



STAFF REPORT

City Council

Meeting Date:

7/14/2026

Staff Report Number:

26-115-CC

Consent Calendar:

Consider and adopt a resolution dedicating a Public Utility Easement adjacent to 100 Terminal Ave.

Recommendation

Staff recommends that the City Council adopt a resolution (Attachment A) dedicating a Public Utility Easement (PUE) over a portion of City-owned property adjacent to 100 Terminal Ave.

Policy Issues

To dedicate a PUE over City-owned property, the City is authorized to record an easement plat and legal description consistent with its authority to manage and convey interests in real property under California Government Code Section 37350.

Background

On Jan. 28, 2020, the City Council adopted Resolution No. 6537, expressing the City's intent to collaborate with Meta on the construction of a new community center and library in the Belle Haven neighborhood at 100 Terminal Ave. On Jan. 12, 2021, the City Council approved the project. The facility, now known as the Belle Haven Community Campus (BHCC), was substantially completed on May 16, 2024, and is now in operation.

On June 23, 2020, the City Council adopted Resolution No. 6565, vacating a portion of Terminal Avenue which was intended for a public roadway but never constructed. Following this, the City acquired property adjacent to 100 Terminal Avenue right-of-way from Pacific Gas and Electric (PG&E), as authorized by City Council on Oct. 26, 2021 (adjacent right of way). The adjacent right of way of approximately 4,689 square feet would be abandoned and integrated into the BHCC site to create one City-owned parcel for the facility .

On Sept. 30, 2025, the City Council adopted Resolution No. 6995 declaring the City's intention to abandon the adjacent right of way. On Oct. 20, 2025, the Planning Commission adopted Resolution No. 2025-049 determining that the abandonment is consistent with the General Plan. On Nov. 18, 2025, the City Council adopted Resolution No. 7007 ordering the abandonment of the adjacent right of way while reserving a necessary public utility easement over a portion of the abandoned area (Attachment B).

Analysis

The adjacent right of way has been vacated and is no longer required for public roadway purposes.

However, the City must reserve a public utility easement over a portion of the vacated area to preserve access to existing utilities (pursuant to Resolution No. 7007). To date, staff received "no objection" letters from any relevant public utility agencies subject to the dedication of a public utility easement over the vacated area (Attachment C). Contingent on the City Council's adoption of this resolution, staff will finalize, and record, mapping documents for the proposed public utility easement to close the dedication process (Attachment A, Exhibit A).

Impact on City Resources

There is no direct impact on City resources associated with the actions in this staff report. The fee for staff time to review and process the abandonment is waived because the City is the applicant.

Environmental Review

The proposed easement dedication is Categorically Exempt under Class 5, minor alterations in land use, of the current State of 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.

Attachments

- A. Resolution
- B. Hyperlink – Nov. 18, 2025, Staff Report #25-179-CC:
www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2025-meetings/20251118/f1-20251118-cc-abandon-public-row-100-terminal.pdf
- C. Location map

Report prepared by:
Ebby Sohrabi, Senior Civil Engineer
Edress Rangeen, Associate Engineer

Report reviewed by:
Azalea Mitch, Public Works Director

RESOLUTION NO. XXXX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
DEDICATING A PUBLIC UTILITY EASEMENT ADJACENT TO 100 TERMINAL
AVE.**

WHEREAS, Nov. 18, 2025, the City Council of the City of Menlo Park held a duly noticed public hearing and adopted Resolution No. 7007, ordering the abandonment of public right-of-way adjacent to 100 Terminal Ave., while reserving a necessary public utility easement over a portion of the abandoned area;

NOW, THEREFORE, the City of Menlo Park, acting by and through its City Council, and having considered and been fully advised in the matter and good cause appearing therefore hereby decrees that the public utility easement adjacent to 100 Terminal Ave. is dedicated.

BE IT AND IT FURTHER RESOLVED by the City Council of the City of Menlo Park:

- A. That the City Council has determined that the public interest, convenience and necessity require the public utility easement be dedicated; and
- B. That the City Council hereby confirms and establishes a necessary public utility easement adjacent to 100 Terminal Ave. as described in the legal description and plat and more specifically shown in Exhibit A, attached hereto and incorporated herein by this reference; and
- C. The city clerk is hereby directed to cause a certified copy of this Resolution attested to by the city clerk under seal, to be recorded with the San Mateo County Recorder; and
- D. That said dedication is consistent with the General Plan; and
- E. That said dedication is categorically exempt under Class 5 (Minor Alteration in Land Use Limitations) of the California Environmental Quality Act Guidelines, 14 Cal. Code Regs. Section 15305.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the fourteenth day of July, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of ___, 2026.

Judi A. Herren, City Clerk

Exhibits:

A. Plat and legal



EXHIBIT "A"
Legal Description

PUBLIC UTILITY EASEMENT
Terminal Avenue, Menlo Park, CA

Real property in the City of Menlo Park, County of San Mateo, State of California, described as follows:

Being a portion of the lands described in that certain Notice of Public Right of Way Abandonment, resolution No. 7007, recorded on January 20, 2026, as Instrument No. 2026-002907, Official Records of said County;

COMMENCING at the southwesterly corner of said lands (O.R. 2026-002907);

Thence leaving said corner and along the southerly line of said lands, South $73^{\circ}35'38''$ East, 35.06 feet to the **POINT OF BEGINNING** of this description;

Thence leaving said southerly line, the following two (2) courses:

1. North $34^{\circ}45'40''$ East, 15.33 feet;
2. North $04^{\circ}34'44''$ West, 48.68 feet to a point on the northerly line of said lands;

Thence along said northerly line, South $73^{\circ}35'38''$ East, 56.45 feet;

Thence leaving said northerly line, South $22^{\circ}22'51''$ West, 60.32 feet to said southerly line;

Thence along said southerly line, North $73^{\circ}35'38''$ West, 37.57 feet to the **POINT OF BEGINNING** of this description.

Containing an area of 2,584 square feet, more or less.

As shown on plat attached hereto and made a part hereof as EXHIBIT "B".

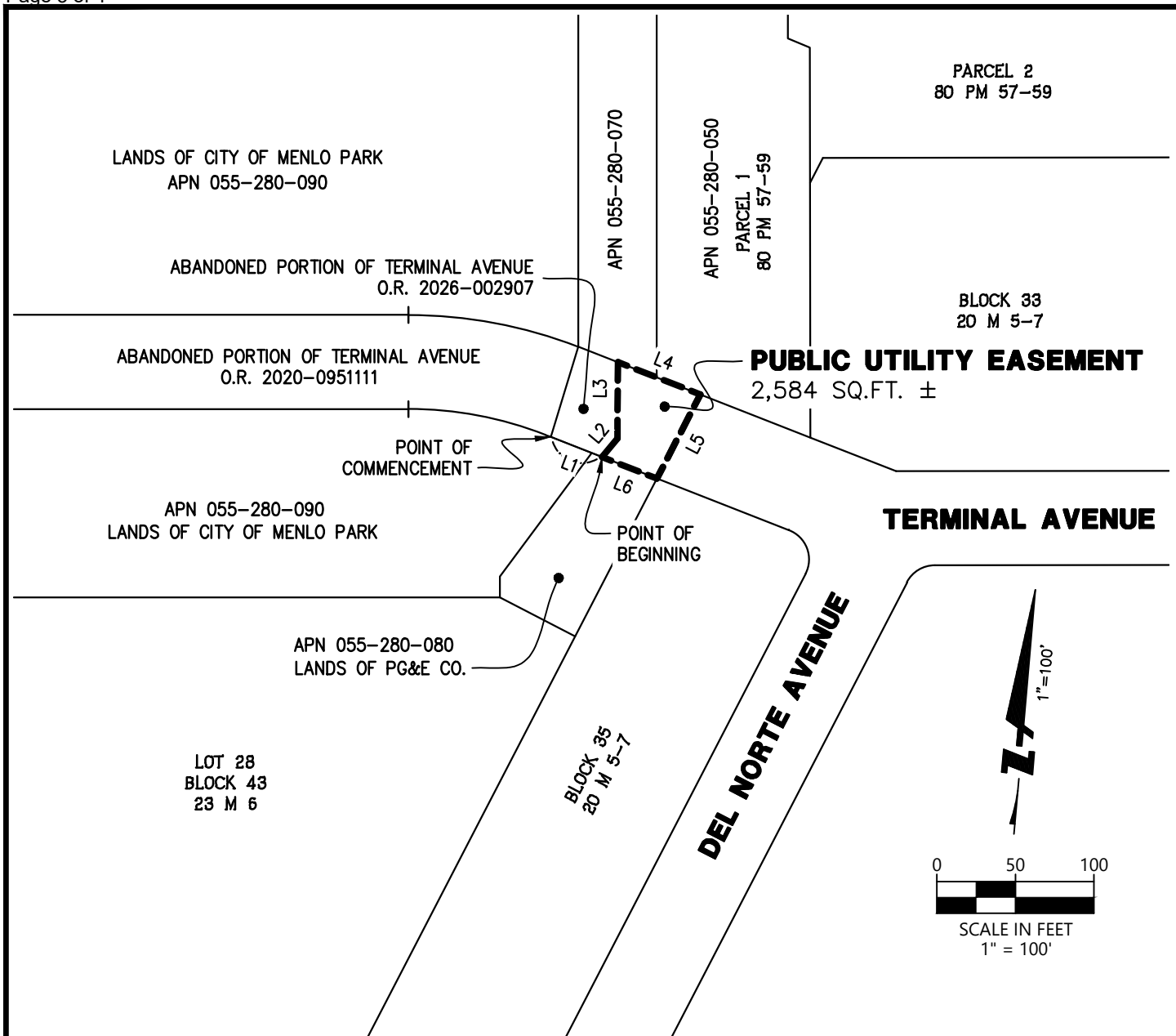
This legal description was prepared by me, or under my direct supervision, in conformance with the requirements of the Professional Land Surveyors' Act.

INITIAL DRAFT - FOR REVIEW

Christopher Cassera
P.L.S. No. 9781

Date _____





LEGEND

- PARCEL BOUNDARY
- PUBLIC UTILITY EASEMENT

LINE TABLE		
NO.	DIRECTION	LENGTH
L1	S73°35'38"E	35.06'
L2	N34°45'40"E	15.33'
L3	N04°34'44"W	48.68'
L4	S73°35'38"E	56.45'
L5	S22°22'51"W	60.32'
L6	N73°35'38"W	37.57'



EXHIBIT "B"
PLAT TO ACCOMPANY
LEGAL DESCRIPTION



1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
(408) 467-9100
www.bkf.com

SUBJECT PUBLIC UTILITY EASEMENT
TERMINAL AVENUE
JOB NO. 20240540 MENLO PARK, CA
BY JRM APPR. CASC DATE 04-13-2026
1 OF 1

Closure Calculations

PUBLIC UTILITY EASEMENT
TERMINAL AVENUE, MENLO PARK, CA

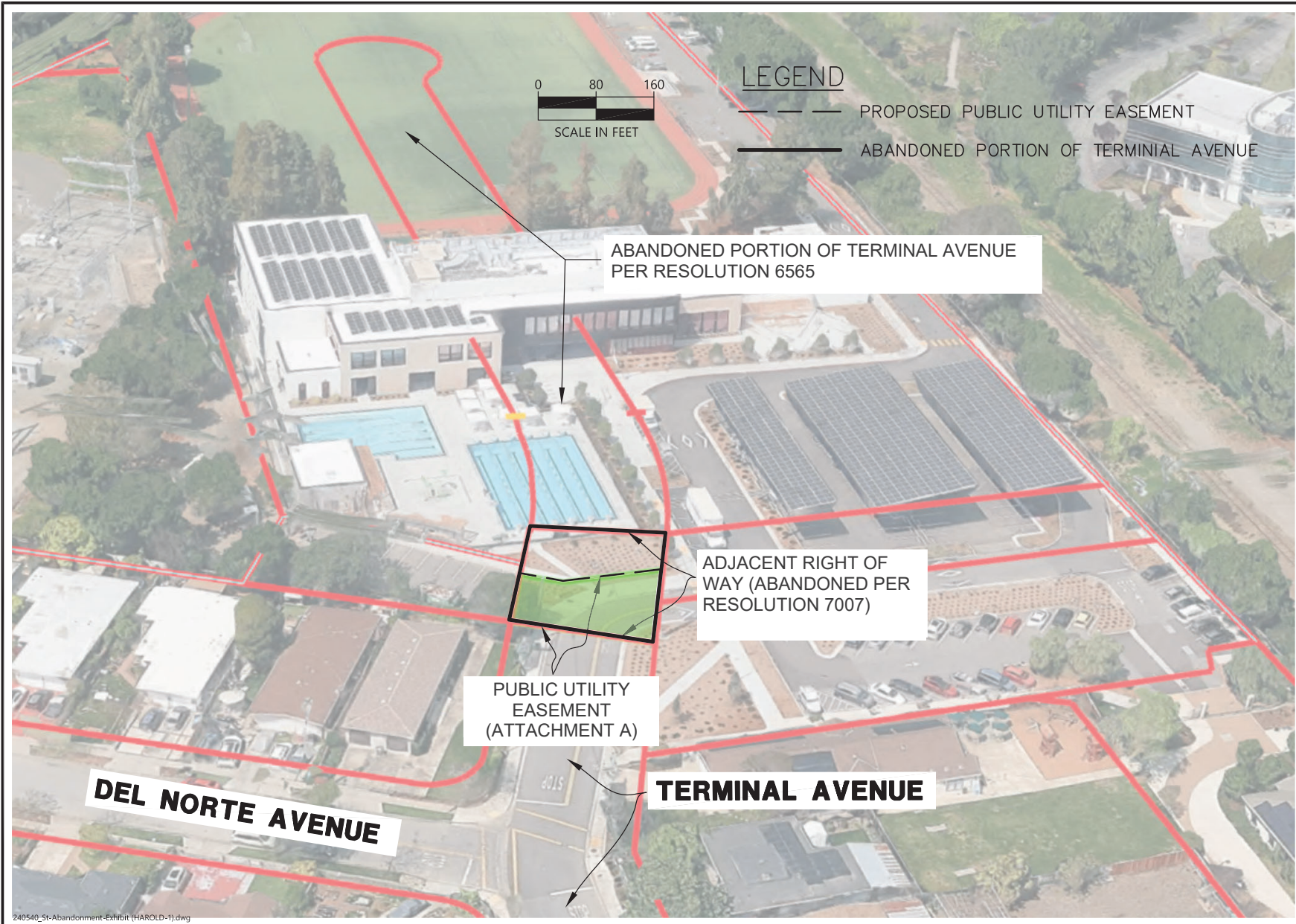
Project: 240540
Parcel Map Check

April 13, 2026
BKF No. 20240540

Parcel Name: PUBLIC UTILITY EASEMENT

	North: 2,156,704.2571'	East: 5,976,375.8264'
Line	Course: N34°45'40"E	Length: 15.33'
	North: 2,156,716.8513'	East: 5,976,384.5669'
Line	Course: N4°34'44"W	Length: 48.68'
	North: 2,156,765.3759'	East: 5,976,380.6807'
Line	Course: S73°35'38"E	Length: 56.45'
	North: 2,156,749.4319'	East: 5,976,434.8323'
Line	Course: S22°22'51"W	Length: 60.32'
	North: 2,156,693.6556'	East: 5,976,411.8648'
Line	Course: N73°35'38"W	Length: 37.57'
	North: 2,156,704.2670'	East: 5,976,375.8245'

Perimeter: 218.35'	Area: 2,584 Sq Ft 0.059 Ac.
Error Closure: 0.01'	Course: N10°51'51"W
Error North: 0.0099'	East: -0.0019'
Precision 1: 21,660.26'	



BKF ENGINEERS
1730 N. FIRST STREET
SUITE 600
SAN JOSE, CA 95112
(408) 467-9100
www.bkf.com



EXHIBIT
STREET ABANDONMENT
AND PUBLIC UTILITY EASEMENT
FOR PROPOSED ABANDONMENT OF
PORTION AND OF TERMINAL AVENUE
AND PUBLIC UTILITY EASEMENT
MENLO PARK, SAN MATEO CO., CA

Date: 03-26-2026
Scale: NOT TO SCALE
Design: - - - - -
Drawn: JM
Approved: CC
Job No: 20240540