



## MEMORANDUM

**Date:** 8/4/2016  
**To:** Planning Commission  
**From:** Yesenia Jimenez, Associate Planner  
**Re:** 320 Grayson Court – New Covered Porch condition

### Background

On July 11, 2016, the Planning Commission unanimously approved a Use Permit application at 320 Grayson Court to remodel and add onto an existing nonconforming single-story, single-family residence in the R-1-U (Single-Family Urban) zoning district. The application was approved with the condition that the applicant make revisions to a proposed covered porch in order to address aesthetic concerns identified by the Planning Commission during the meeting, and subsequently submit the revisions for the review and approval of Planning staff, with subsequent email clearance by the Planning Commission.

The project-specific condition (condition of approval 4a) is below:

*Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans (elevations and roof plan) modifying or clarifying the interaction between the new covered porch at the front of the residence and the existing roof in that area. The revised plans shall have the objective of reducing visual clutter and removing unnecessary elements such as gutters and/or eaves underneath the new porch roof. The revised plans shall be subject to the review and approval of the Planning Division. The Planning Commission shall be notified by email of this action, and any Commissioner may request that the Planning Division's approval of the revised plans may be considered at the next Planning Commission meeting. The revised plans shall be fully approved prior to the issuance of the overall building permit.*

The July 11 Planning Commission staff report is available through the link provided below.

### Staff report

<http://menlopark.org/DocumentCenter/View/10737>

Key excerpts of the original plans are included as Attachment A.

### Staff Review

Since the July 11 meeting, the applicant has submitted revised plans and a revision summary letter, included respectively as Attachments B and C. Staff has determined that the changes to the new covered porch as shown on the proposed front elevation of Sheet 3 of the revised plan set address condition of approval 4a. The new covered porch's roof has been lowered to be at the same level of the roofs of the existing front bedroom and garage. In addition, the lower portion of the existing porch roof has

been cut off to eliminate unnecessary visual clutter from the area. These changes better integrate the existing roof with the new roof.

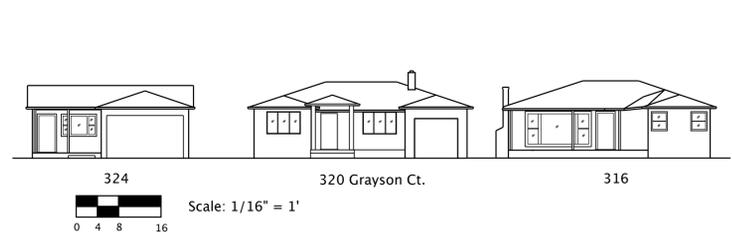
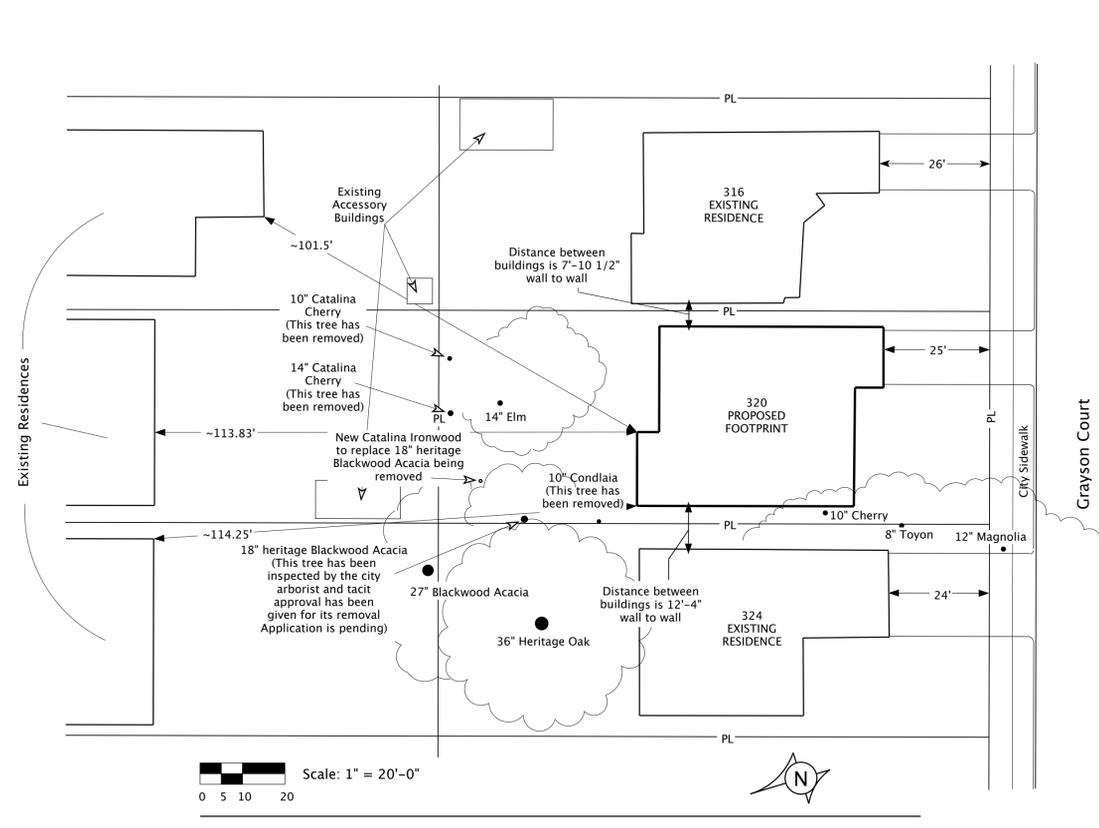
### **Planning Commission Review**

If any member of the Commission would like to discuss the changes to the plans described above at the August 15, 2016 Planning Commission meeting, please notify staff no later than **5:00 p.m. on Monday, August 8, 2016**. If staff does not receive a request from a Planning Commissioner, there will be no further review and the City will proceed with processing the described modifications as part of the building permit application. If any member of the Commission makes such a request, the item would be placed on the August 15, 2016 agenda as a regular business item to give the full Commission the opportunity to determine whether or not the correction meets the intent of the original approval. No additional materials beyond what is contained in this memorandum would be prepared for the agenda item.

If you have questions about the project or process, please contact Yesenia Jimenez at [yjimenez@menlopark.org](mailto:yjimenez@menlopark.org).

### **Attachments**

- A. Approved Plans (excerpts)
- B. Revised Plans (excerpts)
- C. Revision Summary Letter



### Application for Planning Commission Review Supporting Materials Index

1. DATA SHEET: Please see this page
2. AREA PLAN: This page
3. SITE PLAN: Please see Plot Plan on Page 1
4. FLOOR PLANS: Page 2, Floor Plan and Demolition Plan
5. ROOF PLAN: Page 4, Roof Plan
6. SQUARE FOOTAGE CALCULATIONS: Page 1, Floor Coverage Plan
7. BUILDING ELEVATIONS: Page 3, Elevations
8. STREETScape: This page
9. CROSS SECTIONS: Page 5
10. PROJECT DESCRIPTION: This page
11. SURVEY: Please see the last page
12. FLOOD ELEVATION CERTIFICATE: Page 4
13. NONCONFORMING STRUCTURE NEW WORK VALUE CALCULATION: This page

Area Plan: 320 Grayson Court

### Nonconforming Structure New Work Valuation Calculation Drawings

**Existing Development**

Note: section square footage numbers are generated by the CAD program

Non-Conforming Structure Type	Square Footage	Construction Costs	Existing Value
Existing 1st Floor	1074	X \$200/SF	\$214,800.00
Existing Garage	290	X \$70/SF	\$20,300
<b>Total</b>	<b>1364</b>		<b>\$235,100.00</b>

**Proposed Development**

Note: section square footage numbers are generated by the CAD program

Proposed Development Type	Square Footage	Construction Costs	Existing Value
<b>Category 1: New Square Footage</b>			
1st Floor Addition	545.65	X \$200/SF	\$109,130.00
Garage Addition	0	X \$70/SF	\$0.00
<b>Total</b>	<b>545.65</b>		<b>\$109,130.00</b>
<b>Category 2: Remodel of (E) Square Footage</b>			
Kitchen Remodel	28	X \$130/SF	\$3640.00
Bathroom Remodel	190	X \$130/SF	\$24,700.00
Other Remodel	879.63	X \$100/SF	\$87,963.00
<b>Total</b>	<b>1097.63</b>		<b>\$116,303.80</b>

### Project Description

The proposed project for 320 Grayson Court is the remodel, upgrade and addition to the existing residence. The proposed addition will add 545.65 SF of floor area coverage, which, combined with the existing structure, will still be below the floor area allowed for the lot. The proposed added floor area will be used for a new Kitchen and to expand the Master Bedroom. The area of the existing Kitchen will be used for a Powder Room and Laundry Room. Other improvements include the addition of a new Master Bathroom and Closet. Upgrades also include replacing the existing electrical service entrance panel and moving the subpanel into the Garage as well as upgrading the heating system.

Although some of the existing interior walls will be moved to accommodate the new room arrangements, the all of the exterior walls are to remain except for a short section of the front wall and portions of the rear wall. All of the existing roof structure is to remain except for non-hip rafters bearing on the rear wall. The existing stucco exterior surface is to remain and be matched at the addition.

The right side (East) setback is substandard - 4.7' instead of the required 5'. For that reason, the Kitchen exterior wall on that side is moved inward from the existing building line. The roof overhang will not follow the wall line because of the impossibly small valley it would create.

### Nonconforming Structure New Work Valuation Calculations

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION			
Address:			
Case No.:			
50% of Existing Value	\$0.00		
75% of Existing Value	\$0.00		
<b>Value of Proposed Project</b>	<b>\$0.00</b>	<b>0%</b>	

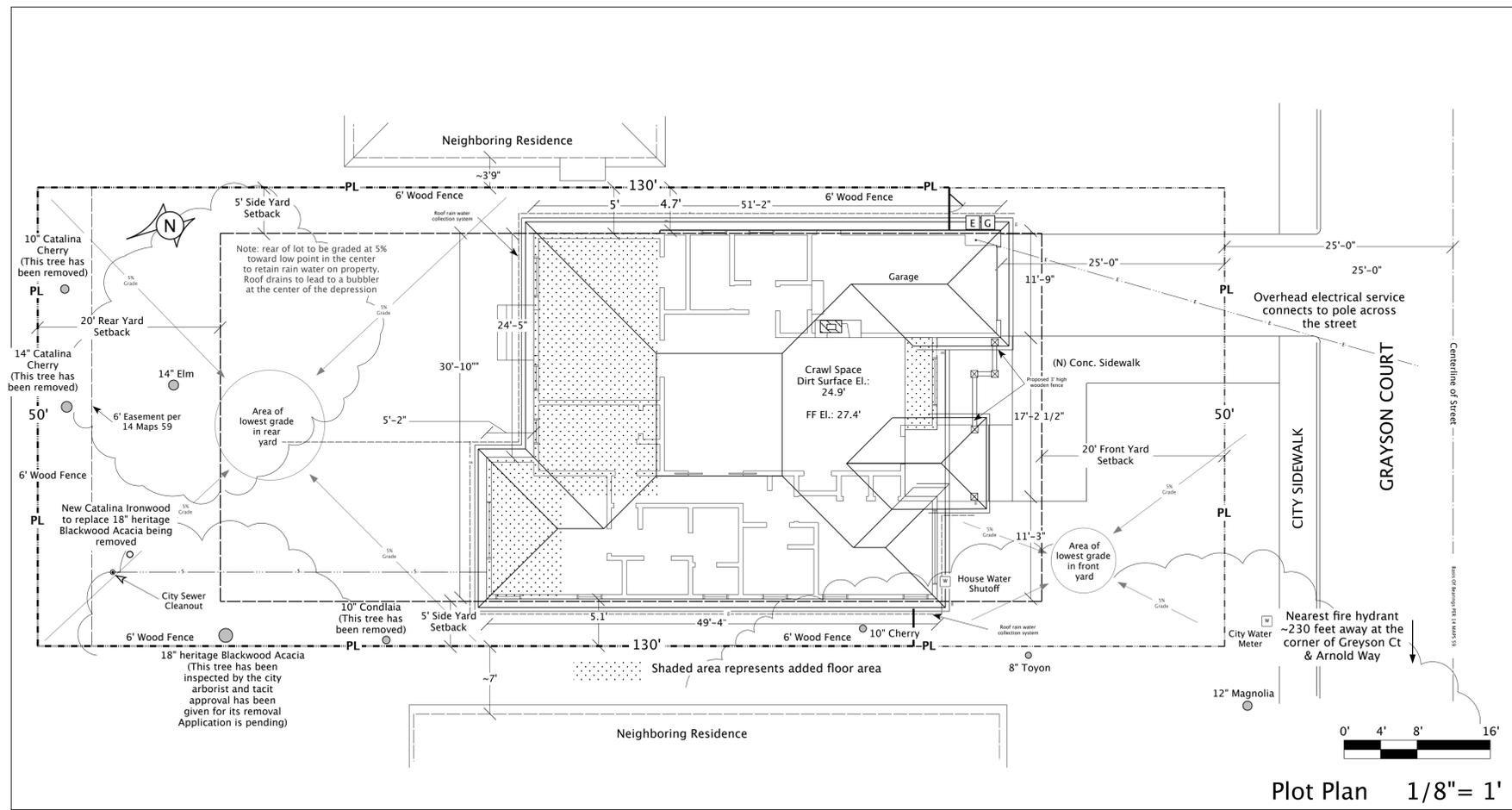
Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
<b>Category 1: New square footage (areas of new foundation and/or wall framing)</b>			
1st Floor Addition	545.65	\$200/Sq.Ft	\$109,130.00
2nd Floor Addition	0	X \$200/Sq.Ft	\$0.00
Basement Floor Addition	0	X \$200/Sq.Ft	\$0.00
Garage Addition	0	X \$70/Sq.Ft	\$0.00
<b>Category 2: Remodel of existing square footage (foundation and wall framing are both retained)</b>			
<i>Note: Square footage measurements are taken to full extent of any room with any interior modifications</i>			
Remodel of Kitchen	28	X \$130/Sq.Ft	\$3640.80
Remodel of Bathrooms	190	X \$130/Sq.Ft	\$24,700.00
Remodel of Other Living Areas	879.63	X \$100/Sq.Ft	\$87,963.00
Remodel of Garage	0	X \$35/Sq.Ft	\$0.00
<b>Category 3: Exterior modifications to existing structure</b>			
<i>Note: Window replacements are included in areas remodeled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.</i>			
New Roof Structure Over Existing Sq. Ft.	384	X \$50/Sq.Ft	\$19,200.00
Replacement of Existing Windows	96	X \$35/Sq.Ft	\$3360.00
Replacement of Existing Siding	0	X \$35/Sq.Ft	\$0.00
<b>Total</b>	<b>1642.32</b>		<b>\$248,129.80</b>

Existing Development			
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	1074	X \$200/Sq.Ft	\$214,800.00
Existing 2nd floor	0	X \$200/Sq.Ft	\$0.00
Existing Basement	0	X \$200/Sq.Ft	\$0.00
Existing Garage	290	X \$70/Sq.Ft	\$20,300.00
<b>Total</b>	<b>1364.00</b>		<b>\$235,100.00</b>

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

Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Grayson Ct, Menlo Park



**Address:** 320 Grayson Ct. **Owners:** Greg & Madelin Pickett  
 Menlo Park, CA 94025 650-766-7669  
 greg.pickett@dtz.com

**Designer:** Marj Pitchon  
 415-271-7398  
 marjpitchon@sbcglobal.net

**Structural Engineer:** Anthem Engineering  
 623-399-0871  
 anthemengineering@yahoo.com

**Surveyor:** L. Wade Hammond  
 510-579-6112  
 wade@whlandsurveyor.com

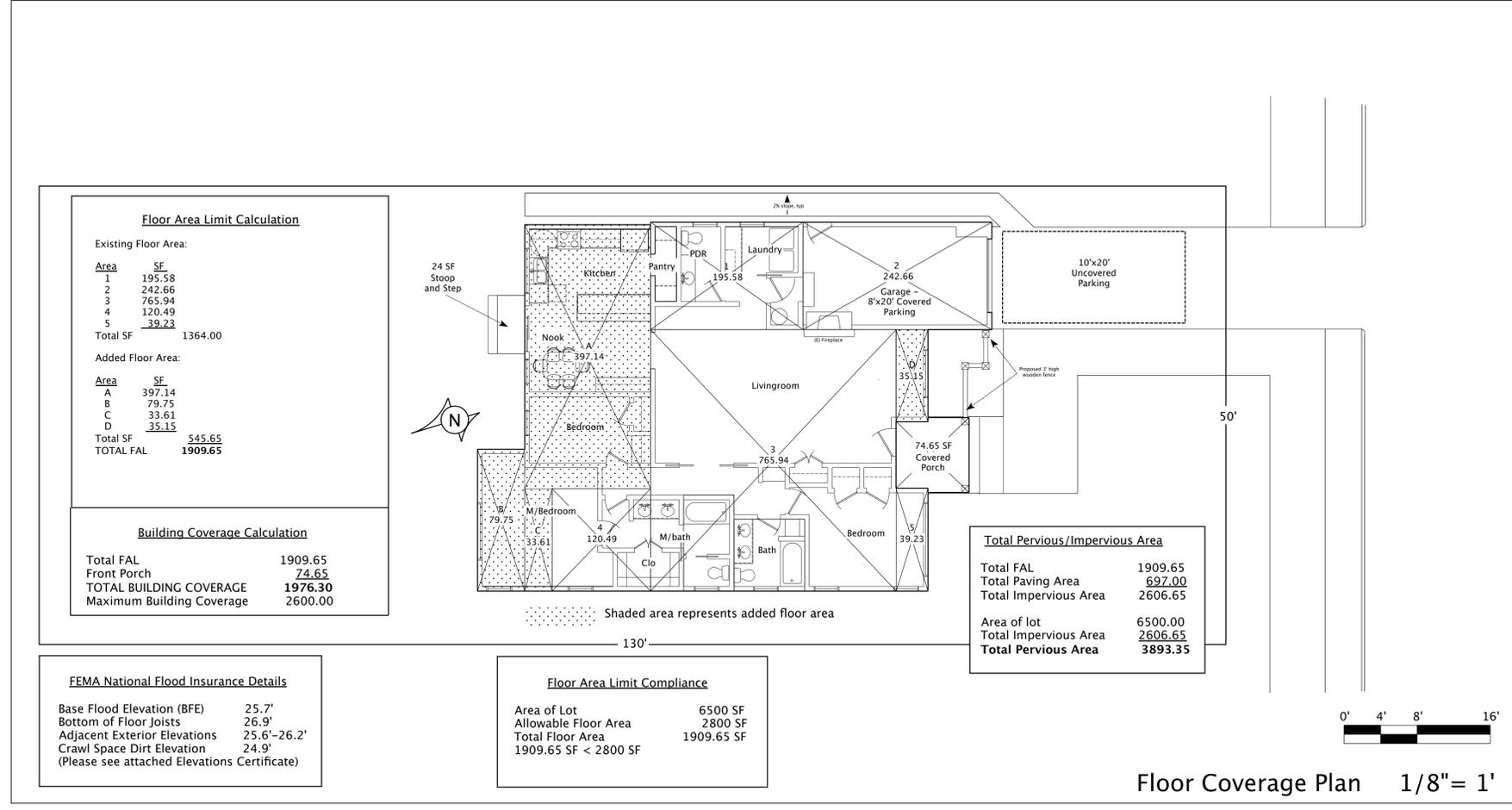
Address: 320 Grayson Ct, Menlo Park, 94025  
 Zoning District: R-1-U  
 Occupancy Group: Single Family Residential  
 Flood Zone: AE  
 BFE: 25.7 NAVD'88  
 Type of Construction: Wood Frame  
 Total Lot Area: 6500 SF  
 Maximum Allowable FAL Coverage: 2800 SF  
 Maximum Allowable Zoning District Coverage: 6500x.4=2600 SF  
 Existing Non-pervious Area: 2046 SF  
 Proposed Non-pervious Area: 1671 SF  
 Total Existing and Proposed Floor Area: 1909.65 SF  
 Total Area of Porches and Patios: 98.65 SF

**Sheet Index**

- Page NC: Application for Planning Commission Review Supporting Materials
- Page 1: Plot Plan and Floor Coverage Plan
- Page 2: Floor Plans
- Page 3: Exterior Elevations
- Page 4: Roof Plan and FEMA Flood Certificate
- Page 5: Building Sections
- Last Page: Survey

**PRIOR TO APPROVAL OF UNDER FLOOR FRAMING INSPECTION, A LICENSED SURVEYOR SHALL VERIFY FOUNDATION ELEVATION BY SUBMITTING A SIGNED, STAMPED STATEMENT.**

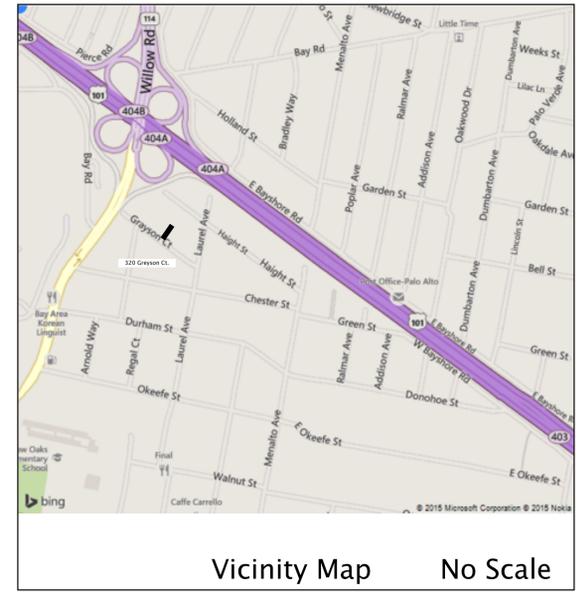
**A "FINISHED CONSTRUCTION" ELEVATION CERTIFICATE WILL BE REQUIRED AT PROJECT COMPLETION.**

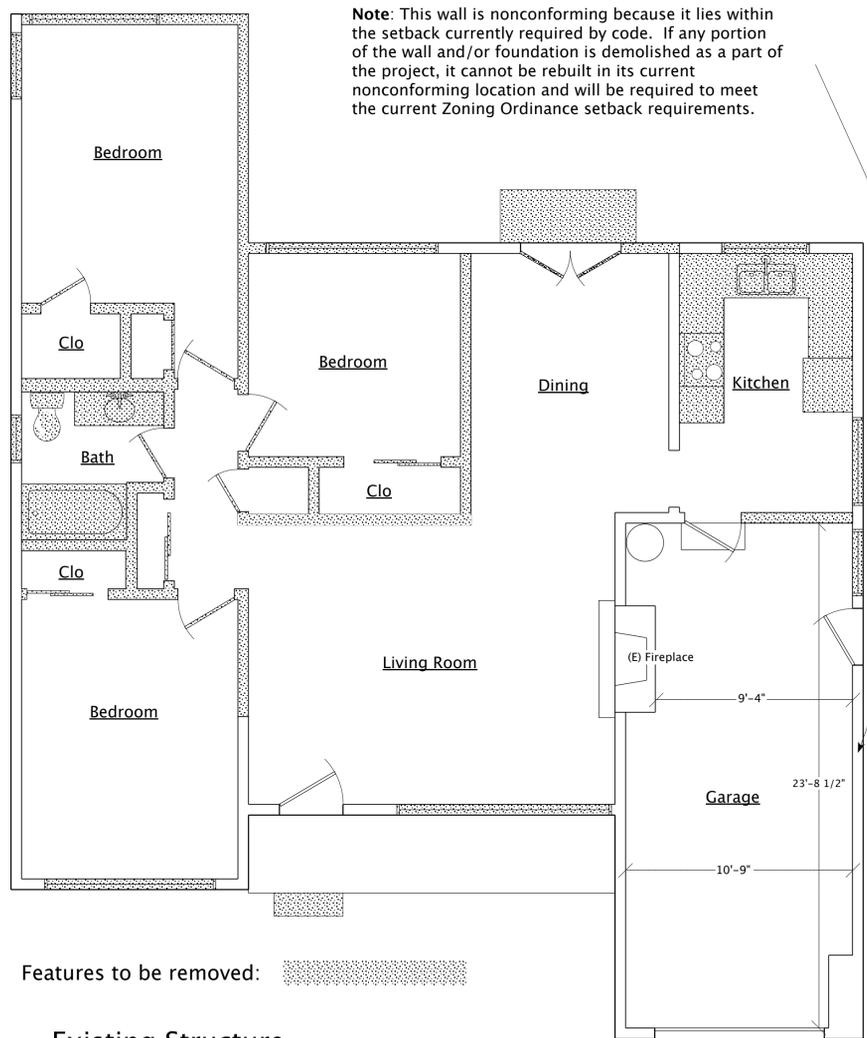
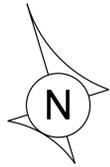


Drawings by:  
 Robert Rice  
 650-575-0760  
 robertrice1@mac.com

Date:  
 6/17/2016

**Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Grayson Ct, Menlo Park**





Features to be removed:

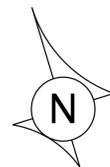
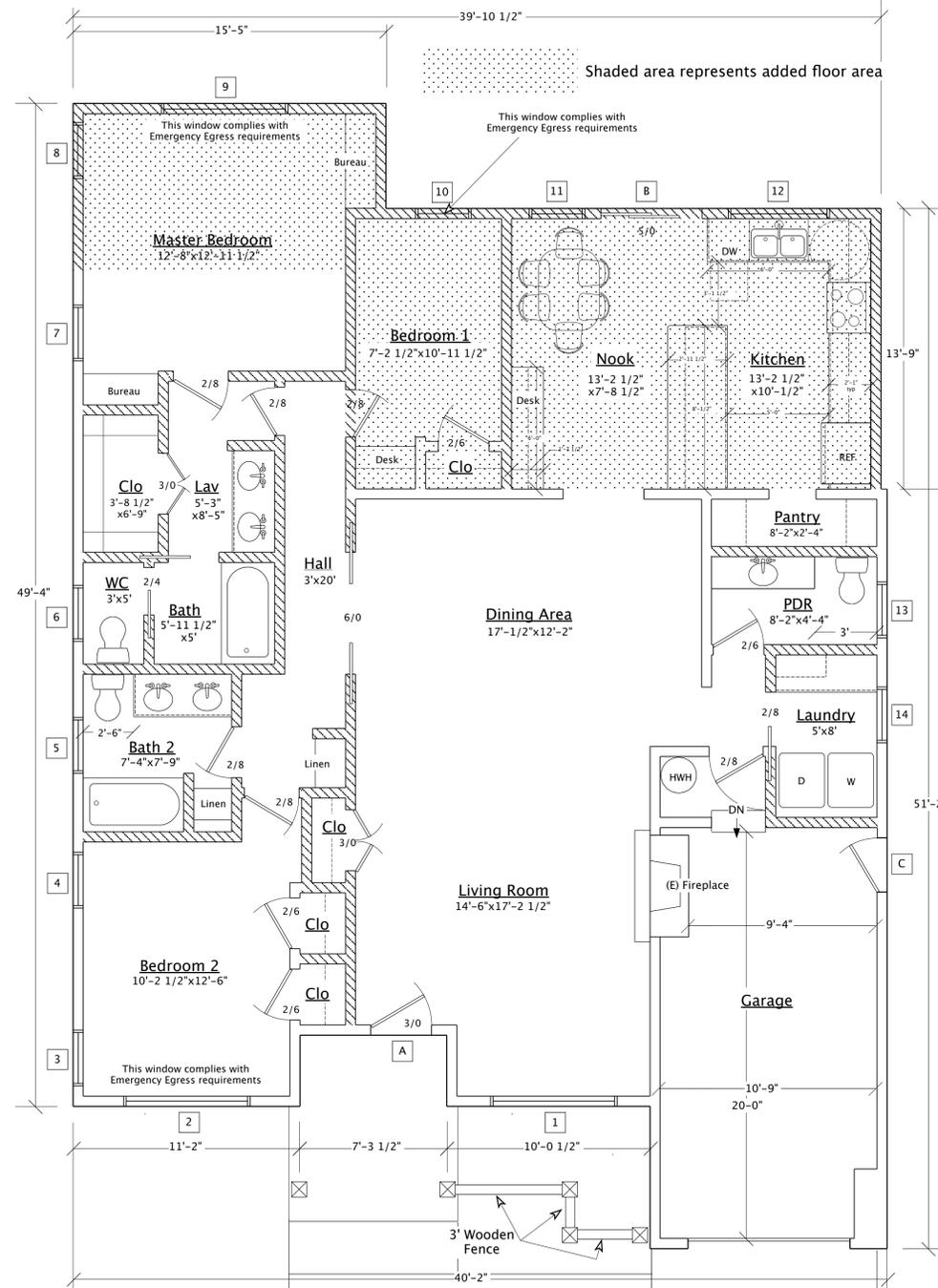
**Existing Structure**

The entire footprint of the existing structure is to be incorporated in to the new home

Existing Structure and Demolition Plan 1/4" = 1'

**Window Schedule**

No.	Location	Size	Action	Materials	Notes
1	Living Room	6/4 x 4/0	0-X-0	1	1 - Clad wood construction w/ dual glazing
2	Bedroom 2	6/4 x 4/0	0-X-0	1	Meets Egress Requirements
3	Bedroom 2	3/0 x 3/3	DbI Casement	1	
4	Bedroom 2	3/0 x 3/3	DbI Casement	1	
5	Bath 2	3/4 x 3/0	DbI Casement	1	Obscure glass
6	WC	3/4 x 3/0	DbI Casement	1	Obscure glass
7	M/Bedroom	3/0 x 3/3	DbI Casement	1	
8	M/Bedroom	3/0 x 3/3	DbI Casement	1	
9	M/Bedroom	6/4 x 4/0	0-X-0	1	Meets Egress Requirements
10	Bedroom 1	2/9 x 4/0	Casement	1	Meets Egress Requirements
11	Nook	3/0 x 3/3	DbI Casement	1	
12	Kitchen	4/9 x 3/0	0-X-0	1	
13	Bath	2/9 x 3/3	DbI Casement	1	Obscure glass
14	Laundry	2/9 x 3/3	DbI Casement	1	
A	Living Room	3/0 x 6/8	Swing	Wood	
B	Nook	5/0 x 6/8	Slider	1	
C	Garage	2/8 x 6/8	Swing	Wood	



Hashed walls denote new construction  
 1 Denotes Window Number & Door Letter

New Floor Plan 1/4" = 1'

**General Notes**

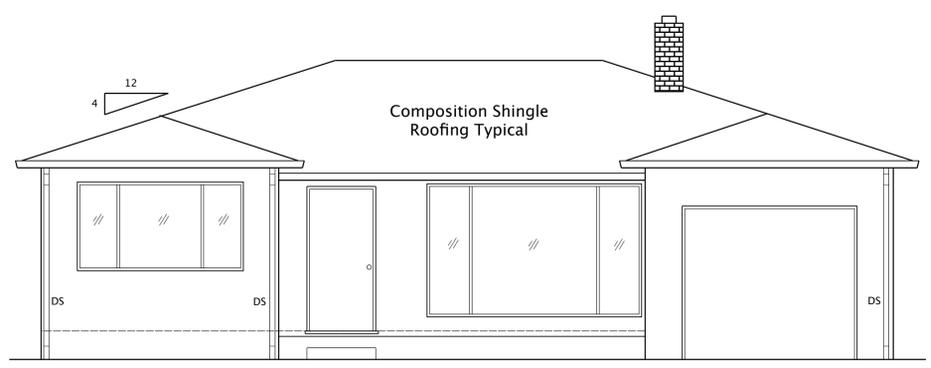
- The work on 310 Grayson Court, Menlo Park is the addition of 545.65 SF of floor space and the upgrade of all building systems.
- The governing authority for this work is the City of Menlo Park and all work is to comply with the ordinances and guidelines thereof and with the following building codes:  
 California Building Code, 2013, Vols 1 & 2  
 California Residential Code, 2013  
 California Plumbing Code, 2013  
 California Mechanical Code, 2013  
 California Electrical Code, 2013  
 California Energy Code, 2013  
 California Green Building Code, 2013  
 California Fire Code, 2013  
 California Reference Standards Code, 2013  
 Compliance with the above will be overseen by the City of Menlo Park Planning and Building Departments.
- Smoke alarms shall be installed on the ceilings in each sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms. Carbon monoxide detectors shall be installed outside of each sleeping area near the bedrooms. Smoke alarms and CO detectors shall receive their primary power from the building wiring and be equipped with a battery back up and a signal to indicate a weak battery. All alarms are to be interconnected in a way so that if one is activated, all are activated.
- Every sleeping room shall have at least one operable window or door approved for emergency escape or rescue that shall open directly onto a public street, public alley, yard or exit court. The door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. The following minimum standards apply to emergency egress door and windows:
  - A clear net opening area of 5.7 square feet.
  - A clear net opening height of 24 inches.
  - A clear net opening width of 20 inches.
  - Finish sill height shall not be more than 44 inches above the floor.
- There are no Redwood or Oak trees on or immediately adjacent to the property. There are no City Trees on or immediately adjacent to the property. There is a heritage Blackwood Acacia tree in the backyard to be removed in accordance with the codes and procedures of the City of Menlo Park.
- For Floor Area Limit Compliance Calculations, Building Coverage Calculations and Pervious/Impervious Calculations, please see Page 1.
- For Demolition Notes, please see Demolition Plan, this page.
- For Roof and Electrical/Mechanical Notes, please see page 4.

Plans by:  
 Robert Rice  
 650-575-0760  
 robertrice1@mac.com

Date:  
 6/17/2016

Additions and Upgrades to the Home of  
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 320 Grayson Ct, Menlo Park

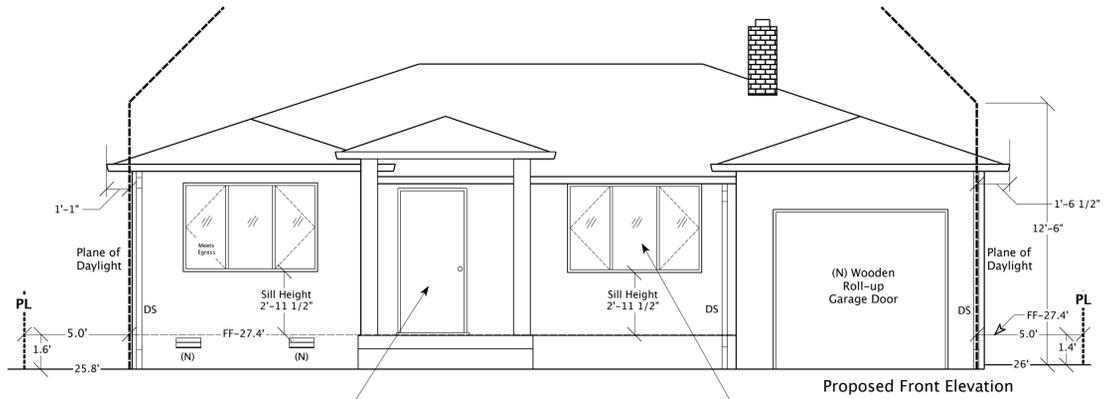
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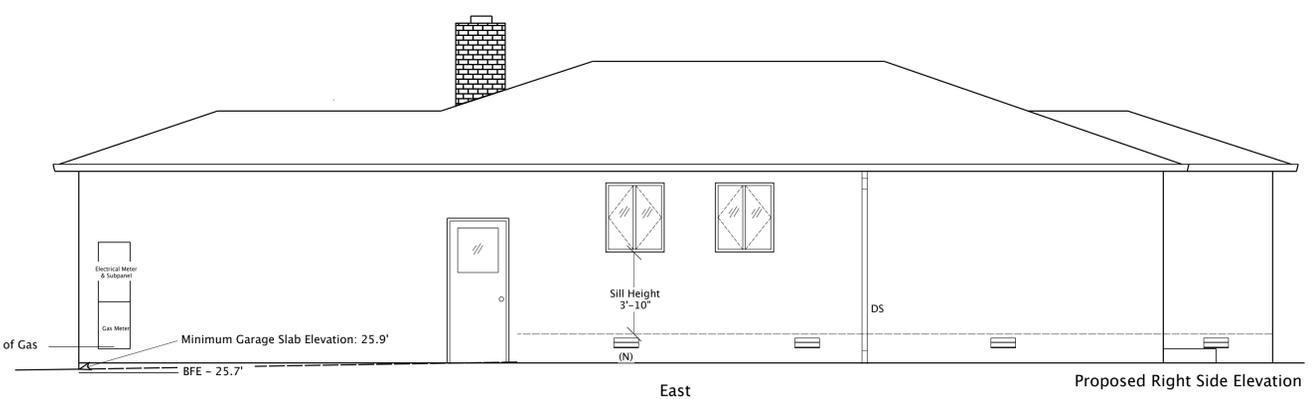
Existing Front Elevation  
South



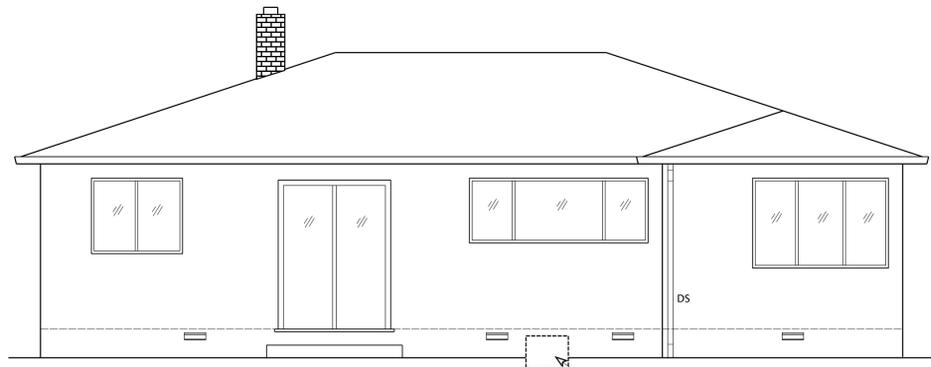
Existing Right Side Elevation  
East



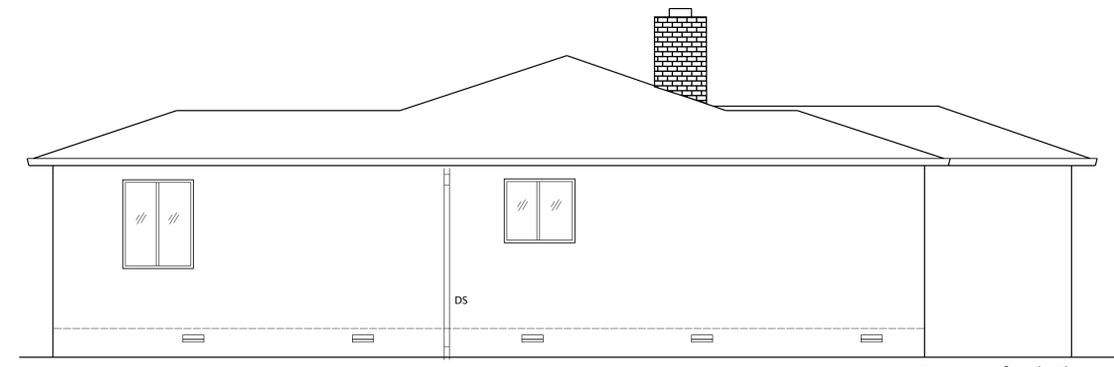
Proposed Front Elevation  
South



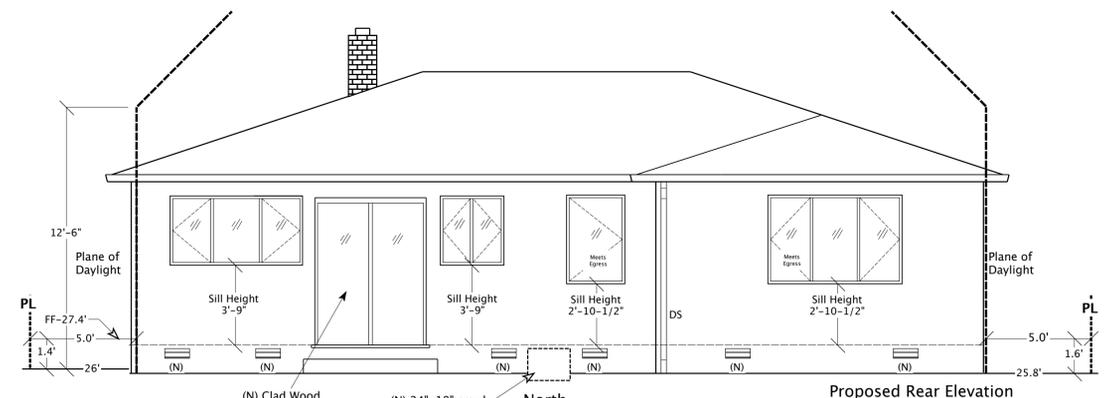
Proposed Right Side Elevation  
East



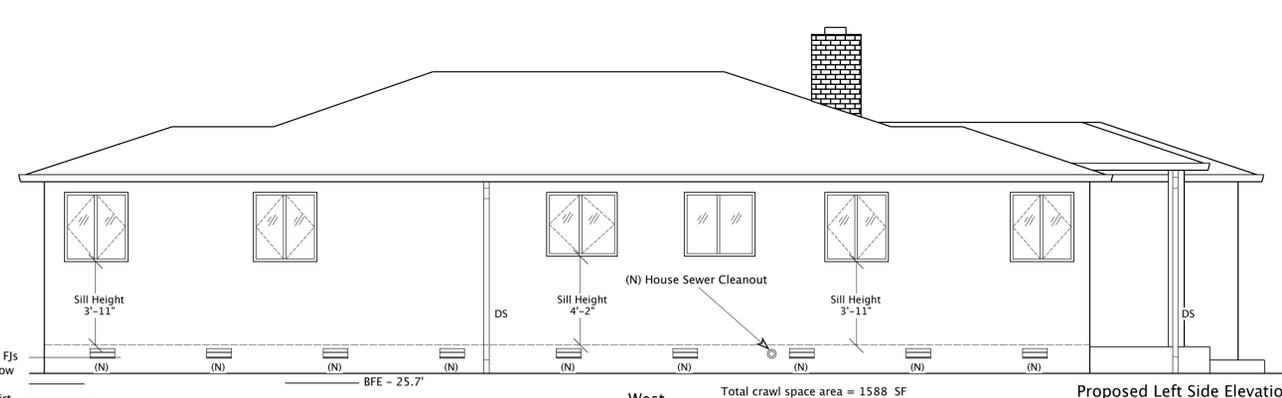
Existing Rear Elevation  
North



Existing Left Side Elevation  
West



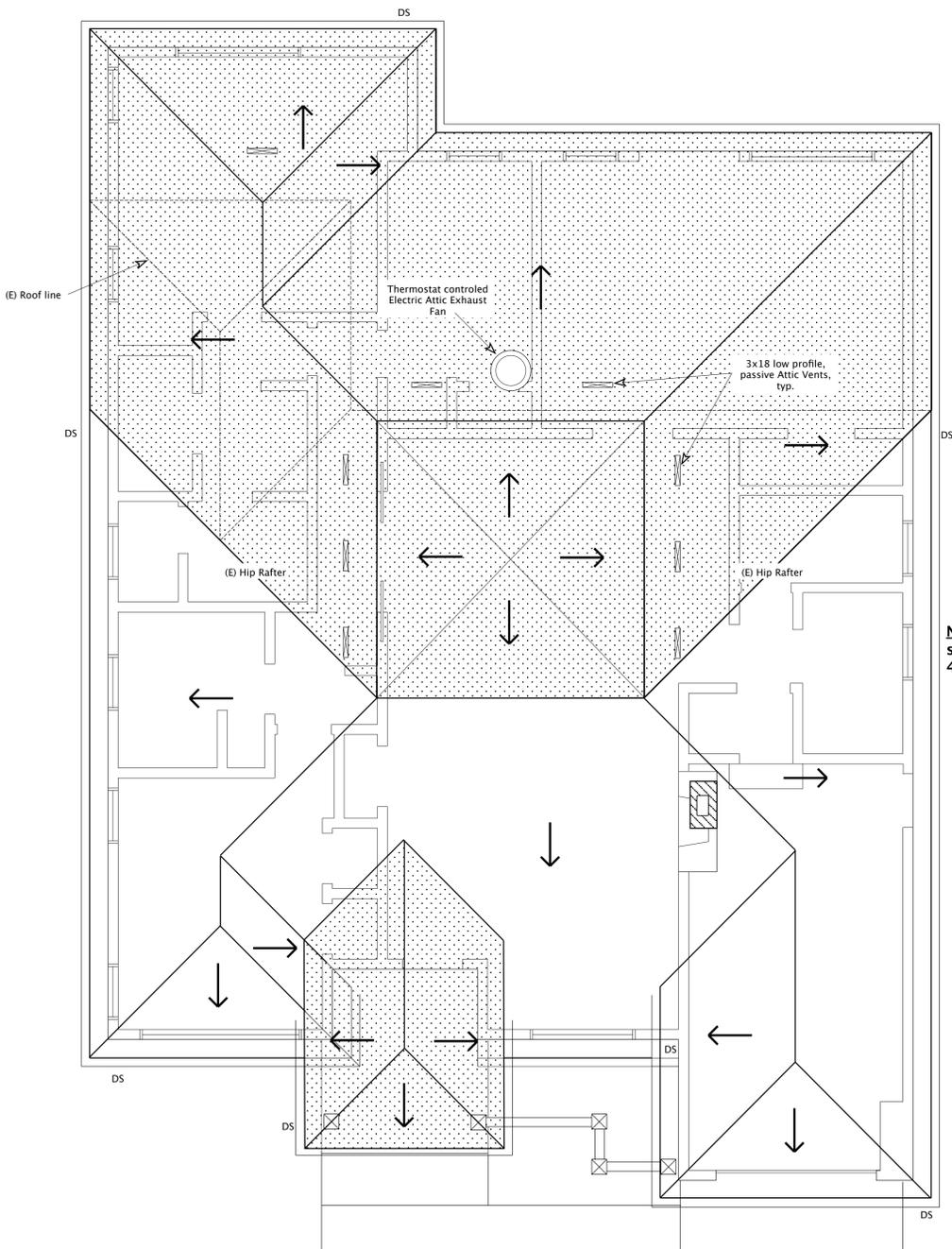
Proposed Rear Elevation  
North



Proposed Left Side Elevation  
West

26.9' - Bottom of Gas Meter  
25.7' - Bottom of FJs  
25.7'-26.2' - High and low adjacent elevations  
24.9' - Crawl space dirt elevation

Total crawl space area = 1588 SF  
1588 SF/150 = 10.5 SF required crawl space ventilation.  
A 6x14 (nominal) screened vent yields .5 SF of clear ventilation.  
10.5/.5 = 21 vents



**Note:** Except for the flat rectangular section in the middle, all slopes are 4 in 12.

**Roof/Attic Notes**

1. The roofing material on sloped sections shall be composition shingles.
2. The roofing contractor shall provide slope to the flat part of the roof. Built up roofing shall be used in that area.
3. In rafter bays where the frieze block is replaced by an eave vent, a baffle shall be placed to insure that attic insulation does not constrict the full air space of the vent.
4. Attic Ventilation: 3-1/2"x22-1/2" (net 2-1/2"x21-1/2" clear space) eave vents provide .37 SF of venting area each. 3"x18" (net) low profile attic vents provide .375 SF of venting area each. The attic area is 1912 SF. 27 eave vents (10 SF) evenly distributed around the perimeter and 9 passive roof vents (3.375 SF and placed as shown above) provide a total of 13.75 SF of attic venting. 1912 SF / 150 = 12.75 SF < 13.75 SF.

Roof Plan 1/4" = 1'

National Flood Insurance Program **IMPORTANT:** Follow the instructions on pages 1-9. Expiration Date: July 31, 2015

**SECTION A - PROPERTY INFORMATION**

FOR INSURANCE COMPANY USE

A1. Building Owner's Name: **PICKETT** Policy Number: \_\_\_\_\_

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or RD. Route and Box No.: **320 GRAYSON CT.** Company NAIC Number: \_\_\_\_\_

City: **Menlo Park** State: **CA** ZIP Code: **94025**

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.): **APN:062-215-160**

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): **Residential - HOUSE**

A5. Latitude/Longitude: Lat. **37.466638 deg** Long. **-122.154515 deg** Horizontal Datum:  NAD 1927  NAD 1983

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.

A7. Building Diagram Number: **2**

A8. For a building with a crawlspace or enclosure(s):  
 a) Square footage of crawlspace or enclosure(s): **1075** sq ft  
 b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: **13**  
 c) Total net area of flood openings in A8.b: **1152** sq in  
 d) Engineered flood openings?  Yes  No

A9. For a building with an attached garage:  
 a) Square footage of attached garage: **290** sq ft  
 b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade: \_\_\_\_\_  
 c) Total net area of flood openings in A9.b: \_\_\_\_\_ sq in  
 d) Engineered flood openings?  Yes  No

**SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION**

B1. FIRM Community Name & Community Number: **MENLO PARK 060321** B2. County Name: **san mateo** B3. State: **CA**

B4. Map/Panel Number: **06081C0309** B5. Suffix: **E** B6. FIRM Index Date: **10/16/2012** B7. FIRM Panel Effective/Revised Date: **10/16/2012** B8. Flood Zone(s): **AE** B9. Base Flood Elevation(s) (Zone AE, use base flood depth): **25.7 AT REAR OF PROPERTY**

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9:  
 FIS Profile  FIRM  Community Determined  Other/Source: \_\_\_\_\_

B11. Indicate elevation datum used for BFE in Item B9:  NGVD 1929  NAVD 1988  Other/Source: \_\_\_\_\_

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)?  Yes  No  
 Designation Date: \_\_\_\_\_  CBRS  OPA

**SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)**

C1. Building elevations are based on:  Construction Drawings\*  Building Under Construction\*  Finished Construction  
 \*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete items C2.a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.  
 Benchmark Utilized: **SCVWD BM456 EL=44.15** Vertical Datum: **1988**

Indicate elevation datum used for the elevations in items a) through h) below.  NGVD 1929  NAVD 1988  Other/Source: \_\_\_\_\_  
 Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used:  
 a) Top of bottom floor (including basement, crawlspace, or enclosure floor) **24.9**  feet  meters  dirt crawlspace  
 b) Top of the next higher floor **27.4**  feet  meters  
 c) Bottom of the lowest horizontal structural member (V Zones only) **26.9**  feet  meters bottom of FLOOR JOIST  
 d) Attached garage (top of slab) **26.8**  feet  meters  
 e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments) **26.2**  feet  meters water heater in garage  
 f) Lowest adjacent (finished) grade next to building (LAG) **25.6**  feet  meters  
 g) Highest adjacent (finished) grade next to building (HAG) **26.2**  feet  meters  
 h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support **25.9**  feet  meters

**SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION**

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S.C. Code, Section 1001.

Check here if comments are provided on back of form. Were latitude and longitude in Section A provided by a licensed land surveyor?  Yes  No

Certifier's Name: **L. Wade Hammond** License Number: **PLS 6163**

Title: **Land Surveyor** Company Name: **L. Wade Hammond Land Surveyor**

Address: **36560 Newark Blvd. Suite C** City: **Newark** State: **CA** ZIP Code: **94560**

Signature: *L. Wade Hammond* Date: **11/17/2015** Telephone: **(510) 579-8112**

**IMPORTANT: In these spaces, copy the corresponding information from Section A.**

FOR INSURANCE COMPANY USE

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or RD. Route and Box No.: **320 GRAYSON CT.** Policy Number: \_\_\_\_\_

City: **Menlo Park** State: **CA** ZIP Code: **94025** Company NAIC Number: \_\_\_\_\_

**SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)**

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments: \_\_\_\_\_

Signature: *L. Wade Hammond* Date: **11/17/2015**

**SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete items E1-E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1-E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG):  
 a) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_  feet  meters  above or  below the HAG.  
 b) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_  feet  meters  above or  below the LAG.

E2. For Building Diagrams 6-9 with permanent flood openings provided in Section A items 8 and/or 9 (see pages 8-9 of instructions), the next higher floor (elevation C2.b in the diagrams) of the building is \_\_\_\_\_  feet  meters  above or  below the HAG.

E3. Attached garage (top of slab) is \_\_\_\_\_  feet  meters  above or  below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is \_\_\_\_\_  feet  meters  above or  below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance?  Yes  No  Unknown. The local official must certify this information in Section G.

**SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Comments: \_\_\_\_\_

Check here if attachments.

**SECTION G - COMMUNITY INFORMATION (OPTIONAL)**

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8-G10. In Puerto Rico only, enter meters.

G1.  The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. Indicate the source and date of the elevation data in the Comments area below.

G2.  A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

G3.  The following information (Items G4-G10) is provided for community floodplain management purposes.

G4. Permit Number: \_\_\_\_\_ G5. Date Permit Issued: \_\_\_\_\_ G6. Date Certificate Of Compliance/Occupancy Issued: \_\_\_\_\_

G7. This permit has been issued for:  New Construction  Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_

G9. BFE or (in Zone AO) depth of flooding at the building site: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_

G10. Community's design flood elevation: \_\_\_\_\_  feet  meters Datum: \_\_\_\_\_

Local Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Community Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

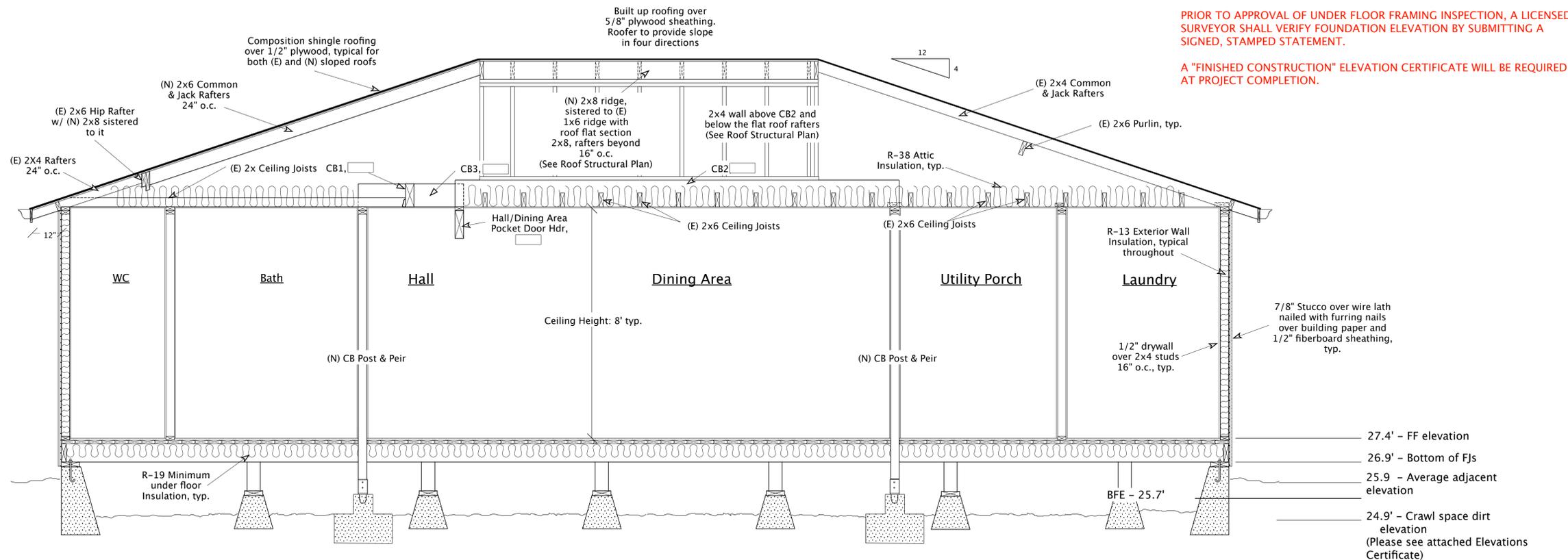
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Plans by:  
Robert Rice  
650-575-0760  
robertrice1@mac.com

Date:

Additions and Upgrades to the Home of  
Greg and Madelin Pickett  
320 Grayson Ct, Menlo Park

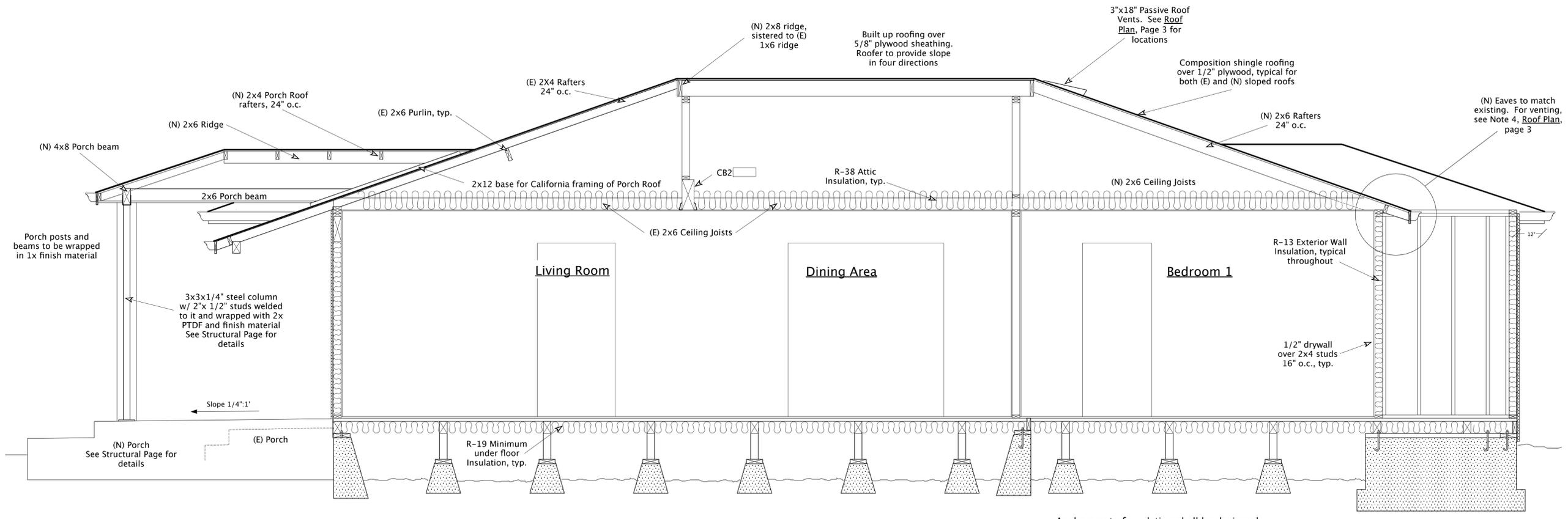


PRIOR TO APPROVAL OF UNDER FLOOR FRAMING INSPECTION, A LICENSED SURVEYOR SHALL VERIFY FOUNDATION ELEVATION BY SUBMITTING A SIGNED, STAMPED STATEMENT.

A "FINISHED CONSTRUCTION" ELEVATION CERTIFICATE WILL BE REQUIRED AT PROJECT COMPLETION.

Note: all materials below BFE shall be resistant to flood damage.

Section 2 1/2" = 1'

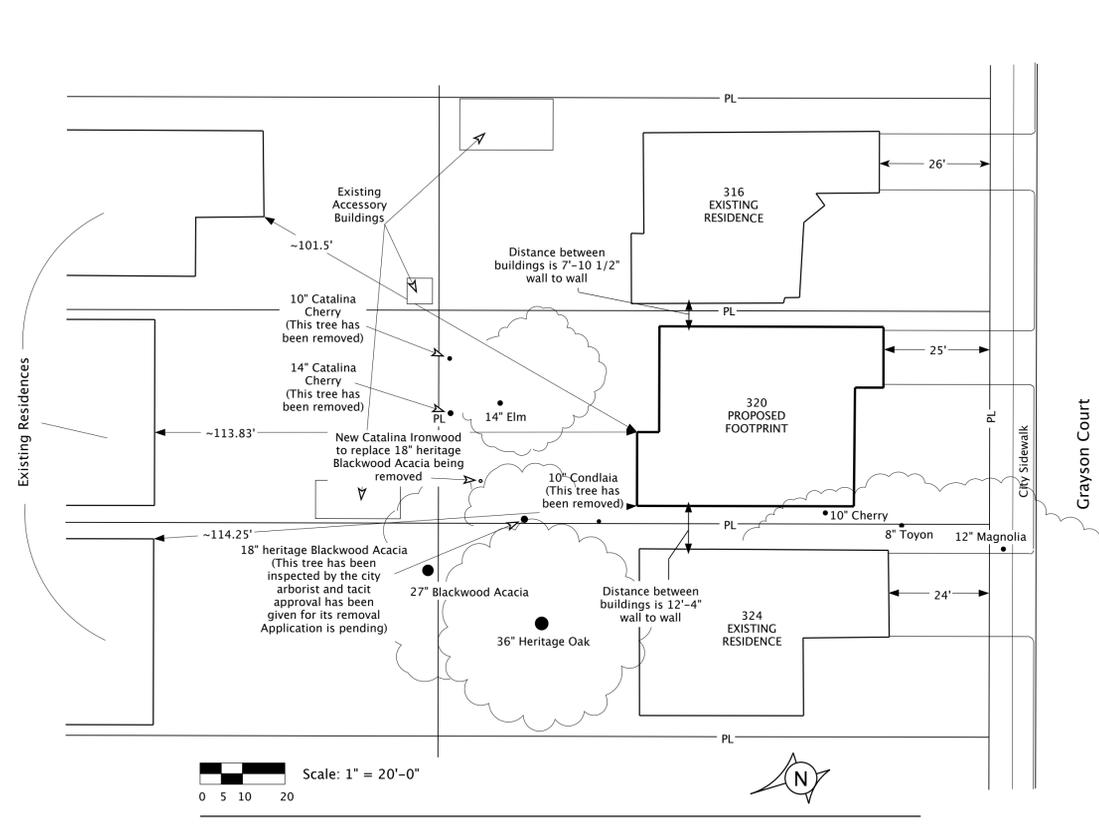


Section 1 1/2" = 1'

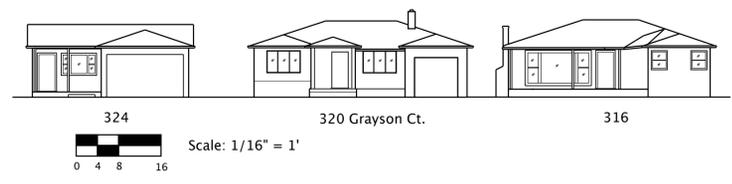
Plans by:  
Robert Rice  
650-575-0760  
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Date:

Additions and Upgrades to the Home of  
Greg and Madelin Pickett  
320 Grayson Ct, Menlo Park



Area Plan: 320 Grayson Court



Streetscape: 320 Grayson Court

**Application for Planning Commission  
Review Supporting Materials Index**

1. DATA SHEET: Please see this page
2. AREA PLAN: This page
3. SITE PLAN: Please see Plot Plan on Page 1
4. FLOOR PLANS: Page 2, Floor Plan and Demolition Plan
5. ROOF PLAN: Page 4, Roof Plan
6. SQUARE FOOTAGE CALCULATIONS: Page 1, Floor Coverage Plan
7. BUILDING ELEVATIONS: Page 3, Elevations
8. STREETScape: This page
9. CROSS SECTIONS: Page 5
10. PROJECT DESCRIPTION: This page
11. SURVEY: Please see the last page
12. FLOOD ELEVATION CERTIFICATE: Page 4
13. NONCONFORMING STRUCTURE NEW WORK VALUE CALCULATION: This page

**Nonconforming Structure New Work Valuation Calculation Drawings**

**Existing Development**

Note: section square footage numbers are generated by the CAD program

Non-Conforming Structure Type	Square Footage	Construction Costs	Existing Value
Existing 1st Floor	1074	X \$200/SF	\$214,800.00
Existing Garage	290	X \$70/SF	\$20,300
<b>Total</b>	<b>1364</b>		<b>\$235,100.00</b>

**Proposed Development**

Note: section square footage numbers are generated by the CAD program

Proposed Development Type	Square Footage	Construction Costs	Existing Value
<b>Category 1: New Square Footage</b>			
1st Floor Addition	545.65	X \$200/SF	\$109,130.00
Garage Addition	0	X \$70/SF	\$0.00
<b>Total</b>	<b>545.65</b>		<b>\$109,130.00</b>
<b>Category 2: Remodel of (E) Square Footage</b>			
Kitchen Remodel	28	X \$130/SF	\$3640.00
Bathroom Remodel	190	X \$130/SF	\$24,700.00
Other Remodel	879.63	X \$100/SF	\$87,963.00
<b>Total</b>	<b>1097.63</b>		<b>\$116,303.80</b>

**Project Description**

The proposed project for 320 Grayson Court is the remodel, upgrade and addition to the existing residence. The proposed addition will add 545.65 SF of floor area coverage, which, combined with the existing structure, will still be below the floor area allowed for the lot. The proposed added floor area will be used for a new Kitchen and to expand the Master Bedroom. The area of the existing Kitchen will be used for a Powder Room and Laundry Room. Other improvements include the addition of a new Master Bathroom and Closet. Upgrades also include replacing the existing electrical service entrance panel and moving the subpanel into the Garage as well as upgrading the heating system.

Although some of the existing interior walls will be moved to accommodate the new room arrangements, the all of the exterior walls are to remain except for a short section of the front wall and portions of the rear wall. All of the existing roof structure is to remain except for non-hip rafters bearing on the rear wall. The existing stucco exterior surface is to remain and be matched at the addition.

The right side (East) setback is substandard - 4.7' instead of the required 5'. For that reason, the Kitchen exterior wall on that side is moved inward from the existing building line. The roof overhang will not follow the wall line because of the impossibly small valley it would create.

**Nonconforming Structure New Work Valuation Calculations**

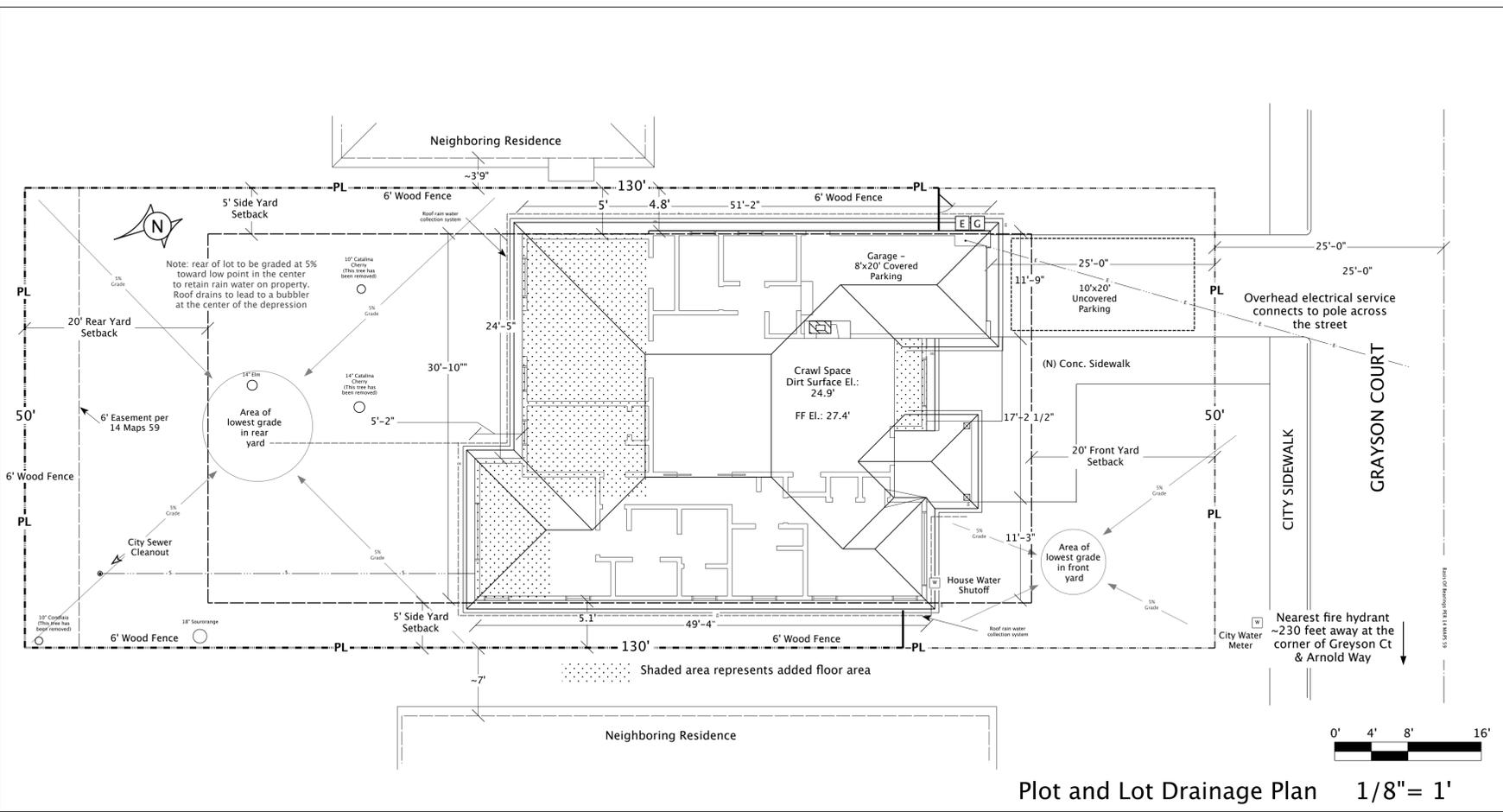
NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION			
Address:			
Case No.:			
50% of Existing Value	\$0.00		
75% of Existing Value	\$0.00		
<b>Value of Proposed Project</b>	<b>\$0.00</b>	<b>0%</b>	
<b>Existing Development</b>			
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	1074	X \$200/Sq.Ft	\$214,800.00
Existing 2nd floor	0	X \$200/Sq.Ft	\$0.00
Existing Basement	0	X \$200/Sq.Ft	\$0.00
Existing Garage	290	X \$70/Sq.Ft	\$20,300.00
<b>Total</b>	<b>1364.00</b>		<b>\$235,100.00</b>

Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
<b>Category 1: New square footage (areas of new foundation and/or wall framing)</b>			
1st Floor Addition	545.65	\$200/Sq.Ft	\$109,130.00
2nd Floor Addition	0	X \$200/Sq.Ft	\$0.00
Basement Floor Addition	0	X \$200/Sq.Ft	\$0.00
Garage Addition	0	X \$70/Sq.Ft	\$0.00
<b>Category 2: Remodel of existing square footage (foundation and wall framing are both retained)</b>			
<i>Note: Square footage measurements are taken to full extent of any room with any interior modifications</i>			
Remodel of Kitchen	28	X \$130/Sq.Ft	\$3640.80
Remodel of Bathrooms	190	X \$130/Sq.Ft	\$24,700.00
Remodel of Other Living Areas	879.63	X \$100/Sq.Ft	\$87,963.00
Remodel of Garage	0	X \$35/Sq.Ft	\$0.00
<b>Category 3: Exterior modifications to existing structure</b>			
<i>Window replacements are included in areas remodeled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.</i>			
New Roof Structure Over Existing Sq. Ft.	384	X \$50/Sq.Ft	\$19,200.00
Replacement of Existing Windows	96	X \$35/Sq.Ft	\$3360.00
Replacement of Existing Siding	0	X \$35/Sq.Ft	\$0.00
<b>Total</b>	<b>1642.32</b>		<b>\$248,129.80</b>

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

Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Grayson Ct, Menlo Park



**Address:** 320 Grayson Ct. **Owners:** Greg & Madelin Pickett  
 Menlo Park, CA 94025 650-766-7669  
 greg.pickett@dtz.com

**Designer:** Marj Pitchon  
 415-271-7398  
 marjpitchon@sbcglobal.net

**Structural Engineer:** Anthem Engineering  
 623-399-0871  
 anthemengineering@yahoo.com

**Surveyor:** L. Wade Hammond  
 510-579-6112  
 wade@whlandsurveyor.com

Address: 320 Grayson Ct, Menlo Park, 94025  
 Zoning District: R-1-U  
 Occupancy Group: Single Family Residential  
 Flood Zone: AE  
 BFE: 25.7 NAVD'88  
 Type of Construction: Wood Frame  
 Total Lot Area: 6500 SF  
 Maximum Allowable FAL Coverage: 2800 SF  
 Maximum Allowable Zoning District Coverage: 6500x.4=2600 SF  
 Existing Non-pervious Area: 2046 SF  
 Proposed Non-pervious Area: 1671 SF  
 Total Existing and Proposed Floor Area: 1975.83 SF  
 Total Area of Porches and Patios: 81.58 SF

**Sheet Index**

Page 1: Plot and Lot Drainage Plan, Floor Area Plan & Calculations, Vicinity Map and Lot Information

Page 2: Demolition Plan and Notes, New Floor Plan and Notes and General Notes

Page 3: Exterior Elevations

Page 4: Roof Plan and Notes and Electrical/Mechanical Plan and Notes

Page 5: Building Sections

Page 6: Survey

Page T24-1: Title 24

Page T24-2: Title 24

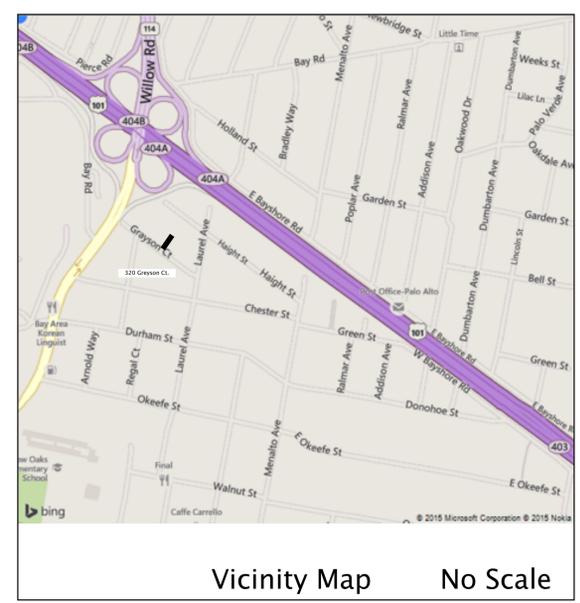
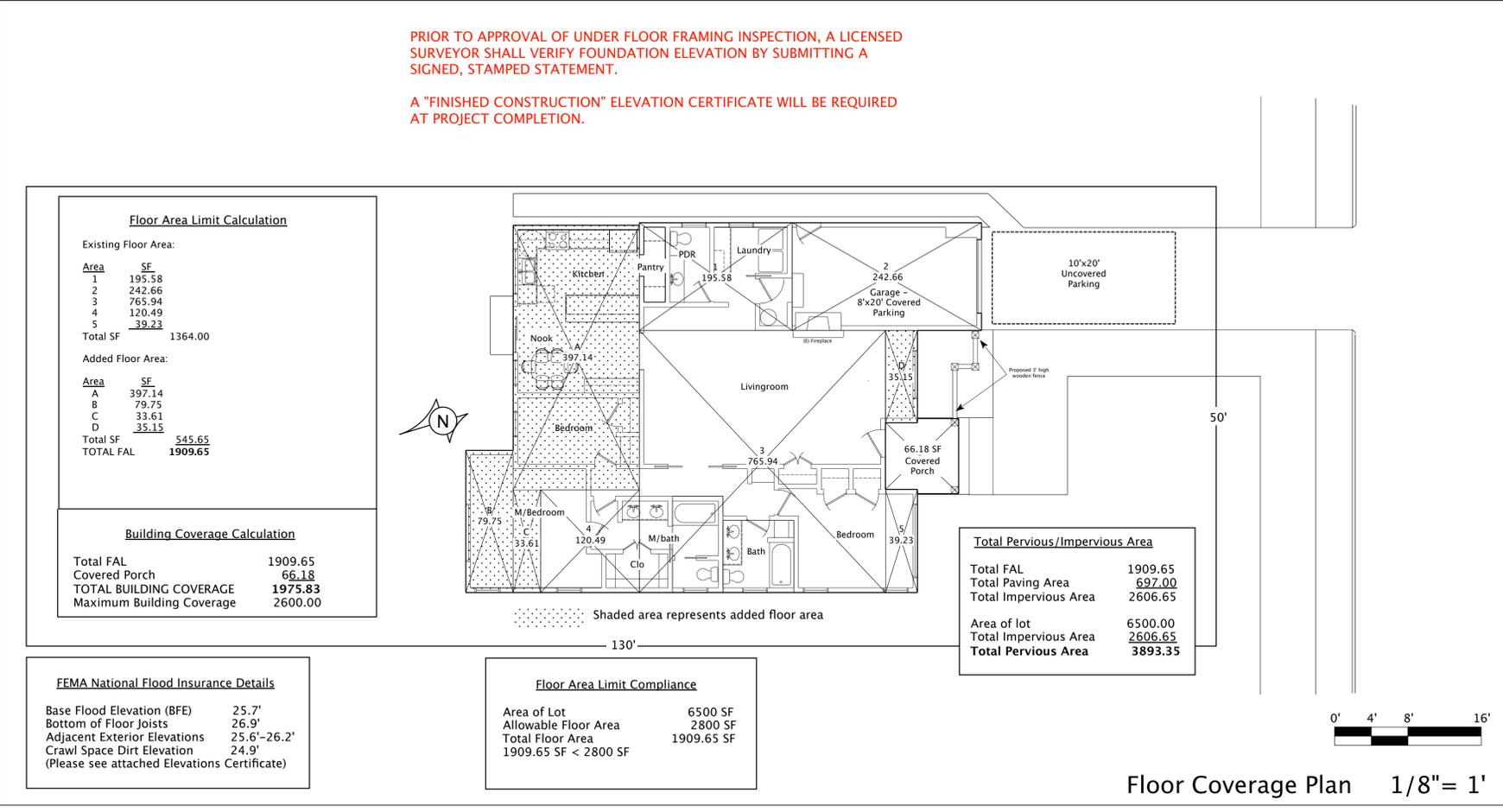
Page SN: Engineering Notes

Page S1: Engineering

Page S2: Engineering

Page S3: Engineering

Page S4: Engineering



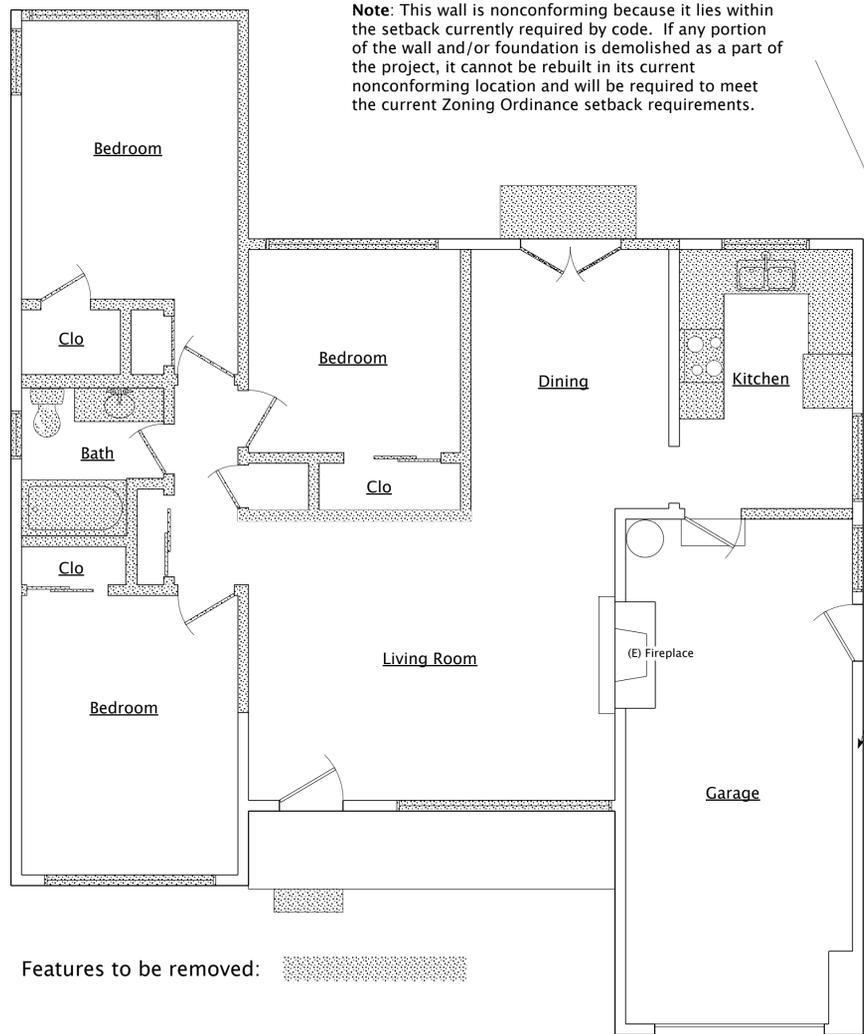
Drawings by:  
 Robert Rice  
 650-575-0760  
 robertrice1@mac.com

Date:  
 7/26/2016

**Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Grayson Ct, Menlo Park**



**Note:** This wall is nonconforming because it lies within the setback currently required by code. If any portion of the wall and/or foundation is demolished as a part of the project, it cannot be rebuilt in its current nonconforming location and will be required to meet the current Zoning Ordinance setback requirements.



Features to be removed:

**Existing Structure**

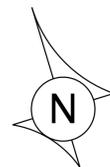
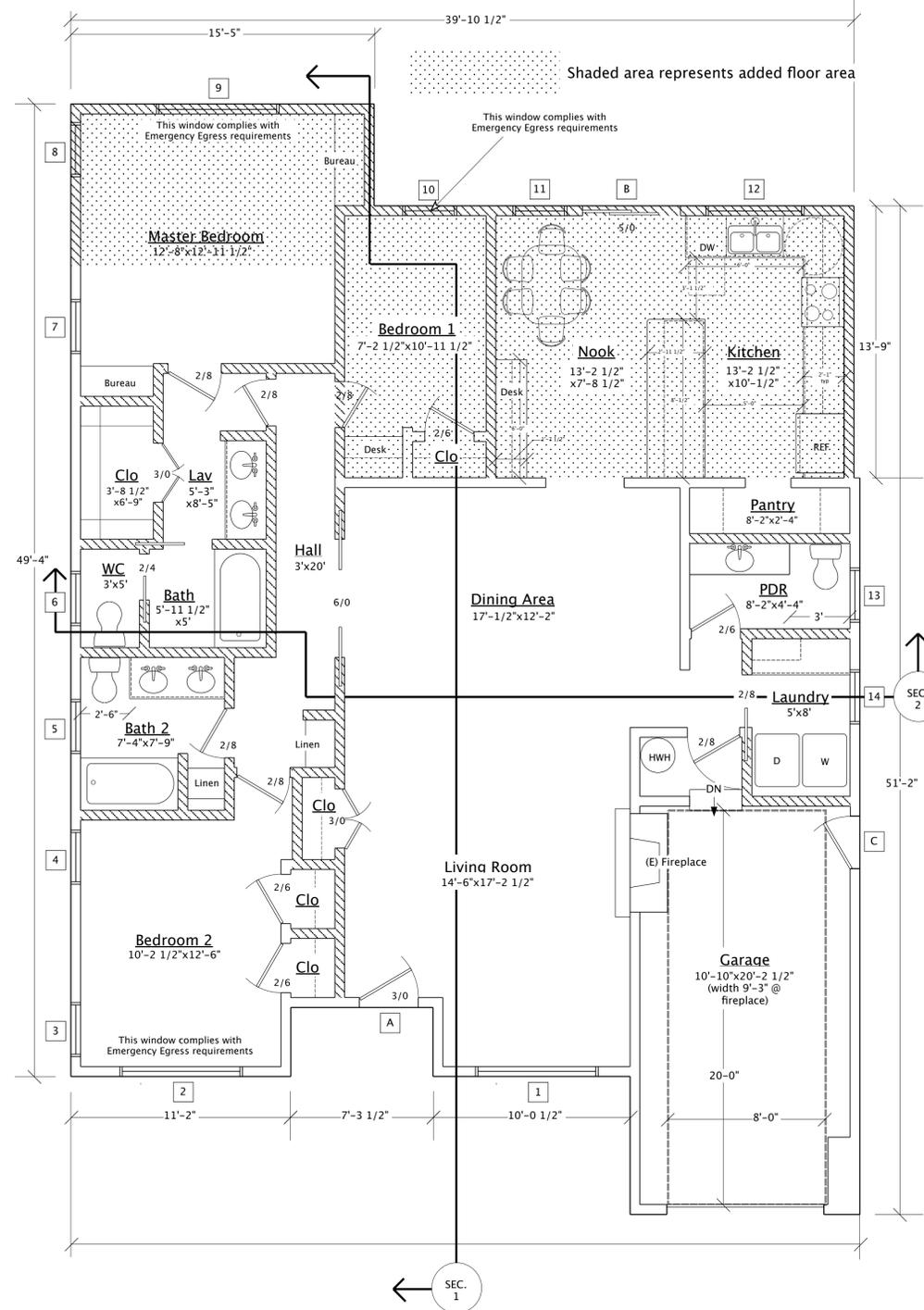
The entire footprint of the existing structure is to be incorporated in to the new home

Existing Structure 1/4"= 1'

**Window Schedule**

No.	Location	Size	Action	Materials	Notes
1	Living Room	6/4 x 4/0	0-X-0	1	1 - Clad wood construction w/ dual glazing
2	Bedroom 2	6/4 x 4/0	0-X-0	1	Meets Egress Requirements
3	Bedroom 2	3/0 x 3/3	DbI Casement	1	
4	Bedroom 2	3/0 x 3/3	DbI Casement	1	
5	Bath 2	3/4 x 3/0	DbI Casement	1	Obscure glass
6	WC	3/4 x 3/0	DbI Casement	1	Obscure glass
7	M/Bedroom	3/0 x 3/3	DbI Casement	1	
8	M/Bedroom	3/0 x 3/3	DbI Casement	1	
9	M/Bedroom	6/4 x 4/0	0-X-0	1	Meets Egress Requirements
10	Bedroom 1	2/9 x 4/0	Casement	1	Meets Egress Requirements
11	Nook	3/0 x 3/3	DbI Casement	1	
12	Kitchen	4/9 x 3/0	0-X-0	1	
13	Bath	2/9 x 3/3	DbI Casement	1	Obscure glass
14	Laundry	2/9 x 3/3	DbI Casement	1	
A	Living Room	3/0 x 6/8	Swing	Wood	
B	Nook	5/0 x 6/8	Slider	1	
C	Garage	2/8 x 6/8	Swing	Wood	

Window Schedule



Hashed walls denote new construction  
 1 Denotes Window Number & Door Letter

New Floor Plan 1/4"= 1'

**General Notes**

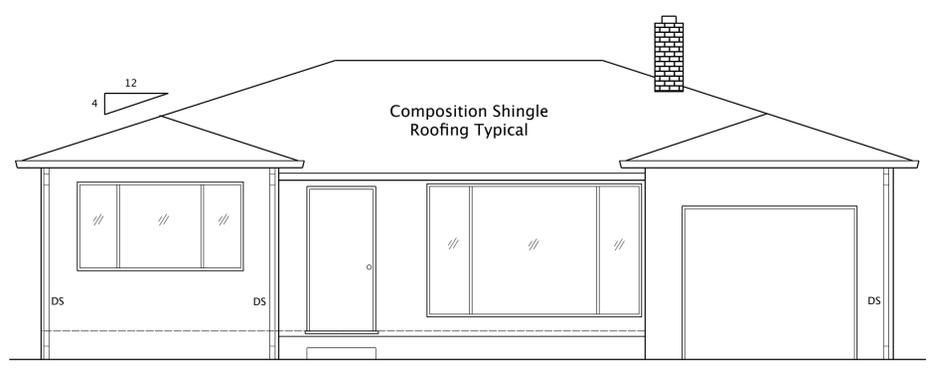
- The work on 310 Grayson Court, Menlo Park is the addition of 548 SF of floor space and the upgrade of all building systems.
- The governing authority for this work is the City of Menlo Park and all work is to comply with the ordinances and guidelines thereof and with the following building codes:  
 California Building Code, 2013, Vols 1 & 2  
 California Residential Code, 2013  
 California Plumbing Code, 2013  
 California Mechanical Code, 2013  
 California Electrical Code, 2013  
 California Energy Code, 2013  
 California Green Building Code, 2013  
 California Fire Code, 2013  
 California Reference Standards Code, 2013  
 Compliance with the above will be overseen by the City of Menlo Park Planning and Building Departments.
- Smoke alarms shall be installed on the ceilings in each sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms. Carbon monoxide detectors shall be installed outside of each sleeping area near the bedrooms. Smoke alarms and CO detectors shall receive their primary power from the building wiring and be equipped with a battery back up and a signal to indicate a weak battery. All alarms are to be interconnected in a way so that if one is activated, all are activated.
- Every sleeping room shall have at least one operable window or door approved for emergency escape or rescue that shall open directly onto a public street, public alley, yard or exit court. The door or window shall be operable from the inside to provide a full, clear opening without the use of separate tools. The following minimum standards apply to emergency egress door and windows:
  - A clear net opening area of 5.7 square feet.
  - A clear net opening height of 24 inches.
  - A clear net opening width of 20 inches.
  - Finish sill height shall not be more than 44 inches above the floor.
- There are no Redwood, Oak or Heritage trees on or immediately adjacent to the property. There are no City Trees on or immediately adjacent to the property.
- For Floor Area Limit Compliance Calculations, Building Coverage Calculations and Pervious/Impervious Calculations, please see Page 1.
- For Demolition Notes, please see Demolition Plan, this page.
- For Roof and Electrical/Mechanical Notes, please see page 4.

Plans by:  
 Robert Rice  
 650-575-0760  
 robertrice1@mac.com

Date:  
 7/26/2016

Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Grayson Ct, Menlo Park

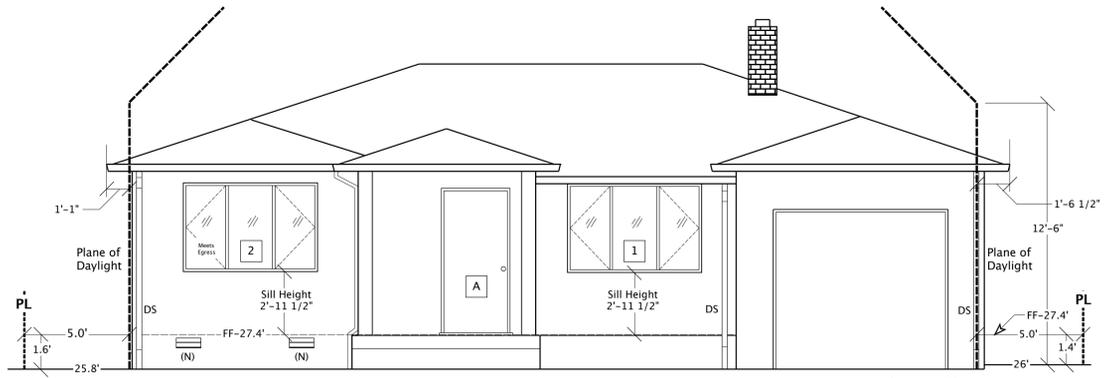
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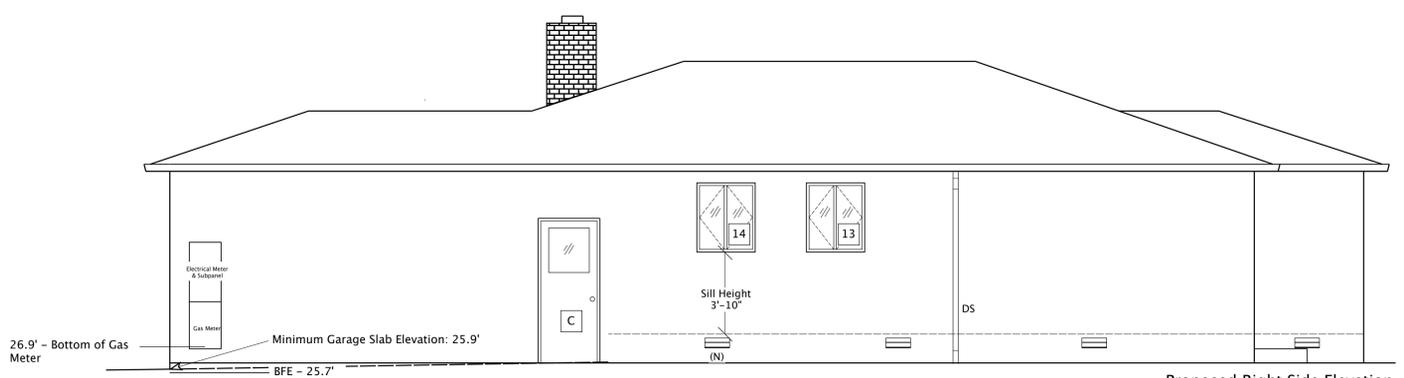
Existing Front Elevation



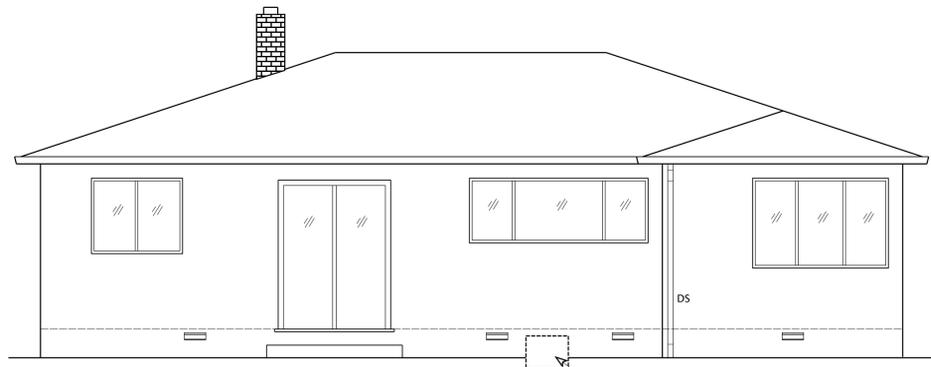
Existing Right Side Elevation



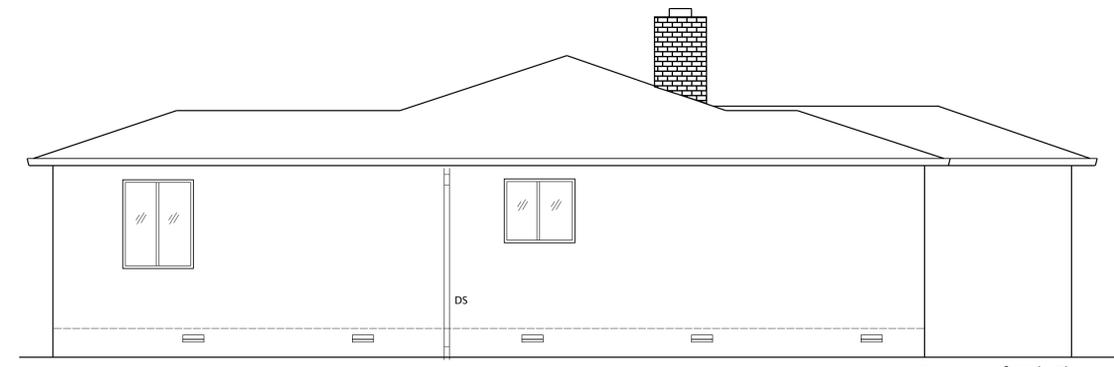
Proposed Front Elevation



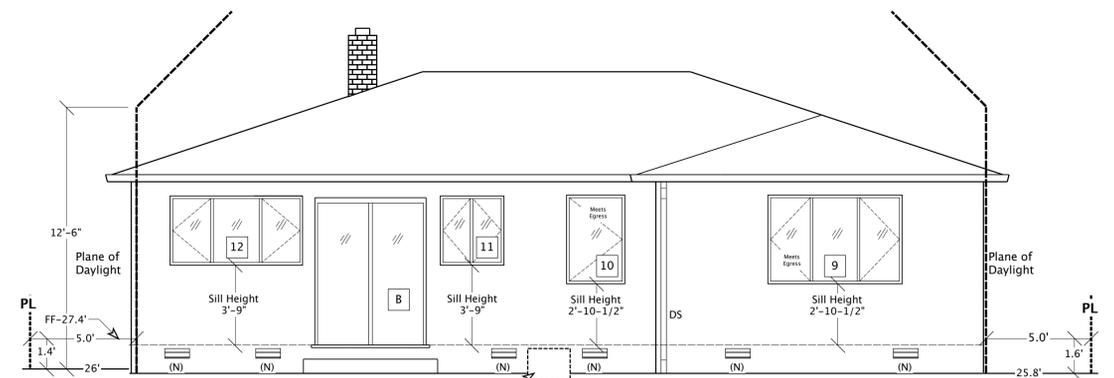
Proposed Right Side Elevation



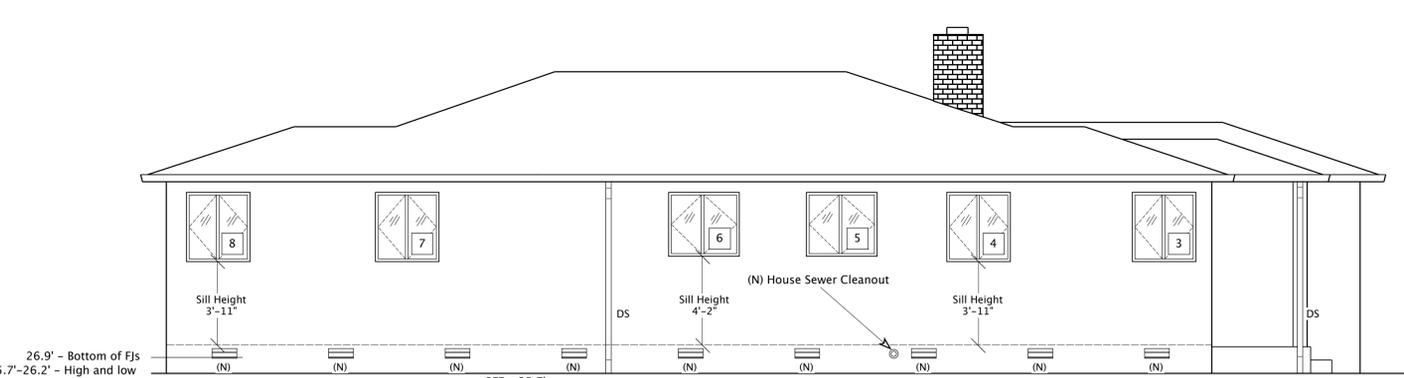
Existing Rear Elevation



Existing Left Side Elevation



Proposed Rear Elevation

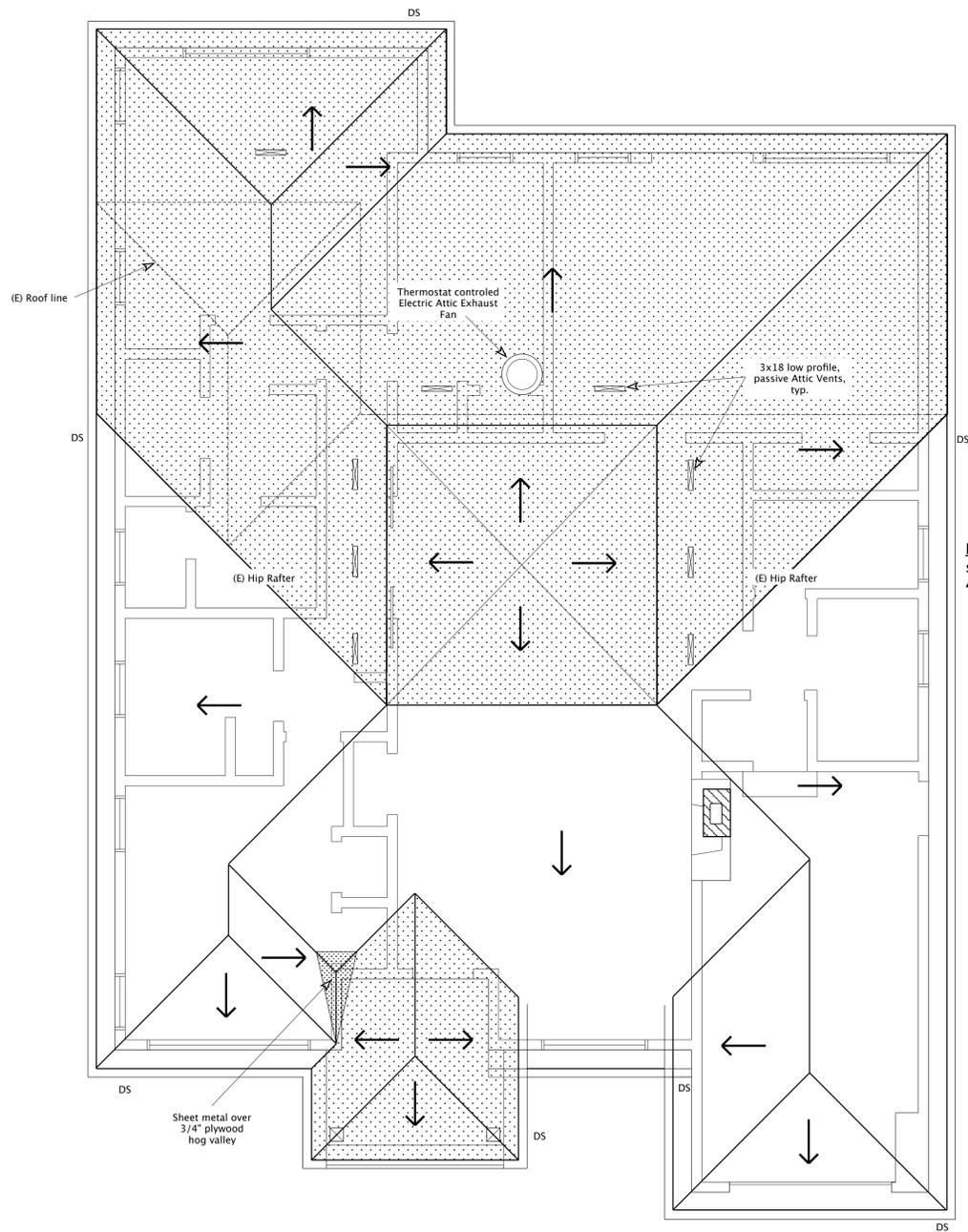


Proposed Left Side Elevation

26.9' - Bottom of Gas Meter  
25.7' - Bottom of FJs  
25.7'-26.2' - High and low adjacent elevations  
24.9' - Crawl space dirt elevation

Total crawl space area = 1588 SF  
1588 SF/150 = 10.5 SF required crawl space ventilation.  
A 6x14 (nominal) screened vent yields .5 SF of clear ventilation.  
10.5/.5 = 21 vents

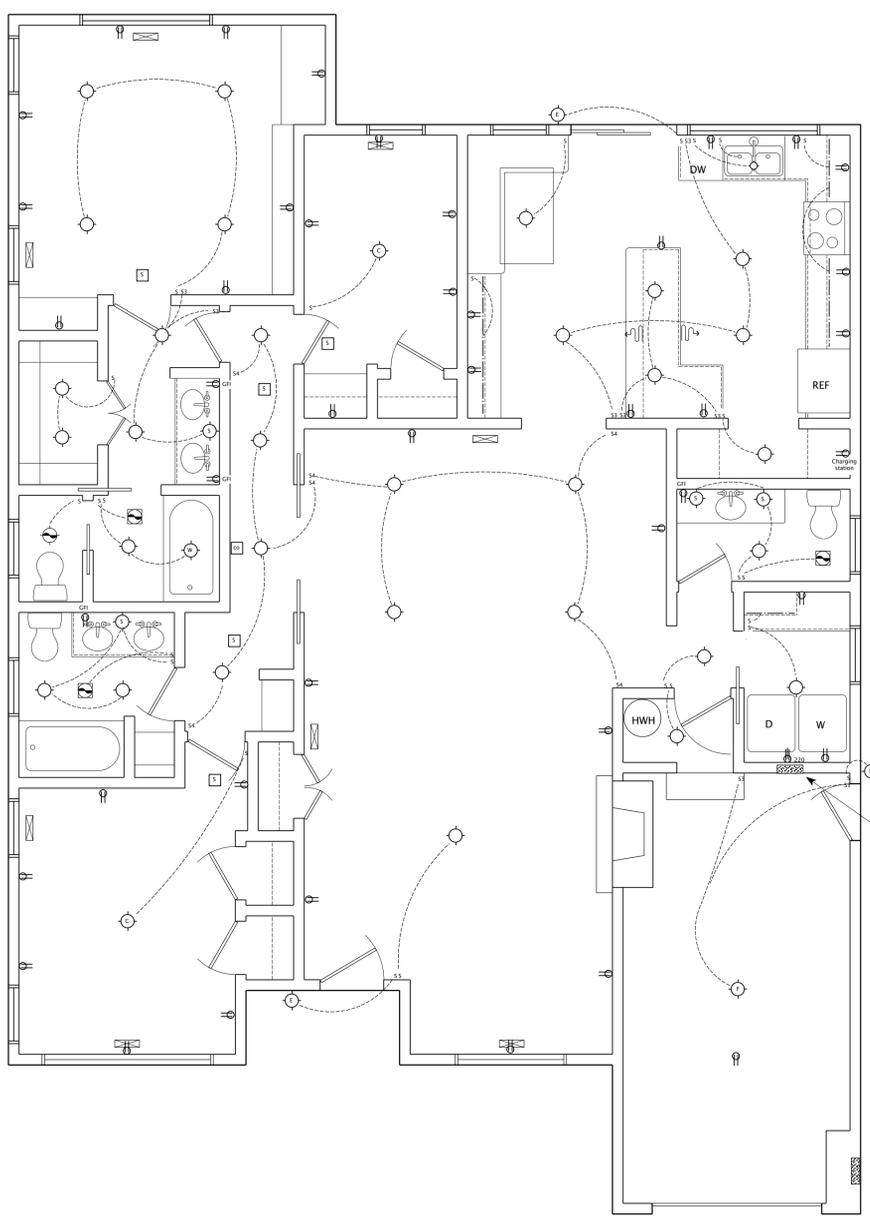
Exterior Elevations 1/4" = 1'



**Note:** Except for the flat rectangular section in the middle, all slopes are 4 in 12.

**Roof/Attic Notes**

1. The roofing material on sloped sections shall be composition shingles.
2. The roofing contractor shall provide slope to the flat part of the roof. Built up roofing shall be used in that area.
3. In rafter bays where the frieze block is replaced by an eave vent, a baffle shall be placed to insure that attic insulation does not constrict the full air space of the vent.
4. Attic Ventilation: 3-1/2"x22-1/2" (net 2-1/2"x21-1/2" clear space) eave vents provide .37 SF of venting area each. 3"x18" (net) low profile attic vents provide .375 SF of venting area each. The attic area is 1912 SF. 27 eave vents (10 SF) evenly distributed around the perimeter and 9 passive roof vents (3.375 SF and placed as shown above) provide a total of 13.75 SF of attic venting. 1912 SF/150 = 12.75 SF < 13.75 SF.



- Electrical Symbols**
- Under cabinet LED lighting
  - - LED recessed light fixture
  - These letters within the light fixture symbol indicate:
    - S - Wall Sconce
    - E - Exterior light fixture
    - C - Ceiling mounted fixture
    - W - Approved for wet location
    - F - Fluorescent light fixture
  - ☐ - Ceiling exhaust fan
  - ☐ - Combination ceiling exhaust fan and light
  - s - Single pole light switch
  - s3 - Three way light switch
  - s4 - Four way light switch
  - ☐ - Smoke detector
  - ☐ - CO detector
  - - 120 Volt outlet
  - - Ground fault circuit interrupter protected 120V outlet
  - - 220 Volt outlet
- HVAC Symbols**
- ☐ - Heat register

**Plumbing Notes**

1. There is currently no easily accessed DWV system clean-out. A 3" clean-out shall be installed forward of the toilet closest to the front of the house, accessible from through the adjacent exterior wall. A second, 2" clean-out shall be installed at the Kitchen sink and accessed through the exterior wall.
2. The following flow restrictions shall apply to all fixtures:
  - a. Toilets - 1.6 gallons per flush
  - b. Shower heads - 2.5 gallons per minute
  - c. Kitchen and lavatory faucets - 2.2 gallons per minute
3. Hose bibs, Kitchen faucets with a pull out flexible line and hand held bathing and shower heads shall each be equipped with an anti-siphon device.

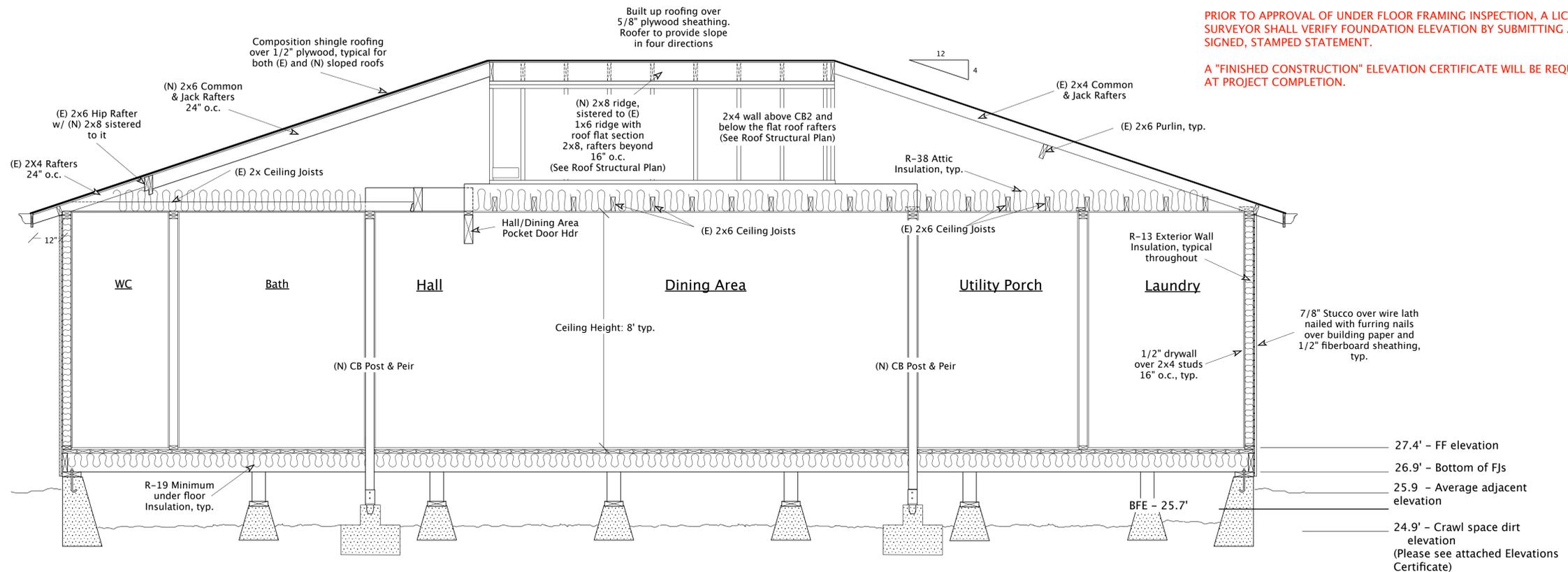
**HVAC Notes**

1. The existing FAU located in a closet shall be replaced with a new, high efficiency, horizontally mounted FAU in the attic immediately above the (E) location and the (E) warm air distribution system in the attic will be extended to service the new living spaces.
2. An exhaust fan of a CFM rating appropriate to the size of the room and ducting leading the building exterior shall be installed in the ceilings of each bathroom and watercloset.
3. A cooktop/range hood shall be installed per manufacturer's instructions and vented to the exterior through an adjacent wall or the roof.

**Electrical Notes**

1. The existing combination Meter/Subpanel is to be replaced with a new Meter/Shut-off and a new subpanel in the Garage.
2. Where necessary, the existing knob and tube wiring and any other non-compliant conditions shall be upgraded to meet current codes.
3. The Kitchen shall have two, separate GFCI protected small appliance circuits. An outlet shall be placed within 2 feet of a countertop end and space between outlets at the countertop shall not exceed 48 inches. Openings for sinks and cooktop or range are considered ends of the countertop.
4. Under sink outlets for the dishwasher and garbage disposer shall be in separate boxes and controlled by separate, dedicated circuit breakers.
5. All bathroom outlets shall be GFCI protected.
6. All smoke alarms and CO detectors shall be hard wired and have a battery backup with a warning signal for a low battery. Multiple smoke alarms shall be interconnected so that when one is activated, all are activated.

Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Greyson Ct, Menlo Park



PRIOR TO APPROVAL OF UNDER FLOOR FRAMING INSPECTION, A LICENSED SURVEYOR SHALL VERIFY FOUNDATION ELEVATION BY SUBMITTING A SIGNED, STAMPED STATEMENT.

A "FINISHED CONSTRUCTION" ELEVATION CERTIFICATE WILL BE REQUIRED AT PROJECT COMPLETION.

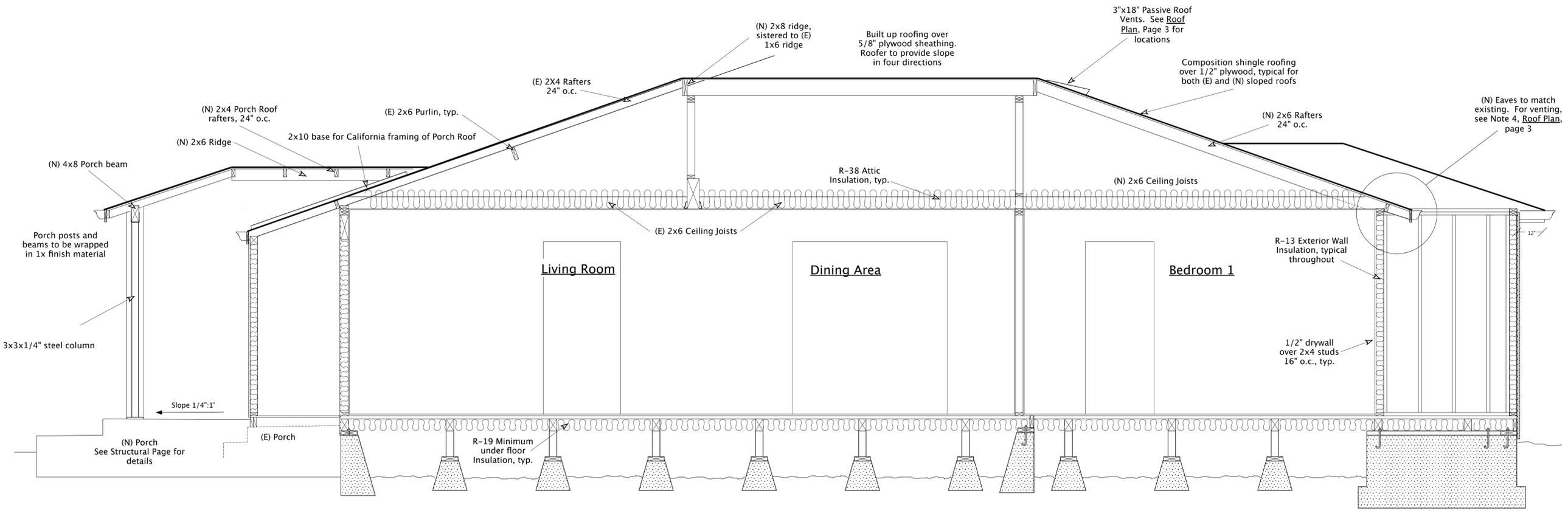
Plans by:  
Robert Rice  
650-575-0760  
robertrice1@mac.com

Date:  
7/26/2016

Additions and Upgrades to the Home of  
 Greg and Madelin Pickett  
 320 Grayson Ct, Menlo Park

Note: all materials below BFE shall be resistant to flood damage.

Section 2 1/2" = 1'



Section 1 1/2" = 1'

Yesenia Jimenez  
City of Menlo Park Planning Department

Re: 320 Grayson Ct – Use Permit

Dear Ms. Jimenez,

In response to the review by the Planning Department, we have altered the front porch roof design as shown on the Street Scape (Page NC Info), Plot Plan (Page 1), The Proposed Front Elevation and Proposed Left Side Elevation (Page 3), Roof Plan (Page 4) and Section 1 (Page 5).

The change brings the new porch roof down so that its gutters are at the same elevation as those of the rest of the house, except the adjacent portion of the front roof. This provides a cleaner, more integrated look.

Thank you,

Rob Rice  
Draftsperson