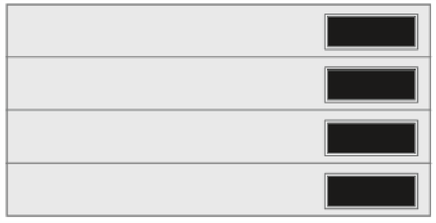
5865 Owens Drive
Pleasanton, CA 94588
925-251-7200

A.12

WINDOW FRAMES: BLACK



FRONT DOOR
MASONITE - BELLEVIEW
FIBERGLASS
4 LITE EQUAL MODERN
GLASS: TEXTURED/PRIVACY



GARAGE DOOR
CLOPAY MODERN STEEL 9208
SOL-SOL-SOL-GL
GLASS SELECTION



FENCE STAIN
SEMI-SOLID
CHESTNUT BROWN





EXTERIOR ELEVATIONS
(NOT TO SCALE)

1340

HOUSE NUMBERS



EXTERIOR LIGHT FIXTURE
7.63”W X 14.13”H

PURE WHITE
SW 7005
- o BOARD AND BATTEN
- o SHUTTERS
- o PORCH POSTS
- o TRIM & DOWNSPOUTS

IRON ORE
SW 7069
- o FRONT DOOR & SIDELITE
- o ADU FRENCH DOOR
- o GARAGE DOOR
- o FASCIA & GUTTERS



GAF ROOF SHINGLES
CHARCOAL



STANDING SEAM
BLACK

THOMAS JAMES HOMES

1340 HILLVIEW DRIVE
MENLO PARK, CALIFORNIA 94025

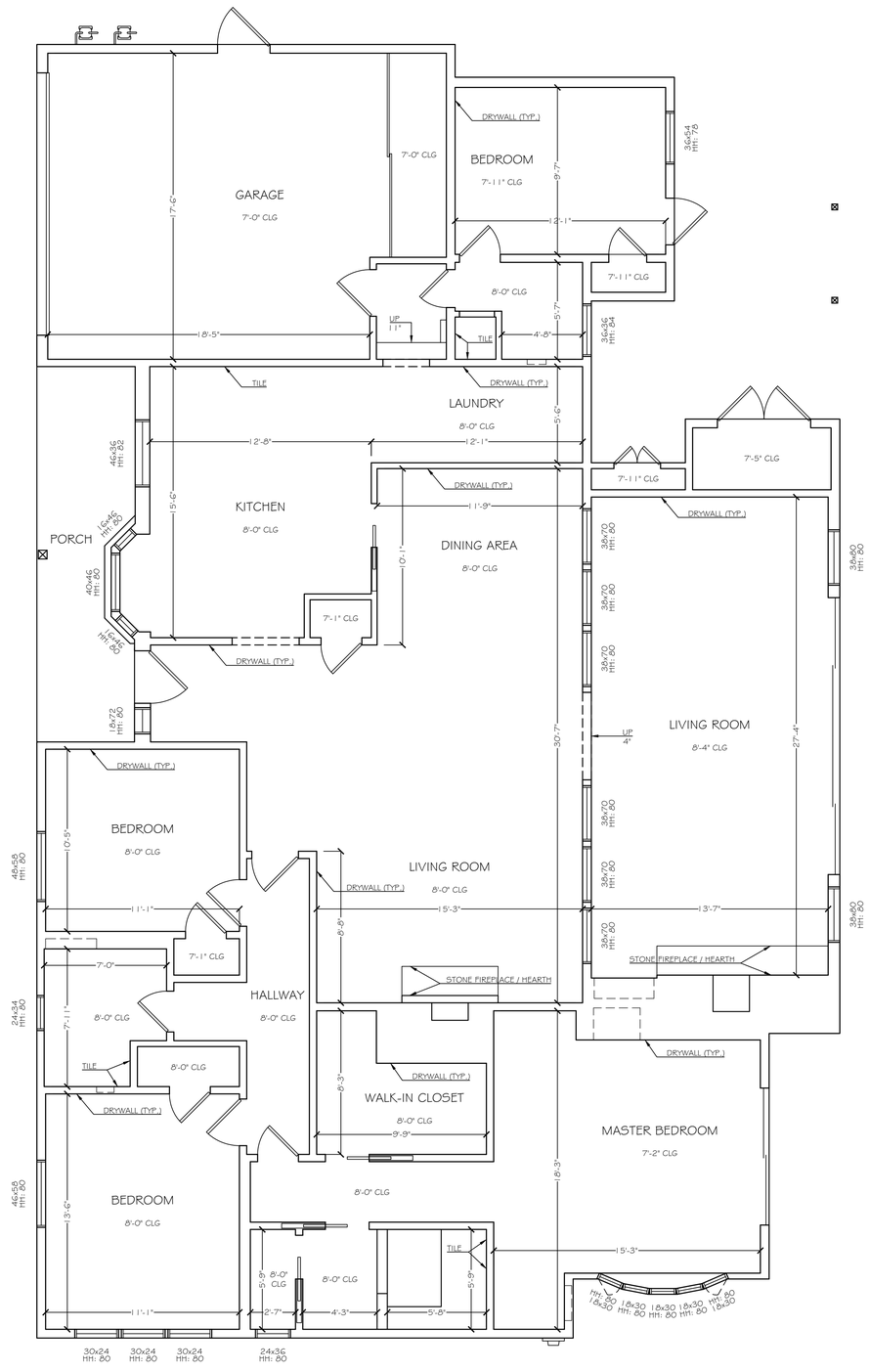
This is an example of design specifications for this particular plan and elevation. Detailed specifications, finishes and fixtures are subject to change, on homes prior to sale, at any time without notice or obligation. Square footages and lot dimensions are approximate and may vary in construction and depending on the standard of measurement used, engineering and possible lot setbacks. Photos may depict upgrades, options and/or decorator items not included in the base price of the home. Please see your sales consultant for more details. Thomas James Homes reserves the right to modify or discontinue products without notice. Actual product may vary from that shown. Floor plans are not to scale and are subject to change. Not to be used to sell real property. Thomas James Homes is a registered trademark of Thomas James Homes, LLC. ©2018 Thomas James Homes. All rights reserved. CA DRE License #02057367

NOTES:
DIMENSIONS PROVIDED IN THIS DOCUMENT ARE BASED OFF THE ARCHITECTURAL PLANS AND ARE TO BE VERIFIED IN FIELD. ACTUAL FIELD CONDITIONS MAY EFFECT THESE DIMENSIONS. PROJECT MANGER TO NOTIFY DESIGNER OF DIMENSIONS AND FIELD CONDITIONS THAT DIFFER FROM THE DESIGN PACKAGE AND ARCHITECTURAL PLANS.

DATE:	08.31.22
DESIGNER:	SAMIA S. RASHED
ARCHITECT:	DAHLIN GROUP

NOTE: RENDERINGS SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY AND ARE NOT INTENDED TO BE AN ACTUAL DEPICTION OF THE HOME OR IT’S SURROUNDINGS

D33
FARMHOUSE



LEGEND

LOW CASEWORK

UPPER CASEWORK

FULL HEIGHT CASEWORK

- W/D = WASHER/DRYER COMBO
- W = WASHER
- D = DRYER
- = RANGE
- REFR = REFRIGERATOR
- OVEN = OVEN
- DW = DISH WASHER
- TC = TRASH COMPACTOR
- FURN = FURNACE
- = WALL HEATER
- = GAS METER
- = ELECTRIC METER
- PV = SOLAR COMPONENTS
- = ELECTRICAL PANEL
- TWH = TANKLESS WATER HEATER
- WH = WATER HEATER
- WS = WATER SOFTNER
- = FLOOR DRAIN

CLG = CEILING HEIGHT

HH = HEADER HEIGHT

PPM
PRECISION PROPERTY MEASUREMENTS

3626 E. PACIFIC COAST HIGHWAY | 2ND FLOOR
LONG BEACH CA | 90804
T 562.621.9100
F 888.698.2966
WWW.PPMCO.NET

WORRY FREE RENOVATIONS

PREPARED FOR

THOMAS JAMES HOMES

PLAN TYPE

FLOOR PLAN

PROJECT NAME

1340 HILLVIEW DRIVE RESIDENCE

PROJECT ADDRESS

1340 HILLVIEW DRIVE,
MENLO PARK, CA 94025

All plans created by Precision Property Measurement Ltd "PPM" are made exclusively for landscaping purposes (Cal. Bus. & Prof. Code §5727). All site plans created by PPM do not involve the determination of any property line, and as defined by land surveying (Cal. Bus. & Prof. Code §8721-8727), in addition, PPM services and plans do not constitute civil engineering (Cal. Bus. & Prof. Code §6702-6704), and thus should not be used for any studies or activities defined as civil engineering (Cal. Bus. & Prof. Code §6731). All floor plans created by PPM are intended to be used for illustrative purposes only. These plans should not be considered a substitute for the services of a licensed structural engineer or licensed architect. PPM makes every reasonable effort to ensure the accuracy of the information found in our plans. However, every As-Built drawing inherently contains errors to some degree. It is the duty of the architect, contractor, developer, or property owner to verify all measurements to the property owner, to determine the suitability of the As-Built plans prior to construction. Measurements should be field confirmed before commencing construction. In the event that an error is found on a plan, PPM's liability is limited to the amount of the fee paid to PPM.

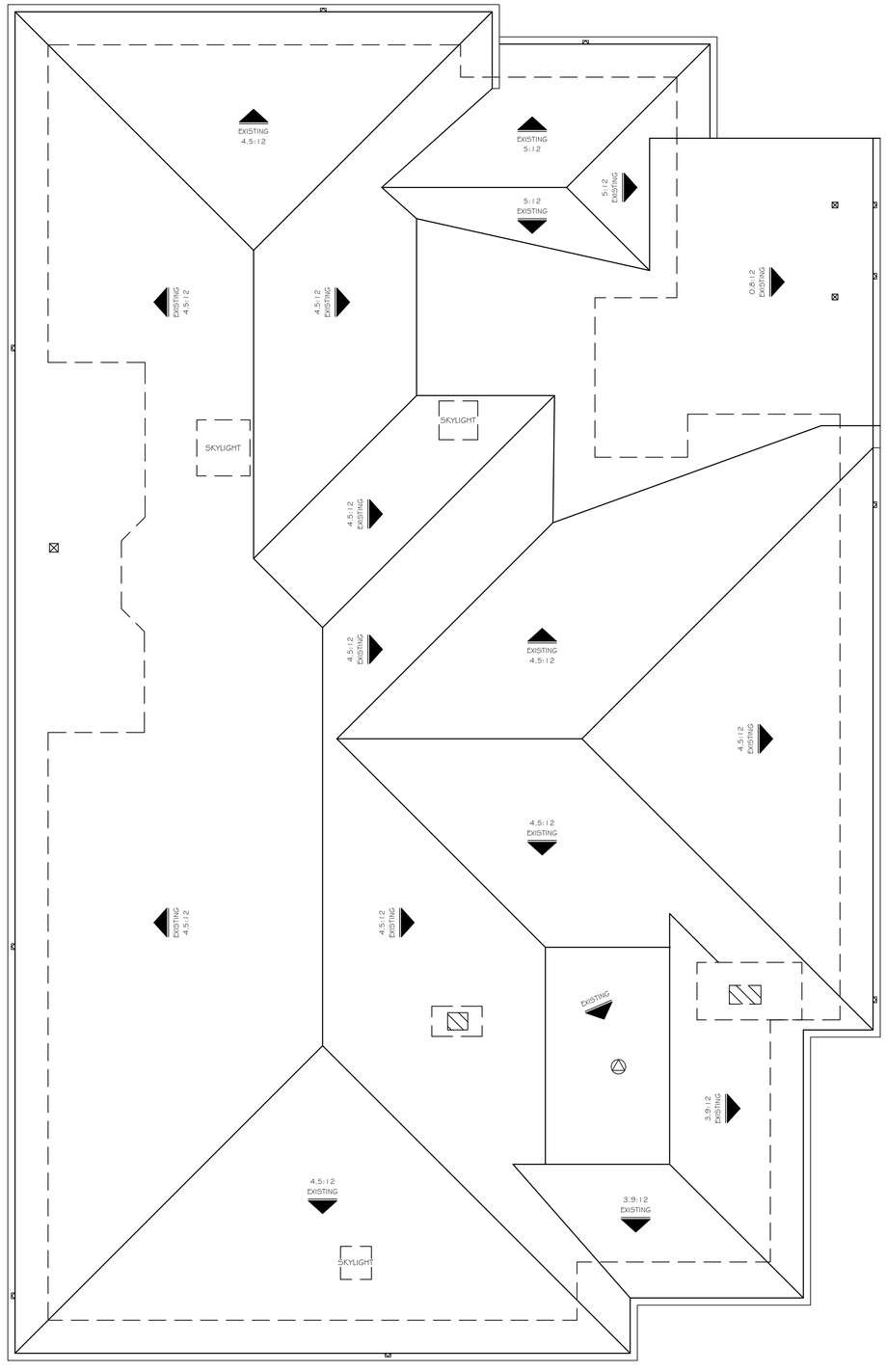
SCALE
1/4" = 1'-0"

PROJECT
3445_BA

APPROVED BY
JS

DATE
06/29/2022

SHEET
1 of 3



LEGEND

CHIMNEY OUTLINE

BUILDING FOOTPRINT

= ROOF DRAIN

= DOWNSPOUT

= AIR CONDITIONER

= UTILITY BOX

= ROOF VENT

RTU = ROOF TOP UNIT

= ROOF TOP HATCH

PPM
PRECISION PROPERTY MEASUREMENTS

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LONG BEACH CA | 90804
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F 888.698.2966
WWW.PPMCO.NET

WORRY FREE RENOVATIONS

PREPARED FOR

THOMAS JAMES HOMES

PLAN TYPE

ROOF PLAN

PROJECT NAME

1340 HILLVIEW DRIVE RESIDENCE

PROJECT ADDRESS

1340 HILLVIEW DRIVE,
MENLO PARK, CA 94025

All plans created by Precision Property Measurement Ltd."PPM" are made exclusively for landscaping purposes (Cal. Bus. & Prof. Code §§5726-5727). Landscaping purposes do not involve the determination of any property line, and as such do not constitute land surveying. (Cal. Bus. & Prof. Code §§5726-5727). In addition, PPM services and plans do not constitute civil engineering (Cal. Bus. & Prof. Code §§6700-6704), and thus should not be used for any studies or activities which require civil engineering (Cal. Bus. & Prof. Code §6731). All floor plans created by PPM are intended to be used as a reference for design and construction and should not be considered a substitute for the services of a licensed structural engineer or licensed architect. PPM makes every reasonable effort to ensure the accuracy of the information found in our plans. However, every property has unique characteristics to varying degrees. It is the duty of the architect, contractor, designer or other licensed professional, as a consultant to the property owner, to determine the suitability of the As-Built plans prior to construction. Measurements should be field confirmed before commencing construction. In the event that an error is found on a plan, PPM's liability is limited to the amount of the fee paid to PPM.

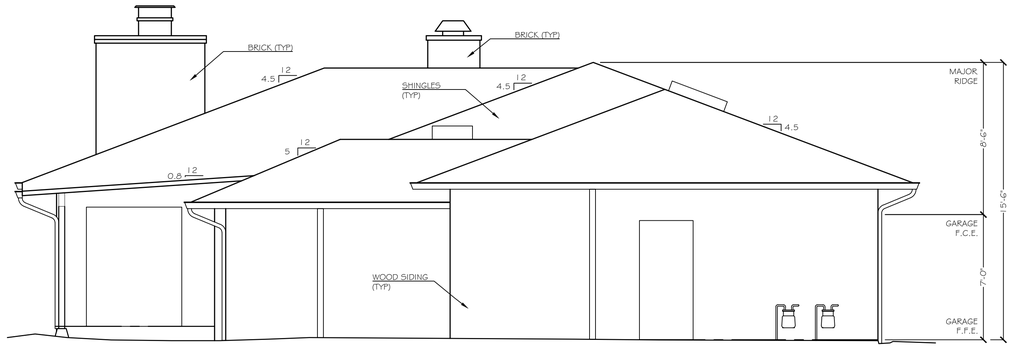
SCALE
1/4" = 1'-0"

PROJECT
3445_BA

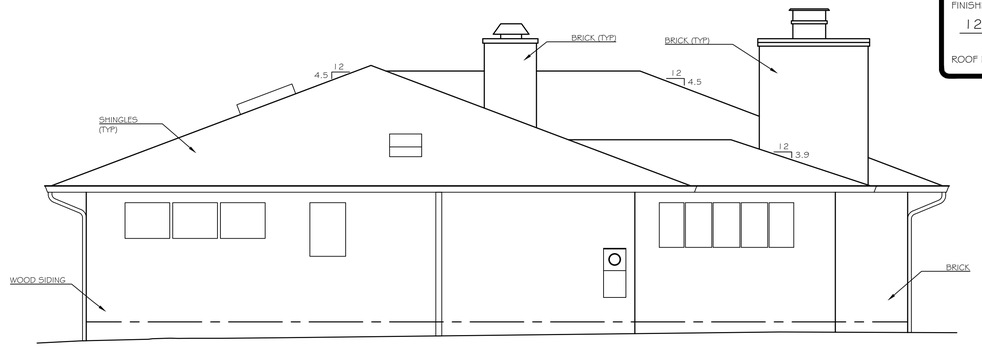
APPROVED BY
JS

DATE
06/29/2022

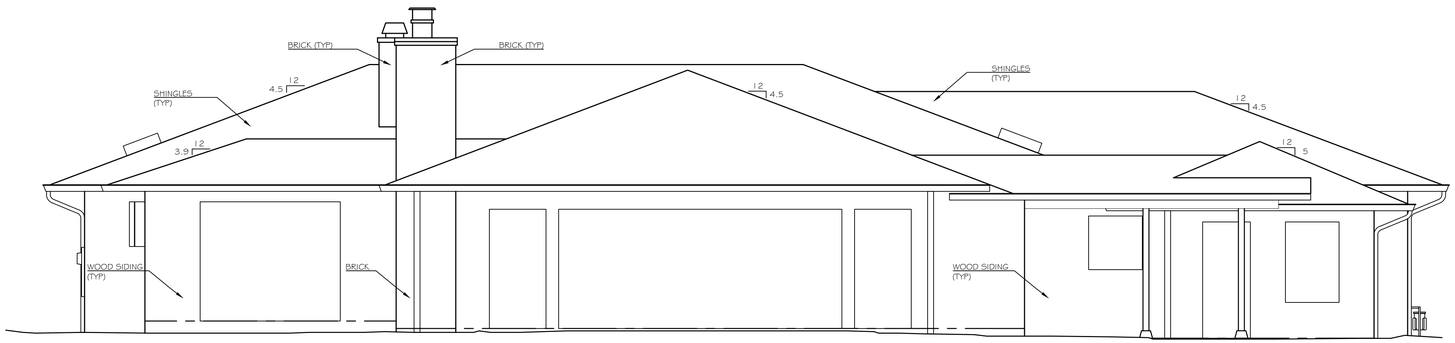
SHEET
2 of 3



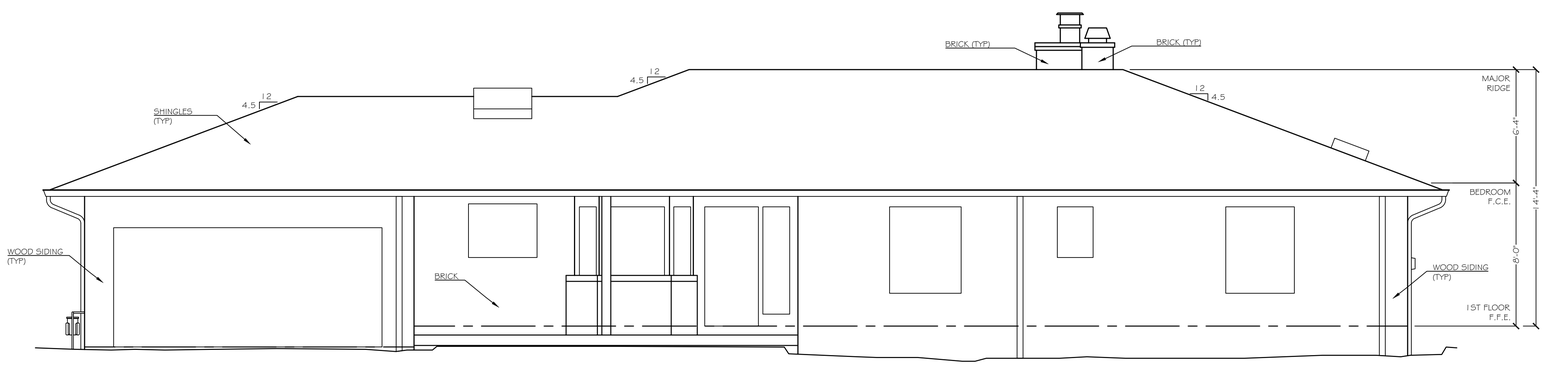
NORTH



SOUTH



EAST



WEST

LEGEND

FINISHED GRADE LINE

FINISHED FLOOR LINE

12 / X

ROOF PITCH LABEL (RISE/RUN)

PRECISION PROPERTY MEASUREMENTS

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LONG BEACH CA | 90804
T 562.621.9100
F 888.698.2966
WWW.PPMCO.NET

WORRY FREE RENOVATIONS

PREPARED FOR

THOMAS JAMES HOMES

PLAN TYPE

EXTERIOR ELEVATIONS

PROJECT NAME

1340 HILLVIEW DRIVE RESIDENCE

PROJECT ADDRESS

1340 HILLVIEW DRIVE,
MENLO PARK, CA 94025

All plans created by Precision Property Measurement Ltd "PPM" are made exclusively for landscaping purposes (Cal. Bus. & Prof. Code §5727). All site plans created by PPM do not involve the determination of any property line, and as such do not constitute land surveying. (Cal. Bus. & Prof. Code §8726(b)). In addition, PPM services and plans do not constitute civil engineering (Cal. Bus. & Prof. Code §§6702-6704), and thus should not be used for any studies or activities defined as civil engineering (Cal. Bus. & Prof. Code §6731). All floor plans created by PPM are intended to be used as a reference for design and construction and should be verified and approved by the client's licensed architect or licensed structural engineer or licensed architect. PPM makes every reasonable effort to ensure the accuracy of the information found in our plans. However, every As-Built drawing inherently contains errors to some degree. It is the duty of the architect, contractor, designer or other licensed professional, as a consultant to the property owner, to determine suitability of the As-Built drawing for construction. Measurements should be field confirmed before commencing construction. In the event that an error is found on a plan, PPM's liability is limited to the amount of the fee paid to PPM.

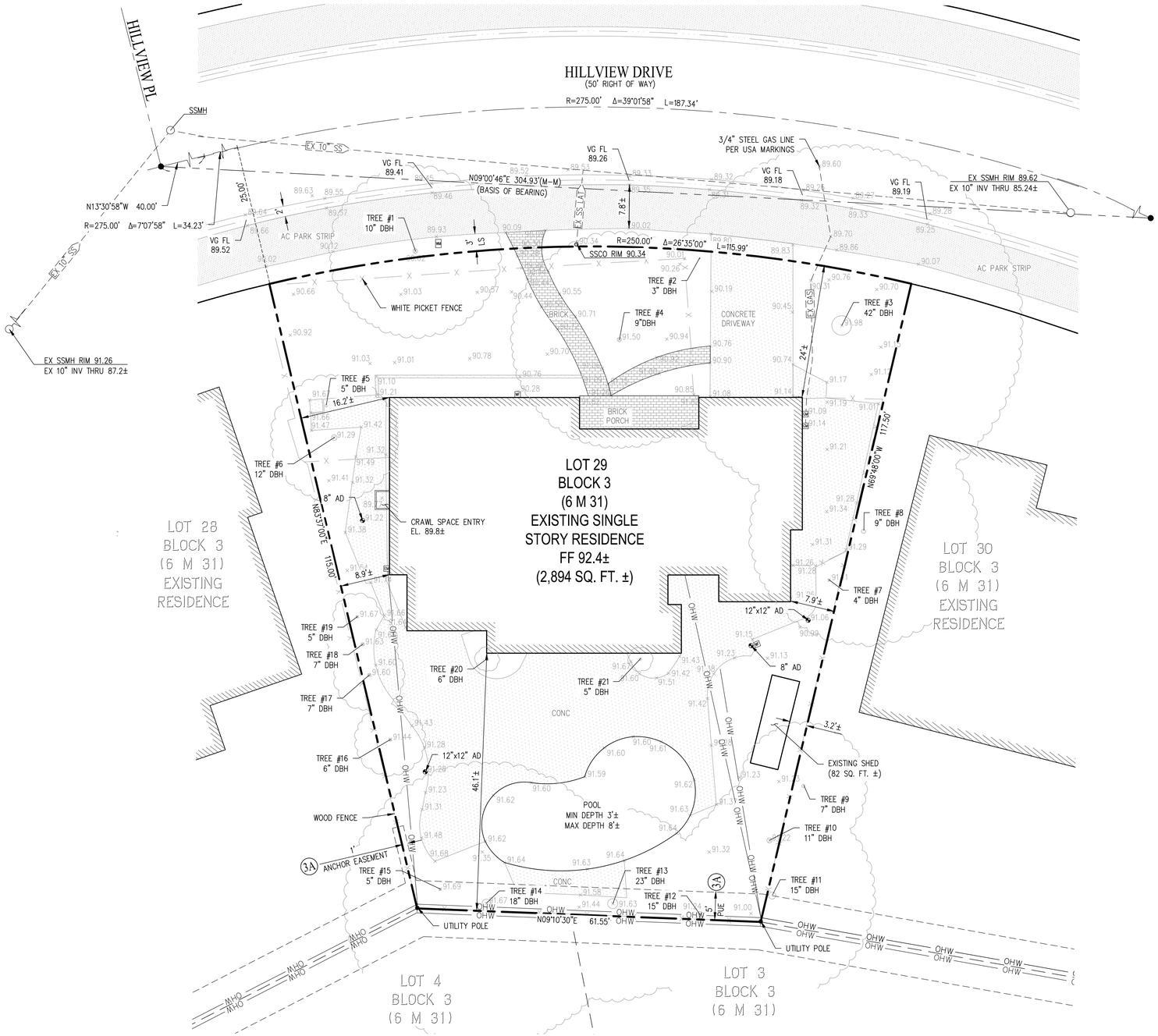
SCALE
1/4" = 1'-0"

PROJECT
3445_BA

APPROVED BY
JS

DATE
06/29/2022

SHEET
3 of 3



CONDITIONS OF TITLE

FIDELITY NATIONAL TITLE COMPANY
GUARENTEE NO. FSMO-6552200565
DATED MAY 25, 2022

LEGAL DESCRIPTION:

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOT 29 IN BLOCK 3 AS SHOWN ON THAT CERTAIN MAP ENTITLED, "HILLVIEW MANOR, MENLO PARK, SAN MATEO COUNTY, CALIFORNIA", FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA ON JANUARY 18, 1950 IN BOOK 31 OF MAPS AT PAGE 6.

EXCEPTIONS AND EXCLUSIONS:

(#) INDICATES TITLE REPORT ITEM NUMBER

ITEMS (1) RELATES TO OWNERSHIP AND CANNOT BE PLOTTED.

ITEMS (2) RELATE TO TAXES AND LIENS AND CANNOT BE PLOTTED.

(3A) EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS DELINEATED OR AS OFFERED FOR DEDICATION, ON THE MAP OF SAID TRACT/PLAT;

PURPOSE: PUBLIC UTILITY EASEMENT
AFFECT: REAR 5 FEET

PURPOSE: ANCHOR EASEMENT
AFFECT: AS SHOWN ON SAID MAP HEREIN REFERRED TO.

ITEMS (3B) RELATE TO COVENANTS, CONDITIONS AND RESTRICTIONS, AND CANNOT BE PLOTTED.

ITEMS (3C) THROUGH (3D) RELATE TO DEEDS OF TRUST AND CANNOT BE PLOTTED.

BASIS OF BEARINGS:

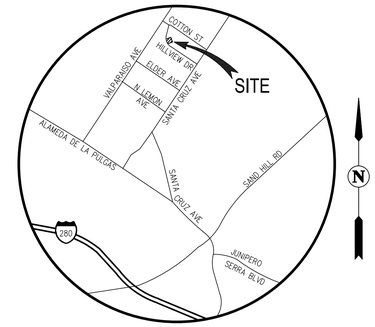
THE BASIS OF BEARINGS FOR THIS SURVEY IS BETWEEN FOUND RAILROAD SPIKES ON HILLVIEW DRIVE, THE BEARING BEING NORTH 09° 00' 46" WEST. (CALCULATED PER 31 M 6)

ASSESSOR'S PARCEL NUMBER:

071-042-290

AREA:

10,497 SQ. FT.



VICINITY MAP

NOT TO SCALE

NOTES:

1) RECORD INFORMATION AND PROPERTY DESCRIPTION ARE PER CONDITIONS OF TITLE LISTED HEREON.
2) UTILITIES SHOWN ARE BASED ON OBSERVED EVIDENCE AT THE TIME OF THE FIELD SURVEY. ADDITIONAL RESEARCH AND INVESTIGATION WOULD BE REQUIRED TO DETERMINE THE EXACT LOCATIONS OF UNDERGROUND UTILITIES. DO NOT RELY ON THIS SURVEY FOR SUCH LOCATIONS. SOME UTILITIES COULD BE COVERED BY STRUCTURES OR OBJECTS SUCH AS AUTOMOBILES, TRUCKS, CONTAINERS, ETC.
3) ALL DISTANCES SHOWN ARE FEET AND DECIMALS THEREOF.
4) ALL TIES SHOWN HEREON ARE PERPENDICULAR UNLESS OTHERWISE NOTED.

BENCHMARK:

BENCHMARK ID: CITY OF MENLO PARK BENCHMARK 8
DESCRIPTION: CENTER STAR ON TOP OF BACK OF CATCH BASIN, AT THE INTERSECTION OF HERMOSA WAY AND MIDDLE AVENUE, AT THE NORTHWESTERLY END OF THE NORTHWESTERLY CURB RETURN.
ELEVATION: 88.09' (NAVD 88)

REFERENCES:

(#) INDICATES REFERENCE NUMBER
(1) HILLVIEW MANOR (31 M 6)

FLOOD ZONE:

ZONE X: AREAS OF MINIMAL FLOOD HAZARD.

SOURCE: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), FLOOD INSURANCE RATE MAP, MAP NUMBER 06081C0304E

DATED: OCTOBER 16, 2012

LEGEND & ABBREVIATIONS

- BOUNDARY LINE
- STREET CENTER LINE
- EXISTING RIGHT OF WAY
- ADJACENT PROPERTY LINE
- EXISTING STRUCTURE
- EXISTING UTILITY PIPE
- OHW — OVERHEAD WIRES
- FENCE LINE
- TIE LINE
- MONUMENT LINE
- EM — EXISTING ELECTRIC METER
- GM — EXISTING GAS METER
- WF — EXISTING WATER FAUCET
- WM — EXISTING WATER METER
- 103.30 — EXISTING GROUND ELEVATION
- SANITARY SEWER MANHOLE

	AREA DRAIN
	SANITARY SEWER CLEAN OUT
	FOUND RAILROAD SPIKE
AC	ASPHALT
CONC	CONCRETE
DW	DRIVEWAY
EL	ELEVATION
FF	FINISHED FLOOR
FL	FLOOD LINE
LAT	LATERAL
LS	LANDSCAPE
OHW	OVERHEAD WIRE
SS	SANITARY SEWER
SSMH	SANITARY SEWER MANHOLE
VG	VALLEY GUTTER
WM	WATER METER
WS	WATER SERVICE

SURVEYOR'S STATEMENT:

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

7/8/2022
DATE

MARK H. WEHBER
REGISTERED L.S. NO. 7960

LICENSED LAND SURVEYOR
MARK H. WEHBER
7960
STATE OF CALIFORNIA

1340 HILLVIEW DRIVE

TOPOGRAPHIC & BOUNDARY SURVEY

CITY OF MENLO PARK COUNTY OF SAN MATEO CALIFORNIA

SCALE: 1" = 10' DATE: JULY 20, 2022

0 10 20 30

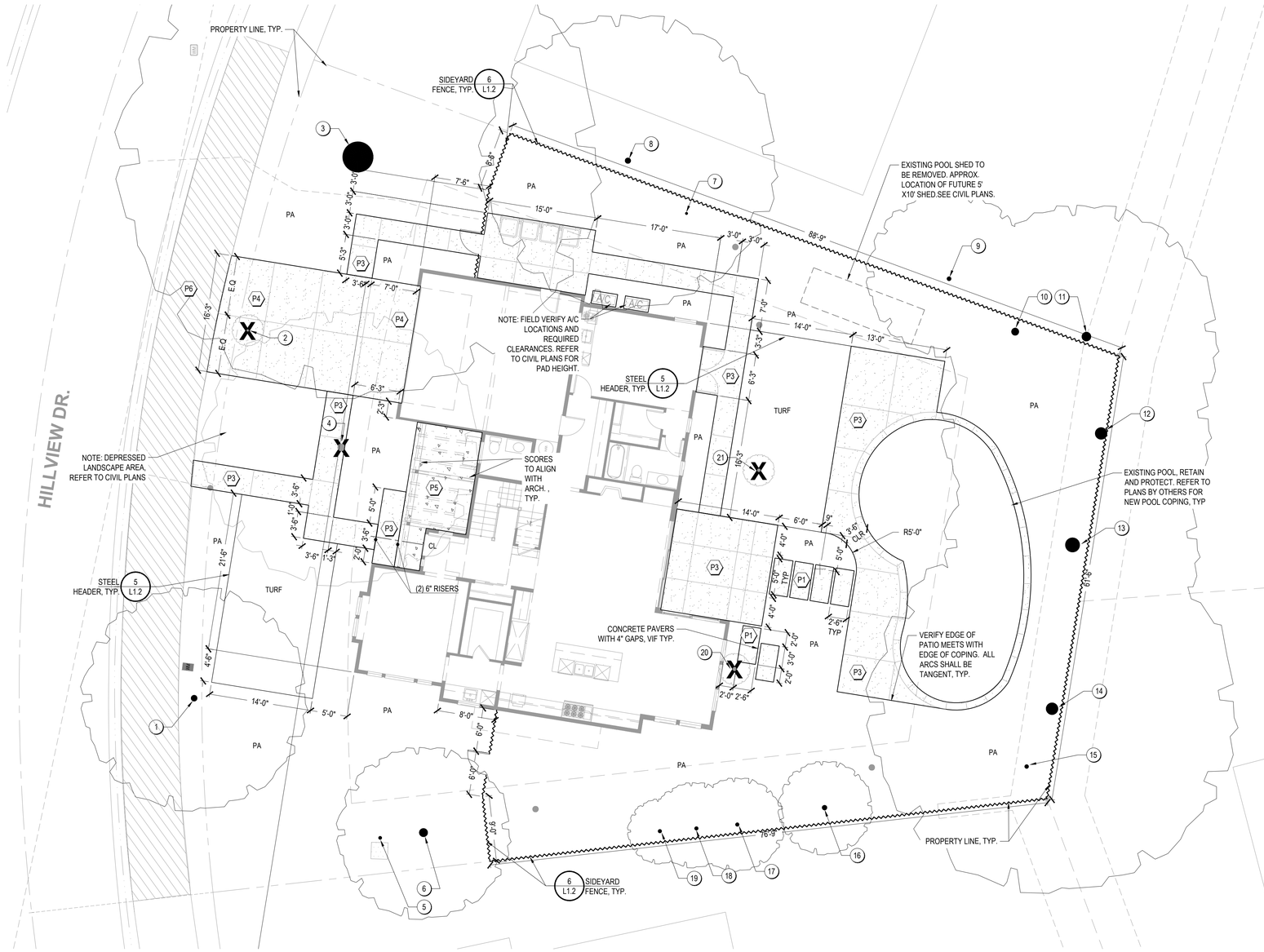
JOB NO.: 3085-000

cbg
CIVIL ENGINEERS ▪ SURVEYORS ▪ PLANNERS
SAN RAMON ▪ (925) 866-0322
SACRAMENTO ▪ (916) 375-1877
WWW.CBANDG.COM

SHEET NO. 1 OF 1 SHEETS

7/20/2022 2:21 PM

F:\3085-000\MENLO PARK\1340 HILLVIEW DRIVE\ACAD\EXHIBITS\XB-LOT SURVEY_1340 HILLVIEW DR.DWG



CONSTRUCTION NOTES

1. LOCAL CODES AND ORDINANCES: WORK SHALL CONFORM TO ALL LOCAL CODES, ORDINANCES, AND REQUIREMENTS, INCLUDING FEDERAL ACCESSIBILITY GUIDELINES. NOTHING IN THE CONTRACT DOCUMENTS SHALL BE CONSTRUED AS AN EXEMPTION TO APPLICABLE CODES OR OTHER JURISDICTIONAL REQUIREMENTS.
2. UTILITIES: CONTACT COMMON GROUND ALLIANCE (C.G.A.) AT 811, AT LEAST TWO WORKING DAYS IN ADVANCE OF WORK (PER CA GOV. CODE 4216). THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES, WHETHER SHOWN OR NOT, AND SHALL PAY FOR ANY REPAIRS REQUIRED DUE TO THE CONTRACTOR'S OPERATIONS AT NO ADDITIONAL EXPENSE TO THE OWNER.
3. DISCREPANCIES: NOTIFY DISTRICT'S REPRESENTATIVE OF ANY VARIATIONS BETWEEN THE CONTRACT DOCUMENTS AND FIELD CONDITIONS. DO NOT PROCEED WHERE DIFFERENCES EXIST THAT WOULD AFFECT THE WORK. ALL ADJUSTMENTS DUE TO FIELD CONDITIONS MUST BE APPROVED BY THE DISTRICT'S REPRESENTATIVE PRIOR TO CONTINUING.
4. LAYOUT NOTES: THE WRITTEN DIMENSION SUPERCEDES SCALED OR GRAPHIC DENOTATION. DIMENSIONS ARE BETWEEN PARALLEL OR PERPENDICULAR POINTS UNLESS NOTED OTHERWISE. DIMENSIONS ARE TO CENTERLINE OR FACE OF MASONRY, CONCRETE, OR FRAMING SUBSTRATE FINISH SURFACES, UNLESS NOTED OTHERWISE.
6. COORDINATION: CONTRACTOR SHALL COORDINATE WORK BETWEEN TRADES. ALL REQUIRED SLEEVING SHALL BE COORDINATED WITH SITE WORK, INCLUDING OTHER UNDERGROUND UTILITIES, CURBS, AND CONCRETE.
7. VERTICAL WORK: ALL VERTICAL CONSTRUCTION SHALL BE INSTALLED TRUE AND PLUMB. ALL UNIT COURSING AND TOPS OF WALLS, FENCES, ETC. SHALL BE LEVEL UNLESS NOTED OTHERWISE. ALL CURVES SHALL BE CONTINUOUS AND EVEN, WITH NO BREAKS OR ANGLES AT POINTS OF TANGENCY OR FORMWORK JOINTING.
8. LEAD TIME: SPECIFIED MATERIALS MAY REQUIRE A SIGNIFICANT LEAD TIME. CONTRACTOR IS SOLELY RESPONSIBLE TO LEAD TIMES AND TO PROVIDE SUBMITTALS, AND ORDER MATERIAL, AND ENSURE DELIVERY TO THE JOB SITE TO ALLOW TIMELY PROGRESSION OF WORK.
9. EXISTING WORK: WHERE NEW CONSTRUCTION ABUTS EXISTING WORK, ALL EXISTING WORK SHALL BE PROTECTED. CONTRACTOR SHALL REPLACE ANY DAMAGED EXISTING WORK AT NO ADDITIONAL EXPENSE TO THE OWNER. ALL NEW WORK WILL CONFORM TO TO EXISTING WORK , INCLUDING FLATWORK JOINTS, ELEVATIONS, COLOR, AND FINISH.
10. FENCING: FENCE LOCATIONS SHOWN ARE DIAGRAMMATIC AND FINAL LOCATIONS ARE TO BE COORDINATED IN THE FIELD BY THE LANDSCAPE CONTRACTOR.

LAYOUT LEGEND

DETAIL CALLOUT — REFERENCED DETAIL NUMBER / REFERENCED DETAIL SHEET

ADJ.	ADJACENT	NATIVE	DELTA BOLERO
EQ	EQUAL DISTANT	GRASS	
BOC	BACK OF CURB	OH	OVERHANG
BOW	BACK OF WALK	PA	PLANTING AREA
CJ	CONSTRUCTION/COLD JOINT	PL	PROPERTY LINE
CL	CENTERLINE	POB	POINT OF BEGINNING
CLR	CLEAR	SIM	SIMILAR TO
EJ	EXPANSION JOINT	SYM	SYMMETRICAL
EQ	EQUAL DISTANT	TYP	TYPICAL
ILO	IN LIEU OF	T, TURF	TURF AREA
MAX	MAXIMUM	UNO	UNLESS NOTED OTHERWISE
MIN	MINIMUM	VIF	VERIFY IN FIELD

PAVING AND FENCING LEGEND

- P1 — CONCRETE PAVERS PER DETAIL 1/L1.2: STANDARD GRAY CONCRETE WITH ACID ETCH FINISH WITH TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS. 4" GAP FILL WITH P2.
- P2 — NOT USED.
- P3 — CONCRETE PAVING (PEDESTRIAN)PER DETAIL 2/L1.2: STANDARD GRAY CONCRETE WITH ACID ETCH FINISH WITH TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS.
- P4 — CONCRETE PAVING (VEHICULAR) PER DETAIL 3/L1.2: STANDARD GRAY CONCRETE WITH ACID ETCH FINISH WITH TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS. TOOLED SCORE JOINTS AS SHOWN ON PLANS.
- P5 — CONCRETE TO BE POURED WITH ARCHITECTURE. REFER TO STRUCTURAL DRAWINGS.
- P6 — FIELD: ASPHALT CONCRETE IN RIGHT OF WAY PER COUNTY REQUIREMENTS, REFER TO CIVIL PLANS IF REPLACED.

SIDEYARD FENCE: PER DETAIL 6/L1.2, **262 LF** (CONTRACTOR TO VERIFY, INCLUDES ONE 4'-0" GATE)

SITE CALCULATIONS (PERFORMANCE APPROACH)

1340 Hillview Dr.	SF	%OF LOT AREA
EXISTING		
TOTAL LOT SF	10,497	
TOTAL PERMEABLE AREA	**5,861**	56%
PROPOSED LOT LANDSCAPE AREA (%OF TOTAL AREA)	5,776	55%
SHRUB AND GROUNDCOVER AREA (%OF TOTAL LANDSCAPE AREA)	5,068	88%
PROPOSED TURF AREA (%OF TOTAL LANDSCAPE AREA)	708	12%
WALKABLE CONCRETE PADS WITH GAPS	85	
TOTAL IMPERMEABLE AREA	**4,636**	44%
RESIDENCE/ GARAGE FOOTPRINT (%OF TOTAL AREA)	2,226	21%
REAR PORCH	196	
FRONT PORCH	148	
TRASH PAD, WALK WAYS, AND POOL DECK	974	
POOL	624	
POOL EQUIP AREA	83	
DRIVEWAY (CONCRETE)	385	

CALCULATIONS FOR AREA PAST THE PROPERTY LINE	**61**	
LANDSCAPE	306	
DRIVEWAY AND WALKWAY	61	

NOTE: WATER SUPPLY IS DOMESTIC.

TREE PROTECTION CHART

NOTE: SEE ARBORIST REPORT FOR ADDITIONAL INFORMATION

KEYNOTE	TAG#	STATUS	LOCATION	SCIENTIFIC NAME	COMMON NAME	DBH (in)	ACTION
1	1457	Non-Protected	Off-Site	*Fraxinus angustrifolia 'Raywood'*	Raywood Ash	10	Retain and Protect
2	1458	Non-Protected	On-Site	*Carpinus caroliniana*	American Hornbeam	3	Remove
3	1459	Protected	On-Site	*Cedrus deodara*	Deodar Cedar	42	Retain and Protect
4	1460	Non-Protected	On-Site	*Acer palmatum*	Japanese Maple	9	Remove
5	1461	Non-Protected	On-Site	*Diospyros virginiana*	Persimmon	5	Retain and Protect
6	1462	Non-Protected	On-Site	*Prunus avium*	Cherry	12	Retain and Protect
7	1463	Non-Protected	On-Site	*Citrus Sp.*	Citrus	4	Retain and Protect
8	1464	Non-Protected	Off-Site	*Morus alba*	White Mulberry	9	Retain and Protect
9	1465	Non-Protected	Off-Site	*Magnolia grandiflora*	Southern Magnolia	7	Retain and Protect
10	1466	Non-Protected	On-Site	*Prunus cerasifera*	Purple Leaf Plum	11	Retain and Protect
11	1467	Protected	Off-Site	*Afrocarpus sp.*	Afrocarpus	15	Retain and Protect
12	1468	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	15	Retain and Protect
13	1469	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	23	Retain and Protect
14	1470	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	18	Retain and Protect
15	1471	Non-Protected	On-Site	*Acer palmatum*	Japanese Maple	5	Retain and Protect
16	1472	Non-Protected	On-Site	*Camellia sp.*	Camellia	6	Retain and Protect
17	1473	Non-Protected	On-Site	*Camellia sp.*	Camellia	7	Retain and Protect
18	1474	Non-Protected	On-Site	*Camellia sp.*	Camellia	7	Retain and Protect
19	1475	Non-Protected	On-Site	*Camellia sp.*	Camellia	5	Retain and Protect
20	1476	Non-Protected	On-Site	*Camellia sp.*	Camellia	6	Remove
21	1477	Non-Protected	On-Site	*Camellia sp.*	Camellia	5	Remove

SEE SHEET L1.2 FOR CONSTRUCTION DETAILS

I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPE ORDINANCE AND HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE AND IRRIGATION DESIGN.

SIGNED — DATE 01/12/23

0' 8' 16' — 1/8" = 1'-0" — N

THOMAS JAMES HOMES

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916.945.8003 | 916.342.7119
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LANDSCAPE IMPROVEMENT PLANS FOR

1340 HILLVIEW DR MENLO PARK, CA

BY THOMAS JAMES HOMES

KEYMAP:

LAYOUT PLAN, NOTES, AND LEGEND

DRAWN BY: STAFF
CHECKED BY: DWC
JOB NO. 20035
DATE 01/12/2023
REVISIONS:

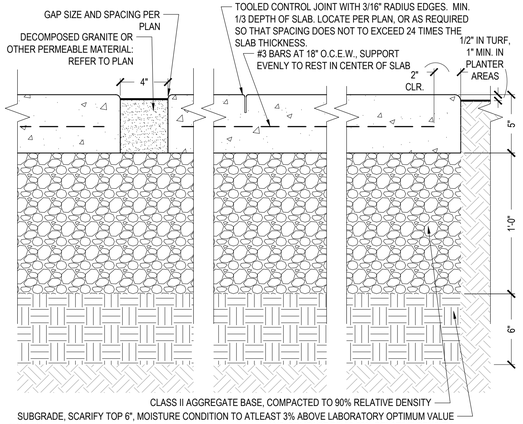
LICENSED LANDSCAPE ARCHITECT — DAVID W. CAMPBELL — Renewal Date: 09/30/24 — STATE OF CALIFORNIA — PRELIMINARY

L1.1

DRAWINGS IN SET: 5

DESIGN REVIEW - NOT FOR CONSTRUCTION UNLESS APPROVED BY THE AUTHORITY HAVING JURISDICTION (AHJ).

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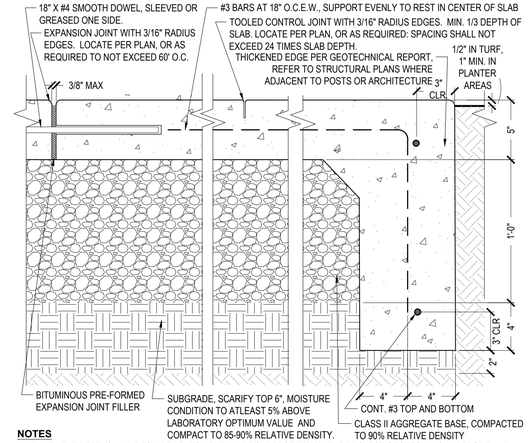


NOTES

A. PAVEMENT DEPTHS AND REQUIREMENTS HEREIN ARE SUPERCEDED BY THE PROJECT GEOTECHINICAL REPORT AND RECOMMENDATIONS.

1 CONCRETE PAVERS

1" = 0'-6" SECTION

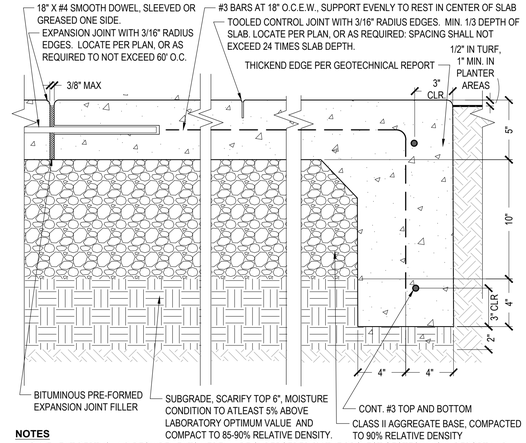


NOTES

A. PAVEMENT DEPTHS AND REQUIREMENTS HEREIN ARE SUPERCEDED BY THE PROJECT GEOTECHINICAL REPORT AND RECOMMENDATIONS.

2 CONCRETE PAVING (PEDESTRIAN)

1" = 0'-6" SECTION

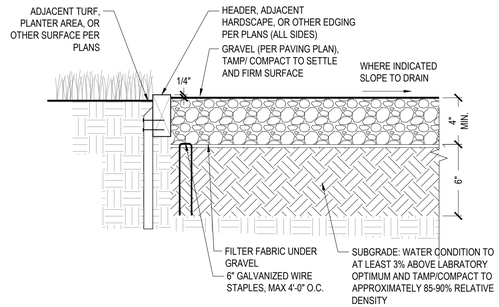


NOTES

A. PAVEMENT DEPTHS AND REQUIREMENTS HEREIN ARE SUPERCEDED BY THE PROJECT GEOTECHINICAL REPORT AND RECOMMENDATIONS.

3 CONCRETE PAVING (VEHICULAR)

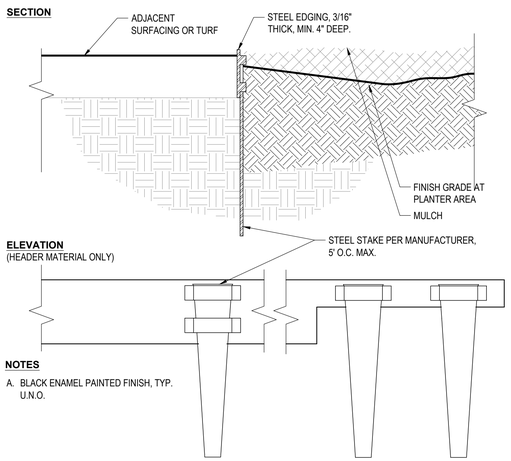
1" = 0'-6" SECTION



NOTE: WITHIN EXISTING TREE CANOPY, OR IN AREAS OF UNDISTURBED SUBGRADING, NO COMPACTION NEEDED.

4 CRUSHED GRAVEL (PEDESTRIAN)

1" = 0'-6" SECTION

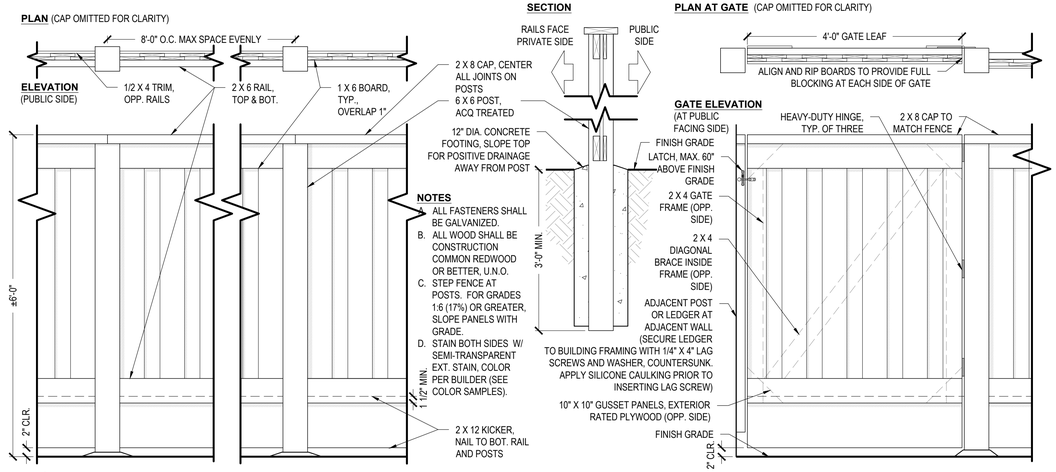


NOTES

A. BLACK ENAMEL PAINTED FINISH, TYP. U.N.O.

5 STEEL HEADER

1" = 0'-6" AS NOTED



NOTES

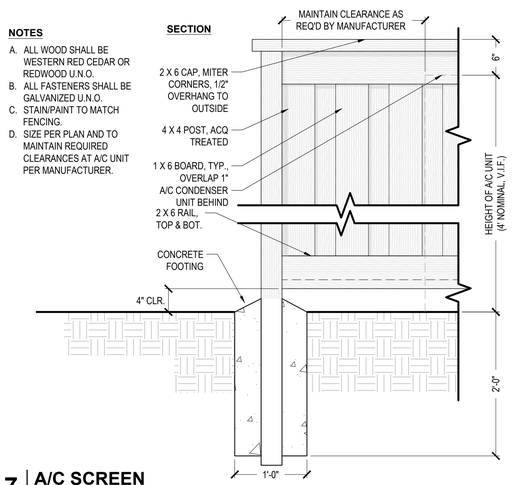
A. ALL FASTENERS SHALL BE GALVANIZED.
B. ALL WOOD SHALL BE CONSTRUCTION COMMON REDWOOD OR BETTER, U.N.O.
C. STEP FENCE AT POSTS. FOR GRADES 1:6 (17%) OR GREATER, SLOPE PANELS WITH GRADE.
D. STAIN BOTH SIDES W/ SEMI-TRANSPARENT EXT. STAIN, COLOR PER BUILDER (SEE COLOR SAMPLES).

6 SIDEYARD FENCE WITH GATE

3/4" = 1'-0" AS NOTED

NOTES

A. ALL WOOD SHALL BE WESTERN RED CEDAR OR REDWOOD U.N.O.
B. ALL FASTENERS SHALL BE GALVANIZED U.N.O.
C. STAIN/PAINT TO MATCH FENCING.
D. SIZE PER PLAN AND TO MAINTAIN REQUIRED CLEARANCES AT A/C UNIT PER MANUFACTURER.



7 A/C SCREEN

1" = 1'-0" AS NOTED

REPRESENTATIVE STAIN COLORS



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LANDSCAPE IMPROVEMENT PLANS FOR

1340 HILLVIEW DR MENLO PARK, CA

BY
THOMAS JAMES HOMES

KEYMAP:

CONSTRUCTION DETAILS

DRAWN BY:
STAFF
CHECKED BY:
DWC
JOB NO.
20035
DATE
01/12/2023
REVISIONS:

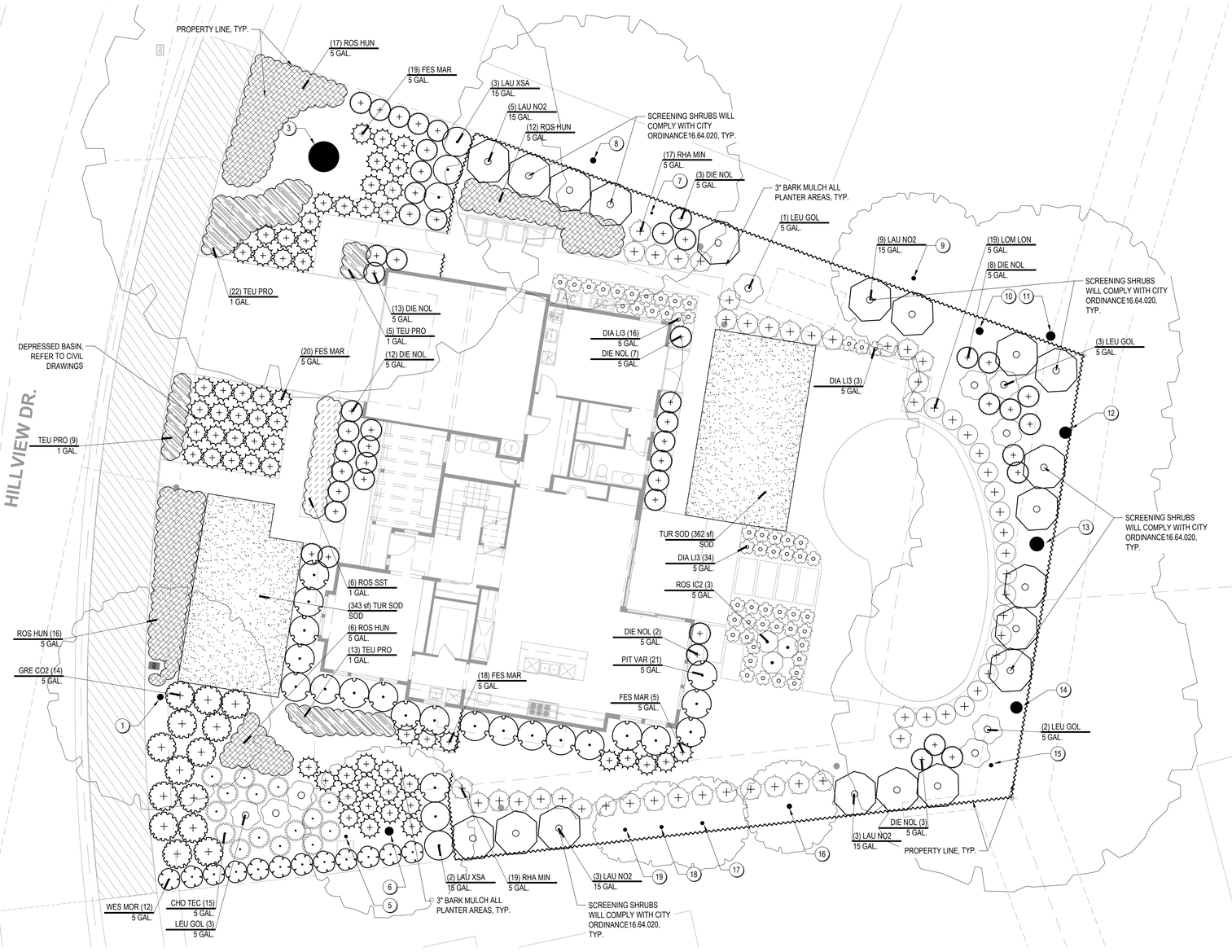
LICENSED LANDSCAPE ARCHITECT
DAVID W. CAMPBELL
Renewal Date: 08/30/24
STATE OF CALIFORNIA
PRELIMINARY

L1.2

DRAWINGS IN SET: 5

DESIGN REVIEW - NOT FOR CONSTRUCTION UNLESS APPROVED BY THE AUTHORITY HAVING JURISDICTION (AHJ).

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PLANTING NOTES

1. SITE ACCEPTANCE: THE CONTRACTOR SHALL OBSERVE THE SITE AND VERIFY THAT ROUGH GRADING AND ALL OTHER WORK HAS BEEN COMPLETED TO THE CONTRACTOR'S SATISFACTION. ANY PREVIOUS WORK THAT IS NOT COMPLETE SHALL BE BROUGHT TO THE OWNER'S OR LANDSCAPE ARCHITECT'S ATTENTION IN WRITING. BEGINNING WORK CONSTITUTES ACCEPTANCE OF THE SITE.

2. SITE PREPARATION: ALL EXISTING VEGETATION SHALL BE REMOVED (CLEAR AND GRUB). PRIOR TO ROUGH GRADING OPERATIONS, PRESERVE ALL TOPSOIL BY STOCKPILING ON SITE. TOPSOIL SHALL BE REPLACED IN PLANTING AREAS TO ACHIEVE FINAL FINISH GRADES. FOR PLANTERS IN LIME-TREATED AREAS, REMOVE AND DISPOSE OF EXISTING SOIL TO A DEPTH OF 24" THROUGHOUT THE ENTIRE PLANTER, AND REPLACE WITH CLEAN TOPSOIL.

3. POSITIVE DRAINAGE: ENSURE POSITIVE DRAINAGE IN ALL LANDSCAPE AREAS, AND SHALL ADJUST ELEVATIONS AS REQUIRED. MINIMUM SLOPE IN TURF AREAS SHALL BE 0.5% TO OUTLET, MINIMUM SLOPE IN PLANTED AREAS SHALL BE 1.0%.

4. EXPLANATION OF DRAWINGS: PLANTING INTENT IS TO COMPLETELY FILL ALL PLANTING AREAS, UNLESS SPECIFICALLY NOTED OTHERWISE. QUANTITIES, (IF SHOWN) ARE FOR CONTRACTOR'S CONVENIENCE ONLY, AND SHALL NOT RELIEVE THE CONTRACTOR OF THE OBLIGATION TO INSTALL PLANTS TO MEET THIS INTENT. PLANTING DETAILS ARE CONSIDERED TYPICAL AND ALL WORK SHALL CONFORM TO THESE DETAILS.

5. SUBSTITUTIONS: IN THE EVENT ANY PLANT MATERIAL SPECIFIED IS NOT AVAILABLE, CONTRACTOR SHALL SUBMIT PROPOSED SUBSTITUTION IMMEDIATELY TO LANDSCAPE ARCHITECT. LANDSCAPE ARCHITECT RESERVES THE RIGHT TO DETERMINE THE SUITABILITY OF ANY PROPOSED SUBSTITUTION. SUBSTITUTIONS SHALL BE MADE AT NO ADDITIONAL COST TO THE OWNER.

6. PLANTING PIT DRAINAGE: EXCAVATED PLANTING PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN 2 HOURS OF FILLING. IF PLANTING PITS DO NOT DRAIN, OTHER MEASURES, INCLUDING A 1' DIAMETER X 8' DEEP AUGURED HOLE BACKFILLED WITH CRUSHED DRAIN ROCK, WILL BE REQUIRED.

7. PLANT MATERIAL: ALL PLANT MATERIAL SHALL COMPLY WITH ANSI Z60.1 "STANDARD FOR NURSERY STOCK," NOTES AND DETAILS ON THE DRAWINGS. UNLESS OTHERWISE NOTED MINIMUM PLANT SIZES SHALL BE AS FOLLOWS. EVERGREEN SHRUBS (EXCEPT DWARF VARIETIES): 9" H. X 8" W. FOR 1-GALLON (#1); 15" H. X 12" W. FOR 5-GALLON (#5); AND 30" H. X 24" W. FOR 15-GALLON (#15). SINGLE TRUNK TREES: 5' H. W/ 1" CALIPER FOR 15-GALLON (#15); 8' H. W/ 2" CALIPER FOR 24" BOX (#25). CONTRACTOR SHALL SUBMIT PHOTOS OF ALL TREES 36" AND ABOVE FOR LANDSCAPE ARCHITECT'S APPROVAL PRIOR TO PURCHASE OR DELIVERY. APPROVAL OF PHOTOS DOES NOT PRECLUDE ON-SITE REJECTION OF UNSUITABLE PLANT MATERIAL.

8. SITE CLEANLINESS: THE CONTRACTOR IS RESPONSIBLE TO KEEP THE SITE CLEAN, FOR SOIL EROSION CONTROL MEASURES, AND FOR ANY OTHER GENERAL REQUIREMENTS. SHOULD EXISTING CONDITIONS REQUIRE MITIGATION, THE CONTRACTOR SHALL ALERT THE OWNER OR LANDSCAPE ARCHITECT PRIOR TO PERFORMING WORK.

9. UNDERGROUND UTILITIES: THE CONTRACTOR SHALL VERIFY ALL UNDERGROUND UTILITIES PRIOR TO BEGINNING WORK. CALL C.G.A. (811) TO LOCATE EXISTING UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF ANY DAMAGED UTILITIES, TO THE SATISFACTORY OF THE OWNER AND GOVERNING AGENCY AT NO COST TO THE OWNER OR INCREASE IN BID AMOUNT.

10. BARK MULCH: A 3" LAYER OF 'WALK-ON' BARK MULCH SHALL BE INSTALLED IN ALL PLANTING BEDS. CONTRACTOR SHALL SUBMIT A MULCH SAMPLE PRIOR TO ORDER. APPLY PRE-EMERGENT PRIOR TO PLACING MULCH. IF MAINTENANCE PERIOD EXTENDS PAST 60 CALENDAR DAYS FROM APPLICATION, APPLY AGAIN PER MANUFACTURER'S INSTRUCTIONS.

11. SOIL FERTILITY ANALYSIS AND AMENDMENT: THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING A SOIL SAMPLE AND LABORATORY SOIL FERTILITY ANALYSIS FOR EACH 10,000SF OF PLANTED AREA, AND FOR ALL SOURCES OF IMPORT (IF APPLICABLE). SUBMIT ANALYSIS TO LANDSCAPE ARCHITECT FOR REVIEW, AND DOCUMENTATION OF AMENDMENT FOR COMPLIANCE WITH WATER EFFICIENT LANDSCAPE ORDINANCE. ALL PLANTING AREAS, INCLUDING PLANTING PITS, SHALL BE AMENDED PER THE SOILS REPORT, AND PER LOCAL ORDINANCE, INCLUDING INCORPORATING COMPOST AT THE RATE OF A MINIMUM OF 4 CU YD PER 1,000 SF OF LANDSCAPE AREA TO A DEPTH OF SIX INCHES. SOILS WITH GREATER THAN 6% ORGANIC MATER IN THE TOP SIX INCHES OF SOIL ARE EXEMPT FROM ADDING COMPOST AND TILLING. BACKFILL FOR ALL SUCCULENTS SHALL BE 50% CLEAN WASHED SAND.

12. CERTIFICATE OF COMPLETION: A CERTIFICATE OF COMPLETION SHALL BE FILLED OUT AND CERTIFIED BY EITHER THE DESIGNER OF THE LANDSCAPE PLANS, IRRIGATION PLANS, OR THE LICENSED LANDSCAPE CONTRACTOR FOR THE PROJECT AT THE COMPLETION OF THE PROJECT AND SUBMITTED WITH THE SOIL ANALYSIS REPORT TO THE AUTHORITY HAVING JURISDICTION.

13. MAINTENANCE PERIOD: SHALL BE A MINIMUM OF 60 CALENDAR DAYS. ANY PLANT THAT HAS BEEN REPLACED DURING THE MAINTENANCE PERIOD SHALL BE SUBJECT TO AN ADDITIONAL 60 DAYS FROM THE DATE OF REPLACEMENT. ANY DAY OF IMPROPER MAINTENANCE, AS DETERMINED BY THE LANDSCAPE ARCHITECT OR LOCAL JURISDICTION, SHALL NOT COUNT TOWARD THE MAINTENANCE PERIOD.

14. ROOT CONTROL BARRIERS: WHERE STREET TREES ARE WITHIN 3 FEET OF THE SIDEWALK OR CURB, PROVIDE A ROOT CONTROL BARRIER PANEL ALONG THE FACE OF SIDEWALK/CURB. PANELS SHALL BE 12" DEEP ALONG SIDEWALKS, AND 18" DEEP ALONG CURBS. CENTER PANELS AT EACH TREE AND EXTEND 10' IN EACH DIRECTION.

15. UTILITY CLEARANCE: NO TREES SHALL BE PLANTED WITHIN 5' OF WATER AND SANITARY SEWER LINES. NO TREES SHALL BE PLANTED UNDER EXISTING OR FUTURE OVERHEAD POWERLINES, AND ALL REQUIRED CLEARANCES SHALL BE MAINTAINED. ALL PLANTING EXCEPT LOW-GROWING GROUNDCOVER SHALL BE 3' CLEAR OF ALL FIRE APPURTENANCES PER NFPA 18.5.7

16. WORK IN RIGHT-OF-WAY: ALL WORK WITHIN THE RIGHT OF WAY OR TO BE MAINTAINED BY THE LOCAL AGENCY SHALL BE INSTALLED PER THE LATEST EDITION OF THE AGENCY CONSTRUCTION STANDARDS, AND ALL OTHER AGENCY REQUIREMENTS.

17. TURF INSTALLATION: CONTRACTOR SHALL PLACE AND ESTABLISH SOD IN ALL AREAS AS DELINEATED ON THE PLANS AS FOLLOWS.
    - 17.1. REMOVE ALL ROCKS AND OTHER DELETERIOUS MATERIAL GREATER THAN 3/4" IN DIAMETER. ESTABLISH SMOOTH GRADES, WITH NO PONDING. ENSURE ADEQUATE SOIL COMPACTION TO AVOID SETTLEMENT, WITHOUT EXCEEDING 85% RELATIVE DENSITY. SUBSEQUENT SETTLEMENT SHALL BE CLEAR EVIDENCE OF INADEQUATE COMPACTION.
    - 17.2. WITHIN 24 TO 48 HOUR OF SODDING, MOISTEN AREA TO BE SODDED TO A DEPTH OF AT LEAST 6", AND MAINTAIN MOISTURE UNTIL SODDING. DO NOT ALLOW SOIL TO BE COME SATURATED.
    - 17.3. APPLY A STARTER FERTILIZER PRIOR TO LAYING SOD.
    - 17.4. INSTALL SOD WITHIN 12 HOURS OF DELIVERY. DO NOT ALLOW SOD TO SIT IN DIRECT SUNLIGHT OR TO DRY OUT.
    - 17.5. STARTING AT A STRAIGHT EDGE, LAY SOD IN STAGGERED ROWS, OFFSETTING JOINTS A MINIMUM OF 2 FEET.
    - 17.6. AFTER LAYING, ROLL SOD WITH A LIGHT-WEIGHT WATER-DRUM ROLLER (APPROXIMATELY 50 LBS), AND ENSURE FULL CONTACT WITH SOIL. WATER AS SOON AS POSSIBLE, AND IN ALL CASES, WITHIN 1 HOUR AFTER LAYING.

PLANT LEGEND

SHRUBS	CODE	BOTANICAL / COMMON NAME	CONT	QTY
	CHO TEC	CHONDROPETALUM TECTORUM / CAPE RUSH WUCOLS (L), 2'-3' (H) X 3'-4' (W)	5 GAL.	15
	DIA LI3	DIANELLA REVOLUTA `LITTLE REV` / LITTLE REV FLAX LILY WUCOLS (M), 2'-4' (H) X 1'-2' (W)	5 GAL.	53
	DIE NOL	DIETES X `NOLA ALBA` TM / KATRINA AFRICAN IRIS WUCOLS (L), (H/W) 3'	5 GAL.	48
	FES MAR	FESTUCA MAIREI / ATLAS FESCUE WUCOLS (L) , 3` (H/W)	5 GAL.	62
	GRE CO2	GREVILLEA LANIGERA 'COASTAL GEM' / COASTAL GEM GREVILLEA WUCOLS (L)	5 GAL.	14
	LAU NO2	LAURUS NOBILIS / SWEET BAY WUCOLS (L), 15-40' (H), MIN. PLT HEIGHT 6' MAX SPACING 10'	15 GAL.	20
	LAU XSA	LAURUS X `SARATOGA` / SARATOGA LAUREL WUCOLS (L) FULLY BRANCHED COLUMNAR FORM FOR SCREEN HEDGE, MIN HEIGHT AT PLANTING 6', NMATURE HEIGHT CAN REACH 15'-40', SPREAD 20'	15 GAL.	5
	LEU GOL	LEUCADENDRON X `SAFARI GOLD STRIKE` / YELLOW CONEBUSH WUCOLS (UNK)	5 GAL.	9
	LOM LON	LOMANDRA LONGIFOLIA `BREEZE` / DWARF MAT RUSH WUCOLS (L), (H/W) 3'	5 GAL.	19
	PIT VAR	PITTOSPORUM TOBIRA `VARIEGATA` / VARIEGATED MOCK ORANGE WUCOLS (L) (H/W) 6`-8'	5 GAL.	21
	RHA MIN	RHAPHIOLEPIS UMBELLATA `MINOR` / YEDDA HAWTHORN WUCOLS (L), 3' (H/W)	5 GAL.	36
	ROS IC2	ROSA FLORIBUNDA `ICEBERG` / ICEBERG ROSE WUCOLS (M)	5 GAL.	3
	WES MOR	WESTRINGIA FRUTICOSA `MORNING LIGHT` / MORNING LIGHT COAST ROSEMARY WUCOLS (L), 3` - 4` (H/W)	5 GAL.	12

GROUND COVERS	CODE	BOTANICAL / COMMON NAME	CONT	SPACING	QTY
	ROS SST	ROSA X 'MEIZORLAND' TM / WHITE DRIFT GROUNDCOVER ROSE WUCOLS (UNK)	1 GAL.	36" o.c.	6
	ROS HUN	ROSMARINUS OFF. `HUNTINGTON CARPET` / PROSTRATE ROSEMARY WUCOLS (L), (H) 1`-2` X (W) 4`-8`	5 GAL.	36" o.c.	51
	TEU PRO	TEUCRIUM CHAMAEDRYS `PROSTRATUM` / PROSTRATE GERMANDER WUCOLS (L), (H) 1-2' X (W) 2-3'	1 GAL.	24" o.c.	49
	TUR SOD	TURF / 90% DWARF FESCUE / 10% KENTUCKY BLUE. WUCOLS (H)	SOD		705 SF

SEE SHEET L3.2 FOR PLANTING DETAILS AND WATER USE CALCS, AND L3.3 FOR TREE PROTECTION PLAN

I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPE ORDINANCE AND HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE AND IRRIGATION DESIGN.

SIGNED — DATE 01/12/23

0' 8' 16' — 1/8" = 1'-0" — N

THOMAS JAMES HOMES

Roach & Campbell

111 Scripps Drive
Sacramento,
California 95825
916.945.8003 | 916.342.7119
4409 CRLA 5044

LANDSCAPE IMPROVEMENT PLANS FOR

1340 HILLVIEW DR MENLO PARK, CA

BY THOMAS JAMES HOMES

KEYMAP:

PLANTING PLAN, NOTES, AND LEGEND

DRAWN BY: STAFF

CHECKED BY: DWC

JOB NO. 20035

DATE 01/12/2023

REVISIONS:

LICENSED LANDSCAPE ARCHITECT * DAVID W. CAMPBELL * STATE OF CALIFORNIA

PRELIMINARY

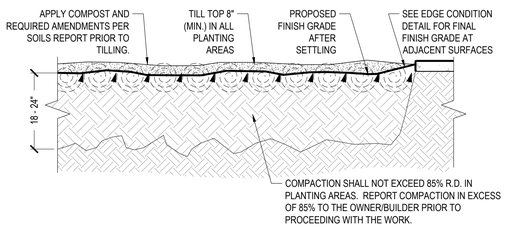
Renewal Date: 09/30/24

L3.1

DRAWINGS IN SET: 5

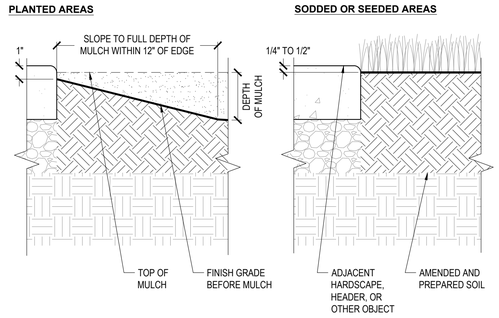
DESIGN REVIEW - NOT FOR CONSTRUCTION UNLESS APPROVED BY THE AUTHORITY HAVING JURISDICTION (AHJ).

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1 PLANTING AREA SOIL PREPARATION

NO SCALE — SECTION

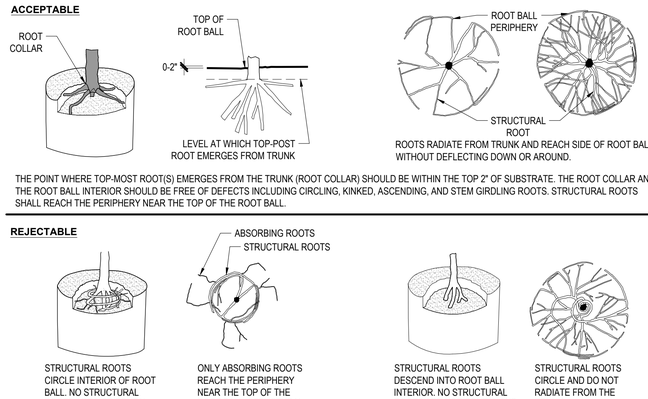


NOTES

A. PROVIDE POSITIVE DRAINAGE TO OUTLET IN ALL PLANTED AREAS. DO NOT ALLOW SURFACE DRAINAGE ONTO WALKWAYS, DRIVEWAYS, OR OTHER HARDSCAPE, OR SURFACE DRAINAGE TOWARD OR AGAINST STRUCTURES.

2 PLANTED AREA EDGE CONDITION AT HARDSCAPE

NO SCALE — SECTION



NOTES

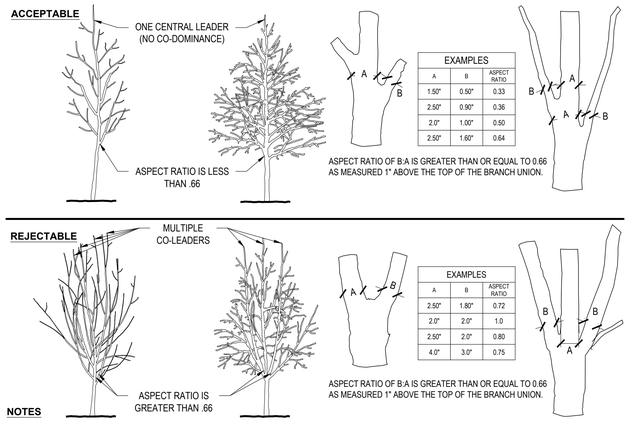
A. OBSERVATIONS OF ROOTS SHALL OCCUR PRIOR TO ACCEPTANCE. ROOTS AND SUBSTRATE MAY BE REMOVED DURING THE OBSERVATION PROCESS; SUBSTRATE/SOIL SHALL BE REPLACED AFTER OBSERVATION HAS BEEN COMPLETED.

B. SMALL ROOTS (1/4" OR LESS) THAT GROW AROUND, UP, OR DOWN THE ROOT BALL PERIPHERY ARE CONSIDERED A NORMAL CONDITION IN CONTAINER PRODUCTION AND ARE ACCEPTABLE HOWEVER THEY SHOULD BE ELIMINATED AT THE TIME OF PLANTING. ROOTS ON THE PERIPHERY MAY BE REMOVED AT THE TIME OF PLANTING.

C. SEE SPECIFICATIONS FOR OBSERVATION PROCESS AND REQUIREMENTS.

3 ROOT STRUCTURE: CONTAINERIZED PLANTS

NO SCALE — AS NOTED



EXAMPLES		
A	B	ASPECT RATIO
1.50"	0.50"	0.33
2.50"	0.90"	0.36
2.0"	1.00"	0.50
2.50"	1.60"	0.64

EXAMPLES		
A	B	ASPECT RATIO
2.50"	1.80"	0.72
2.0"	2.0"	1.0
2.50"	2.0"	0.80
4.0"	3.0"	0.75

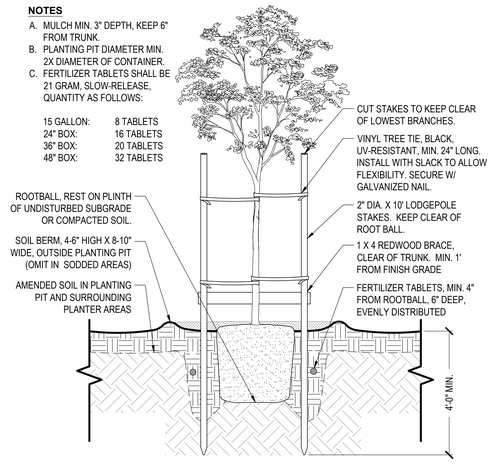
NOTES

A. ASPECT RATIO SHALL BE LESS THAN 0.66 ON ALL BRANCH UNIONS. ASPECT RATIO IS THE DIAMETER OF BRANCH (B) DIVIDED BY THE DIAMETER OF THE TRUNK (A) AS MEASURED 1" ABOVE THE TOP OF THE BRANCH UNION.

B. ANY TREE NOT MEETING THESE REQUIREMENTS MAY BE REJECTED, EXCEPTING THOSE NOTED AS "MULTI-TRUNKED"

4 TREE BRANCHING STRUCTURE

NO SCALE — AS NOTED



NOTES

A. MULCH MIN. 3" DEPTH, KEEP 6" FROM TRUNK.
B. PLANTING PIT DIAMETER MIN. 2X DIAMETER OF CONTAINER.
C. FERTILIZER TABLETS SHALL BE 21 GRAM, SLOW-RELEASE, QUANTITY AS FOLLOWS:

15 GALLON:	8 TABLETS
24" BOX:	16 TABLETS
36" BOX:	20 TABLETS
48" BOX:	32 TABLETS

5 TREE PLANTING: STANDARD UP TO 36" BOX

NO SCALE — SECTION

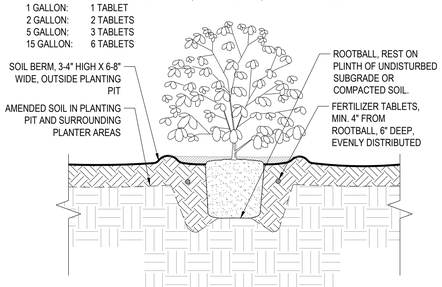
SOIL FERTILITY ANALYSIS: **NOTE**: SEE PLANTING NOTE #11.

CERTIFICATE OF COMPLETION: **NOTE**: SEE PLANTING NOTE #12.

NOTES

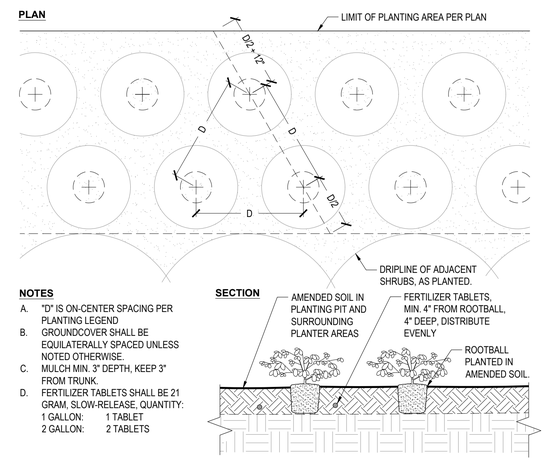
A. MULCH MIN. 3" DEPTH, KEEP 6" FROM TRUNK.
B. PLANTING PIT DIAMETER MIN. 2X DIAMETER OF CONTAINER.
C. FERTILIZER TABLETS SHALL BE 21 GRAM, SLOW-RELEASE, QUANTITY AS FOLLOWS:

1 GALLON:	1 TABLET
2 GALLON:	2 TABLETS
5 GALLON:	3 TABLETS
15 GALLON:	6 TABLETS



6 SHRUB PLANTING

NO SCALE — SECTION



NOTES

A. "D" IS ON-CENTER SPACING PER PLANTING LEGEND
B. GROUNDCOVER SHALL BE EQUILATERALLY SPACED UNLESS NOTED OTHERWISE.
C. MULCH MIN. 3" DEPTH, KEEP 3" FROM TRUNK.
D. FERTILIZER TABLETS SHALL BE 21 GRAM, SLOW-RELEASE, QUANTITY:

1 GALLON:	1 TABLET
2 GALLON:	2 TABLETS

7 GROUNDCOVER PLANTING

NO SCALE — SECTION

WATER USE CALCULATIONS

NOTE: PLANT FACTORS ARE AS FOLLOWED:. 3 FOR LOW WATER USE PLANTS, .5 FOR MEDIUM WATER USE PLANTS, AND .9 FOR HIGH WATER USE PLANTS.

Water Efficient Landscape Worksheet — **Project:** 20035
1340 Hillview Dr. — **Date:** 10/13/2022

Hydrozone/Planting Description	Plant Factor (PF)	Irrigation Method	Irrigation Efficiency	ETAF	Landscape Area (sf)	ETAF x Area	Estimated Total Water Use
Regular Landscape Areas							
Shrub and groundcover. front (low) A1	0.3	DripLine	0.81	0.37	2,270	841	26,452
Turf. front (high) A2	0.3	MultiStrm	0.75	0.40	346	138	4,354
Depressed water management. front (low) A3	0.3	MultiStrm	0.75	0.40	166	66	2,089
Shrub and groundcover. rear (Low) A4	0.35	DripLine	0.81	0.43	2,840	1,227	38,610
Pool. high	0.9	MultiStrm	0.75	1.20	624	749	23,559
Turf. rear (high) A5	0.9	MultiStrm	0.75	1.20	362	434	13,667
				Totals	6,608	3,456	

Nearest Data Location	Redwood City		
Reference Eto	50.1	Estimated Total Water Use (ETWU)[1]	**108,732**
Reference ETAF	0.55	Maximum Allowed Water Allowance (MAWA)[2]	**112,892**

ETAF Calculations/Regular Landscape

Total ETAF x Area	2,273
Total Area (sf)	6,608
Average ETAF	0.34

ETAF Calculations/All Landscape

Total ETAF x Area	3,456
Total Area (sf)	6,608
Average ETAF	0.52

Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas. 0.45 or below for non-residential areas, and 0.65 for DSA projects. These values are also reference values for determining MAWA.

[1]ETWU= Eto x 0.62 x ETAF x Area
[2]MAWA = (Eto) (0.62) [(ETAF x LA) + ((1-ETAF) x SLA)}
**ETWU must be less than or equal to MAWA*

* PER THE SAN MATEO COUNTY PERFORMANCE MWELO SUBMITTAL CHECKLIST, PLANT FACTORS OF MIXED HYDROZONES CAN, AND HAVE BEEN, CALCULATED "BASED ON THE PROPORTIONS OF THE RESPECTIVE PLANT WATER USES." CALCULATIONS FOR LOW WATER USE PLANTS IN MIXED HYDROZONES WILL USE 0.3 AND MODERATE USE PLANTS WILL USE 0.5.

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Sacramento,
California 95825
916.945.8003 | 916.342.7119
4409 CRLA 5044

LANDSCAPE IMPROVEMENT PLANS FOR

1340 HILLVIEW DR MENLO PARK, CA

BY THOMAS JAMES HOMES

KEYMAP:

PLANTING DETAILS

DRAWN BY:
STAFF
CHECKED BY:
DWC
JOB NO.
20035
DATE
01/12/2023
REVISIONS:

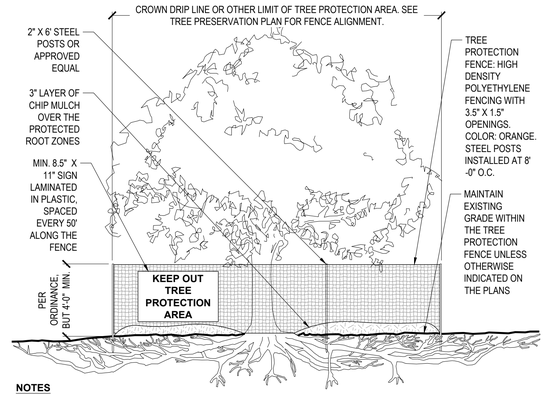
LICENSED LANDSCAPE ARCHITECT — DAVID W. CAMPBELL — Renewal Date: 08/30/24 — STATE OF CALIFORNIA — PRELIMINARY

L3.2

DRAWINGS IN SET: 5

DESIGN REVIEW - NOT FOR CONSTRUCTION UNLESS APPROVED BY THE AUTHORITY HAVING JURISDICTION (AHJ).





NOTES

A. SEE ARBORIST REPORT FOR ADDITIONAL PROTECTION REQUIREMENTS. COMPLY WITH ALL TREE PROTECTION REQUIREMENTS PER JURISDICTION.
B. IRRIGATE AS NEEDED TO MAINTAIN HEALTH OF TREE.
C. KEEP EXPOSED ROOTS MOIST.
D. NO PRUNING SHALL BE PERFORMED EXCEPT UNDER THE DIRECTION OF APPROVED ARBORIST.
E. NO EQUIPMENT SHALL OPERATE INSIDE THE PROTECTIVE FENCING INCLUDING DURING FENCE INSTALLATION AND REMOVAL.
F. NO MATERIALS SHALL BE STORED INSIDE FENCE.

1 TREE PROTECTION FENCING
NO SCALE — SECTION

LEGEND

EXISTING TREE CANOPY, TYPICAL
EXISTING TREE CANOPY, TYPICAL

X — TREES TO REMOVE, TYPICAL

TREE PROTECTION FENCING; REFER TO ARBORIST REPORT

TREE PROTECTION CHART

KEYNOTE	TAG#	STATUS	LOCATION	SCIENTIFIC NAME	COMMON NAME	DBH (in)	ACTION
1	1457	Non-Protected	Off-Site	*Fraxinus angustifolia 'Raywood'*	Raywood Ash	10	Retain and Protect
2	1458	Non-Protected	On-Site	*Carpinus caroliniana*	American Hornbeam	3	Remove
3	1459	Protected	On-Site	*Cedrus deodara*	Deodar Cedar	42	Retain and Protect
4	1460	Non-Protected	On-Site	*Acer palmatum*	Japanese Maple	9	Remove
5	1461	Non-Protected	On-Site	*Diospyros virginiana*	Persimmon	5	Retain and Protect
6	1462	Non-Protected	On-Site	*Prunus avium*	Cherry	12	Retain and Protect
7	1463	Non-Protected	On-Site	*Citrus Sp*	Citrus	4	Retain and Protect
8	1464	Non-Protected	Off-Site	*Morus alba*	White Mulberry	9	Retain and Protect
9	1465	Non-Protected	Off-Site	*Magnolia grandiflora*	Southern Magnolia	7	Retain and Protect
10	1466	Non-Protected	On-Site	*Prunus cerasifera*	Purple Leaf Plum	11	Retain and Protect
11	1467	Protected	Off-Site	*Afrocarpus sp.*	Afrocarpus	15	Retain and Protect
12	1468	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	15	Retain and Protect
13	1469	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	23	Retain and Protect
14	1470	Protected	On-Site	*Magnolia grandiflora*	Southern Magnolia	18	Retain and Protect
15	1471	Non-Protected	On-Site	*Acer palmatum*	Japanese Maple	5	Retain and Protect
16	1472	Non-Protected	On-Site	*Camellia sp.*	Camellia	6	Retain and Protect
17	1473	Non-Protected	On-Site	*Camellia sp.*	Camellia	7	Retain and Protect
18	1474	Non-Protected	On-Site	*Camellia sp.*	Camellia	7	Retain and Protect
19	1475	Non-Protected	On-Site	*Camellia sp.*	Camellia	5	Retain and Protect
20	1476	Non-Protected	On-Site	*Camellia sp.*	Camellia	6	Remove
21	1477	Non-Protected	On-Site	*Camellia sp.*	Camellia	5	Remove

NOTES:

1. REFER TO THE ARBORIST REPORT "TREE INVENTORY, CONSTRUCTION IMPACT ASSESSMENT AND TREE PROTECTION PLAN 1340 HILLVIEW DR., MENLO PARK, CALIFORNIA " PREPARED BY CALIFORNIA TREE AND LANDSCAPE CONSULTING, INC. DATED JULY 18, 2022 FOR FULL DETAILS.
2. TREES AND SHRUBS NOT IDENTIFIED WITHIN THE REPORT, BUT AS PART OF THE TOPOGRAPHICAL SURVEY, ARE INCLUDED FOR REFERENCE ONLY.
3. PROTECT ALL EXISTING ITEMS NOTED TO REMAIN OR OTHERWISE UN-LABELED.
4. EXISTING TREES TO REMAIN UNLESS NOTED OTHERWISE. DO NOT STOCKPILE, DRIVE OVER, OR OTHERWISE DISTURB SOIL UNDER DRIPLINES OF EXISTING TREES, EXCEPT AS REQUIRED FOR PLANTING OPERATIONS.
5. USE HAND TOOLS ONLY FOR SOIL CULTIVATION UNDER DRIPLINES OF EXISTING TREES TO REMAIN.
6. TREES NOTED TO BE REMOVED SHALL BE COMPLETELY REMOVED, INCLUDING STUMP AND ROOT MASS. REFER TO ARBORIST REPORT FOR INSTRUCTIONS ON REMOVING TREE STUMPS WITHIN PROTECTED TREE ROOT ZONES.
7. NO ROOTS OVER 2" IN DIAMETER SHALL BE CUT EXCEPT UNDER THE DIRECTION OF AN ARBORIST. ALL CUT ROOTS SHALL BE COVERED WITH BURLAP OR STRAW AND SHALL REMAIN MOIST UNTIL RE-BURIED IN SOIL.
8. CALL COMMON GROUND ALLIANCE (811) AT LEAST TWO WORKING DAYS PRIOR TO BEGINNING WORK. CONTRACTOR IS RESPONSIBLE TO PROTECT FOR ALL EXISTING UTILITIES. SEE GENERAL NOTES, SHEET L1.1, FOR MORE INFORMATION.

I AGREE TO COMPLY WITH THE REQUIREMENTS OF THE WATER EFFICIENT LANDSCAPE ORDINANCE. I HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE DESIGN PLANS AND SUBMIT A COMPLETE LANDSCAPE DOCUMENTATION PACKAGE.

01/12/23
DATE

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

THOMAS JAMES HOMES

Roach & Campbell

111 Scripps Drive
Sacramento,
California 95825
916.945.8003 | 916.342.7119
4409 CRLA 5044

LANDSCAPE IMPROVEMENT PLANS FOR

1340 HILLVIEW DR
MENLO PARK, CA

BY
THOMAS JAMES HOMES

KEYMAP:

TREE PROTECTION PLAN AND NOTES

DRAWN BY:
STAFF
CHECKED BY:
DWC
JOB NO.
20035
DATE
01/12/2023
REVISIONS:

LICENSED LANDSCAPE ARCHITECT
DAVID W. CAMPBELL
Renewal Date: 09/30/24
STATE OF CALIFORNIA
PRELIMINARY

L3.3

DRAWINGS IN SET: 5

DESIGN REVIEW - NOT FOR CONSTRUCTION UNLESS APPROVED BY THE AUTHORITY HAVING JURISDICTION (AHJ).

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THOMAS JAMES HOMES
255 Shoreline Dr Suite 428,
Redwood City, CA 94065

1340 HILLVIEW DRIVE
Project Description
January 18, 2023

PARCEL GENERAL INFORMATION

The parcel located at 1340 Hillview Drive is a substandard lot, which is the reason a Use Permit is required for the proposed two-story residence. The R-1-S zoning ordinance requires a minimum of 10,000 sq ft in area, 80ft in width and 100ft in depth. The area and depth comply with the zoning ordinance; however, the lot width of 71'-0" is less than the required.

There are 21 trees analyzed including 1 Heritage tree and 3 non protected trees offsite and 4 Heritage trees and 13 non protected trees onsite. 0 Heritage trees and 4 non protected trees are proposed to be removed. 0 new trees are proposed onsite. Tree protection will be provided for the trees to remain during construction through fencing as well as construction methods to save the trees from being impacted.

EXISTING HOME TO BE DEMOLISHED

The existing house is a one story single-family minimal traditional home built in 1951. The home is 2894sf including a 324sf attached garage.

PROPOSED SINGLE FAMILY RESIDENCE

In the immediate context along Hillview Drive, the neighborhood consists of single story single-family ranch homes with use of a variety of materials including board and batten, horizontal siding, stucco and comp shingle roofing. Main design features include window shutters, centralized porches with wood posts, bay windows, dormers and wood trellises. Predominantly 2-car garage configurations are found front facing along the street. A new 2-story home is across the street from the 1340 property and has a Traditional style using shingle siding, hip/gable roofs, centralized porch, and a wood trellis.

Aligning with 2-story across the street, we are proposing a new 2-story single family residence featuring 4beds/4.5baths and an attached 1bed/1bath ADU. A Farmhouse style with modern features is proposed to blend well with the traditional style across the way and fit with the existing ranch homes in the larger area while providing a desired aesthetic for the homeowners. Board and Batten siding is applied to both floors and a low pitch comp shingle roof is used. Dutch gables on both sides speak to a traditional farmhouse style while pushing the massing at the sides further towards the center. Dormers are introduced at the 2nd story above the porch and are a modern take on historic farmhouse elements.

THOMAS JAMES HOMES
255 Shoreline Dr Suite 428,
Redwood City, CA 94065

The home features a centralized porch similar to the neighborhood with wood posts and a trellis above. Two gable roof forms flank the porch area at the 1st story and offer a single story intimate feel as well as provide a modern feel to the farmhouse style. The intention of the prominent single story features is to push back the second-floor massing to reduce appearance at the street and maintain a similar roof line as the single story homes that are adjacent. The front facing garage offers 2 parking spaces and aligns with the pattern found in the neighborhood. The footprint of the home is shallow as not to exceed past the adjacent side neighboring homes and creating a usable private yard space including an existing pool.

A light color palette is proposed using an off white for the Board and Batten siding. Traditional window layouts are applied with posts between the windows. For a modern touch, there are two sliding stack doors and a picture window at the rear for views. No grid patterns are provided for a simplified aesthetic. Marvin All ultrex fiberglass single hung and fixed windows are proposed with black frames to compliment the dark accent color for the modern steel garage door, modern fiberglass front entry door, and shingle roof.

NEIGHBOR RELATIONS

Thomas James Homes has reached out to neighbors within 300-ft. of this property with a copy of the site plan, floor plan, elevations and a letter addressing our project. A virtual neighbor meeting was held on 12.8.2022 to collect feedback and/or concerns from the immediate neighbors. There were concerns voiced from an adjacent neighbor. See the summary of comments and responses below:

Neighbor 1330 Hillview Drive

1. Concerned timing conflicting with pool demo and landscaping in Spring. Requests notification.
   Response: TJH will coordinate and notify neighbor of demo and construction schedule.
2. Requests the existing fence to be maintained.
   Response: TJH will coordinate with neighbor on preferred fencing condition prior to installation.

Neighbor Across the street on Hillview Drive

3. Asked if the home is proposed close to the property line potentially creating undesired shadows.
   Response: TJH clarified the home is greater than a 20ft setback from the PL at the first floor and over 30ft at the second floor.

We look forward to adding to the charm and sense of community in Menlo Park and welcome any questions the City may have as we go through the Use Permit Application process.

Best,
Anna Felver, Planning Manager at Thomas James Homes
afelver@tjhusa.com | 650. 402.3024

Revised
11/28/22 12:02:45 PM

THOMAS JAMES HOMES
255 Shoreline Drive, Suite 428,
Redwood City, CA 94065

November 28, 2022

Dear Neighbor,

I would like to take this opportunity to introduce **Thomas James Homes (TJH)** to the neighborhood. TJH is an established local homebuilder in the Peninsula Bay Area building new homes in existing neighborhoods. We have distinguished ourselves by designing homes of exceptional quality and are dedicated to delivering the best of both worlds to our customers - a brand new home, in the exact community they want to live in.

On behalf of your current neighbor, we are proposing a project at **1340 Hillview Drive** and would like to provide you with an opportunity to review the proposal enclosed and provide comments. All the neighbors within 300-ft. of the property are being provided this notice as a courtesy early in the process. Note the enclosed plans with in this packet are preliminary and may change due to modifications requested by either the Owner or by the City.

The plans will go through 2 or 3 iterations before being deemed complete by the Planning Department. Afterwards, a Building permit will be issued after review and construction will begin. Our efficient construction team has been able to shorten the process to **10 months,** minimizing impacts on neighbors as much as possible. If you have questions, concerns or just want to know more about the project, please do not hesitate to contact me using the information below or **join us for a virtual neighbor meeting on December 8th, 2022 (**Meeting link is provided below).

JOIN US!

Scan QR code or Use link or phone number below
ZOOM Link: http://bit.ly/3EEYmP6
Phone: +1 669 900 6833 US (San Jose)
Meeting ID: 844 1562 3001 **Passcode:** 563588

Sincerely,

Anna Felver
Planning Manager at **Thomas James Homes**
phone 650.402.3024 | email afelver@tjhusa.com

1340 Hillview Drive

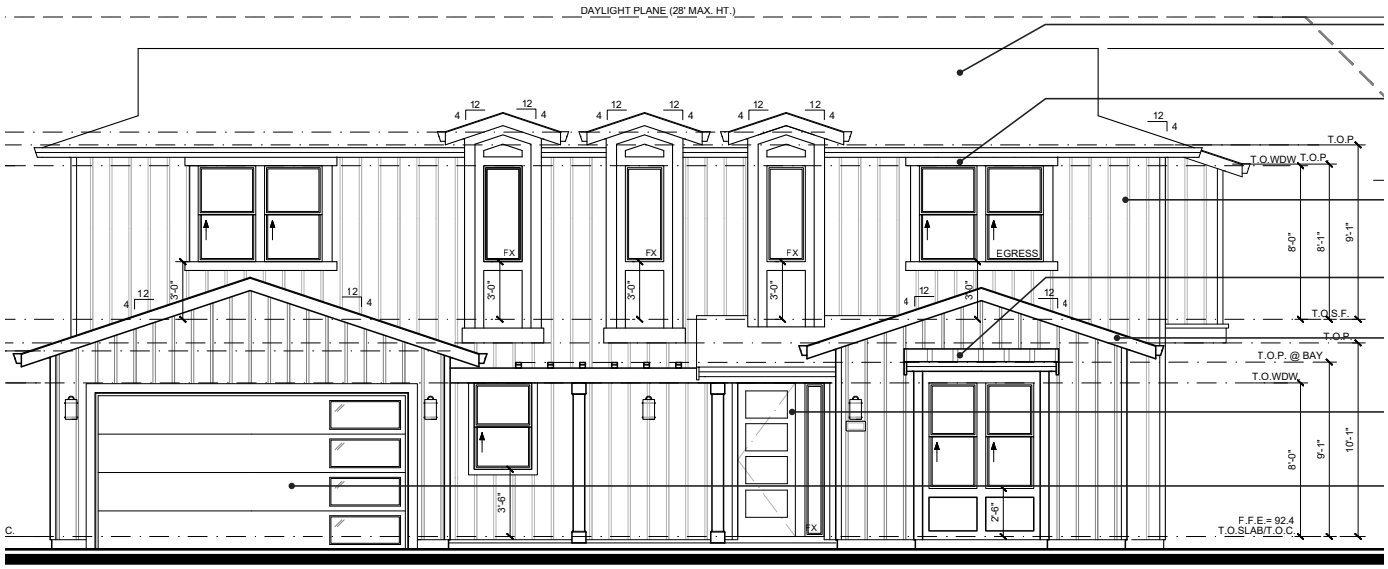
PROJECT SCOPE

Demolishing the existing 2-story, single family home with attached 2-car garage to construct a new 2-story, single family home with 4 bedrooms, 3 baths and attached 2-car garage.

PERSPECTIVE

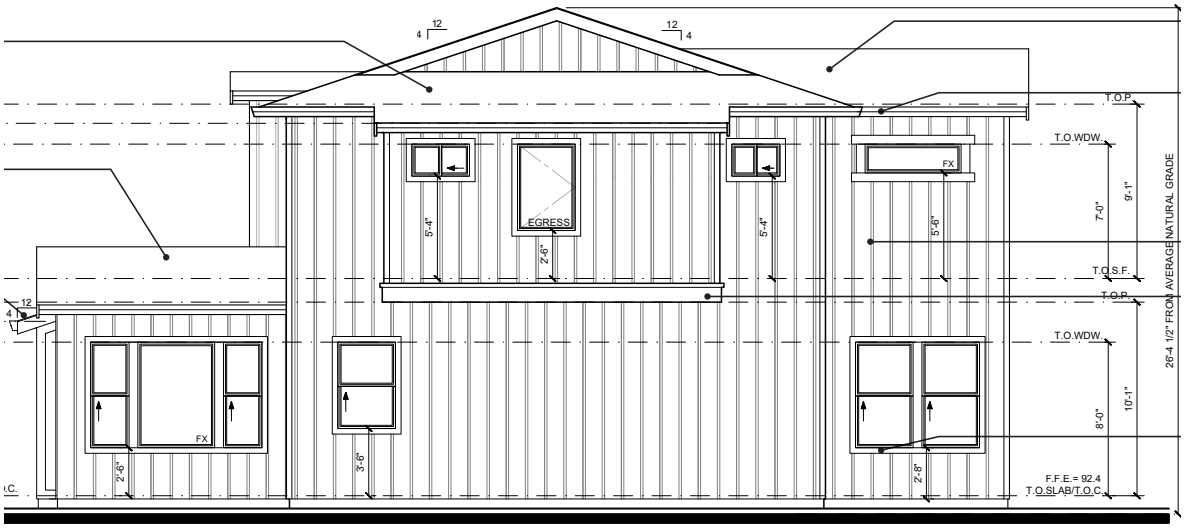


PROPOSED ELEVATIONS



FRONT ELEVATION

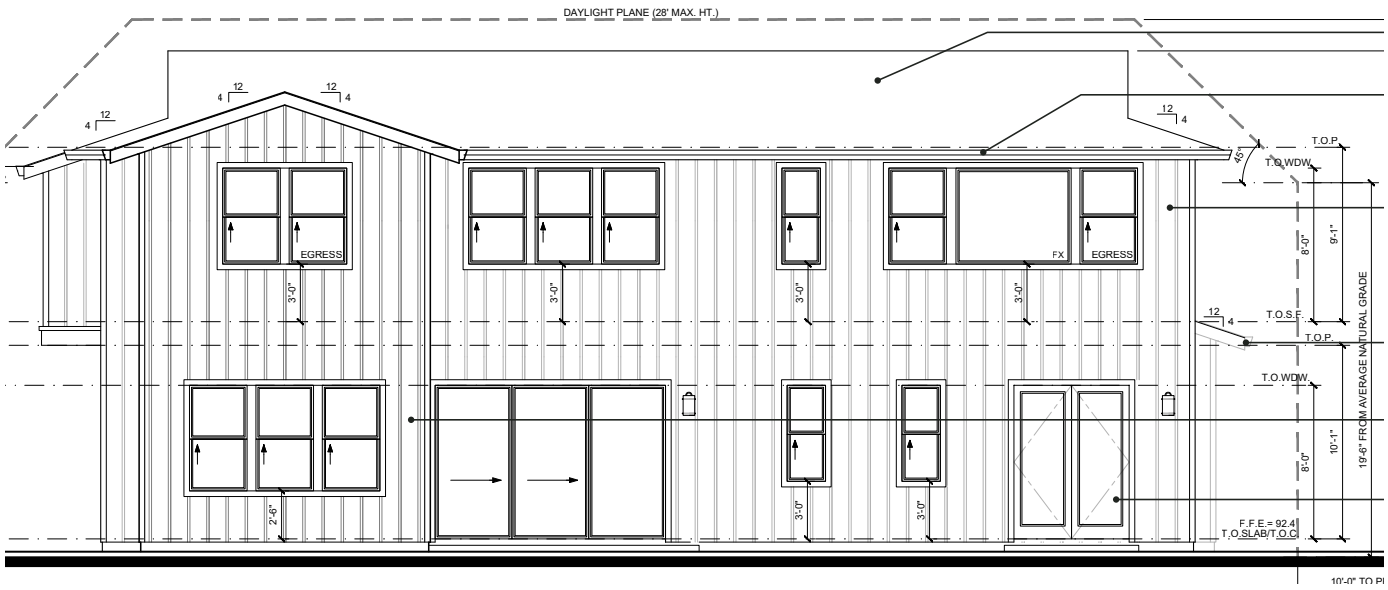
NOT TO SCALE



RIGHT ELEVATION

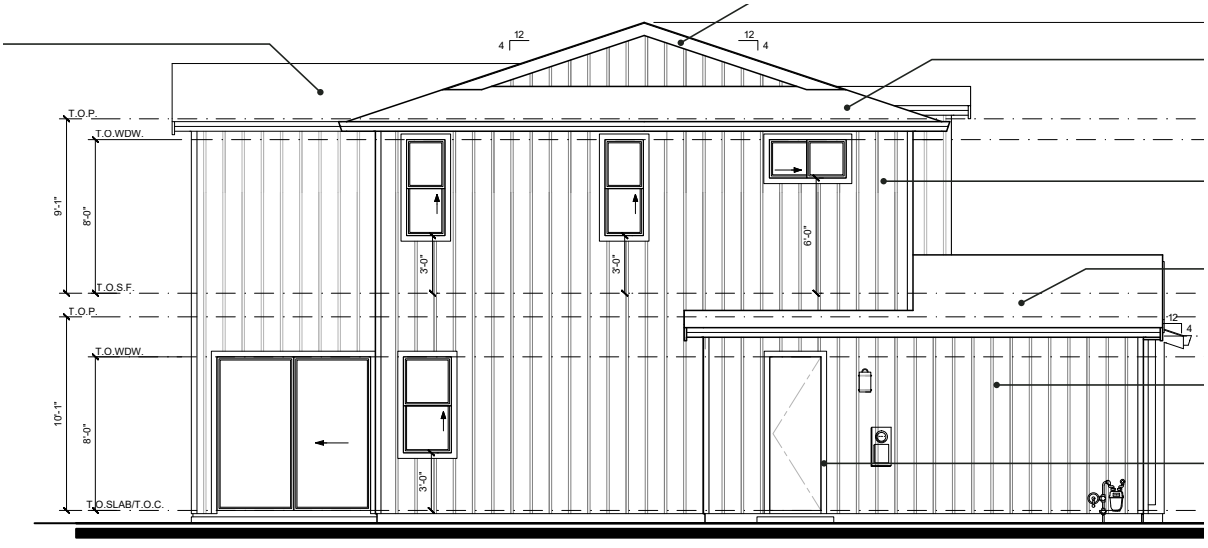
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PROPOSED ELEVATIONS



REAR ELEVATION

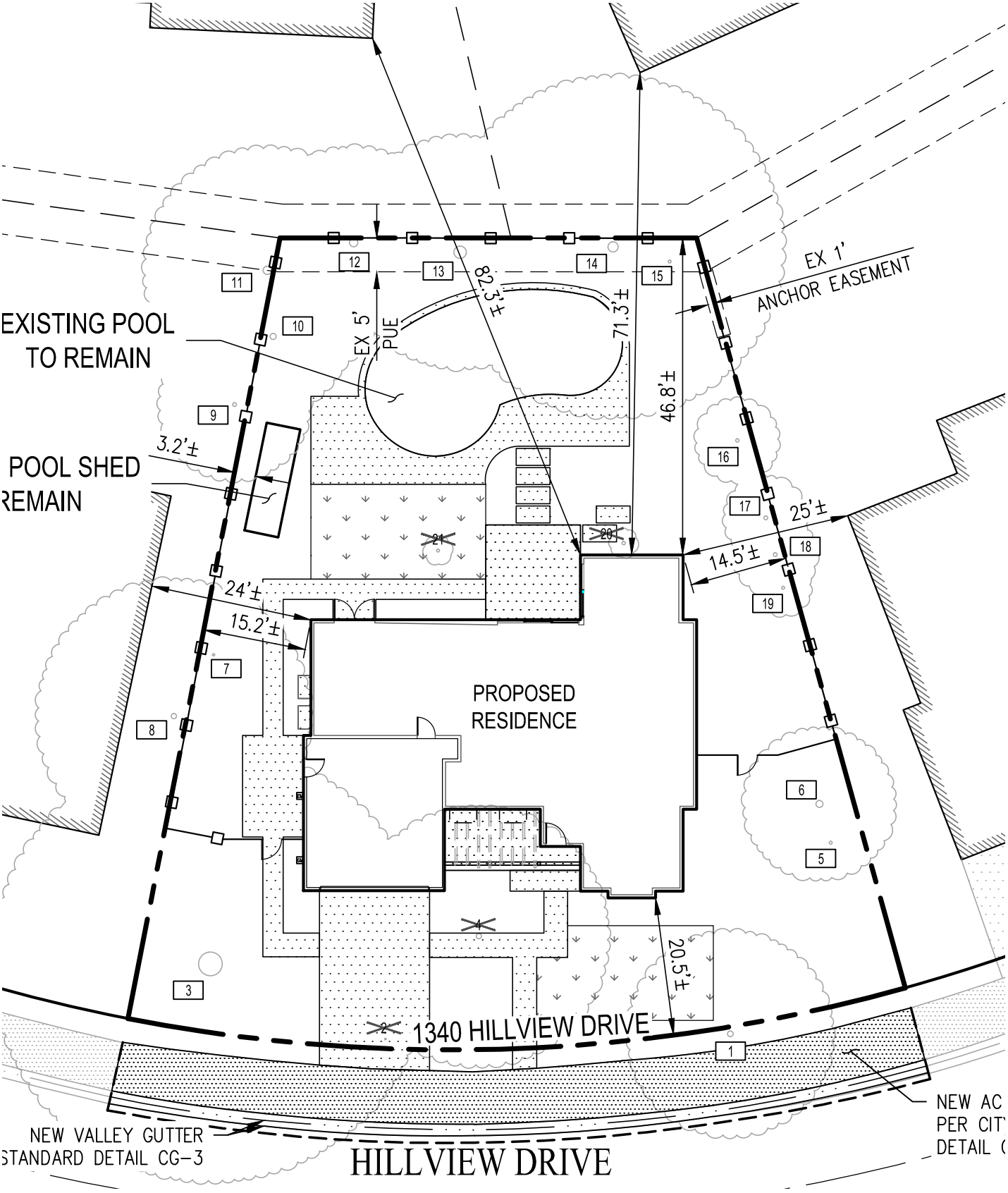
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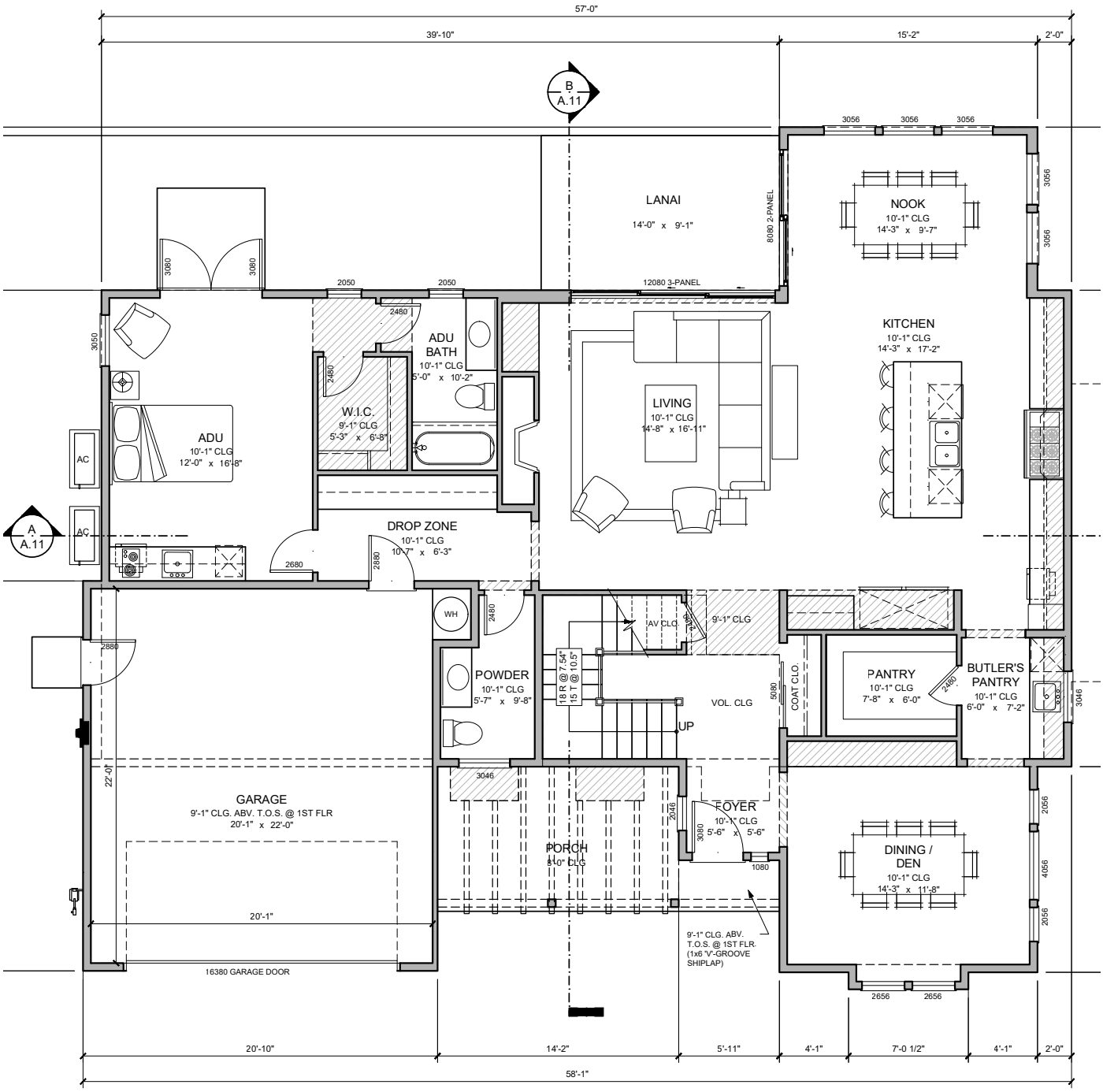
LEFT ELEVATION

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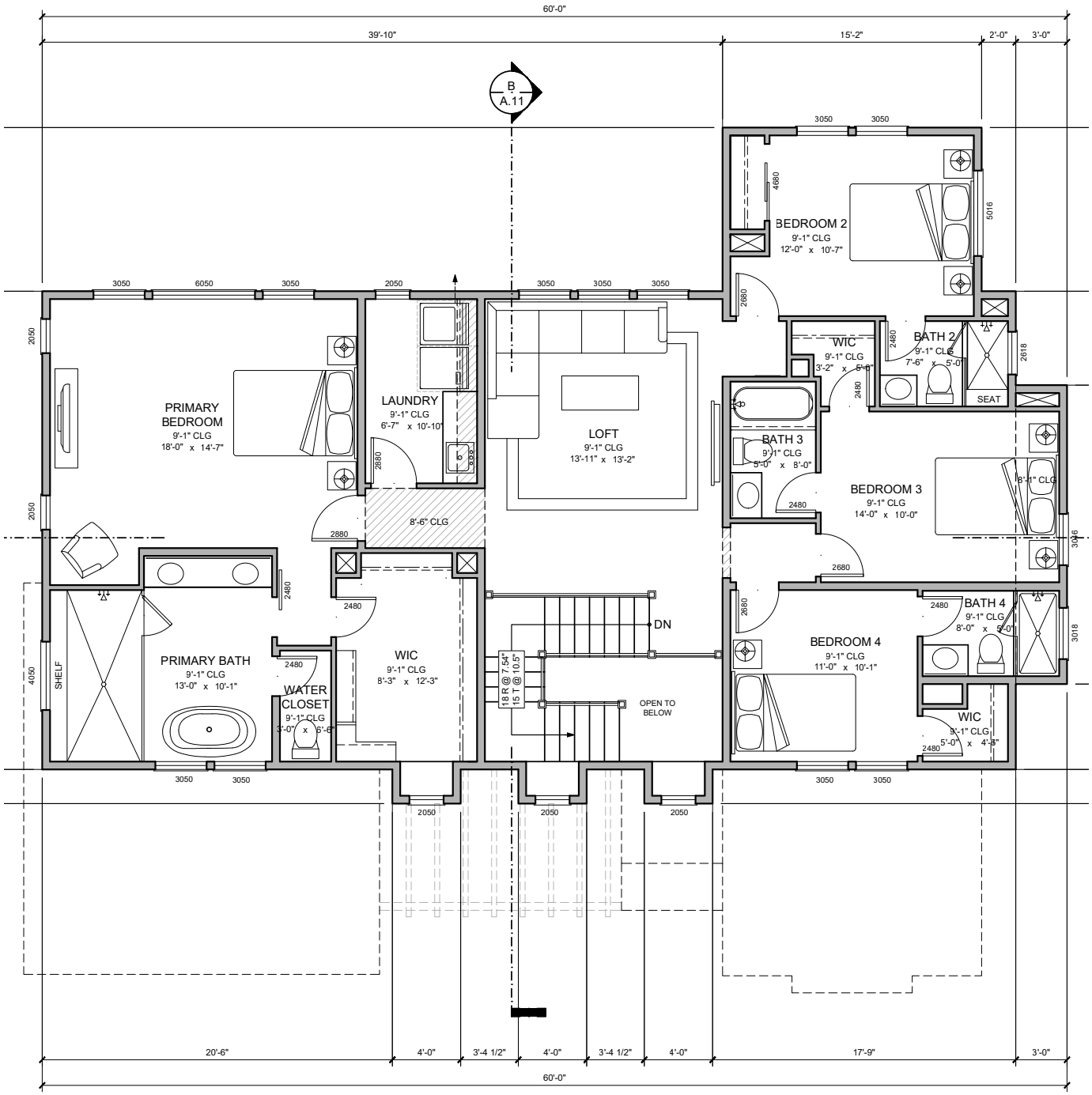
PROPOSED SITE PLAN



PROPOSED FIRST FLOOR PLAN



PROPOSED FIRST FLOOR PLAN



LOCATION: 1340 Hillview Drive	**PROJECT NUMBER:** PLN2022-00060	**APPLICANT:** Anna Felver	**OWNER:** Norcal Home Builders, LLC

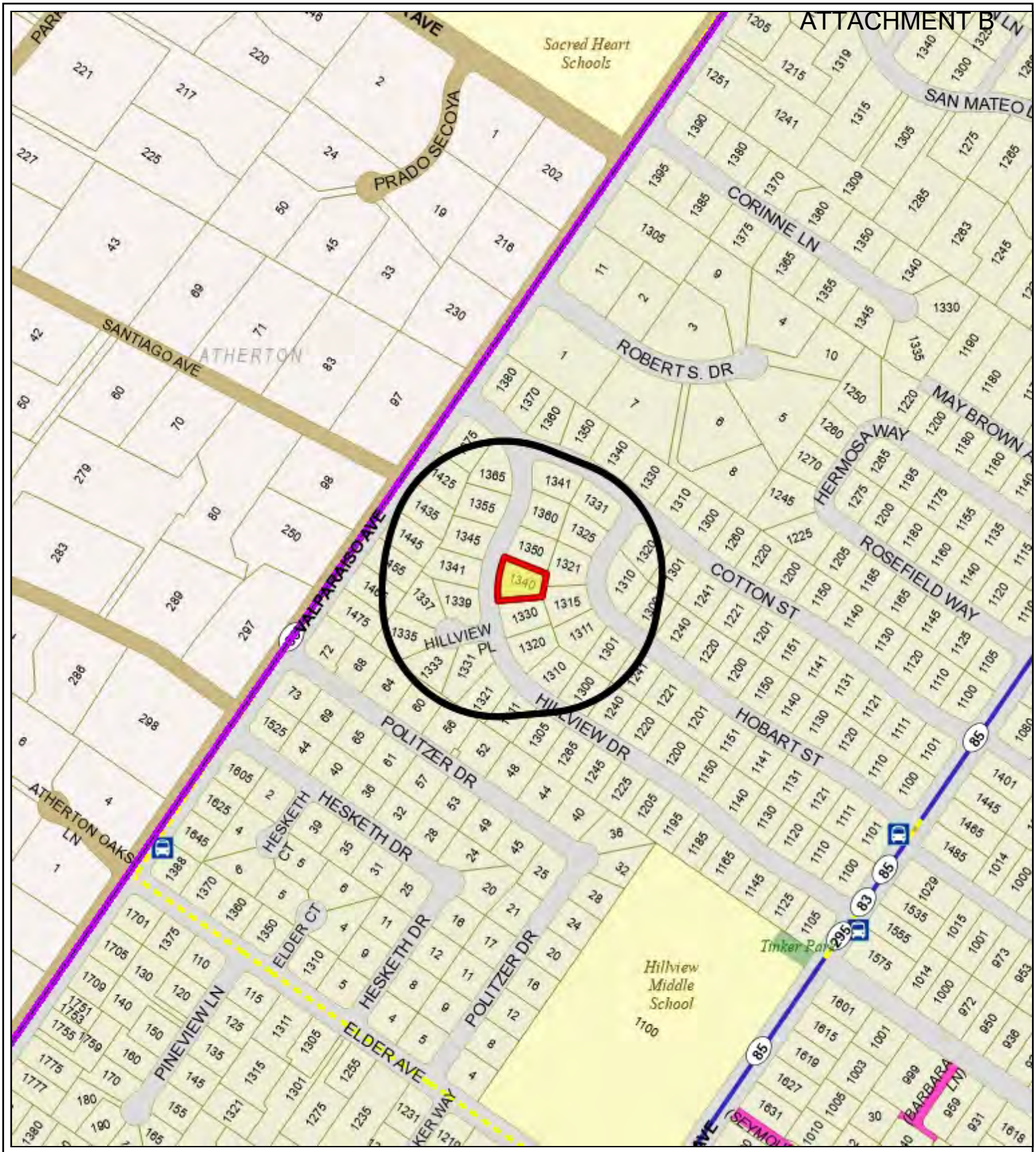
PROJECT CONDITIONS:

1. The use permit shall be subject to the following standard conditions**:**
   a. The applicant shall be required to apply for a building permit within one year from the date of approval (by February 27, 2024) for the use permit to remain in effect.
   b. Development of the project shall be substantially in conformance with the plans prepared by Dahlin consisting of 23 plan sheets, dated received January 12, 2023 and approved by the Planning Commission on February 27, 2023, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
   c. 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.
   d. 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.
   e. 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.
   f. 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.
   g. 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.
   h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by California Tree and Landscape Consulting, Inc., dated received October 20, 2022.
   i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
   j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

LOCATION: 1340 Hillview Drive	**PROJECT NUMBER:** PLN2022-00060	**APPLICANT:** Anna Felver	**OWNER:** Norcal Home Builders, LLC

PROJECT CONDITIONS:

2. The use permit shall be subject to the following project-specific conditions:
   a. Simultaneous with a complete building permit application, the applicant shall submit a revised arborist report that include an evaluation of impacts to tree #1 at 1350 Hillview and includes details in the "Construction Impact" and "Protective Measures" columns in the Tree Data table (Appendix 2) for this tree, subject to review and approval of the Planning Division and City Arborist.
   b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating removal and replacement of the asphalt parking strip along the entire project frontage.
   c. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating removal and replacement of the 3-foot concrete valley gutter along entire project frontage.



City of Menlo Park

Location Map
1340 Hillview

CITY OF MENLO PARK

Scale: 1:4,000 | Drawn By: CDH | Checked By: CDS | Date: 2/27/2023 | Sheet: 1

1340 Hillview Drive – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	10,497 sf	10,497 sf	10,000 sf min
Lot width	71 ft	71 ft	80 ft min
Lot depth	118.4 ft	118.5 ft	100 ft min
Setbacks			
Front	20.5 ft	24 ft	20 ft min
Rear	46.1 ft	46.1 ft	20 ft min
Side (left)	15.2 ft	7.9 ft	10 ft
Side (right)	14.5 ft	8.9 ft	
Building coverage*	2,491* sf 23.7* %	2,894 sf 27.5 %	3,674 sf max 35.0 % max
FAL (Floor Area Limit)*	3,983* sf	2,894 sf	3,674 sf max
Square footage by floor	1,395 sf/1st 1,677 sf/2nd 472 sf/garage 341 sf/ADU 48 sf/over 12 feet in height 50 pool shed 138 sf/covered porches 18 sf/fireplaces	2,894 sf/1st 324 sf/garage	
Square footage of buildings	4,139 sf	3,218 sf	
Building height	26.4 ft	15.6 ft	28 ft max
Parking	2 covered spaces	2 covered spaces and 1 uncovered space	1 covered and 1 uncovered space
Note: Areas shown highlighted indicate a nonconforming or substandard situation			

Trees					
Heritage trees	4	Non-Heritage trees	13**	New trees	0
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	4	Total Number of trees	13

* Floor area and building coverage for the proposed project includes the ADU, which is allowed to exceed the maximum floor area and building coverage by up to 800 square feet

** Tree #1 is a non-heritage, street tree that is being protected.

California Tree and Landscape Consulting, Inc.

October 20, 2022

Cynthia Thiebaut, Director of Development
Thomas James Homes
255 Shoreline Drive, Suite 428
Redwood City, California 94065
Via Email: cthiebaut@tjhusa.com

FINAL ARBORIST REPORT, TREE INVENTORY, CONSTRUCTION IMPACT ASSESSMENT AND TREE PROTECTION PLAN

RE: 1340 Hillview Drive, Menlo Park, California [APN 071-042-290]

EXECUTIVE SUMMARY

Thomas James Homes contacted California Tree and Landscape Consulting, Inc. to document the trees on the property for a better understanding of the existing resource and any potential improvement obstacles that may arise, and to review the provided development plans and assessment of construction impacts with preservation recommendations. Thomas James Homes requested an Arborist Report, Tree Inventory, Construction Impact Assessment and Tree Protection Plan suitable for submittal to the City of Menlo Park. This is a Final Arborist Report, Tree Inventory, Construction Impact Assessment and Tree Protection Plan for the initial filing of plans to develop the property. Our preliminary report is dated July 18, 2022.

Thomas M. Stein, ISA Certified Arborist WE-12854A, visited the property on June 15, 2022, to provide species identification, measurements of DBH and canopy, field condition notes, recommended actions, ratings, and approximate locations for the trees. A total of 21 trees were evaluated on this property, 5 of which are protected trees according to the City of Menlo Park Municipal Code, Chapter 13.24. [1] Four trees are located off the parcel but were included in the inventory because they may be impacted by development of the parcel.

TABLE 1

Tree Species	Total Trees Inventoried	Trees on this Site[2]	Protected Heritage Oak Trees	Protected Heritage Other Trees	Street Tree	Trees Proposed for Removal	Total Proposed for Retention[3]
Afrocarpus, *Afrocarpus sp.*	1	0	0	1	0	0	1
American Hornbeam, *Carpinus caroliniana*	1	1	0	0	0	1	0
Camellia, *Camellia sp.*	6	6	0	0	0	2	4
Cherry, *Prunus avium*	1	1	0	0	0	0	1
Citrus, *Citrus sp.*	1	1	0	0	0	0	1
Deodar cedar, *Cedrus deodara*	1	1	0	1	0	0	1
Japanese Maple, *Acer palmatum*	2	2	0	0	0	1	1
Persimmon, *Diospyros virginiana*	1	1	0	0	0	0	1

[1] Any tree protected by the City's Municipal Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction. In addition, any time development-related work is recommended to be supervised by a Project Arborist, it must be written in the report to describe the work plan and mitigation work. The Project Arborist shall provide a follow-up letter documenting the mitigation has been completed to specification.

[2] CalTLC, Inc. is not a licensed land surveyor. Tree locations are approximate and we do not determine tree ownership. Trees which appear to be on another parcel are listed as off-site and treated as the property of that parcel.

[3] Trees in close proximity to development may require special protection measures. See Appendix/Recommendations for specific details.

Tree Species	Total Trees Inventoried	Trees on this Site[2]	Protected Heritage Oak Trees	Protected Heritage Other Trees	Street Tree	Trees Proposed for Removal	Total Proposed for Retention[3]
Purple Leaf Plum, *Prunus cerasifera*	1	1	0	0	0	0	1
Raywood Ash, *Fraxinus oxycarpa*	1	0	0	0	0	0	1
So. Magnolia, *Magnolia grandiflora*	4	3	0	3	0	0	4
White Mulberry, *Morus alba*	1	0	0	0	0	0	1
TOTAL	**21**	**17**	**0**	**5**	**0**	**4**	**17**

ASSIGNMENT

Perform an examination of the site to document the presence and condition of trees protected by the City of Menlo Park. The study area for this effort includes the deeded parcel as delineated in the field by the property fences and any significant or protected trees overhanging from adjacent parcels.

Prepare a report of findings. All trees protected by the City of Menlo Park are included in the inventory.

METHODS

Appendix 2 in this report is the detailed inventory and recommendations for the trees. The following terms and Table A – Ratings Descriptions will further explain our findings.

The protected trees evaluated as part of this report have a numbered tag that was placed on each one that is 1-1/8" x 1-3/8", green anodized aluminum, "acorn" shaped, and labeled: CalTLC, Auburn, CA with 1/4" pre-stamped tree number and Tree Tag. They are attached with a natural-colored aluminum 10d nail, installed at approximately 6 feet above ground level on the approximate north side of the tree. The tag should last ~10-20+ years depending on the species, before it is enveloped by the trees' normal growth cycle.

The appraisals included in this report (see Appendix 4) is based on the 10th Edition of the *Guide for Plant Appraisal*.[4] The trunk formula technique of appraisal provides a basic cost to replace a tree, determined by its species and size. The tree costs are extrapolated from that of the most commonly available and used tree for landscaping, which at this time in Northern California has been determined to be a 24" box specimen.[5] Based on the size and value of the tree as a 24" box, the species are valued at $66.49 to $104.39 per square inch of trunk area. Per the request of the city of Menlo Park, multi-stem trees are measured as a single trunk, just below the lowest point of branching.

The basic value is depreciated by the tree's condition, which is considered a function of its health, structure and form and expressed as a percentage of the basic value. The result is termed the deterioration of the tree.

The trees are further depreciated by the functional and external limitations that may impact their ability to grow to their normal size, shape and function. Functional limitations include limited soil volume, adequate growing space, poor soil quality, etc. External limitations include easements, government regulations and ownership issues beyond the control of the tree's owner.

[4] 2018. Council of Tree and Landscape Appraisers. *Guide for Plant Appraisal*, 10th Edition, 2nd Printing. International Society of Arboriculture, Atlanta, GA

[5] 2004. *Western Chapter Species Classification and Group Assignment.* Western Chapter, International Society of Arboriculture. Porterville, CA

The final value is rounded to the nearest $100 to obtain the assignment result. If the tree is not a complete loss, the value of loss is determined as a percentage of the original value. **It should be noted that Trees # 8, 9 and 11 (Tags # 1464, 1465 and 1467) are offsite and inspected only from one side, from ground level. The lower to mid-trunks were obscured by fencing. The appraised value shown in the appraisal table and inventory summary should be considered only a rough estimate of the tree values. If an accurate appraisal is required, the trees will need re-appraisal without the observation limitations, and may require more advanced inspection techniques to determine the extent of the defects.**

TERMS

Species of trees is listed by our local common name and botanical name by genus and species.

DBH (diameter breast high) is normally measured at 4'6" (54" above the average ground height, but if that varies then the location where it is measured is noted here. A steel diameter tape was used to measure the trees.

Canopy radius is measured in feet. It is the farthest extent of the crown composed of leaves and small twigs measured by a steel tape. This measurement often defines the Critical Root Zone (CRZ) or Protection Zone (PZ), which is a circular area around a tree with a radius equal to this measurement.

Actions listed are recommendations to improve health or structure of the tree. Trees in public spaces require maintenance. If a tree is to remain and be preserved, then the tree may need some form of work to reduce the likelihood of failure and increase the longevity of the tree. Preservation requirements and actions based on a proposed development plan are not included here.

Arborist Rating is subjective to condition and is based on both the health and structure of the tree. All of the trees were rated for condition, per the recognized national standard as set up by the Council of Tree and Landscape Appraisers and the International Society of Arboriculture (ISA) on a numeric scale of 5 (being the highest) to 0 (the worst condition, dead). The rating was done in the field at the time of the measuring and inspection.

Table A – Ratings Descriptions

No problem(s)	5	excellent
No apparent problem(s)	4	good
Minor problem(s)	3	fair
Major problem(s)	2	poor
Extreme problem(s)	1	hazardous, non-correctable
Dead	0	dead

Rating #0: This indicates a tree that has no significant sign of life.

Rating #1: The problems are extreme. This rating is assigned to a tree that has structural and/or health problems that no amount of work or effort can change. The issues may or may not be considered a dangerous situation.

Rating #2: The tree has major problems. If the option is taken to preserve the tree, its condition could be improved with correct arboricultural work including, but not limited to: pruning, cabling, bracing, bolting, guying, spraying, mistletoe removal, vertical mulching, fertilization, etc. If the recommended actions are completed correctly, hazard can be reduced and the rating can be elevated to a 3. If no action is taken the tree is considered a liability and should be removed.

Rating #3: The tree is in fair condition. There are some minor structural or health problems that pose no immediate danger. When the recommended actions in an arborist report are completed correctly the defect(s) can be minimized or eliminated.

Rating #4: The tree is in good condition and there are no apparent problems that a Certified Arborist can see from a visual ground inspection. If potential structural or health problems are tended to at this stage future hazard can be reduced and more serious health problems can be averted.

Rating #5: No problems found from a visual ground inspection. Structurally, these trees have properly spaced branches and near perfect characteristics for the species. Highly rated trees are not common in natural or developed landscapes. No tree is ever perfect especially with the unpredictability of nature, but with this highest rating, the condition should be considered excellent.

Notes indicate the health, structure and environment of the tree and explain why the tree should be removed or preserved. Additional notes may indicate if problems are minor, extreme or correctible.

Remove is the recommendation that the tree be removed. The recommendation will normally be based either on poor structure or poor health and is indicated as follows:

Yes H – Tree is unhealthy
Yes S – Tree is structurally unsound

OBSERVATIONS AND CONCLUSIONS

The site is located in an existing subdivision with single-family residences, and the vegetation is comprised of ornamental landscape plants. The site has an existing single-story home with a reported area of 2,390 sq. ft on a lot with a reported area of 10,267 sq. ft. The home is connected to electrical, communication, gas, water and sanitary sewer infrastructure. There is an in-ground swimming pool. The development plans include demolition of the existing home and construction of a new 2-story home with a reported area of 3096 sq. ft (with an attached ADU with a reported area of 341 sq. ft). The landscape plans refer to retaining the existing swimming pool, and the impacts to the trees assume the pool will be retained. If the swimming pool is replaced at a future date, new pool plans need to be reviewed to assess impacts to all trees. Refer to Appendix 2 – Tree Data for details

RECOMMENDED REMOVALS OF HAZARDOUS, DEFECTIVE OR UNHEALTHY TREES

At this time, no trees on the property have been recommended for removal from the proposed project area due to the nature and extent of defects, compromised health, and/or structural instability noted at the time of field inventory efforts.

CONSTRUCTION IMPACT ASSESSMENT

This Arborist Report, Tree Inventory, Construction Impact Assessment and Tree Protection Plan is intended to provide to Thomas James Homes, the City of Menlo Park, and other members of the development team a detailed *pre-development review* of the species, size, and current structure and vigor of the trees within and/or overhanging the proposed project area. At this time, we have reviewed the Draft architectural plans prepared by Dahlin, dated August 16, 2022; the Preliminary Landscape Improvement plan prepared by Roach & Campbell, dated October 13, 2022; and the Preliminary Civil Review Notes prepared by CBG, dated August 2, 2022. *The demolition of the existing in-ground swimming pool and construction of a new swimming pool have not been considered in this construction impact assessment.* The perceived construction impacts are summarized below. **Refer to Appendix 2 – Tree Data for protective measures to be taken for trees that will remain.**

Tree # 1 (Tag # 1457): No impact is expected from development to this tree.

Tree # 2 (Tag # 1458): The developer proposes removal of this non-protected tree. It is located in the proposed driveway area.

Tree # 3 (Tag # 1459): Slight impact to the tree's CRZ is expected from excavation for the driveway and hardscape. Slight impact to the tree's canopy is expected from building encroachment. Less than 15% of the tree's canopy is expected to be impacted.

Tree # 4 (Tag # 1460): The developer proposes removal of this non-protected tree. It is located in the proposed hardscape area.

Tree # 5 (Tag # 1461): No impact is expected from development to this tree.

Tree # 6 (Tag # 1462): No impact is expected from development to this tree.

Tree # 7 (Tag # 1463): No impact is expected from development to this tree.

Tree # 8 (Tag # 1464): No impact is expected from development to this tree.

Tree # 9 (Tag # 1465): No impact is expected from development to this tree.

Tree # 10 (Tag # 1466): No impact is expected from development to this tree.

Tree # 11 (Tag # 1467): No impact is expected from development to this tree.

Tree # 12 (Tag # 1468): No impact is expected from development to this tree.

Tree # 13 (Tag # 1469): No impact is expected from development to this tree.

Tree # 14 (Tag # 1470): No impact is expected from development to this tree.

Tree # 15 (Tag # 1471): No impact is expected from development to this tree.

Tree # 16 (Tag # 1472): No impact is expected from development to this tree.

Tree # 17 (Tag # 1473): No impact is expected from development to this tree.

Tree # 18 (Tag # 1474): No impact is expected from development to this tree.

Tree # 19 (Tag # 1475): No impact is expected from development to this tree.

Tree # 20 (Tag # 1476): The developer proposes removal of this non-protected tree. It is located adjacent to the proposed building envelope.

Tree # 21 (Tag # 1477): The developer proposes removal of this non-protected tree. It is located in the proposed turf area.

Any tree protected by the City's Municipal Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction. Any time development-related work is recommended to be supervised by a Project Arborist, it must be written in the report to describe the work plan and mitigation work. The Project Arborist shall provide a follow-up letter documenting the mitigation has been completed to specification.

DISCUSSION

Trees need to be protected from normal construction practices if they are to remain healthy and viable on the site. Our recommendations are based on experience, and County ordinance requirements, so as to enhance tree longevity. This requires their root zones remain intact and viable, despite heavy equipment being on site, and the need to install foundations, driveways, underground utilities, and landscape irrigation systems. Simply walking and driving on soil has serious consequences for tree health.

Following is a summary of Impacts to trees during construction and Tree Protection measures that should be incorporated into the site plans in order to protect the trees. Once the plans are approved, they become the document that all contractors will follow. ***The plans become the contract between the owner and the contractor, so that only items spelled out in the plans can be expected to be followed. Hence, all protection measures, such as fence locations, mulch requirements and root pruning specifications must be shown on the plans.***

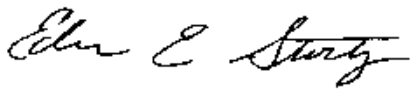
RECOMMENDATIONS: SUMMARY OF TREE PROTECTION MEASURES

Hire a Project Arborist to help ensure protection measures are incorporated into the site plans and followed. The Project Arborist should, in cooperation with the Engineers and/or Architects:

- Identify the Root Protection Zones on the final construction drawings, prior to bidding the project.
- Show the placement of tree protection fences, as well as areas to be irrigated, fertilized and mulched on the final construction drawings.
- Clearly show trees for removal on the plans and mark them clearly on site. A Contractor who is a Certified Arborist should perform tree and stump removal. All stumps within the root zone of trees to be preserved shall be ground out using a stump router or left in place. **No trunk within the root zone of other trees shall be removed using a backhoe or other piece of grading equipment**.
- Prior to any grading, or other work on the site that will come within 50’ of any tree to be preserved:
    1. Irrigate (if needed) and place a 6” layer of chip mulch over the protected root zone of all trees that will be impacted.
    2. Erect Tree Protection Fences. Place boards against trees located within 3’ of construction zones, even if fenced off.
    3. Remove lower foliage that may interfere with equipment PRIOR to having grading or other equipment on site. The Project Arborist should approve the extent of foliage elevation, and oversee the pruning, performed by a contractor who is an ISA Certified Arborist.
- For grade cuts, expose roots by hand digging, potholing or using an air spade and then cut roots cleanly prior to further grading outside the tree protection zones.
- For fills, if a cut is required first, follow as for cuts.
- Where possible, specify geotextile fabric and/or thickened paving, re-enforced paving, and structural soil in lieu of compacting, and avoid root cutting as much as possible, prior to placing fills on the soil surface. Any proposed retaining wall or fill soil shall be discussed with the engineer and arborist in order to reduce impacts to trees to be preserved.
- Clearly designate an area on the site outside the drip line of all trees where construction materials may be stored, and parking can take place. No materials or parking shall take place within the root zones of protected trees.
- Design utility and irrigation trenches to minimize disturbance to tree roots. Where possible, dig trenches with hydro-vac equipment or air spade, placing pipes underneath the roots, or bore the deeper trenches underneath the roots.
- Include on the plans an Arborist inspection schedule to monitor the site during (and after) construction to ensure protection measures are followed and make recommendations for care of the trees on site, as needed.

General Tree protection measures are included as Appendix 3. These measures need to be included on the Site, Grading, Utility and Landscape Plans. A final report of recommendations specific to the plan can be completed as part of, and in conjunction with, the actual plans. This will require the arborist working directly with the engineer and architect for the project. If the above recommendations are followed, the amount of time required by the arborist for the final report should be minimal.

Report Prepared by:



Edwin E. Stirtz, Consulting Arborist
International Society of Arboriculture
Certified Arborist WE-0510A
ISA Tree Risk Assessment Qualified
Member, American Society of Consulting Arborists

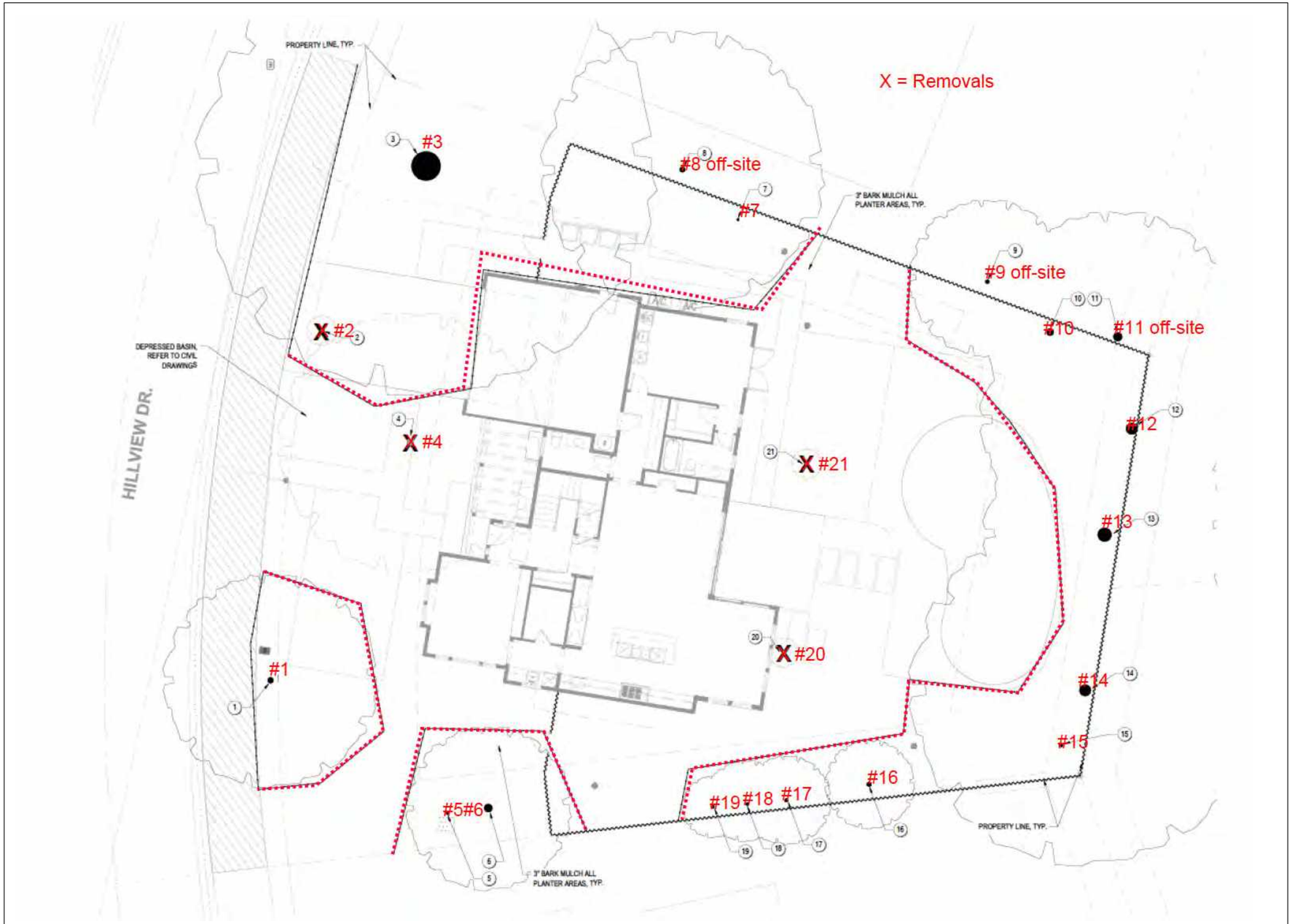
Report Reviewed by:



Gordon Mann
Consulting Arborist and Urban Forester
Registered Consulting Arborist #480
ISA Certified Arborist and Municipal Specialist #WE-0151AM
CaUFC Certified Urban Forester #127
ISA Qualified Tree Risk Assessor

Enc.: Appendix 1 – Tree Protection Plan
Appendix 2 – Tree Data
Appendix 3 – General Practices for Tree Protection
Appendix 4 – Appraisal Value Table
Appendix 5 – Tree Protection Specifications
Appendix 6 – Photographs

SEE ARBORIST REPORT FOR ADDITIONAL DETAILS

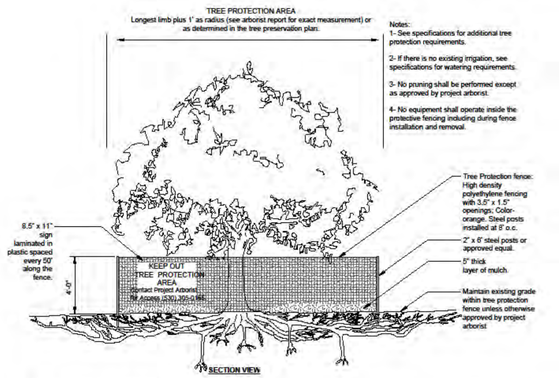


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Auburn, CA 95603

TREE PROTECTION GENERAL REQUIREMENTS

1. The project arborist for this project is California Tree & Landscape Consulting. The primary contact information is Nicole Harrison (530) 305-0165. The project arborist may continue to provide expertise and make additional recommendations during the construction process if and when additional impacts occur or tree response is poor. Monitoring and construction oversight by the project arborist is recommended for all projects and required when a final letter of assessment is required by the jurisdiction.
2. The project arborist should inspect the exclusionary root protection fencing installed by the contractors prior to any grading and/or grubbing for compliance with the recommended protection zones. Additionally, the project arborist shall inspect the fencing at the onset of each phase of construction. The root protection zone for trees is specified as the 'canopy radius' in Appendix 2 in the arborist report unless otherwise specified by the arborist. Note 'dripline' is not an acceptable location for installation of tree protection fencing.
3. The project arborist should directly supervise any clearance pruning, irrigation, fertilization, placement of mulch and/or chemical treatments. If clearance pruning is required, the Project Arborist should approve the extent of foliage elevation and oversee the pruning to be performed by a contractor who is an ISA Certified Arborist. Clearance pruning should include removal of all the lower foliage that may interfere with equipment PRIOR to having grading or other equipment on site.
4. No trunk within the root protection zone of any trees shall be removed using a backhoe or other piece of grading equipment.
5. Clearly designate an area on the site that is outside of the protection area of all trees where construction materials may be stored, and parking can take place. No materials or parking shall take place within the protection zones of any trees on or off the site.
6. Any and all work to be performed inside the protected root zone fencing, including all grading and utility trenching, shall be approved and/or supervised by the project arborist.
7. Trenching, if required, inside the protected root zone shall be approved and/or supervised by the project arborist and may be required to be performed by hand, by a hydraulic or air spade, or other method which will place pipes underneath the roots without damage to the roots.
8. The root protection zone for trees is specified as the 'canopy radius' in Appendix 2 in the arborist report unless otherwise specified by the arborist. Note 'dripline' is not an acceptable location for installation of tree protection fencing.



S-X TREE PROTECTION

Document Path: F:\Personal- net\CalTLC\Maps 2020\Louis & Colorado\LandC.mxd

TREE PROTECTION PLAN

Page 1 of 1

Property Line
Measured Tree Canopy
Tree Protection Fencing

1340 Hillview Drive

City of Menlo Park, California

Sheet No.
TPP 1.1

Prepared by Thomas M. Stein, ISA Cert #WE-12854A

Date: 10/18/2022

APPENDIX 2 – TREE DATA

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
1	1457	184	No	No	No	Yes	Raywood Ash	*Fraxinus oxycarpa*	10	31	54	15	3 Fair - Minor Problems	Unknown	Growing 9.3' E of valley gutter, 4' SE of WM and ~25' from house. Root crown obscured by plants. Codominant at 7' into 3 scaffolds. Out of balance SW.	None at this time.	No impact is expected from development.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; irr. as needed.	G	N/A	N/A
2	1458		No	No	No	No	American Hornbeam	*Carpinus caroliniana*	3	9	54	4	3 Fair - Minor Problems	Unknown	Growing 10.5' E of valley gutter, ~25' from house and 2' from asphalt park spot.	None at this time.	**Developer proposes removal. Tree located in proposed driveway.**	N/A	N/A	N/A	Tree located in proposed driveway; non-protected tree.

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
3	1459		No	Yes	No	No	Deodar cedar	*Cedrus deodara*	42	132	54	32	3 Fair - Minor Problems	Unknown	Root crown partially buried in elevated planter decorative rock covering root crown. Growing 14' NW of garage, 9' N of asphalt driveway and overhanging house ~15'. Branching at 5' above grade to SE w/ 20"-dia branch. sweep to E.	None at this time.	Slight impact to CRZ due to driveway, walkway excavation. Slight impact to canopy due to building encroachment.	Maintain driveway through construction phase to protect CRZ. Perform clearance pruning, if needed, prior to demo. Install PTF as shown in App.1. Perform excavation for driveway, hardscape by hand w/in TPZ. Perform any root pruning under direction of project arborist. Monitor irrigation needs 2x/mo. Irr. as needed.	G	24,200	N/A
4	1460		No	No	No	No	Japanese Maple	*Acer palmatum*	9	28	6	19	3 Fair - Minor Problems	Unknown	Growing 3' W of walkway and ~13' W of existing home. Branches at 12" above grade into 2 scaffolds. Recent pruning performed on E side.	None at this time.	**Developer proposed removal. Tree located in hardscape area.**	N/A	N/A	N/A	Tree located proposed hardscape area; non-protected tree.

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
5	1461		No	No	No	No	Persimmon	*Diospyros virginiana*	5	16	4	4	3 Fair - Minor Problems	Unknown	Growing 11.4' S of house. Branches 6" above grade.	Prune S branch to develop central leader.	No impact is expected from development.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; irr. as needed.	G	N/A	N/A
6	1462		No	No	No	No	Cherry	*Prunus avium*	12	38	54	11	3 Fair - Minor Problems	Unknown	Growing 9.5' S of house, 6' N of S property line. Exposed buttress root N to 5' & lifting walkways. Codominant branching at 6' and scaffolds grafted for 1'. Negligible overhang over house.	None at this time.	No impact is expected from development.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; irr. as needed.	G	N/A	N/A
7	1463		No	No	No	No	Citrus	*Citrus sp.*	4	13	12	2	2 Major Structure or Health Problems	Unknown	Growing 1.5' from walkway, 6' from house, 2' S of property line. Two scaffolds pruned off at 6" above grade.	None at this time.	No impact is expected from development.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; irr. as needed.	G	N/A	N/A
8	1464		No	No	No	Yes	White Mulberry	*Morus alba*	9	28	45	20	2 Major Structure or Health Problems	Preserve	Growing 2' N of property line. Dimensions estimated. Codominant at 5'. Lower trunk and root collar obscured by fence. Tag on fence.	None at this time.	No impact is expected from development.	Install PTF as shown in App. 1.	G	N/A	N/A

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
9	1465		No	No	No	Yes	Southern Magnolia	*Magnolia grandiflora*	7	22	54	11	3 Fair - Minor Problems	Preserve	Dimensions estimated. Tag on fence. Growing 2' N of property line. Overhanging ~3'. Out of balance NW. Suppressed.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	N/A	N/A
10	1466		No	No	No	No	Purple Leaf Plum	*Prunus cerasifera*	11	35	12	11	2 Major Structure or Health Problems	Unknown	Growing 1' S of property line. Leans S. Branching out 15" & 48". Dead branches in upper canopy. Water sprouts throughout.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	N/A	N/A
11	1467		No	Yes	No	Yes	Afrocarpus	*Afrocarpus sp.*	15	47	54	18	3 Fair - Minor Problems	Preserve	Offsite, dimensions estimated, tag on fence. Growing ~1' N of property line. Overhanging site ~5'. Communication wires in canopy. Utility clearance pruned E side. Lower trunk/root crown obscured by fence.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	3,000	N/A

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
12	1468		No	Yes	No	No	Southern Magnolia	*Magnolia grandiflora*	15	47	48	14	2 Major Structure or Health Problems	Unknown	Growing adjacent to E property line and lifting fence. Exposed buttress roots W to 2'. Bends at ~5' to SW, straightens out 7' above grade. Communication wires in canopy. Utility clearance pruned. Located 15' from edge of swimming pool. Shedding bark. Crossing branches throughout.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	M	700	N/A

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
13	1469		No	Yes	No	No	Southern Magnolia	*Magnolia grandiflora*	23	72	12	17	2 Major Structure or Health Problems	Unknown	Growing adjacent to E property line and 6 feet from pool deck, lifting pool deck. Exposed buttress roots lifting pool deck W. Codominant branching out 3'-4' above grade. Large scaffold growing W. Pruned for swimming pool clearance. Utility clearance pruned. Wires in canopy. Decay cavities throughout. Partially callused pruning wounds throughout.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	M	1,700	N/A
14	1470		No	Yes	No	No	Southern Magnolia	*Magnolia grandiflora*	18	57	54	25	1 Extreme Structure or Health Problems	Unknown	Growing adjacent to E property line. Exposed buttress roots W. Large decay cavity E grade to 4' with moderate decay. UCP E 8' from pool edge. DLR estimated SW.	Inspect decay cavity E side and provide further recommendations.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	M	1,000	N/A

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
15	1471		No	No	No	No	Japanese Maple	*Acer palmatum*	5	16	12	10	3 Fair - Minor Problems	Unknown	Growing 3' from E, 4' from S property line and 13' from pool. Slight lean NW.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	M	N/A	N/A
16	1472		No	No	No	No	Camellia	*Camellia sp.*	6	19	12	6	2 Major Structure or Health Problems	Unknown	DLR estimated. Growing 1' N of S property line. Leaning N. Out of balance N. Exposed buttress root E to 2'. Shedding bark from lower trunk. Reduction pruning throughout.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	N/A	N/A
17	1473		No	No	No	No	Camellia	*Camellia sp.*	7	22	3	6	2 Major Structure or Health Problems	Unknown	DLR estimated. Growing 1' from property line. Branches at 6". Dead limbs in upper canopy. Leans slightly N.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	N/A	N/A
18	1474		No	No	No	No	Camellia	*Camellia sp.*	7	22	3	6	2 Major Structure or Health Problems	Unknown	DLR estimated. Branches at 6" above grade. Exposed roots E to 2'. Dead limbs in upper canopy. Growing ~8' SW of house.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	N/A	N/A

Tree #	Tag #	Old Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH	Circ.	Diameter Measured At	Measured Canopy Radius	Arborist Rating	Dvlpmt Status	Notes	Recommenda-tions	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded ($)	Justification for Removal
19	1475		No	No	No	No	Camellia	*Camellia sp.*	5	16	12	4	2 Major Structure or Health Problems	Unknown	DLR estimated. Growing 2' N of property line and 7' S of house. Branches at 15". Dead branches in upper canopy.	None at this time.	Future pool plans not evaluated. No impact expected if existing pool is retained.	Install PTF as shown in App. 1. Monitor irrigation needs 2x/mo; Irr. as needed.	G	N/A	N/A
20	1476		No	No	No	No	Camellia	*Camellia sp.*	6	19	3	2	3 Fair - Minor Problems	Unknown	DLR estimated. Growing 1' E of house and 1' from patio. Branches at 6" above grade. Pruned to height of gutter ~9'.	None at this time.	**Developer proposes removal. Tree adjacent to building envelope.**	N/A	N/A	N/A	Adjacent to building envelope; non-protected tree.
21	1477		No	No	No	No	Camellia	*Camellia sp.*	5	16	3	2	2 Major Structure or Health Problems	Unknown	Dimensions estimated. Growing 1' E of house and 2' from patio. Branches at 6" above grade. Pruned to height of gutter ~9'.	None at this time.	**Developer proposes removal. Tree in proposed turf area.**	N/A	N/A	N/A	Adjacent to building envelope in proposed turf area; non-protected tree.

TOTAL INVENTORIED TREES = 21 trees (703 aggregate circumference inches)
TOTAL RECOMMENDED REMOVALS = None
TOTAL RECOMMENDED REMOVALS FOR DEVELOPMENT= 4 trees (72 aggregate circumference inches)
Rating (0-5, where 0 is dead) = 1=1 tree; 2=10 trees; 3=10 trees
Total Protected Street Trees = None
Total Protected Oak Trees 31.4"+ = None
Total Protected Other Trees 47.1"+ = 5 trees (355 aggregate circumference inches)
TOTAL PROTECTED TREES = 5 trees (355 aggregate circumference inches)

APPENDIX 3 – GENERAL PRACTICES FOR TREE PROTECTION

Definitions:

Root zone: The roots of trees grow fairly close to the surface of the soil, and spread out in a radial direction from the trunk of tree. A general rule of thumb is that they spread 2 to 3 times the radius of the canopy, or 1 to 1½ times the height of the tree. It is generally accepted that disturbance to root zones should be kept as far as possible from the trunk of a tree.

Inner Bark: The bark on large valley oaks and coast live oaks is quite thick, usually 1" to 2". If the bark is knocked off a tree, the inner bark, or cambial region, is exposed or removed. The cambial zone is the area of tissue responsible for adding new layers to the tree each year, so by removing it, the tree can only grow new tissue from the edges of the wound. In addition, the wood of the tree is exposed to decay fungi, so the trunk present at the time of the injury becomes susceptible to decay. Tree protection measures require that no activities occur which can knock the bark off the trees.

Methods Used in Tree Protection:

No matter how detailed Tree Protection Measures are in the initial Arborist Report, they will not accomplish their stated purpose unless they are applied to individual trees and a Project Arborist is hired to oversee the construction. The Project Arborist should have the ability to enforce the Protection Measures. The Project Arborist should be hired as soon as possible to assist in design and to become familiar with the project. He must be able to read and understand the project drawings and interpret the specifications. He should also have the ability to cooperate with the contractor, incorporating the contractor's ideas on how to accomplish the protection measures, wherever possible. It is advisable for the Project Arborist to be present at the Pre-Bid tour of the site, to answer questions the contractors may have about Tree Protection Measures. This also lets the contractors know how important tree preservation is to the developer.

Root Protection Zone (RPZ): Since in most construction projects it is not possible to protect the entire root zone of a tree, a Root Protection Zone is established for each tree to be preserved. The minimum Root Protection Zone is the area underneath the tree's canopy (out to the dripline, or edge of the canopy), plus 1'. The Project Arborist must approve work within the RPZ.

Irrigate, Fertilize, Mulch: Prior to grading on the site near any tree, the area within the Tree Protection fence should be fertilized with 4 pounds of nitrogen per 1000 square feet, and the fertilizer irrigated in. The irrigation should percolate at least 24 inches into the soil. This should be done no less than 2 weeks prior to grading or other root disturbing activities. After irrigating, cover the RPZ with at least 12" of leaf and twig mulch. Such mulch can be obtained from chipping or grinding the limbs of any trees removed on the site. Acceptable mulches can be obtained from nurseries or other commercial sources. Fibrous or shredded redwood or cedar bark mulch shall not be used anywhere on site.

Fence: Fence around the Root Protection Zone and restrict activity therein to prevent soil compaction by vehicles, foot traffic or material storage. The fenced area shall be off limits to all construction equipment, unless there is express written notification provided by the Project Arborist, and impacts are discussed and mitigated prior to work commencing.

A protective barrier of 6' chain link fence shall be installed around the dripline of protected tree(s). The fencing can be moved within the dripline if authorized by the project arborist or city arborist, but not

closer than 2' from the trunk of any tree. Fence posts shall be 1.5" in diameter and are to be driven 2' into the ground. The distance between posts shall not be more than 10'. Movable barriers of chain link fencing secured to cement blocks can be substituted for "fixed" fencing if the project arborist and city arborist agree that the fencing will have to be moved to accommodate certain phases of construction. The builder may not move the fence without authorization from the project or city arborist.

Where the city or project arborist has determined that tree protection fencing will interfere with the safety of work crews, tree wrap may be used as an alternative form of tree protection. Wooden slats at least 1" thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the city or project arborist. Straw waddle may also be used as a trunk wrap by coiling waddle around the trunk up to a minimum height of 6' from grade. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the straw waddle.

Signage should be placed on the protective tree fence no further than 30' apart. The signage should present the following information:

- The tree protection fence shall not be moved without authorization of the Project or City Arborist.
- Storage of building materials or soil is prohibited within the Tree Protection Zone.
- Construction or operation of construction equipment is prohibited within the tree protection zone.

In areas with many trees, the RPZ can be fenced as one unit, rather than separately for each tree.

Do not allow run off or spillage of damaging materials into the area below any tree canopy.

Do not store materials, stockpile soil or park or drive vehicles within the TPZ.

Do not cut, break, skin or bruise roots, branches, or trunks without first obtaining authorization from the city arborist.

Do not allow fires under and adjacent to trees.

Do not discharge exhaust into foliage.

Do not secure cable, chain or rope to trees or shrubs.

Do not trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the city arborist.

Do not apply soil sterilant under pavement near existing trees.

Only excavation by hand, compressed air or hydro-vac shall be allowed within the dripline of trees.

Elevate Foliage: Where indicated, remove lower foliage from a tree to prevent limb breakage by equipment. Low foliage can usually be removed without harming the tree, unless more than 25% of the foliage is removed. Branches need to be removed at the anatomically correct location in order to prevent decay

organisms from entering the trunk. For this reason, a contractor who is an ISA Certified Arborist should perform all pruning on protected trees.[6]

Expose and Cut Roots: Breaking roots with a backhoe, or crushing them with a grader, causes significant injury, which may subject the roots to decay. Ripping roots may cause them to splinter toward the base of the tree, creating much more injury than a clean cut would make. At any location where the root zone of a tree will be impacted by a trench or a cut (including a cut required for a fill and compaction), the roots shall be exposed with either a backhoe digging radially to the trunk, by hand digging, or by a hydraulic air spade, and then cut cleanly with a sharp instrument, such as chainsaw with a carbide chain. Once the roots are severed, the area behind the cut should be moistened and mulched. A root protection fence should also be erected to protect the remaining roots, if it is not already in place. Further grading or backhoe work required outside the established RPZ can then continue without further protection measures.

Protect Roots in Deeper Trenches: The location of utilities on the site can be very detrimental to trees. Design the project to use as few trenches as possible, and to keep them away from the major trees to be protected. Wherever possible, in areas where trenches will be very deep, consider boring under the roots of the trees, rather than digging the trench through the roots. This technique can be quite useful for utility trenches and pipelines.

Route pipes outside of the area that is 10 times the diameter of the protected tree to avoid conflicts with roots. Where it is not possible to reroute pipes or trenches, the contractor shall bore beneath the dripline of the tree. The boring shall take place not less than 3' below the surface of the soil in order to avoid encountering feeder roots. Alternatively, the trench can be excavated using hand, pneumatic of hydro-vac techniques within the RPZ. The goal is to avoid damaging the roots while excavating. The pipes should be fed under the exposed roots. Trenches should be filled within 24 hours, but where this is not possible the side of the trench adjacent to the trees shall be kept shaded with 4 layers of dampened, untreated burlap, wetted as frequently as necessary to keep the burlap wet.

Protect Roots in Small Trenches: After all construction is complete on a site, it is not unusual for the landscape contractor to come in and sever a large number of "preserved" roots during the installation of irrigation systems. The Project Arborist must therefore approve the landscape and irrigation plans. The irrigation system needs to be designed so the main lines are located outside the root zone of major trees, and the secondary lines are either laid on the surface (drip systems), or carefully dug with a hydraulic or air spade, and the flexible pipe fed underneath the major roots.

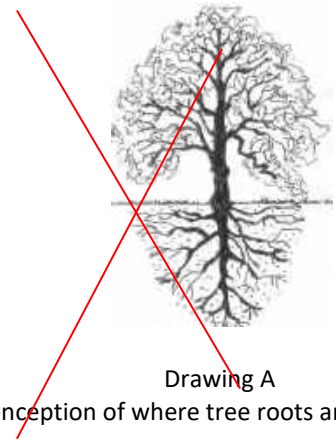
Design the irrigation system so it can slowly apply water (no more than ¼" to ½" of water per hour) over a longer period of time. This allows deep soaking of root zones. The system also needs to accommodate infrequent irrigation settings of once or twice a month, rather than several times a week.

Monitoring Tree Health During and After Construction: The Project Arborist should visit the site at least once a month during construction to be certain the tree protection measures are being followed, to monitor the health of impacted trees, and make recommendations as to irrigation or other needs.

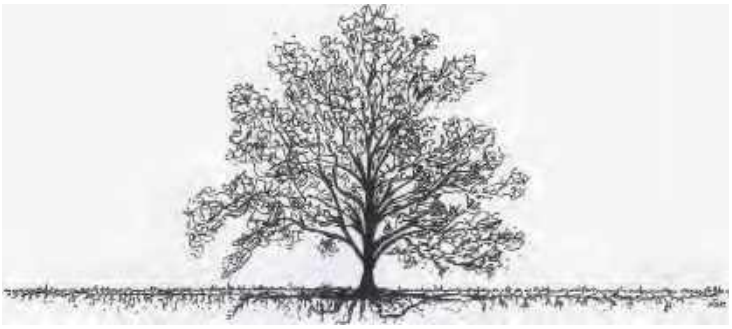
[6] International Society of Arboriculture (ISA), maintains a program of Certifying individuals. Each Certified Arborist has a number and must maintain continuing education credits to remain Certified.

Root Structure

The majority of a tree's roots are contained in a radius from the main trunk outward approximately two to three times the canopy of the tree. These roots are located in the top 6" to 3' of soil. It is a common misconception that a tree underground resembles the canopy (see Drawing A below). The correct root structure of a tree is in Drawing B. All plants' roots need both water and air for survival. Surface roots are a common phenomenon with trees grown in compacted soil. Poor canopy development or canopy decline in mature trees is often the result of inadequate root space and/or soil compaction.



Drawing A
Common misconception of where tree roots are assumed to be located



Drawing B
The reality of where roots are generally located

Structural Issues

Limited space for canopy development produces poor structure in trees. The largest tree in a given area, which is 'shading' the other trees is considered Dominant. The 'shaded' trees are considered Suppressed. The following picture illustrates this point. Suppressed trees are more likely to become a potential hazard due to their poor structure.

Dominant Tree

Growth is upright

Canopy is balanced by limbs and foliage equally



Suppressed Tree

Canopy weight all to one side

Limbs and foliage grow away from dominant tree

Co-dominant leaders are another common structural problem in trees.

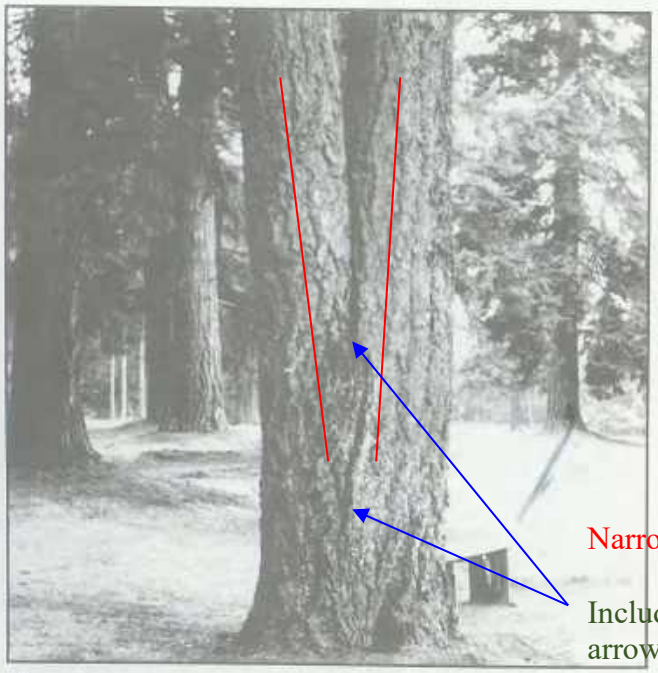


Figure 6. Codominant stems are inherently weak because the stems are of similar diameter.

The tree in this picture has a co-dominant leader at about 3' and included bark up to 7 or 8'. Included bark occurs when two or more limbs have a narrow angle of attachment resulting in bark between the stems – instead of cell to cell structure. This is considered a critical defect in trees and is the cause of many failures.

Narrow Angle

Included Bark between the arrows

Photo from Evaluation of Hazard Trees in Urban Areas by Nelda P. Matheny and James R. Clark, 1994 International Society of Arboriculture

Pruning Mature Trees for Risk Reduction

There are few good reasons to prune mature trees. Removal of deadwood, directional pruning, removal of decayed or damaged wood, and end-weight reduction as a method of mitigation for structural faults are the only reasons a mature tree should be pruned. Live wood over 3" should not be pruned unless absolutely necessary. Pruning cuts should be clean and correctly placed. Pruning should be done in accordance with the American National Standards Institute (ANSI) A300 standards. It is far better to use more small cuts than a few large cuts as small pruning wounds reduce risk while large wounds increase risk.

Pruning causes an open wound in the tree. Trees do not "heal" they compartmentalize. Any wound made today will always remain, but a healthy tree, in the absence of decay in the wound, will 'cover it' with callus tissue. Large, old pruning wounds with advanced decay are a likely failure point. Mature trees with large wounds are a high failure risk.

Overweight limbs are a common structural fault in suppressed trees. There are two remedial actions for overweight limbs (1) prune the limb to reduce the extension of the canopy, or (2) cable the limb to reduce movement. Cables do not hold weight they only stabilize the limb and require annual inspection.



Photo of another tree – not at this site.

Normal limb structure

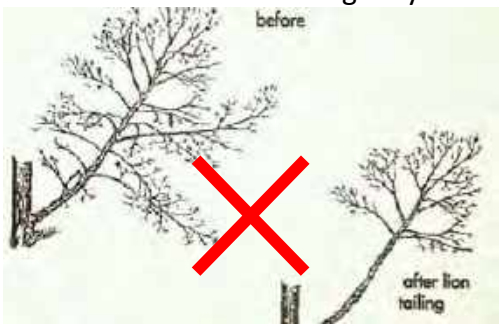
Over weight, reaching limb with main stem diameter small compared with amount of foliage present



Photo of another tree – not at this site

Lion's – Tailing is the pruning practice of removal of "an excessive number of inner and/or lower lateral branches from parent branches. Lion's tailing is not an acceptable pruning practice" ANSI A300 (part 1) 4.23. It increases the risk of failure.

Pruning – Cutting back trees changes their natural structure, while leaving trees in their natural form enhances longevity.





Arborist Classifications

There are different types of Arborists:

Tree Removal and/or Pruning Companies. These companies may be licensed by the State of California to do business, but they do not necessarily know anything about trees;

Arborists. Arborist is a broad term. It is intended to mean someone with specialized knowledge of trees but is often used to imply knowledge that is not there.

ISA Certified Arborist. An International Society of Arboriculture Certified Arborist is someone who has been trained and tested to have specialized knowledge of trees. You can look up certified arborists at the International Society of Arboriculture website: isa-arbor.org.

Consulting Arborist. An American Society of Consulting Arborists Registered Consulting Arborist is someone who has been trained and tested to have specialized knowledge of trees and trained and tested to provide high quality reports and documentation. You can look up registered consulting arborists at the American Society of Consulting Arborists website: https://www.asca-consultants.org/

Decay in Trees

Decay (in General): Fungi cause all decay of living trees. Decay is considered a disease because cell walls are altered, wood strength is affected, and living sapwood cells may be killed. Fungi decay wood by secreting enzymes. Different types of fungi cause different types of decay through the secretion of different chemical enzymes. Some decays, such as white rot, cause less wood strength loss than others because they first attack the lignin (causes cell walls to thicken and reduces susceptibility to decay and pest damage) secondarily the cellulose (another structural component in a cell walls). Others, such as soft rot, attack the cellulose chain and cause substantial losses in wood strength even in the initial stages of decay. Brown rot causes wood to become brittle and fractures easily with tension. Identification of internal decay in a tree is difficult because visible evidence may not be present.



According to Evaluation of Hazard Trees in Urban Areas (Matheny, 1994) decay is a critical factor in the stability of the tree. As decay progresses in the trunk, the stem becomes a hollow tube or cylinder rather than a solid rod. This change is not readily apparent to the casual observer. Trees require only a small amount of bark and wood to transport water, minerals and sugars. Interior heartwood can be eliminated (or degraded) to a great degree without compromising the transport process. Therefore, trees can contain significant amounts of decay without showing decline symptoms in the crown.



Compartmentalization of decay in trees is a biological process in which the cellular tissue around wounds is changed to inhibit fungal growth and provide a barrier against the spread of decay agents into the barrier zones is the formation of while a tree may be able to limit pruning cuts, in the event that there located vertically along the main additional cells. The weakest of the vertical wall. Accordingly, decay progression inward at large are more than one pruning cut trunk of the tree, the likelihood of decay progression and the associated structural loss of integrity of the internal wood is high.

Oak Tree Impacts

Our native oak trees are easily damaged or killed by having the soil within the Critical Root Zone (CRZ) disturbed or compacted. All of the work initially performed around protected trees that will be saved should be done by people rather than by wheeled or track type tractors. Oaks are fragile giants that can take little change in soil grade, compaction, or warm season watering. Don't be fooled into believing that warm season watering has no adverse effects on native oaks. Decline and eventual death can take as long as 5-20 years with poor care and inappropriate watering. Oaks can live hundreds of years if treated properly during construction, as well as later with proper pruning, and the appropriate landscape/irrigation design.

APPENDIX 4 – APPRAISAL VALUE TABLE

Tree #	Species	Trunk Dia. (In.)	X-Sect Area (Sq.In.)	Condition Rating	Health Rating	Struc-ture Rating	Form Ra-ting	Function-al Limitation	External Limita-tion	Replace-ment Species	Nurser y Trunk Dia (In.)	Nurser y X-Sect Area (Sq.In)	Replacemen t Tree Cost (24" Box)	Unit Tree Cost ($/ Sq.In.)	Basic Reproduc-tion Cost ($)	Depreciated Reproduc-tion Cost ($)	Depreciated Rep. Cost Rounded to $100
3	Deodar cedar	42	1384.74	0.466666667	0.6	0.4	0.4	0.75	0.75	Deodar cedar	2.2	3.8	252.63	66.49	92074.24	24169.49	24200.00
11	Afrocarpus	15	176.625	0.533333333	0.6	0.5	0.5	0.6	0.5	Afrocarpus	1.69	2.42	252.63	104.39	18438.34	2950.13	3000.00
12	So. Magnolia	15	176.625	0.3	0.4	0.2	0.3	0.4	0.5	So. Mag	2.2	3.8	252.63	66.49	11744.16	704.65	700.00
13	So. Magnolia	23	415.265	0.3	0.4	0.2	0.3	0.4	0.5	So. Mag	2.2	3.8	252.63	66.49	27611.83	1656.71	1700.00
14	So. Magnolia	18	254.34	0.3	0.4	0.2	0.3	0.4	0.5	So. Mag	2.2	3.8	252.63	66.49	16911.60	1014.70	1000.00

*The value of the trees was determined using the Trunk Formula Method, described in the *Guide for Plant Appraisal*[7], and on the *Species Classification and Group Assignment* published by the Western Chapter, International Society of Arboriculture (ISA).

[7] Council of Tree and Landscape Appraisers, 2018. *Guide for Plant Appraisal*, 10th Edition. International Society of Arboriculture, Champaign, IL.

COMMUNITY DEVELOPMENT DEPT.
701 Laurel Street
Menlo Park, CA 94025
650.330.6704
2/28/2011

TREE PROTECTION SPECIFICATIONS

1. A 6" layer of coarse mulch or woodchips is to be placed beneath the dripline of the protected trees. Mulch is to be kept 12" from the trunk.

2. A protective barrier of 6' chain link fencing shall be installed around the dripline of protected tree(s). The fencing can be moved within the dripline if authorized by the Project Arborist or City Arborist but not closer than 2' from the trunk of any tree. Fence posts shall be 1.5" in diameter and are to be driven 2' into the ground. The distance between posts shall not be more than 10'. This enclosed area is the Tree Protection Zone (TPZ).

3. Movable barriers of chain link fencing secured to cement blocks can be substituted for "fixed" fencing if the Project Arborist and City Arborist agree that the fencing will have to be moved to accommodate certain phases of construction. The builder may not move the fence without authorization form the Project Arborist or City Arborist.

4. Where the City Arborist or Project Arborist has determined that tree protection fencing will interfere with the safety of work crews, Tree Wrap may be used as an alternative form of tree protection. Wooden slats at least one inch thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the City Arborist or Project Arborist. Straw waddle may also be used as a trunk wrap by coiling the waddle around the trunk up to a minimum height of six feet from grade. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the straw waddle.

5. **Avoid the following conditions.**
   DO NOT:
   a. Allow run off of spillage of damaging materials into the area below any tree canopy.
   b. Store materials, stockpile soil, or park or drive vehicles within the TPZ.
   c. Cut, break, skin, or bruise roots, branches, or trunks without first obtaining authorization from the City Arborist.
   d. Allow fires under and adjacent to trees.
   e. Discharge exhaust into foliage.
   f. Secure cable, chain, or rope to trees or shrubs.
   g. Trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the City Arborist.
   h. Apply soil sterilants under pavement near existing trees.

6. Only excavation by hand or compressed air shall be allowed within the dripline of trees. Machine trenching shall not be allowed.

7. Avoid injury to tree roots. When a ditching machine, which is being used outside of the dripline of trees, encounters roots smaller than 2", the wall of the trench adjacent to the trees shall be hand trimmed, making clear, clean cuts through the roots. All damaged, torn and cut roots shall be given a clean cut to remove ragged edges, which promote decay. Trenches shall be filled within 24 hours, but where this is not possible, the side of the trench adjacent to the trees shall be kept shaded with four layers of dampened, untreated burlap, wetted as frequently as necessary to keep the burlap wet. Roots 2" or larger, when encountered, shall be reported immediately to the Project Arborist, who will decide whether the Contractor may cut the root as mentioned above or shall excavate by hand or with compressed air under the root. Root is to be protected with dampened burlap.

8. Route pipes outside of the area that is 10 times the diameter of a protected tree to avoid conflict with roots.

9. Where it is not possible to reroute pipes or trenches, the contractor shall bore beneath the dripline of the tree. The boring shall take place not less than 3' below the surface of the soil in order to avoid encountering "feeder" roots.

10. Trees that have been identified in the arborist's report as being in poor health and/or posing a health or safety risk, may be removed or pruned by more than one-third, subject to approval of the required permit by the Planning Division. Pruning of existing limbs and roots shall only occur under the direction of a Certified Arborist.

11. Any damage due to construction activities shall be reported to the Project Arborist or City Arborist within six hours so that remedial action can be taken.

12. An ISA Certified Arborist or ASCA Registered Consulting Arborist shall be retained as the Project Arborist to monitor the tree protection specifications. The Project Arborist shall be responsible for the preservation of the designated trees. Should the builder fail to follow the tree protection specifications, it shall be the responsibility of the Project Arborist to report the matter to the City Arborist as an issue of non-compliance.

13. Violation of any of the above provisions may result in sanctions or other disciplinary action.

MONTHLY INSPECTIONS

It is required that the site arborist provide periodic inspections during construction.
Four-week intervals would be sufficient to access and monitor the effectiveness of the Tree Protection Plan and to provide recommendations for any additional care or treatment.

APPENDIX 6 – PHOTOGRAPHS










Tree #'s 6, 5


Tree #'s 7, 8 (off-site)


Tree # 9 (off-site)


Tree #'s 10, 11 (off-site), 12


Tree #'s 13, 14


Tree # 15


Tree #'s 16, 17, 18


1474
Tree #'s 18, 19


Tree # 20


Tree # 21

STAFF REPORT

Planning Commission Meeting Date: **2/27/2023**
Staff Report Number: **23-017-PC**
Public Hearing: **Consider and adopt a resolution to approve a use permit to remodel and construct first- and second-story additions to an existing nonconforming, one-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 211 Oakhurst Place**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to remodel and construct first and second story additions to an existing nonconforming, one-story single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district, at 211 Oakhurst Place. The project would exceed 50 percent of the existing floor area and is considered equivalent to a new structure and the value of the proposed project would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. The proposal includes an attached accessory dwelling unit (ADU), which is not subject to discretionary review. The draft resolution, including the recommended actions and conditions of approval, is 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 near the northern end of Oakhurst Place, in the Suburban Park neighborhood. Oakhurst Place is a short, U-shaped street that intersects with Greenwood Drive. The homes on streets surrounding Oakhurst Place are also in the R-1-U zoning district. Houses along Oakhurst Place include both one- and two-story residences, developed in a variety of architectural styles, including ranch and craftsman. A location map is included as Attachment B.

Analysis

Project description

The subject property is developed with a one-story residence with an attached, two-car garage, built in the ranch architectural style. The existing residence is nonconforming to the current setback requirements,

with a left-side setback of approximately 2.9 feet, where a minimum of five feet is required. The residence was originally built with an attached garage with an approximate clear space of 18.3 feet by 18.3 feet, meaning the garage is considered a historical two-car garage because it contains two covered parking spaces greater than 18 feet by 18 feet. The applicant is proposing to add first-floor and second-floor additions and conduct interior modifications. Among the first floor additions and remodeling work, an attached accessory dwelling unit (ADU) is proposed on the first floor.

With the proposed additions and interior modifications, the residence would include a total of three bedrooms and 2.5 bathrooms. The value of the proposed work would equal 224 percent of the replacement value of the existing non-conforming residence in a 12-month period, exceeding the 50 percent use permit threshold.

Apart from the existing nonconforming portion of the house, the residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, and height. Of particular note with regard to Zoning Ordinance requirements:

- The second floor would be limited in size relative to the development, with a floor area of approximately 1,117 square feet, where 1,400 square feet is the maximum permitted.
- The proposed floor area for the main residence is 2,782 square feet, where the maximum allowable is 2,800 square feet.
- The attached ADU would be approximately 333 square feet and would exceed the maximum floor area limit. However, the maximum FAL is permitted to be exceeded by up to 800 square feet to accommodate the ADU.
- When including the 333-square-foot attached ADU, the proposed project would be constructed above the maximum building coverage, with a total of 40.8 percent, where 35 percent is the maximum allowable building coverage for a two-story residence. The maximum building coverage is also permitted to be exceeded by up to 800 square feet to accommodate the ADU. When not including the ADU, the main residence building coverage would comprise 34.7 percent.
- The proposed residence would be 24.8 feet in height, where 28 feet is the maximum allowed.

The existing residence is set back 25 feet from the front property line and approximately 31 feet from the rear property line. With the proposed additions, the residence would be set back 20.4 feet from the front property line and 20 feet from the rear property line. A 20-foot setback is required for both the front and rear setbacks within the R-1-U zoning district. The residence would maintain the nonconforming encroachment at the left side setback (2.9 feet) for the existing portion of the residence, but the proposed addition would be set back a minimum of five feet on the left side. Along the right side, the existing residence is set back 7.8 feet. The right side setback would remain the same for the main residence. In the R-1-U zoning district, side setbacks are 10 percent of the lot width, but no less than five feet and no greater than 10 feet. With a lot width of 50 feet, the required setback for each side of the property is five feet. The attached ADU would have a right side setback of five feet, which complies with applicable ADU standards. The ADU would be located on the first story on the front right corner of the house.

The proposal would comply with the daylight plane, with one intrusion, which may be permitted on lots less than 10,000 square feet in size. The right side gable would intrude into the daylight plane one foot, 10 inches where 10 feet is the maximum permitted intrusion when the required side yard setback is five feet.

The length of the gable intrusion into the daylight plane would be six feet, nine inches where 30 feet is the maximum permitted. 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 Exhibits A and B within Attachment A, respectively.

Design and materials

The applicant states in their project description letter that the proposed project is designed in a Craftsman style, and the changes would be comprehensive for the building. The main entry door would be centered along the front elevation. Cement-fiber horizontal siding would be the predominant material along the façades, with stucco as accents along portions of the right elevation. The new windows would contain wood framing, and contain simulated true divided lights, with interior and exterior grids and spacer bar between the panes. Along the left side elevation, two windows would have a sill height of three feet, eight inches, and one window would have a sill height of two feet, six inches. The window with the lower sill height would have frosted glass up to six feet, 10 inches. Along the right side elevation, all windows would have a sill height of four feet, eight inches except for the staircase window. The staircase window would be located five feet, one inch above the stair landing, but the window would be frosted to eight feet, 11 inches above the stair landing. Along the rear elevation, a window for the primary bedroom is proposed to have a sill height of two feet, two inches, but it would be located 14 feet away from the nearest side property line, as a result of the room and second floor massing being inset from the first floor massing. Generally, the massing on the second floor maintains proportionality and is stepped back for added privacy, with the right side set back seven feet, 11 inches, and the left side set back nine feet, eight inches from the respective side property lines. All roofing would be composition shingle.

Staff believes that the scale, materials, and style of the proposed residence would result in a consistent aesthetic approach and the proposed project would be generally consistent with the broader neighborhood, given the variety of architectural styles and sizes of structures in the area. Staff believes that the proposed Craftsman style would be comprehensively executed, cohesive, and well-proportioned.

Trees and landscaping

The applicant has submitted an arborist report (Attachment D), detailing the species, size, and conditions of the nearby heritage and non-heritage trees. The report discusses the impacts of the proposed improvements and provides recommendations for tree maintenance and protection. As part of the project review process, the arborist report was reviewed by the City Arborist. Table 1 below summarizes the project trees by species, size, condition, and whether the trees are proposed to be preserved or removed.

Table 1: Project tree summary

Tree Number	Species	Size (DBH, in inches)	Condition	Removal/Reason
1	Liquidambar	24 (heritage size)	Good	To be preserved
2	Liquidambar	28 (heritage size)	Good	To be preserved
3	Liquidambar	18 (heritage size)	Good	To be preserved

4	Avocado	24 (heritage size)	Fair	To be preserved
5	Canary Island palm	18 (heritage size)	Good	To be preserved

* Of the five heritage trees, two are located in the front right corner of the subject property, one is located in the rear of the neighboring 207 Oakhurst Place property, one is located in the rear of the neighboring 212 Hedge Road property, and one is located along in the rear of the 216 Hedge Road property.

To protect the heritage and non-heritage trees on site, the arborist report has identified such measures as tree canopy clearance pruning, tree protection fencing, tree trunk wrap, limiting demolition and construction techniques near tree #3, root pruning by hand, and supplemental irrigation. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

Valuation

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. For context, the use permit threshold differs between 75 percent for a single-story structure and 50 percent for a two-story structure. Since the proposed residence is a two-story structure, the 50-percent threshold applies. The City has determined that the value of the proposed work for the project would exceed 50 percent of the replacement cost of the existing structure, at approximately 224 percent, and therefore requires use permit approval by the Planning Commission.

Correspondence

The applicant states in their project description letter that the property owner has completed outreach efforts, which involved meeting neighbors in person and showing plans and project details. The applicant provided a summary of their discussions with each of these neighbors in the project description letter, and describes feedback received from neighbors and steps the applicant has taken to address the feedback.

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

Conclusion

Staff believes that the scale, materials, and style of the proposal are generally compatible with the surrounding neighborhood, and would result in a consistent aesthetic approach. The proposed Craftsman style and overall design modifications would be generally attractive, well-proportioned, and cohesive overall. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

A. Draft Planning Commission Resolution
   Exhibits to Attachment A
      A. Project Plans
      B. Project Description Letter
      C. Conditions of Approval
B. Location Map
C. Data Table
D. Arborist Report

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:
Corinna Sandmeier, Principal Planner

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PLANNING COMMISSION RESOLUTION NO. 2023-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO CONSTRUCT FIRST-FLOOR AND SECOND-FLOOR ADDITIONS AND INTERIOR MODIFICATIONS TO AN EXISTING NONCONFORMING SINGLE-FAMILY RESIDENCE IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT

WHEREAS, the City of Menlo Park ("City") received an application requesting to construct first-floor and second-floor additions and interior modifications to an existing nonconforming one-story, single-family residence on a substandard lot with regard to minimum lot width and area in the Single Family Urban Residential (R-1-U) zoning district and the proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period; the proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure—(collectively, the "Project") from Larry Kahle ("Applicant"), on behalf of the property owners Peter and Jen Tanner ("Owner"), located at 211 Oakhurst Place (APN 055-294-070) ("Property"). The Project use permit is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Urban Residential (R-1-U) district. The R-1-U district supports single-family residential uses; and

WHEREAS, the proposed Project complies with all objective standards of the R-1-U district; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the Applicant submitted an arborist report prepared by Kurt Fouts Arborist Consultant, which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures); and

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

WHEREAS, at a duly and properly noticed public hearing held on February 27, 2023, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for the proposed first-floor and second-floor additions and interior modifications is granted based on the following findings which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
    a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because the construction of first-floor and second-floor additions and interior modifications to an existing nonconforming one-story, single-family residence are allowed to be constructed on substandard lots subject to granting of a use permit and provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks (note: only the new portions of the residence would

comply with setbacks), maximum floor area limit, and maximum building coverage.

b. The proposed residence would include the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided.

c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the new residence would be located in a single-family neighborhood and designed such that privacy concerns would be addressed through second story setbacks greater than the minimum required setbacks in the R-1-U district.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2022-00042, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Construction of Small Structures)

Section 5. Severability.

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 27, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 27th day of February, 2023

_____
Corinna Sandmeier
Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

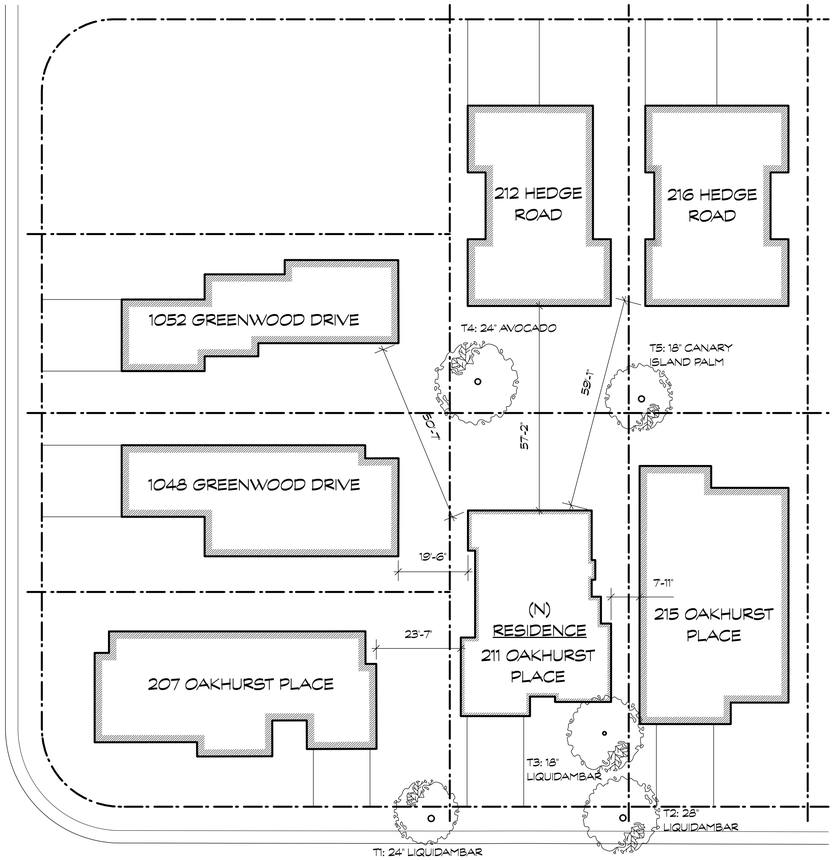
A. Project Plans
B. Project Description Letter
C. Conditions of Approval

EXHIBIT A

USE PERMIT REV. 25 OCT 2022
USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

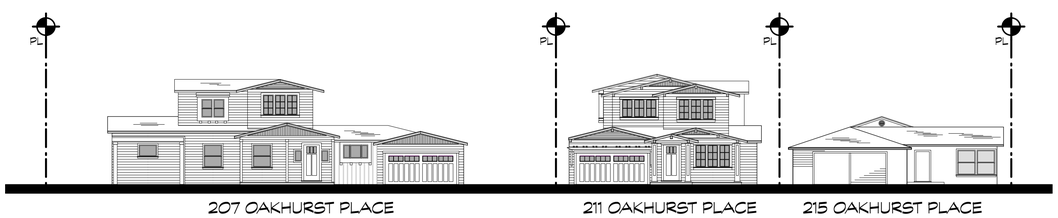
metropolis ARCHITECTURE
445 N. Whisman Road
Suite #300
Mountain View,
CA 94043
650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA



2 AREA PLAN

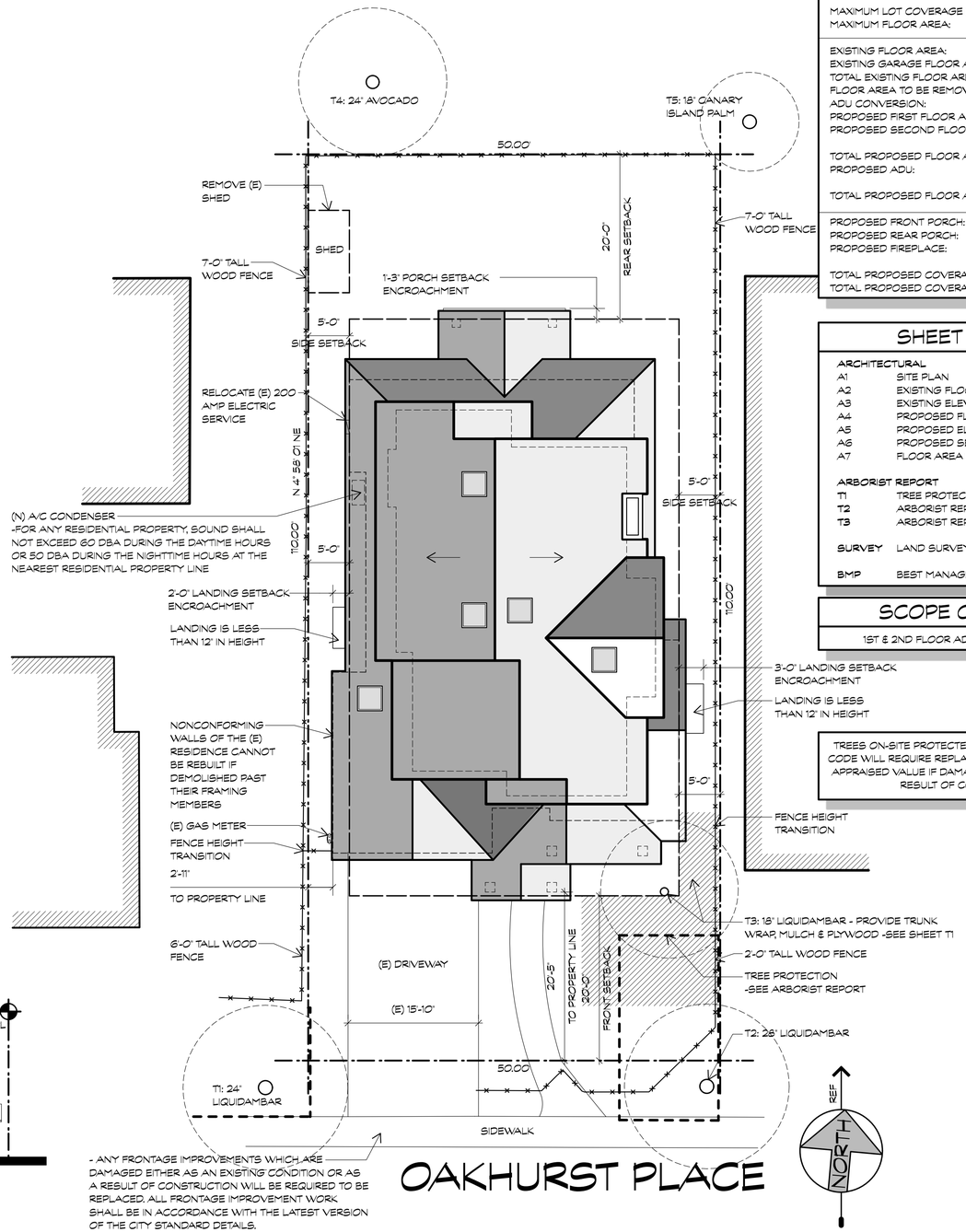
1"=20'-0"



3 STREETSCAPE

16 8 0 16 32

1/16"=1'-0"



1 PROPOSED SITE PLAN

8 4 0 8 16

1/8"=1'-0"

SITE DATA

APN:	055-294-070
ZONE:	R-1/U
CONSTRUCTION TYPE:	V-B
OCCUPANCY:	R-2/U
LOT AREA:	5,500.0 SF
MAXIMUM LOT COVERAGE (35%):	1,925.0 SF
MAXIMUM FLOOR AREA:	2,800.0 SF
EXISTING FLOOR AREA:	1,198.4 SF
EXISTING GARAGE FLOOR AREA:	411.7 SF
TOTAL EXISTING FLOOR AREA:	1,610.1 SF
FLOOR AREA TO BE REMOVED:	-16.9 SF
ADU CONVERSION:	-272.0 SF
PROPOSED FIRST FLOOR ADDITION:	344.0 SF
PROPOSED SECOND FLOOR ADDITION:	1,116.9 SF
TOTAL PROPOSED FLOOR AREA W/O ADU:	2,782.1 SF
PROPOSED ADU:	332.3 SF
TOTAL PROPOSED FLOOR AREA W/ ADU:	3,114.4 SF
PROPOSED FRONT PORCH:	133.5 SF
PROPOSED REAR PORCH:	95.0 SF
PROPOSED FIREPLACE:	16.5 SF
TOTAL PROPOSED COVERAGE W/O ADU:	1,908.4 SF
TOTAL PROPOSED COVERAGE W/ ADU:	2,240.7 SF

SHEET INDEX

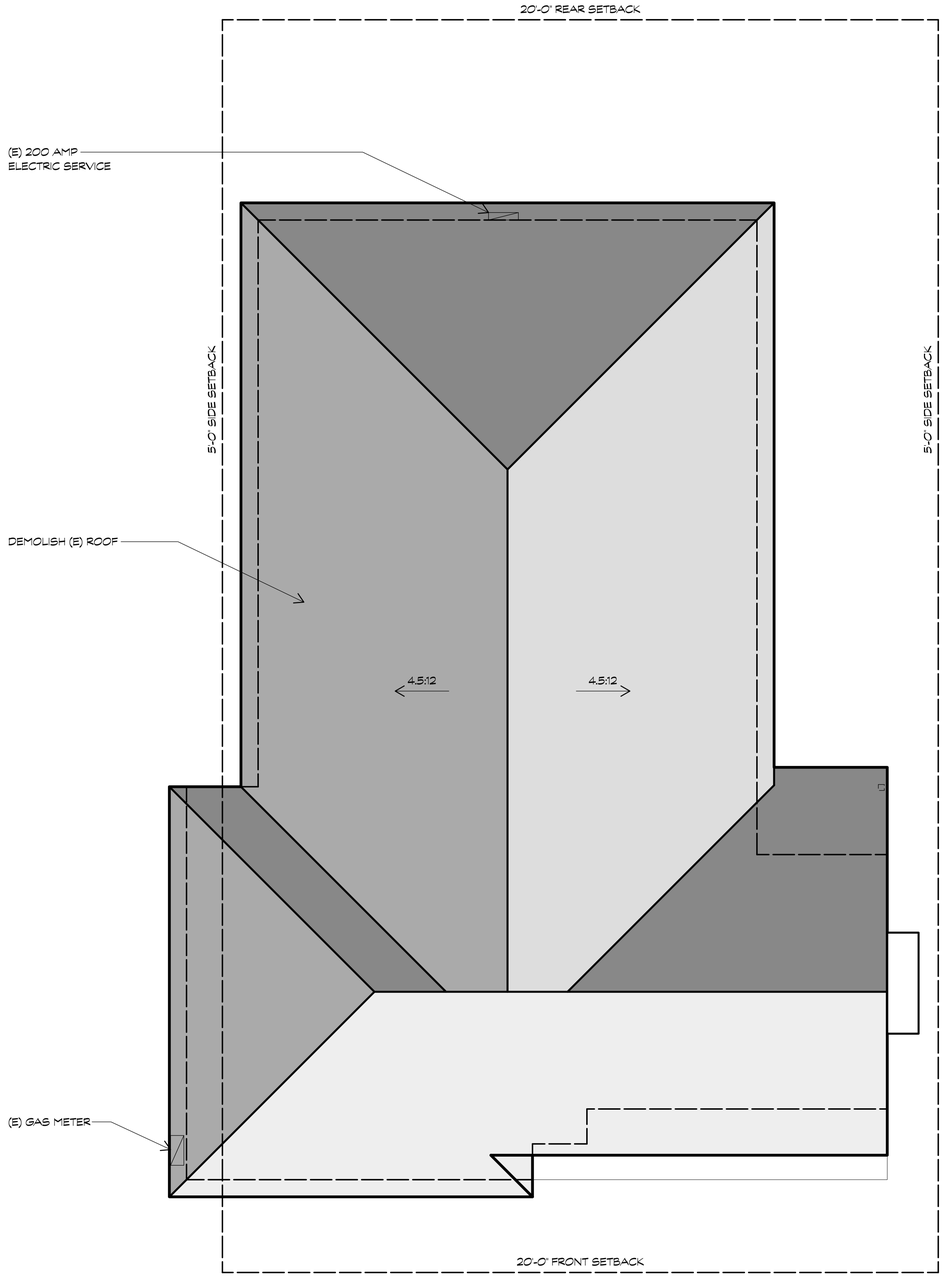
ARCHITECTURAL	
A1	SITE PLAN
A2	EXISTING FLOOR PLAN
A3	EXISTING ELEVATIONS
A4	PROPOSED FLOOR PLANS
A5	PROPOSED ELEVATIONS
A6	PROPOSED SECTIONS & ROOF PLAN
A7	FLOOR AREA DIAGRAMS
ARBORIST REPORT	
T1	TREE PROTECTION PLAN
T2	ARBORIST REPORT
T3	ARBORIST REPORT
SURVEY	LAND SURVEY
BMP	BEST MANAGEMENT PRACTICES

SCOPE OF WORK

1ST & 2ND FLOOR ADDITION & REMODEL

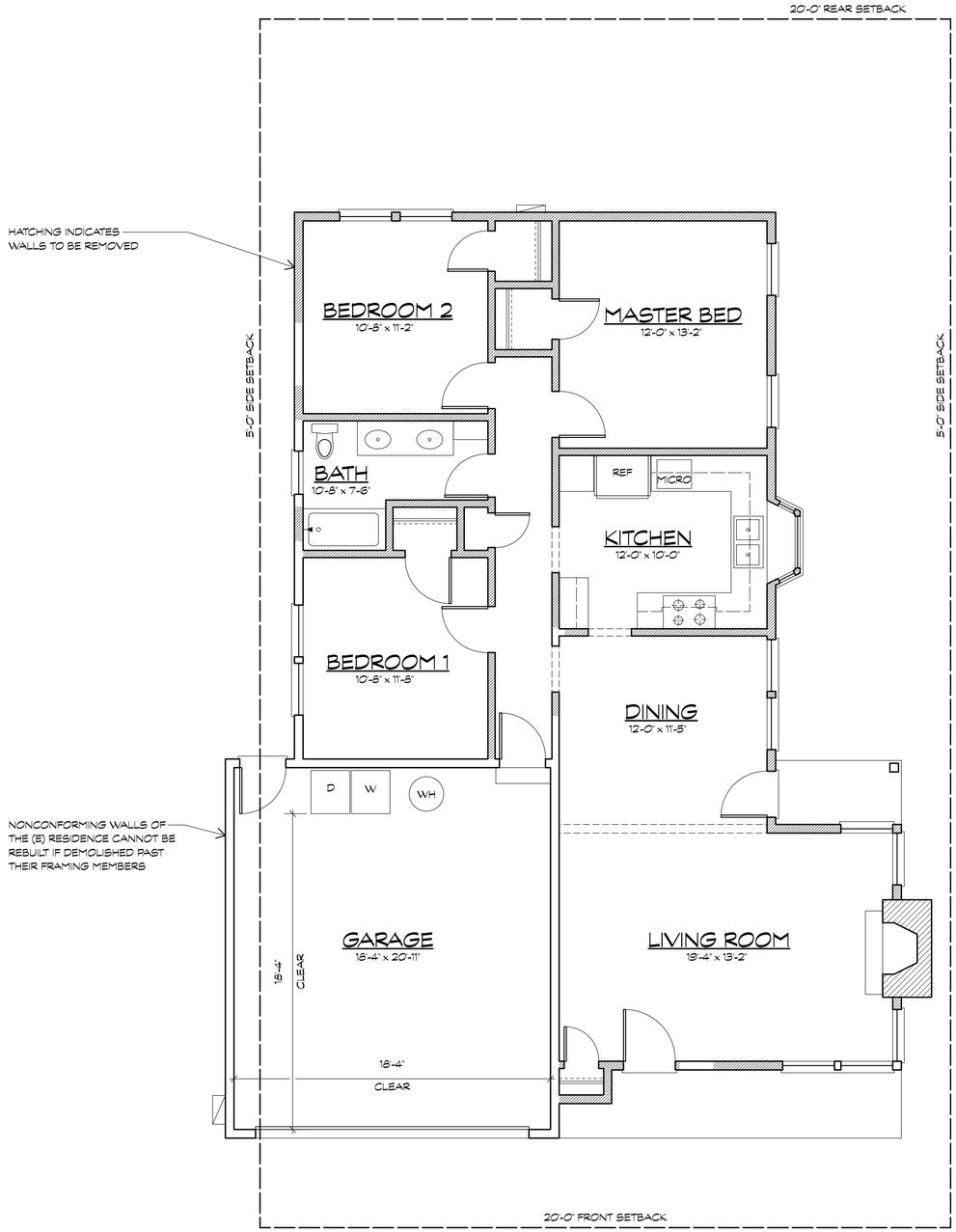
TREES ON-SITE PROTECTED BY THE CITY'S MUNICIPAL CODE WILL REQUIRE REPLACEMENT ACCORDING TO ITS APPRAISED VALUE IF DAMAGED BEYOND REPAIR AS A RESULT OF CONSTRUCTION

Date	10 AUG 2022
Scale	NOTED
Drawn	METRO
Job	TANNER
Sheet	A1



2 EXISTING ROOF PLAN

1/4"=1'-0"



1 EXISTING FLOOR PLAN

1/4"=1'-0"

8 4 0 8 16

REF

WALL LEGEND

- EXISTING WALLS
- WALLS TO BE REMOVED

USE PERMIT REV.
25 OCT 2022

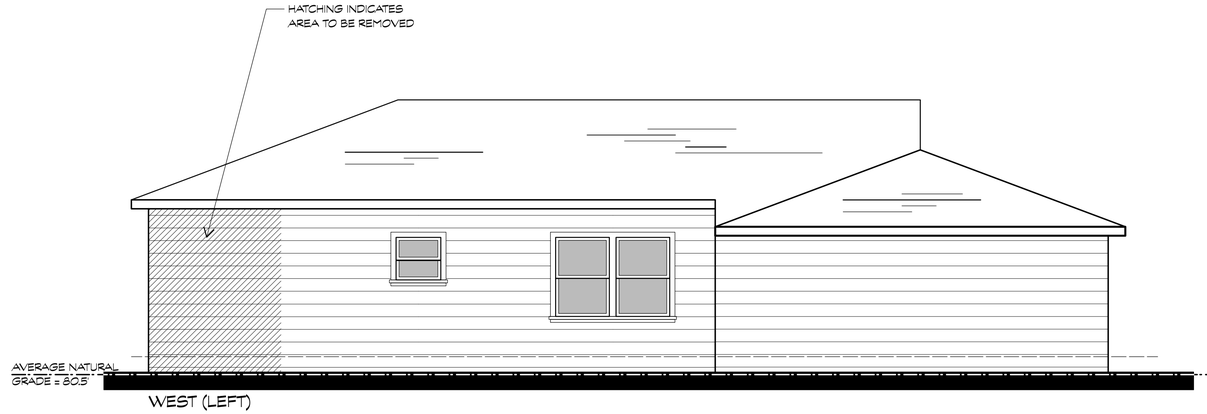
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27 JAN 2023

USE PERMIT REV. #3
6 FEB 2023

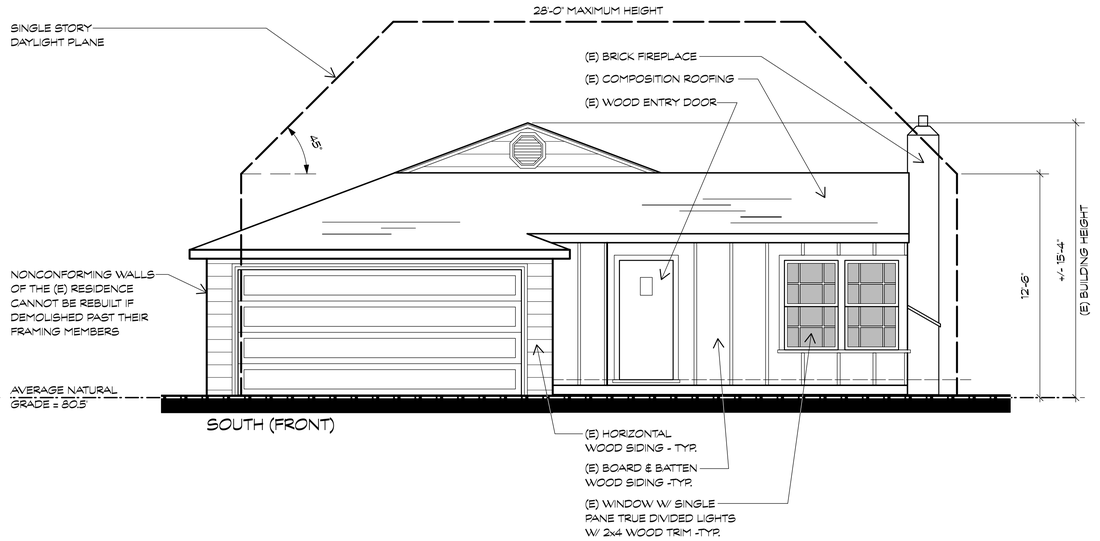
metropolis ARCHITECTURE
445 N. Whisman Road
Suite #300
Mountain View,
CA 94043
650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

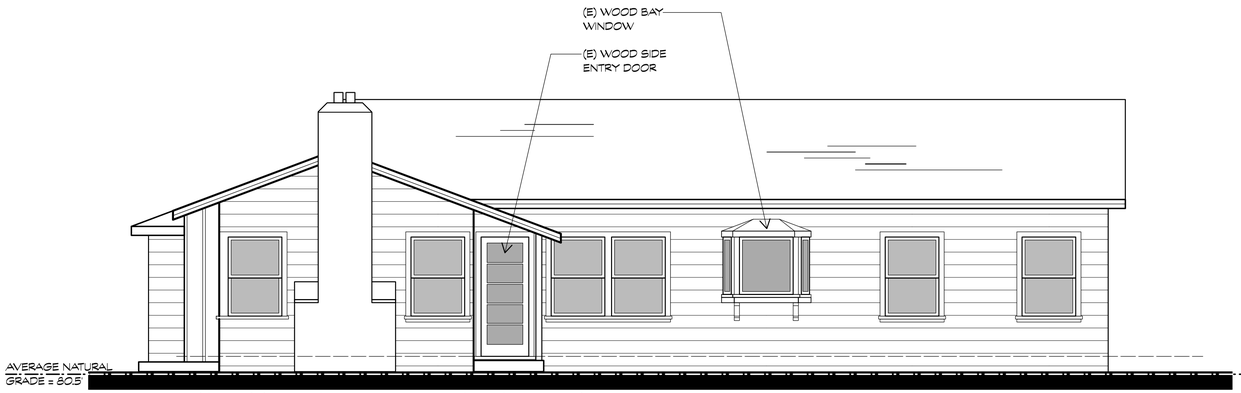
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Sheet	A2



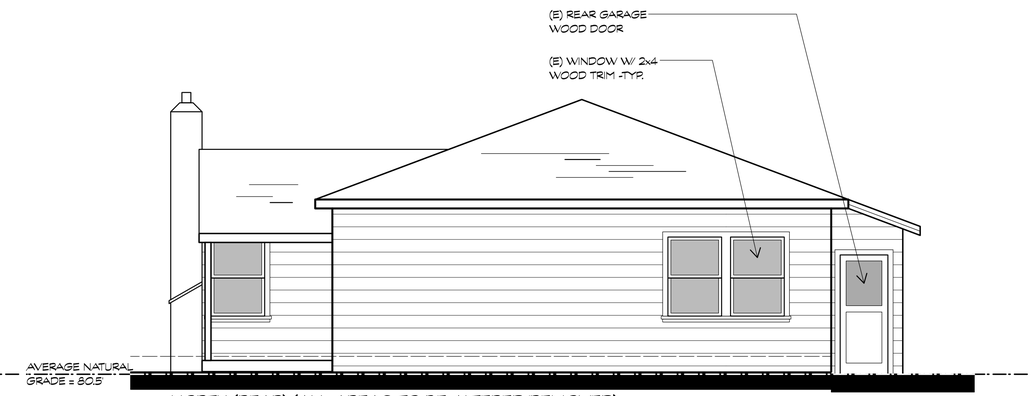
WEST (LEFT)



SOUTH (FRONT)



EAST (RIGHT) (ALL AREAS TO BE ALTERED/REMOVED)



NORTH (REAR) (ALL AREAS TO BE ALTERED/REMOVED)

1 EXISTING ELEVATIONS

8 4 0 8 16

1/4"=1'-0"

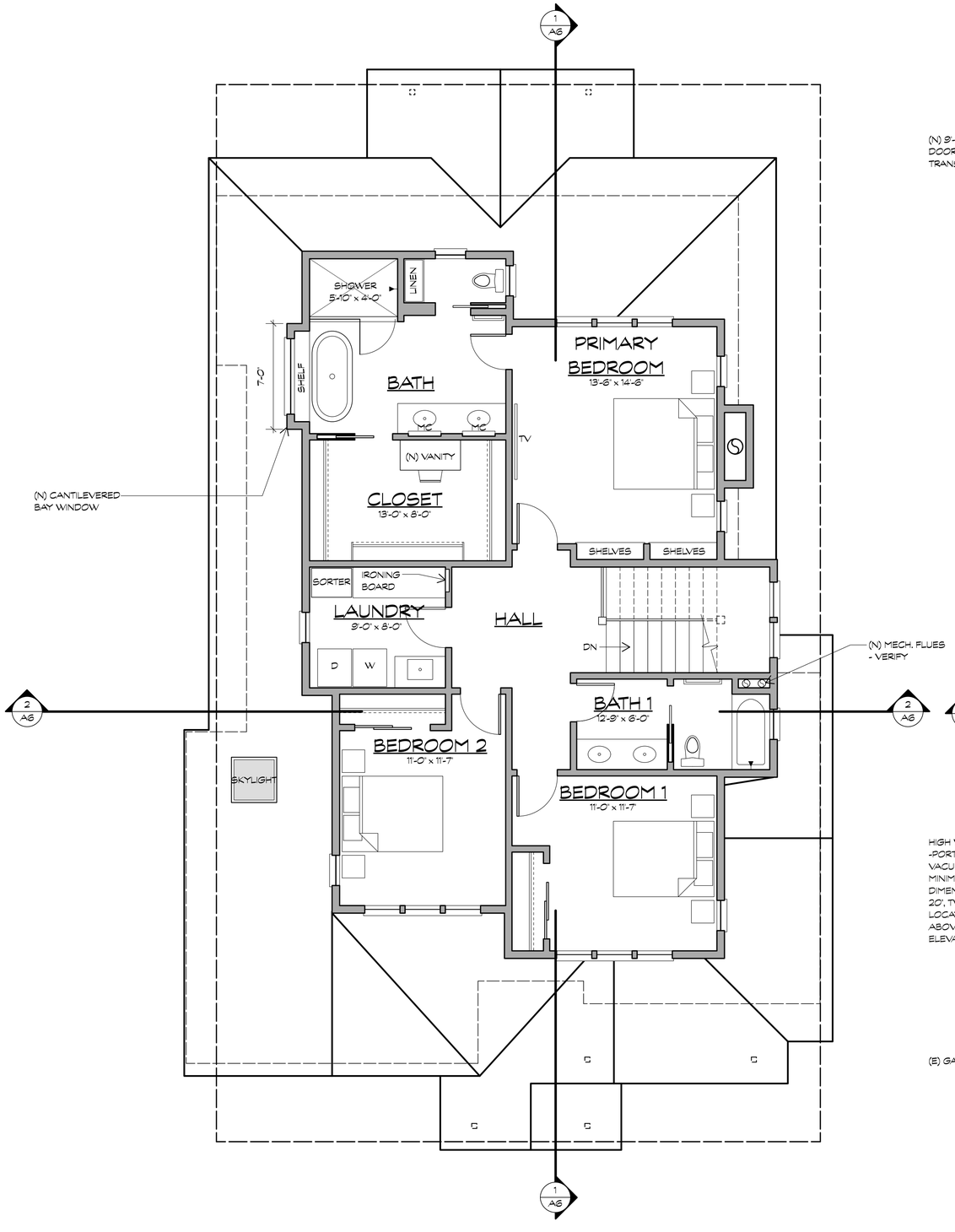
USE PERMIT REV.
25 OCT 2022
USE PERMIT REV. #2
27 JAN 2023
USE PERMIT REV. #3
6 FEB 2023

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ARCHITECTURE
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Mountain View,
CA 94043
650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

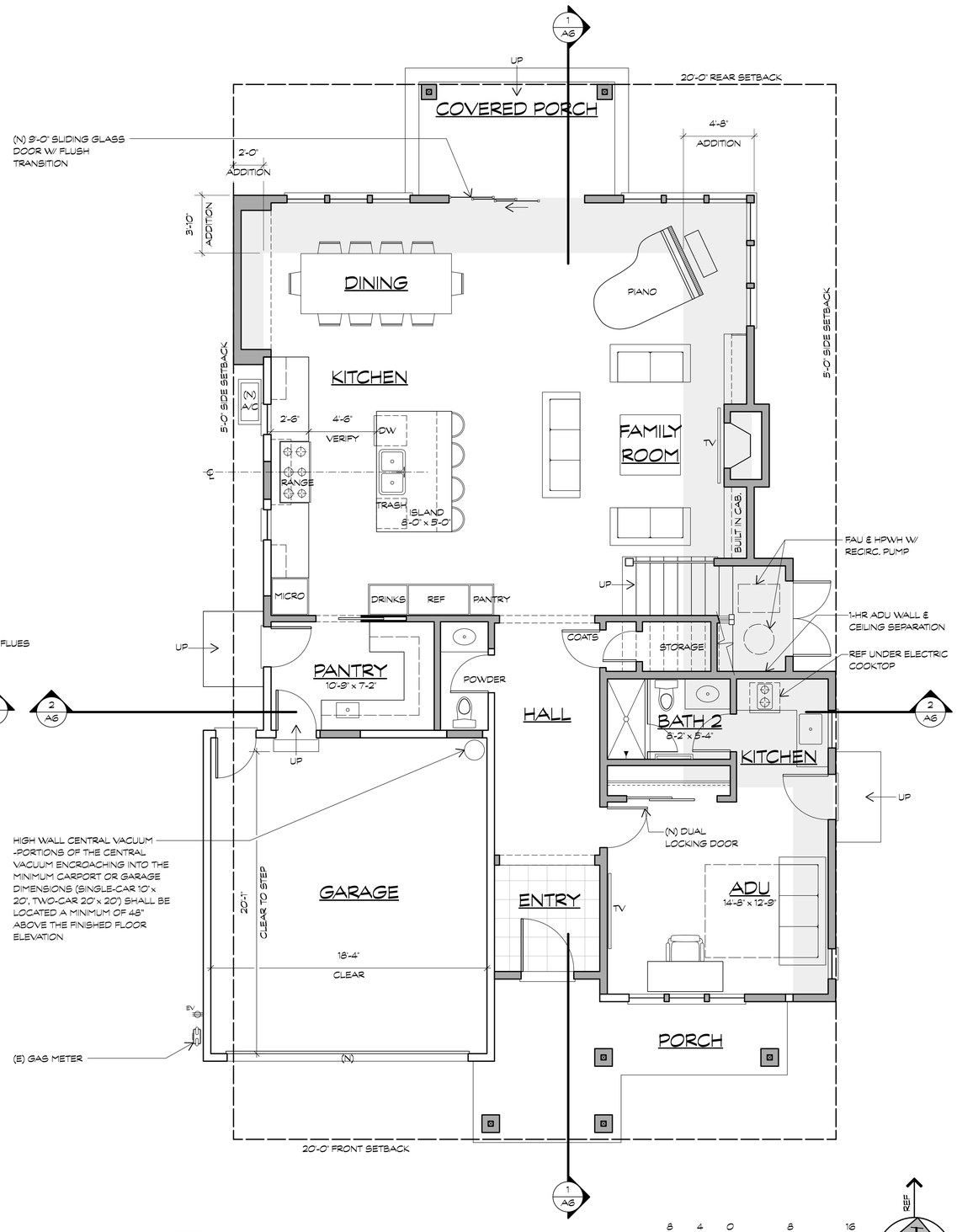
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Drawn	METRO
Job	TANNER
Sheet	A3

BY PAINTED



2 PROPOSED SECOND FLOOR PLAN

1/4"=1'-0"



1 PROPOSED FIRST FLOOR PLAN

1/4"=1'-0"

8 4 0 8 16

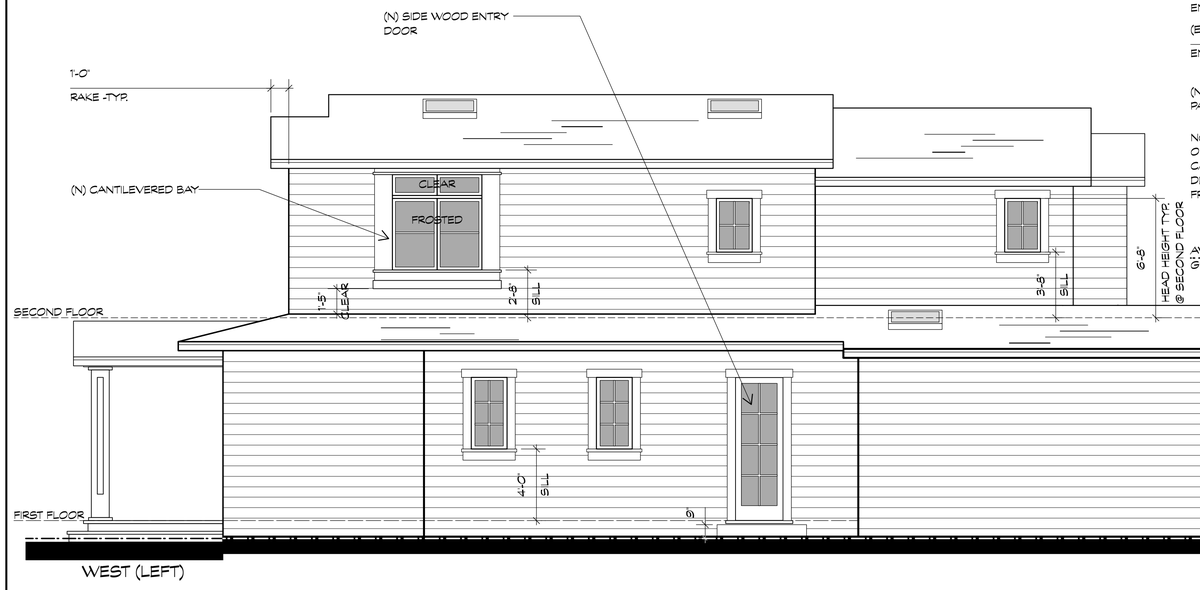
NORTH REF

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USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

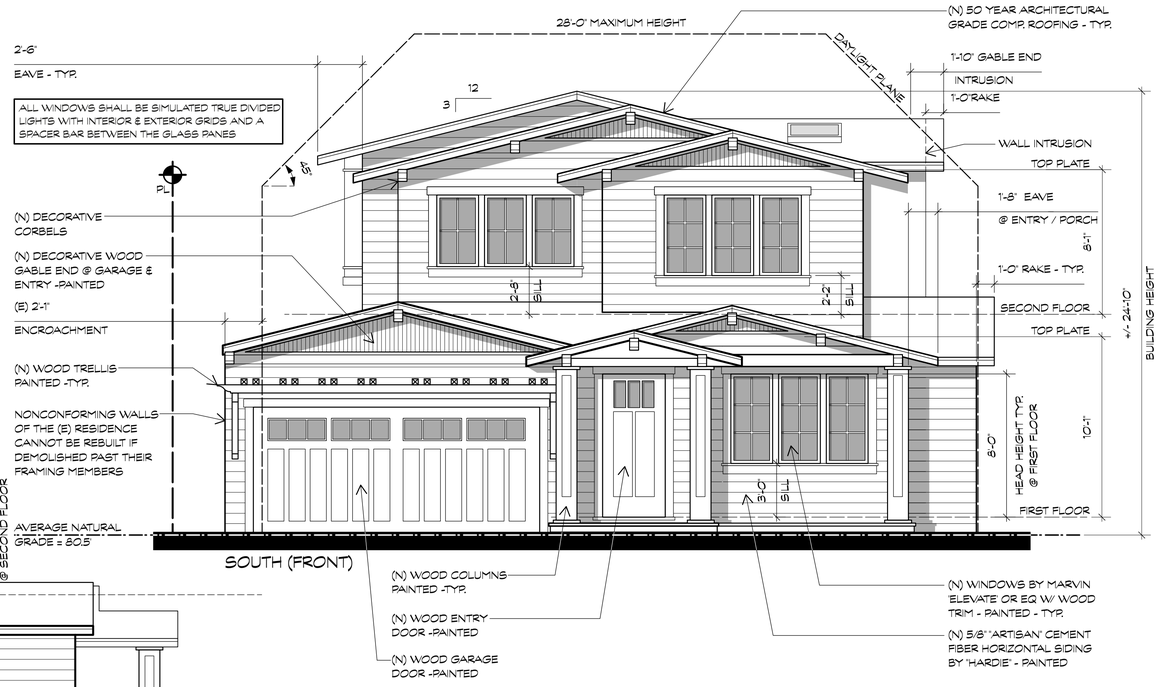
metropolis ARCHITECTURE
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Suite #300
Mountain View,
CA 94043
650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

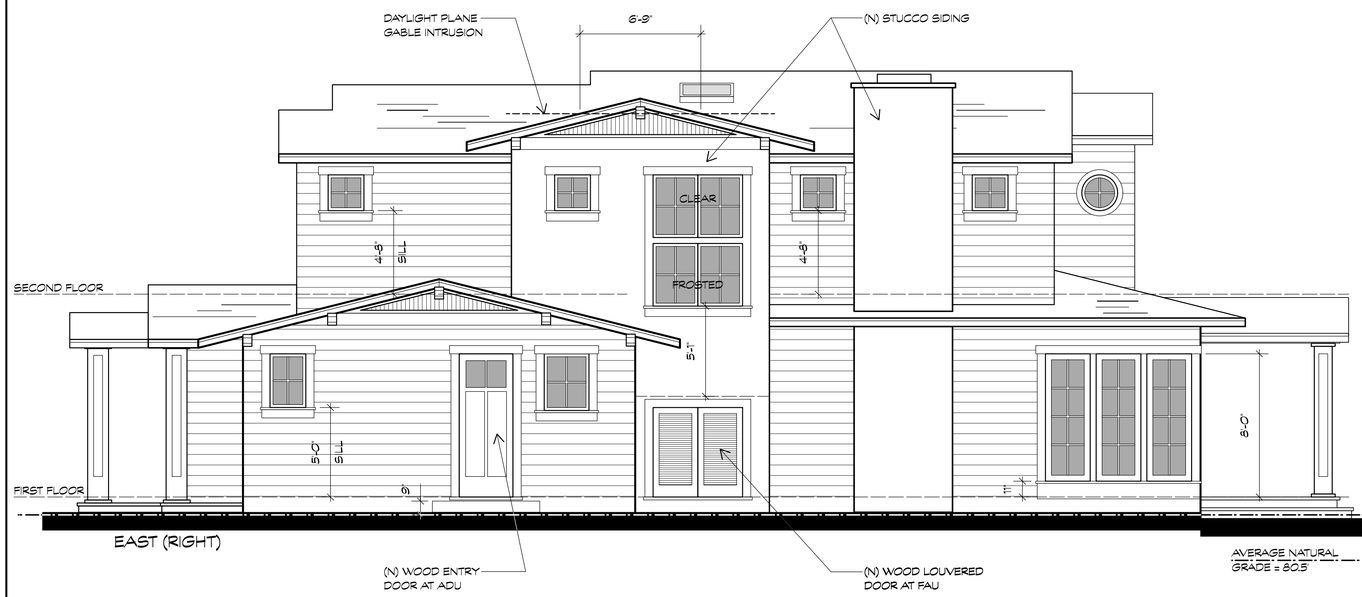
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Job	TANNER
Sheet	A4



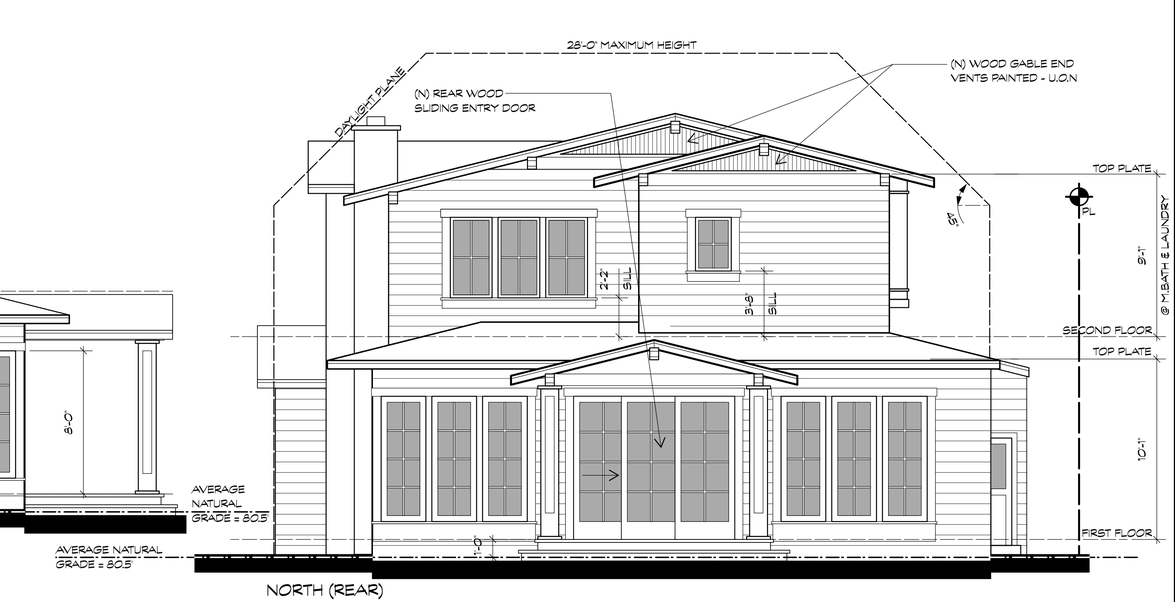
WEST (LEFT)



SOUTH (FRONT)



EAST (RIGHT)



NORTH (REAR)

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1/4"=1'-0"

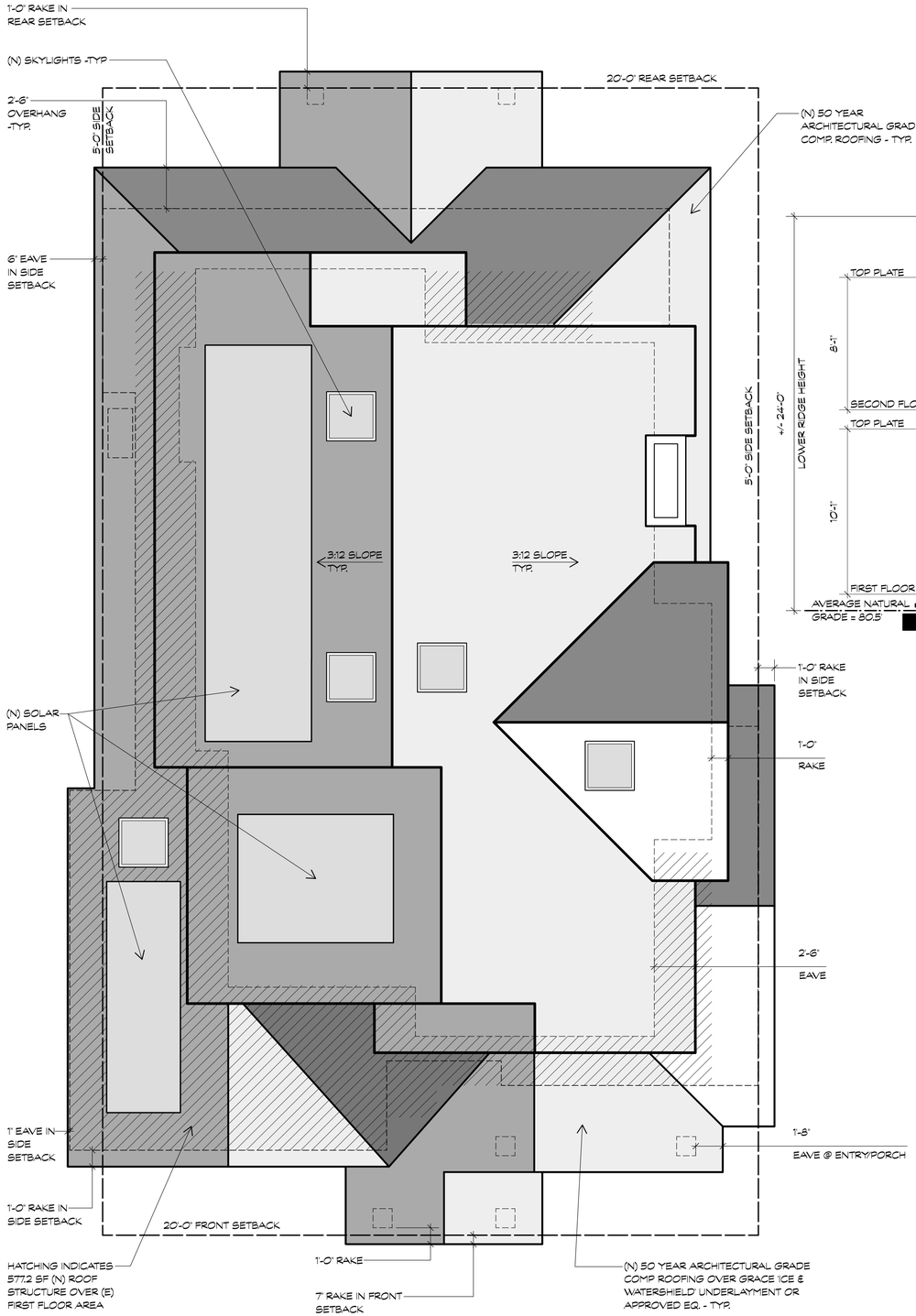
1 PROPOSED ELEVATIONS

USE PERMIT REV. 25 OCT 2022
USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

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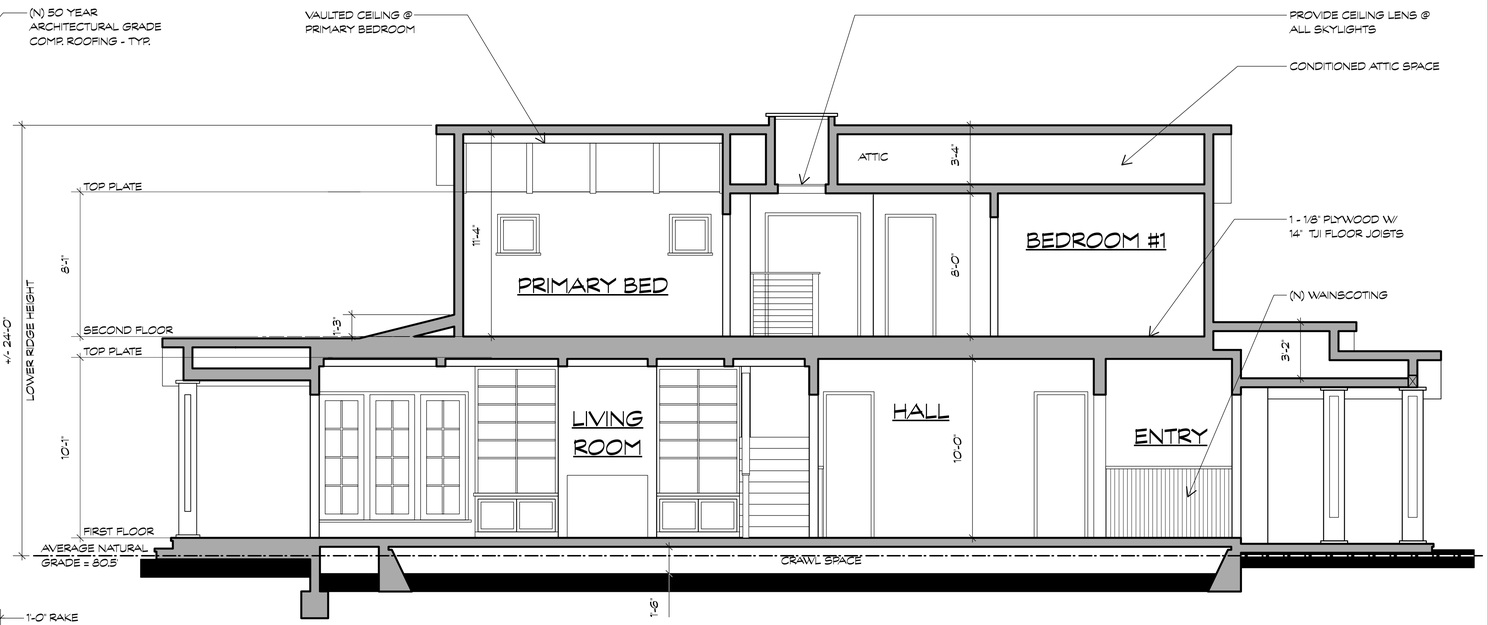
TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

Date	10 AUG 2022
Scale	NOTED
Drawn	METRO
Job	TANNER
Sheet	A5



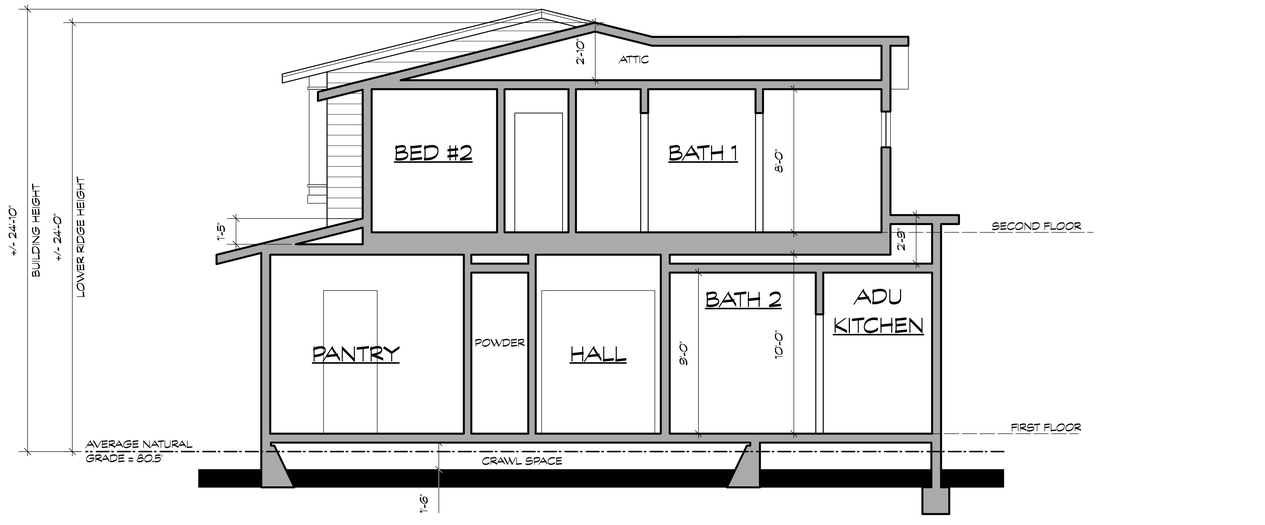
3 PROPOSED ROOF PLAN

1/4"=1'-0"



1 SECTION

1/4"=1'-0"



2 SECTION

8 4 0 8 16

1/4"=1'-0"

USE PERMIT REV. 25 OCT 2022
USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

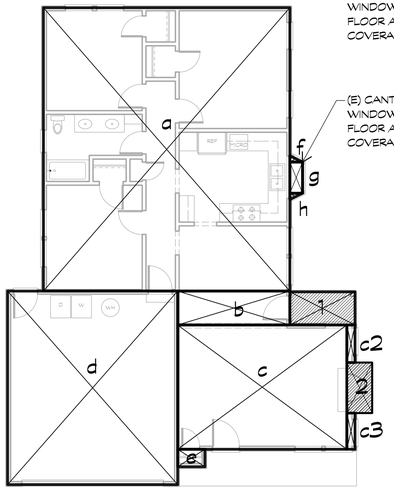
metropolis ARCHITECTURE
445 N. Whisman Road
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650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

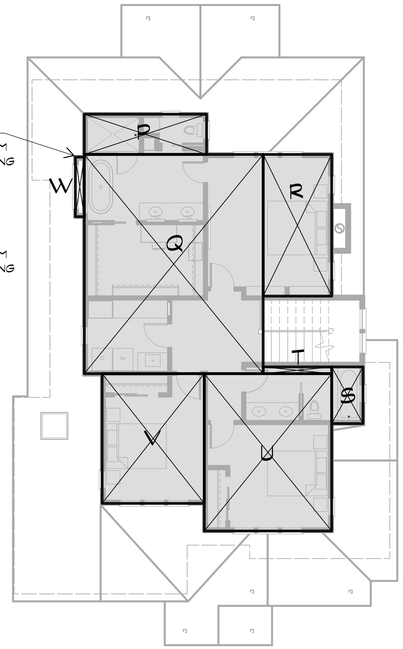
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Sheet	A6

LEGEND

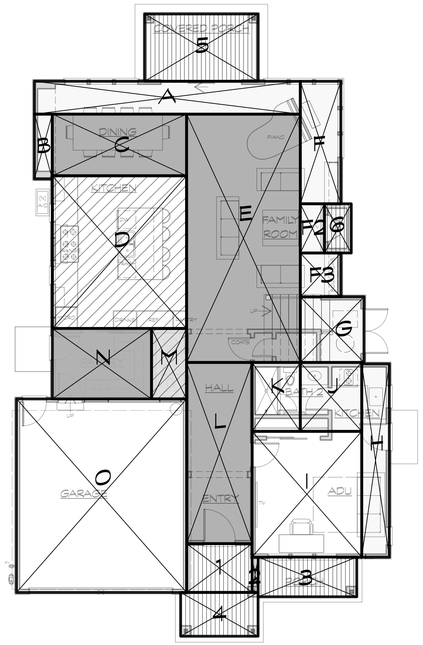
- EXISTING FLOOR AREA
- PROPOSED ADDITION
- KITCHEN REMODEL
- BATH REMODEL
- LIVING AREA REMODEL



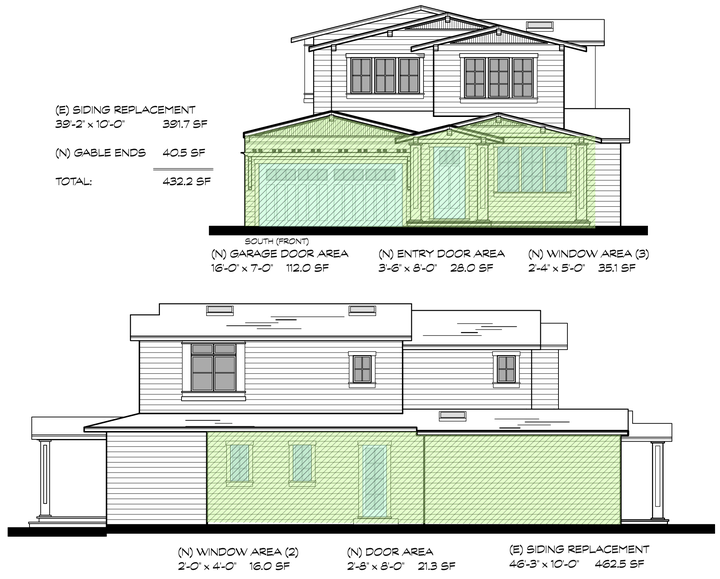
EXISTING FIRST FLOOR DIAGRAM



PROPOSED SECOND FLOOR DIAGRAM



PROPOSED FIRST FLOOR DIAGRAM



EXISTING FLOOR AREA CALCULATIONS

	DIMENSION	SQUARE FOOTAGE
a	27'-7" x 31'-8"	873.5 SF
b	12'-7" x 3'-10"	48.2 SF
c	18'-11" x 13'-11"	263.3 SF
c2	0'-11" x 4'-2"	3.8 SF
c3	0'-11" x 4'-1"	3.7 SF
e	3'-1" x 1'-11"	5.9 SF
EXISTING FLOOR AREA:		1,198.4 SF
	DIMENSION	SQUARE FOOTAGE
d	19'-0" x 21'-8"	411.7 SF
GARAGE FLOOR AREA:		411.7 SF
	DIMENSION	SQUARE FOOTAGE
f	1'-5" x 0'-8"	0.5 SF
g	1'-5" x 3'-6"	5.0 SF
h	1'-5" x 0'-8"	0.5 SF
KITCHEN BAY FLOOR AREA:		6.0 SF
TOTAL EXISTING FLOOR AREA:		1,610.1 SF

EXISTING COVERAGE CALCULATIONS

	DIMENSION	SQUARE FOOTAGE
1	7'-3" x 3'-9"	27.2 SF
2	2'-10" x 5'-8"	16.1 SF
EXISTING COVERAGE AREA:		43.3 SF
EXISTING FIRST FLOOR AREA:		1,610.1 SF
TOTAL PROPOSED COVERAGE AREA:		1,653.4 SF

PROPOSED FLOOR AREA CALCULATIONS

	DIMENSION	SQUARE FOOTAGE
A	29'-9" x 3'-8"	109.1 SF
B	2'-0" x 7'-3"	14.5 SF
C	15'-0" x 6'-11"	103.7 SF
D	15'-0" x 17'-1"	256.2 SF
E	12'-9" x 27'-9"	353.8 SF
F	4'-6" x 13'-8"	61.5 SF
F2	2'-8" x 5'-6"	14.7 SF
F3	4'-6" x 4'-11"	22.1 SF
G	7'-1" x 7'-4"	51.9 SF
L	7'-4" x 20'-3"	148.5 SF
M	3'-11" x 7'-10"	30.7 SF
N	11'-1" x 7'-10"	86.8 SF
FIRST FLOOR AREA:		1,253.5 SF
	DIMENSION	SQUARE FOOTAGE
P	13'-8" x 4'-6"	61.5 SF
Q	20'-0" x 24'-6"	490.0 SF
R	7'-8" x 15'-10"	121.4 SF
S	3'-6" x 6'-4"	22.2 SF
T	7'-8" x 0'-9"	5.7 SF
U	14'-3" x 17'-7"	250.6 SF
V	11'-5" x 14'-6"	165.5 SF
SECOND FLOOR AREA:		1,116.9 SF
	DIMENSION	SQUARE FOOTAGE
O	19'-0" x 21'-8"	411.7 SF
GARAGE FLOOR AREA:		411.7 SF
	DIMENSION	SQUARE FOOTAGE
H	3'-1" x 21'-7"	66.5 SF
I	12'-3" x 14'-1"	172.5 SF
J	6'-10" x 7'-8"	52.4 SF
K	5'-4" x 7'-8"	40.9 SF
ADU FLOOR AREA:		332.3 SF
BAY WINDOW	DIMENSION	SQUARE FOOTAGE
W	1'-0" x 6'-8"	6.7 SF
TOTAL PROPOSED FLOOR AREA W/O ADU:		2,782.1 SF
TOTAL PROPOSED FLOOR AREA W/ ADU:		3,114.4 SF

PROPOSED COVERAGE CALCULATIONS

	DIMENSION	SQUARE FOOTAGE
1	7'-4" x 5'-5"	39.7 SF
2	0'-8" x 3'-11"	2.6 SF
3	11'-0" x 4'-5"	48.6 SF
4	8'-8" x 4'-11"	42.6 SF
5	12'-8" x 7'-6"	95.0 SF
6	3'-0" x 5'-6"	16.5 SF
PROPOSED COVERAGE AREA:		245.0 SF
TOTAL PROPOSED FIRST FLOOR AREA		1,665.2 SF
TOTAL PROPOSED COVERAGE AREA W/O ADU:		1,910.2 SF
TOTAL PROPOSED COVERAGE AREA W/ ADU:		2,242.7 SF

EXISTING DEVELOPMENT

DEVELOPMENT TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	EXISTING VALUE
EXISTING FLOOR AREA EXISTING GARAGE AREA	1,198.4 SF 411.7 SF	$200 / SF $70 / SF	$239,680.00 $28,819.00
TOTAL VALUE			$268,499.00
75% OF EXISTING VALUE			$201,374.25

PROPOSED DEVELOPMENT

DEVELOPMENT TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	DEVELOPMENT VALUE
FLOOR ADDITION:	1,388.9 SF	$ 200 / SF	$277,780.00
REMODEL OF KITCHEN:	256.2 SF	$ 130 / SF	$33,306.00
REMODEL OF BATHROOMS:	30.7 SF	$ 130 / SF	$3,991.00
REMODEL OF LIVING AREAS:	692.8 SF	$ 100 / SF	$69,280.00
NEW ROOF OVER EXISTING AREA:	577.2 SF	$50 / SF	$28,860.00
NEW WINDOW AREA:	212.4 SF	$ 35 / SF	$7,434.00
NEW SIDING AREA:	894.7 SF	$ 35 / SF	$31,314.50
TOTAL:			**$451,965.50**

8 4 0 8 16

2 EXISTING & PROPOSED FLOOR AREA DIAGRAMS

1/8"=1'-0"

1 PROPOSED NEW WORK VALUE CALCULATIONS

1/8"=1'-0"

USE PERMIT REV. 25 OCT 2022
USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

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TANNER RESIDENCE
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MENLO PARK, CALIFORNIA

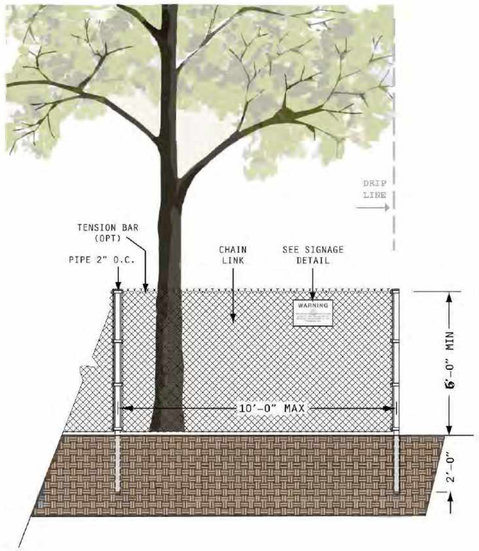
Date	10 AUG 2022
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Job	TANNER
Sheet	A7

PRE-CONSTRUCTION ROOT PRUNING

Excavation shall only occur within the TPZ (Tree Protection Zone), of retained trees, when designated by the Project Arborist. Excavations within (or outside of the TPZ, as designated), the Tree Protection Zone, will be performed by hand in order to preserve roots. Pruning of roots 2" in diameter or greater shall be conducted under the supervision of the Project Arborist. These activities will be documented, and a monitoring report will be provided to the City Arborist.

Trenches for root pruning will be hand dug according to locations shown on Tree Protection Plan sheet:

- Trenches will be dug one foot behind staking on tree side of stakes.
- The depth of the trench will equal the depth required for installation of the adjacent element.
- Cleanly prune any roots encountered smaller than 2" in diameter. Use lopper, hand saw, or Sawzall. A sharp spade may be used for palm roots.
- If piping is to be installed, roots 2" in diameter or greater should be retained, if possible, by installing the piping under or over the root.
- The pruned roots should be backfilled before the end of the day. If this is not feasible, the roots shall be covered with burlap layers or carpeting and kept moist until the trench is backfilled.
- If roots are encountered 2" in diameter or greater, the Project Arborist shall be notified, and a determinations shall be made to prune the root or retain it depending on site specific conditions.



TREE PROTECTION FENCE DETAIL
ELEVATION VIEW

Warning

Tree Protection Zone

Keep Out

NOTICE: PROTECTIVE FENCING IS REQUIRED ON THIS JOB SITE.
REMOVAL OR DAMAGE OF THIS FENCING MAY RESULT IN A FINE

This sign must be prominently displayed. Fencing may not be moved or removed without permission of the Project Arborist.

During demolition and construction, all reasonable steps necessary to prevent damage, or the destruction of protected trees is required. Failure to comply with all precautions may result in a STOP WORK order being issue by the regulating agency.

No Entry without Project Arborist Authorization
Kurt Fouts –Arborist Consultant- 831 – 359 -3607

211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Suitability for Preservation Ratings:

Good: Trees in good health and structural condition with potential for longevity on the site

Fair: Trees in fair health and/or with structural defects that may be reduced with treatment procedures

Poor: Trees in poor health and/or with poor structure that cannot be effectively abated with treatment

Retention or Removal Code:

RT: Retain Tree
RI: Remove Due to Construction Impacts

I.M. Impacts Can Be Mitigated With Pre-Construction Treatments
R.C. Remove Due to Condition

Protected Tree City of Menlo Park, Any tree 15 inches or greater in diameter measured at 4.5 feet above grade. Any native oak 10" inches or greater in diameter measured at 4.5 feet above grade.

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection Zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T1	liquidambar (*Liquidambar styraciflua*)	24"	Yes	65'X30	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	8.5' from existing driveway. Minor tip dieback throughout canopy. Some over-extended limbs.
T2	liquidambar	28"	Yes	65'X25'	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	Minor tip dieback throughout canopy. Some over-extended limbs.
	Kurt Fouts Arborist Consultant 826 Monterey Avenue Capitola, CA 95010 831-359-3607 kurtfouts1@outlook.com						Page 1 of 2				5/28/2022

Tree Protection Specifications & Recommended Sequence

Demolition Phase:

1. Tree Canopy Clearance Pruning – Clearance pruning of tree T3 liquidambar to allow construction of the second story, shall be performed using industry standards of workmanship as established in the Best Management Practices of the International Society of Arboriculture (ISA), and the American National Standards Institute, Safety Requirements in Arboriculture Operations ANSI Z133-2017. Contractor licensing and insurance coverage shall be verified. Pruning should be done to achieve a minimum of 3 feet clearance from the home. *No limbs greater than 6" in diameter shall be removed.*
2. Tree Protection Fencing - Install Tree Protection Fencing, in location indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
3. Tree Trunk Wrap - Install tree trunk wrap on tree T3, as indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
4. Home & Walkway Demolition- Demolition of existing walkway adjacent to tree T3 shall be accomplished with a jack hammer and pieces hand loaded. Demolition of existing foundation adjacent to tree T3 shall be accomplished by hand methods. No use of machinery is allowed.

Construction Phase:

Work performed that impacts trees as described below shall be supervised by the Project Arborist. The Project Arborist shall be contacted a minimum of 48 hours to prior scheduled work. Work undertaken shall be documented in the form of a follow-up letter and submitted to the City Arborist.

1. New Addition Foundation – Excavation for new addition foundation adjacent to tree T3, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.
2. Utilities / Sewer & Water – Excavation for sewer line within the canopy dripline of tree T1, liquidambar, shall be by hand methods. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning. Install water line as far as feasible from trees T2 and T3 liquidambar. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, the root shall be retained with the root "bridging" the trench, and the pipe shall be installed under or over the root.
3. New Driveway – Excavation for new driveway edge adjacent to tree T1, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.

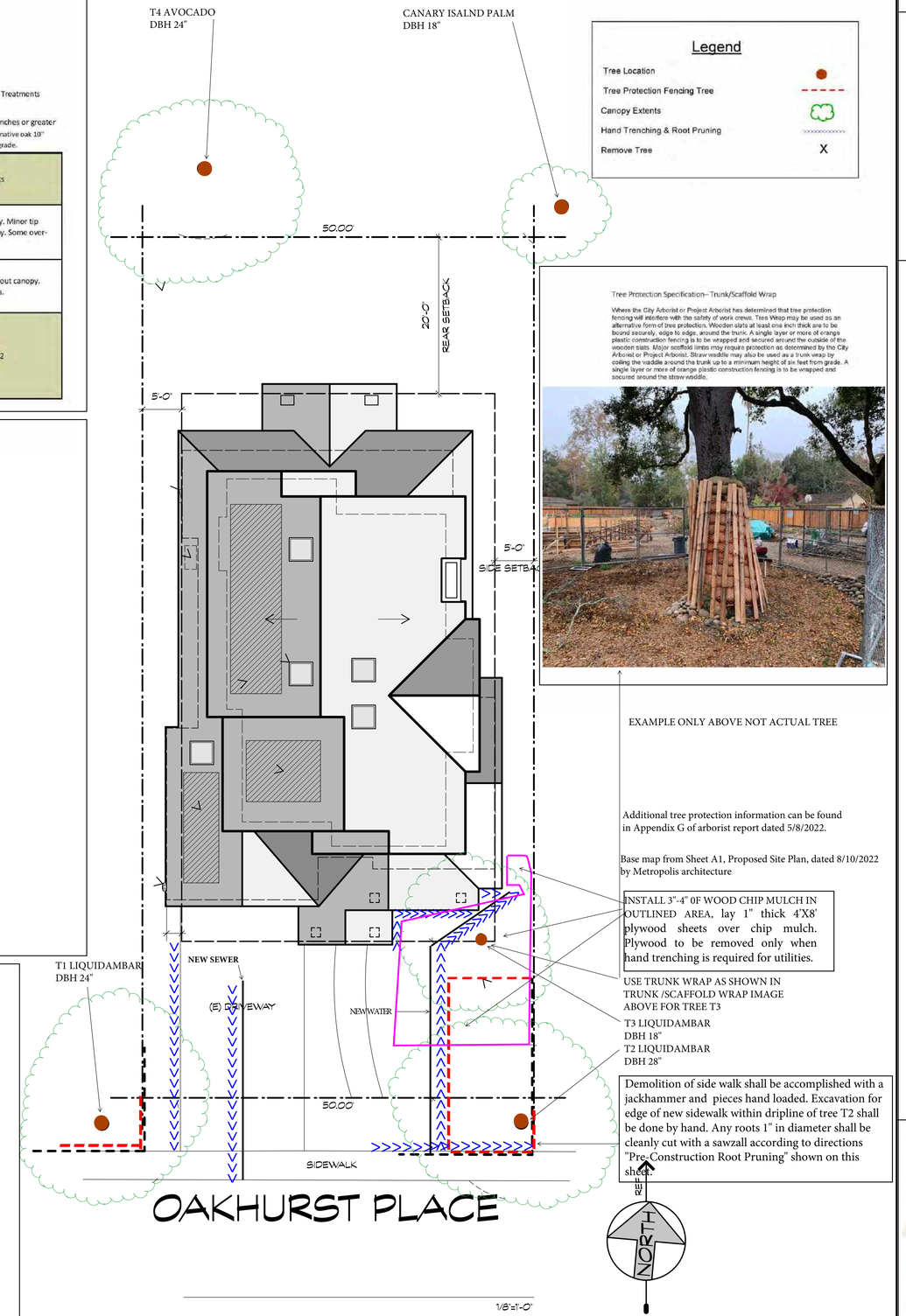
Post Construction Tree Maintenance:

1. After hand digging and root pruning for trees T1, T2, & T3, is completed, supplemental irrigation shall be applied to trees including, a) under the tree canopy dripline, and b) up to 5' beyond the dripline. Apply irrigation on a bi-monthly basis, during the dry season. Saturate soil to a depth of 4 - 6-inches. This practice shall be continued for a period of two years. Do not apply water within 5-feet of trunks.

211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T3	liquidambar	18"	Yes	50'x20'	Good	Fair	Good	15'	Moderate (Root loss-excavation, Canopy loss, clearance pruning)	R.T., I.M.	7'4" from existing foundation. 2' from existing walkway. One 5" diameter limb overhangs home by 10'.
T4	avocado (*Persea americana*)	24",24" (estimated)	Yes	45'x40'	Fair	Fair	Fair	25'	Low	R.T.	Significant tip and small branch dieback throughout canopy. Thin canopy density. Clearance pruned from overhead power lines.
T5	Canary Island palm (*Phoenix canariensis*)	18" (estimated)	Yes	30'X20'	Fair	Good	Good	15'	Low	R.T.	Clearance pruned from overhead power lines.
	Kurt Fouts Arborist Consultant 826 Monterey Avenue Capitola, CA 95010 831-359-3607 kurtfouts1@outlook.com						Page 2 of 2				5/28/2022



Tree Protection Specification– Trunk/Scaffold Wrap

Where the City Arborist or Project Arborist has determined that tree protection fencing will interfere with the safety of work crews, Tree Wrap may be used as an alternative form of tree protection. Wooden slats at least one inch thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the City Arborist or Project Arborist. Straw waddle may also be used as a trunk wrap by coiling the waddle around the trunk up to a minimum height of six feet from grade. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the straw waddle.

EXAMPLE ONLY ABOVE NOT ACTUAL TREE

Additional tree protection information can be found in Appendix G of arborist report dated 5/8/2022.

Base map from Sheet A1, Proposed Site Plan, dated 8/10/2022 by Metropolis architecture

INSTALL 3"-4" 0F WOOD CHIP MULCH IN OUTLINED AREA, lay 1" thick 4'X8' plywood sheets over chip mulch. Plywood to be removed only when hand trenching is required for utilities.

USE TRUNK WRAP AS SHOWN IN TRUNK /SCAFFOLD WRAP IMAGE ABOVE FOR TREE T3

T3 LIQUIDAMBAR
DBH 18"
T2 LIQUIDAMBAR
DBH 28"

Demolition of side walk shall be accomplished with a jackhammer and pieces hand loaded. Excavation for edge of new sidewalk within dripline of tree T2 shall be done by hand. Any roots 1" in diameter shall be cleanly cut with a sawzall according to directions "Pre-Construction Root Pruning" shown on this sheet.

K.F.
9/29/2022

APN: 055-294-070

Sheet T1 of one sheet

Tree Protection Plan

211 Oakhurst Place, Menlo Park

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ARBORIST REPORT-

Tree Survey, Impact Assessment & Tree Protection Plan for:

211 Oakhurst Place
APN: 055-294-070
Menlo Park, CA
5/28/2022
Revised 10/10/2022

Prepared for:

Mr. Peter Tanner
211 Oakhurst Place
Menlo Park, CA 94025

Prepared by:

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Attachments: Appendix A - H

Appendix A – Tree Assessment Chart

Appendix B – Criteria for Tree Assessment Chart

Appendix C - Tree Protection Plan

Appendix D – Appraised Value of "Protected" Trees

Appendix E – Glossary of Terms

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- Protecting Trees During Construction
- Project Arborist Duties & Inspection Schedule
- Tree Protection Fencing
- Tree Protection Signs
- Monitoring
- Root Pruning
- Tree Work Standards & Qualifications
- City of Menlo Park Protected Trees

Appendix H - Assumptions & Limiting Conditions

SUMMARY

This report provides the following information:

1. A summary of the health and structural condition of 5 trees.
2. A preliminary evaluation of anticipated construction impacts to the trees.
3. Recommendations for retention or removal of assessed trees based on their condition and anticipated construction impacts.
4. Tree protection specifications to mitigate anticipated impacts to retained trees.
5. Appraised value of protected trees impacted by the project, to determine a tree replacement value.

- The *Tree Assessment Chart*, Appendix A is the condensed reference guide to inform all tree management decisions for the trees evaluated.
- A remodel and addition to a single-family home will be constructed at 211 Oakhurst Place, Menlo Park
- Five trees on or near the property defined as *Heritage Trees*, by the City of Menlo Park, were surveyed.
- The *Heritage Trees* are in good or fair condition and are suitable for preservation.
- The *Heritage Trees* will have low to moderate impacts, can be incorporated into the project, and will require mitigation methods to reduce construction impacts.
- No *Heritage Trees* will require removal.

Background

Plans have been submitted to the City of Menlo Park Planning Department, for the remodel of an existing home at 211 Oakhurst Place, Menlo Park. Mr. Peter Tanner has requested my services, to assess the condition of five trees on or near the applicant's property, and the construction impacts that may affect them. Further, to provide a report with my findings and recommendations to meet City of Menlo Park planning requirements.

Assignment

Provide an arborist report that includes an assessment of the trees within the project area. The assessment is to include the species, size (trunk diameter, height and canopy spread), condition (health and structure), suitability for preservation ratings. Review preliminary development plans assess potential impacts to trees, provide recommendations for retention or removal, and specify tree protection mitigation treatments for impacted trees that will be retained. Provide valuations of impacted trees to calculate a tree security deposit.

To complete this assignment, the following services were performed:

- **Tree Resource Evaluation:** Inventory, evaluate and assign suitability for preservation ratings for subject trees.
- **Plan Review: Reviewed provided plans including:** Plan Set by Metropolis Architecture, dated 5/2/2022.

- **Construction Impact Assessment:** Combine tree resource data with anticipated construction impacts, to provide recommendations for removal or retention of trees.
- **Tree Protection Plan:** Develop tree protection specifications to mitigate anticipated impacts to retained trees.
- **Mapping:** Tree locations were plotted onto: Proposed Site Plan, Sheet A1, and a Tree Protection Plan, Sheet T1, was created.

Limits of the Assignment

The information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection on May 16, 2022.

The inspection is limited to visual examination of accessible items without climbing, dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the trees in questions may not arise in the future.

Purpose and use of the report

The report is intended to identify all the trees within the plan area that could be affected by a project. The report is to be used by the developer, their agents, and the City of Menlo Park as a reference for existing tree conditions and to help satisfy the City of Menlo Park planning requirements.

Resources

All information within this report is based on site plans as of the date of this report. Resources are as follows:

- Plan Set by Metropolis Architecture dated 5/2/2022.
- Site Visit, Tree Inventory & Condition Evaluation at 211 Oakhurst Place on 5/16/2022.
- City of Menlo Park Municipal Code – Chapter 13.24. *Heritage Trees.*
- Guide for Plant Appraisal – 9th Edition
- Species Classification & Group Assignment – 2004 by WC-ISA

OBSERVATIONS

The flat parcel in a residential neighborhood has homes bordering on three sides. I surveyed five trees defined as heritage trees according to City of Menlo Park ordinance. A *Heritage Tree* includes any species 15 inches in diameter or larger, measured at 4.5 feet above grade. Native oak species are protected and designated as *Heritage Trees*, if their trunk is 10 inches or larger, at 4.5 feet above grade.

Two of the heritage trees are mature street trees growing on the property frontage, (Image #1).



Image #1 – Trees T1 & T2, liquidambar. Street trees that grow at property frontage.

Tree T1, a 24" diameter liquidambar has minor tip dieback throughout the canopy and is in fair condition. Some limbs appear over extended and could use end weight pruning.

Tree T2, 28" liquidambar has minor tip dieback throughout the canopy and is in fair condition. Some limbs appear over extended and could use end weight pruning. Decay is visible at two old pruning scars, 10" and 12" in diameter

Tree T3 is a mature liquidambar that grows close to the home, (Image #2)



Image #2 – Tree T3, liquidambar. Canopy of tree overhangs home.

The 18" liquidambar is in good condition. Some branches have steep angles of attachment but appear well attached.

Tree T4, is a mature avocado that grows on the adjacent property, (Image #3)



Image #3- Tree T4, avocado. Grows on adjacent property.

The avocado has two 24" co-dominant trunks. The canopy density is thin and there is significant tip and small branch dieback throughout the canopy. The canopy has been clearance pruned from overhead power lines.

Tree T5, an 18" Canary Island palm grows on the adjacent property, (Image #4).



Image #4- Tree T5, Canary Island palm. The tree grows on the adjacent property.

The palm is in fair condition. Fronds have been removed to create clearance from the overhead utility lines.

DISCUSSION

Species List

TOTAL SUBJECT TREES: 5

Protected: 5

3	liquidambar	(*Liquidambar styraciflua*)
1	avocado	(*Persea americana*)
1	Canary Island palm	(*Phoenix canariensis*)

A complete species list can be found in the Tree Assessment Chart spreadsheet, Appendix A.

Tree Evaluation and Recording Methods

Site evaluations were made on 5/16/2022. *The inventory included all trees on the property within the project limits.* The health and structural **condition** of each tree was assessed and recorded. Based on the trees health and structural condition, each trees **suitability for preservation** was rated and recorded.

The recorded data is included in the *Tree Assessment Chart, Appendix A,* of this report. Tree numbers were plotted on the attached *Tree Protection Plan, sheet T1.* **To correlate the data in the Tree Assessment Chart to the tree's location on the site, refer to Tree Protection Plan, sheet T1 - Appendix C.**

Condition Rating (Protected Trees)

A trees condition is determined by an assessing both the **health** and **structure**, then combining the two factors to reach a *condition rating*. Tree condition is rated as poor, fair or good. The quantity of trees assigned for each category (good, fair or poor), is indicated below:

Tree Condition Rating

- Good - 1
- Fair - 4
- Poor - 0

Suitability for Preservation (Protected Trees)

A trees suitability for preservation is determined based on its health, structure, age, species characteristics and longevity using a scale of good, fair or poor. The quantity of trees assigned to each category (good, fair or poor), is listed below.

Suitability Rating

- Good - 4
- Fair – 1
- Poor - 0

Tree Protection Zone

The tree protection zone (TPZ), is a defined area (radius from trunk), within which certain activities are prohibited or restricted to minimize potential injury to designated trees during construction.

The size of the optimal TPZ can be determined by a formula based on 1) trunk diameter 2) species tolerance to construction impacts, and 3) tree age (Matheny, N. and Clark, J 1998). In some instances, tree drip line is used as the TPZ. Development constraints can also influence the final size of the tree protection zone.

Fencing is installed to delineate the (TPZ), and to protect tree roots, trunk, and scaffold branches from construction equipment. *The fenced protection area may be smaller than the optimal or designated TPZ area in some circumstances.* Tree protection may also involve the armoring of the tree trunk and/or scaffold limbs with barriers to prevent mechanical damage from construction equipment. *See Tree Protection Guidelines & Restrictions* – Appendix E.

Once the TPZ is delineated and fenced (prior to any site work, equipment and materials move in), construction activities are only to be permitted within the TPZ if allowed for and specified by the project arborist.

Where tree protection fencing cannot be used, or as an additional protection from heavy equipment, tree wrap may be used. Wooden slats at least one inch thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the City arborist or Project arborist. Straw wattle may also be used as a trunk wrap and secured with orange plastic fencing.

Data has been entered in the *Tree Assessment Chart – Appendix A*, which indicates the optimal Tree Protection Zone for each tree.

Additional general tree protection guidelines are included in *Tree Protection Guidelines & Restrictions – Appendix G.*

Critical Root Zone

The CRZ is the biological limit of a tree's capacity to recover from root loss. It is "the area of soil around a tree where the minimum number of roots that are biologically essential to the structural stability and health of the tree are located. There are no universally accepted methods to calculate the CRZ." (Clark, Metheny, Smiley, et al, *The Tree Protection Zone & the Critical Root Zone*, 12/2021). The methods utilized to determine the Critical Root Zone are varied and can be based on professional guidelines and/or industry standards. Criteria such as trunk diameter, tree age and vigor, species tolerance, tree architecture and existing site constraints are commonly used criteria.

Using this information, the arborist can find the distance from the trunk that should be protected per unit of trunk diameter. The CRZ does not always represent a radius around the tree. When necessary, the area can be offset or shaped in a manner that accepts tree canopy constraints or existing conditions.

Critical Root Zone, Continued:

For purposes of this report the CRZ is the minimum tolerable distance between the trunk, and excavation that requires root cutting. I have estimated it to be five times the trunk Diameter at Breast Height, (DBH is 4.5' above grade). For example, if a tree has a one-foot trunk diameter, the CRZ extends is five feet from the trunk.

If encroachment into the CRZ or TPZ is required to retain the tree during development, the arborist must provide alternative construction methods or preconstruction treatments to reduce impacts.

Root Disturbance Distance

No one can estimate and predict with absolute certainty what distance from a tree, a soil disturbance such as excavation for construction should be, to ensure it will not significantly affect tree stability or health. Or to what degree, (low, moderate or high), a tree might be impacted. There are simply too many variables involved that we cannot see or anticipate. However, three times the D.B.H. (diameter at breast height), is a widely accepted minimum used in the industry for root disturbance, *on one side of the trunk*, and is supported by several research studies including (Smiley, Fraedich & Hendrickson 2002, Bartlett Tree Research Laboratories). This distance is often used during the design and planning phases of a project in order to estimate root loss due to construction activities. This distance is a guideline only and should be increased for trees with significant leans, decay or other structural problems.

The ISA, International Society of Arboriculture- Root Management (2017) publication recommends, "cutting roots at a distance greater than six times the trunk diameter (DBH) minimizes the likelihood of affecting both health and stability. This recommendation is given further direction by the companion publication, A.N.S.I. (*American National Standard*) A300 (Part 8)- 2013 Root Management, when roots are cut in a *non-selective* manner, i.e. in a straight line on one side of a tree. It says, if the cutting is "within six times the trunk diameter (DBH), mitigation shall be recommended". Further, A.N.S.I. recommends the "minimum distance from the trunk for root cutting should be adjusted according to trunk diameter, species tolerance to root loss, tree age, health and site condition".

In general, root cutting that occurs at a distance less than six times the diameter of a tree should be undertaken by hand digging and hand (or Sawzall), root pruning. These methods help mitigate root loss impacts.

Construction Impacts to Subject Trees

Three protected trees will be impacted by construction activities for the new home. The trees will have low or moderate impacts and can be incorporated into the project.

The project elements that will impact the trees include:

- Demolition of the Existing Foundation & Walkway
- Excavation for New Foundation & Porch
- Excavation for New Utilities (Water & Sewer)
- Excavation for New Driveway



Image #5 – Trees T1, T2 & T3 liquidambar. Distance to elements impacting trees.

Tree T1 liquidambar, a 24" diameter street tree is 10-feet from the new driveway, this within the critical root zone 10' X 12" – 24" trunk diameter = 5X the trunk diameter. The liquidambar will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. Tree T1 is 17-feet from the new sewer line, this is outside the critical root zone but within the tree protection zone. The tree will suffer some root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts.

Tree T3, an 18" liquidambar is 4-feet from the new water line, this is within the critical root zone. The tree will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. Three T3 is 5.5-feet from the new foundation at the corner of the A.D.U., This is within the critical root zone. The tree will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. A new porch will be installed 11-feet from the tree T3, this is outside the critical root zone, but within the tree protection zone. The liquidambar will suffer some root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. One 5" diameter and one 4" diameter limb on tree T3 will need to be pruned to accommodate the new second story.

Construction Impacts to Subject Trees, Continued:

Tree T2, a 28" liquidambar street tree is 11-feet from the new water line. This is within the critical root zone. The tree will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts.

Tree T4, a 24" avocado located on the adjacent property is 29-feet from the new backyard patio. This is outside the tree protection zone. The avocado will suffer minor root loss which it can tolerate.

Tree T5, an 18" Canary Island palm is 27-feet from the new backyard patio. This is outside the tree protection zone. The palm will not be impacted by the patio installation.

Impact Level

Impact level rates the degree a tree may be impacted by construction activity and is primarily determined by how close the construction procedures occur to the tree. Construction impacts are rated as low, moderate, high. The quantity of trees assigned for each category (low, moderate, high), is indicated below:

Impact Rating (Protected Trees)

- Low - 2
- Moderate – 3
- High - 0

Mitigation Measures for Retained Trees

The trees retained on this project will require some or all the following methods to protect them from the impacts described above and to minimize root loss during the construction phases.

- Tree Protection Fencing
- Hand trenching.
- Supervised root pruning.

Tree protection specifications are included on the Tree Protection Plan, Sheet T1.
This plan sheet shall become an element of the final plan set.

Tree Protection Specifications & Recommended Sequence

(These specifications are included on Sheet T1, Tree Protection Plan)

Demolition Phase:

1. Tree Canopy Clearance Pruning – Clearance pruning of tree T3 liquidambar to allow construction of the second story, shall be performed using industry standards of workmanship as established in the Best Management Practices of the International Society of Arboriculture (ISA), and the American National Standards Institute, Safety Requirements in Arboriculture Operations ANSI Z133-2017. Contractor licensing and insurance coverage shall be verified. Pruning should be done to achieve a minimum of 3 feet clearance from the home. *No limbs greater than 6" in diameter shall be removed.*
2. Tree Protection Fencing – Install Tree Protection Fencing, in location indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
3. Tree Trunk Wrap - Install tree trunk wrap on tree T3, as indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
4. Home & Walkway Demolition- Demolition of existing walkway adjacent to tree T3 shall be accomplished with a jack hammer and pieces hand loaded. Demolition of existing foundation adjacent to tree T3 shall be accomplished by hand methods. No use of machinery is allowed.

Construction Phase:

Work performed that impacts trees as described below shall be supervised by the Project Arborist. The Project Arborist shall be contacted a minimum of 48 hours to prior scheduled work. Work undertaken shall be documented in the form of a follow-up letter and submitted to the City Arborist.

1. New Addition Foundation – Excavation for new addition foundation adjacent to tree T3, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.
2. Utilities / Sewer & Water – Excavation for sewer line within the canopy dripline of tree T1; liquidambar, shall be by hand methods. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning. Install water line as far as feasible from trees T2 and T3 liquidambar. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall.
   If roots are encountered 2" in diameter or greater, the root shall be retained with the root "bridging" the trench, and the pipe shall be installed under or over the root.
3. New Driveway – Excavation for new driveway edge adjacent to tree T1, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.

Post Construction Tree Maintenance:

1. After hand digging and root pruning for trees T1, T2, & T3, is completed, supplemental irrigation shall be applied to trees including, a) under the tree canopy dripline, and b) up to 5' beyond the dripline. Apply irrigation on a bi-monthly basis, during the dry season. Saturate soil to a depth of 4 - 6-inches. This practice shall be continued for a period of two years. Do not apply water within 5-feet of trunks.

Tree Appraisal and Valuation

The City of Menlo Park requires valuation of all protected trees potentially affected by a construction project. The value of three trees has been appraised. References included, 1) *Guide for Plant Appraisal 10th Edition.*

The total appraised value of three impacted trees is **$26,500** The criteria for appraisal are included in the attached spreadsheet, *Appendix D, Appraised Value of Heritage Trees– Reproduction Method - Trunk Formula Technique.*

Note: Any tree ..... protected by City Code, will require replacement according to its appraised value, if it is damaged beyond repair as a result of construction.

Final Inspection

A final inspection by the City Arborist is required. The inspection shall occur prior to removal of tree protection fencing and after all replacement trees have been installed.

CONCLUSION

- The *Tree Assessment Chart*, Appendix A is the condensed reference guide to inform all tree management decisions for the trees evaluated.
- A remodel and addition to a single-family home will be constructed at 211 Oakhurst Place, Menlo Park
- Five trees on or near the property defined as *Heritage Trees*, by the City of Menlo Park, were surveyed.
- The *Heritage Trees* are in good or fair condition and are suitable for preservation.
- Three *Heritage Trees* including trees T1, T2 and T3 liquidambar will be moderately impacted, can tolerate the impacts, and will need tree protection treatments to reduce root loss impacts.
- Two *Heritage Trees* including trees T4, avocado and T5 Canary Island palm, located on adjacent properties, will have low construction impacts.
- No *Heritage Trees* will require removal.

RECOMMENDATIONS

1. Obtain all necessary permits prior to removing or significantly altering any trees on site.
2. Follow tree protection specifications on Tree Protection Plan, sheet T1.

Respectfully submitted,

Kurt Fouts

Kurt Fouts ISA Certified Arborist WE0681A
ISA Tree Risk Assessment Qualification

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USE PERMIT REV. 25 OCT 2022
USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

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Suite #300
Mountain View,
CA 94043
650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

Date 10 AUG 2022
Scale NOTED
Drawn METRO
Job TANNER
Sheet T2

211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Suitability for Preservation Ratings:

Good: Trees in good health and structural condition with potential for longevity on the site

Fair: Trees in fair health and/or with structural defects that may be reduced with treatment procedures

Poor: Trees in poor health and/or with poor structure that cannot be effectively abated with treatment

Retention or Removal Code:

RT: Retain Tree
RI: Remove Due to Construction Impacts

I.M. Impacts Can Be Mitigated With Pre-Construction Treatments
R.C. Remove Due to Condition

Protected Tree City of Menlo Park, Any tree 15 inches or greater in diameter measured at 4.5 feet above grade. Any native oak 10" inches or greater in diameter measured at 4.5 feet above grade.

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection Zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T1	liquidambar (*Liquidambar styraciflua*)	24"	Yes	65'X30	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	8.5' from existing driveway. Minor tip dieback throughout canopy. Some over-extended limbs.
T2	liquidambar	28"	Yes	65'X25'	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	Minor tip dieback throughout canopy. Some over-extended limbs.
Kurt Fouts Arborist Consultant 826 Monterey Avenue Capitola, CA 95010 831-359-3607 kurtfouts1@outlook.com								Page 1 of 2			5/28/2022

211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection Zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T3	liquidambar	18"	Yes	50'x20'	Good	Fair	Good	15'	Moderate (Root loss-excavation, Canopy loss, clearance pruning)	R.T., I.M.	7'4" from existing foundation. 2' from existing walkway. One 5" diameter limb overhangs home by 10'.
T4	avocado (*Persea americana*)	24",24", (estimated)	Yes	45'x40'	Fair	Fair	Fair	25'	Low	R.T.	Significant tip and small branch dieback throughout canopy. Thin canopy density. Clearance pruned from overhead power lines.
T5	Canary Island palm (*Phoenix canariensi* s)	18" (estimated)	Yes	30'X20'	Fair	Good	Good	15'	Low	R.T.	Clearance pruned from overhead power lines.
Kurt Fouts Arborist Consultant 826 Monterey Avenue Capitola, CA 95010 831-359-3607 kurtfouts1@outlook.com							Page 2 of 2				5/28/2022

211 Oakhurst Place, Menlo Park

Appraised Value of *Heritage* Trees - Reproduction Method / Trunk Formula Technique

Tree #	Species	Trunk Diameter @ 4.5'	Basic Reproduction Cost	Health X Weighting	Structure X Weighting	Form X Weighting	Weighted Average Condition	Functional Limitations	External Limitations	Appraised Value
T1	liquidambar (*Liquidambar styraciflua*)	24"	$34,852	75X.30%	55X.45%	75X.25%	67%	40%	90%	**$8,400**
T2	liquidambar	28"	47,438	75X.30%	55X.45%	75X.25%	67%	40%	90%	**$11,400**
T3	liquidambar	18"	19,568	78X.30%	58X.45%	75X.25%	68%	50%	100%	**$6,700**
					Total Value of Appraised Trees					**$26,500**
Kurt Fouts Arborist Consultant 826 Monterey Avenue Capitola, CA 95010 831-359-3607 kurtfouts1@outlook.com				Sheet 1 of 1				10/10/2022		

Glossary of Terms

Basal rot: decay of the lower trunk, trunk flare, or buttress roots.

Canker: Localized diseased area on stems, roots and branches. Often sunken and discolored.

Critical Root Zone (CRZ): Area of soil around a tree where a minimum number of roots considered critical to the structural stability or health of the tree are located. CRZ determination is sometimes based on the drip line or a multiple of the DBH, but because root growth can be asymmetric due to site conditions, on-site investigation may be required.

Codominant branches/stems: Forked branches (or trunks), nearly the same size in diameter, arising from a common junction and lacking a normal branch union, may have included bark.

Crown: Upper part of a tree, measured from the lowest branch, including all branches and foliage.

Defect: An imperfection, weakness, or lack of something necessary. In trees defects are injuries, growth patterns, decay, or other conditions that reduce the tree's structural strength.

Diameter at breast height (DBH): Measurement of trunk diameter at 4.5 feet above grade.

Frass: Fecal material and/or wood shavings produced by insects.

Included Bark Attachments (crotches): Branch/limb or limb /trunk, or codominant trunks originating at acute angles from each other. Bark remains between such crotches, preventing the development of axillary wood. The inherent weakness of such attachments increases with time, through the pressure of opposing growth and increasing weight of wood and foliage, often resulting in failure.

Live Crown Ratio (LCR): Ratio of the the crown ..... (live foliage), to total tree height.

Scaffold branches: Permanent or structural branches that form the scaffold architecture or structure of a tree.

Suppressed: Trees that have been overtopped and occupy an understory position within a group or grove of trees. Suppressed trees often have poor structure.

Tree Protection Zones (TPZ): Defined area within which certain activities are prohibited of restricted to prevent or minimize potential injury to designated trees, especially during construction or development.

Trunk flare: Transition zone from trunk to roots where the trunk expands into the buttress or structural roots.

This Glossary of Terms was adapted from the *Glossary of Arboricultural Terms* (ISA, 2015)

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APPENDIX B – CRITERIA FOR TREE ASSESSMENT CHART

Following is an explanation of the data used in the tree evaluations. The data is incorporated in the *Tree Assessment Chart, Appendix A.*

Trunk Diameter and Number of Trunks:
Trunk diameter as measured at 4.5 feet above grade. The number of trunks refers to a single or multiple trunked tree. Multiple trunks are measured at 4.5 feet above grade.

Health Ratings:

Good: A healthy, vigorous tree, reasonably free of signs and symptoms of disease

Fair: Moderate vigor, moderate twig and small branch dieback, crown may be thinning and leaf color may be poor

Poor: Tree in severe decline, dieback of scaffold branches and/or trunk, most of foliage from epicormics

Structure Ratings:

Good: No significant structural defects. Growth habit and form typical of the species

Fair: Moderate structural defects that might be mitigated with regular care

Poor: Extensive structural defects that cannot be abated.

Suitability for Preservation Ratings:

Rating factors:

Tree Health: Healthy vigorous trees are more tolerant of construction impacts such as root loss, grading and soil compaction, then are less vigorous specimens.

Structural integrity: Preserved trees should be structurally sound and absent of defects or have defects that can be effectively reduced, especially near structures or high use areas.

Tree Age: Over mature trees have a reduced ability to tolerate construction impacts, generate new tissue and adjust to an altered environment. Young to maturing specimens are better able to respond to change.

Species response: There is a wide variation in the tolerance of individual tree species to construction impacts.

Rating Scale:

Good: Trees in good health and structural condition with potential for longevity on the site

Fair: Trees in fair health and/or with structural defects that may be reduced with treatment procedures.

Poor: Trees in poor health and/or with poor structure that cannot be effectively abated with treatment. Trees can be expected to decline or fail regardless of construction impacts or management . The species or individual may possess characteristics that are incompatible or undesirable in landscape settings or unsuited for the intended use of the site.

Construction Impacts:

Rating Scale:

High: Development elements proposed that are located within the Tree Protection Zone that would severely impact the health and /or stability of the tree. The tree impacts cannot be mitigated without design changes. The tree may be located within the building footprint.

Moderate: Development elements proposed that are located within the Tree Protection Zone that will impact the health and/or stability of the tree and can be mitigated with tree protection treatments.

Low: Development elements proposed that are located within or near the Tree Protection Zone that will have a minor impact on the health of the tree and can be mitigated with tree protection treatments.

None: Development elements will have no impact on the health and stability of the Tree.

Tree Protection Zone (TPZ):

Defined area within which certain activities are prohibited or restricted to prevent or minimize potential injury to designated trees, particularly during construction or development.

Appendix G- TREE PROTECTION GUIDELINES AND RESTRICTIONS

Protecting Trees During Construction:

1) Before the start of site work, equipment or materials move in, clearing, excavation, construction, or other work on the site, every tree to be retained shall be securely fenced- off as delineated in approved plans. Such fences shall remain continuously in place for the duration of the work undertaken in connection with the development.

2) If the proposed development, including any site work, will encroach upon the tree protection zone, special measures shall be utilized, as approved by the project arborist, to allow the roots to obtain necessary oxygen, water, and nutrients.

3) Underground trenching shall avoid the major support and absorbing tree roots of protected trees. If avoidance is impractical, hand excavation undertaken under the supervision of the project arborist may be required. Trenches shall be consolidated to service as many units as possible. Boring/tunneling under roots should be considered as an alternative to trenching.

4) Concrete or asphalt paving shall not be placed over the root zones of protected trees, unless otherwise permitted by the project arborist.

5) Artificial irrigation shall not occur within the root zone of native oaks, unless deemed appropriate on a temporary basis by the project arborist to improve tree vigor or mitigate root loss.

6) Compaction of the soil within the tree protection zone shall be avoided.

7) Any excavation, cutting, or filling of the existing ground surface within the tree protection zone shall be minimized and subject to such conditions as the project arborist may impose. Retaining walls shall likewise be designed, sited, and constructed to minimize their impact on protected trees.

8) Burning or use of equipment with an open flame near or within the tree protection zone shall be avoided. All brush, earth, and other debris shall be removed in a manner that prevents injury to the tree.

9) Oil, gas, chemicals, paints, cement, stucco or other substances that may be harmful to trees shall not be stored or dumped within the tree protection zone of any protected tree, or at any other location on the site from which such substances might enter the tree protection zone of a protected tree.

10) Construction materials shall not be stored within the tree protection zone of a protected tree.

Project Arborist Duties and Inspection Schedule:

The project arborist is the person(s) responsible for carrying out technical tree inspections, assessment of tree health, structure and risk, arborist report preparation, consultation with designers and municipal planners, specifying tree protection measures, monitoring, progress reports and final inspection.
A qualified project arborist (or firm) should be designated and assigned to facilitate and insure tree preservation practices. He/she/they should perform the following inspections:

Inspection of site: Prior to equipment and materials move in, site work, demolition, landscape construction, and tree removal. The project arborist will meet with the general contractor, architect / engineer, and owner or their representative to review tree preservation measures, designate tree removals, delineate the location of tree protection fencing, specify equipment access routes and materials storage areas, review the existing condition of trees and provide any necessary recommendations.

Inspection of site: During excavation or any activities that could affect trees: Inspect site during any activity within the Tree Protection Zones of preserved trees and any recommendations implemented. Assess any changes in the health of trees since last inspection.

Final Inspection of Site: Inspection of site following completion of construction. Inspect for tree health and make any necessary recommendations.
Kurt Fouts shall be the Project Arborist for this project. All scheduled inspections shall include a brief Tree Monitoring report, documenting activities and provided to the City Arborist.

Tree Protection Fencing

Tree Protection fencing shall be installed prior to the arrival of construction equipment or materials. Fence shall be comprised of six -foot chain link fence mounted on eight - foot tall, t and 7/8-inch diameter galvanized posts, driven 24 inches into the ground and spaced on a minimum of 10-foot centers. Once established, the fence must remain undisturbed and be maintained throughout the construction process until final inspection.

A final inspection by the City Arborist at the end of the project will be required prior to removing any tree protection fencing.

Tree Protection Signs

All sections of fencing should be clearly marked with signs stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited.

Monitoring

Any trenching, construction or demolition that is expected to damage or encounter tree roots should be monitored by the project arborist or a qualified ISA Certified Arborist and should be documented.

The site should be evaluated by the project arborist or a qualified ISA Certified Arborist after construction is complete, and any necessary remedial work that needs to be performed should be noted.

Root Pruning

Root pruning shall be supervised by the project arborist. When roots over two inches in diameter are encountered they should be pruned by hand with loppers, handsaw, reciprocating saw, or chain saw rather than left crushed or torn. Roots should be cut beyond sinker roots or outside root branch junctions and be supervised by the project arborist. When completed, exposed roots should be kept moist with burlap or backfilled within one hour.

Tree Work Standards and Qualifications

All tree work, removal, pruning, planting, shall be performed using industry standards of workmanship as established in the Best Management Practices of the International Society of Arboriculture (ISA) and the American National Standards Institute series, *Safety Requirements in Arboriculture Operations* ANSI Z133-2017,

Contractor licensing and insurance coverage shall be verified.

During tree removal and clearance, sections of the Tree Protection Fencing may need to be temporarily dismantled to complete removal and pruning specifications. After each section is completed, the fencing is to be re-installed.

Trees to be removed shall be cut into smaller manageable pieces consistent with safe arboricultural practices, and carefully removed so as not to damage any surrounding trees or structures. The trees shall be cut down as close to grade as possible. Tree removal is to be performed by a qualified contractor with valid City Business/ State Licenses and General Liability and Workman's Compensation insurance.

Development Site Tree Health Care Measures

RECOMMENDED TO PROVIDE OPTIMUM GROWING CONDITIONS, PHYSIOLOGICAL INVIGORATION AND STAMINA, FOR PROTECTION AND RECOVERY FROM CONSTRUCTION IMPACT.

Establish and maintain TPZ fencing, trunk and scaffold limb barriers for protection from mechanical damage, and other tree protection requirements as specified in the arborist report.

Project arborist to specify site-specific soil surface coverings (wood chip mulch or other) for prevention of soil compaction and loss of root aeration capacity.

Soil, water and drainage management is to follow the ISA BMP for "Managing Trees During Construction" and the ANSI Standard A300(Part 2)- 2011 Soil Management (a. Modification, b. 'Fertilization, c. Drainage.)

Fertilizer / soil amendment product(s) amounts and method of application to be specified by certified arborist.

City of Menlo Park – Protected Trees

Chapter 13.24
HERITAGE TREES

13.24.020 Heritage tree defined.

As used in this chapter "heritage tree" means:

(1) A tree or group of trees of historical significance, special character or community benefit specifically designated by resolution of the city council;

(2) An oak tree (Quercus) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of ten (10) inches) or more, measured at fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section.

(3) All trees other than oaks which have a trunk with a circumference of 47.1 inches (diameter of fifteen (15) inches) or more, measured fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section. (Ord. 928 § 1 (part), 2004).

ASSUMPTIONS AND LIMITING CONDITIONS

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

CONSULTING ARBORIST DISCLOSURE STATEMENT

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

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

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

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Capitola, CA 95010
831-359-3607
kurtfouts1@outlook.com

MEMBER ISA

USE PERMIT REV. 25 OCT 2022
USE PERMIT REV. #2 27 JAN 2023
USE PERMIT REV. #3 6 FEB 2023

metropolis ARCHITECTURE
445 N. Whisman Road
Suite #300
Mountain View,
CA 94043
650-318-0211

TANNER RESIDENCE
211 OAKHURST PLACE
MENLO PARK, CALIFORNIA

Date 10 AUG 2022
Scale NOTED
Drawn METRO
Job TANNER
Sheet T3

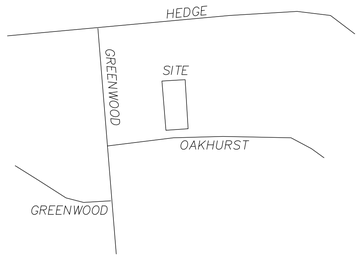
GRAPHIC SCALE

8 0 4 8 16 32

(IN FEET)

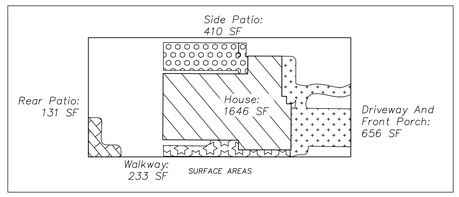
1 inch = 8 ft.

3-22-2021



ABBREVIATIONS

AC	ASPHALT
BW	BACK OF WALK
CONC.	CONCRETE
TC	TOP OF CURB
FL	FLOW LINE
SSMH	SANITARY SEWER MANHOLE
P.U.E	PUBLIC UTILITY EASEMENT



NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.

UNDERGROUND UTILITY – LOCATION IS BASED ON SURFACE EVIDENCE.

BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.

DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE. THE BUILDING EXTERIOR FINISHED SURFACE IS WOOD SIDING AND VARIES APPROXIMATELY 0.05'–0.10' IN THICKNESS.

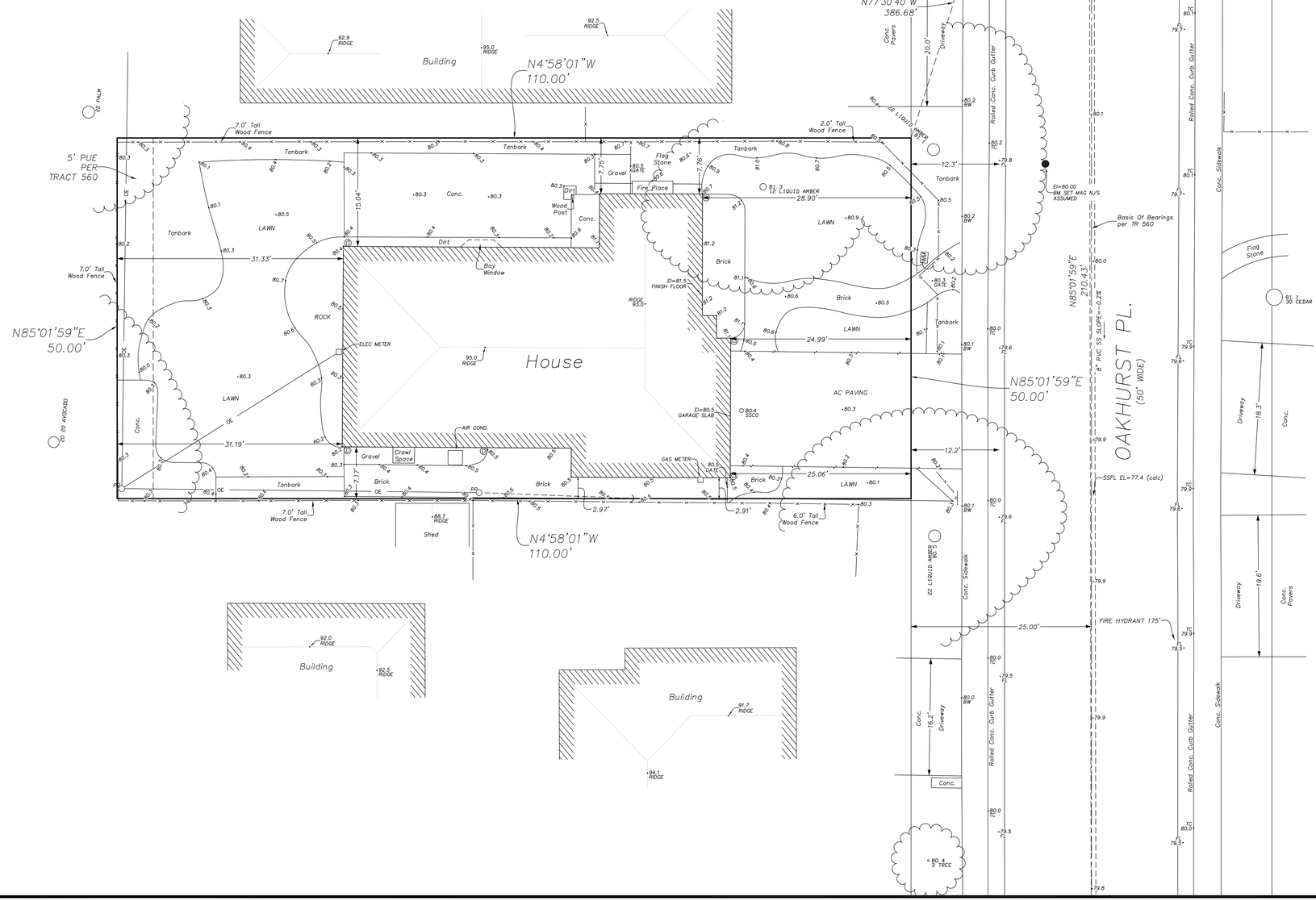
FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).

BENCHMARK: ASSUMED DATUM, POINT AS SHOWN

A BOUNDARY SURVEY WAS PERFORMED TO ACCURATELY LOCATE THE LEGAL PROPERTY LINES IN RELATION TO THE EXISTING IMPROVEMENTS (BUILDING)

TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS.

TREES SHOWN ARE 6" TRUNK DIAMETER OR LARGER, MEASURED 5' ABOVE GRADE



LEGEND

●	FOUND POINT AS NOTED
( )	RECORD DATA / REFERENCE
WM	WATER METER OR WATER VALVE BOX
	FIRE HYDRANT
16 12 8 OAK	TREE – TRUNK DIAMETER IN INCHES TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS
16 12 8 OAK	TREE WITH MULTIPLE TRUNKS
TRUNK	TREE DRIP LINE POINTS TOWARDS TREE TRUNKS. TREE DRIP LINES ABOVE PROPERTY LOCATED AS SHOWN.
+25.34 TC	TOP OF CURB
——×——×——	FENCE
OE OE	OVERHEAD WIRES
PP	POWER POLE
* 12.34	SPOT ELEVATION
SSCO @ 8.14	SANITARY SEWER CLEAN OUT
	IRRIGATION VALVE BOX
	SIGN
D	DOWN SPOUT
	POLE ANCHOR
	EDGE OF AC PAVING

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

LICENSED LAND SURVEYOR
LOUIS WADE HAMMOND
PLS 6163
STATE OF CALIFORNIA

Louis Wade Hammond

BOUNDARY AND TOPOGRAPHIC SURVEY

211 OAKHURST PL.
MENLO PARK
APN: 055-294-070
LOT 29, BLOCK 4, TR 560
LOT AREA: 5,500 SQ. FT.

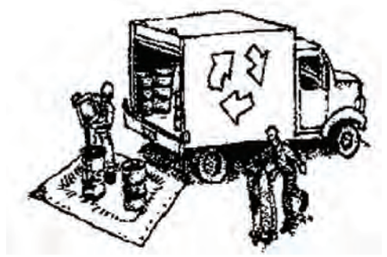
L. Wade Hammond
Land Surveying
Civil Engineering
36660 Newark Blvd. Suite C
Newark, California 94560
Tel:(510)579-6112
wade@whlandsurveyor.com www.wadehammondpls.com

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

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

Materials & Waste Management



Non-Hazardous Materials

- ❑ Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- ❑ Use (but don't overuse) reclaimed water for dust control.

Hazardous Materials

- ❑ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- ❑ Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- ❑ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ❑ Arrange for appropriate disposal of all hazardous wastes.

Waste Management

- ❑ Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- ❑ Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- ❑ Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- ❑ Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gyp board, pipe, etc.)
- ❑ Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

Construction Entrances and Perimeter

- ❑ Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- ❑ Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



Maintenance and Parking

- ❑ Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- ❑ Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- ❑ If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan or drop cloths big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- ❑ If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- ❑ Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

Spill Prevention and Control

- ❑ Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- ❑ Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- ❑ Clean up spills or leaks immediately and dispose of cleanup materials properly.
- ❑ Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- ❑ Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- ❑ Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- ❑ Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthmoving



- ❑ Schedule grading and excavation work during dry weather.
- ❑ Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- ❑ Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- ❑ Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- ❑ Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

Contaminated Soils

- ❑ If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
  - Unusual soil conditions, discoloration, or odor.
  - Abandoned underground tanks.
  - Abandoned wells
  - Buried barrels, debris, or trash.

Paving/Asphalt Work



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

Sawcutting & Asphalt/Concrete Removal

- ❑ Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- ❑ Shovel, abosorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ❑ If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application

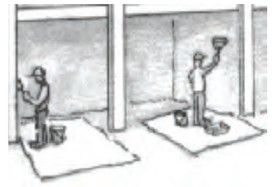
- ❑ Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- ❑ Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- ❑ When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

Landscaping



- ❑ Protect stockpiled landscaping materials from wind and rain by storing them under tarps all year-round.
- ❑ Stack bagged material on pallets and under cover.
- ❑ Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

Painting & Paint Removal



Painting Cleanup and Removal

- ❑ Never clean brushes or rinse paint containers into a street, gutter, storm drain, or stream.
- ❑ For water-based paints, paint out brushes to the extent possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- ❑ For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids as hazardous waste.
- ❑ Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.
- ❑ Chemical paint stripping residue and chips and dust from marine paints or paints containing lead, mercury, or tributyltin must be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

Dewatering



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

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

October 25, 2022

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

RE: Tanner Residence
211 Oakhurst Place
Menlo Park, CA 94025

PROJECT DESCRIPTION

This application adds 294 square feet to the existing first floor, including a new attached ADU, and adds a 1,129 square foot second floor addition. The proposed structure will be constructed using conventional wood framing.

ARCHITECTURAL STYLE

The proposed two story single family residence will be a Craftsman house. The exterior material is primarily painted “Artisan” cement-fiber horizontal siding with stucco accents at the stair tower and chimney. The gable ends feature decorative gable end vents along with decorative corbels to emphasize the Craftsman architectural style. The wood windows will have simulated divided lites with interior spacer bars.

COMMUNITY OUTREACH

Community Outreach meeting details attached.

Sincerely,

Lawrence Kahle
Metropolis Architecture
445 N. Whisman Rd Suite #300
Mountain View, CA 94043
(650) 318-0211

Jennifer and Peter Tanner
211 Oakhurst Place
Menlo Park, CA 94025

Matthew A. Pruter
Associate Planner
City Hall - 1st Floor
701 Laurel St.
Menlo Park, CA 94025

RE: PLN2022-00042, Project Description Letter for 211 Oakhurst Place

Dear Matthew,

Thank you very much for your assistance with our application to remodel our home at 211 Oakhurst Place in Suburban Park. We have lived here for 18 years and love the Menlo Park community.

In preparation for a remodel of our home, we shared our plans with neighbors and discussed potential impacts for their properties. We asked for feedback and invited neighbor input and suggestions for modifications to the plans. We took care to meet with neighbors whose properties face or directly share a stretch of fence with our lot. We discussed the architecture, daylight plane, materials, elevations, layout, privacy measures, and aesthetic design.

Neighbors voiced concerns regarding privacy and the impact of adding a second story to their daylight plane. We provided each neighbor a detailed review of the architectural plans and daylight plane diagrams, which alleviated these concerns due to 1) a recessed second story which takes care to respect neighbors daylight planes, and 2) privacy measures to frost/obscure visibility of the stairwell and a window on the second story primary bath tub area. After the meetings, no objections or requests for changes to the plans remain. We have noted neighbor concerns about the noise and inconvenience of construction and we will review the rules as outlined by the city with our construction team and respond to any problems that come up.

Community Outreach Meeting Details

- **Julia and John Molise**
    - **Reside at:** 208 Oakhurst Place; Catty-cornered across the street.
    - **Outreach date:** Met at our home 8/22, 5:30 pm
    - **Feedback:** Positive, no changes
    - **Proposed Changes to Plans:** None

- **Jessica and Tyson Clark**
    - **Reside at:** 207 Oakhurst Place; Their home shares a fence with ours, left side neighbor, corner of Oakhurst and Greenwood Drive.

- **Outreach date:** Met at our home 8/28, 10 am
- **Feedback:** Positive, no changes. We discussed the area of our home which is close to their right side yard and the impact our second story would have.
- **Proposed Changes to Plans:** None

- **Barbara and Erik Gilbertson**
  - **Reside at:** 215 Oakhurst Place; Their one story home shares a fence with ours on the right side of our property.
  - **Outreach meeting date:** Met at our home 8/29 5:30 pm
  - **Feedback:** Initial concerns before the meeting included architectural style and daylight plane. Erik liked the materials (siding, wood look) and made positive remarks about the recessed second story. Questions were resolved by the end of the meetings. Voiced concerns about construction noise.
  - **Proposed Changes to Plans:** None

Lucy Baw and Jim Kaufmann
  - **Reside at:** 212 Oakhurst Place; Directly across the street.
  - **Outreach meeting date:** Met at our home 8/30, 5:30 pm
  - **Feedback:** Positive, no changes
  - **Proposed Changes to Plans:** None

- **Matt Todd and Ilene Gatien**
  - **Reside at:** 1048 Greenwood Drive; Shares a fence with our backyard on the left side.
  - **Outreach meeting date:** Met at our home 9/2 6 pm
  - **Feedback:** Questions about privacy from our Primary Bathroom window were addressed by showing how the window is frosted. Ilene was concerned about her vegetable garden and how the daylight place would change. After seeing the study, she was okay with the plan. Voiced concerns about construction noise.
  - **Proposed Changes to Plans:** None

- **Sanjay and Emily Bhatia**
  - **Reside at:** 212 Hedge; Their two-story home shares a back fence with ours. Our backyards face one another.
  - **Outreach meeting date:** Met at our home 9/2 10 am
  - **Feedback:** We discussed how the second story would impact their backyard and home. Voiced concerns about construction noise.
  - **Proposed Changes to Plans:** None

- **Daisy Barnett**
  - **Reside at:** 216 Oakhurst Place Catty-cornered across the street.
  - **Outreach meeting date:** Met at our home 9/28 11:30 am
  - **Feedback:** Positive feedback.
  - **Proposed Changes to Plans:** None

In summary, our meetings resulted in positive feedback and we did not receive any feedback or suggestions that required modifications to the plans. We did not receive any correspondence from neighbors regarding our remodel.

Many thanks for your assistance as we plan to expand our home.

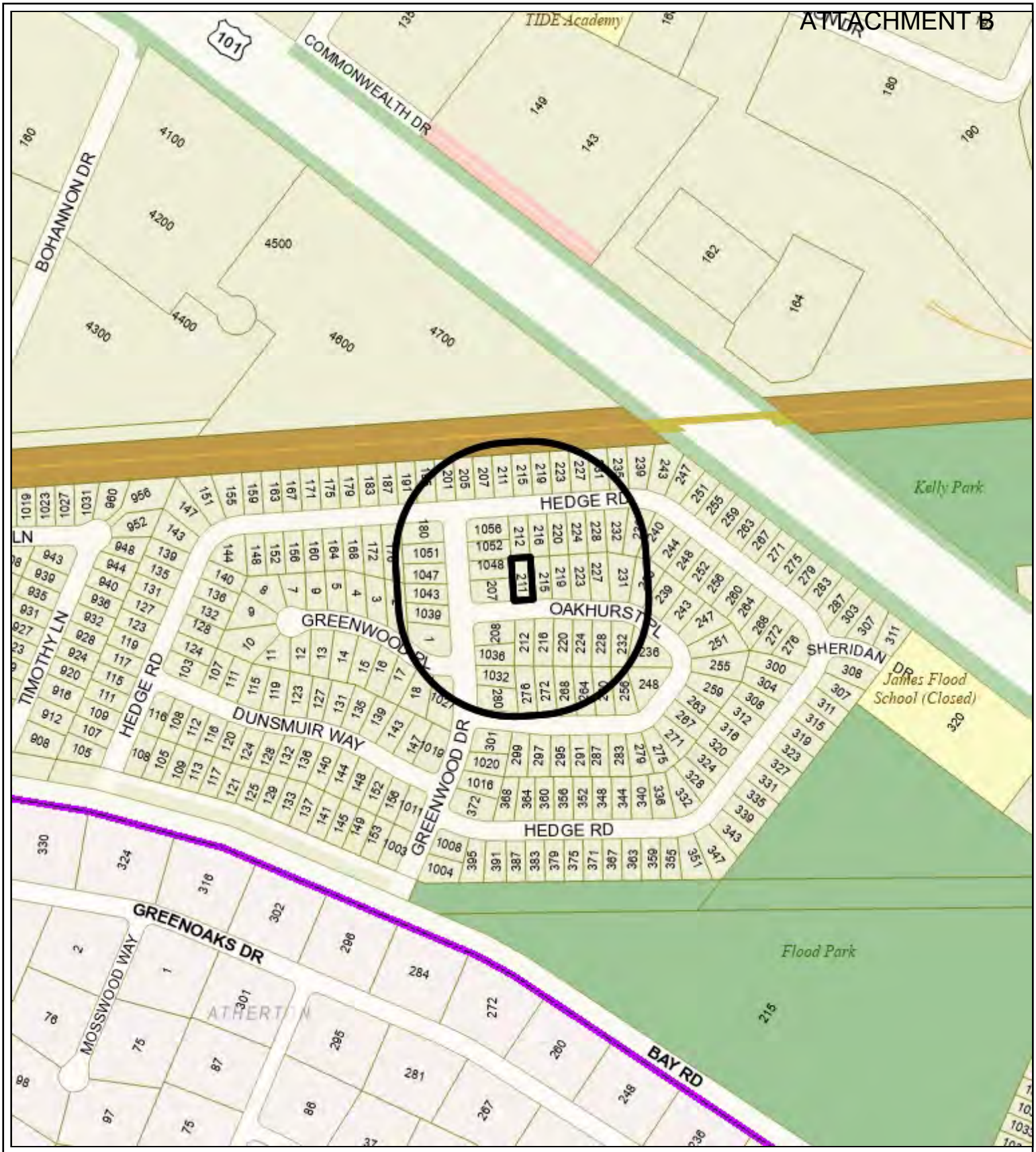
Sincerely,

Jennifer and Peter Tanner

LOCATION: 211 Oakhurst Place	**PROJECT NUMBER:** PLN2022-00042	**APPLICANT:** Larry Kahle	**OWNER:** Peter and Jen Tanner

PROJECT CONDITIONS:

1. The use permit shall be subject to the following standard conditions**:**
   a. The applicant shall be required to apply for a building permit within one year from the date of approval (by February 27, 2024) for the use permit to remain in effect.
   b. Development of the project shall be substantially in conformance with the plans prepared by Metropolis Architecture, consisting of 12 plan sheets, dated received February 6, 2023 and approved by the Planning Commission on February 27, 2023, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
   c. 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.
   d. 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.
   e. 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.
   f. 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.
   g. 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.
   h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Kurt Fouts Arborist Consultant, dated received October 10, 2022.
   i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
   j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.



City of Menlo Park

Location Map
211 Oakhurst Place

CITY OF MENLO PARK

Scale: 1:4,000 | Drawn By: MAP | Checked By: CDS | Date: 2/27/2023 | Sheet: 1

211 Oakhurst Place – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,500.0 sf	5,500.0 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	65 ft. min.
Lot depth	110.0 ft.	110.0 ft.	100 ft. min.
Setbacks			
Front	20.4 ft. (Main House) 29.1 ft. (ADU)	25.0 ft.	20 ft. min.
Rear	20.0 ft. (Main House) 58.7 ft. (ADU)	31.2 ft.	20 ft. min.
Side (left)	2.9 ft. (Main House) 29.2 ft. (ADU)	2.9 ft.	5 ft. min.
Side (right)	5.0 ft. (Main House) 5.0 ft. (ADU)	7.8 ft.	5 ft. min.
Building coverage	2,242.0* sf 40.8 %	1,653.4 sf 30.1 %	1,925 sf max. 35 % max.
FAL (Floor Area Limit)	3,114.4* sf	1,610.1 sf	2,800 sf max.
Square footage by floor	1,253.5 sf/1st 1,116.9 sf/2nd 411.7 sf/garage 332.3 sf/ADU 228.5 sf/porches 16.5 sf/fireplaces	1,198.4 sf/1st 411.7 sf/garage 27.2 sf/porches 16.1 sf/chimneys	
Square footage of buildings	3,359.4 sf	1,653.4 sf	
Building height	24.8 ft.	15.3 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees	Heritage trees**	5	Non-Heritage trees	0	New Trees 0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees 5

* Floor area and building coverage for the proposed project includes the ADU, which is 332.3 square feet in size and is allowed to exceed the floor area limit and maximum building coverage.

** Of the five heritage trees, two are located in the front right corner of the subject property, one is located in the rear of the neighboring 207 Oakhurst Place property, one is located in the rear of the neighboring 212 Hedge Road property, and one is located along in the rear of the 216 Hedge Road property.

ARBORIST REPORT-

Tree Survey, Impact Assessment & Tree Protection Plan for:

211 Oakhurst Place
APN: 055-294-070
Menlo Park, CA
5/28/2022
Revised 10/10/2022

Prepared for:

Mr. Peter Tanner
211 Oakhurst Place
Menlo Park, CA 94025

Prepared by:

Kurt Fouts
Arborist Consultant
826 Monterey Avenue
Capitola, CA 95010
831-359-3607
kurtfouts1@outlook.com

ISA Certified Arborist WE0681A
ISA Tree Risk Assessment Qualification

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Attachments: Appendix A - H

Appendix A – Tree Assessment Chart

Appendix B – Criteria for Tree Assessment Chart

Appendix C - Tree Protection Plan

Appendix D – Appraised Value of “Protected” Trees

Appendix E – Glossary of Terms

Appendix F – Bibliography

Appendix G - Tree Protection Guidelines & Restrictions

- Protecting Trees During Construction
- Project Arborist Duties & Inspection Schedule
- Tree Protection Fencing
- Tree Protection Signs
- Monitoring
- Root Pruning
- Tree Work Standards & Qualifications
- City of Menlo Park Protected Trees

Appendix H - Assumptions & Limiting Conditions

SUMMARY

This report provides the following information:

1. A summary of the health and structural condition of 5 trees.
2. A preliminary evaluation of anticipated construction impacts to the trees.
3. Recommendations for retention or removal of assessed trees based on their condition and anticipated construction impacts.
4. Tree protection specifications to mitigate anticipated impacts to retained trees.
5. Appraised value of protected trees impacted by the project, to determine a tree replacement value.

- The *Tree Assessment Chart*, Appendix A is the condensed reference guide to inform all tree management decisions for the trees evaluated.
- A remodel and addition to a single-family home will be constructed at 211 Oakhurst Place, Menlo Park
- Five trees on or near the property defined as *Heritage Trees*, by the City of Menlo Park, were surveyed.
- The *Heritage Trees* are in good or fair condition and are suitable for preservation.
- The *Heritage Trees* will have low to moderate impacts, can be incorporated into the project, and will require mitigation methods to reduce construction impacts.
- No *Heritage Trees* will require removal.

Background

Plans have been submitted to the City of Menlo Park Planning Department, for the remodel of an existing home at 211 Oakhurst Place, Menlo Park. Mr. Peter Tanner has requested my services, to assess the condition of five trees on or near the applicant's property, and the construction impacts that may affect them. Further, to provide a report with my findings and recommendations to meet City of Menlo Park planning requirements.

Assignment

Provide an arborist report that includes an assessment of the trees within the project area. The assessment is to include the species, size (trunk diameter, height and canopy spread), condition (health and structure), suitability for preservation ratings. Review preliminary development plans assess potential impacts to trees, provide recommendations for retention or removal, and specify tree protection mitigation treatments for impacted trees that will be retained. Provide valuations of impacted trees to calculate a tree security deposit.

To complete this assignment, the following services were performed:

- **Tree Resource Evaluation:** Inventory, evaluate and assign suitability for preservation ratings for subject trees.
- **Plan Review: Reviewed provided plans including:** Plan Set by Metropolis Architecture, dated 5/2/2022.

- **Construction Impact Assessment:** Combine tree resource data with anticipated construction impacts, to provide recommendations for removal or retention of trees.
- **Tree Protection Plan:** Develop tree protection specifications to mitigate anticipated impacts to retained trees.
- **Mapping:** Tree locations were plotted onto: Proposed Site Plan, Sheet A1, and a Tree Protection Plan, Sheet T1, was created.

Limits of the Assignment

The information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection on May 16, 2022.

The inspection is limited to visual examination of accessible items without climbing, dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the trees in questions may not arise in the future.

Purpose and use of the report

The report is intended to identify all the trees within the plan area that could be affected by a project. The report is to be used by the developer, their agents, and the City of Menlo Park as a reference for existing tree conditions and to help satisfy the City of Menlo Park planning requirements.

Resources

All information within this report is based on site plans as of the date of this report. Resources are as follows:

- Plan Set by Metropolis Architecture dated 5/2/2022.
- Site Visit, Tree Inventory & Condition Evaluation at 211 Oakhurst Place on 5/16/2022.
- City of Menlo Park Municipal Code – Chapter 13.24. *Heritage Trees.*
- Guide for Plant Appraisal – 9th Edition
- Species Classification & Group Assignment – 2004 by WC-ISA

OBSERVATIONS

The flat parcel in a residential neighborhood has homes bordering on three sides. I surveyed five trees defined as heritage trees according to City of Menlo Park ordinance. A *Heritage Tree* includes any species 15 inches in diameter or larger, measured at 4.5 feet above grade. Native oak species are protected and designated as *Heritage Trees*, if their trunk is 10 inches or larger, at 4.5 feet above grade.

Two of the heritage trees are mature street trees growing on the property frontage, (Image #1).



Image #1 – Trees T1 & T2, liquidambar. Street trees that grow at property frontage.

Tree T1, a 24” diameter liquidambar has minor tip dieback throughout the canopy and is in fair condition. Some limbs appear over extended and could use end weight pruning.

Tree T2, 28” liquidambar has minor tip dieback throughout the canopy and is in fair condition. Some limbs appear over extended and could use end weight pruning. Decay is visible at two old pruning scars, 10” and 12” in diameter

Tree T3 is a mature liquidambar that grows close to the home, (Image #2)



Image #2 – Tree T3, liquidambar. Canopy of tree overhangs home.

The 18” liquidambar is in good condition. Some branches have steep angles of attachment but appear well attached.

Tree T4, is a mature avocado that grows on the adjacent property, (Image #3)



Image #3- Tree T4, avocado. Grows on adjacent property.

The avocado has two 24” co-dominant trunks. The canopy density is thin and there is significant tip and small branch dieback throughout the canopy. The canopy has been clearance pruned from overhead power lines.

Tree T5, an 18” Canary Island palm grows on the adjacent property, (Image #4).



Image #4- Tree T5, Canary Island palm. The tree grows on the adjacent property.

The palm is in fair condition. Fronds have been removed to create clearance from the overhead utility lines.

DISCUSSION

Species List

TOTAL SUBJECT TREES: 5

Protected: 5

3	liquidambar	(*Liquidambar styraciflua*)
1	avocado	(*Persea americana*)
1	Canary Island palm	(*Phoenix canariensis*)

A complete species list can be found in the Tree Assessment Chart spreadsheet, Appendix A.

Tree Evaluation and Recording Methods

Site evaluations were made on 5/16/2022. *The inventory included all trees on the property within the project limits.* The health and structural **condition** of each tree was assessed and recorded. Based on the trees health and structural condition, each trees **suitability for preservation** was rated and recorded.

The recorded data is included in the *Tree Assessment Chart, Appendix A,* of this report. Tree numbers were plotted on the attached *Tree Protection Plan, sheet T1*. **To correlate the data in the Tree Assessment Chart to the tree's location on the site, refer to Tree Protection Plan, sheet T1 - Appendix C.**

Condition Rating (Protected Trees)

A trees condition is determined by an assessing both the **health** and **structure**, then combining the two factors to reach a *condition rating*. Tree condition is rated as poor, fair or good. The quantity of trees assigned for each category (good, fair or poor), is indicated below:

Tree Condition Rating

- Good - 1
- Fair - 4
- Poor - 0

Suitability for Preservation (Protected Trees)

A trees suitability for preservation is determined based on its health, structure, age, species characteristics and longevity using a scale of good, fair or poor. The quantity of trees assigned to each category (good, fair or poor), is listed below.

Suitability Rating

- Good - 4
- Fair – 1
- Poor - 0

Tree Protection Zone

The tree protection zone (TPZ), is a defined area (radius from trunk), within which certain activities are prohibited or restricted to minimize potential injury to designated trees during construction.

The size of the optimal TPZ can be determined by a formula based on 1) trunk diameter 2) species tolerance to construction impacts, and 3) tree age (Matheny, N. and Clark, J 1998). In some instances, tree drip line is used as the TPZ. Development constraints can also influence the final size of the tree protection zone.

Fencing is installed to delineate the (TPZ), and to protect tree roots, trunk, and scaffold branches from construction equipment. *The fenced protection area may be smaller than the optimal or designated TPZ area in some circumstances.* Tree protection may also involve the armoring of the tree trunk and/or scaffold limbs with barriers to prevent mechanical damage from construction equipment. *See Tree Protection Guidelines & Restrictions* – Appendix E.

Once the TPZ is delineated and fenced (prior to any site work, equipment and materials move in), construction activities are only to be permitted within the TPZ if allowed for and specified by the project arborist.

Where tree protection fencing cannot be used, or as an additional protection from heavy equipment, tree wrap may be used. Wooden slats at least one inch thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the City arborist or Project arborist. Straw wattle may also be used as a trunk wrap and secured with orange plastic fencing.

Data has been entered in the *Tree Assessment Chart – Appendix A,* which indicates the optimal Tree Protection Zone for each tree.

Additional general tree protection guidelines are included in *Tree Protection Guidelines & Restrictions* – Appendix G.

Critical Root Zone

The CRZ is the biological limit of a tree's capacity to recover from root loss. It is "the area of soil around a tree where the minimum number of roots that are biologically essential to the structural stability and health of the tree are located. There are no universally accepted methods to calculate the CRZ." (Clark, Metheny, Smiley, et al, *The Tree Protection Zone & the Critical Root Zone*, 12/2021). The methods utilized to determine the Critical Root Zone are varied and can be based on professional guidelines and/or industry standards. Criteria such as trunk diameter, tree age and vigor, species tolerance, tree architecture and existing site constraints are commonly used criteria.

Using this information, the arborist can find the distance from the trunk that should be protected per unit of trunk diameter. The CRZ does not always represent a radius around the tree. When necessary, the area can be offset or shaped in a manner that accepts tree canopy constraints or existing conditions.

Critical Root Zone, Continued:

For purposes of this report the CRZ is the minimum tolerable distance between the trunk, and excavation that requires root cutting. I have estimated it to be five times the trunk Diameter at Breast Height, (DBH is 4.5' above grade). For example, if a tree has a one-foot trunk diameter, the CRZ extends to five feet from the trunk.

If encroachment into the CRZ or TPZ is required to retain the tree during development, the arborist must provide alternative construction methods or preconstruction treatments to reduce impacts.

Root Disturbance Distance

No one can estimate and predict with absolute certainty what distance from a tree, a soil disturbance such as excavation for construction should be, to ensure it will not significantly affect tree stability or health. Or to what degree, (low, moderate or high), a tree might be impacted. There are simply too many variables involved that we cannot see or anticipate. However, three times the D.B.H. (diameter at breast height), is a widely accepted minimum used in the industry for root disturbance, *on one side of the trunk*, and is supported by several research studies including (Smiley, Fraedich & Hendrickson 2002, Bartlett Tree Research Laboratories). This distance is often used during the design and planning phases of a project in order to estimate root loss due to construction activities. This distance is a guideline only and should be increased for trees with significant leans, decay or other structural problems.

The ISA, International Society of Arboriculture- Root Management (2017) publication recommends, "cutting roots at a distance greater than six times the trunk diameter (DBH) minimizes the likelihood of affecting both health and stability. This recommendation is given further direction by the companion publication, A.N.S.I. (*American National Standard*) A300 (Part 8)- 2013 Root Management, when roots are cut in a *non-selective* manner, i.e. in a straight line on one side of a tree. It says, if the cutting is "within six times the trunk diameter (DBH), mitigation shall be recommended". Further, A.N.S.I. recommends the "minimum distance from the trunk for root cutting should be adjusted according to trunk diameter, species tolerance to root loss, tree age, health and site condition".

In general, root cutting that occurs at a distance less than six times the diameter of a tree should be undertaken by hand digging and hand (or Sawzall), root pruning. These methods help mitigate root loss impacts.

Construction Impacts to Subject Trees

Three protected trees will be impacted by construction activities for the new home. The trees will have low or moderate impacts and can be incorporated into the project.

The project elements that will impact the trees include:

- Demolition of the Existing Foundation & Walkway
- Excavation for New Foundation & Porch
- Excavation for New Utilities (Water & Sewer)
- Excavation for New Driveway

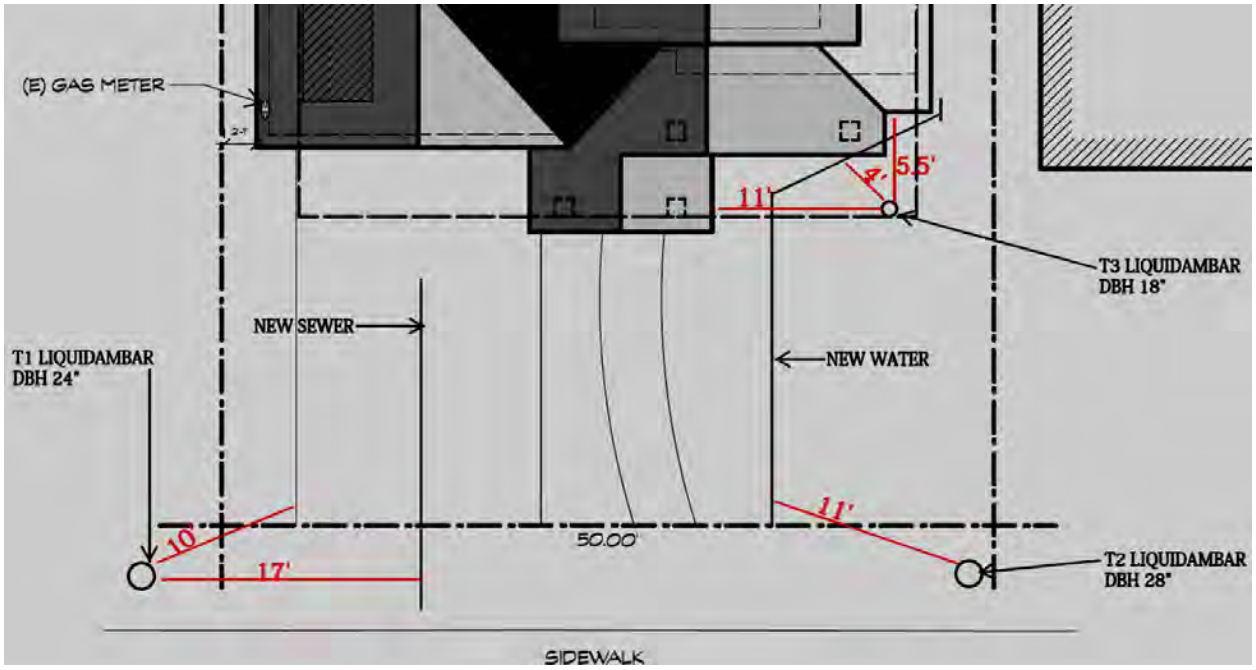


Image #5 – Trees T1, T2 & T3 liquidambar. Distance to elements impacting trees.

Tree T1 liquidambar, a 24” diameter street tree is 10-feet from the new driveway, this within the critical root zone 10’ X 12” ~ 24” trunk diameter = 5X the trunk diameter. The liquidambar will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. Tree T1 is 17-feet from the new sewer line, this is outside the critical root zone but within the tree protection zone. The tree will suffer some root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts.

Tree T3, an 18” liquidambar is 4-feet from the new water line, this is within the critical root zone. The tree will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. Three T3 is 5.5-feet from the new foundation at the corner of the A.D.U., This is within the critical root zone. The tree will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. A new porch will be installed 11-feet from the tree T3, this is outside the critical root zone, but within the tree protection zone. The liquidambar will suffer some root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts. One 5” diameter and one 4” diameter limb on tree T3 will need to be pruned to accommodate the new second story.

Construction Impacts to Subject Trees, Continued:

Tree T2, a 28” liquidambar street tree is 11-feet from the new water line. This is within the critical root zone. The tree will suffer moderate root loss which it can tolerate and needs tree protection treatments to reduce root loss impacts.

Tree T4, a 24” avocado located on the adjacent property is 29-feet from the new backyard patio. This is outside the tree protection zone. The avocado will suffer minor root loss which it can tolerate.

Tree T5, an 18” Canary Island palm is 27-feet from the new backyard patio. This is outside the tree protection zone. The palm will not be impacted by the patio installation.

Impact Level

Impact level rates the degree a tree may be impacted by construction activity and is primarily determined by how close the construction procedures occur to the tree. Construction impacts are rated as low, moderate, high. The quantity of trees assigned for each category (low, moderate, high), is indicated below:

Impact Rating (Protected Trees)

- Low - 2
- Moderate – 3
- High - 0

Mitigation Measures for Retained Trees

The trees retained on this project will require some or all the following methods to protect them from the impacts described above and to minimize root loss during the construction phases.

- Tree Protection Fencing
- Hand trenching.
- Supervised root pruning.

Tree protection specifications are included on the Tree Protection Plan, Sheet T1.
This plan sheet shall become an element of the final plan set.

Tree Protection Specifications & Recommended Sequence

(These specifications are included on Sheet T1, Tree Protection Plan)

Demolition Phase:

1. Tree Canopy Clearance Pruning – Clearance pruning of tree T3 liquidambar to allow construction of the second story, shall be performed using industry standards of workmanship as established in the Best Management Practices of the International Society of Arboriculture (ISA), and the American National Standards Institute, Safety Requirements in Arboriculture Operations ANSI Z133-2017. Contractor licensing and insurance coverage shall be verified. Pruning should be done to achieve a minimum of 3 feet clearance from the home. *No limbs greater than 6" in diameter shall be removed.*
2. Tree Protection Fencing - Install Tree Protection Fencing, in location indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
3. Tree Trunk Wrap - Install tree trunk wrap on tree T3, as indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
4. Home & Walkway Demolition- Demolition of existing walkway adjacent to tree T3 shall be accomplished with a jack hammer and pieces hand loaded. Demolition of existing foundation adjacent to tree T3 shall be accomplished by hand methods. No use of machinery is allowed.

Construction Phase:

Work performed that impacts trees as described below shall be supervised by the Project Arborist. The Project Arborist shall be contacted a minimum of 48 hours to prior scheduled work. Work undertaken shall be documented in the form of a follow-up letter and submitted to the City Arborist.

1. New Addition Foundation – Excavation for new addition foundation adjacent to tree T3, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.
2. Utilities / Sewer & Water – Excavation for sewer line within the canopy dripline of tree T1, liquidambar, shall be by hand methods. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.
   Install water line as far as feasible from trees T2 and T3 liquidambar. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall.
   If roots are encountered 2" in diameter or greater, the root shall be retained with the root "bridging" the trench, and the pipe shall be installed under or over the root.
3. New Driveway – Excavation for new driveway edge adjacent to tree T1, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.

Post Construction Tree Maintenance:

1. After hand digging and root pruning for trees T1, T2, & T3, is completed, supplemental irrigation shall be applied to trees including, a) under the tree canopy dripline, and b) up to 5' beyond the dripline. Apply irrigation on a bi-monthly basis, during the dry season. Saturate soil to a depth of 4 - 6-inches. This practice shall be continued for a period of two years. Do not apply water within 5-feet of trunks.

Tree Appraisal and Valuation

The City of Menlo Park requires valuation of all protected trees potentially affected by a construction project. The value of three trees has been appraised. References included, 1) *Guide for Plant Appraisal 10th Edition.*

The total appraised value of three impacted trees is **$26,500** The criteria for appraisal are included in the attached spreadsheet, *Appendix D, Appraised Value of Heritage Trees– Reproduction Method - Trunk Formula Technique.*

Note: Any tree ..... protected by City Code, will require replacement according to its appraised value, if it is damaged beyond repair as a result of construction.

Final Inspection

A final inspection by the City Arborist is required. The inspection shall occur prior to removal of tree protection fencing and after all replacement trees have been installed.

CONCLUSION

- The *Tree Assessment Chart*, Appendix A is the condensed reference guide to inform all tree management decisions for the trees evaluated.
- A remodel and addition to a single-family home will be constructed at 211 Oakhurst Place, Menlo Park
- Five trees on or near the property defined as *Heritage Trees*, by the City of Menlo Park, were surveyed.
- The *Heritage Trees* are in good or fair condition and are suitable for preservation.
- Three *Heritage Trees* including trees T1, T2 and T3 liquidambar will be moderately impacted, can tolerate the impacts, and will need tree protection treatments to reduce root loss impacts.
- Two *Heritage Trees* including trees T4, avocado and T5 Canary Island palm, located on adjacent properties, will have low construction impacts.
- No *Heritage Trees* will require removal.

RECOMMENDATIONS

1. Obtain all necessary permits prior to removing or significantly altering any trees on site.
2. Follow tree protection specifications on Tree Protection Plan, sheet T1.

Respectfully submitted,

Kurt Fouts

Kurt Fouts ISA Certified Arborist WE0681A
ISA Tree Risk Assessment Qualification

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211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Suitability for Preservation Ratings:

Good: Trees in good health and structural condition with potential for longevity on the site

Fair: Trees in fair health and/or with structural defects that may be reduced with treatment procedures

Poor: Trees in poor health and/or with poor structure that cannot be effectively abated with treatment

Retention or Removal Code:

RT: Retain Tree
RI: Remove Due to Construction Impacts

I.M. Impacts Can Be Mitigated With Pre-Construction Treatments
R.C. Remove Due to Condition

Protected Tree City of Menlo Park, Any tree 15 inches or greater in diameter measured at 4.5 feet above grade. Any native oak 10" inches or greater in diameter measured at 4.5 feet above grade.

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection Zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T1	liquidambar (*Liquidambar styraciflua*)	24"	Yes	65'X30	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	8.5' from existing driveway. Minor tip dieback throughout canopy. Some over-extended limbs.
T2	liquidambar	28"	Yes	65'X25'	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	Minor tip dieback throughout canopy. Some over-extended limbs.

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211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection Zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T3	liquidambar	18"	Yes	50'x20'	Good	Fair	Good	15'	Moderate (Root loss-excavation, Canopy loss, clearance pruning)	R.T., I.M.	7'4" from existing foundation. 2' from existing walkway. One 5" diameter limb overhangs home by 10'.
T4	avocado (*Persea americana*)	24",24" (estimated)	Yes	45'x40'	Fair	Fair	Fair	25'	Low	R.T.	Significant tip and small branch dieback throughout canopy. Thin canopy density. Clearance pruned from overhead power lines.
T5	Canary Island palm (*Phoenix canariensi* s)	18" (estimated)	Yes	30'X20'	Fair	Good	Good	15'	Low	R.T.	Clearance pruned from overhead power lines.
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APPENDIX B – CRITERIA FOR TREE ASSESSMENT CHART

Following is an explanation of the data used in the tree evaluations. The data is incorporated in the *Tree Assessment Chart, Appendix A.*

Trunk Diameter and Number of Trunks:

Trunk diameter as measured at 4.5 feet above grade. The number of trunks refers to a single or multiple trunked tree. Multiple trunks are measured at 4.5 feet above grade.

Health Ratings:

Good: A healthy, vigorous tree, reasonably free of signs and symptoms of disease

Fair: Moderate vigor, moderate twig and small branch dieback, crown may be thinning and leaf color may be poor

Poor: Tree in severe decline, dieback of scaffold branches and/or trunk, most of foliage from epicormics

Structure Ratings:

Good: No significant structural defects. Growth habit and form typical of the species

Fair: Moderate structural defects that might be mitigated with regular care

Poor: Extensive structural defects that cannot be abated.

Suitability for Preservation Ratings:

Rating factors:

Tree Health: Healthy vigorous trees are more tolerant of construction impacts such as root loss, grading and soil compaction, then are less vigorous specimens.

Structural integrity: Preserved trees should be structurally sound and absent of defects or have defects that can be effectively reduced, especially near structures or high use areas.

Tree Age: Over mature trees have a reduced ability to tolerate construction impacts, generate new tissue and adjust to an altered environment. Young to maturing specimens are better able to respond to change.

Species response: There is a wide variation in the tolerance of individual tree species to construction impacts.

Rating Scale:

Good: Trees in good health and structural condition with potential for longevity on the site

Fair: Trees in fair health and/or with structural defects that may be reduced with treatment procedures.

Poor: Trees in poor health and/or with poor structure that cannot be effectively abated with treatment. Trees can be expected to decline or fail regardless of construction impacts or management . The species or individual may possess characteristics that are incompatible or undesirable in landscape settings or unsuited for the intended use of the site.

Construction Impacts:

Rating Scale:

High: Development elements proposed that are located within the Tree Protection Zone that would severely impact the health and /or stability of the tree. The tree impacts cannot be mitigated without design changes. The tree may be located within the building footprint.

Moderate: Development elements proposed that are located within the Tree Protection Zone that will impact the health and/or stability of the tree and can be mitigated with tree protection treatments.

Low: Development elements proposed that are located within or near the Tree Protection Zone that will have a minor impact on the health of the tree and can be mitigated with tree protection treatments.

None: Development elements will have no impact on the health and stability of the Tree.

Tree Protection Zone (TPZ):

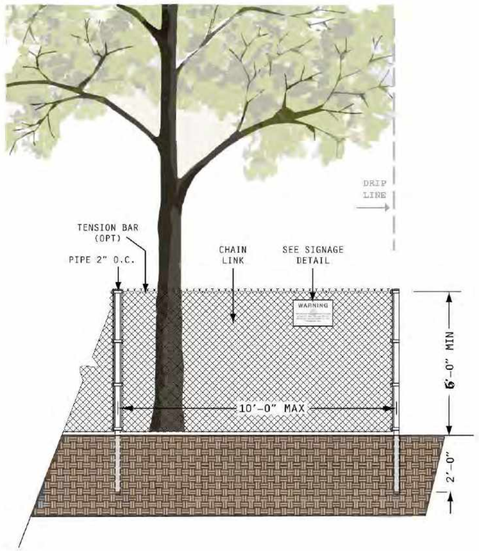
Defined area within which certain activities are prohibited or restricted to prevent or minimize potential injury to designated trees, particularly during construction or development.

PRE-CONSTRUCTION ROOT PRUNING

Excavation shall only occur within the TPZ (Tree Protection Zone), of retained trees, when designated by the Project Arborist. Excavations within (or outside of the TPZ, as designated), the Tree Protection Zone, will be performed by hand in order to preserve roots. Pruning of roots 2" in diameter or greater shall be conducted under the supervision of the Project Arborist. These activities will be documented, and a monitoring report will be provided to the City Arborist.

Trenches for root pruning will be hand dug according to locations shown on Tree Protection Plan sheet:

- Trenches will be dug one foot behind staking on tree side of stakes.
- The depth of the trench will equal the depth required for installation of the adjacent element.
- Cleanly prune any roots encountered smaller than 2" in diameter. Use lopper, hand saw, or Sawzall. A sharp spade may be used for palm roots.
- If piping is to be installed, roots 2" in diameter or greater should be retained, if possible, by installing the piping under or over the root.
- The pruned roots should be backfilled before the end of the day. If this is not feasible, the roots shall be covered with burlap layers or carpeting and kept moist until the trench is backfilled.
- If roots are encountered 2" in diameter or greater, the Project Arborist shall be notified, and a determinations shall be made to prune the root or retain it depending on site specific conditions.



TREE PROTECTION FENCE DETAIL
ELEVATION VIEW

Warning

Tree Protection Zone

Keep Out

NOTICE: PROTECTIVE FENCING IS REQUIRED ON THIS JOB SITE.
REMOVAL OR DAMAGE OF THIS FENCING MAY RESULT IN A FINE

This sign must be prominently displayed. Fencing may not be moved or removed without permission of the Project Arborist.

During demolition and construction, all reasonable steps necessary to prevent damage, or the destruction of protected trees is required. Failure to comply with all precautions may result in a STOP WORK order being issue by the regulating agency.

No Entry without Project Arborist Authorization
Kurt Fouts –Arborist Consultant- 831 – 359 -3607

211 Oakhurst Place, Menlo Park

Tree Assessment Chart - Appendix A

Suitability for Preservation Ratings:

Good: Trees in good health and structural condition with potential for longevity on the site

Fair: Trees in fair health and/or with structural defects that may be reduced with treatment procedures

Poor: Trees in poor health and/or with poor structure that cannot be effectively abated with treatment

Retention or Removal Code:

RT: Retain Tree
RI: Remove Due to Construction Impacts

I.M. Impacts Can Be Mitigated With Pre-Construction Treatments
R.C. Remove Due to Condition

Protected Tree City of Menlo Park, Any tree 15 inches or greater in diameter measured at 4.5 feet above grade. Any native oak 10" inches or greater in diameter measured at 4.5 feet above grade.

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection Zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T1	liquidambar (*Liquidambar styraciflua*)	24"	Yes	65'X30	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	8.5' from existing driveway. Minor tip dieback throughout canopy. Some over-extended limbs.
T2	liquidambar	28"	Yes	65'X25'	Fair	Fair	Good	20'	Moderate (Root loss-excavation)	R.T., I.M.	Minor tip dieback throughout canopy. Some over-extended limbs.

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5/28/2022

Tree Protection Specifications & Recommended Sequence

Demolition Phase:

1. Tree Canopy Clearance Pruning – Clearance pruning of tree T3 liquidambar to allow construction of the second story, shall be performed using industry standards of workmanship as established in the Best Management Practices of the International Society of Arboriculture (ISA), and the American National Standards Institute, Safety Requirements in Arboriculture Operations ANSI Z133-2017. Contractor licensing and insurance coverage shall be verified. Pruning should be done to achieve a minimum of 3 feet clearance from the home. *No limbs greater than 6" in diameter shall be removed.*
2. Tree Protection Fencing - Install Tree Protection Fencing, in location indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
3. Tree Trunk Wrap - Install tree trunk wrap on tree T3, as indicated on Tree Protection Plan Sheet T1, prior to beginning of demolition.
4. Home & Walkway Demolition- Demolition of existing walkway adjacent to tree T3 shall be accomplished with a jack hammer and pieces hand loaded. Demolition of existing foundation adjacent to tree T3 shall be accomplished by hand methods. No use of machinery is allowed.

Construction Phase:

Work performed that impacts trees as described below shall be supervised by the Project Arborist. The Project Arborist shall be contacted a minimum of 48 hours to prior scheduled work. Work undertaken shall be documented in the form of a follow-up letter and submitted to the City Arborist.

1. New Addition Foundation – Excavation for new addition foundation adjacent to tree T3, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.
2. Utilities / Sewer & Water – Excavation for sewer line within the canopy dripline of tree T1, liquidambar, shall be by hand methods. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning. Install water line as far as feasible from trees T2 and T3 liquidambar. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, the root shall be retained with the root "bridging" the trench, and the pipe shall be installed under or over the root.
3. New Driveway – Excavation for new driveway edge adjacent to tree T1, liquidambar, shall be by hand methods. See Tree Protection Plan, sheet T1 for location. Any roots found less than 2" in diameter, shall be cleanly pruned with loppers, hand saw or Sawzall. If roots are encountered 2" in diameter or greater, they shall be pruned under supervision of the Project Arborist. Roots shall be pruned by methods indicated on Tree Protection Plan sheet T1, Pre-Construction Root Pruning.

Post Construction Tree Maintenance:

1. After hand digging and root pruning for trees T1, T2, & T3, is completed, supplemental irrigation shall be applied to trees including, a) under the tree canopy dripline, and b) up to 5' beyond the dripline. Apply irrigation on a bi-monthly basis, during the dry season. Saturate soil to a depth of 4 - 6-inches. This practice shall be continued for a period of two years. Do not apply water within 5-feet of trunks.

211 Oakhurst Place, Menlo Park

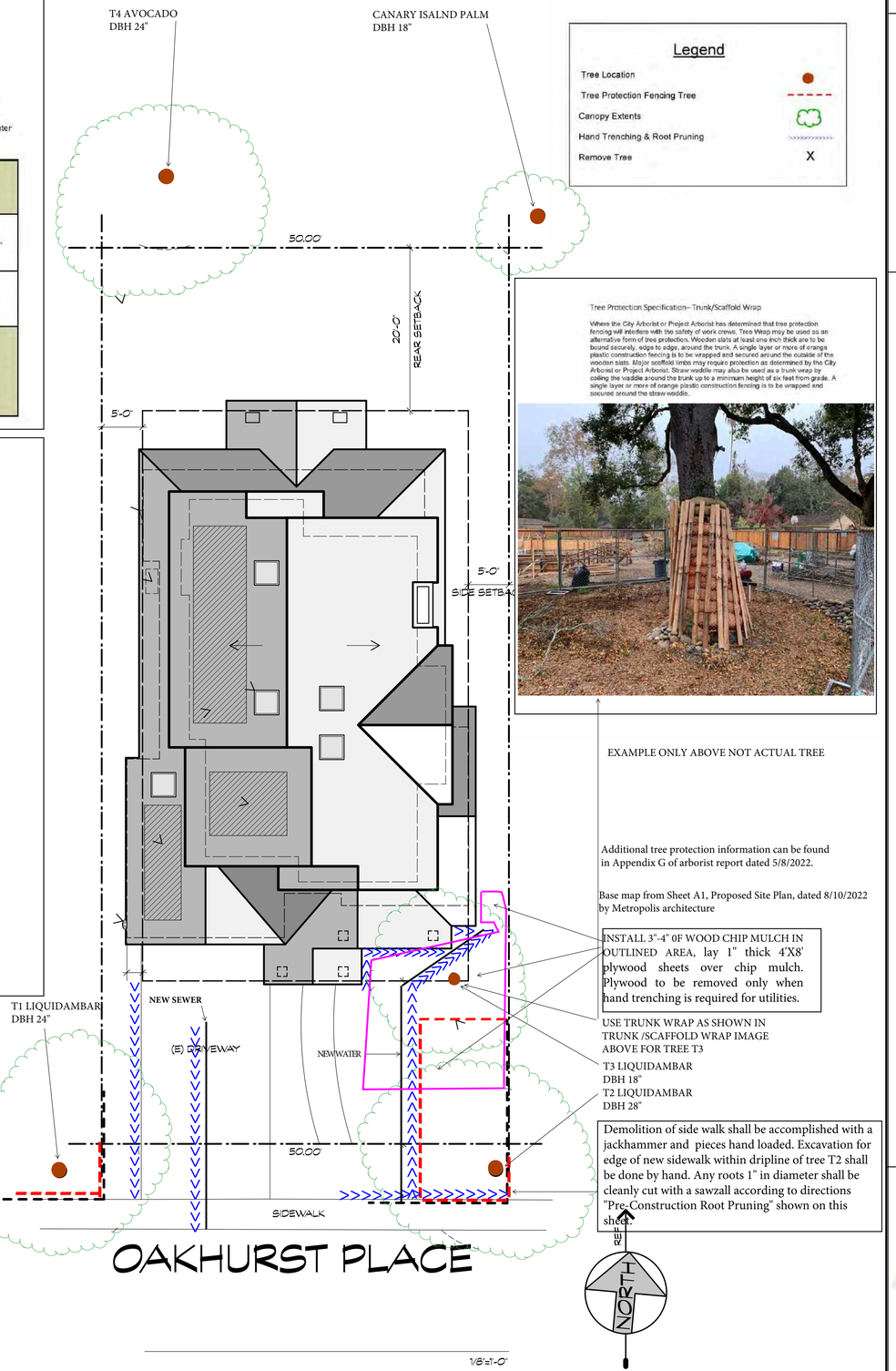
Tree Assessment Chart - Appendix A

Tree #	Species	Trunk Diameter @ 54 inches a.g.	Protected Tree	Crown Height & Spread (diameter)	Health Rating	Structural Rating	Suitability for Preservation (Based Upon Condition)	Tree Protection zone (in radius feet)	Construction Impacts (Rating & Description)	Retention or Removal Code	Comments
T3	liquidambar	18"	Yes	50'x20'	Good	Fair	Good	15'	Moderate (Root loss-excavation, Canopy loss, clearance pruning)	R.T., I.M.	7'4" from existing foundation. 2' from existing walkway. One 5" diameter limb overhangs home by 10'.
T4	avocado (*Persea americana*)	24",24" (estimated)	Yes	45'x40'	Fair	Fair	Fair	25'	Low	R.T.	Significant tip and small branch dieback throughout canopy. Thin canopy density. Clearance pruned from overhead power lines.
T5	Canary Island palm (*Phoenix canariensis*)	18" (estimated)	Yes	30'X20'	Fair	Good	Good	15'	Low	R.T.	Clearance pruned from overhead power lines.

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5/28/2022



Tree Protection Specification– Trunk/Scaffold Wrap

Where the City Arborist or Project Arborist has determined that tree protection fencing will interfere with the safety of work crews, Tree Wrap may be used as an alternative form of tree protection. Wooden slats at least one inch thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the City Arborist or Project Arborist. Straw waddle may also be used as a trunk wrap by coiling the waddle around the trunk up to a minimum height of six feet from grade. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the straw waddle.

EXAMPLE ONLY ABOVE NOT ACTUAL TREE

Additional tree protection information can be found in Appendix G of arborist report dated 5/8/2022.

Base map from Sheet A1, Proposed Site Plan, dated 8/10/2022 by Metropolis architecture

INSTALL 3"-4" 0F WOOD CHIP MULCH IN OUTLINED AREA, lay 1" thick 4'X8' plywood sheets over chip mulch. Plywood to be removed only when hand trenching is required for utilities.

USE TRUNK WRAP AS SHOWN IN TRUNK /SCAFFOLD WRAP IMAGE ABOVE FOR TREE T3

T3 LIQUIDAMBAR
DBH 18"
T2 LIQUIDAMBAR
DBH 28"

Demolition of side walk shall be accomplished with a jackhammer and pieces hand loaded. Excavation for edge of new sidewalk within dripline of tree T2 shall be done by hand. Any roots 1" in diameter shall be cleanly cut with a sawzall according to directions "Pre-Construction Root Pruning" shown on this sheet.

K.F.
9/29/2022

APN: 055-294-070

Sheet T1 of one sheet

Tree Protection Plan

211 Oakhurst Place, Menlo Park

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211 Oakhurst Place, Menlo Park

Appraised Value of *Heritage* Trees - Reproduction Method / Trunk Formula Technique

Tree #	Species	Trunk Diameter @ 4.5'	Basic Reproduction Cost	Health X Weighting	Structure X Weighting	Form X Weighting	Weighted Average Condition	Functional Limitations	External Limitations	Appraised Value
T1	liquidambar (*Liquidambar styraciflua*)	24"	$34,852	75X.30%	55X.45%	75X.25%	67%	40%	90%	**$8,400**
T2	liquidambar	28"	47,438	75X.30%	55X.45%	75X.25%	67%	40%	90%	**$11,400**
T3	liquidambar	18"	19,568	78X.30%	58X.45%	75X.25%	68%	50%	100%	**$6,700**
								Total Value of Appraised Trees		**$26,500**

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Sheet 1 of 1

10/10/2022

Glossary of Terms

Basal rot: decay of the lower trunk, trunk flare, or buttress roots.

Canker: Localized diseased area on stems, roots and branches. Often sunken and discolored.

Critical Root Zone (CRZ): Area of soil around a tree where a minimum number of roots considered critical to the structural stability or health of the tree are located. CRZ determination is sometimes based on the drip line or a multiple of the DBH, but because root growth can be asymmetric due to site conditions, on-site investigation may be required.

Codominant branches/stems: Forked branches (or trunks), nearly the same size in diameter, arising from a common junction and lacking a normal branch union, may have included bark.

Crown: Upper part of a tree, measured from the lowest branch, including all branches and foliage.

Defect: An imperfection, weakness, or lack of something necessary. In trees defects are injuries, growth patterns, decay, or other conditions that reduce the tree's structural strength.

Diameter at breast height (DBH): Measurement of trunk diameter at 4.5 feet above grade.

Frass: Fecal material and/or wood shavings produced by insects.

Included Bark Attachments (crotches): Branch/limb or limb /trunk, or codominant trunks originating at acute angles from each other. Bark remains between such crotches, preventing the development of axillary wood. The inherent weakness of such attachments increases with time, through the pressure of opposing growth and increasing weight of wood and foliage, often resulting in failure.

Live Crown Ratio (LCR): Ratio of the the crown ..... (live foliage), to total tree height.

Scaffold branches: Permanent or structural branches that form the scaffold architecture or structure of a tree.

Suppressed: Trees that have been overtopped and occupy an understory position within a group or grove of trees. Suppressed trees often have poor structure.

Tree Protection Zones (TPZ): Defined area within which certain activities are prohibited of restricted to prevent or minimize potential injury to designated trees, especially during construction or development.

Trunk flare: Transition zone from trunk to roots where the trunk expands into the buttress or structural roots.

This Glossary of Terms was adapted from the *Glossary of Arboricultural Terms* (ISA, 2015)

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Harris, R.W., Clark, J.R. and Matheny, N.P. Arboriculture: *Integrated management of landscape tree, shrubs, and vines*. 4th ed. Upper Saddle River, NJ: Prentice-Hall, Inc. c.2004

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Appendix G- TREE PROTECTION GUIDELINES AND RESTRICTIONS

Protecting Trees During Construction:

1) Before the start of site work, equipment or materials move in, clearing, excavation, construction, or other work on the site, every tree to be retained shall be securely fenced- off as delineated in approved plans. Such fences shall remain continuously in place for the duration of the work undertaken in connection with the development.

2) If the proposed development, including any site work, will encroach upon the tree protection zone, special measures shall be utilized, as approved by the project arborist, to allow the roots to obtain necessary oxygen, water, and nutrients.

3) Underground trenching shall avoid the major support and absorbing tree roots of protected trees. If avoidance is impractical, hand excavation undertaken under the supervision of the project arborist may be required. Trenches shall be consolidated to service as many units as possible. Boring/tunneling under roots should be considered as an alternative to trenching.

4) Concrete or asphalt paving shall not be placed over the root zones of protected trees, unless otherwise permitted by the project arborist.

5) Artificial irrigation shall not occur within the root zone of native oaks, unless deemed appropriate on a temporary basis by the project arborist to improve tree vigor or mitigate root loss.

6) Compaction of the soil within the tree protection zone shall be avoided.

7) Any excavation, cutting, or filling of the existing ground surface within the tree protection zone shall be minimized and subject to such conditions as the project arborist may impose. Retaining walls shall likewise be designed, sited, and constructed to minimize their impact on protected trees.

8) Burning or use of equipment with an open flame near or within the tree protection zone shall be avoided. All brush, earth, and other debris shall be removed in a manner that prevents injury to the tree.

9) Oil, gas, chemicals, paints, cement, stucco or other substances that may be harmful to trees shall not be stored or dumped within the tree protection zone of any protected tree, or at any other location on the site from which such substances might enter the tree protection zone of a protected tree.

10) Construction materials shall not be stored within the tree protection zone of a protected tree.

Project Arborist Duties and Inspection Schedule:

The project arborist is the person(s) responsible for carrying out technical tree inspections, assessment of tree health, structure and risk, arborist report preparation, consultation with designers and municipal planners, specifying tree protection measures, monitoring, progress reports and final inspection.
A qualified project arborist (or firm) should be designated and assigned to facilitate and insure tree preservation practices. He/she/they should perform the following inspections:

Inspection of site: Prior to equipment and materials move in, site work, demolition, landscape construction and tree removal: The project arborist will meet with the general contractor, architect / engineer, and owner or their representative to review tree preservation measures, designate tree removals, delineate the location of tree protection fencing, specify equipment access routes and materials storage areas, review the existing condition of trees and provide any necessary recommendations.

Inspection of site: During excavation or any activities that could affect trees: Inspect site during any activity within the Tree Protection Zones of preserved trees and any recommendations implemented. Assess any changes in the health of trees since last inspection.

Final Inspection of Site: Inspection of site following completion of construction. Inspect for tree health and make any necessary recommendations.

Kurt Fouts shall be the Project Arborist for this project. All scheduled inspections shall include a brief Tree Monitoring report, documenting activities and provided to the City Arborist.

Tree Protection Fencing

Tree Protection fencing shall be installed prior to the arrival of construction equipment or materials. Fence shall be comprised of six -foot chain link fence mounted on eight - foot tall, 1 and 7/8-inch diameter galvanized posts, driven 24 inches into the ground and spaced on a minimum of 10-foot centers. Once established, the fence must remain undisturbed and be maintained throughout the construction process until final inspection.

A final inspection by the City Arborist at the end of the project will be required prior to removing any tree protection fencing.

Tree Protection Signs

All sections of fencing should be clearly marked with signs stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited.

Monitoring

Any trenching, construction or demolition that is expected to damage or encounter tree roots should be monitored by the project arborist or a qualified ISA Certified Arborist and should be documented.

The site should be evaluated by the project arborist or a qualified ISA Certified Arborist after construction is complete, and any necessary remedial work that needs to be performed should be noted.

Root Pruning

Root pruning shall be supervised by the project arborist. When roots over two inches in diameter are encountered they should be pruned by hand with loppers, handsaw, reciprocating saw, or chain saw rather than left crushed or torn. Roots should be cut beyond sinker roots or outside root branch junctions and be supervised by the project arborist. When completed, exposed roots should be kept moist with burlap or backfilled within one hour.

Tree Work Standards and Qualifications

All tree work, removal, pruning, planting, shall be performed using industry standards of workmanship as established in the Best Management Practices of the International Society of Arboriculture (ISA) and the American National Standards Institute series, *Safety Requirements in Arboriculture Operations* ANSI Z133-2017,

Contractor licensing and insurance coverage shall be verified.

During tree removal and clearance, sections of the Tree Protection Fencing may need to be temporarily dismantled to complete removal and pruning specifications. After each section is completed, the fencing is to be re-installed.

Trees to be removed shall be cut into smaller manageable pieces consistent with safe arboricultural practices, and carefully removed so as not to damage any surrounding trees or structures. The trees shall be cut down as close to grade as possible. Tree removal is to be performed by a qualified contractor with valid City Business/ State Licenses and General Liability and Workman's Compensation insurance.

Development Site Tree Health Care Measures

RECOMMENDED TO PROVIDE OPTIMUM GROWING CONDITIONS, PHYSIOLOGICAL INVIGORATION AND STAMINA, FOR PROTECTION AND RECOVERY FROM CONSTRUCTION IMPACT.

Establish and maintain TPZ fencing, trunk and scaffold limb barriers for protection from mechanical damage, and other tree protection requirements as specified in the arborist report.

Project arborist to specify site-specific soil surface coverings (wood chip mulch or other) for prevention of soil compaction and loss of root aeration capacity.

Soil, water and drainage management is to follow the ISA BMP for "Managing Trees During Construction" and the ANSI Standard A300(Part 2)- 2011 Soil Management (a. Modification, b. 'Fertilization, c. Drainage.)

Fertilizer / soil amendment product(s) amounts and method of application to be specified by certified arborist.

City of Menlo Park – Protected Trees

Chapter 13.24
HERITAGE TREES

13.24.020 Heritage tree defined.

As used in this chapter "heritage tree" means:

(1) A tree or group of trees of historical significance, special character or community benefit specifically designated by resolution of the city council;

(2) An oak tree (Quercus) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of ten (10) inches) or more, measured at fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section.

(3) All trees other than oaks which have a trunk with a circumference of 47.1 inches (diameter of fifteen (15) inches) or more, measured fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section. (Ord. 928 § 1 (part), 2004).

ASSUMPTIONS AND LIMITING CONDITIONS

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

CONSULTING ARBORIST DISCLOSURE STATEMENT

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

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

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

Kurt Fouts
Arborist Consultant
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Capitola, CA 95010
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MEMBER ISA

STAFF REPORT

Planning Commission
Meeting Date: **2/27/2023**
Staff Report Number: **23-018-PC**

Public Hearing: **Consider and adopt a resolution recommending the City Council accept the 2022 Housing Element Annual Progress Report**

Recommendation

Staff recommends that the Planning Commission adopt a resolution recommending the City Council accept the 2022 Housing Element Annual Progress Report (APR). The draft resolution, including the APR, is included as Attachment A.

Policy Issues

California Government Code Section 65400 requires the preparation and submittal of an APR to the state Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR). The APR documents past housing-related activities and may identify the timing of upcoming activities, but does not authorize the implementation of new or modified programs, or the expenditure of funds.

Background

Every city and county in California is required to prepare an annual report on the status and progress of implementing the jurisdiction's adopted housing element for the 2015 to 2023 planning period (also referred to as the 5th Cycle) (Attachment B) using forms and definitions adopted by HCD. The APR is due by April 1 each year and documents the status of housing-related activities from the previous calendar year. This year's report evaluates the progress of implementation programs and housing development applications and production for the period between January 1, 2022 and December 31, 2022, which is the final year of the 5th Cycle.

On January 31, 2023, the City Council adopted a Housing Element update for the 2023 to 2031 planning period (6th Cycle). Future APRs will track progress and implementation of the recently-adopted Housing Element.

Analysis

This staff report highlights key accomplishments from 2022. A broader assessment of the status of implementation programs and housing production from 2022 is provided in the APR. The APR is a document that reflects the past year's housing-related efforts; it is not intended to establish current or future work priorities for staff. Future work on Housing Element implementation programs was recently set with the adoption of the 6th Cycle Housing Element.

Program implementation accomplishments and milestones

The following sections outline multiple activities and accomplishments during the 2022 APR reporting period.

Housing program updates

During the 2022 APR reporting period, preparation of the 6th Cycle Housing Element update and engagement with the community to gather feedback on housing-related goals, policies, and programs was one of the City's primary efforts. As part of that focus, the City performed an evaluation of the progress of housing programs from the 5th Cycle planning period. Below are several highlighted programs from the 5th Cycle with major updates in 2022:

- *Housing Element Program H1.H (Utilize the City's Below Market Rate (BMR) Housing Fund)* requires the City to administer and advertise every two years the availability of funds in the BMR housing fund through a Notice of Funding Availability (NOFA). The objective of the NOFA is to support the acquisition, rehabilitation, preservation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between projected total development costs and other available funding sources. The City released a NOFA with an amount of $1.5 million to $2 million in December 2022. The NOFA received three proposals which are being reviewed by City staff and anticipated for Housing Commission review in the first half of 2023.
- *Housing Element Program H1.I (Work with Non-Profits on Housing)* requires the City to maintain a working relationship with non-profit housing sponsors. In 2022, City staff continued to meet with affordable housing developers, housing service providers, organizations advocating for affordable housing opportunities for people with disabilities, and other organizations, and incorporated feedback and recommendations into the development of the 6th Cycle Housing Element. In addition, the City partnered with Climate Resilient Communities (CRC) to assist in community engagement and outreach efforts in the historically underserved Belle Haven neighborhood and citywide as part of the 6th Cycle Housing Element update process. Simultaneous with the 6th Cycle Housing Element update and throughout 2022, the City has also been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element and would provide affordable housing for veterans and their families at the extremely low income and very low income levels.
- *Housing Element Program H2.C (Amend the Zoning Ordinance to Protect Existing Housing)* requires the City to protect existing rental housing as part of infill implementation and other Zoning Ordinance changes. Recent state laws such as the Housing Crisis Act of 2019 (SB 330) and the Housing Accountability Act (HAA) are adhered to by the City to protect and support housing development. Throughout 2022, the City also studied other amendments to the Zoning Ordinance to protect existing housing and address residential displacement impacts, which will be implemented as part of the 6th Cycle Housing Element update (Program H2.B – Amend the Zoning Ordinance to Protect Existing Housing).
- *Housing Element Program H4.J (Consider Surplus City-Owned Land for Housing)* requires the City to identify opportunities for housing as they arise. Throughout 2022, as part of the 6th Cycle Housing Element update, redevelopment of City-owned parking lots for affordable housing in the downtown area was discussed in public meetings facilitated by City staff and ultimately adopted as Program H4.G (Prioritize Affordable Housing on City-Owned Parking Lots Downtown) for the 2023 to 2031 planning period. Program H4.G describes a City-led process to promote housing development on underutilized City-owned parking lots in downtown. For any surplus City-owned lands, the City will adhere to procedures consistent with the Surplus Lands Act to provide affordable housing developers a first right of refusal (AB 1486).

Housing production

As part of HCD's statewide determination summary for SB 35 (the Housing Accountability and Affordability Act), Menlo Park is one of only 38 jurisdictions in California that met its pro-rated lower (very low- and low-) and above moderate-income Regional Housing Needs Allocation (RHNA) for the previous 2021 reporting period, and is one of few jurisdictions that produced sufficient amounts of housing annually to meet its housing targets since SB 35 became effective on January 1, 2018. This means that Menlo Park is not currently subject to SB 35, which created a streamlined approval process for housing when a jurisdiction is not meeting its RHNA. This determination will reset with the new Housing Element cycle.

In 2022, the City issued building permits for 837 net new dwelling units, which is a 771.9 percent increase above the 2021 total (96 net new units). The large increase in unit production can be attributed primarily to the following factors:

- Menlo Portal (110 Constitution Drive) and Menlo Uptown (141 Jefferson Drive), two large mixed-use Bayfront projects, were entitled in 2021 and received building permits in 2022 for a combined 776 units. The approved building permits for Menlo Portal will result in the construction of an apartment building with 335 new multifamily residential units. The building permits for Menlo Uptown will allow the construction of two apartment buildings with a total of 441 new multifamily residential units. Building permits for an additional 42 attached single-family townhome units associated with the Menlo Uptown project are under review. Both projects include below market rate (BMR) inclusionary units that contribute to the city's RHNA for units affordable to very low, low, and moderate income households. The Menlo Portal project includes three very low income units, 14 low income units, and 31 moderate income units. The Menlo Uptown project includes seven very low income units, 23 low income units, and 37 moderate income units.
- The city saw record growth in accessory dwelling unit (ADU) building permits, with 56 ADUs permitted in 2022. This is an increase of 55.6 percent above the 2021 total (36 net new ADUs), which was the previous record. The continued growth in ADUs across the city is likely due to state laws intended to streamline the ADU approval process by relaxing applicable zoning requirements and removing discretionary review requirements in most cases.

As a result of the units listed above and building permit issuance for five net new single-family residences, Menlo Park has achieved over 100 percent of its 5th Cycle RHNA allocation for very low, low, and above moderate units, as shown in Table 1 below. A record 87 units affordable to moderate income households were permitted in 2022, which brought the city's housing production to 76.2 percent of the 5th Cycle RHNA target for moderate income units; in 2021, only 15.4 percent of the 5th Cycle RHNA moderate income target had been completed.

Table 1: 5th Cycle RHNA (2015-2023) Progress (Net New Units)

	Very Low	Low	Moderate	Above Moderate	Total New Housing Units
5th Cycle RHNA Allocation	233	129	143	150	**655**
Net New Units Through 2021	217	91	22	1,182	**1,512**
2022 Net New Units	27	53	87	670	**837**
Total Net New Units (2015-2022)	244	144	109	1,852	**2,349**

Percent Complete	104.7%	111.6%	76.2%	1,234.7%	**N/A**

Although building permits are the only metric used for the purposes of determining progress toward RHNA (fields 7, 8 and 9 in APR Table A2), the APR form also includes data on new housing units that have either received entitlements or a certificate of occupancy during the reporting period. In 2022, the City Council and Planning Commission entitled 1,900 net new units. The majority of the units are associated with the Willow Village project (1,730 units) and the Menlo Flats (165 Jefferson Drive) project (158 units). At this time, building permits have not been issued for the two projects, and they do not appear in Table 1 of this staff report. These units would count toward the city's RHNA progress during the year(s) in which building permits are issued.

While housing production during the past seven years of the planning period has exceeded the city's regional housing needs assessment of 655 units, the City continues to seek opportunities to increase housing production and is focused on preparing to meet its requirement of 2,946 units, including 1,490 units of affordable housing across different income categories, for the 6th Cycle (2023 to 2031).

Next steps

In 2023, the City will begin implementation of the programs developed for the 6th Cycle Housing Element. Based on feedback from community members and stakeholders, the Housing Commission, the Planning Commission, and City Council, the City will focus on completing zoning changes associated with providing new or increased housing potential on opportunity sites and across zoning districts identified in the 6th Cycle Housing Element. Additionally, Program H4.G, which includes a feasibility study of City-owned downtown parking lots for affordable housing development, was identified as a major priority and will begin in 2023.

Impact on City Resources

There are no impacts on City resources aside from staff time spent preparing the APR. Implementation of certain housing programs may have impacts on staffing resources and/or projects and priorities, which would be considered as part of the City's annual budget process.

Environmental Review

The Housing Element APR is not considered a project under the California Environmental Quality Act (CEQA). Implementation of individual housing programs may be subject to CEQA, and would be evaluated on a case-by-case basis.

Public Notice

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

Attachments

A. Draft Planning Commission Resolution Recommending Acceptance of the 2022 Housing Element Annual Progress Report
   Exhibits to Attachment A
   A. 2022 Housing Element Annual Progress Report
B. Hyperlink – Adopted Housing Element for the 2015-2023 planning period: https://menlopark.gov/files/sharedassets/public/community-development/documents/adopted-housing-

element-2015-2023_201412021857153619.pdf

Report prepared by:
Tom Smith, Principal Planner
Calvin Chan, Senior Planner

Report reviewed by:
Deanna Chow, Assistant Community Development Director

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DRAFT PLANNING COMMISSION RESOLUTION NO. XXXX

DRAFT RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL RECEIVE AND ACCEPT THE HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE CALENDAR YEAR 2022 AND AUTHORIZE STAFF TO SUBMIT THE REPORT TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, California Government Code Sections 65400(2) requires the Planning Division to provide an annual report to the City Council, the Governor's Office of Planning and Research (OPR), and the state Department of Housing and Community Development (HCD) regarding progress toward implementation of the Housing Element of the City's General Plan; and

WHEREAS, Planning staff has prepared an annual progress report for the calendar year 2022 (Exhibit 1), utilizing the prescribed forms and instructions provided by HCD; and

WHEREAS, the Planning Commission has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Menlo Park, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby recommend the City Council receive and accept the annual progress report on the Housing Element for the calendar year 2022, attached and incorporated by reference herein, and authorize staff to forward the report to OPR and HCD pursuant to Government Code Section 65400(2).

SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

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I, Corinna Sandmeier, Principal Planner, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on the 27th day of February, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 27th day of February, 2023.

_____

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits:
1. 2022 Housing Element annual progress report

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Notes
1					2	3	4	5							6	7	8	9	10		11	12
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddi the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions reqested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes+
Summary Row: Start Data Entry Below								0	7	0	8	0	10	3	28	0	0					
	071-202-050	1750 Bay Laurel Drive		BLD2022-00009	ADU	R	1/3/2022				1				1			No	No	No	Approved	
	062-404-220	411 Waverley Street		BLD2022-00020	ADU	R	1/4/2022		1						1			No	No	No	Approved	
	071-175-070	725 Evergreen Street		BLD2022-00054	ADU	R	1/7/2022		1						1			No	No	No	Approved	
	071-301-210	973 Roble Avenue		BLD2022-00213	ADU	R	1/25/2022						1		1			No	No	No	Approved	
	071-411-440	450 Blake Street		BLD2022-00445	ADU	R	2/14/2022		1						1			No	No	No	Approved	
	071-043-040	1221 Cotton Street		BLD2022-00555	ADU	R	2/23/2022		1						1			No	No	No	Approved	
	063-441-330	277 O'Connor Street		BLD2022-00651	ADU	R	3/7/2022						1		1			No	No	No	Approved	
	074-112-110	2171 Clayton Drive		BLD2022-00675	ADU	R	3/8/2022							1	1			No	No	No	Approved	
	071-331-030	671 Live Oak Avenue		BLD2022-00709	ADU	R	3/10/2022				1				1			No	No	No	Approved	
	071-241-030	755 Hermosa Way		BLD2022-00856	ADU	R	3/24/2022						1		1			No	No	No	Approved	
	071-231-270	740 Olive Street		BLD2022-00881	ADU	R	3/28/2022				1				1			No	No	No	Approved	
	071-180-730	491 Middle Court		BLD2022-00965	ADU	R	4/4/2022				1				1			No	No	No	Approved	
	071-113-100	905 Sherman Avenue		BLD2022-01023	ADU	R	4/11/2022				1				1			No	No	No	Approved	
	062-501-050	40 Gloria Circle		BLD2022-01168	ADU	R	4/21/2022						1		1			No	No	No	Approved	
	074-260-620	1000 Siskiyou Drive		BLD2022-01523	ADU	R	6/1/2022							1	1			No	No	No	Approved	
	071-133-010	775 Oak Knoll Drive		BLD2022-02079	ADU	R	7/28/2022				1				1			No	No	No	Approved	
	062-501-080	275 Gloria Circle		BLD2022-00153	ADU	R	1/19/2022						1		1			No	No	No	Approved	
	071-161-220	2 Wood Lane		BLD2022-00268	ADU	R	1/31/2022		1						1			No	No	No	Approved	
	071-180-840	1690 Oak Avenue		BLD2022-00530	ADU	R	2/22/2022				1				1			No	No	No	Approved	
	071-063-210	1360 Garden Lane		BLD2022-00541	ADU	R	2/23/2022						1		1			No	No	No	Approved	
	063-452-160	1435 Woodland Avenue		BLD2022-00715	ADU	R	3/10/2022						1		1			No	No	No	Approved	
	113-940-010	1965 Menalto Avenue		BLD2022-00920	ADU	R	3/31/2022				1				1			No	No	No	Approved	
	071-061-160	1125 San Mateo Drive		BLD2022-00956	ADU	R	4/4/2022						1		1			No	No	No	Approved	
	071-014-200	1355 Delfino Way		BLD2022-00962	ADU	R	4/4/2022		1						1			No	No	No	Approved	
	062-352-290	108 Laurel Avenue		BLD2022-01306	ADU	R	5/5/2022		1						1			No	No	No	Approved	
	071-014-080	1390 Delfino Way		BLD2022-01768	ADU	R	6/23/2022						1		1			No	No	No	Approved	
	071-221-120	5 Bolton Place		BLD2022-01901	ADU	R	7/11/2022						1		1			No	No	No	Approved	
	062-272-760	269 Willow Road		BLD2022-01003	SFD	O	4/7/2022							1	1			No	No	No	Approved	

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								
1					2	3	4							5	6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							123	0	89	0	122	0	1566		1900
	061-422-400	1550 El Camino Real		PLN2019-00082	5+	R			1				7	1/10/2022	8
	062-272-760	269 Willow Road		PLN2021-00024	SFD	O							1	1/10/2022	1
	062-065-050	811 Bay Road		PLN2021-00052	SFD	O							2	3/30/2022	2
	071-433-140	135 El Camino Real			SFA	R							1	9/12/2022	1
	055-440-010	1350 Willow Road	Willow Village	PLN2017-00064	5+	R	119		76		117		1418	12/6/2022	1730
	071-381-130	1205 Middle Avenue		BLD2018-01060	ADU	R									0
	074-260-600	1020 Siskiyou Drive		BLD2021-00193	ADU	R									0
	071-213-010	1080 Cotton Street		BLD2021-00510	ADU	R									0
	062-041-100	1037 Oakland Avenue		BLD2021-01909	ADU	R									0
	062-402-140	4 Manor Place		BLD2021-01979	ADU	R									0
	071-393-090	263 Princeton Road		BLD2021-02218	ADU	R									0
	055-331-180	341 Terminal Avenue		BLD2021-02378	ADU	R									0
	074-351-020	2240 Avy Avenue		BLD2021-02467	ADU	R									0
	071-051-100	1260 Hermosa Way		BLD2021-02551	ADU	R									0
	071-222-040	7 Cheryl Place		BLD2021-02612	ADU	R									0
	071-370-260	1 Maywood Lane		BLD2021-02643	ADU	R									0
	062-351-170	219 Laurel Avenue		BLD2021-02752	ADU	R									0
	071-123-080	1870 Oakdell Drive		BLD2021-03464	ADU	R									0
	071-394-110	275 Yale Road		BLD2021-03505	ADU	R									0
	071-202-050	1750 Bay Laurel Drive		BLD2022-00009	ADU	R									0
	062-404-220	411 Waverley Street		BLD2022-00020	ADU	R									0
	071-175-070	725 Evergreen Street		BLD2022-00054	ADU	R									0
	071-301-210	973 Roble Avenue		BLD2022-00213	ADU	R									0
	071-411-440	450 Blake Street		BLD2022-00445	ADU	R									0
	071-043-040	1221 Cotton Street		BLD2022-00555	ADU	R									0
	063-441-330	277 O'Connor Street		BLD2022-00651	ADU	R									0
	074-112-110	2171 Clayton Drive		BLD2022-00675	ADU	R									0
	071-331-030	671 Live Oak Avenue		BLD2022-00709	ADU	R									0
	071-241-030	755 Hermosa Way		BLD2022-00856	ADU	R									0
	071-231-270	740 Olive Street		BLD2022-00881	ADU	R									0
	071-180-730	491 Middle Court		BLD2022-00965	ADU	R									0
	071-113-100	905 Sherman Avenue		BLD2022-01023	ADU	R									0
	062-501-050	40 Gloria Circle		BLD2022-01168	ADU	R									0
	074-260-620	1000 Siskiyou Drive		BLD2022-01523	ADU	R									0
	071-133-010	775 Oak Knoll Drive		BLD2022-02079	ADU	R									0
	062-053-190	1020 Berkeley Avenue		BLD2019-01165	ADU	R									0
	071-214-070	916 Hermosa Way		BLD2021-00750	ADU	R									0
	062-271-410	237 Santa Margarita Avenue		BLD2021-00791	ADU	R									0
	062-332-350	675 Woodland Avenue		BLD2021-02015	ADU	R									0
	062-312-130	316 McKendry Drive		BLD2021-02377	ADU	R									0
	062-063-010	703 Bay Road		BLD2021-02501	ADU	R									0
	071-211-220	1555 Santa Cruz Avenue		BLD2021-02575	ADU	R									0
	071-431-100	836 Harvard Avenue		BLD2021-02674	ADU	R									0
	062-452-110	61 Willow Road		BLD2021-02705	ADU	R									0
	062-384-170	635 Central Avenue		BLD2021-02745	ADU	R									0
	071-223-050	1005 Windsor Drive		BLD2021-02748	ADU	R									0
	061-021-640	923 Theresa Court		BLD2021-02897	ADU	R									0
	071-111-210	1017 Louise Street		BLD2021-02948	ADU	R									0
	071-261-150	1131 Saxon Way		BLD2021-03071	ADU	R									0
	062-332-090	236 Lexington Drive		BLD2021-03417	ADU	R									0
	062-501-080	275 Gloria Circle		BLD2022-00153	ADU	R									0
	071-161-220	2 Wood Lane		BLD2022-00268	ADU	R									0
	071-180-840	1690 Oak Avenue		BLD2022-00530	ADU	R									0
	071-063-210	1360 Garden Lane		BLD2022-00541	ADU	R									0
	063-452-160	1435 Woodland Avenue		BLD2022-00715	ADU	R									0
	113-940-010	1965 Menalto Avenue		BLD2022-00920	ADU	R									0
	071-061-160	1125 San Mateo Drive		BLD2022-00956	ADU	R									0
	071-014-200	1355 Delfino Way		BLD2022-00962	ADU	R									0
	062-352-290	108 Laurel Avenue		BLD2022-01306	ADU	R									0
	071-014-080	1390 Delfino Way		BLD2022-01768	ADU	R									0
	071-221-120	5 Bolton Place		BLD2022-01901	ADU	R									0
	055-236-020	110 Constitution Drive	Menlo Portal	BLD2021-02268	5+	R									0
	055-242-140	141 Jefferson Drive	Menlo Uptown	BLD2021-00890	5+	R									0
	062-073-300	1105 Hollyburne Avenue		BLD2019-01079	SFD	O									0
	071-404-160	824 Partridge Avenue		BLD2021-02297	SFD	O									0
	062-272-760	269 Willow Road		BLD2022-01003	SFD	O									0
	071-413-120	661 Partridge Avenue		BLD2020-00710	SFD	O									0
	055-242-090	165 Jefferson Drive	Menlo Flats	BLD2020-00004	5+	O	4		12		5		137	3/28/2022	158
	062-215-030	323 Haight Street		BLD2019-01640	ADU	R									0
	062-237-150	104 Haight Street		BLD2019-01770	ADU	R									0
	062-092-040	1110 Madera Avenue		BLD2020-00721	ADU	R									0
	063-441-470	313 O'Connor St		BLD2020-00929	ADU	R									0
	071-214-060	930 Hermosa Way		BLD2020-01548	ADU	R									0
	055-272-250	247 Hedge Road		BLD2020-02077	ADU	R									0
	062-092-080	1120 Madera Avenue		BLD2020-02477	ADU	R									0
	071-222-030	8 Cheryl Place		BLD2020-02547	ADU	R									0
	055-272-180	219 Hedge Road		BLD2020-03388	ADU	R									0
	063-430-740	342 O'Connor Street		BLD2021-00026	ADU	R									0
	071-412-140	641 College Avenue		BLD2021-00318	ADU	R									0
	071-172-150	1745 Stanford Avenue		BLD2021-00640	ADU	R									0
	062-354-270	1911 Menalto Avenue		BLD2021-00978	ADU	R									0
	062-354-260	1909 Menalto Avenue		BLD2021-00979	ADU	R									0
	071-232-170	520 Hobart Street		BLD2021-01183	ADU	R									0
	071-401-040	445 University Drive		BLD2021-01353	ADU	R									0
	061-022-010	943 Timothy Lane		BLD2021-01600	ADU	R									0
	062-341-300	303 Robin Way		BLD2021-01689	ADU	R									0
	071-382-330	1290 Bay Laurel Drive		BLD2021-01691	ADU	R									0
	071-180-360	501 Fanita Way		BLD2021-02315	ADU	R									0
	062-303-160	611 Woodland Ave		PLN2019-00020	SFD	O									0
	071-293-080	1010 Mallet Court		PLN2019-00071	SFD	O									0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Building Permits								
			7							8	9
Current APN	Street Address	Project Name*	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
			10	17	37	16	69	18	670		837
061-422-400	1550 El Camino Real										0
062-272-760	269 Willow Road										0
062-065-050	811 Bay Road										0
071-433-140	135 El Camino Real										0
055-440-010	1350 Willow Road	Willow Village									0
071-381-130	1205 Middle Avenue					1				7/28/2022	1
074-260-600	1020 Siskiyou Drive					1				2/10/2022	1
071-213-010	1080 Cotton Street			1						1/6/2022	1
062-041-100	1037 Oakland Avenue								1	2/1/2022	1
062-402-140	4 Manor Place							1		7/21/2022	1
071-393-090	263 Princeton Road					1				1/6/2022	1
055-331-180	341 Terminal Avenue								1	1/24/2022	1
074-351-020	2240 Avy Avenue			1						3/31/2022	1
071-051-100	1260 Hermosa Way			1						4/7/2022	1
071-222-040	7 Cheryl Place							1		1/21/2022	1
071-370-260	1 Maywood Lane					1				8/24/2022	1
062-351-170	219 Laurel Avenue					1				2/15/2022	1
071-123-080	1870 Oakdell Drive			1						4/13/2022	1
071-394-110	275 Yale Road			1						4/5/2022	1
071-202-050	1750 Bay Laurel Drive					1				7/1/2022	1
062-404-220	411 Waverley Street			1						3/21/2022	1
071-175-070	725 Evergreen Street			1						7/14/2022	1
071-301-210	973 Roble Avenue							1		7/21/2022	1
071-411-440	450 Blake Street			1						7/18/2022	1
071-043-040	1221 Cotton Street			1						8/16/2022	1
063-441-330	277 O'Connor Street							1		9/1/2022	1
074-112-110	2171 Clayton Drive								1	10/5/2022	1
071-331-030	671 Live Oak Avenue					1				6/27/2022	1
071-241-030	755 Hermosa Way							1		12/14/2022	1
071-231-270	740 Olive Street					1				8/31/2022	1
071-180-730	491 Middle Court					1				11/7/2022	1
071-113-100	905 Sherman Avenue					1				10/25/2022	1
062-501-050	40 Gloria Circle							1		12/9/2022	1
074-260-620	1000 Siskiyou Drive								1	10/13/2022	1
071-133-010	775 Oak Knoll Drive					1				11/23/2022	1
062-053-190	1020 Berkeley Avenue			1						2/16/2022	1
071-214-070	916 Hermosa Way								1	9/29/2022	1
062-271-410	237 Santa Margarita Avenue			1						1/7/2022	1
062-332-350	675 Woodland Avenue							1		7/22/2022	1
062-312-130	316 McKendry Drive					1				5/5/2022	1
062-063-010	703 Bay Road			1						1/6/2022	1
071-211-220	1555 Santa Cruz Avenue							1		1/10/2022	1
071-431-100	836 Harvard Avenue							1		1/21/2022	1
062-452-110	61 Willow Road							1		3/14/2022	1
062-384-170	635 Central Avenue					1				3/4/2022	1
071-223-050	1005 Windsor Drive					1				9/27/2022	1
061-021-640	923 Theresa Court			1						1/13/2022	1
071-111-210	1017 Louise Street							1		5/23/2022	1
071-261-150	1131 Saxon Way							1		6/16/2022	1
062-332-090	236 Lexington Drive			1						10/19/2022	1
062-501-080	275 Gloria Circle							1		5/25/2022	1
071-161-220	2 Wood Lane			1						7/5/2022	1
071-180-840	1690 Oak Avenue					1				8/30/2022	1
071-063-210	1360 Garden Lane							1		6/13/2022	1
063-452-160	1435 Woodland Avenue							1		8/17/2022	1
113-940-010	1965 Menalto Avenue					1				9/6/2022	1
071-061-160	1125 San Mateo Drive							1		5/27/2022	1
071-014-200	1355 Delfino Way			1						5/23/2022	1
062-352-290	108 Laurel Avenue			1						11/30/2022	1
071-014-080	1390 Delfino Way							1		11/16/2022	1
071-221-120	5 Bolton Place							1		11/14/2022	1
055-236-020	110 Constitution Drive	Menlo Portal	3		14		31		287	3/18/2022	335
055-242-140	141 Jefferson Drive	Menlo Uptown	7		23		37		374	4/4/2022	441
062-073-300	1105 Hollyburne Avenue								1	3/8/2022	1
071-404-160	824 Partridge Avenue								1	3/16/2022	1
062-272-760	269 Willow Road								1	8/22/2022	1
071-413-120	661 Partridge Avenue						1		1	5/5/2022	2
055-242-090	165 Jefferson Drive	Menlo Flats									0
062-215-030	323 Haight Street										0
062-237-150	104 Haight Street										0
062-092-040	1110 Madera Avenue										0
063-441-470	313 O'Connor St										0
071-214-060	930 Hermosa Way										0
055-272-250	247 Hedge Road										0
062-092-080	1120 Madera Avenue										0
071-222-030	8 Cheryl Place										0
055-272-180	219 Hedge Road										0
063-430-740	342 O'Connor Street										0
071-412-140	641 College Avenue										0
071-172-150	1745 Stanford Avenue										0
062-354-270	1911 Menalto Avenue										0
062-354-260	1909 Menalto Avenue										0
071-232-170	520 Hobart Street										0
071-401-040	445 University Drive										0
061-022-010	943 Timothy Lane										0
062-341-300	303 Robin Way										0
071-382-330	1290 Bay Laurel Drive										0
071-180-360	501 Fanita Way										0
062-303-160	611 Woodland Ave										0
071-293-080	1010 Mallet Court										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Certificates of Occupancy								
			10							11	12
Current APN	Street Address	Project Name+	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness
			0	9	0	9	0	7	4		29
061-422-400	1550 El Camino Real										0
062-272-760	269 Willow Road										0
062-065-050	811 Bay Road										0
071-433-140	135 El Camino Real										0
055-440-010	1350 Willow Road	Willow Village									0
071-381-130	1205 Middle Avenue										0
074-260-600	1020 Siskiyou Drive										0
071-213-010	1080 Cotton Street										0
062-041-100	1037 Oakland Avenue										0
062-402-140	4 Manor Place										0
071-393-090	263 Princeton Road										0
055-331-180	341 Terminal Avenue										0
074-351-020	2240 Avy Avenue										0
071-051-100	1260 Hermosa Way										0
071-222-040	7 Cheryl Place										0
071-370-260	1 Maywood Lane										0
062-351-170	219 Laurel Avenue										0
071-123-080	1870 Oakdell Drive			1						10/28/2022	1
071-394-110	275 Yale Road			1						9/28/2022	1
071-202-050	1750 Bay Laurel Drive										0
062-404-220	411 Waverley Street										0
071-175-070	725 Evergreen Street										0
071-301-210	973 Roble Avenue										0
071-411-440	450 Blake Street										0
071-043-040	1221 Cotton Street										0
063-441-330	277 O'Connor Street										0
074-112-110	2171 Clayton Drive										0
071-331-030	671 Live Oak Avenue										0
071-241-030	755 Hermosa Way										0
071-231-270	740 Olive Street										0
071-180-730	491 Middle Court										0
071-113-100	905 Sherman Avenue										0
062-501-050	40 Gloria Circle										0
074-260-620	1000 Siskiyou Drive										0
071-133-010	775 Oak Knoll Drive										0
062-053-190	1020 Berkeley Avenue			1						3/3/2022	1
071-214-070	916 Hermosa Way										0
062-271-410	237 Santa Margarita Avenue										0
062-332-350	675 Woodland Avenue										0
062-312-130	316 McKendry Drive										0
062-063-010	703 Bay Road			1						12/6/2022	1
071-211-220	1555 Santa Cruz Avenue							1		9/13/2022	1
071-431-100	836 Harvard Avenue										0
062-452-110	61 Willow Road							1		11/14/2022	1
062-384-170	635 Central Avenue										0
071-223-050	1005 Windsor Drive										0
061-021-640	923 Theresa Court										0
071-111-210	1017 Louise Street										0
071-261-150	1131 Saxon Way										0
062-332-090	236 Lexington Drive										0
062-501-080	275 Gloria Circle										0
071-161-220	2 Wood Lane										0
071-180-840	1690 Oak Avenue										0
071-063-210	1360 Garden Lane										0
063-452-160	1435 Woodland Avenue										0
113-940-010	1965 Menalto Avenue					1				12/12/2022	1
071-061-160	1125 San Mateo Drive										0
071-014-200	1355 Delfino Way										0
062-352-290	108 Laurel Avenue										0
071-014-080	1390 Delfino Way										0
071-221-120	5 Bolton Place										0
055-236-020	110 Constitution Drive	Menlo Portal									0
055-242-140	141 Jefferson Drive	Menlo Uptown									0
062-073-300	1105 Hollyburne Avenue										0
071-404-160	824 Partridge Avenue										0
062-272-760	269 Willow Road										0
071-413-120	661 Partridge Avenue										0
055-242-090	165 Jefferson Drive	Menlo Flats									0
062-215-030	323 Haight Street					1				10/4/2022	1
062-237-150	104 Haight Street					1				8/4/2022	1
062-092-040	1110 Madera Avenue					1				3/20/2022	1
063-441-470	313 O'Connor St					1				10/17/2022	1
071-214-060	930 Hermosa Way					1				7/11/2022	1
055-272-250	247 Hedge Road					1				6/15/2022	1
062-092-080	1120 Madera Avenue			1						4/26/2022	1
071-222-030	8 Cheryl Place			1						1/13/2022	1
055-272-180	219 Hedge Road			1						6/9/2022	1
063-430-740	342 O'Connor Street			1						6/28/2022	1
071-412-140	641 College Avenue							1		3/31/2022	1
071-172-150	1745 Stanford Avenue							1		4/19/2022	1
062-354-270	1911 Menalto Avenue							1		6/2/2022	1
062-354-260	1909 Menalto Avenue							1		5/10/2022	1
071-232-170	520 Hobart Street							1		10/6/2022	1
071-401-040	445 University Drive			1						1/12/2022	1
061-022-010	943 Timothy Lane								1	3/23/2022	1
062-341-300	303 Robin Way								1	6/24/2022	1
071-382-330	1290 Bay Laurel Drive					1				6/24/2022	1
071-180-360	501 Fanita Way					1				3/1/2022	1
062-303-160	611 Woodland Ave								1	8/4/2022	1
071-293-080	1010 Mallet Court								1	2/14/2022	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier				Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
			13	14	15	16	17	18	19	20			21	22	23	24
Current APN	Street Address	Project Name*	How many of the units were Extremely Low Income?*	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			82	0						0		0				
061-422-400	1550 El Camino Real			N			INC		55							
062-272-760	269 Willow Road			N												
062-065-050	811 Bay Road			N												
071-433-140	135 El Camino Real			N												
055-440-010	1350 Willow Road	Willow Village	82	N			INC		55							
071-381-130	1205 Middle Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-260-600	1020 Siskiyou Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-213-010	1080 Cotton Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-041-100	1037 Oakland Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-402-140	4 Manor Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-393-090	263 Princeton Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
055-331-180	341 Terminal Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-351-020	2240 Avy Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-051-100	1260 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-222-040	7 Cheryl Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-370-260	1 Maywood Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-351-170	219 Laurel Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-123-080	1870 Oakdell Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-394-110	275 Yale Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-202-050	1750 Bay Laurel Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-404-220	411 Waverley Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-175-070	725 Evergreen Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-301-210	973 Roble Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-411-440	450 Blake Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-043-040	1221 Cotton Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
063-441-330	277 O'Connor Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-112-110	2171 Clayton Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-331-030	671 Live Oak Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-241-030	755 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-231-270	740 Olive Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-180-730	491 Middle Court		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-113-100	905 Sherman Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-501-050	40 Gloria Circle		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-260-620	1000 Siskiyou Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-133-010	775 Oak Knoll Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-053-190	1020 Berkeley Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-214-070	916 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-271-410	237 Santa Margarita Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-332-350	675 Woodland Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-312-130	316 McKendry Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-063-010	703 Bay Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-211-220	1555 Santa Cruz Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-431-100	836 Harvard Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-452-110	61 Willow Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-384-170	635 Central Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-223-050	1005 Windsor Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								

061-021-640	923 Theresa Court		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-111-210	1017 Louise Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-261-150	1131 Saxon Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-332-090	236 Lexington Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-501-080	275 Gloria Circle		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-161-220	2 Wood Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-180-840	1690 Oak Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-063-210	1360 Garden Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
063-452-160	1435 Woodland Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
113-940-010	1965 Menalto Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-061-160	1125 San Mateo Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-014-200	1355 Delfino Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-352-290	108 Laurel Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-014-080	1390 Delfino Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-221-120	5 Bolton Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
055-236-020	110 Constitution Drive	Menlo Portal	0	N			INC		55				4.7%	1	Development Standards Modification	Yes
055-242-140	141 Jefferson Drive	Menlo Uptown	0	N			INC		55							
062-073-300	1105 Hollyburne Avenue		0	N												
071-404-160	824 Partridge Avenue		0	N												
062-272-760	269 Willow Road		0	N												
071-413-120	661 Partridge Avenue		0	N			INC		1000							
055-242-090	165 Jefferson Drive	Menlo Flats	0	N			INC		55							
062-215-030	323 Haight Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-237-150	104 Haight Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-092-040	1110 Madera Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
063-441-470	313 O'Connor St		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-214-060	930 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
055-272-250	247 Hedge Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-092-080	1120 Madera Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-222-030	8 Cheryl Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
055-272-180	219 Hedge Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
063-430-740	342 O'Connor Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-412-140	641 College Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-172-150	1745 Stanford Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-354-270	1911 Menalto Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-354-260	1909 Menalto Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-232-170	520 Hobart Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-401-040	445 University Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
061-022-010	943 Timothy Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-341-300	303 Robin Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-382-330	1290 Bay Laurel Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-180-360	501 Fanita Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-303-160	611 Woodland Ave		0	N												
071-293-080	1010 Mallet Court		0	N												

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1		2									3	4
Income Level		**RHNA Allocation by Income Level**		**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	233	-	84	42	-	-	-	-	58	10	-	244	-
	Non-Deed Restricted		-	1	3	8	9	1	-	11	17	-		
Low	Deed Restricted	129	-	20	-	2	1	14	13	-	37	-	144	-
	Non-Deed Restricted		-	2	4	4	5	2	13	11	16	-		
Moderate	Deed Restricted	143	-	-	-	-	2	6	-	-	69	-	109	34
	Non-Deed Restricted		-	-	-	1	1	1	-	11	18	-		
Above Moderate		150	-	712	17	20	26	172	230	5	670	-	1,852	-
Total RHNA		**655**												
Total Units			**-**	**819**	**66**	**35**	**44**	**196**	**256**	**96**	**837**	**-**	**2,349**	**34**

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5		2015	2016	2017	2018	2019	2020	2021	2022	2023	6	7
	Extremely low-Income Need											**Total Units to Date**	**Total Units Remaining**
Extremely Low-Income Units*	117		7	-	-	-	-	-	-	-	-	**7**	**110**

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

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Housing Element Implementation

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	**Establish staff priorities for implementing Housing Element Programs**	**Annually**	**This was completed annually as part of the City Council's work plan process, taking into consideration the yearly Housing Element review.**
H1.B Review the Housing Element Annually	**Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD**	**Annually**	**Annual review for the 2021 calendar year was accepted by the City Council on March 22, 2022 and submitted to HCD. Using forms provided by HCD, the 2022 annual review was completed by staff between January and February 2023, and public reviews were conducted by the Housing Commission, Planning Commission, and City Council in February and March 2023.**
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	**Obtain and distribute materials (see Program H1.D)**	**Ongoing**	**Materials are available at Menlo Park City Hall and on the City's website. In 2022, fair housing and legal services referrals were provided by phone, email, and through in-person appointments to Project Sentinel, Community Legal Services of East Palo Alto, Legal Aid Society of San Mateo County, and the San Mateo County Department of Housing. Fair housing and legal services information was updated and available on the City website. A total of six complaints were filed and resolved in Menlo Park between 2013 and 2020, which is the time range of information available from the federal Office of Fair Housing and Equal Opportunity. A total of two complaints were filed and resolved in Menlo Park through the California Department of Fair Employment and Housing between 2018 and 2022.**

H1.D Provide Information on Housing Programs	**Obtain and distribute materials at public locations; conduct staff training**	**Annually**	**In addition to the materials hosted on the City's website, staff provided assistance to community members via phone, email, and in person as requested. Materials were available at Menlo Park City Hall. In 2022, the Housing Commission conducted nine public meetings virtually as a result of the COVID-19 pandemic and transitioned to a hybrid meeting format to provide additional formats for public engagement for the final two meetings of 2022.** **In 2022, as part of the 2023-2031 Housing Element Update, City staff generated and distributed flyers with housing resources in both English and Spanish. The flyers were made available at Housing Element Update events, City Hall, and the Project Galleries for the Housing Element Update at the Main Library and the Belle Haven Branch Library.**
H1.E Undertake Community Outreach When Implementing Housing Element Programs	**Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)**	**Consistent with program timelines**	**In 2022, housing-related materials and information were primarily available on the City's website and by request at City Hall. Agendas and notices are also posted on the City's website and at City Hall. The public may opt-in to an email subscription to receive Housing Commission agendas and general updates. Housing Commission meetings are conducted monthly. In 2022, the Housing Commission conducted nine public meetings. Additional public outreach is conducted based on program type. The Housing Commission's most recent annual work plan was approved by City Council on January 24, 2023.** **In 2022, as part of the 2023-2031 Housing Element Update, the City continued to conduct extensive community outreach in the development of Housing Element policies and programs (e.g., public meetings, pop-up events, focus groups, interviews, citywide mailers and surveys, and door-to-door outreach). The City partnered with local non-profits to extend outreach and engagement, particularly to groups that traditionally have been less involved and represented in local planning.**
H1.F Work with the San Mateo County Department of Housing	**Coordinate with County efforts to maintain and support affordable housing**	**Ongoing**	**Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics, such as accessory dwelling units, and coordination in implementing Housing Element programs and developing the updated 6th Cycle Housing Element.**

H1.G Adopt an Anti-Discrimination Ordinance	**Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed**	**2016**	**Complete. On August 6, 2018, the City Council approved an anti-discrimination ordinance.**
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	**Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households**	**Ongoing**	**In May 2021, the City Council authorized $1.2 million from the BMR housing fund to support Habitat for Humanity Greater San Francisco's proposal to create a Homeownership Preservation Program. The program will assist low income homeowners in Menlo Park with major repairs and rehabs that address acute safety issues and enable homeowners to age in place and remain in the community they have been a part of for many years. In December 2022, staff released a NOFA with an amount of $1.5 million to $2 million and received three proposals, which are being reviewed by City staff and anticipated for Housing Commission review in the first half of 2023.**

H1.I Work with Non-Profits on Housing	**Maintain a working relationship with non-profit housing sponsors**	**Ongoing**	**The Council approved the establishment of a community housing fund in 2019, originally known as the Tenant Assistance Program (TAP), administered by a local nonprofit, Samaritan House San Mateo. Samaritan House, with support from the City, has continued to offer financial assistance to lower income tenants experiencing hardships and/or potential displacement. In October 2021, the City Council approved $250,000 in American Rescue Plan funds to increase funding for the program, which was renamed from TAP to the Housing Assistance Program. In March 2022, the City disbursed $250,000 in additional funding for the program. In addition to the remaining $4,000 of the $100,000 of initial funding, Samaritan House distributed a total of approximately $25,237 of the program's additional $250,000 funding allocation in 2022, which assisted 8 households comprised of 19 individuals in remaining stably housed while experiencing financial hardship and economic instability.** **Separately, during the development of the 2023-2031 6th Cycle Housing Element update, City staff met with affordable housing developers, housing service providers, organizations advocating for affordable housing opportunities for people with disabilities, and other organizations, and incorporated feedback and recommendations into the development of the 2023-2031 6th Cycle Housing Element. In addition, the City partnered with Climate Resilient Communities (CRC) to assist in community engagement and outreach efforts in the historically underserved Belle Haven neighborhood and citywide as part of the 6th Cycle Housing Element update process.Simultaneous with the 6th Cycle Housing Element update and throughout 2022, the City has been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element.**
H1.J Update the Housing Element	**Assure consistency with SB 375 and Housing Element law**	**2023**	**Completed. The City Council adopted the 2015-2023 5th Cycle Housing Element on April 1, 2014, and it was certified by HCD on April 16, 2014. More recently, after approximately 19 months of outreach efforts, public meetings, and communications with HCD staff, the City Council adopted the 2023-2031 6th Cycle Housing Element on January 31, 2023, and it was submitted to HCD for certification on February 8, 2023.**

H1.K Address Rent Conflicts	**Resolve rent conflicts as they arise**	**Ongoing**	**In November 2019, the City Council passed an urgency ordinance to enact state law AB 1482 locally prior to the January 1, 2020 effective date, enacting rent increase and just cause protections. In 2022, the City has continued to be an informational resource for local tenants unfamiliar with new state laws. Informative material is available on the City's website, including contact information for free legal services.**
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	**Comply with Government Code Section 65589.7**	**2015 and 2020 (as part of Urban Water Management Plan updates)**	**Complete. This program was finalized in February 2014 through City Council resolution number 6187, which grants priority for water service allocations to proposed housing developments with units affordable to lower income households in the Menlo Park Municipal Water District service area. In the first half of 2023, the City anticipates adoption of an updated resolution for priority water service for affordable housing developments.**
H1.M Lobby for Changes to State Housing Element Requirements	**Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)**	**Ongoing**	**The City continues to participate in the 21 Elements organization to review, discuss, analyze, collaborate, and provide comment on various housing and planning-related legislation for San Mateo County jursidictions.**
H2.A Adopt Ordinance for "At Risk" Units	**Protect existing affordable housing**	**2016**	**There are no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents. In 2021, the City did exercise its right to purchase two BMR ownership units. The City's purchase preserves the units and allows the City to identify and sell the unit to a new BMR buyer. Throughout 2022, the City progressed the purchase and made initial steps towards an upcoming sale in 2023.**
H2.B Promote Energy Efficient/Renewable Programs	**50 or more homes and businesses participating in a program**	**Establish policy and programs by 2017; Participation rate by 2022**	**An estimated 98% of residents and businesses are served by Peninsula Clean Energy (PCE) that provides greenhouse gas free (fossil fuel free) electricity to homes and businesses in Menlo Park. Menlo Park continues to participate and promote regional energy efficiency/renewable energy regional programs, such as the Bay Area Regional Energy Network (BayREN). The city also requires all new buildings to be all-electric with no to little natural gas (fossil fuel) usage to capitalize on PCE's clean electricity offerings and support the City in meeting its 2030 Climate Action Plan goal to be carbon neutral by 2030.**

H2.C Amend the Zoning Ordinance to Protect Existing Housing	**Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes**	**Consider as part of the City's General Plan Update (2014-2017)**	**The zoning ordinance efforts during the ConnectMenlo general plan update process focused on the creation of new housing in an area that previously did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintain the City's housing stock. This is an ongoing item staff will evaluate along with other housing priorities.** **Recent State laws such as the Housing Crisis Act of 2019 (SB 330) and the Housing Accountability Act are adhered to by the City to protect and support housing development. Throughout 2022, the City also studied as part of the 6th Cycle Housing Element Update other amendments to the Zoning Ordinance to protect existing housing and address residential displacement impacts (Program H2.B).**
H2.D Assist in Implementing Housing Rehabilitation Programs	**Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)**	**2015-2023**	**The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations. The City continues to service existing loans in the portfolio.**
H3.A Zone for Emergency Shelter for the Homeless	**Amend the Zoning Ordinance**	**2014; concurrent with RHNA 5 Housing Element Update**	**Complete. An ordinance was adopted in April 2014 that identifies the location of an overlay to allow an emergency shelter for the homeless as a use by right and includes standards consistent with State law as established in SB2.**
H3.B Zone for Transitional and Supportive Housing	**Amend the Zoning Ordinance**	**2014; concurrent with RHNA 5 Housing Element Update**	**Complete. An ordinance was adopted in April 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.**
H3.C Adopt Procedures for Reasonable Accommodation	**Amend the Zoning Ordinance and/or modify administrative procedures; create public handout**	**2014; concurrent with RHNA 5 Housing Element Update**	**Complete. An ordinance was adopted in April 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to housing.**
H3.D Encourage Rental Housing Assistance Programs	**Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)**	**2015-2023**	**As of October 31, 2022, there were 242 housing vouchers issued for incorporated Menlo Park. These vouchers included the following programs: Housing Choice Voucher (165), Family Unification Program (2), Veterans Affairs Supportive Housing (59), Mainstream (8), Emergency Housing Voucher (4), and Permanent Supportive Housing (4). This information is supplied to the City by the County of San Mateo's Department of Housing.**

H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	**Coordinate in the construction of homeless facility (if determined feasible)**	**Longer term program as the opportunity arises**	**There are no plans for a specific facility in Menlo Park at this time, however, in 2022, San Mateo County initiated the Working Together to End Homelessness initiative. In 2022, the County broke ground on a new 240-bed navigation center in nearby Redwood City. The project will offer temporary housing as well as services for the unhoused. The City continues to collaborate with other jurisdictions to house people experiencing homelessness, including the Project Homekey program and multi-jurisdictional navigational centers.**
H3.F Assist in Providing Housing for Persons Living with Disabilities	**Provide housing and services for disabled persons**	**Ongoing**	**Continued participation and coordination has occurred as part of the countywide 21 Elements organization and with the County Department of Housing and other jurisdictions on housing-related topics such as reasonable accommodation, visitability, and other relevant topics. Participation in the County's Home For All initiative has continued and aims to identify housing needs for all sectors of the community. The City also supports the activities of local non-profit housing providers, such as HIP Housing, whom provide services for disabled persons.**
H3.G Develop Incentives for Special Needs Housing	**Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities**	**Consider as part of the City's General Plan Update (2014-2017)**	**Complete. The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to a 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.**
H3.H Continue Support for Countywide Homeless Programs	**Support housing and services for the homeless and at-risk persons and families**	**Ongoing**	**In 2022, the City focused on identifying policies and programs to meet the needs of people who are experiencing homelessness. New programs prepared as part of the 6th Cycle Housing Element include H3.G, which includes a range of revisions to the City's code such as explicitly allowing transitional and supportive housing in all residential zones, allowing group homes in all residential zones, allowing for low barrier navigation centers in mixed use and non-residential districts, and providing multilingual information on housing programs to extend the reach of helpful information to assist in securing housing.** **In previous years, City staff led and supported the Menlo Park Homeless Outreach Team, which consists of staff from the Housing Division, Police Department, and community-based organizations that provide homeless outreach and support services. City staff work closely with community based organizations and the San Mateo County Human Services Agency to coordinate outreach and referral services, with the goal of ending homelessness in Menlo Park.**

H3.I Work with the Department of Veterans Affairs on Homeless Issues	**Coordination in addressing the needs of the homeless**	**2014; ongoing thereafter**	**The Veteran Affairs Medical Center in Menlo Park awarded a project proposal to local non-profit housing developer, MidPen Housing. On November 15, 2022 MidPen Housing submitted a study session application for a 62-unit development designed for veterans who are homeless or at risk of immiment homelessness. The project is being reviewed by City staff and is anticipated to be discussed by the Planning Commission in the first quarter of 2023.**
H4.A Modify R-2 Zoning to Maximize Unit Potential	**Amend the Zoning Ordinance to minimize underutilization of R-2 development potential**	**Consider as part of the City's General Plan Update (2014-2017)**	**Staff plan to revisit modifications to the R-2 in the future and assess the utilization of the allowed density for this zoning district.**
H4.B Implement Inclusionary Housing Regulations	**Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park**	**Ongoing**	**In March 2022, the City adopted updates to the Below Market Rate housing Program Guidelines, including changes to the purchase and rental interest list eligibility criteria and general programming-related descriptions. The updates support increasing the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County.**
H4.C Modify BMR Guidelines	**Amend the Zoning Ordinance to require affordable units in market rate developments**	**2015**	**As described above, In March 2022, the City adopted updates to the Below Market Rate housing Program Guidelines, including changes to the purchase and rental interest list eligibility criteria and general programming-related descriptions. The updates support increasing the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County.**
H4.D Update the BMR Fee Nexus Study	**Update to fees consistent with the nexus of potential impacts on affordable housing need**	**2015**	**The City participated in the 21 Elements BMR nexus fee study in 2016 and 2017. There were no changes made to housing impacts fees as a result of the study. In 2020, BAE Urban Economics, Inc. completed its study known as the Inclusionary Housing Feasibility Analysis. As a result of the COVID-19 pandemic and changing economic conditions, staff will be re-evaluating recommended updates from both the nexus fee study and inclusionary housing feasibility analysis. Throughout 2022, as part of the 2023-2031 Housing Element Update, the City continued to assess the BMR Fee Nexus Study. The City will continue to assess this Study as part of the 6th Cycle Housing Element.**
H4.E Modify Second Dwelling Unit Development Standards and Permit Process	**Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.**	**2014; ongoing thereafter**	**In 2022, 56 building permits were issued for new accessory dwelling units (ADUs).The number of new ADUs for the 2022 calendar year exceeded the total target of 40 units for the 2015-2023 planning period.**

H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	**Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)**	**2014; review the effectiveness of the ordinance in 2015**	**Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. As permitted by the City's zoning ordinance, conversion may include complete demolition of the existing accessory building and reconstruction of an ADU in the same footprint.**
H4.G Implement First-Time Homebuyer Program	**Provide referrals**	**2015-2023**	**The City is referring first time homebuyers to HEART of San Mateo County for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D. The City continues to maintain a BMR ownership interest list for other potential BMR unit sale and resale opportunities as they occur.**
H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	**Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites**	**Ongoing**	**Throughout 2022, the City has been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element.** **The City will continue to identify partnership opportunities that further the development of affordable units in Menlo Park.**
H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	**Adopt design guidelines for multi-family and mixed use housing developments**	**Consider as part of the City's General Plan Update (2014-2017)**	**As part of the General Plan and M-2 Area Zoning Update in 2016, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The zoning district includes design standards, which include a number of provisions addressing building modulation, height variation, site design, and open space requirements.**
H4.J Consider Surplus City-Owned Land for Housing	**Identify opportunities for housing as they arise**	**Consider as part of the City's General Plan Update (2014-2017)**	**Throughout 2022, as part of the 2023-2031 Housing Element Update, redevelopment of City-owned parking lots for affordable housing in the downtown area was discussed in public meetings facilitated by City staff and ultimately adopted as Program H4.G for the 2023-2031 planning period. Program H4.G describes a City-led process to promote housing development on underutilized City-owned parking lots in downtown. For any City-owned surplus lands identified, the City will adhere to procedures consistent with the Surplus Lands Act to provide affordable housing developers a first right of refusal (AB 1486).**

H4.K Work with the Fire District	**Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments**	**2014 (in progress)**	**The Menlo Park Fire Protection District (MPFPD) adopted an ordinance amending the 2022 California Fire Code on November 15, 2022. The ordinance includes greater requirements for built-in automatic fire sprinkler protection systems in buildings, adds fire alarm maintenance requirements, and sets minimum fire-flow requirements for buildings, among other amendments. The City Council approved a resolution ratifying the MPFPD amendments on December 6, 2022.**
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	**Coordinate and consider school districts long-range planning, resources and capacity in planning for housing**	**Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)**	**Throughout 2022, as part of the 2023-2031 Housing Element Update, the City engaged with school districts in outreach efforts (e.g., focus groups) to collect feedback on how to improve linkages between housing and school district planning activities. A fiscal impact analysis was commissoned by the City to provide analysis and findings related to the fiscal impacts that construction of units in the Housing Element would have on the school districts that serve Menlo Park. Further, Housing Opportunity Site #38 (former Flood School Site) is a vacant site in Menlo Park that the City included in the Housing Element to acknowledge a potential future affordable housing development.**
H4.M Review the Subdivision Ordinance	**Modify the Subdivision Ordinance as needed**	**Consider as part of the City's General Plan Update (2014-2017)**	**No activity to date.**
H4.N Create Opportunities for Mixed Use Development	**Conduct study and establish regulations to allow housing in commercial zones**	**Consider as part of the City's General Plan Update (2014-2017)**	**As part of the General Plan and M-2 Area Update approval in December 2016, the Council adopted zoning amendments to the C-2-B zoning district to allow residential uses to create mixed-use opportunities in key areas along the Willow Road Corridor and created the R-MU zoning district. A number of properties that were previously zoned for commercial and industrial uses were rezoned with the new zoning district to create opportunities for higher density housing and mixed use developments. Consideration of the amended C-2-B and the new R-MU zoning districts will continue on an as-needed basis.**

H4.O Review Transportation Impact Analysis Guidelines	**Modify Transportation Impact Analysis (TIA) guidelines**	**Consider as part of the City's General Plan Update (2014-2017)**	**In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan (TMP) was a high priority. A consultant team was hired in 2017 to lead the TMP effort and an 11-member City-led Oversight and Outreach Committee (OOC) was formed to help guide the process. In 2019, the City Council added an update of the Transportation Impact Analysis (TIA) Guidelines to their work plan. In early 2020, the City Council provided feedback on the approach to modify the TIA guidelines. An updated version of the TIA Guidelines was adopted by City Council on June 16, 2020. On January 11, 2022, the City Council updated the TIA Guidelines to reflect the latest vehicle miles traveled thresholds.**
H4.P Update Parking Stall and Driveway Design Guidelines	**Modify Parking Stall and Driveway Design Guidelines**	**2014**	**In 2017, the City began a preliminary review of the parking stall and driveway design guidelines. Review of these guidelines is still underway.**
H4.Q Achieve Long-Term Viability of Affordable Housing	**Establish project management and other ongoing project coordination needs**	**As developments are proposed and ongoing thereafter**	**HouseKeys is the program administrator for Menlo Park's BMR housing program. HouseKeys, a registered non-profit organization, provides home ownership, rental and finance programs on behalf of multiple Bay Area municipalities. As the BMR housing administrator for Menlo Park, HouseKeys assists in providing housing opportunities to income eligible households. HouseKeys provides a web-based software platform created to help eligible households manage program guidelines, find housing opportunities, and navigate the application process.**
H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	**Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed**	**2014**	**In October 2015, the City Council approved the removal of on-street parking along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Two parcels along Haven Avenue that were identified as housing opportunity sites in the Housing Element were redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor. Bike lanes along a portion of Haven Avenue have been installed. The City is working with Caltrans to complete the remaining portion by 2023.**

H4.S Explore Creation of a Transportation Management Association	**Explore creation of a Transportation Management Association**	**Consider as part of the City's General Plan Update (2014-2017)**	**In April 2019, the City released a joint request for proposals (RFP) with the City of Foster City to solicit bids from prospective firms to assist with Transportation Management Association (TMA) feasibility studies. Two independent contracts were awarded to Steer Group to conduct the studies, with the City of Menlo Park awarding Steer Group's contract in July 2019. The initial phase of work included data collection and analysis, along with stakeholder outreach and surveying. A progress report was presented to the City Council on February 25, 2020. On July 16, 2020, an options analysis was presented to the City Council and direction was given to further investigate the citywide and sub-regional TMA options. Although the original completion date of the feasibility study was July 2020, it was extended to account for the COVID-19 pandemic changing commute patterns, along with the operational start of a sub-regional TMA, Manzanita Transit, in November 2020. Due to the unknowns from the COVID-19 pandemic and the start of Manzanita Transit, the study pivoted from pursuing the creation of a new TMA to leveraging existing resources and organizations such as Commute.org and Manzanita Transit. Accounting for these latest regional updates, Steer Group conducted a detailed analysis on the two options to identify how to structure a potential TMA. A draft Final Report was shared with the City Council and the Complete Streets Commission in April 2021 to garner feedback. The Final Report and recommendation was approved by City Council in October 2021, with the goal of accomplishing short and long term report recommendations over the next few years. One of the short-term recommendations was achieved in January 2022, when the City Council approved a resolution formalizing the City's membership into Commute.org.**
H4.T Explore Pedestrian and Bicycle Improvements	**Coordinate with Redwood City on potential pedestrian and bicycle improvements**	**Consider as part of the City's General Plan Update (2014-2017)**	**In November 2020, the City adopted the Transportation Master Plan that now serves as an update to the City's previous Sidewalk Master Plan and Comprehensive Bicycle Development Plan. In 2022, the City completed new pedestrian facilities on Sharon Road as part of the plan implementation.**

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Above Moderate RHNA		Notes
1					2	3	4							5		6
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below																

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

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Table G
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)

NOTE: This table is meant to contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

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For San Mateo County jurisdictions, please format the APN's as follows:999-999-999

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21.
Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.

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Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table I
Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)

Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Activity**	**Date**	**Very Low Income**	**Low Income**	**Moderate Income**	**Above Moderate Income**	**Notes**
Summary Row: Start Data Entry Below										
074-573-090	2300 Tioga Drive		SUB2022-0004	Application for Parcel Map for Lot Split	5/23/2022					Request to split one lot into two lots

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

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Note: "+" indicates an optional field

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Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low- Income Deed Restricted**	**Very Low- Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate- Income Deed Restricted**	**Moderate- Income Non Deed Restricted**	**Above Moderate-Income**	**Total Additional Beds Created Due to Density Bonus**	**Notes**
Summary Row: Start Data Entry Below														

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	10
	Non-Deed Restricted	17
Low	Deed Restricted	37
	Non-Deed Restricted	16
Moderate	Deed Restricted	69
	Non-Deed Restricted	18
Above Moderate		670
Total Units		**837**

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	1	0	0
SFD	3	5	2
2 to 4	0	0	0
5+	1896	776	0
ADU	0	56	27
MH	0	0	0
Total	**1900**	**837**	**29**

Housing Applications Summary	
Total Housing Applications Submitted:	28
Number of Proposed Units in All Applications Received:	28
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas