



STAFF REPORT

City Council

Meeting Date:

12/16/2025

Staff Report Number:

25-191-CC

Consent Calendar:

Authorize the city manager to execute an amendment to the lease agreement for City property at 555 Ravenswood Ave.

Recommendation

Staff recommends that the City Council authorize the city manager to execute an amendment (Attachment A) to extend the lease agreement for 12 months for City property at 555 Ravenswood Ave. between the City of Menlo Park (City) and tenant Junior League of Palo Alto Mid Peninsula (Junior League).

Policy Issues

City Council has sole authority to authorize the city manager to negotiate, execute, amend, and/or renew agreements on behalf of the City.

Background

The City owns property for purposes such as providing publicly accessible community facilities, like parks, libraries and recreation centers. On Feb. 11, City Council received an informational update (Attachment B) providing the status of 12 City-owned buildings and facilities that are leased to third parties, as several of the leases are approaching the end of their terms. On July 8, 2025, the City Council approved a 10-year lease amendment for the Menlo-Atherton Cooperative Nursery School at 802 Middle Ave. and directed a study session for future leases of city property.

On Feb. 1, 1996, the City of Menlo Park and the Junior League (Lessee) entered into a lease for the use of the premises commonly known as the Latham-Hopkins Gatehouse (Gatehouse), located at 555 Ravenswood Ave., Menlo Park, California. The initial term was for a period of 20 years (1996-2016). The Lease provided the Lessee two options to renew for additional five-year terms upon the same terms and provisions. The option to renew is exercised by Lessee giving written notice of exercise to the Lessor not less than six and not more than 12 months before the expiration of the term. On March 25, 2015, the Lessee exercised the first option to extend for five years (2016-2021) and Sept. 2, 2020, exercised the second of two five-year extensions of this lease (2021-2026).

Pursuant to the Lease, Lessee agreed to contribute \$134,438 toward the repair and renovation of the Premises in 1996 and pay the City \$550 per month for the rental of the premises. Commencing February 2002, and every two years thereafter, the rent increased by the consumer price index. The current monthly rental amount is \$1,071.41. The Lessee uses the premises for office and meeting uses in connection with its nonprofit charitable activities and for no other use without the City's prior written approval. Lessee is responsible for repair, maintenance and janitorial service for the premises. The Gatehouse is a historic resource and Lessee has been responsible for ensuring the resource remains in good repair.

Analysis

The Junior League has expressed interest in entering into a new, long-term lease for the Gatehouse at 555 Ravenswood Ave. and also would like to explore making maintenance and renovation investments in the Gatehouse to improve the usability of the space. The facility roof is currently in need of repairs to prevent water intrusion and damage to the interior. The building is listed on the National Register of Historic Places, which requires careful planning to preserve the historic nature of the building during maintenance and renovation. The Junior League has prepared slides as additional background and context (Attachment C).

Staff recommend extending the current lease's duration for 12 additional months through Jan. 31, 2027. Staff would then return to the City Council early in 2026 for a study session in order to obtain direction on how best to approach a longer-term lease for the Gatehouse. Options are likely to focus on entering into negotiations with the Junior League for a new lease under specific parameters (e.g., term, payment, renovations, uses, etc.) or preparing a request for proposals to lease the space. The recommended one-year extension would provide sufficient time to execute on either of these options, while maintaining continued use of the building.

Impact on City Resources

There is no new direct impact to City resources related to the recommended action. Staff would evaluate impacts on future actions based on City Council direction.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

- A. Proposed lease amendment
 - Exhibit A: Original 1996 lease
 - Exhibit B: 2015 extension
 - Exhibit C: 2020 extension
- B. Hyperlink – Feb. 11 Staff Report # 25-018-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20250211/i2-20250211-cc-city-owned-buildings-leased-to-third-parties.pdf
- C. Junior League background material

Report prepared by:

Judi A. Herren, Assistant to the City Manager/ City Clerk

Report reviewed by:

Justin I. C. Murphy, City Manager

**FIRST AMENDMENT TO LEASE AGREEMENT BETWEEN THE CITY OF MENLO PARK
AND JUNIOR LEAGUE OF PALO ALTO – MID PENINSULA, INC.**

THIS FIRST AMENDMENT TO LEASE (this “**First Amendment**”) is made and entered into as of December XX (the “**Effective Date**”), by and between the **CITY OF MENLO PARK**, a municipal corporation of the State of California (“**City**” or “**Lessor**”), and **JUNIOR LEAGUE OF PALO ALTO – MID PENINSULA, INC.**, a California non-profit corporation (“**Lessee**”). Lessor and Lessee shall be collectively referred to as “Parties”.

RECITALS

- A. Lessor is the owner of the premises commonly known as the Latham-Hopkins Gatehouse, 555 Ravenswood Avenue, Menlo Park, California (the “Premises”).
- B. Pursuant to that certain Lease Agreement entered into as of February 1, 1996 (the “Lease”) and attached as Exhibit A, Lessor currently leases to Lessee and Lessee leases from Lessor the Premises.
- C. The Term of the Lease expired on January 31, 2016. The Lease provides Lessee two (2) options to renew the term of the Lease for five (5) years upon all of the same terms and provisions of the Lease. Lessee exercised its first option to renew the term of the Lease and thereby extended the term through January 31, 2021 via a letter dated March 15, 2015, attached as Exhibit B. Lessee exercised its second option to renew the term of the Lease and thereby extended the term through January 31, 2026 via a letter dated September 2, 2020, attached as Exhibit C.
- D. Lessor and Lessee desire to amend the Lease to allow Lessee to extend the Term of the Agreement for an additional one year term, through January 31, 2027.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Lessor and Lessee agree as follows:

1. Amendment to Lease. The Parties agree that the section 2 – “Term” of the Lease Agreement shall be repealed and replaced with the following language:

2. TERM. The Lease shall terminate on January 31, 2027.

2. Miscellaneous.

2.1 The Lease and this First Amendment entered into between the parties set forth the entire agreement between the parties with respect to the matters set forth herein. There have been no additional oral or written representations or agreements.

2.2 This First Amendment may be executed in counterparts, which when taken together shall constitute one and the same instrument. The parties contemplate that they may be executing counterparts of this First Amendment and transmitting the signatures by email. The parties agree and intend that a signature communicated by facsimile or email shall bind the party so signing with the same effect as though the signature were an original signature.

2.3 All other provisions of the Lease Agreement remain unchanged.

IN WITNESS WHEREOF, the Lessor and Lessee have entered into and executed this First Amendment as of the Effective Date.

CITY:

CITY OF MENLO PARK, a municipal corporation of California

By: _____
Justin I.C. Murphy, City Manager

Approved as to Form

By: _____
Nira Doherty, City Attorney

Attest

By: _____
Judi A. Herren, City Clerk

LESSEE:

JUNIOR LEAGUE OF PALO ALTO – MID
PENINSULA, INC., a California non-profit
corporation

By: _____
Its: _____

By: _____
Its: _____

EXHIBITS:

1. Lease Agreement entered into as of February 1, 1996
2. Letter exercising first option, dated March 15, 2015
3. Letter exercising first option, dated September 2, 2020

LEASE

THIS LEASE is executed effective as of February 1, 1996, by and between the CITY OF MENLO PARK (hereinafter referred to as "Lessor"), and JUNIOR LEAGUE OF PALO ALTO - MID PENINSULA, INC., a California non-profit corporation (hereinafter referred to as "Lessee"), who agree as follows:

1. PREMISES. Lessor leases to Lessee the premises commonly known as the Latham-Hopkins Gatehouse, 555 Ravenswood Avenue, Menlo Park, California (the "Premises").

2. TERM. The term of this Lease shall be for a period of twenty (20) years, commencing February 1, 1996, and terminating January 31, 2016. Lessee shall have two (2) options to renew the term of this Lease for five (5) years each upon all of the same terms and provisions of this Lease including Rental. Such options to renew shall be exercised by giving written notice of exercise to Lessor not less than six (6) nor more than twelve (12) months prior to the expiration of the original Lease Term or extended Lease Term if the first option is exercised.

3. RENTAL.

a. Lessee agrees to pay to Lessor as rental for the Premises the sum of Five Hundred Fifty Dollars (\$550.00) per month in lawful money of the United States on or before the first day of each and every calendar month during the term hereof, free from all claims and demands against Lessor of any kind, nature, or description whatsoever; at such place or places as may be designated from time to time by Lessor. Notwithstanding the foregoing, Lessee shall not be obligated to commence payment of rent until the earlier of the completion of Lessee's renovation work as described in Subparagraph 6d or November 1, 1996.

b. Commencing February 1, 2002, and every two (2) years thereafter, the rent shall increase by the same percentage as the annual increase in the Consumer Price Index ("CPI") published by the U.S. Department of Labor for the San Francisco-Oakland Metropolitan Area All-Urban Consumers for the two (2) years immediately preceding the adjustment date. In no event shall the CPI utilized to calculate such rent increase exceed the greater of five percent (5%) per annum or ten percent (10%) for each such two (2) year period.

4. USE. Lessee shall use the Premises for office and meeting uses in connection with its non-profit charitable activities and for no other use without Lessor's prior written consent. Lessee shall obtain all necessary licenses and shall comply with all Local, State, and Federal regulations pertaining to the use of the Premises. In the event the Lessee should fail to use said Premises for the purposes herein provided, then said Lease shall terminate, without notice or other action, at the option of the Lessor herein.

5. ALTERATIONS. Lessee shall not make any additions, alterations, or changes to the Premises without the prior written consent of the Lessor first had and obtained. Lessor agrees not to unreasonably withhold its consent. Any additions or alterations to the Premises shall become a part of the realty and shall revert to Lessor.

Lessee shall not change any of the locks on the Premises without providing Lessor with a duplicate key.

6. MAINTENANCE, REPAIR, AND UTILITIES.

a. Except as otherwise provided in Sub-Paragraphs 6c and 6d and Paragraph 10, Lessee shall be responsible for all interior and exterior maintenance, repair, and janitorial services for the Premises. Lessee shall be responsible for all costs associated with the maintenance, repair, and janitorial services, including but not limited to supplies, contract services, alterations, repairs and other maintenance costs.

b. Lessee shall be responsible for all utility costs, including gas, electricity, sewer, water and telephone, and all maintenance, repair, installation and deposits for these services and special district charges except that Lessor shall be responsible for water service for landscape irrigation.

c. Lessor shall be responsible for maintenance and repair of the paving, landscaping, and parking areas.

d. Lessor hereby approves of Lessee's plans to repair and renovate the Premises as more particularly set forth in those certain plans prepared by Nancy Wyatt dated January 8, 1996, consisting of sheets A1-A12 & S1-S3. All such work shall be subject to obtaining a Use Permit from the Menlo Park Planning Commission for the exterior modifications and obtaining a building permit from the Menlo Park Building Official. Lessor shall contribute a total of One Hundred Thirty-Four Thousand Four Hundred Thirty-Eight Dollars (\$134,438.00) toward such renovation payable 25% upon issuance of a building permit, 25% when the work is fifty percent (50%) complete and the balance upon completion of the work and sign-off by the Menlo Park Building official.

e. Lessee shall use the Premises in a careful, safe, and proper manner. Lessee agrees to pay Lessor on demand for any damages to the Premises by misuse or abuse of the facility.

7. ASSIGNMENT AND SUBLETTING. Lessee may not assign this Lease nor sublet the Premises without Lessor's prior written consent, which consent shall not be unreasonably withheld provided any such Lessee is a non-profit, non-sectarian, charitable organization financially capable of assuming Lessee's obligation hereunder.

8. ABANDONMENT. Should Lessee abandon, be dispossessed, surrender or otherwise vacate the Premises, the Lessor, at Lessor's option, may immediately terminate this Lease and enter the Premises and remove all persons and property. Lessee shall not allow the Premises to be vacant for more than a thirty day period except during any major alteration of the Premises as may be approved by Lessor.

9. DEFAULT. In the event of a non-monetary default, Lessor shall give written notice thereof to Lessee. In the event that Lessee shall not have cured the default within ten (10) days of the notice, or if the default is of a monetary nature or of a nature which cannot reasonably be cured within ten (10) days and Lessee shall not have commenced to cure the default and be diligently pursuing such cure to completion, then Lessor, besides any other right or remedies that Lessor may have, shall have the right either to terminate this Lease, or from time to time, without terminating this Lease, relet the Premises for the account and in the name of Lessee or otherwise, for any such term or terms and conditions as Lessor in its sole discretion may deem

advisable. Lessee shall pay to Lessor, as soon as ascertained, the costs and expenses incurred by Lessor in such reletting. Rentals received by Lessor from such reletting shall be applied: First, to the payment of any indebtedness, other than rent, due hereunder from Lessee to Lessor; Second, to the payment of the cost of reletting the Premises, including but not limited to real estate commissions and the cost of any repairs to the Premises necessary to return the Premises to their original condition, normal wear and tear excepted; Third, to the payment of rent due and unpaid hereunder; and the residue, if any, shall be held by Lessor and applied in payment of future rent or damages in the event of termination as the same may become due and payable hereunder and the balance, if any, at the end of the term of this Lease shall be paid to Lessee. Should such rentals, received from time to time from such reletting during any month be less than that agreed to be paid during that month by Lessee hereunder, Lessee shall pay immediately such deficiency to Lessor. Such deficiency shall be calculated and paid monthly. No such reletting of the Premises by Lessor shall be construed as an election on its part to terminate this Lease unless a notice of such intention be given to Lessee or unless the termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such reletting without termination, Lessor may at any time thereafter elect to terminate this Lease for such previous breach provided it has not been cured.

Should Lessor at any time terminate this Lease for any breach, in addition to any other remedy it may have, it may recover from Lessee all damages it may incur by reason of such breach, including the cost of recovering the Premises, and including (a) all rent due and unpaid as of the date of such termination, plus interest on said sum at the rate of ten percent (10%) per annum; (b) amounts that would have fallen due as rent between the time of termination of this Lease and the time of the judgment, or other award, less the avails of all relettings and attornments, plus interest on the balance at ten percent (10%) per year; and (c) the worth at the time of the judgment or other award, of the amount by which the unpaid rent for the balance of the term exceeds the amount of such rental loss that Lessee proves could be reasonably avoided; and (d) any other amount necessary to compensate Lessor for all the detriment proximately caused by Lessee's failure to perform Lessee's obligations under this Lease or which in the ordinary course of things would be likely to result therefrom.

10. **DESTRUCTION:** In the event the Premises are partially destroyed from any cause, Lessor shall repair the property--provided the cost of such repairs are fully covered by insurance and such repairs can be made within ninety (90) days. Such partial destruction shall not void this Lease.

If the repairs cannot be made within ninety (90) days, this Lease may be terminated at the option of either party. In the event the Premises suffer the destruction of more than 25 percent of the replacement cost or in the event insurance proceeds are not sufficient to cover the cost of repairs, Lessor may elect to terminate this Lease.

Lessor shall not be obligated to replace any of the Lessee's personal property which may be damaged or destroyed.

11. INSURANCE AND INDEMNIFICATION. Lessee, at its own expense, shall provide and keep in force public liability insurance for the benefit of Lessor and Lessee jointly against liability for bodily injury and property damage in an amount of not less than One Million Dollars (\$1,000,000.00) for injury to, or death of one person in any one accident or occurrence, and in an amount of not less than One Million Dollars (\$1,000,000.00) for injury to, or death of more than one person in any one accident or occurrence, and in the amount of not less than One Million Dollars (\$1,000,000.00) per occurrence in respect to damage to property, such limits to be for any greater amounts as may be reasonably indicated by circumstances from time to time existing. Lessor shall be named as an additional insured on Lessee's insurance policy.

Lessee, during the continuance of this Lease, covenants and agrees to indemnify and save harmless the Lessor, its agents and employees from each and every loss, cost, damage and expense arising out of any accident or other occurrence on the Premises causing injury to or death of persons or damage to property by reason of the condition of the Premises, or due to the use or neglect thereof by Lessee or any subtenant of Lessee if permitted. Lessee further agrees during the continuance of this Lease also to indemnify and hold harmless the Lessor from all damages and penalties arising out of any claims of Lessee's negligence or failure of the Lessee to comply with any of Lessee's obligations hereunder.

Lessee shall indemnify and hold Lessor harmless from and against any and all costs, attorneys' fees, expenses and liabilities incurred in or about any of the foregoing claims or any action or proceeding brought thereon. In case any action or proceeding be brought against the Lessor by reason of any such claim, Lessee upon notice from Lessor shall defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor. Lessee, as a material part of the consideration to Lessor, hereby assumes all risk of damages to property or injury to persons in or about the Premises from any cause whatsoever except that which is caused by the failure of the Lessor to observe any of the terms and conditions of this Lease. The obligations of Lessee under this section arising by reason of any occurrence taking place during the term of this Lease shall survive any termination of this Lease. Lessor shall indemnify, defend and hold Lessee harmless from and against any and all costs arising out of Lessor's negligence, willful misconduct or breach of this Lease.

Lessor, at its cost and expense, shall provide and keep in force fire and other casualty insurance in the same manner and under the same terms and conditions as other public buildings owned by Lessor are insured.

12. QUIET POSSESSION. Except as provided in Paragraph 13, Lessor shall not disturb Lessee's quiet enjoyment and possession of the Premises during the term of this Lease.

13. LESSOR/PUBLIC USE. Lessor and the public shall be entitled, at no cost, to the reasonable use and enjoyment of the grounds surrounding the Premises, which may include continuation and/or expanding its summer concert series on the grounds of the Latham-Hopkins Gatehouse property. Lessor, at no cost, shall be entitled to utilize

the public meeting areas of the Premises on a reservation basis for meetings, conferences, and/or receptions conducted by or for Lessor and its employees, when the use of such facilities have not been previously reserved for Lessee's Board meetings or other previously scheduled meetings, conferences, or receptions of Lessee. The public meeting areas of the Premises shall be made available by Lessee to the public upon request during non-League business hours on a reservation basis for a nominal fee. All fees and hours of availability shall be subject to the approval of the Menlo Park City Manager. The "public meeting areas" referred to herein shall include the historical living room, the living room and sun porch areas and the dining room (provided the dining room shall only be available during non-League working hours).

14. PARKING. Lessee shall have the use of 15 parking spaces as designated as "reserved for JLPA" on Exhibit "A" attached hereto and incorporated herein by this reference. So long as the Menlo Park Police Department is occupying the Police Services Building, Lessee shall not utilize the spaces designated as "reserved for Police" on Exhibit "A." Upon the relocation of the Police Department to the City Administration Building, Lessor may allow Lessee to use the spaces reserved for the Police Department or Lessor may reserve the use of such spaces for future tenants or occupants of the Police Services Building.

15. INSPECTION. Lessor may enter the Premises at all reasonable times to inspect, maintain and repair the property. Lessor shall attempt to provide twenty-four (24) hours notice to Lessee prior to such entry.

16. LIENS. Lessee shall keep the Premises free from any and all liens arising out of any work performed, materials furnished, or obligations incurred by or for Lessee; and Lessee agrees to defend Lessor at his sole cost and expense against any and all law suits arising from such lien upon receipt of notice of opportunity to defend from Lessor.

17. NOTICES. All notices between the parties shall be in writing and sent by U.S. Certified Mail - Return Receipt to: Lessor: CITY OF MENLO PARK, 701 Laurel Street, Menlo Park, California 94025, Attn: David Wheaton; Lessee: JUNIOR LEAGUE OF PALO ALTO - MID PENINSULA, INC., 555 Ravenswood Avenue, Menlo Park, California 94025, Attn: President.

18. WAIVER. The waiver by Lessor of a breach by Lessee of any agreement herein, shall not be deemed to be a waiver on a part of Lessor of any covenant of this Lease. Such waiver by Lessor shall not constitute a waiver of any future breach by Lessee of the same or other covenants of this Lease.

19. MISCELLANEOUS. This Lease shall be binding on the administrators, assigns, executors, heirs and successors of Lessor and Lessee.

Should either party bring an action for breach under any of the conditions and terms of this Lease, the losing party agrees to pay to the prevailing party all reasonable attorneys' fees and cost, as fixed by the court.

Section headings are for reference only and shall have no effect upon the interpretations of this Lease.

Time is of the essence of each provision of this Lease.

This Lease contains the entire agreement between the parties. No promise, representation, warranty, or covenant not included in this Lease has been or is relied on by either party. Each party has relied on its own examination of this Lease, the counsel of its own advisors, and the warranties, representations, and covenants in the Lease itself. The failure or refusal of either party to inspect the Premises or improvements, to read the Lease or other documents, or to obtain legal or other advice relevant to this transaction constitutes a waiver of any objection, contention, or claim that might have been based on such reading, inspection, or advice.

The unenforceability, invalidity or illegality of any provision shall not render the other provisions unenforceable, invalid or illegal.

LESSOR

CITY OF MENLO PARK

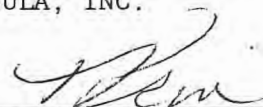
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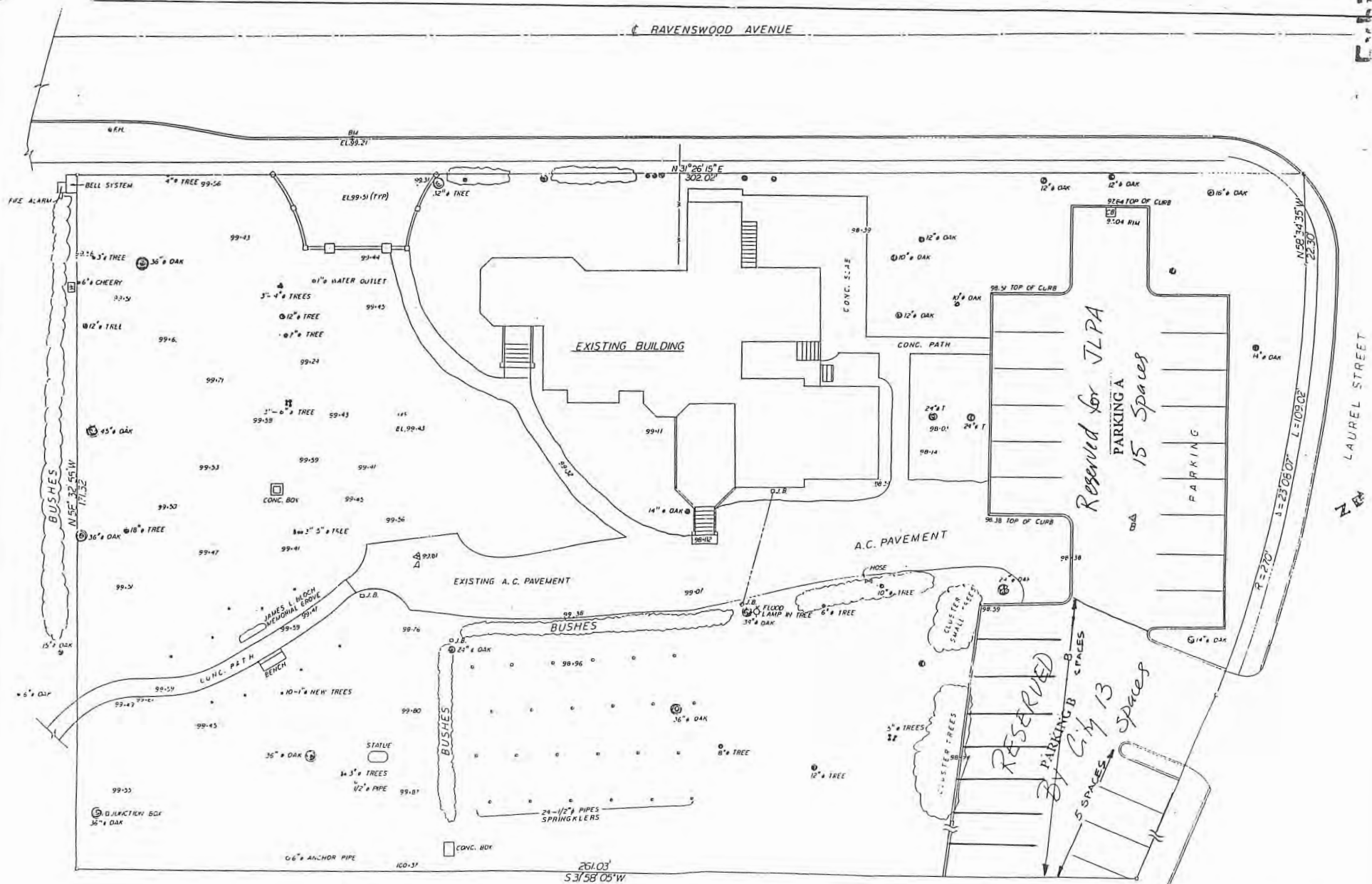

CITY MANAGER
Jim Dolan.

LESSEE

JUNIOR LEAGUE OF PALO ALTO -
MID PENINSULA, INC.

By:


VICE PRESIDENT, FINANCE
Tracy Prim



GATEHOUSE EXISTING TOPOGRAPHY
SCALE: 1"=10'

DESIGNED:	APPROVED:	SCALE:	CITY OF MENLO PARK CITY OF MENLO PARK 701 LAUREL STREET MENLO PARK, CA 94025 PH (415) 858-3420
DRAWN:	CITY ENGINEER:	FILE NO.:	
CHECKED:	DATE:	PROJECT NO.:	



RECEIVED

APR 22 2015

March 25, 2015

Bill McClure
City Attorney's Office
701 Laurel Street
Menlo Park, CA 94025

RE: Request for lease extension for 555 Ravenswood Avenue

Dear Mr. McClure,

This letter is in reference to the lease agreement between the City of Menlo Park and the Junior League of Palo Alto•Mid Peninsula, Inc. for the building located at 555 Ravenswood Avenue, Menlo Park.

The terms of this lease are for a period of 20 years, beginning February 1, 1996 and ending January 31, 2016, and include two (2) options to renew the term of the lease for five (5) years, with the same terms and provisions of the original lease. The options to renew are to be exercised by written notice to the lessor six (6) months prior to the expiration of the original lease.

On behalf of the Junior League of Palo Alto•Mid Peninsula, Inc. I would like to officially exercise the first of the two (2) five (5) year extensions of this lease.

The Gatehouse has been an amazing home for the JLP•MP. Our staff and membership love having our office in this wonderful building. We have worked hard to maintain the internal and external integrity of this historic building, and hope to continue to do so for years to come.

Best Regards,

Jan Hickman
2014-2016 President

The Junior League of Palo Alto•Mid Peninsula is a nonprofit organization, with 501(c)(3) status.

JUNIOR LEAGUE OF PALO ALTO•MID PENINSULA, INC.

FOCUSING ON DEVELOPING THE POTENTIAL OF FAMILIES

555 RAVENSWOOD AVENUE • MENLO PARK, CALIFORNIA 94025-3422 • TEL 650-321-5026 • FAX 650-321-7493 • www.thejuniorleague.org

**JUNIOR LEAGUE OF PALO ALTO·MID PENINSULA, INC.***Promoting voluntarism, developing the potential of women and improving communities since 1965*www.thejuniorleague.org      JLPAMP

September 2, 2020

Cara Silver
Jorgenson, Siegel, McClure & Flegel, LLP
1100 Alma Street, Suite 210
Menlo Park, CA 94025

Dear Ms. Silver,

This letter is in reference to the lease agreement between the City of Menlo Park and the Junior League of Palo Alto · Mid Peninsula (JLPA · MP) for the building located at 555 Ravenswood Ave., Menlo Park known as the Gatehouse.

On behalf of the JLPA · MP, I would like to exercise our second of two, five-year extensions of this lease. The terms of the lease are for a period of 20 years beginning February 1, 1996, and ending January 31, 2016, in addition to two options to renew the lease for an additional five years.

In addition, we would like to continue our discussions regarding possibly leasing the Gatehouse for a longer-term. We look forward to forming a stronger and lasting partnership with the City of Menlo Park.

Sincerely,

Christina Hood
2020-2021 President



ATTACHMENT C

JUNIOR LEAGUE

PALO ALTO•MID PENINSULA

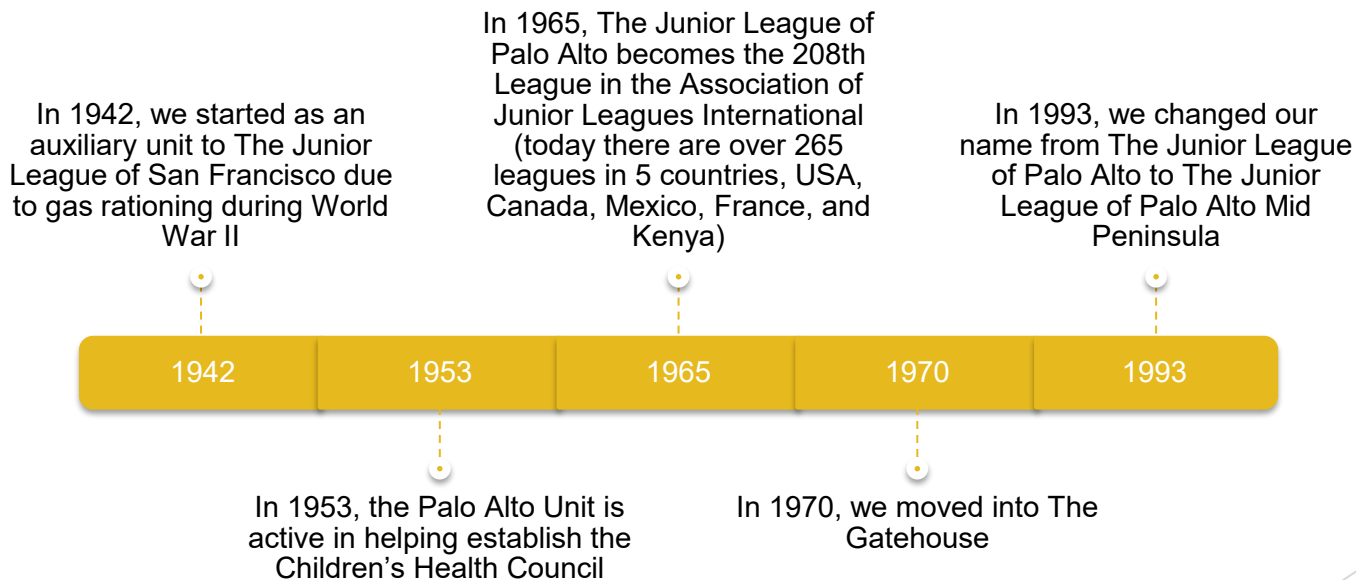
Presentation to Menlo Park City Council
December 16, 2025

The Gatehouse Lease

About JLPAMP

- Advancing women's leadership for meaningful community change since 1965.
- Since our founding in 1965, the JLPAMP has:
 - Supported more than 94 community service projects
 - Awarded cash grants to more than 200 local nonprofit organizations
 - Contributed hundreds of thousands of volunteer hours to our community

About JLPAMP



Mission, Vision & Values

- The Junior League of Palo Alto•Mid Peninsula, Inc. (JLPA•MP) is a network of empowered female civic leaders working with community partners to address and solve pressing issues. We're part of an international network of over 298 Leagues comprised of over 150,000 women, in Canada, France, Kenya, Mexico, the U.K. and the U.S., engaged in similar work in their own communities. This provides us with a unique and powerful depth of knowledge and resourcefulness to bring about the changes we strive to accomplish.

Our Foundation

•Our Mission

- The Junior League of Palo Alto•Mid Peninsula an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

•Our Vision

- The Junior League: Women Around the World as Catalysts for Lasting Community Change.

•Our Inclusion Statement

- The Junior League of Palo Alto•Mid Peninsula invites women over the age of 21 of all backgrounds including, but not limited to, race, national origin, ethnicity, socioeconomic status, religion/beliefs, ability, and sexual orientation who demonstrate an interest in and commitment to voluntarism to join our League. The Junior League of Palo Alto•Mid Peninsula understands that the impact and integrity of our work will thrive when our members can express their whole selves while living our mission. We are committed to inclusive environments of diverse individuals, organizations and communities.



Our Values

Community: We believe a strong sense of community is essential to human well-being. Living the value of community provides a foundation of inclusion, which allows us to make a greater impact on the world around us.

Leadership: We believe in the unique power of women's leadership abilities to transform communities for the better. Living the value of leadership allows us to make a collective difference.

Service: We believe it is through service that we build core relationships with others. Service is the lens through which we decide how we will invest our time and resources. Living the value of service empowers us as catalysts for lasting community change.

Empowerment: We believe that the empowerment of women is a necessary requirement to create positive, lasting societal change. Living the value of empowerment fosters trust and confidence in each other.

Respect: We believe respect is a fundamental human right. Living the value of respect instills in us unconditional positive regard for others.

Collaboration: We believe lasting societal change is achieved through both collaboration and meaningful disagreement. Living the value of collaboration inspires us to accomplish more.

Membership

As of December 2025:

We have over 480 members of The Junior League of Palo Alto Mid Peninsula

- 74 members are Menlo Park residents - have an address in Menlo Park, CA (16%)
- This is the 2nd largest group of our membership, behind Palo Alto (85 members or 18%) and ahead of Atherton (49 members or 10%)

We are open, inclusive, and welcoming to all women who live, work, or just want to be a member of JLPAMP. We do not discriminate on the basis of sex, race, age, ethnicity or disability.

We are one of the most diverse organizations in Silicon Valley - not only our membership reflects this, but as well as our leadership!



Historical Information

The Barron-Latham-Hopkins Gate Lodge, or the Gatehouse, is the oldest structure in Menlo Park and one of only three buildings in Menlo Park on the National Register of Historic Places. It's also the last remaining gate lodge, complete with gate, in the state of California.

Located on Ravenswood Avenue, the Gatehouse was built in 1864 by William Eustace Barron as the entrance lodge for a 40-room mansion on a 280-acre estate. Several changes of ownership later, in 1888, the property was deeded as a wedding gift to Timothy Hopkins, adopted son of railroad baron Mark Hopkins and founder of the Sunset Seed and Plant Company.

After the 1906 earthquake rendered the main house uninhabitable, Hopkins renovated the Gatehouse as a summer residence, which was used by his family until 1941. Hopkins bequeathed the entire estate to Stanford University. As only the Gatehouse and gate remained usable, the University demolished or sold all other buildings to make room for an Army hospital.

In an interesting bit of trivia, Universal Studios bought the disassembled mansion and stables for use as movie sets. Interiors of the main house were used in films including Hitchcock's 1960 masterpiece *Psycho* and 1964's *The Unsinkable Molly Brown*.

After the hospital closed in 1946, the Gatehouse was leased as a private residence. In 1968, it was bought by the City of Menlo Park and has served as headquarters to the Junior League of Palo Alto•Mid Peninsula (JLPA•MP) since 1970. Leased exclusively to the JLPA•MP since the mid-1990s, the Gatehouse is available for event rentals.

Importance of the Gatehouse Location

- Located in the central Civic Center
- Location is critical to the visibility, accessibility, and reliability of our services
- 50+ year history of JLPAMP's partnership with the City at this location.
- Close proximity to our resale store, The Shop (located on Santa Cruz Ave.)



Community Impact Work



- ▶ Benefits Menlo Park residents
 - ▶ HIP Housing
 - ▶ There With Care
 - ▶ Hope's Corner
 - ▶ Karat School Project
 - ▶ The Shop
 - ▶ Bloom
 - ▶ The Pancake Breakfast with Menlo Park Fire Protection District
 - ▶ Project Mindfulness
 - ▶ As well as numerous Done In A Day (DIAD)

Our Projects

- Children's Health Council
- Environmental Volunteers
- The Tech Museum of Innovation
- Daybreak Shelter Program for Homeless Youth
- Stanford Health Library
- Rebuilding Together Peninsula
 - Awarded The Golden Acorn Award by The City of Menlo Park
- Rosalie Rendu Center

Visibility and Partnerships

- The Gatehouse has always been available to be rented out by the community. The Gatehouse has been used by The City of Menlo Park, as well as personal celebrations and gatherings.
- The Gatehouse is also utilized by our community partners to host event for their organizations.
- JLPAMP is working with The Menlo Park Historical Society to host a tour of The Gatehouse in the Spring.
- JLPAMP is has always been open to working with other organizations to create partnerships.
- JLPAMP desires to remain a committed, collaborative partner to the City.

Issues/Concerns About Co-partner/Leaser



Legal



Liabilities



Safety



Space

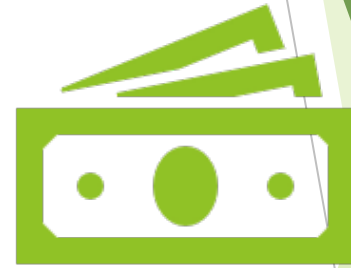


Equity

Improvements and Upkeep



As the sole leaseholder since the 1990s - has made capital improvements to The Gatehouse through roof replacement, deck replacement, and other necessary upkeep and maintenance.



We have a capital improvement fund designated just to the upkeep of The Gatehouse

The Gatehouse Lease

- We began our lease in the 1970s
- We have been the sole leaseholder since the 1990s
 - We currently pay \$1,071.41 per a month
 - Since 2002 - we have put in over \$1.5 million in upkeep and maintenance
- We have been great stewards of The Gatehouse (ask the ghosts)
- Right now, we do not have a multi-year lease and have been holding off on over \$200,000 capital improvements to The Gatehouse. Without a multi-year lease, we cannot justify spending amount.
- The Gatehouse is historical and therefore, all capital improvements are more costly due to preserving the historical nature of the building.



Our Name



- We began in Palo Alto in 1965 as The Junior League of Palo Alto
- In 1993, the League members added Mid-Peninsula to better cover the region it serve
- The President had tasked our Director at Large in June to start exploring changing our name again to reflect our community and the diversity
- The name change was put on hold due to emerging issues that took precedence over the League name change, including securing a lease extension on The Gatehouse



Thank you!

Contact Information

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