



REGULAR MEETING AGENDA

Date: 2/1/2023
Time: 6:30 p.m.
Location: [Zoom.us/join](https://zoom.us/join) – ID# 895 2840 6631 and
City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

Consistent with Government Code section 54953(e), and in light of the declared state of emergency, and maximize public safety while still maintaining transparency and public access, members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the meeting, in-person, at the Downtown Conference Room
- Access the meeting real-time online at:
[Zoom.us/join](https://zoom.us/join) –Meeting ID# 895 2840 6631
- Access the meeting real-time via telephone at:
(669) 900-6833
Meeting ID# 895 2840 6631
Press *9 to raise hand to speak

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

Regular Session

- 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. You are not required to provide your name or City of residence, but it is helpful. 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 regular meeting on December 7, 2022 ([Attachment](#))
- D2. Recommend approval to the Planning Commission for payment of the Below Market Rate Housing In-lieu Fee for 4055 Bohannon Drive ([Staff Report #23-001-HC](#))
- D3. Discussion on work plan ([Attachment](#))

E. Reports and Announcements

- E1. Commissioner updates
- E2. Future agenda items
- E3. 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 before, 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 by request by emailing the city clerk at jaherren@menlopark.gov. 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.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive notification of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting the City Clerk at 650-330-6620. (Posted: 1/26/2023)



REGULAR MEETING DRAFT MINUTES

Date: 12/7/2022
Time: 6:30 p.m.
Location: Zoom and City Hall Downtown Conference Room, 1st Floor
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Bigelow called the meeting to order at 6:31 p.m.

B. Roll Call

Present: Bigelow, Campos, Pimentel, Leitch, Merriman (arrived at 6:47 p.m.)
Absent: Nguyen, Walker
Staff: Interim Housing Manager Eren Romero, Management Analyst Adam Patterson,
Acting Management Analyst Arianna Milton

C. Public Comment

None.

D. Regular Business

D1. Approve minutes for the Housing Commission regular meeting on November 2, 2022 (Attachment)

ACTION: Motion and second (Pimentel/ Leitch), to approve minutes for the Housing Commission regular meeting on November 2, 2022, passed 4-0 (Nguyen, Merriman, and Walker absent).

D2. Review and recommend to City Council approval of the Housing Commission work plan for 2022-2023 (Staff Report #22-008-HC)

- Jenny Michel spoke in support of the work plan.
- Karen Grove requested clarification on work plan items.

ACTION: Motion and second (Pimentel/ Leitch), to adopt and recommend to City Council approval of the Housing Commission work plan for 2022-2023, passed 5-0 (Nguyen and Walker absent).

D3. Recommend to release the Below Market Rate (BMR) Housing Fund - Notice of Funding Availability (NOFA) (Staff Report #22-009 HC)

The Commission received clarification on the scale and impact of NOFA funds, structure of NOFA, and funding release timeline.

ACTION: Motion and second (Merriman/ Leitch), to direct staff to revise the 2022-23 NOFA application and adopt with suggested changes, passed 5-0 (Nguyen and Walker absent).

E. Informational Items

E1. 2023 Housing Commission meeting calendar (Attachment)

Staff reported on the cancellation of the regular January 2023 Housing Commission meeting.

The Commission requested a quorum check for the first three months of meetings in 2023.

F. Reports and Announcements

F1. Commissioner Updates

Commissioner Campos provided an update on an upcoming community event.

F2. Recommend future agenda items

None.

F3. Staff updates and announcements

Staff provided updates on the Housing Element Update draft, approval of the Willow Village project, upcoming draft environmental impact report for 123 Independence Drive project, and provided clarification regarding the January 12, 2023, joint meeting with the Planning Commission.

G. Adjournment

Chair Bigelow adjourned the meeting at 7:20 p.m.

Arianna Milton, Acting Management Analyst I
Adam Patterson, Management Analyst II



STAFF REPORT

Housing Commission

Meeting Date:

2/1/2023

Staff Report Number:

23-001-HC

Regular Business:

Recommend approval to the Planning Commission for payment of the Below Market Rate Housing In-lieu Fee for 4055 Bohannon Drive

Recommendation

Staff recommends that the Housing Commission recommend approval to the Planning Commission for payment of the Below Market Rate (BMR) in-lieu fee for the proposed change of land use from warehouse to research and development (R&D) of an existing building at 4055 Bohannon Drive.

Policy Issues

Each BMR Housing proposal is considered individually. The Housing Commission should consider whether the proposal would be in compliance with the BMR Housing Program Guidelines requirements and the BMR Housing Ordinance.

Background

Site location

The approximately 74,000-square-foot subject site is located at 4055 Bohannon Drive. The site is located in the O (Office) zoning district. The parcel is located midway along the street, between Scott Drive to the north and the Dumbarton Rail Corridor to the south. The subject property is located on the western side of Bohannon Drive, and all surrounding properties are located in the O zoning district. A location map is included as Attachment A.

Analysis

Project description

The existing building is approximately 31,559 square feet. The building is currently being used for warehousing and ancillary administrative office space. The applicant is requesting architectural control approval for interior and exterior modifications to the building to facilitate a change of use to an R&D use. Select sheets from the project plans are included for reference as Attachment B. The Housing Commission should note that the proposal is still under staff review, and aspects of the design are subject to change before final project actions. As long as the project scope regarding the conversion of the use remains consistent, the Housing Commission's recommendation would remain applicable to the project.

BMR housing program requirement

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

("Guidelines"). At this time, the Housing Commission should review the commercial in-lieu fee proposal and provide a recommendation to the Planning Commission. The commercial in-lieu fee proposal would subsequently be reviewed by the Planning Commission, concurrently with its review of the architectural control permit application. The applicant has stated their willingness to pay the in-lieu fee in their BMR proposal letter, which is included as Attachment C.

Commercial development projects 10,000 square feet, and greater, in size are subject to the City's BMR Ordinance. The BMR Guidelines provide various alternatives to meet the intent of the BMR program. A commercial development may be required to provide BMR housing on site (if allowed by the zoning district) or off-site. If it is not feasible to provide below market rate housing units, the applicant shall pay an in-lieu fee. In this specific project, the residential unit equivalent is 0.78 units. However, residential use of the property is not allowed in the O zoning district and consequently would not be consistent with the Office General Plan Land Use Designation. Further, the applicant does not own any sites zoned for residential uses within the City. Based on the site's zoning designation, proposed land use, and the small residential unit equivalent, staff believes that payment of the in-lieu fee would be the appropriate method for meeting the City's BMR requirement.

The in-lieu fee would be calculated as set forth in the table below. The applicable fee for the project would be based upon the per square foot fee in effect at the time of payment and the proposed square footages within Group A and Group B at the time of payment. Areas for office and research and development (R&D) uses are considered Group A. Group B areas represent uses that are all other commercial and industrial uses not in Group A. The rates are adjusted annually at the beginning of each fiscal year. The applicant would be required to pay the applicable in-lieu fee prior to building permit issuance.

Table 1: BMR Requirements and Applicant Proposal			
	Fee per square foot	Square feet	Component fees
Existing Building – Storage Warehouse (Group B)	\$11.46	31,559	(\$361,666.14)
Proposed Building – R&D (Group A)	\$21.12	33,300	\$703,296.00
BMR In-Lieu Fee Option			\$341,629.86

Correspondence

Staff has not received any correspondence regarding the proposed BMR in-lieu fee payment. Any comments that are received prior to the Housing Commission meeting will be shared with the Commission.

Conclusion

Given that the residential unit equivalent for the project is 0.78 units and residential use in O-zoned properties is not permitted under current zoning regulations, staff recommends that the Housing Commission recommend approval of payment of the applicable in-lieu fees prior to building permit issuance for the project. The Planning Commission is expected to take action on the proposed project,

including the proposed payment of the in-lieu fee, at a future meeting.

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 is being evaluated with respect to compliance with the California Environmental Quality Act (CEQA) as part of the Planning Commission action. A recommendation on the BMR in-lieu fee payment is not an action under CEQA, so environmental review is not required by the Housing Commission. It is anticipated that there will be a finding of exemption when the item goes before the Planning 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.

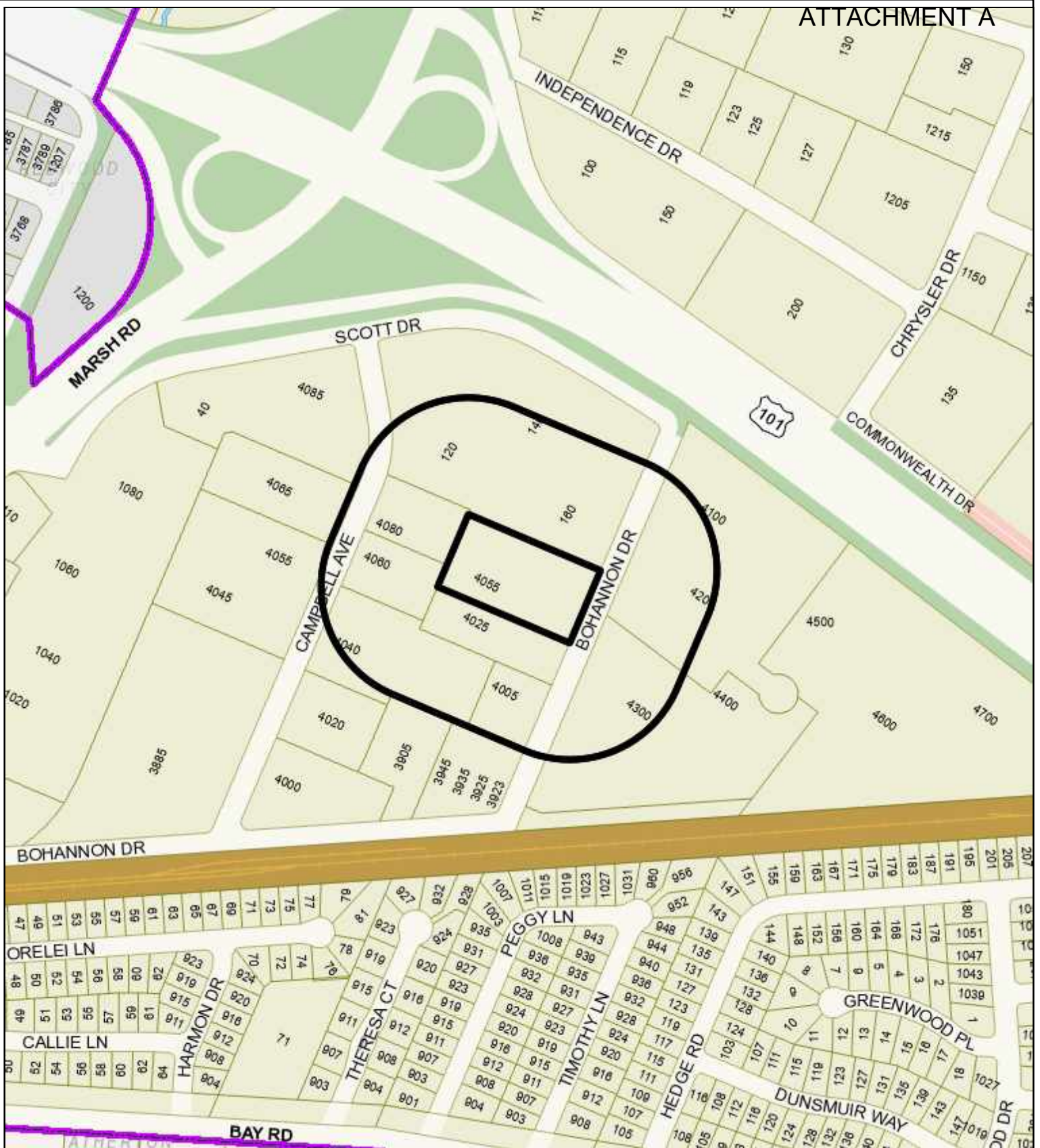
Attachments

- A. Location Map
- B. Project Plans (Select Sheets)
- C. 4055 Bohannon Drive BMR Proposal Letter

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

Report prepared by:
Matt Pruter, Associate Planner

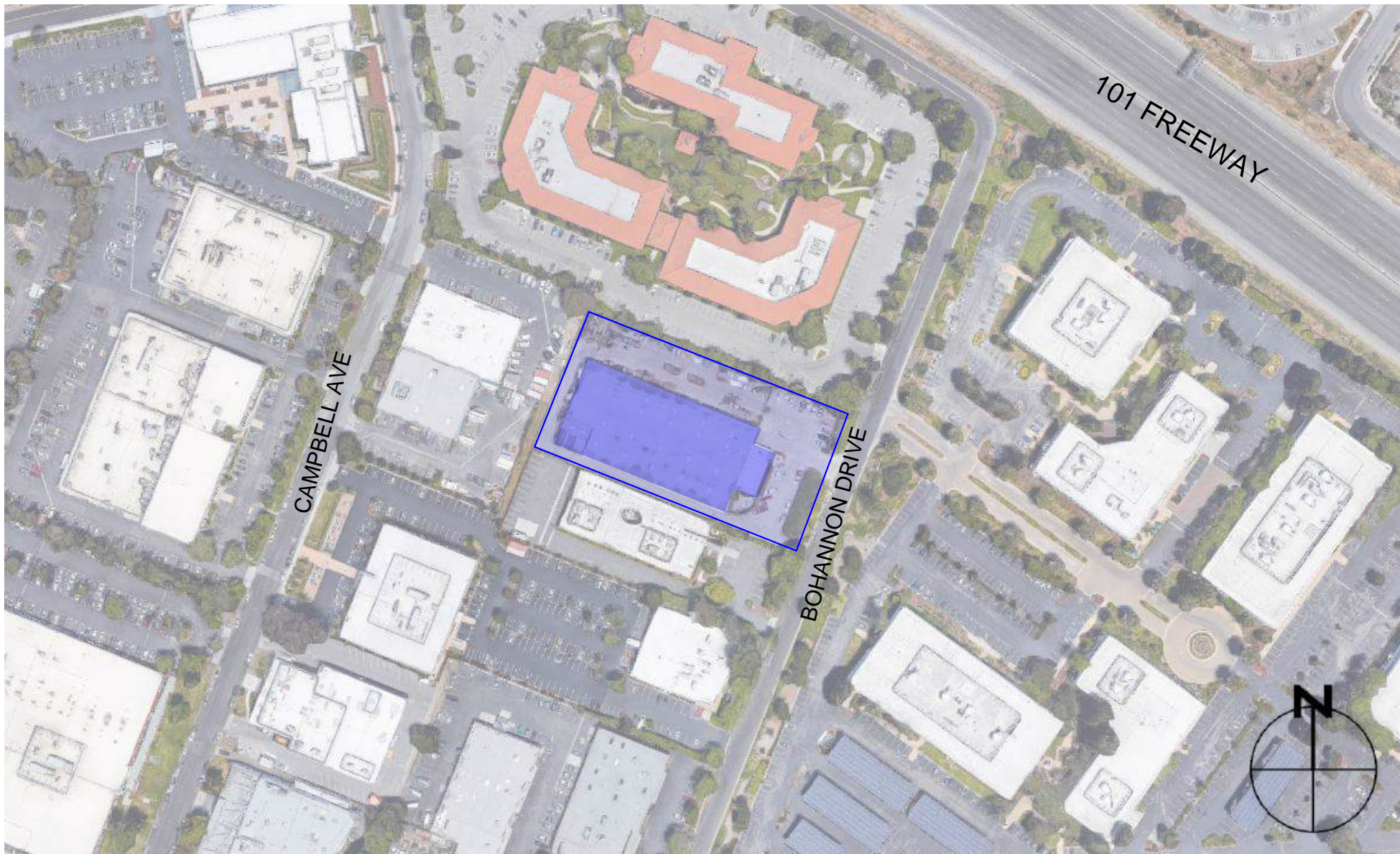
Report reviewed by:
Eren Romero, Interim Housing Manager



City of Menlo Park
Location Map
4055 Bohannon Drive



VICINITY MAPS



CLIENT
HELIOS REAL ESTATE

ARCHITECT
DES ARCHITECTS + ENGINEERS
399 BRADFORD STREET
REDWOOD CITY, CALIFORNIA 94063
PHONE: (650) 364-6453
WEBSITE: WWW.DES-AE.COM
CONTACT: SUSAN ESCHWEILER / HOWARD KWOK

4055 Bohannon Drive, Menlo Park
Architectural Control Review Package

PROJECT DATA

A.	ZONING DESIGNATION	O – OFFICE DISTRICT
B.	PARCEL NO.	055-253-030
C.	SITE AREA	74,000 SF (1.69 ACRE)
D.	PROPOSED USE	LIFE SCIENCE/OFFICE
E.	FAR	.45 (33,300 SF)
F.	BUILDING AREA EXISTING PROPOSED	31,559 SF OF GFA 33,300 SF OF GFA NOTE: SEE SHEET A3a AND A3b FOR DETAIL BREAK DOWN TABLE OF FLOOR AREA. INCLUDING ALLOWABLE EXEMPTIONS.
G.	BUILDING HEIGHT EXISTING PROPOSED	ALLOWABLE BUILDING HEIGHT 35’ MAX + SCREEN HEIGHT 14’ MAX 21’-9 ½” TOP OF TYPICAL PARAPET 21’-9 ½” TOP OF TYPICAL PARAPET, 33’-0” MAX. TOP OF PROPOSED FACADE & SCREEN NOTE: ALL THE ABOVE BUILDING HEIGHT ELEVATIONS ARE BASED ON THE AVERAGE BUILDING FINISH FLOOR (FF) OF 13.00 AS 0’-0” BASE POINT ELEVATION.
H.	PARKING REQUIRED	BASED ON BUILDING AREA 33,300 SF AT "O" ZONING MINIMUM RATIO MINIMUM PARKING REQUIRED = 67 STALLS
I.	PARKING PROVIDED	ONE SIZE-FIT-ALL STALL 54 STANDARD ACCESSIBLE STALL 2 VAN ACCESSIBLE STALL 1 STANDARD EV STALL 8 STANDARD ACCESSIBLE EV STALL 1 VAN ACCESSIBLE EV STALL 1 CLEAN AIR/VAN POOL 2 TOTAL PROPOSED STALLS PROVIDED 69
J.	BICYCLE PARKING	4 SHORT TERM BICYCLE STORAGE REQUIRED 4 SHORT TERM BICYCLE STORAGE PROVIDED (WITH 2 BICYCLE RACKS FOR 4 ADJACENT TO ENTRY AREA) 2 LONG TERM BICYCLE LOCKERS REQUIRED BUILDING INTERIOR BICYCLE STORAGE ROOM PROVIDED CAPACITY OF LONG TERM BICYCLE ROOM STORAGE IS UP TO 10 BIKES

SHEET INDEX

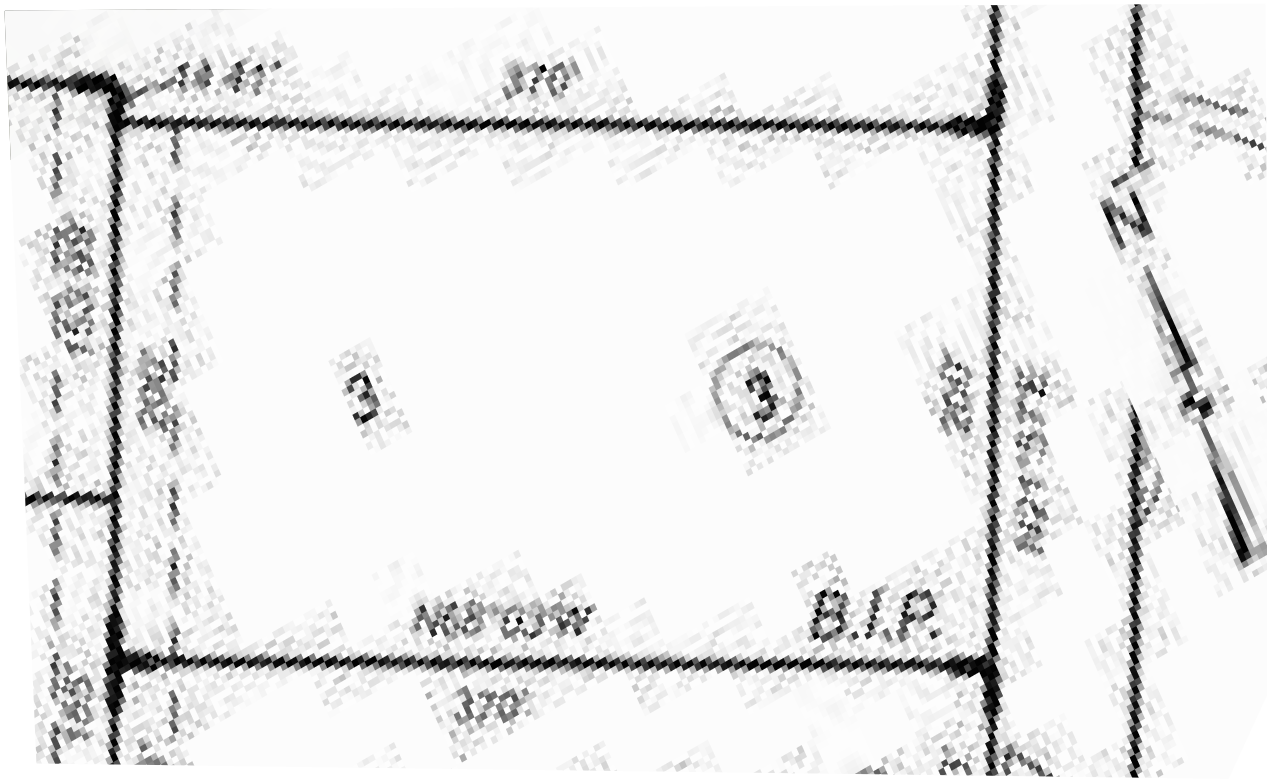
A1	VICINITY MAPS, PROJECT DATA & SHEET INDEX
A2a	EXISTING PHOTOGRAPHS OF BUILDING AND SITE
A2b	EXISTING PHOTOGRAPHS OF BUILDING AND SITE
A2c	PROPOSED AREA PLAN AND STREET SCAPE
A3a	EXISTING BUILDING SQUARE FOOTAGE CALCULATION DIAGRAMS
A3b	PROPOSED BUILDING SQUARE FOOTAGE CALCULATION DIAGRAMS
A4a	EXISTING FIRST LEVEL FLOOR PLAN & USE DESCRIPTION
A4b	EXISTING SECOND LEVEL FLOOR PLAN
A5a	PROPOSED FIRST LEVEL FLOOR PLAN & USE DESCRIPTION
A5b	PROPOSED SECOND LEVEL FLOOR PLAN
A6	EMERGENCY GATHERING PLAN
A7	PROPOSED ROOF PLAN
A8	EXISTING ELEVATIONS WITH DEMOLITION SCOPE AREA
A9a	PROPOSED ELEVATIONS
A9b	PROPOSED BUILDING SECTIONS
A10	PROPOSED SERVICE YARD
A11a	PROPOSED MATERIALS AND FINISHES
A11b	PROPOSED MATERIALS AND FINISHES
CIVIL	
C1.0	EXISTING CONDITIONS--TOPOGRAPHIC SURVEY
C2.0	PROPOSED SITE PLAN
C3.0	GRADING, DRIANAGE AND UTILITY PLAN
C4.0	STORMWATER QUALITY CONTROL PLAN
C4.1	STORMWATER CALCULATIONS, NOTES AND DETAILS.
LANDSCAPE	
L1.1	GENERAL NOTES AND LEGEND
L1.2	PLANTING NOTES AND LEGEND
L1.3	WATER EFFICIENT LANDSCAPE ORDINANCE DOCUMENTS
L2.1	CONCEPTUAL LANDSCAPE LAYOUT PLAN
L3.1	TREE DISPOSITION PLAN
L3.2	ARBORIST REPORT
L3.3	ARBORIST REPORT
L3.4	ARBORIST REPORT
L3.5	ARBORIST REPORT
L4.1	CONCEPTUAL PLANTING PLAN
L5.1	IRRIGATION ZONE DIAGRAM
L6.1	SCHEMATIC DESIGN DETAILS
FRONTAGE IMPROVEMENT NOTES:	
1.	ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARDS DETAILS.
2.	AN ENCROACHMENT PERMIT FORM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.



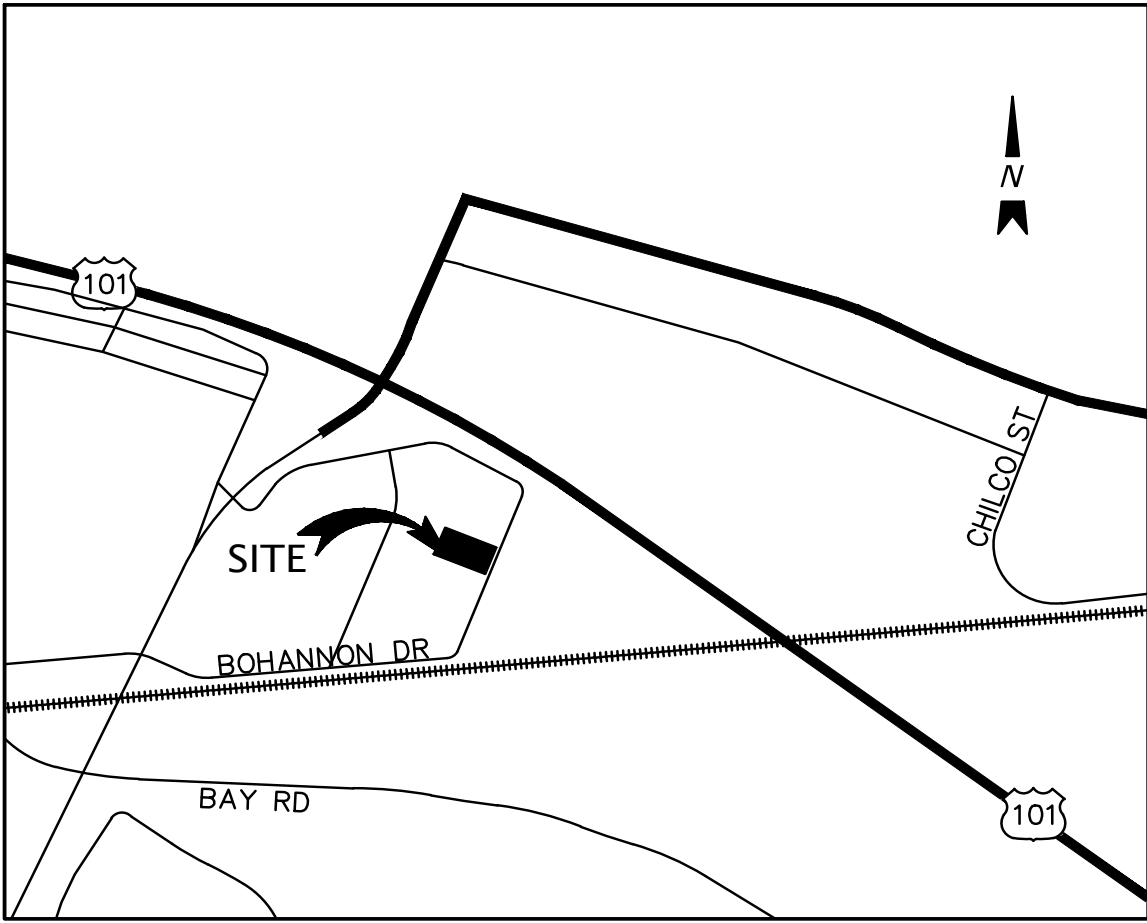
Front of Property Views



Existing Site Aerial Plan



Parcel Map



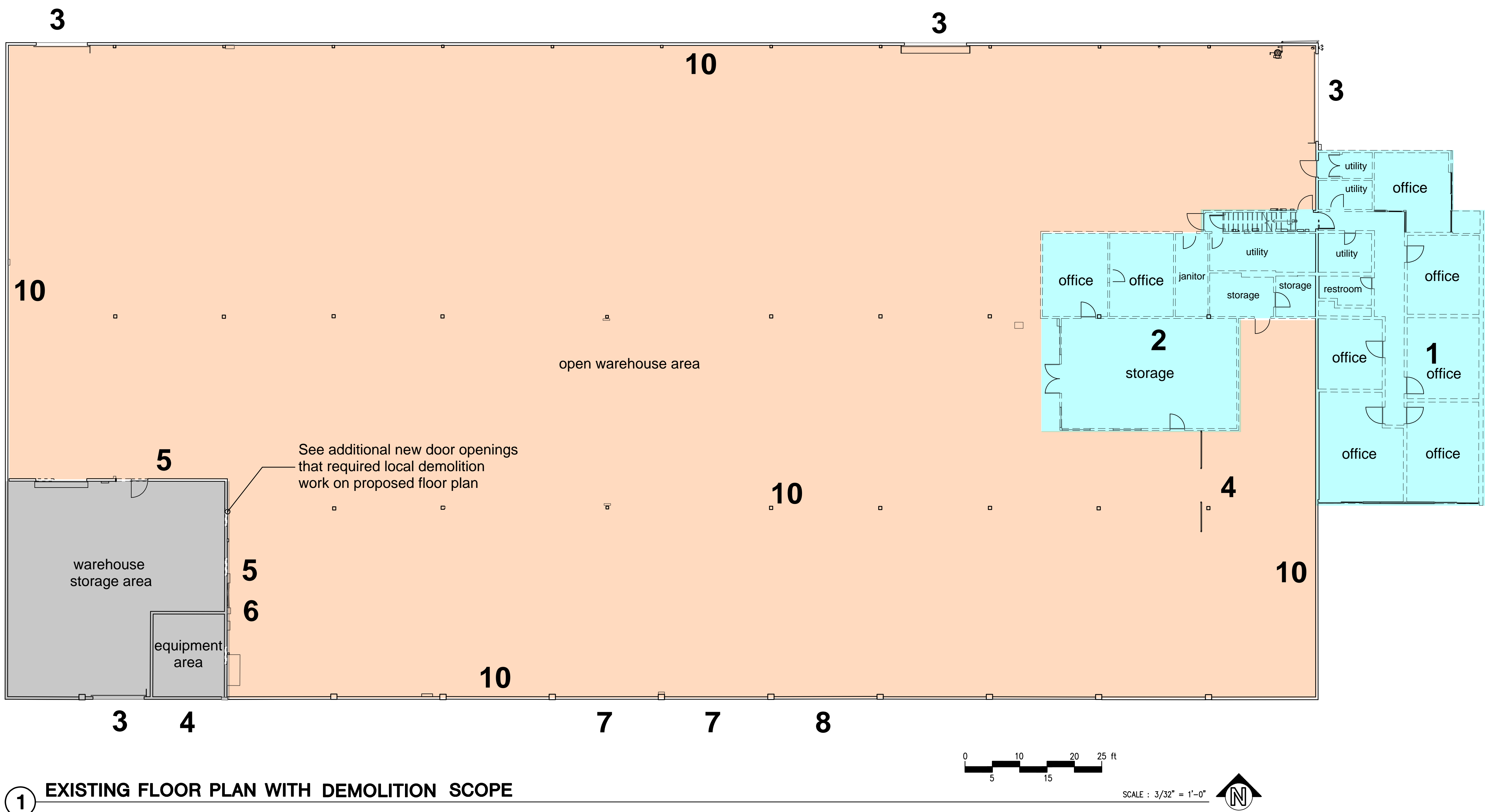
Vicinity Map

Back

Front

Bohannon Drive

- Warehouse and Work Area
- Walls and Doors to be Demolished/Removed
- Office Area
- Utility and Mechanical Area



- KEY NOTES
- 1

DEMOLISH THE EXISTING SINGLE LEVEL FRONT OFFICE PORTION OF BUILDING
- 2

DEMOLISH THE EXISTING OFFICE MEZZANINE
- 3

EXISTING ROLL UP DOOR OPENINGS TO REMAIN
- 4

DEMOLISH ALL EXISTING CHAIN-LINK GATE AND FENCING ON PROPERTY
- 5

EXISTING INTERIOR CONCRETE WALLS TO REMAIN
- 6

DEMOLISH & RELOCATE ALL EXISTING ELECTRIC PANELS AND SWITCHGEAR
- 7

MODIFY EXISTING WINDOW OPENINGS INTO NEW DOOR OPENINGS
- 8

EXISTING WINDOW TO REMAIN
- 9

DEMOLISH EXISTING FENCED PATIO AND SEATING AREA
- 10

ALL EXISTING STRUCTURAL COLUMNS, EXTERIOR CONCRETE WALLS AND ROOF TO REMAIN. U.O.N.

1

EXISTING FLOOR PLAN WITH DEMOLITION SCOPE

4055 Bohannon Drive Existing Use Description

The existing use of 4055 Bohannon Drive property is Industrial with the most recent occupant being a landscape maintenance contractor. The faculty was a approx. 30,600 sf of office/warehouse space on approx. 1.69 acres lot per Menlo Park use permit record dated 7/13/2011.

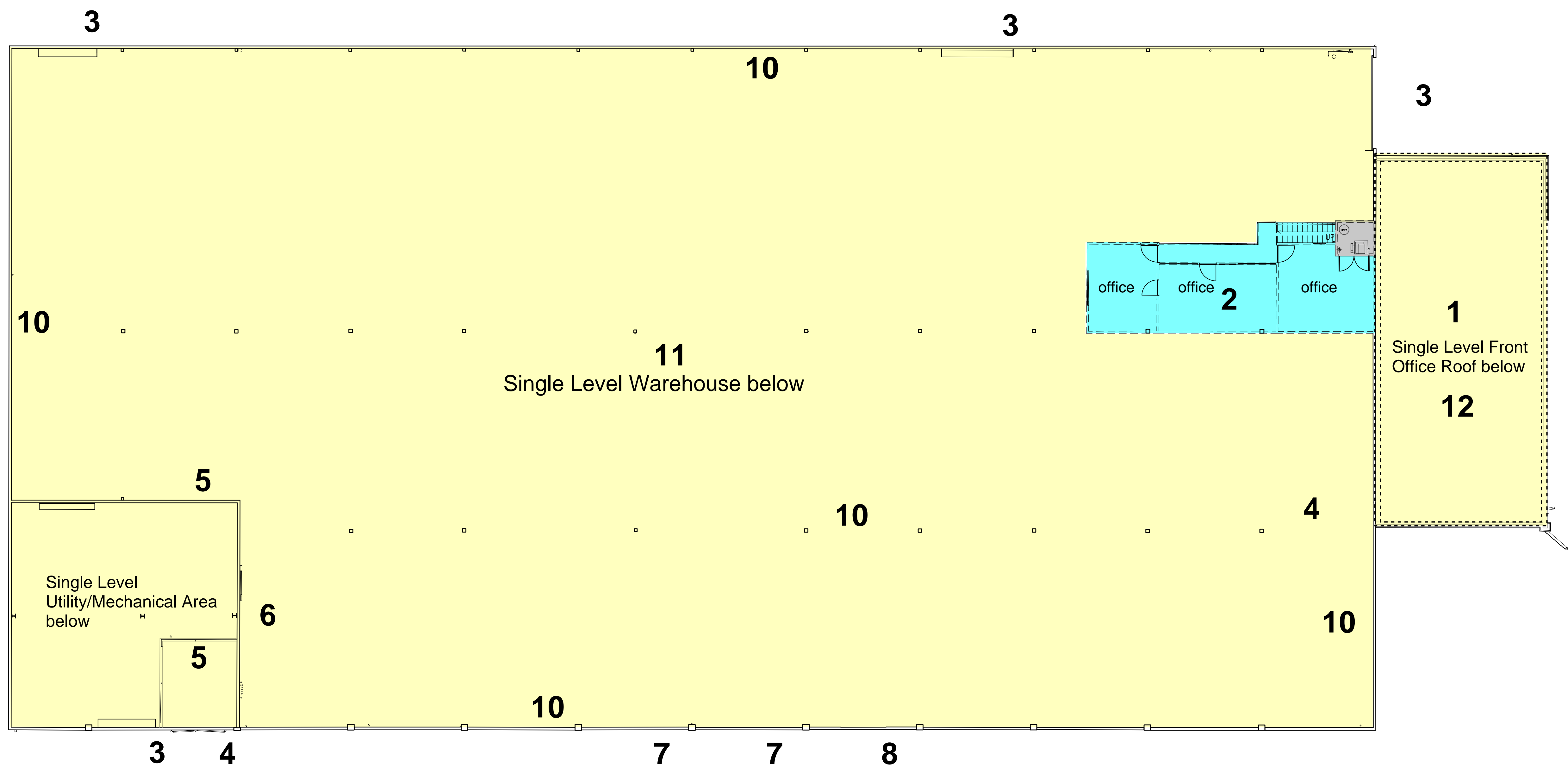
- ± 3,500 sf of office area
- ± 27,100 sf of warehouse area
- Total = ± 30,600 sf

Note: Based on the 2022 Building Scan survey results, the field measurements are:

Floor area limit calculation		
Area	Use	square footage
A	Front Office	1,895 sf
B	Warehouse	25,628 sf
C	Upper Level Office	836 sf
D	Lower Level Office	1,560 sf
E	Mechanical & Utility Area	1,640 sf
Total Existing GFA		31,559 sf

Oct. 31, 2022 - 2:49pm HKwk P:\Helios\4055 Bohannon\10315001\Draw\Arch\Arch Control Review\A4b_Existing Floor Plan.dwg

- Single Level Warehouse, Utility/Mechanical Area and Front Office Roof below
- Office Area
- Utility and Mechanical Area
- Walls and Doors to be Demolished/Removed



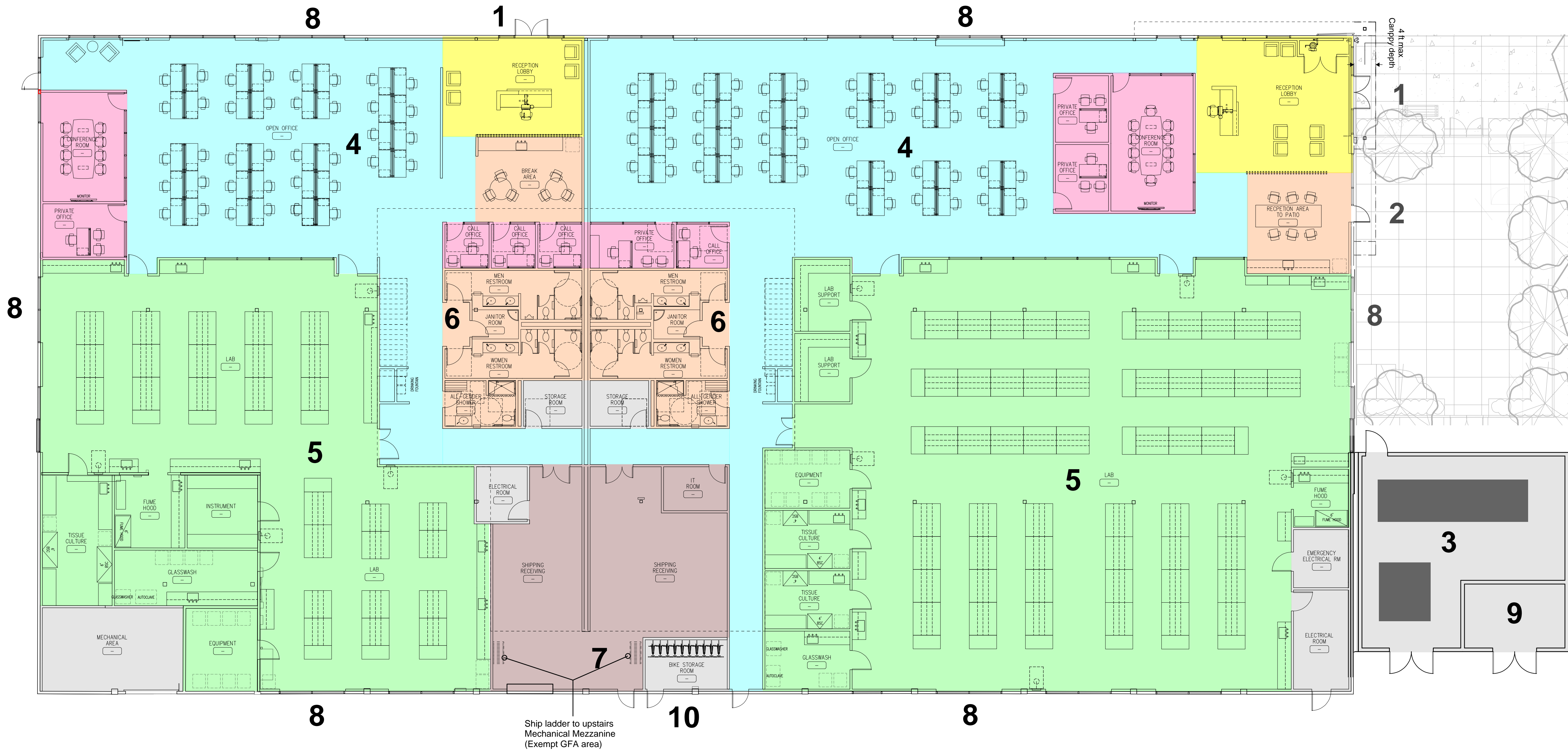
KEY NOTES

- DEMOLISH THE EXISTING SINGLE LEVEL FRONT OFFICE PORTION OF BUILDING
- DEMOLISH THE EXISTING OFFICE MEZZANINE
- EXISTING ROLL UP DOOR OPENINGS TO REMAIN
- DEMOLISH ALL EXISTING CHAIN-LINK GATE AND FENCING ON PROPERTY
- EXISTING INTERIOR CONCRETE WALLS TO REMAIN
- DEMOLISH & RELOCATE ALL EXISTING ELECTRIC PANELS AND SWITCHGEAR
- MODIFY EXISTING WINDOW OPENINGS INTO NEW DOOR OPENINGS
- DEMOLISH EXISTING WINDOW
- DEMOLISH EXISTING FENCED PATIO AND SEATING AREA
- ALL EXISTING STRUCTURAL COLUMNS, EXTERIOR CONCRETE WALLS AND ROOF TO REMAIN. U.O.N.
- OPEN TO BELOW EXISTING SINGLE LEVEL AREA
- DEMOLISH SCOPE -TOP OF EXISTING OFFICE BELOW

1 EXISTING FLOOR PLAN WITH DEMOLITION SCOPE

Oct 31, 2022 - 12:34pm HKWw P:\Helios\4055 Bohannon\10315001\Draw\Arch\Arch Control Review\Job_Proposed First Floor Plan.dwg

- Lobby Area
- Lab and Lab Support Area
- Building Support and Storage
- Shipping Receiving
- Conference or Private Offices
- Office Area
- Staff Amenities Area



KEY NOTES

- 1 MAIN TENANT ENTRANCE WITH CLEAR GLAZING
- 2 EXISTING ACCESS DOOR OPENING TO PROPOSED PATIO AREA
- 3 PROPOSED SCREENED SERVICE YARD AREA HOUSING ELECTRICAL EQUIPMENT, EMERGENCY GENERATOR AND TRASH ENCLOSURE. TRUCK LOADING AREA AT THE CORNER
- 4 OPEN CEILING OFFICE AREA
- 5 R&D LABORATORY AND SUPPORT ROOMS
- 6 CENTRAL RESTROOM CORE AND SHOWERS
- 7 SHIPPING & RECEIVING AREA WITH ACCESS FROM THE SOUTH ALLEY WAY
- 8 PROPOSED NEW WINDOW OPENINGS TO IMPROVE INDOOR LIGHTING QUALITY AND ENERGY USE
- 9 TRASH ENCLOSURE WITH ROOF
- 10 LONG TERM BICYCLE STORAGE ROOM WITH DIRECT EXTERIOR ACCESS

1 PROPOSED FLOOR PLAN

4055 Bohannon Drive Proposed Use Description

The project seeks to transform one of the last industrial buildings in the Office zoning neighborhood into a Class A Research and Development facility to meet the needs of modern Life Science companies similar to those already found in the immediate neighborhood. The project proposes to upgrade all base building systems to current energy/seismic/building codes, enhance the visual presence of the building from all elevations, speculatively build out the interiors to meet the needs of active life science tenants in the marketplace, and connect key missing pedestrian walk paths along Bohannon Drive.







The building's configuration will be 40% office and 60% laboratories. A new second level is proposed in the center core of the building. The main lobby directly faces Bohannon Drive. Parking is contemplated in the same general locations as the existing site plan.

The proposed site design will include the followings:

1. Demolish the single level office portion of the existing building and existing chain link fence and gate to free up space for street front building upgrade and access elements.
2. Upgrade existing parking lot area to meet City of Menlo Park zoning and code requirements, such as the required storm water retention area, accessible parking and EV parking, accessible route connection required on site and to public sidewalk area.
3. Provide a street facing tenant use fenced patio area facing Bohannon Drive and landscape.
4. A shipping-receiving area and a screened service yard to house an Emergency generator, Electrical equipment, and a Trash enclosure with roof cover.
5. Based on the client's early meeting with Menlo Park Fire Department, the project will provide a Fire Department standpipe near the Southwest existing narrow aisle corner of the property for fire hose connection.
6. The proposed site design scope is also included Menlo Park required Off-site improvement elements discussed with City planners during initial pre-application meeting.

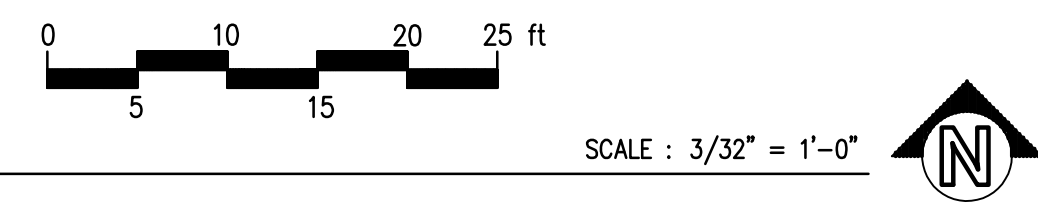
The proposed building design will include the followings:

1. Replace the demolished single level office building area with a screened service yard, a tenant use patio area with landscape elements.
2. Main tenant canopy entry area at Northeast corner of the building facing Bohannon Drive with access to front patio area, accessible and EV parking area and accessible pathway to public sidewalk.
3. Enhance existing warehouse exterior wall appearance by installing accent wall panel materials, new window storefront openings and new paint finish.
4. New window openings and skylight upgrade to improve natural daylighting quality of the new tenant spaces.
5. Roof screen design to screen all 4 sides of proposed mechanical equipment on existing roof.
6. New second level central office area with stair access will be replacing the demolished second level office on the East end of building.
7. Short-term and long-term bicycle parking will be on site based on the latest code requirement.
8. Shipping-receiving and Mechanical room access is provided along the existing Southern aisle on site, out of sight from public street view.

- | | | |
|---|--|--|
|  Mechanical Area |  Lab and Lab Support Area |  Building Support and Storage |
|  Conference or Private Offices |  Office Area |  Staff Amenities Area |



1 PROPOSED SECOND LEVEL FLOOR PLAN

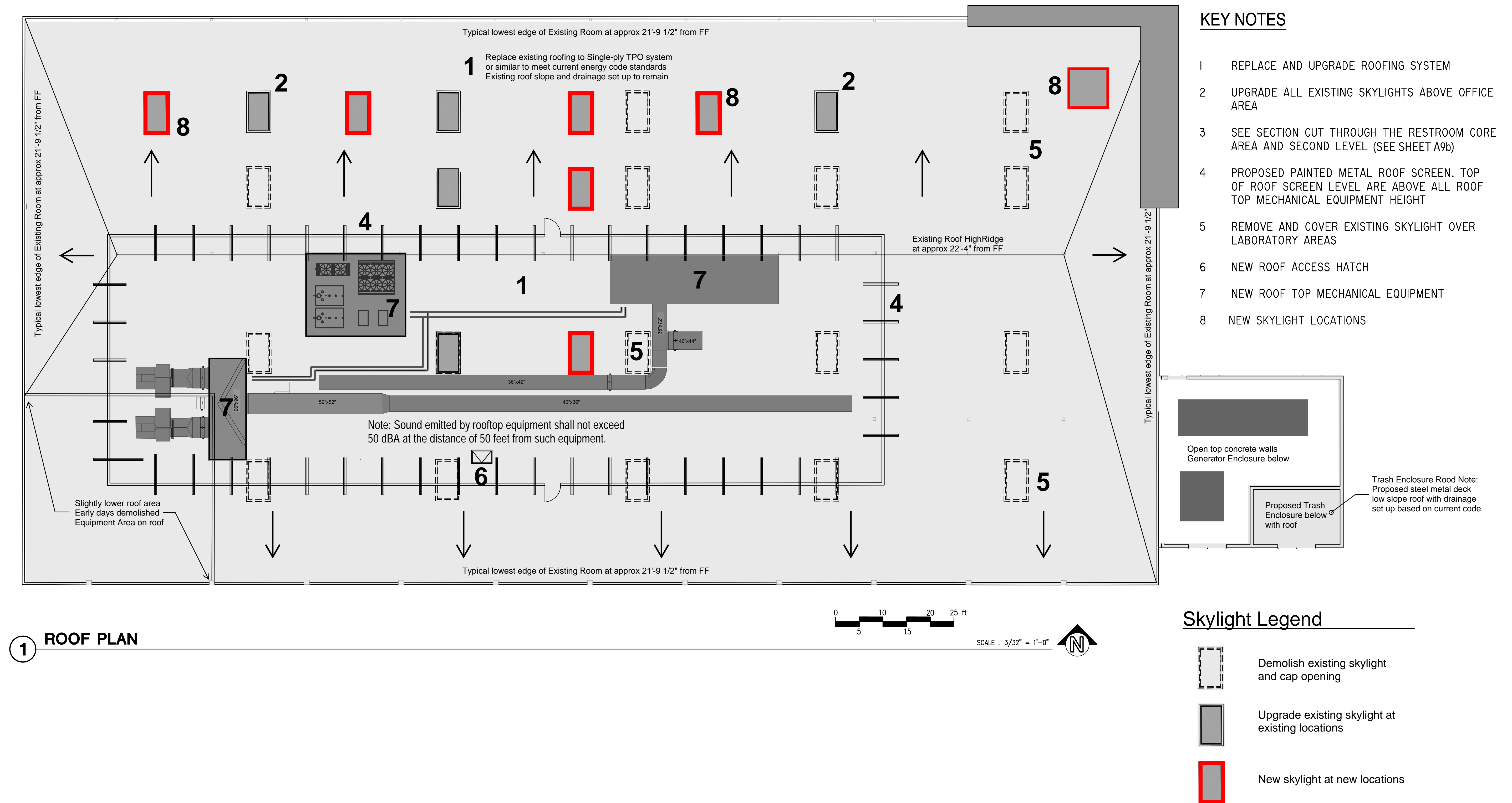


KEY NOTES

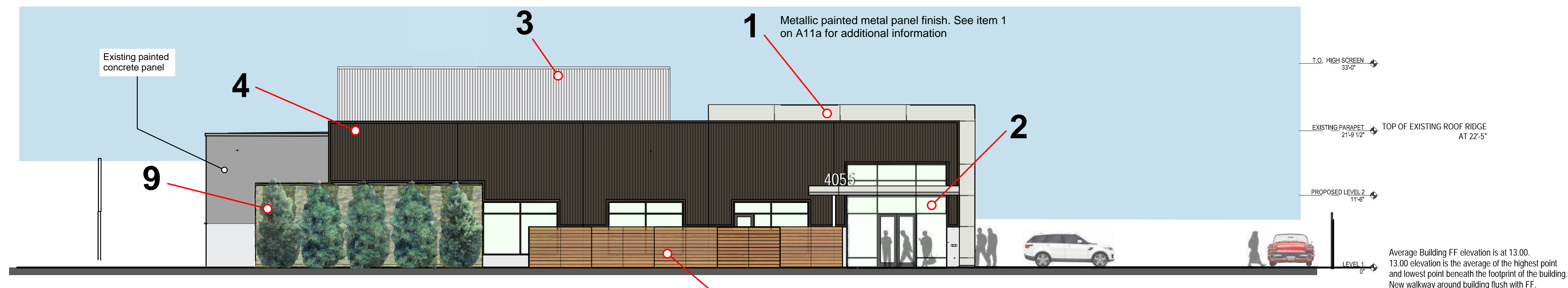
- PROPOSED SECOND LEVEL OFFICE SPACE
- FULL HEIGHT OPEN CEILING AT OFFICE AREA

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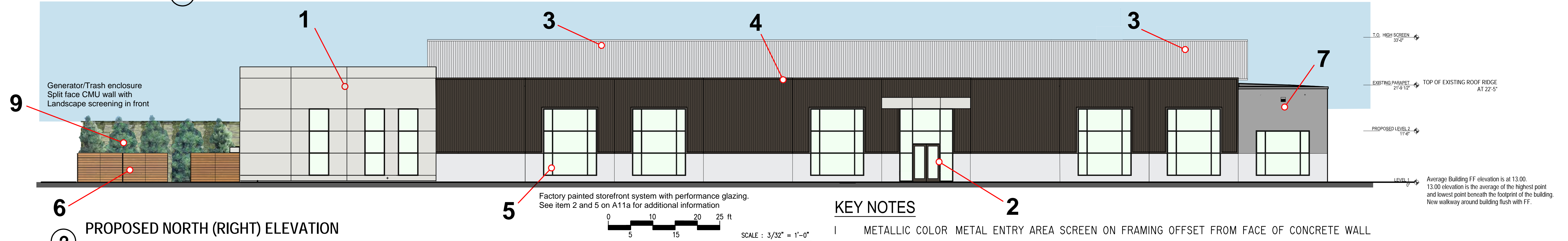
PROPOSED ROOF PLAN



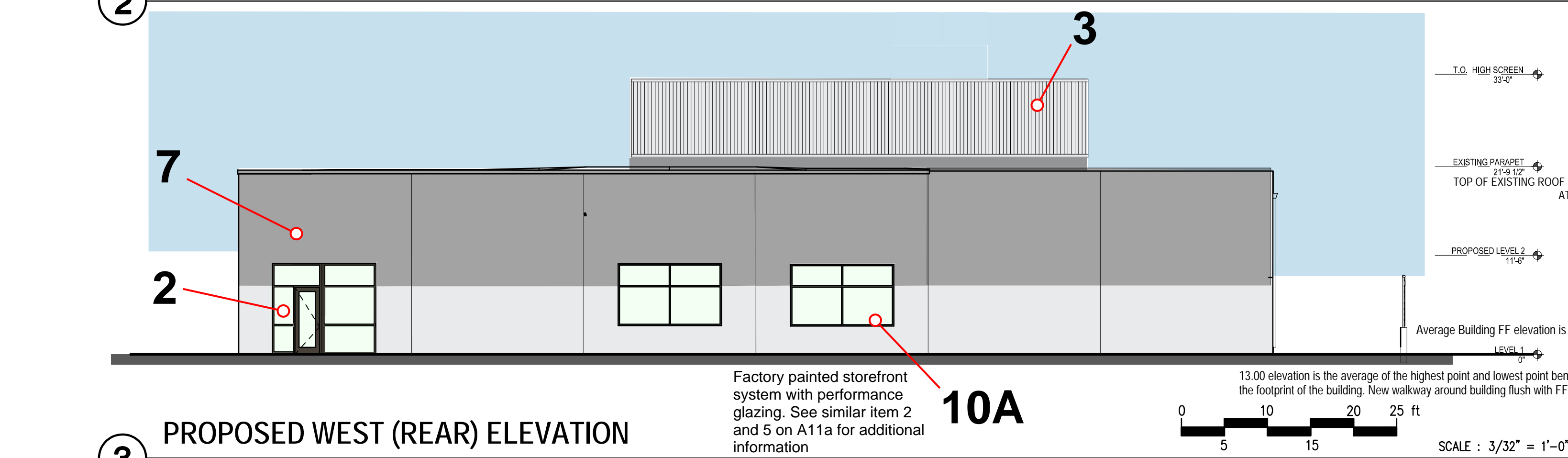
Oct. 28, 2022 - 3:48pm H:\Helios\4055 Bohannon\10315001\Draw\Arch\Arch Control Review\A9a_Proposed Elevations.dwg



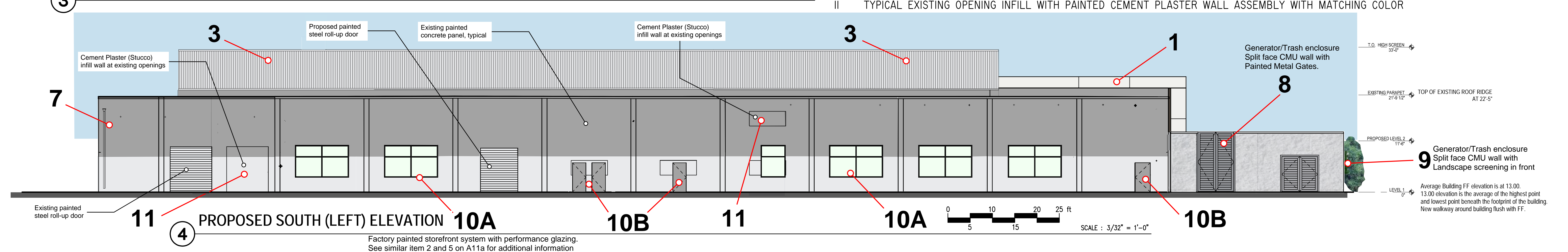
PROPOSED EAST (FRONT) ELEVATION (FACING BOHANNON DRIVE)



PROPOSED NORTH (RIGHT) ELEVATION



PROPOSED WEST (REAR) ELEVATION

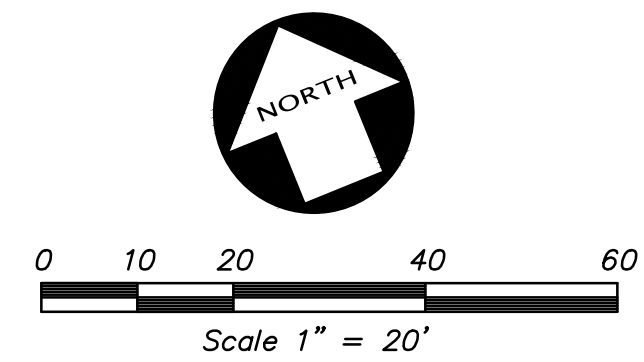
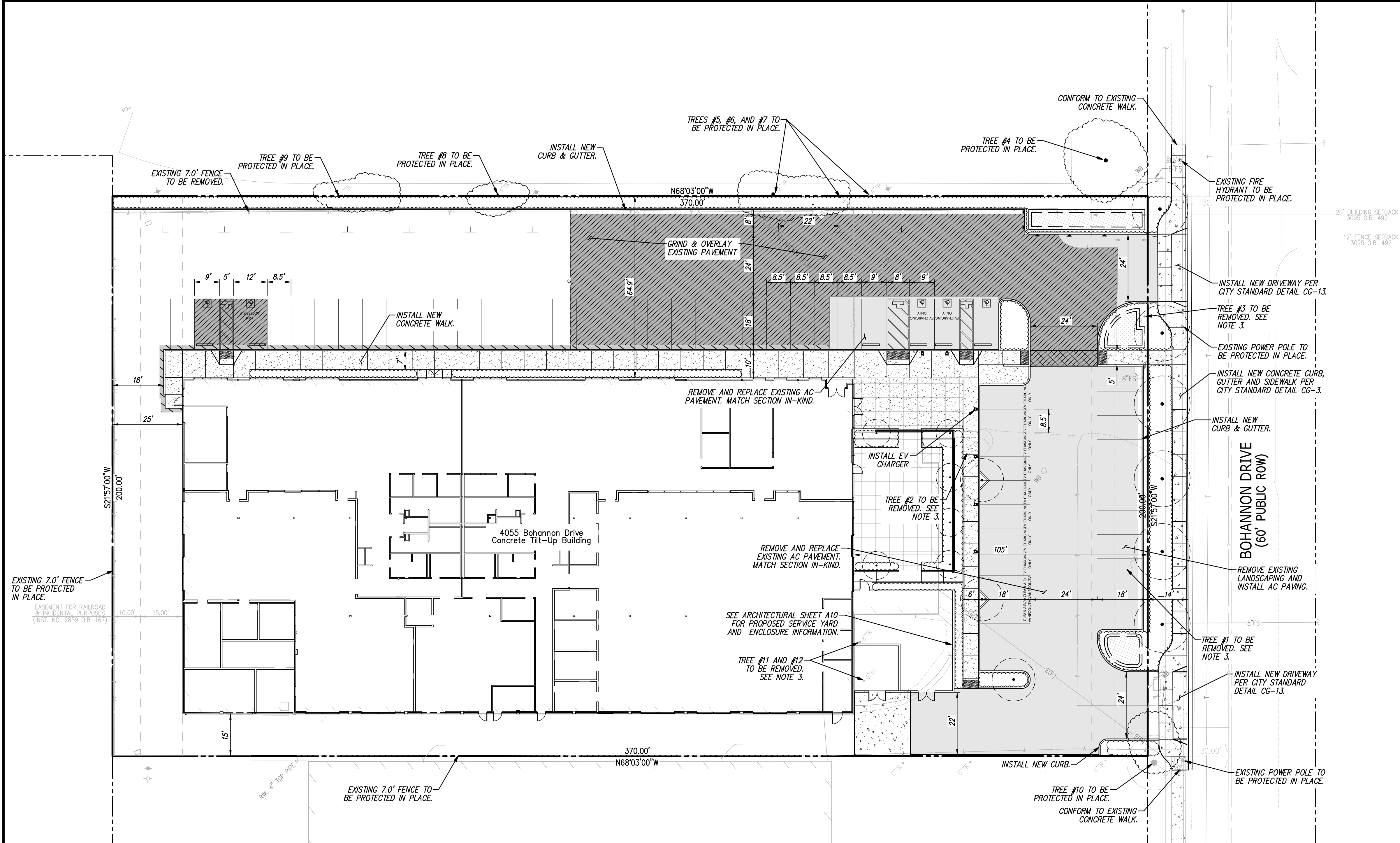


PROPOSED SOUTH (LEFT) ELEVATION

KEY NOTES

- METALLIC COLOR METAL ENTRY AREA SCREEN ON FRAMING OFFSET FROM FACE OF CONCRETE WALL
- STOREFRONT SYSTEM MAIN ENTRY OR EXIT
- PROPOSED PAINTED METAL ROOF SCREEN BEYOND. TOP OF ROOF SCREEN LEVEL ARE ABOVE ALL ROOF TOP MECHANICAL EQUIPMENT
- PAINTED CORRUGATED METAL PANEL DIRECTLY MOUNTED ONTO EXISTING CONCRETE WALL
- NEW TALL WINDOW OPENINGS ON EXISTING CONCRETE PANELS
- WARM TONE WOOD PANEL SCREENING AT NEW PATIO AREA
- NEW PAINT ON ALL EXISTING EXTERIOR WALL
- NEW SERVICE YARD TRASH ENCLOSURE WITH ROOF AND MATCHING COLOR GATE FACING SIDE YARD
- NEW SERVICE YARD OPEN TOP GENERATOR CONCRETE WALL ENCLOSURE WITH LANDSCAPE SCREENING FACING BOHANNON DRIVE AND PATIO
- NEW WINDOWS ALONG SIDE YARD
- NEW PAINTED HM DOORS ALONG SIDE YARD
- TYPICAL EXISTING OPENING INFILL WITH PAINTED CEMENT PLASTER WALL ASSEMBLY WITH MATCHING COLOR

General Window Configuration Note:
All windows shall be simulated true divided lights with interior and exterior grids and a spacer bar between the glass panes.



PARKING SUMMARY		
	EXISTING FIELD CONDITIONS	PROPOSED SPACES
DESCRIPTION	STALL COUNT	
STANDARD STALL	18	42
PARALLEL STALL	4	14
EV STANDARD STALL	0	8
ADA STALL	1	3
EV ADA STALL	0	2
TOTAL PARKING STALLS	23	69

LEGEND	
○ □ AD	AREA DRAIN
■	STORM DRAIN CATCH BASIN
●	STORM DRAIN JUNCTION BOX
●	STORM DRAIN MANHOLE
FL	FLOW LINE
FF	FINISHED FLOOR
PV	PAVEMENT
RE	RIM ELEVATION
SP	SPOT ELEVATION
X"SD	STORM DRAIN LINE
TC	TOP OF CURB
CONCRETE WALK 4" PCC OVER 4" CLASS II AB	
TRUNCATED DOMES	
EV CHARGING STATION	
GRIND & OVERLAY (2" MIN.)	
MATCH EXISTING PAVEMENT SECTION IN KIND	
TREE	
CONCRETE TRUCK PAVEMENT 7" PCC OVER 6" CLASS II AB ON 95% R.C. SUBGRADE W/ #4 BARS AT 16" O.C. EACH WAY.	
18" AC DEEP LIFT	
BIORETENTION POND	
CURB CUT	

- NOTES**
- ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.
 - AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS IN THE PUBLIC RIGHT-OF-WAY.
 - EXISTING TREE TO BE PROTECTED IN PLACE UNLESS OTHERWISE NOTED. SEE TREE SURVEY BY ARBOR RESOURCES FOR ADDITIONAL INFORMATION.

Matthew Pruter
 Associate Planner
 Community Development
 City of Menlo Park
 701 Laurel St.
 Menlo Park, CA 94025

January 26th, 2023

RE: 4055 Bohannon Drive Renovation Project Description Resubmittal

Dear Mr. Pruter,

Helios Real Estate Partners is pursuing the renovation of 4055 Bohannon Drive, which consists of an existing 31,559 square foot concrete tilt up warehouse building on a 74,000 square foot lot ("the Property"). A laser measurement scan of the existing building has been provided as documentation of the size of the existing building on the Property. The Property is located in the Bayfront Area and is designated Office in the Connect Menlo General Plan and Office District in the Zoning Ordinance.

Project's Purpose and Existing/Proposed Use:

Helios is interested in renovating and reusing the existing concrete tilt-up portion of the building for use as a Class-A research and development/life science facility ("the Project") because:

- The Office Zoning allows for light industrial and research and development use on the property,
- The Property has not been well maintained and we feel that we can use our development expertise to enhance the Property to meet the needs of today's life science companies,
- The City of Menlo Park has a long history of supporting research and development, and in particular, the life science industry, which has created a diverse cluster of world class life science companies within the City – renovating 4055 Bohannon will support this existing cluster and,
- Renovating the Property is more sustainable than demolishing the existing improvements and creating a new development

Scope of Work/Site Layout/Architectural Style:

The renovation Project proposes to remove the older, unsightly exterior addition on the east elevation of the building that faces the public right-of-way, and the removal all existing interior improvements, including existing mezzanines, to create a clean shell condition.

To make the building attractive to the marketplace of research and development/life science users, the interior build-out (inside of the shell) will include Class A office and research and development laboratory areas, a new office mezzanine, new bathrooms, new tenant showers and changing rooms, lobbies, loading area, and storage areas. The base building infrastructure will be brought up to current building codes including new all-electric HVAC, electrical, fire life safety, and plumbing systems. The structural systems will receive a voluntary seismic upgrade and a new roof screen will be built to hide the mechanical systems. The total square footage of the Project will be 33,300 square feet (0.45 FAR).

The proposed improvements also contemplate cutting new windows into the concrete tilt up shell on all four elevations of the building to allow for the occupied space to receive natural light. The façade will be enhanced with a new modern aesthetic. Because the Project proposes to reuse the existing tilt up structure, there are structural limitations of how much the tilt up panels can be cut into. The Project proposes to include the maximum amount of new glazing without jeopardizing the integrity of the existing structure. The exterior will receive new metal panels that will wrap the front and side of the building that face the public space. The rear elevation and side alley of the building will be repaired and repainted. There will be a new metal roof screen to visually shield mechanical equipment.

The site plan contemplates new parking, hardscape, landscape, amenity areas, signage, bicycle parking, and stormwater management. The existing security gate fencing will be removed. Parking areas are contemplated in the same location as the existing use permit on file. The total number of parking spaces will be sixty-nine (69) stalls inclusive of EV and accessible stalls. New EV chargers will be installed to meet City and state codes. ADA stalls have been strategically placed as close as possible to the main entrance of the building. An arborist report has been included in the application and it identifies three heritage trees adjacent to the Property but none on site. No heritage trees are to be removed as part of the Project. Five (5) non-heritage trees on site are to be removed as a part of the Project. The Project will plant fifteen (15) new trees. The Project also includes a new offsite public sidewalk that will run along the front of the Property and connect the missing link of City sidewalk from the existing bus stop to the adjacent neighbor to the west.

Plan check comments included a request for more details about a proposed living wall. There is no living wall proposed as part of the Project. There are mature plantings proposed around an enclosure at the front of the building. This enclosure is required for base building electrical transformer and waste management. This location has been specified by Pacific Gas and Electric ("PG&E") and Recology. Mature plantings have been provided to screen the enclosure on all elevations that face the public-right-of-way.

Below Market Rate Housing Program (BMR):

We are seeking an in-lieu fee towards the City of Menlo Park's BMR program. 4055 Bohannon is ill-suited for onsite housing for a variety of reasons. Importantly, the proposed project is repurposing the existing structure and site area. The property is currently already built within the maximum allowable setbacks and open space requirements. This leaves no room for new residential structures onsite. The neighborhood is also a historic industrial and office park separated by US 101, Marsh Road, and a Caltrain rail line with no adjacent housing. Housing located in this neighborhood would be isolated and removed from amenities and services required by residents. This is Helios' first project in Menlo Park, and we do not own any other properties within the city limits where we could build the housing. It is for these reasons that we believe the in-lieu fee towards the BMR program is most appropriate for this project.

Emergency Generator:

Today's research and development/life science companies require an emergency backup power supply. Many of the products and services that these companies have are sensitive and require a consistent power supply that runs 24-hours a day. Unfortunately, PG&E is not a completely reliable source of consistent power and California is susceptible to storms, fires, and earthquakes. A backup power supply is a means of creating resiliency in an ever changing world.

Since the Project is being developed speculatively, a tenant has not been identified yet. Research and development/life science users require a minimum of 500kW of backup power for a building of this size. As such, a 500kW generator is currently being contemplated for the Project. This generator will be able to supply a run time of approximately 32 hours in an emergency situation. 32 hours is an appropriate amount of time to allow for a company to activate an emergency response plan, which can take at least a calendar day to enact.

Several types of backup power supplies were studied for the property. They are:

Natural Gas Generator

There is existing natural gas at the property and a natural gas generator could be hooked up to the existing gas line. However, since natural gas is a fossil fuel, it was determined to not be a better option than a diesel generator.

Battery Storage with Photovoltaic Panels

An all-electric backup power supply was also studied. A 4MWh solar system would be required to equal the same amount of power to maintain a battery system equivalent to a 500 kW generator to allow for consistent power during the day and the night when recharging the battery is not available from photovoltaic panels. The battery would be located in a 3,000 square foot structure. The weight and size of the of the

battery would require it to be pad mounted on site, which would remove proposed onsite parking. A 4MWh solar system would also require at least 100,000 square feet of photovoltaic panel to be recharged when there is sunlight, which is larger than the total site area.

Diesel Generator

A diesel generator is the most viable solution for 500 kW of backup power. The generator is anticipated to have quarterly maintenance and an annual engine test. Specifications of the generator have been included in the Project application. A hazardous material storage form has been filled out and provided for the diesel for the generator. The generator and new PG&E transformer will be located within a new enclosure, along with a covered trash enclosure.

A Generac generator is being proposed for the project. The equipment meets the criteria set forth by BAAQMD. The specifics of the generator have been included in the documents on page A10. A hazardous materials form has also been filled out and provided. The generator was also described in a project letter to various neighbors around the property to provide them awareness of the project's intent to include a diesel generator. No negative responses have been received by the applicant. The neighborhood is excited to see this building be brought up to current building codes and visual expectations for today's tenants.

The applicant looks forward to the day when all back up power can be sourced through PV or other green technologies. Onsite solar is not physically able to meet the needs of the backup power. The Project includes all-electric base building systems and will be procuring green power from Peninsula Clean Energy for normal operations. We request the approval of a diesel generator for backup power only.

All-Electric Base Building Systems

The Project will not use any natural gas. The existing gas line will be removed as part of the Project. The existing electrical service will be upgraded to accommodate new codes. All base building systems are serviced through an all-electric power supply, which represents a cost premium to the project but meets the intent of the City's codes and future resiliency standards to combat global warming. As an alteration Project, the existing core and shell will be updated so that the entire building will meet the current California Energy Code and will purchase one hundred percent renewable electricity through Peninsula Clean Energy in an amount equal to the annual energy demand of the Project.

Photometrics of Bohannon Drive

A comment was provided with the feedback on the photometrics study which requested that the study account for the entire frontage from curb to curb. We will update the photometric study to address this comment prior to Planning Commission. However, the conclusion of the study will remain the same even if the study includes points between curb to curb. The study concludes that the current street lighting on Bohannon Drive does not meet the recommended ANSI/IES RP-8 standards for Local Medium freeway classes. However, we have some further comments for consideration below as well as a solution.

There is only one halogen streetlight that is directly across the street from 4055 Bohannon. The maximum light from the existing streetlight is 4.6-foot candles, which gradually dim as one travels further away from the streetlight. The minimum standard recommended by ANSI/IES RP-8 is 0.7-foot candles. The existing streetlight reaches this standard at a distance of 70' from the streetlight source. However, the next streetlight is approximately 265' away, meaning that there is approximately 125' of frontage between the two streetlights that does not meet the ANSI/IES RE-8 standard.

The comment on the photometric study further suggests that new frontage streetlights should be added if the current streetlights do not meet the ANSI/IES RP-8 standards. While we agree that more adequate streetlighting would be appropriate for this section of Bohannon Drive, we would like to propose that we replace the streetlight lamp in front our property with the LED retrofit that has been installed in other parts of the neighborhood. Please see below for additional information for consideration which supports this as the more optimal solution:

The streetlight pole spacing is consistent throughout the entire Bohannon Industrial Park with approximately 265' between each streetlight pole. Adding a new streetlight pole would be inconsistent with the rest of the neighborhood.

The streetlights on the section of Bohannon Drive that run parallel to the Caltrain rail spur further south have been replaced with new LED lamps sometime around 2019 to 2020. However, the streetlights on the section of Bohannon Drive that the property fronts have not yet been replaced with new LED lights.

Two projects were completed on Bohannon Drive adjacent to 4055 Bohannon Drive during the same time period that the streetlights were upgraded along the section of Bohannon Drive closer to the rail line. 4025 Bohannon Drive and the entire frontage renovation project at Menlo Corporate Center, which built pedestrian sidewalks underneath these existing streetlights were constructed sometime between 2019 and 2020. These projects were not required to upgrade the streetlights on Bohannon Drive when the other streetlights were being replaced nearby.

We recognize that more lighting in the neighborhood is a good thing that will help all properties and will help with safety and crime. Other streetlights along the street should be replaced too so that the entire street is consistent and matches the section of Bohannon Drive where the LED replacement has already occurred. We respectfully request that we limit the scope and cost of this comment to the LED replacement of the single streetlight in front of our property. Alternatively, we could pay an in lieu fee to cover the cost of upgrading this light, which can be included into a larger LED retrofit project as it would be inappropriate for our project to be burdened with upgrading additional streetlights.

Community Outreach

As part of being a good neighbor, we have reached out to adjacent neighbors about the Project. Letters and corresponding emails have been forwarded to City Staff. No negative messages or critiques have been provided to the applicant. The general consensus has been that the Project will be a positive addition to the neighborhood. Please see attached correspondences.

Potentially Applicable Connect Menlo EIR Measures

BIO-1 – the project team engaged with a biologist to complete a biological resource assessment for the property. The conclusion of the biological resource assessment was that the Property was not a suitable habitat for any wildlife and no wildlife were identified on site. In addition, the neighborhood is landlocked from natural habitats found to the east of US Hwy. 101 and to the west of the Property by the Caltrain rail line. As such, it is not an obvious habitat for birds.

CULT-1 – the Project team performed historic documents review and found that the Property does not have any historic or cultural considerations. It is an older building that is over 50 years old. However, does not have any known historic or cultural considerations. The appropriate documentation and forms have been provided in the application.

TDM – a TDM was provided as part of the application.

We are excited to represent to you our Project for your consideration. Our team believes that we have created a thorough evaluation and response to the recent comments on our Project and requests that the Project be calendared for review by the Planning Commission. Thank you for your consideration of our request.

Sincerely,

The 4055 Bohannon Project Team
Peter Banzhaf, Brian Cason, DES Architects

HOUSING COMMISSION

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620
menlopark.gov/housingcommission



WORK PLAN 2022-23

	Mission Statement	
	<p>We are affordable housing advocates.</p> <p>We make recommendations to the City Council on issues related to housing policy, implement City Council policy decisions, and represent the City where needed on housing matters.</p> <p>We are a conduit of information out to the community about affordable housing programs and a conduit of information back from the community regarding housing matters to the City Council.</p>	
	Committee Members Listing and Term Expirations	
	Lauren Bigelow – Chair	April 30, 2023
	Heather Leitch	April 30, 2025
	Jackelyn Campos	April 30, 2026
	Chelsea Nguyen – Vice Chair	April 30, 2025
	Adriana Walker	April 30, 2025
	Nevada Merriman	April 30, 2025
	John Pimentel	April 30, 2024
	Priority List	
	The Housing Commission has identified the following priorities to focus on during 2022-23:	
	<p>Summary of common high-priority items:</p> <ul style="list-style-type: none"> • Short-term goal: community engagement to provide education on tenant rights and anti-displacement efforts • Long-term goal: consider City-owned land for housing (downtown parking lots) <p><u>Overarching goal</u></p> <p>We need to educate inform tenants and property owners of renter protection laws and housing programs/resources</p>	

Work Plan Worksheet						
Step 1 - Review the purpose of the Commission as defined by Menlo Park City Council Policy CC-23-004						
<p>Each advisory body has a primary role of advising the City Council on policy matters or reviewing specific issues and carrying out assignments as directed by the City Council or prescribed by law. The Housing Commission is charged primarily with advising the City Council on housing matters, including housing supply and housing related problems. Specific focus areas include:</p> <ul style="list-style-type: none"> • Community attitudes about housing (range, distribution, racial, social-economic problems) • Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City • Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974 • Review and recommend to the Council regarding the Below Market Rate (BMR) program • Initiate, review and recommend on housing policies and programs for the City • Review and recommend on housing related impacts for environmental impact reports • Review and recommend on State and regional housing issues • Review and recommend on the Housing Element of the General Plan 						
Step 2 - Develop or review a Mission Statement that reflects that purpose (<i>Who we are, what we do, who we do it for, and why we do it</i>)						
No changes were made to the Mission Statement included above.						
Step 3 - Discuss any priorities already established by City Council						
Housing Element Update						
Step 4 - Brainstorm goals, projects or priorities of the Committee						
<u>Brainstorm goals, projects or priorities of the Committee</u>	<u>Housing Element Program</u>	<u>Benefit, if completed</u>	<u>Policy change? At Council level</u>	<u>Resources needed for completion</u> (Staff, subcommittees, funds)	<u>Estimated Completion Time</u>	<u>Measurement Criteria</u> (How will we know how we are doing?)
Community Engagement- <ul style="list-style-type: none"> • Provide information and education related to tenant rights, tenant protections, and anti-displacement efforts • Host and cohost local legal resources/presentations via the Housing Commission as part of expanding community engagement 	<ul style="list-style-type: none"> • H5C, D, E 	<ul style="list-style-type: none"> • Increase diversity of community participation and input • Prevent evictions and displacement 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Resources: staff, interpreters, ad-hoc and HC committee	June 2023; possibly ongoing	Two Informational events, 1 event every 6 months at Belle Haven location Multi-lingual inclusive events

Focus on the development of affordable housing on public lands <ul style="list-style-type: none"> This could include the development of affordable housing on downtown parking lots 	<ul style="list-style-type: none"> H4.G 	<ul style="list-style-type: none"> Affordable housing production- ELI, VL, LI Preferential for people with special needs Traffic reduction Achieve climate goals 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Develop RFP (resources: staff, HC committee, consultants) Review current use and zoning (resources: staff, ad-hoc, consultants) Make recommendations (resources: staff, HC, ad-hoc, consultants) 	Beyond 2023	<ul style="list-style-type: none"> Site inventory complete, available to the public Study session or another public meeting to review current use and zoning HC votes on recommendations
	Step 5 – Prepare the final work plan for submission to the City Council for review and approval and attach the worksheet used to determine priorities, resources, and timelines.					
	Step 6 – Once approved, use this plan as a tool to help guide you in your work as an advisory body.					
	Step 7 – Regularly report on the status of item progress and alert City staff of any additional time or resources needed for successful item completion.					