

February 4, 2026

## **Project Description**

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

Re: 503 O'Keefe St  
Menlo Park, CA 94025  
Remodel / Addition

This letter of application requests Planning Commission Approval for the remodel of the existing home at 503 O'Keefe and addition of 192 sf. A Use Permit is required because the proposed work will exceed the 75% threshold for a single-story single-family residence.

### Purpose of the Proposal

I moved into 503 O'Keefe as a renter back in 2006 and purchased the house from the prior owner in 2016. The first several years were spent on immediate need improvements – replacing the main electric with a 200 Amp panel, sewer lateral replacement, appliance replacements, etc – while saving for a larger project. Structural and thermal improvements to the building envelope, energy efficient lighting, moving away from reliance on gas, and making the house more livable as I age in place are the primary goals of the project. Improvements to the kitchen and bathroom are a big part of making the house more livable.

### Scope of Work

The remodel project includes a kitchen remodel, bathroom remodel, and minor additions totaling 192 sf to the front and rear of the existing single-story single-family home. Improvements include new roofing, new exterior doors and windows, replacing the gas furnace with an electric heat pump, lighting, and plumbing fixtures. The project also includes a new driveway with widened curb cut and an EV charger.

The existing garage wall was built less than 5' from the right side property line and will be made into a 1HR fire rated wall. The Menlo Park Fire Department has requested that the home be sprinklered. The existing pool house/accessory structure is not sprinklered and not proposed to be sprinklered.

## Architectural Style, Materials, Colors and Construction Methods

The project design style is transitional. The simple volumes of the design and building structure are similar to the existing home and surrounding neighbors. The existing house and many of the neighboring homes have wood siding and asphalt shingle gable roofs. The current wood siding changes from horizontal T&G siding to horizontal lap siding at the window sill. The proposed design replaces the existing horizontal wood siding with two widths of vertical siding separated by a waterproofing trim joint at the window heads. The new windows have insulated glass and pre-finished metal cladding painted dark grey to complement the medium-light grey color of the new siding. For additional information on the materials and finishes, please see drawing sheets A4.0 – A4.3.

The building structure is a crawl space with wood frame Type V-B construction above. Project sustainability will meet or exceed Title 24. The main house will grow from 1,384 sf to 1,537 sf (including the garage).

## Basis for Site Layout

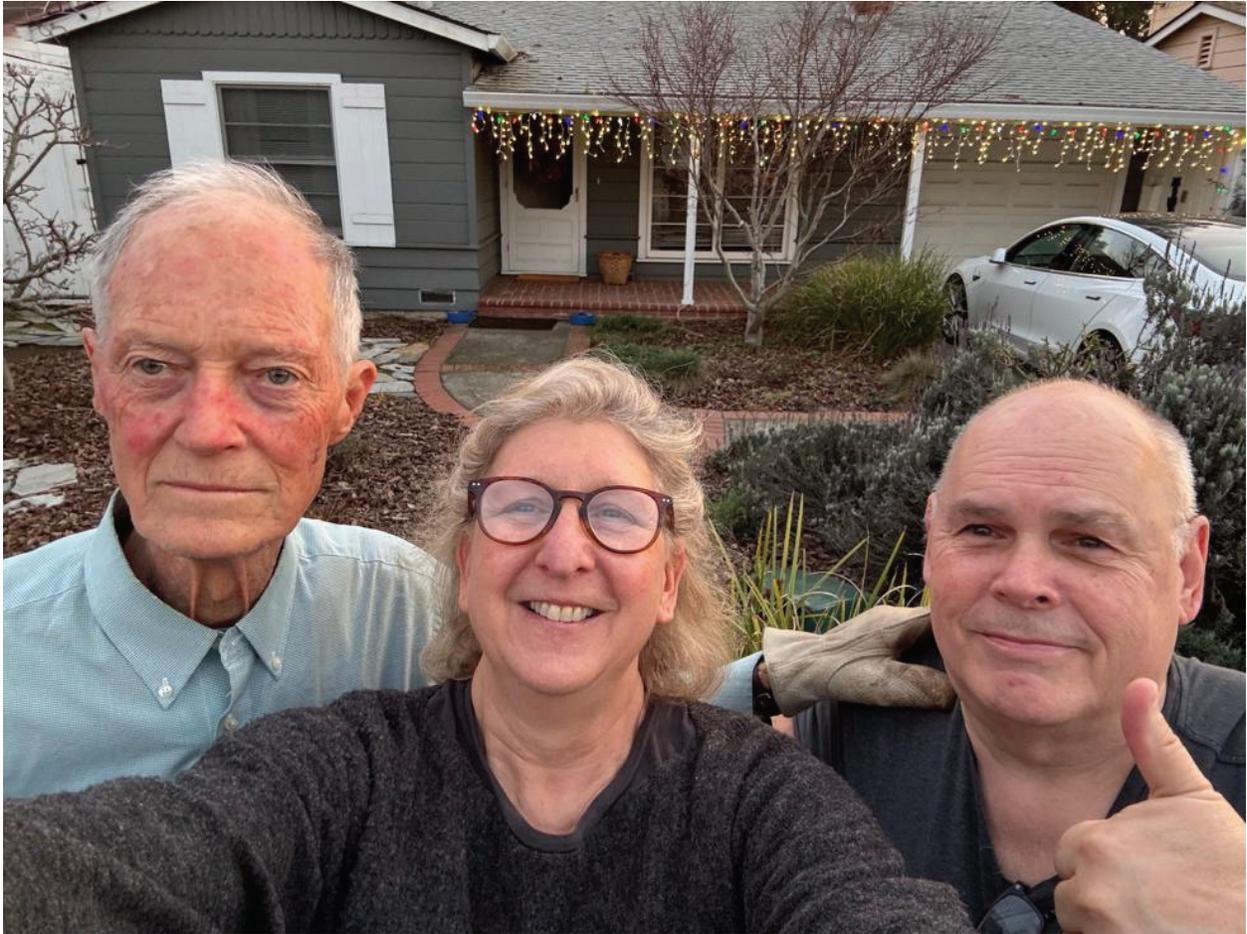
The existing site is largely untouched. The addition to the front of the house encloses a small portion of the front porch to create an entry vestibule; the addition to the rear allows the 2<sup>nd</sup> bedroom to move towards the rear of the site and enable the bathroom to be relocated off the hall between the two bedrooms. The driveway is being replaced with permeable paving and the curb cut is being widened.

## Existing and Proposed Uses

The house will continue to be a single-story single-family home consistent with much of the neighborhood as you move away from Willow Ave. The rear of the property backs up to the playing fields of Kipp Valient Prep.

## Neighbor Outreach

I've lived at 503 O'Keefe for almost 20 years and the neighbors on either side (Brian and Susan Hart/423 O'Keefe and Brian Gilmer/507 O'Keefe, were here when I arrived as a renter in 2008. I purchased the home from my landlord in 2016 and Brian Gilmer has since married and now has two children, Arthur and Helen. Through the years we've spoken over the fence and been on good terms. Both received the public notice card from the city and asked me a few questions, both are good with the project. I spoke with them again today and we took a selfie. Brian Gilmer sent an e-mail of support to Monika Roy, the project Plan Tech (see attached).



Brian Hart on left, Heather Young in center, Brian Gilmer on right

Thank you for your time and attention to this proposal. Please contact me with any questions or requests for additional information. We look forward to working with you to entitle this application.

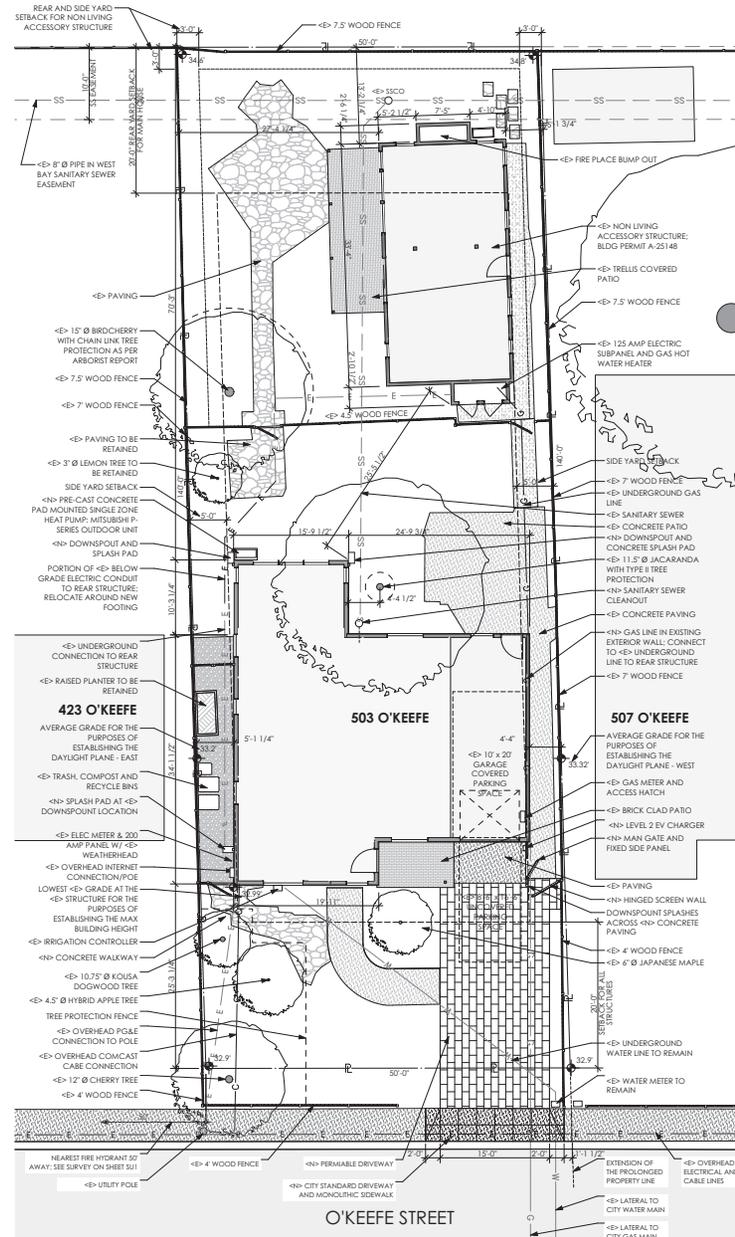
Sincerely -

Heather Young  
HEATHER YOUNG ARCHITECTS









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

**SITE PLAN NOTES**

- GRADE FOR THE PURPOSE OF ESTABLISHING DAYLIGHT PLANE SHALL BE AN AVERAGE OF THE GRADE AT THE MIDPOINT OF THE BUILDING AND GRADE AT THE CLOSEST POINT ON ADJACENT LOT.
- THE PROPERTY IS LOCATED IN FLOOD ZONE X AND COMPLETELY OUT OF SPECIAL FLOOD HAZARD AREA (SFHA) PER FEMA FLOOD PLAN MAP RECORDS NO. 0808 (CODE AS OF 10/16/2012, WHICH IS DETERMINED TO BE OUTSIDE OF THE 100- AND 500- YEAR FLOOD PLANE, NO PORTION OF THE PROPERTY IS LOCATED IN ANY FLOOD ZONE.
- DURING CONSTRUCTION, PROTECT ALL EXISTING STRUCTURES, TREES, HARDWARE AND LANDSCAPING TO REMAIN OR NOT IN PROJECT SCOPE. REFER TO SHEET 02.2 FOR TREE PROTECTION GUIDELINES.
- RIGHT OF WAY WORK: ANY CONSTRUCTION WITHIN THE CITY RIGHT OF WAY MUST HAVE AN APPROVED PERMIT FOR CONSTRUCTION IN THE PUBLIC STREET PRIOR TO COMMENCEMENT OF THIS WORK. THE PERFORMANCE OF THE WORK IS NOT AUTHORIZED BY THE BUILDING PERMIT ISSUANCE BUT IS SHOWN ON THE BUILDING PERMIT FOR INFORMATION ONLY.
- GENERAL CONTRACTOR SHALL OBTAIN A STREET IMPROVEMENT PERMIT FROM THE PUBLIC WORKS DEPARTMENT PRIOR TO STARTING ANY WORK OUTSIDE OF THE PROPERTY LINES.
- IF POSSIBLE USE EXISTING DRIVEWAY FOR THE CONSTRUCTION ENTRANCE AND MAINTAIN BY SWEEPING AS REQUIRED.
- FINE GRADING TO BE VERIFIED ON SITE WITH OWNER AND ARCHITECT. COORDINATE SITE AND FOUNDATION DRAINAGE SYSTEMS WITH EXISTING GRADES AS PER CITY REQUIREMENTS.
- FOR SITE GRADING AND DRAINAGE PATTERN COORDINATE WITH CIVIL ENGINEERING. VERIFY ALL GRADES IN FIELD TO COORDINATE WITH NEW FOUNDATION WORK.
- CONTRACTOR SHALL NOT STAGE, STORE, OR STOCKPILE ANY MATERIAL OR EQUIPMENT WITHIN THE PUBLIC ROAD RIGHT-OF-WAY.
- ALL NOISE PRODUCING EQUIPMENT SHALL BE LOCATED OUTSIDE OF REQUIRED SETBACKS. NOISE LEVEL MUST BE LESS THAN 4.8dBA ABOVE LOCAL AMBIENT AT PROPERTY LINES.
- PROVIDE NON-REMOVABLE BACKFLOW PREVENTER AT ALL EXTERIOR HOSE BIBS.
- ADDRESS LETTERS/NUMBERS SHALL BE A MINIMUM OF 4 INCHES HIGH, WITH A MINIMUM STROKE WIDTH OF 1/2 INCH, AND SHALL CONTRAST WITH THEIR BACKGROUND PER CRC 8319.

**CIVIL ENGINEERING NOTES:**

- THIS STRUCTURE LOCATION AND ELEVATION MAP WAS BASED ON A GROUND SURVEY PREPARED BY LEA & BRAZE ENGINEERING, INC. ON SEPTEMBER 19, 2024.
- BENCHMARK: SPOT ELEVATIONS ARE SHOWN FROM THE CITY OF MENLO PARK BENCHMARK, MENLO PARK CITY NO. BMS BRASS DGC SET IN TOP OF CURB, STAMPED: CITY BENCHMARK 5" AT THE INTERSECTION OF SHARON PARK DRIVE AND MONTE ROSA DRIVE AT THE BACK OF RAMP AT THE SOUTHWESTERLY CURB RETURN ELEVATION - 232.56' (NAVD 88 DATUM).
- SITE BENCHMARK: SURVEY CONTROL POINT CUT CROSS IN CONCRETE, ELEVATION = 32.83' (NAVD 88 DATUM).

**ZERO WASTE NOTES:**

- THE SITE WILL BE RESPONSIBLE TO PULL THE BINS TO THE CURB FOR REUSE SERVICES AND PLACE THE BINS IMMEDIATELY BACK INTO ITS REUSE ENCLOSURE AFTER SERVICE.

**STORM WATER (BMP) NOTES:**

- STORM WATER POLLUTION PREVENTION: THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT NO DIRT OR CONSTRUCTION DEBRIS ENTERS THE CITY STORM DRAIN SYSTEM, TO ACCOMPLISH THIS, PAY CLOSE ATTENTION TO THE REQUIREMENTS ON THE "EROSION CONTROL BMP" SHEET IN THIS PLAN SET. IF ANY OF THE CONSTRUCTION WILL OCCUR DURING THE WET SEASON (OCTOBER 1 THROUGH APRIL 15), THEN THE CONTRACTOR IS RESPONSIBLE FOR:
  - INSTALLING THE APPROPRIATE BEST MANAGEMENT PRACTICES (BMPs) TO PREVENT STORM WATER POLLUTION PRIOR TO THE START OF CONSTRUCTION.
  - MAINTAINING AND ADJUSTING THE BMPs AS NECESSARY THROUGHOUT THE PROJECT. SUBSTANTIAL FINES MAY BE LEVIED BY THE CITY AND/OR THE REGIONAL WATER QUALITY CONTROL BOARD IF FAILURE TO COMPLY WITH THESE REQUIREMENTS RESULTS IN THE RELEASE OR THE THREATENED RELEASE OF POLLUTED WATER FROM THE SITE. BMPs MUST BE REMOVED UPON THE COMPLETION OF THE PROJECT.

**SITE PLAN KEY**

- PROPERTY LINE
- - - BUILDING SETBACK
- (F) FENCE TO REMAIN
- TREE PROTECTION FENCING
- SS - (S) SANITARY SEWER (4" PVC)
- G - (G) GAS LINE
- E - (E) ELECTRIC LINE
- OH - OVERHEAD POWER
- U - UNDERGROUND GAS
- W - UNDERGROUND WATER
- SD - UNDERGROUND STORM
- UTILITY POLE
- ▣ CATCH BASIN
- [ ] (N) PAVERS
- [ ] (N) DRIVEWAY
- [ ] (N) LAWN
- [ ] AREA OUT OF SCOPE - NO WORK
- [ ] SPLASH BLOCK
- [ ] (N) 40 GAL RAIN BARRLS
- (T) TREE
- (P) PROPOSED TREE

**UTILITY NOTES**

- GAS - EXISTING GAS SERVICE TO BE RETAINED.
- ELECTRIC - EXISTING OVERHEAD SERVICE TO BE RETAINED. EXISTING MAIN ELECTRIC METER AND SUB PANEL TO BE RETAINED. POWER TO BE MAINTAINED AT REAR ACCESSORY STRUCTURE DURING CONSTRUCTION. PROVIDE 5'-0" x 3'-0" CLEAR LEVEL WORK AREA.
- WATER - EXISTING WATER SERVICE TO MAIN HOUSE AND REAR ACCESSORY STRUCTURE TO BE MAINTAINED.
- SEWER - EXISTING SEWER LATERAL TO REAR OF PROPERTY TO BE RETAINED.
- RAINWATER - ALL RAINWATER TO FLOW FROM ROOF THROUGH GUTTERS AND DOWNSPOUTS TO DISCHARGE ACROSS SPLASH BLOCKS OR HARDSCAPE PAVING.
- STREET WORK PERMIT IS REQUIRED BY PUBLIC WORKS FOR NEW DRIVEWAY CURB CUT IN THE CITY RIGHT OF WAY.
- A 40 AMP DEDICATED BRANCH CIRCUIT AND SERVICE CAPACITY SHALL BE PROVIDED FOR ELECTRIC VEHICLE CHARGING.
- PROVIDE NON-REMOVABLE BACKFLOW PREVENTER AT ALL NEW EXTERIOR HOSE BIBS. SEE FLOOR PLANS

**hya**  
HEATHER YOUNG ARCHITECTS  
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Palo Alto, CA 94301  
650-459-3200 | hyarch.com



**RESIDENTIAL REMODEL / ADDITION**

503 O'KEEFE STREET  
MENLO PARK, CA  
94025

**ISSUANCES**

REV	DATE	DESCRIPTION
04	FEB 26	USE PERMIT

**SITE PLAN**

A1.10





**RESIDENTIAL REMODEL / ADDITION**

503 OKEEFE STREET  
MENLO PARK, CA  
94025

ISSUANCES

REV	DATE	DESCRIPTION
	04 FEB 26	USE PERMIT

**ROOF PLAN NOTES**

- ALL ROOF PENETRATIONS TO BE FLASHED ACCORDING TO CURRENT SHEET METAL AND AIR CONDITIONING CONTRACTORS NATIONAL ASSOCIATION (SMACNA) GUIDELINES. PAINT EXPOSED VENT STACKS TO MATCH ROOF FINISH COLOR. UON.
- ALL ROOF SLOPES TO BE AS SHOWN AND REFERENCED ON PLANS, ELEVATIONS, AND SECTIONS.
- ALL DIMENSIONS ARE SHOWN TO GRIDLINE OR FACE OF EXTERIOR FINISH. UON.
- PROVIDE (N) GUTTERS & RAIN WATER LEADERS. ALL RAIN WATER LEADERS SHALL DISCHARGE ONTO HARDSCAPE OR MIN 2'-0" LONG CONC. SPLASH BLOCKS. UON.
- RAIN WATER LEADERS AND GUTTERS SHALL BE OF METAL OR APPROVED MATERIALS. TYP.
- INSTALL WATERPROOF MEMBRANE FLASHINGS AT ROOF TRANSITIONS.
- INSTALL SHEET METAL VALLEY OVER BITUMINOUS MEMBRANE AND 30 LB FELT AT EAVES, VALLEYS, & AT ALL ROOF PENETRATIONS.
- FLASHING SHALL BE INSTALLED AT WALL AND ROOF INTERSECTIONS, GUTTERS, WHEREVER THERE IS A CHANGE IN ROOF SLOPE OR DIRECTION, & AROUND ROOF OPENINGS. WHERE FLASHING IS OF METAL, THE METAL SHALL BE CORROSION RESISTANT W/ A THICKNESS OF NOT LESS THAN 0.017" (0.431 MM) (E.G. NO. 24 GALVANIZED SHEET) & SHALL BE PRIMED & PAINTED.
- VENT STACKS TO BE GANGED TO SINGLE COORDINATED LOCATION; COORDINATE ROOF VENT & VENT STACK LOCATIONS FOR PLUMBING FIXTURES AND APPLIANCES WITH OWNER PRIOR TO INSTALLATION.
- PLUMBING VENTS SHALL BE LOCATED MIN 10' HORIZONTALLY OR 3' MIN VERTICALLY FROM OPERABLE SKYLIGHTS, AIR INTAKES, OR OPERABLE DOORS & WINDOWS.
- INSTALLATION OF ROOFING SHALL BE IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.
- A COPY OF THE ICC/IBCC REPORT FOR ROOF COVERING WILL BE AVAILABLE AT THE TIME OF INSPECTION.
- ATTIC AIR VENTS TO BE USED FOR DIRECT VENTING ONLY.
- PROVIDE ATTIC ACCESS TO ALL SPACES WITH 30" OR MORE VERTICAL CLEARANCE FROM UNDERSIDE OF RAFTERS TO CLG JOIST OR INTERIOR FINISH.
- PROVIDE A SWITCHED LIGHT AND POWER OUTLET TO ALL ACCESSIBLE ATTIC SPACES.

**ROOFING:**

- COMPOSITE SHINGLES
- CERTAINTED LANDMARK PRO
- CLASS A
- UL 2218 CLASS 3 IMPACT RATED
- CRCC ID: 0668-0072
- SR: 28, AGED SR: 0.27
- THERMAL EMITTANCE 0.89
- COLOR: SOLARS SILVER BRNCH
- ICC-ES ESR-1589 & ICC-ES ESR-3537

**ROOF VENTING**

- ALL OF THE CONDITIONS ARE MET FOR PERMITTING AN UNVENTED ATTIC ASSEMBLY PER CBC R804.5.
  - UNVENTED ATTIC SPACES ARE COMPLETELY WITHIN THE BUILDING THERMAL ENVELOPE
  - INTERIOR VAPOR RETARDERS ARE NOT INSTALLED ON THE CEILING SIDE (ATTIC FLOOR) OF THE UNVENTED ATTIC ASSEMBLY
  - NO WOOD SHINGLES OR SHAKES SHALL BE USED
  - THE PROJECT IS NOT IN CA CLIMATE ZONE 5, 6, 7, OR 8
  - AIR IMPERMEABLE INSULATION ONLY IN DIRECT CONTACT W/ UNDERSIDE OF STRUCTURAL SHEATHING AS PER R804.5.3 AND ITEM 5.1.2 IS MET FOR CLIMATE ZONE 3 WITH R-5 MIN RIGID INSULATION
- THE UNVENTED ATTIC SPACE IS COMPLETELY CONTAINED WITHIN THE BUILDING THERMAL ENVELOPE.
- UNVENTED ROOF IS COMPOSED OF R-12 RIGID INSULATION ABOVE ROOF DECK OVER 2x4-10 JOISTS SOLID FILLED WITH OPEN BATT INSULATION, TYP. R-21 MIN PER ENERGY REPORT

**MECHANICAL NOTES**

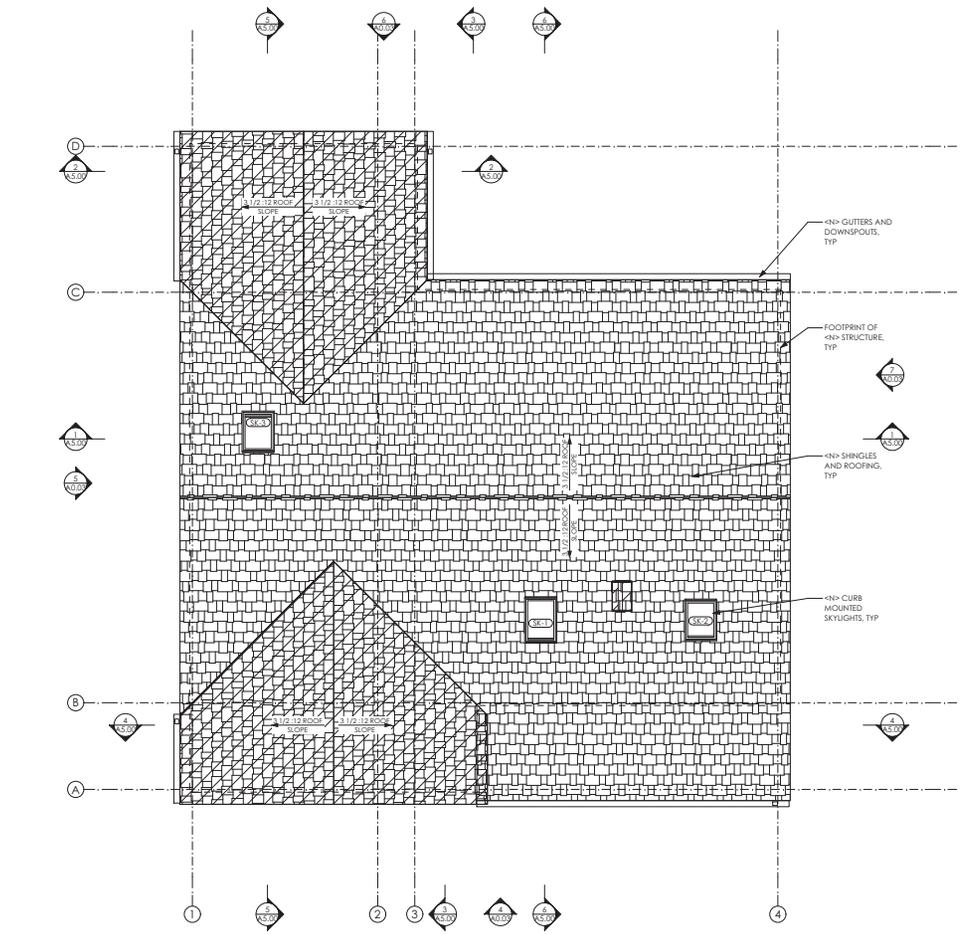
- REFER TO SHEET A2.11 FOR TYPICAL MECHANICAL NOTES.

**PLUMBING NOTES**

- REFER TO SHEET A2.10 FOR TYPICAL PLUMBING NOTES.

**ROOF PLAN LEGEND**

- TO BE DECONSTRUCTED
- NEW ROOF AREA



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

