



SPECIAL MEETING AGENDA

Date: 8/31/2020
Time: 7:00 p.m.
GoToWebinar.com – ID #730-417-723

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: All members of the Planning Commission, city staff, applicants, and members of the public will be participating by teleconference. To promote social distancing while allowing essential governmental functions to continue, the Governor has temporarily waived portions of the open meetings act and rules pertaining to teleconference meetings. This meeting is conducted in compliance with the Governor's Executive Order N-25-20 issued March 12, 2020, and supplemental Executive Order N-29-20 issued March 17, 2020.

- How to participate in the meeting
 - Submit a written comment online:
menlopark.org/planningpubliccomment
Record a comment or request a call-back when an agenda topic is under consideration:
Dial 650-474-5702*
 - Access the meeting real-time online at:
joinwebinar.com – Meeting ID 730-417-723
 - Access the meeting real-time via telephone (listen only mode) at:
(914) 614-3221
Special Meeting ID 334-550-559 (# – no audio pin)
*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the Planning Commission at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.
- Watch the meeting
 - Online:
menlopark.org/streaming

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

Special Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

D. Consent Calendar

- D1. Approval of minutes from the July 27, 2020, Planning Commission meeting. ([Attachment](#))

E. Public Hearing

- E1. Use Permit/Wenfen Wang/488 Gilbert Avenue:
Request for a use permit to construct first-and second-story additions to an existing single-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The project would exceed 50 percent of the existing floor area and is equivalent to a new structure. One heritage-sized plum tree is proposed for removal as part of the project. ***Continued from the April 6, 2020 Planning Commission meeting.*** ([Staff Report #20-037-PC](#))
- E2. Use Permit/Sean Amiri/1121 Westfield Drive:
Request for a use permit to increase the maximum permitted fence height to segments of six and seven feet where a height of four feet is permitted within the required 20-foot front setback. The property is a corner lot in the R-1-S (Single Family Suburban) zoning district. ([Staff Report #20-038-PC](#))

F. Informational Items

- F1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: September 14, 2020
 - Regular Meeting: September 28, 2020
 - Regular Meeting: October 5, 2020

G. Adjournment

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

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

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

Menlo Park at, or prior to, the public hearing.

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

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REGULAR MEETING MINUTES – DRAFT

Date: 7/27/2020

Time: 7:00 p.m.

GoToWebinar.com – ID #769-333-851

A. Call To Order

Chair Henry Riggs called the meeting to order at 7:00 p.m. He provided information to attendees on virtual meeting public comment process.

B. Roll Call

Present: Andrew Barnes, Chris DeCardy, Michael Doran (Vice Chair), Larry Kahle, Camille Kennedy (arrived at 7:03 p.m.), Henry Riggs (Chair), Michele Tate

Staff: Fahteen Khan, Assistant Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Senior Planner

C. Reports and Announcements

Senior Planner Corinna Sandmeier said the City Council at its July 28, 2020 meeting would consider the CIP Plan for FY 2020-2021. She said at 4:00 p.m. on July 30, 2020 a Commissioner Training would be conducted via Zoom for all City Commissioners.

(Commissioner Camille Kennedy joined the meeting.)

Commissioner Chris DeCardy noted staff's response to his request for an item on the Commission's agenda on the development of the City's zoning ordinances and General Plan. Planner Sandmeier said the City Council at some point would initiate the process for the Housing Element and after that various City Commissions would provide input.

Commissioner DeCardy asked for clarification whether the Commission had discretion to place on its agenda matters of interest for study and input. Planner Sandmeier said the Planning Commission did not have a work plan as other City Commissions did. She said the Planning Commission reviewed development projects and made final decisions on many of those and made recommendations on those going to the City Council for final decision. She said to agendaize other items of interest for the Commission that the Chair would bring those to staff. She said staff would need information on how the items of interest would tie in with tasks of the Commission. She said the training for commissioners might better explain commission roles and how those roles related to the City Council.

Commissioner DeCardy said he strongly believed the Commission should have an informational session to understand the history of how Menlo Park got its zoning ordinances and its General Plan in place. He said it was a long history and deeply tied into covenants in neighborhoods that did not allow house sales to people of color and on redlining. He said it was absolutely germane to every decision that they paid attention to as the Planning Commission. He said he did not think looking at it

simply in conjunction with an aspect they would be considering was the right way to do that. He said they should have the opportunity to explore and understand as a Planning Commission and be able to hear from stakeholders in those decisions including developers and residents. He said this should be independent of a compressed time line around when they were considering specific development projects.

Chair Riggs said it might be appropriate for the Chair and possibly Commissioner DeCardy to discuss with staff what the priorities were for placing items on the Planning Commission agendas and what the Commission's role was as opposed to the City Council for example. He said one item to follow up would be to determine what neighborhoods still had active blue laws or other compromising elements from the City's past. He said that was something he saw interest in by Commissioners. He said they were limited on how much they could discuss on this tonight as it was not agendized.

Commissioner Camille Kennedy said she was in complete agreement with Commissioner DeCardy and she would find it suspect if the Commission did not study this.

Commissioner Michael Doran said the discussion was very appropriate for the Commission to have. He said the Planning Commission did not have written bylaws, which many commissions have. He said they did have the provisions of state law that in addition to the Commissions quasi-judicial power it was also here to provide the City Council counsel on planning matters. He said he wanted to plant the idea it would be a good idea for the Commission to have bylaws that provided more precise detail.

Commissioner Michele Tate said she supported Commissioner DeCardy's suggestion noting she also had at the meeting when he originally suggested it. She said she believed this was something that should come before the Commission as it would be a learning exercise.

Chair Riggs said he would follow up with staff.

D. Public Comment

There was none.

E. Consent Calendar

- E1. Approval of minutes from the July 13, 2020, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Doran/Larry Kahle) to approve the Consent Calendar consisting of the minutes from the July 13, 2020 Planning Commission meeting; passes 5-0-2 with Commissioners DeCardy and Kennedy abstaining.

F. Public Hearing

- F1. Use Permit/Sina Djafari/1600 Bay Laurel Drive:
Request for a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with an attached garage and basement on a substandard lot with regard to lot width in the R-1-S (Single Family Suburban Residential) zoning district. The project also includes a request for a use permit for excavation into the required rear setback for the

basement lightwells. ([Staff Report #20-035-PC](#))

Staff Comment: Assistant Planner Fahteen Khan said one of the Commissioners had pointed out that the streetscape for the project did not seem to accurately draw the windows. She said the applicant, the property owners, were notified and they had revised the streetscape accordingly. She said an email showing the revisions was sent to all Commissioners. She said staff received an email after publication of the staff report. She read the email into the record.

Dear Planning Commission,

My name is Martha Hutchison and I live at 315 Olive Street, which is next door to the Djafari family who is planning to build a new home at 1600 Bay Laurel.

I am writing to express my full support for this new build. I have viewed the plans and personally discussed the project with them.

If you have any questions, please feel free to call me at (her phone number).

*Thank you,
Martha Hutchison*

Applicant Presentation: Sina Djafari introduced himself, his wife Jen, and Amy Azaren, the project manager. He said they had lived in the existing home at the subject property for the past 10 years and loved their neighbors and neighborhood. He said they worked toward a design that respected the surrounding area. He said they had reviewed their plans with neighbors and everyone had been supportive. He provided slides of the proposed design and explained the features. He said the materials planned were stucco and cedar. He described window placement to protect privacy.

Commissioner Kahle thanked the applicant for updating the streetscape. He asked if it was accurate now noting that nine-foot tall windows on the subject house seemed to align a bit higher with seven-foot windows on the next door house. Mr. Djafari said he measured as best he could without doing a laser measurement and an actual survey.

Commissioner Kahle asked if the structure was prefabricated. Ms. Azaren said the structure was technically prefabricated in that the materials were produced beforehand but the home was fully custom. She said it would be a net zero energy home. Commissioner Kahle said he was asking because of height. He said he thought the one-story section had a 12-foot wall height rising to 14 to 15 feet not counting the vaulted ceiling area. He asked if those heights were adjustable. Ms. Azaren said the design was custom and they made sure with all of the ceiling heights that those were compliant with regulations. She said any areas over 12 feet in height were double counted in the gross floor area calculation. She said they tried to limit those areas to just common areas to have more impact. She said replying to Commissioner Kahle that the height was a design decision and not a structure function.

Commissioner Kahle asked if the cedar material matched in color as it appeared some was gray and some stained. Mr. Djafari said the initial idea was the cedar on the two-bedroom section and the cedar on the garage would match with a natural clear stain. He said the kitchen bump out would have slightly darker colored cedar. Commissioner Kahle referred to M1 and M3 and said he just wanted to know the major difference between the two and orientation. Mr. Djafari said the difference was intended to be very subtle.

Commissioner Kahle referred to the Olive Street side in the last elevation, the bottom drawing on sheet A2.0. He said it looked like there was a small section of wall that had vertical siding but other drawings did not show that. Ms. Azaren said the vertical siding was just the section of the kitchen bump out. Commissioner Kahle confirmed with Mr. Djafari that they were using wood windows with metal cladding. He said the staff report indicated more information was wanted on the grids. Mr. Djafari said they had looked at a number of windows. He said they had looked at Colby that had different panes of glass and wood between them but still grids on both sides with a spacer in the middle. Commissioner Kahle said if not true divided light windows the Commission liked to see windows with grids on the inside and outside with a spacer bar in between. He noted two windows on sheet A2.0 that showed one's casement opening one way and the other one's opening the other way, and suggested they match. Mr. Djafari said that was helpful.

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

Commission Comment: Commissioner Doran said the project was supportable noting he liked the layout as it made good use of the slightly different lot shape, was sympathetic to neighbors on both streets and created privacy for the owners in the center, which was sometimes hard to do on a corner lot. He said that the only reason the project was before the Commission was the lot was deficient in one dimension by 1.6 feet.

Commissioner Kennedy moved to approve the project as recommended in the staff report.

Commissioner Andrew Barnes said he knew the property owners but that did not influence his decision on the project. He said he liked that construction would be done offsite. He noted the materials, the style, and the siting on the lot. He said the applicants had done a wonderful job keeping an open floor plan well within the perimeters of the lot. He said he supported the use permit requested for the residence. He said the other use permit request was to allow the light wells to encroach into the rear setback noting that the outer edges of the light wells were located approximately 27-feet, 10-inches from the closest neighbor residence. He seconded the motion to approve.

Commissioner Kahle said he agreed the house was very handsome and the massing was well done. He said his only concern was the overall height noting 15-foot high measurements at the underside of the structure. He said the garage itself was very tall at 17-feet or so. He said it could easily decrease one foot in height and made that suggestion to the makers of the motion/second.

Commissioner Kennedy said she was willing to amend her motion to reduce the height of the garage one foot.

Commissioner Barnes referred to D19. He noted perspective 1 and 2. He said reducing the garage one-foot in height would impact the dwelling structure it connected to.

Commissioner Kahle referred to D17 that showed the garage roof was independent of the dwelling's one-story roof. He said there was a flat roof over the mud room area. He said that his intent was the entire roof assembly would be lowered one foot.

Ms. Azaren said the design intention was to use the gabled roofs so even at the maximum height the appearance of the mass was minimized with the sloping and firmer eaves. She said the garage volume and the common area volume had roof lines that were basically mirroring each other so the peaks and eaves of the roofs were at the same height. She noted the breezeway connecting them with a lower roof. She said if they reduced the garage height the symmetry would be eliminated. She said there might also be some structural or construction complications from having the eaves so close to the breezeway roof.

Mr. Djafari said he would echo Ms. Azaren's comments and that considerable design attention was given to matching up the eave end of the living structure to the eave end of the garage. He said they had lowered the mudroom roof for constructability. He said they would prefer not to change as he thought there were significant design reasons for what they were proposing.

Chair Riggs said it was a sympathetic and quality design and the encroachment was no threat to the neighbors. He said he might have designed the project with a lower roof on the garage but the project as proposed was very well integrated. He said he would not support a motion to alter what was an overall successful design.

Recognized by the Chair, Commissioner Kennedy said she would like to keep her original motion to approve without amendment. Commissioner Barnes said he appreciated Commissioner Kahle's input but in this instance, he did not support the proposed amendment.

ACTION: Motion and second (Kennedy/Barnes) to approve the item as recommended in the staff report; passes 7-0.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:

- a. The applicant shall be required to apply for a building permit within one year from the date of approval (by July 27, 2021) for the use permit to remain in effect.
- b. Development of the project shall be substantially in conformance with the plans prepared by Bone Architecture, consisting of 22 plan sheets, dated received July 13, 2020, subject to review and approval by the Planning Division.
- c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- g. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.
- h. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- i. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
- j. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.

- k. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Advanced Tree Care, dated June 17, 2020.
- l. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
- m. Prior to building permit issuance, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.

4. Approve the use permit subject to the following **project specific** conditions:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised arborist report indicating that tree # 1 will not be removed, subject to review and approval of the City Arborist and the Planning Division.
- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans and elevations showing railings around the lightwell, subject to review and approval of the Planning and Building Divisions.

F2. Use Permit/Levent Niazi/847 Woodland Avenue:

Request for a use permit to demolish an existing one-story, single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #20-036-PC](#))

Staff Comment: Associate Planner Matt Pruter said they received an update on the plan set for the site plan, sheet A-1A that had one edit made to correct an error on the rear, right side right corner of the proposed residence. He said the revised measured at five-feet, six-inches.

Applicant Presentation: Levent Niazi said he and his wife were the property owners. He said they looked at multiple designs and decided on a very traditional home with divided windows and stucco exterior.

Romain Curtis, Design Everest, project architect, said they had gone through a number of design iterations over nine months to try to find the right aesthetic for the street as well as to meet the homeowners' needs. He noted that a basement was a solution to allow for more square footage and to keep the aboveground structure compatible with the one-story and one-and-a-half story homes in the neighborhood.

Commissioner Kahle said the garage slab seemed to be one foot higher than the surrounding grade. Mr. Curtis said the garage sloped towards the house from the street and was more like six to seven inches with the slight slope to the street. Commissioner Kahle referred to the left side elevation on sheet A5 and the note that the average natural grade was 47.8 feet and the finished floor was 49.06 feet. He asked if the finished floor measurement was for the garage or for the house. Mr. Curtis said it was for the house and the garage would be somewhat less than that.

Commissioner Kahle noted the proposed use of fiberglass windows and asked about upgrading to wood windows. Mr. Curtis spoke about anticipated increased costs for wood windows such as those using mahogany and the improved aesthetic of fiberglass windows from what those had in the past. Commissioner Kahle said he was not suggesting using mahogany and questioned the amount of increased costs Mr. Curtis was suggesting would occur changing from a high end fiberglass window to moderate end wood window. He said he would suggest upgrading to a wood window. He asked about the window trim. Mr. Curtis said the trim would be either cedar on the side with the most exposure and primed pine on the side with the least exposure.

Commissioner Kahle said stucco was the primary material and asked if they had thought of using a different material to contrast. Mr. Curtis said the front elevation was the narrowest part of the house and the stucco would be a smooth finish with tint that would comprise only 55% of the front elevation.

Commissioner Kahle asked about the reason for the 16-foot, 3-inch high garage noting it was fairly prominent to the rest of the house. Mr. Curtis said the garage was small and they were trying to have enough room to do an accent window on it. Commissioner Kahle said generally in Menlo Park it was preferable to de-emphasize the garage and not make it a design feature. He asked if the louvre on the gable end was painted or metal. Mr. Curtis said it would be wood.

Commissioner Kahle asked about the entry noting the small roof seemed like an afterthought. Mr. Curtis commented on the narrowness of the frontage and the need for living space between the garage and the front entry. He said looking at the entry way from a human scale it would have the right proportion and a nice big front door.

Chair Riggs referred to sheet A6 and said it appeared the door was recessed and the living space and second floor were somewhat forward. He said the plane that contained the front door and side light seemed to go up all the way within about four-inches of the 12.76-foot finished floor. Mr. Curtis said he said it was meant to stop at the door noting they were missing a line above the door on the drawing.

Chair Riggs said they were using a mix of hip and gabled roofs. He said he really liked the left elevation because it formed integrity between the two floors. He said the front façade had a hip roof facing forward that had a peak to it on the left. He asked if they had considered simplifying the roof or adding a gable on the second floor to create coordination between the garage roof and the upper roof. Mr. Curtis referred to A4c where they had the proposed roof line. He said they had tried a gable but it did not tie in well with the right side second story. He said the ridge was in the middle of the back of the house and not in the middle of the front of the house on the second story.

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

Commission Comment: Commissioner DeCardy asked about the concern raised by a neighbor about the basement. Planner Pruter said the letter expressed concern about a basement being built in what was presumed as a flood zone. He said the project and project site were not located in the flood zone. He said a basement was therefore allowed to be built subject to the building code requirements. He said they spoke with the City's Building Official regarding the concern of liquefaction impacts and to clarify that related from a building standpoint to properties located in flood zones and did not affect this property in any unique way.

Chair Riggs asked about guidance for contractors on dewatering in reference to basement construction. Planner Pruter said it was related to the building code and best management practices and this project would be subject to the same. He said he could follow up further if Chair Riggs wanted more information on that. Chair Riggs said he would as he thought it would help better inform Commissioners and suggested perhaps for the next meeting or by email as staff chose.

Commissioner Kahle said he thought the project missed the mark. He said he appreciated the applicants had gone through many iterations and how the second floor stepped in on the sides. He said it was a very large house with many bedrooms and a basement. He said too many compromises were made to get to the design proposed and that an all stucco house with fiberglass windows missed the mark. He said the garage was very prominent and tall. He said the entryway seemed thrown together and did not do anything for the house. He said he did not like the two-story wall where the front room has a bedroom directly above it. He said he would not support the project.

Chair Riggs commented on the Commission's purview and quality standards as well as equity related to projects that came before the Commission on substandard lots and those that did not on standard lots, noting that was something he had made suggestions on how to resolve for many years. He said he was comfortable with fiberglass windows having had projects with them over the last five years. He said the profile was fully acceptable and very much like the cladding needed on the exterior of wood windows to enable them to handle heat. He said typically a second material added to a single-material home was often helpful. He said on the other hand some designs referred to certain elements of material and style. He said the closest reference point to this project was Mission style, which was clearly stucco only. He said it was reassuring to him that the project would use smooth stucco as it would lend a 21st century element and other benefits that made it more appropriate in Menlo Park. He said he did agree that the little entry roof was somewhat challenging but he could not find in that enough reason to hold back the project. He said if there was an available improvement to be made to the entry, he would want to suggest it but he did not see that. He said the project was a width-restricted design. He said while personally he was not in favor of the hip roof second floor, he felt there were limits to how far he would reach to help with someone's design. He said he found the project supportable as presented noting he did not see a lot of flexibility from the architect regarding the roof and front entry as the architect's comments and observations seemed quite valid about the restrictions he had with the site and design. He said he was willing to support the project.

Commissioner DeCardy said the project had aspects he personally would not have designed. He said some of those had been addressed. He said with such a project it was important for him to know how neighbors felt about the proposal. He said from the staff report it was his understanding that outreach had been made to the immediate adjacent neighbors and that the applicant reported there were no objections. He said he would prefer more extensive effort to get written correspondence of support from neighbors as was done in the first project on the agenda this evening. He moved to approve the project as recommended in the staff report.

Commissioner Doran said he wanted to observe that projects were always a matter of compromise and that compromise had to be resolved in a way that worked for the property owner and person willing to finance construction. He said this project did that and he thought the proposal was an improvement over what was there now. He said he thought neighbors would be glad to see the upgrade to the property. He seconded the motion to approve.

Commissioner Barnes said in reviewing use permit applications he looked at whether a proposal was deleterious to the area as the hurdle. He said he thought the left side elevation was reserved on the second floor and did not create privacy issues for the neighboring house on the left and for that passed the hurdle. He said the materials and siting passed the hurdle. He said he would support the project.

ACTION: Motion and second (DeCardy/Doran/Barnes) to approve the item as recommended in the staff report; passes 6-1 with Commissioner Kahle opposed.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. The applicant shall be required to apply for a building permit within one year from the date of approval (by July 27, 2021) for the use permit to remain in effect.
 - b. Development of the project shall be substantially in conformance with the plans prepared by Design Everest Consulting Engineers, consisting of 19 plan sheets, dated received July 21, 2020, and approved by the Planning Commission on July 27, 2020, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering, and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.

- g. All applicable public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.
- h. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition, or building permits.
- i. Post-construction runoff into the storm drain shall not exceed pre-construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
- j. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
- k. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by DSoto Tree & Arborist Services, Inc., dated received March 24, 2020.
- l. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
- m. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule.
- Regular Meeting: August 10, 2020 – Cancelled

Planner Sandmeier said the August 10 meeting was canceled as no projects were ready for consideration.

- Regular Meeting: August 24, 2020
- Regular Meeting: September 14, 2020

I. Adjournment

Chair Riggs adjourned the meeting at 8:51 p.m.

Staff Liaison: Corinna Sandmeier, Senior Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

8/31/2020

Staff Report Number:

20-037-PC

Public Hearing:

Use Permit/Wenfen Wang/488 Gilbert Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit to construct first and second story additions to an existing single family residence on a substandard lot with respect to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The addition would be more than 50 percent of the square footage of the existing residence and is considered a new structure. The proposal includes the removal of a heritage-sized plum tree. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is located on the northern side of Gilbert Avenue between Marmona Drive and Barton Way, and is bordered by Willow Oaks Park to the north. The property is located in the Willows neighborhood where all properties in the immediate vicinity are also located in the R-1-U zoning district. The surrounding area is comprised of a mix of older and newer, one- and two-story homes with varying architectural styles including ranch, Spanish, and craftsman. A location map is included as Attachment B.

Continuance from the April 6, 2020 Planning Commission meeting

The Planning Commission voted 5-2 to continue the item at the meeting on April 6, 2020. At that meeting, the Commission commented on the general design of the proposal and expressed concern with the level of outreach to surrounding property owners. The Commission gave the following direction as part of the continuance:

- Improve the proposed style and materials and incorporate the following:
 - A comprehensive style that uses elements such as windows, siding material, entryway design, and roof pitch consistent with the desired architectural style.
 - Incorporate higher quality materials such as wood or cement fiber siding and wood-framed windows with window sills.
 - Incorporate the existing fireplace into the design or remove it completely.
- Neighborhood outreach:
 - Conduct additional neighborhood outreach for the proposed project.

- o In particular, coordinate with the neighbors residing at 482 Gilbert Avenue to alleviate privacy and fencing concerns.
- o Revise the arborist report to accurately show which side of the property line trees #9-21 are located.

Links to the staff report and minutes from the April 6, 2020 Planning Commission meeting are included as Attachments C and D, respectively.

Analysis

Project description

The applicant is proposing to construct first and second story additions. The lot is substandard in width and the proposed addition would be greater than 50 percent of the existing square footage, and is considered a new structure. The applicant is also requesting to remove a heritage plum tree due to its health and proximity to proposed construction. A data table summarizing parcel and project characteristics is included as Attachment E. The project plans and project description letter are included as Attachments F and G, respectively.

The proposed residence would be a three-bedroom home with all bedrooms relocated to the second floor. The first floor would be shared living space with a kitchen, living room, dining room, family room and den. The existing two-car, detached garage in the rear of the property would remain, which addresses the off-street parking requirement. The existing driveway and curb cut would also remain to access the detached garage. The proposed residence would meet all Zoning Ordinance regulations for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance:

- The proposed residence would be constructed below the maximum height with 25 feet, six inches proposed where 28 feet is allowed.
- The proposed residence would be constructed near the maximum FAL with 2,917.5 square feet proposed where 2,984 square feet is the maximum.
- The proposed residence would be constructed well below the maximum building coverage with 23 percent proposed where 35 percent is allowed.
- The existing detached garage is nonconforming with regard to the side and rear setbacks applicable to accessory buildings. However, since no work is proposed for the garage, it would be allowed to remain.

The proposed residence would maintain substantially the same footprint as the existing residence. The existing covered patio at the front of the residence would be converted to living space, bringing the front right side in line with the existing living space on the left front portion of the house, which is located 34 feet, 11 inches from the front property line. The proposed second story would be constructed directly above the existing first story and would maintain a setback of seven feet on the left side and 13 feet, two inches on the right side, where five feet, two inches is required on either side. The rear setback would remain 76 feet, one inch where 20 feet is required.

Design and materials

The applicant states that the existing home is a ranch style house, but would be converted to a colonial style with a hipped roof and columned entry way. The proposed second story would be constructed directly above the existing first story and proposed first story addition. Therefore, the second story would not be stepped back from the first story. The proposed roof would be composition shingle roofing, similar to the existing roofing material. The existing stucco siding would be removed and replaced with cement fiber lap siding. Windows would be wood-framed with interior and exterior gridding and spacer bars in between panes to create simulated true divided lites. The house would also feature a decorative entry way, which has been modified from the original proposal to provide massing variation along the front façade and to match the colonial style. The entry would feature plaster polyurethane columns of approximately nine feet in height with matching crosshead moulding, which would frame the door and transom window. The applicant has also removed the pediment from the entry design.

Second story windows on the front and sides of the proposed residence would have sill heights of three feet. Second story windows on the rear of the residence are proposed to have sill heights of two feet, nine inches. Due to the increased setbacks, staff believes the proposed sill heights are sufficient to alleviate any potential privacy concerns.

Key changes made to the original design based on the Commission's direction include the following:

- The existing stucco siding would be removed and the new siding material on the entire structure would be painted cement fiber lap siding.
- Windows would be wood-framed windows, rather than vinyl.
- The chimney is now proposed to be fully removed, rather than a partial demolition.
- The roof pitch has been revised to align more with the colonial style.

Staff believes the changes to the design generally address the Commission's direction. The Commission indicated the applicant should choose a style, comprehensively design the house in a way that fits the style, and use materials commonly found in the style's construction. Staff believes the proposed cement fiber lap siding and wood-framed windows would better reflect the proposed colonial style and would be higher quality than the previously proposed stucco siding and vinyl windows. The chimney would now be completely removed, which also aligns with the Commission's previous discussion.

Trees and landscaping

The applicant has submitted an arborist report (Attachment H) detailing the species, size, and conditions of trees on and near the subject property. There are three trees on the property that are considered heritage trees including a plum tree (tree #5) that is proposed to be removed, a California Bay tree proposed to remain, and a jacaranda tree proposed to remain. There is an additional heritage-sized California bay tree (tree #7) on the neighboring property to the left that is subject to the tree protection measures identified in the arborist report. The applicant has applied for a heritage tree removal permit for tree #5, which has been tentatively approved by the City Arborist, on the basis of the long term health of the tree, and the applicant has proposed a new Catalina ironwood tree in the rear, left side of the lot as a heritage tree replacement. Additionally, in order to accommodate the proposed second story, the applicant is proposing to prune the California bay tree adjacent to the existing residence (tree #6). The project

arborist studied the tree and determined that more than 25 percent of the canopy would not be required to be pruned to accommodate the second story, so no additional heritage tree removal permit is required to prune the tree. All other existing trees are proposed to remain which would provide adequate screening for neighbors on either side of the proposed residence.

During the public hearing on April 6, 2020, the Planning Commission expressed concern as to the accuracy of the location of some of the trees noted in the arborist report. The neighbor at 482 Gilbert Avenue stated that several trees were located on his property rather than on the subject property, as shown in the Arborist report. The Planning Commission directed the applicant to revise the arborist report for accuracy. Additional review by the project arborist determined that trees #13-21 are indeed located on the neighboring property. The arborist report has been updated to reflect the correct location of the trees. These trees are not heritage in size and will not be affected by construction.

The arborist report discusses the impacts of the proposed improvements and provides recommendations for tree maintenance, based on their health. As part of the project review process, the arborist report was reviewed by the City Arborist. All recommendations identified in the arborist report shall be implemented and will be ensured as part of condition 3g.

Correspondence

At the April 6, 2020 Planning Commission meeting, the Commission expressed concern with the level of neighborhood outreach conducted as part of the project. The Commission directed the applicant to speak to neighboring property owners to receive their input or approval of the design. In particular, the applicant was directed to coordinate with the neighbor at 482 Gilbert on the design, location of trees 13-21, and fencing. The applicant has provided a list of signatures, included in the project description letter, of neighboring property owners demonstrating awareness of the proposed design and that they have no objections. However, the applicant was not able to reach the owners of 482 Gilbert. The project description letter details various attempts to coordinate with these neighbors. Staff believes that despite the inability to coordinate with this specific neighbor, as directed by the Commission, the applicant made a sufficient number of attempts to reach the neighbor to discuss the project. Staff has not received any additional direct correspondence at this time.

Conclusion

Staff believes that the design and materials of the proposed residence are compatible with the surrounding neighborhood. The colonial architectural style would add to the mix of architectural styles in the area. Staff believes that the increased proposed second-story setbacks paired with existing trees on the subject and neighboring properties adequately addresses potential privacy concerns. Staff believes that adequate effort has been made to comply with the Commission's direction, and the revisions result in a higher quality design. Additionally, staff believes the applicant engaged in sufficient neighborhood outreach for the project. Staff recommends the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The project is categorically exempt under Class 1 (Section 15303, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. April 6, 2020 Staff Report: <https://www.menlopark.org/DocumentCenter/488-Gilbert-Staff-Report>
- D. April 6, 2020 Minutes: https://www.menlopark.org/AgendaCenter/Minutes/_04062020-3421
- E. Data Table
- F. Project Plans
- G. Project Description Letter
- H. Arborist Report

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Chris Turner, Assistant Planner

Report reviewed by:
Corinna Sandmeier, Senior Planner

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488 Gilbert Avenue – Attachment A: Recommended Actions

LOCATION: 488 Gilbert Avenue	PROJECT NUMBER: PLN2019-00063	APPLICANT: Wenfen Wang	OWNER: Wenfen Wang
PROPOSAL: Use Permit/Wenfen Wang/488 Gilbert Avenue: Request for a use permit to construct first- and second-story additions to an existing single-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The project would exceed 50 percent of the existing floor area and is equivalent to a new structure. One heritage-sized plum tree is proposed for removal as part of the project.			
DECISION ENTITY: Planning Commission	DATE: August 31, 2020	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Riggs, Tate, Kahle)			
ACTION: <ol style="list-style-type: none">1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines.2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.3. Approve the use permit subject to the following standard conditions:<ol style="list-style-type: none">a. Development of the project shall be substantially in conformance with the plans prepared by H&H Engineers Group, consisting of 7 plan sheets, dated received August 13, 2020, and approved by the Planning Commission on August 31, 2020, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Advanced Tree Care, dated July 13, 2020.			



City of Menlo Park
Location Map
488 Gilbert Avenue



488 Gilbert Avenue – Attachment E: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	7,736 sf	7,736 sf	7,000 sf min.
Lot width	51.6 ft.	51.6 ft.	65 ft. min.
Lot depth	150 ft.	150 ft.	100 ft. min.
Setbacks			
Front	34.9 ft.	34.9 ft.	20 ft. min.
Rear	76.1 ft.	76.1 ft.	20 ft. min.
Side (left)	7 ft.	7 ft.	5.2 ft. min.
Side (right)	13.2 ft.	13.2 ft.	5.2 ft. min.
Building coverage	1,779.9 sf	1,780 sf	2,707 sf max.
	23 %	23 %	35 % max.
FAL (Floor Area Limit)	2,917.5 sf	1,691 sf	2,984 sf max.
Square footage by floor	1,209 sf/ 1st	1,130 sf/1st	
	1,137.5 sf/ 2nd	561 sf/garage	
	561 sf/ garage	10 sf/chimney	
	9 sf/ attic > 5	79 sf/covered	
	feet in height	porch	
	1 sf/ floor area		
	> 12 feet in		
	height		
	9.6 sf/ porch		
Square footage of buildings	2,927.1 sf	1,780 sf	
Building height	25.5 ft.	13.4 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees 3	Non-Heritage trees 5	New Trees 1
	Heritage trees proposed for removal 1	Non-Heritage trees proposed for removal 0	Total Number of Trees 8

488 GILBERT AVE. MENLO PARK, CA 94025

[illegible]

ASSESSOR'S PARCEL NO:	062320310
ZONING:	R-1-L
JURISDICTION:	MENLO PARK
TYPE OF CONSTRUCTION:	TYPE V-B, NON-SPRINKLERED
BUILDING OCC. GROUPS:	R-3/U [SINGLE FAMILY RESIDENTIAL]
EXISTING BUILDING/LOT DATA	
LOT AREA:	7,736 SF
PROPERTY SETBACKS:	34'-1" FRONT, 2'-4" REAR, AND SIDE SETBACKS OF 3'-0" & 7'-0"
EXISTING DWELLING AREA: TOTAL	1,130 SF
1ST FLOOR	1,130 SF
2ND FLOOR	N/A
EXISTING GARAGE AREA:	561 SF
EXISTING BUILDING HEIGHT:	14.2 FT +/-
YEAR BUILT:	1959
ALLOWABLE BUILDING/LOT AREAS	
MAX. FLOOR AREA LIMIT (FAL): TOTAL	2,800 + 0.25(7,736-7,000) = 2,984 SF
2ND FLOOR	1,400 SF
MAX. BUILDING COVERAGE:	35%
MAX BUILDING HEIGHT	28 FT
PROPOSED BUILDING/LOT DATA	
NEW ADDITION FLOOR AREA: 1ST FLOOR	79 SF
2ND FLOOR	1,137.5 SF (EXCLUDING STAIRCASE 71.5 SF)
PROPOSED FLOOR AREA: TOTAL	2,273.5 SF
1ST FLOOR	1,209 SF
2ND FLOOR	1,137.5 SF
GARAGE	561 SF
ATTIC	9 SF
SKYLIGHTS	3.5 SF
PROPOSE BUILDING AREA: TOTAL	1,789.4 SF
MAIN UNIT	1,209 SF
GARAGE	561 SF
ENTRANCE	9.4 SF
PROPOSED BUILDING COVERAGE:	1,789.4 SF / 7,736 SF = 23.1%
PROPOSED BUILDING HEIGHT:	25.5 FT +/-

1. Remodel of the existing one story dwelling;
2. Raising the 1st floor ceiling to 9 ft;
3. Addition of 2nd floor, 1137.5 sf, to the existing one story, including two master suites, two bedroom and one bathroom;
4. Conversion of the existing covered front porch, 79 sf, to part of the living room;
5. Remove the existing chimney

[illegible]

APPLICABLE CODES

CITY OF MENLO PARK MUNICIPAL CODE

2019 CALIFORNIA FIRE CODE, CFC

2019 CALIFORNIA BUILDING CODE, CBC

2019 CALIFORNIA MECHANICAL CODE, CMC

2019 CALIFORNIA PLUMBING CODE, CPC

2019 CALIFORNIA ELECTRICAL CODE, CEC

2019 CALIFORNIA GREEN BUILDING STANDARDS

2019 ENERGY EFFICIENCY STANDARD, TITLE 24

2019 CALIFORNIA ADMINISTRATIVE CODE, CAC, TITLE 24

2019 CALIFORNIA REFERENCED STANDARDS, TITLE 24



NOTES

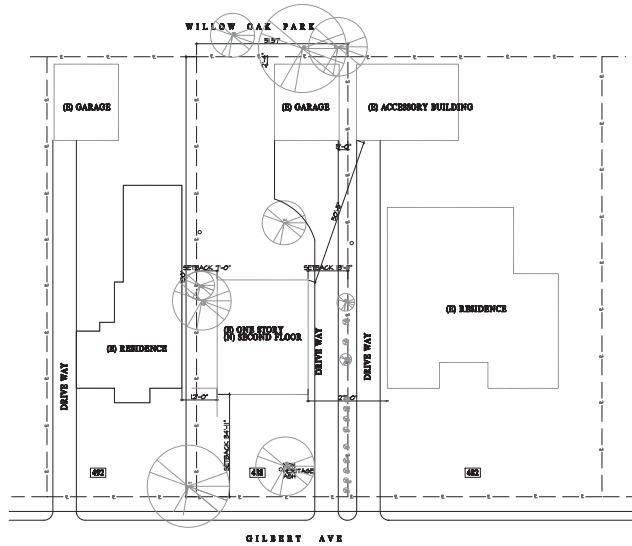
1. A minimum 5% grade slope has to maintain away from the building.
2. The applicant shall meet all requirements in the Menlo Park Municipal Codes.
3. Existing dimensions and roof pitch to be verified at field.
4. Gutters are place along the perimeter of the roof. Downspouts are placed every 50ft along the perimeter of the roof.
4. New rainwater downspouts shall be disconnected and runoff directed to a landscape area. Downspouts may be connected to a pop-up drainage emitter in the landscaped area or may drain to splash blocks or cobblestones that direct water away from the building. "Thru-curb" drains are not allowed.
5. Fire Department access roadway must be provided and maintained servicable prior to and during construction.
6. The applicant must immediately notify the Fire Department, Hazardous Materials Unit, of any underground pipes, tanks or structures; any suspected or actual contaminated soils; or other environmental anomalies encountered during site development activities. Any confirmed environmental liabilities will need to be remedied prior to proceeding with site development.
7. Existing fence remains. The side and rear fence are 6ft tall and the front fence is 3.5ft tall.
8. All existing cracked or damaged features along the property frontage must be replaced and/or repaired in kind.
9. Any frontage improvements which are damaged as a result of construction will be required to be replaced. All frontage improvement work shall be in accordance with the latest version of the City Standard Details.
10. An encroachment permit from the Engineering Division is required prior to any construction activities, including utility laterals, in the public right of way.

LEGEND

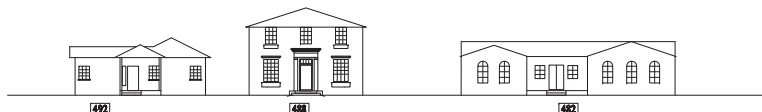
- (B) WOOD FENCE
- PROPERTY LINE
- ROOF PITCH
- (N) DOWNSPOUT WITH SPLASH BLOCK
- GRADE SLOPE
- 24" x 36" SKYLIGHT
- REQUIRED SETBACK
- (B) TREE & SPREAD
- TREE PROTECTION FENCE
DETAILS SEE ARBORIST REPORT

1. A minimum 5% grade slope has to maintain away from the building.
2. The applicant shall meet all requirements in the Merlo Park Municipal Codes.
3. New driveway dimensions and roof pitch to be verified at field.
4. Gutters are placed along the perimeter of the roof. Downspouts are placed every 30ft along the perimeter of the roof.
5. New downspout downspouts shall be disconnected and runoff directed to a landscape area. Downspouts may be connected to a pop-up drainage emitter in the landscaped area and directed away from the building.
6. Curbstone that direct water away from the building. "Turf-curb" drains are not allowed.
5. Fire Department access roadway must be provided and maintained serviceable prior to and during construction.
6. The applicant must immediately notify the Fire Department, Hazardous Materials Unit of any underground pipes, tanks or structures; any obstructions or other conditions; and any other environmental anomalies encountered during site development activities. Any confirmed environmental liabilities will need to be remedied prior to proceeding with site development.
7. Existing fence remains. The side and rear fence are 6ft tall and the front fence is 3.5ft tall.
8. All existing cracked or damaged features along the property frontage must be replaced and/or repaired in kind.
9. Any frontage improvements which are damaged as a result of construction will be replaced and repaired to match the existing improvement work shall be in accordance with the latest version of the City Standard Details.
10. An encroachment permit from the Engineering Division is required prior to any construction activities including utility laterals, in the public right of way.

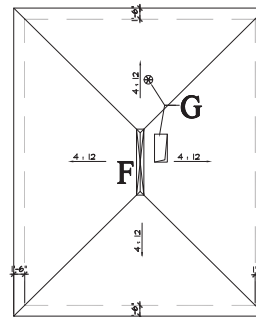
- | | |
|---|--|
|  | (5) WOOD FENCE |
|  | PROPERTY LINE |
|  | ROOF PITCH |
|  | (N) DOWNSPOUT WITH
SLASH BLOCK |
|  | GRADE SLOPE |
|  | 36" x 36" SKYLIGHT |
|  | REQUIRED SETBACK |
|  | (5) TREE Ø & SPREAD |
|  | TREE PROTECTION FENCE
DETAILS SEE ARBORIST REPORT |



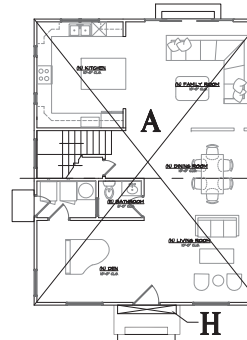
AREA PLAN



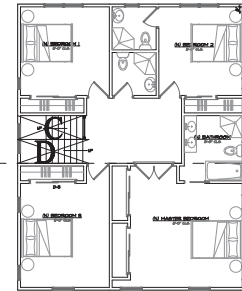
STREETSCAPE GILBERT AVENUE



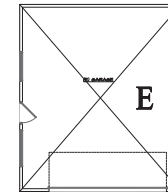
PROPOSED ROOF PLAN
SCALE 1/8"=1'-0"



PROPOSED FIRST FLOOR PLAN
SCALE 1/8"=1'-0"



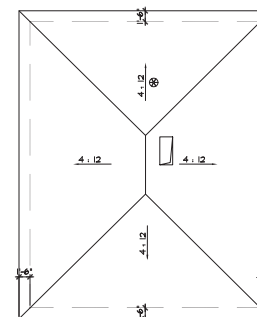
PROPOSED SECOND FLOOR PLAN
SCALE 1/8"=1'-0"



EXISTING DETACHED GARAGE
SCALE 1/8"=1'-0"

FLOOR AREA LIMIT CALCULATION		
AREA	DIMENSION	SF
A	31' X 39'	1,209
B	31' X 39'	1,209
C	15' X 9.8'	145
D	3.5' X 10.5'	37
E, Garage	22' X 25.5'	561
F, Attic	17' X 9'	9
G, Skylights	Ø 13.5"	10
	19.5" x 45.5"	63
TOTAL = A + B + C + D + E + F + G = 2,923.8 SF		

BUILDING COVERAGE CALCULATION		
AREA	DIMENSION	SF
A	31' X 39'	1,209
E, Garage	22' X 25.5'	561
H, Entrance	12' X 8'	96
TOTAL = A + E + H = 1,796 SF		



PROPOSED ROOF PLAN
SCALE 1/8" = 1'-0"

- ROOF PITCH
□ (N) 2" x 49 3/4" SKYLIGHT
⊗ (N) 14" SUN TUNNEL



H&H ENGINEERS GROUP
Phone: 650-612-8648
eMail: HHEngineersGroup@GMail.com
Address: P.O. Box 12895
Pleasanton, CA 94566

WANG RESIDENCE
ADDRESS: 488 GILBERT AVE. MENLO PARK, CA 94025
OWNER: JACQUELINE WANG
TELEPHONE: (650) 223-9659

DESCRIPTION	DATE
USE PERMIT	05-17-2019
	10-05-2019
	12-19-2019
	03-01-2020
	05-05-2020
	08-19-2020
	07-28-2020
	06-12-2020



SIGNED DATE: 08-12-2020

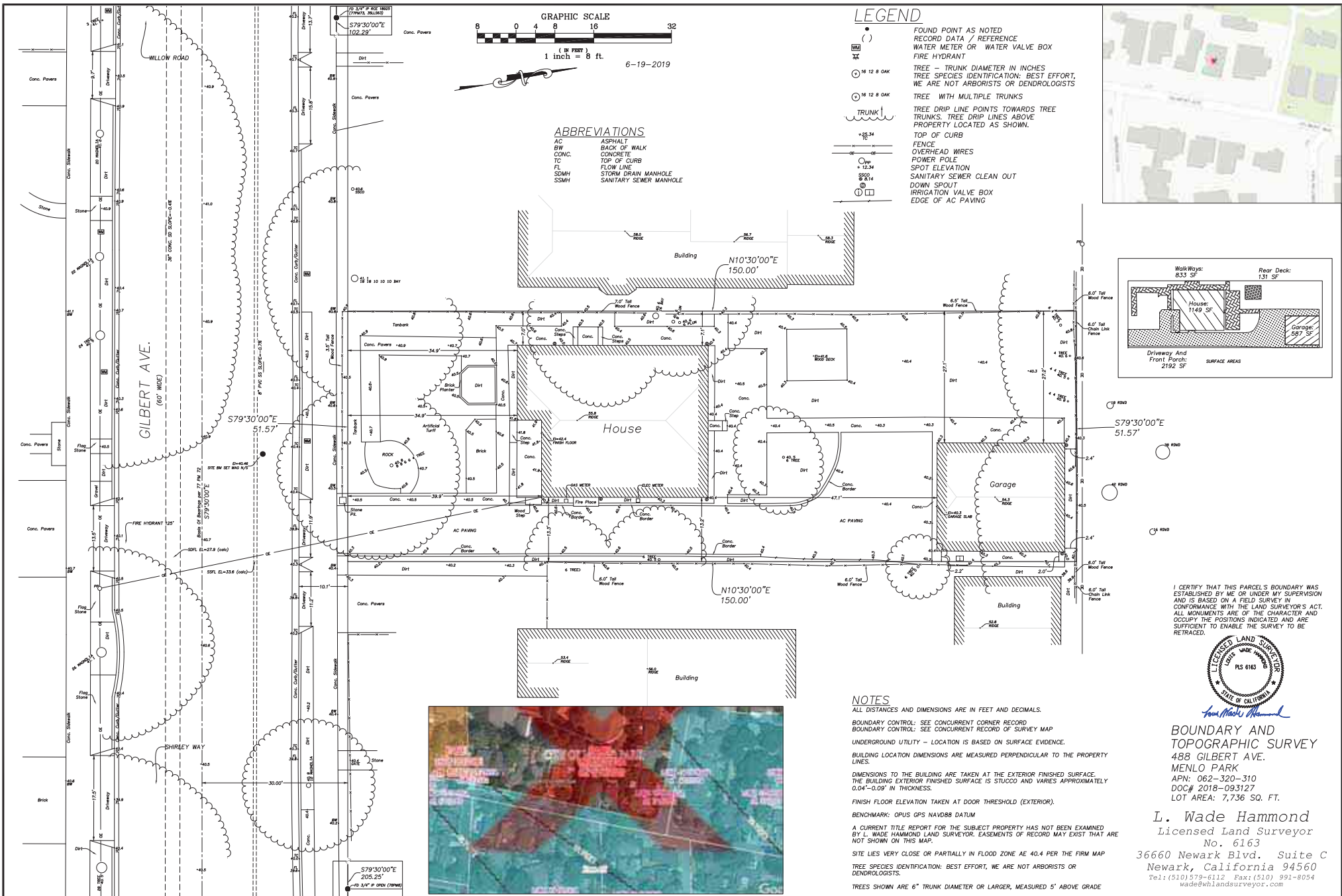
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AREA, ROOF PLAN
& STREETSCAPE
& FL. AREA CAL.

JOB NO: H190202

SCALE:

A0.2





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Address: P.O. Box 1285
Pleasanton, CA 94566

WANG RESIDENCE
ADDRESS: 488 GILBERT AVE. MENLO PARK, CA 94025

OWNER: JACQUELINE WANG
TELEPHONE: (650)223-9659

PARTIAL NOTES

- All dimensions are taken from framing, stud to stud.
- Exterior windows and doors to be centered to the wall, unless otherwise noted, typ.
- All doors are placed 4" away from the closest wall (stud), unless in the middle of hallway or otherwise noted.
- The egress window in the bedrooms, their openings satisfy the minimum 24x20" requirement of emergency escape clearance.
- Final first-floor bathroom windows.
- The window above the both tub in addition and glasses of the doors to the backyard, if any, are safety glasses. CRC R505.4 specify locations where safety glazing is required, including:
 - glazing in all fixed and operable panels of swinging, sliding and bifold doors.
 - glazing in an individual fixed or operable panel adjacent to a door, where the nearest vertical edge is within a 24-inch arc of either vertical edge of the door in a closed position and where the bottom exposed edge of the glazing is less than 60 inches above the floor or walking surface.
 - glazing enclosing hot tubs, spas, whirlpools, saunas, steam rooms, bathhouses, showers, and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60" measured vertically above any standing or walking surface.
- Each bathroom containing a bathtub or shower shall be mechanically ventilated to control humidity. Window operation is not a permissible method of providing humidity control in a bathroom. CMC CHAPTER 4, CRC R505.5.1
- Clear space around a toilet shall measure a minimum 5" from centerline of toilet to wall or barrier on each side, and a minimum 24" in front of the toilet. CFC 402.3
- Shower doors shall open with a minimum 22" unobstructed opening for egress. CFC 406.6
- At shower/bathtub walls, use cement backing board. The backing material shall be cementitious material or gypsum board approved for this installation. If tub surround walls will have the finish, please provide cementitious tile backing over waterproof membrane.
- Threshold dimension at sliding door not to exceed 15 inches.
- 5" deep landing area outside the sliding door maintain a maximum 2% slope and maximum 7-3/4" drop below the top of the door threshold.
- All sink faucets, shower heads, toilets and urinals shall comply with California Civil Code Section 1001 through 1003. Kitchen faucets shall not exceed 1.5gpm/min. Lavatory faucets shall not exceed 1.5gpm/min. Shower heads shall not exceed 2.0gpm/min. Toilets shall not exceed 1.2gpm/min and urinals shall not exceed .5gpm/min.

WINDOW SCHEDULE

#	SIZE	STYLE	MATERIAL	MODEL	NOTE
W-4	4' X 6'	DOUBLE HUNG	WOOD		
W-8	3' X 4'8"	DOUBLE HUNG	WOOD		
W-9-1	3'6" X 6'	DOUBLE HUNG	WOOD		
W-9-2	3'6" X 5'	DOUBLE HUNG	WOOD		
W-2	2' X 4'	DOUBLE HUNG	WOOD		
W-2*	2' X 4'	DOUBLE HUNG	WOOD		FROSTED
W-3-1	2'6" X 4'8"	DOUBLE HUNG	WOOD		
W-3-2	2'6" X 4'8"	DOUBLE HUNG	WOOD		
W-1	16" X 4'	DOUBLE HUNG	WOOD		
W-1*	16" X 4'	DOUBLE HUNG	WOOD		FROSTED

NOTE: SIMULATED TRUE DIVIDED LITES WITH INTERIOR AND EXTERIOR GRIDS AND SPACER BARS BETWEEN PANES.

DOOR SCHEDULE

#	SIZE	STYLE	MATERIAL	FINISH	NOTE
D-1	3' X 6'8" X 1 5/8"	HINGED, SINGLE	WOOD	PAINT	
D-2	2'6" X 6'8" X 1 5/8"	HINGED, SINGLE	WOOD	PAINT	
D-3	2'6" X 6'8" X 1 5/8"	POCKET	WOOD	PAINT	
D-8	2' X 6'8" X 1 5/8"	HINGED, SINGLE	WOOD	PAINT	
D-4	10' X 7'	FRENCH	VINYL		TEMPERED GLASS
D-5	6' X 6'8"	CLOSET SLIDING	WOOD	PAINT	
D-6	5' X 6'8" X 1 5/8"	HINGED, DOUBLE	WOOD	PAINT	
D-7	4' X 6'8" X 1 5/8"	HINGED, DOUBLE	WOOD	PAINT	

NOTE: WOOD TRIM MATCHES DOORS.

PROPOSED FIRST FLOOR PLAN

SCALE 1/4" = 1'-0"

PROPOSED SECOND FLOOR PLAN

SCALE 1/4" = 1'-0"



22' X 30'
ATTIC ACCESS



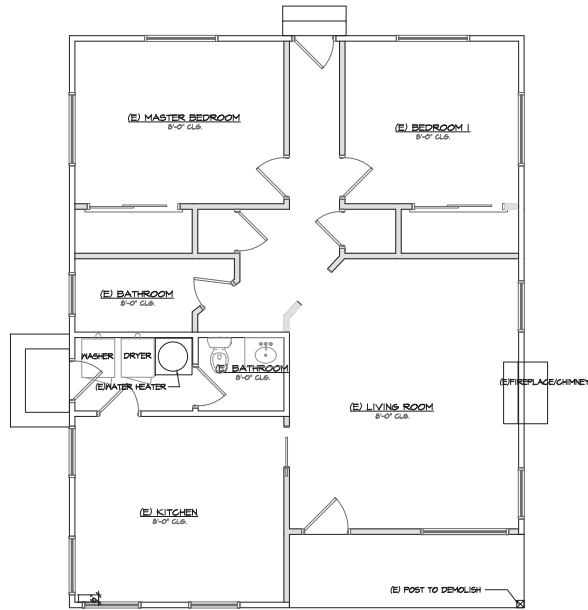
2' X 4' 5/8"
SKY LIGHT

(N) WALL

(E) WALL TO RETAIN

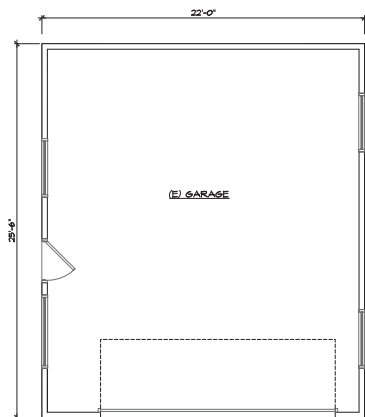
RAIL

14" SUN TUNNEL



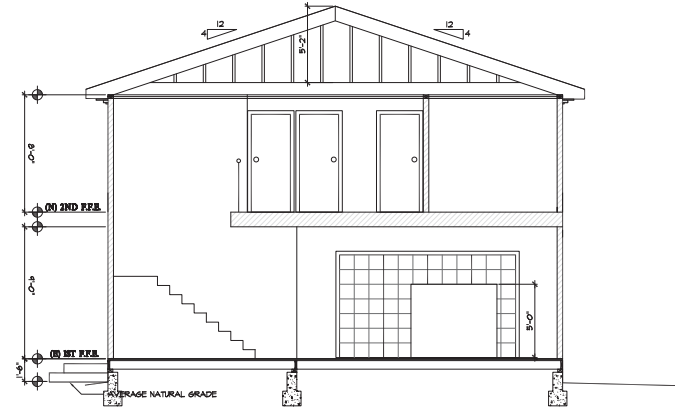
EXISTING FLOOR PLAN

SCALE 1/4" = 1'-0"



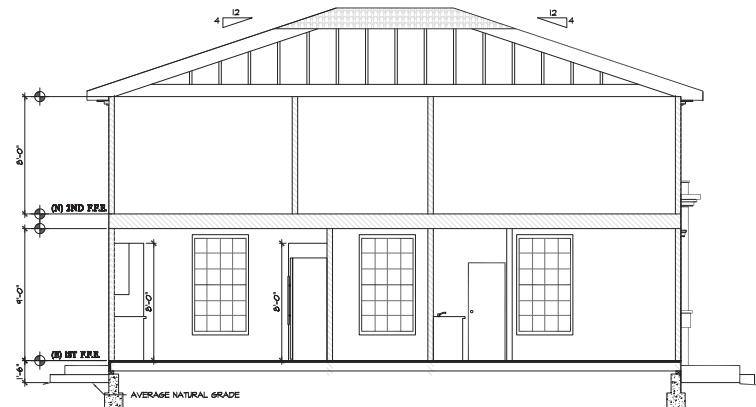
EXISTING DETACHED GARAGE

SCALE 1/4" = 1'-0"



PROPOSED SECTION B - B

SCALE 1/4" = 1'-0"



PROPOSED SECTION A - A

SCALE 1/4" = 1'-0"



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Pleasanton, CA 94566

WANG RESIDENCE
ADDRESS: 488 GILBERT AVE. MENLO PARK, CA 94025
OWNER: JACQUELINE WANG
TELEPHONE: (650)223-9659

DESCRIPTION	DATE
USPS PERMIT	05-17-2019
	10-05-2019
	12-19-2019
	03-01-2020
	05-05-2020
	06-18-2020
	07-28-2020
	08-12-2020



SIGNED DATE: 08-12-2020

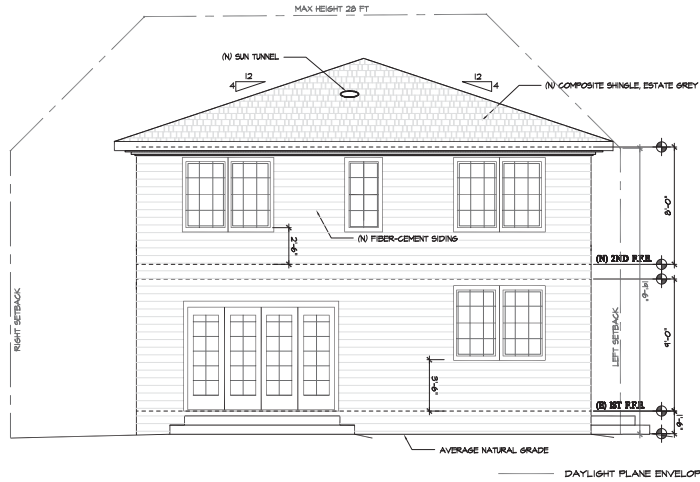
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**EXISTING FLOOR
PLAN & PROP.
SECTIONS**

JOB NO: HI90202

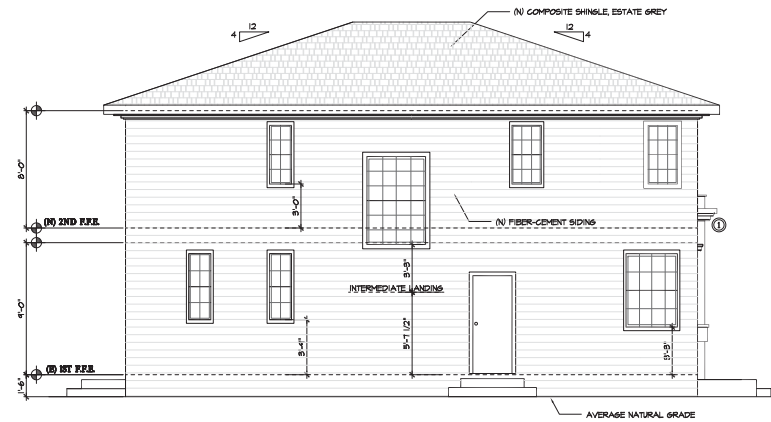
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A1.2



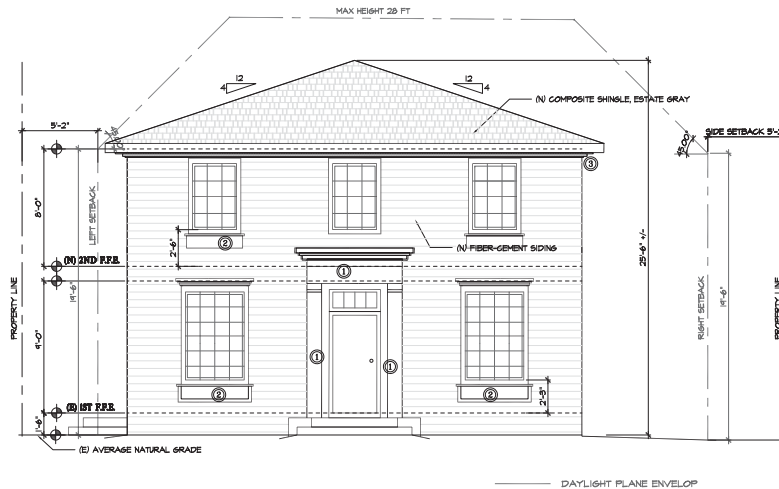
PROPOSED REAR ELEVATION (NORTHEAST)

SCALE 1/4" = 1'-0"



PROPOSED LEFT ELEVATION (NORTHWEST)

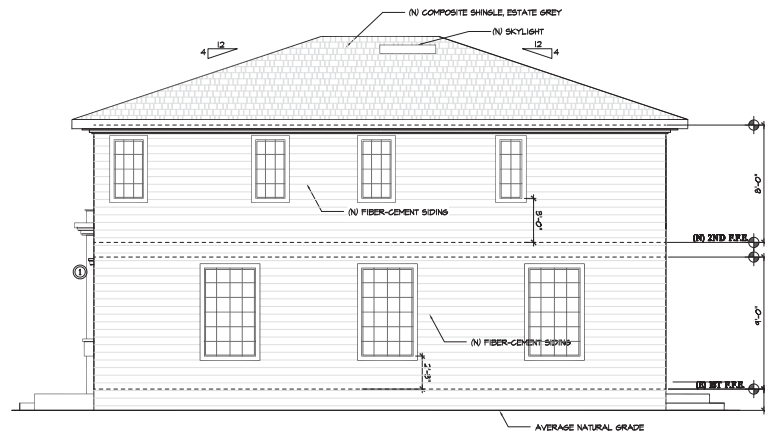
SCALE 1/4" = 1'-0"



PROPOSED FRONT ELEVATION (SOUTHWEST)

SCALE 1/4" = 1'-0"

- ① DECORATIVE CROSSHEAD & PLASTER POLYURETHANE
- ② PLANTER BOX
- ③ DECORATIVE CORNICE, POLYURETHANE



PROPOSED RIGHT ELEVATION (SOUTHEAST)

SCALE 1/4" = 1'-0"



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OWNER: JACQUELINE WANG
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DESCRIPTION	DATE
URS PERMIT	05-17-2019
	10-05-2019
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	05-05-2020
	08-18-2020
	07-28-2020
	06-12-2020



SIGNED DATE: 08-12-2020

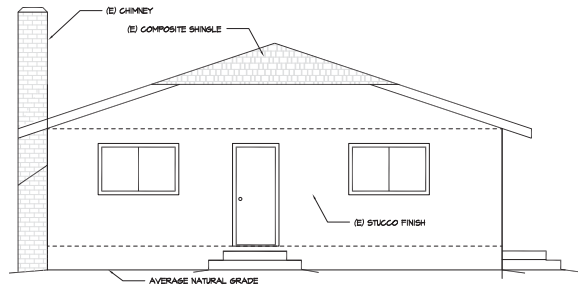
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**PROPOSED
EXTERIOR
ELEVATION**

JOB NO: H190202

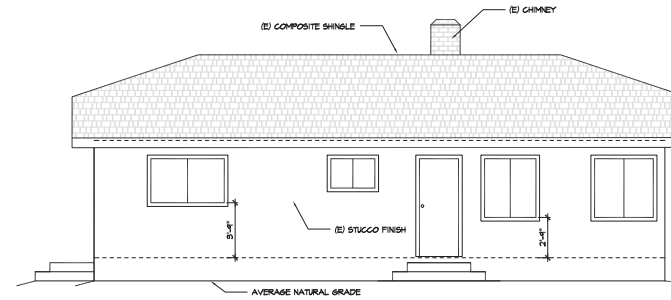
SCALE: 1/4"=1'-0"

A2.1



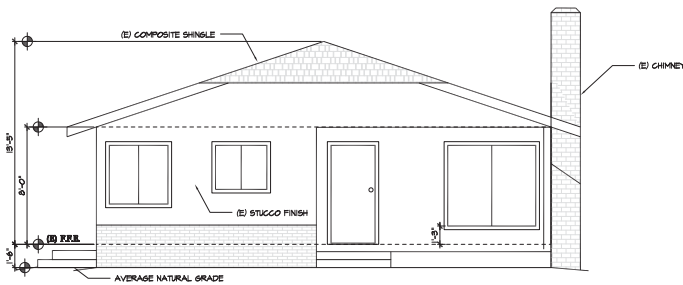
EXISTING REAR ELEVATION (NORTHEAST)

SCALE 1/4" = 1'-0"



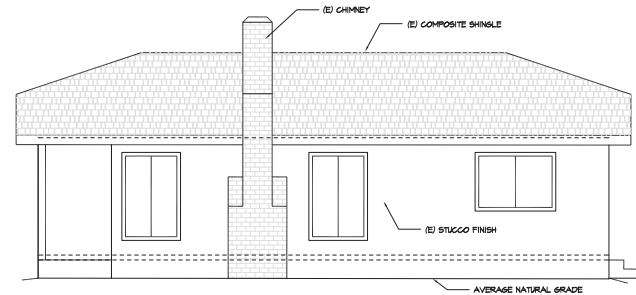
EXISTING LEFT ELEVATION (NORTHWEST)

SCALE 1/4" = 1'-0"



EXISTING FRONT ELEVATION (SOUTHWEST)

SCALE 1/4" = 1'-0"



EXISTING RIGHT ELEVATION (SOUTHEAST)

SCALE 1/4" = 1'-0"



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**EXISTING
EXTERIOR
ELEVATION**

JOB NO: H190202

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

A2.2

08/12/2020

To: Menlo Park Planning Commission

From: Jacqueline Wang

Prepared by H & H Engineers Group

Subject: Use Permit Application at 488 Gilbert Ave. Menlo Park, CA 94025

PURPOSE

The owner is seeking a Use Permit for an addition/remodel at 488 Gilbert Ave. in Menlo Park.

SITE LOCATION AND LAYOUT

The house at 488 Gilbert Ave. is an approximately 1,130-square-foot, single-story home. The house sits on a 7,735-square-foot lot in the Single Family Residential (R1U) zoning district. The existing lot coverage of the property is 22.9%. The lot is relatively flat. The existing house has an detached two-car garage, a living room, two bedrooms, and one and half bathrooms. The surrounding neighborhood contains a mixture of one-story and two-story homes. The house to the west of the property (492 Gilbert Ave.) is one story and similar to the subject house in size and massing, while the house to the east of the property (482 Gilbert Ave) is also one story. The houses across the street (503 and 505 Gilbert Ave) are both two stories. The existing house conforms to all required setbacks and is set back 7 feet from the left side lot line, more than 13 feet from the right side lot line, 74 feet from the rear lot line, and 37 feet from the front lot line.

Vicinity Map



Zoning Map



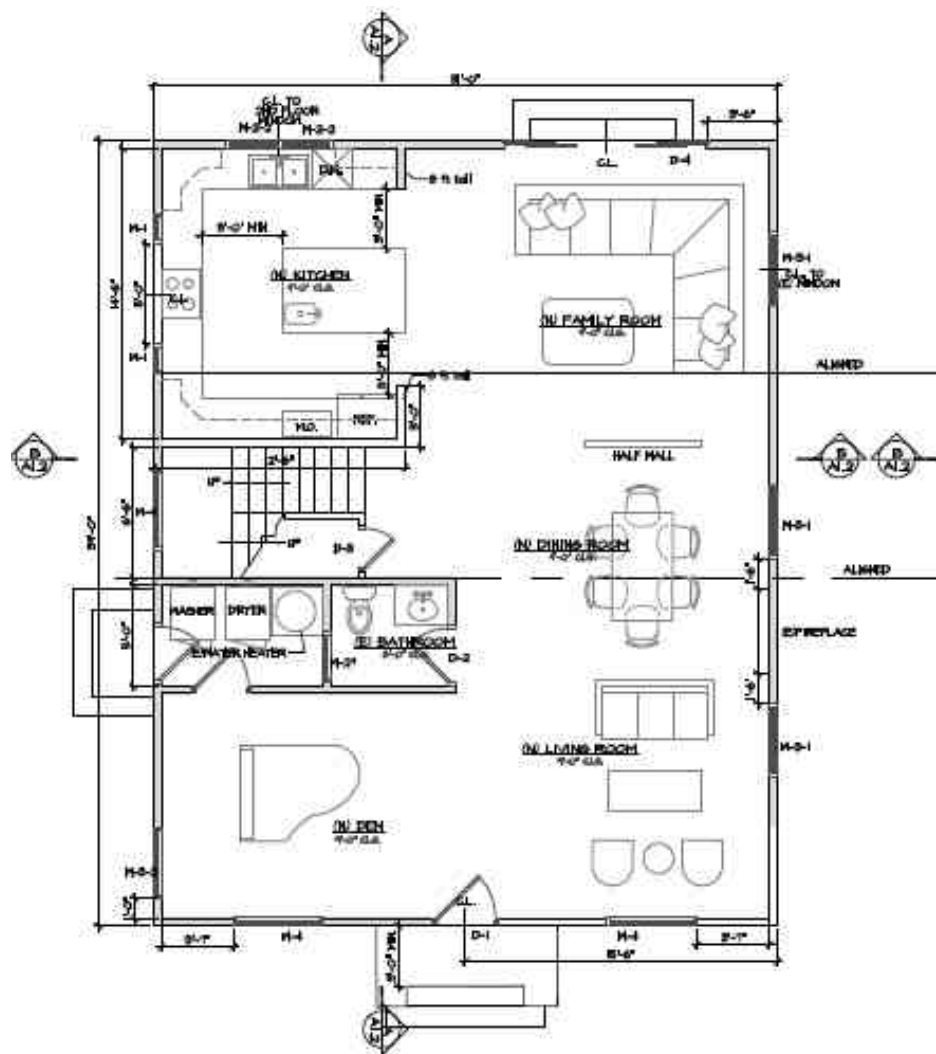
Street Elevation



ANALYSIS

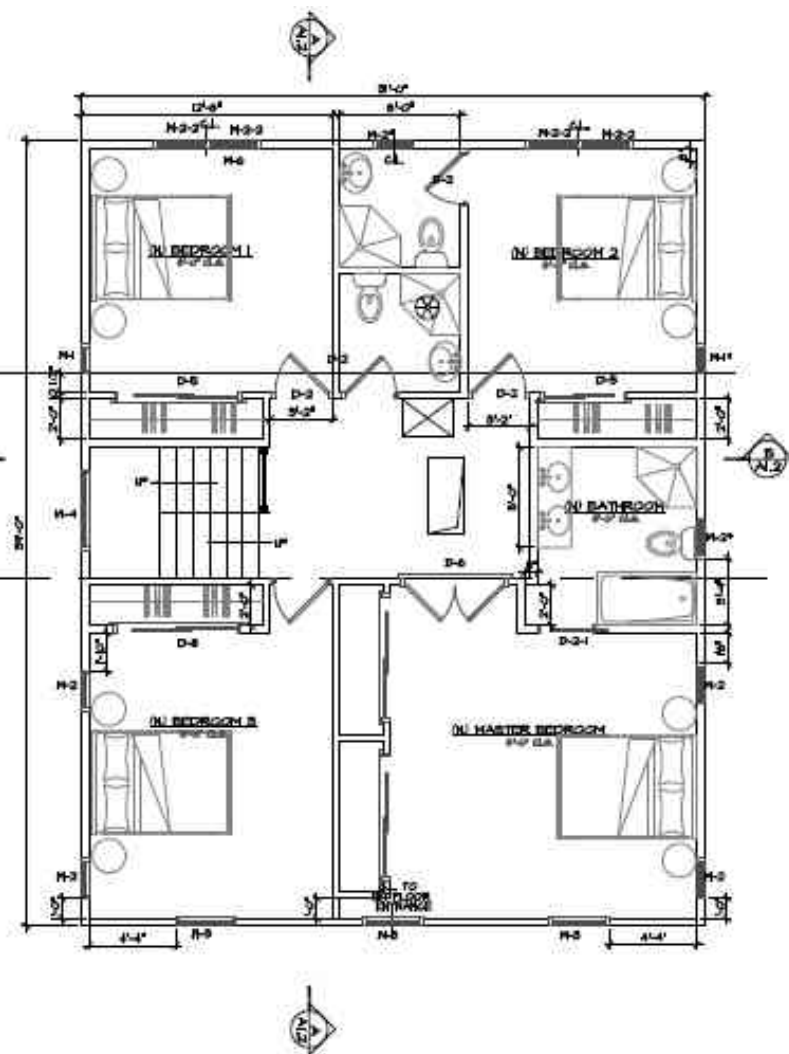
PROJECT DESCRIPTION

The owner is proposing the second story addition of roughly 1,200-square-foot to the existing one story house. The second floor will have 4 bedrooms and 3 bathrooms while the existing first floor will be remodeled to a new layout including kitchen, living room, family room and a den. The ceiling of the existing first floor will be raised from 8ft to 9ft high. The proposed two story building would be a maximum of 25.5ft tall. The existing covered front porch is also converted to be part of the living room, and the existing two-car garage will remain as it is now.



PROPOSED FIRST FLOOR PLAN

SCALE 1/4" = 1'



PROPOSED SECOND FLOOR PLAN

SCALE 1/4" = 1'

EXTERIOR ELEVATIONS/ARCHITECTURAL STYLE

The existing one story house is a ranch style single family dwelling with a detached garage. The exterior wall has stucco finish, and the roof uses the composite shingle.

The proposed second story addition will be built over the existing one story footprint with a hip roof. The upgraded two story residence features a Colonial style typically with symmetrical openings and siding finish.

The new fiber-cement siding finish provides a weather-resistant while still aesthetic looking of the entire building. The new hip roof applies composite shingle to match the existing roof. Right under roof eave is the decorative white cornice.

Facing the street, the front elevation depicts strict symmetrical arrangement of six openings in three columns. With a crosshead over the top and decorative pilaster on both sides, the main entrance sits in the middle of the front façade. Similar crossheads are also applied to two large windows on the first floor, which are symmetrical to the entrance. On the second floor, 3 smaller windows are placed right on top and aligned to the center of the first floor openings. Right below the trim, windows are decorated with planter boxes.

In consideration of the construction cost, the addition is designed right on top of the existing footprint. This makes the two-story house a rectangular prism box with the hipped roof. In response to feedback from the Planning Commission, we enhanced the entry by accentuating it with a colonial style door surround. It features a white crosshead of roughly 8ft wide and 1.2ft deep, and pilasters of 9ft tall. This projecting moulding alleviates the big massing of the front wall as well as the bulkiness of the entire building. The smaller crossheads of same style and the 6 in deep planter boxes decorated around the windows are also incorporated to improve the articulation of the front facade. All these elements contribute to form an appealing appearance of the residence.

With the driving way along the side, the left elevation is partially visible from the street. 3 large windows on the first floor, which are similar to the front elevation, provide a consistent architectural style from the view of both outside and inside.

The rear exit to the back yard is a French styled sliding door. Windows on the rear elevation apply the similar style as the front elevation, symmetrical to the center line of the rear façade.

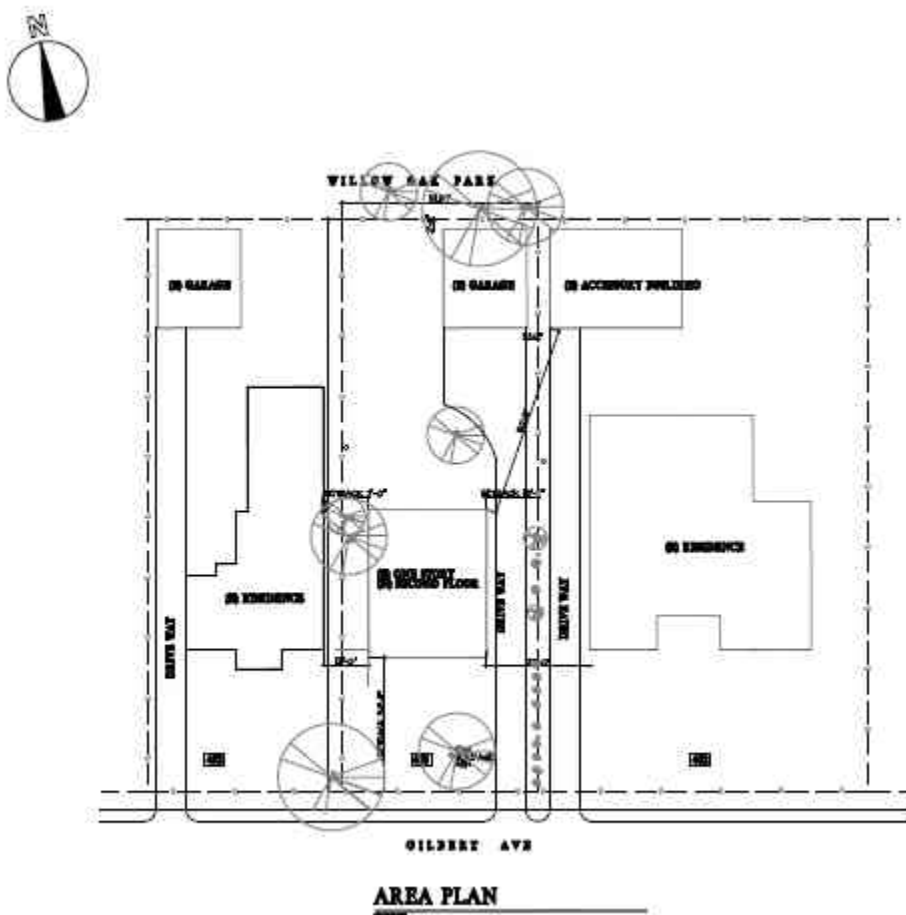
PRIVACY

The left side neighbor at 492 Gilbert Ave. is a one story house. Our addition of the second floor will have three windows facing the left neighbor. The distance between the left neighbor to the addition is 12ft. In between there is one big, tall and well grown California bay tree with large

canopy. It totally blocks the direct view between two adjacent houses. The owner talked with the left neighbor. No privacy concern was raised and the neighbor signed the neighbor awareness form.

To the rear of the property, it is the Willow Oak Park. No privacy concern would be considered.

The cross-street neighbors at 501, 503 and 505 Gilbert Ave. are all two-story houses. The distance between houses on both side of street is about 100 feet. The 20ft high Jacaranda tree in the front yard successfully provides a buffering between new second floor addition and the cross-street neighbor. When the owner informed the cross-street neighbors about her addition project, no one raised any question or concern, and they all signed the neighbor awareness form.



The right side neighbor at 482 Gilbert Ave. is a one story house. Second floor addition has four windows right facing the neighbor. A narrow window, which is facing the neighbor's rear yard, is used to alleviate the privacy concern. Three other windows of 2ft wide and 4ft tall are mainly facing the front yard of the neighbor. The distance between two neighbor buildings are 27'. Four privet trees about 20 feet tall locate right between the two buildings and form a screen

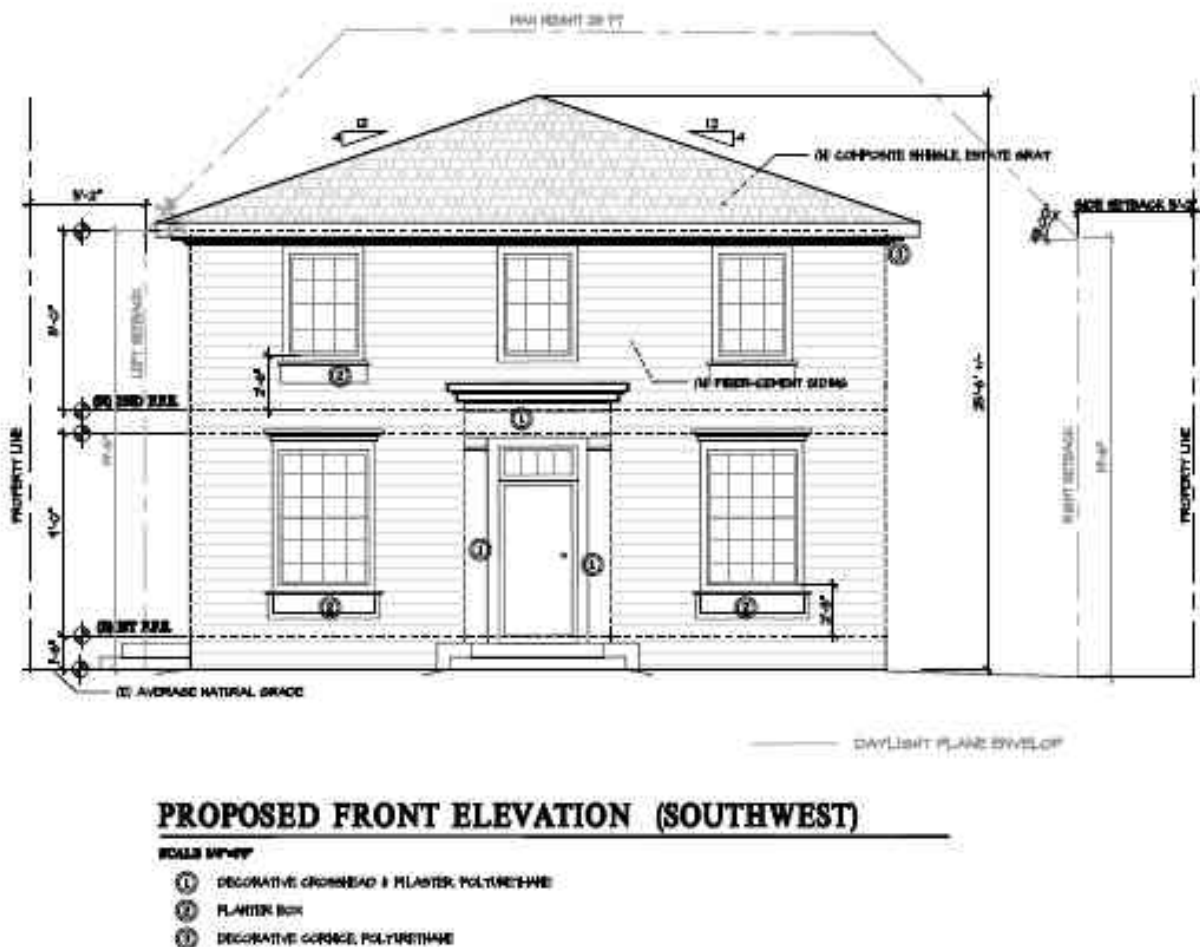
blocking the direct sight. The owner has shown the architectural design to the right side neighbor.

The right side neighbor is the only one raising the privacy concern over the addition. The owner reached out many times before and after the hearing on April 6th, but the neighbor denied the communication efforts and refused to listen. With the help from a local friend, after several visits in vain, the owner finally handed the plan set of design to the neighbor. No signature was collected from the neighbor, neither under agree nor disagree option in the neighbor awareness form.

A neighbor awareness form with signatures collected is attached.

DAYLIGHT PLANE

Daylight plane envelopes are shown as below. The proposed two story building falls within the daylight plane envelop.



NEIGHBOR AWARENESS SIGN-OFF FORM

NEIGHBOR AWARENESS:

The intent is to advise my neighbors who own property within close proximity of my lot and may be affected by proposed improvement(s) by requiring their signature below. Neighbors signing below indicate they are aware of this remodel/addition application.

Neighbor Awareness: I have reviewed the attached plan of 488 Gilbert Ave.
and am aware of all their proposed alterations/improvements shown on the attached plan.

NAME	ADDRESS	PHONE	DATE	(circle one)
Kevin Barker	503 Gilbert	650-222-1213	6/13/20	☒ Agree ☐ Disagree
ANNAMARIE DE MARIS	501 GILBERT	415-439-3779	6/13/20	☒ Agree ☐ Disagree
Amitabh Handa	505 Gilbert Ave	617 501-3400	6/13/20	☒ Agree ☐ Disagree
TOM WONG	492 Gilbert Ave	415 744 4443	6/13/20	☒ Agree ☐ Disagree
				☐ Agree ☐ Disagree

REQUIREMENT/COMPLIANCE

	Requirements	Explanation
1	The location, size, design, and operating characteristics of the proposed development will be harmonious and compatible with and will not adversely affect the livability or appropriate development of abutting properties and the surrounding neighborhood.	The proposal is in scale and harmony with existing development in the vicinity of the site. The architectural style, design and building materials are consistent with the City's standards. The project will not require significant grading or excavation. The project will not create a visual detriment at the site or the neighborhood. The proposed addition is attractive in appearance, and is in scale with the surrounding neighbors. The design is complementary with the existing home.
2	The location and design of the proposal will provide a convenient and functional living, working, shopping, or civic environment that will be an attractive amenity for the City.	The new 2-story has 3 bedrooms, 3 bathrooms. a living room, a family room, a den, and a kitchen and in-unit laundry. The proposal provides a convenient and functional living.
3	The proposal is consistent with the purposes of the district where it is located and conforms in all significant respects with the Menlo Park General Plan and with any other applicable plan adopted by the City Council.	The General Plan designates this area for residential development. Additionally, the project meets City zoning standards for location, intensity and type of development.



Front Entrance



Rear Elevation



Right Elevation



Back Yard

Advanced Tree Care

965 East San Carlos Ave, San Carlos

488 Gilbert Ave., Menlo Park

July 13, 2020

Jacqueline Wang
488 Gilbert Ave
Menlo Park, CA 94025

Site: 488 Gilbert Ave, Menlo Park

Dear Jacqueline,

At your request I visited the above site for the purpose of inspecting and commenting on the regulated trees around the property. A second story addition is planned, prompting the need for this tree protection report.

Method:

Menlo Park protects:

1. Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
2. Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
3. Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
4. Any tree with more than one trunk measured at the point where the trunks divide, with a circumference of 47.1 inches (diameter of 15 inches) or more, with the exception of trees that are under 12 feet in height, which are exempt from the ordinance.

Menlo Park requests that the tree protection plan contains all trees with a trunk diameter greater than 6 inches be included, this also includes trees on neighboring properties within 8 feet of the property line that may also be impacted by construction. The location of the regulated trees on this site can be found on the plan provided by you. Each tree is given an identification number. The trees are measured at 54 inches above ground level (DBH or Diameter at Breast Height). A condition rating of 1 to 100 is assigned to each tree representing form and vitality on the following scale:

1 to 29	Very Poor
30 to 49	Poor
50 to 69	Fair
70 to 89	Good
90 to 100	Excellent

The height and spread of each tree is estimated. A Comments section is provided for any significant observations affecting the condition rating of the tree.

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965 East San Carlos Ave, San Carlos

488 Gilbert Ave., Menlo Park

July 13, 2020

A Summary and Tree Protection Plan are at the end the survey providing recommendations for maintaining the health and condition of the trees during and after construction.

If you have any questions, please don't hesitate to call.

Sincerely



Robert Weatherill
Certified Arborist WE 1936A

Tree Survey

Tree#	Species	DBH	Ht/Sp	Con Rating	Comments
1	Coastal redwood <i>Sequoia sempervirens</i>	18"est	70/20	80	Good health and condition, neighbors stress, Regulated
2	Coastal redwood <i>Sequoia sempervirens</i>	48"est	100/30	80	Good health and condition, neighbors stress, Regulated
3	Coastal redwood <i>Sequoia sempervirens</i>	18"est	60/15	80	Good health and condition, neighbors stress, Regulated
4	California bay <i>Umbellularia Californica</i>	7.9"	25/15	70	Good health and condition Not Regulated
5	Plum <i>Prunus cerasifera</i>	7.5"/10.3"	15/10	30	Poor health and condition, remove Not Regulated
6	California bay <i>Umbellularia Californica</i>	18.2"	30/20	60	Fair health and condition, joint owned, Regulated
7	California bay <i>Umbellularia Californica</i>	48"est @1'	40/28	55	Thinning canopy, neighbors tree Regulated
8	Jacaranda <i>Jacaranda mimosifloia</i>	7.3/6.8/5.7/8.3"	20/20	70	Good health and condition Regulated
9	Privet <i>Ligustrum lucidum</i>	5.9"	20/6	50	Poor health and condition Not Regulated
10	Privet <i>Ligustrum lucidum</i>	3.9"	18/2	45	Poor health and condition Not Regulated
11	Privet <i>Ligustrum lucidum</i>	5.8"	20/2	45	Poor health and condition Not Regulated
12	Privet <i>Ligustrum lucidum</i>	5.8"	20/4	45	Poor health and condition Not Regulated
13	Italian cypress <i>Cupressus semprvirenw</i>	1.0"	8/1	90	Excellent health and condition, newly planted. Not Regulated
14	Italian cypress <i>Cupressus semprvirenw</i>	2.1"	10/1	90	Excellent health and condition, newly planted. Not Regulated
15	Italian cypress <i>Cupressus semprvirenw</i>	2.1"	11/1	90	Excellent health and condition, newly planted. Not Regulated
16	Italian cypress <i>Cupressus semprvirenw</i>	2.4"	11/1	90	Excellent health and condition, newly planted. Not Regulated
17	Italian cypress <i>Cupressus semprvirenw</i>	2.4"	15/1	90	Excellent health and condition, newly planted. Not Regulated
18	Italian cypress <i>Cupressus semprvirenw</i>	2.4"	15/1	90	Excellent health and condition, newly planted. Not Regulated

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488 Gilbert Ave., Menlo Park

July 13, 2020

19	Italian cypress <i>Cupressus sempervirens</i>	2.4"	12/1	90	Excellent health and condition, newly planted. Not Regulated
20	Italian cypress <i>Cupressus sempervirens</i>	2.5"	13/1	90	Excellent health and condition, newly planted. Not Regulated
21	Italian cypress <i>Cupressus sempervirens</i>	2.4"	8/1	90	Excellent health and condition, newly planted. Not Regulated

Summary:

All of the construction will be in the confines of the existing home.

There are 6 Regulated trees that may be impacted by the construction.

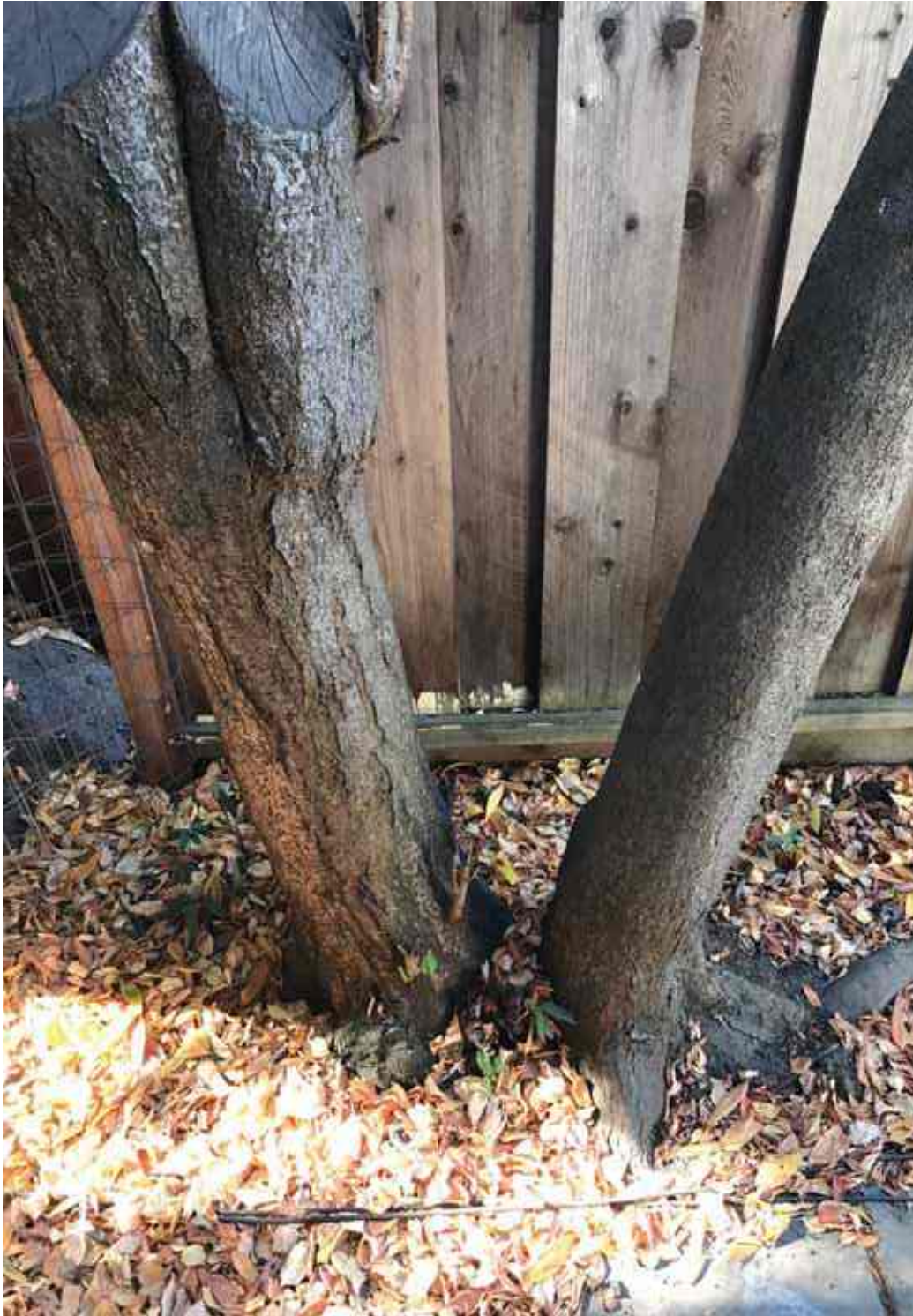
Three of the trees, #s 1, 2 and 3, are behind the rear property line in the adjacent Willow Oaks Park. These trees are set back 8' from the fence line and a long distance from the construction area. Their root zone is protected by an existing garage that will remain intact throughout the garage. No tree protection fencing is required for these trees.

Tree #s 4, 9 through 12 are not Regulated and can be removed if desired.

Tree #s 13 through 21 are on the neighbor's property but will not be affected by construction in any way and so do not need to be protected.

Tree #s 6, 7 and 8 should be protected during construction.

Tree # 5 is Regulated and will be removed. Photo of trunks overleaf.



Trunks of Tree # 5. May be considered one Heritage tree or two non Heritage trees since the trees are not attached at the root. City Arborist discretion.

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488 Gilbert Ave., Menlo Park

July 13, 2020



Tree #s 9 through 12



Tree #s 13 through 21

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965 East San Carlos Ave, San Carlos

488 Gilbert Ave., Menlo Park

July 13, 2020



Tree #s 13 through 21

Tree Protection Plan

1. The Tree Protection Zone (TPZ) should be defined with protective fencing. This should be cyclone or chain link fencing on 1½" or 2" posts driven at least 2 feet in to the ground standing at least 6 feet tall. Normally a TPZ is defined by the dripline of the tree. I recommend the TPZ's as follows:-

Tree # 6: TPZ should be at 10 feet from the trunk closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2 ⁽⁶⁾. This is marked on the drawing with a thin red line. Fencing in this location is not possible since this will be an access for construction. The root zone within the TPZ should be protected with a buffer of 4 inches of wood chip overlaid with ½ " plywood to protect the roots from compaction but still allow for pedestrian access

Tree # 7 is a neighbor's tree. The TPZ should be at 20 feet radius from the trunk of the tree closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2 ⁽⁶⁾. This is marked on the drawing with a thin red line.

Tree # 8: TPZ should be at 10 feet radius from the trunk of the tree in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2 ⁽⁶⁾. This is marked on the drawing with a thin red line.



IMAGE 2.15-1
Tree Protection Fence at the Dripline



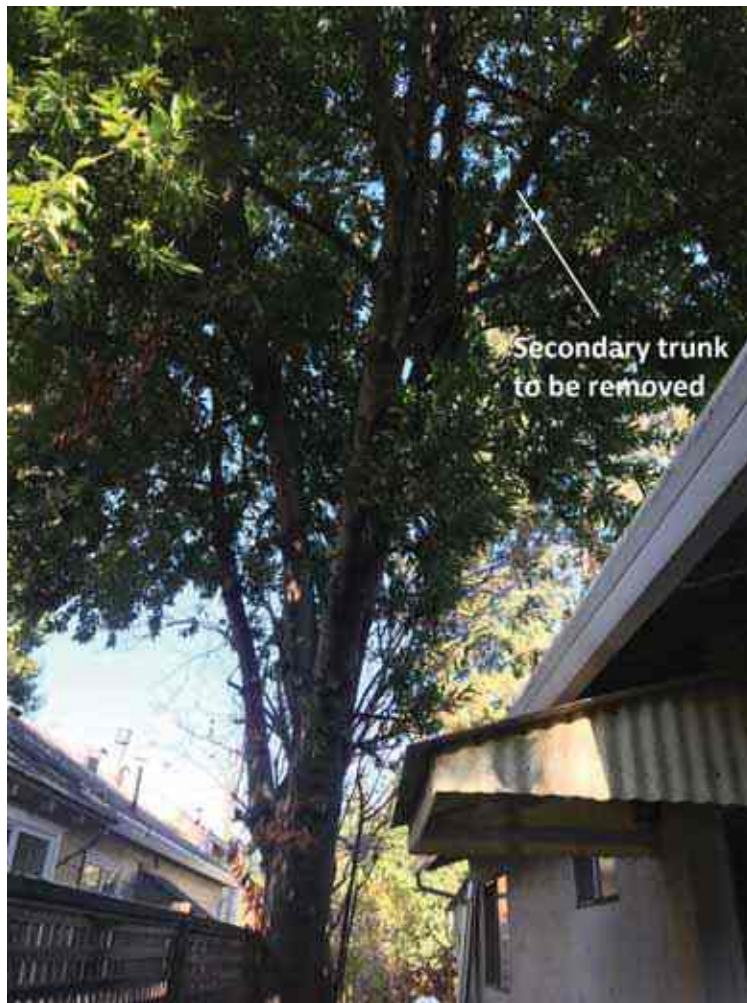
IMAGE 2.15-2
Tree Protection Fence at the Dripline

• **Type I Tree Protection**

The fences shall enclose the entire area under the **canopy dripline or TPZ** of the tree(s) to be saved throughout the life of the project, or until final improvement work within the area is required, typically near the end of the project (see *Images 2.15-1 and 2.15-2*). Parking Areas: If the fencing must be located on paving or sidewalk that will not be demolished, the posts may be supported by an appropriate grade level concrete base.

2. Any pruning and maintenance of the trees shall be carried out before construction begins. This should allow for any clearance requirements for both the new structure and any construction machinery. This will eliminate the possibility of damage during construction. **The pruning should be carried out by an arborist, not by construction personnel.** No limbs greater than 4" in diameter shall be removed.

The canopy of Tree #6 will need to be trimmed back to accommodate the second floor, this would include the removal of one secondary trunk. There need not be more than 25% of the canopy removed. If more than 25% is to be removed a permit will be required.



Pruning of Tree # 6

3. There will be no modifications of foundation and so no excavation needed for this addition. However, any excavation in ground where there is a potential to damage roots of 1" or more in diameter should be carefully hand dug. Where possible, roots should be dug around rather than cut.⁽²⁾

4. If roots are broken, every effort should be made to remove the damaged area and cut it back to its closest lateral root. A clean cut should be made with a saw or pruners. This will prevent any infection from damaged roots spreading throughout the root system and into the tree.⁽²⁾
5. **Do Not:**⁽⁴⁾
 - a. Allow run off or spillage of damaging materials into the area below any tree canopy.
 - b. Store materials, stockpile soil, park or drive vehicles within the TPZ of the tree.
 - c. Cut, break, skin or bruise roots, branches or trunk without first obtaining permission from the city arborist.
 - d. Allow fires under any adjacent trees.
 - e. Discharge exhaust into foliage.
 - f. Secure cable, chain or rope to trees or shrubs.
 - g. Apply soil sterilants under pavement near existing trees.
6. Where roots are exposed, they should be kept covered with the native soil or four layers of wetted, untreated burlap. Roots will dry out and die if left exposed to the air for too long.⁽⁴⁾
7. Route pipes into alternate locations to avoid conflict with roots.⁽⁴⁾
8. Where it is not possible to reroute pipes or trenches, the contractor is to bore beneath the dripline of the tree. The boring shall take place no less than 3 feet below the surface of the soil in order to avoid encountering “feeder” roots.⁽⁴⁾
9. Compaction of the soil within the dripline shall be kept to a minimum.⁽²⁾ If access is required to go through the TPZ of a protected tree, the area within the TPZ should be protected from compaction either with steel plates or with 4” of wood chip overlaid with plywood.
10. Any damage due to construction activities shall be reported to the project arborist or city arborist within 6 hours so that remedial action can be taken.
11. Ensure upon completion of the project that the original ground level is restored

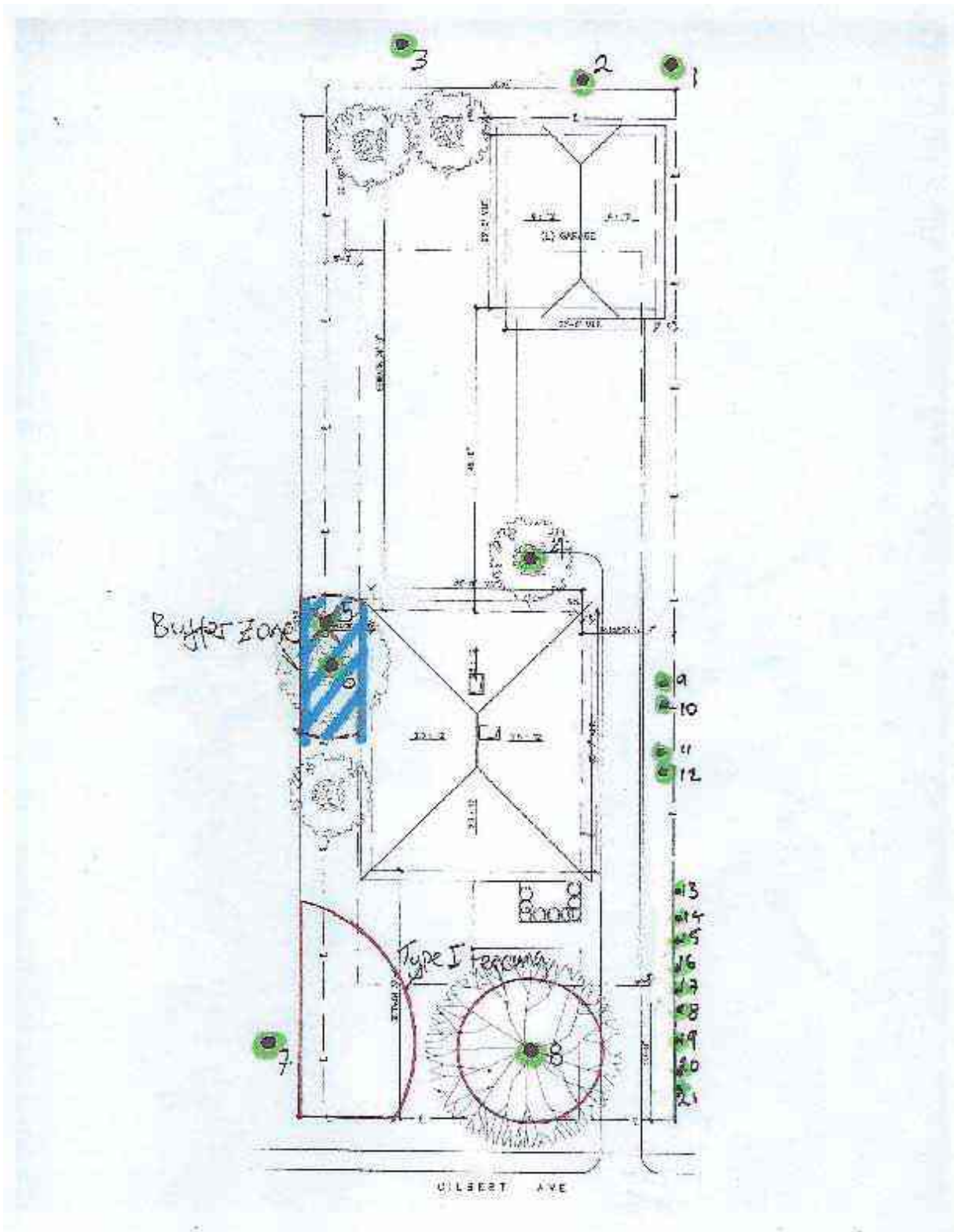
Site Monitoring Activities

The following specific activities should be monitored by the site arborist:

Installation of tree protection fencing and root buffer zones.

Any unforeseen excavation within the TPZ’s of the trees.

Site inspection at completion of the project.



Location of Regulated trees around property and their Tree Protection Zones

Glossary

Canopy	The part of the crown composed of leaves and small twigs. ⁽²⁾
Cavities	An open wound, characterized by the presence of extensive decay and resulting in a hollow. ⁽¹⁾
Decay	Process of degradation of woody tissues by fungi and bacteria through the decomposition of cellulose and lignin ⁽¹⁾
Dripline	The width of the crown as measured by the lateral extent of the foliage. ⁽¹⁾
Genus	A classification of plants showing similar characteristics.
Root crown	The point at which the trunk flares out at the base of the tree to become the root system.
Species	A Classification that identifies a particular plant.
Standard height	Height at which the girth of the tree is measured. Typically 4 1/2 feet above ground level

References

(1) Matheny, N.P., and Clark, J.P. Evaluation of Hazard Trees in Urban Areas. International Society of Arboriculture, 1994.

(2) Harris, R.W., Matheny, N.P. and Clark, J.R.. Arboriculture: Integrated Management of Landscape Trees, Shrubs and Vines. Prentice Hall, 1999.

(3) Carlson, Russell E. Paulownia on The Green: An Assessment of Tree Health and Structural Condition. Tree Tech Consulting, 1998.

(4) Extracted from a copy of Tree Protection guidelines. Anon

(5) T. D. Sydnor, Arboricultural Glossary. School of Natural Resources, 2000

(6) D Dockter, Tree Technical Manual. City of Palo Alto, June, 2001

Certification of Performance⁽³⁾

I, Robert Weatherill certify:

- * That I have personally inspected the tree(s) and/or the property referred to in this report, and have stated my findings accurately. The extent of the evaluation and appraisal is stated in the attached report and the Terms and Conditions;
- * That I have no current or prospective interest in the vegetation or the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved;
- * That the analysis, opinions and conclusions stated herein are my own, and are based on current scientific procedures and facts;
- * That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events;
- * That my analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted Arboricultural practices;
- * That no one provided significant professional assistance to the consultant, except as indicated within the report.

I further certify that I am a member of the International Society of Arboriculture and a Certified Arborist. I have been involved in the practice of arboriculture and the care and study of trees for over 15 years.

Signed



Robert Weatherill
Certified Arborist WE 1936a
Date: 7/13/20

Terms and Conditions(3)

The following terms and conditions apply to all oral and written reports and correspondence pertaining to consultations, inspections and activities of Advanced Tree Care :

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



STAFF REPORT

Planning Commission

Meeting Date:

8/31/2020

Staff Report Number:

20-038-PC

Public Hearing:

Use Permit/Sean Amiri/1121 Westfield Drive

Recommendation

Staff recommends that the Planning Commission approve a use permit to construct a fence with segments of six and seven feet where a height of four feet is permitted within the required 20-foot front setback. The property is a corner lot in the R-1-S (Single Family Suburban) zoning district. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The project site is located at 1121 Westfield Drive near Jack W. Lyle Park. Westfield Drive is a short, curved, street that extends between Arbor Road to the north and Windsor Road to the south. Westfield Drive curves around the subject parcel to create a corner lot and forms a western and southern boundary around the subject parcel. Because the subject parcel has a shorter street frontage along the western segment of Westfield Drive, the western street frontage is considered the front of the lot, even though the new and previous residence are oriented towards the southern frontage of Westfield Drive. The parcel is a standard lot. A location map is included as Attachment B.

Adjacent parcels on Westfield Drive are also zoned R-1-S. The surrounding homes along Westfield Drive are predominantly one-story, single-family residences, with a mixture of two-story homes. This is a neighborhood in transition; older existing residences tend to be single-story, ranch style homes, while newly built and remodeled residences are typically two stories in height and feature a variety of architectural styles. A building permit was issued in 2019 to demolish the one-story home on the subject site and construct a new two-story home. As of the writing of this report, the two-story residence is still under construction.

Analysis

Project description

As discussed above, Westfield Drive curves around the subject parcel to create a corner lot and forms a

western and southern boundary around the subject parcel. Although the new home is orientated towards the southern segment of Westfield Drive, the western segment of Westfield Drive is considered the front of the property. The front and street side property lines are setback approximately eleven feet from the edge of the valley gutter. Sheet A-2 in Attachment C illustrates the front and street side property lines in relation to the street edge.

Chapter 16.64 of the Zoning Ordinance regulates fences, walls, trees, and hedges and states that the maximum height of fences within the required front setback in residential zoning districts is four feet. Outside of front yard setbacks, fences are permitted a maximum height of seven feet. For corner lots, the maximum height of fences is three feet within the line of sight triangle at the intersection of the two streets. The Ordinance further states that the maximum heights may be exceeded with the issuance of a use permit. Wood fences not over seven feet in height are exempt from the City's building permit requirements.

The applicant indicates they wish to provide privacy and additional space to the backyard of the new residence. The applicant states that the new home that is currently under construction is larger than the original home and is oriented towards the southern segment of Westfield Drive, similar to the previous home, which results in a smaller backyard compared to the original home. In addition, the footprint of the home is situated to preserve the roots of the large Deodar Cedar heritage tree (tree #1) on site. These factors left the home with a backyard that if built at the twenty-foot front setback line with a seven-foot fence, would result in a relatively small backyard. Similarly, if the applicant chose to utilize the space in the required front setback, the backyard would be visible from the street due to the maximum permitted fence height of four feet in the required front setback. As such, the applicant is requesting a use permit to build a six-foot tall fence along the front and street side frontage of Westfield Drive and a seven-foot tall fence along the interior side that abuts the neighboring residence at 631 Arbor Road, where four feet is the maximum permitted fence height in the required front setback. The proposed fence would be comprised of vertical natural wood boards with lattice work on top to match the existing fence. It should be noted, the use permit request is only for the portions of the proposed fence that extend into the required front setback to exceed the maximum permitted fence height of four feet. The proposed portions of the fence outside of the front setback may be up to seven feet in height as permitted by Chapter 16.64 of the Zoning Ordinance, and are not part of the use permit request.

The property has an existing seven-foot fence, comprised of vertical, natural wood boards with lattice work on top, along the rear and interior side property lines. The applicant initially proposed to extend the existing seven-foot fence along the interior side property line to the front property line, then turn 90 degrees along the front property line for approximately 48 feet to the line of sight triangular area, then angle 45 degrees inward along the boundary of the line of sight triangle for approximately 25 feet, and finally inward for approximately 17 feet to align with the front building façade. After neighbors expressed concern with the massing and traffic visibility impacts of the fence, the applicant met with neighbors and revised the fence to address their concerns. The revised fence includes the following:

- The fence would be setback two feet, 10 inches from the front property line.
- The length of the fence along the front property line would be reduced from approximately 48 feet to 29 feet, six inches and the fence would turn inwards at 90 degrees to align with the rear of the building façade instead of the front.

- The height of the fence along the front and street side frontage would be reduced from seven feet to six feet.

The revised fence height, length and layout would reduce the massing and visibility issues for automobile and foot traffic turning the corner on the Westfield Drive, while also providing the applicant with an expanded backyard that is not visible from the street. The revised fence would not border the line of sight triangle and would instead turn inwards at 90 degrees to align with the rear of the building façade. In addition, the fence would be setback two feet, 10 inches from the front property line, which would result in a setback of approximately 15 feet, 10 inches from the valley gutter along the western segment of Westfield Drive. The revised fence layout would create a substantial setback along the western and southern frontages of Westfield Drive. Sheet A-2 in Attachment C illustrates the revised fence layout. The revised fence would match the existing fence on the subject parcel as well as fences in the surrounding neighborhood. The Transportation Division reviewed the proposal and indicated that they do not have any concerns since the proposed fence would not be located within the line of sight triangle.

Design and materials

The applicant states that the new fence would be a traditional wood fence that is consistent with the existing wood fence on the property and fences on neighboring properties. The proposed material of the fence is natural redwood with natural coloring. The applicant states that the fence would not be stained or painted. The style of the fence would be similar to other traditional wood fences in that it would consist of five and six-foot-tall segments of vertical boards that correspond to the different height segments and a one-foot lattice across the top.

Staff believes that the scale, materials, and style of the proposed fence are consistent with the neighborhood, given the similar fence styles and sizes in the area, and that the proposed materials and overall design would result in a consistent aesthetic approach.

Trees and landscaping

The applicant has submitted an amendment to an existing arborist report (Attachment E), providing additional details regarding the trees on site that would be most directly impacted by the proposed fence. The report discusses the impacts of the proposed improvements and provides recommendations for the excavation necessary for the fence posts and tree protection measures. As part of the project review process, the arborist report was reviewed by the City Arborist.

There are four trees, two heritage trees (trees #1 and #15) and two non-heritage trees (trees #14 and #16), located near the proposed fence. To protect these trees, the arborist report has identified hand excavation for the fence footings within 15 feet of the redwood trees (trees #14-16) as a suitable protection measure. The arborist report also states that the Project Arborist shall inspect and document the excavation for the fence posts. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 3e.

Correspondence

The applicant states in their project description letter that over the course of the project they met with neighbors and corresponded via email. This outreach is summarized by the applicant in Attachment D. Staff received emails from four neighbors expressing concern and/or opposition with the location and height of the initial fence proposal because of massing concerns in relation to the overall look of the neighborhood and potential traffic safety impacts. In response to these concerns, the applicant met with neighbors on Tuesday, July 2, 2020 to show the location of the fence and to receive feedback. Based on the feedback provided, the applicant revised the proposed fence to address the neighbors' concerns. The applicant has since worked with neighbors and forwarded additional emails from neighbors to staff. Both emails received directly by staff and emails received via the applicant are included as Attachment F.

Conclusion

Staff believes that the proposed fence height would improve privacy for the subject property and the scale, materials, and style of the proposed fence are compatible with those of the neighborhood. Moreover, the proposed fence layout and height have been revised from the initial submittal to address neighbors' concerns. Tree protection measures would minimize impacts to the existing on-site trees, as confirmed by the City Arborist. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Project Plans

- D. Project Description Letter
- E. Arborist Report
- F. Correspondence

Disclaimer

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

Exhibits to Be Provided at Meeting

None

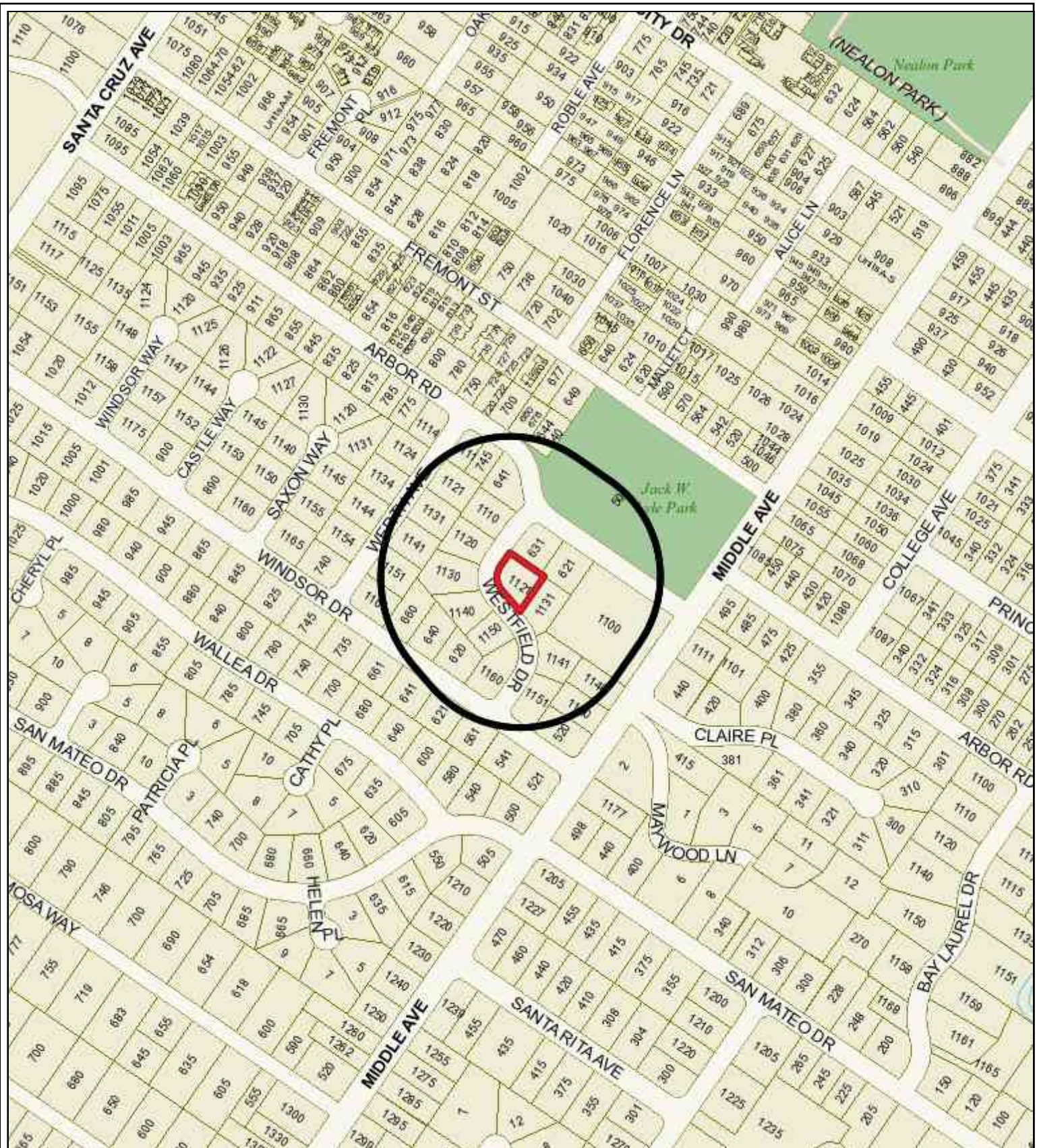
Report prepared by:
Leo Tapia, Planning Technician

Report reviewed by:
Corinna Sandmeier, Senior Planner

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1121 Westfield Avenue – Attachment A: Recommended Actions

LOCATION: 1121 Westfield Avenue	PROJECT NUMBER: PLN2020-00012	APPLICANT: Sean Amiri	OWNER: Sean Amiri
PROPOSAL: Request for a use permit to increase the maximum permitted fence height to segments of six and seven feet where a height of four feet is permitted within the required 20-foot front setback. The property is a corner lot in the R-1-S (Single Family Suburban) zoning district.			
DECISION ENTITY: Planning Commission	DATE: August 31, 2020	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kahle, Kennedy, Riggs, Tate)			
ACTION: <ol style="list-style-type: none">1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines.2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.3. Approve the use permit subject to the following standard conditions:<ol style="list-style-type: none">a. The applicant shall be required to construct the fence within one year from the date of approval (by August 31, 2021) for the use permit to remain in effect.b. Development of the project shall be substantially in conformance with the plans prepared by G'Lush Design Group, consisting of 4 plan sheets, dated received August 5, 2020, subject to review and approval by the Planning Division.c. Prior to fence construction, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.d. Prior to fence construction, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.e. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Kielty Arborist Services, dated March 9, 2020.			



City of Menlo Park
Location Map
1121 Westfield Drive



Scale: 1:4,000

Drawn By: LT

Checked By: CDS

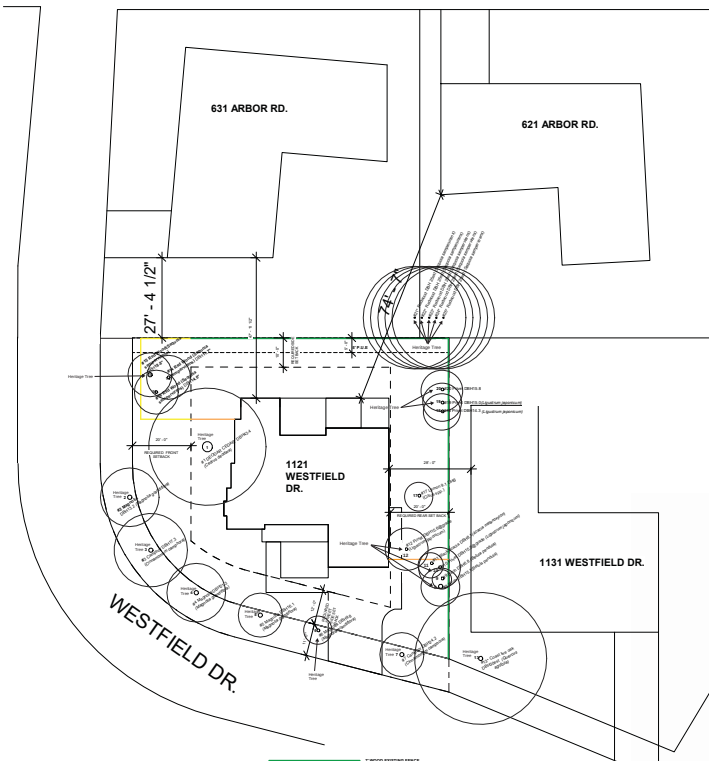
Date: 8/31/2020

Sheet: 1



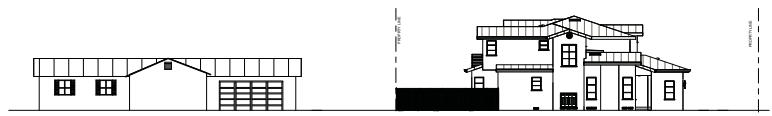
SOUTHWEST PERSPECTIVE
RENDERING

ARBOR RD.



1 AREA PLAN
1" = 20'-0"

STREET SCOPE



2 631 ARBOR RD.
1/16" = 1'-0"

3 WEST ELEVATION 1121 WESTFIELD DR.
1/16" = 1'-0"



4 SOUTH ELEVATION 1121 WESTFIELD DR.
1/16" = 1'-0"

5 1131 WESTFIELD DR.
1/16" = 1'-0"



631 ARBOR RD.
WEST SIDE VIEW



SOUTHWEST VIEW
1121 WESTFIELD DR.



SOUTHEAST VIEW
1121 WESTFIELD DR.



1131 WESTFIELD DR.
SOUTH SIDE VIEW

No.	Description	Date

GLUSH DESIGN GROUP
Residential Building Design & Consulting
10435 Ramonville Dr., Cupertino, CA 95014
www.glushdesign.com



AREA PLAN & STREET SCOPE
NOT TO SCALE. THE INFORMATION ON THESE DRAWINGS IS FOR INFORMATION ONLY. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF THE INFORMATION. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF THE INFORMATION. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF THE INFORMATION.

OWNER: SEAN AMIRI
1121 Westfield Dr, Menlo Park, CA
94025

Project #	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
Scale	As Indicated

A-1

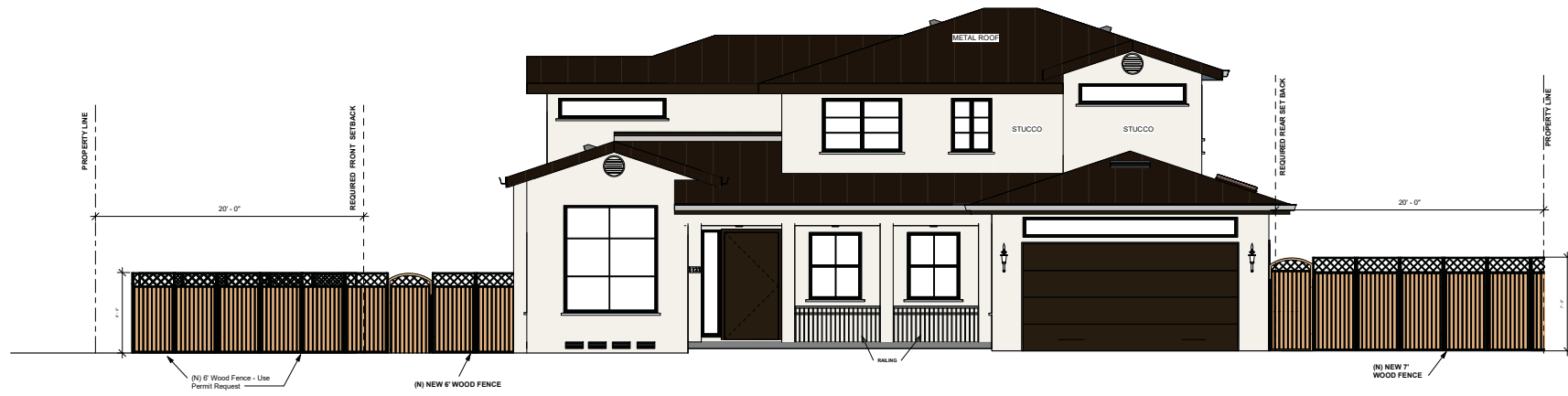
② PROPOSED WOOD FENCE
1/2" = 1'-0"



Project n	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
A-2	
Scale	As indicated



② WEST ELEVATION
1/4" = 1'-0"



① SOUTH ELEVATION
1/4" = 1'-0"

No.	Description	Date

GLUSH DESIGN GROUP
Residential Building Design & Consulting
10435 Ramona Dr., Cupertino, CA 95014
www.glushdesign.com



EVERY PERSON SHALL BE RESPONSIBLE FOR THE ACCURACY AND TRUTH OF THE INFORMATION CONTAINED IN THESE DRAWINGS. THE USER OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR THE ACCURACY AND TRUTH OF THE INFORMATION CONTAINED IN THESE DRAWINGS. THE USER OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR THE ACCURACY AND TRUTH OF THE INFORMATION CONTAINED IN THESE DRAWINGS. THE USER OF THESE DRAWINGS SHALL BE RESPONSIBLE FOR THE ACCURACY AND TRUTH OF THE INFORMATION CONTAINED IN THESE DRAWINGS.

OWNER: SEAN AMIRI
1121 Westfield Dr, Menlo Park, CA
94025

Project #	Project Number
Date	Issue Date
Drawn by	Author
Checked by	Checker
A-3	
Scale	1/4" = 1'-0"

Sean Amiri
5 Spiros Way
Menlo Park, CA, 94025
650-520-6885
Seanamiri2@gmail.com

ATTACHMENT D

3/2/2020

Revised 6/11/2020

To whom it may concern,

My name is Sean Amiri and I am the owner of 1121 Westfield drive. I would like to submit an application for a Use Permit for installation of fence on a portion of the side of the property. The purpose of the fence is to create privacy for the backyard of the home.

Project Description

The property is considered to be a corner lot as it is located on the curb of the street. This exposes the home to the street from two sides. Moreover, the front of the house is oriented to the side of the lot, making the back and the side yard exposed to the street and the neighbors. Therefore, this Use Permit will allow us to provide the necessary privacy for the property. Please note that the distance from the fence to Westfield Drive's street curb is 16 feet, allowing for public right of way as well as visibility for the drivers.

Regulations

I have contacted Planning Department staff and obtained the guidelines and specifications for location and the size of the fence that can be installed. The Zoning Ordinance Section 16.64.020 states:

16.64.020 Height of fences, walls, hedges or similar structures in residential districts.

(a) The maximum height of fences, walls, hedges or similar structures shall not exceed four feet (4') in the required front setback. Otherwise the fence, wall, hedge or similar structure shall not exceed seven feet (7') in height. Height shall be measured from the finished grade at the location of the fence, wall, hedge or similar structure. If the finished grade varies on the two (2) sides of the fence, the height shall be measured from the lower of the two finished grades.

(b) The maximum height of fences, walls, hedges, or similar structures on corner lots shall not exceed three feet (3') within the triangular area bounded on two (2) sides by the right-of-way lines of the intersecting streets and the third side by a line joining points on the right-of-way lines at a distance of thirty-five feet (35') from their point of intersection. Height shall be measured from the lowest edges of the constructed roadways or shoulders.

Tree Protection

We are providing an Arborist report to ensure the safety of any trees that may be in the proximity of the fence installation area. In order to protect trees in the side yard of the street, the contractor will hand dig for the fence post footings in the area within the drip line of trees called out for protection in the arborist's report. The Project Arborist shall inspect and document the hole excavation for the concrete posts.

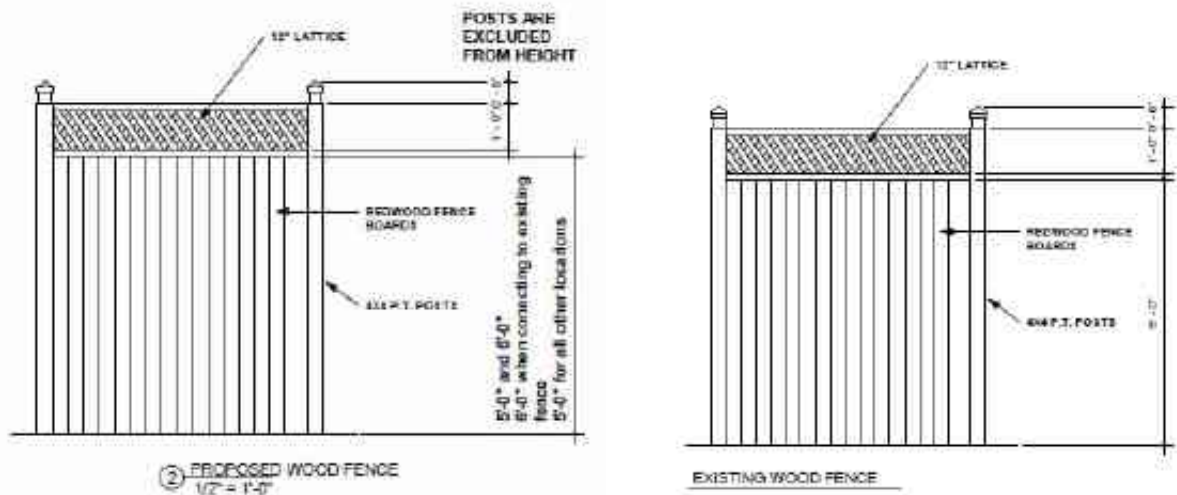
Sean Amiri
5 Spiros Way
Menlo Park, CA, 94025
650-520-6885
Seanamiri2@gmail.com

Project Design

We are proposing to add a 6' and 7' tall fence based on the plans that we are submitting along this letter. The provided site plan specifies the location of the fence under Use Permit consideration in yellow highlight, and the location of the fence that does not require use permit in orange highlight. The proposed fence will connect to the existing fence from one side and to the home from the other side. Note that the 7' tall fence is only the portion that connects to the existing 7' tall fence.

Moreover, the new home built on this site is larger than the original home, which makes the backyard much smaller. In addition, we had to situate the foot print of the house in such way to preserve the roots of the large Deadora Cedar tree in middle of the site. As a result, we ended up with a large "side-yard" which is exposed to the street due to the lot being a corner lot.

Since the existing fences located on the property and the fences in the neighborhood have installed a traditional wood fence, the design, material, and color of the proposed fence would be the same to create consistency with the rest of the property and the neighbors. The material of the fence is natural wood with natural color (it will not be stained or painted). The style of the fence is illustrated below. Please note that posts are excluded from height restriction.



Neighbor Outreach

As part of our application process, I reached out to our neighbors on Westfield drive. Since we started construction of the home at 1121 Westfield Drive, we have regularly been in contact with our neighbors. They all had received a notice from the City of Menlo park in regards to our fence application. Our next-door neighbor at 631 Arbor Ave, Dan and Peggy Hilberman asked me about the detail of the fence. He mentioned that the neighborhood has regular group meetings and he had already emailed everyone about the application request and in discussion with other neighbors a few of them had voiced some concerns. I also reached out to our neighbors at 1120, 1130, 1140, 1150, 1131 and 1141 Westfield. Our neighbor at 1150 Westfield also asked to walk the area with me and wanted to know how far from the street would the fence be built.

Sean Amiri
5 Spiros Way
Menlo Park, CA, 94025
650-520-6885
Seanamiri2@gmail.com

After discussions with several neighbors I understood that their main concern was how the fence would affect the vision of the drivers driving on either side of Westfield Drive and if the driver vision may be blocked because of the fence. They also showed concerns about the height of the fence and its mass in relation to the overall look of the neighborhood. I did explain to them that we had to situate the footprint of the house in such a way to preserve the roots of the large Deadora Cedar tree in the middle of the site. As a result, we ended up with a large "side-yard" which is exposed to the street since the lot is considered a "corner lot". In addition, the backyard is also completely exposed to the view of anyone who walks or drives by the house due to the site being a corner lot. That is the area that we are hoping to enclose by this fence in order to give privacy to the home and its residence. I suggested building a mockup of the fence for the neighbors to take a look, examine and give me their feedback. Our neighbor Dan Hilberman notified the neighborhood group that a mockup will be in place on Tuesday June 2nd and I met with the neighbors who came out to view it on that date. After their listening to their concerns I agreed to revise my application for the fence as following:

- 1- Push the street side fence back away from property line by 3 ft.,
- 2- Reduce the height of the street side fence to 6 ft as opposed to originally requested of 7 ft,
- 3- Shorten the length of the proposed fence to 28 ft as opposed 48 to and turning it "straight" towards the back of the structure with 90-degree angle (Please see revised diagram).

By doing these changes, the neighbors feel we have given privacy to the backyard and yet fence is not so massive and not blocking the view of drivers.

Neighbors collectively agreed that they are OK with the fence structure if we make and adhere to these revisions, which I agreed to. I was copied on an email from Dan Hilberman addressed to the neighborhood with details of our meetings and they all confirmed they are good with revised fence structure. I have attached a copy of the email.

Your consideration towards this matter is much appreciated.

Yours truly,

Sean Amiri

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

March 9, 2020

Sean Amiri
1190 West Hillsdale Blvd #13
San Mateo, CA
94403

Site: 1121 Westfield, Menlo Park, CA

Dear Mr. Amiri,

As requested on Friday, March 6, 2020 I was asked to review the fence locations on site plan A2 dated 2/25/20. Your concerns as to the safety and health of the surrounding trees has prompted this letter. The proposed 7' tall wooden fence is to be located on the north west side of the property near Deodar cedar tree #1 and Redwood trees #14-16. The fence is to be supported by small concrete post with no grade beam or continuous footing in between the post. At the closest point the fence is 6 feet from the young redwood trees and 25 feet from large cedar tree #1. Roots at 25 feet from the cedar tree are expected to be smaller than 2 inches in diameter and could be cut. The concrete post will be outside the dripline of the large cedar tree. Roots at 6 feet from the young redwood trees may be 2 inches or larger. The post holes are recommended to be excavated by hand excavated when within 15 feet of the redwood trees. Roots measuring 2 inches or larger are recommended to be retained. The plan should maintain the flexibility on post locations if roots larger than 2 inches in diameter are encountered. The Project Arborist shall inspect and document the post hole excavation. Impacts are expected to be nonexistent from the proposed fence build as roots will be retained when over 2 inches in diameter.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,
Kevin R. Kielty Certified Arborist WE#0476A

Kielty Arborist Services

P.O. Box 6187
San Mateo, CA 94403
650-515-9783

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Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Arborist: _____
Kevin R. Kielty

Date: March 9, 2020

Kielty Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

November 20, 2018

Sean Amiri
1190 West Hillsdale Blvd #13
San Mateo, CA
94403

Site: 966 Menlo Avenue, Menlo Park, CA

Dear Mr. Amiri,

As requested on Wednesday, July 18, 2018 I visited the above site to inspect and comment on the trees. A new home is planned for this site and your concern for the future health and safety of the trees has prompted this visit. Site plan A2 through A7, and civil plan C-1 dated 10/26/18 have been reviewed for writing this report.

Method:

All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). The trees were given a condition rating for form and vitality. The trees condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

1	-	29	Very Poor
30	-	49	Poor
50	-	69	Fair
70	-	89	Good
90	-	100	Excellent

The height of the trees was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

1121 Westfield 11/20/18

(2)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1P/R	Deodar cedar (<i>Cedrus deodara</i>)	43.4	45	100/40	Good vigor, poor form, codominant at 35 feet with included bark, very poor union, loss of apical dominance again at 80', tree is located 7'10" from the existing home foundation. Proposed for removal, see separate report.
2P	Magnolia (<i>Magnolia grandiflora</i>) 10 times diameter=11'	13.2	55	35/20	Fair to poor vigor, fair form, tip die back, drought stressed, recommended to heavily irrigate and fertilize. Street tree
3P	Camphor (<i>Cinnamomum camphora</i>) 10 times diameter=14'	17.3	70	35/25	Fair vigor, fair form, heavy surface roots, recommended to irrigate. Street tree
4P	Magnolia (<i>Magnolia grandiflora</i>) 10 times diameter=18'	21.3	45	30/20	Poor vigor, fair form, abundance of dead wood and die back, heavy surface roots, recommended to irrigate. Street tree
5P	Magnolia (<i>Magnolia grandiflora</i>) 10 times diameter=13'	16.1	45	30/15	Poor vigor, fair form, heavy dieback and dead wood, needs irrigation. Street tree
6P	Magnolia (<i>Magnolia grandiflora</i>) 10 times diameter=8'	9.8	45	25/15	Poor vigor, fair form, heavy dieback and dead wood, needs irrigation. Street tree
7P	Camphor (<i>Cinnamomum camphora</i>) 10 times diameter=20'	24.2	65	40/30	Fair vigor, fair form, one sided due to neighboring oak suppressing tree, suppressed side of canopy showing die back and dead wood. Street tree
8P/R	Birch (<i>Betula pendula</i>)	15.1	65	40/20	Fair vigor, fair form, needs to be irrigated. Recommended for removal to facilitate construction.
9R	Birch (<i>Betula pendula</i>)	6.8	50	20/12	Fair vigor, poor form, suppressed, heavily pruned in past.
10P/R	Privet (<i>Ligustrum japonicum</i>)	15.5@grade	40	20/12	Fair vigor, poor form, multi leader at grade, topped in past. Recommended for removal

1121 Westfield 11/20/18

(3)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
11R	Black acacia (<i>Acacia melanoxylon</i>)	8.1	40	40/12	Fair vigor, poor form, topped in past, codominant at 12 feet with included bark, invasive species. Recommended for removal
12P/R	Privet (<i>Ligustrum japonicum</i>)	15.6@grade	40	20/12	Fair vigor, poor form, multi leader at grade. Recommended for removal
13*P	Coast live oak (<i>Quercus agrifolia</i>) 10 times diameter=25'	30est	70	55/45	Good vigor, fair form, heavy into street and neighbor's property, street tree. Street tree.
14	Redwood (<i>Sequoia sempervirens</i>)	11.7	90	45/15	Good vigor, good form.
15P	Redwood (<i>Sequoia sempervirens</i>) 10 times diameter=16'	18.8	90	50/15	Good vigor, good form.
16	Redwood (<i>Sequoia sempervirens</i>)	14.0	90	45/15	Good vigor, good form.
17	Lemon (<i>Citrus spp.</i>)	9.1	45	12/10	Fair to poor vigor, fair form, in decline.
18	Privet (<i>Ligustrum japonicum</i>)	14.3	40	25/15	Fair vigor, poor form, topped in past, multi leader near grade.
19P/R	Privet (<i>Ligustrum japonicum</i>)	15.0	40	25/15	Fair vigor, poor form, topped in past, multi leader near grade. Recommended for removal
20P/R	Privet (<i>Ligustrum japonicum</i>)	15.8	40	25/15	Fair vigor, poor form, topped in past, multi leader near grade. Recommended for removal.
21*P	Redwood (<i>Sequoia sempervirens</i>) 10 times diameter=21'	25est	85	110/35	Good vigor, good form, in grove, minor signs of drought stress, 15 feet from property line.
22*P	Redwood (<i>Sequoia sempervirens</i>) 10 times diameter=21'	25est	85	110/35	Good vigor, good form, in grove, minor signs of drought stress, 15+ feet from property line.

1121 Westfield 11/20/18

(4)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
23* P	Redwood (<i>Sequoia sempervirens</i>) 10 times diameter=21'	25est	85	110/35	Good vigor, good form, in grove, minor signs of drought stress, 15+ feet from property line.
24* P	Redwood (<i>Sequoia sempervirens</i>) 10 times diameter=21'	25est	85	110/35	Good vigor, good form, in grove, minor signs of drought stress, 15+ feet from property line.
25* P	Redwood (<i>Sequoia sempervirens</i>) 10 times diameter=21'	25est	85	110/35	Good vigor, good form, in grove, minor signs of drought stress, 15+ feet from property line.

**-Indicates neighbors tree P-Indicates protected tree by city ordinance*

R-Indicates tree proposed or recommended for removal.

Summary:

The trees surveyed are a mix of imported and native species. All heritage trees have a bold **P** (protected) next to them in the survey to indicate a protected or "Heritage" tree. The city of Menlo Park's definition of a heritage tree is as followed:

1. Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
2. Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
3. Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
4. Any tree with more than one trunk measured at the point where the trunks divide, with a circumference of 47.1 inches (diameter of 15 inches) or more, with the exception of trees that are under 12 feet in height, which are exempt from the ordinance.



Showing evidence of no past irrigation near the street trees

Summary of protected (heritage) trees:

7 street trees including the neighboring street tree were observed on site. All street trees are protected regardless of size in the city of Menlo Park. The magnolia street trees are in decline due to being drought stressed. Magnolias #4-6 in poor condition with magnolia tree #2 in fair condition (on lower end of fair). Their canopies are showing large amounts of dead wood. No irrigation has taken place near the street trees for an unknown length of time. This was observed as the turf in the front yard of the property was completely dead. It is recommended to heavily irrigate the magnolia trees during the dry season as they require significant dry season irrigation to be able to maintain a healthy canopy. Irrigation must take place every 2 weeks during the dry season until the top foot of soil is saturated. This can be done by means of soaker hoses combined with a garden hose. A layer of mulch should also be placed below the tree driplines to reduce water loss. It is recommended to deep water fertilize these trees in the spring of 2019 to try and improve their vigor. Aerating their root zones by vertical mulching is also recommended to try to improve tree health.



Camphor street trees #3 and #7 are in fair to good condition. These trees should also receive dry season irrigation every 2 weeks until the top foot of soil is saturated as this species needs supplemental irrigation to maintain a healthy canopy. Mulch shall also be placed below the dripline of these trees.

Showing magnolia trees with abundance of dead wood

Neighbor's coast live oak street tree #13 is in good condition. The tree is growing heavily into the street and should probably be pruned for end weight reduction in the direction of the tree's slight lean. The tree is a good distance away from the existing and proposed driveway. This tree will require tree protection fencing during the entire length of construction. No irrigation shall be applied to the oak tree as it is within its native range. Irrigation shall only take place under the Project Arborist direction.

Birch tree #8 is in fair condition. This tree is proposed for removal to facilitate construction. The proposed work near this tree will likely have a high impact on the tree's health, therefore tree removal is recommended. Work near this tree consist of a joint utility trench, bubble box, swale, and a decompressed landscape area.



Privet trees #10 and #12 as well as #19-20 are in poor condition due to their poor form and poor past maintenance consisting of topping cuts. Because these trees were measured over 15 inches below their unions they are protected trees. These trees are recommended to be removed as the past maintenance has made them a hazard and has considerably reduced their lifespan within the landscape. Black acacia tree #11 is not a protected tree but should be removed, as it is a very invasive species.

Showing topped privet trees at the property line

Redwood trees #14-16 make up a small grove of trees at the front of the property. Redwood tree #15 is of a protected size and will need to be protected during the entire length of construction. Redwood trees require a significant amount of irrigation to maintain a healthy canopy. It is recommended to heavily irrigate the soil 12 feet from the tree trunks every 2 weeks until the top foot of soil is saturated.

Neighboring redwoods #21-25 to the north are in good condition. These trees are located 15 feet from the property line and not expected to be impacted by construction activity.

Impacts and recommendations from the proposed construction when work is proposed within 10 times the diameter of a protected tree on site:

All heavy equipment used to demolish the home, shall enter the site at the existing driveway. The existing driveway or a portion of the existing driveway shall be retained for as long as possible during the construction of the home, as roots of trees #6 and #7 have grown underneath the pavement of the driveway, are being protected by the existing pavement. The driveway work is recommended to take place at the end of the project. When demolishing the driveway only hand tools will be permitted when within 10 times the diameter of trees #6 and #7. Both of these trees will need to be thoroughly irrigated before, during and after this work. All encountered roots within a future landscape area must be covered by native soil as soon as possible. If roots are to be exposed for longer than 1 day, roots must be wrapped in burlap and kept moist by spraying down the burlap multiple times a day. Magnolia tree #6 will likely have minor impacts as the tree is already in decline. The recommended irrigation will help to keep impacts at a tolerable level. All of the magnolia trees on site are recommended to be deep water fertilized in the spring of 2019.

The proposed driveway will need to be built in a way that saves all of the encountered tree roots when possible. Excavation depth for the proposed driveway shall be as minimal as possible. All excavation when within 8 feet of tree #6 and 20 feet of tree #7 will need to be carefully done by hand in combination with an air knife. If possible the existing base rock should be reused. Because the majority of the area of the proposed driveway already is an existing driveway, impacts from compaction are expected to be minimal as the area is used to being under compacted conditions. The proposed driveway is recommended to be constructed using Biaxial Geogrid to allow for a zero cut driveway type build in areas where there is not currently a driveway. The geogrid is pinned down over the existing soil as an underlayment which disperses loads laterally, and allows for building up a base section over the existing soil as a "zero cut" type driveway build. This will make for a raised finish driveway grade, but will also allow for a thinning of the required base section thickness to as much as 50% below standard. Often times soil conditions do not allow for a zero type cut driveway. If so excavation for the driveway where there is not currently a driveway (mostly near camphor tree #7) must not exceed 6 inches. Base rock areas for the proposed driveway where there is already an existing driveway to be removed can consist of Structural Soil (CU Mix) if the existing base rock cannot be reused. Excavation shall not exceed the current driveway base rock depth in these areas. Structural Soil can be packed around all of the existing roots and built up to match with the geogrid areas. Impacts from driveway construction are expected to be minor if the above recommendations are followed. Significant irrigation will need to be provided to trees #6 and #7 during all phases of construction as mitigations.

Camphor tree #3 is located 10 feet from the proposed sewer line, and Magnolia tree #4 is located 9 feet from the proposed sewer line. The sewer line is in the outer edge of the trees driplines. Excavation for the sewer line must be done by hand in combination with an air knife under the Project Arborist supervision. All exposed roots must be wrapped in burlap and kept moist until soil backfill. The burlap shall be sprayed down multiple times a day. Tree protection fencing will need to be temporarily reduced to complete this work, and should prompt the contractor to call the Project Arborist. The line shall be tunneled underneath the root zones as the majority of tree roots will be found in the top 18 inches of soil. No roots in this area should need to be cut. Impacts to camphor tree #3 are expected to be nonexistent as the tree is in good health. Minor impacts are expected for magnolia tree #4 as this tree is in poor condition. Both trees should be heavily irrigated throughout the construction process, before and after completion of the sewer line. Once the sewer line has been completed, tree protection must be placed back to its original placement.

The existing walkway near magnolia tree #5 is to be demolished. During demolition tree protection fencing will need to be placed at the edge of the existing walkway for this tree, and out to 13 feet wherever else possible. The walkway should be carefully removed when within 13 feet of tree #5 by using a jackhammer to break the material into small hand manageable pieces. Once the walkway has been removed the tree protection fencing shall be extended out to 13 feet from the tree where possible. Impacts from the demolition of the walkway are expected to be nonexistent if the above recommendations are followed.

A new walkway is proposed on the east side of magnolia tree #5 at a distance of 5 feet from the tree. The walkway should be constructed at the end of the project if possible, so that tree #5 can be fully protected for as long as possible. Once again, this will prompt the need for the contractor to contact the Project Arborist as the tree protection fencing will need to be moved to allow this work to happen. This walkway will need to be constructed in a way that requires the least amount of excavation as possible. Excavation when within 13 feet from the tree will need to be done by hand while exposing and retaining all roots for the Project Arborist to view. The required base rock for the walkways must consist of structural soil (CU Mix). Structural Soil can be purchased from TMT Enterprises in San Jose. This mix looks like your average aggregate but can be packed around and in between tree roots within the pathway base rock area with the path way then being constructed on top of the existing roots.

A bubble box, joint trench, vegetative swale, as well as a decompressed landscape area is in close proximity (5 feet) from birch tree #8. The tree should either be removed to facilitate construction, or the plan changed so that the bubble box, joint utility trench, and decompressed landscape area is at least 8 feet from the tree. Impacts at this point are expected to be high and the tree is recommended for removal to facilitate construction.

The vegetative swale on the north side of the property will need to be constructed by hand when within the tree protection zone(16 foot radius) of redwood tree #15. All roots encountered within the swale must be retained. No roots shall be allowed to be cut within the swale. Impacts to the redwood trees are expected to be nonexistent. All redwood trees on the property are recommended to be heavily irrigated. The following tree protection plan will help to ensure the future survival of the trees to be retained.

Tree Protection Plan:*Tree Protection Zones*

Tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for tree protection zones should be 6' tall, metal chain link material supported by metal 2" diameter poles, pounded into the ground to a depth of no less than 2'. The location for the protective fencing for the protected trees on site should be placed at 10 times the tree diameter where possible. Where not possible because of approved proposed work or existing hardscapes, the tree protection fencing shall be placed at the edge of the proposed work or hardscapes. No equipment or materials shall be stored or cleaned inside the protection zones.

Areas where tree protection fencing needs to be reduced for access, should be mulched with 6" of coarse wood chips with ½ inch plywood on top. The plywood boards should be attached together in order to minimize movement. The spreading of chips will help to reduce compaction and improve soil structure. All tree protection measures must be installed prior to any demolition or construction activity at the site. Below is a diagram showing the recommended tree protection fencing locations for the heritage trees on site during the demolition phase of the project. All non heritage trees to be retained are recommended to be protected with fencing placed at the tree's dripline.



The highlighted areas represent the recommended tree protection zones. Anytime the tree protection zones need to be modified due to the propose work the Project Arborist shall be called out to the site to discuss the work and new tree protection fencing locations with the contractor

Landscape Buffer

Where tree protection does not cover the entire root zone of the trees (10X diameter), or when a smaller tree protection zone is needed for access, a landscape buffer consisting of wood chips spread to a depth of six inches with plywood or steel plates placed on top will be placed where foot traffic is expected to be heavy. The landscape buffer will help to reduce compaction to the unprotected root zone.

Root Cutting and Grading

Any roots to be cut shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

Trenching and Excavation

Trenching for irrigation, drainage, electrical or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near its original level, as soon as possible. Trenches to be left open for a period of time, will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

Irrigation

Normal irrigation shall be maintained on this site at all times. The imported trees will require normal irrigation. On a construction site, I recommend irrigation during winter months, 1 time per month. Seasonal rainfall may reduce the need for additional irrigation. During the warm season, April – November, my recommendation is to use heavy irrigation, 2 times per month. This type of irrigation should be started prior to any excavation. The irrigation will improve the vigor and water content of the trees. The on-site arborist may make adjustments to the irrigation recommendations as needed. The foliage of the trees may need cleaning if dust levels are extreme. Removing dust from the foliage will help to reduce mite and insect infestation. Native oak trees shall not be irrigated unless their root zones are traumatized. It is important to start watering the street trees as soon as possible.

Inspections

It is the contractor's responsibility to contact the site arborist when work is to take place within 10 times the diameter of a protected tree on site. Kielty Arborist Services can be reached by email at kkarbor0476@yahoo.com or by phone at (650) 515-9783 (Kevin). Menlo Park often requires a letter that states we have inspected the tree protection fencing.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely, Kevin R. Kielty Certified Arborist WE#0476A

Kielty Arborist Services

P.O. Box 6187
San Mateo, CA 94403
650-515-9783

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Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Arborist: _____
Kevin R. Kielty

Date: November 20, 2018



Fwd: fence for 1121 Westfield home construction- window

6 messages

Sean Amiri <seanamiri2@gmail.com>
To: Sam Siassi <saam.lighthouse@gmail.com>

Thu, Jun 11, 2020 at 6:13 PM

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

From: **Dan & Peggy Hilberman** <hilberman@aol.com>

Date: Tue, Jun 2, 2020 at 1:43 PM

Subject: Re: fence for 1121 Westfield home construction- window

To: [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>, apotischman@me.com <apotischman@me.com>, Andy.Davis@gmail.com <Andy.Davis@gmail.com>, elton@eltonsherwin.com <elton@eltonsherwin.com>, jarun.naruprampree@gmail.com <jarun.naruprampree@gmail.com>, dougcannon@me.com <dougcannon@me.com>, rgthompson32@gmail.com <rgthompson32@gmail.com>
Cc: seanamiri2@gmail.com <seanamiri2@gmail.com>

Attached photo of the window we discussed. As I took the photo I realized there is no change in the roof-line. Sorry.

So the fence will meet the house just to the "right" of the window in this photo.

I also added Roberta, AJ, and Doug to distribution. Please feel free to forward to anyone interested.
Dan

-----Original Message-----

From: Dan & Peggy Hilberman <hilberman@aol.com>

To: [REDACTED] <[REDACTED]>; [REDACTED] | [REDACTED]
 Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>; apotischman@me.com <apotischman@me.com>;
 Andy.Davis@gmail.com <Andy.Davis@gmail.com>; elton@eltonsherwin.com <elton@eltonsherwin.com>

Cc: seanamiri2@gmail.com <seanamiri2@gmail.com>

Sent: Tue, Jun 2, 2020 1:06 pm

Subject: fence for 1121 Westfield home construction

All,

Andy and I talked it through with Sean Amiri at lunch time and I had already talked with Elena.

Many thanks to Sean for listening to the neighborhood input. I think we have a good solution

The fence with 6 foot boards but no trellis will start at the property side of the wood utility pole by our driveway/property line.

It will parallel Westfield and then cut directly to the house to the window that you can see on the second floor, i.e., a person at the window will look down on the enclosed yard. This will visually meet the little bit of roof line, so it should look good. This short piece of tall fencing will give the owners privacy in the yard in the back of the house, while not creating the look of a fort/stockade along Westfield.

The remaining part of the yard will have low 3-foot fencing, landscaping, etc. curving with Westfield around the "corner".

This will give drivers excellent visibility of kids playing basketball, cycling, scooting in the street.

We also talked about the white utility doors (housing furnace, AC, other mechanical) that are so stark against the grey stucco today, but by painting the doors the same color as the house, they should

blend in visually and not be a distraction.

If everyone agrees, Sean will update his plans with the City.

Dan



1121 Westfield 2nd story window 2020-06-02.JPG
3751K

Sean Amiri <seanamiri2@gmail.com>
To: Sam Siassi <saam.lighthouse@gmail.com>

Thu, Jun 11, 2020 at 6:14 PM

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

From: Elton Sherwin <elton@eltonsherwin.com>
Date: Tue, Jun 2, 2020 at 1:54 PM
Subject: RE: fence for 1121 Westfield home construction- window
To: Dan & Peggy Hilberman <hilberman@aol.com>, [REDACTED], [REDACTED],
[REDACTED], Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>,
apotischman@me.com <apotischman@me.com>, Andy.Davis@gmail.com <Andy.Davis@gmail.com>,
jarun.naruprampree@gmail.com <jarun.naruprampree@gmail.com>, dougcannon@me.com <dougcannon@me.com>,
rgthompson32@gmail.com <rgthompson32@gmail.com>
Cc: seanamiri2@gmail.com <seanamiri2@gmail.com>

I'm fine with this

Elton Sherwin

Cell: 650.823.9221

From: Dan & Peggy Hilberman [mailto:hilberman@aol.com]
Sent: Tuesday, June 02, 2020 1:44 PM
To: [REDACTED] Neal.Potischman@comcast.net; apotischman@me.com;
Andy.Davis@gmail.com; Elton Sherwin; jarun.naruprampree@gmail.com; dougcannon@me.com;
rgthompson32@gmail.com
Cc: seanamin2@gmail.com
Subject: Re: fence for 1121 Westfield home construction- window

Attached photo of the window we discussed. As I took the photo I realized there is no change in the roof-line. Sorry.

[Quoted text hidden]

Sean Amiri <seanamiri2@gmail.com>
To: Sam Siassi <saam.lighthouse@gmail.com>

Thu, Jun 11, 2020 at 6:14 PM

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

From: **Dan & Peggy Hilberman** <hilberman@aol.com>
Date: Tue, Jun 2, 2020 at 2:37 PM
Subject: Re: fence for 1121 Westfield home construction- window
To: elton@eltonsherwin.com <elton@eltonsherwin.com>, [REDACTED] <[REDACTED]>, [REDACTED] <[REDACTED]>, Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>, apotischman@me.com <apotischman@me.com>, Andy.Davis@gmail.com <Andy.Davis@gmail.com>, jarun.naruprampree@gmail.com <jarun.naruprampree@gmail.com>, dougcannon@me.com <dougcannon@me.com>, rgthompson32@gmail.com <rgthompson32@gmail.com>
Cc: seanamiri2@gmail.com <seanamiri2@gmail.com>

Here is a second photo showing first-floor roof line obscured by the scaffolding.
dan

[Quoted text hidden]



1121 Westfield;d 2nd story window 2020-06-02, #2.HEIC
1136K

Sean Amiri <seanamiri2@gmail.com>
To: Sam Siassi <saam.lighthouse@gmail.com>

Thu, Jun 11, 2020 at 6:14 PM

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

From: **Matt Battles** [REDACTED]
Date: Tue, Jun 2, 2020 at 2:37 PM
Subject: Re: fence for 1121 Westfield home construction- window
To: Dan & Peggy Hilberman <hilberman@aol.com>, Elena PernasGiz-Battles <[REDACTED]>, Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>, apotischman@me.com <apotischman@me.com>, Andy.Davis@gmail.com <Andy.Davis@gmail.com>, elton@eltonsherwin.com <elton@eltonsherwin.com>, jarun.naruprampree@gmail.com <jarun.naruprampree@gmail.com>, dougcannon@me.com <dougcannon@me.com>, rgthompson32@gmail.com <rgthompson32@gmail.com>
Cc: seanamiri2@gmail.com <seanamiri2@gmail.com>

Sean — I wanted to make sure I understood the plan. I attached two photos. One shows the house with a line drawn on the photo to indicate my understanding of where the fence would meet the house. The other shows the corner by the telephone pole marking the extent of the fence toward the property line / street.

Can you confirm that I'm understanding correctly? If that's right, then I am supportive. Thank you.

Matt

On Tue, Jun 2, 2020, at 1:43 PM, Dan & Peggy Hilberman wrote:

Attached photo of the window we discussed. As I took the photo I realized there is no change in the roof-line. Sorry.

So the fence will meet the house just to the "right" of the window in this photo.

I also added Roberta, AJ, and Doug to distribution. Please feel free to forward to anyone interested.

Dan

-----Original Message-----

From: Dan & Peggy Hilberman <hilberman@aol.com>

To: [REDACTED]; Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>; apotischman@me.com <apotischman@me.com>; Andy.Davis@gmail.com <Andy.Davis@gmail.com>; elton@eltonsherwin.com <elton@eltonsherwin.com>

Cc: seanamiri2@gmail.com <seanamiri2@gmail.com>

Sent: Tue, Jun 2, 2020 1:06 pm

Subject: fence for 1121 Westfield home construction

All,

Andy and I talked it through with Sean Amiri at lunch time and I had already talked with Elena.

Many thanks to Sean for listening to the neighborhood input. I think we have a good solution

The fence with 6 foot boards but no trellis will start at the property side of the wood utility pole by our driveway/property line.

It will parallel Westfield and then cut directly to the house to the window that you can see on the second floor, i.e., a person at the window will look down on the enclosed yard.

This will visually meet the little bit of roof line, so it should look good. This short piece of tall fencing will give the owners privacy in the yard in the back of the house, while not creating the look of a fort/stockade along Westfield.

The remaining part of the yard will have low 3-foot fencing, landscaping, etc. curving with Westfield around the "corner".

This will give drivers excellent visibility of kids playing basketball, cycling, scooting in the street.

We also talked about the white utility doors (housing furnace, AC, other mechanical) that are so stark against the grey stucco today, but by painting the doors the same color as the house, they should blend in visually and not be a distraction.

If everyone agrees, Sean will update his plans with the City.

Dan

Attachments:

- 1121 Westfield; 2nd story window 2020-06-02.JPG



182K



D03880B4-5117-4984-98FD-181E322C75CC.jpeg
199K

Sean Amiri <seanamiri2@gmail.com>
To: Sam Siassi <saam.lighthouse@gmail.com>

Thu, Jun 11, 2020 at 6:15 PM

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

From: **Dan & Peggy Hilberman** <hilberman@aol.com>
Date: Tue, Jun 2, 2020 at 5:09 PM
Subject: Re: fence for 1121 Westfield home construction- window
To: seanamiri2@gmail.com <seanamiri2@gmail.com>

I like that.

As I read the paragraph you are getting an exception to, your construction is 6 ft., and we do agree with the construction and trellis (5+1=6) on the dirt that is about 1 foot higher than the street low-point.

If the City measures from low point of the road, be sure City understands what you have and an inspector won't throw a fit after construction.

Dan

-----Original Message-----

From: Sean Amiri <seanamiri2@gmail.com>
To: Matt Battles <[REDACTED]>
Cc: Dan & Peggy Hilberman <hilberman@aol.com>; Elena PernasGiz-Battles <[REDACTED]>; Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>; apotischman@me.com <apotischman@me.com>; Andy Davis <Andy.Davis@gmail.com>; elton@eltonsherwin.com <elton@eltonsherwin.com>; jarun.naruprampree@gmail.com <jarun.naruprampree@gmail.com>; dougcannon@me.com <dougcannon@me.com>; rgthompson32@gmail.com <rgthompson32@gmail.com>
Sent: Tue, Jun 2, 2020 5:00 pm
Subject: Re: fence for 1121 Westfield home construction- window

The existing fence in the backyard will extend towards the property line close to electric pole, per picture 1 you sent. A new fence then will extends out 28 ft and turns 90 degrees toward building and terminates passed the first floor corner window, near back yard . I am not exactly sure what your second picture is showing me.

In his email, Dan has described the proposed fence accurately with one exception. The fence will be 5 feet high with a 1 ft added lattice on top to keep it consistent with the fence on the back side. . Total height of the fence will be 6 ft.

Thank you, Sean

F5

[Quoted text hidden]

Sean Amiri <seanamiri2@gmail.com>
To: Sam Siassi <saam.lighthouse@gmail.com>

Thu, Jun 11, 2020 at 6:15 PM

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

From: **Matt Battles** <[REDACTED]>
Date: Wed, Jun 3, 2020 at 9:04 AM
Subject: Re: fence for 1121 Westfield home construction- window
To: seanamiri2@gmail.com <seanamiri2@gmail.com>
Cc: Dan & Peggy Hilberman <hilberman@aol.com>, Elena PernasGiz-Battles <[REDACTED]>, Neal.Potischman@comcast.net <Neal.Potischman@comcast.net>, apotischman@me.com <apotischman@me.com>, Andy Davis <Andy.Davis@gmail.com>, elton@eltonsherwin.com <elton@eltonsherwin.com>, jarun.naruprampree@gmail.com <jarun.naruprampree@gmail.com>, dougcannon@me.com <dougcannon@me.com>, rgthompson32@gmail.com <rgthompson32@gmail.com>

Thanks, Sean. I'm satisfied with that and appreciate your working with us all.

Matt

[Quoted text hidden]









Tapia, Leonel

From: Dan & Peggy Hilberman <hilberman@aol.com>
Sent: Tuesday, May 12, 2020 11:38 AM
To: Tapia, Leonel
Cc: [REDACTED]; elton@eltonsherwin.com; seanamiri2@gmail.com
Subject: permit request by Sean Amiri 1121 Westfield Drive

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

Mr. Tapia,

As MP adjusts to the new normal, I thought I would share my thoughts about Mr. Amiri's request for a fence exception.

Mr. Amiri was kind enough to talk with us and most of the neighbors on Westfield Drive.

Westfield is a short twisty street, only a block long, and most houses were built in the 1950s, but are being bull dozed to put up much larger houses.

The original 1950 City shade trees will also reach their end of life and be replaced, as has happened to a few already.

My concern is that because of the Westfield "twists", many properties could be described as "corner" lots.

Our own lot is a perfect corner lot (Westfield and Arbor), and we share a back fence with Mr. Amiri's property.

So my wish is that you and the Planning Commission consider all the future requests for fence height exceptions and establish a guideline for all the soon-to-come Westfield 2-story, 5,000 sq ft-types of homes for fences and landscaping, and consider any future Westfield public sidewalks.

Dan Hilberman
631 Arbor Road, MP

Tapia, Leonel

From: Matt Battles [REDACTED]
Sent: Monday, May 11, 2020 4:17 PM
To: Tapia, Leonel
Cc: [REDACTED]
Subject: 1121 Westfield Dr.

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

Mr. Tapia,

We received notice that the owner of 1121 Westfield Drive has requested a permit to build a 7 foot tall fence within the 20 foot setback, whereas normally only a 4 foot tall fence is permitted.

We live at 1110 Westfield Drive. Our names are Matthew Battles and Elena Pernasgiz-Battles. We have two young boys who walk on this street and also ride their bicycles to school.

We oppose this request for the following reasons:

- 1) A 7 foot tall fence will obstruct the view for cars driving down the street, which will put pedestrians and bicyclists in danger. Our children will be put in danger. There is no "corner" from the perspective of the driver -- there is no normal reason for a driver to stop or pause, as there would be at an intersection. Cars will just drive along with no pause, unable to see what's ahead. In addition to our young children many people in the neighborhood walk down Westfield to get to Jack Lyle park. They will also be put at risk.
- 2) 1121 Westfield is prominent on the street, because of its position on a bend. Placing a tall fence near the street will block the view and leave the neighbors feeling boxed in. What had been an open street with welcoming houses and trees will now be cut in half by an outsized wall.
- 3) The owner is a speculative builder who surely knew when he acquired the property that such fences are not permitted. He is trying to build the largest possible house on the lot to maximize his profit with zero regard for the best interest of the neighborhood.

We realize this email is being sent later than your notice requested. We apologize for that and hope our note will be considered. It has been a difficult time to keep on top of normal responsibilities.

Thank you for your care and consideration.

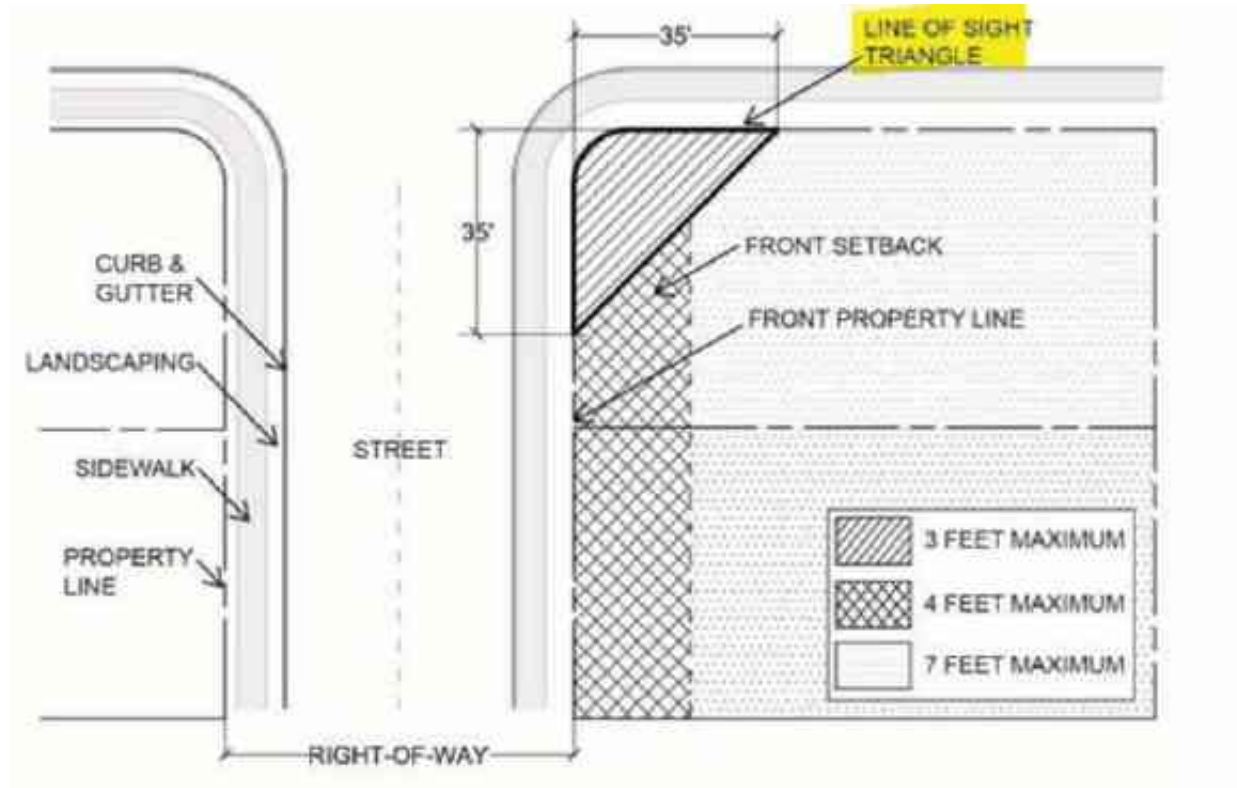
Sincerely,

Matthew Battles and Elena Pernasgiz-Battles

From: [Tapia, Leonel](#)
To: ["Andy Davis"](#)
Subject: RE: Use Permit 1121 Westfield Dr
Date: Monday, April 27, 2020 11:03:41 AM

Hi Andy,

Thank you for your comment. To provide a clear line of sight for vehicular and pedestrian traffic or other safety factors on corner lots, a line of sight triangle is established by measuring 35 feet from the point of intersection of the two streets, along the right of way (or property) lines of both intersecting streets. Then a line is drawn which connects the two points. Any fence located within this line of sight is limited to a maximum height of 3 feet. Please refer to the image below for additional clarification.



Regarding the 1121 Westfield fence proposal, since the applicant is proposing to construct their fence outside the line of sight triangle, they are in compliance with the clear lines of sight for vehicular and pedestrian traffic or other safety factors. Please refer to the following handout for additional information:

<https://www.menlopark.org/DocumentCenter/View/243/Fences-and-Walls-in-Residential-Areas>.

Best,
Leo

From: Andy Davis [mailto:andy.davis@gmail.com]
Sent: Sunday, April 26, 2020 10:28 PM
To: Tapia, Leonel <LTapia@menlopark.org>
Subject: Use Permit 1121 Westfield Dr

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

Hello,

I live across the street from 1121 Westfield dr, and have young children who sometimes play in the front yard. Given

that cars can turn off Arbor Rd and onto Westfield quite quickly, I'm wondering if having a 7 foot fence vs a 4 foot fence would change the visibility for cars seeing people in the street in front of the house (as well as people in the street being able to see cars turning on to Westfield from Arbor)?

So my question is: what is the difference in traffic visibility and pedestrian safety when going from a 4 foot fence to a seven foot fence?

Thanks

Andy

Tapia, Leonel

From: Ashley Carroll <flashley@gmail.com>
Sent: Tuesday, April 21, 2020 1:15 PM
To: Tapia, Leonel
Subject: Re: Use Permit/Sean Amiri/1121 Westfield Dr.
Attachments: Screenshot 2020-04-21 at 12.20.11.png; Screenshot 2020-04-21 at 13.07.06.png

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

To: City of Menlo Park Planning Commission

I'm the owner of 745 Arbor Rd and would like to express my strong disapproval of a fence greater than 4' being erected within the 20' front setback at 1121 Westfield Drive.

First, this lot affords ample space for a private back yard. Satellite and Google Street View imagery of the previous house shows a rather spacious and private backyard (see attached). This request seems to have little to do with the backyard and more to do with wanting to enclose the side yard in addition to the back yard. While more private yard space may be desired, the orientation and design of the house was a choice the owner made, knowing setback requirements.

Second, there are ways to achieve privacy for the side yard without erecting a 7' solid fence. For example, some other homes in the area have adhered to the 4' fence maximum and then supplemented with plants for added privacy. This is far more attractive than a solid fence, particularly on a stretch of street that to date has been open and affording views of mature trees.

Lastly, erecting a 7' fence so close to the street is simply unsightly for neighbors, decreasing the attractiveness of the neighborhood and potentially the value of our home. Mr Amiri is a developer who presumably plans to sell the new home and has little incentive in preserving the neighborhood feel. Further evidence of this is that he appears to have removed numerous trees from the property and submitted at least three proposals to remove a heritage tree as well.

Please feel free to contact me with any questions. I would appreciate being kept apprised of this proposal, particularly with in-person meetings not being held.

Thank you.

Ashley Carroll
650-924-2741



