



SPECIAL MEETING AGENDA

Date: 1/8/2020

Time: 6:30 p.m.

Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025

A. Call to Order

B. Roll Call

C. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

D. Regular Business

- D1. Approve minutes for the Housing Commission meeting of November 6, 2019 ([Attachment](#))
- D2. Recommendation of a below market rate housing agreement term sheet with HuHanTwo, LLC for 201 El Camino Real and 612 Cambridge Avenue ([Staff Report 20-001-HC](#))
- D3. Information update on potential short term rental regulations
- D4. Information update on 2016-2018 Housing Commission work plan status

E. Reports and Announcements

- E1. Subcommittee reports (10 minutes):
 - Below Market Rate Housing Guidelines Subcommittee (Bigelow/Grove)
 - Housing Policy Subcommittee (Conroy/Grove/Horst)
 - Marketing Subcommittee (Bigelow/Horst/McGraw-Scherer)
 - Notice of Funding Availability Subcommittee (Grove/McGraw-Scherer)
 - Secondary Dwelling Unit Subcommittee (McPherson/Merriman)
- E2. Commissioner reports
- E3. Recommend future agenda items
- E4. Staff updates and announcements

F. Adjournment

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the

right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

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REGULAR MEETING MINUTES – DRAFT

Date: 11/6/2019

Time: 6:30 p.m.

**Arrillaga Family Recreation Center – Cypress Room
700 Alma St., Menlo Park, CA 94025**

A. Chair Merriman called the meeting to order at 6:34 p.m.

B. Roll Call

Present: Bigelow, Conroy, Grove, Horst, McGraw-Scherer, Merriman, McPherson
Absent: None
Staff: Deputy Community Development Director Rhonda Coffman,
Associate Planner Ori Paz

C. Public Comment

- Verle Aebi spoke about secondary dwelling unit laws.
- Pamela Jones spoke about tenant relocation assistance, the need for low-income units to be mapped throughout the City and research regarding vulnerable populations in each district.

D. Regular Business

D1. Approve minutes for the Housing Commission special meeting of September 25, 2019

ACTION: Motion and second (Merriman/Conroy) to approve the Housing Commission meeting minutes of September 25, 2019 passed 6-0-1 (McGraw-Scherer abstained).

D2. Recommendation of a below market rate housing agreement term sheet with Goldsilverisland, LLC for 661-687 Partridge Avenue

Associate Planner Ori Paz introduced the item and answered project related questions.

ACTION: Motion and second (Grove/Conroy) to approve the recommendation of a below market rate housing agreement term sheet with Goldsilverisland, LLC for 661-687 Partridge Avenue passed unanimously.

D3. Presentation by ~~Housing Land Trust of Silicon Valley~~ Valley Community Land Trust (VCLT)

VCLT representative Pam Dorr made a presentation and distributed a handout (Attachment).

E. Reports and Announcements

E1. Subcommittee reports (10 minutes):

Below Market Rate (BMR) Housing Guidelines Subcommittee (Bigelow/Grove) – Committee will be reviewing the BMR purchase section of the guidelines.

Housing Policy Subcommittee (Conroy/Grove/Horst) – None.

Marketing Subcommittee (Bigelow/Horst/McGraw-Scherer) – None.

Notice of Funding Availability (NOFA) Subcommittee (Grove/McGraw-Scherer) – Working with staff to update criteria and provide an estimated date of release for the 2020 NOFA.

Secondary Dwelling Unit Subcommittee (McPherson/Merriman) – None.

E2. Commissioner reports

Vice Chair Grove shared information about a housing event, “The Color of Law”, being held on November 17.

Chair Merriman provided an update on the Housing Commission quarterly update to the City Council.

Commissioner Horst reported on new state legislation, AB 1482. Other cities have passed urgency ordinances to enact the law at the local level prior to the January 1, 2020 effective date statewide.

E3. Recommended future agenda items.

Commissioner suggested future agenda items:

- Information regarding guidelines for historic homes
- Development of the Housing Commission work plan and Commission retreat

E4. Staff updates and announcements

Deputy Community Development Director Rhonda Coffman provided the following updates:

- Brief summary of November 5 City Council study session on new laws.
- November 12 City Council to consider an urgency ordinance to adopt AB 1482 tenant protections.
- Samaritan House core service center relocated their weekly Menlo Park office hours to the Senior Center.
- Staff are preparing the SB 2 grant application for submittal and one of the projects identified is related to accessory dwelling units (ADUs), including updating the zoning ordinance to comply with new state laws and the creation of user navigation tools and outreach to help promote the development of ADUs.

F. Adjournment

Chair Merriman adjourned the meeting at 8:47 p.m.

Mike Noce, Management Analyst II, Community Development



CLT'S ROLE

- CLT is a free partner to support City staff with capacity to execute strategy
- Lessens the burden of government and help achieve housing goals
- CLT works directly with the developer and becomes part of the development team for inclusionary requirements
- CLT brings qualified homebuyers

HOW DOES COMMUNITY LAND TRUST HOMEOWNERSHIP WORK?

A BRIEF INTRODUCTION

CLT'S ROLE

- The land trust owns the land forever: it serves as the steward of the land.
- The land trust ground leases the land to the homeowner for a renewable 99-year lease
- Homeowners own the home and all improvements.

Ground lease and deed are recorded, enforceable, legally-binding documents.

The land trust asks homeowners to share the affordability with future homeowners.

CLT'S ROLE

- CLT is a free partner to support City staff with capacity to execute strategy
- Lessens the burden of government and help achieve housing goals
- CLT works directly with the developer and becomes part of the development team for inclusionary requirements
- CLT brings qualified homebuyers

HOW DOES THE CLT KEEP THE HOUSING AFFORDABLE?

- In order to keep the homes affordable to future buyers, homeowners agree to sell their home for a limited price when they decide to move.
- The maximum price is calculated based on what is paid + the annual increase based on changed in area median income (AMI).

VCLT
VALLEY COMMUNITY LAND TRUST

SAN MATEO COUNTY 2019 AMI

| County | Income Category | Number of Persons in Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--|-----------------|--------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | | | | | | | | | |
| Last page instructs how to use income limits to determine applicant eligibility and calculate affordable housing cost and rent | | | | | | | | | | |
| San Mateo County | Extremely Low | 33850 | 38700 | 43550 | 48350 | 52750 | 56100 | 60000 | 63850 | |
| | Very Low Income | 58450 | 64500 | 70550 | 76600 | 82050 | 87500 | 93550 | 99550 | 106400 |
| | Low Income | 90450 | 103350 | 116250 | 129150 | 139500 | 149850 | 160150 | 169650 | 179500 |
| | Median Income | 92750 | 109450 | 123100 | 136800 | 147750 | 158700 | 169650 | 180600 | |
| | Moderate Income | 114900 | 131300 | 147750 | 164150 | 177300 | 190400 | 203550 | 216700 | |
| Area Median Income: \$136,800 | | | | | | | | | | |

CLT STEWARDSHIP TO HOME OWNER

- Assist Homebuyer in Qualifying for Mortgage
- Help Homebuyer Understand What it Means to Live on CLT Land
- Help Homebuyer to Understand Ground Lease and Resale Formula
- Help Homeowner Find Eligible Buyers When They Decide to Sell.
- Assist the Homebuyer Avoid Foreclosure When There is Financial Difficulties

BENEFITS OF LIVING ON CLT LAND

- Long Term Security of Homeownership
- Fixed Housing Expense without Displacement
- Tax Deduction
- Equity Accumulation
- Stewardship

THE GROUND LEASE RIGHTS, RESPONSIBILITIES & REQUIREMENTS

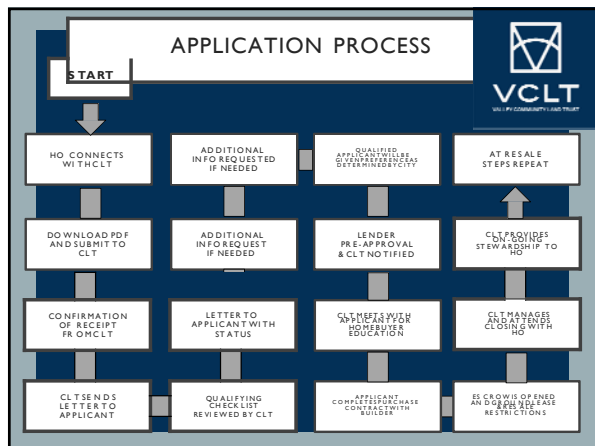
- No Mortgage Changes without Written Permission. Including:
 - Refinancing
 - Loan Modifications

BENEFITS OF LIVING ON CLT LAND

- Long Term Security of Homeownership
- Fixed Housing Expense without Displacement
- Tax Deduction
- Equity Accumulation
- Stewardship

ADDITIONAL CLT SERVICES

- Existing BMR homes can be managed by the CLT and transition into the CLT at resale.



VCLT
VALLEY COMMUNITY LAND TRUST

Contact Info:
Pam Dorr
pam@soup.is
334-507-3700





Valley Community Land Trust - Frequently Asked Questions

1. **What is a Housing Land Trust and how does it work?**
 - ♦ Homeowners own improvements (home)
 - ♦ Land Trust owns and holds title to the land
 - ♦ Land Trust leases the land to homeowners for a nominal fee through a 99-year ground lease
 - ♦ Memorandum of Lease and Deed are recorded, enforceable & legally-binding
2. **Benefits of the Living in a Land Trust Home:**
 - ♦ Long-term security of homeownership
 - ♦ Fixed housing expense
 - ♦ Tax deductions
 - ♦ Equity accumulation
3. **Why do we need the Land Trust?** When incomes do not rise as fast as housing prices, many people cannot afford to buy a market-rate house. The Land Trust is a tool to help low and moderate-income people with steady incomes and good credit buy a home.
4. **Where is the Land Trust model used?** The model is widely used around the country and the world, including in the UC system by UC Irvine, Santa Cruz, and Santa Barbara among others. The universities employ the model to recruit and retain faculty and staff who would otherwise be priced out of the housing market and not stay to work in the University area. This “recruitment and retention” concept is being extended to people in our local community such as public safety workers, teachers, and other service providers.
5. **Will banks and other financial institutions make loans for homes on leased land?** Yes. Most of the largest banks in the country are regularly making Land Trust home loans. We can also recommend a local lender who is well versed with the program and with all documents needed to secure loan approval.
6. **How does a Land Trust make homeownership affordable?** The Land Trust owns the land and does not pass that cost to the homeowner. Taking the price of the land out of the equation makes the home more affordable. In return, the home is sold to the next family at a price they too can afford.
7. **What happens if a leaseholder wants to move?** You can move at any time.
8. **What about taxes?** The homeowner pays all the taxes associated with the property. As with all homeowners, if you itemize, the interest portion of your mortgage payment is tax deductible. If you itemize your federal income taxes, the property taxes that are paid are also tax deductible.

Land Trust Homeownership: Example of a Resale for San Mateo County

How is the resale price of a home determined?

- **Permanently Affordable Homeownership (PAH)** - The price of the house is tied to the appreciation in Area Median Income (AMI) for family of four. Example:
 - Initial AMI 2006, 100% AMI: **\$75,100**
 - 10 years later in 2016 – AMI 2016, 100% AMI: **\$82,400**
 - Change in Median Income from 2006 to 2016 = 9.72%
 - Example:
 - Initial Purchase Price: \$300,000
 - With Change in AMI = 9.72%
 - Then, the new Maximum Sales Price = **\$329,161.12**
 - Total Appreciation from AMI = **\$29,161.12**
 - Note: It is important that no additions or changes to the home are allowed or the unit may become unaffordable by the next family. Maintenance is encouraged but not improvements.
 - Total equity = Appreciation + Debt Reduction + Down payment + (optional: 10% bonus if in good condition)



Developer Menu of Services

VCLT can manage all aspects of your affordable housing requirements. From project support and entitlements to marketing and buyer qualification to long term management of the units, VCLT can help you meet City requirements and produce a great product. Provided below is a list of the potential services that we can provide.

| Site Acquisition / Predevelopment | Project Design/ Approvals/Construction | Marketing and Sales | Post Purchase / Resales |
|---|--|---|---|
| <ul style="list-style-type: none"> • Identify parcels of land • Entitle/Subdivide land • Acquire land • Work with neighborhood and community to garner support for project • Serve as liaison between the developer and the City | <ul style="list-style-type: none"> • Assist in gaining city support for project • Attend public hearings • Assist in obtaining city approval for plans • Set up buyer selection criteria • Construction management • Oversee MOU/agreements negotiation with all parties • Evaluate/determine initial affordability levels and unit pricing | <ul style="list-style-type: none"> • Provide all marketing and outreach activities • Provide pre-purchase homebuyer education • Assist in buyer selection • Assure approval/execution of all Regulatory documents • Assist in homebuyer financing of units • Assure buyer qualifications • Manage escrow process • Plan/Execute Grand Opening event | <ul style="list-style-type: none"> • Oversee all ongoing affordability restrictions • Provide all post-purchase support, to include monitoring compliance with ground lease, collecting ground lease fees and providing ongoing education • Manage all aspects of resales including identifying buyers, calculating resale price, educating buyers and executing all necessary documentation |



Stewardship Services

VCLT can help cities meet their housing goals. We provide a broad array of housing related education and services that can assist the city in developing permanently affordable housing. Below is a list of services that we can provide, broken out into general housing related services and project specific services.

General Services

- VCLT will study the City's housing policies and show how the permanently affordable model is consistent with meeting the goals in the housing element.
- VCLT will educate City staff on the Community Land Trust model to achieve perpetual affordability.
- VCLT will prepare a presentation to the City Council Members on the permanently affordable housing model. This presentation will showcase the model and will highlight housing issues the community faces and solutions we offer.
- VCLT will provide community outreach to build consensus. This will include working with neighbors and schools, fire and police chiefs to show how we can help meet their housing needs.
- VCLT can survey the housing need for your community, specifically among teachers, medical, fire and police personnel.

Project Specific Services

| Site Acquisition / Predevelopment | Project Design/ Approvals/Construction | Marketing, Sales & Pre-purchase Education | Post Purchase / Resales |
|---|---|--|---|
| <ul style="list-style-type: none"> • Identify parcels of land • Entitle/Subdivide land • Acquire land • Identify/Manage Development Team • Work with neighborhood and community to garner support for project • Maintain a waitlist of potential buyers | <ul style="list-style-type: none"> • Oversee project design • Attend public hearings • Set up buyer selection criteria • Construction management • Oversee MOU/agreements negotiation with all parties • Evaluate/determine initial affordability levels and unit pricing | <ul style="list-style-type: none"> • Provide Homebuyer education • Provide CLT education • Assist in buyer selection • Assure approval of all Regulatory documents • Provide all marketing and outreach activities • Assure buyer qualifications • Manage escrow process • Execute all CLT documents • Plan/Execute Grand Opening event | <ul style="list-style-type: none"> • Provide post-purchase education and services to buyers including monitoring compliance with ground lease, collecting ground lease fees and providing ongoing education. • Manage Refinance to ensure compliance affordability criteria. • Manage all aspects of resales including identifying buyers, calculating resale price, educating buyers and executing all necessary documentation. |



STAFF REPORT

Housing Commission

Meeting Date:

1/8/2020

Staff Report Number:

20-001-HC

Regular Business:

Recommendation of a Below Market Rate Agreement Term Sheet with HuHanTwo, LLC for 201 El Camino Real and 612 Cambridge Avenue

Recommendation

Staff recommends that the Housing Commission recommend approval of the draft Below Market Rate (BMR) Term Sheet ("Term Sheet") to the Planning Commission and City Council for two on-site BMR rental units as part of a proposed 14-unit residential and mixed use development, consisting of two detached market-rate townhouses and a three-story mixed-use building with below-grade parking, at 201 El Camino Real and 612 Cambridge Avenue, as described in the draft Term Sheet (Attachment A).

Policy Issues

BMR Housing proposals and terms are reviewed individually. The Housing Commission should consider whether the BMR Housing proposal and terms are in compliance with the BMR Housing Program Guidelines and the BMR Housing Ordinance.

Background

Site location

The project site consists of two SP-ECR/D zoned parcels, and a portion of Alto Lane to be abandoned between these parcels, with a total lot area of approximately 17,304 square feet, and currently contains a one-story (four-unit) commercial building that is approximately 6,032 square feet in size. Two of the commercial units are currently vacant, and a restaurant and a general personal services use occupy the other two units. The SP-ECR/D parcel to the west of Alto Lane is currently used as a private parking lot for the commercial building at 201 El Camino Real. The project site also comprises a 7,923-square-foot parcel that is zoned R-3, with a one-story, four-unit residential building and a detached accessory building (used for storage). Combined, the project site is 25,227 square feet, and the existing buildings and site improvements would all be demolished as part of the proposed redevelopment of the project site. A location map is provided as Attachment B.

For the purposes of this staff report, El Camino Real is considered to have a north-south orientation, and all compass directions referenced will use this orientation. The project site is located at the northwest corner of El Camino Real and Cambridge Avenue. The project site is bounded by Cambridge Avenue to the south and El Camino Real to the east. The parcels to the west of the project site are located in the R-3 and R-2 (Low Density Apartment) zoning districts. Parcels to the north and south along El Camino Real are located in the SP-ECR/D zoning district, and parcels in closer vicinity to the project site along El

Camino Real are located within the El Camino Real South-West (ECR SW) sub-district and the El Camino Real Mixed Use (ECRMU) land use designation, which is also the sub-district and land use designation for the non-R-3 portions of the site, respectively.

Analysis

Project description

The applicant is proposing to demolish the existing onsite commercial and multifamily residential buildings and construct a new three-story mixed-use building with two stories of below-grade parking and two detached two-story townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors. Two detached townhouses would be located on the R-3 zoned parcel adjacent to the mixed-use building.

The proposal includes a request for architectural control to construct the new multifamily units, environmental review, and a major subdivision. Additionally, the applicant is requesting three heritage tree removal permits for a 29.6-inch coast redwood tree in the center and front of the subject site, a 33.7-inch coast redwood tree in the center of the subject site, and a 23.1-inch coastal redwood in the rear of the subject site. The applicant is also requesting that two heritage-sized sycamore street trees along El Camino Real be removed. For the heritage tree removal permits, the City Arborist would provide a later approval that would be noticed and subject to a 10-day appeal period wherein the approval removal(s) could be appealed to the Environmental Quality Commission. The required parking for each unit, in addition to the commercial areas of the mixed-use building, would be provided in two stories of below-grade parking. The applicant's BMR proposal letter and select sheets from the project plans are included as Attachments C and D, respectively.

The proposal is subject to additional review and refinement prior to Planning Commission recommendation and City Council action on the overall project, which requires architectural control, environmental review and a major subdivision to create condominium units and commercial space, in addition to a BMR agreement. The City Council will take final action on all requested entitlements for the proposed project.

BMR Housing Program & related requirements

The applicant is required to comply with Chapter 16.96 of City's Municipal Code ("BMR Ordinance"), and with the BMR Housing Program Guidelines adopted by the City Council to implement the BMR Ordinance ("BMR Guidelines") since the project includes more than four residential units. In accordance with the City's BMR Guidelines, it is preferred for residential developments of 10 to 19 units that the developer provide a number of BMR units that is no less than 10 percent of the number of proposed units (in the case of this project, 1.4 BMR units). The BMR Ordinance requires the applicant to submit a Below Market Rate Housing proposal for review by the Housing Commission.

Residential use of the property is allowed by the applicable zoning regulations and the proposed project includes 14 residential units. The applicant is proposing to satisfy the project's BMR obligation through the construction of two BMR rental units on site, affordable to low income households, which is 0.6 units greater than the 1.4 units required. Based on previous comments by the Housing Commission, staff

understands that the creation of new BMR on-site units (as opposed to payment of an in-lieu fee) is preferred, and that provision of such units, especially units capable of accommodating families in and around the El Camino Real corridor, is also generally desired.

The applicant indicated they may wish to convert the residential units of the project to for-sale at some time in the future. The applicant understands they must notify the City in writing of their request to convert from rental, at which time the City will prepare an amendment to the BMR Agreement to modify the terms based on the BMR Ordinance and BMR Guidelines.

The proposed BMR units would both be on the second floor of the mixed use building, consisting of a two-bedroom, two-bathroom unit (Unit 3) and a one-bedroom, one-bathroom unit (Unit 5). As stated earlier, all parking for the units would be accessed by the two-story below-ground parking structure within the mixed-use building. The BMR units would generally have the same floor plan and size as several of the other units within the mixed use building. Each unit within the mixed use building has a unique floor plan, but the unit sizes (1,298.8 square feet for Unit 3 and 1,013.1 square feet for Unit 5) would be comparable to several of the other market-rate units. As shown on the proposed elevations, the exterior of the BMR units would be indistinguishable from those of the market-rate units with the same Monterey-Spanish architectural style. Select plan sheets that include a site plan with project data illustrating the sizes of the units, floor plans and elevation drawings of the proposed BMR units are provided in Attachment D. Since the BMR units would be equivalent in size as to several of the market-rate units, staff believes that the requirements for BMR unit characteristics, including the size, location, design, and materials as identified in the BMR Guidelines are met by the proposed project.

Menlo Park Relocation Ordinance and Assembly Bill (AB) 1482 (Tenant Protection Act of 2019)

Menlo Park adopted a Tenant Relocation Ordinance on March 12, 2019, applicable to properties with five (5) or more dwelling units located on one (1) lot. This property contains four (4) residential units and is therefore not subject to the Tenant Relocation Ordinance. The current owner/applicant purchased the property in 2018 and each of the four (4) tenants vacated units voluntarily in 2018 and early 2019.

AB 1482, the Tenant Protection Act, became effective on January 1, 2020. AB 1482 includes rent increase limits and just cause eviction requirements, among other provisions, for residential properties 15 years or older. The applicant reported that new tenants occupied four (4) residential units in September 2019. The applicant is aware these tenants may be subject to AB 1482 in the future, if the duration of their occupancy lasts twelve (12) or more months.

Summary

At this time, the Housing Commission is expected to review the proposed BMR term sheet and provide their recommendations to staff, the applicant, the Planning Commission, and the City Council. The draft term sheet will be used to inform the BMR Agreement, which will subsequently be reviewed by the Planning Commission and acted on by the City Council.

Correspondence

At the time of the preparation of this staff report, staff has not received any correspondence regarding the proposed BMR Housing term sheet. Any correspondence received prior to the Housing Commission meeting will be disclosed during the review of this project at the meeting.

Conclusion

Staff believes that the applicant's proposal of two on-site BMR units meets the BMR Ordinance and BMR Guidelines requirements. Further, the size and location of these BMR units near the El Camino Real corridor and the Downtown area supports the City's goal of producing housing near transit corridors and community amenities. Staff recommends that the Housing Commission recommend to the Planning Commission and City Council approval of the two on-site BMR units under the terms stated in the proposed BMR term sheet.

Impact on City Resources

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

Environmental Review

The proposed project will be evaluated with respect to compliance with the California Environmental Quality Act (CEQA) as part of the City Council action. BMR direction is not a project under CEQA, so environmental review is not required by the Housing Commission.

Public Notice

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

Attachments

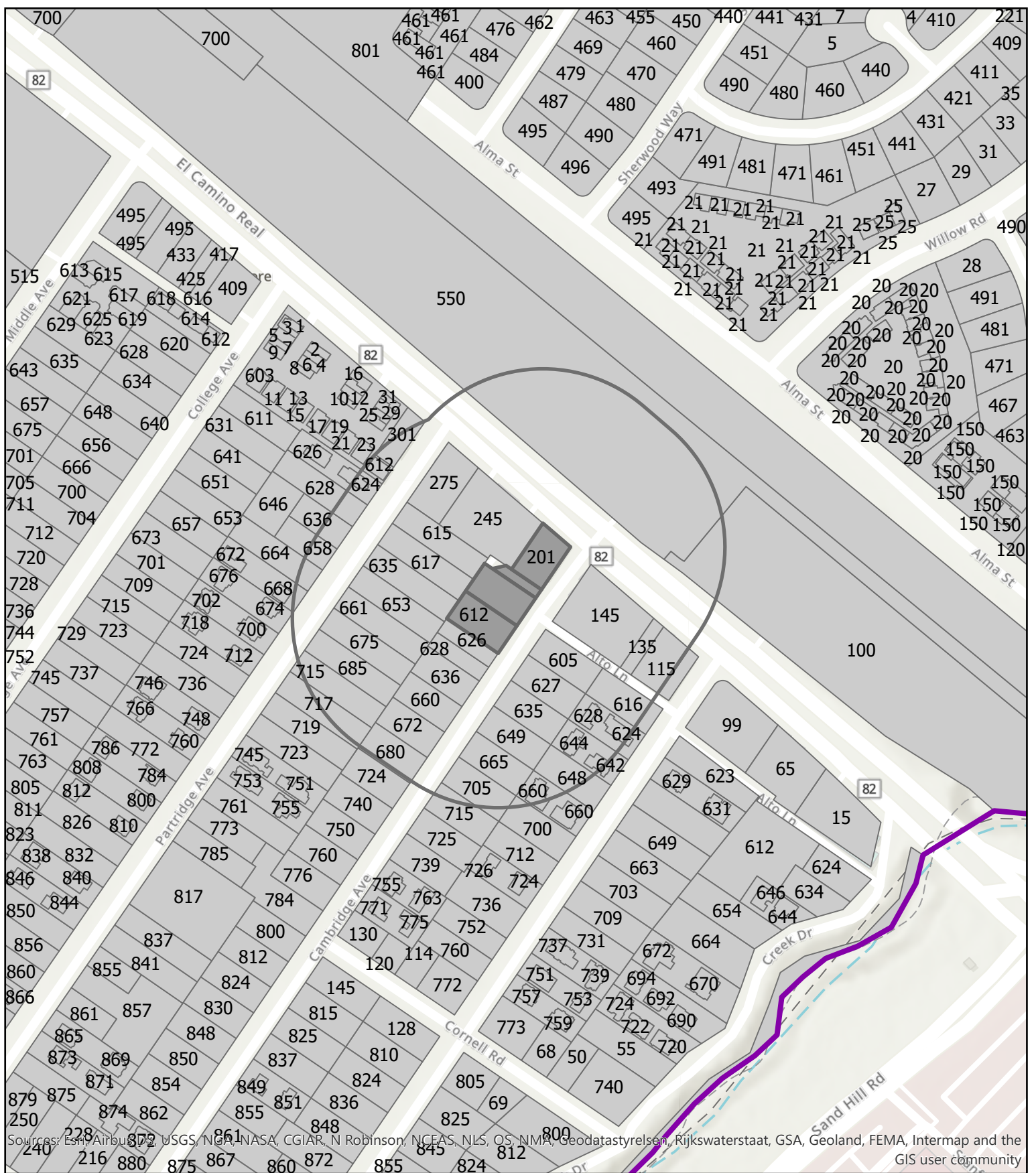
- A. Proposed BMR Term Sheet
- B. Location Map
- C. 201 El Camino Real and 612 Cambridge Avenue BMR Proposal
- D. Excerpts of Project Plans

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Rhonda Coffman, Deputy Community Development Director, Housing

**201 El Camino Real and 612 Cambridge Avenue
Draft Below Market Rate Housing (BMR) Agreement Term Sheet**

1. Applicant owns property known as Assessor's Parcel Numbers: 071-413-200; 071-413-370 and 071-413-380 ("Property"), more commonly known as 201 El Camino Real and 612 Cambridge Avenue, Menlo Park;
2. Applicant is proposing to demolish an existing commercial building and four existing residential dwelling units, merging two of the lots, and constructing twelve (12) apartment units, (above commercial space) at 201 El Camino Real plus two townhouse units on 612 Cambridge Avenue. The Applicant is requesting architectural control, street vacation, public benefit bonus, and major subdivision approval for this project;
3. The proposed project consists of more than four (4) residential units; therefore, Applicant is required to comply with Chapter 16.96 of City's Municipal Code ("BMR Ordinance") and with the Below Market Rate Housing Program Guidelines ("Guidelines") adopted by the City Council to implement the BMR Ordinance. The amount of commercial space in this project (approximately 7,086 sf) does not trigger any BMR requirement;
4. The development of fourteen (14) new residential units would result in a requirement of one BMR housing unit plus an in-lieu fee payment for the fractional (.4) unit;
5. Applicant has elected to satisfy the BMR requirement for the proposed project by constructing one on-site BMR unit, and in lieu of providing an in-lieu fee for the remaining fractional unit, as a public benefit would provide a second on-site BMR unit for a total of two on-site BMR units. The two BMR units would be provided as rental units to eligible low income households;
6. The characteristics of the BMR units shall be in conformance with Section 5 of the BMR Guidelines;
7. The requirements for BMR rental developments shall be in conformance with Section 11 of the BMR Guidelines;
8. Applicant shall enter into a BMR Agreement memorializing these terms in a form acceptable to the City Attorney, pursuant to the BMR Ordinance and BMR Guidelines.

CITY OF
MENLO PARK

CITY OF MENLO PARK

LOCATION MAP

201 El Camino Real

Scale: 1:3,000

Drawn By: MAP

Checked By: RLC

Date: 1/08/20



October 22, 2019

DRAFT

Matthew Pruter
Associate Planner
City of Menlo Park
City Hall – 1st Floor
701 Laurel St.
Menlo Park, CA 94025

Re: 201 El Camino Real / 612 Cambridge Avenue Project – Below Market Rate Housing Proposal

Dear Mr. Pruter:

As you know, the proposed project located at 201 El Camino Real and 612 Cambridge Ave. would demolish the existing approximately 6,000 square foot commercial building (on the 201 El Camino Real lot) and residential building (on the 612 Cambridge Ave. lot) and construct a new three-story mixed-use building with an underground parking lot, and two townhouses on the adjacent lot. The mixed-use building would provide 12 residential units, approximately 5,876 square feet of retail / personal services space, and 1,200 square feet of restaurant space. The Project would be at the Public Benefit Bonus level.

As the Project's representative, I am pleased to submit this Below Market Rate Housing proposal, which outlines how the Project will comply with the City's Below Market Rate Housing Program, for your consideration.

Pursuant to Section 3.3. of the City's BMR Housing Program Guidelines, mixed-use developments must comply with the requirements for both the commercial and residential portions of the development. Here, the total commercial square footage is approximately 7,076 square feet, which is more than the existing commercial square footage, but significantly less than the 10,000 square foot threshold that triggers the BMR requirement. Accordingly, there is no BMR requirement for the commercial portion of the Project.

With respect to the residential portion of the Project, Section 3.4 of the BMR Guidelines provides that developments with 10 to 19 units must provide at least 10% of the units at below market rates to very low-, low- and moderate-income households. The proposed project would provide 14 units, therefore, the BMR requirement is 1.4 units.

As previously mentioned, we are requesting a Public Benefit Bonus to increase the allowable FAR from 1.1 to 1.46. In exchange for the additional FAR – which would allow us to provide more residential units to the community – we plan to provide an additional on-site BMR unit instead of paying an in lieu fee for the 0.4 fraction of a unit. As a result, the project will provide 12 market-rate units and 2 BMR units available to low-income households.¹

¹ To help address the need for affordable housing, the Project includes two BMR units even though the City's public benefit analysis prepared by BAE Urban Economics, dated May 29, 2019, provides that both the Bonus Project and

One BMR unit is a two-bedroom and the other is a one-bedroom, both of which are located on the second floor (see enclosed floor plan). The two-bedroom (unit 3) is approximately 1,299 square feet and the one-bedroom (unit 5) is approximately 1,013 square feet. The market-rate units range from approximately 900 square feet to 1,579 square feet, so the BMR units are generally proportionate in size to, and indistinguishable from, the market-rate units, consistent with the City's BMR Guidelines.

In addition, although we are seeking to subdivide the property into condominiums, our intent is to initially rent the units. We would like to have the option, however, to convert the rental units to for-sale units in the future.

Thank you for your consideration of this proposal. On behalf of the entire Project team, I would like to express how excited we are about the Project's potential to improve the El Camino Real and Cambridge Avenue corner and our commitment to providing much-needed affordable and market-rate housing to the community.

As soon as you have completed your initial review, we would like to begin discussions about preparing a proposed BMR agreement and scheduling a hearing of the Housing Commission to consider our BMR proposal.

Of course, please do not hesitate to contact me or our land use counsel, Steve Atkinson (steve.atkinson@arentfox.com), if you have any questions regarding our proposal.

Sincerely,

Yihan Hu

Attachment

the Base Project would result in negative residual project values totaling approximately \$4.7 million and \$5.8 million respectively, although BAE also said there is a possible scenario under which the Project could achieve some positive residual value.

Building Area Legend

- Elev.
- Hall
- Post/Pilaster
- Private Open Space
- Stair 1
- Stair 2
- Unit 1
- Unit 2
- Unit 3
- Unit 4
- Unit 5
- Unit 6
- Calculating...

Open Space Calculation:

| | |
|--------------------|-----------|
| TOSF 2nd | |
| Private Open Space | 83.0 SF |
| Private Open Space | 83.3 SF |
| Private Open Space | 83.2 SF |
| Private Open Space | 83.2 SF |
| Private Open Space | 82.7 SF |
| Private Open Space | 93.7 SF |
| TOSF 3rd | |
| Private Open Space | 419.0 SF |
| Private Open Space | 189.3 SF |
| Private Open Space | 86.2 SF |
| Private Open Space | 86.2 SF |
| Private Open Space | 83.9 SF |
| Private Open Space | 83.9 SF |
| | 1457.6 SF |

Column and Pilaster Area:

| | |
|--|----------|
| Floor Area exempt per MPMC 16.04.325 (C) (1) | |
| Total by level: | |
| TOSF 1st | |
| Post/Pilaster | 75.8 SF |
| TOSF 2nd | |
| Post/Pilaster | 29.1 SF |
| TOSF 3rd | |
| Post/Pilaster | 25.4 SF |
| 38' Height Limit | |
| Post/Pilaster | 16.7 SF |
| Floor Area Total | 147.0 SF |

Floor Area Calculation
Residential Use Areas:

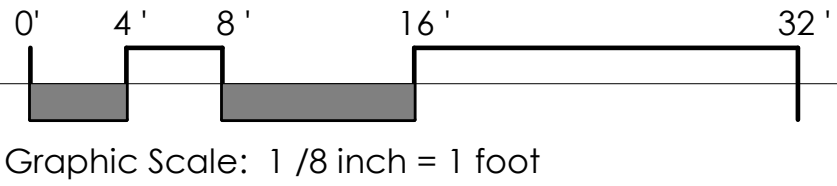
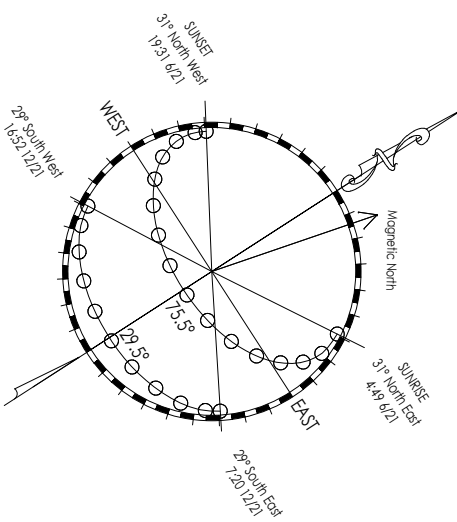
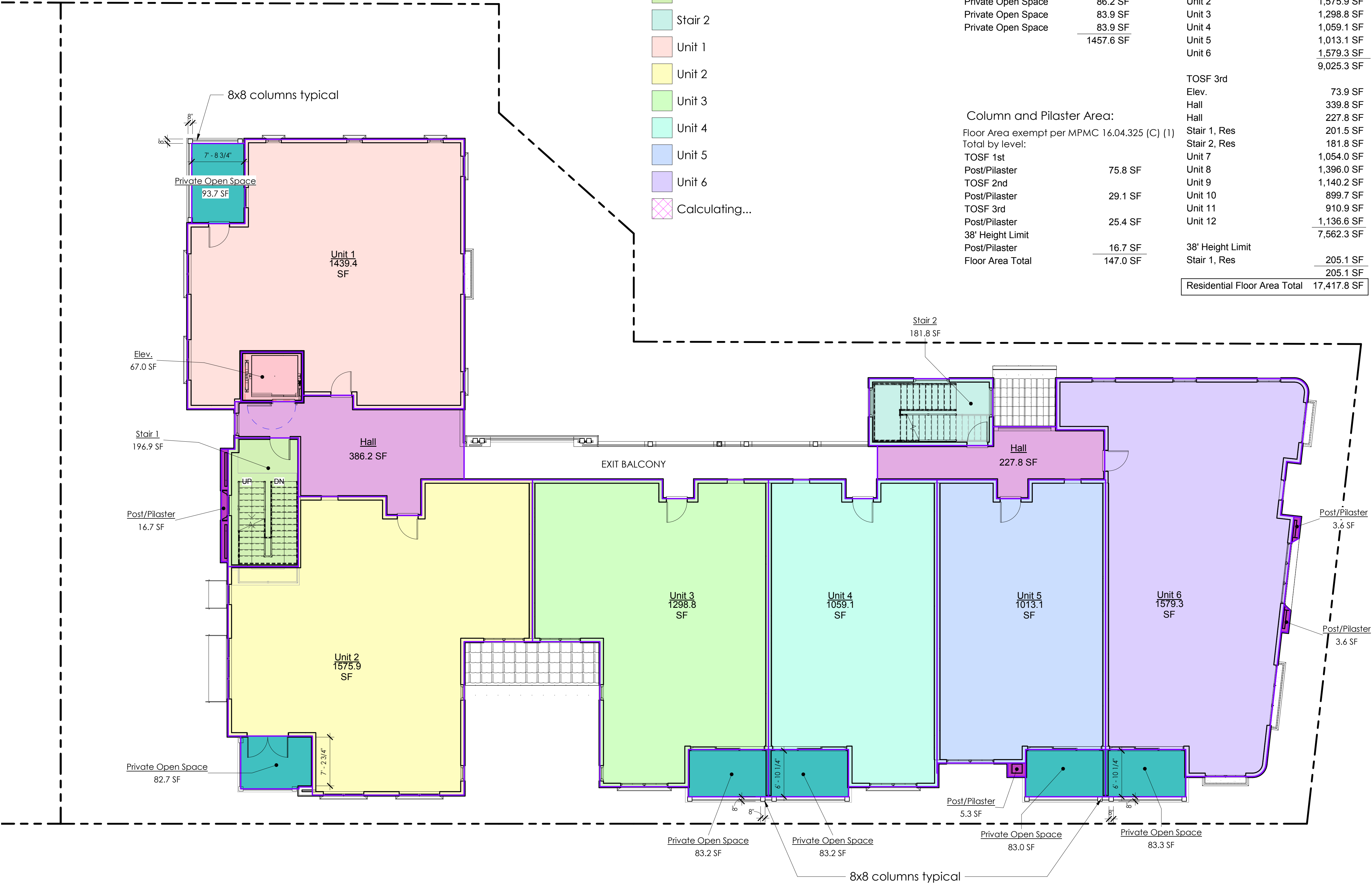
| | |
|------------------------------|-------------|
| TOSF 1st | |
| Res Lobby | 393.1 SF |
| Stair 2, Res | 232.0 SF |
| | 625.2 SF |
| TOSF 2nd | |
| Elev. | 67.0 SF |
| Hall | 386.2 SF |
| Hall | 227.8 SF |
| Stair 1 | 196.9 SF |
| Stair 2 | 181.8 SF |
| Unit 1 | 1,439.4 SF |
| Unit 2 | 1,575.9 SF |
| Unit 3 | 1,298.8 SF |
| Unit 4 | 1,059.1 SF |
| Unit 5 | 1,013.1 SF |
| Unit 6 | 1,579.3 SF |
| | 9,025.3 SF |
| TOSF 3rd | |
| Elev. | 73.9 SF |
| Hall | 339.8 SF |
| Hall | 227.8 SF |
| Stair 1, Res | 201.5 SF |
| Stair 2, Res | 181.8 SF |
| Unit 7 | 1,054.0 SF |
| Unit 8 | 1,396.0 SF |
| Unit 9 | 1,140.2 SF |
| Unit 10 | 899.7 SF |
| Unit 11 | 910.9 SF |
| Unit 12 | 1,136.6 SF |
| | 7,562.3 SF |
| 38' Height Limit | |
| Stair 1, Res | 205.1 SF |
| | 205.1 SF |
| Residential Floor Area Total | 17,417.8 SF |

Floor Area Calculation
Commercial Use Areas:

| | |
|-----------------------------|------------|
| TOSF 1st | |
| Restaurant | 1,200.0 SF |
| Retail | 5,875.8 SF |
| Commercial Floor Area Total | 7,075.8 SF |

Floor Area Calculation
Common Areas:

| | |
|---------------------------|----------|
| Floor Area shared by uses | |
| TOSF 1st | |
| Common Circulation | 788.9 SF |
| Common Floor Area Total | 788.9 SF |



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201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
AREA PLAN - 2ND FLOOR

SHEET NUMBER
A-1.4

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201 EL CAMINO REAL & 612 CAMBRIDGE AVENUE

MENLO PARK, CA 94025



DRAWING INDEX

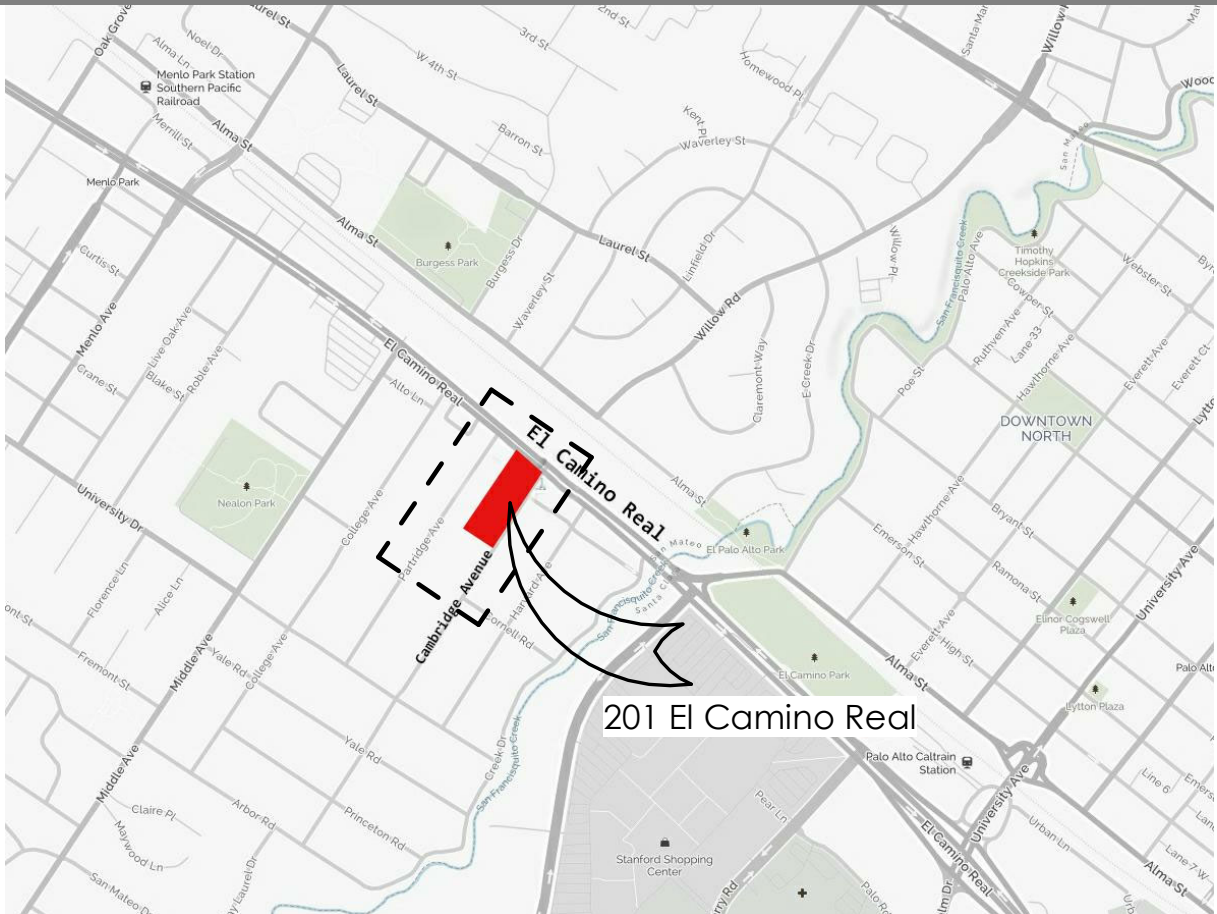
| | | | |
|---------------|---|---|--|
| Architectural | | BMP-1 BEST MANAGEMENT PRACTICES - STORMWATER | |
| A-0.0 | COVER SHEET | BMP-2 BEST MANAGEMENT PRACTICES - EROSION CONTROL | |
| A-0.1 | EXISTING STREET VIEWS OF NEIGHBORHOOD | Civil-Survey | |
| A-0.2 | EXISTING/ DEMO SITE PLAN | C0.1 TOPOGRAPHIC AND BOUNDARY SURVEY | |
| A-1.0 | VICINITY SITE PLAN | C1.0 PARCEL PLAN | |
| A-1.1 | PROPOSED SITE PLAN | C1.1 CIRCULATION PLAN | |
| A-1.2 | AREA PLAN - UNDERGROUND | C1.2 GARAGE VEHICLE TURNING | |
| A-1.3 | AREA PLAN & COVERAGE - 1ST FLOOR | C2.0 SITE AND GRADING PLAN | |
| A-1.3a | AREA POLYGON DIAGRAM - 1ST FLOOR | C3.0 UTILITY PLAN | |
| A-1.4 | AREA PLAN - 2ND FLOOR | C4.0 STORMWATER MANAGEMENT PLAN | |
| A-1.4a | AREA POLYGON DIAGRAM - 2ND FLOOR | TENTATIVE MAP | |
| A-1.5 | AREA PLAN - 3RD FLOOR | EXH-1 PROPOSED LOT LINE ADJUSTMENT | |
| A-1.5a | AREA POLYGON DIAGRAM - 3RD FLOOR | EXH-2 PROPOSED ALTO LANE VACATION | |
| A-1.6 | AREA PLAN TOWNHOUSE | TM-1a/f2 TENTATIVE MAP | |
| A-1.6a | AREA POLYGON DIAGRAM & LOT COVERAGE - TOWNHOUSE | TM-2a/f2 TENTATIVE MAP | |
| A-1.7 | BUILDING FACADE MODULATIONS | Joint Trench | |
| A-1.8 | FIRE ANALYSIS - UNPROTECTED OPENINGS | INT-1 JOINT TRENCH | |
| A-3.1 | 1ST FLOOR PLAN | Landscape | |
| A-3.2 | 2ND FLOOR PLAN | L1.0 LANDSCAPE PLAN | |
| A-3.3 | 3RD FLOOR PLAN | L1.1 LANDSCAPE IMAGES | |
| A-3.4 | GARAGE LEVEL 1 | L2.0 PLANT LIST AND IMAGES | |
| A-3.5 | GARAGE LEVEL 2 | L3.0 WATER USAGE CALCULATIONS | |
| A-3.6 | TOWNHOUSE #1 FLOOR PLANS | Tree Protection | |
| A-3.7 | TOWNHOUSE #2 FLOOR PLANS | T-1 TREE DISPOSITION PLAN | |
| A-3.8 | ROOF PLAN | T-2 TREE PROTECTION SPECIFICATIONS | |
| | | Total Sheets: 69 | |

| | | | |
|---|----------------------|---|--|
| Chapter 5 Area and Construction Type Analysis: | | Planning Permit #: PLN2018-00061 | |
| Mixed use, Separated Occupancy Building per CBC 508.4 | | APN/Parcel ID: 071-413-200, 370, 380 | |
| Occupancies: B, M, R-2, S-2. | | | |
| Construction Type: VA | | | |
| Permitted Height, Stories & Area by Occupancy Type for Buildings with S Increase for Area (SM): | | General Notes: The project is subject to the California Building Standards Code at the time of Building permit application. The project is subject to the California Green Building Standards Code (Cal Green) in effect at the time of Building permit submittal and any local amendments to the Code. Other forms of green building checklist will not be accepted in-lieu of the Cal Green requirements. All deferred submittals other than trusses are to be approved by the Building Official prior to Building Permit application. | |
| Height: | B,M,S: 50' | | |
| | R-2 50' | | |
| Stories: | B 3 | | |
| | M 3 | | |
| | R-2 3 | | |
| | S 4 | | |
| Area: | B 54,000 | | |
| | M 42,000 | | |
| | R-2 36,000 | | |
| | S-2 63,000 | | |
| Proposed Building Height: 38' | | | |
| Proposed Stories: | | | |
| | B 1 | | |
| | M 1 | | |
| | R-2 3 | | |
| Proposed Area, First Floor: | | | |
| | B 3,000 | | |
| | M 4,484 | | |
| | R-2 1,215 | | |
| | Total: 9,025 | | |
| Proposed Area, Second Floor: | | | |
| | R-2 9,138 | | |
| Proposed Area, Third Floor: | | | |
| | R-2 7,741 | | |
| For each story area, Aggregated sum of the Ratios: | | | |
| 1st: | 3,000 4,484 1,215 | = 0.196 <1.0 | |
| | 54,000 42,000 36,000 | | |
| 2nd: | 9,138 7,741 | = 0.253 <1.0 | |
| | 36,000 36,000 | | |
| 3rd: | 7,741 36,000 | = 0.215 <1.0 | |
| For Total Building Area, Aggregated sum of the Ratios: | | 0.664 <2.0 | |
| Per Section 506.1.3, Basements need not be included in the total allowable floor area of a building provided the total area of such basements does not exceed the area permitted for a one-story above grade plan building. | | | |
| Proposed Area, Basement Level 1: | | | |
| | S-2 13,944 | | |
| Proposed Area, Basement Level 2: | | | |
| | S-2 13,944 | | |
| Total Basement Area: | | 27,888 > 63,000 | |

| | | | | | | |
|--|----------|-----------|-------------|------------------------|--------------------------------|---------|
| Pure Floor Area by use: | | | | | | |
| 1st Floor | | | 2nd Floor | | 3rd Floor | |
| Residential | NA | | Residential | 7,966.0 | Residential | 6,537.0 |
| Retail | 5,875.8 | sf | | | | |
| Restaurant | 1,200.0 | sf | | | | |
| Total Pure Square Footage by use: | | | | | | |
| Pure Res SF | 14,503.0 | sf | 67.21% | | Percentage of Pure Floor Area: | |
| Pure Retail SF | 5,875.8 | sf | 27.23% | | | |
| Pure Restaurant | 1,200.0 | sf | 5.56% | | | |
| Total Pure SF | 21,578.8 | sf | | | | |
| Shared Common Area, including Staircase 1, Elevator, Common Circulation and Common Lobby | | | | | | |
| Shared Common | 788.9 | sf | | | | |
| Allocation of Shared Common Area as a Percentage of Pure Floor Area | | | | | | |
| Residential | 530.2 | sf | | | | |
| Retail | 214.8 | sf | | | | |
| Restaurant | 43.9 | sf | | | | |
| Total area for parking calculation, Pure floor area plus allocation of common area. | | | | | | |
| Use: | | | Ratio: | Required Parking: | | |
| Retail | 6,090.6 | sf | 4/1000 | 24.36 | | |
| Restaurant | 1,243.9 | sf | 6/1000 | 7.46 | | |
| | | | | 31.83 | Rounded up -> | 32.0 |
| Residential | 12 | Units | 1.85/Unit | 22.20 | Rounded up -> | 23.0 |
| 612 Cambridge | 2 | Townhomes | 2 per unit | 4.00 | Rounded up -> | 4.0 |
| | | | | Required Parking: 59.0 | | |

| 201 El Camino Real, Menlo Park, CA | | | | | | |
|--|-----------------------------|--|--------------------------|--|---|------------------|
| Zoning Analysis | | | | | | |
| Zoning: | 201 El Camino Real | | ECR SW | | Proposed Use: Retail, Restaurant, Residential | |
| Site Area: | 17,304 sf* | | | | | |
| PERMITTED DEVELOPMENT INTENSITY | | | | PROPOSED INTENSITY | | |
| BASE ZONING | | PERMITTED WITH PUBLIC BENEFIT | | PROPOSED CONSTRUCTION: | | |
| Max FAR for all Uses: | 1.1 | | 1.5 | Proposed Gross Floor Area: | | 25,282.5 s.f. |
| Permitted Floor Area: | 19,034.4 sf. | | 25,956.0 s.f. | Proposed Total FAR: | | 1.46 <1.5 |
| | | | | Proposed Res. Units: | | 12 Units |
| | | | | Proposed Density: | | 30.00 Units/acre |
| | | | | Proposed Floor Areas: | | |
| | | | | Restaurant: | | 1,200.0 s.f. |
| | | | | Retail: | | 5,875.8 s.f. |
| | | | | Common Circulation: | | 788.9 s.f. |
| | | | | Residential Floor Area: | | 17,417.8 s.f. |
| Permitted Density: | 25 Units/acre | | 40 Units/acre | | | |
| # Res. Units: | 9 Units | | 15 Units | | | |
| BMR Housing: | | | | | | |
| BMR requirement: | 1 or in-lieu fee | | 1.5 | BMR Units Proposed: | | 2 Units |
| * The lot area of the R-3 zoned 612 Cambridge parcel is not included in the lot area for these calculations. | | | | | | |
| ** Residential Floor Area includes floor area on all three levels. | | | | | | |
| Setbacks: | Front | 7' | | Front | 7' | |
| | Right Side | 5' | | Right Side | 5' | |
| | Left Side | 7' | | Left Side | 7' | |
| | Rear: | 20' | | Rear: | 20' | |
| | Building height | 38' | | Building height: | 38' | |
| | Parapet height | 42' | | Parapet Height: | 39'-5.25" | |
| Height Limit: | Elevator/ Stairs | 52' | | Elevator/ Stairs | 46'-2.5" | |
| | | | | | | |
| Open Space Minimum: | 30% | | | Private Open Space | | 1,457.6 s.f. |
| | | | | Common Open Space | | 6,599.9 s.f. |
| Minimum Required | 5191.2 s.f. | | | Total Provided: | | 8,057.5 s.f. |
| | | | | | | |
| Required Vehicle Parking:* | | Proposed Vehicle Parking: | | | | |
| Retail Parking @ 4.0 per 1,000 sf | 24.36 cars | Level 1: | 21 cars, standard stalls | *Includes Common Circulation area allocated as a percentage by use | | |
| Restaurant @ 6.0 per 1,000 sf | 7.46 cars | Level 2: | 10 cars, standard stalls | | | |
| Total Commercial parking | 32.00 cars | Level 2: | 28 cars, stacker units | | | |
| Res. Parking @ 1.85 per Unit | 22.20 cars | | | | | |
| 612 Cambridge, 2 units: | 4.00 cars | | | | | |
| Total on-site parking required: | 59 cars | Total: | 59 | | | |
| ADA Parking Required: | | EVSE Requirements: | | | | |
| Commercial: 2 Spaces Required | | Commercial: 2 Total | | | | |
| 1 Van Accessible | | 1 Standard Space EVSE Ready | | | | |
| 1 Standard Accessible | | 1 Space EVSE Ready w/ Accessible Aisle | | | | |
| Residential: 1 Space Required: | | Residential: 14 Total | | | | |
| 1 Van Accessible | | 11 Standard Spaces EVSE Ready | | | | |
| | | 2 Standard spaces EVSE Installed | | | | |
| | | 1 Space Installed w/ Accessible Aisle | | | | |
| | | | | | | |
| Required Bike Parking: | | Reg. | | | | |
| Restaurant | Long Term; 1 per 12,000 sf: | (min. 2) | 2 | Total Required | Total Proposed | |
| | Short Term; 1 per 2,000 sf: | (min. 2) | 6 | 18 Long Term | 18 Long Term | |
| Retail | Long Term; 1 per 12,000 sf | (min. 2) | 2 | 10 Short Term | 20 Short Term | |
| | Short Term; 1 per 5,000 sf: | (min. 2) | 2 | | | |
| Residential, Multi Family: | Long Term; 1 per unit: | | 14 | | | |
| | Short Term; 1 per 10 units: | | 2 | | | |
| | | | | | | |
| 612 Cambridge Ave, Menlo Park, CA | | | | | | |
| Zoning Analysis | | | | | | |
| Zoning: | 612 Cambridge | | R-3 | | Proposed Used: 2 Residential Townhomes | |
| Site Area: | 7923 sf | | | | | |
| PERMITTED DEVELOPMENT INTENSITY | | | | PROPOSED INTENSITY | | |
| Max Density: | 2 units | | | Proposed Density: | 2 units | |
| Maximum FAR | 0.45 | | | Proposed FAR | 0.450 | |
| Maximum Floor Area: | 3,565 sf | | | Proposed Floor Area: | 3,564.0 44.98% | |
| Maximum Lot Coverage | 2,377 sf | | | Proposed Lot Coverage | 2,211.8 27.92% | |
| Min. Required Open Space: | 3,962 sf | | | Open Space Provided: | 5,711 72.08% | |
| | 35 ft | | | Proposed Height: | 26' - 3" | |
| Parking requirement: | 2 Per Unit | | | | | |
| Total Parking Required: | 4 | | | Parking provided: | 4 *** | |
| ***Townhouse parking provided in located in garage at 210 El Camino Real | | | | | | |

VICINITY MAP



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Urban Programmers

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T.B.D

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Advanced Tree Care

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ZAC Landscape Architects

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JOINT TRENCH:
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3200 Danville Blvd. #250
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Email: alfred@jointutility.com

LANDUSE ATTORNEY:
Arent Fox LLP Attorneys at Law

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Phone: (415) 805-7969
Mobile:
Email: Tim.Tosto@arentfox.com

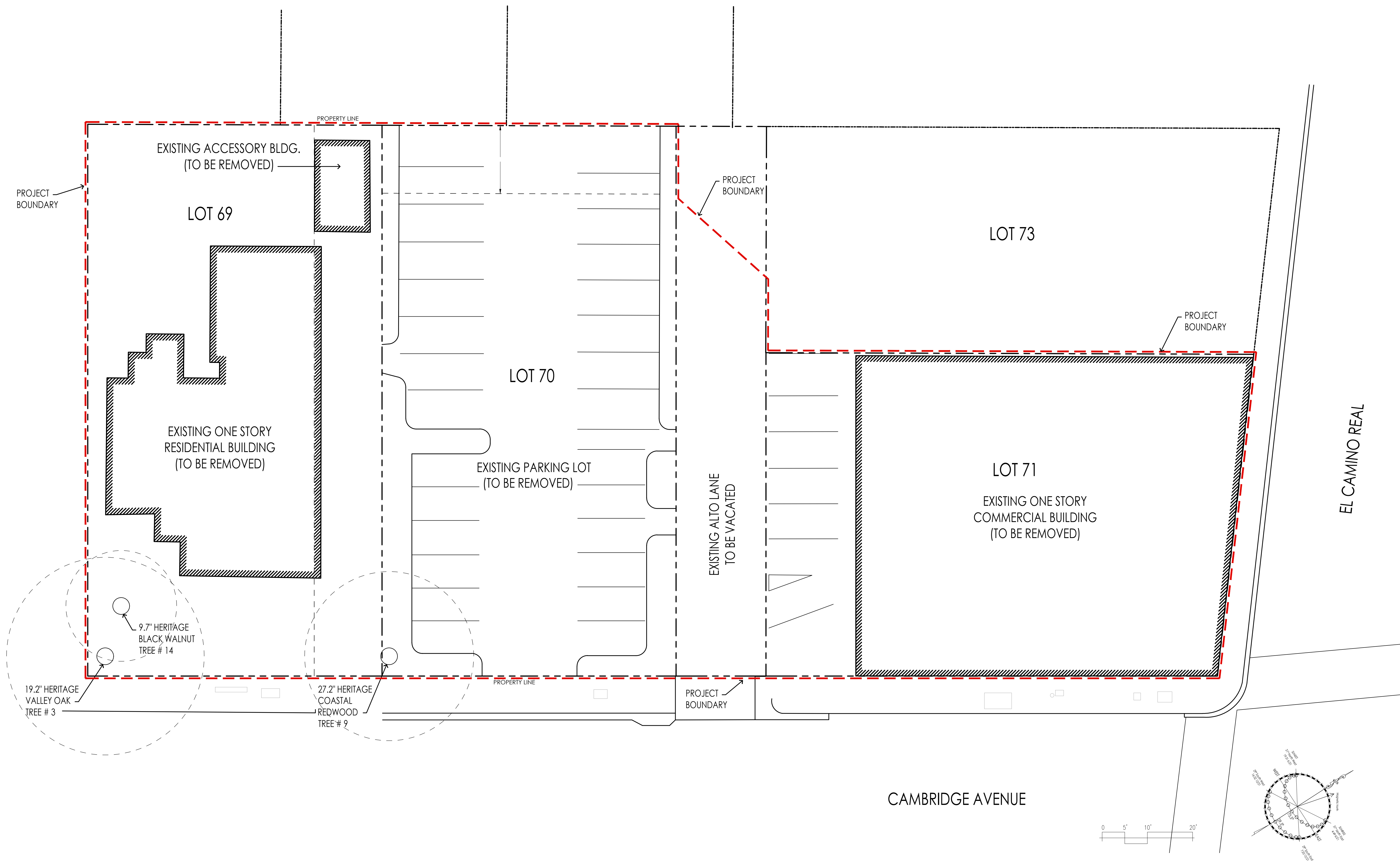
GENERAL CONTRACTOR:
T.B.D.

Phone:
Mobile:
Email:

OWNER:
HuHanTwo, LLC

86 Michaels Way
Atherton, CA 94027
Phone:
Mobile: (202) 550-0045
Email: yihanhu@stanford.edu

PROJECT TEAM



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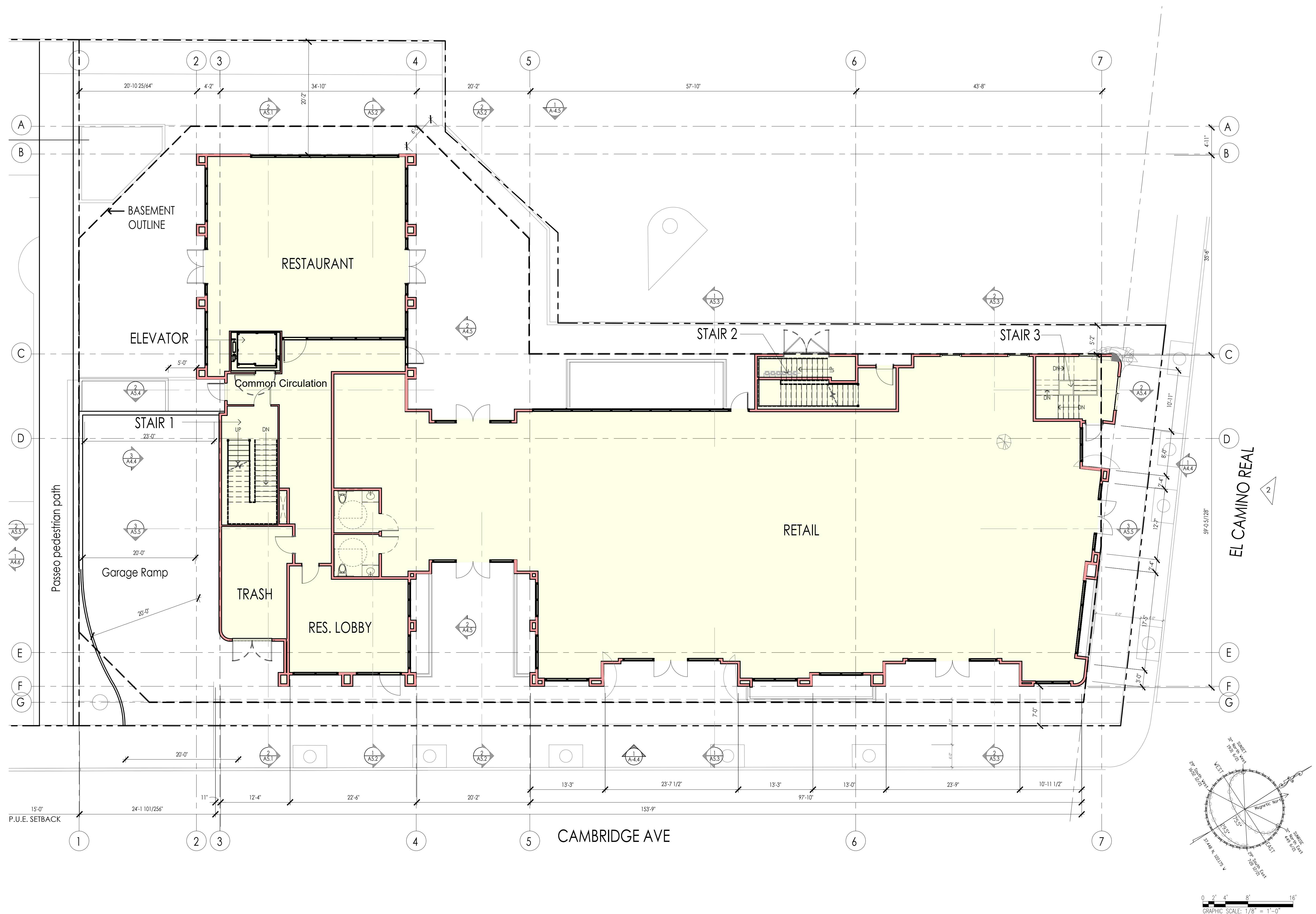
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EXISTING/DEMO
SITE PLAN

SHEET NUMBER
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FIRST FLOOR PLAN -
MIXED-USE

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A-3.1

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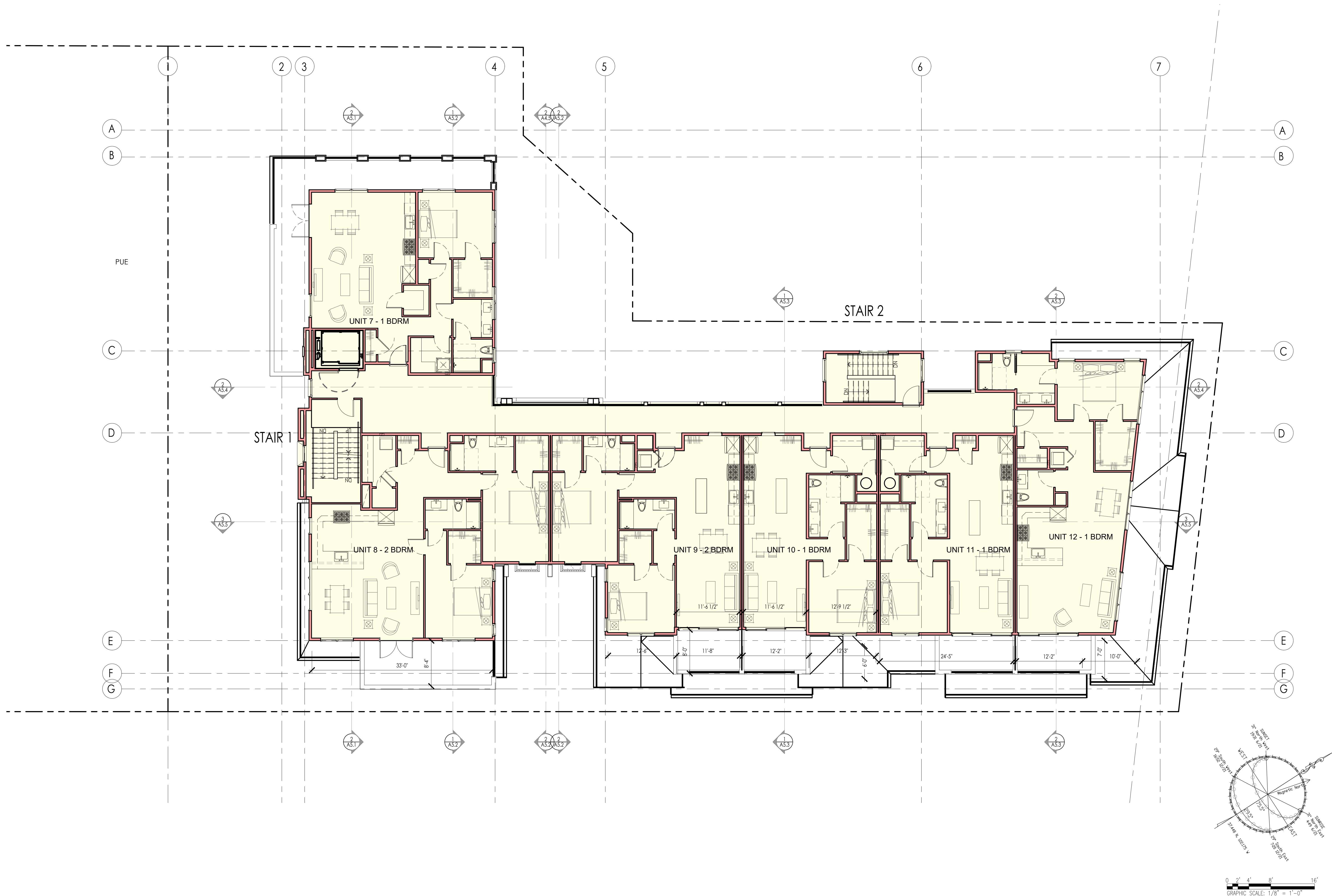
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SHEET TITLE
SECOND FLOOR PLAN -
MIXED-USE

SHEET NUMBER
A-3.2

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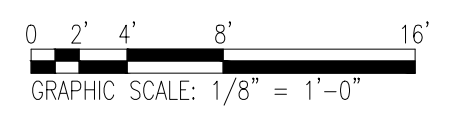
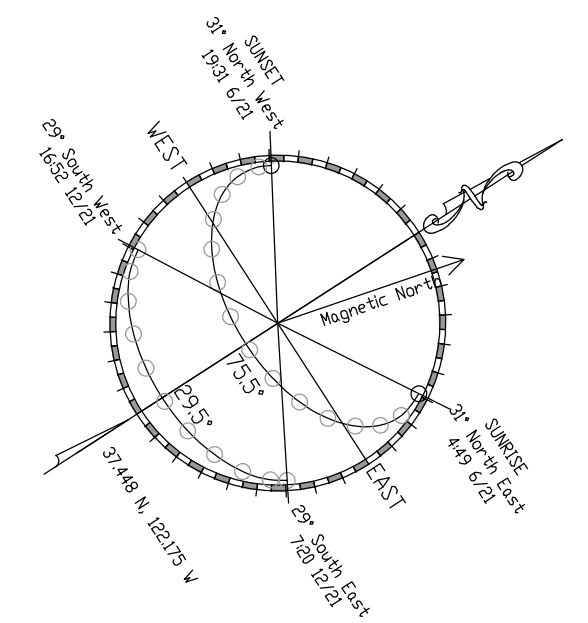
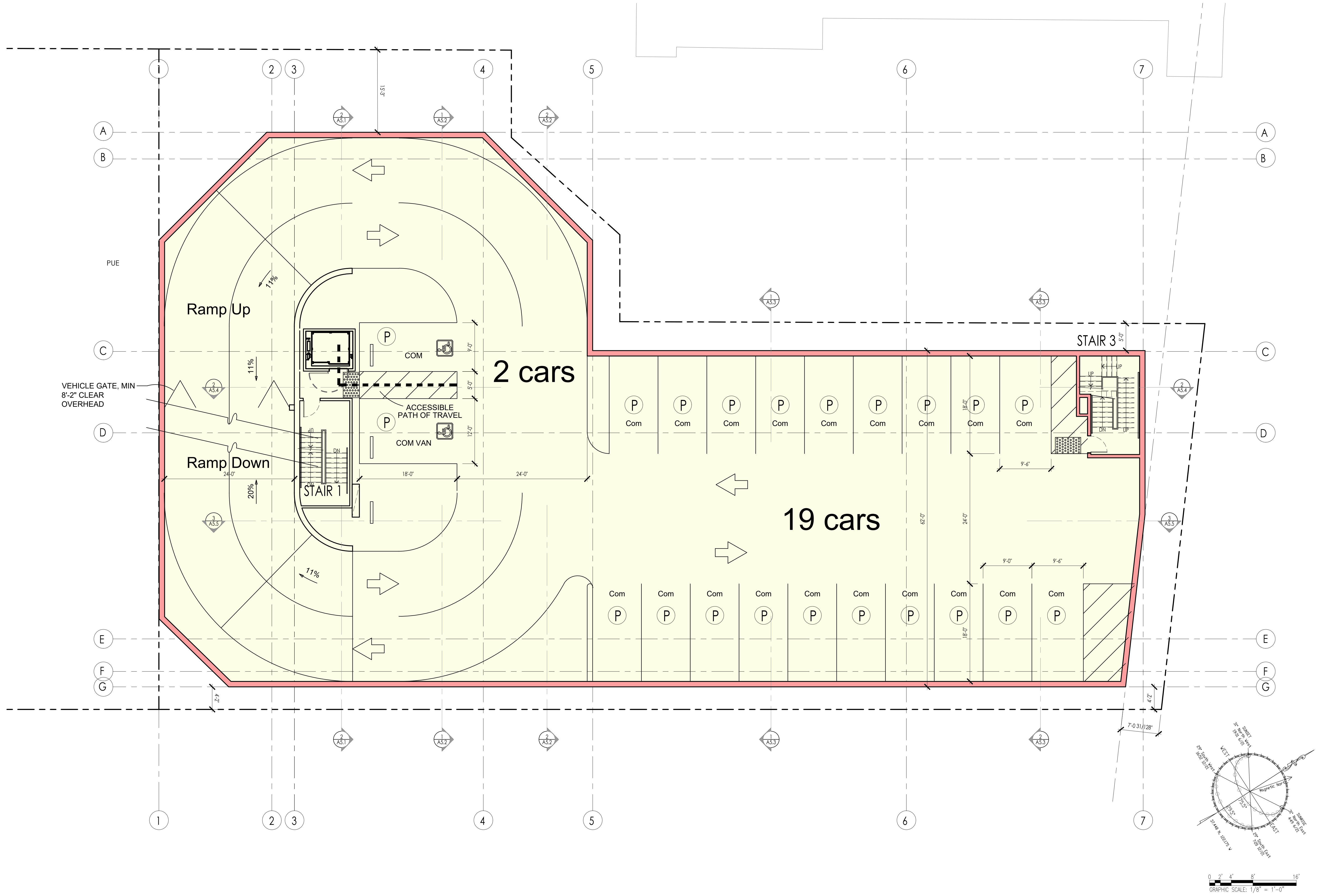
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SHEET TITLE
THIRD FLOOR PLAN-
MIXED-USE

SHEET NUMBER
A-3.3

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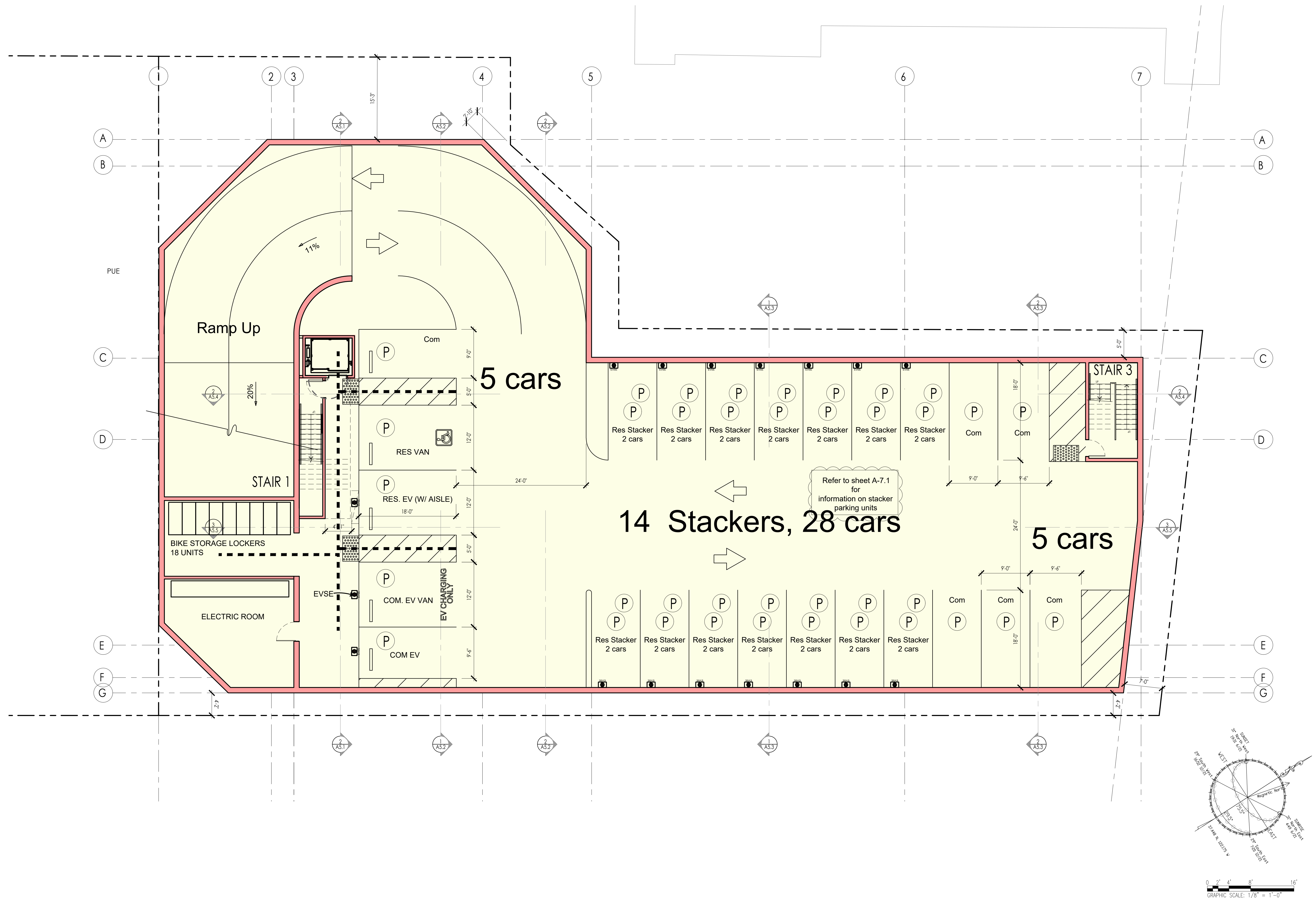
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SHEET TITLE
GARAGE LEVEL 1

SHEET NUMBER
A-3.4

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SHEET TITLE
GARAGE LEVEL 2

SHEET NUMBER
A-3.5

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412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EDARCHITECTS.COM





② CAMBRIDGE STREETSCAPE
12" = 1'-0"



① EL CAMINO STREETSCAPE
12" = 1'-0"

11/19/2019 10:44:59 AM

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DATE
11/20/2019

201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
PROPOSED STREET SCAPE VIEWS

SHEET NUMBER
A-4.1

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