



## REGULAR MEETING AGENDA

**Date:** 6/8/2026  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 846 9472 6242 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

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](https://zoom.us/join) – Meeting ID# 846 9472 6242
- Access the meeting real-time via telephone (listen only mode) at:  
(669) 900-6833  
Regular Meeting ID # 846 9472 6242  
Press \*9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:  
[planning.commission@menlopark.gov](mailto:planning.commission@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: 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](https://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](https://menlopark.gov/agendas)).

### Regular Meeting

- Call To Order**
- Roll Call**
- Reports and Announcements**
- 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**

- E1. Approval of minutes from the April 27, 2026 Planning Commission meeting ([Attachment](#))
- E2. Approval of court reporter transcript and minutes from the May 4, 2026 Planning Commission meeting ([Attachment](#))
- E3. Approval of minutes from the May 18, 2026 Planning Commission meeting ([Attachment](#))

## **F. Public Hearing Items (part 1)**

- F1. Use Permit/Daniel Warren/1024 Sevier Ave.:  
Consider and adopt a resolution to approve a use permit to add a second floor, as well as conduct interior modifications, to a single-family residence that 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. The subject parcel is located on a substandard lot with regard to minimum lot area and minimum lot width in the R-1-U (Single-Family Urban) zoning district.  
*Continue to a future meeting*
- F2. Use Permit/Anuj Suri/763 College Ave.:  
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached garage and construct a new two-story, single-family residence with attached garage on a substandard lot with regard to width in the R-1-U (Single Family Suburban) zoning district. The project would include an accessory dwelling unit (ADU), which is a permitted use not subject to discretionary review. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. ([Staff report #26-021-PC](#))

## **G. Study Session Item**

- G1. Senate Bill 9 (SB 9) Ordinance Update/Zoning Ordinance and Subdivision Ordinance Amendments/City of Menlo Park:  
Consider and provide feedback on potential amendments to the City's regulations for urban lot splits and two unit housing developments (Chapters 15.31 and 16.77 of the Municipal Code) for compliance with state law (Senate Bills 9 and 450), and potential options to streamline the development review process in single-family zones. *Continued from the meeting of April 27, 2026* ([Staff report #26-022-PC](#))

## **H. Public Hearing Item (part 2)**

- H1. Use Permit Revision/Jennifer Bohnen/2245 Avy Ave.:  
Consider and adopt a resolution to approve a use permit revision to amend the use permit for an existing school within the P-F (Public Facilities) zoning district. The requested changes include expanding the enrollment age for the summer program to include students three and four years in age without changing the total enrollment number, increasing the maximum allowable number of year-round staff from 68 to 73 employees, and modifying the allowable events on site to reduce meetings of the board of trustees from 12 to six annually and hold a fall fair and winter concert. The most recent use permit approval was in 2019. Determine this action is categorically exempt under CEQA Guidelines Section 15314's Class 14 exemption for minor additions to schools. ([Staff report #26-023-PC](#))
- H2. Development Agreement Annual Review/Stanford University/500 El Camino Real (Middle Plaza at 500 El Camino Real Project):  
Review of the property owner's good faith compliance with the terms of the Development Agreement for the period of April 2025 to March 2026 for the Middle Plaza at 500 El Camino Real project. Review of the development agreement does not qualify as a project under CEQA. ([Staff report #26-024-PC](#))

## **I. Informational Items**

- I1. 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: June 22, 2026
  - Regular Meeting: July 13, 2026

## **J. 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](mailto: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.

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## REGULAR MEETING DRAFT MINUTES

**Date:** 4/27/2026  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 846 9472 6242 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

### A. Call To Order

Chair Andrew Ehrich called the meeting to order at 7:00 p.m.

### B. Roll Call

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi, Katie Ferrick, Jennifer Schindler, Misha Silin

Absent: Linh Dan Do

Staff: Matthew Ball, Assistant Planner; Calvin Chan, Senior Planner; Nira Doherty, City Attorney Office; Kyle Perata, Assistant Community Development Director; Mariam Sleiman, City Attorney's Office; Tim Wong, Housing Manager

### C. Reports and Announcements

Mr. Perata reported on items of interest to the Planning Commission that the City Council would consider at its April 28, 2026 meeting, including making two appointments to the Planning Commission, ratifying the Menlo Park Fire Protection District's local ordinance, authorizing the City Manager to execute an amended Memorandum of Understanding with Caltrain related to the Middle Avenue Undercrossing project, and amending the City's Comprehensive Master Fee Schedule.

Commissioner Schindler reported she interviewed for one of the Planning Commission vacancies.

### D. Public Comment

Chair Ehrich opened public comment and closed it as no persons requested to speak,

### E. Presentation

#### E1. Presentation of the draft Anti-displacement Plan ([Attachment](#))

Mr. Wong presented the item.

Chair Ehrich opened the item for public comment.

Public Comment:

- Angela Evans, Director of Menlo Sparks and District 5 resident, expressed appreciation for the

work and noted Menlo Sparks' four recommendations she had sent to staff to address impacts due to electrification efforts to protect tenants.

- Miyko Harris-Parker expressed appreciation that a number of recommendations from Belle Haven residents were included and expressed support for Ms. Evans' comments. She expressed concern about the indication that staff resources might hamper implementation and asked if City Council would be requested to increase staff levels to ensure implementation.
- Karen Grove, Menlo Park resident and co-founder of Menlo Together, said she appreciated that the City was coming forward with these recommendations and expressed support for the recommendations made by Ms. Evans.

Chair Ehrich closed public comment.

The Commission received clarifications that staff was not proposing increased staffing and would start with the first two programs, the legal assistance and rental assistance and when those were complete, they would then work on the Just Cause evictions.

Commission comments related to housing efforts, support for recommendations by Menlo Sparks, public outreach and legal assistance mechanisms, actualization of a rental registry, and communication of support for tenants facing eviction due to redevelopment.

## **F. Public Hearing Item**

- F1. Zoning Ordinance and Zoning Map Amendments/City of Menlo Park:  
Consider amendments to the zoning ordinance and zoning map to temporarily exclude sites within the El Camino Real/Downtown Specific Plan subdistricts of D (Downtown), SA-W (Station Area West), SA-E (Station Area East), ECR-SE (El Camino Real South-East), and ECR-NE-R (El Camino Real North-East Residential Emphasis) that are within one-quarter mile of the Menlo Park Caltrain Station, from Senate Bill (SB) 79, the Abundant and Affordable Homes Near Transit Act; Determine adoption of this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment and that adoption of an ordinance under SB 79's procedures specified in Government Code Section 65912.160 are statutorily exempt from CEQA review. The Planning Commission is scheduled to make a recommendation to the City Council, which will be the final decision-making body on the proposed amendments. Separate notice will be given for the City Council public hearing. ([Staff report #26-010-PC](#))

Mr. Perata presented the item. He noted comments received since publication and provided a correction that ECR-NE-R district parcels were not eligible when within 200 feet of a station entrance.

Chair Ehrich opened the public hearing.

Public Comment:

- Paul Roberts, District 5, said the City should adopt SB 79 and simplify and streamline redevelopment to encourage housing and lowering rents.

Chair Ehrich closed the public hearing.

The Commission discussed the four implementation options, the local control afforded to the City through the temporary exemption ordinance, the guiding principles and goals of the El Camino Real Downtown Specific Plan and General Plan, possible risk that the temporary exemption ordinance could postpone or slow down housing development, potential alternative approach utilizing SB 79 density, height, and FAR allowances with local objective standards, the pros and cons of a TOD Alternative Plan, and the City's progress on meeting its regional housing needs allocation (RHNA) target and how SB 79 could affect that progress. The Commission generally was supportive of the State's intention with SB 79.

Motion and second (Ehrich/Schindler) to extend the meeting to 11:30 p.m.; passes 6-0 with Commissioner Do absent.

ACTION: Motion and second (Silverstein/Ehrich) to not adopt the draft resolution and instead recommend that the City Council not adopt an ordinance exempting sites from SB 79 and instead let SB 79 go into full effect, and recommend that the City Council direct staff to study the effects of SB 79 on the City at some point in the future; passes 5-1 with Commissioner Ferrick dissenting and Commissioner Do absent.

## **G. Study Session Item**

### **G1. Senate Bill 9 (SB 9) Ordinance Update/Zoning Ordinance and Subdivision Amendments/City of Menlo Park:**

Consider and provide feedback on potential amendments to the City's regulations for urban lot splits and two unit housing developments (Chapters 15.31 and 16.77 of the Municipal Code) for compliance with state law (Senate Bills 9 and 450), and potential options to streamline the development review process in single-family zones. A study session is not a project within the meaning of the California Environmental Quality Act (CEQA). ([Staff report #26-011-PC](#))

Senior Planner Chan presented the staff report. He provided updates on comments received since publication and that staff prepared an approved and active SB 9 projects overview table.

ACTION: Motion and second (Ehrich/Silverstein) to extend the meeting to 11:45 p.m.; passes 6-0 with Commissioner Do absent.

Chair Ehrich opened the item for public comment and closed public comment as no persons requested to speak.

ACTION: Motion and second (Ehrich/Behroozi) to continue the item to a date certain of June 8<sup>th</sup>; passes 6-0 with Commissioner Do absent.

## **H. Informational Items**

### **H1. Future Planning Commission Meeting Schedule**

- Regular Meeting: May 4, 2026

Mr. Perata said the May 4<sup>th</sup> agenda included the housing development project at 68 Willow Road

and draft EIR public hearing and study session for the 1005 O'Brien Drive and 1320 Willow Road proposed life science development project.

- Regular Meeting: May 18, 2026

Mr. Perata said the May 18<sup>th</sup> agenda included a proposal to amend the Downtown Specific Plan related to the Main Street overlay.

## **I. Adjournment**

Chair Ehrich adjourned the meeting at 11:38 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director  
Recording Secretary: Brenda Bennett



**REGULAR MEETING DRAFT MINUTES**

**Date:** 5/4/2026  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 846 9472 6242 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Chair Andrew Ehrich called the meeting to order at 7:00 p.m.

**B. Roll Call**

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi, Katie Ferrick, Nancy Hedley, Jennifer Schindler, Misha Silin

Staff: Kyle Perata, Assistant Community Development Director; Matt Pruter, Associate Planner; Monica Roy, Planning Technician; Chris Turner, Senior Planner

**C. Reports and Announcements**

Mr. Perata reported that a Downtown Development Open House would be held on May 7<sup>th</sup> at the Arrillaga Family Recreation Center with development groups providing proposals for the development of the Downtown Parking Plazas 1, 2 and 3.

**D. Public Comment**

Chair Ehrich opened public comment and closed public comment as no persons requested to speak.

**E. Consent Calendar**

None

**F. Public Hearing**

- F1. Use Permit and Variances/Mohammad Kasirossafar/APN 062-215-080 (305 Haight Street): Consider and adopt a resolution to approve use permit to determine the floor area limit (FAL) on a lot that is less than 5,000 square feet in area, and to construct a new two-story, single-family residence on a vacant substandard lot with regard to minimum lot width, depth, and area in the R-1-U (Single Family Urban Residential) zoning district. The proposal also includes variance requests to reduce the interior side setback to three feet where five feet is required, reduce the corner side setback to six feet where 12 feet is required, reduce the rear setback to 13 feet where 20 feet is required, reduce the number of required off-street parking spaces to one compliant space where two compliant spaces are required, increase the maximum building coverage from 722 square feet to 729.4 square feet, and increase the height of the daylight plane to 23 feet, 11 inches where 19 feet, six inches is required; determine this action is categorically exempt under



CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. ([Staff report #26-012-PC](#))

Planner Pruter reported on two emails received after publication of the staff report with one generally expressing concerns about the lot size and proposed setbacks and the second expressing similar concerns about the lot size and also potential environmental risks, the extent of the variances requested, potential sunlight impacts and maintenance of the site overall.

Moe Kasirossafar, project designer and engineer, spoke on behalf of the project.

Chair Ehrich opened the public hearing.

Public Comment:

- Naveena Ganta, a neighbor, expressed concerns regarding setbacks and children's safety on the street. She emphasized that zoning regulations should be applied consistently and equally to all properties.
- Raj Yeruva, a neighbor, raised concerns about fire safety and public safety, noting that the proposed building could obstruct visibility at the intersection.

Chair Ehrich closed the public hearing.

The Commission discussed challenges related to public safety, lot size comparisons with Senate Bill 9 developments, and neighbor outreach.

ACTION: Motion and second (Silin/Silverstein) to adopt a resolution approving the use permit and variances as recommended; passes 5-2 with Commissioners Ferrick and Schindler opposed.

F2. Use Permit, Architectural Control, Major Subdivision, BMR Agreement, Environmental Review/68 Willow Owners, LLC/68 Willow Road:

Consider and adopt a resolution to approve a use permit, architectural control permit, and environmental review to demolish an existing office building and construct eight new three-story residential townhome buildings with a total of 50 townhome dwelling units and associated site improvements, on a standard lot in the C-1 (Administrative and Professional District, Restrictive) zoning district. Eight units would be available at Below Market Rate (BMR) for households earning up to 120 percent area median income (moderate income) if the project is a for-sale project or 80% area median income (low income) if the project is a rental project; determine this action is categorically exempt under CEQA Guidelines Section 15332's Class 32 exemption for infill development. The application is being reviewed subject to the State Density Bonus Law, Government Code Section 65915 and relevant amendments, which permits exceptions to the City's Zoning Ordinance requirements. The applicant is requesting waivers from development standards to decrease the minimum front and side setbacks, increase the maximum floor area ratio (FAR), modify the building profile requirement, modify building projection requirements, increase the allowed percentage of stucco siding, decrease the minimum parking stall dimensions, increase maximum height, modify balcony setback requirements, and modify building modulation and height modulation requirements. In addition to requested waivers, the applicant is requesting one concession to

increase the maximum parking ratio for residential uses in the C-1 district. Consider and adopt a resolution recommending approval of a vesting tentative subdivision map to subdivide the lot into 50 condominium parcels and one common area parcel. (Staff report #26-013-PC)

Planner Turner presented the staff report on the project. He said after publication of the staff report comments were received on the project that generally expressed concern with bicycle and pedestrian safety along Willow Place particularly relating to the bicycle bridge into Palo Alto, and general traffic related concerns.

Jeff Potts, SDG Architects, spoke on behalf of the project.

Chair Ehrich opened the public hearing.

Public Comment:

- Mike Federle, a HOA (Homeowners Association) board member, expressed concerns about potential impact along Willow Road including parking elimination and the narrowing down of bike lanes.
- David Wolter, a neighbor, emphasized the importance of carefully evaluating the project's requested waivers and concessions. He also expressed concerns about the three-story height of the development.
- Kim Johnson, a neighbor, conveyed her concern about safety during construction and the potential removal of bike lanes.
- Naomi Goodman, a Menlo Park resident, communicated her concerns about preserving the heritage tree canopy and urged denial of the project.
- Richard Crumb, a Menlo Park resident, noted that community outreach had been limited and his concerns about preserving native trees.

Chair Ehrich closed the public hearing and recessed the meeting for a short break.

Chair Ehrich reconvened the meeting at 9:00 p.m.

Commission comments included that the project was the first application after rezoning done as part of the Housing Element update implementation, expressions of appreciation for the ability to have housing, questions of feasibility of additional density, impacts on bicycle and pedestrian safety, and encouragement to the applicant to do community outreach.

**ACTION:** Motion and second (Schindler/Behroozi) to adopt a resolution approving the use permit, architectural control permit, and below market rate housing agreements as recommended, and adopt a resolution to recommend approval of the vesting tentative subdivision map to City Council; passes 7-0.

F3 and G1 are associated items with a single staff report

**F3. Draft Environmental Impact Report (DRAFT EIR) Public Hearing/O'Brien Drive Portfolio LLC/995-1005 O'Brien Drive and 1320 Willow Road: ([Staff report #26-014-PC](#))**

Public hearing to receive comments on the Draft EIR for a project to demolish three existing, one-story commercial buildings on three parcels and construct one new five-story building for research and development (R&D) and office uses, one new four-story building for R&D and office uses, and one new seven-story parking structure on two parcels located in the Life Science, Bonus (LS-B) zoning district. The proposed project would be constructed in two phases, with the five-story R&D/office building and a portion of the parking structure to be developed in the first phase and the four-story R&D/office building and the remainder of the parking structure in the second phase. The proposed total gross floor area of the project would be approximately 228,398 square feet of R&D/office space with a floor area ratio (FAR) of 1.24. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. The applicant is proposing payment of a community amenities in-lieu fee. The project includes a hazardous materials use permit request to allow two diesel generators to operate the facilities in the event of a power outage or emergency. The project includes a request to modify the design standards related to major building modulations to allow for the modulation to extend to the second floor (approximately 34 feet) instead of the base height (45 feet). The proposed project also includes a request to remove 10 heritage trees. In accordance with CEQA, the certified program-level ConnectMenlo EIR served as the first-tier environmental analysis. Further, the Draft EIR was prepared in compliance with the terms of the Settlement Agreement between the City of East Palo Alto and the City of Menlo Park. The Draft EIR was prepared to address potential physical environmental effects of the proposed project in the following areas: population and housing, transportation, air quality, greenhouse gas emissions, noise (operation – traffic noise, construction noise and vibration), hazards and hazardous materials, and tribal cultural resources. The draft environmental impact report identifies significant and unavoidable environmental impacts to greenhouse gas emissions due to the inclusion of natural gas infrastructure in the proposed project. The project site does not contain a toxic release site, per Section 6596.2 of the California Government Code. Written comments on the Draft EIR may be also submitted to the Community Development Department (701 Laurel Street, Menlo Park) no later than 5:30 p.m. on May 18, 2026.

A court reporter prepared a transcript for Agenda Item F3.

**G. Study Session**

**G1. Study Session/O'Brien Drive Portfolio LLC/995-1005 O'Brien Drive and 1320 Willow Road: ([Staff report #26-014-PC](#))**

Request for a study session to provide feedback on a use permit, architectural control, vesting tentative parcel map and lot line adjustment, Below Market Rate (BMR) Housing Agreement, heritage tree removal permits, and environmental review for a project to demolish three existing, one-story commercial buildings on three parcels and construct one new five-story building for research and development (R&D) and office uses, one new four-story building for R&D and office uses, and one new seven-story parking structure on two parcels located in the Life Science, Bonus (LS-B) zoning district. The proposed project would be constructed in two phases, with the five-story R&D/office building and a portion of the parking structure to be developed in the first phase and the four-story R&D/office building and the remainder of the parking structure in the second phase. The proposed total gross floor area of the project would be approximately 228,398 square

feet of R&D/office space with a floor area ratio (FAR) of 1.24. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. The applicant is proposing payment of a community amenities in-lieu fee. The project includes a hazardous materials use permit request to allow two diesel generators to operate the facilities in the event of a power outage or emergency. The project includes a request to modify the design standards related to major building modulations to allow for the modulation to extend to the second floor (approximately 34 feet) instead of the base height (45 feet). The proposed project also includes a request to remove 10 heritage trees.

Chair Ehrich opened the study session for public comment and closed public comment as no persons requested to speak.

The Commission discussed bicycle commutes, phasing of the parking structure, and expressed appreciation with campus-wide transportation demand management measures.

ACTION: Motion and second (Ehrich/Schindler) to extend the meeting to 11:15 p.m.; passes 7-0.

The Commission discussed sidewalk gaps along O'Brien Drive, biosafety levels (BSL) and whether BSL 3 and BSL 4 should be allowed, and feedback from the Complete Streets Commission. The Commission expressed concerns with the use of fossil fuels and diesel generators.

ACTION: Motion and second (Ehrich/Behroozi) to extend the meeting to 11:30 p.m.; passes 7-0.

The Commission expressed appreciation for the LEED requirements and open space, but expressed concerns with the visibility and usability of the public open space.

## H. Regular Business

- H.1 Selection of Planning Commission Chair and Vice Chair for May 2026 through April 2027. Not a CEQA project. ([Staff report #26-015-PC](#))

Chair Ehrich opened the item for public comment and closed it as no persons requested to speak.

ACTION: Motion and second (Ehrich/Behroozi) to nominate Vice Chair Silverstein as Planning Commission Chair from May 2026 through April 2027; passes 7-0.

ACTION: Motion and second (Ferrick/Silin) to nominate Commissioner Behroozi as Vice Chair from May 2026 through April 2027; passes 7-0.

## I. Informational Items

- I.1. Future Planning Commission Meeting Schedule

- Regular Meeting: May 18, 2026

Mr. Perata said for the May 18<sup>th</sup> meeting expected items were a single-family residential use permit, a couple of commercial projects for architectural control and use permit, the proposed Specific Plan

amendments for land use changes along Santa Cruz Avenue, and annual development agreement reviews for Meta's campuses.

- Regular Meeting: June 8, 2026

## **J. Adjournment**

Chair Ehrich adjourned the meeting at 11:36 a.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

CITY OF MENLO PARK PLANNING COMMISSION  
REGULAR MEETING AGENDA

RE: Draft Environmental Impact Report (DRAFT EIR) Public  
Hearing/O'Brien Drive Portfolio LLC/995-1005 O'Brien Drive and  
1320 Willow Road (Staff report #26-014-PC)

REPORTER'S TRANSCRIPTION OF PROCEEDINGS ON  
MONDAY, MAY 4, 2026

Transcription by ROSELEEN L. O'BRIEN  
Certified Shorthand Reporter No. 11670  
State of California

**CERTIFIED  
TRANSCRIPT**

EMERICK & FINCH  
Certified Shorthand Reporters  
2333 San Ramon Valley Boulevard, Suite 425  
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(800) 331-9029  
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1  
 2 MONDAY, MAY 4, 2026  
 3 P R O C E E D I N G S  
 4  
 5 AGENDA ITEM F3  
 6 ---  
 7 CHAIR ANDREW EHRICH: Okay. We're now going to move on to  
 8 item F3 and G1 together, unless, unless staff tells me  
 9 otherwise? Which these items pertain to --  
 10 PLANNER CHRIS TURNER: Chair Ehrich.  
 11 CHAIR ANDREW EHRICH: Yes.  
 12 PLANNER CHRIS TURNER: We would like to proceed separately.  
 13 They are the same staff report.  
 14 CHAIR ANDREW EHRICH: Okay.  
 15 PLANNER CHRIS TURNER: But we would do the DEIR hearing  
 16 first and then move into the study session after.  
 17 CHAIR ANDREW EHRICH: Understood. Okay. Then we will move  
 18 to Item F3, which pertains to a Draft Environmental Impact  
 19 Report, or Draft EIR, Public Hearing for the O'Brien Drive  
 20 portfolio at 995 to 1005 O'Brien Drive and 1320 Willow Road.  
 21 This is a Public Hearing to receive comments on the  
 22 Draft EIR for a project to demolish three existing one-story  
 23 commercial buildings on three parcels and construct one new  
 24 five-story building for research and development and office  
 25 uses; one new four-story building for R&D and office uses; one  
 26 new seven-story parking structure on two parcels located in the  
 27 Life Science-Bonus, or LS-B, zoning district.  
 28 The proposed project would be constructed in two phases with

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1 greenhouse gas emissions, noise -- operation, traffic noise,  
 2 construction noise, and vibration -- hazards and hazardous  
 3 materials, and tribal cultural resources.  
 4 The Draft Environmental Impact Report identifies significant  
 5 and unavoidable environmental impacts to greenhouse gas  
 6 emissions due to the inclusion of a natural gas infrastructure  
 7 in the proposed project.  
 8 The project site does not contain a toxic release site per  
 9 section 6596.2 of the California Government Code.  
 10 Written comments on the Draft EIR may be -- may also be  
 11 submitted to the Community Development Department at 701  
 12 Laurel Street, Menlo Park, no later than 5:30 p.m. on May 18th,  
 13 2026.  
 14 Mr. Turner, I believe you are the staff planner for this  
 15 project. So, I will turn it over to you. And then I believe we  
 16 have the applicants in person here.  
 17 PLANNER CHRIS TURNER: Yes. Thank you, Chair Ehrich, once  
 18 again.  
 19 So, we will be talking about 1005 O'Brien Drive and  
 20 13 -- 1320 Willow Road Project. This is the Draft Environmental  
 21 Impact Report Hearing followed up by a Study Session on the  
 22 project.  
 23 I have a Recommended Meeting Format for today, starting with  
 24 the DEIR Public Hearing and then going to the Study Session.  
 25 So, after my brief remarks I will pass it over to the  
 26 applicant for their presentation; then go to our EIR consultant  
 27 Katherine Waugh with Dudek. We can then take Public Comment and  
 28 then go into commissioner questions and discussion, close the

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1 the five-story R&D office building and a portion of the parking  
 2 structure to be developed in the first phase and the four-story  
 3 R&D office building and the remainder of the parking structure  
 4 in the second phase.  
 5 The proposed total gross floor area of the project would be  
 6 approximately 228,398 square feet of R&D and office space with a  
 7 floor area ratio of 1.24.  
 8 The proposal includes a request for an increase in height  
 9 and FAR under the bonus level development allowance in exchange  
 10 for community amenities. The applicant is proposing payment of  
 11 a community amenities in-lieu fee.  
 12 The project includes hazardous materials use permit request  
 13 to allow two diesel generators to operate the facilities in the  
 14 event of a power outage or emergency.  
 15 The project includes a request to modify the design  
 16 standards related to major building modulations to allow for the  
 17 modulation to extend to the second floor, approximately 34 feet,  
 18 instead of the base height 45 feet.  
 19 The proposed project also includes a request to remove  
 20 ten heritage trees.  
 21 In accordance with CEQA, the certified program-level  
 22 ConnectMenlo EIR served as the first-tier environmental  
 23 analysis. Further, the Draft EIR was prepared in compliance  
 24 with the terms of the Settlement Agreement between the City of  
 25 East Palo Alto and the City of Menlo Park.  
 26 The Draft EIR was prepared to address potential physical  
 27 environmental effects of the proposed project in the following  
 28 areas: population and housing, transportation, air quality,

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1 draft EIR Public Hearing, and then move into the Study Session,  
 2 where we can once again take Public Comment and then have  
 3 commissioner discussions and questions on the characteristics of  
 4 the project.  
 5 So the project is located -- there's three properties, two  
 6 along O'Brien Drive; one along Willow Road.  
 7 On the east side of Willow and then the north side of  
 8 O'Brien Drive, the property site is shown in the broader context  
 9 of the Bayfront area. It's bordered by the other projects in  
 10 the LS-B zoning district and then LS without the B designation,  
 11 bonus designation, across O'Brien Drive. And then Mid-Pen High  
 12 to the, to the north and then across the street, across  
 13 Willow Road, some residential developments.  
 14 As mentioned, the Proposed Project would result in  
 15 approximately 228,000 square feet of Life Science Research and  
 16 Development within two buildings; a parking structure that would  
 17 be completed in two phases, totaling 497 parking spaces with an  
 18 additional -- 23 additional surface parking spaces; so 520 in  
 19 total.  
 20 The project would provide open space, including publicly  
 21 accessible open space. And as I mentioned, the project would be  
 22 built in two phases, starting with the 1005 O'Brien Project, a  
 23 portion of the parking structure in the first phase and then the  
 24 second phase would be the 1320 Willow building and then the  
 25 second part of the parking structure.  
 26 So the purpose of today's meeting, there are two public  
 27 hearings, two public meetings. First, the Draft EIR Public  
 28 Hearing, which gives the public and the Commission an

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1 opportunity to comment on the EIR; and then the Study Session to  
 2 ask clarifying questions on the plan's design; below market rate  
 3 housing proposals, proposal.  
 4 No actions will be taken at this meeting. The Public  
 5 Comment period for the Draft EIR runs through May, 5:30 p.m.  
 6 And on May 18th, staff and our EIR consultant will then take  
 7 those responses and then respond to all substantive comments in  
 8 the Final EIR. And then the project will come back to the  
 9 Planning Commission, where they would be the acting body on the  
 10 EIR certification and then, and then the land use, the various  
 11 land use entitlements.  
 12 We did get a couple of additional comments on this project.  
 13 I might have -- didn't tap out there.  
 14 So after publication of the staff report generally  
 15 expressing some concerns with construction noise and air  
 16 quality, the BSL levels and whether or not they are regulated  
 17 and to what degree; and then traffic in Belle Haven; then the  
 18 traffic's associated air quality effects. So, those were also  
 19 sent to the Planning Commission earlier today.  
 20 So, if the Commission is okay with my recommended,  
 21 recommended actions, then we can go to the applicant for their  
 22 presentation.  
 23 APPLICANT JOHN TARLTON: Good evening, Chair Ehrich,  
 24 Vice-Chair Silverstein, and Commissioners. Thank you for the  
 25 opportunity to speak to you tonight.  
 26 I'm John Tarlton, CEO of Tarlton Properties, the applicant  
 27 for this project.  
 28 Before our team begins the formal presentation on the

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1 actual merits.  
 2 As we hand off to the project team, I want to close with  
 3 this. Tarlton Properties is a family enterprise. That means --  
 4 and that means we think in generations, not quarters. The  
 5 question we ask is not what a project will return but what it  
 6 will contribute in jobs, district quality, and whether the  
 7 buildings we put here will be serving this community 20 years  
 8 from now.  
 9 That is also why for many years we have helped fund the  
 10 district's Shuttle and Active Transportation Program and why our  
 11 foundation has supported scholarships for Belle Haven students,  
 12 not because we were required to but because it reflects how we  
 13 believe this district should function and what is right.  
 14 This district carries real obligations, and we know it.  
 15 That is the lense we bring to this project, and we are committed  
 16 to participating in this process in a deliberate and  
 17 constructive way.  
 18 With that, we thank you again for this time -- for the time  
 19 this evening. And I'll turn it over to our team from DES.  
 20 ARCHITECT DAWN JEDKINS: Good evening, Chair Ehrich and  
 21 Commissioners. My name's Dawn Jedkins. I'm with DES Architects  
 22 and Engineers. We're the architects for the project.  
 23 So I've, I've put a few slides together here around the site  
 24 and then the building design. And then we can take any  
 25 questions you might have.  
 26 Next slide, please.  
 27 So, this is the zoning map.  
 28 And excuse me. I'll put my glasses on.

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1 Draft EIR, I wanted to take a few moments to introduce our  
 2 company and explain how we approach a project like this.  
 3 I also want to begin by thanking City Staff and the  
 4 consultant team for the thoughtful and substantial work they've  
 5 already done to get us to this point. We appreciate the  
 6 professionalism and care they have brought to this process.  
 7 Tarlton Properties is a locally owned family enterprise with  
 8 deep roots in Menlo Park. Our family began acquiring and  
 9 entitling land in 1980. And our founders believed this district  
 10 could become a long-term home for companies focused on research,  
 11 project development, and innovation; companies that would create  
 12 jobs, contribute to the local economy, and help Menlo Park  
 13 remain an important place for enterprise, ideas, and life-saving  
 14 innovation.  
 15 Over time the market evolved and so did the district.  
 16 Demand shifted toward life science and research-oriented users;  
 17 businesses that make long-term investments and create the kind  
 18 of skilled jobs this community depends on.  
 19 Menlo Park recognized this evolution, and the City's life  
 20 science zoning framework helped give it shape and intention. As  
 21 reflected in the staff report, this project fits within that  
 22 pattern of district evolution.  
 23 Later tonight, we will also have an opportunity to discuss  
 24 the project, itself. And my team and I look forward to hearing  
 25 your thoughts and answering your questions.  
 26 But first, the Draft EIR. We take that process seriously,  
 27 not as a threshold to clear but as the analytical foundation  
 28 that allows this Commission to evaluate the project on its

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1 The zoning map for the project. So, the project site is in  
 2 kind of the dark fuchsia color. It's on the kind of western  
 3 edge of the, the Life Science District and the Menlo Park Labs  
 4 development.  
 5 The Life Science District has two components to it. The  
 6 north side of O'Brien Drive is the density bonus allowed in the  
 7 area. And then on the south side typically, the standard Life  
 8 Science District.  
 9 If we go to the next slide, please.  
 10 Just a little bit more detail on the plan. So, all the  
 11 buildings that you see in the kind of light beige are the Menlo  
 12 Park Labs Tarlton Properties holdings. And then the ones in  
 13 blue are the ones currently under entitlement.  
 14 So, the ones that we're going to talk about today are kind  
 15 of on the western edge of 1320 Willow and 1005 O'Brien.  
 16 Next slide, please.  
 17 We just wanted to give you a snapshot of some of the  
 18 buildings kind of more recently developed by Tarlton Properties.  
 19 1350 Adams is recently completed. It's the largest Life  
 20 Science building in the portfolio in the, in the district. And  
 21 then you can see adjacent to that one of the -- a lot of these  
 22 buildings are sometimes industrial repurposed buildings  
 23 converted to Life Science with some façade improvements. And  
 24 then 1305 O'Brien, bottom right, similarly went through the same  
 25 process and the transformation.  
 26 If we go to the next slide, please.  
 27 So, just getting a little bit closer in on the site. The  
 28 purple line is the development site boundary. And you can see

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1 there's three existing industrial buildings.  
 2 Next slide, please.  
 3 And then just a few shots of the streetscape on  
 4 O'Brien Drive. It's a pretty typical streetscape along that  
 5 street with street trees but really embedded in pavement. It's  
 6 a paved experience from the curb all the way to the buildings  
 7 typically with no defined sidewalk and a little bit of  
 8 off-street parking.  
 9 If we go to next slide, please.  
 10 So, existing lots are outlined. There's three lots, one per  
 11 building. I have a little bit of an angle to them. And the  
 12 building shape matches that.  
 13 And then if we go to the development site on the next slide,  
 14 this is how we're proposing to redevelop.  
 15 So, you can see 1005 O'Brien, along O'Brien Drive, fronting  
 16 on O'Brien with the lobby, and then 1320 Willow similarly  
 17 fronting Willow Road, and the parking structure in the back.  
 18 The overall project, as proposed, is 1.24 FAR; max height at  
 19 101 feet and the average height at 74 feet with 520 parking  
 20 stalls. If you compare that to the, the maximum allowed for the  
 21 Life Science Bonus Zoning, we're under that, under that  
 22 requirement.  
 23 The phased project is below, currently proposing  
 24 1005 O'Brien as Phase 1 and 1320 Willow as Phase 2, and then  
 25 increments of the parking structure will be developed  
 26 accordingly.  
 27 There will be a lot-line adjustment. 1035 O'Brien on the  
 28 adjacent lot is also owned by the Tartlons. We would make

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1 And then the next page just gets into a little bit more  
 2 detail on that with some of the site furnishings, the  
 3 activities -- ping pong, cornhole, various games like that --  
 4 and then different types of seating for kind of collaborative  
 5 areas and contemplative spaces to sit. Oh, and the bicycle  
 6 racks are located adjacent to the main entrance of both  
 7 buildings.  
 8 From a tree standpoint, we do have a tree removal plan.  
 9 These are -- some of these are heritage trees. You can see them  
 10 primarily along the street frontages.  
 11 For those of you who are familiar with O'Brien Drive, we had  
 12 overhead power along O'Brien. And a lot of those trees have  
 13 really been butchered over the years because they're growing up  
 14 into the power lines. So, we're hoping to create a much more  
 15 sustainable streetscape in terms of the scale of tree that might  
 16 be under the power line and then kind of the layering of trees  
 17 as it gets into the project frontage and the landscape zone  
 18 between the building and the street.  
 19 And the next slide shows a little bit of the detail.  
 20 This is O'Brien but similarly on Willow, showing you kind of  
 21 the layers of planting, the layers of kind of the -- under the  
 22 pink trees where there's seating areas and then having a  
 23 street tree and then some layers of tree beyond, really  
 24 enhancing and improving the streetscape.  
 25 On O'Brien Drive it's about 30-foot landscape setback from  
 26 property line to the building. We're averaging about 50 feet on  
 27 Willow Road.  
 28 And then just a few views of both of the buildings. This is

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1 that -- straighten up that lot line between the two parcels of  
 2 1005 and kind of resolve some of the parking transitions between  
 3 the two sites.  
 4 And then you can see the parking structure 1005 on one  
 5 parcel and 1320 on the second.  
 6 And next slide, please.  
 7 So, I wanted to just review kind of the open space and the  
 8 public component to the open space.  
 9 So, the dark green areas are publicly accessible open space.  
 10 And the light green would be internal to the project for the use  
 11 of the tenants.  
 12 We focused the public open space around the perimeter to  
 13 activate the street frontage along O'Brien and Willow but then  
 14 also kind of gather some more meaningful open space along the  
 15 northern property line against the, the SFPUC Hetch Hetchy  
 16 strip.  
 17 And so, in the tables here on the right, you can see the  
 18 required amount of Open Space at 20 percent. We're, we're at  
 19 31 percent in Phase 1; 35 percent in Phase 2 for an average of  
 20 32 percent on the overall project, which is approximately 31,000  
 21 square feet of public open space.  
 22 On the next slide, just kind of looking at the different  
 23 activities within those open spaces.  
 24 The yellow, the light yellow, is where the building lobbies  
 25 are occurring for both buildings. You can see we've got some  
 26 kind of sport court areas with a full-court basketball court at  
 27 the rear of the site; some kind of group gathering areas and  
 28 then some more contemplative, kind of smaller seating areas.

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1 1005 O'Brien. This is the 5-story building. You can see this  
 2 shot with the lobby in the foreground; the entry canopy element  
 3 that kind of goes along the east side of the building, kind of  
 4 connects to the back of the building where the connection to the  
 5 parking garage would occur.  
 6 We have feature massing elements, where the vertical  
 7 circulation occurs on the east end of the building. And then  
 8 you can see the canopy at the top is actually a rooftop terrace.  
 9 And you'll see that on the next slide.  
 10 We've removed the entry canopy, the trellis canopy at the  
 11 top, so you can kind of see the activity at the roof, at the  
 12 roof there.  
 13 And then the next slide is the entry and elevation on  
 14 Willow Road for the 1320 building.  
 15 Similar kind of entry canopy and kind of large, kind of  
 16 defined vertical element where the lobby is occurring. We have  
 17 a brise-soleil feature above the entry on the upper floors. And  
 18 then on the left-hand side of this render, you can see the  
 19 rooftop terrace, which is on north side the building where the  
 20 public open space is occurring.  
 21 And then the next slide is a picture of the rooftop terrace  
 22 at 1320 Willow.  
 23 And you can see the public open space just at the ground  
 24 level of the building to the left.  
 25 The next slide is the material board.  
 26 I don't know how many of you are familiar with 1350 Adams,  
 27 but these are a very similar material pallet to that building,  
 28 with two tones of GFRC. We do have some wood-look material that

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1 clads the underside of that high canopy at the roof level just  
 2 to give it some warmth.  
 3 On the Willow Road building, the brise-soleil is in this  
 4 nice kind of copper color. And then we've got various shades of  
 5 grey in terms of the mullion, the roof screen. And then you can  
 6 see the, the two types of glass. And we'll be having bird-safe  
 7 glass on this building as well.  
 8 The parking structure, I mentioned we're going to build that  
 9 in two phases. We're going to phase that vertically. So, just  
 10 build enough by phase for the project.  
 11 So, you can see the Phase 1 and Phase 2 elevations on the  
 12 left-hand side. We have this metal mesh kind of fabric screen  
 13 to kind of create some interest along the façade of the  
 14 building, looking at varying scales and color of that material  
 15 to give visual interest.  
 16 Sorry if I'm powering through. I know it's late. I'm  
 17 trying to get, get you as much information as I can.  
 18 The next slide just talks about some of the features of the  
 19 building from a sustainable design standpoint.  
 20 The LEED, the LEED ratings that we're applying for, for both  
 21 buildings. We have on-site EV parking and bicycle facilities,  
 22 reducing the heat island effect by creating all the parking  
 23 within a parking structure.  
 24 We will be -- the building will operate at a net-neutral  
 25 energy. And to -- in order to accomplish that, we'll be buying  
 26 a hundred percent renewable electricity from Peninsula Clean  
 27 Energy and purchasing Certified Renewable Energy Credits to  
 28 offset the natural gas use for the project.

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1 move throughout the campus.  
 2 And then also commuter support programs as well. Commute  
 3 Assistance Center and the Caltrain Go Passes or subsidized  
 4 transit tickets.  
 5 And I think that's it. So, hopefully that wasn't too much  
 6 in too short a time. But I'm happy to answer any questions you  
 7 might have. Thank you for your time.  
 8 CHAIR ANDREW EHRICH: Thank you very much.  
 9 Next, we will hear from our EIR Consultant.  
 10 Let me bring this up.  
 11 CONSULTANT KATHERINE WAUGH: Hi. Thanks, Chris.  
 12 This is -- I'm Katherine Waugh. I'm a Senior Project  
 13 Manager at Dudek. And we're the City's Environmental Consultant  
 14 for this project.  
 15 So good evening, Commissioners.  
 16 I know it's late. So, I'm going to try and move quickly  
 17 through my slides. I'm happy to answer questions, but I,  
 18 you know, want to save time for your deliberations.  
 19 So the next slide, please.  
 20 So this is just my, my brief agenda: a quick CEQA overview  
 21 and then the main portion of my presentation is to review the  
 22 conclusions of the EIR regarding significant impacts of the  
 23 project and then a couple slides just to remind people of the,  
 24 the remaining steps in the process.  
 25 So, so, yes, for the CEQA overview, this is just really  
 26 super high-level thing. I know most of the Planning  
 27 Commissioners are familiar with this, but I just wanted to make  
 28 it available for the public.

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1 We will be installing Solar PV on available portions of the  
 2 roof. Minimum requirement is a 5-kilowatt system for the  
 3 project. We've got open space, which exceeds the minimum.  
 4 We're trying to optimize the window-to-wall ratio for  
 5 daylighting, minimize heat gain, reduce water features, recycle  
 6 water for irrigation, and so on and so forth.  
 7 And then just a few facts about the campus, itself, the  
 8 Menlo Park Labs.  
 9 It does have a number of amenities throughout the campus for  
 10 all the tenants to use. We do have a campus-wide TDM program.  
 11 So, this project would participate in that. On-site bicycle  
 12 storage, ride share, and electric vehicle parking, and shared  
 13 use for tenants.  
 14 And then we've got two shuttles, the Menlo Park Lab Shuttle  
 15 and then the City of Menlo Park Shuttle, both of which operate  
 16 throughout the campus, providing connection to a number of the,  
 17 the closest transportation hubs.  
 18 We have a Conference Center within the campus as well as  
 19 food service at 1440 O'Brien. And we've also got a fitness  
 20 center in that same location and then various kind of community  
 21 events to bring the community to the project and, also, have the  
 22 tenants enjoy these various amenities. And a lot of this helps  
 23 us offset peak hour travel and helps with our TDM program as  
 24 well.  
 25 The on-site bicycle storage, showers, changing rooms,  
 26 lockers, electric vehicle charging stations as well as an  
 27 electric bike share. So, there are kind of locations where  
 28 these bikes are stored. And then people can use those bikes to

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1 So, the key steps in the EIR process that we first started  
 2 with a Notice of Preparation, which informs the public and other  
 3 agencies that may have interest in the project of the basic  
 4 project description and the key permits and approvals that may  
 5 be needed as well as the overall scope of the EIR.  
 6 So, we circulated that in June 2023. We got, you know,  
 7 several comments that helped inform us as to what, what the EIR  
 8 really needed to focus on. There were some topics that we had  
 9 originally thought that could be eliminated from consideration  
 10 in the EIR. But after getting public comments, particularly,  
 11 particularly around hazardous materials and hazardous emissions,  
 12 we expanded the scope of the EIR to make sure that we were  
 13 responsive to those comments.  
 14 So, the Draft EIR was published on April 1st. And as  
 15 Mr. Turner mentioned earlier, the comment period ends on  
 16 May 18th. And, and at this point we are soliciting comments  
 17 from the public and other agencies that are involved in the  
 18 process regarding the adequacy of that analysis that we've  
 19 presented in the EIR.  
 20 Once we get all of those comments received, we will prepare  
 21 responses to those comments. And, where necessary, we can make  
 22 revisions to the Draft EIR.  
 23 Once that body of work is complete, the City will make that  
 24 available for a minimum period of ten days so that commenting  
 25 individuals can review that and then, you know, before there's,  
 26 there's any further public hearings on the project. And then  
 27 and still during those public hearings the public is, is invited  
 28 to make additional comments, whether they need more

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1 clarification on those responses to comments, et cetera.  
 2 And so, then this is just a very high-level overview of what  
 3 is required to be in a Draft EIR. And the Draft EIR that's been  
 4 published has all of these comments or these sections in it or  
 5 these, this content.  
 6 And I like to provide this slide to help folks that are less  
 7 familiar with the CEQA process to understand what, what should  
 8 and should not be in an EIR and, therefore, what, what the sort  
 9 of relevant areas of comment would be.  
 10 So I, again, in the interests of time, I don't want to go  
 11 through every, every step in that process. So I think -- yeah.  
 12 Thank you.  
 13 All right. So, now this is the meat of what I wanted to  
 14 present to you guys. And I've organized this in order of,  
 15 you know, these first couple of topics are where we had found  
 16 that the project would have less-than-significant impacts and  
 17 does not require any mitigation measures.  
 18 So as was mentioned earlier, there -- you know, we did do a  
 19 Housing Needs Assessment related to whether the project would  
 20 affect the housing, population and housing, balance within the  
 21 City and neighboring jurisdictions. And so, there was a Housing  
 22 Needs Assessment done that helped inform the analysis there.  
 23 And we found that there would not be any significant impacts  
 24 and, therefore, no mitigation was required.  
 25 We also did a very detailed transportation analysis that  
 26 looks at both the local transportation effects in terms of how  
 27 intersections and roadways operate. And they're, you know, what  
 28 we're all used to calling level of service.

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1 concerns regard -- around Research and Development and Life  
 2 Sciences Labs. And again, we identified a couple of mitigation  
 3 measures to ensure that those impacts would remain less than  
 4 significant.  
 5 Similarly with noise, DUDEK conducted Noise Modeling to  
 6 evaluate the noise exposure for nearby sensitive receptors, both  
 7 during construction and during project operation and, again,  
 8 identified a series of mitigation measures to ensure that those  
 9 impacts could be reduced to a less-than-significant level.  
 10 And then the next one is Tribal Cultural Resources.  
 11 While we did not prepare a dedicated technical study  
 12 specific to this project site, we reviewed other technical  
 13 studies for projects in the vicinity. And the City conducted  
 14 tribal consultation as required under state law. And that  
 15 helped to inform the development or the refinement of the  
 16 mitigation measures that we had originally put forth in the  
 17 initial study that was published along with the Notice of  
 18 Preparation.  
 19 And as you can see here -- I know it's a lot of words on  
 20 that slide -- I think two or three of these mitigation measures  
 21 were pulled from the Housing Element Update. And those  
 22 mitigation measures had been in the General Plan EIR. So, we  
 23 just made additional refinements to them. And then we do also  
 24 have one or two mitigation measures that are very specific to  
 25 this project to ensure that the Native American tribes' concerns  
 26 were adequately addressed.  
 27 Then this is the one topic in which we found Significant and  
 28 Unavoidable Impacts, and that's around greenhouse gas emissions.

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1 And then we also looked at the vehicle miles traveled  
 2 metric. So that analysis was based on the Transportation  
 3 Impacts Analysis Study as well as the Transportation Demand  
 4 Management Study that was prepared for the project. And we  
 5 looked at how effective that TDM plan would be at reducing  
 6 vehicle miles traveled. And again in that -- for that topic we  
 7 found that there would be no significant impacts and, therefore,  
 8 no mitigation measures were required.  
 9 The next couple of slides go through the impacts where we  
 10 did find that mitigation would be necessary.  
 11 So, with air quality we did the typical modeling analysis  
 12 using the program called CalEEMod to determine the types of air  
 13 pollutant emissions and greenhouse gas emissions that would  
 14 occur.  
 15 We also did a Health Risk Assessment that looks at during  
 16 construction what kinds of emissions would happen and would  
 17 those have a negative effect on the sensitive receptors nearby,  
 18 such as, Mid-Pen High School and the, the nearby residential  
 19 areas. And we identified a few mitigation -- or a couple of  
 20 mitigation measures to help ensure that those impacts would  
 21 remain less than significant.  
 22 In regards to the Hazards and Hazardous Materials analysis,  
 23 as I mentioned, we originally didn't expect to need to include  
 24 that in the EIR, but based on public comments and concerns, we  
 25 did add that to our scope. The Phase I and Phase II  
 26 Environmental Site Assessment helped inform that.  
 27 And we also used some analysis that had been prepared for  
 28 other City of Menlo Park projects regarding the biosafety levels

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1 And there's a lot of discussion in the EIR explaining why  
 2 the project proposes to use natural gas as a -- primarily for  
 3 building heating and in air conditioning. Because that's really  
 4 critical to maintaining the, the integrity of the laboratory  
 5 work that would, would be likely to occur in this type of a  
 6 project.  
 7 The reason why it's considered to be Significant and  
 8 Unavoidable is because it does not meet with the Bay Area Air  
 9 Quality District's standards or, sorry, their plans in terms of  
 10 how, how to avoid these sort of long-term cumulative impacts.  
 11 There's nothing at this point in the City's requirements  
 12 that mandate not having natural gas, but at the Bay Area Air  
 13 District level, there was a conflict.  
 14 And so that's the primary reason where we found that it  
 15 would be a significant and unavoidable impact. And based on the  
 16 analysis that was provided in terms of the feasibility of not  
 17 including natural gas as a mechanism to control the building  
 18 conditioning, heating and air conditioning, we found that there  
 19 was no feasible mitigation measure to reduce that impact to a  
 20 less-than-significant level.  
 21 However, the applicant, the project applicant, would still  
 22 be required to purchase offset credits to offset the, the use of  
 23 the natural gas.  
 24 So, another key component of a Draft EIR is to look at  
 25 Project Alternatives. And the intent here is to consider  
 26 whether there's a way to redesign the project or relocate the  
 27 project or consider a different project type altogether that  
 28 would reduce or avoid one or more of the project's significant

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1 impacts.

2 We did look at several alternatives or conceptual

3 alternatives that were determined not to meet the CEQA criteria.

4 But these are the three alternatives that we did evaluate in

5 more detail.

6 So one is the No Project Alternative, which is required of

7 any EIR, and that just means the project remains exact -- or the

8 site remains exactly the same as it is today.

9 Then we looked at a Base Level Development. So as

10 Mr. Turner mentioned, this project site is in the Life Sciences

11 Bonus District. And so, we looked at what it -- what would it

12 look like to develop the project without any of those bonus

13 level concessions, benefits.

14 And then we also looked at a Midrange Development

15 Alternative, where we would -- there would still be some of that

16 Bonus Level Development, but we tried to pick a midpoint in

17 between what the base level zoning allows and what the bonus

18 level zoning allows.

19 And so, there's some detailed tables in the Draft EIR

20 Alternative Section that lay out exactly what the building

21 square footages would be and how those three alternatives would

22 differ.

23 So, there's I think three slides here that just runs us

24 through the comparison of the impacts related to the Project

25 Alternatives. And again, in the interest of time, I'm not going

26 to go through every single thing. But I wanted to give everyone

27 a sense of the way that, you know, these different alternatives

28 would play out.

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1 measures that are needed for any of them.

2 So, yes, my last slide is really just to remind folks that,

3 you know, at this, at this phase of the project or this phase of

4 the CEQA process, we are receiving comments on the Draft EIR.

5 We will then, as Mr. Turner mentioned, we will then prepare

6 responses to comments and a Final EIR.

7 And so, I see my role here tonight as really being very

8 receptive and listening mode to all of the comments that may

9 come in from members of the public and the Planning

10 Commissioners.

11 I'm happy to answer, you know, some sort of, sort of

12 ground-level basic questions about the EIR and how it's

13 organized, but I'm -- it's really not appropriate for me to

14 respond to detailed questions about how we put the methodology

15 together or how we reach certain conclusions. Because we really

16 want to have that be a very thoughtful process and have, have

17 our answers, you know, fully baked so that we don't -- I don't

18 make any missteps, you know, in just talking off the cuff.

19 And so, so that's my goal tonight is to really understand

20 what concerns people have about the adequacy of the EIR analysis

21 and what, what questions we can address better through some

22 elaboration rather than really getting into a detailed

23 discussion about the content of the EIR.

24 Also, I would point out I have a typo on this slide. The

25 comments are due by 5:30 p.m. on May 18th, not 5:00 p.m. So,

26 you get 30 extra minutes.

27 I think that concludes my presentation.

28 CHAIR ANDREW EHRICH: Thank you very much to all the

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1 And what -- one thing also to keep in mind is that under

2 CEQA, when we're looking at Project Alternatives, we need to

3 identify which one is the environmentally preferred alternative.

4 And in this case the No Protect Alternative had the fewest

5 impacts compared to the original project. But when that

6 happens, CEQA also says we need to pick between the other

7 alternatives to see which one of those two, you know, would then

8 qualify as environmentally superior.

9 And in this case we identified the Base Level Development

10 Alternative as the environmentally superior because it would

11 achieve greater reductions in the amount of impacts relative to

12 the proposed project compared to the Midrange Development

13 Alternative.

14 However, I do want to point out that none of -- neither of

15 those two alternatives would avoid the significant and

16 unavoidable greenhouse gas emissions impacts.

17 So you would still have if you -- you know, if the City went

18 with either of those two alternatives, you would still have that

19 significant and unavoidable alternate -- or impact,

20 excuse me, because of the essential need for the use of natural

21 gas to control the building heating and air conditions with

22 respect to the laboratory work that is essential to this type of

23 project.

24 On the other hand, for the most part, the impacts would be

25 very similar between all of these three alternatives or all --

26 the project, the proposed project, and the Base Level, and the

27 Midrange Development Alternative. And there wouldn't really be

28 a meaningful difference in the types or extent of mitigation

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1 presenters and the applicant team.

2 At this point I'd like to take public comment on this item.

3 So, Ms. Roy, if you could please give instructions to the

4 public and open the comment period for Item F3.

5 PLANNER MONIKA ROY: Thank you, Chair.

6 Once again, we are opening public comment period for this

7 item now. As a reminder, if you're in the council chamber and

8 you'd like to speak, please fill out a comment card and hand it

9 over to me.

10 For those who are attending virtually via Zoom, please click

11 on the "raised hand" button. And if you're calling by phone,

12 press "\*"9" on your key pad, and you would be able to speak.

13 At this moment I have one -- two hands raised.

14 CHAIR ANDREW EHRICH: Please, go ahead.

15 PLANNER MONIKA ROY: So, our first speaker is John McKenna.

16 I believe you should be able to speak, John.

17 MR. JOHN MCKENNA: Yes. Can you hear me?

18 PLANNER MONIKA ROY: Yeah.

19 MR. JOHN MCKENNA: Okay. Great. Yeah. Thank you for those

20 presentations. I appreciate all the thought that went into the

21 development.

22 I do have concerns about the use of natural gas in the

23 buildings just from a GHG emissions perspective as well as the

24 impact it would have on local air quality, especially in a

25 community that's already overburdened by poor air quality.

26 So my question is -- I'm aware of all electric new

27 developments for Lab, Life Science Buildings in other Bay Area

28 cities like South San Francisco and Millbrae. So, it appears

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1 that it can be done. And I would just be curious to hear what  
 2 thoughts the -- went into the decision to not build all electric  
 3 when it does appear to be a feasible pathway?  
 4 And, yeah, I'll leave it at that. Thank you.  
 5 CHAIR ANDREW EHRICH: Thank you for your comment.  
 6 PLANNER MONIKA ROY: Our next, second speaker is  
 7 Naomi Goodman.  
 8 Naomi, you should be able to speak.  
 9 MS. NAOMI GOODMAN: Yes, it's me again. I'm hanging in here  
 10 until the bitter end.  
 11 Yeah, I, I do still have a concern about the potential for  
 12 BSL-3 or BSL-4 research to take place at this particular  
 13 location.  
 14 I appreciate the work you put in to explaining the  
 15 regulatory structure around bioscience and the measures that you  
 16 have suggested to mitigate. However, I really think that  
 17 placing that type of research in such close proximity to  
 18 vulnerable, dense communities and sensitive populations is not  
 19 the right thing to do.  
 20 The DAIR states that it anticipates the research uses will  
 21 be at biosafety levels 1 and 2 but that future tenants are  
 22 unknown, and they don't preclude BSL-3 or BSL-4 labs. Those are  
 23 labs that are equipped to work with potentially deadly airborne  
 24 contagious organisms such as anthrax and Ebola.  
 25 The two proposed lab buildings are less than 150 feet from  
 26 Mid-Peninsula High School, 200 to 400 feet from the nearest  
 27 homes in Belle Haven and East Palo Alto, and 500 feet from  
 28 several childcare centers.

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1 COMMISSIONER KATIE BEHROOZI: Yeah, I'll start with the  
 2 significant and unavoidable impacts of greenhouse gas emissions.  
 3 And I actually had a similar question to one of the public  
 4 commenters. Because I believe I've also -- I mean I think  
 5 Parkline actually is going to be an all-electric, if memory  
 6 serves, facility which is also potentially going to have  
 7 Life Sciences. And I'm just curious about what the thinking was  
 8 around that?  
 9 PLANNER CHRIS TURNER: Sorry to interrupt. That might be a  
 10 better question for the study session, itself.  
 11 Nevermind. We can go ahead with that question.  
 12 APPLICANT JOHN TARLTON: It's late, and I want to gauge the  
 13 level of interest and the intricacy of the answer. Do you want  
 14 a one-minute answer, a five-minute answer, or a ten-minute  
 15 answer? Five minutes. Okay.  
 16 We are anxious to go as electric as we possibly can.  
 17 However, the science is not there yet in the building. And I  
 18 understand that there are developers who have said that they're  
 19 going to go all electric. And they believe it, I'm sure.  
 20 We've been in the business of building scientific facilities  
 21 for a long time. And I can tell you that we are not there yet  
 22 with the equipment.  
 23 I've been to visit buildings that are all electric for lab.  
 24 And the ones that look like they might actually work use  
 25 air-to-water heat exchangers that come from Italy or other,  
 26 frankly, exotic locations from the perspective of someone who's  
 27 trying to build facilities that are mission critical for a  
 28 R&D laboratory or a medical device manufacturer clean room.

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1 The mitigation measures include such things as compliance  
 2 with federal and state regulations, biosafety plans,  
 3 notification to the City of Menlo Park prior to commencing any  
 4 BSL-3 or 4 research, but those measures do not take into  
 5 consideration there is no expertise at any level of city or  
 6 county government to react appropriately to the release of a  
 7 disease organism.  
 8 Despite the recent news on the Willow Village project,  
 9 Menlo Park may still need to build housing in the Life Science  
 10 District to meet our housing allocation. We should not create  
 11 new barriers to that land use.  
 12 Menlo Park recently prohibited BSL-3 and 4 labs as a  
 13 condition of approval of the SRI Parkline project. We should do  
 14 the same for this project.  
 15 Thank you.  
 16 CHAIR ANDREW EHRICH: Thank you for your comment.  
 17 PLANNER MONIKA ROY: Thank you, Chair. I don't have anymore  
 18 comment cards or hands raised for now.  
 19 CHAIR ANDREW EHRICH: Okay. Let's close the public comment  
 20 period for this item, which brings us back to the commission for  
 21 discussion.  
 22 I will just remind everyone that we are currently discussing  
 23 comments on the Draft EIR. At this point if you have broader  
 24 consultation topics on the project, we will discuss that in a  
 25 minute. And there is no motion here. So, this is just a time  
 26 for the EIR team and the applicant to hear comments on the Draft  
 27 EIR.  
 28 Commissioner Behroozi.

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1 I cannot put our name on a experiment, frankly. And all  
 2 electric laboratories right now are an experiment.  
 3 When you have to take on a design degree day in the winter,  
 4 40- or 50-degree air from the outside, and heat it up to  
 5 80 degrees to then introduce it into a clean room or a  
 6 laboratory, that cannot be done efficiently or reliably with an  
 7 electric heat pump. It just can't be done.  
 8 Did that answer the question?  
 9 CHAIR ANDREW EHRICH: Okay. I want to thank the EIR team  
 10 for doing a very important service and thank the members of the  
 11 public who sent in their comments. And I hope those comments  
 12 are incorporated into the Final EIR.  
 13 I'm doing one last check and do not see any additional  
 14 comments from my fellow commissioners, except for one from  
 15 Vice-Chair Silverstein.  
 16 VICE CHAIR ROSS SILVERSTEIN: Yeah. I just have one comment  
 17 to kind of remind people when I think about these things.  
 18 To some extent environmental impact is local or hyper local  
 19 but to whatever extent it's global and regional. And whenever  
 20 these studies are conducted, it is only the explicit impact of  
 21 the project, itself. And it doesn't think about the -- not  
 22 opportunity cost but the opportunity benefit of this project not  
 23 existing and potentially being built somewhere else or the need  
 24 for it to be more spread out as opposed to more dense.  
 25 And so, I just want to remind people when thinking about the  
 26 environmental impact of this project or other projects that by  
 27 definition construction is going to have an impact, but the  
 28 impact to a very specific location does not necessarily mean

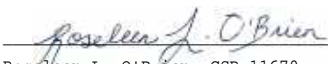
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1 that it has a negative global impact or regional impact on  
 2 environmental quality overall.  
 3 CHAIR ANDREW EHRICH: Commissioner Ferrick.  
 4 COMMISSIONER KATIE FERRICK: And I was just going to add,  
 5 thank you for that. The EIR is so thorough. And then the notes  
 6 I'd taken to ask about were actually addressed in the  
 7 consultant's presentation. So I have notes, but they're kind of  
 8 moot. So, I'm not going to add more to the EIR report.  
 9 CHAIR ANDREW EHRICH: Thank you.  
 10 Commissioner Silin.  
 11 COMMISSIONER MISHA SILIN: Thanks. I just want to make a  
 12 quick comment similar to what I believe I expressed in the  
 13 review of the EIR for the Parkline project, which is that this  
 14 has nothing against the applicant or the EIR consultant. I  
 15 realize everyone's just kind of following the letter of law. I  
 16 just think that the housing impact study doesn't -- it's  
 17 essentially bogus, for lack of a better word. Because what it  
 18 does is it calculates the housing impact of the project in  
 19 total.  
 20 So, in this case there's 400-something employees. It  
 21 calculates the housing demand off of that. And then to  
 22 calculate the housing impact locally, it says, "Well, most of  
 23 these employees aren't going to want to live locally based on  
 24 historical patterns." And I believe the Parkline EIR went into  
 25 great detail to show that over time less and less people that  
 26 work in the city have been living in the city. And, therefore,  
 27 the local housing impact is actually low.  
 28 And, yeah, it's kind of like a self-fulfilling prophecy. If

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1 we keep adding jobs without housing, then less and less people  
 2 will be working here and not living here. And that, in turn,  
 3 will allow us to calculate a lower and lower impact of these  
 4 projects.  
 5 But in reality there is a demand being created for housing  
 6 with new office space being built or life science space being  
 7 built, and it has to go somewhere.  
 8 I know in this report there's deference given to the housing  
 9 element process, where the Association of Bay Area Governments  
 10 gets allocation, distributes to all the different cities. So,  
 11 there is some like fallback for that. But, you know, I do think  
 12 I wish we could do a better job of looking at that, but I think  
 13 that's outside the scope of this meeting.  
 14 So, I just wanted to mention my thoughts on that.  
 15 Thank you.  
 16 CHAIR ANDREW EHRICH: Okay. I am going to close Item F3.  
 17 (Transcription concluded.)  
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 3 CERTIFICATE OF OFFICIAL REPORTER  
 4  
 5  
 6 I, Roseleen Louise O'Brien, CSR 11670, herby certify:  
 7 That the foregoing video/audio recording was  
 8 transcribed under my direction and supervision, and that the  
 9 foregoing pages contain a full, true, and accurate record of the  
 10 video/audio recording to the best of my skill and ability.  
 11 In WITNESS WHEREOF, I have subscribed my name this 15th  
 12 day of May, 2026.  
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**REGULAR MEETING DRAFT MINUTES**

**Date:** 5/18/2026  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 846 9472 6242 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Chair Ross Silverstein called the meeting to order at 7:01 p.m.

**B. Roll Call**

Present: Ross Silverstein (Chair), Katie Behroozi (Vice Chair), Andrew Ehrich, Jennifer Schindler, Misha Silin

Absent: Katie Ferrick, Nancy Larocca Hedley

Staff: Matt Pruter, Associate Planner; Corinna Sandmeier, Principal Planner; Brian Toy, Associate Planner; Chris Turner, Senior Planner

**C. Reports and Announcements**

Planner Sandmeier said the City Council at its May 20, 2026 meeting would introduce the ADU (accessory dwelling unit) ordinance, consider for approval the Meta Campus CDP (conditional development permit) amendment, and consider adoption of the Anti-Displacement Plan.

**D. Public Comment**

Chair Silverstein opened public comment and closed it as no persons requested to speak.

**E. Consent Calendar**

- E1. Approval of minutes from the April 13, 2026 Planning Commission meeting (Attachment)

Chair Silverstein opened the item for public comment and closed it as no persons requested to speak.

**ACTION:** Commissioners voted to approve the item; passes 5-0 with Commissioners Ferrick and Hedley absent.



## F. Public Hearing Items

- F1. Use Permit Revision/ KNR Design Studio/725 Cotton Street:  
Consider and adopt a resolution to approve a use permit revision to add floor area to the first floor in the rear east (left) corner, along with some window and door modifications and gable modifications along the roof for an existing two-story, single-family residence on a substandard lot with regard to lot width in the R-1-S (Single Family Suburban Residential) zoning district. The original use permit was granted in 2000. The applicant is also requesting to maintain a fence greater than four feet in height within the front yard setback. Determine these actions are categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff report #26-016-PC](#))

Planner Pruter said staff had no additions to the written report.

Chair Silverstein disclosed his personal knowledge of the applicants with the disclaimer that would not affect his decision on the item.

Chair Silverstein opened the public hearing for the item and closed it as no persons requested to speak.

ACTION: Motion and second (Ehrich/Schindler) to adopt a resolution approving the item as presented; passes 5-0 with Commissioners Ferrick and Hedley absent.

- F2. Architectural Control and Sign Review/Amal Karimi/1215 El Camino Real:  
Consider and adopt a resolution to approve an architectural control permit revision to replace exterior materials and colors to modernize the existing building, remove the existing tower element from the roof, reconfigure the existing storefronts including a new straight and full-height storefront along the parking lot, and square off the recessed entry of an existing building at 1215 El Camino Real in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The project is also requesting sign review for one internally illuminated sign on the building facade facing Oak Grove Ave. and one internally illuminated sign on the building facade facing El Camino Real which both feature lettering greater than 18 inches in height. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff report #26-017-PC](#))

Planner Toy said staff had no additions to the written report.

Jeff Schmierer spoke on behalf of the project.

Chair Silverstein opened the public hearing for the item and closed it as no persons requested to speak.

Commissioner Silin said he appreciated the applicant taking into consideration the look of nearby buildings. He said he thought the new design was a better fit with the surrounding area and that the larger sign size was warranted.

Commissioner Schindler said the changes in material, design, and additional landscaping nicely responded to the Commission's feedback. She said she did not have any concerns about the sign size and appreciated the additional supporting evidence.

**ACTION:** Motion and second (Silin/Schindler) to adopt a resolution approving the item as submitted; passes 5-0 with Commissioners Ferrick and Hedley absent.

- F3. Use Permit/Dane Bunton/1100 O'Brien Drive:  
Consider and adopt a resolution to approve a use permit for a change of use from the existing commercial use (print shop) to a church in an existing multi-tenant commercial building in the LS (Life Sciences) zoning district. The proposed church is considered a special use and requires use permit approval. The proposed modifications to the building to change the use would not affect gross floor area and no modifications to the exterior of the building are proposed. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff report #26-018-PC](#))

Planner Toy said staff had no additions to the written report.

Andrea Montero spoke on behalf of the project.

Vice Chair Behroozi asked a clarifying question about the street in East Palo Alto that dead ends with a wall that connects to the property at 1100 O'Brien and whether there is an easement with pedestrian access from the street in East Palo Alto.

Chair Silverstein opened the public hearing for the item and closed it as no persons requested to speak.

**ACTION:** Motion and second (Ehrich/Schindler) to adopt a resolution approving the item as submitted; passes 5-0 with Commissioners Ferrick and Hedley absent.

- F4. Specific Plan Amendment/Tod Spieker/870 Santa Cruz Avenue:  
Request for Specific Plan amendments to modify land uses allowed within the Downtown/Station Area "Main Street" Overlay land use designation, which is located within the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposed revisions include changing the animal clinics and hospitals use from not allowed to conditional, changing the animal retail sales and service use from limited to less than 5,000 square feet to permitted, changing the banks and financial institutions use from not allowed to conditional, changing the business services use from not allowed to conditional, changing the personal improvement services use from on upper floors only to permitted, and changing personal services – general from on upper floors only to permitted. Regarding office uses, the applicant is proposing to allow existing buildings within the Main Street Overlay to have an additional allowance of up to two-thirds (2/3rd) of the public benefit bonus floor area ratio (FAR) for office uses, if located in the rear half of the ground floor and/or on the second floor, not containing frontage on Santa Cruz Ave., and not increasing the overall square footage of the building, subject to a use permit and a public benefit agreement. Lastly, the applicant proposes to modify four use classifications across the entire Specific Plan area: 1) business services: expand to include businesses that primarily provide goods and services to the public, 2) personal improvement services: remove spas, 3) personal services – restricted: remove therapeutic massage services, and 4) personal services – general: expand to include therapeutic massage services, nail salons, biometric screening, and a broader set of spa services, which include non-surgical and non-invasive cosmetic and aesthetic services, such as injectables, laser treatments, skin rejuvenation, and body contouring. Recommend adoption of an addendum to the certified final environmental impact report (EIR) for the Specific Plan. ([Staff report #26-019-PC](#))

Planner Pruter reported receipt of 87 public comments on the proposed project and that 21 of which were included in the staff report and the remainder sent directly to Planning Commission or conveyed to the Planning Commission via the City Council email log. He said one comment expressed concern about potential jobs and housing impacts, and the other comments were all generally in support of the proposed project. He then presented the project.

Tod Spieker, applicant, spoke on behalf of the project.

Planner Pruter presented an addendum to his presentation.

Chair Silverstein opened the public hearing.

Public Comment:

- Laura Milan expressed support for the project and requested that the commercial recreation - small scale land use designation be allowed with a use permit.
- Miyko Harris-Parker expressed support for the project but wanted to know what the negative impacts of the proposed amendments might be.
- Chris Kummerer expressed support for the project.
- Kimberly Lytikainen expressed support for the project.
- Kelly Flannery expressed support for the project.
- Marnie Foody expressed support for the project.
- Ben Eiref expressed support for the project and also asked if a vacancy tax or other financial mechanism could additionally help in limiting vacancies.
- Kylie Holmes expressed support for the project.
- Michelle Wagner-Knapp expressed support for the project.
- Katherine Glass expressed support for the project and also expressed support for the earlier commenter's suggestion to allow for the commercial recreation - small scale land use designation with a use permit.

Chair Silverstein closed the public hearing.

The Commission discussed the issue of vacancies within the downtown and specifically along Santa Cruz Avenue, asking the applicant about the specific challenges that property owners and businesses faced in committing to spaces and remaining in spaces in the downtown. The Commission offered suggestions to pursue additional research and restructuring of the Specific Plan to provide a more comprehensive update to the Specific Plan area overall, in addition to exploring funding and fee mechanisms to address vacancies along Santa Cruz Avenue and the downtown more generally.

**ACTION:** Motion and second (Ehrich/Silin) to recommend that the City Council adopt the Specific Plan amendments proposed by 870 Santa Cruz Avenue with the following modifications; passes 5-0 with Commissioners Ferrick and Hedley absent.

- Keep the banks and financial institutions use classification as not allowed within the Downtown/Station Area “Main Street” Overlay land use designation.
- Change the commercial recreation – small scale use classification to conditional, requiring a use permit, within the Downtown/Station Area “Main Street” Overlay land use designation.

As part of its motion, the Planning Commission recommended that the City Council direct staff and the Planning Commission to conduct a study session aimed at exploring additional zoning modifications within the Specific Plan area in the interest of downtown vibrancy.

**ACTION:** Motion and second (Silverstein/Ehrich) to extend the meeting to 11:30 p.m.; passes 5-0 with Commissioners Ferrick and Hedley absent.

F5 and F6 are related items with the same staff report

- F5. Development Agreement Annual Review/Meta Platforms, Inc./1 Hacker Way and 1 Meta Way: Consider and adopt a resolution to determine that Meta has demonstrated good faith compliance with the development agreements for its East Campus (1 Hacker Way), West Campus (1 Meta Way, Building 20) and the West Campus Expansion project (1 Meta Way, Buildings 21 and 22, and citizenM Hotel) for the 2025 calendar year. Review of the development agreements does not qualify as a project under CEQA. ([Staff report #26-020-PC](#))
- F6. Development Agreement Annual Review/Peninsula Innovation Partners, LLC/1350-1390 Willow Road, 925-1098 Hamilton Avenue, 1005-1275 Hamilton Court: Consider and adopt a resolution to determine Peninsula Innovation partners, LLC has demonstrated good faith compliance with the terms of the Development Agreement for the 2025 annual review period for the Willow Village mixed-use masterplan project. Review of the development agreement does not qualify as a project under CEQA. ([Staff report #26-020-PC](#))

Planner Turner presented clarifying remarks regarding the locations and addresses for the respective development agreement reviews.

Juan Salazar and Eric Morley spoke on behalf of the two items.

Chair Silverstein opened the public hearing.

Public Comment:

- Pamela Jones said for the record she had consistently stated that the office space for Willow Village should be reduced by 50%, the housing doubled, and should include for sale condominiums to meet Menlo Park’s housing needs. She expressed concerns with the outreach of the Willow Village project with the Belle Haven community, and the motivations of Meta’s development in the City.

Chair Silverstein closed the public hearing.

Replying to Vice Chair Behroozi, Mr. Morley said for the Willow Village project and the occupancy of offices throughout the Meta properties that there were no timetables to share and that occupancy details could not be disclosed due to safety, security, and liability policies for both their buildings and employees.

Replying to Commissioner Schindler, Mr. Morley said the Willow Village project was paused and they did not have any more information about that at this time. He said Peninsula Innovation Partners was in compliance and had met all of its obligations under the development agreement.

ACTION: Motion and second (Silin/Schindler) to adopt a resolution of determination of good faith compliance as stated for Item F5; passes 5-0 with Commissioners Ferrick and Hedley absent.

ACTION: Motion and second (Silin/Behroozi) to adopt a resolution of determination of good faith compliance as stated for Item F6; passes 5-0 with Commissioners Ferrick and Hedley absent.

## **H. Informational Items**

### **H1. Future Planning Commission Meeting Schedule**

- Regular Meeting: June 8, 2026

Planner Sandmeier said the agenda was not finalized for the June 8<sup>th</sup> meeting, but it would include the study session on the SB9 Ordinance Update that was continued previously, some single-family home projects and potentially the 500 El Camino Real Development Agreement Annual Review.

- Regular Meeting: June 22, 2026

Both Commissioner Ehrich and Chair Silverstein said they would be absent for the June 22<sup>nd</sup> meeting.

## **I. Adjournment**

Chair Silverstein adjourned the meeting at 11:27 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

Meeting Date:

6/8/2026

Staff Report Number:

26-021-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence, attached accessory dwelling unit (ADU) and detached garage to construct a new two-story, single-family residence with attached garage on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district, at 763 College Avenue. The project would include an ADU, which is a permitted use not subject to discretionary review. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to demolish an existing single-story, single-family residence, attached accessory dwelling unit (ADU) and detached garage to construct a new two-story, single-family residence with attached garage on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district, at 763 College Avenue. The proposal also includes a detached ADU, which is a permitted use 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 findings can be made for the proposal.

## Background

### Site location

The subject site is located near the intersection of Blake Street and College Avenue in the Allied Arts neighborhood. The immediate neighborhood is characterized primarily by one- and two-story homes in ranch, craftsman, and other traditional architectural styles that contribute to a varied but cohesive residential character. The zoning of the surrounding properties is mixed, with parcels directly behind 763 College zoned R-2 (Low Density Apartment District), while the parcels adjacent to the site and across the

street are zoned R-1-U (Single Family Urban Residential). A location map is included as Attachment B.

## **Analysis**

### Project description

The applicant proposes demolishing the existing 1,542-square-foot single-story, single-family residence, attached ADU and detached garage, and constructing a new two-story, single-family residence. The proposed residence would be an approximately 3,070-square-foot home containing six bedrooms, six bathrooms, two half bathrooms, a basement, and an attached two-car garage. The proposed driveway would be in the same general location as the existing driveway, towards the right side of the property.

The lot is substandard with respect to minimum lot width, at 50 feet where 65 feet is required. As a result, the proposal requires a use permit to allow a new two-story residence on a substandard lot.

Additionally, the project includes an approximately 748.9-square-foot detached ADU at the rear of the residence, with four-foot rear and side setbacks, which would replace the existing attached ADU.

The proposed project 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 total proposed FAL would be 3,819.0 square feet, where 3,070.5 square feet is permitted.
  - The project is allowed to exceed the FAL by up to 748.9 square feet to accommodate the proposed ADU.
- The total proposed building coverage would be 3,139.6 square feet, where 2,829 square feet is permitted.
  - The project is allowed to exceed the maximum building coverage limit by up to 748.9 square feet to accommodate the proposed ADU.
- The main residence would have a five-foot left side setback and five-foot seven-inch right-side setback, which satisfies the minimum required setback distance.
- The detached ADU would have a four-foot side and rear setbacks, meeting the minimum required ADU setback distance.
- The residence features a second-story balcony, which is setback twenty feet from both left and right sides, and more than thirty feet from the rear property line, meeting the minimum required setback distance for balconies in single-family districts.

The project plans and the applicant's project description letter are included as Attachment A, Exhibits A and B, respectively. A data table summarizing parcel and project attributes is included as Attachment C.

### Design and materials

As stated in the project description letter, the applicant is proposing to build a new two-story transitional-style residence, with a basement, comprising six bedrooms, six full bathrooms, and two half bathrooms, along with an attached two-car garage. In addition, a detached two-bedroom, one-bathroom ADU is proposed at the rear of the property. The proposed exterior finishes would include smooth stucco, stained horizontal cedar siding, glass doors, clad wood windows with painted trims, painted wood fascia, and a standing seam metal roof with a metal and glass garage door. Second-story windowsill heights are generally proposed at 3 feet or higher, meeting or exceeding the typical three-foot minimum recommended

by staff. Staff believes the scale, materials, and style of the proposed residence would result in development that is appropriate for the lot and generally consistent with the broader neighborhood.

Trees and landscaping

The project arborist inventoried a total of 19 trees on site and on surrounding properties (nine on-site, eight off-site, and two street trees), with three trees being considered heritage trees. The applicant is proposing to remove three non-heritage trees. All other trees would be retained. The arborist report specifies tree protection measures, including an exploratory trench to be dug by hand before excavation begins in proximity of tree #9, and trunk wrapping, fencing, and root protection to minimize potential injury to heritage trees during construction. The City Arborist has reviewed the application, and all recommended tree protection measures identified in the arborist report would be ensured as part of draft condition 1h.

Table 1: Tree summary and disposition						
ID #	Species	Trunk Diameter	Condition	Status	Removal or Retention	Off-site or On-site
1	Southern Magnolia	23	Good	Heritage	Retention	Street
2	Southern Magnolia	22	Fair	Heritage	Retention	Street
3	California Fan Palm	14.5	Good	Non-heritage	Retention	On-site
4	Yew Pine	7	Fair	Non-heritage	Remove	On-site
5	Italian Cypress	12.5	Good	Non-heritage	Retention	On-site
6	Italian Cypress	12.5	Good	Non-heritage	Retention	On-site
7	Italian Cypress	9.5	Good	Non-heritage	Retention	On-site
8	Italian Cypress	9	Good	Non-heritage	Retention	On-site
9	Coast Redwood	60	Good	Heritage	Retention	On-site
10	Carolina Cherry Laurel	8	Fair	Non-heritage	Retention	Off-site
11	European White Birch	11	Good	Non-heritage	Retention	Off-site
12	European White Birch	9	Good	Non-heritage	Retention	Off-site
13	European White Birch	5.5	Good	Non-heritage	Remove	On-site
14	Olive	14	Good	Non-heritage	Remove	On-site
15	Glossy Privet	7	Fair	Non-heritage	Retention	Off-site
16	Surinam Cherry	15	Fair	Non-heritage	Retention	Off-site
17	Evergreen Pear	10	Fair	Non-heritage	Retention	Off-site
18	Fern Pine	9	Fair	Non-heritage	Retention	Off-site

19	Fern Pine	13	Fair	Non-heritage	Retention	Off-site
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Pursuant to condition 2b, all hedges and bushes within the 20-foot front setback would be trimmed and maintained to not exceed 4 feet in height in compliance with Zoning Ordinance regulations for fences and hedges.

Frontage improvements

Pursuant to condition 2a, the applicant would reconstruct the curb, gutter, and sidewalk along the project frontage as part of the building permit process. These frontage improvements would enhance pedestrian accessibility and safety, provide consistency with adjacent improvements, and ensure that the public right-of-way is maintained in accordance with City standards.

Correspondence

The applicant states in their project description letter that the property owner conducted in-person visits with surrounding neighbors to present the project, share printed elevations and floor plans, and address questions regarding the design, setbacks, and site features. Staff also received correspondence from two neighbors who have concerns ranging from the size and scale of the proposed home to traffic, privacy, and parking. The email correspondence is included as Attachment D.

As previously noted, the windows on each side of the residence would have a sill height of three feet or greater and the proposal includes a two car garage. Additionally, the proposed balcony would meet the twenty-foot side setback on both sides of the property. These factors, in combination with proposed fencing and landscaping, would help to reduce potential privacy and parking concerns.

Conclusion

Staff believes that the design, scale, and materials of the proposed residence are generally compatible with the surrounding neighborhood. The traditional style would be generally attractive and fit well within the existing neighborhood context. Window sill heights, building setbacks, landscaping, parking, and fencing are generally sufficient to mitigate potential privacy impacts. Staff recommends that the Planning Commission approve the use permit request.

**Impact on City Resources**

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

**Environmental Review**

The project is categorically exempt under Class 3 (“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.

**Attachments**

- A. Draft Planning Commission Resolution approving the Use Permit  
Exhibits to Attachment A
  - A. Project Plans
  - B. Project Description Letter
  - C. Arborist Report
  - D. Conditions of Approval
- B. Location Map
- C. Data Table
- D. Correspondence

Report prepared by:  
Matthew Ball, Assistant Planner

Report reviewed by:  
Tom Smith, Principal Planner

**PLANNING COMMISSION RESOLUTION NO. 2026-0XX****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-U ZONING DISTRICT, AT 763 COLLEGE AVENUE.**

WHEREAS, the City of Menlo Park ("City") received an application requesting 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-U (Single Family Urban Residential) zoning district (the "Project"), at 763 College Avenue (APN 071-404-140) ("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) zoning district, which supports single-family residential uses; and

WHEREAS, the property is substandard with regard to minimum lot width in the R-1-U zoning district; and

WHEREAS, Menlo Park Municipal Code Chapter 16.59 allows new two-story homes on substandard lots subject to the granting of a use permit, provided the development complies with all other regulations in the applicable zoning district; and

WHEREAS, the proposed Project otherwise complies with all objective standards of the R-1-U zoning district; and

WHEREAS, the proposed Project would demolish an existing attached accessory dwelling unit (ADU) and replace it with a new detached ADU, not subject to discretionary review, maintaining the total number of existing units on the lot; and

WHEREAS, the Applicant submitted an arborist report, attached hereto as Exhibit C, prepared by Bo Firestone Trees & Gardens 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 under Class 3 (Section 15303, "New construction or conversion of small structures") of the current California Environmental Quality Act (CEQA) Guidelines; 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 June 8, 2026, 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 to construct a 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 homes are allowed to be constructed on a substandard lot subject to issuance 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 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 proposed residence would be located in a single-family

neighborhood and has been designed in a way to complement the existing scale and style of surrounding homes.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00046, which 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 D.

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:

1. The Project is categorically exempt from environmental review under Class 3 (Section 15303, "New construction or conversion of small structures") of the current California Environmental Quality Act (CEQA) Guidelines.

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.

AYES:

NOES:

ABSENT:

ABSTAIN:

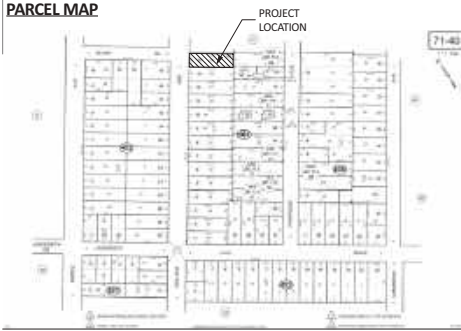
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of June, 2026.

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

- A. Project plans
- B. Project description letter
- C. Arborist report
- D. Conditions of approval



ABBREVIATIONS

Table of abbreviations and their meanings, organized by letter (A through V). Includes terms like 'ABV Above', 'AC Asphalt Concrete', 'ADJ Adjust', etc.

SURI RESIDENCE

763 COLLEGE AVE, MENLO PARK, CA 94025
APN 071404140

GENERAL NOTES:

- 1. ALL CONSTRUCTION AND INSTALLATION SHALL CONFORM TO 2022 CALIFORNIA BUILDING, MECHANICAL, PLUMBING, ELECTRICAL, ENERGY AND FIRE CODES WITH CITY OF MENLO PARK AMENDMENTS.
2. THE CONTRACTOR IS TO VERIFY ALL CONDITIONS AND DIMENSIONS ON SITE. ANY DISCREPANCIES IN THE CONSTRUCTION DOCUMENTS OR CONFLICTS WITH ACTUAL SITE CONDITIONS SHALL BE BROUGHT TO ATTENTION OF THE DESIGNER BEFORE PROCEEDING WITH WORK.
3. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN.
4. CLEAR DIMENSIONS SHALL NOT BE ALTERED WITHOUT APPROVAL OF THE DESIGNER.
5. DETAILS SHOWN ARE TYPICAL. SIMILAR DETAILS APPLY IN SIMILAR CONDITIONS.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE BUILDING CODES AND REGULATIONS AND SHALL NOTIFY DESIGNER OF ANY DISCREPANCIES.
7. VERIFY ALL ARCHITECTURAL DETAILS WITH THE STRUCTURAL DRAWINGS BEFORE THE ORDERING OR INSTALLATION OF ANY ITEM. COORDINATE WITH SHEARWALLS AND ENCLOSED STRUCTURAL POSTS AS REQUIRED.
8. ALL MATERIALS AND EQUIPMENT SHALL BE INSTALLED AS PER MANUFACTURER'S INSTRUCTIONS AND PER CODE. ALL APPLIANCES, FIXTURES AND EQUIPMENT ASSOCIATED WITH PLUMBING, ELECTRICAL AND MECHANICAL SYSTEMS MUST BE LISTED BY A NATIONALLY RECOGNIZED AND APPROVED AGENCY.
9. ALL DIMENSIONS ARE TO BE VERIFIED IN FIELD (V.I.F.)
10. WINDOW DIMENSIONS NOTED ON DRAWINGS ARE NOMINAL - REFER TO MANUFACTURER FOR ROUGH OPENINGS.

SHEET INDEX

Table listing sheet numbers and their corresponding titles, such as 'CS COVER SHEET', 'B1 CIVIL PLANS', 'B2 BOUNDARY & TOPOGRAPHIC SURVEY', etc.

PROJECT DIRECTORY

Table listing project details including Owner (ANJU SURI), Drafter (LERIKA LISCANO), Builder (HAMILTON BUILDERS INC), Structural Engineer (FMO ENGINEERING, INC), Civil Engineer (PORRIBO OSUNA, PE), Geotechnical Engineer (SILICON VALLEY SOIL ENGINEERING), Energy Consultant (ENERGY CONSULT LLC), and Arborist (BO FIRESTONE TREES & GARDENS).

CONSTRUCTION SHALL CONFORM TO:

- 2022 CALIFORNIA BUILDING CODE
2022 CALIFORNIA RESIDENTIAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA REFERENCE STANDARDS CODE

FRONTAGE IMPROVEMENTS NOTE:

ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED EITHER AS AN EXISTING CONDITION OR 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.

LANDSCAPE NOTE:

GAS-POWERED LANDSCAPE EQUIPMENT, INCLUDING LEAF BLOWERS, ARE STRICTLY PROHIBITED PER THE CITY'S ZERO EMISSION LANDSCAPE EQUIPMENT ORDINANCE. THE CONTRACTOR SHALL ONLY EMPLOY THE USE OF MANUAL, ELECTRIC, OR BATTERY-POWERED LANDSCAPE EQUIPMENT DURING CONSTRUCTION.

PROJECT ARBORIST NOTES:

- A TREE PROTECTION VERIFICATION LETTER FROM THE PROJECT ARBORIST IS REQUIRED BEFORE ISSUING THE ASSOCIATED DEMOLITION AND BUILDING PERMITS.
- THE PROJECT ARBORIST MUST ALSO PROVIDE MONTHLY TREE PROTECTION MONITORING INSPECTIONS DURING ACTIVE DEMOLITION AND CONSTRUCTION.



VICINITY MAP



VYLCO

4750 ALMADEN EXPY STE 124#176
SAN JOSE, CA 95118
(415) 559-1081
VYLCO@OUTLOOK.COM

DRAFTER: LERIKA LISCANO
4750 ALMADEN EXPY
STE 124#176
SAN JOSE, CA 95118
VYLCO@OUTLOOK.COM

PROJECT DESCRIPTION

PROJECT CONSISTS OF DEMOLITION OF AN EXISTING ONE-STORY HOME, CONSTRUCTION OF A NEW TWO-STORY SINGLE FAMILY RESIDENCE OVER A BASEMENT WITH ATTACHED GARAGE.

SEPARATE PERMITS

- 1. FIRE SPRINKLERS
2. MINIMUM 1.36 KW/HP V.P. SYSTEM PER TITLE 24 CERTIFICATE OF COMPLIANCE.
3. GRAYWATER SYSTEM.

PROJECT DATA

Table containing project data such as APN (071404140), Zoning (R-3-U), Construction Type (VB-SPRINKLERED), Lot Width (50'), Lot Depth (161.54'), and various area measurements for the main house, garage, and patios.

FOR OFFICIAL CITY USE ONLY:

Table for official city use only, including columns for Date, Description, Comment Responses, and a signature line for the permit holder.

NEW SINGLE FAMILY RESIDENCE
763 COLLEGE AVE,
MENLO PARK,
CA 94025



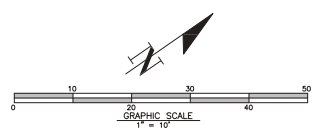
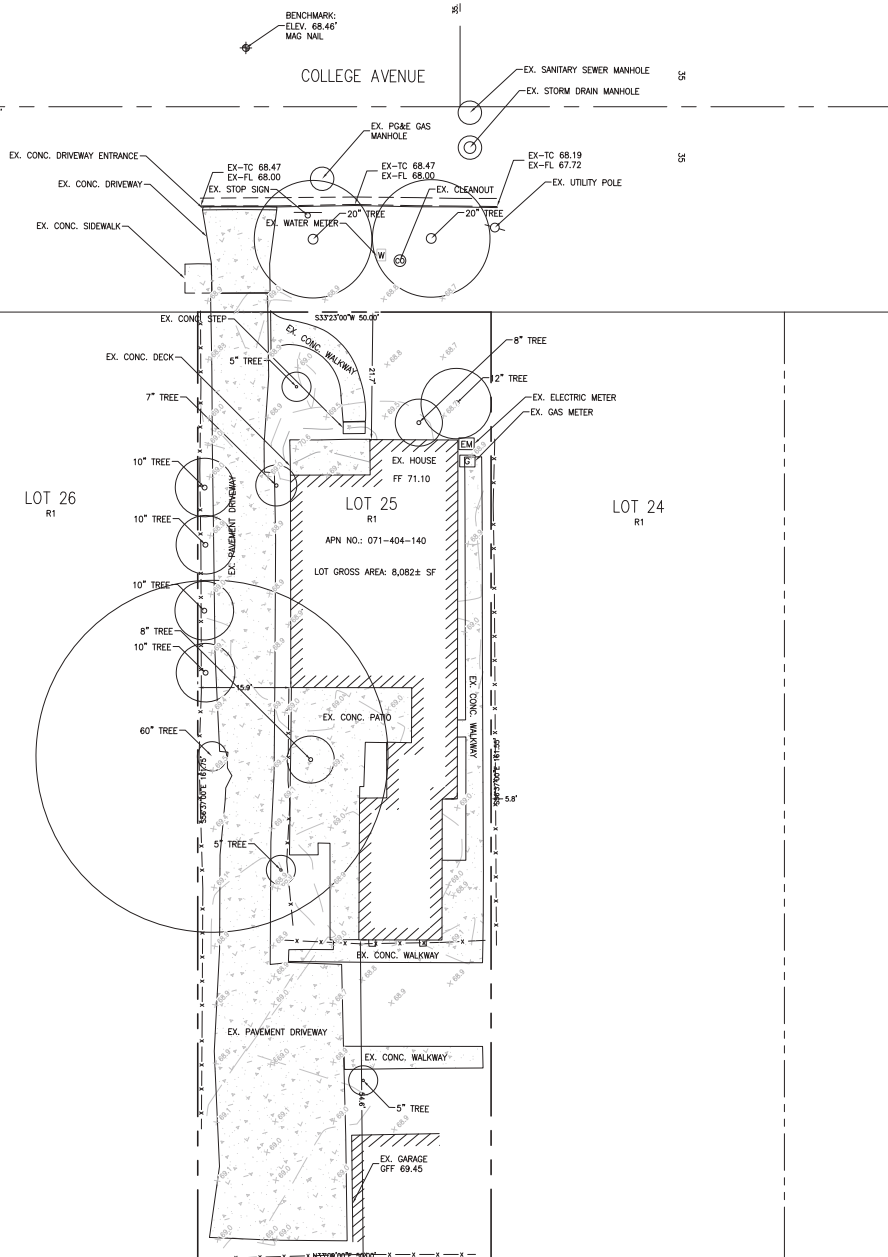
DATA SHEET table with columns for Location, Existing Use, Proposed Use, and various metrics like Employment, Revenue, and Jobs. Includes a summary table at the bottom.

Community and Economic Development Department (CDED) Single Family Residential and P.U. zone projects (P.U. = Community, Budget, Residential, and P.U. zone projects)



**LEGEND**

- 200--- EXISTING CONTOUR LINE
- 200--- NATURAL GRADE CONTOUR LINE
- ⊙ FOUND CITY MONUMENT BOX, OR AS NOTED
- BOUNDARY OF PROPERTY SURVEYED
- ( ) RECORD INFORMATION
- CENTERLINE
- △ CURB INLET
- CURB LINE
- DRIVEWAY APRON
- ELECTROLIER
- FENCE
- ⚡ FIRE HYDRANT
- FLAT GRATE INLET
- O.H. PWR OVERHEAD POWER LINE
- O.H. TEL OVERHEAD TELEPHONE LINE
- SANITARY SEWER LINE
- SANITARY SEWER MANHOLE
- ⊙ SANITARY SEWER CLEANOUT
- SIGN
- STORM DRAIN LINE
- ⊙ STORM DRAIN MANHOLE
- UTILITY BOX
- UTILITY POLE
- WATER LINE
- ⊙ WATER METER
- ⊙ WATER VALVE
- ⊙ ELECTRIC METER
- ⊙ WATER HEATER
- ⊙ GAS



**BASIS OF BEARINGS**  
 THE BEARING SOUTH 33°22'25\"/>

- REFERENCES**
- R1 STANFORD PARK 8-RSM-46
  - R2 PATRIDGE SUBDIVISION 6-RSM-57
  - R3 RECORD OF SURVEY 25-LLS-41
  - R4 RECORD OF SURVEY 15-LLS-77
  - R5 RECORD OF SURVEY 33-LLS-17

**BENCH MARK**  
 DESCRIPTION: ASSUMED BENCHMARK, MAG NAIL ON STREET, NEAR THE WESTERLY CORNER OF LOT AS SHOWN.  
 PROJECT BENCHMARK 68.46' (NAVD88 DATUM)

**ABBREVIATIONS**

- |          |                           |
|----------|---------------------------|
| APN      | ASSESSOR'S PARCEL NUMBER  |
| AE       | ANCHOR EASEMENT           |
| BM       | BENCH MARK                |
| BSL      | BUILDING SETBACK LINE     |
| BTTC     | BACK/TOP OF ROLLED CURB   |
| CATV     | CABLE TELEVISION OVERHEAD |
| D        | CURVE DELTA               |
| DRWY     | DRIVEWAY                  |
| DS       | DOWNSPOUT                 |
| EX       | EXISTING                  |
| FF       | FINISH FLOOR              |
| FL       | FLOW LINE ELEVATION       |
| GFF      | GARAGE FINISH FLOOR       |
| IP       | IRON PIPE                 |
| L        | CURVE LENGTH              |
| M-M      | MONUMENT TO MONUMENT      |
| O.H. PWR | OVERHEAD POWER LINE       |
| O.H. TEL | OVERHEAD TELEPHONE LINE   |
| PCL      | PARCEL                    |
| P/M      | PARCEL MAP                |
| PTN      | PORTION                   |
| R        | RADIUS                    |
| R#       | REFERENCE DOCUMENT        |
| SD       | STORM DRAIN               |
| SS       | SANITARY SEWER            |
| TC       | TOP OF CURB ELEVATION     |
| TEMP.    | TEMPORARY                 |
| PUE      | PUBLIC UTILITY EASEMENT   |
| WLE      | WATER LINE EASEMENT       |
| WCE      | WIRE CLEARANCE EASEMENT   |

**NOTES:**

1. DISTANCES AND DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
2. TREES SPECIES NAMES ARE APPROXIMATE, AND LABELED BY THEIR COMMON NAME TO THE BEST OF OUR KNOWLEDGE. IT IS NOT BASED ON AN ARBORIST REPORT.
3. TOPOGRAPHY SHOWN ON THIS MAP REPRESENTS THE SURFACE FEATURES ONLY.
4. UNLESS SPECIFIED ON THIS MAP, LOCATIONS OF THE UNDERGROUND AND OVERHEAD UTILITIES ARE NEITHER INTENDED NOR IMPLIED. FOR THE LOCATIONS OF UNDERGROUND UTILITIES CALL "811" (1-800-642-2440).
5. BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.
6. FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
7. A TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY OSUNA ENGINEERING, INC. OTHER EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

<p><b>OSUNA ENGINEERING INC.</b>                  Planning   Surveying   Civil Engineering</p>				
<p><b>PRELIMINARY SITE SURVEY</b></p>				
<p>18070 BARNARD RD                  APN: 729-29-007</p>				
<p>SHEET                  2                  OF 2 SHEETS</p>				



**VYLCO**

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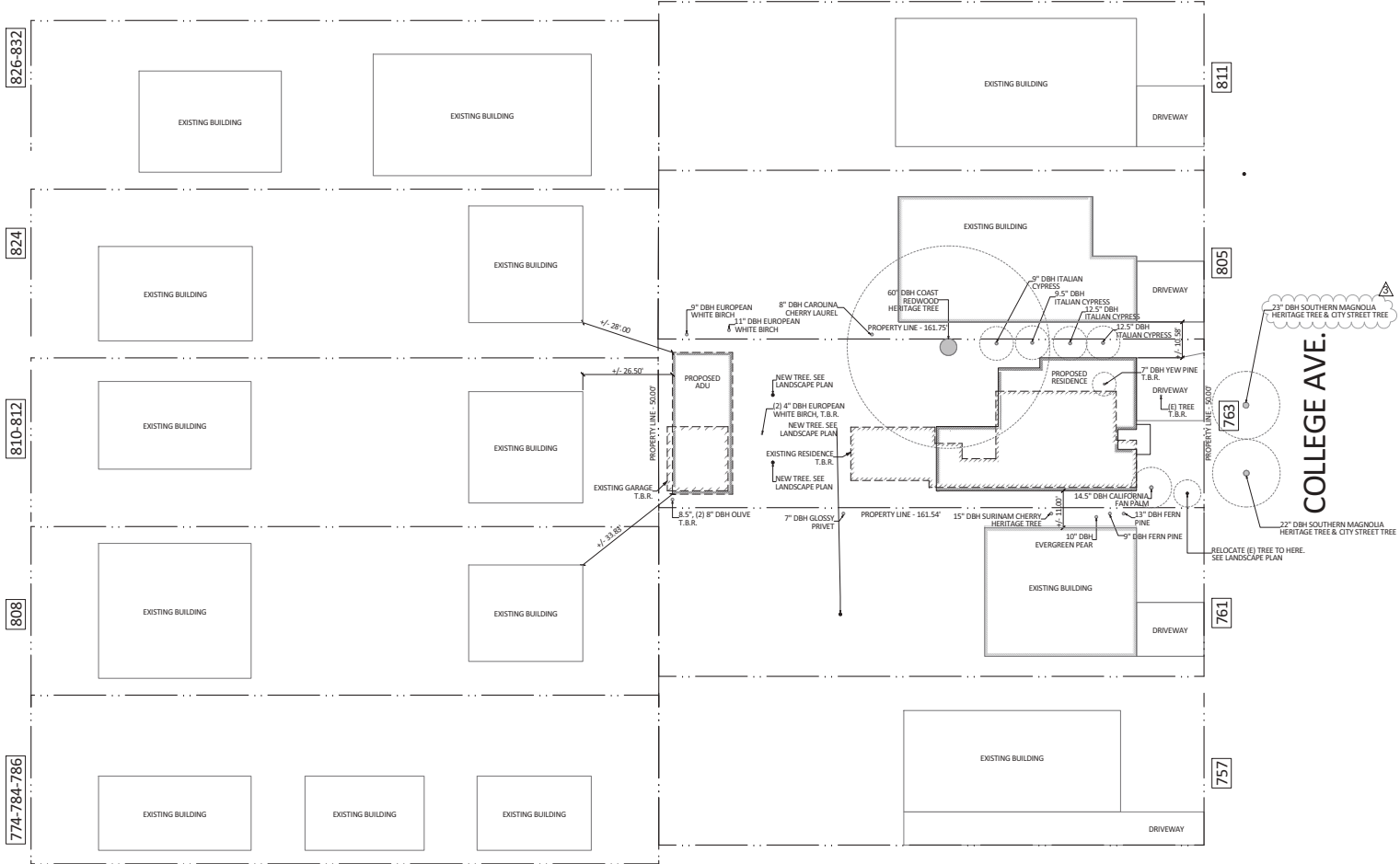
OWNER: ANJU SUR  
763 COLLEGE AVE,  
MENLO PARK,  
CA 94025  
(408) 203-7115

DRAFTER: LERWA LISCANO  
4750 ALMADEN EXPY  
STE 124#176  
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NEW SINGLE FAMILY RESIDENCE  
763 COLLEGE AVE,  
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PARTRIDGE AVE.

COLLEGE AVE.



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ABBREVIATIONS

(E)	EXISTING TO REMAIN
T.B.R.	TO BE REMOVED



1  
A0.0

AREA PLAN: 763 COLLEGE AVE.

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

0' 4' 8' 16'

APPROVAL STAMPS:



USE PERMIT SET

#	DATE	DESCRIPTION	BY
1	12/11/25	COMMENT RESPONSES	LL
2	3/19/26	COMMENT RESPONSES	LL
3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
DRAWN BY: LL

AREA PLAN

SCALE: A0.0

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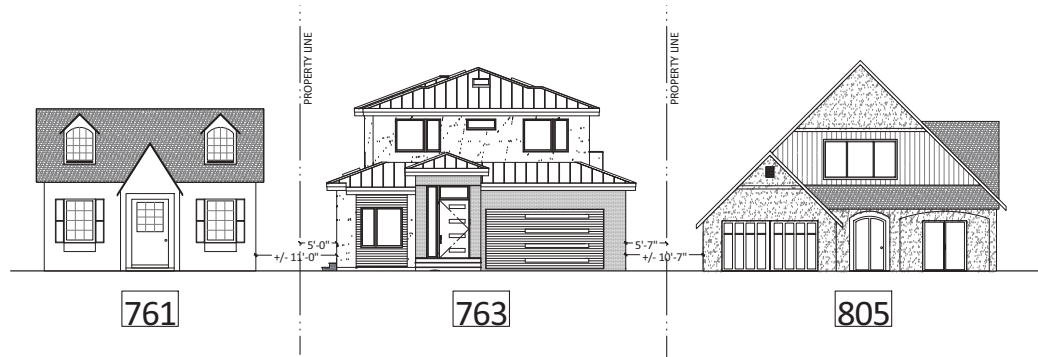


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**1**  
**A0.1** STREETScape  
SCALE: 1/8" = 1' - 0"



NEW SINGLE FAMILY RESIDENCE  
763 COLLEGE AVE,  
MENLO PARK,  
CA 94025

#	DATE	DESCRIPTION	BY
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2	3/19/26	COMMENT RESPONSES	LL
3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
DRAWN BY: LL

APPROVAL STAMPS:



STREETScape

SHEET: **A0.1**

USE PERMIT SET

**ARBORIST NOTES:**

A- A TREE PROTECTION VERIFICATION LETTER FROM THE PROJECT ARBORIST IS REQUIRED BEFORE ISSUING THE ASSOCIATED DEMOLITION AND BUILDING PERMITS.

A- TREE PROTECTION SHOULD BE INSTALLED IN COMPLIANCE WITH CITY TREE PROTECTION REQUIREMENTS AND PROJECT-SPECIFIC RECOMMENDATIONS IN THE ARBORIST REPORT.

B- THE PROJECT ARBORIST SHOULD VISIT THE PROPERTY, VERIFY THAT THE PROTECTION MEASURES COMPLY, TAKE PHOTOS, AND PREPARE A BRIEF VERIFICATION LETTER FOR CITY ARBORIST REVIEW.

C- FOR TREE PROTECTION VERIFICATION:

- I. TREE PROTECTION FENCING NEEDS SIGNAGE;
- II. THERE SHOULD BE A PLAN FOR PROVIDING CONSISTENT IRRIGATION TO THE TREES BEFORE, DURING, AND AFTER CONSTRUCTION (THIS HELPS THE TREES TOLERATE ROOT LOSS BETTER);
- III. TREE PROTECTION ZONES NEED MULCH AND/OR PLYWOOD SOIL COMPACTION PROTECTION.

- THE PROJECT ARBORIST MUST ALSO PROVIDE MONTHLY TREE PROTECTION MONITORING INSPECTIONS DURING ACTIVE DEMOLITION AND CONSTRUCTION.

A- DURING THESE INSPECTIONS, THE PROJECT ARBORIST SHOULD MONITOR THE CONDITION OF THE TREES, VERIFY THE COMPLIANCE OF TREE PROTECTION MEASURES, PROVIDE RECOMMENDATIONS FOR ANY NECESSARY MAINTENANCE AND IMPACT MITIGATION, AND PREPARE MONTHLY REPORTS FOR CITY ARBORIST REVIEW.

**TREE PROTECTION ZONE (TPZ) NOTE:**

EXISTING 6" WOOD FENCE AT PROPERTY LINE TO SERVE AS PROTECTION FOR TREES #11, #12, #18H & #19. SEE ARBORIST REPORT DATED 10/02/2025 FOR MORE INFORMATION REGARDING TREE PROTECTION.

**DEMOLITION NOTE:**

THE EXISTING HOME IS TO BE DEMOLISHED.

**TREE PROTECTION FENCING REQUIREMENTS AS REQUIRED BY THE CITY OF MENLO PARK:**

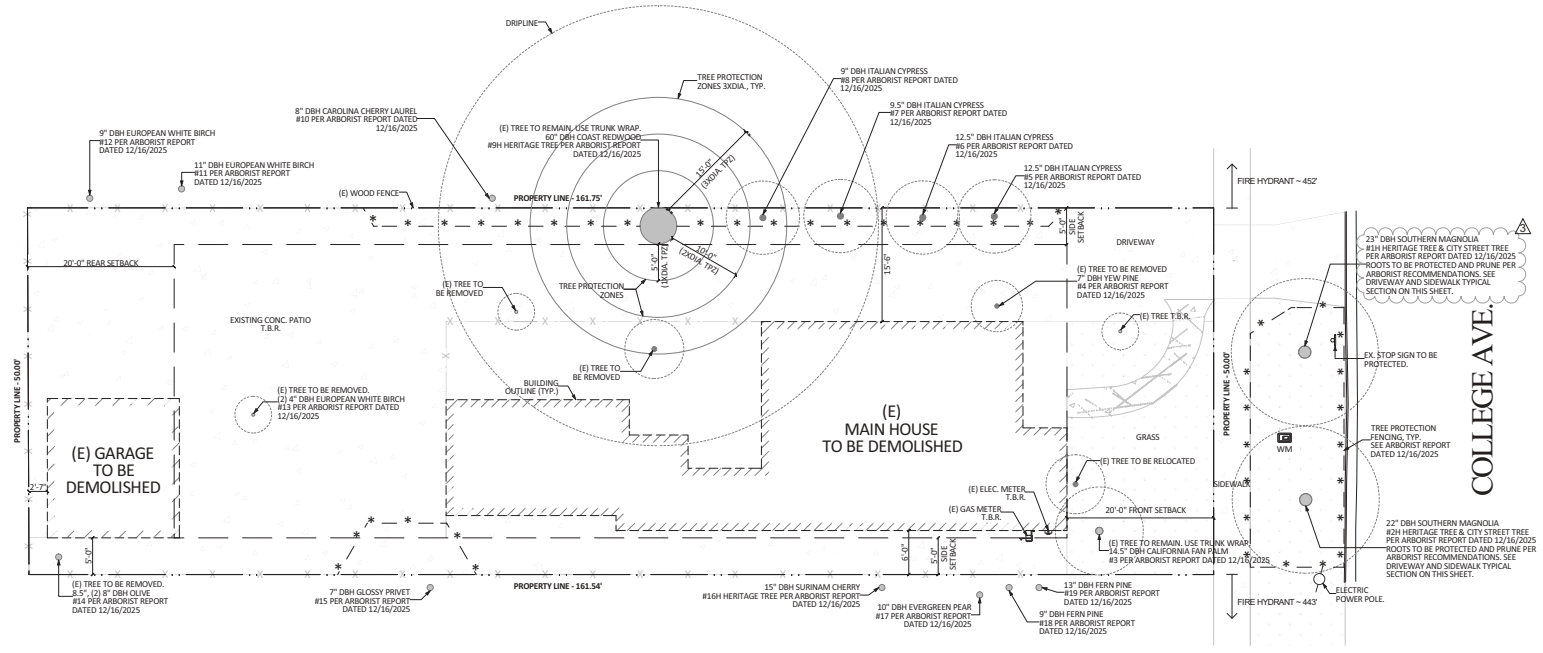
- 1) ESTABLISH TREE PROTECTION FENCING RADIUS BY INSTALLING SIX (6)-FOOT TALL CHAIN LINK FENCING MOUNTED ON EIGHT (8)-FOOT TALL, 1.5-INCH DIAMETER GALVANIZED POSTS, DRIVEN 24 INCHES INTO THE GROUND AND SPACED NO MORE THAN 10 FEET APART.
- 2) POST SIGNS ON THE FENCING (IN ENGLISH AND SPANISH) PRINTED ON 11"x17" YELLOW-COLORED PAPER (SIGNAGE ATTACHED) WITH PROTECT ARBORIST'S CONTACT INFORMATION. SIGNAGE SHOULD BE ON EACH PROTECTION FENCE IN PROMINENT LOCATION.
- 3) MOVABLE BARRIERS OF CHAIN LINK FENCING SECURED TO CEMENT BLOCS MAY 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 ARBORIST OR CITY ARBORIST.
- 4) PLACE A 6-INCH LAYER OF COARSE MULCH OR WOODCHIPS COVERED WITH 3/4-INCH PLYWOOD OR ALTERNATIVE WITHIN THE TPZ OVER BARE GROUND PRIOR TO CONSTRUCTION ACTIVITY.



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NEW SINGLE FAMILY RESIDENCE  
763 COLLEGE AVE,  
MENLO PARK,  
CA 94025

**ABBREVIATIONS**

- (E) EXISTING TO REMAIN
- (N) NEW
- T.B.R. TO BE REMOVED
- TPZ TREE PROTECTION ZONE

**SITE PLAN LEGEND:**

- [Symbol] EXISTING CONCRETE
- [Symbol] PROPOSED CONCRETE
- [Symbol] EXISTING GRASS
- [Symbol] PROPOSED GRASS
- [Symbol] EXISTING BUILDING
- [Symbol] PROPOSED BUILDING
- [Symbol] EXISTING TREE
- [Symbol] PROPOSED TREE
- [Symbol] PROPERTY LINE
- [Symbol] REQUIRED SETBACK
- [Symbol] PROPERTY FENCE
- [Symbol] ROOF PITCH
- [Symbol] TREE DRIPLINE
- [Symbol] TREE PROTECTION FENCING



1  
A0.2 EXISTING/DEMO SITE PLAN  
SCALE: 1/8" = 1' - 0"



SEE TREE PROTECTION ZONE MAP FOR MORE INFORMATION.

#	DATE	DESCRIPTION	BY
1	12/11/25	COMMENT RESPONSES	LL
2	3/19/26	COMMENT RESPONSES	LL
3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
DRAWN BY: LL

**APPROVAL STAMPS:**



EXISTING/DEMO  
SITE PLAN

SHEET: A0.2

USE PERMIT SET



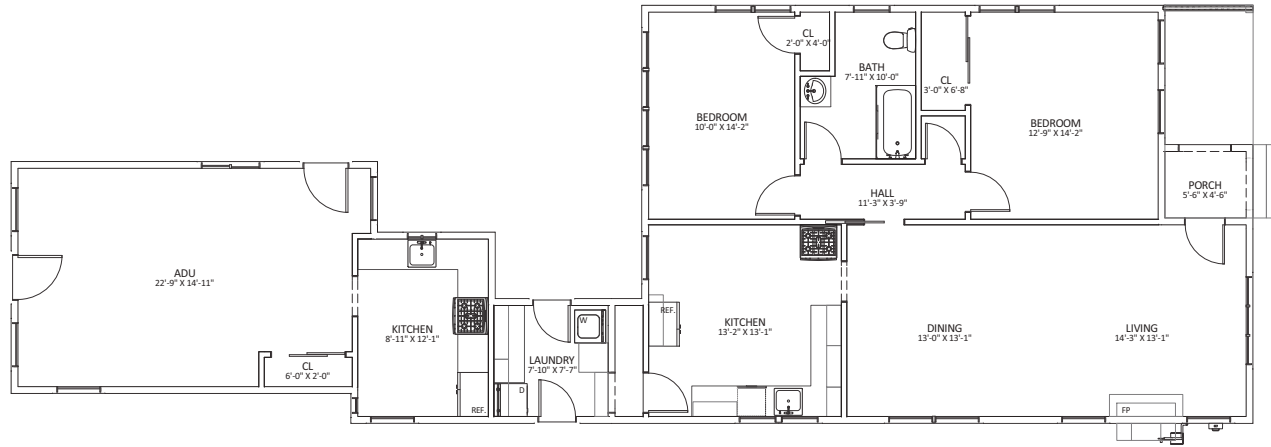
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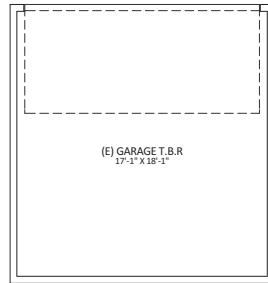
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1 EXISTING FLOOR PLAN  
SCALE: 1/4" = 1'-0"



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



**ABBREVIATIONS**

(E)	EXISTING TO REMAIN
(R)	REMOVE
W	WASHER
D	DRYER
CL	CLOSET
REF	REFRIGERATOR
T.B.R	TO BE REMOVED

**LEGEND**

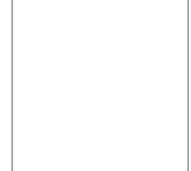
	DEMOLITION WALL
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#	DATE	DESCRIPTION	BY
1	12/11/25	COMMENT RESPONSES	LL
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3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
DRAWN BY: LL

APPROVAL STAMPS:



EXISTING FLOOR PLAN

SHEET: A0.3

USE PERMIT SET

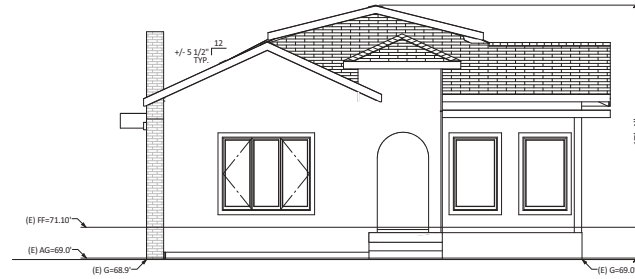


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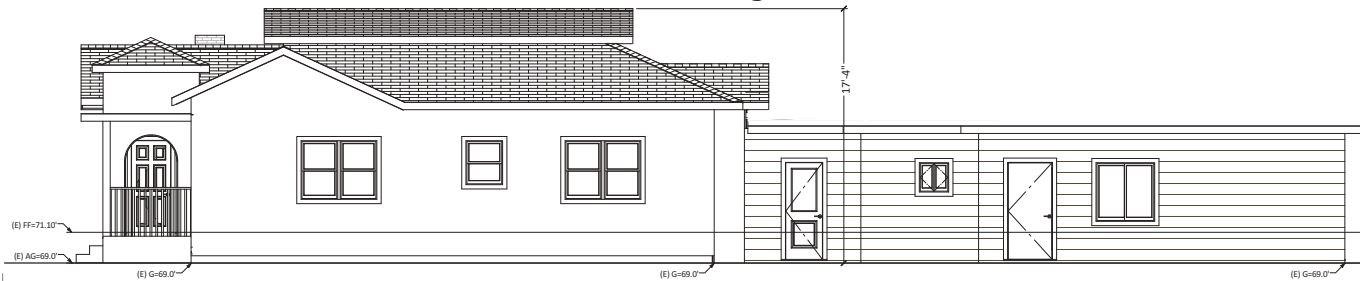
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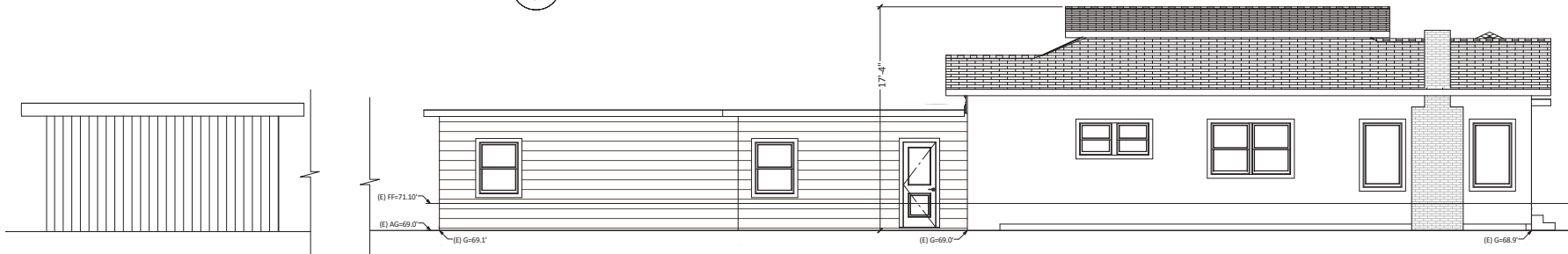
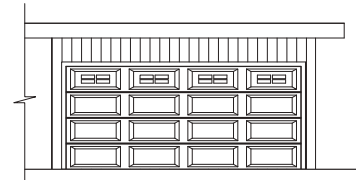
**1** EXISTING NORTH WEST EXTERIOR ELEVATION  
A0.4 SCALE: 1/4" = 1' - 0"



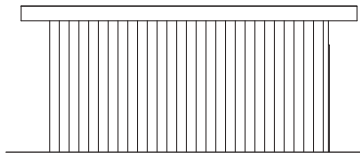
**3** EXISTING SOUTH EAST EXTERIOR ELEVATION  
A0.4 SCALE: 1/4" = 1' - 0"



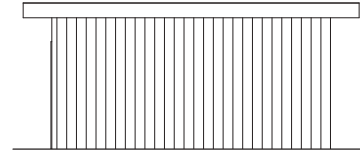
**2** EXISTING SOUTH WEST EXTERIOR ELEVATION  
A0.4 SCALE: 1/4" = 1' - 0"



**4** EXISTING NORTH EAST EXTERIOR ELEVATION  
A0.4 SCALE: 1/4" = 1' - 0"



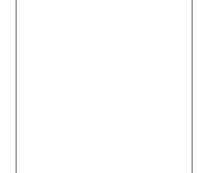
**5** EXISTING NORTH WEST EXTERIOR ELEVATION (GARAGE)  
A0.4 SCALE: 1/4" = 1' - 0"



**6** EXISTING SOUTH EAST EXTERIOR ELEVATION (GARAGE)  
A0.4 SCALE: 1/4" = 1' - 0"



APPROVAL STAMPS:



USE PERMIT SET

NEW SINGLE FAMILY RESIDENCE  
763 COLLEGE AVE,  
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#	DATE	DESCRIPTION	BY
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3	4/14/26	COMMENT RESPONSES	LL

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EXISTING  
EXTERIOR  
ELEVATIONS

SHEET: **A0.4**

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DATE MM/DD/YY	
CONVAB	R-1-5
LOT AREA: 8,082 SF	
MAXIMUM ALLOWED FLOOR AREA: 3,070.50 SF (300% x 25% LOT AREA 7000)	
PROPOSED FLOOR MEAS	
FIRST FLOOR (INCLUDES GARAGE):	1,892.84 SF
SECOND FLOOR:	1,168.82 SF
TOTAL:	3,061.66 SF
LAND COVERED BY STRUCTURES: 3,707.35 SF (45.87%)	
LANDSCAPING:	3,936.14 SF (48.70%)
PAVED SURFACES:	3,103.01 SF (38.33%)
PARKING SURFACES:	2 COVERED
SEE CIVIL DRAWINGS FOR GRADING INFORMATION	

**TREE PROTECTION - ONE (TP-1) NOTE**  
EXISTING 6" WOOD FENCE AT PROPERTY LINE TO SERVE AS PROTECTION FOR TREES #11, #12, #18H & #13. SEE ARBORIST REPORT DATED 10/02/2025 FOR MORE INFORMATION REGARDING TREE PROTECTION.

**FRONTYARD IMPROVEMENTS NOTE**  
BUILD NEW SIDEWALK, REMOVE AND REPLACE CURB AND GUTTER ALONG ENTIRE PROJECT FRONTAGE.

**TRANSPORTATION NOTE**  
THE STOP SIGN, YIELD PADDLE, AND STOP LINE WILL BE IN THE MIDDLE OF THE DRIVEWAY. THE APPLICANT IS RESPONSIBLE FOR RELOCATING THE STOP SIGN & STOP LINE AND REMOVE THE YIELD PADDLE.

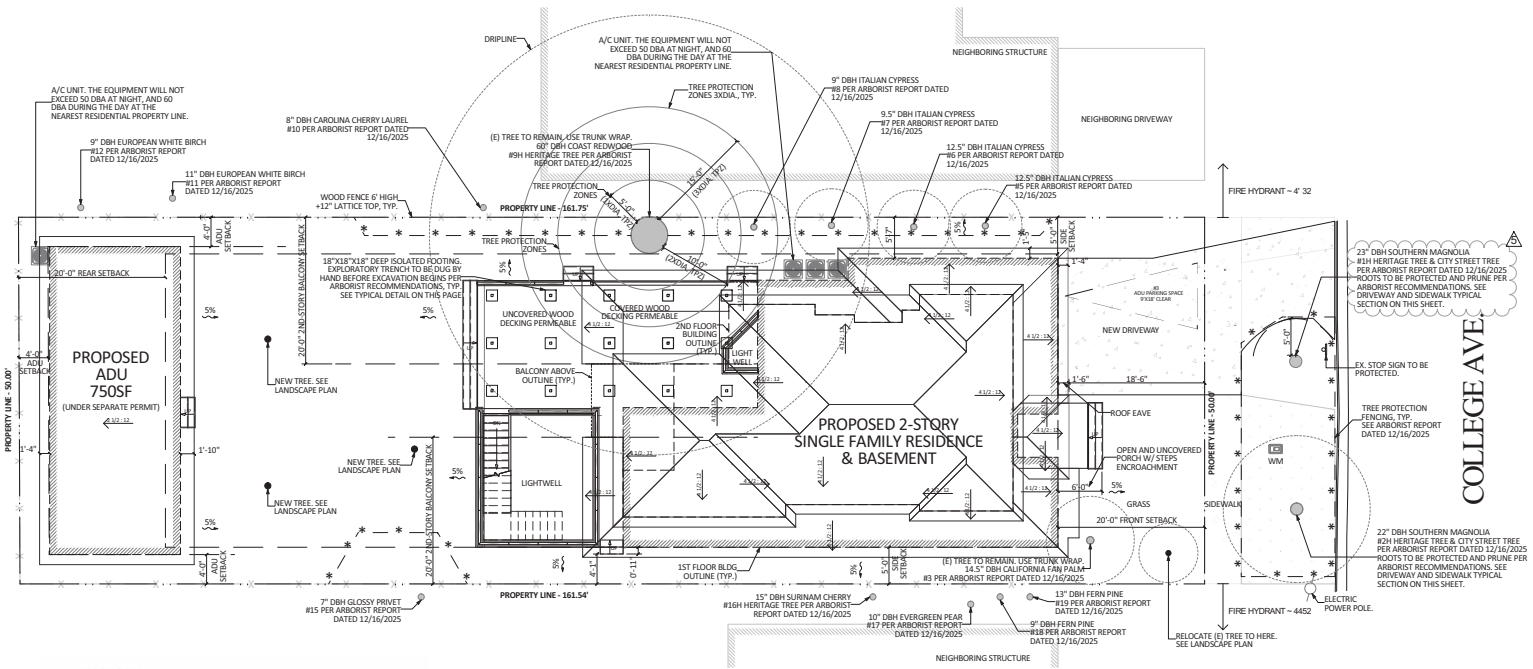
**TREE PROTECTION FENCING**  
**REQUIREMENTS AND REQUIREMENTS BY THE CITY OF MENLO PARK**  
1) ESTABLISH TREE PROTECTION FENCING RADIUS BY INSTALLING SIX (6)-FOOT TALL CHAIN LINK FENCING MOUNTED ON EIGHT (8)-FOOT TALL, 1.5-INCH DIAMETER GALVANIZED POSTS, DRIVEN 24 INCHES INTO THE GROUND AND SPACED NO MORE THAN 10 FEET APART.  
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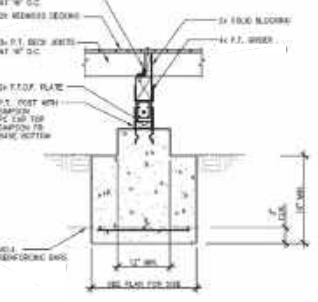
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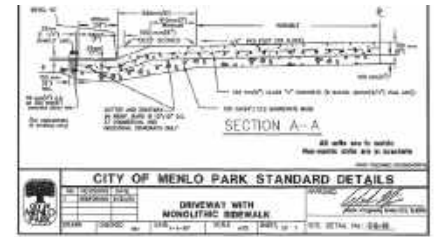
**NEW SINGLE FAMILY RESIDENCE**  
763 COLLEGE AVE,  
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CA 94025

- ABBREVIATIONS**
- (E) EXISTING TO REMAIN
  - (N) NEW
  - T.B.R. TO BE REMOVED
  - TPZ TREE PROTECTION ZONE
- SITE PLAN LEGEND:**
- EXISTING CONCRETE
  - PROPOSED CONCRETE
  - EXISTING GRASS
  - PROPOSED GRASS
  - EXISTING BUILDING
  - PROPOSED BUILDING
  - EXISTING TREE
  - PROPOSED TREE
  - PROPERTY LINE
  - REQUIRED SETBACK
  - PROPERTY FENCE
  - ROOF PITCH
  - TREE DRIPLINE
  - TREE PROTECTION FENCING



**2 DECKING TYP. FOOTING**  
A1.1 SCALE: N.T.S.

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



**3 TYP. DRIVEWAY AND SIDEWALK SECTION**  
A1.1 SCALE: N.T.S.

APPROVAL STAMPS:

#	DATE	DESCRIPTION	BY
1	10/11/25	COMMENT RESPONSES	LL
2	5/19/26	COMMENT RESPONSES	LL
3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
DRAWN BY: LL

**PROPOSED SITE PLAN**

SHEET: **A1.1**

USE PERMIT SET

**ARCHITECTURAL NOTES:**

- PRE-FABRICATED FIREPLACES
- A. PRE-FABRICATED METAL FIREPLACES SHALL BE INSTALLED WITH INSULATED CHIMNEY FLUE, SPARK ARRESTOR AND ACCESSORIES ACCORDING TO MANUFACTURERS SPECIFICATIONS.
- B. FIREPLACE OPENING SHALL BE EQUIPPED WITH A TIGHT FITTING, CLOSEABLE METAL OR GLASS DOOR.
- C. FIREPLACE SHALL HAVE A FLUE DAMPER AND AN OUTSIDE AIR INTAKE WITH DAMPER.
- D. ONLY GAS OR ELECTRICAL APPLIANCE FIREPLACES ARE TO BE USED.
- E. SMOKE ARRESTORS SHALL BE INSTALLED ON ALL CHIMNEYS INCLUDING OUTSIDE FIREPLACES.

- **APPLIANCES:** THE CONTRACTOR SHALL PROVIDE RESIDENTIAL EQUIPMENT WHICH IS U.L. LABELED. PROVIDE, TO THE OWNER, ALL MANUFACTURER'S STANDARD WRITTEN WARRANTIES, OWNER'S MANUALS, AND STANDARD ACCESSORIES. CONTRACTOR SHALL INSTALL THE APPLIANCES WHERE INDICATED ON DRAWINGS AND AS REQUIRED BY ALL CODES AND LISTINGS. APPLIANCE TYPES, STYLES, COLORS, ETC., SHALL BE SELECTED BY OWNER.
- **DIMENSIONS:** ALL EXTERIOR DIMENSIONS ARE TO FACE OF SHEATHING. ALL INTERIOR DIMENSIONS ARE TO FACE OF STUD UNLESS OTHERWISE NOTED
- **CAULKING:** ALL JOINTS AND PENETRATIONS AT EXTERIOR WALLS, CEILING AND FLOOR ASSEMBLIES SHALL BE FULLY CAULKED AND SEALED.
- **EXTERIOR PLASTER/LATH:** EXTERIOR PLASTER LATH SHALL BE OF AN APPROVED, PAPER-BACKED, CORROSION RESISTANT METAL OR WIRE FABRIC AND SHALL BE SELF FURRING. 1/4" MIN. 1. APPLY LATH OVER WALL UNDERLayment WITH THE LONG DIMENSION HORIZONTAL AND LAP A MIN. 1/2" AT THE SIDES AND MIN. 1" AT THE ENDS. WHERE END LAPS OF SHEETS DO NOT OCCUR OVER SUPPORTS, THEY SHALL BE SECURELY TIED TOGETHER WITH A MIN. 18 GA. WIRE. REINFORCEMENT SHALL BE USED AT ALL CORNERS OR THE LATH SHALL BE CARRIED AROUND CORNERS AT LEAST ONE SUPPORT. A WEEP SCREED SHALL BE PROVIDED AT OR BELOW THE FOUNDATION LINE ON ALL EXTERIOR STUD WALLS A MIN. OF 4" ABOVE THE HIGHEST ADJACENT GRADE. THE SCREED SHALL ALLOW TRAPPED WATER TO DRAIN TO THE OUTSIDE. BOTH THE METAL LATH AND PAPER UNDERLayment SHALL TERMINATE ON THE ATTACHMENT FLANGE OF THE SCREED. NAILING OF METAL LATH SHALL BE AT A MAX. OF 6 O.C. EACH WAY USING EITHER 11 GA. X 1-1/2" LONG X 7/16" HEAD NAILS OR 16 GA. STAPLES WITH 7/8" LEGS.

- **EXTERIOR PLASTER:** EXTERIOR PLASTER SHALL BE PORTLAND CEMENT APPLIED IN THREE COATS TO A MIN. THICKNESS OF 7/8". SEE EXTERIOR ELEVATIONS FOR TEXTURE VARIATIONS.
- **GYPSUM WALLBOARD:** ALL INTERIOR WALL AND CEILING FACES ARE TO BE SHEATHED WITH 1/2" GYPSUM WALLBOARD EXCEPT WHERE NOTED TO USE 5/8" TYPE "X" WALLBOARD. TAPE, TEXTURE AND PAINT GYP. BOARD ACCORDING TO FINISH SCHEDULE. USE WATER RESISTANT GYPSUM BACKING BOARD AT WALLS TO RECEIVE CERAMIC TILE COVERING. ALL LAPS AND PENETRATIONS AT 5/8" TYPE "X" WALLBOARD SHALL BE FILLED WITH TAPING CEMENT. NAIL ALL GYP. BOARD TO WALL STUDS, PLATES, BLOCKING, ETC., AS FOLLOWS:  
A. 1/2" WALLBOARD 48 CEMENT COATED BOX NAIL OR 1-3/8" X 14 GA. ACD-ETCHED, PHOSPHATE COATED  
B. NAIL OR 46 "DRYWRITE" NAILS AT 7" O.C.  
C. 5/8" TYPE "X" WALLBOARD 60 "COOLER" NAILS AT 7" O.C.

**BATHROOM NOTES:**

- A. BATHTUB AND SHOWER FLOORS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS AND IN SHOWER COMPARTMENTS SHALL BE FINISHED WITH A NONABSORBENT SURFACE. SUCH WALL SURFACES SHALL EXTEND TO A HEIGHT OF NOT LESS THAN 6 FEET ABOVE THE FLOOR. CRC SECTION 8307.2
- B. GYPSUM BOARD SHALL NOT BE USED WHERE THERE WILL BE DIRECT EXPOSURE TO WATER, OR IN AREAS SUBJECT TO CONTINUOUS HIGH HUMIDITY. CRC R902.3.7.

**STAIR HANDRAILS NOTES:**

- A. EVERY STAIRWAY SHALL HAVE AT LEAST ONE HANDRAIL AND EVERY OPEN SIDE OF A STAIRWAY SHALL HAVE A GUARD COMPLYING WITH CRC SECTION R312.
- B. HANDRAILS SHALL BE CONTINUOUS FOR THE FULL LENGTH OF A FLIGHT, WITH THE EXCEPTION OF WELV POSTS.
- C. HANDRAILS MOUNTED ON A WALL SHALL HAVE A MIN. 1-1/2" SPACE BETWEEN THE WALL AND THE HANDRAIL.
- D. THE HANDRIP PORTION OF HANDRAILS SHALL HAVE DIAMETER (IF ROUND) BETWEEN 1-1/4" AND 2" OR FOR OTHER SHAPES WITH A PERIMETER GREATER THAN 6 1/4". SMALL HAVE A GRASPABLE FINGER RECESS AREA ON BOTH SIDES OF THE PROFILE IN COMPLIANCE WITH CRC SECTION R311.7.3 PARAGRAPH 2.
- E. THE TOP SURFACE OF ALL HANDRAILS SHALL BE BETWEEN 34" AND 38" ABOVE TREAD NOSING.
- F. HANDRAIL SHALL BE CAPABLE OF SUPPORTING A POINT LOAD OF 200 POUNDS AT ANY POINT IN ANY DIRECTION.
- G. STAIR SHOP DRAWINGS SHOWING HANDRAIL DESIGN AND CONNECTION DETAILS SHALL BE SUBMITTED TO OWNER AND TO BUILDING DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO FABRICATION. HANDRAILS WHICH ALSO SERVE AS GUARDRAILS SHALL ALSO MEET REQUIREMENTS INDICATED IN GUARDS NOTES BELOW.
- H. INSTALL OR LAURENCE OR SIMILAR RAILING AND GUARDRAILS PER MANUFACTURER'S INSTRUCTIONS. ICC-ES REPORT ESR-3269 AND ISS-ES REPORT ESR-3842

**GUARDS NOTES:**

- A. ALL EDGES OF INTERIOR AND EXTERIOR FLOORS, STAIRS, AND RAMPS MORE THAN 20" HIGHER THAN ADJACENT SURFACES SHALL HAVE GUARDS MEETING THE REQUIREMENTS OF CRC SECTION R312.
- B. ALL GUARD RAILINGS AND WALLS SHALL BE A MIN. 42" HIGH, EXCEPT AT STAIRS WHERE THE TOP RAIL OF THE GUARD MAY BE A MIN. OF 34" ABOVE THE NOSING LINE.
- C. GUARDS SHALL BE CONSTRUCTED TO SUPPORT A POINT LOAD OF 200 POUNDS APPLIED IN ANY DIRECTION AT THEIR TOP EDGE. ADDITIONALLY, THE ENTIRE SURFACE OF GUARDS SHALL BE CONSTRUCTED TO SUPPORT A LATERAL LOAD OF 50 POUNDS ON ANY 1 SQUARE FOOT AREA.
- D. OPEN GUARDS SHALL HAVE INTERMEDIATE RAILS, BALLUSTERS, PICKETS, GLAZING, ETC. ARRANGED SUCH THAT A 4" DIA. SPHERE CANNOT PASS THROUGH THE OPENINGS, EXCEPT THAT TRIANGULAR OPENINGS BETWEEN A GUARD MEMBER AND THE TREAD AND RISE OF A STAIR SHALL BE SUCH THAT A 6" DIA. SPHERE SHALL NOT PASS THROUGH.
- E. GUARD SHOP DRAWINGS AND STRUCTURAL CALCULATIONS SHOWING CONSTRUCTION AND CONNECTION DETAILS SHALL BE SUBMITTED TO OWNER AND TO THE BUILDING DEPARTMENT FOR REVIEW AND APPROVAL PRIOR TO FABRICATION.
- F. INSTALL OR LAURENCE OR SIMILAR RAILING AND GUARDRAILS PER MANUFACTURER'S INSTRUCTIONS. ICC-ES REPORT ESR-3269 AND ISS-ES REPORT ESR-3842

**LEGEND**

- 2X6 EXTERIOR WALL
- 2X4 INTERIOR WALL

**ELEVATOR NOTE:**

ELEVATOR NEEDS TO BE INSTALLED. OTHERWISE, OPEN SHAFT WITH A HEIGHT GREATER THAN 12', COUNTS TOWARDS ILL. AT 200K.

**ABBREVIATIONS**

- (N) NEW
- REF. REFRIGERATOR
- DW. DOWNGRADES
- MW. MICROWAVE
- OV. OVEN
- W. WASHER
- D. DRYER
- CL. CLOSET
- STO. STORAGE
- FP. FIREPLACE
- SC. SINGLE CASEMENT
- TYP. TYPICAL
- F.C. FINISH CEILING

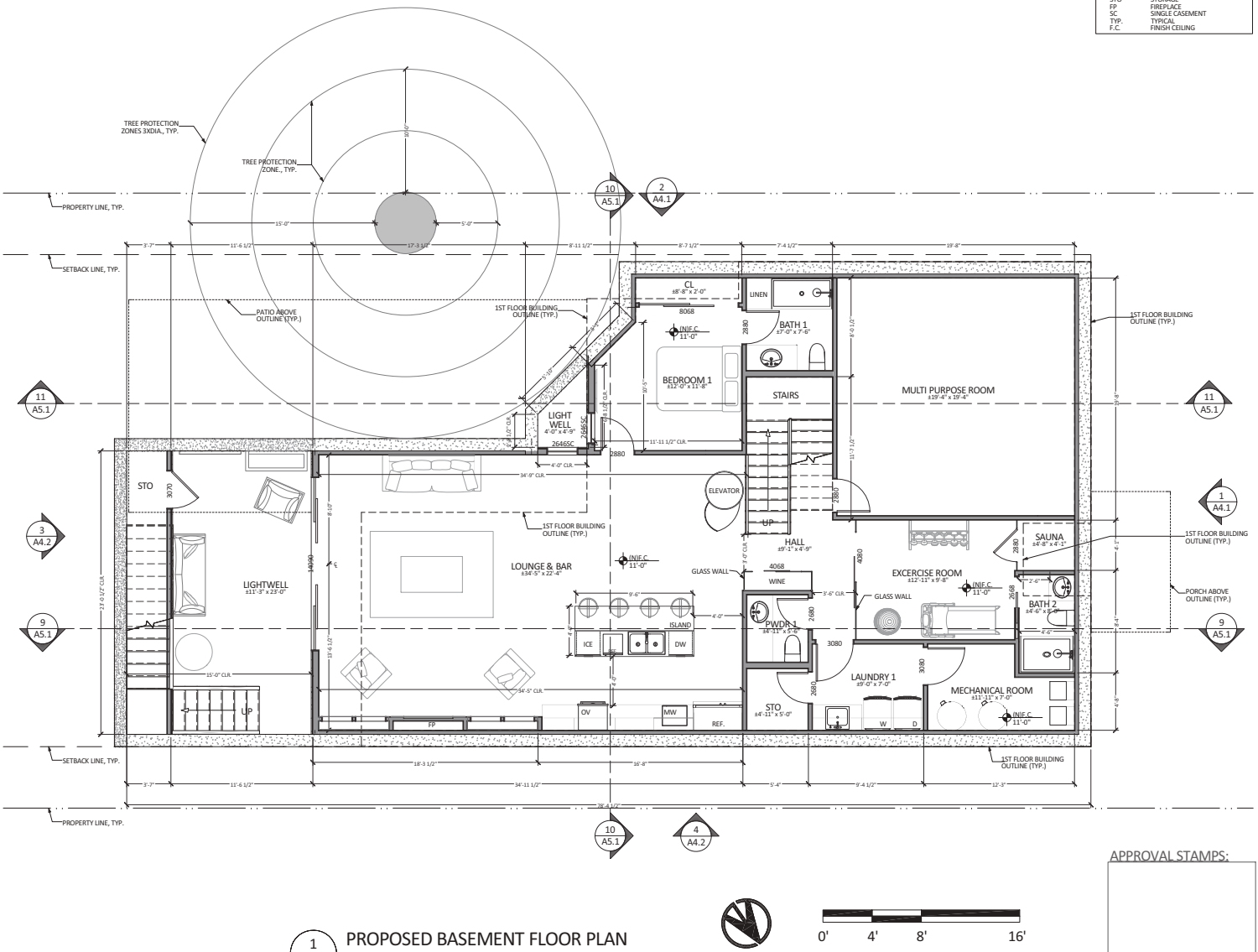


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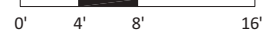
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**1 A2.1 PROPOSED BASEMENT FLOOR PLAN**  
SCALE: 1/4" = 1' - 0"



**APPROVAL STAMPS:**

DATE: 10/16/2025  
DRAWN BY: LL

USE PERMIT SET

#	DATE	DESCRIPTION	BY
1	12/11/25	COMMENT RESPONSES	LL
2	3/19/26	COMMENT RESPONSES	LL
3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
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**PROPOSED BASEMENT FLOOR PLAN**

SHEET: **A2.1**

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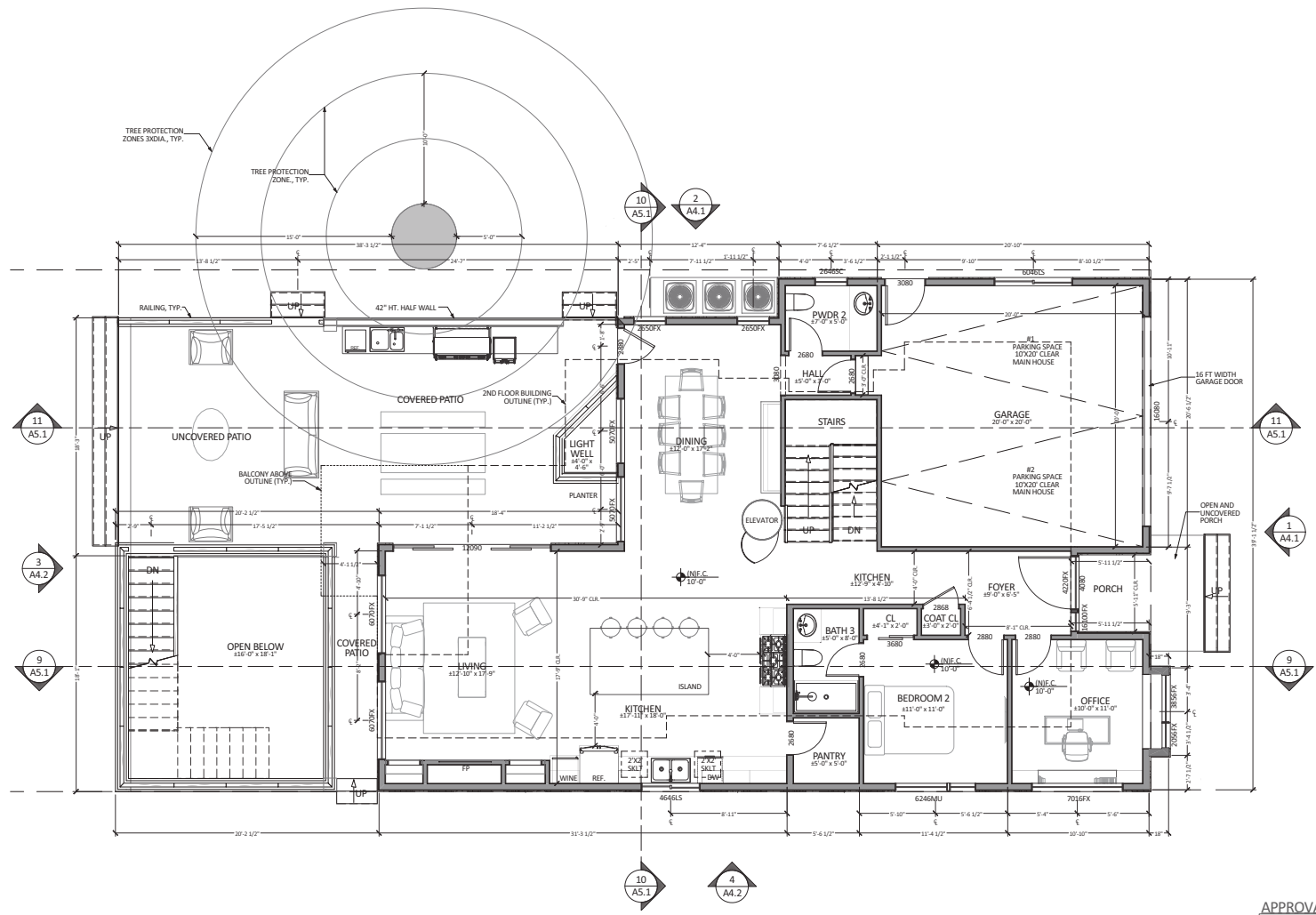


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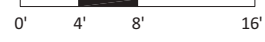
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**1**  
**A2.2** PROPOSED FIRST FLOOR PLAN  
SCALE: 1/4" = 1'-0"



**ABBREVIATIONS**

(N)	NEW
DW	DISHWASHER
REF.	REFRIGERATOR
CL	CLOSE
FP	FIREPLACE
FX	FIXED
CS	LEFT SLIDING
SC	SINGLE CASEMENT
TR	TYPICAL
F.C.	FINISH CEILING

**LEGEND**

	2X6 EXTERIOR WALL
	2X4 INTERIOR WALL

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**APPROVAL STAMPS:**



**PROPOSED FIRST FLOOR PLAN**

SHEET: **A2.2**

USE PERMIT SET

**ELEVATOR NOTE:**  
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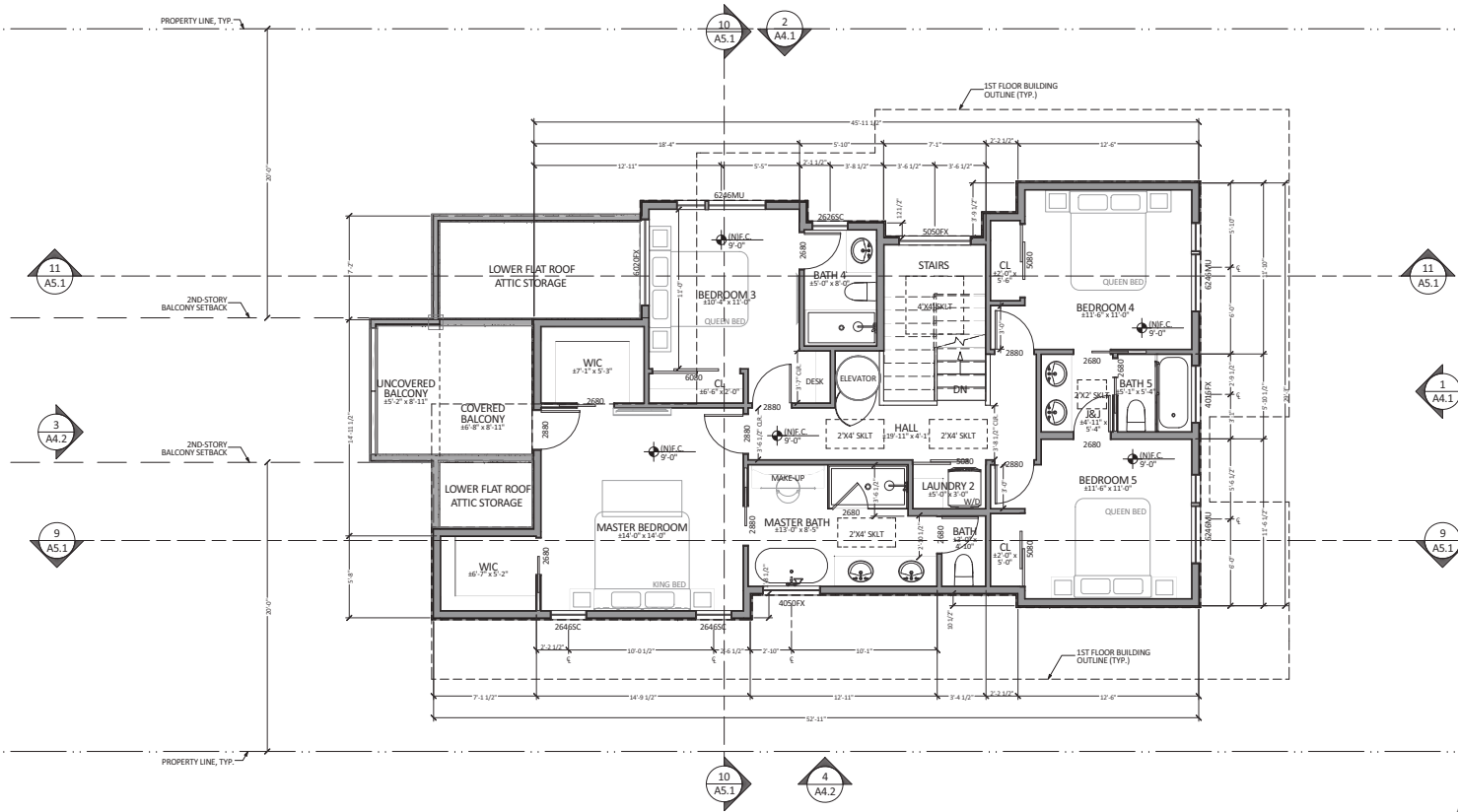
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**ABBREVIATIONS**

NI	NEW
CL	CLOSET
WD	WASHER & DRYER
W.I.C	WALK IN CLOSET
FX	FIXED
SC	SINGLE CASEMENT
Typ.	TYPICAL
F.C.	FINISH CEILING
SKLT	SKYLIGHT

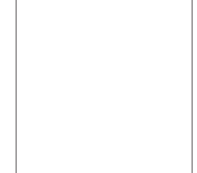
**LEGEND**

	2x6 EXTERIOR WALL
	2x4 INTERIOR WALL

**1 A2.3** PROPOSED SECOND FLOOR PLAN  
SCALE: 1/4" = 1'-0"



APPROVAL STAMPS:



USE PERMIT SET

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3	4/14/26	COMMENT RESPONSES	LL

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PROPOSED  
SECOND FLOOR  
PLAN

SHEET: **A2.3**

**ROOF PLAN NOTES:**

1- ANY CALIFORNIA FRAMED ROOF AREAS ARE TO BE ENTIRELY FILLED WITH CLOSED CELL SPAN FOAM PLASTIC INSULATION OR, IF ACCESS IS AVAILABLE, TO BE INSULATED AS PER DETAILS WITH A MIXTURE OF SPRAY FOAM AND BATT INSULATION.



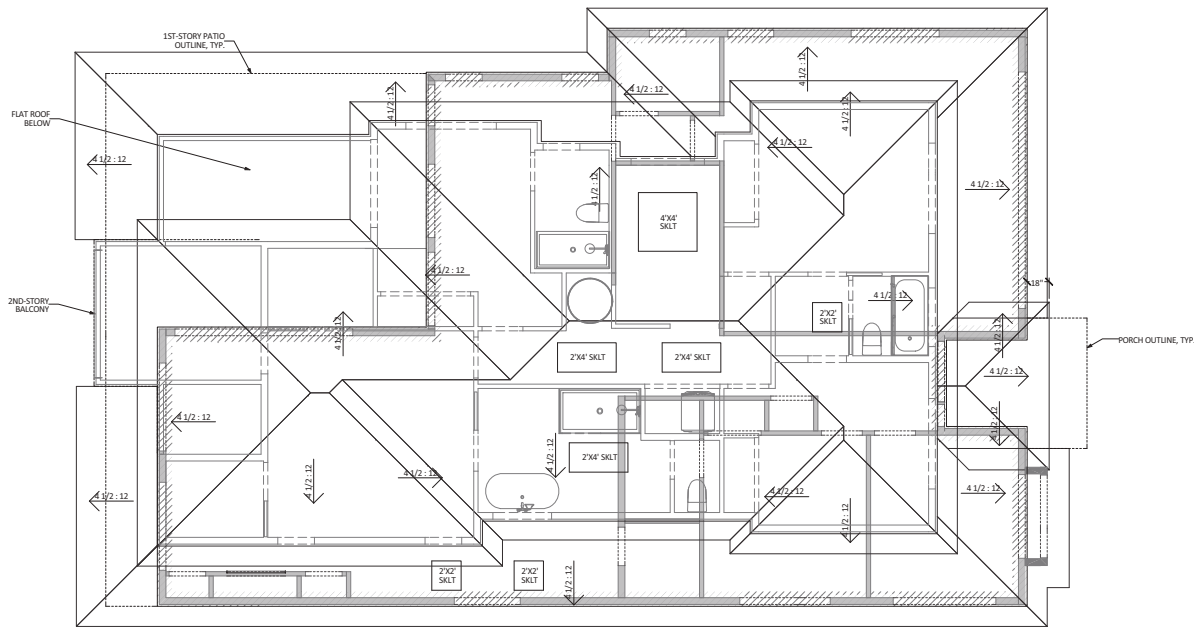
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**1**  
**A2.4** PROPOSED ROOF PLAN  
SCALE: 1/4" = 1' - 0"



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APPROVAL STAMPS:  
**PROPOSED ROOF PLAN**

SHEET: **A2.4**  
USE PERMIT SET

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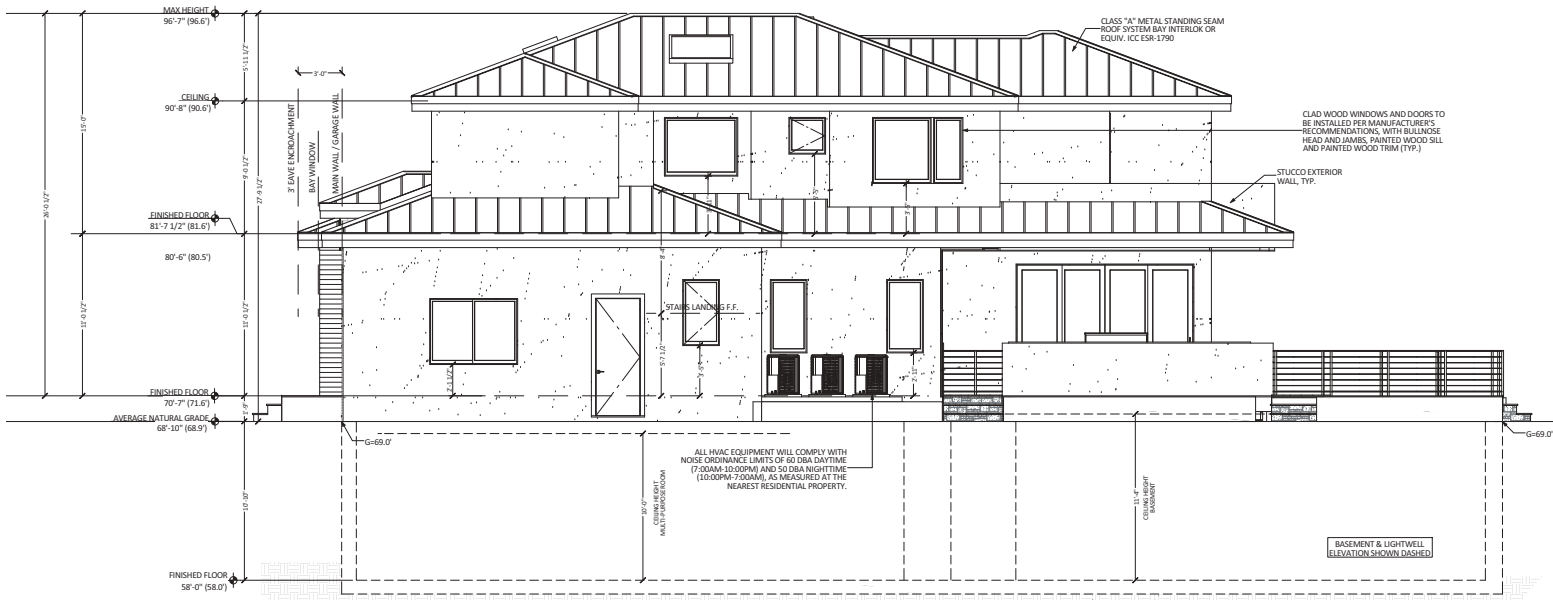
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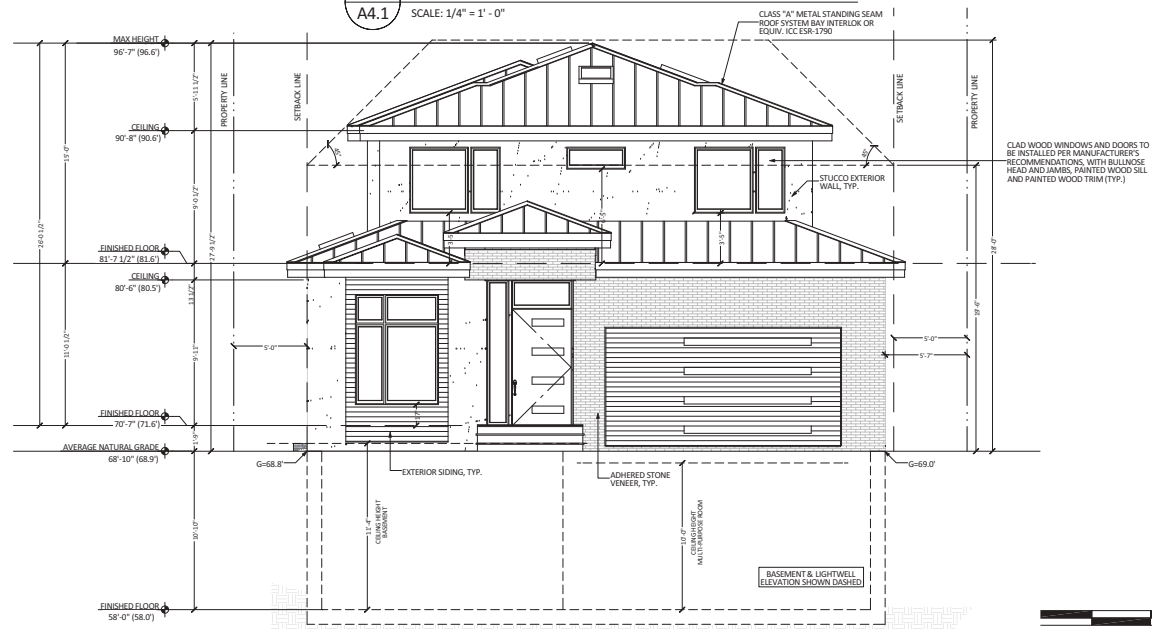
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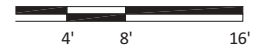
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**2** PROPOSED SOUTH WEST EXTERIOR ELEVATION  
A4.1 SCALE: 1/4" = 1' - 0"



**1** PROPOSED NORTH WEST EXTERIOR ELEVATION  
A4.1 SCALE: 1/4" = 1' - 0"



APPROVAL STAMPS:



USE PERMIT SET

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3	4/14/26	COMMENT RESPONSES	LL

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PROPOSED EXTERIOR ELEVATIONS

SHEET: **A4.1**

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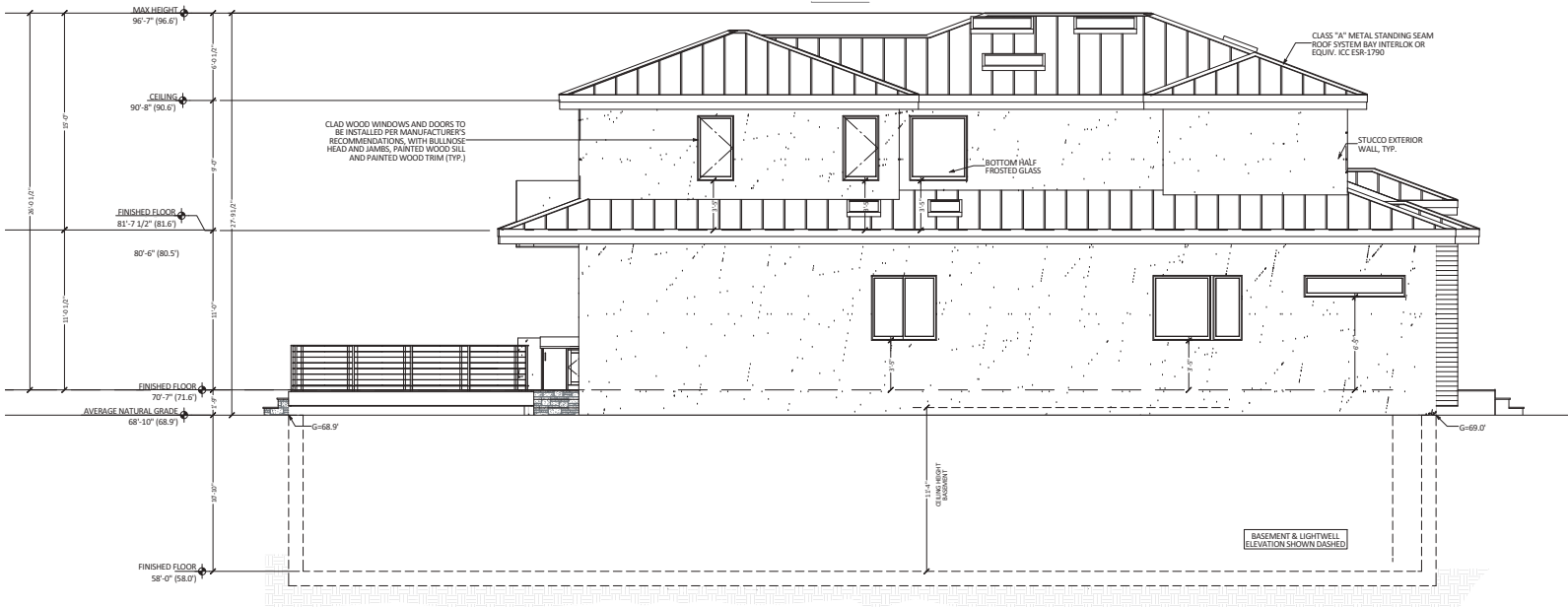
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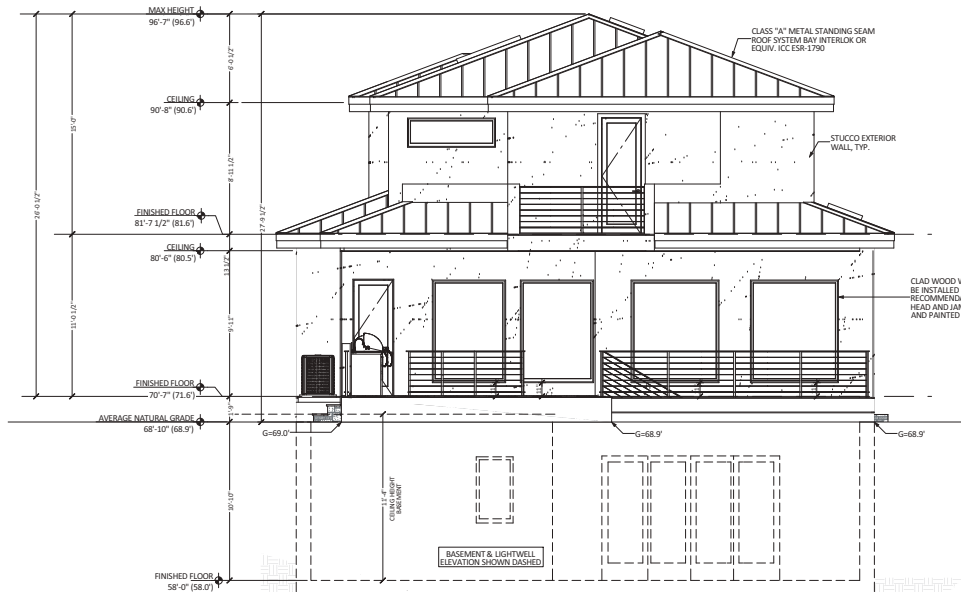
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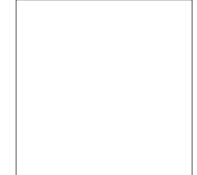
**4** PROPOSED NORTH EAST EXTERIOR ELEVATION  
SCALE: 1/4" = 1' - 0"



**3** PROPOSED SOUTH EAST EXTERIOR ELEVATION  
SCALE: 1/4" = 1' - 0"



APPROVAL STAMPS:



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PROPOSED EXTERIOR ELEVATIONS

SHEET: **A4.2**

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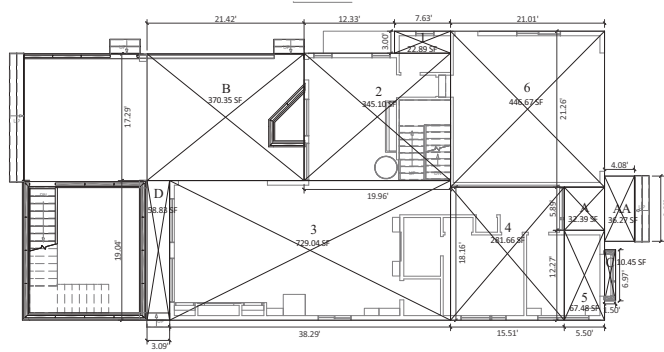


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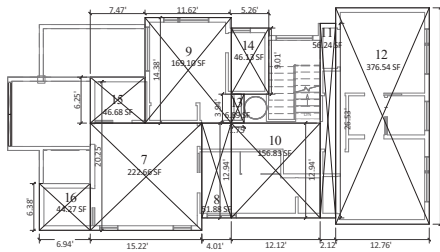
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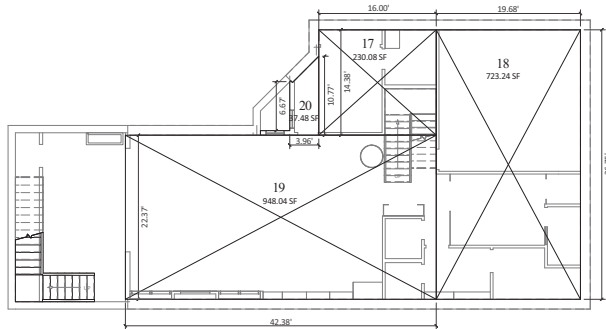
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**1** FIRST FLOOR AREA DIAGRAM  
A4.3 SCALE: 1/8" = 1' - 0"



**2** SECOND FLOOR AREA DIAGRAM  
A4.3 SCALE: 1/8" = 1' - 0"



**3** BASEMENT FLOOR AREA DIAGRAM  
A4.3 SCALE: 1/8" = 1' - 0"

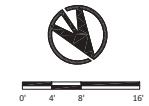
**FLOOR AREA CALCULATIONS**

NOTES: NONE OF THE ATTIC SPACE MEETS THE DEFINITION OF "HABITABLE SPACE" PER UBC (MINOR ERRORS FROM ROUNDING - TOTALS REPRESENTS COMPUTER ADDED AREA CALCULATIONS)

FIRST FLOOR		SECOND FLOOR		BASEMENT	
SECTION	DIMENSIONS (FT)	SECTION	DIMENSIONS (FT)	SECTION	DIMENSIONS (FT)
1	7.63X3.00	7	15.22X14.63	17	16.00X14.38
2	19.96X17.29	8	4.01X12.94	18	19.68X36.75
3	38.29X19.04	9	11.70X14.38	19	43.28X22.37
4	15.51X18.16	10	12.12X12.94	20	3.96X6.67
5	5.50X12.27	11	2.12X26.53		
6 GARAGE	21.03X21.26	12	12.78X29.51		
		13	1.75X3.94		
		14	5.12X9.01		
		15	7.47X6.25		
		16	6.94X6.38		

FIRST FLOOR AREA SUBTOTAL=1,892.84    SECOND FLOOR AREA SUBTOTAL=1,177.22    BASEMENT FLOOR AREA SUBTOTAL=1,938.84  
 TOTAL COUNTABLE FLOOR AREA FIRST AND SECOND FLOOR= 3,070.06 SF < 3,070.50 SF MAX. FAL  
 TOTAL SQUARE FOOTAGE OF ALL LEVELS= 5,008.90 SF

SECTION	LOT COVERAGE DIMENSIONS (FT)	SQ. FT.	BAYS AND BOXES (NOT COUNTED AS FLOOR AREA OR LOT COVERAGE)
A	5.50X5.89	32.39	SECTION DIMENSIONS (FT)
AA	4.00X8.89	36.27	SQ. FT.
B	21.42X17.29	370.35	C
D	3.02X19.04	58.83	TOTAL=
FIRST FLOOR AREA		1,892.84	1,506.97
TOTAL LOT COVERAGE		2,390.68 (29%)	10.45
		(< 33% MAX. 2,829 SF)	10.45



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APPROVAL STAMPS:



FLOOR AREA  
DIAGRAMS

SHEET: **A4.3**

USE PERMIT SET

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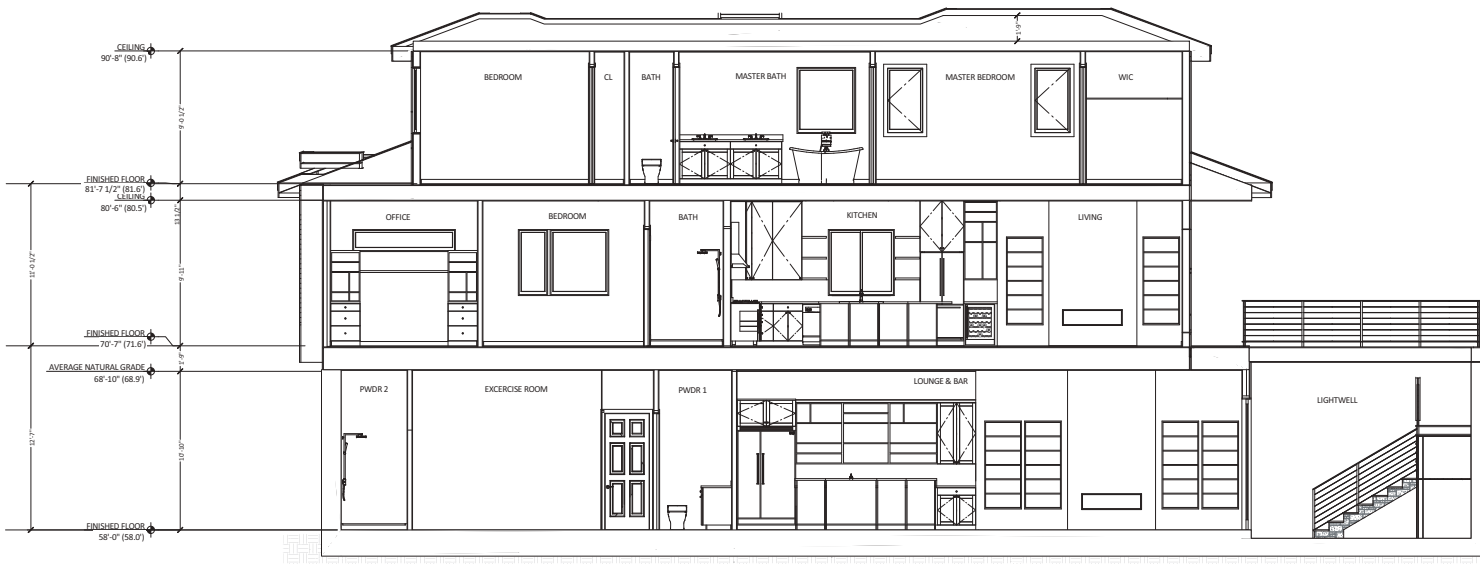


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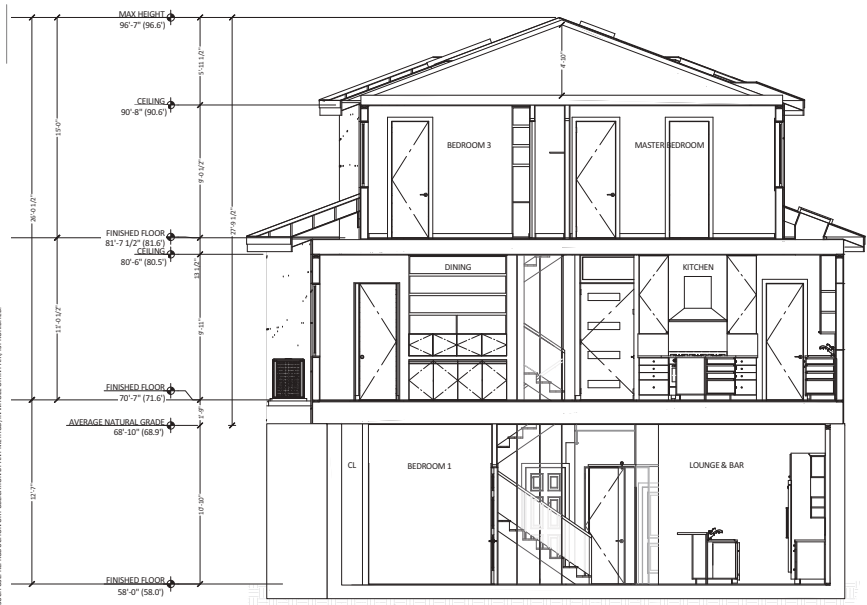
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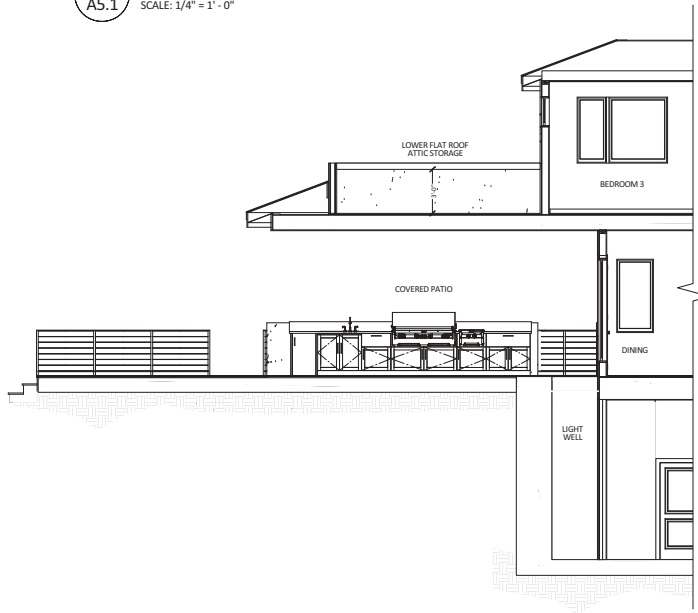
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9 **BUILDING SECTION**  
 A5.1 SCALE: 1/4" = 1' - 0"



10 **BUILDING SECTION**  
 A5.1 SCALE: 1/4" = 1' - 0"



11 **BUILDING SECTION**  
 A5.1 SCALE: 1/4" = 1' - 0"

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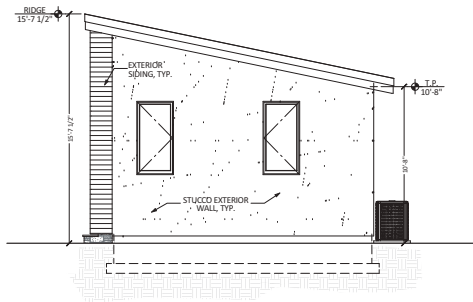
APPROVAL STAMPS:

**BUILDING CROSS SECTIONS**

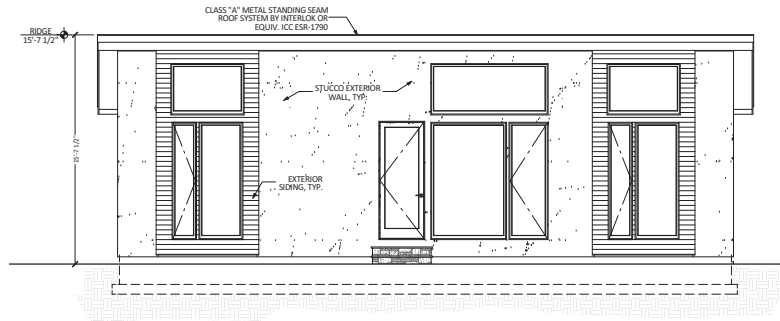
SHEET: **A5.1**

USE PERMIT SET

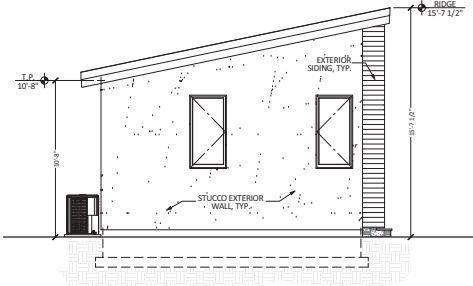




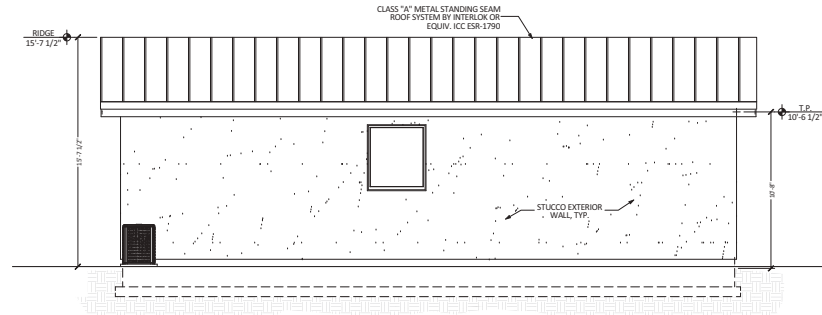
2 PROPOSED SOUTH WEST  
A8.2 SCALE: 1/4" = 1' - 0"



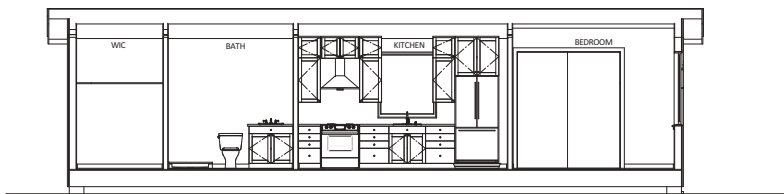
5 PROPOSED NORTH WEST  
A8.2 SCALE: 1/4" = 1' - 0"



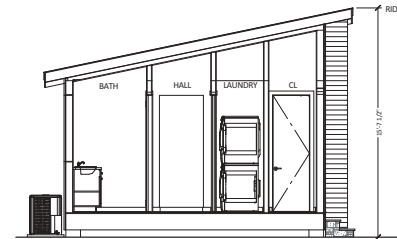
4 PROPOSED NORTH EAST  
A8.2 SCALE: 1/4" = 1' - 0"



6 PROPOSED SOUTH EAST  
A8.2 SCALE: 1/4" = 1' - 0"



7 BUILDING SECTION ADU  
A8.2 SCALE: 1/4" = 1' - 0"



8 BUILDING SECTION ADU  
A8.2 SCALE: 1/4" = 1' - 0"



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DRAWN BY: LL

APPROVAL STAMPS:



ADU EXTERIOR  
ELEVATIONS AND  
CROSS SECTIONS  
(FOR REFERENCE  
ONLY)

SHEET: **A8.2**

USE PERMIT SET

**PLANTING NOTES**

1. THE CONTRACTOR SHALL LOCATE AND VERIFY THE EXISTENCE OF ALL UTILITIES PRIOR TO STARTING WORK.
2. THE PLANT MATERIAL LOCATIONS ARE DIAGRAMMATIC AND SUBJECT TO CHANGE IN THE FIELD AS DIRECTED BY THE LANDSCAPE ARCHITECT.
3. ALL PLANT MATERIAL SHALL CONFORM TO THE GUIDELINES ESTABLISHED BY THE CURRENT AMERICAN STANDARD OF NURSERY STOCK, PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
4. THE PLANT COUNT IS FOR CONTRACTOR'S CONVENIENCE. IN CASE OF DISCREPANCY, THE PLAN SHALL GOVERN.
5. ALL TREES TO BE STAKED UNLESS OTHERWISE NOTED.
6. ALL PLANTED AREAS SHALL BE FREE FROM ROCKS AND DEBRIS GREATER THAN 2" IN DIAMETER.
7. PRIOR TO THE PLANTING OF ANY MATERIALS, COMPACTED SOILS SHALL BE TRANSFORMED TO A FRAGILE CONDITION ON ENGINEERED SLOPES. ONLY AMENDED PLANTING HOLES NEED MEET THIS REQUIREMENT.
8. SOIL AMENDMENTS SHALL BE INCORPORATED ACCORDING TO RECOMMENDATIONS OF THE SOIL REPORT AND WHAT IS APPROPRIATE FOR THE PLANTS SELECTED.
9. FOR LANDSCAPE INSTALLATIONS, COMPOST AT A RATE OF A MINIMUM OF FOUR CUBIC YARDS PER 1,000 SQUARE FEET OF PERMEABLE AREA SHALL BE INCORPORATED TO A DEPTH OF SIX INCHES INTO THE SOIL. SOILS WITH GREATER THAN 6% ORGANIC MATTER IN THE TOP 6 INCHES OF SOIL ARE EXEMPT FROM ADDING COMPOST AND TILLING.
10. A MINIMUM THREE INCH (3") LAYER OF MULCH SHALL BE APPLIED ON ALL EXPOSED SOIL SURFACES OF PLANTING AREAS EXCEPT IN TURF AREAS, CREEPING OR ROOTING GROUNDCOVERS, OR DIRECT SEEDING APPLICATIONS WHERE MULCH IS CONTRAINDICATED TO PROVIDE HABITAT FOR BENEFICIAL INSECTS AND OTHER WILDLIFE. UP TO 5% OF THE LANDSCAPE AREA MAY BE LEFT WITHOUT MULCH. DESIGNATED INSECT HABITAT MUST BE INCLUDED IN THE LANDSCAPE DESIGN PLAN AS SUCH.
11. ORGANIC MULCH MATERIALS MADE FROM RECYCLED OR POST-CONSUMER SHALL TAKE PRECEDENCE OVER INORGANIC MATERIALS OR VIRGIN FOREST PRODUCTS UNLESS THE RECYCLED POST-CONSUMER ORGANIC PRODUCTS ARE NOT LOCALLY AVAILABLE. ORGANIC MULCHES ARE NOT REQUIRED WHERE PROHIBITED BY LOCAL FIREFIGHT MODIFICATION PLAN GUIDELINES OR OTHER APPLICABLE LOCAL ORDINANCES.

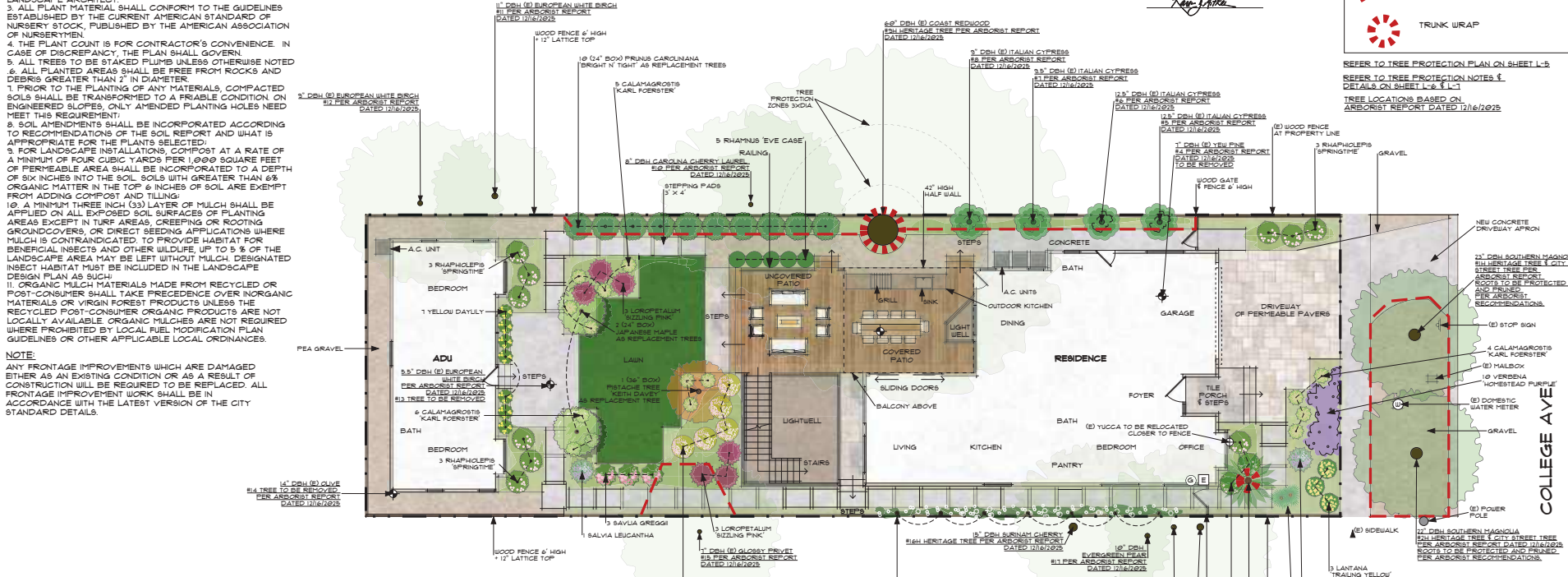
**NOTE:**  
ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED EITHER AS AN EXISTING CONDITION OR AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.

I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPING ORDINANCE AND APPLIED THEM ACCORDINGLY FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE & IRRIGATION DESIGN PLANS.

*Karen Aitken*



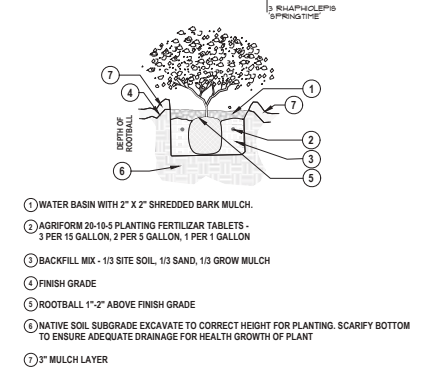
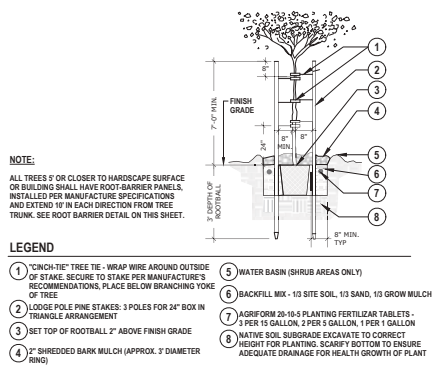
REFER TO TREE PROTECTION PLAN ON SHEET L-3  
REFER TO TREE PROTECTION NOTES & DETAILS ON SHEET L-6 & L-7  
TREE LOCATIONS BASED ON ARBORIST REPORT DATED 12/16/2025



**PLANT LEGEND**

BOTANICAL	COMMON	SIZE	QTY	WATER	REMARKS
<b>Tree</b>					
<i>Acer palmatum</i>	Japanese Maple	24" box	2	Medium	Replacement Tree
<i>Platanus christyi 'Nash Dorey'</i>	Nash Dorey Chinese Platanus	24" box	1	Low	Replacement Tree
<b>Shrub</b>					
<i>Rhus copallina</i>	Great Mountain Scaevola	5 gal	4	Medium	
<i>Colsonia puberula Pacific Gold</i>	Pacific Gold Bread Of Heaven	5 gal	5	Medium	
<i>Lantana camara 'Trailing Yellow'</i>	Trailing Lantana Yellow	1 gal	3	Low	
<i>Loropetalum chinensis 'Sizzling Pink'</i>	Sizzling Pink Fringe Flower	5 gal	4	Low	
<i>Rhus caroliniana 'Bright n' Tight'</i>	Bright n' Tight Carolina Laurel	24" box	10	Medium	Replacement Tree
<i>Rhamnus californica 'The Cave'</i>	The Cave Common Coffeeberry	1 gal	5	Low	
<i>Rhaphiolepis indica 'Springtime'</i>	Springtime Indian Hawthorn	5 gal	12	Low	
<i>Salvia greggii</i>	Mexican Sage	5 gal	3	Low	
<i>Salvia leucantha</i>	Alamo Sage	5 gal	2	Low	
<b>Ground Cover</b>					
<i>Verbena hornesteadii Purple</i>	Hornestead Purple Verbena	1 gal	60	Low	
<b>Wine</b>					
<i>Jasminum pubescens</i>	Star Jasmine	1 gal	3	Medium	
<b>Perennial</b>					
<i>Homocarpus 'Yellow'</i>	Yellow Daylily	1 gal	7	Medium	
<b>Grass</b>					
<i>Calamagrostis 'Star Foerster'</i>	Star Foerster Foerster Reed Grass	1 gal	4	Medium	

REFER TO TREE REPLACEMENT DETAILS ON SHEET L-1



**LEGEND**

- (E) TREE TO BE REMOVED
- E ELECTRIC METER
- G GAS METER
- W WATER METER

**NOTES (E) = EXISTING**

SCALE 1/8" = 1'-0"

REVISIONS	BY



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**SURI RESIDENCE**  
163 COLLEGE AVE. MENLO PARK, CA  
PLANTING PLAN



DATE 4-16-26  
SCALE 1/8" = 1'-0"  
DRAWN DI & PD  
JOB SURI

L-1

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**ARBORIST NOTES:**

**TREE PROTECTION RECOMMENDATIONS**

**PRE-CONSTRUCTION**  
**ESTABLISH TREE PROTECTION ZONES (TPZ)**  
THE TREE PROTECTION ZONE (TPZ) SHALL BE A FENCED-OFF AREA WHERE WORK AND MATERIAL STORAGE IS NOT ALLOWED. THEY ARE ESTABLISHED AND INSPECTED PRIOR TO THE START OF WORK. THIS BARRIER PROTECTS THE CRITICAL ROOT ZONE AND TRUNK FROM COMPACTION, MECHANICAL DAMAGE, AND CHEMICAL SPILLS. THE CITY REQUIRES THAT TREE PROTECTION FENCING BE INSTALLED BEFORE ANY EQUIPMENT COMES ON-SITE AND INSPECTED BY THE PROJECT ARBORIST, WHO SHALL SUBMIT A VERIFICATION LETTER TO THE CITY BEFORE ISSUANCE OF PERMITS.

TREE PROTECTION FENCING IS REQUIRED TO REMAIN IN PLACE THROUGHOUT CONSTRUCTION AND MAY ONLY BE MOVED OR REMOVED WITH WRITTEN AUTHORIZATION FROM THE CITY ARBORIST. THE PROJECT ARBORIST MAY AUTHORIZE MODIFICATION TO THE FENCING WHEN A COPY OF THE WRITTEN AUTHORIZATION IS SUBMITTED TO THE CITY.

**THE FOLLOWING ACTIVITIES ARE PROHIBITED INSIDE THE TREE PROTECTION ZONE. DO NOT:**

- PLACE HEAVY MACHINERY FOR EXCAVATION.
- ALLOW RUNOFF OR SPILLAGE OF DAMAGING MATERIALS.
- STORE OR STOCKPILE MATERIALS, TOOLS, OR SOIL.
- PARK OR DRIVE VEHICLES.
- TRENCH, DIG, OR OTHERWISE EXCAVATE WITHOUT FIRST OBTAINING AUTHORIZATION FROM THE CITY ARBORIST OR PROJECT ARBORIST.
- CHANGE SOIL GRADE.
- TRENCH WITH A MACHINE.
- ALLOW FIRES UNDER AND ADJACENT TO TREES.
- DISCHARGE EXHAUST INTO FOLIAGE.
- DIRECT RUNOFF TOWARDS TREES.
- CUT, BREAK, SKIN, OR BRUISE ROOTS, BRANCHES, OR TRUNKS WITHOUT AUTHORIZATION FROM THE CITY ARBORIST.
- SECURE CABLE, CHAIN, OR ROPE TO TREES.
- APPLY SOIL STERILANT UNDER PAVEMENT NEAR EXISTING TREES.

**SPECIFIC RECOMMENDED PROTECTION FOR TREES IS AS FOLLOWS:**

- **TREES #1#H AND #2#H (MAGNOLIA, STREET TREES):** THESE TREES MAY BE FENCED AS A GROUP WITHIN THE SAME PERIMETER. ESTABLISH STANDARD TPZ FENCING RADIIUS TO 15 FEET, OR TO THE GREATEST EXTENT POSSIBLE BY THE DRIVEWAY, STREET, AND PROPOSED SIDEWALK.
- **TREE #9#H (6P' REDWOOD):** ESTABLISH STANDARD TPZ FENCING RADIIUS TO 40 FEET, OR TO THE GREATEST EXTENT POSSIBLE AS LIMITED BY THE CONSTRUCTION. ADDITIONALLY, I RECOMMENDED TPZ TRUNK WRAP TO PROTECT THIS TREE DURING THE DEBRIS REMOVAL PHASE OF CONSTRUCTION DUE TO THE PROXIMITY TO THE WORK. SECURELY BIND WOODEN SLATS AT LEAST 1-INCH THICK AROUND THE TRUNK (PREFERABLY ON A CLOSED-CELL FOAM PAD), SECURE AND WRAP AT LEAST ONE LAYER OF ORANGE PLASTIC CONSTRUCTION FENCING AROUND THE OUTSIDE OF THE WOODEN SLATS FOR VISIBILITY. DO NOT DRIVE FASTENERS INTO THE TREE. PLEASE SEE ATTACHED "TPZ TRUNK WRAP" SPECIFICATION FOR BEST-PRACTICE METHOD USING DIMENSIONAL LUMBER.
- **TREE #1#H (15' NEIGHBORING SURINAM CHERRY):** THIS NEIGHBORING TREE WOULD BE PROTECTED ADEQUATELY BY THE EXISTING WOODEN FENCE AT THE PROPERTY LINE. DUE TO THE LOCATION OF THE WORK, AN ADDITIONAL CHAIN LINK FENCE AT THIS LOCATION WOULD NOT BE PRACTICAL.

**TPZ FENCING SPECIFICATIONS:**

- 1) ESTABLISH TREE PROTECTION FENCING RADIIUS BY INSTALLING SIX (6)-FOOT TALL CHAIN LINK FENCING MOUNTED ON EIGHT (8)-FOOT TALL, 1.5-INCH DIAMETER GALVANIZED POSTS, DRIVEN 24 INCHES INTO THE GROUND AND SPACED NO MORE THAN 10 FEET APART.
- 2) POST SIGNS ON THE FENCING (IN ENGLISH AND SPANISH) PRINTED ON 11"x17" YELLOW-COLORED PAPER (SIGNAGE ATTACHED AT THE END OF REPORT) WITH PROJECT ARBORIST'S CONTACT INFORMATION. SIGNAGE SHOULD BE ON EACH PROTECTION FENCE IN A PROMINENT LOCATION.
- 3) MOVABLE BARRIERS OF CHAIN LINK FENCING SECURED TO CEMENT BLOCKS MAY 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 ARBORIST OR CITY ARBORIST.

**TRUNK WRAP SPECIFICATIONS:**

- SECURELY BIND WOODEN SLATS AT LEAST 1-INCH THICK AROUND THE TRUNK (PREFERABLY ON A CLOSED-CELL FOAM PAD), SECURE AND WRAP AT LEAST ONE LAYER OF ORANGE PLASTIC CONSTRUCTION FENCING AROUND THE OUTSIDE OF THE WOODEN SLATS FOR VISIBILITY.
- DO NOT DRIVE FASTENERS INTO THE TREE.
- INSTALL TRUNK PROTECTION IMMEDIATELY PRIOR TO WORK WITHIN THE TPZ AND REMOVE PROTECTION FROM THE TREES(S) AS SOON AS WORK MOVES OUTSIDE THE TPZ.
- PROJECT MAJOR SCAFFOLD LIMBS AS DETERMINED BY THE CITY ARBORIST OR PROJECT ARBORIST; AND
- IF NECESSARY, INSTALL WOODEN BARRIERS AT AN ANGLE SO THAT THE TRUNK FLARE AND BUTTRESS ROOTS ARE ALSO PROTECTED.

**PREVENTING ROOT DAMAGE**

BARE GROUND WITHIN THE TPZ SHOULD HAVE MATERIAL APPLIED OVER THE GROUND TO REDUCE SOIL COMPACTION AND RETAIN SOIL MOISTURE. PLACE A 6-INCH LAYER OF COARSE MULCH OR WOODCHIPS COVERED WITH 3/4-INCH PLYWOOD OR ALTERNATIVE WITHIN THE TPZ PRIOR TO CONSTRUCTION ACTIVITY. MULCH IN EXCESS OF FOUR INCHES WOULD HAVE TO BE REMOVED AFTER WORK IS COMPLETED. MULCH SHOULD BE SPREAD MANUALLY SO AS NOT TO CAUSE COMPACTION OR DAMAGE.

**PRUNING BRANCHES**

I RECOMMEND THAT TREES BE PRUNED ONLY AS NECESSARY TO PROVIDE MINIMUM CLEARANCE FOR PROPOSED STRUCTURES AND THE PASSAGE OF WORKERS, VEHICLES, AND MACHINES, WHILE MAINTAINING A NATURAL APPEARANCE. ANY LARGE DEAD BRANCHES SHOULD BE PRUNED OUT FOR THE SAFETY OF PEOPLE WORKING ON THE SITE.

PRUNING SHOULD BE SPECIFIED IN WRITING ADHERING TO ANSI A300 PRUNING STANDARDS AND PERFORMED ACCORDING TO BEST MANAGEMENT PRACTICES ENDORSED BY THE INTERNATIONAL SOCIETY OF ARBORICULTURE. ANY PRUNING (TRIMMING) OF BRANCHES SHOULD BE SUPERVISED BY AN ISA-CERTIFIED ARBORIST.

ANY PROPERTY OWNER WANTING TO PRUNE HERITAGE TREE MORE THAN ONE-FOURTH OF THE CANOPY AND/OR ROOTS, MUST HAVE PERMISSION FROM THE CITY.

**ARBORIST INSPECTION**

THE CITY REQUIRES THAT THE TREE PROTECTION FENCING BE INSTALLED BEFORE ANY EQUIPMENT COMES ON-SITE AND INSPECTED BY THE PROJECT ARBORIST, WHO SHALL SUBMIT A VERIFICATION LETTER TO THE CITY BEFORE ISSUANCE OF PERMITS. TREE PROTECTION FENCING TO BE INSPECTED BY CITY ARBORIST BEFORE DEMO AND/OR BUILDING PERMIT ISSUANCE.

**ARBORIST NOTES (CONTINUED):**

**DURING CONSTRUCTION**

**SPECIAL TREE PROTECTION MEASURES - TREES #1#H, #2#H, #9#H, AND #1#H**

- 1) DEMOLITION OF EXISTING HARDSCAPE (TREES #1#H, #9#H, AND #1#H) SHOULD BE PERFORMED IN A MANNER THAT AVOIDS TEARING ROOTS. USING THE SMALLEST EFFECTIVE MACHINERY, BREAK UP PIECES OF THE CONCRETE AND LIFT PIECES UP AND AWAY FROM TREES. CUT ROOTS EMBEDDED IN PAVING RATHER THAN TEARING THEM. SEE INSTRUCTIONS ON ROOT CUTS. DO NOT DRAG CONCRETE OR MACHINERY ACROSS BARE SOIL WITHIN 30 FEET OF TREE #9#H AND 8 FEET OF TREE #1#H AS THIS WOULD DISTURB SOIL AND ROOTS. ONCE EXPOSED, OPEN SOIL WITHIN 30 FEET OF TREE #9#H AND 8 FEET OF TREE #1#H SHOULD BE COVERED WITH WOODCHIPS TO PREVENT DAMAGE AND COMPACTION OF THE ROOT ZONE. SEE SECTION "PREVENTING ROOT DAMAGE" FOR INSTRUCTIONS.
- 2) EXCAVATION GUIDELINES FOR INSTALLATION OF NEW FOUNDATION (TREE #1#H): USE HAND TOOLS ONLY WHEN EXCAVATING WITHIN 8 FEET OF THE TRUNK OF THIS TREE WITHIN THE TOP 36 INCHES OF SOIL DEPTH. IF ROOTS OF ONE-INCH DIAMETER OR LARGER MUST BE CUT, THEY SHOULD BE CUT CLEANLY WITH A SHARP, CLEAN SAWBLADE PERPENDICULAR TO THE DIRECTION OF GROWTH (A "SQUARE CUT"). THE CUT SHOULD BE MADE WHERE THE BARK OF THE ROOT IS UNDAAMAGED AND INTACT. ROOT PRUNING SHOULD BE SUPERVISED BY THE PROJECT ARBORIST.
- 3) EXCAVATION GUIDELINES FOR INSTALLATION OF NEW FOUNDATION (TREE #9#H)
  - UNDER THE SUPERVISION OF THE PROJECT ARBORIST, I RECOMMEND AN EXPLORATORY TRENCH TO BE DUG BY HAND BEFORE EXCAVATION BEGINS. THIS WAY, ROOTS MAY BE EXPOSED BY GENTLE EXCAVATION METHODS.
  - WOODY ROOTS (1" OR LARGER) MUST NOT BE DAMAGED DURING DIGGING.
  - ROOTS TO BE EXPOSED ALONG THE SIDES OF THE ADU INSIDE EX 08H OF HERITAGE TREES:
    - WITHIN 30 FEET OF THE TRUNK OF TREE #9#H.
    - THE TRENCH SHOULD BE DUG AS DEEP AS DEEP AS THE PROPOSED FOUNDATION, (WIDTH DOES NOT MATTER).
    - IN THE CASE THAT NUMEROUS OR LARGE ROOTS ARE FOUND, OPTIONS FOR BUILDING AROUND THE ROOTS MAY BE DISCUSSED WITH THE BUILDER AND ENGINEER.
    - ROOT PRUNING WOULD BE DONE SELECTIVELY UNDER THE DIRECTION OF THE PROJECT ARBORIST.
- 4) EXCAVATION GUIDELINES FOR INSTALLATION OF DECK FOOTINGS (TREE #9#H): WHEN EXCAVATING OR BORING UNDERNEATH THE CANOPY, OR WITHIN 30 FEET OF THE TRUNK OF THIS TREE, USE HAND TOOLS WITHIN THE TOP 36" OF THE SOIL LEAVING WOODY ROOTS UNDAAMAGED. UNDER THE SUPERVISION OF THE PROJECT ARBORIST OR CITY ARBORIST, ROOTS ENCOUNTERED SHOULD BE CUT CLEANLY WITH A SHARP, CLEAN SAWBLADE PERPENDICULAR TO THE DIRECTION OF GROWTH (A "SQUARE CUT"), THE CUT SHOULD BE MADE WHERE THE BARK OF THE ROOT IS UNDAAMAGED AND INTACT. IF ROOTS OF OVER TWO INCHES (2") ARE FOUND, THE PROJECT ARBORIST MAY RECOMMEND MOVING THE LOCATION OF THE FOOTING.
- 5) EXPLORATORY TRENCH - CONSTRUCTION OF THE SIDEWALK (4'-6X DBH) - TREES #1#H AND #2#H:
  - TO PROTECT TREES #1#H AND #2#H (MAGNOLIA STREET TREES) FROM DAMAGE IN THE CONSTRUCTION OF THE NEW SIDEWALK, I RECOMMEND THE FOLLOWING MEASURES: 1. RECOMMEND AN EXPLORATORY TRENCH TO BE DUG BY HAND, BEFORE EXCAVATION BEGINS, TO EXPOSE ROOTS ALONG THE TREE-SIDE OF THE DRIVEWAY. THIS WAY, ROOTS MAY BE EXPOSED BY GENTLE EXCAVATION METHODS AND THEN CUT SELECTIVELY.
  - 2. EXCAVATION DEPTH FOR INSTALLATION OF NEW PAVEMENT SHOULD BE NO MORE THAN SIX INCHES (6"). COMPACTION OF SUBGRADE SHOULD BE MINIMAL.
  - 3. LEAVE ALL ROOTS OVER 1-INCH INTACT AND UNDAAMAGED. PAVING MATERIAL TO BE POURED AROUND WOODY ROOTS.
  - 4. ANY ROOT PRUNING WOULD NEED TO BE DONE SELECTIVELY UNDER THE DIRECTION OF THE PROJECT ARBORIST.

**ROOT PRUNING**

AS REQUIRED BY THE CITY OF MENLO PARK:  
• TO AVOID INJURY TO TREE ROOTS, ONLY EXCAVATE CAREFULLY BY HAND, COMPRESSED AIR, OR HIGH-PRESSURE WATER WITHIN THE DRIPLINE OF TREES.  
• WHEN THE CONTRACTOR ENCOUNTERS ROOTS SMALLER THAN 2-INCHES, HAND-TRIM THE WALL OF THE TRENCH ADJACENT TO THE TREES TO MAKE EVEN, CLEAN CUTS THROUGH THE ROOTS. CLEANLY CUT ALL DAMAGED AND TORN ROOTS TO REDUCE THE INCIDENCE OF DECAY.  
• FILL TRENCHES WITHIN 24 HOURS. WHEN IT IS FEASIBLE TO FILL TRENCHES WITHIN 24 HOURS, SHAKE THE SIDE OF THE TRENCH ADJACENT TO THE TREES WITH FOUR LAYERS OF DAMPENED, UNTREATED BURLAP WET BURLAP AS FREQUENTLY AS NECESSARY TO MAINTAIN MOISTURE.  
• WHEN THE CONTRACTOR ENCOUNTERS ROOTS 2 INCHES OR LARGER, REPORT IMMEDIATELY TO THE PROJECT ARBORIST. THE PROJECT ARBORIST WILL DECIDE WHETHER THE CONTRACTOR MAY CUT ROOTS 2 INCHES OR LARGER. IF A ROOT IS RETAINED, EXCAVATE BY HAND OR WITH COMPRESSED AIR UNDER THE ROOT; PROTECT PRESERVED ROOTS WITH DAMPENED BURLAP.

**IRRIGATION**

WATER MODERATELY AND HIGHLY IMPACTED TREES DURING THE CONSTRUCTION PHASE. AS A RULE OF THUMB, PROVIDE ONE TO TWO INCHES PER MONTH. WATER SLOWLY SO THAT IT PENETRATES 18 INCHES INTO THE SOIL, TO THE DEPTH OF TREE ROOTS. DO NOT WATER NATIVE OAKS DURING THE WARM DRY SEASON (JUNE - SEPTEMBER) AS THIS ACTIVATES OAK ROOT FUNGUS. INSTEAD, MAKE SURE THAT THE SOIL IS SUPERFICIVELY INSULATED WITH MULCH (WHERE POSSIBLE). REMEMBER THAT UNWEETED TREE ROOTS TYPICALLY EXTEND THREE TO FIVE TIMES THE DISTANCE OF THE CANOPY.

**PROJECT ARBORIST SUPERVISION**

- I RECOMMEND THE PROJECT ARBORIST MEET WITH THE BUILDER ON-SITE:
  - SOON AFTER EXCAVATION.
  - DURING ANY ROOT PRUNING.
  - MONTHLY TREE PROTECTION MONITORING INSPECTIONS: AS REQUESTED BY THE PROPERTY OWNER OR BUILDER TO DOCUMENT TREE CONDITION AND VERIFY ON-GOING COMPLIANCE WITH TREE PROTECTION PLAN. RECOMMENDATIONS FOR ANY NECESSARY MAINTENANCE AND IMPACT MITIGATION SHOULD ALSO BE INCLUDED IN MONTHLY REPORTS FOR CITY ARBORIST REVIEW (REQUIRED EVERY 4 WEEKS BY THE CITY).

ANY TIME DEVELOPMENT-RELATED WORK IS RECOMMENDED TO BE SUPERVISED BY A PROJECT ARBORIST, A FOLLOW-UP LETTER SHALL BE PROVIDED, DOCUMENTING THE MITIGATION HAS BEEN COMPLETED TO SPECIFICATION.

**POST-CONSTRUCTION**

ENSURE ANY MITIGATION MEASURES TO ENSURE LONG-TERM SURVIVAL, INCLUDING BUT NOT LIMITED TO:

**CONTINUED TREE CARE**

PROVIDE ADEQUATE AND APPROPRIATE IRRIGATION, AS A RULE OF THUMB, PROVIDE 1-2 INCHES OF WATER PER MONTH. WATER SLOWLY SO THAT IT PENETRATES 18 INCHES INTO THE SOIL, TO THE DEPTH OF THE TREE ROOTS. NATIVE OAKS USUALLY SHOULD NOT BE PROVIDED SUPPLEMENTAL WATER DURING THE WARM, DRY SEASON (JUNE - SEPTEMBER) AS THIS ACTIVATES OAK ROOT FUNGUS. THEREFORE, NATIVE OAKS SHOULD ONLY BE WATERED OCTOBER - MAY WHEN RAIN HAS BEEN SCARC.

MULCH INSULATES THE SOIL, REDUCES WEEDS, REDUCES COMPACTION, AND PROMOTES MYRIAD BENEFITS TO SOIL LIFE AND TREE HEALTH. APPLY FOUR INCHES OF WOOD CHIPS (OR OTHER MULCH) TO THE SURFACE OF THE SOIL AROUND TREES, EXTENDING AT LEAST TO THE DRIPLINE WHEN POSSIBLE. DO NOT PILE MULCH AGAINST THE TRUNK.

DO NOT FERTILIZE UNLESS A SPECIFIC NUTRIENT DEFICIENCY HAS BEEN IDENTIFIED AND A SPECIFIC PLAN PRESCRIBED BY THE PROJECT ARBORIST (OR A CONSULTING ARBORIST).

**POST-CONSTRUCTION MONITORING**

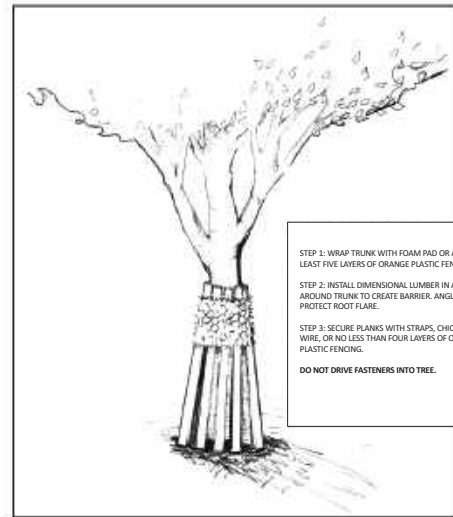
MONITOR TREES FOR CHANGES IN CONDITION. CHECK TREES AT LEAST ONCE PER MONTH FOR THE FIRST YEAR POST-CONSTRUCTION. EXPERT MONITORING SHOULD BE DONE AT LEAST EVERY 6 MONTHS OR IF TREES SHOW SIGNS OF STRESS. SIGNS OF STRESS INCLUDE UNUSUALLY SPARSE CANOPY, LEAF DROP, EARLY FALL COLOR, BROWNING OF NEEDLES, AND SHOOT DIE-BACK. STRESSED TREES ARE ALSO MORE VULNERABLE TO CERTAIN DISEASE AND PEST INFESTATIONS. CALL THE PROJECT ARBORIST, OR A CONSULTING ARBORIST IF THESE, OR OTHER CONCERNING CHANGES OCCUR IN TREE HEALTH.

**CITY ARBORIST INSPECTION**

A FINAL INSPECTION BY THE CITY ARBORIST IS REQUIRED AT THE END OF THE PROJECT. THIS IS TO BE DONE BEFORE TREE PROTECTION FENCING IS TAKEN DOWN. REPLACEMENT TREES SHOULD BE PLANTED BY THIS TIME AS WELL.

**TPZ III - ALTERNATIVE METHOD OF TREE PROTECTION**

MAY BE USED TO PROTECT TRUNK FROM DAMAGE DURING CONSTRUCTION ACTIVITIES WHEN STANDARD TPZ FENCING IS NOT PRACTICAL. INSTALL PRIOR TO CONSTRUCTION ACTIVITIES. ADJUST TO ALLOW FOR DIAMETER GROWTH AS NEEDED.



- STEP 1: WRAP TRUNK WITH FOAM PAD OR AT LEAST FIVE LAYERS OF ORANGE PLASTIC FENCING.
- STEP 2: INSTALL DIMENSIONAL LUMBER IN A LAYER AROUND TRUNK TO CREATE BARRIER, ANGLE TO PROTECT ROOT FLARE.
- STEP 3: SECURE PLANKS WITH STRAPS, CHICKEN WIRE, OR NO LESS THAN FOUR LAYERS OF ORANGE PLASTIC FENCING.
- DO NOT DRIVE FASTENERS INTO TREE.

NEW SINGLE FAMILY RESIDENCE  
763 COLLEGE AVE,  
MENLO PARK,  
CA 94025

#	DATE	DESCRIPTION	BY
1	12/11/25	COMMENT RESPONSES	LL
2	3/19/26	COMMENT RESPONSES	LL
3	4/14/26	COMMENT RESPONSES	LL

DATE: 10/16/2025  
DRAWN BY: LL

**APPROVAL STAMPS:**



TREE PROTECTION NOTES

SHEET: TP1

USE PERMIT SET

USE OF THESE PLANS AND SPECIFICATIONS SHALL BE RESTRICTED TO THE ORIGINAL SITE FOR WHICH THEY WERE PREPARED AND PUBLICATION THEREOF IS EXPRESSLY LIMITED TO SUCH USE. REPRODUCTION OR PUBLICATION BY ANY METHOD, IN WHOLE OR IN PART IS PROHIBITED.

# TREE PROTECTION ZONE MAP

763 COLLEGE AVE., MENLO PARK, CA

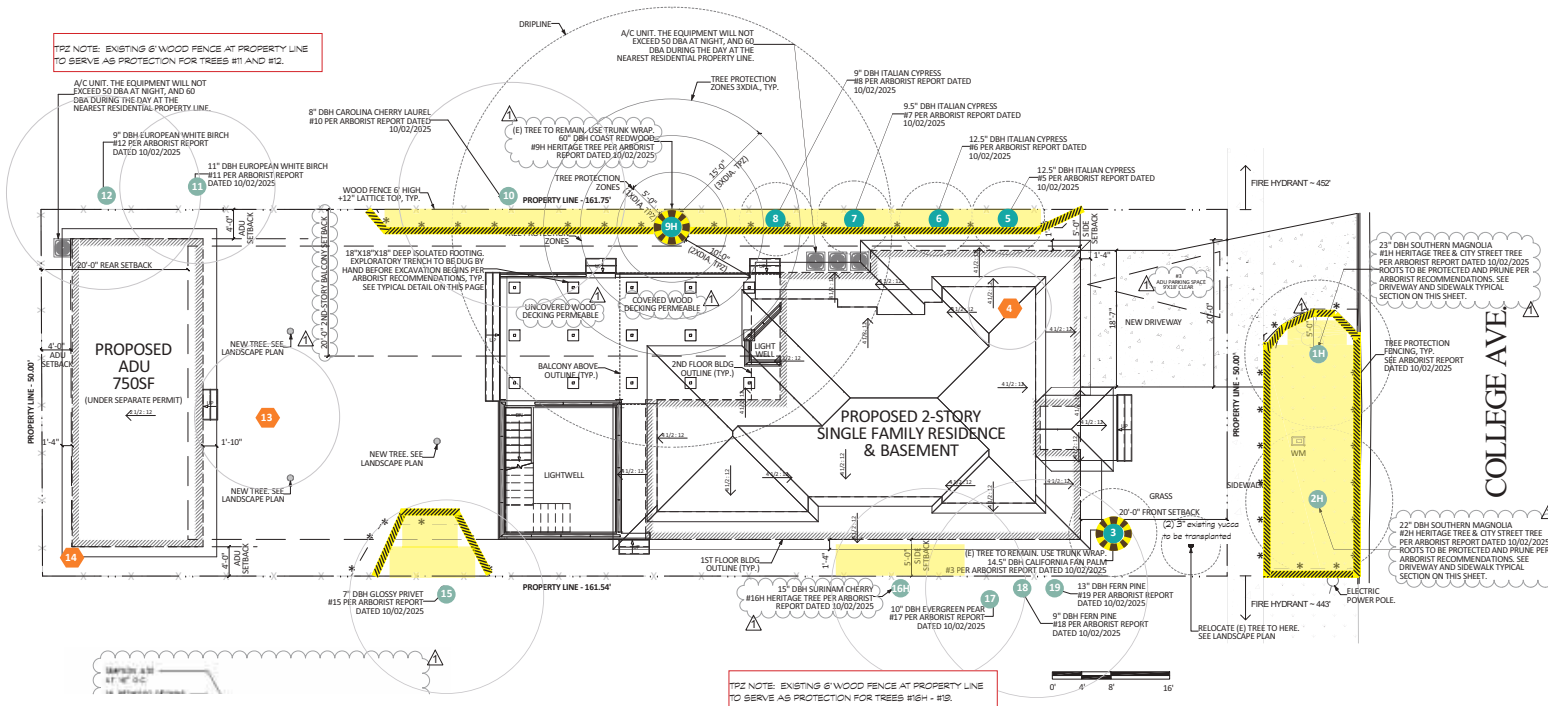


DATE:  
rev. 12/16/25

TPZ ELEMENTS DRAWN:  
B. FIRESTONE  
ISA BOARD CERTIFIED  
MASTER ARBORIST  
#WE-85258

BASE MAP: SITE PLAN A0.2  
by VYLCO  
(12/11/2025)

ARBORIST REPORT  
pg. 26



Planning Division  
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City Hall - 1st Floor  
701 Laurel St. Menlo Park, CA 94025  
(650) 330-6717



Project Name: Suri Residence  
Project Address: 763 College Ave, Menlo Park, CA 94025  
Date: 01/28/2026 (update)  
**Project Description Letter**

To Whom It May Concern,

The existing single-story, non-sprinklered residence at 763 College Avenue embodies the character of early Allied Arts homes, featuring smooth stucco walls, arched openings, and a gently sloped roofline over a conventional raised-floor, spread-footing foundation. Originally built in 1926 under the building standards of its time, the structure remains in reasonable condition, showing no evidence of major structural distress or conditions that pose risk to persons or property.

While the existing residence is in good condition, it lacks the advantages of current building codes—such as enhanced seismic performance, energy efficiency, and fire safety. The proposed project includes replacing the existing structure with a new two-story transitional-style residence with a basement, comprising six bedrooms, six full bathrooms, and two half bathrooms, along with an attached two-car garage. In addition, a detached two-bedroom, one-bathroom Accessory Dwelling Unit (ADU) is proposed at the rear of the property.

The new residence will be constructed in full compliance with current California Building Standards, employing modern materials and methods and incorporating a complete fire sprinkler system. The proposed exterior finishes will include smooth stucco, stained horizontal cedar siding, 8-foot glass doors, clad wood windows with painted trims, painted wood fascia, and a high-quality standing seam metal roof with a metal-and-glass garage door. The design makes more efficient use of the site while maintaining aesthetic compatibility with the City's design guidelines and the surrounding neighborhood context. Landscape and site improvements will incorporate green building principles, water-efficient planting, and materials consistent with both the site's character and sustainability goals.

We believe the proposed residence will be a thoughtful and high-quality addition to the neighborhood, respecting the existing character while providing modern livability and environmental performance. The complete set of scaled architectural plans is submitted under separate cover.

Please do not hesitate to contact me with any questions or comments.

Sincerely,

**Lerika Liscano, PE**  
**Vylco, Inc.**



4750 Almaden Expy, Suite 124-176,  
San Jose, CA 95118  
**Direct: (415) 559-1081**

## Neighborhood Outreach Summary

Project Address: 763 College Ave, Menlo Park, CA 94025

Prepared For: City of Menlo Park

Prepared By: Lerika Liscano

Date: 11/29/2025 (outreach date)

As part of the neighborhood outreach for the proposed redevelopment at 763 College Ave, the property owner conducted in-person visits with surrounding neighbors to present the project, share printed elevations and floor plans, and address questions regarding the design, setbacks, and site features. The following is a summary of the conversations held:

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### 811 College Ave – Kate (Tenant)

- Kate and her family have been long-term renters at this address.
- She expressed immediate excitement about the new house and mentioned that another neighbor had already discussed the plans with her.
- After reviewing the colored elevations and design printout, she reiterated her support.
- She appreciated that the project will retain all major existing trees on the property.

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### 823 College Ave – Laura (Owner)

- Laura has lived at this address for many years and was already familiar with the project plans.
- She stated that she was impressed by the design, particularly the elevations, and believes the project will be a positive improvement to the street.
- She reviewed the printed plans during the meeting and expressed strong support.
- Laura noted she has reached out to the City regarding the idea of making College Ave a low-traffic street and asked if the owner could support this effort.
- She appreciated the commitment to preserving major trees on site.

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### 761 College Ave – Laila and Margie’s Mother

- Laila had heard about the upcoming construction and acknowledged that while it might be somewhat noisy due to proximity, she was supportive and had no concerns after reviewing the elevations and plans.
- Margie’s mother later joined and asked questions about the size of the proposed house and setback compliance.
- The owner explained that the project fully complies with city regulations, and that the major trees will be preserved along with a new walkway at the front.
- She appreciated these clarifications and noted she planned to discuss the project with other neighbors.

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### 745 College Ave – Mario (Owner)

- Mario has lived at this address for over 20 years.
- After reviewing the plans and elevations, he stated that he really liked the design and felt it would be a good addition to the neighborhood.
- He compared the project favorably to other recently constructed homes on College Ave (760 and 752 College), noting he preferred the style and character of this design.
- He expressed full support and well wishes for the construction.

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### 744 College Ave – The Thompsons (Tenants)

- The Thompsons are long-term renters and familiar with neighbors in the area.
- They mentioned having already discussed the project with Laura (823 College) and stated they liked the design.
- They expressed that they were overall in favor of the proposed development.

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760 College Ave

- Recently constructed home; no current occupants as noted by neighbor Mario (745 College).
- No outreach feedback recorded.

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752 College Ave

- New construction project currently underway.
- No outreach feedback recorded.

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805 College Ave – Tracy

- Tracy has lived at this property for 30 years and has renovated her home over time.
- She asked several questions regarding the purpose and need for the ADU, yard space impacts and setback requirements
- After discussing the placement of the ADU and main residence, she understood that ample yard space would remain.
- The owner explained the setback compliance, and Tracy acknowledged the clarification.

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757 College Ave – Stacy (Tenant)

- Stacy and her family are current renters at this address.
  - She congratulated the owner on the project, expressed enthusiasm about the new construction, and supported the overall style and design.
  - She stated she is in favor of the project.
- 

**Summary of Outreach Findings**

- The owner engaged with all adjacent and nearby neighbors where occupants were present.
- Overall, the outreach resulted in strongly positive feedback, with most neighbors expressing support for the project design and the improvements it will bring to the street.
- Questions raised were primarily related to house size, setbacks, ADU location, and construction impacts, all of which were addressed during the conversations.
- Multiple neighbors expressed appreciation for the preservation of existing mature trees.
- No formal objections were received during the outreach efforts.

Project Address: 763 College Ave, Menlo Park, CA 94025  
Prepared For: City of Menlo Park  
Prepared By: Lerika Liscano  
Date: 01/28/2026

## **Design Refinements Made in Good Faith**

Dear Matthew,

In response to input received from neighboring property owners, the project team has reviewed the proposed design and, in good faith, incorporated clarifications and adjustments intended to acknowledge these comments and support a collaborative process. While the project complies with all applicable City requirements, the following refinements have been made to help ensure that neighbors feel heard and to promote compatibility with the surrounding area.

### Parking and Circulation

The project has been designed in full compliance with the City's parking requirements. As part of an effort to improve overall site functionality, the driveway apron has been widened to better accommodate a two-car garage and facilitate off-street parking for the homeowners.

Although the initial design aimed to preserve the existing City tree, coordination with the City Arborist confirmed that the tree is a suitable candidate for removal. In lieu of preservation, multiple replacement trees are proposed in accordance with City requirements.

The project team is also working with a licensed civil engineer to evaluate potential off-site improvements, including the relocation of the existing stop sign. Any required improvements will be addressed during the building permit phase and constructed per City standards, including new sidewalk construction to improve pedestrian accessibility in an area that currently lacks compliant pedestrian facilities.

### Architectural Character and Neighborhood Context

The proposed transitional residence has been designed to be compatible with the surrounding neighborhood. Similar transitional architectural styles are present within the immediate area, and the proposed design reflects this existing context while maintaining a cohesive and respectful relationship to adjacent properties.

### Privacy Considerations

Additional detail has been provided on the plans, particularly within the exterior elevations, to clarify window locations and design intent.

Second-floor bathroom windows are proposed to provide natural light and moisture control. To further support privacy, these windows will be provided with obscure (frosted) glazing to prevent direct views between properties while allowing daylight into the interior space.

The fixed window on the southwest elevation is intended solely to provide daylight to the interior stairwell. Its sill height is located above typical eye level relative to adjacent walkable surfaces and does not create privacy impacts.

In addition, the balcony has been redesigned and the associated sliding door has been reoriented to face the rear yard. Window openings facing neighboring properties have been minimized, with remaining windows limited to those required for code-compliant egress from second-floor bedrooms.

### Ongoing Coordination

The project team remains open to constructive dialogue and is committed to working collaboratively with the City and neighboring property owners throughout the process. These refinements reflect a good-faith effort to consider neighbor input while continuing to meet all applicable codes, standards, and best practices.

Please do not hesitate to contact me with any questions or comments.

Sincerely,

**Lerika Liscano, PE**  
Vylco, Inc.



4750 Almaden Expy, Suite 124-176,  
San Jose, CA 95118  
**Direct: (415) 559-1081**

# ARBORIST REPORT

## TREE PROTECTION PLAN



REVISED DECEMBER 16, 2025

PREPARED FOR: ANUJ SURI

SITE ADDRESS:  
763 COLLEGE AVE. • MENLO PARK, CA 94025



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A31



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# Introduction

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## ARBORIST ASSIGNMENT

On September 24<sup>th</sup>, 2025, at the request of the architect, my team visited 763 College Ave. in the role of Project Arborist. The purpose was to perform the assessments and data collections as necessary to create an industry-standard Tree Protection Report for their project permit. **This report was revised in response to City Comments. Revisions have been highlighted.** It was my understanding that the existing structures and pavement were to be removed. A new two-story home with detached ADU would be built. The driveway would be widened. The assessments in this report were based on review of the following:

- Boundary and Topographic Survey by Osuna Engineering Inc. (dated 07/03/2025)
- **Site Plan Sheets A0.2 – A8.2 by Vylco (dated 12/11/2025)**
  - Site Plans, Floor Plans, Elevations, and ADU Plans
- **Landscape Plan L-1 by Karen Aitken & Associates (dated 10/02/25)**

My inventory included a total of 19 trees over six inches (6" DBH). There were four (4) trees of Heritage size: one (1) coast redwood (*Sequoia sempervirens*), two (2) southern magnolia (*Magnolia grandiflora*) Street trees, and one (1) Surinam cherry (*Eugenia uniflora*) on the neighbor's property. Three (3) trees on the property were requested for removal. All other neighboring trees were sufficiently distant from the work (>10x DBH).

## USES OF THIS REPORT

According to City Ordinance, *any person who conducts grading, excavation, demolition, or construction activity on a property is to do so in a manner that does not threaten the health or viability or cause the removal of any Heritage Tree. Any heritage tree to be retained 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 work performed within an area 10 times the diameter of the tree (i.e., the tree protection zone) requires the submittal of a tree***

***protection plan for approval by the City before issuance of any permit for grading or construction.***

This report was written by Busara Firestone, Project Arborist, to serve as a resource for the property owner, designer, and builder. As needed, I have provided instructions for retaining, protecting, and working around trees during construction, as well as information on City requirements. *The owner, contractor and architect are responsible for knowing the information included in this arborist report and adhering to the conditions provided.*

## Limitations

Trees assessed were limited to the scope of work identified in the assignment. I have estimated the trunk diameters of trees with barriers to access or visibility (such as those on neighboring parcels or behind debris). Although general structure and health were assessed, formal Tree Risk Assessments were not conducted unless specified. Disease diagnostic work was not conducted unless specified. All assessments were the result of ground-based, visual inspections. No excavation or aerial inspections were performed. Recommendations beyond those related to the proposed construction were not within the scope of work.

My tree impact and preservation assessments were based on information provided in the plans I have reviewed to date, and conversations with the involved parties. I assumed that the guidelines and setbacks recommended in this report would be followed. Assessments, conclusions, and opinions shared in this report are not a guarantee of any specific outcome. If additional information (such as engineering or landscape plans) is provided for my review, these assessments would be subject to change.

# City Tree Protection Requirements

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## Heritage Tree Definition

A “Heritage Tree” is a tree that has protected status by the City of Menlo Park. The City can classify trees with Heritage status for their remarkable size, age, or unique value. However, in general, native oaks of 10 inches or more, and any tree having a trunk with a diameter of 15 inches or more has Heritage status (measured at 54 inches above natural grade, or at the branching point for multi-trunk trees).

## Construction-Related Tree Removals

According to the City of Menlo Park, *applicants are required to submit a site plan with the Heritage Tree Removal Application Permit even if they have submitted a site plan to the City for a planning or building permit. The site plan facilitates the review by the City Arborist.*

*For removals of two or more trees, applicants shall be required to submit a planting plan indicating the species, size, and location of the proposed replacement trees on a site plan. Heritage Tree Permits related to Construction will also be charged for City-retained arborist expenses.*

*For trees removed for development, mitigation is based on the tree’s appraised value. Mitigation must be equal to or greater than the tree’s appraised value is required. Applicants may use the following monetary value of the replacement trees to help design their landscape plans for development-related removals:*

- 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

## Violation Penalties

*Any person who violates the tree protection ordinance, including property owners, occupants, tree companies and gardeners, could be held liable for violation of the ordinance. The ordinance prohibits removal or pruning of over one-fourth of the tree, vandalizing, mutilating, destruction and unbalancing of a heritage tree without a permit.*

*If a violation occurs during construction, the City may issue a stop-work order suspending and prohibiting further activity on the property until a mitigation plan has been approved, including protection measures for remaining trees on the property. **Damage to Heritage trees must be reported to the Project Arborist or City Arborist within six (6) hours of damage.***

**After receiving notice or observing damage during a requested inspection, the Project Arborist will issue a report to the client. This applies to all trees identified for preservation including neighboring trees. Documentation will include a description of the issue (extent of wounding, canopy loss or root loss), reassessment of impacts to the tree, and recommended remediation.**

*Civil penalties may be assessed against any person who commits, allows or maintains a violation of any provision of the ordinance. The fine will be an amount not to exceed \$5,000 per violation, or an amount equivalent to the replacement value of the tree, whichever is higher.*

## Impacts on Protected Trees

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### SITE DESCRIPTION

The property at 763 College Ave. was a narrow rectangular lot. The topography was not notable. There was a house with detached garage on-site with a driveway on the right-hand side. The dominant trees on the property were redwood, Italian cypress (*Cupressus sempervirens*), and an olive (*Olea europaea*) in the back of the property.

## TREE INVENTORY

This tree preservation plan includes an attached inventory of all trees on the property regardless of species, that were at least 12 feet tall and 6-inch DBH.

This inventory also includes as necessary, any neighboring Heritage Trees with work proposed within 10 times their diameter (DBH). Any street trees within the public right-of-way were also included, regardless of size, as required by the City.

The Inventory includes each tree's number (as shown on the TPZ map), measurements, condition, level of impact (due to proximity to work), tolerance to construction, and overall suitability for retainment. The inventory also includes the appraised value of each tree using the Trunk Formula Technique (10<sup>th</sup> Edition).

## PROJECT DESCRIPTION

After review of proposed plan set, it was my understanding that the existing structures and pavement were to be removed. A new two-story home with detached ADU would be built. The existing driveway was to be widened, and a new sidewalk was planned. **Note: a partially covered wooden deck was planned behind the home. The deck was to be raised on piers to reduce trenching near Tree #9H.** Please see attached Tree Protection Plan Map.

## HOW CONSTRUCTION CAN DAMAGE TREES

### Damage to Roots

#### *Where are the Roots?*

The most common types of injury to trees that occur during property improvements are related to root cutting or damage. **Tree roots extend farther out than people realize, and the majority are located within the upper 24 inches of soil.** The thickest roots are found close to the trunk, and taper and branch into ropey roots. These ropey roots taper and branch into an intricate system of fine fibrous roots, which are connected to an even finer system of fungal filaments.

This vast below-ground network is tasked with absorbing water and nutrients, as well as anchoring the tree in the ground, storage, and communication.

### *Damage from Excavation*

**Any type of excavation will impact adjacent trees by severing roots** and thus cutting off the attached network. Severing large roots, or trenching across the root plate, destroys large networks. Even work that appears to be far from a tree can impact the fibrous root system. Placing impervious surfaces over the ground, or installing below ground structures, such as a pool, or basement wall, will remove rooting area permanently from a site.

### *Damage from Fill*

**Adding fill can smother roots**, making it difficult for them to access air and water. The roots and other soil life need time to colonize the new upper layers of soil.

### *Changes to Drainage and Available Water*

Changes to the hydrology of the site, caused for instance by new septic fields, changes to grade, and drainage systems, can also cause big changes in available water for trees. Trees can die from lack of water or disease if their water supply dries up or gets much wetter than they are used to.

### *Soil Compaction and Contamination*

In addition, compaction of soil, or contamination of soil with wash-water, paint, fuel, or other chemicals used in the building process, can cause damage to the rooting environment that can last many years. Tree protection fencing creates a barrier to protect as many roots as possible from this damage, which can be caused by travelling vehicles, equipment storage, and other construction activities that may occur even outside the construction envelope.

## **Mechanical Injury**

Injury from the impact of vehicles or equipment can occur to the root crown, trunk, and lower branches of a tree. The bark protects a tree – creating a skin-like barrier from disease-causing organisms. The stem tissues support the weight of the plant. They also conduct the flow of

water, sugars, and other important compounds throughout the tree. When the bark and wood is injured, the structure and health of the tree is compromised.

## IMPACTS TO HERITAGE TREES

### SUMMARY

Four (4) Heritage Trees would be impacted by the project: one (1) coast redwood and a (1) Surinam cherry. Two (2) Heritage magnolia Street trees would also be impacted. Three (3) trees on the property were recommended for removal.

My evaluation of the impacts of the proposed construction work for all affected trees was summarized in the Tree Inventory. These included impacts of grading, excavation for utility installation, retaining walls, drainage or any other aspect of the project that could impact the service life of the tree. Anticipated impacts to trees were summarized using a rating system of “severe,” “high,” “moderate,” “low,” or “very low.”

General species tolerance to construction, and condition of the trees (health and structural integrity), was also noted on the Inventory. These major factors, as well as tree age, soil characteristics, and species desirability, all factored into an individual tree’s suitability rating, as summarized on the Inventory. Suitability of trees to be retained was rated as “high,” “moderate,” “low.” Trees with low suitability would be appropriate candidates for removal.

**Please see Glossary for definitions of ratings.**

### TREE REMOVALS

*Removal Justification for trees is as follows:*

- **Trees #4, #13, and #14 were not a Heritage Tree:**
  - I recommended Trees #4 and #14 for removal based on “severe” project impacts. They would not survive the project. Tree #13 was to be removed for landscape improvements.

### *Menlo Park Administrative Guidelines for Criterion 5:*

*The following documentation may be required to support tree removal for economic development:*

- *Schematic diagrams that demonstrate the feasibility/livability of alternative design(s) that preserve the tree, including utilizing zoning ordinance variances that would preserve the tree.*
- *Documentation on the additional incremental construction cost attributable to an alternative that preserves the tree (i.e. construction cost of alternative design minus cost of original design) in relation to the appraised value of tree(s) and based on the most recent addition to the Guide for Plant Appraisal.*

*The following guidance will be used to determine feasibility:*

- *If the incremental cost of the tree preservation alternative is more than 140% of the appraised value of the tree, the cost will be presumed to be financially infeasible.*
- *If the incremental cost of the tree preservation alternative is less than 110% of the appraised value of the tree, the cost will be presumed to be financially feasible.*
- *If the incremental cost of the tree preservation alternative is between 110% and 140% of the appraised value of the tree, public works director or their designee will consider a range of factors, including the value of the improvements, the value of the tree, the location of the tree, the viability of replacement mitigation and other site conditions.*
- *In calculating the incremental cost of the tree preservation alternative, only construction costs will be evaluated. No design fees or other soft costs will be considered.*

## **IMPACTS TO NEIGHBORING AND HERITAGE TREES**

- **Trees #1H and #2H (magnolia, Street trees):** These Street trees were approximately six feet (6') from the proposed sidewalk. They would be expected to be “moderately” impacted by excavation for the work (10% - 25% root loss). **Please see “Special Tree Protection Measures” section of this report for guidelines on working within 6x DBH of these trees.**

- **Tree #9H (60" redwood):** This tree was less than a foot (1') from the existing pavement to be removed. The new basement was proposed 15 feet away, and deck proposed five feet (5') away. It would be expected to be "moderately" impacted by the work (10% - 25% root loss). **Please see "Special Tree Protection Measures" section of this report for guidelines on working within 6x DBH of this tree.**
- **Tree #16H (15" neighboring Surinam cherry):** This neighboring tree was approximately two feet (2') from existing hardscaping and six feet (6') from the existing home. The new home and basement were proposed approximately five feet (5') away. It would be anticipated to be "moderately" impacted by removal and replacement of the existing home (10% - 25% root loss). **Please see "Special Tree Protection Measures" section of this report for guidelines on working within 6x DBH of this tree.**

## Tree Protection Recommendations

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### PRE-CONSTRUCTION

#### Establish Tree Protection Zones (TPZ)

The Tree Protection Zone (TPZ) shall be a fenced-off area where work and material storage is not allowed. They are established and inspected prior to the start of work. This barrier protects the critical root zone and trunk from compaction, mechanical damage, and chemical spills. **The City requires that tree protection fencing be installed before any equipment comes on-site and inspected by the Project Arborist, who shall submit a verification letter to the City before issuance of permits.**

**Tree protection fencing is required to remain in place throughout construction and may only be moved or removed with written authorization from the City Arborist. The Project Arborist may authorize modification to the fencing when a copy of the written authorization is submitted to the City.**

**The following activities are prohibited inside the Tree Protection Zone. DO NOT:**

- Place heavy machinery for excavation
- Allow runoff or spillage of damaging materials
- Store or stockpile materials, tools, or soil
- Park or drive vehicles
- Trench, dig, or otherwise excavate without first obtaining authorization from the City Arborist or Project Arborist
- Change soil grade
- Trench with a machine
- Allow fires under and adjacent to trees
- Discharge exhaust into foliage
- Direct runoff towards trees
- Cut, break, skin, or bruise roots, branches, or trunks without authorization from the City Arborist
- Secure cable, chain, or rope to trees
- Apply soil sterilant under pavement near existing trees

**Specific recommended protection for trees is as follows:**

- **Trees #1H and #2H (magnolia, Street trees):** These trees may be fenced as a group within the same perimeter. Establish standard TPZ fencing radius to 15 feet, or to the greatest extent possible as limited by the driveway, street, and proposed sidewalk.
- **Tree #9H (60" redwood):** Establish standard TPZ fencing radius to 40 feet, or to the greatest extent possible as limited by the construction. Additionally, I recommended TPZ Trunk Wrap to protect this tree during the hardscape removal phase of construction due to the proximity to the work. Securely bind wooden slats at least 1-inch-thick around the trunk (preferably on a closed-cell foam pad). Secure and wrap at least one layer of orange plastic construction fencing around the outside of the wooden slats for visibility. DO NOT drive fasteners into the tree. **Please see attached "TPZ Trunk Wrap" specification for best-practice method using dimensional lumber.**

- **Tree #16H (15" neighboring Surinam cherry):** This neighboring tree would be protected adequately by the existing wooden fence at the property line. Due to the location of the work, an additional chain link fence at this location would not be practical.

### **TPZ FENCING SPECIFICATIONS:**

- 1) Establish tree protection fencing radius by installing six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, 1.5-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.
- 2) Post signs on the fencing (in English and Spanish) printed on 11"x17" yellow-colored paper (signage attached at end of report) with Project Arborist's contact information. Signage should be on each protection fence in a prominent location.
- 3) Movable barriers of chain link fencing secured to cement blocks may 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 Arborist or City Arborist.

### **TRUNK WRAP SPECIFICATIONS:**

- *Securely bind wooden slats at least 1-inch-thick around the trunk (preferably on a closed-cell foam pad). Secure and wrap at least one layer of orange plastic construction fencing around the outside of the wooden slats for visibility;*
- *DO NOT drive fasteners into the tree;*
- *Install trunk protection immediately prior to work within the TPZ and remove protection from the tree(s) as soon as work moves outside the TPZ;*
- *Protect major scaffold limbs as determined by the City Arborist or Project Arborist; and*
- *If necessary, install wooden barriers at an angle so that the trunk flare and buttress roots are also protected.*

## Preventing Root Damage

***Bare ground within the TPZ should have material applied over the ground to reduce soil compaction and retain soil moisture.*** Place a 6-inch layer of coarse mulch or woodchips covered with ¾-inch plywood or alternative within the TPZ prior to construction activity. Mulch in excess of four inches would have to be removed after work is completed. Mulch should be spread manually so as not to cause compaction or damage.

## Pruning Branches

I recommend that trees be pruned only as necessary to provide minimum clearance for proposed structures and the passage of workers, vehicles, and machines, while maintaining a natural appearance. Any large dead branches should be pruned out for the safety of people working on the site.

Pruning should be specified in writing adhering to ANSI A300 Pruning Standards and performed according to Best Management Practices endorsed by the International Society of Arboriculture. Any pruning (trimming) of branches should be supervised by an ISA-certified arborist.

**Any property owner wanting to prune heritage tree more than one-fourth of the canopy and/or roots, must have permission from the City.**

## Arborist Inspection

**The City requires that tree protection fencing be installed before any equipment comes on-site and inspected by the Project Arborist, who shall submit a verification letter to the City before issuance of permits. Tree protection fencing to be inspected by City Arborist before demo and/or building permit issuance.**

## DURING CONSTRUCTION

### Special Tree Protection Measures – Trees #1H, #2H, #9H, and #16H

- 1) **Demolition of existing hardscape (Trees #1H, #9H, and #16H)** should be performed in a manner that avoids tearing roots: Using the smallest effective machinery, break up pieces of the concrete and lift pieces up and away from trees. Cut roots embedded in paving rather than tearing them (see instructions on root cuts). Do not drag concrete or machinery across bare soil within 30 feet of Tree #9H and 8 feet of Tree #16H as this would disturb soil and roots. **Once exposed, open soil within 30 feet of Tree #9H and 8 feet of Tree #16H should be covered with woodchips to prevent damage and compaction of the root zone. See section “Preventing Root Damage” for instructions.**
  
- 2) **Excavation guidelines for installation of new foundation (Tree #16H):** Use hand tools only when excavating within 8 feet of the trunk of this tree within the top 36 inches of soil depth. If roots of one-inch diameter or larger must be cut, they should be cut cleanly with a sharp, clean sawblade perpendicular to the direction of growth (a “square cut”). The cut should be made where the bark of the root is undamaged and intact. **Root pruning should be supervised by the Project Arborist.**
  
- 3) **Excavation guidelines for installation of new foundation (Tree #9H)**
  - **Under the supervision of the Project Arborist, I recommend an exploratory trench to be dug by hand before excavation begins.** This way, roots may be exposed by gentle excavation methods.
  - **Woody roots (1” or larger) must not be damaged during digging.**
  - Roots to be exposed along the sides of the basement inside 6X DBH of Heritage trees:
    - within 30 feet of the trunk of Tree #9H
  - The trench should be dug as deep as the proposed foundation. (Width does not matter.)
  - In the case that numerous or large roots are found, options for building around the roots may be discussed with the builder and engineer.
  - **Root pruning would be done selectively, under the direction of the Project Arborist.**

- 4) Excavation guidelines for installation of deck footings (Tree #9H):** When excavating or boring underneath the canopy, or within 30 feet of the trunk of this tree, use hand tools within the top 36" of the soil leaving woody roots undamaged. Under the supervision of the Project Arborist or City Arborist, roots encountered should be cut cleanly with a sharp, clean sawblade perpendicular to the direction of growth (a "square cut"). The cut should be made where the bark of the root is undamaged and intact. If roots of over two inches (2") are found, the Project Arborist may recommend moving the location of the footing.

**5) Exploratory Trench – Construction of the sidewalk (< 6X DBH) – Trees #1H and #2H**

To protect Trees #1H and #2H (magnolia Street trees) from damage in the construction of the new sidewalk, I recommend the following measures:

- 1. I recommend an exploratory trench to be dug by hand, before excavation begins, to expose roots along the tree-side of the driveway.** This way, roots may be exposed by gentle excavation methods and then cut selectively.
- 2. Excavation depth for installation of new pavement should be no more than six inches (6").** Compaction of subgrade should be minimal.
- 3. Leave all roots over 1-inch intact and undamaged.** Paving material to be poured around woody roots.
- 4. Any root pruning would need to be done selectively, under the direction of the Project Arborist.**

## Root Pruning

*As required by the City of Menlo Park:*

- *To avoid injury to tree roots, only excavate carefully by hand, compressed air, or high-pressure water within the dripline of trees.*
- *When the Contractor encounters roots smaller than 2-inches, hand-trim the wall of the trench adjacent to the trees to make even, clean cuts through the roots. Cleanly cut all damaged and torn roots to reduce the incidence of decay.*
- *Fill trenches within 24 hours. When it is infeasible to fill trenches within 24 hours, shade the side of the trench adjacent to the trees with four layers of dampened, untreated burlap. Wet burlap as frequently as necessary to maintain moisture.*
- ***When the Contractor encounters roots 2 inches or larger, report immediately to the Project Arborist. The Project Arborist will decide whether the Contractor may cut roots 2 inches or larger. If a root is retained, excavate by hand or with compressed air under the root. Protect preserved roots with dampened burlap.***

## Irrigation

Water moderately and highly impacted trees during the construction phase. As a rule of thumb, provide one to two inches per month. Water slowly so that it penetrates 18 inches into the soil, to the depth of tree roots. Do not water native oaks during the warm dry season (June – September) as this activates oak root fungus. Instead, make sure that the soil is sufficiently insulated with mulch (where possible). Remember that unsevered tree roots typically extend three to five times the distance of the canopy.

## Project Arborist Supervision

I recommend the Project Arborist meet with the builder on-site:

- Soon after excavation
- During any root pruning
- Monthly tree protection monitoring inspections: As requested by the property owner or builder to document tree condition and verify on-going compliance with tree protection plan. Recommendations for any necessary maintenance and impact mitigation should also be included in monthly reports for City Arborist Review (*required every 4 weeks by the City*).

**Any time development-related work is recommended to be supervised by a Project Arborist, a follow-up letter shall be provided, documenting the mitigation has been completed to specification.**

## POST-CONSTRUCTION

Ensure any mitigation measures to ensure long-term survival including but not limited to:

### Continued Tree Care

*Provide adequate and appropriate irrigation.* As a rule of thumb, provide 1- 2 inches of water per month. Water slowly so that it penetrates 18 inches into the soil, to the depth of the tree roots. Native oaks usually should not be provided supplemental water during the warm, dry season (June – September) as this activates oak root fungus. Therefore, native oaks should only be watered October – May when rain has been scarce.

*Mulch* insulates the soil, reduces weeds, reduces compaction, and promotes myriad benefits to soil life and tree health. Apply four inches of wood chips (or other mulch) to the surface of the soil around trees, extending at least to the dripline when possible. Do not pile mulch against the trunk.

*Do not fertilize* unless a specific nutrient deficiency has been identified and a specific plan prescribed by the project arborist (or a consulting arborist).

## Post-Construction Monitoring

Monitor trees for changes in condition. Check trees at least once per month for the first year post-construction. Expert monitoring should be done at least every 6 months or if trees show signs of stress. Signs of stress include unseasonably sparse canopy, leaf drop, early fall color, browning of needles, and shoot die-back. Stressed trees are also more vulnerable to certain disease and pest infestations. Call the Project Arborist, or a consulting arborist if these, or other concerning changes occur in tree health.

## City Arborist Inspection

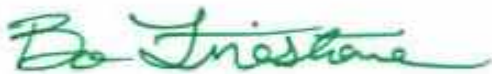
**A final inspection by the City Arborist is required at the end of the project. This is to be done before Tree Protection Fencing is taken down. Replacement trees should be planted by this time as well.**

## Conclusion

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The home building project planned at 763 College Ave. appeared to be a valuable upgrade to the property. If any of the property owners, project team, or City reviewers have questions on this report, or require Project Arborist supervision or technical support, please do not hesitate to contact me at (408) 497-7158 or [busara@bofirestone.com](mailto:busara@bofirestone.com).

Signed,



Busara (Bo) Firestone | ISA Board Certified Master Arborist #WE-8525B | ASCA Registered Consulting Arborist RCA #758 | ISA Qualified Tree Risk Assessor | ASCA Tree and Plant Appraisal Qualification | Member – American Society of Consulting Arborists | Wildlife-Trained Arborist

# Supporting Information

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## GLOSSARY

*Terms appear in the order they appear from left to right on the inventory column headings.*

**DBH:** Diameter at 4.5' above grade. Trees which split into multiple stems at 4.5' are measured at the narrowest point below 4.5'.

**Mathematic DBH:** diameter of multitrunked tree, mathematically derived from the combined area of all trunks.

**BTH (Bare Trunk Height):** Trunk height on palm trees as measured from the ground to the base of the newest emerging leaf in the center of the crown.

**SPREAD:** Diameter of canopy between farthest branch tips

**TREE STATUS:** A "Heritage Tree" is a tree that has protected status by the City of Menlo Park. The City can classify trees with Heritage status for their remarkable size, age, or unique value. However, in general, native oaks of 10 inches or more, and any tree having a trunk with a diameter of 15 inches or more has Heritage status (measured at 54 inches above natural grade, or at the branching point for multi-trunk trees).

**CONDITION-**Ground based visual assessment of structural and physiological well-being:

"**Excellent**" = 81 - 100%; Good health and structure with significant size, location or quality.

"**Good**" = 61-80%; Normal vigor, full canopy, no observable significant structural defects, many years of service life remaining.

"**Fair**" = 41-60%; Reduced vigor, significant structural defect(s), and/or other significant signs of stress

"**Poor**" = 21- 40%; In potentially irreversible decline, structure and aesthetics severely compromised

"**Very Poor**" = 6-20%; Nearly dead, or high risk of failure, negative contribution to the landscape

"**Dead/Unstable**" = 0 - 5%; No live canopy/buds or failure imminent

**IDEAL TPZ RADIUS:** Recommended tree protection radius to ensure healthy, sound trees. Based on species tolerance, age, and size (total combined stem area) as per industry best practice standards. Compromising the radius in a specific area may be acceptable as per arborist approval. Municipalities in our region simplify this nuanced process by using the distance to the dripline, 10X DBH, or 6X DBH as acceptable setbacks from construction.

**AGE:** Relative to tree lifespan; "Young" <1/3; "Mature" 1/3 - 2/3; "Overmature" >2/3

**IMPACT:** Anticipated impact to an individual tree including.....

**SEVERE** - In direct conflict, removal necessary if plans proceed (distance to root cuts/fill within 3X DBH or root loss of > 30% anticipated).

**HIGH** – Work planned within 6X DBH and/or anticipated root loss of 20% – 30%. Redesign to reduce impact should be explored and may be required by municipal reviewer. Retainment may be possible with monitoring or alternative building methods. Health and structure may worsen **even if** conditions for retainment are met.

**MODERATE** - Ideal TPZ encroached upon in limited areas. No work or very limited work within 6X TPZ. Anticipated root loss of 10% - 25%. Special building guidelines may be provided by Project Arborist. Although some symptoms of stress are possible, tree is not likely to decline due to construction related activities.

**LOW** - Anticipated root loss of less than 10%. Minor or no encroachment on ideal TPZ. Longevity uncompromised with standard protection.

**VERY LOW** - Ideal TPZ well exceeded. Potential impact only by ingress/egress. Anticipated root loss of 0% - 5%. Longevity uncompromised.

**NONE** - No anticipated impact to roots, soil environment, or above-ground parts.

**TOLERANCE:** General species tolerance to construction (HIGH, MODERATE, or LOW) as given in Managing Trees During Construction, Second Edition, by International Society of Arboriculture

**SUITABILITY ASSESSMENT:** An individual tree's suitability for preservation considering impacts, condition, maturity, species tolerance, site characteristics, and species desirability. (HIGH, MODERATE, or LOW)

**APPRAISAL RESULT:** The reproduction cost of tree replacement as calculated by the Trunk Formula Technique.

## BIBLIOGRAPHY

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ISA. *Guide for Plant Appraisal*, 10<sup>th</sup> edition, second printing. Atlanta, GA: International Society of Arboriculture, 2019. Print.

ISA. Species Classification and Group Assignment, 2004 Western Chapter Regional Supplement.

Western Chapter ISA.

Smiley, E. Thomas, Nelda Matheny, and Sharon Lilly. *Best Management Practices: Tree Risk*

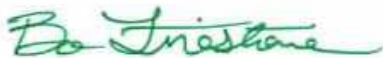
*Assessment*: International Society of Arboriculture, 2011. Print.

## CERTIFICATE OF APPRAISAL

I, Busara Rea Firestone, CERTIFY to the best of my knowledge and belief:

1. That the statements of fact contained in this plant appraisal are true and correct.
2. That the appraisal analysis, opinions, and conclusion are limited only by the reported assumption and limiting conditions, and that they are my personal, unbiased professional analysis, opinions, and conclusions.
3. That I have no present or prospective interest in the plants that are the subject of this appraisal, and that I have no personal interest or bias with respect to the parties involved.
4. That my compensation is not contingent upon a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. That my analysis, opinions, and conclusions are developed, and this appraisal has been prepared, in conformity with the *Guide for Plant Appraisal (10<sup>th</sup> edition, 2000)* authored by the Council of Tree and Landscape Appraisers.
6. That the methods found in this appraisal are based on a request to determine the value of the plants considering reasonable factors of plant appraisal.
7. That my appraisal is based on the information known to me at this time. If more information is disclosed, I may have further opinions.

Signed,



Busara (Bo) Firestone

ISA Board-Certified Master Arborist #WE-8525B

12/16/2025



BUSARA FIRESTONE  
#WE-8525B



KAITLYN MEYER  
#WE-14992A



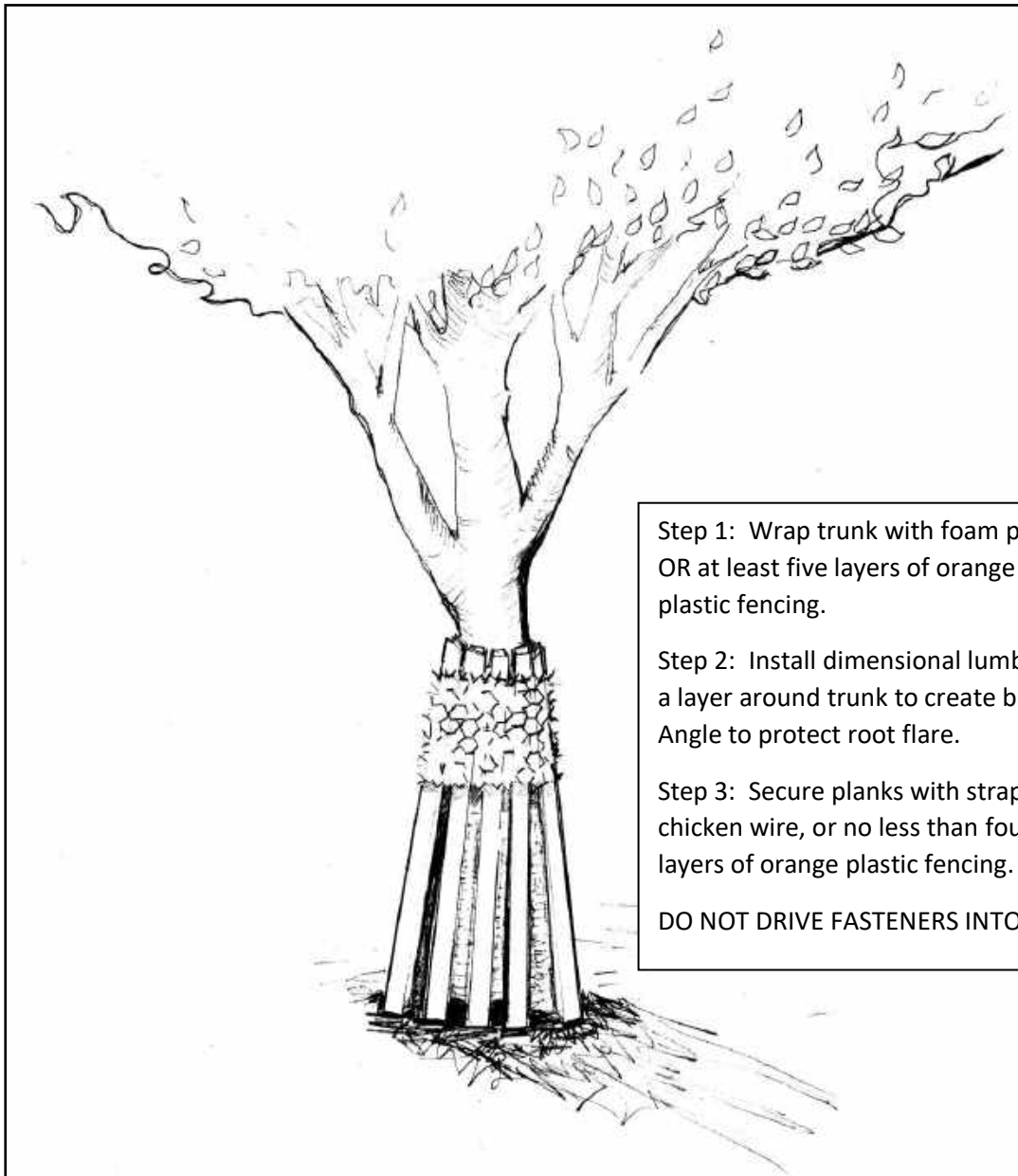
ON STAFF

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E: BUSARA@BOFIRESTONE.COM C: (408) 497-7158  
WWW.BOFIRESTONE.COM

 RCA #758  
Registered Consulting Arborist®

## TPZ III – Alternative Method of Tree Protection

May be used to protect trunk from damage during construction activities when standard TPZ fencing is not practical. Install prior to construction activities. Adjust to allow for diameter growth as needed.



Step 1: Wrap trunk with foam pad OR at least five layers of orange plastic fencing.

Step 2: Install dimensional lumber in a layer around trunk to create barrier. Angle to protect root flare.

Step 3: Secure planks with straps, chicken wire, or no less than four layers of orange plastic fencing.

**DO NOT DRIVE FASTENERS INTO TREE**



## **WARNING TREE PROTECTION AREA**

**ONLY AUTHORIZED PERSONNEL MAY ENTER THIS AREA**

**No excavation, trenching, material storage, cleaning, equipment access, or dumping is allowed behind this fence.**

**Do not remove or relocate this fence without approval from the project arborist. This fencing must remain in its approved location throughout demolition and construction.**

### **Project Arborist contact information:**

Name: Bo Firestone

Business: Bo Firestone Trees & Gardens

Phone number: 408-497-7158

## **ADVERTENCIA: ÁREA DE PROTECCIÓN DE ÁRBOLES**

**SÓLO EL PERSONAL AUTORIZADO PUEDE INGRESAR A ESTA ÁREA**

**No se permite la excavación, zanjas, almacenamiento de materiales, limpieza, acceso de equipos, o vertido de residuos detrás de esta cerca.**

**No retire ni reubique esta cerca sin la aprobación del arborista del proyecto. Esta cerca debe permanecer en su ubicación aprobada durante todo el proceso de demolición y construcción.**

### **Información de contacto del arborista de este proyecto:**

Nombre: Bo Firestone

Empresa: Bo Firestone Trees & Gardens

Número de teléfono: 408-497-7158

Suri Residence rev. 12/16/25

#	Heritage (H)	Common Name	Botanical Name	Protected Status	DBH (inches)	math. DBH (inches)	Height (feet)	Spread (feet)	TREE IMPACT ASSESSMENT											
									Condition	Health, Structure, Form notes	Age	Species Tolerance	6X DBH* (feet)	Est. Root Loss**	TPZ mult. Factor	Ideal TPZ Radius (ft)	Impact Level ***	Suitability Rating	Removal Status	Appraisal Result
1	H	Southern Magnolia	<i>Magnolia grandiflora</i>	HERITAGE, STREET	23	23	40	25	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	12	10% - 25%	8	15	MODERATE	HIGH	PRESERVE	\$6,200
2	H	Southern Magnolia	<i>Magnolia grandiflora</i>	HERITAGE, STREET	22	22	35	25	FAIR (50%)	V-pruned, asymmetrical form	MATURE	HIGH	11	10% - 25%	8	15	MODERATE	MODERATE	PRESERVE	\$4,500
3		California Fan Palm	<i>Washingtonia filifera</i>	(not heritage)	14.5	14.5	20	15	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	MODERATE	7	10% - 25%	12	15	MODERATE	HIGH	PRESERVE	\$1,880
4		Yew Pine	<i>Podocarpus macrophyllus</i>	(not heritage)	7	7	20	10	FAIR (50%)	low LCR, moderate vigor, chlorotic	MATURE	MODERATE	4	>30%	12	7	SEVERE	LOW	REMOVE (X)	\$1,380
5		Italian Cypress	<i>Cupressus sempervirens</i>	(not heritage)	12.5	12.5	40	7	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	6	10% - 25%	8	8	MODERATE	HIGH	PRESERVE	\$2,910
6		Italian Cypress	<i>Cupressus sempervirens</i>	(not heritage)	12.5	12.5	40	5	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	6	10% - 25%	8	8	MODERATE	HIGH	PRESERVE	\$2,910
7		Italian Cypress	<i>Cupressus sempervirens</i>	(not heritage)	9.5	9.5	35	5	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	5	10% - 25%	8	6	MODERATE	HIGH	PRESERVE	\$1,680
8		Italian Cypress	<i>Cupressus sempervirens</i>	(not heritage)	9	9	30	5	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	5	10% - 25%	8	6	MODERATE	HIGH	PRESERVE	\$1,510
9	H	Coast Redwood	<i>Sequoia sempervirens</i>	HERITAGE	est. 60	60	100	45	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	30	10% - 25%	8	40	MODERATE	HIGH	PRESERVE	\$53,600
10		Carolina Cherry Laurel	<i>Prunus caroliniana</i>	(not heritage)	est. 8	8	30	30	FAIR (50%)	thin canopy, chlorotic	MATURE	MODERATE	4	10% - 25%	12	8	MODERATE	MODERATE	PRESERVE	\$1,510
11		European White Birch	<i>Betula pendula</i>	(not heritage)	est. 11	11	45	25	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	MODERATE	6	10% - 25%	12	11	MODERATE	HIGH	PRESERVE	\$1,690
12		European White Birch	<i>Betula pendula</i>	(not heritage)	est. 9	9	45	20	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	MODERATE	5	10% - 25%	12	9	MODERATE	HIGH	PRESERVE	\$1,130
13		European White Birch	<i>Betula pendula</i>	(not heritage)	(2) 4	5.5	25	20	GOOD (75%)	full green canopy, pleasing form, good vigor	YOUNG	MODERATE	3	10% - 25%	8	4	MODERATE	HIGH	REMOVE (X)	\$350
14		Olive	<i>Olea europaea</i>	(not heritage)	8.5, (2) 8	14	35	35	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	MODERATE	7	>30%	12	14	SEVERE	LOW	REMOVE (X)	\$4,100
15		Glossy Privet	<i>Ligustrum lucidum</i>	(not heritage)	est. 7	7	30	25	FAIR (50%)	thin canopy, chlorotic	MATURE	LOW	4	10% - 25%	15	9	MODERATE	MODERATE	PRESERVE	\$80
16	H	Surinam Cherry	<i>Eugenia uniflora</i>	HERITAGE	est. 15	15	45	25	FAIR (50%)	pruned between homes, codominant form, moderate vigor	MATURE	MODERATE	8	10% - 25%	12	15	MODERATE	MODERATE	PRESERVE	\$2,440
17		Evergreen Pear	<i>Pyrus kawakamii</i>	(not heritage)	est. 10	10	60	20	FAIR (50%)	moderate vigor, thin canopy, low LCR	MATURE	MODERATE	5	10% - 25%	12	10	MODERATE	MODERATE	PRESERVE	\$1,130
18		Fern Pine	<i>Podocarpus gracillior</i>	(not heritage)	est. 9	9	60	20	FAIR (50%)	moderate vigor, thin canopy, low LCR	MATURE	MODERATE	5	10% - 25%	12	9	MODERATE	MODERATE	PRESERVE	\$1,920
19		Fern Pine	<i>Podocarpus gracillior</i>	(not heritage)	est. 13	13	60	30	FAIR (50%)	codominant spindly form, low LCR	MATURE	MODERATE	7	10% - 25%	12	13	MODERATE	MODERATE	PRESERVE	\$4,000
KEY:																				
#	Neighboring / City Street Tree																			
	Removal Request																			

SEE GLOSSARY FOR DEFINITION OF TERMS

\*6X DBH is recognized by tree care industry best practices as the distance from trunkface to a cut across the root plate that would result in a loss of approximately 25% of the root mass. Cuts closer than this may result in tree decline or instability.

\*\*Based on approximate distance to excavation and extent of excavation (as shown on plans).

\*\*\*Impact level assuming all basic and special tree protection measures are followed.

Appraisal calculations summary available upon request.

# TREE PROTECTION ZONE MAP

763 COLLEGE AVE, MENLO PARK, CA

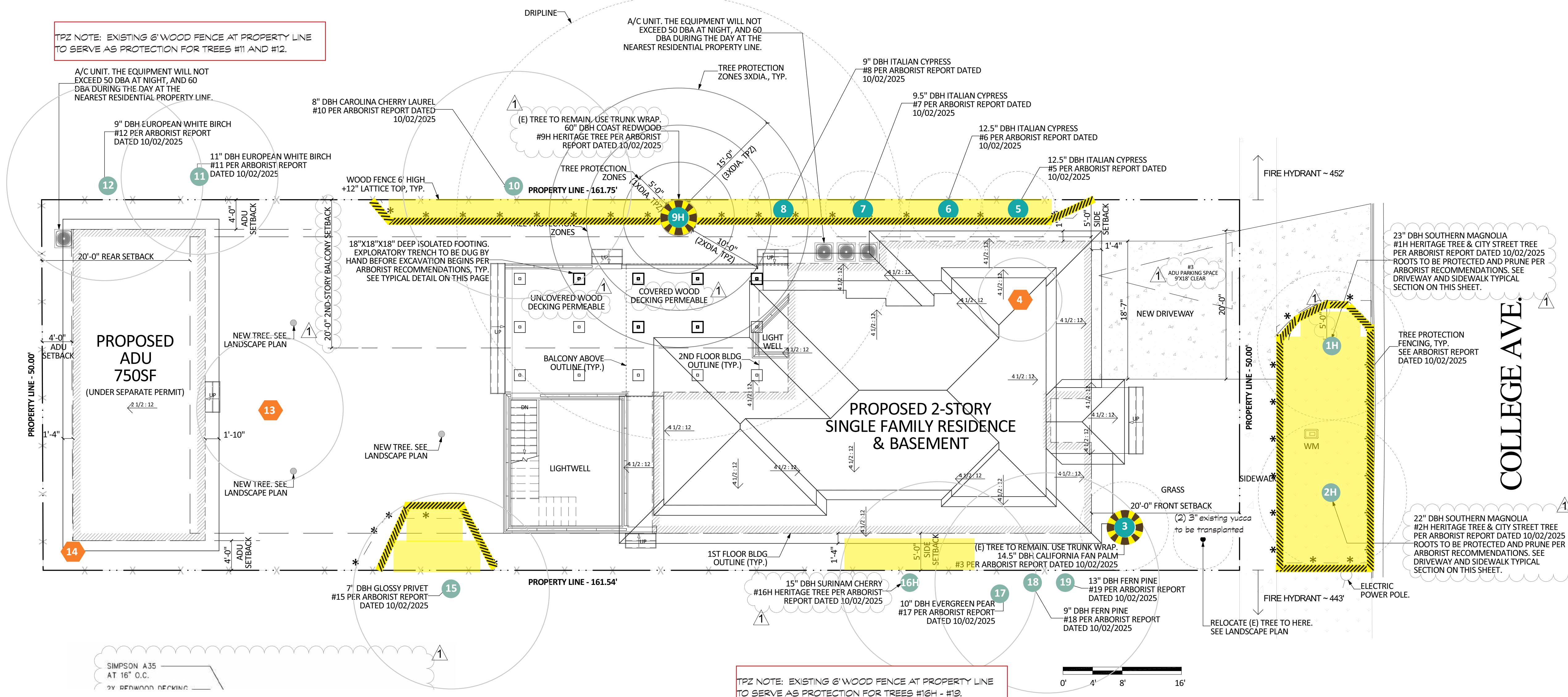


DATE:  
rev. 12/16/25

TPZ ELEMENTS DRAWN:  
B. FIRESTONE  
ISA BOARD CERTIFIED  
MASTER ARBORIST  
#WE-8525B

BASE MAP: SITE PLAN A0.2  
by VYLCO  
(12/11/2025)

ARBORIST REPORT  
pg. 26



**TPZ MAP LEGEND:**

- TREE TO REMOVE
- TREE TO REMAIN
- TREE ON NEIGHBORS' PROPERTY / CITY STREET TREE
- TREE PROTECTION FENCING (SEE SPEC.)
- TRUNK WRAP (SEE SPEC.)
- ROOT PROTECTION MEASURES (PRESCRIBED PER REPORT PG. 12)

NOTE: TREES #10 - #12 AND #14 - #19 WERE PLACED BY PROJECT ARBORIST AND LOCATIONS ARE APPROXIMATE.

- Tree protection fencing requirements as required by the City of Menlo Park:
- 1) Establish tree protection fencing radius by installing six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, 1.5-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.
  - 2) Post signs on the fencing (in English and Spanish) printed on 11"x17" yellow-colored paper (signage attached) with Project Arborist's contact information. Signage should be on each protection fence in a prominent location.
  - 3) Movable barriers of chain link fencing secured to cement blocks may 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 Arborist or City Arborist.
  - 4) Place a 6-inch layer of coarse mulch or woodchips covered with 3/4-inch plywood or alternative within the TPZ over bare ground prior to construction activity.

<b>LOCATION:</b> 763 College Avenue	<b>PROJECT NUMBER:</b> PLN2025-00046	<b>APPLICANT:</b> Anuj Suri	<b>OWNER:</b> Anuj Suri
<p><b>PROJECT CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following <b>standard</b> conditions:           <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by June 8, 2026) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Lerika Liscano, consisting of 22 plan sheets, dated April 4, 2026, and approved by the Planning Commission on June 8, 2026, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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 Bo Firestone Trees &amp; Gardens dated December 16, 2025.</li> <li>i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>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,</li> </ol> </li> </ol>			

<b>LOCATION:</b> 763 College Avenue	<b>PROJECT NUMBER:</b> PLN2025-00046	<b>APPLICANT:</b> Anuj Suri	<b>OWNER:</b> Anuj Suri
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**PROJECT CONDITIONS:**

action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.

2. The use permit shall be subject to the following ***project-specific*** conditions:
  - a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing the removal and replacement of the curb and gutter along the entire project frontage and construction of a new sidewalk that conforms to the adjacent property, subject to review and approval of the Engineering Division.
  - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans to indicate that all hedges and bushes within the 20-foot front setback shall be trimmed and maintained to not exceed 4 feet in height, subject to review and approval of the Planning Division.



City of Menlo Park  
 Location Map  
 763 College



Scale: 1:4,000

Drawn By: Matthew Ball

Checked By: Tom Smith

Date: 6/8/2026

Sheet: 1

763 College Avenue – Attachment C: Data Table

	<b>PROPOSED PROJECT</b>	<b>EXISTING PROJECT</b>	<b>ZONING ORDINANCE</b>
Lot area	8,082.0 sf	8,082.0 sf	7,000.0 sf min
Lot width	50.0 Ft	50.0 ft	65.0 ft min
Lot depth	161.5 ft	161.5 ft	100.0 ft min
Setbacks			
Front	20.0 ft	21.7 ft	20.0 ft min
Rear	62.2 ft	54.6 ft	20.0 ft min
Side (right)	5.7 ft	15.9 ft	5.0 ft min
Side (left)	5.0 ft	5.8 ft	5.0 ft min
Building coverage	3,139.6 sf* 38.7 %	1,542.0 sf 19.0 %	2,829.0 sf max 35.0 % max
FAL (Floor Area Limit)	3,819.0 sf*	1,542.0 sf	3,070.5 sf max
Square footage by floor	1,938.8 sf/basement 1,446.2 sf/1st 1,177.2 sf/2nd 446.7 sf/garage 497.8 sf/porches 748.9 sf/ADU	779.0 sf/1st 342.0 sf/garage 421.1 sf/ADU 20.5 sf/porch	
Square footage of buildings	6,255.6 sf	1,542.0 sf	
Building height	27.8 ft	17.4 ft	28.0 ft max
Parking	2 covered spaces, 1 uncovered	1 covered space	2 spaces
<b>Note: Areas shown highlighted indicate a nonconforming or substandard situation</b>			
Trees	Heritage trees 3	Non-Heritage trees 16	New trees 0
	Heritage trees proposed for removal 0	Non-Heritage trees proposed for removal 3	Total number of trees 16

\* Includes the ADU, which is permitted to exceed the FAL and building coverage.

Nov 30, 2025

**Margie Roginski**

761 College Avenue, Menlo Park, CA 94025  
[margieroginski@gmail.com](mailto:margieroginski@gmail.com) 650 387-3240

**City of Menlo Park — Planning Division**

701 Laurel Street, Menlo Park, CA 94025

**Re: Comments on Proposed New Residence at 763 College Avenue**

Dear Planning Staff,

I am writing to express my concerns regarding the proposed new residence at 763 College Avenue, directly adjacent to my home at 761 College Avenue. I appreciate the City's careful review of this residential development and ask that this project be evaluated closely under the Zoning Ordinances and that govern scale, building coverage, daylight plane, and parking.

Overall, the proposed residence appears incompatible with the neighborhood's scale and character, and I am concerned that its parking demand will negatively affect me and nearby residents. Further details are provided below.

**1. Excessive Size and Massing Relative to R-1-U Standards**

The proposed home exceeds 5,000 square feet, not including uncounted areas such as the stairways and elevator shaft, and includes an additional 749-square-foot ADU, resulting in over 5,700 square feet of livable space.

Although the Zoning Ordinance and Floor Area Limit (FAL) rules set numerical caps, the intent of these standards, together with building coverage and daylight-plane requirement, is to prevent homes that overwhelm their lots or neighboring homes. On a 50-foot-wide lot, a structure of this size creates a visual mass out of scale with adjacent single-family residences, including my 2,000-square-foot home.

The City has discretion to evaluate whether a project, even if technically compliant, results in excessive bulk and I believe this proposal warrants such review.

**2. Parking Impact and Over-Occupancy**

The main residence contains six bedrooms, and the ADU adds another full living unit, so it is reasonable to expect multiple adult occupants with multiple vehicles. While College Avenue generally has adequate street parking, this specific intersection does not. Blake Street "T's" into College Avenue directly in front of 763 College, eliminating all parking across the street, and both a traffic-calming device and a stop sign sit directly in front of the property, further reducing usable curb space.

My home has only a single-car driveway, and I frequently rely on street parking during the day. If the residents of 763 College cannot park directly in front of their own house because of these constraints, their vehicles are likely to spill over into the limited parking area in front of my home, directly affecting my access.

Menlo Park's Off-Street Parking Ordinance (Municipal Code Chapter 16.72) requires residential projects to provide sufficient on-site parking "to meet the needs of the use" and to avoid impacts on the public right-of-way. Given the likely number of vehicles associated with a six-bedroom home and separate ADU, the on-site parking provided does not appear adequate to prevent congestion or spillover impacts on adjacent neighbors.

### **3. Neighborhood Character & Architectural Compatibility**

The proposed home combines a distinctly ultra-modern design with a substantial two-story mass, a combination that is uncommon on College Avenue, where homes are generally more modest or transitional in style. While architectural variety is welcome, Menlo Park's single-family standards are intended to maintain compatibility with surrounding residential character and avoid abrupt shifts in scale. The size and appearance of this project do not appear consistent with the existing neighborhood.

### **4. Shadow Impacts on Adjacent Properties**

Although the builder has incorporated second-story step-backs, the overall height and mass still raise concerns about shadow impacts on the neighboring lots. The City's daylight-plane standards and related development materials are intended to preserve sunlight access for neighboring properties. Given the scale of the structure on a 50-foot-wide lot, I respectfully request that the City require a formal shadow impact study to evaluate potential impact on both adjacent homes.

### **6. Overbuilding on a Narrow Lot**

A 50-foot-wide R-1-U lot presents inherent constraints for large two-story development. Even where numerical limits are technically met, the intent of the zoning standards is to prevent structures whose massing dominates neighboring homes or creates a sense of overcrowding. Given the combined size of the proposed main home and ADU, the project appears to exceed what is appropriate or harmonious for a lot of this width on this block of College Avenue.

### **Request for City Action**

Based on the above concerns, I respectfully request that the City:

1. Require reductions in total square footage and massing
2. Require a comprehensive shadow impact study analyzing effects on both adjacent homes.
3. Evaluate the parking impacts on neighbors from the number of vehicles associated with a six-bedroom + ADU home, particularly given the Blake Street T-intersection, stop sign, and traffic-calming device directly in front of the property.
4. Ensure architectural compatibility with the College Avenue streetscape.
5. Assess whether the combined size of the home and ADU is appropriate for the lot size.

Thank you for your attention to these concerns and for your ongoing efforts to maintain the character, safety, and livability of Menlo Park's neighborhoods. I would welcome participation in any further review or hearing and am available to discuss these concerns at any time.

Sincerely,

Margie Roginski  
761 College Avenue

12/5/2025

Email to Matt Ball from Margie Roginski, 761 College Ave.

Thanks, Matt. Yes, I would like to provide a comment directly to the Commission at the hearing.

The more I review the parking situation, the more concerned I become. I went out just now and took a few photos. While there appears to be space in front of 763 College (area circled in yellow in photos), the presence of the stop sign and the crosswalk makes that area illegal for parking.

Across the street from 763 College is an intersection.

- To the left of the intersection (if facing Blake) there is a legal parking space (where grey car is parked)
- To the right of the intersection there is a fire hydrant, so parking is prohibited there.

Overall, the area surrounding 763 College has very limited street parking, and I believe this should be a significant factor in determining the allowable size of the house and the required on-site parking. Excessive parking congestion is not only a nuisance for neighbors but also a safety concern, as it can impede access for emergency vehicles. In addition, this intersection recently had a traffic calming device installed. While I'm not aware of the specific reasoning behind it, I assume it reflects prior concerns about safety or traffic flow. Adding numerous parked cars around that traffic calming device would likely exacerbate those concerns.

Are there any specific development standards that address my parking/safety/traffic flow concerns that you could point me to?

Please note the photos on the second page.

Looking East on College (763 College is house at stop sign)



Looking head-on at 763 College from Blake





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## Permit request by Anuj Suri for 763 College Ave demolish and build of new residence and 2 bedroom ADU

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**From** Tracy Van Ligten <tracyvl63@gmail.com>

**Date** Wed 12/17/2025 2:31 PM

**To** Matthew Ball <MHBall@menlopark.gov>

To Matthew Ball & Planning Department,

I am writing to express my concerns about the proposed plan for new construction submitted by Anuj Suri for demolition of an existing single story historic 1926 residence at 763 College in the Allied Arts neighborhood. I live next door to 763 College and have studied the plans submitted by Anuj Suri for his proposed building on this substandard size lot.

There are several problems with his proposed design. He intends to build a large primary structure of over 5000 square ft (5750 sq ft with the ADU) on an extremely small lot which is uniquely situated in the middle of a 3 way T intersection.

I respectfully request that you and the other planners deciding on this application visit the site in person to understand how this proposed new 6 bedroom, 8 bathroom home plus 2 bedroom ADU would increase automobile traffic backing directly into the middle of this intersection. Mr. Suri has proposed demolishing the existing single car driveway (which runs along side of property) and detached garage at the back of the property. He wants to replace it with a two car garage and 2 car driveway whereby the cars would EXIT DIRECTLY INTO THE EXISTING STOP SIGN AND STOP LINE that exists for vehicles proceeding down College Ave towards El Camino. This would be extremely unsafe and result in numerous accidents. Please see photos below for existing one car driveway along side of property. Proposed plans increase size to two car driveway moved over further toward center of property.

In addition, the intersection already has a traffic calming sign as it is part of a heavily used pedestrian and bicycle "safe streets route" that many neighborhood residents use to travel to Nealon Park. College Ave has a great many small children living on it who walk, scooter or ride bicycles to this park in addition to the street being heavily traveled by mothers pushing strollers or walking small children to the pre-school in Nealon park who face greater danger if this plan is approved.

The City Planning department has the discretion to evaluate whether a proposed construction project, even if technically compliant, results in excessive bulk and size and is out of character with the existing neighborhood. Mr Suri proposes an ultra modern pre-fab looking architectural design that is out of character with the charming historic character of this unique Allied Arts neighborhood. He attempts to shoe-horn in a 3 story primary residence that has 6 bedrooms, 6 full bathrooms, plus 2 half bathrooms, 2 separate full kitchens, a sauna, and 2 separate laundry rooms. This does not even include the 3rd full kitchen and 3rd laundry room he intends to put in a 2 bedroom ADU at the back of the property.

D5

To a casual observer he appears to be building a boutique hotel or large Airbnb residence capable of housing 8 to 10 adults with their accompanying 8 automobiles. The amount of water, electricity and gas power used by this property will be similar to an apartment building. This type of design seems to be an inducement to run a large Airbnb property where numerous cars far beyond the amount owned by a single family will be attempting to park on the street overnight which is strictly prohibited in Menlo Park.

The existing residence at 763 College is a historic one story 1926 bungalow. Mr. Suri seeks to replace it with the large two story plus basement residence described above. His design for the South West Exterior includes 4 separate large windows and large glass double doors looking down directly into our kitchen, family room and backyard destroying any sort of privacy our property has for use of our common spaces and backyard. Mr Suri should be required to re-locate the glass doors and windows so they look down into the backyard of 763 College and not into their next door neighbors yard. A window required for egress could have privacy glass installed.

In addition, Mr. Suri plan's include a large covered balcony off the master bedroom that is too large and will exceed coverage and interfere with the light plane. The size needs to be reduced and the glass doors/windows relocated so they look over their own backyard and not ours.

Lastly, the large basement proposed will require an extensive amount of disturbance to the properties soil and root structure of an exiting heritage Coast Redwood Tree causing the tree to become unstable and topple when the soil become wet. This tree is so large it will cause extensive damage to homes on either side of it and could cause loss of life to residents next door when it topples. Merely "wrapping" the trunk will not protect the root network of this tree when excavation is done on removal of existing driveway and excavation for the basement. A much smaller basement concentrated on the opposite side of the lot away from the trees root structure is necessary.

Sincerely,

Tracy L. Van Ligten

Please inform myself and margieroginski@gmail by email when the public meeting is scheduled on this application

Sent from my iPad  

## STAFF REPORT



### Planning Commission

**Meeting Date:** 6/8/2026  
**Staff Report Number:** 26-022-PC

**Study Session:** Consider and provide feedback on potential amendments to the City's regulations for urban lot splits and two unit housing developments (Chapters 15.31 and 16.77 of the Municipal Code) for compliance with state law (Senate Bills 9 and 450), and potential options to streamline the development review process in single-family zones

### Recommendation

Staff recommends that the Planning Commission consider and provide feedback on potential amendments to the City's regulations for urban lot splits and two unit housing developments (Chapters 15.31 and 16.77 of the Menlo Park Municipal Code) for compliance with state law (Senate Bills 9 and 450) ("SB 9 Ordinance"). Staff also recommends that the Planning Commission provide feedback on potential options to streamline the development review process for single-family dwelling units in single-family zones for future City Council feedback and direction. This item is a continuation of the April 27, 2026 study session.

### Policy Issues

Study sessions provide an opportunity for Planning Commissioners and the public to provide preliminary feedback, with comments collected to inform future review and consideration of the proposal. The primary purpose of future SB 9 Ordinance amendments is to update the Menlo Park Municipal Code (MPMC) for consistency with state law, specifically Senate Bills 9 and 450 (SB 9 and SB 450). The secondary purpose is to consider potential options to streamline the development review process for single-family dwelling units in single-family zones, such as removing use permit requirements for 1) substandard lots, and 2) floor area limit (FAL) establishment for lots less than 5,000 square feet in area. Staff's priority is to update the MPMC for consistency with SB 9 and SB 450. Planning Commission feedback on the development review process for single-family units will be shared with the City Council to consider and provide direction to staff.

The adopted 2023-2031 Housing Element includes programs directly and indirectly related to this effort, including H4.E: Streamlined Project Review, H4.H: Review the Subdivision Ordinance, and H7.B: Develop and Adopt Standards for SB 9 Projects.

### Background

#### April 27, 2026 study session

On April 27, 2026, the Planning Commission opened the study session and staff provided a presentation that summarized the staff report. The staff report is provided in Attachment A, the staff presentation is provided in Attachment B, and video of the meeting/presentation is provided in Attachment C. Opportunity for public

comment was provided, but no comments were received. Due to the late hour the study session began, the Planning Commission continued the study session to June 8, 2026. Though continued to a date certain, staff stated that public noticing procedures would be conducted again to invite feedback at the June 8, 2026 study session.

## **Analysis**

The April 27, 2026 staff report (Attachment A) includes background on the requirements of SB 9 and SB 450, an overview of SB 9/SB 450 development types and urban lot split requirements, and analyzes the City's current ordinances for consistency with current state law. The report also highlights options to streamline the housing development review process in single-family zones, primarily by removing use permit requirements for certain types of development on substandard and small residential lots (less than 5,000 square feet). The following updates are intended to supplement the April 2026 staff report.

### SB 9 approved and active projects overview

Since the City's March 2023 adoption of formal SB 9 regulations, the City has approved five (5) urban lot split applications and is currently processing six (6) active urban lot split applications. In consideration of all SB 9 projects processed to date (with and without urban lot splits), 14 single-family-zoned lots with 14 primary residences have redeveloped or are in the process of redeveloping into 25 single-family-zoned lots with 47 residences, comprised of 32 primary units and 15 ADUs. A summary table of approved and active SB 9 projects is provided in Attachment D.

### Correspondence

Since the publication of the previous staff report, staff received one item of correspondence regarding interest in residential design standards, which is provided in Attachment E.

### Next steps

Depending on the feedback received at this study session, staff will either a.) return for an additional study session for further feedback and clarification, or b.) prepare for a public hearing with a draft updated SB 9 Ordinance for Planning Commission review and recommendation to the City Council for adoption. Staff will maintain the City's SB 9 Projects webpage (Attachment F) to keep the community informed of SB 9-related activities and information to support two unit housing developments and urban lot splits.

Feedback received regarding the potential effort to modify/remove use permit requirements for substandard lots and interest to develop objective residential design standards will be shared with the City Council for further direction.

### Conclusion

The study session provides an opportunity for Planning Commissioners and the public to provide preliminary feedback, with comments collected to inform future review and consideration of MPMC amendments.

The Planning Commission is requested to:

- Review and provide feedback for the existing SB 9 development standards and desirable next steps (Attachment H in the April 2026 staff report);
  - Are there basic SB 9 standards that should be explored with the intent of being more permissive (less

restrictive) than state law? (Table 1 in the April 2026 staff report)

- Provide feedback regarding interest to modify/remove use permit requirements for 1) substandard lots, and 2) floor area limit (FAL) establishment for lots less than 5,000 square feet in area, through a separate process from the SB 9 Ordinance update; and
- Provide feedback regarding interest to explore development of objective residential design standards through a separate process from the SB 9 Ordinance update.

### **Impact on City Resources**

Updating the MPMC for consistency with SB 9/SB 450 is accommodated within the existing budgets for the Planning Division and City Attorney's Office and is not anticipated to otherwise affect City resources.

Potential modifications to the use permit requirements for single-family zoned properties and development of residential design standards would be a separate process with time, cost, and outreach considerations to be balanced with other planning priorities. Depending on the level of effort, a budget amendment, subject to City Council review and approval, may be required.

### **Environmental Review**

A study session is not a project within the meaning of the California Environmental Quality Act (CEQA). The adoption of a local SB 9 Ordinance and other MPMC amendments for consistency with SB 9/SB 450 is not a project within the meaning of CEQA. Any local, more permissive standards to implement SB 9/SB 450, as well as other MPMC amendments, would be subject to CEQA and staff would evaluate the appropriate level of environmental review.

### **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, an article in the City's Weekly Digest, and through the City's social media. These notifications were repeated for the June 8 study session.

Staff maintains the City's SB 9 Projects webpage (Attachment F) to keep the community informed of SB 9 related activities and information to support two unit housing developments and urban lot splits.

### **Attachments**

- A. Hyperlink – Staff report for April 27, 2026 Planning Commission meeting (Item G1):  
<https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/planning-commission/2026-meetings/agenda/20260427-planning-commission-agenda-packet.pdf#page=43>
- B. Hyperlink – Staff presentation for April 27, 2026 Planning Commission meeting (Item G1):  
<https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/20260427-presentation-sb-9-ordinance-update.pdf>
- C. Hyperlink – Video for April 27, 2026 Planning Commission meeting (Item G1):  
[https://youtu.be/4hCB2z3djlc?si=n\\_VzeSd99cFsk3G2&t=15004](https://youtu.be/4hCB2z3djlc?si=n_VzeSd99cFsk3G2&t=15004)

- D. Table – SB 9 Approved and Active Projects Overview
- E. Correspondence
- F. Hyperlink – SB 9 Projects Webpage: <https://www.menlopark.gov/sb9>
- G. Hyperlink – Two Unit Development Standards (Attachment H from April 27, 2026, staff report): <https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/planning-commission/2026-meetings/agenda/20260427-planning-commission-agenda-packet.pdf#page=55>
- H. Hyperlink – Overview of SB 9/SB 450 development opportunities and urban lot split requirements (Table 1 from April 27, 2026, staff report): <https://www.menlopark.gov/files/sharedassets/public/v/2/agendas-and-minutes/planning-commission/2026-meetings/agenda/20260427-planning-commission-agenda-packet.pdf#page=46>

Report prepared by:

Calvin Chan, Senior Planner

Report reviewed by:

Tom Smith, Principal Planner

Mariam Sleiman, Assistant City Attorney

SB 9 Approved and Active Projects Overview June 1, 2026							
Address	Urban Lot Split	Condo Map	Pre-SB 9 Lot Size (SF)	Pre-SB 9 Condition (Units)	Post-SB 9 Lot Size (SF)	Post-SB 9 Condition (Units)	Construction Status
12 Maywood Lane	Approved	No	18,078	1 primary	Lot 1: 8,809 Lot 2: 9,269	Lot 1: 1 primary Lot 2: 1 primary	Building permit under review
451 O'Connor Street	Approved	No	9,740	1 primary	Lot 1: 5,199 Lot 2: 4,541	Lot 1: 1 primary + 1 ADU Lot 2: 1 primary + 1 ADU	Building permit under review
2300 Tioga Drive	Approved	No	16,953	1 primary	Parcel A: 6,793 Parcel B: 10,160	Parcel A: 1 primary + 1 ADU Parcel B: 1 primary	Building permit under review
488 Oak Court	Approved	No	13,918	1 primary	Lot 1: 6,408 Lot 2: 7,510	Lot 1: 1 primary + 1 ADU Lot 2: 1 primary + 1 ADU	Complete
940 Altschul Avenue	Approved	Yes	15,524	1 primary	Parcel 1: 7,762 Parcel 2: 7,762	Parcel 1: 2 primary Parcel 2: 2 primary	Under Construction
1231 Arbor Road	No split	No	149,207	1 primary	No change	2 primary + 1 ADU	Complete
2030 Menalto Avenue	No split	No	9,337	1 primary	No change	2 primary units	Building permit under review
1356 Windermere Avenue	No split	No	5,750	1 primary	No change	2 primary units + 2 ADUs	Building permit under review
2 Campo Bello Lane	Active (under review)	No	14,338	1 primary	Parcel 1: 7,596 Parcel 2: 6,642	Parcel 1: 1 primary + 1 ADU Parcel 2: 2 primary	Urban lot split under review; building permit under review
219 Terminal Avenue	Active (under review)	No	9,998	1 primary	Parcel 1: 5,399 Parcel 2: 4,599	Parcel 1: 1 primary Parcel 2: Vacant	Urban lot split under review; Potential for development (building permit not submitted)
1304 Madera Avenue	Active (under review)	Yes	9,855	1 primary	Parcel 1: 4,927 Parcel 2: 4,927	Parcel 1: 2 primary Parcel 2: 2 primary	Urban lot split under review; building permit under review
423 O'Connor Street	Active (under review)	No	10,796	1 primary	Parcel A: 5,799 Parcel B: 4,997	Parcel A: 1 primary + 1 ADU Parcel B: 1 primary + 1 ADU	Urban lot split under review; Potential for development (building permit not submitted)
2174 Clayton Drive	Active (under review)	No	12,000	1 primary	Lot 1: 6,000 Lot 2: 6,000	Lot 1: 1 primary + 1 ADU Lot 2: 1 primary + 1 ADU	Urban lot split under review; building permit under review
1101 Bay Laurel Drive	Active (under review)	No	13,414	1 primary	Parcel A: 6,664 Parcel B: 6,750	Parcel A: 1 primary + 1 ADU Parcel B: 1 primary + 1 ADU	Urban lot split under review; Potential for development (building permit not submitted)

## Notes:

1. Since the City's 2023 adoption of formal SB 9 regulations, the City has approved five (5) urban lot split applications and is currently processing six (6) active urban lot split applications. In consideration of all SB 9 projects processed to date (with and without urban lot split), 14 single-family zone lots with 14 primary residences have redeveloped or are in the process of redeveloping into 25 single-family zone lots with 47 residences comprised of 32 primary units and 15 ADUs.
2. Building permit fees for SB 9 units are comparable to those applied to typical single-family residential development, whether or not an ADU is included, and are not above and beyond what is normally charged under the standard residential building permit fee schedule.
3. SB 9 units require separate utility connections for key services such as electricity, water, sewer/septic, and gas. The requirement for separate utility connections comes from PG&E, Cal Water, West Bay Sanitary District, Recology, and other service providers. The specific design of such connections is subject to review from service providers which may allow buildings to share some aspects.

**Calvin Chan**

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**From:** Patti Fry <Patti.L.Fry@gmail.com>  
**Sent:** Sunday, April 26, 2026 5:24 PM  
**To:** \_Planning Commission  
**Subject:** Design standards for single-family zones

Planning Commissioners,

At last Menlo Park is considering design standards that apply to all single-family zones. The last time this was seriously considered was more than twenty years ago, and even at that time Menlo Park was one of a very few cities in the bay area that lacked design guidelines and a review process that applied to all properties. I believe there is high value to more consideration of potential comprehensive standards than in a single study session, and I hope you make that recommendation. Nevertheless, so that some progress could be made in the short term, I offer the following suggestions to address some of the top concerns expressed by the community over the years since the appointed Residential Review Task Force convened in the late 1990's:

1. Sunlight access -- provide for true solar access (NOT the current daylight plane): The current solar envelope allows a two-story building to go straight up to 19.5' before it angles 45 degrees. In addition to producing big boxy buildings, this does not adequately protect access to sunshine (e.g., for solar collectors). Such access is critical on the south-facing side of neighboring properties. An objective standard with a lower starting point for the measurement must be created to do this, and it can be different on neighbors' south-facing side than on other sides.

2. Nighttime light intrusions - ensure that exterior floodlights would have minimal light impact on neighbors:

- Activated by motion detectors or on timers with infrequent short durations
- Hoods to direct light into the owner's property rather than allowing light to flood neighboring properties

3. Noise and privacy impacts - minimize impacts on neighbors:

- Planning Commissioners,

At last Menlo Park is considering design standards that apply to all single-family zones. The last time this was seriously considered was more than twenty years ago, and even at that time Menlo Park was one of a very few cities in the bay area that lacked design guidelines. I believe there is high value to more consideration of potential comprehensive standards than in a single study session, and I hope you make that recommendation. Nevertheless so that some progress could be made in the short term, I offer the following suggestions to address some of the top concerns expressed by the community over the years since the appointed Residential Review Task Force that convened in the late 1990's:

1. Sunlight -- provide for true solar access (NOT the current daylight plane):

- Structures and landscaping (e.g., trees) would not obstruct solar access on neighboring properties. Other cities have examples of such rules (generally a 45 degree angle and maximum first and second story heights). A proposal was made here in Menlo Park approximately 20 years ago by local architects Sam Sinnott and Steve Schmidt (former mayor) as well. Note that this applies to the north side of the subject property, to minimize impacts on the south side of their neighbor(s).
- Structures would not interfere with sunlight onto neighboring solar collectors, pools
- No dormers, chimneys, gable ends at the north-facing sides of a property within that solar envelope.

2. Nighttime light intrusions - exterior floodlights would have minimal light impact on neighbors:

- These would be activated by motion detectors
- Hoods would be installed to direct light into the owner's property

3. Noise and privacy impacts -

- Minimize impacts of multiple structures by creating a sliding scale that allows larger units when they are located farther from the property line. For example, when built at 4' from the property line an additional unit could be built only at the minimum size (FAR) required by state law. Larger units could be built at a size that increases the farther it is from the 4' setback. The idea is to provide an incentive to build farther from the property line.
- No noisy accessory structures (e.g., pool pumps) within setbacks
- No 2-story walls within the standard setbacks

4. Design guidance - provide more certainty to the project owner and their neighbors by articulating preferred design elements, such as: true divided lights for windows.

5. Impacts on suburban forest - to minimize negative impacts on tree roots, establish a below-grade setback, such as no underground intrusions into side and back setbacks.

These were off the top of the head ideas.

Please take serious time to consider the potential impacts of development within our neighborhoods, and begin with conservative "by right" standards. Exceptions could be considered through a discretionary process. Consider experimenting with a planned review of potential issues before loosening rules.

In my experience as a former Planning Commissioner and neighbor, I have found that rules and guidelines are welcomed by developers, property owners, and neighbors alike to avoid unwelcome surprises later in the design and development process. I favor removing the current trigger for

discretionary review (i.e., non-standard lot configuration) but I DO favor retaining discretionary review of projects that could affect the privacy and quality of life of neighbors; thus UNTIL meaningful design guidelines and objective standards are in place, I favor discretionary reviews of projects with 2nd stories, as well as of projects with intrusions into the standard setback, realizing that certain state laws preclude universal discretionary reviews. But the city can craft objective standards that serve as incentives to move bulk and size (and impacts) farther away from neighboring properties.

Respectfully submitted,  
Patti Fry



## STAFF REPORT

**Planning Commission**

**Meeting Date:**

**6/8/2026**

**Staff Report Number:**

**26-023-PC**

**Public Hearing:**

**Consider and adopt a resolution to approve a use permit revision for an existing school (Phillips Brooks) within the P-F (Public Facilities) zoning district, at 2245 Avy Ave. The requested changes include expanding the enrollment age for the summer program to include students three and four years in age without changing the total enrollment number, increasing the maximum number of year-round staff from 68 to 73 employees, and modifying the allowable events on site to reduce meetings of the board of trustees from 12 to six annually and hold a fall fair and winter concert. The most recent use permit approval for school enrollment, staffing, and activities was in 2019. Determine this action is categorically exempt under CEQA Guidelines Section 15314's Class 14 exemption for minor additions to schools.**

### Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit revision to expand the enrollment age for the summer program, increase the maximum allowable number of year-round staff, and modify the allowable events on site at an existing school (Phillips Brooks) in the P-F (Public Facilities) zoning district, at 2245 Avy Ave., and determine this action is categorically exempt under CEQA Guidelines Section 15314's Class 14 exemption for minor additions to schools. There are no physical modifications to the building or other modifications to the school proposed at this time. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

### Policy Issues

All use permit requests are considered individually. The Planning Commission should consider whether the required use permit findings identified in Menlo Park Municipal Code Section 16.82.030 can be made for the proposed project. The City's General Plan includes a number of goals and associated policies used to implement those goals that may be considered in evaluating the proposed project, including:

- Goal LU-1: Promote the orderly development of Menlo Park and its surrounding area; and
- Policy LU-1.7: School Facilities (Encourage excellence in public education citywide, as well as use of school facilities for recreation by youth to promote healthy living).

While not a public school, the proposed project promotes and enhances educational opportunities for youth within the City.

### Background

The subject property is located at 2245 Avy Ave., in the Sharon Heights neighborhood. Using Avy Avenue in the north-south orientation, the subject property is located at the eastern side of Avy Ave.. A location map is included as Attachment B.

The subject property, Phillips Brooks School (PBS), is located in the P-F (Public Facilities) zoning district. PBS is a private elementary school located on property owned by the Las Lomas Elementary School District. The surrounding zoning and land uses are summarized in the table below.

Location/ Direction	Zoning	Existing Land Uses
Project Site	Public Facilities (P-F)	Phillips Brooks School (PBS)
North	Single Family Suburban Residential District (R-1-S) and Single Family Urban Residential District (R-1-U)	Las Lomas Elementary School District office and single-family residences (across Altschul Avenue)
East	Public Facilities (P-F)	La Entrada Middle School
South	Single Family Suburban Residential District (R-1-S)	Single-family residences
West	Single Family Suburban Residential District (R-1-S)	Single-family residences

### Site history

PBS has been operating as a private school at 2245 Avy Ave. since 1978, on property owned by the Las Lomas Elementary School District. The school provides instruction for students in grades from pre-kindergarten to fifth grade. The original use permit approval allowed a private school to operate with up to 205 students and 22 teachers on a temporary basis. Subsequent use permit revisions have increased the maximum permitted school population, with an approval in 2013 for 320 students and 58 staff (teachers and administrative staff), which would remain in effect until the school vacates the site or until July 31, 2032, whichever comes first. The expiration dates for the permits have historically been aligned with the term of PBS's lease with Las Lomas Elementary School District.

PBS obtained a determination of substantial conformance for a pilot summer program serving 60 students, which PBS operated during the summer of 2018. Staff determined (and notified the Planning Commission) that the summer program was a school-related activity, as an extension of the existing PBS school program. The previous use permit hours of operation were unaffected by the inclusion of the summer program. In addition, enrollment, staffing, and circulation associated with the summer program were generally consistent with the previous use permit approvals. The pilot program allowed PBS to decide

whether to continue and/or modify the program in future years. On Dec. 10, 2018, PBS was granted a use permit revision to continue this summer program permanently, along with an expanded enrollment capacity of 120 students and an increase of 10 employees (teachers and administrative staff) for a proposed maximum employee cap of 68. On April 9, 2019, the City Council denied an appeal of the Planning Commission's Dec. 2018 approval.

On Nov. 15, 2021, the Planning Commission approved a use permit and architectural control permit to construct a new 960-square-foot temporary classroom at the school to accommodate adequate indoor space for PBS's afterschool program. At the time, the applicant cited the following reasons for the need for the temporary classroom:

- Social distancing protocols due to COVID-19; and
- Adjustment and resumption of afterschool care needs due to the return to in-person work for increasing numbers of parents and guardians.

On Nov. 18, 2024, the Planning Commission adopted a resolution approving a use permit revision and architectural control permit revision to extend the expiration date (i.e., the removal date) for the aforementioned temporary classroom, allowing it to remain on site until Nov. 15, 2027.

## **Analysis**

The proposed project would involve the following components:

- Expand the enrollment age for the summer program to include students three and four years in age without changing the total enrollment number of 120 students;
- Increase the maximum allowable number of year-round staff from 68 to 73 employees; and
- Modify the allowable events on site to reduce meetings of the board of trustees from 12 to six annually and hold a fall fair and winter concert.

For the proposed age expansion for the summer program, the applicant states in their project description letter that they are seeking to expand enrollment to allow for three-year-old and four-year-old students, in addition to the current age range of five to 11 years, which would align with the age enrollment criteria for the school year. The expansion in ages would not increase the enrollment for the summer program, and it would only offer parents more age eligibility using the same enrollment cap that currently exists, which is 120 students. The rest of the school year has an enrollment cap of 320 students, and no change is proposed for the school year student enrollment. With the proposed modification only related to student age, staff believes summer trips and traffic would not change substantially.

For the proposed staffing increase, the applicant team is requesting to increase the number of staff for the entire year (both during the summer program and during the school year) from 68 maximum employees to 73, an increase of five employees. The applicant team clarifies in their project description letter that the increase is intended to support school-year programming while maintaining a low staff-to-student ratio, adequate curriculum requirements for students, security and safety for the school, and high-quality instructional and enrichment activities for students.

The applicant is also requesting to modify the allowable events on site to reduce meetings of the board of trustees from 12 to six annually and hold a fall fair and winter concert. The summary of these changes is

provided below in Table 1.

Table 1: Proposed programmatic changes at PBS		
Program category	Current (number of meetings)	Proposed (number of meetings)
<b>Community building</b>	<ul style="list-style-type: none"> <li>• Back-to-school night (1)</li> <li>• New family picnic (1)</li> <li>• Parent coffee (6)</li> <li>• Book fair (1)</li> </ul>	<ul style="list-style-type: none"> <li>• Back-to-school night (1)</li> <li>• New family picnic (1)</li> <li>• Parent coffee (6)</li> <li>• Book fair (1)</li> <li>• Fall fair (1)</li> <li>• Winter concert (1)</li> </ul>
<b>Board of trustees meetings</b>	<ul style="list-style-type: none"> <li>• Board of trustees meeting (12)</li> </ul>	<ul style="list-style-type: none"> <li>• Board of trustees meeting (6)</li> </ul>

In their project description letter, the applicant states that their request to add two annual events (one fall fair and one winter concert) is based on needs of the parent, guardian, and educator community, and they intend to minimize any potential impacts on the neighboring community, as described in the correspondence section below. The fall fair event would generally occur in October and be held on a Friday afternoon from 3:00 to 5:00 p.m. The Winter concert event would generally occur in December and be held during a weekday from 9:00 to 11:00 a.m.

The Transportation Division has reviewed the full extent of staffing and program changes, and has indicated no concerns with trips or potential traffic impacts. Staff believes that these modifications, as a whole, would result in the school and summer program operating in the same manner as indicated in the 2018 use permit revision request (approved by City Council in 2019 following an appeal), and the operational changes would also be consistent with the overall parameters of the previous use permit approval.

Lastly, in reviewing the proposed project, staff noticed that Condition 1r (formerly 1s) noted that no amplified sounds would be allowed outdoors. However, the 2018 use permit revision staff report noted that a part of the applicant’s request was to have limited usage of amplified sound in a centralized, outdoor location between 10:00 a.m. and 3:00 p.m. Condition 1r has been revised to incorporate this allowance.

Correspondence

Staff has not received any correspondence as of the writing of this report. However, the applicant states in the project description letter that they completed a mixture of outreach efforts, including a meeting on Dec. 9, 2025 and a survey to 166 neighbors. The applicant team indicated that approximately 20% of the neighbors responded, expressing familiarity with the school and concern with potential traffic impacts. The applicant has stated that that plan to remind community members of the school’s traffic and carpool guidelines, continue transparent communication with neighbors, explore additional traffic and safety mitigation strategies, update traffic signage, and add additional traffic support during drop-off and pick-up times. As part of the traffic signage issue, the Transportation Division has requested that the applicant apply for an encroachment permit and refresh one “Slow School Xing” marking on Avy Avenue on the southern side of the street, near the school within 120 calendar days of use permit approval, and this condition has been included as Condition 1w.

### Conclusion

Staff believes that the modifications, which include the summer program age expansion, the increase of staff from 68 to 73 employees, and the modifications to add two performance events and reduce board meetings, would allow PBS to enhance its current operations while remaining in compliance with the other use permit requirements, such as the parking and circulation. Traffic and noise generated from the additional operations would be within the limits established in the existing use permit. The summer program attendance would not increase but would instead involve a more diverse group of student ages, consistent with the age range currently allowed during the school year. The Transportation Division has reviewed the full proposal and determined that the changes to the summer program ages, increase in staff, and event modifications would minimally affect trips and traffic at the site. Condition 1w has been added to improve safety in the vicinity of the site. 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 14 (Section 15314, "Minor Additions to Schools") 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.

### **Attachments**

- A. Resolution
  - Exhibits to Attachment A
    - A. Project description letter
    - B. Conditions of approval
- B. Location map

### **Exhibits to Be Provided at Meeting**

None

Report prepared by:  
Matt Pruter, Associate Planner

Report reviewed by:  
Tom Smith, Principal Planner

**PLANNING COMMISSION RESOLUTION NO. 2026-0XX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT REVISION FOR AN EXISTING SCHOOL (PHILLIPS BROOKS) AT 2245 AVY AVENUE, INCLUDING AN AGE EXPANSION FOR THE SUMMER PROGRAM, AN INCREASE OF STAFF FROM 68 TO 73 EMPLOYEES, AND MODIFYING THE ALLOWABLE EVENTS ON SITE TO REDUCE MEETINGS OF THE BOARD OF TRUSTEES FROM 12 TO SIX ANNUALLY AND HOLD A FALL FAIR AND WINTER CONCERT.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit revision for Phillips Brooks School, which includes expanding the enrollment age for the summer program to include students three and four years in age without changing the total enrollment number, increasing the maximum allowable number of year-round staff from 68 to 73 employees, and modifying the allowable events on site to reduce meetings of the board of trustees from 12 to six annually and hold a fall fair and winter concert (collectively, the “Project”), from Jennifer Bohnen (“Applicant”) and Las Lomas Elementary School District (“Owner”), located at 2245 Avy Avenue (APN 074-170-530) (“Property”). The Project use permit revision requests are described in and subject to the project description letter, which is attached hereto as Exhibit A, and incorporated herein by this reference; and

WHEREAS, the Property is located in the P-F (Public Facilities) zoning district. The P-F zoning district supports private school uses as a conditional use and the school previously received a use permit to operate; and

WHEREAS, the proposed Project complies with all standards of the P-F zoning district; and

WHEREAS, the proposed Project was reviewed by the Transportation Division and found to be in compliance with City standards; 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 a determination regarding the Project’s compliance with CEQA; 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 exempt from environmental review pursuant to CEQA Guidelines §15314 (Minor Additions to Schools); 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 June 8, 2026, 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 proposed 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 a use permit revision that includes expanding the enrollment age for the summer program to include students three and four years in age without changing the total enrollment number, increasing the maximum allowable number of year-round staff from 68 to 73 employees, and modifying the allowable events on site to reduce meetings of the board of trustees from 12 to six annually and hold a fall fair and winter concert, 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 P-F zoning district and the General Plan because modifications to school enrollment, staffing, meetings, and events associated with private schools are allowed subject to granting of a use permit revision.
  - b. The proposed Project would not increase the student enrollment for either the summer program or the school year. For the staff increase and addition of a fall fair and winter concert, Transportation and Planning Division staff have confirmed that there would be minimal impacts to parking, traffic, and noise.
  - 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 Project would maintain the private school use and not expand the student enrollment, parking, programming, or other aspects of the school's conditions, and the increase in staffing would result in minimal impacts overall.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2026-00004, which use permit is depicted in and subject to the project description letter, which is attached hereto and incorporated herein by this reference as Exhibit A, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit B.

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:

1. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15314 et seq. (Minor additions to schools).

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 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 June 8, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_ day of June, 2026.

PC Liaison Signature

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Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

- A. Project description letter
- B. Conditions of approval

March 3, 2026

Matthew A. Pruter, Associate Planner  
Planning Division  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

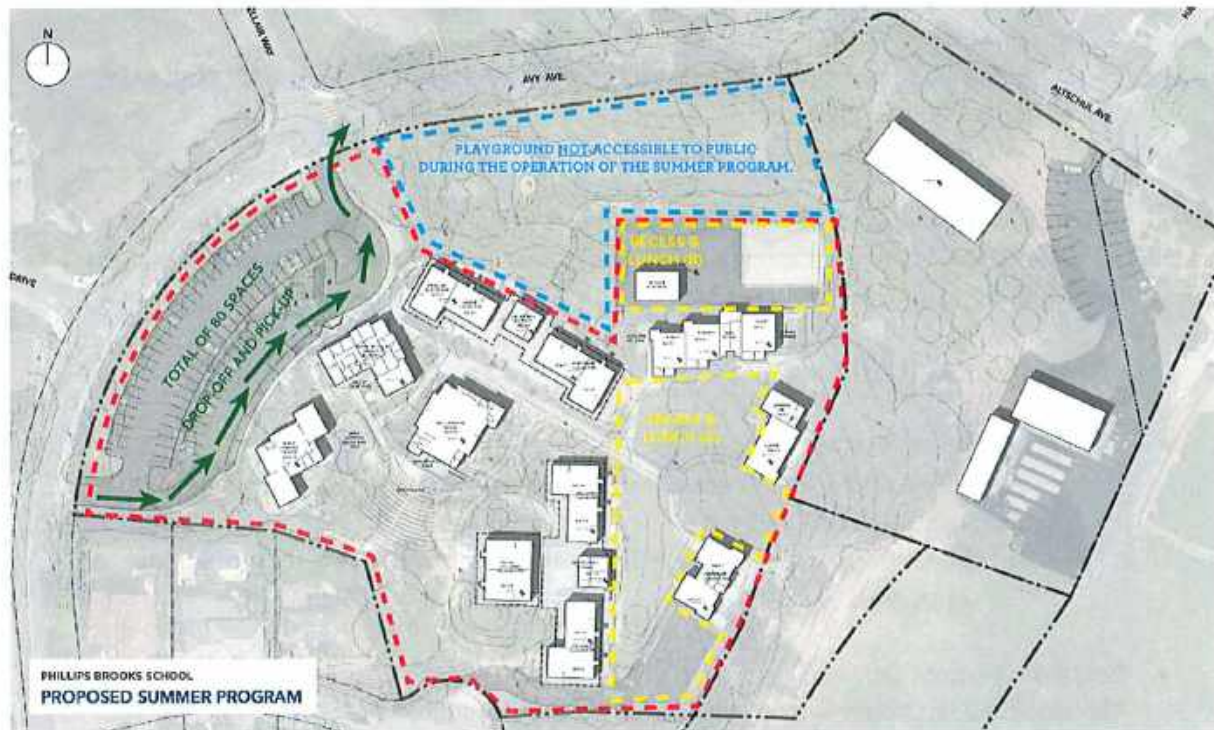
**Re: 2245 Avy Avenue (PLN2026-00004) – Use Permit Revision**  
**Applicant: Phillips Brooks School**

Dear Matthew,

Thank you for your review of our Use Permit Revision application and for outlining the additional information needed to complete the submission. Please see our responses below.

### 1. Site Plan Diagram

- The red stars were removed from the school diagram.
- The canopy note was removed from the school diagram.



## **2. Staffing Increase**

To remain consistent with the terminology used in the 2018 Conditional Use Permit (CUP), we will use the term “staff” to refer to employees. We are requesting an increase in the maximum number of staff from 68 to 73.

The additional five staff positions are intended to support instructional needs and student supervision during the school year. These positions are expected to be teaching faculty and other student-facing educational staff who directly support classroom instruction, student learning, and student safety.

## **3. Event Parking and Use of Saint Denis Church Lots**

We appreciate the opportunity to clarify event parking procedures.

- Agreement with St. Denis Church: We have an informal, longstanding agreement with St. Denis Church regarding the use of their parking lots for larger school events.
- Frequency and Lot Usage: The Saint Denis parking lots are used during larger events, such as the Fall Fair and Winter Concert, and occasionally for other community gatherings. Generally, Lot 1 (the lot closest to the school) is used first and more frequently than Lot 2. Use of Lot 2 occurs only if additional capacity is needed.
- Overflow Parking Management: Parking is typically managed in the following sequence:
  1. On-site parking lot at Phillips Brooks School
  2. Street parking along Avy Avenue (primarily on the school side, where permitted)
  3. Saint Denis Church Lot 1
  4. Saint Denis Church Lot 2, if necessary

School staff are present to direct traffic and ensure that pick-up and drop-off at the school entrance remains accessible. The circulation design allows vehicles to enter, safely load or unload passengers, and exit without requiring long-term parking on site.

## **4. Clarification of Activities**

- Fall Fair and Winter Concert Timing:
  - The Fall Fair typically occurs in the fall (generally October) and is held on a Friday afternoon from 3:00-5:00 pm.
  - The Winter Concert takes place in December and is held during the week from 9:00-11:00 am.
- Board of Trustees Meetings:

The requested revision reflects a reduction to six total Board of Trustees meetings per year. These meetings may be conducted either in person or in a hybrid/virtual format, but there would be only six meetings annually, rather than 12.

We appreciate the City’s review and will submit a revised narrative incorporating the clarifications above. Please let us know if any additional information is needed.

Sincerely,

A handwritten signature in blue ink that reads "J. Bohner" with a long horizontal flourish extending to the right.

Jennifer Bohner  
Phillips Brooks School

March 3, 2026

Matthew A. Pruter, Associate Planner  
Planning Division  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

**RE: Phillips Brooks School — Proposed Amendments to Conditional Use Permit (PLN2018-00111)**

Dear Matthew,

Phillips Brooks School (PBS) is a cherished Menlo Park school that has been operating as an independent school at 2245 Avy Avenue since 1978, in the Sharon Park neighborhood, on property owned by the Las Lomas Elementary School District. Using Avy Avenue in the north-south orientation, the subject property is located on the eastern side of Avy Avenue and is located in the P-F (Public Facilities) zoning district. There are currently 304 students enrolled at the school.

The school provides instruction for students in grades ranging from pre-school to fifth grade. The original use permit approval allowed a private school to operate with up to 205 students and 22 teachers on a temporary basis. Subsequent use permit revisions have increased the maximum permitted school population, with the most recent approval in 2018 for 320 students and 68 staff.

On behalf of PBS, I am writing to respectfully request amendments to our existing Conditional Use Permit (PLN2018-00111). These updates are designed to reflect the growth of our community, support the school's educational mission, the increased need for safety, and align our programs with the needs of families, while maintaining our strong commitment to neighborhood relations and City requirements.

We request the following amendments:

1. Summer Camp-included students ages 3 and 4
2. Increase the maximum allowable number of staff from 68 to 73 during the school year
3. Revise the school activities list to better reflect the needs of the parent, guardian, and educator community, while minimizing any impact on the neighboring community.

## **Proposed Amendments**

### **A. Summer Program**

#### **1. Summer Program Ages**

Phillips Brooks School (PBS) requests an amendment to its Conditional Use Permit (CUP) to expand its existing summer program to include children aged 3 and 4, in addition to the already approved ages 5-11. This enhancement aligns with the school's mission to nurture curiosity, creativity, and a love of learning year-round, while responding to an identified need in the Menlo Park and greater Peninsula community for high-quality, developmentally appropriate summer programming for both early learners and elementary-aged students. In addition, the addition of ages 3 and 4 aligns with the school year program for ages 3-11 year olds.

The summer program, open to all current PBS students and all neighbors, will mirror the school's well-established educational and community values, offering a balanced schedule of inquiry-based learning, enrichment activities, and outdoor play. By serving a broader age range, PBS will continue to strengthen its connection with local families and provide consistent, mission-aligned programming to a broader community.

#### **2. Program Structure (No Changes)**

- The summer program will continue to run eight (8) weeks from June through early August (no change).
- The summer program classes will continue to operate from 10:00 AM to 3:00 PM, with morning care provided between 8:00 AM and 10:00 AM and aftercare from 3:00 PM to 5:00 PM. (no change).
- The summer program will employ no more than twenty-five (25) instructors/assistants (no change).
- The school's administrative team, no more than twenty-five (25), will work during the summer in office buildings (no change).

- There remains an option for third-party vendors to operate their independent programs on campus, for which the staff vendors will be included in the overall maximum summer staff of 50 people (no change).

### **3. Drop-Off and Pick-Up Procedures**

Pick-up and drop-off procedures for the summer program will be identical to those used during the regular school year, following a staggered schedule designed to manage traffic efficiently and safely. For the early learning center students, all families are required to park and walk into the classrooms to meet our licensing requirements.

This approach minimizes congestion on Avey Avenue and surrounding streets while ensuring an orderly flow of vehicles through the campus. The same systems, such as designated zones, clear signage, and staff supervision, will be in place during the summer months. No changes to existing circulation patterns or campus access points are proposed. PBS also intends to maintain the same commitment to Transportation Demand Management measures, such as carpools and walking/biking.

### **Lunch and Recess Timing**

Lunch will take place from approximately 12:00 to 1:00 pm and will be held at the locations identified on the included map. Recess will take place from 10:00-11:00 am and 2:00-3:00 pm. The recess locations are identified on the included map.

### **4. Amplified Sound**

Amplified sound is limited to a small, portable bluetooth speaker capable of 200-400 watts of output, designed for audio playback in a small area and intended for intermittent use outside.

### **5. Community Need and Benefit**

Expanding the summer program age range directly addresses a significant unmet need in the community. Few local programs currently serve children ages 3 and 4, leaving families with limited options for high-quality, mission-driven summer enrichment. By opening the PBS campus to this broader age range, PBS will provide valuable access to Menlo Park and neighboring communities, supporting families who live and work locally.

This expansion also supports the City's broader goals of community enrichment and family support by providing additional childcare and educational opportunities during the summer months. The program will foster continuity for PBS families while also welcoming new participants from the surrounding area, promoting inclusion and community connection.

### **6. Staffing and Supervision**

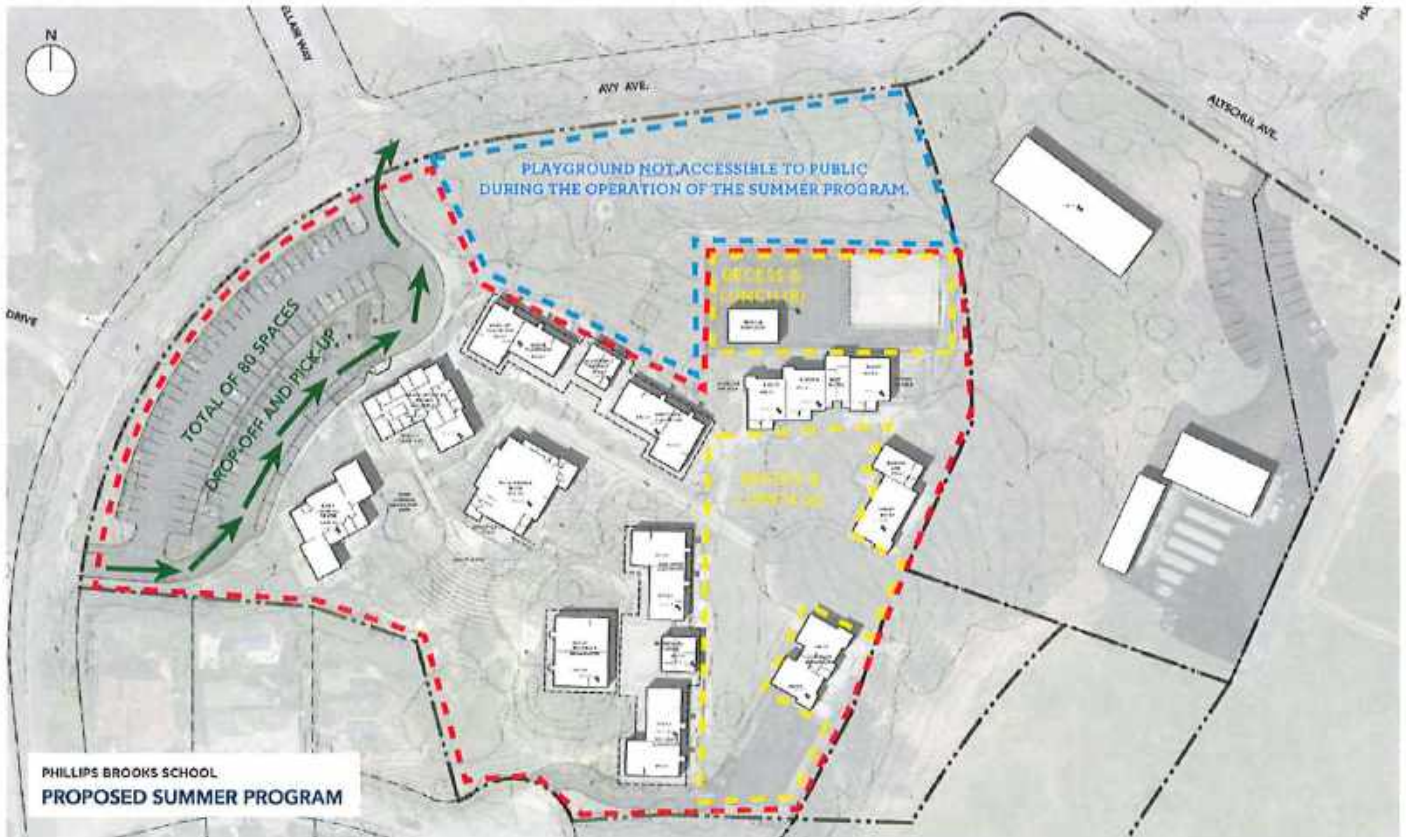
The summer program will be fully staffed by trained educators and camp specialists who uphold PBS's standards for safety and engagement. The staff-to-student ratio will remain the same to ensure that each child receives appropriate attention, guidance, and supervision throughout the day. A Summer Program Coordinator will be present every day during the Program to oversee operations and ensure PBS families continue to follow the usual rules. Additionally, administrative and facilities staff will be on-site daily to provide operational support and ensure compliance with all relevant safety and licensing requirements.

PBS is committed to operating our summer enrichment program ourselves, from designing the curriculum to overseeing all aspects of the day-to-day operations throughout the year. We anticipate needing the assistance of third-party vendors to teach specific courses that are of interest to our students and families, but for which we do not have a teacher or other necessary resources. This is the model we follow for our after-school enrichment program during the academic year – bringing in outside expertise to fill a specific need. We also anticipate using many of the same vendors as we do for the rest of the year, as they are trusted and respected members of our community who are well-known to parents and students.

## 7. Campus Use

The maps below depict the campus zones in which the Program will be operated.





### Summary of Proposed Summer Program

This CUP amendment reflects Phillips Brooks School's thoughtful, community-centered approach to growth. The proposed summer program expansion will:

- Utilize existing facilities and traffic systems efficiently.
- Maintain compliance with all safety and operational standards.
- Address a demonstrated need for additional summer programs serving ages 3 and 4.
- Provide a valued community resource that aligns with the school's mission and the City's priorities for family-friendly services.

PBS remains committed to being a good neighbor and community partner, ensuring that all programs are conducted with consideration for nearby residents and the broader Menlo Park community.

### B. School Year Staffing

PBS requests an amendment to its CUP to increase the maximum allowable number of staff from 68 to 73 during the school year, reflecting our current operational needs while maintaining the existing campus scale.

The increase is necessary to support school-year programming while maintaining a low staff-to-student ratio, which is essential for ensuring safety, providing individualized attention, and achieving high-quality learning outcomes. Additional staff will allow PBS to:

- Meet program requirements for both early learners and elementary-aged children, including specialized small-group instruction in math and reading.
- Maintain supervision standards and ensure the safety of all students.

- Provide high-quality instructional and enrichment activities that are consistent with PBS's educational mission.

The proposed staffing increase of five (5) staff ensures each child receives appropriate guidance and support throughout the day. Administrative and facilities staff will also be on-site daily to provide operational support and ensure compliance with all safety and licensing requirements.

The addition of five (5) staff on site would not impact the trip cap. Additionally, we have a growing number of staff who commute to work by bike, public transportation, or carpool.

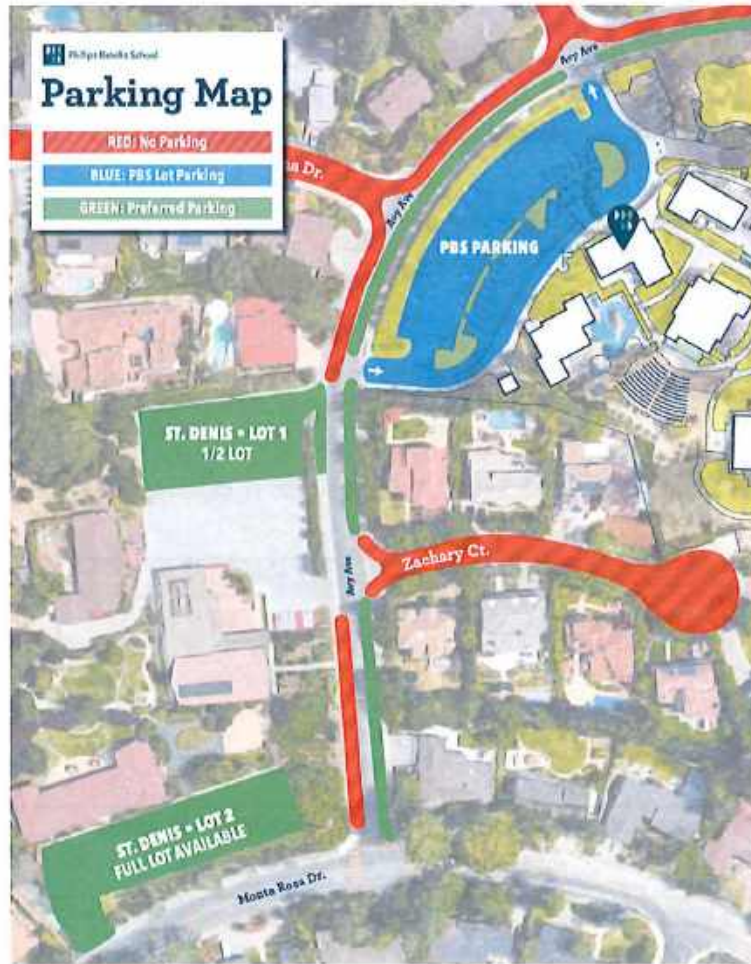
### C. School Activities and Events

PBS proposes revising the school activities list to better reflect the needs of the parent, guardian, and educator community, while minimizing any impact on the neighboring community. The proposed changes provide more specific details for clarity.

The revised event list is organized into broad categories. A side-by-side comparison of the current CUP allowances and our proposed changes is provided below:

Category	Current CUP Events	Proposed Events	Notes / Changes
Community Building (All families)	Back-to-School Night (1) New Family Picnic (1) Parent Coffees (6) Book Fair (1)	Back-to-School Night (1) New Family Event (1) Parent Coffees (6) Book Fair (1) Fall Fair (1) Winter Concert (1)	+2 increase of events
Parent Education (Parents/Guardians)	Parents' Association Meetings (2-3)	Parents' Association Meetings (2-3)	No change
Academic Showcases (Parents/Guardians)	Student Presentations (1 per class)	Student Presentations, (1 per class)	No change
Sports Practice (Student & Coaches)	After School Sports Practices (3 times a week)	After School Sports Practices (3 times a week)	No change
Neighborhood Meetings (Neighbors)	Quarterly Neighborhood Meetings (4)	Quarterly Neighborhood Meetings (4)	No change
Board Meetings and Operational Meetings (Board members & community members)	Board of Trustees Meetings (12)  Board Committee Meetings (2-3 times per month)	Board of Trustees Meetings (6)  Board Committee Meetings, including other meetings as directed by the Board (2-3 times per month)	-6 decrease of events

For events, PBS utilizes the PBS parking lot and the St. Denis parking lots.



### Neighborhood Outreach

PBS hosted a neighborhood meeting on December 9, 2025, at 6:00 pm to share details regarding the requested amendments to the CUP. An invitation to the meeting was sent out to almost 200 neighboring members. A total of 3 neighbors attended the meeting including Heather Hopkins, LLSED Board Member. Historically, attendance at those meetings is low.

A survey was sent out to 166 neighbors to capture additional feedback regarding the amendments to the CUP. A total of 20% of neighbors responded to the survey. The survey results indicated that the majority of the neighbors are familiar or somewhat familiar with PBS. The most common concern raised relates to traffic congestion during morning drop-off and afternoon pick-up. Respondents emphasized safety for pedestrians, cyclists, and drivers. Many of the respondents requested continued updates from PBS. A number of respondents expressed neutral to supportive views regarding the amendments to the CUP, especially when paired with careful planning and keeping community space available to the public.

As next steps to address the feedback, PBS will remind community members of our traffic and carpool guidelines, continue transparent communication with neighbors, explore additional traffic and safety mitigation strategies, update traffic signage, and add additional traffic support during drop-off and pick-up times.

We will continue to host quarterly neighborhood meetings and maintain open lines of communication to ensure that our activities remain positive for the broader community. Historically, attendance at those meetings is low.

## Letters of Support

PBS has a strong relationship with many neighbors. Attached are letters of support for the CUP amendments.

PBS remains committed to compliance with all City conditions, including parking, traffic, and transportation demand management requirements. We request no changes to these conditions. The proposed summer program and the increase in staffing numbers are expected to result in minimal parking and circulation issues.

We believe these amendments are modest, mission-driven, and consistent with our historic operations at 2245 Avy Avenue. They will enable us to serve our current families more effectively while minimizing the impact on neighbors and city infrastructure.

We respectfully request your review and consideration of these proposed amendments and look forward to working closely with you and the Planning Commission as this process moves forward.

Sincerely,

A handwritten signature in blue ink that reads "J. Bohner" with a long horizontal flourish extending to the right.

Jenn Bohner  
Head of School  
Phillips Brooks School

<b>LOCATION:</b> 2245 Avy Avenue	<b>PROJECT NUMBER:</b> PLN2026-00004	<b>APPLICANT:</b> Jennifer Bohnen	<b>OWNER:</b> Las Lomas Elementary School District
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**PROJECT CONDITIONS:**

1. The use permit revision shall be subject to the following conditions:
  - a. The applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - b. The applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - c. Subleasing of the site, or allowing use of the site for non-school related activities, by Phillips Brooks School shall require approval of a use permit revision by the Planning Commission.
  - d. The maximum allowable student population on the site shall be 320 students. This increase shall be valid until either the earlier of the school leaving the site or the expiration of the school's lease on July 31, 2032.
  - e. The maximum allowable number of staff on the site shall be 73 staff. This increase shall be valid until either the earlier of the school leaving the site or the expiration of the school's lease on July 31, 2032.
  - f. All student instruction and regular school activities shall continue to be limited to the hours of 8:00 a.m. to 3:30 p.m. The school's hours of operation shall be extended with the goal of ending at 10:00 p.m., except for the monthly board meetings, which would be allowed to occur until 11:00 p.m., for the following ancillary school activities:
    - Daily student drop off from 7:30 to 8:00 a.m.;
    - Daily after school care;
    - After school sports practices (three times per week);
    - "Back-to-School" night (once per year);
    - Middle School Admissions Night (once per year);
    - Board of trustees Meetings (once every two months);
    - Board Committee Meetings (two to three times per month);
    - Parent Coffees (six times per year);
    - Parent's Association Meeting (two to three times per year);
    - Student Presentations (once per year for each class);
    - New Family Picnic (once per year);
    - Book Fair (once per year);
    - Fall fair (once per year);
    - Winter concert (once per year); and
    - Neighborhood meetings on school operations.
  - g. The applicant shall not allow more than 140 outbound vehicle trips to be generated by the school during the morning traffic peak hour period (7:45 a.m. – 8:45 a.m.). Annual

<b>LOCATION:</b> 2245 Avy Avenue	<b>PROJECT NUMBER:</b> PLN2026-00004	<b>APPLICANT:</b> Jennifer Bohnen	<b>OWNER:</b> Las Lomas Elementary School District
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**PROJECT CONDITIONS:**

traffic counts were performed that documented compliance through the five year period set by the 2013 Use Permit approval and therefore, are no longer required as that condition has been met. Monitoring may be resumed at any time if the City receives complaints regarding the traffic volume on Avy Avenue related to Phillips Brooks School during the morning peak hour. After a complaint has been received, the City will evaluate whether a potential violation has occurred, and the Community Development Director shall have the discretion to resume the monitoring. If monitoring is deemed warranted, the City will notify the applicant of the determination at least one week before initiating the monitoring program. The applicant will be responsible for reimbursing the City for the cost of the traffic count, \$975.00 (adjusted annually starting in 2014 per the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area). In this instance, at least one year of monitoring will be completed.

If the supplemental traffic count shows that actual outbound trips exceed the trip limitation, the applicant shall pay a penalty of an annual \$500 per excess AM peak hour outbound trip (adjusted annually starting in 2014 per the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area). Revenues from the payment of penalties shall be due to the City within 30 days of City's issuance of the invoice and the City shall use the money for programs designed to reduce trips or traffic congestion within the City of Menlo Park. Annual monetary penalties shall apply for each subsequent year the trip limit is exceeded; the penalty amount shall increase by \$500 per trip for each subsequent year that a violation occurs.

- h. The applicant shall continue to communicate in writing to all parents of students enrolled in the school that no parking is allowed on the north side of Avy Avenue and the first block of Bellair Way. Documentation of the communication shall be submitted to the Planning Division on an annual basis, and the effectiveness of the street parking restriction shall be analyzed by the Transportation Division.
- i. The applicant shall submit a copy of the student enrollment roster and the staff roster to the Planning Division for purposes of verifying the student enrollment and staff numbers. The rosters shall be submitted annually three months from the first day of the school year. The Planning Division shall return the rosters to the school within one week of receipt. The City shall not make copies of the rosters or disseminate any information from the rosters to the public to the extent allowed by law.
- j. The applicant shall maintain the committee of school representatives and neighbors to identify issues related to the school's operation and develop resolutions to those issues. The committee shall meet a minimum of once every three months starting from October 2, 2001. The results of the committee's work shall be reported annually by the applicant in writing to the Planning Division.
- k. The applicant shall comply with all aspects of the traffic safety control program approved by the City Council on February 12, 2002. Compliance with these items shall be to the satisfaction of the Transportation Division:
  - Maintain the landscaping in front of the site in order to provide adequate visibility for vehicles exiting the driveway, yet also maintain the screening of the school facilities.

<b>LOCATION:</b> 2245 Avy Avenue	<b>PROJECT NUMBER:</b> PLN2026-00004	<b>APPLICANT:</b> Jennifer Bohnen	<b>OWNER:</b> Las Lomas Elementary School District
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**PROJECT CONDITIONS:**

- Encourage the Las Lomas Elementary School District to monitor the intersection of Avy Avenue and Altschul Avenue during the times when the District’s students use the intersection.
  - Maintain the curb red for a distance of 20 feet on the south side of Avy Avenue to the east of the driveway exit to allow improved visibility and to allow improved turning movements from the driveway exit onto Avy Avenue.
  - Maintain the curb red for a distance of 165 feet on the south side of Avy Avenue to the west of the driveway exit to allow improved visibility and to allow improved turning movements from the driveway exit onto Avy Avenue.
  - Maintain “school zone” signage on the eastbound and westbound approaches of Avy Avenue near the site.
  - The Police Department shall augment its enforcement efforts to enforce the parking prohibitions at the red curb locations on Avy Avenue, as budget resources allow.
  - The Police Department shall augment its enforcement efforts near La Entrada School and the intersection of Avy Avenue and Altschul Avenue during the morning drop-off and afternoon pick-up periods, as budget resources allow.
- i. The Community Development Director shall review any complaints received by the City regarding the expanded student enrollments and staff numbers at Phillips Brooks School. The Community Development Director and his/her designee shall work with the School and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.
- m. The applicant shall maintain the site in compliance with the following approved plans:
- The approved plans prepared by BFGC Architecture, consisting of seven plan sheets, dated received September 15, 2009, and approved by the Planning Commission on September 21, 2009, except as modified by the conditions.
  - The approved plans prepared by Berger Detmer Ennis, consisting of 28 plan sheets, dated received January 5, 2006 and approved by the Planning Commission on January 9, 2006, and subsequent revisions dated May 1, 2007 consisting of 18 plan sheets except as modified by the conditions.
- n. The landscaping and irrigation plan shall comply with the Water Efficient Landscape Ordinance. The applicant shall maintain landscaping and irrigation along Avy Avenue and within the campus per the approved plans. Plantings should include native species, a variety of trees, plants, shrubs, and groundcover.
- o. The applicant shall require that drop-off and pick-up of passengers occur only in designated loading and unloading zones, as specified on plans dated received January 5, 2006. Compliance with this item shall be to the satisfaction of the Transportation Division. The applicant shall also require that no drop-off or pick-up of passengers occur on Zachary Court.

<b>LOCATION:</b> 2245 Avy Avenue	<b>PROJECT NUMBER:</b> PLN2026-00004	<b>APPLICANT:</b> Jennifer Bohnen	<b>OWNER:</b> Las Lomas Elementary School District
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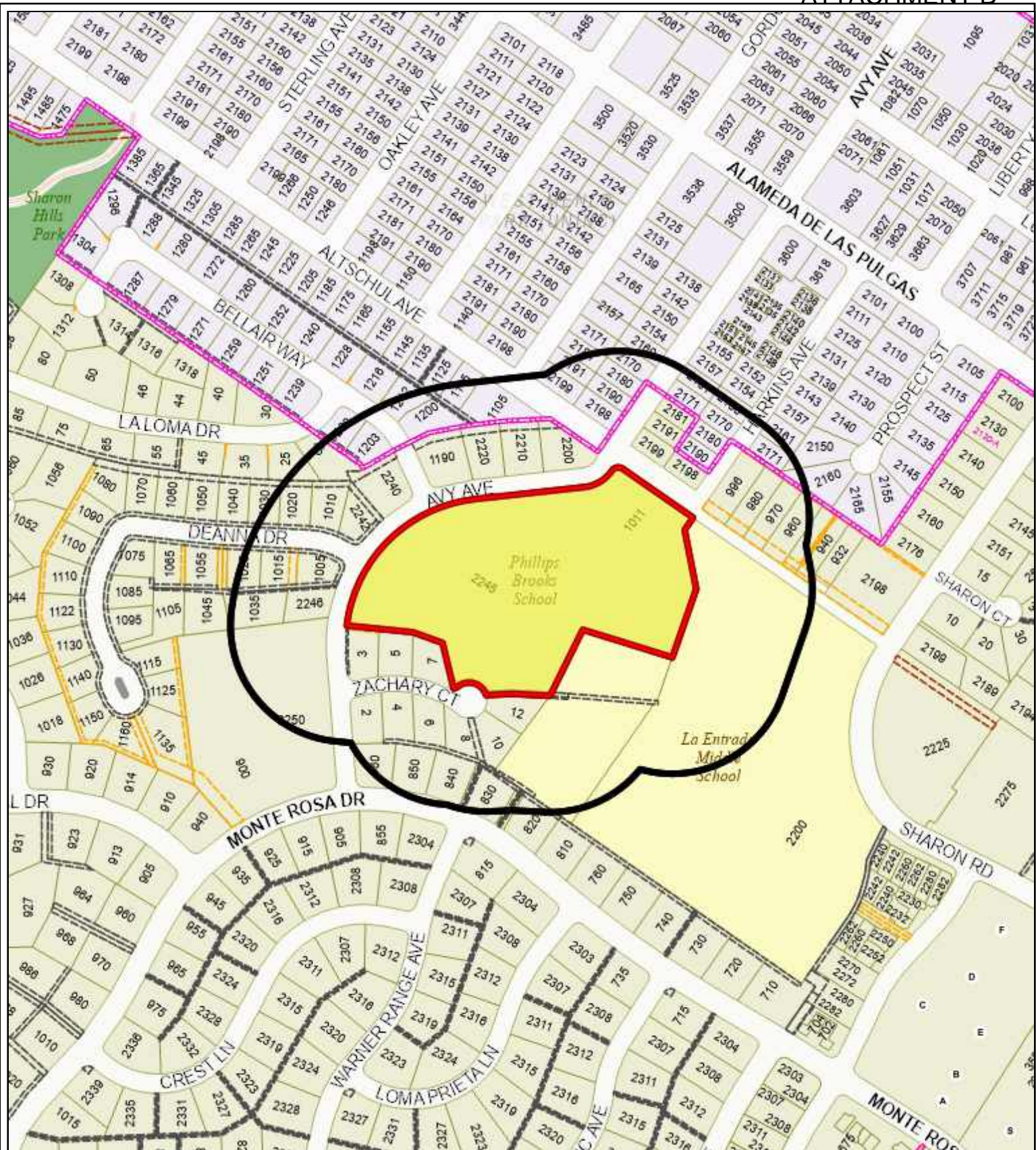
**PROJECT CONDITIONS:**

- p. The sports court canopy can be used for play during recesses, physical education classes, after school sports practices, and school assemblies. Modifications to the appearance or use of the structure may warrant a use permit revision and architectural control review by the Planning Commission as determined by the Planning Division.
- q. Should the informal arrangement between Phillips Brooks School and St. Denis Church (2250 Avy Avenue) for the use of St. Denis Church's parking lot be cancelled, the applicant shall submit a plan to provide for overflow parking, for review and approval by the Planning and Transportation Divisions.
- r. The summer program shall be subject to the following requirements:
  - The maximum allowable student population on the site during the summer program shall be 120 students, aged 3 to 11 years.
  - The maximum allowable number of staff on the site shall be 50 staff, of which no more than 25 staff shall be administrators working in the office buildings and no more than 25 staff shall be working for the summer program, as school staff or as third-party vendors.
  - All summer program classes shall be limited to Monday through Friday, during the hours between 10:00 a.m. and 3:00 p.m., with morning care provided between 8:00 a.m. and 10:00 a.m. and aftercare from 3:00 p.m. to 5:00 p.m.
  - The summer program shall run for an eight-week period, generally between June and August.
  - The summer program shall use limited amplified sound outdoors between 10:00 a.m. and 3:00 p.m., from one centralized location on site.
- s. Heritage trees in the vicinity of the project shall be protected pursuant to the Heritage Tree Ordinance.
- t. Prior to 90 days from use permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
- u. 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.
- v. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.

<b>LOCATION:</b> 2245 Avy Avenue	<b>PROJECT NUMBER:</b> PLN2026-00004	<b>APPLICANT:</b> Jennifer Bohnen	<b>OWNER:</b> Las Lomas Elementary School District
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**PROJECT CONDITIONS:**

- w. The applicant shall apply for an encroachment permit and refresh one "Slow School Xing" marking on Avy Avenue near the school, on the southern side of the intersection of Avy Avenue and Bellair Way, within 120 calendar days of use permit approval.



City of Menlo Park  
 Location Map  
 2245 Avy Avenue



Scale: 1:4,000

Drawn By: MAP

Checked By: TAS

Date: 6/8/2026

Sheet: 1



## STAFF REPORT

### Planning Commission

Meeting Date:

6/8/2026

Staff Report Number:

26-024-PC

### Public Hearing:

**Consider and adopt a resolution to determine that Stanford University has demonstrated good faith compliance with the provisions of the 500 El Camino Real (Middle Plaza) Development Agreement, located at 200-500 El Camino Real, for the period of April 2025 through March 2026. Review of the Development Agreement does not qualify as a project under CEQA.**

### Recommendation

Staff recommends that the Planning Commission adopt a resolution that Stanford University (“Stanford”) has demonstrated good faith compliance with the provisions of the Middle Plaza at 500 El Camino Real Development Agreement (DA) for the period of April 2025 through March 2026. The draft Planning Commission resolution is included as Attachment A.

### Policy Issues

The City Council adopted Resolution No. 4159 in January 1990, establishing the procedures and requirements for the consideration of DAs. Resolution No. 4159 calls for the Planning Commission to conduct a public hearing at which the property owner (or representative for the property owner) must demonstrate good faith compliance with the terms of the agreement. The Planning Commission should determine whether or not Stanford University has demonstrated its good faith compliance with the provisions of the DA during the review period. The decision of the Planning Commission is final, unless appealed to the City Council. These provisions implement Government Code Section 65865.1 which requires review at least every 12 months to determine compliance with the terms of the agreement.

### Background

The project is a mixed-use development consisting of non-medical office, retail/restaurant, and residential uses on an 8.4-acre site, with a total of approximately 153,126 square feet of non-residential uses and 215 residential units. Of the three office buildings, office building 1, comprised of approximately 34,526 square feet, is occupied by retail/restaurant and supporting office uses, and office buildings 2 and 3, comprising a total of approximately 118,600 square feet, are occupied with office uses. Applicable entitlements and agreements for this project included architectural control, DA, heritage tree removal permits, and a below market rate (BMR) housing agreement. The Middle Plaza DA is available as Exhibit A to Attachment A. The City Council approved the Middle Plaza at 500 El Camino Real project on Sept. 26 and Oct. 10, 2017.

In addition to the three office buildings, the project consists of four residential buildings, and two, two-level underground parking garages. The project also includes an approximately one-half acre plaza at Middle Ave. that provides publicly accessible open space and a future connection between El Camino Real and a proposed grade-separated, pedestrian and bicycle crossing at the Caltrain tracks. All buildings have been

granted occupancy and the plaza is open to the public. Of the non-residential buildings, 200 El Camino Real is currently vacant, 300 El Camino Real is leased by Softbank, and 400 El Camino Real is leased to Stephen Silver Fine Jewelry and Eylan (a restaurant). A location map is included as Attachment B and the approved plans are included as Attachment C.

The last annual review of the DA was conducted in April 2025 for year eight of the DA and the Planning Commission found Stanford in good faith compliance.

Section 2.2 of the DA states the agreement will terminate 10 years from the effective date, unless terminated earlier under Sections 10, 12, or 17, or extended by mutual written agreement under Section 10.1. Section 5 of the DA requires Stanford to make a payment towards the proposed Caltrain crossing and Section 2.2 further states that if the City has made “substantial crossing progress”, then the terms of the agreement will continue until payment by Stanford of 50% of the cost to construct the crossing, up to \$5 million, the City Council's decision to abandon pursuit of the funding and construction of the crossing, or five years beyond the initial ten-year term. Per Section 5 of the DA, the maximum amount of Stanford's payment towards the crossing is adjusted annually by the Engineering News Record Construction Cost Index for the San Francisco Bay Area, and as of the writing of this report, is approximately \$6.34 million.

According to Section 1.24 of the DA, “substantial crossing progress” means:

- The City has completed and the City Council has approved the final design for the crossing;
- The City has completed all steps necessary to achieve compliance with the California Environmental Quality Act (CEQA) to construct and operate the crossing; and
- The City has made substantial progress toward obtaining funding for the cost of construction of the crossing, defined as having secured a minimum 15% of the cost to construct the crossing (excluding Stanford's contribution); and
- The City has obtained all necessary approvals, permits and property rights from other public agencies and private landowners to construct and operate the crossing.

On Jan. 27, 2026, the City Council directed staff to move forward with finalizing the design of the undercrossing and providing funding strategies assessments. Additionally, the CEQA review is complete with the City Council's review and consideration of an addendum to the El Camino Real/Downtown Specific Plan environmental impact report (EIR), on Jan. 28, 2020 as part of the City Council's approval of the 30% project plans. The City will obtain National Environmental Protection Act (NEPA) clearance in September and the property rights to construct and operate the Crossing have been acquired.

The DA went into effect on November 9, 2017. The City is continuing to make progress on the design and funding and is committed to advancing the project to extend the term of the DA to 2032.

#### Caltrain undercrossing

On Aug. 27, 2019, the City Council unanimously passed a motion to select a preferred alternative for the Middle Avenue pedestrian and bicycle crossing. The undercrossing would align with a proposed raised crosswalk on Alma Street and would be accessible from the approximately one-half acre plaza at Middle Avenue.

On Jan. 28, 2020, the City Council reviewed and considered the project environmental document, an addendum to the El Camino Real/Downtown Specific Plan EIR, and approved the 30% project plans.

On Jan. 11, 2022, the City Council adopted Resolution No. 6690 authorizing the city manager to execute a

purchase and sale agreement with Menlo Station Development, LLC for the portion of 700-800 El Camino Real where the ramp would be located that connects the pedestrian and bicycle undercrossing to the plaza. The purchase of the property was completed in 2024.

On May 7, 2024, the City Council authorized the city manager to execute a memorandum of understanding (MOU) with Caltrain for \$2,000,000 to develop engineering design and environmental clearance documents for the undercrossing. Because the project will receive federal funding, it requires NEPA clearance, in addition to the California Environmental Quality Act (CEQA) clearance considered by the City Council in 2020.

The project cost estimates have been updated several times. In response to the significant increase in total project costs in 2024 from a range of \$23 and \$35 million to \$62 million, the City and Caltrain agreed to advance the preliminary engineering design and environmental clearance effort to obtain better cost certainty. Per the 2024 MOU, the City and Caltrain have obtained the services of WSP from Caltrain's on-call services list for the NEPA environmental clearance, which is expected in September. Staff and Caltrain have also obtained the services of TY Lin for the design and following a Construction Manager/General Contractor (CMGC) approach, obtained the services of the Myers and Sons contracting team for the design consultation. Based on the most up to date information, the total cost is estimated to be between \$56 million and \$65 million, including soft costs (design, environmental clearance, project/construction management, and ROW acquisition). The total cost of the crossing is estimated to be between \$56 million and \$65 million, including soft costs (design, environmental clearance, project/construction management, and ROW acquisition). Excluding Stanford's contribution, over \$16 million, or approximately 24.6% of the highest estimated total cost, is currently available in City and grant funding to support the design and construction of the undercrossing.

On January 27, 2026, staff presented several options to City Council on the proposed undercrossing, including finalizing the design and seeking additional funding, phasing the project based on available funding, or discontinuing the project. Staff also presented four construction options. City Council directed staff to move forward with finalizing the design and providing funding strategies assessments. City Council also directed staff to pursue the open excavation construction option which is the least expensive and has the shortest duration.

On April 28, 2026, City Council approved an amendment to the MOU with Caltrain to advance the design, which is scheduled to be completed in 2027. Caltrain and the City submitted a Safe Streets and Roads for All (SS4A) Grant Program application for the construction phase in May, which if awarded, would secure the funding needed to construct the project with committed funding from the San Mateo County Transportation Authority and Caltrain. The total estimated cost for the construction phase is \$46 million.

## **Analysis**

A DA is a legally binding contract between the City of Menlo Park and an applicant that delineates the terms and conditions of a proposed development project. A DA allows an applicant to secure vested rights and allows the City to secure benefits that are generally not obtainable otherwise. Development agreements are commonly used for land use developments that are implemented in phases over a period of time. Development agreements provide assurances to both the applicant and the City that the terms of the agreement will be in force until the completion of the project, and in some cases, elements of the development agreement could be in effect for the life of the project. Development agreements are enabled by California Government Code Sections 65864-65869.5.

The applicant has submitted a summary of the relevant DA requirements (Attachment D). In evaluating Stanford's progress at implementing the DA, staff has developed a classification system to describe how the specific requirements are being implemented using four categories. Three of these categories are consistent with the principle of good faith compliance with the terms of the agreements and are as follows:

- **Completed:** A One-time Action was completed or an Ongoing Activity occurred during the DA review year.
- **In Progress/Ongoing:** A One-time Action is underway (acceptable progress).
- **Conditional:** The triggering event, condition, or requirement to undertake an item has not occurred and no action is necessary at this time.

The fourth category, described as Unacceptable Progress implies that, at least potentially, good faith compliance for that item may not have occurred. However, a determination of substantial and persistent non-implementation of a development agreement would have to occur before a lack of good faith compliance could truly be determined. None of the DA requirements have been identified as Unacceptable Progress.

The DA includes four action items that are associated with the annual DA tracking. Staff has determined that Stanford is in compliance with the terms of their DA. The summary of the implementation status of the four development agreement requirements is provided in the following table.

Implementation status	Items
Completed	2
In Progress/Ongoing	0
Conditional	2
Unacceptable Progress	0

The following is a more detailed description of the terms of the DA for the Middle Plaza at 500 El Camino Real project.

**Completed**

1. **Affordable Housing** (7. in the DA). Stanford will record a below market rate (BMR) housing agreement for the provision of 10 residential units in the project affordable to individuals at the low-income level, or eight units affordable to individuals at the low-income level if the 2131 Sand Hill Road project is not approved. (The 2131 Sand Hill Road project was not approved.)

Status: Completed - The BMR agreement has been executed and recorded on November 17, 2017. According to the City's BMR administrator, Housing Inc., all eight of the BMR units are currently filled.

2. **Privately Owned and Operated Publicly Accessible Open Space** (8. In the DA). The project will include a privately owned and operated, publicly accessible plaza at Middle Avenue.

Status: Completed – The Public Use Agreement was recorded with the County of San Mateo on March

17, 2023 and the plaza is open to the public.

### **Conditional**

- 3. Funding for Crossing** (5. in the DA). Stanford will pay 50% of the cost of the Caltrain Pedestrian/Bicycle crossing, up to \$5 million. Until the crossing payment is made, the maximum amount is adjusted annually by the Engineering News Record Construction Cost Index for the San Francisco Bay Area on June 30 of each year, and as of the writing of this report, is approximately \$6.34 million.

Status: Conditional - This provision will not apply until after the City has secured full construction funding, and obtained all necessary approvals and property rights to construct and operate the crossing. As noted in the background section, the City is continuing to make progress on the undercrossing and is committed to advancing the project.

- 4. Education Foundation Payments** (6. in the DA). Stanford will contribute an initial lump sum payment of \$1.5 million to the Menlo Park-Atherton Education Foundation (MPAEF) to be placed in an endowment fund for support of the Menlo Park City School District (MPCSD). In addition, Stanford will contribute a second lump sum payment, up to \$1 million, consisting of Stanford's savings if its required contribution to the cost of the crossing is less than \$5 million.

Status: Conditional - Stanford paid the initial lump sum of \$1.5 million to the MPAEF in September 2021. Based on current project cost estimates, Stanford's required contribution for the crossing will be the maximum of \$5 million, as adjusted per the Engineering News Record Construction Cost Index for the San Francisco Bay Area at the time of payment, and therefore the second payment will not be applicable.

### **Conclusion**

Staff believes that Stanford has demonstrated good faith compliance with the terms of the Middle Plaza DA for the period from April 2025 through March 2026. The applicant has completed all applicable requirements. The next review will occur in Spring 2027 for the term of April 2026 through March 2027.

### **Impact on City Resources**

The applicant is required to fully cover the cost of staff time spent on the DA annual review.

### **Environmental Review**

The California Environmental Quality Act (CEQA) requires that activities which meet the definition of a Project be evaluated for their potential impacts on the environment. The annual review of the development agreement has no potential to result in an impact to the environment and does not meet the definition of a Project under CEQA; as a result, no environmental review or determination is needed. The environmental impacts of the project and associated development agreement were evaluated and considered through an Infill EIR at the time the project was initially approved by the City in 2017.

### **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.

## Attachments

A. Draft Planning Commission Resolution

Exhibits to Attachment A

- A. Development Agreement – <https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-construction/middle-plaza-at-500-el-camino-real/da-300-550-el-camino-real-middle-plaza.pdf>
- B. Location Map
- C. Project Plans: <https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-construction/middle-plaza-at-500-el-camino-real/combined-500ecr-2017-0822-small.pdf>
- D. Applicant Summary of Middle Plaza Development Agreement Compliance

Report prepared by:  
Corinna Sandmeier, Principal Planner

Report reviewed by:  
Kyle Perata, Assistant Community Development Director

**PLANNING COMMISSION RESOLUTION NO. 2026-0XX****RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK FINDING STANFORD UNIVERSITY (“STANFORD”) TO BE IN GOOD FAITH COMPLIANCE WITH THE TERMS OF THE DEVELOPMENT AGREEMENT FOR THE MIDDLE PLAZA AT 500 EL CAMINO REAL MIXED-USE PROJECT FROM APRIL 2025 THROUGH MARCH 2026**

WHEREAS, the City of Menlo Park (“City”) approved the Middle Plaza at 500 El Camino Real project, a mixed-use project consisting of non-medical office, retail/restaurant, and residential uses on an 8.4-acre site, with a total of approximately 153,126 square feet of non-residential uses and 215 residential units, located at 500 El Camino (APN 071-440-170), on September 26 and October 10, 2017. The approved Development Agreement for the project is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the Property is located in the El Camino Real/Downtown Specific Plan (SP-ECR-D) zoning district and the ECR SW sub-district, which supports a variety of uses including retail, personal services, offices, and residential uses; and

WHEREAS, Stanford has completed two actions that are associated with the annual Development Agreement tracking and for the remaining two actions the triggering event, condition, or requirement to undertake the action has not occurred; 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 environmental impacts of the mixed-use project and associated development agreement were evaluated and considered through an Infill EIR at the time the project was initially approved by the City in 2017; and

WHEREAS, the annual review of the Development Agreement has no potential to result in an impact to the environment and does not meet the definition of a project under CEQA, and as a result, no environmental review or determination is needed; 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 June 8, 2026, 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.

**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. Development Agreement Annual Review Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

1. Stanford is in good faith compliance with the provisions of the approved Development Agreement for the period of March 2025 through April 2026.

Section 3. 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 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 June 8, 2026, 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 \_\_\_\_ day of June, 2026.

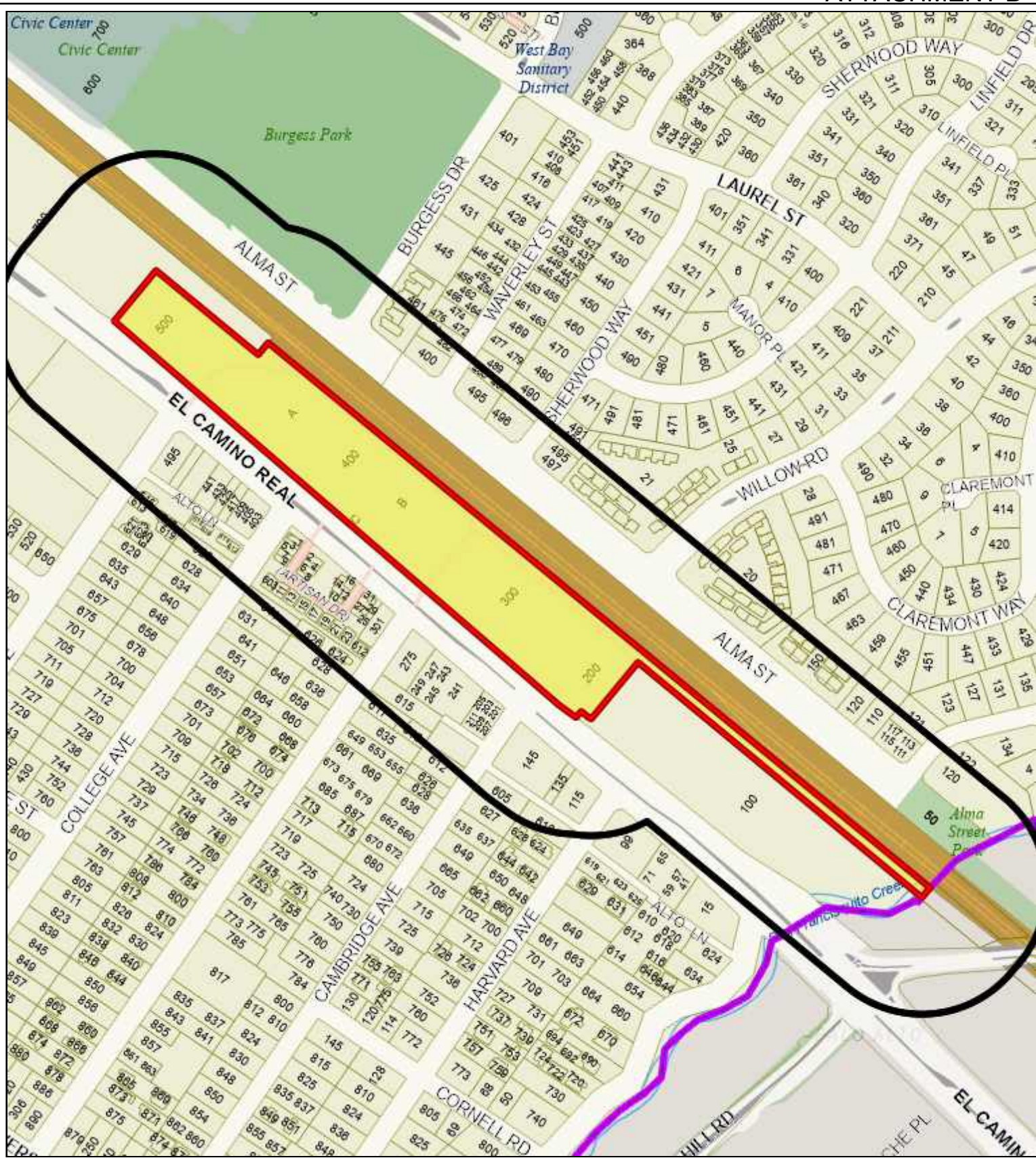
PC Liaison Signature

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Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibit

A. Development Agreement – Middle Plaza at 500 El Camino Real Project



City of Menlo Park  
 Location Map  
 Middle Plaza



**TRACKING DOCUMENT  
DEVELOPMENT AGREEMENT  
MIDDLE PLAZA AT 500 EL CAMINO REAL PROJECT**

**Development Agreement Annual Tracking Document 4.8.26**

Item #	Item	Payment Type/Triggering Event	Status
5	<b>Funding for Crossing.</b> Owner shall be obligated to pay the City fifty percent (50%) of the cost to construct the Crossing, up to a maximum of Five Million Dollars (\$5,000,000) ("Crossing Payment").	Payment shall be made within sixty (60) days of written demand by City supported by evidence of the cost of Crossing construction reasonably acceptable to Owner, once City has confirmation that: (i) it has obtained or has been awarded complete and full funding to construct all components of the Crossing; (ii) the City has completed and the City Council has approved the final design for the Crossing; (iii) the City has completed all steps necessary to achieve compliance with the California Environmental Quality Act to construct and operate the Crossing; and (iv) the City has obtained all necessary approvals, permits and property rights from other public agencies and private landowners to construct and operate the Crossing.	<b>PENDING CITY ACTION:</b> The City of Menlo Park has not made the written request.
6	<b>Education Foundation Payments.</b> To support the Menlo Park City School District, Owner agrees to pay the Menlo Park Atherton Education Foundation an initial lump sum payment of One Million Five Hundred thousand dollars (\$1,500,000) to be placed in an endowment fund for support of the District.	The payment is potentially two payments. <b>The initial lump sum payment</b> shall be due and payable one (1) year after issuance of the last building permit for the residential and office buildings to be constructed as part of the Project.  In addition, Owner agrees to pay the Menlo Park Atherton Education Foundation a <b>second lump sum payment</b> for the same endowment fund of up to One Million dollars (\$1,000,000) of any savings by Owner in its contribution to the cost of the Crossing to be determined as follows: (a) the second lump sum payment shall be due and payable to the Education Foundation within sixty (60) days of completion of construction of the Crossing; (b) the amount of the second lump sum payment shall be equal to the difference between the maximum amount of the Crossing Payment described in Section 5 of this Agreement (Five Million dollars [\$5,000,000] as adjusted annually by the Engineering News Record Construction Cost Index) and any lesser amount demanded by the City for Owner's contribution to the Crossing pursuant to Section 5 of this Agreement, so long as the resulting second lump sum payment does not exceed One Million dollars (\$1,000,000).	<b>COMPLETED:</b> The payment was issued and deposited on 9/28/21, see sheet #2 for a copy of the check.  <b>COMPLIANCE WITH THIS CONDITION IS TIED TO CONDITION #5.</b> The conditions of Section 5 (above) have not yet been met.
7	<b>Affordable Housing.</b> Concurrently with the recordation of this Agreement, Owner and City shall execute and record an Affordable Housing Agreement (" <b>Affordable Housing Agreement</b> ") for the provision of a total of ten (10) units in the Project to be occupied exclusively by, and rented to, Low Income Households ("Low Income Units"). (If the 2131 Sand Hill Road project is not approved, Owner would provide eight (8) one-bedroom BMR units at the low-income level.)	Concurrently with the recordation of the Development Agreement.	<b>COMPLETED:</b> The Affordable Housing Agreement was recorded with the Clerk Recorder of the County of San Mateo on November 17, 2017. (Document # 2017-1026430. <b>NOTE:</b> As of the January 15, 2020, the 2131 Sand Hill Road project is <b>not</b> approved. Therefore, the Owner is only required to provide eight (8) one-bedroom BMR units at the low-income level.
8	<b>Privately Owned and Operated Publicly Accessible Open Space:</b> The Project includes a privately owned and operated publicly accessible plaza at Middle Avenue. The Public Use Agreement may be amended from time to time by mutual agreement of the City and the Owner, and any amendment to the Public Use Agreement shall automatically be deemed to be incorporated into this Agreement without any further requirement to amend this Agreement.	Prior to issuance of a City permit allowing occupancy of office, retail, or residential space in the Project, the Parties shall enter into and record a public use agreement in substantially the same form as the agreement attached to this Agreement as Exhibit D (the "Public Use Agreement").	<b>COMPLETED:</b> THE Public Use Agreement was recorded with the County of San Mateo on March 17, 2023.