



October 11, 2024

Oisín Heneghan  
N17 Development  
1663 Mission Street, Suite 501  
San Francisco, CA 94103  
oisin@n17.dev

*Electronic Mail Delivery Only*

**RE: 80 Willow Road (PLN2023-00049) – Completeness Review – Incomplete**

Dear Oisín Heneghan,

On September 12, 2024, you resubmitted the following formal development application(s) related to the December 7, 2023 preliminary application submission:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Use Permit            | <input type="checkbox"/> Conditional Development Permit  |
| <input type="checkbox"/> Rezoning                         | <input type="checkbox"/> Planned Development Permit      |
| <input type="checkbox"/> General Plan Amendment           | <input checked="" type="checkbox"/> Subdivision          |
| <input checked="" type="checkbox"/> Architectural Control | <input checked="" type="checkbox"/> Environmental Review |
| <input type="checkbox"/> Variance                         | <input type="checkbox"/> Sign Review                     |

**PROJECT DESCRIPTION:**

*Request for Architectural Control, Tentative Map, Below Market Rate Housing Agreement, and Environmental Review to demolish an existing commercial office building and construct three new mixed-use buildings ranging in height from approximately 301 feet to 461 feet tall, including 665 residential units of which 133 units (20 percent) would be designated below market rate housing affordable at the low-income level, approximately 336,000 square feet of office, approximately 29,000 square feet of retail space, and a hotel with 130 rooms. The project also includes a use permit request for a new private school use.*

Please be advised that the formal development application for the above project has been reviewed for completeness of application submittal requirements and has been found to be:

☒ **INCOMPLETE.** Please provide the following information to make the application complete. Further clarification and/or additional information may be needed upon review of the revised information.

☐ **COMPLETE.** With regard to basic application components, the application is complete.

The application is deemed incomplete as the below listed items from the City of Menlo Park (City) SB 330 Housing Project Application Checklist (checklist) are missing from the formal development application. Once the required items have been submitted, the application can be deemed complete.

*The checklist that was in effect at the time of the preliminary application submission is excerpted below with the left column identifying the submission requirement and the right column identifying the specific information needed to complete the formal development application.*

Please be advised that following the preliminary application submission on December 7, 2023, the checklist was updated as part of the City's online services transition from ".org" to ".gov" and the currently in effect checklist with updated hyperlinks to handouts/guidelines was provided as hyperlink Attachment B from the June 22, 2024 incompleteness letter. Please refer to the checklist or the status column below for updated hyperlinks.



SB 330 Application Checklist		June 22, 2024 Staff Determination	September 12, 2024 Applicant Response	October 2024 Staff Determination
Required Application Materials – Planning		Status		
1.	<b>Development Permit Application Form</b>  The Development Permit Application form is required to be <b>wet signed</b> by the property owner and project applicant. <a href="https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines">https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines</a>	<b>Incomplete</b>  Submit hardcopy form wet signed by the property owner and project applicant.  <a href="#">Development Permit Application form</a>	Wet signed form has been mailed ot Calvin Chan. A digital copy has also been uploaded as part of this resubmission.  Before the application was submitted, City staff member Deanna Chow told the applicant that wet signatures were not required post Covid and the city was only requiring digital copies.	<b>Complete</b>
2.	<b>Fee Deposit</b>  Please contact the Community Development Department to confirm with a Planner the applicable fee deposits based on the specific requested land use entitlements. Please note that the fee is a deposit. Staff time spent reviewing the project is billed against the initial deposit and applicants may receive additional invoices through the appeal period after project approval.  Phone: 650-330-6702 Email: <a href="mailto:planning@menlopark.org">planning@menlopark.org</a>	<b>Incomplete</b>  Submit the following fee deposits: <ul style="list-style-type: none"><li>• Environmental Review (\$5,000)</li><li>• Tentative Tract / Subdivision Map (\$6,000)</li></ul>	The \$11,000 fee has been paid	<b>Complete</b>
3.	<b>Data Sheet</b>  <a href="https://www.menlopark.org/DocumentCenter/View/262/Data-Sheet-for-Projects">https://www.menlopark.org/DocumentCenter/View/262/Data-Sheet-for-Projects</a>	<b>Incomplete</b>  The submitted data sheet is only partially completed, and missing information (e.g., setbacks, landscaping, paving, trees) must be provided. In addition, the correlation between the zoning metrics from the data sheet (e.g., square footage of buildings, floor area ratio) and the zoning metrics listed on Sheet A0.02 (Project Information) of the plans is unclear. For example, the data sheet lists square footage of all buildings as 1,715,643 sf, however, the sum of total gross square footage numbers listed on Sheet A0.02 (Building 1: 615,895 sf, Building 2: 751,542 sf, Building 3: 797,033 sf) plus the 3,500 sf Montessori School equals 2,167,970 sf.  Completely fill out the data sheet and clarify zoning metrics so that the data	Please see updated Data Sheet A0.02 with complete information and corrected zoning metrics	<b>Incomplete</b>  The following fields on the data sheet are missing: <ul style="list-style-type: none"><li>• Existing Development Landscaping</li><li>• Existing Development Paving</li></ul> Please provide this information to support analysis for existing conditions compared to proposed development.

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		sheet is consistent with the submitted plans.  <a href="#">Data Sheet</a>		
4.	<b>Project Description Letter</b>  On one or more letter-size sheets, describe the project in detail, including topics such as: <ul style="list-style-type: none"><li>• Purpose of the proposal</li><li>• Scope of work</li><li>• Architectural style, materials colors, and construction methods</li><li>• Basis for site layout</li><li>• Existing and proposed uses</li><li>• Outreach to neighboring properties</li></ul>	<b>Complete</b>	No action.	<b>Complete</b>  Please note that the project description letter submitted with the 5/24/24 application will require ongoing updates to ensure details reflect proposed programming and community outreach.
5.	<b>Project Plans</b>  The project plans shall generally document compliance with the requirements of the Zoning Ordinance applicable to the proposed project. Please see the Development Permit Application Submittal Guidelines for guidance on information that should be included on each plan sheet. <a href="https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines">https://www.menlopark.org/DocumentCenter/View/241/Development-Permit-Application-Submittal-Guidelines</a>  The following sheets shall be included in a complete plan set: <ul style="list-style-type: none"><li>• Area plan</li><li>• Site plan</li><li>• Streetscape</li><li>• Floor plans (existing and proposed)</li><li>• Elevations (existing and proposed)</li><li>• Sections</li><li>• Square footage and building coverage calculation diagrams</li><li>• Open space and landscape diagrams</li><li>• Street dedication/public access diagram</li><li>• Roof plan</li><li>• Perspective renderings</li><li>• Garbage enclosure plans and elevations</li><li>• Vehicular circulation plan</li><li>• Full boundary and topographic survey</li><li>• Civil sheets<ul style="list-style-type: none"><li>○ Grading and drainage</li><li>○ Utilities</li><li>○ Frontage improvement plans</li><li>○ Landscape and irrigation plans</li></ul></li></ul>	<b>Incomplete</b>  See Attachment C for a staff-annotated version of the <a href="#">Development Permit Application Submittal Guidelines</a> . Use this document to identify required corrections to project plans.	All responses addressed in Exhibit C attachment	<b>Incomplete</b>  See Attachment A for a staff-annotated version of the Development Permit Application Submittal Guidelines.

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	<ul style="list-style-type: none"><li>○ Erosion control plans</li></ul>			
6.	<b>Request for Evaluation for Potential Historic Significance (if applicable)</b>  <a href="https://www.menlopark.org/DocumentCenter/View/266/Historic-Significance-Evaluation">https://www.menlopark.org/DocumentCenter/View/266/Historic-Significance-Evaluation</a>	<b>Complete</b>  <a href="#">Historical Significance Evaluation Form</a>	No action.	<b>Complete</b>
7.	<b>Environmental Information Form</b>  <a href="https://www.menlopark.org/DocumentCenter/View/4653/Environmental-Information-Form">https://www.menlopark.org/DocumentCenter/View/4653/Environmental-Information-Form</a>	<b>Incomplete</b>  Page 3 of the Environmental Information Form (Project Description continued) requires discussion of all items checked “yes.” The submitted form has checked “yes” for items 23, 24, 27, 30, and 31. Submit a revised Environmental Information Form (attach additional sheets as necessary) with the required information.  <a href="#">Environmental Information Form</a>	A revised Environmental Information Form (Doc #12) has been included with this resubmittal. Discussions for items 23, 24, 27, 30, and 31 have been added.	<b>Complete</b>
8.	<b>Color and Materials Board</b>  Also include a color scan/photo of the board for reference.	<b>Complete</b>	No action.	<b>Complete</b>
9.	<b>LEED Checklist</b>	<b>Complete</b>	No action.	<b>Complete</b>
10.	<b>Specific Plan Standards/Guidelines Compliance Worksheet (if applicable)</b>  For projects in the El Camino Real/Downtown Specific Plan area, please complete the Standards/guidelines compliance worksheet: <a href="https://www.menlopark.org/DocumentCenter/View/5925/El-Camino-Real-Downtown-Specific-Plan-Standards-Guidelines-Compliance-Worksheet-PDF?bidId=">https://www.menlopark.org/DocumentCenter/View/5925/El-Camino-Real-Downtown-Specific-Plan-Standards-Guidelines-Compliance-Worksheet-PDF?bidId=</a>  For more information regarding Specific Plan requirements, please visit the following website and ensure that your submittal includes the applicable requirements: <a href="https://www.menlopark.org/956/Development-Guide">https://www.menlopark.org/956/Development-Guide</a>	<b>Not Applicable</b>  <a href="#">Specific Plan Compliance Worksheet</a>  <a href="#">Specific Plan Development Guide</a>	No action.	<b>Not Applicable</b>
11.	<b>Menlo Park Fire Protection District Approval</b>  Please contact the Menlo Park Fire Protection District for preliminary review and approval of the project. Documentation that the	<b>Incomplete</b>  The provided letter does not include approval/documentation that the proposed project meets the Fire District’s requirements.	Refer to Doc #11 “Menlo Park Fire Dept Approval” for the revised letter from the Menlo Park Fire Protection District.	<b>Complete</b>



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	<p>proposed project meets the Fire District's requirements is required for a complete development permit application.</p> <p>650-688-8425 170 Middlefield Road Menlo Park, CA 94025 <a href="http://www.menlofire.org/">http://www.menlofire.org/</a></p>	<a href="#">Menlo Park Fire Protection District</a>		
12.	<p><b>Community Amenity Proposal (if applicable)</b></p> <p>For projects in the R-MU-B zoning districts proposing bonus-level development, please provide a list of community amenities that are being proposed. Please see the following list of approved amenities that could be included in a bonus-level development project: <a href="https://www.menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId=">https://www.menlopark.org/DocumentCenter/View/15009/6360---Community-Amenities?bidId=</a></p>	<p><b>Not Applicable</b></p> <p><a href="#">Adopted Community Amenities List</a></p>	No action.	<b>Not Applicable</b>
13.	<p><b>New connections (if applicable)</b></p> <p>Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the city zoning map. Please review the adopted zoning map: <a href="https://www.menlopark.org/DocumentCenter/View/12610/Approved-M-2-zoning-map?bidId=">https://www.menlopark.org/DocumentCenter/View/12610/Approved-M-2-zoning-map?bidId=</a></p> <p>These connections may be in the form of either a public street or a paseo as denoted in the city zoning map and are pursuant to the standards in Section 16.45.120. Streets shall meet the requirements of the adopted city of Menlo Park street classification map in the general plan circulation element.</p> <p>If your project site includes an adopted new connection (or a portion of a new connection), please review and comply with the requirements of Chapter 16.45.100. If the new connection is a paseo, review and comply with paseo requirements in Chapter 16.45.120 (5) "Paseos."</p>	<p><b>Not Applicable</b></p> <p><a href="#">Approved M-2 Area Zoning Map</a></p> <p><a href="#">Municipal Code Chapter 16.45 (R-MU Residential Mixed Use District)</a></p>	No action.	<b>Not Applicable</b>

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	Please document compliance on appropriate plan sheets.			
14.	<p><b>R-MU Zoning District Design Standards Compliance (If Applicable)</b></p> <p>For projects located in the R-MU zoning district, documentation of compliance with the zoning district design standards is required. The design standards are located in Chapter 16.45.120. Compliance shall be documented on appropriate plan sheets based on the applicable standard.</p>	<p><b>Incomplete</b></p> <p><a href="#">Municipal Code section 16.30.040</a> identifies residential design standards for the C-1 zoning district. Provide sufficient information to evaluate compliance.</p>	<p>City’s planning submission requirement only applies to R-MU district. Since the C1 district was not mentioned in the original requirement, it cannot subsequently be an issue that the application can be deemed incomplete. Furthermore, City’s comments relate to the project’s consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Without waiving this objection, Applicant responds as follows:</p> <p>16.30.040 1- Building Setbacks and Projections Within Setbacks A) There are no projections of balconies or bay windows beyond face of building. B) Property is not contiguous to a single-family zoned property. C) See response A) above</p> <p>2- Facade Modulation: A) Buildings 1, 2 and 3 have been designed with colonnades that create modulation at a minimum of every 35’. Details of this and its dimensions are shown on sheet A1.01. The school building has a 2’ modulation along Middlefield, also shown on A1.01</p> <p>B) See responses to A). The colonnade arcade described in this response meets these modulation criteria.</p> <p>C) The buildings have been designed with extensive modulation and architectural detailing as shown on sheets A1.01 and the A300 sheet series. If the city determines that the design does not comply with this code section, the project will use the state density bonus and the builder’s remedy to get an exemption from any of the modulation requirements under this section.</p>	<p><b>Complete</b></p>



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			<p>3- Building Profile: This project does not meet the building profile guidelines of 16.30.040.3. The project is exempt from these guidelines by using the builder’s remedy and the state density bonus.</p> <p>4- Height: This project does not meet the building height guidelines of 16.30.040.4. The project is exempt from these guidelines by using the builder’s remedy and the state density bonus.</p> <p>5- Exterior Materials: A) No stucco is proposed. B) Same as above C) All exterior windows for Building 4- Montessori School, located in solid walls will be inset by a minimum of two (2) inches from the face of the exterior finishes. This standard wont apply for Buildings 1,2,3 since groundfloor enclosure consists of a clear glass storefront system. Upper floors are curtain wall system. D) No divided light windows are included in this development</p> <p>6- Building Design: A) All entrances to the buildings proposed provide entries oriented to the street that are visible from the public right of way of Willow Road, Middlefield Avenue and the new interior roads created. See A1.01 Site Plan. B) Utilities concealed and /or integrated into building design. See C5.00 C) All spaces for recycling, compost and solid waste storage and collection spaces are dedicated, screened and accessible. See Trash Management Plan document .and plans TR0.0 to TR1.3 D) Trash and storage areas for buildings B1,2,and 3 buildings are enclosed and screened from public view with screen roll-up doors. See TR0.0 to TR1.3. Wood panel trash enclosure is proposed for Building 4-Montessori School. See plans TR0.0 and TR1.2. and A3.04A, elevations 1 and 2</p>	



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			<p>E) Storage, utility and trash enclosures are integrated with the building design palette of materials and colors. See A3.01D, A3.02A, A3.02B, A3.04A, elevations1 &amp; 2</p> <p>F) All roof mounted equipment at buildings 1,2,and 3 are screened by Fly-by curtain wall parapets. See A2.13A, A2.14B, A2.14C. Building 4 (Montessori School) equipment to be screened and located at ground level within the property and complying with property line setback distances. See 2.03D. All equipment to comply with max decibel standards. Specs to be submitted with permitting submittal.</p> <p>7- Open Space:</p> <p>A) Provided common area open space exceeds the required amount.</p> <p>B2 (231 units) common open space on podium 19,195 sf, private open space on balconies is 21,956 sf</p> <p>B3 (434 units) common open space on podium 28,630 sf, private open space on balconies is 14,880 sf = total of 43,510 There is an additional 73,sf of common open space on the ground leve</p> <p>8- Access and Parking: See A1.01 Site Plan.</p> <p>A) Garage entrances are present at Buildings 1,2 and 3. All entrances provide access to residential and nonresidential uses.</p> <p>B) Service access and loading docks are located: For Building 1: Parkway out of Willow Road and Middlefield Avenue. For Building 2: Hotel Ct. a new dead end service road out of Middlefield Avenue For Building 3: Creekway interior road out of Willow Road, under building through way.</p> <p>C) Above ground garages are completely screened. See response 9 B) below for more information.</p> <p>D) No Surface parking lots are planned for this project.</p> <p>E) Same as above.</p>	

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			F) Same as above.  9- Lighting: A) All exterior lighting fixtures follow city standard and approximate position. Please see L4.00 Preliminary Landscape Lighting Plan Overall.  B) Parking garage levels above ground are present on buildings 1, 2 and 3. Perimeters of these garages are screened with architectural louvers and living green wall systems. See A3.00, A3.01A to D, A3.02A to D and A3.03A to D.	
Required Application Materials – Housing		Status		
15.	<b>Below Market Rate Housing Proposal (if applicable)</b>  New housing projects proposing five or more units are subject to the City’s Below Market Rate (BMR) Housing Program requirements. Please provide a preliminary BMR housing agreement proposal. Please see the following website for more information: <a href="https://www.menlopark.org/369/Below-Market-Rate-BMR-housing-program">https://www.menlopark.org/369/Below-Market-Rate-BMR-housing-program</a>	<b>Incomplete</b>  Submit a preliminary BMR housing agreement proposal which includes the following information: 1. In the agreement proposal, identify which units will be designated as BMR units and include a BMR unit location plan. Indicate whether the units will be rentals or ownership units. The units should be distributed equally throughout the development and be indistinguishable from the market-rate units.  2. In the agreement proposal, include description of the proposed characteristics of the BMR units in comparison to the market-rate units, including information such as: <ul style="list-style-type: none"><li>• Unit distribution by # of bedrooms</li><li>• Unit square footage</li><li>• Generally, it should match the market-rate units. For example, if for the market-rate units, 10% are studios and 25% are 3-bedroom, the BMR units should have a similar profile with comparable square footage.</li></ul> <a href="#">BMR Housing Program</a>	City’s comments relate to the project’s consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Without waiving this objection, Applicant responds as follows: Update BMR Housing Proposal has been submitted.  Please Attachment #24 for Preliminary BMR Housing Agreement Proposal 1. Proposed BMR units have been identified. Currently, it is anticipated that B2 will be ownership units, and B3 will be rental units. However, this may change subject to market conditions The applicant will use the builder’s remedy and the state density bonus to modify the guideline of the city’s BMR program, these modifications are set out in the BMR proposal. 2. Unit distribution and square footages is set out in the BMR proposal. Further details of floor plans in shown on the 200 series of the architectural drawings.	<b>Complete</b>
16.	<b>Tenant Relocation Assistance Program</b>	<b>Not Applicable</b>	No action.	<b>Not Applicable</b>

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	<p><b>(if applicable)</b></p> <p>Please note that the project may be subject to the City's Tenant Relocation Assistance Program. Please indicate whether the project will be subject to the program and provide documentation for compliance. Please see the following website for more information. <a href="https://www.menlopark.org/1399/Tenant-relocation-assistance-ordinance">https://www.menlopark.org/1399/Tenant-relocation-assistance-ordinance</a></p>	<a href="#">Tenant Relocation Assistance</a>		
Required Application Materials – Building		Status		
17.	<p><b>Preliminary Building Code Compliance</b></p> <p>Please see the following document for information regarding items that will be reviewed for compliance with the Building Code during the entitlement stage of a housing project. The project will be required to show that the proposed buildings will be able to meet applicable Building Code standards prior to approval of any discretionary permits. <a href="https://www.menlopark.org/DocumentCenter/View/24547/SB-330-Preliminary-Building-Code-Compliance">https://www.menlopark.org/DocumentCenter/View/24547/SB-330-Preliminary-Building-Code-Compliance</a></p>	<p><b>Incomplete</b></p> <p>1. The submittal does not provide sufficient information to evaluate compliance with the City's local amendments to the CalGreen EV Charging requirements.</p> <p>2. The submittal does not provide sufficient information to evaluate compliance with the requirement to show different occupancies within any given building shall comply with the required fire rated separation per Table 508.4 or special provisions of 510 of the 2022 Building Code. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>3. The submittal does not provide sufficient information to evaluate compliance with the requirement to show accessible routes within buildings, egressing out to exit discharge including the pathway to public way. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>4. The submittal does not provide sufficient information to evaluate compliance with the</p>	<p>City's comments relate to the project's consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Comments go beyond scope of planning submittal, requesting building permit level of details. Without waiving this objection, Applicant responds as follows:</p> <p>1- Per City letter dated 7/30/24 no further information is required.</p> <p>2- Details added to revised architectural floor plans</p> <p>3 - Details added to revised architectural floor plans</p> <p>4 - Details added to revised architectural floor plans</p> <p>5 - Details added to revised architectural floor plans (see A0.06 and floor plans)</p> <p>6 - Dimensions added to plans demonstrating &gt;20' distance to real or imaginary PL, therefore allowing unlimited unrated openings on all facades</p> <p>7 - See revised information on sheet A0.06 under general construction. All tower buildings are type IA, sprinkled, therefore there are no height limits.</p> <p>Building 4, is type IVC, and is under 85' height limit for IVC</p> <p>8 - General accessibility provisions are demonstrated on A0.10-A0.12 and specific exit discharge routes are shown on revised floor plans. Doc #13 clarifies the approach to flood plane construction.</p> <p>9 a i, ii, and iii, answered above iv roof construction type stated as type 1A sprinkled on sheet A0.06, min 2 hours for building 1, 2 and</p>	<p><b>Complete</b></p>

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		<p>requirement to show parking stalls – Plan view of total space count, accessibility count, EVSE chargers, and bicycle parking and/or storage. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>5. The submittal does not provide sufficient information to evaluate compliance with the requirement to identify the type of occupancy and construction type. As a reminder, courtyards and other defined outdoor use areas have specific occupant loads and egress requirements that will need to be designed and detailed. If the building is located in a flood zone, it is required to meet all applicable flood design criteria and final certification. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>6. The submittal does not provide sufficient information to evaluate compliance with the requirement to show, if applicable, identify the maximum allowable openings for walls located 20 feet or less to a property line based on the fire area separation per California Building Code Table 705.8. Be sure to indicate the locations of required fire-rated exterior walls and minimum fire protectives required at these walls (when over percentages of unprotected opening limits). The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p>	<p>3 (PVC membrane over concrete). For building 4 roof construction, construction is IVc mass timber (metal seam roof over plywood and timber joists).</p> <p>9.1 - see sheet A0.06</p> <p>9.1.b answered above</p> <p>City confirmed occupancy load calc and corresponding details not required at this time.</p> <p>General provisions shown on sheeta A0.10- A0.15</p> <p>9C these details will provided with building permit submission Generator locations shown on floor plans</p>	

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		<p>7. The submittal does not provide sufficient information to evaluate compliance with the requirement to show how the buildings will comply with the allowable heights and areas established in Chapter 5 of the California Building Code. Please include construction types, allowable area analysis, mixed-use or special provisions taken and overall building heights in 503, 504, 506, 508 and 510. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>8. The submittal does not provide sufficient information to evaluate compliance with the requirement to show how the buildings will comply with building and exit discharge accessibility and, if applicable, does not clarify the design approach related to the flood plain mitigation measures for the project and any specific landscape or design features proposed. The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</p> <p>9. The submittal does not provide sufficient information to evaluate compliance with the requirement to show how the buildings will comply with the following:</p> <ul style="list-style-type: none"><li>a. Occupancy classifications<ul style="list-style-type: none"><li>i. Height and area limits</li><li>ii. Maximum number of stories</li></ul></li><li>iii. Fire resistive requirements<ul style="list-style-type: none"><li>1. Floor and roof construction</li><li>2. Occupancy separation</li><li>3. Incidental use areas</li><li>4. Electrical Mechanical</li><li>5. Vertical Openings</li></ul></li></ul>		

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		<div>(Shafts) 6. Elevators 7. Exit Passages iv. Roof Construction 1. Fire resistive Classification 2. Minimum slope b. Means of Egress i. Doors 1. General requirements 2. Exit door width 3. Single / Double 4. Door swing ii. Maximum path of common travel 1. Door in series 2. Door type iii. Stairs 1. Treads / Risers (height and length) 2. Head room clearance 3. Maximum height between landings iv. Landings 1. When required 2. Size – width, length, change in direction, doorway 3. Direction of travel 4. Minimum width and depth v. Handrails 1. When required 2. Size 3. Shape 4. Height v. Clearance 5. Projection into required space 6. Extensions vi. Stairway to roof 1. Type required - Alt Tread/Ships ladder/Ladder vii. Ramps 1. Minimum width / Maximum slope 2. Cross slope and Rise between landings viii. Guards 1. When required ii. Minimum height 2. Spacing ix. Exit access corridors 1. Minimum width &amp; Headroom 2. Protruding objects iii. Fire rating required 3. Maximum dead end corridor length x. Occupant Load Factor for all occupancies within project scope 1. Number of Exits required per story and per space (i.e. boiler, incinerator, furnace rooms, each floor or fire section of the building from each smoke compartment) xi. Luminous Egress Path Markings where</div>		



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		<div><div>required</div><div><div>xii. Maximum Travel Distance</div><div><div>1. Between any room doors required as exit or as exit access</div><div>2. Exterior balcony increase</div></div></div><div><div>c. Special Provisions</div><div><div>i. Mechanical</div><div><div>1. Fire protection at ducts</div><div>2. Fire Damper Rating</div><div>3. Smoke Dampers required</div></div><div>ii. Electrical</div><div><div>1. Standby Power</div><div>2. Emergency Power</div></div></div><div><div>iii. Fire Protection System</div><div><div>1. Automatic sprinklers</div><div>2. Standpipes</div><div>3. Portable fire extinguishers (NFPA 10)</div><div>4. Maximum travel distance (any hazards)</div><div>5. Auto fire detection, Manual Fire Alarm and Automatic smoke detection)</div></div></div><div>The plans only have a table stating they will comply with the requirements and provides a Building Code section for reference.</div><div>SB 330 Preliminary Building Code Compliance</div></div></div>		
18.	<div><div>Reach Codes</div><div>As part of its adoption of the 2019 California Building Standards Code, the City adopted local amendments for energy use, referred to as Reach codes. Please review the City’s Reach code requirements at the following link and document preliminary compliance in the plan set or in appropriate supporting documents/reports (as needed): <a href="https://www.menlopark.org/1583/Reach-codes">https://www.menlopark.org/1583/Reach-codes</a></div><div>Please be advised that the City’s Reach codes and the Zoning Ordinance requirements for green and sustainable building are meant to complement each other. Where the requirements are both applicable to the project and differ, the environmentally superior requirement takes precedent.</div></div>	<div><div>Not Applicable</div><div>Menlo Park Reach Codes</div></div>	No action.	Not Applicable
19.	Electric Vehicle (EV)	Incomplete	City’s comments relate to the	Complete





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	<b>Chargers</b>  In the plan set, please include documentation of compliance with the City's local amendments to the CalGreen EV Charging requirements. Information on the City's requirements is available at the following link: <a href="https://www.menlopark.org/1480/Electric-vehicle-EV-chargers">https://www.menlopark.org/1480/Electric-vehicle-EV-chargers</a>	The submittal does not provide sufficient information to evaluate compliance with the City's local amendments to the CalGreen EV Charging requirements. Revise application materials as appropriate.  <a href="#">Electric Vehicle (EV) Charger Requirements</a>	project's consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Without waiving this objection, Applicant responds as follows:  The project meets all the requirements from code sections 12.18.040 and 12.18.60 of the Menlo Park Municipal Code. See sheets A2.01 and A2.02. Metrics shown in A0.02	
Required Application Materials – Engineering		Status		
20.	Proposed projects are required to comply with the Engineering Division's requirements for commercial, multifamily, and subdivision projects. The general requirements can be found at the following link: <a href="https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects">https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects</a>	<b>Incomplete – see related comments below</b>  <a href="#">Commercial, Multifamily, and Subdivision Projects</a>	City's comments relate to the project's consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Without waiving this objection, Applicant responds as follows:  Engineering Submittal Checklist: Provided with clarifications from City about items not required for completeness review: 1. Commercial Drainage Guidelines: Refer to Vesting Tentative Map (VTM) and Storm Drain Memo. 2. Landscape Design Guidelines: WELO requirements are provided. The Landscape Plan Checklist is for building permit level and not required for entitlements. See sheet L0.03 for WELO worksheet 3. Parcel Management: Refer to proposed parcelization on sheet C2.04. 4. Storm Drain Video Inspection: Not required for entitlements 5. Stormwater: Refer to stormwater control plan on sheets C6.00 and C6.01. 6. Subdivisions: Not applicable 7. Vacation Application: Not applicable 8. Tie Back Requirements: Not required for entitlements 9. Utility Requirements: Refer to proposed utility plan on sheet C5.00. 10. Water Use Budget: Refer to sheet A0.31	<b>Complete</b>
21.	<b>Easement Agreements (if applicable)</b>	<b>Incomplete – see Items 22 and 28</b>	See response to #22 below.	<b>Complete</b>
22.	<b>Tentative Subdivision Maps (if applicable)</b>  If a property is proposed to be subdivided (including condominium subdivisions), merged, or where a lot line adjustment is proposed, the applicant shall submit	<b>Incomplete</b>  1. Provide signed copy of <a href="#">Administrative Guidelines for Submittal and Review of Tentative Map</a> .  2. Submit a current title	1. See attached signed Tentative Map Checklist form. 2. See attached Title Report (#23). 3. See sheet C2.02. only one existing easement, the storm drain easement shown on this sheet. This easement will remain. There are no new easements.	<b>Incomplete</b>  Per the <a href="#">Administrative Guidelines for Submittal and Review of Tentative Map</a> (page 1), submit a current title report (within 2 months of the application date). The submitted title report is dated October 17, 2023.

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	<p>tentative subdivision/lot merger/lot line adjustment/parcel maps. Please see the following website for information: <a href="https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects">https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Commercial-multifamily-and-subdivision-projects</a></p> <p>Any project proposing modification of parcel boundaries shall the adhere to the following guidelines and submit the accompanying documentation:</p> <ul style="list-style-type: none"><li>• Lot Merger/Lot line adjustment: <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engineering/guides/lot-line-adjustment-lot-line-merger-2-22-2024.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engineering/guides/lot-line-adjustment-lot-line-merger-2-22-2024.pdf</a></li><li>• Tentative Maps: <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engineering/guides/tentative-map-guidlines-2-22-2024.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/engineering/guides/tentative-map-guidlines-2-22-2024.pdf</a></li></ul>	<p>report.</p> <p>3. Please provide a sheet detailing all current and proposed easements, as well as identifying any existing easements that are to be abandoned.</p> <p>4. Under project summary (sheet C1.00), identify the name and legal description of the subdivision parcel.</p> <p>5. On sheet C1.00, provide a detailed description for the purpose of the tentative map such as land subdivision, creating X condominium parcels and or condominium units.</p> <p>6. On sheet C1.00, the water supplier serving the parcel is California Water Company, not City of Menlo Park. Coordinate appropriately to determine sufficiency of size of the existing main and service laterals.</p> <p>7. On sheet C1.00, the sanitary sewer provider is West Bay Sanitary Sewer District – Coordinate appropriately to determine sufficiency of size of the existing main and service laterals.</p> <p><a href="#">Commercial, Multifamily, and Subdivision Projects</a></p> <p><a href="#">Lot Merger/Lot line Adjustment</a></p> <p><a href="#">Tentative Maps</a></p>	<p>4. See sheet C1.00 below Project Summary for the legal description.</p> <p>5. See the title on sheet C1.00 for a detailed description of the purpose of this TM.</p> <p>6. See Sheet C1.00 where the water purveyor has been corrected under Project Summary. See attached Will Serve letter from CalWater.</p> <p>7. See Sheet C1.00. The sewer purveyor has been corrected under Project Summary. West Bay Sewer coordination is in process. A plan review deposit will be provided once the City review process begins. West Bay Sewer District's review of the project will occur concurrently to the City entitlements review.</p>	
23.	<p><b>WELO Compliance</b></p> <p>The following are required to analyze compliance with WELO:</p> <ul style="list-style-type: none"><li>• Landscape application checklist <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-application-checklist.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-application-checklist.pdf</a></li><li>• Landscape Audit report <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-audit-report.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/landscape-audit-report.pdf</a></li></ul>	<p><b>Complete</b></p> <p><a href="#">Landscape Application Checklist</a></p> <p><a href="#">Landscape Audit Report</a></p> <p><a href="#">Water-efficient Landscaping Ordinance</a></p>	<p>No action.</p>	<p><b>Complete</b></p>

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	<p><a href="#">works/documents/landscape-audit-report_201709181622077537.pdf</a></p> <p>Please visit the following website for more information regarding WELO requirements: <a href="https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Water-efficient-landscaping-ordinance">https://menlopark.gov/Government/Departments/Public-Works/Engineering-Division/Water-efficient-landscaping-ordinance</a></p>			
24.	<p><b>FEMA Requirements</b></p> <p>The following items may be required for analysis of FEMA development standards:</p> <ul style="list-style-type: none"><li>• Conditional letter of map revision (CLOMR)</li><li>• Letter of map revision (LOMA)</li><li>• Flood study</li></ul> <p>For development projects in the R-MU zoning district, the projects will need to be designed to comply with the “hazard mitigation and sea level rise resiliency” requirements enumerated in Chapter 16.45.130(4) of the Zoning Ordinance. Please see the following handout for information on development standards in flood zones: <a href="https://www.menlopark.org/DocumentCenter/View/794/Engineering-Submittal-Requirements?bidId=">https://www.menlopark.org/DocumentCenter/View/794/Engineering-Submittal-Requirements?bidId=</a></p>	<p><b>Incomplete</b></p> <ol style="list-style-type: none"><li>1. Provide a detailed letter report discussing FEMA compliance and proposed process since a portion of the site is in the flood zone.</li><li>2. Provide a plan showing the project’s impact on San Francisquito Creek and the measures implemented to ensure the creek’s stability and mitigate flooding issues.</li></ol> <p><a href="#">Municipal Code Chapter 16.45 (R-MU Residential Mixed Use District)</a></p> <p><a href="#">Flood Plain Construction</a></p>	<ol style="list-style-type: none"><li>1. See attached Technical Memorandum titled "80 Willow Road Project - Flood Plain Construction" (Attachement #13)</li><li>2. See Sheet C2.02. Parcel E is a dedicated parcel consisting of the creek/creek bed and no buildings. There is no development planned within the creek set back.</li></ol> <p>Project not in R-MU zoning.</p>	<p><b>Complete</b></p>
25.	<p><b>Impervious Area Worksheet/C3 and C6 Forms</b></p> <p><a href="https://www.menlopark.org/DocumentCenter/View/268/Impervious-Area-Worksheet-and-Stormwater-Requirements-Checklist">https://www.menlopark.org/DocumentCenter/View/268/Impervious-Area-Worksheet-and-Stormwater-Requirements-Checklist</a></p>	<p><b>Incomplete</b></p> <p>Submit the required exhibit showing the existing and proposed impervious/pervious areas as part of the impervious area worksheet.</p> <p><a href="#">Impervious Area Worksheet</a></p>	<p>See the attached Impervious Area Worksheet pdf file for the worksheet and exhibits (attachment #22)</p>	<p><b>Complete</b></p>
26.	<p><b>Hydrology Report</b></p> <p>Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. For the current hydrology report requirements, review the Public Works web site <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf</a></p>	<p><b>Complete</b></p> <p><a href="#">Stormwater Management</a></p>	<p>No action.</p>	<p><b>Complete</b></p>
27.	<p><b>Stormwater Management Plan</b></p> <p>Please see the following</p>	<p><b>Incomplete</b></p> <ol style="list-style-type: none"><li>1. On sheet C3.00, notes indicate that below</li></ol>	<ol style="list-style-type: none"><li>1. As confirmed by the city via email on July 30, 2024, shoring information is not required for the completeness review.</li></ol>	<p><b>Complete</b></p>

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	handout for requirements for stormwater management plans: <a href="https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf">https://menlopark.gov/files/sharedassets/public/v/1/public-works/documents/stormwater/commercial-drainage-guidelines.pdf</a>	<p>grade parking garage will have zero setback from the property line. If the construction of the below grade parking garage may use tie-backs, submit required documentation per published tie-back requirements guidance.</p> <p>2. Is there any tie-back purposed in the creek area? If yes, provide a plan.</p> <p>3. On sheet C4.00, show storm runoff overland release.</p> <p>4. The Utility Plan (sheet C5.00) is incomplete. Provide detailed information for all storm water bubblers in treatment areas fed by building roof leaders, pumps, etc. Additionally, show complete storm drain system from all inlets to offsite point of connection.</p> <p>5. First paragraph of Section 2.2 references permeable pavers that will retain storm water to reduce volume of water entering the on-site storm drain system. Provide a geotechnical report confirming that site conditions are suitable for infiltration.</p> <p>6. Provide the combination flow and volume calculation worksheets for all DMAs sized using that method.</p> <p><a href="#">Stormwater Management Plan</a></p>	<p>2. There are no tie-backs proposed in the creek.</p> <p>3. See overland release arrows added to C4.00.</p> <p>4. See sheet C5.00 for preliminary utility routing.</p> <p>5. See attached Technical Memorandum titled (Attachment #7) "Geotechnical Conclusions - Permeable Pavers" by Langan describing the sites ability to support infiltration based stormwater BMPs.q</p> <p>6. Per email dated 7/29/24 from Calvin Chan, the City has confirmed the 4% sizing method for bioretention/FTP areas is sufficient for entitlements. See revised sheet C6.00 for sizing method call out and note regarding use of the combination flow/volume sizing method during the design phase.</p>	
28.	<p><b>Stormwater Operations And Maintenance Agreement</b></p> <p>Please see the following website for information regarding stormwater agreements: <a href="https://menlopark.gov/Government/Departments/Public-Works/Utilities/Stormwater-management">https://menlopark.gov/Government/Departments/Public-Works/Utilities/Stormwater-management</a></p>	<p><b>Incomplete</b></p> <p>Provide a draft Operations and Maintenance agreement. Refer to Attachment D for a sample.</p> <p><a href="#">Stormwater Management</a></p>	<p>See revised Stormwater Management Plan Report (attachment #15) which includes a draft O&amp;M agreement in Attachment 3.</p>	<p><b>Complete</b></p>
29.	<p><b>Water Budget</b></p> <p>All new buildings more than 100,000 square feet of gross floor area shall prepare a water budget in accordance with City requirements. Please see the following handout for information regarding water budgets: <a href="https://www.menlopark.org/D">https://www.menlopark.org/D</a></p>	<p><b>Incomplete</b></p> <p>Please provide the required plans and reports as outlined by the City's <a href="#">Water Use Budget Guidelines</a>.</p>	<p>Refer to the Water Use Budget Report provided in attachment #8. Per the City's Water Use Budget Guidelines, the budget and calculations will be reviewed and approved by the Public Works Director prior to certification for occupancy.</p> <p>An excel file for the water budget has also been submitted.</p>	<p><b>Complete</b></p>



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	<a href="#">DocumentCenter/View/20869/water-use-budget-guidelines</a>		(Attachement #9)  Per the City's Water Use Budget Guidelines, the budget and calculations will be reviewed and approved by the Public Works Director prior to certification for occupancy. This is a building permit level of detail, not a planning detail.  Refer to the Alternative Water Source Memo provided in attachment #8	
30.	<b>Alternate Water Source</b>  All new buildings 250,000 square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications and shall be required to submit an Alternate Water Source Assessment. Please see the following handout: <a href="https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines">https://www.menlopark.org/DocumentCenter/View/20869/water-use-budget-guidelines</a>	<b>Incomplete</b>  Provide alternate water source assessment report and plan per <a href="#">Water Use Budget Guidelines</a> .	Per the City's Water Use Budget Guidelines, the budget and calculations will be reviewed and approved by the Public Works Director prior to certification for occupancy. This is a building permit level of detail, not a planning detail.  Refer to the Alternative Water Source Memo provided in attachment #8	<b>Complete</b>
31.	<b>Required street improvements</b>  All new construction (and certain building additions and tenant improvements) is required to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the public works director, the improvements do not count as community amenities. Please document the required street improvements, per Chapter 16.45.110, on appropriate plan sheets.  Please contact the Engineering Division for specific requirements based on the project site frontages.	<b>Incomplete</b>  The Utility Plan (sheet C5.00) shows significant trenching along the project frontages. A complete street improvement plan must be provided to show restorations for streets fronting the site. This requirement is applicable and independent of requirements related to the R-MU zoning district.  <a href="#">Municipal Code Chapter 16.45 (R-MU Residential Mixed Use District)</a>	Street improvements, including pavement restoration are shown on C3.00 for preliminary limits of pavement restoration. Final street improvement design will be submitted for permit and will be compliant with City of Menlo Park requirements.	<b>Complete</b>
Required Application Materials – Transportation		Status		
32.	<b>Transportation Demand Management (TDM) Plan (if applicable)</b>  Please see the following handout for guidance on Transportation Division requirements for TDM plans: <a href="https://www.menlopark.org/DocumentCenter/View/303/Transportation-Demand-Management-TDM-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/303/Transportation-Demand-Management-TDM-Guidelines?bidId=</a>	<b>Complete</b>  <a href="#">TDM Plan Guidelines</a>	No action.	<b>Complete</b>



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33.	<b>Traffic Impact Analysis (TIA, If applicable)</b>  The City will oversee the preparation of TIA which is paid for by the project applicant in accordance with our guidelines below: <a href="https://www.menlopark.org/DocumentCenter/View/302/Traffic-Impact-Analysis-Guidelines?bidId=">https://www.menlopark.org/DocumentCenter/View/302/Traffic-Impact-Analysis-Guidelines?bidId=</a>  Note bonus level development in the Bayfront Area will require a TIA to be completed.	<b>Incomplete</b>  The project will be required to complete a Transportation Impact Analysis (TIA) per the following guidelines: <a href="#">Transportation Impact Analysis Guidelines</a> . The TIA needs to be prepared by a City chosen consultant and paid for by the applicant.	As confirmed by the city via email on July 30, 2024, this information is not required for the completeness review.	<b>Complete</b>
34.	<b>Preliminary construction phasing and traffic handling plan</b>  Please submit a plan that shows/describes where construction staff will park, where materials and equipment storage would occur, construction fencing, and proposed pedestrian and vehicular circulation/access during construction. This can be included as a separate sheet or sheets in the plan set.	<b>Complete</b>	No action.	<b>Complete</b>
35.	<b>Parking Plan</b>  Parking plan should show number of spaces and dimensions that comply with the City’s parking and driveway guidelines.	<b>Incomplete</b>  Revise project plans to number/label the parking spaces, show aisle and parking dimensions and dimensions for parking adjacent to walls to show compliance with the City’s guidelines. Provide vehicular circulation plan (including turning templates and sight distance triangles).  The parking stall dimensions and aisle widths should comply with the City’s <a href="#">Parking Stalls and Driveway Design Guidelines</a> . Per the guidelines, an additional foot of width is required for stalls next to physical obstructions such as walls.	All parking stalls and aisles are designed to comply with the City of Menlo Park’s Parking Stalls and Driveway Design Guidelines. A typical detail clarifying the provided dimensions and clearances is included on parking plans in the A2 series	<b>Complete</b>
Required Application Materials – Sustainability/Green Building		Status		
36.	<b>Zero Waste Plan or Zero Waste Forms</b>  Please see the following website for information regarding zero waste plans and submit the appropriate forms and documentation for the entitlement phase:	<b>Incomplete</b>  1. Review for <i>TR-2_ATM-N17_80_Willow_Rd – RecologyReview</i> <ul style="list-style-type: none"><li>Applicant stated they submitted the project plans to Recology; however the City needs to</li></ul>	1. The city response stated “ <i>the City needs to receive the final approval from Recology</i> ”. Per Section 9 65943. (a) ... <i>the lead agency shall provide the applicant with an exhaustive list of items that were not complete. That list shall be limited to those items actually required on the</i>	<b>Complete</b>



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	<a href="https://www.menlopark.org/z_erowastemanagementplans">https://www.menlopark.org/z_erowastemanagementplans</a>	<p>receive the final approval from Recology. See <a href="#">Recology-approved Enclosure and New Development Approval Form</a>.</p> <ul style="list-style-type: none"><li>• The trash enclosure site plans for the school are missing. If the school is sharing a trash enclosure with the other buildings, provide a narrative detailing which trash enclosures belong to which buildings.</li><li>• Please ensure plans and elevations are provided for any exterior garbage enclosures.</li></ul> <p>2. Review for <i>TR-1_Zero Waste Forms</i></p> <ul style="list-style-type: none"><li>• Please confirm the project square feet for the multifamily is consistent with the submitted site plans. Show calculations for each building.</li><li>• Please confirm the project square feet for nonresidential is consistent with the submitted site plans. Show calculations for each building (for examples, XX sf office (Building X) + XX sf hotel (Building X), etc.)</li></ul> <p>3. Review for <i>A-1_SB300 – Arch_Part2</i></p> <ul style="list-style-type: none"><li>• Install bottle filling stations in the spa, fitness, center, pool area, and office areas.</li><li>• Install bottle filling stations in the toddler classrooms and/or by the bathrooms and in the playground.</li><li>• Install garbage, recycling, and compost bins (with signs per Recology San Mateo County standards) in the indoor and outdoor common areas (such as kitchens/breakrooms, offices, lounges, lobbies conference rooms, office spaces, terraces, playground, walkways between</li></ul>	<p><i>lead agency’s submittal requirement checklist.</i></p> <p>Final approval from Recology is not a listed requirement for planning application completeness in #36, such a letter cannot subsequently be required for completeness. Applicant has met the completeness requirement of #36 by submitting the Zero Waste From.</p> <p>The trash enclosure plan for the school has been added to the drawing set. Please refer to Sheet TR1.2. Elevations are provided on sheet A3.04A. All other buildings are served by internal trash enclosure rooms.</p> <p>2. The TR-1 Zero Waste forms have been revised and areas for the Residential and Non-Residential program areas are consistent with the current plans. Calculations for each building are provided. See attachment #6 and #5</p> <p>3. These comments incorporated into the sheet notes on A0.06 as “FF&amp;E &amp; General Construction &amp; Post-Construction Notes” Note that bottle-filling station-equipped drinking fountains per California Plumbing Code are shown in B1 at opposite ends of the building core adjacent to primary and secondary bathrooms</p> <p>4 - Refer to Zero Waste Management Plan revisions dated 19 August 2024. Comments about shampoos, conditioner and body wash are clearly not SB330 completeness comments, the applicant will follow any city code on these items.</p>	



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		<div><div>the buildings, and other high traffic areas) and each hotel room.</div><div><div><div>• Install bottle filling stations by the walkways</div><div>• Install a trash and recycling bins the mailroom</div><div>• Confirm all breakrooms have sufficient space to install dishwashers so tenants can use reusable dinnerware, cups, and flatware to reduce waste</div><div>• Residential units should have sufficient space to install garbage recycling, and compost bins. This can be done as a pull-out drawer under the kitchen sink or as a cabinet.</div><div>• Nonresidential kitchens and bathrooms<div><div>○ Show that bottle filling stations will be installed by the bathrooms and kitchens</div><div>○ If paper towels are used, proper signage should be installed in the bathrooms to indicate that paper towels are compostable and should be placed in the compost bin.</div><div>○ Install electric hand dryers to reduce the amount of paper towels used</div><div>○ Place a note that signs will be posted in the kitchens to show how to properly dispose materials in the correct bins.</div><div>○ Install garbage, recycling, and compost bins in the kitchens</div></div></div></div></div><div>4. Provide a narrative on how each building will reduce waste.<div><div>• When resident tenants move out, how will the property management company handle the</div></div></div></div> <tr><td></td><td></td><td></td><td></td><td></td></tr>					

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		<p>unwanted furniture? What about household hazardous waste? Will there be a collection box for old batteries? Where will those collection boxes be placed? Will each residential tenant receive a compost bin provided by Recology?</p> <ul style="list-style-type: none"><li>• Will the tenants (commercial and residential) and janitorial staff receive a zero waste training from Recology?</li><li>• How will the hotel reduce waste? Will they bulk amenities, such as shampoo, conditioner and body wash?</li></ul> <p>Zero Waste Management Plan</p>		
37.	<p><b>Chapter 16.45.130 (Green and sustainable building) (If applicable)</b></p> <p>The project plans and necessary supporting documents shall document compliance with the green and sustainable building requirements of the Zoning Ordinance. The following list provides overview of the general documentation required for compliance.</p> <ul style="list-style-type: none"><li>• LEED certification and green building<ul style="list-style-type: none"><li>○ Provide LEED checklist with anticipated credits in compliance with the minimum required level of certification</li><li>○ Submit detailed proposal of approach for compliance, which may be LEED certification or city-approved alternate LEED Performance Program. Please contact staff for more information.</li></ul></li><li>• Energy requirements<ul style="list-style-type: none"><li>○ Provide report documenting project compliance with Zoning Ordinance energy demand and renewable energy procurement/generation requirements (or if</li></ul></li></ul>	<p><b>Incomplete</b></p> <p><a href="#">Municipal Code section 16.30.050</a> identifies residential green and sustainable building requirements for the C-1 zoning district.</p> <ol style="list-style-type: none"><li>1. LEED certification and green building – Submit detailed proposal of approach for compliance, which may be LEED certification or city-approved alternate LEED Performance Program.</li><li>2. Energy – Provide report documenting project compliance with Zoning Ordinance energy demand and renewable energy procurement/generation requirements.</li><li>3. Water use efficiency and recycled water – Document project compliance with City requirements in project plan set and/or appropriate reports.</li><li>4. Bird-Friendly Design – Provide documentation to evaluate compliance for:<ul style="list-style-type: none"><li>• Occupancy sensors or other switch control devices shall be installed on</li></ul></li></ol>	<p>City’s comments relate to the project’s consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Without waiving this objection, Applicant responds as follows:</p> <p>1. Refer to sheet A0.20 for preliminary LEED checklists. Project is tracking LEED Gold certification. Checklists to be finalized prior to permit submittal.</p> <p>2. Refer to energy use memorandum from project's MEP engineer (Meyers+) on Sheet A0.31. The project's Title 24 Energy report and compliance with zoning ordinance will be included in the permit submittal.</p> <p>3. Compliance with relevant Water Use Efficiency requirements is set out on the water use memorandum on A0.31.</p> <p>4. Refer to letter from project Wildlife Biologist on sheet A0.51 for a detailed response to each of these 6 comments. .</p>	<p><b>Complete</b></p>

SB 330 Application Checklist		June 22, 2024 Staff Determination	September 12, 2024 Applicant Response	October 2024 Staff Determination
	<p>applicable the requirements set by the City’s Reach codes).</p> <ul style="list-style-type: none"><li>○ For energy reporting requirements, please see the following webpage: <a href="https://www.menlopark.org/1483/Energy-reporting-requirements">https://www.menlopark.org/1483/Energy-reporting-requirements</a></li><li>• Water use efficiency and recycled water<ul style="list-style-type: none"><li>○ Document project compliance with City requirements in project plan set and/or appropriate reports.</li><li>○ This section of the Zoning Ordinance includes additional requirements for water use than those outlined in the water budget and/or alternate water source requirements, including prohibition on single pass cooling systems in new buildings, prohibition on use of well water, and limits on use of potable water for some applications. Please review and document compliance on the appropriate plan sheet or through supporting document.</li></ul></li><li>• Bird friendly design<ul style="list-style-type: none"><li>○ Document compliance with Zoning Ordinance requirements in the project plans and supporting reports/documents, as applicable.</li></ul></li></ul>	<p>nonemergency lights and shall be programmed to shut off during nonwork hours and between ten (10) p.m. and sunrise.</p> <ul style="list-style-type: none"><li>• Placement of buildings shall avoid the potential funneling of flight paths towards a building facade.</li><li>• Glass skyways or walkways, freestanding (see-through) glass walls and handrails, and transparent building corners shall not be allowed.</li><li>• Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with roof decks, patios and green roofs.</li><li>• Use of rodenticides shall not be allowed.</li><li>• A project may receive a waiver from one (1) or more of the items listed in subsections (5)(A) to (F) of this section, subject to the submittal of a site-specific evaluation from a qualified biologist and review and approval by the planning commission. (Ord. 1105 § 3 (Exh. B § 1), 2023).</li></ul> <p>Energy Reporting Requirements</p>		
Required Application Materials – City Arborist		Status		
38.	<p><b>Arborist Report</b></p> <p>Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Please see the following website for information on the Heritage Tree Ordinance: <a href="http://www.menlopark.org/205/Heritage-Trees">http://www.menlopark.org/205/Heritage-Trees</a></p>	<p><b>Incomplete</b></p> <p>1. The arborist report does not meet the City’s requirements. It was not prepared by a City-approved arborist consultant. More specifically, the arborist was not on the City’s approved list as of December 7, 2023. Submit an arborist report by a City-approved arborist.</p> <ul style="list-style-type: none"><li>• For preparation of the new arborist</li></ul>	<p>City’s comments relate to the project’s consistency with various standards instead of application completeness, as set forth in the cover letter submitted herewith. Without waiving this objection, Applicant responds as follows:</p> <ol style="list-style-type: none"><li>1. Carla Angulo of WRA is currently listed as a city approved arborist.</li><li>2. The trees proposed for removal are all within the building footprint.</li><li>3. A site plan mark-up of projection zones is shown on Figure 3 of L0.05</li><li>4. Tree specific recommendations are</li></ol>	<p><b>Complete</b></p>

SB 330 Application Checklist		June 22, 2024 Staff Determination	September 12, 2024 Applicant Response	October 2024 Staff Determination
		<p>report, ensure the Project Arborist is provided the most recent, comprehensive plan set for review.</p> <p><i>Feedback for the current arborist report that should also be taken into consideration during preparation of the new report by a City-approved arborist:</i></p> <p>2. Provide more discussion about why each heritage tree is proposed for removal, e.g., within the building footprint, in poor condition, located where a new driveway entrance is planned, etc.</p> <p>3. Provide a site plan mark-up with designated tree protection zones for heritage trees to be preserved.</p> <p>4. The tree protection and impact mitigation information consist entirely of boilerplate language. Provide project and tree-specific recommendations.</p> <p>5. Heritage trees are proposed to be transplanted. Provide specifications for how this work is to be performed.</p> <p>Menlo Park - Trees</p>	<p>provided on L0.06, Table 1.</p> <p>5. Details of how the transplantation will occur are given in section 3.3 of the arborist report.</p>	
39.	<p><b>Heritage Tree Removal Permit Applications</b></p> <p>For any project requesting to remove heritage trees, heritage tree removal permit applications must be submitted for each tree. Please complete the following heritage tree removal permit application form: <a href="https://www.menlopark.org/DocumentCenter/View/832/Heritage-Tree-Permit-Application-and-Arborist-Report-Form">https://www.menlopark.org/DocumentCenter/View/832/Heritage-Tree-Permit-Application-and-Arborist-Report-Form</a></p>	<p><b>Incomplete</b></p> <p>1. Heritage trees are proposed for removal. However, the City has not received a <a href="#">heritage tree removal permit application</a>. Submit a permit application.</p> <ul style="list-style-type: none"><li>Note: For development-based heritage tree removals, mitigation (replacement tree plantings) equivalent to the trees' appraised values is required. Based on the current</li></ul>	<p>The city's website states that this permit should only be applied for if tree removal is occurring within the next 12 months. <a href="https://menlopark.gov/Government/Departments/Public-Works/Maintenance-Division/Trees/Heritage-tree-removalpruning-permit-for-large-projects">https://menlopark.gov/Government/Departments/Public-Works/Maintenance-Division/Trees/Heritage-tree-removalpruning-permit-for-large-projects</a></p> <p>After planning approval, no heritage trees will be removed for at least 13 months, as this time will be required for construction documentation and permitting. Therefore this permit application should not be required at this time and instead should be applied for after planning approval. Without waiving this objection, Applicant responds as follows:</p>	<p><b>Complete</b></p>

SB 330 Application Checklist		June 22, 2024 Staff Determination	September 12, 2024 Applicant Response	October 2024 Staff Determination
		<p>arborist report, this means approximately \$1,256,510 in heritage tree mitigation is required.</p> <ul style="list-style-type: none"><li>Note: The species trident maple, plum, orange, peach, lemon, dwarf olive, and redbud do not meet the City's heritage tree replacement requirements. They will not count towards the mitigation requirements.</li></ul> <p>2. Include the tree inventory information (species, trunk diameter, heritage tree designation, surveyed trunk diameters, canopy extents, etc.) on the site plans.</p> <p>3. Trident maples are proposed along Willow Road. The City prefers a different species. There are no overhead power lines present, so there's no need to propose so small a species that provides limited environmental benefits. Instead, consider Chinese elm, Zelkova, red oak, Columbia London plane, island oak, red horse chestnut, ginkgo, or Chinese flame tree.</p> <p>4. There are overhead power lines on Middlefield Road. The large-stature species Chinese elm is proposed to be planted along this road. Unless the power lines are undergrounded, propose a "utility-friendly" species such as 'Wireless' or 'City Sprite' Zelkova, Persian ironwood, European non-fruiting olive, trident maple, bronze loquat, or 'Emerald Sunshine' elm.</p>	<p>1. A tree removal permit application has been submitted</p> <p>2. Tree trunk inventory has been included on L0.06</p> <p>3. The Trident maples have been substituted.</p> <p>4. These powerlines will be underground on Middlefield</p> <p>5. Tree protection plan and arborist contact information is shown on figure 3 on L0.05</p> <p>6. The plan set and report have been reviewed for constancy</p>	

SB 330 Application Checklist		June 22, 2024 Staff Determination	September 12, 2024 Applicant Response	October 2024 Staff Determination
		<div>5. After updating the arborist report for compliance with the City’s requirements, include the report’s tree protection and impact mitigation recommendations in the plan set. On the site plans, show the locations of the tree protection fencing, trunk protection, temporary tree protection fencing, excavation to be monitored by the project arborist, careful hand excavation with hand tools, mulch/road mat installation etc. Include the tree protection specifications for irrigation, fencing, mulch, root pruning, crown pruning, etc.<ul style="list-style-type: none"><li>• This information must be included in the plan set in a clearly readable format and size.</li><li>• Include the Project Arborist’s contact information in the plan set. They need to conduct regular tree protection/construction monitoring inspections. They also need to be on-site to guide and document impactful heritage tree root pruning.</li></ul></div> <div>6. Ensure consistency in the trees proposed for removal and preservation between the plan set and the arborist report.</div> <div>Menlo Park Online Permit Center</div>		





In addition to the above-noted information, which is needed to complete the development application, the Project is inconsistent with the City's General Plan Land Use Designation and Zoning Code. Although no General Plan or zoning amendment requests will be required for the City to find your application complete, this does not preclude the City from determining that a General Plan or zoning amendment may be required for final approval of the project, nor does this reflect a determination on the question of what entitlements will be required for, and what standards will apply to, final approval of the project.

Please note that other than the determination that the Project is not consistent with the General Plan and Zoning, the City's review of the formal development application to determine whether the applicant has provided all of the material identified in the City's development application checklist does not include an evaluation of the Project's consistency with development standards or a determination regarding which development standards are applicable to the Project. In accordance with the Housing Accountability Act, the City will evaluate the Project for consistency with applicable development standards within 180 days after the formal development application is complete. In the meantime, the City has not made a determination regarding which development standards apply to the Project, and the City's review of the application pursuant to the Permit Streamlining Act does not reflect a decision beyond the question of whether the application includes all of the information required on the City's development application checklist.

As previously communicated, please note that although not germane to the determination of formal development application completeness, a water supply assessment and fiscal impact analysis will likely be required.

Please review and address the listed corrections and then resubmit the application to the City. Please include a cover letter indicating how the corrections have been addressed. Should you have any questions, please contact me at [cchan@menlopark.gov](mailto:cchan@menlopark.gov) or (650) 330-6763.

Thank you,  
Calvin Chan  
Senior Planner

### Attachment

A. Staff Annotated Development Permit Application Submittal Guidelines





## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

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

### APPLICATION SUBMITTAL GUIDELINES

#### *Staff Annotated Guidelines for 80 Willow Road (PLN2023-00049) Completeness Review*

*This document lists the City's standard [application submittal guidelines](#) available at the City's website ([menlopark.gov](http://menlopark.gov)). Staff has provided responses in-line in blue text indicating completeness of the application submittal guidelines. In the instance that a guideline is incomplete, staff has specified what aspect of the guideline has not been met as well as the correction needed to make the guideline complete. A separate compliance review will be conducted following submittal of a complete application that meets all the application submittal guidelines listed. Please be advised that this document includes links ending in ".org" and have been superseded by links ending in ".gov" and in the event that a link is not available by switching the provided web address from ".org" to ".gov," staff can provide an updated link upon request. Issue Date: October 11, 2024*

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

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

#### **A. APPLICATION SUBMITTAL – GENERAL INFORMATION**

- 1) A complete application includes the following elements:

##### **REQUIRED**

- Development Permit Application & Agreement to Pay Fees (p. 3) **Complete**
- Data Sheet (p. 4) **Complete**
- Project Plans (p. 5 - 12) **Complete**

- **Project Description** (p. 12) *Complete*
- **Applicable Fee** (as stated in the City of Menlo Park Master Fee Schedule, available on the Finance Department web site: <http://www.menlopark.org/finance>) *Complete*

**CONDITIONALLY REQUIRED OR OPTIONAL** (p. 12 - 14)

- **Arborist Report** *Complete*
  - **Flood Elevation Certificate** *Complete*
  - **Menlo Park Fire Protection District Approval** *Complete*
  - **Request for Evaluation for Potential Historic Significance** *Complete*
  - **Impervious Area Worksheet and Stormwater Requirements Checklist** *Complete*
  - **Hydrology Report** *Complete*
  - **Variance Letter** *Not Applicable*
  - **Color and Materials Board** *Complete*
  - **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form** *Complete*
  - **Tentative Subdivision/Parcel Map** *Complete*
  - **LEED Checklist** *Complete*
  - **Nonconforming Structure New Work Value Calculation** *Not Applicable*
  - **Homeowners Association Approval Letter** *Not Applicable*
  - **Perspective Renderings** *Complete*
  - **Photographs** *Complete*
  - **Correspondence** *Optional*
- 2) All documents are available at the Development Services Counter, by mail, and by fax. You may also view most application forms and handouts on the Planning page of our web site at: <http://www.menlopark.org>

**June 22, 2024 – Staff Determination**

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

**October 11, 2024 – Staff Determination**

*No change*

- 3) A **preliminary review** with Planning staff before submittal of any application is recommended. Planning staff provides service for walk-in customers Monday through Thursday, 1:00 p.m. to 5:30 p.m., and alternate Fridays, 1:00 p.m. to 5:00 p.m. Appointments outside of these hours may be scheduled by contacting [planning@menlopark.org](mailto:planning@menlopark.org) or 650-330-6702.

**June 22, 2024 – Staff Determination**

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

**October 11, 2024 – Staff Determination**

*No change*

- 4) For residential projects of three or more dwelling units and non-residential projects, the City has a **Development Review Team (DRT)** that consists of representatives from the City's Building,

Engineering, Planning, and Transportation Divisions, from the Menlo Park Fire Protection District, and from other agencies on an as-needed basis. The role of the DRT is to define and resolve any issues early in the application process or at any point during the review and construction of a project. DRT is scheduled to meet every Thursday morning, and parties may arrange to be on the agenda by contacting Mary Jane Salinas ([MJSalinas@menlopark.org](mailto:MJSalinas@menlopark.org) or 650-330-6702). Applicants are required to submit five (5) sets of project plans in 11" x 17" format. Reservations must be made and project plans must be submitted **a minimum of one week in advance of the meeting**. These meetings are working sessions; the discussion is not formally recorded nor is any formal action taken.

**June 22, 2024 – Staff Determination**

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

**October 11, 2024 – Staff Determination**

**No change**

- 5) **Applications are accepted by appointment only.** Please contact the Planning Division to set up an application submittal appointment ([planning@menlopark.org](mailto:planning@menlopark.org) or 650-330-6702).

**June 22, 2024 – Staff Determination**

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

**October 11, 2024 – Staff Determination**

**No change**

- 6) Once an application is filed with the City's Planning Division, the application becomes **public record** and is available to anyone for inspection.

**June 22, 2024 – Staff Determination**

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

**October 11, 2024 – Staff Determination**

**No change**

- 7) The project applicant is expected to **attend the Planning Commission and/or City Council meetings** to present the proposal and respond to questions.

**June 22, 2024 – Staff Determination**

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

**October 11, 2024 – Staff Determination**

**No change**

- 8) The Transportation Division reviews project plans for compliance with the City's parking standards. All **parking spaces**, covered and uncovered, as well as handicap spaces, should be noted on the plans. For detailed information, please refer to the "*Parking Stalls and Driveway Design Guidelines*" handout. For additional information regarding parking standards, contact the Transportation Division at (650) 330-6770 and/or review the Transportation Division web site (<http://www.menlopark.org/transportation>).

*June 22, 2024 – Staff Determination*

*Incomplete – Refer to completeness review letter.*

*October 11, 2024 – Staff Determination*

*Complete*

- 9) For Architectural Control and Use Permit applications that involve the construction or alteration of structures, the project plans that are reviewed by the Planning Commission must accurately depict all structures and site improvements as they are to be constructed. If the proposal is approved by the Planning Commission, the associated building permit application must be **substantially in conformance** with the approved project plans, and the Planning Division has limited discretion to approve modifications to these plans. Please review your proposal and verify that no substantial changes will be requested in the future. Full building permit plan sets are not required at this stage, but applicants should analyze the proposal in relation to **building code requirements and projected budget**. In particular, please verify that no future modifications will be requested with regard to building height, window size/placement, exterior materials, and parking and vehicle access.

*June 22, 2024 – Staff Determination*

*This item is a procedural/information item and does not require a response at this time. However, please note that it may be applicable to current or future stages of the application review and approval process. Please discuss any questions with staff.*

*October 11, 2024 – Staff Determination*

*No change*

## **B. DEVELOPMENT PERMIT APPLICATION & AGREEMENT TO PAY FEES**

- 1) The Development Permit Application & Agreement to Pay Fees is available on our web site at: <http://www.menlopark.org/DocumentCenter/Home/View/263>

*June 22, 2024 – Staff Determination*

*Incomplete – Refer to completeness review letter.*

*October 11, 2024 – Staff Determination*

*Complete*

- 2) Applications are to be made only by the owner of the property, or by lessee, authorized agent, purchaser in escrow, or optionee with the consent of the owner. **The owner of the property must sign the application in order for it to be valid.** Photocopied or faxed signatures are not acceptable.

*June 22, 2024 – Staff Determination*

*Incomplete – Refer to completeness review letter.*

October 11, 2024 – Staff Determination  
Complete

- 3) When filling out the application form, it must be **typed or clearly printed**.

June 22, 2024 – Staff Determination  
Complete

October 11, 2024 – Staff Determination  
Complete

*Remainder of page intentionally left blank*

## C. DATA SHEET

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

**June 22, 2024 – Staff Determination**  
**Incomplete – Refer to completeness review letter.**

**October 11, 2024 – Staff Determination**  
**Incomplete**  
**Correction – The following fields on the data sheet are missing: Existing Development Landscaping; Existing Development Paving. Please provide this information to support analysis for existing conditions compared to proposed development.**

### DATA SHEET FOR RESIDENTIAL PROJECTS

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

<b>LOCATION:</b>		1301 Any Street			
<b>EXISTING USE:</b>		Single family residence		<b>APPLICANT:</b> Alan Smithee	
<b>PROPOSED USE:</b>		New single family residence		<b>PROPERTY OWNER(S):</b> Alan & Nala Smithee	
<b>ZONING:</b>		R-1-S		<b>APPLICATION(S):</b> Use Permit	
<b>DEVELOPMENT STANDARDS</b>		<b>PROPOSED DEVELOPMENT</b>		<b>EXISTING PROJECT</b>	
				<b>ZONING ORDINANCE</b>	
Lot area		9,000	sf	9,000	sf min.
Lot width		120	ft.	120	ft. min.
Lot depth		75	ft.	75	ft. min.
Setbacks					
Front		28	ft.	30	ft. min.
Rear		30	ft.	55	ft. min.
Side (left)		15	ft.	30	ft. min.
Side (right)		17	ft.	24	ft. min.
Building coverage		2,508	sf	1,700	sf max.
		28	%	19	% max.
FAR (Floor Area Ratio)*		n/a	sf	n/a	sf max.
			%		% max.
FAL (Floor Area Limit)**		3,234	sf	1,700	sf
Square footage by floor					
below grade		0	sf	0	sf
1 <sup>ST</sup>		2,308	sf	1,000	sf
2 <sup>ND</sup>		726	sf	0	sf
garage		200	sf	450	sf
accessory building(s)		0	sf	250	sf
other		0	sf	0	sf
Square footage of buildings		3,234	sf	1,700	sf max.
Building height		26	ft.	15	ft. max.
Landscaping***		270	sf	270	sf min.
		3	%	3	% min.
Paving***		180	sf	180	sf min.
		2	%	2	% min.
Parking		2 covered	spaces	2 covered	spaces
Define Basis for Parking		(Example: 1 covered/1 uncovered per residential unit or # of spaces/X square feet) 1 covered/1 uncovered per residential unit			
Trees		# of existing <b>Heritage</b> trees	2	# of existing <b>non-Heritage</b> trees	5
		# of existing <b>Heritage</b> trees to be removed	0	# of <b>non-Heritage</b> trees to be removed	0
				# of new trees	3
				<b>Total # of trees</b>	10

## PLAN SET COMPONENTS

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

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

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

[Note: hard copy plan set requirements suspended as of March 2020]

### June 22, 2024 – Staff Determination

*Incomplete – The submitted PDF plans are sized at 42" x 30". This does not meet the full-size (36" x 24"), half-size (18" x 12") or tabloid (11" x 17"), or letter-size (8.5" x 11") requirements; applications must be accompanied by multiple PDF plan sets in these sizes.*

*Correction – Submit multiple PDF plan sets in full-size (36" x 24"), half-size (18" x 12") or tabloid (11" x 17"), and letter-size (8.5" x 11").*

### October 11, 2024 – Staff Determination

*Incomplete – The submitted full-size plans at 30" x 42" are accepted. The tabloid (11" x 17") and letter-size (8.5" x 11") plans have not been submitted.*

*Correction – Submit tabloid (11" x 17") and letter-size (8.5" x 11") plans.*

## 2) **Drafting** Instructions

- a) Plans shall be scaled as noted below, unless permission has been granted by the Planning Division to reduce the scale.

### June 22, 2024 – Staff Determination

*Incomplete – The submitted plans are to scale, however, not to the scales as noted in the submittal guidelines.*

*Correction – Provide plans in the required scales, using match lines for features that do not fit on a single sheet. Additional plan sheets with alternative, preferred scales may also be provided.*

### October 11, 2024 – Staff Determination

**Complete**

- b) A bar scale is required for every scaled drawing in order to preserve a scale on the reduced plans (see example below).



### June 22, 2024 – Staff Determination

*Incomplete – The elevations and sections sheets include a written scale, however, no bar scale is provided.*



*Correction – Revise elevations and sections sheets, and ensure all plan sheets include a bar scale in order to preserve a scale on the reduced plans (e.g., Sheets A3.01A-C, A3.02A-C, A3.03A-C, and potentially others).*

**October 11, 2024 – Staff Determination**  
**Complete**

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



**June 22, 2024 – Staff Determination**  
**Complete**

**October 11, 2024 – Staff Determination**  
**Complete**

- d) Area plan, site plan and floor plan should be oriented in the same direction.

**June 22, 2024 – Staff Determination**  
**Complete**

**October 11, 2024 – Staff Determination**  
**Complete**

- e) The address of the subject parcel should be noted on each plan page.

**June 22, 2024 – Staff Determination**  
**Complete**

**October 11, 2024 – Staff Determination**  
**Complete**

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

- a) Subject property and contiguous properties, with addresses listed

**June 22, 2024 – Staff Determination**  
*Incomplete – The area plan does not show both the subject property and contiguous properties completely and with addresses listed.*  
*Correction – Revise area plan to show both the subject property and contiguous properties completely and with addresses listed.*

**October 11, 2024 – Staff Determination**  
**Complete**

- b) All adjacent streets, alleys, and/or easements

**June 22, 2024 – Staff Determination**  
*Incomplete – Middlefield Road, Willow Road, and Palo Alto Avenue are shown, however, a survey (required as item D.12. of these guidelines, below) was not submitted to support whether any easements exist that may need to be documented.*  
*Correction – Submit a survey to show if there are any easements that need to be documented and revise the area plan accordingly.*

**October 11, 2024 – Staff Determination**  
**Complete**

- c) All existing and proposed structures on the subject property and contiguous properties (approximate scale is sufficient)

**June 22, 2024 – Staff Determination**

***Incomplete – The area plan does not show all existing and proposed structures on the subject property and contiguous properties.***

***Correction – Revise area plan to show all existing and proposed structures on the subject property and contiguous properties.***

**October 11, 2024 – Staff Determination**  
**Complete**

- d) Best estimate of distance between all buildings on subject property and buildings on adjacent parcels

**June 22, 2024 – Staff Determination**

***Incomplete – The area plan does not identify an estimated distance between all buildings on subject property and buildings on adjacent parcels.***

***Correction – Revise area plan to identify an estimated closest distance between all buildings on subject property and buildings on adjacent parcels.***

**October 11, 2024 – Staff Determination**  
**Complete**

- e) All trees and other significant landscape and site features, including driveways

**June 22, 2024 – Staff Determination**

***Incomplete – The area plan does not identify existing trees and trees proposed to remain or be removed shown and labeled. Proposed plantings are not labeled so those cannot be verified.***

***Correction – Revise area plan to identify existing trees and trees proposed to remain or be removed shown and labeled. Identify proposed plantings with labels.***

**October 11, 2024 – Staff Determination**  
**Complete**

- f) Projects located at or near “T” intersections should show the intersecting street

**June 22, 2024 – Staff Determination**  
**Complete**

**October 11, 2024 – Staff Determination**  
**Complete**

- g) Large projects should extend the area plan across the subject street(s) and show driveways on facing parcels

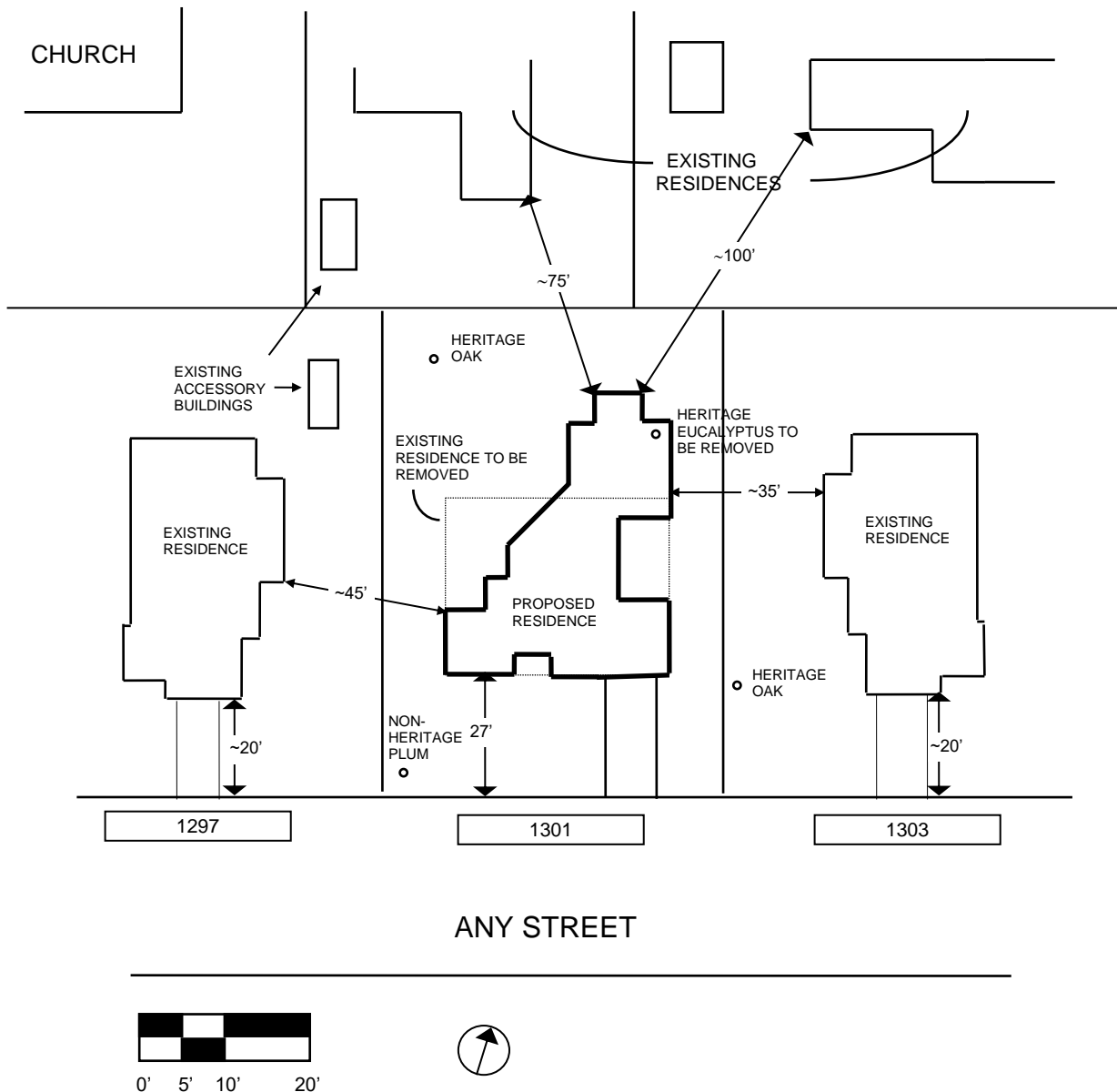
**June 22, 2024 – Staff Determination**

*Incomplete – The area plan does not extend sufficiently to show the area across streets and driveways on facing parcels as illustrated in the Example of Area Plan diagram below.*

*Correction – Revise area plan to sufficiently show the area across streets and driveways on facing parcels as illustrated in the Example of Area Plan diagram below*

October 11, 2024 – Staff Determination  
Complete

### Example of Area Plan



**AREA PLAN: 1301 ANY STREET**

**1" = 20'**

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

a) Dimensions of subject parcel

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify the dimensions of the subject parcel.*

*Correction – Revise site plan to identify the dimensions of the subject parcel. The dimensions should match survey documentation. No survey is submitted. Submit a survey.*

**October 11, 2024 – Staff Determination**

**Complete**

- b) Location and dimensions of all existing and proposed structures (including garages, carports, storage buildings, arbors, patios, decks, balconies, light wells, air-conditioning equipment, swimming pools and spas, etc.). Proposed additions and new structures should be shown with a thick line weight that clearly delineates the proposed new construction. Structures to be demolished should be noted with dashed lines.

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify the location and dimensions of existing structures.*

*Correction – Revise site plan to identify the location and dimensions of existing structures. Structures to be demolished should be noted with dashed lines.*

**October 11, 2024 – Staff Determination**

**Complete**

c) Dimensions of both required and actual setbacks

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify the dimensions of both required and actual setbacks.*

*Correction – Revise site plan to identify the dimensions of both required and actual setbacks.*

**October 11, 2024 – Staff Determination**

**Complete<sup>1</sup>**

- d) Location, size, and type of all trees and significant landscape features, including proposed new landscaping. Note whether trees are heritage-size and/or proposed to be removed, and show both the tree's canopy and full trunk outline. All heritage trees located on other parcels, within approximately 10 feet of the property line, must be noted on this plan, and tree protection fencing must be shown. Number and label all trees in accordance with the arborist report.

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<sup>1</sup> The property's front lot line is along Middlefield Road. Willow Road is a side lot line. Click [here](#) for additional information and links to the Zoning Ordinance. Revisions to the application are not necessary to be found complete, however, corrections will be required during consistency review.

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify the size, and type of all trees and significant landscape features.*

*Correction – Revise site plan to identify the location, size, and type of all trees and significant landscape features, including proposed new landscaping. Note whether trees are heritage-size and/or proposed to be removed, and show both the tree's canopy and full trunk outline. All heritage trees located on other parcels, within approximately 10 feet of the property line, must be noted on this plan, and tree protection fencing must be shown. Number and label all trees in accordance with the arborist report.*

**October 11, 2024 – Staff Determination**

**Complete**

- e) Dimensions of any permitted intrusions into the required setbacks

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify the dimensions of permitted intrusions into the required setbacks.*

*Correction – Revise site plan to identify the dimensions of both required and actual setbacks and then identify any permitted intrusions into the required setbacks.*

**October 11, 2024 – Staff Determination**

**Complete**

- f) Existing and proposed fences, including height and material

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify existing and proposed fences.*

*Correction – Revise site plan to identify existing and proposed fences, including height and material.*

**October 11, 2024 – Staff Determination**

**Complete**

- g) Layout of existing and/or proposed driveways

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not identify the layout of existing driveways.*

*Correction – Revise site plan to identify the layout of existing driveways.*

**October 11, 2024 – Staff Determination**

**Complete**

- h) Off-street parking spaces (covered and uncovered) and dimensions of the spaces

**June 22, 2024 – Staff Determination**

*Incomplete – The site plan does not show the dimensions of proposed off-street parking spaces (covered and uncovered) that would be located at grade (e.g., office drop-off, residential and hotel drop-off, etc.). The Levels -2 and -1 Floor Plans suffice to provide the required information for the two levels of below grade parking proposed.*

***Correction – Provide the dimensions of proposed surface parking spaces on the site plan.***

**October 11, 2024 – Staff Determination**  
**Complete**

- i) Distance between buildings on the same property

**June 22, 2024 – Staff Determination**

***Incomplete – The site plan does not identify the distance between the buildings.***

***Correction – Revise site plan to identify the closest distance between all buildings on the site.***

**October 11, 2024 – Staff Determination**  
**Complete**

- j) Location, dimension, and description of all existing easements

**June 22, 2024 – Staff Determination**

***Incomplete – A survey (required as item D.12. of these guidelines, below) was not submitted to show if there are any easements.***

***Correction – Submit a survey to show if there are any easements that need to be documented and revise the area plan accordingly.***

**October 11, 2024 – Staff Determination**  
**Complete**

- k) Location and name of adjacent streets. The plan must extend to the center line of all adjacent streets and accurately represent and fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.).

**June 22, 2024 – Staff Determination**

***Incomplete – The site plan does not fully dimension the existing and proposed frontage improvements of all adjacent streets.***

***Correction – Revise site plan to fully dimension the existing and proposed frontage improvements (curbs, gutters, sidewalks, etc.) of all adjacent streets.***

**October 11, 2024 – Staff Determination**  
**Complete**

- l) Existing and proposed grade elevations of the property (if grade differential on property is greater than 3 feet)

**June 22, 2024 – Staff Determination**

***Incomplete – The site plan does not identify existing and proposed grade elevations of the property.***

***Correction – Revise site plan to identify the existing and proposed grade elevations of the property (if grade differential on property is greater than 3 feet).***

**October 11, 2024 – Staff Determination**  
**Complete**

- m) Location of all utility company equipment (in particular, power poles), fire hydrants, and streetlights

**June 22, 2024 – Staff Determination**

***Incomplete – The site plan does not identify the location of all utility company equipment. Correction – Revise site plan to identify the location of all utility company equipment (in particular, power poles), fire hydrants, and streetlights.***

**October 11, 2024 – Staff Determination**  
**Complete**

- n) Building pad and finished floor elevations for existing and proposed structures

**June 22, 2024 – Staff Determination**

***Incomplete – The site plan does not identify the building pad and finished floor elevations for existing and proposed structures.***

***Correction – Revise site plan to identify the building pad and finished floor elevations for existing and proposed structures.***

**October 11, 2024 – Staff Determination**  
**Complete**

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

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

**June 22, 2024 – Staff Determination**

***Incomplete – The site plan does not identify the following site analysis information (see sub-bullets o-s).***

***Correction – Although the required site analysis information is not shown on the site plan, staff accepts the information being shown on sheet A0.02 (Project Information) due to the large volume of information to be provided. Revise sheet A0.02 (Project Information) to identify the following site analysis information (see sub-bullets o-s). Provide information in a table form, as appropriate. Site analysis information missing on Project Information sheet:***

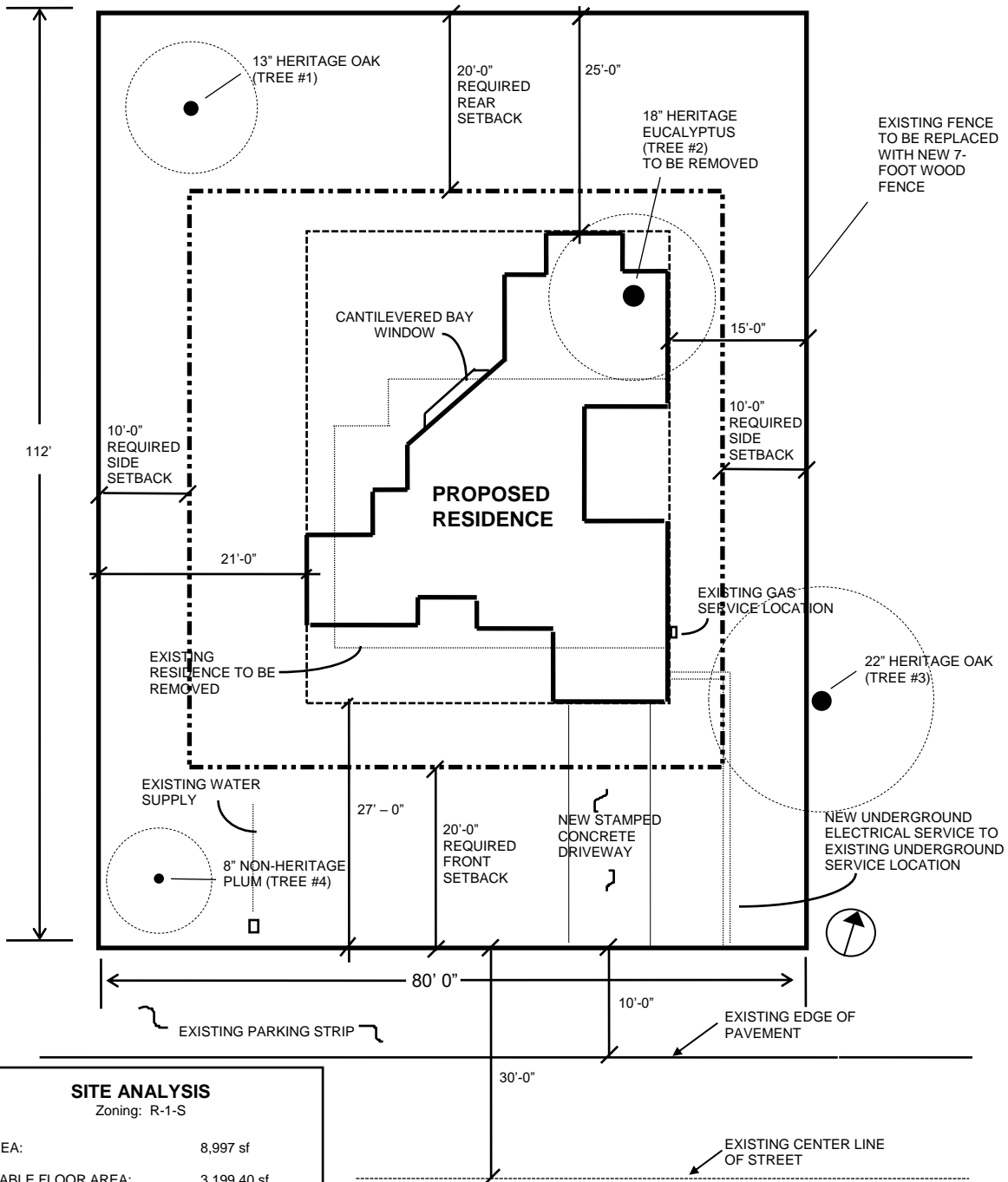
- ***Net sq. ft. exclusive of access easements***
- ***Existing sq. ft. of each floor of existing building(s)***
- ***Percentage of paved and landscaped areas***
- ***Total number of covered and uncovered parking spaces (total spaces are provided and broken down by building location, EV, accessible, etc.) but it is not noted whether***



they are covered or uncovered. (There are a few surface spaces shown on the site plan.)

October 11, 2024 – Staff Determination Complete

### Example of Site Plan



#### SITE ANALYSIS

Zoning: R-1-S

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

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

LAND COVERED BY STRUCTURES 19%  
 LANDSCAPED 61%  
 PAVED SURFACES 16%  
 PARKING SPACES 1 COV/1 UNCOV  
 City of Menlo Park – Community Development Department, Planning Division  
 Application Submittal Guidelines  
 Updated August 2020  
 ALL GRADES TO REMAIN NATURAL

STREET NAME

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



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

- a) Complete plans for all **proposed** structures

June 22, 2024 – Staff Determination

*Incomplete – Floor plans for all proposed structures are not provided (e.g., Level 36+).  
Correction – Provide floor plans for all proposed structures.*

October 11, 2024 – Staff Determination

**Complete**

- b) Complete plans for all **existing** structures (even if structures are proposed to be demolished)

June 22, 2024 – Staff Determination

*Incomplete – Floor plans for all existing structures are not provided.  
Correction – Provide floor plans for all existing structures (even if structures are proposed to be demolished).*

October 11, 2024 – Staff Determination

**Complete**

- c) Overall building dimensions to exterior walls and individual room dimensions

June 22, 2024 – Staff Determination

*Incomplete – The majority of floor plans identify overall floor dimensions; however, certain floor plans (e.g., Sheet A2.03, A2.04, and potentially others) are missing overall floor and individual room dimensions.  
Correction – Revise floor plans to ensure all sheets identify overall building (floor) dimensions. In addition, revise floor plans to include individual room dimensions.*

October 11, 2024 – Staff Determination

**Complete**

- d) Room identification ("Master Bedroom," "Dining Room," etc.)

June 22, 2024 – Staff Determination

*Incomplete – Room identification is not shown for every use. Educational, hotel, and commercial uses generally include room identification, but certain spaces are missing identification (e.g., the 7<sup>th</sup> floor of Building B2 and the 8<sup>th</sup> floor of Building B1, and potentially others). None of the residential units and rooms have room identification.  
Correction – Provide room identification labels for all spaces in every building.*

October 11, 2024 – Staff Determination

**Complete**

- e) Window and door locations

June 22, 2024 – Staff Determination

*Incomplete – Window and door locations are not shown for every use. Educational, hotel, and commercial uses generally include window and door locations, but none of the residential units and rooms show window and door locations.*

*Correction – Indicate window and door locations for all rooms in every building.*

**October 11, 2024 – Staff Determination**  
**Complete**

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

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

**June 22, 2024 – Staff Determination**

*Incomplete – The submitted roof plan does not include details regarding ridge lines, materials, or pitches, nor any roof-mounted equipment or any screening.*

*Correction – Revise the roof plan to show details regarding ridge lines, materials, and pitches, as well as any roof-mounted equipment and any screening.*

**October 11, 2024 – Staff Determination**  
**Complete**

**7) Square-Footage Calculation Plans**

**a) Floor plan square-footage calculations** are required for all submittals (1/8" = 1' scale, minimum)

- I. As an overlay of the proposed floor plans (walls and stairs must be visible), divide each floor into a minimum number of discrete polygons, listing the length, width, and area of each. For curves or other non-rectangular shapes, list the method of area calculation.
- II. Review the Zoning Ordinance's definitions of *floor area* (single-family and R-2 zoning districts) and *gross floor area* (all other zoning districts) to verify what counts and does not count as floor area. For exempted areas (stairwells, for example), provide a notation describing the specific exemption. Similarly, show calculation boxes for any attic or double-height area that qualifies as floor area under the Zoning Ordinance.
- III. On the ground floor calculation plan, use a unique area calculation box for the garage or carport space. In addition, show area calculation boxes for covered porches, trellises, or any other area that counts as building coverage but not floor area. Shade the building coverage boxes with a distinct pattern.

**June 22, 2024 – Staff Determination**

*Incomplete – The submitted plans do not include square footage calculations for all structures (e.g., Montessori school). In addition, the scale is missing (Sheet A0.60) or appears inaccurate (Sheets A0.61 and A0.62 use a scale of 3"=1'-0"). The submitted plans do not indicate whether there are any exempted areas of gross floor area, nor are there any notations describing specific exemptions. Area calculation boxes for areas that count as building coverage but not gross floor area are not shown or shaded with a distinct pattern.*

*Correction - Revise the plans to include square footage calculations for all structures and include/correct the scale as needed. Indicate any areas of exempted gross floor area and provide notations describing specific exemptions. Indicate areas of building coverage with shading in a distinct pattern, different from the shading patterns for gross*

*floor area and parking areas. Refer to published [Floor Area and Building Coverage Diagrams](#) handout for requirements and guidance.*

**October 11, 2024 – Staff Determination**  
**Complete**

- b) **Site plan square-footage calculations** are required for R-2 and R-3 properties and other non-single-family-residential projects making changes to landscaping/parking, and are recommended for other submittals (1/16" = 1' scale, minimum)
- I. As an overlay of the proposed site plan, show calculation polygons for Building Coverage, Driveways and Uncovered Parking, and Landscaping.

**June 22, 2024 – Staff Determination**

*Incomplete – The submitted plans do not include calculation polygons for building coverage, driveways, uncovered parking, and landscaping overlaid on the proposed site plan.*

*Correction – Revise the plans to include square-footage calculations for building coverage, driveways, uncovered parking, and landscaping overlaid on the proposed site plan.*

**October 11, 2024 – Staff Determination**  
**Complete**

- c) Summarize the calculations in a **table**. For Floor Area, list totals by floor and by building, and total for the entire site. The totals should match the summary table shown on the site plan sheet.

**June 22, 2024 – Staff Determination**

*Incomplete – Sheet A0.02 includes the City's data sheet as well as other information pertaining parking and gross floor area, however, no calculations for landscaping and driveways are provided on Sheet A0.02.*

*Correction – Revise Sheet A0.02 to include summary landscaping and driveways square footage information. Ensure that gross floor area calculations on Sheet A0.02 match the values shown in the floor plan square-footage calculations. Staff notes that "total landscape area" is listed within an "irrigation data summary" table on Sheet L0.03; confirm applicability and list on Sheet A0.02 as appropriate. Ensure any exempted areas clearly identify the specific exemption applied.*

**October 11, 2024 – Staff Determination**  
**Complete**

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

- a) All **proposed** exterior building elevations, including all windows, doors, and roof pitches

**June 22, 2024 – Staff Determination**

*Incomplete – Proposed exterior building elevations do not indicate roof pitches.*

*Correction – Indicate all roof pitches on all building elevation drawings.*

**October 11, 2024 – Staff Determination**

**Complete**

- b) All **existing** exterior building elevations, including all windows, doors, and roof pitches (even if structures are proposed to be demolished). Photographs may be submitted in lieu of elevation drawings, provided they accurately represent the existing conditions. Photographs must be mounted and labeled on a sheet in the plan set, and must reproduce clearly. Blurry or poorly copied photographs will not be accepted.

**June 22, 2024 – Staff Determination**

*Incomplete – Existing exterior building elevations or photographs that provide a comparable level of detail as architecturally drawn building elevations and comprehensively identify all elevations of the existing buildings are not provided within the project plans.*

*Correction – Provide existing exterior building elevations or photographs that provide a comparable level of detail and include all building facades within the project plans.*

**October 11, 2024 – Staff Determination**

**Complete**

- c) Detailed notations for all materials (doors, windows, siding, etc.), listing their type, color, and other attributes. In particular, for multi-pane windows, specify the precise type of divided light (true divided light, simulated divided light, snap-in grids, between-the-glass grilles, etc.).

**June 22, 2024 – Staff Determination**

*Incomplete – The building elevations provided do not include detailed notations for all materials. For example, the Montessori school includes no materials labels. As another example, the north elevation of Building B1 on Sheet A3.01A does not include a label for the tan-colored material seen on the upper floors in the right half of the elevation. Certain materials are labeled with a corresponding number shown as a swatch on the Material Palette on Sheet A3.00, but not all materials include the numeric notation.*

*Correction – Provide detailed notations for all materials, listing type, color, and other attributes on every elevation of every building. Provide elevations per required scale and ensure all materials are identified and clearly labeled.*

**October 11, 2024 – Staff Determination**

**Complete**

- d) For all windows, note the sill heights (distance from respective finished floor to sill)

**June 22, 2024 – Staff Determination**

*Incomplete – Although most of the building elevations indicate clear glass storefront glass curtain wall systems on the exterior of most of the buildings, it cannot be verified whether any interior sill heights are proposed.*

**Correction – Identify all sill heights.**

**October 11, 2024 – Staff Determination**  
**Complete**

e) Existing and finish grade on all elevations of structures

**June 22, 2024 – Staff Determination**

***Incomplete – The building elevations do not show existing and finished grade on all elevations of all structures.***

***Correction – Show both existing and finished grade on all elevations of all structures.***

**October 11, 2024 – Staff Determination**  
**Complete**

f) Heights above average natural grade of all floors, eaves, and ridges

**June 22, 2024 – Staff Determination**

***Incomplete – It is not clear whether elevation heights are shown from average natural grade or another grade (existing, finished, etc.)***

***Correction – Show all heights based on height above average natural grade.***

**October 11, 2024 – Staff Determination**  
**Complete**

g) Daylight Plane notation (single family residences and R-2 properties only)

**June 22, 2024 – Staff Determination**  
**Not Applicable**

**October 11, 2024 – Staff Determination**  
**Not Applicable**

h) Label all elevations by both site orientation (front, rear, left side, right side) and direction (North, East, South, West).

**June 22, 2024 – Staff Determination**  
**Complete**

**October 11, 2024 – Staff Determination**  
**Complete**

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

**June 22, 2024 – Staff Determination**

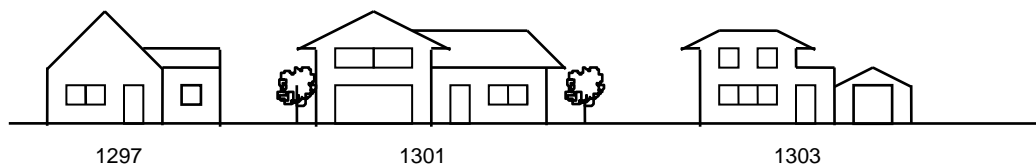
***Incomplete – No streetscape was submitted.***

***Correction – Submit a streetscape drawing with views from both streets.***

**October 11, 2024 – Staff Determination**  
**Complete**



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



*Remainder of page intentionally left blank.*

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

## June 22, 2024 – Staff Determination

*Incomplete – Sections do not show the existing and proposed grade of the property. No sections of the Montessori school are provided.*

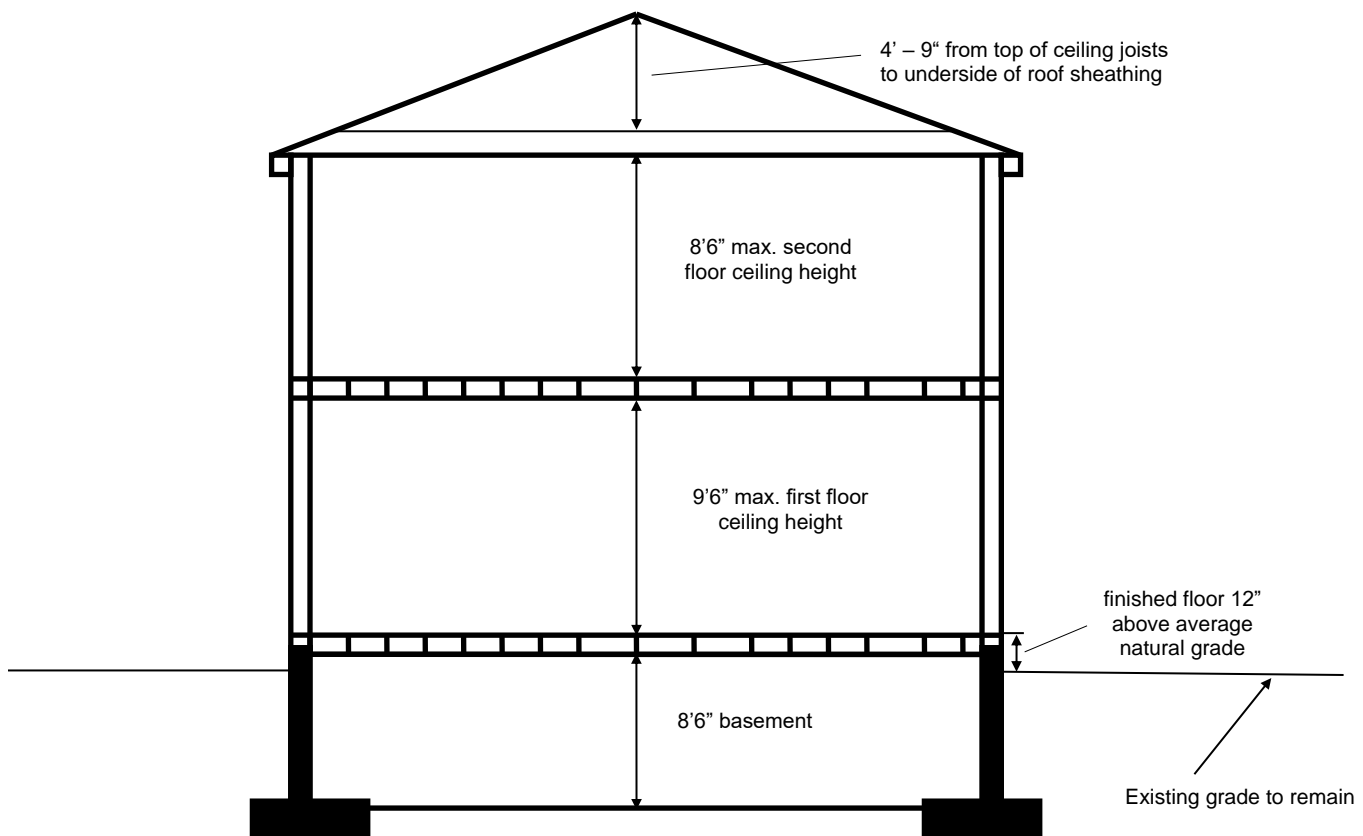
*Correction – Show the existing and proposed grade of the property. Provide sections of the Montessori school. Please be advised that additional cross sections may be needed to determine compliance with City requirements.*

## October 11, 2024 – Staff Determination

**Complete**

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

### Example of Cross Section



- 11) **Preliminary Landscape Plan** – Required for residential projects of three or more dwelling units and non-residential projects that are making changes to landscaping/parking areas, as well as any other project that is subject to the Water Efficient Landscaping Ordinance (<http://www.menlopark.org/360/Water-Efficient-Landscaping>). Show all existing and proposed landscaping in relation to structures and paved surfaces. Note if any trees are proposed to be removed, and summarize these and the trees to remain in a tree inventory. Provide detailed notations for all proposed tree species and sizes (both at planting and typical mature size), and summarize these in a tree schedule.

**June 22, 2024 – Staff Determination**

*Incomplete – The landscape plans do not show existing landscaping in relation to structures and paved surfaces. The landscape plans do not include trees proposed to be removed or a tree inventory.*

*Correction – Show existing landscaping. Include trees proposed to be removed and a tree inventory.*

**October 11, 2024 – Staff Determination**

**Complete**

- 12) **Survey** – Required for all applications that involve new construction or the addition of square footage to an existing building. Advised for other projects in areas with property line discrepancies, and for projects with unusual topographic conditions. Please see the Land Survey Requirements handout for more information (<http://www.menlopark.org/DocumentCenter/Home/View/246>).

**June 22, 2024 – Staff Determination**

*Incomplete – No survey is provided. Staff notes that a July 30, 1964 record of survey is mentioned as the basis of bearings for the “Vesting Tentative Map for Condominium Purposes.”*

*Correction – Submit a survey consistent with the City’s Boundary and Topographic Survey Requirements*

*([https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/survey-requirements-2018-07\\_201807121314550994.pdf](https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/survey-requirements-2018-07_201807121314550994.pdf)).*

**October 11, 2024 – Staff Determination**

**Complete**

*Note: This is the end of this portion of the completeness review. For information on the items below, refer to the SB 330 completeness letter.*

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

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

## D. OTHER APPLICATION ELEMENTS

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

- 1) **Project Description** – Required for all submittals. On one or more letter-size sheets, describe the project in detail, including topics such as:
  - Purpose of the proposal
  - Scope of work
  - Architectural style, materials, colors, and construction methods
  - Basis for site layout
  - Existing and proposed uses
  - Outreach to neighboring properties
- 2) **Arborist Report** – Required for projects located in close proximity to any Heritage Trees, including any trees on adjacent properties that could be affected by construction, as well as any development proposal including a Heritage Tree Removal Permit application. Information on and forms for the Heritage Tree Ordinance are located at: <http://www.menlopark.org/205/Heritage-Trees>. As of July 1, 2020, arborist reports must be prepared by a City-approved arborist. A list of approved arborists is available at the preceding link.

Generally, a Heritage Tree is defined as a tree with a trunk of 15 inches in diameter or more measured at 54 inches above natural grade, or any oak tree native to California with a diameter of 10 inches or more measured at 54 inches above natural grade. To remove or significantly prune a Heritage Tree, you must obtain permission from the City. If your project involves the removal of a heritage tree, you should submit to the City of Menlo Park a Heritage Tree Removal Permit application concurrent with or prior to your planning submittal.

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

- 3) **Menlo Park Fire Protection District Approval** – Required for:
  - Single-family residential projects that are located on panhandle lots and/or proposing daycare use
  - Multi-family residential and/or non-residential projects that are adding new square footage and/or modifying building access
  - Non-residential projects that are changing uses, where such work requires a building permit

Not required for:

- Single-family residential projects (including those with secondary dwelling units) that are not located on panhandle lots or proposing daycare use
- Multi-family residential and/or non-residential projects that are only revising exterior materials, and not modifying building access
- Non-residential projects that are changing uses, where such work does not require a building permit

Please see a planner if you are unsure whether this requirement applies. Contact the Fire District directly if this preliminary review is applicable to your project:

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

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

- 4) **Request for Evaluation for Potential Historic Significance** – Required for most projects for Planning Commission review (e.g., Use Permit, Variance). Please see a planner to verify whether or not your application requires this form, which is available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/266>).
- 5) **Flood Elevation Certificate** – Required for all projects taking place in a Federal Emergency Management Agency (FEMA)-designated flood zone. Any proposed construction within a flood zone must comply with FEMA and City floodproofing regulations. Additional information on these requirements is available on the Public Works web site (<http://www.menlopark.org/199/Building-Living-in-the-Flood-Plain>).
- 6) **Impervious Area Worksheet and Stormwater Requirements Checklist** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas. This checklist is required by stormwater regulations, and is available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/268>).
- 7) **Hydrology Report** – Required for all projects adding or replacing building footprint area and/or making changes to landscaping/parking areas, with the exception of individual single-family residential developments. For the current hydrology report requirements, review the Public Works web site (<http://www.menlopark.org/215/Stormwater-Quality>) or contact the Public Works department (650-330-6740).
- 8) **Variance Letter** – Required for projects requesting a variance. The letter should clearly reference the applicant's justifications for the required variance findings listed under Section 16.82.340 of the Zoning Ordinance. Careful consideration should be given to this written explanation. Projects requesting a variance may also be required to submit graphic studies discussing the feasibility of non-variance alternatives.
- 9) **Color and Materials Board** – Required for residential projects of three or more dwelling units and other projects that require Architectural Control review. Optional for other projects. Exterior finishes, including materials identification and color for existing and proposed finishes; applications for architectural control must include a board depicting the colors and materials to be used for the project. Please label your exhibit with the project address. Exhibits must be no larger than 36 inches by 24 inches, and must be accompanied by a letter-size reproduction (may be a photograph of the color and materials board).
- 10) **California Environmental Quality Act (CEQA) Initial Study and Environmental Information Form** – Required for projects that are not exempt from CEQA.

- 11) **Tentative Subdivision/Parcel Map** – Required for any proposal incorporating a subdivision request, including condominiums. Requirements for tentative maps are available on the Planning web site (<http://www.menlopark.org/DocumentCenter/Home/View/255>).
- 12) **LEED Checklist** - A Leadership in Energy and Environmental Design (LEED) checklist is required for new nonresidential projects over 10,000 square feet in size, new residential projects of more than five dwelling units, and mixed use projects.
- 13) **Nonconforming Structure New Work Value Calculation** – Diagrams and spreadsheets may be required for additions/modifications to nonconforming structures, in order to estimate the value of the work relative to Zoning Ordinance thresholds. Please see a planner for more information about this requirement and whether it applies.
- 14) **Homeowners Association Approval Letter** – Required for projects taking place in certain planned developments.
- 15) **Perspective Renderings** – Optional for any project, and recommended for larger/more complex projects. If perspective renderings are submitted, the primary rendering should be as viewed from a public right-of-way at standing eye level.
- 16) **Photographs** – Optional for any project. Photographs of the subject and adjacent properties may be requested for architectural control requests and can be helpful for other types of applications. The address of the property shown in the photograph should be labeled on all photographs. The applicant may be required to provide 10 color copies of any photographs, for the Planning Commission's review.
- 17) **Correspondence** – Optional for any project. Letters, petitions, and other applicable documents that are submitted with an application should be typed or printed carefully. In particular, names and addresses should be clearly legible.

## E. COMPLETENESS AND ACCEPTABILITY

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

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

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

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



## F. PUBLIC NOTIFICATION REQUIREMENTS

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

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

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

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

## G. DESCRIPTION OF PLANNING COMMISSION AND MEETING INFORMATION

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

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

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

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