



1814 Franklin St., Suite 400
Oakland, CA 94612
510.272.2910

January 16, 2025

Chris Turner, Senior Planner
Planning Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: 155 Jefferson Drive (PRE2025-00001) – Project Description Letter

Dear Mr. Turner:

On behalf of BRP 155 Jefferson Tenant LLC (the “Applicant”), we are pleased to provide this Project Description Letter consistent with the requirements for formal development applications that follow an SB 330 Preliminary Application for the Applicant’s housing development project at 155 Jefferson Drive (APN 055-242-100) (the “Property”) in the City of Menlo Park (the “City”), which consists of a new 199-unit multifamily apartment building that will include 29 affordable units (PRE2025-00001) (the “Project”).

Purpose of the Proposal

The purpose of the Project is to replace an outdated existing single-story office building with high-quality multi-family housing in the form of an eight-story residential building that will include 199 new homes, including 29 homes reserved for low- and very-low income families. This is consistent with the City’s own goal to achieve residential development at the Property, as articulated in the Sites Inventory for the 2023-2031 Housing Element.¹

Scope of Work

The Project proposes to remove the existing single-story concrete building (32,528 square feet) and surface parking lot and construct a new eight-story building with 199 multi-family residential units and 200 parking spaces. The building will total 284,550 gross square feet.

¹ See [City of Menlo Park 2023-2031 Housing Element](#), Sites Inventory (page 7-1-2) (re APN 055-242-100, to be developed in consolidation with surrounding parcels).



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The first three levels of the proposed multi-family residential building would be Type I construction with five levels of Type III construction above. The multi-family residential building's roof would include screened mechanical units. The proposed height of the multi-family residential building would be 85 feet above grade, measured from an average grade of 9.75 feet to the top of roof structure. The proposed building ground floor would be set back for storefront uses between 6 feet to 21.5 feet. Ground floor with other uses would be set back between 12 feet and 35 feet.

The Project will also include a garage accessible via a 24-foot-wide driveway from the Drive Aisle/Hammerhead. The building's loading space would be located on the Drive Aisle/Hammerhead. The 3-story parking garage will be accompanied by double-height amenity and residential units. The garage will consist of 200 total parking spaces, including 78 mechanical parking spaces and 122 traditional parking spaces. One trash staging/loading space is proposed along the Drive Aisle/Hammerhead. Electrical vehicle chargers would be provided in compliance with Menlo Park Municipal Code Section 16.72.010 and Chapter 12.18 (California Green Building Standards Code Amendments). In addition, the Project would provide 300 long-term bicycle parking spaces and 30 short-term bicycle parking spaces.

Architectural Style, Materials, Colors, and Construction Methods

The Project enhances the Jefferson Drive streetscape through contemporary and distinct architecture with massing consistent with the zoning design standards. The design elevates the pedestrian experience through active frontages, façade modulation, material transitions, and transparency at a human scale. Datum lines, material and color changes, and articulated projections and recesses further define the building's character.

The architecture both contrasts and complements neighboring developments through refined materials such as natural metal finishes, ceramic tile, storefront with spandrel glazing, cementitious paneling, and stucco. The contrast between warm natural tones and white massing creates depth and visual interest while incorporating accent colors throughout. Durable, high-quality finishes and consistent material treatment across the elevations create a timeless, unified aesthetic that strengthens the immediate urban character. Further information can be found in the Plan Set for the Project elevation and architectural renderings on sheets A6.0 – A6.2 and A7.0 - A7.3. The color and materials board can be found within the plan set on sheet A8.0.



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Basis for Site Layout

The approximately 1.38 gross acre Property is comprised of a single parcel located at 155 Jefferson Drive in Menlo Park (APN 055-242-100). The site is Parcel “A” as shown on that certain parcel map being a combination of “Lot 5 Bohannon Industrial Park Unit No. 4 and Lot 11, Bohannon Industrial Park Unit No. 5”, which was filed in the Office of the Recorder of the County of San Mateo, State of California on May 4, 1971, in Book 12 of Maps Page(s) 34. The Property is situated along Jefferson Drive. The Property is currently developed with one office/ life science building and surface parking lot. There are no existing residential uses on the site.

This Property layout and orientation allow the Project to meet its program goals. The Project orientation and building floorplate configuration allows for maximum density while addressing the required standards for Fire and Life Safety, Building Code, vehicular ingress/egress and zoning controls. Along the west, the Project incorporates the City’s vision for a publicly accessible, privately maintained paseo on the ground floor that is contiguous with the adjacent existing western property’s paseo. The strategy to limit the circulation of vehicles around the northern edge of the property allows for the building footprint to utilize more of the site area for parking and density. The project layout maximizes double-loaded corridors with residential units, gaining efficiencies within the residential floorplate and allowed construction typology.

The multi-family building will also include approximately 18,450 square feet of open space through a combination of publicly accessible open space, private open space, and common open space. This includes an elevated podium courtyard area with lounge/outdoor seating areas, spa amenity, and landscaping areas. The Project will include approximately 8,190 square feet of total amenity spaces consisting of the ground floor lobby and leasing area, clubhouse, and fitness center.

Existing and Proposed Uses

The Property has a land-use designation of Mixed Use Residential (MUR) and is located in the zoning district classified as Residential Mixed Use (R-MU) and a Bonus (B) Overlay. It is currently developed with a 1-story concrete building (32,528 square feet) and surface parking lot. The existing structures will be demolished and replaced with 199 multi-family residential units and 200 parking spaces. The Project will include 29 total affordable units, including 20 very low income and 9 low income units. As discussed above, the Project also



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incorporates substantial open space in the form of the ground-level paseo and elevated courtyard space, as well as accompanying amenity spaces.

Outreach to Neighboring Properties

As recommended by the City of Menlo Park Public Notification Requirements, the Applicant will discuss Project plans with immediate neighbors, including those neighbors to the sides, rear, and across the street from the Property.

State Density Bonus Benefits:

The applicant has identified the need for 1 concession, 10 waivers, and reserves the right to make other waiver requests if needed at a later time. The density bonus, concession, and waivers are described below In **Exhibit A.**

We look forward to further discussions with the City and community as the Project continues through the development and environmental review phases. In the meantime, please let us know of any questions or comments.

Exhibit A: State Density Bonus - Concessions and Waivers

DEVELOPMENT REGULATIONS				
REGULATION	EXISTING/REQUIRED		PROPOSED PROJECT	COMPLIANCE
	BASE LEVEL	BONUS LEVEL		
FAR & DENSITY				
Maximum Residential Floor Area Ratio (FAR)	60% to 90%	>90% to 225%	± 337%	DENSITY BONUS WAIVER REQUESTED
Density	20 du/ac to 30 du/ac	>30 du/ac to 100 du/ac	± 144 du/ac	DENSITY BONUS APPLIED

DESIGN STANDARDS				
STANDARD	EXISTING/REQUIRED		PROPOSED PROJECT	COMPLIANCE
	BASE LEVEL	BONUS LEVEL		

NOTE: As per the City of Menlo Park General Plan Circulation Element Figure 2: Street Classifications, Jefferson Dr is categorized as a Mixed Use Collector Street

RELATIONSHIP TO THE STREET				
Frontage Landscaping	Min. 40% (50% of which shall provide on-site infiltration of stormwater runoff)	Min. 25% (50% of which should provide on-site infiltration of stormwater runoff)	Frontage Landscaping area will not infiltrate stormwater.	DENSITY BONUS WAIVER REQUESTED
	NOTE: Setback areas adjacent to active ground floor uses, including lobbies, retail, and eating and drinking establishments are excepted.			

BUILDING MASS AND SCALE				
Minimum Stepback	N/A	10 ft for a minimum of 75% of the building face along public street(s)	± 127 ft out of ± 202 ft steps back 10 ft, which is ± 63% of the building façade along Jefferson Dr.	DENSITY BONUS WAIVER REQUESTED
Major Building Modulations	Min. one (1) recess of 15 ft wide by 10 ft deep per 200 ft of façade length from the ground level to the top of the building's base height		Along Jefferson Dr, one recess of 127 ft out of 202 ft of facade length is provided. The recess depth is 4 ft from Level 1 to Level 4. The recess depth is 10 ft from Level 4 to Roof Level. Along the elevation facing the Paseo, one recess of 32 ft wide by 10 ft deep is provided from Level 4 to Roof Level.	DENSITY BONUS WAIVER REQUESTED
Minor Building Modulations	Min. recess of 5 ft wide by 5 ft deep per 50 ft of façade length	NOTE: Building projections spaced no more than 50 feet apart with a minimum of 3-foot depth and 5-foot width may satisfy this requirement in lieu of a recess.	Along Jefferson Dr, balcony projections of 2 ft depth and 9'-6" to 10'-1" width are spaced less than 50 ft apart and provided from Level 3 to Level 8 / Roof Level. Along the elevation facing the Paseo, balcony projections of 2 ft depth and 10'-1" to 11'-1" width are spaced less than 50 ft apart and provided from Level 3 to Level 8 / Roof Level. One recess of 16'-11" width by 4 ft depth is provided from Level 3 to Roof Level. One recess of 4 ft width by 9 ft depth is provided from Level 3 to Level 8.	DENSITY BONUS WAIVER REQUESTED

GROUND FLOOR EXTERIOR				
Building Entrances	One (1) entrance every 100 ft of building length along a public street or paseo. Min. of one is required along each length.	One (1) entrance every 100 ft of building length along a public street or paseo. Min. of one is required along each length.	One (1) entrance is provided along the South façade of 126'-8" length (facing Jefferson Dr). One (1) entrance is provided along the West façade of 191'-6" length (facing the Paseo)	DENSITY BONUS WAIVER REQUESTED

Exhibit A: State Density Bonus - Concessions and Waivers

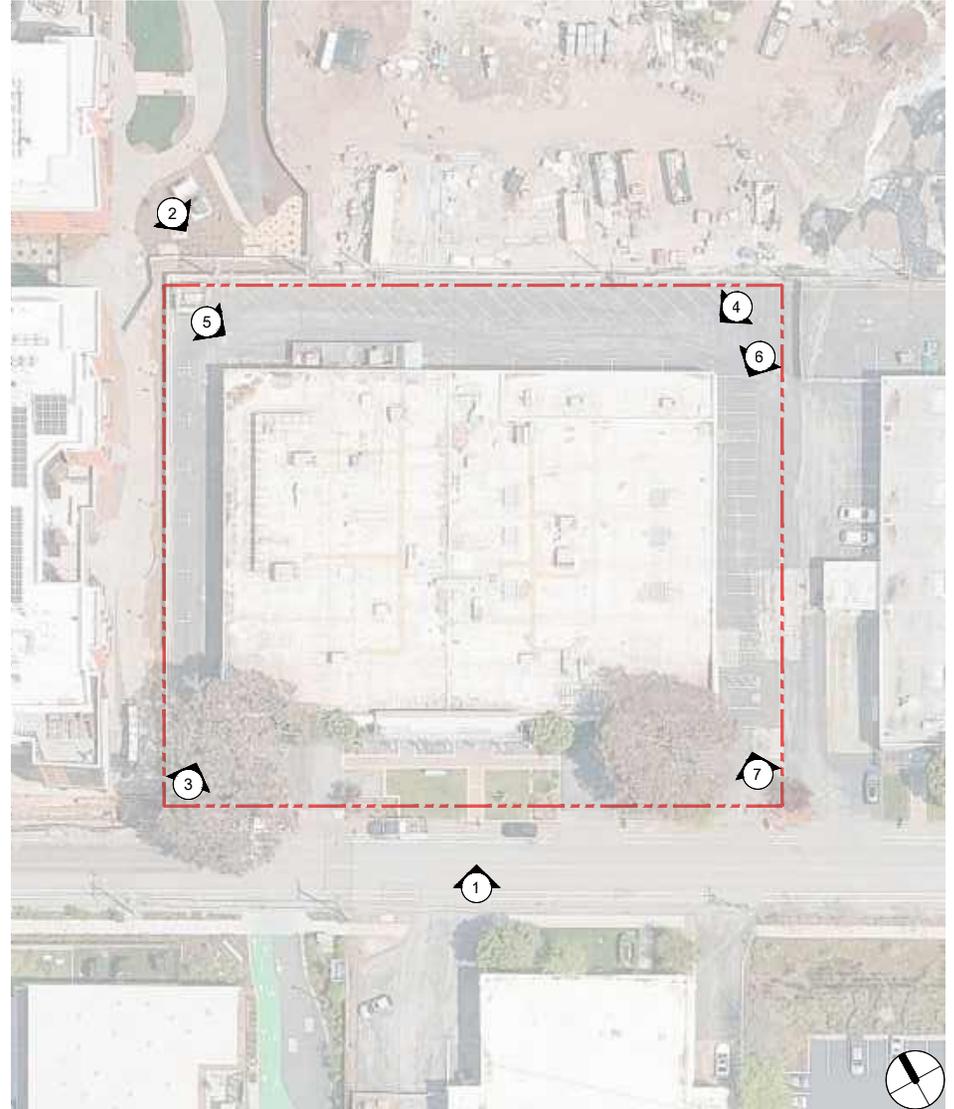
Ground Floor Transparency	Min. 30% for residential uses	Min. 30% for residential uses	1,695 sf out of $\pm 3,518$ sf of ground floor facade along Jefferson Dr has transparent glazing, which is 48%. ± 114 sf out of $\pm 3,351$ sf of ground floor facade facing the Paseo has transparent glazing, which is 3%	DENSITY BONUS WAIVER REQUESTED
OPEN SPACE				
Private Open Space	Min. 80 sf per unit = 15,920 sf required		5,345 sf	DENSITY BONUS WAIVER REQUESTED
Common Open Space	1.25 sf for each 1 sf of private open space not provided = 13,219 sf required		6,052 sf	DENSITY BONUS WAIVER REQUESTED
BUILDING DESIGN				
Rooflines	Rooflines adjacent to street-facing facades shall vary, including a four (4) foot minimum height modulation.		Max. 3'-6" variation	DENSITY BONUS WAIVER REQUESTED
GREEN AND SUSTAINABLE BUILDING				
Green Building Requirement	New construction 100,001 sf and above should be designed to meet LEED Gold BD+C		Project will comply with CALGreen Mandatory Measures	DENSITY BONUS CONCESSION REQUESTED

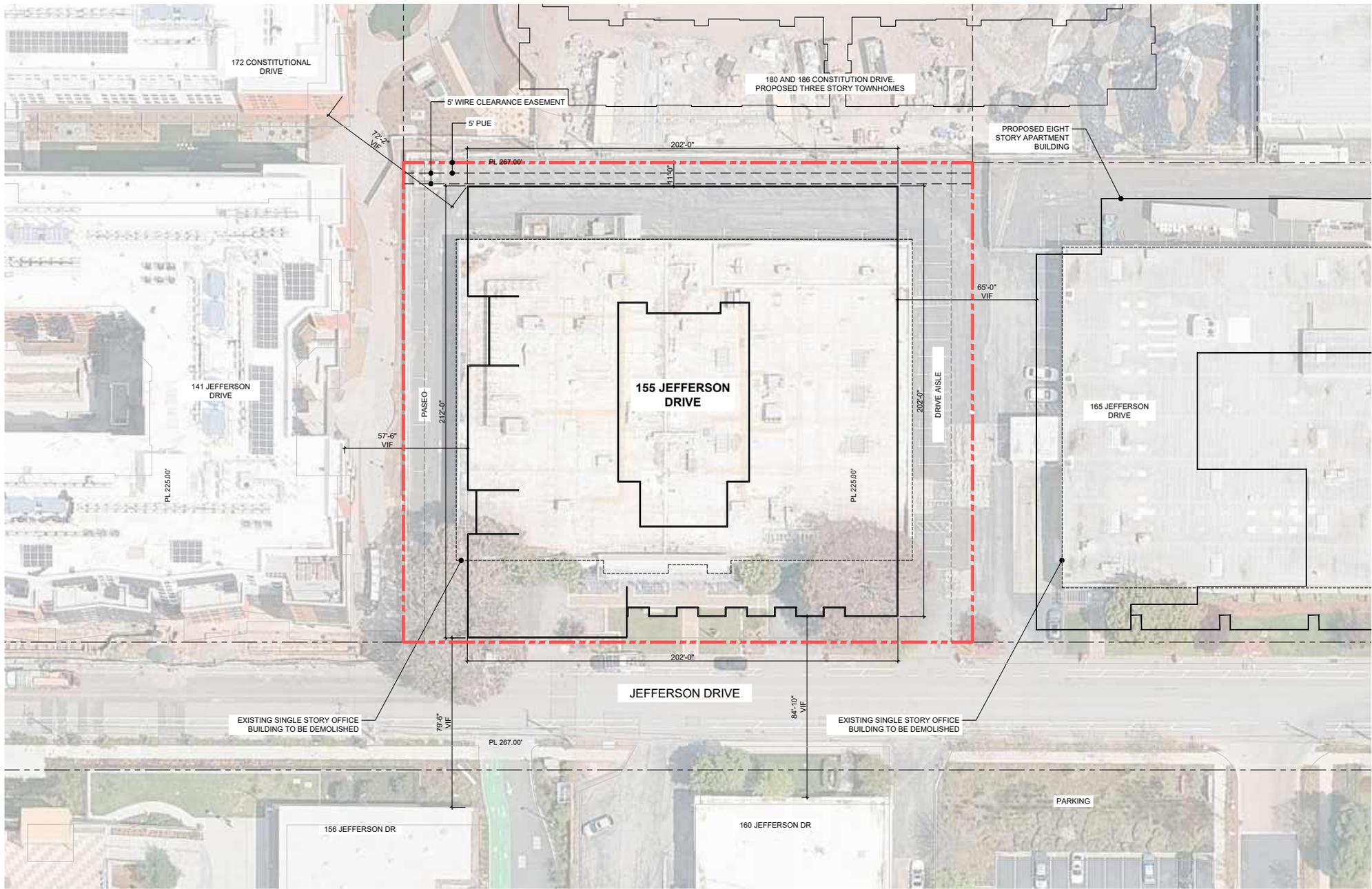
155 JEFFERSON DR

SB330 COMPLETE DEVELOPMENT PROJECT APPLICATION SUBMITTAL #1



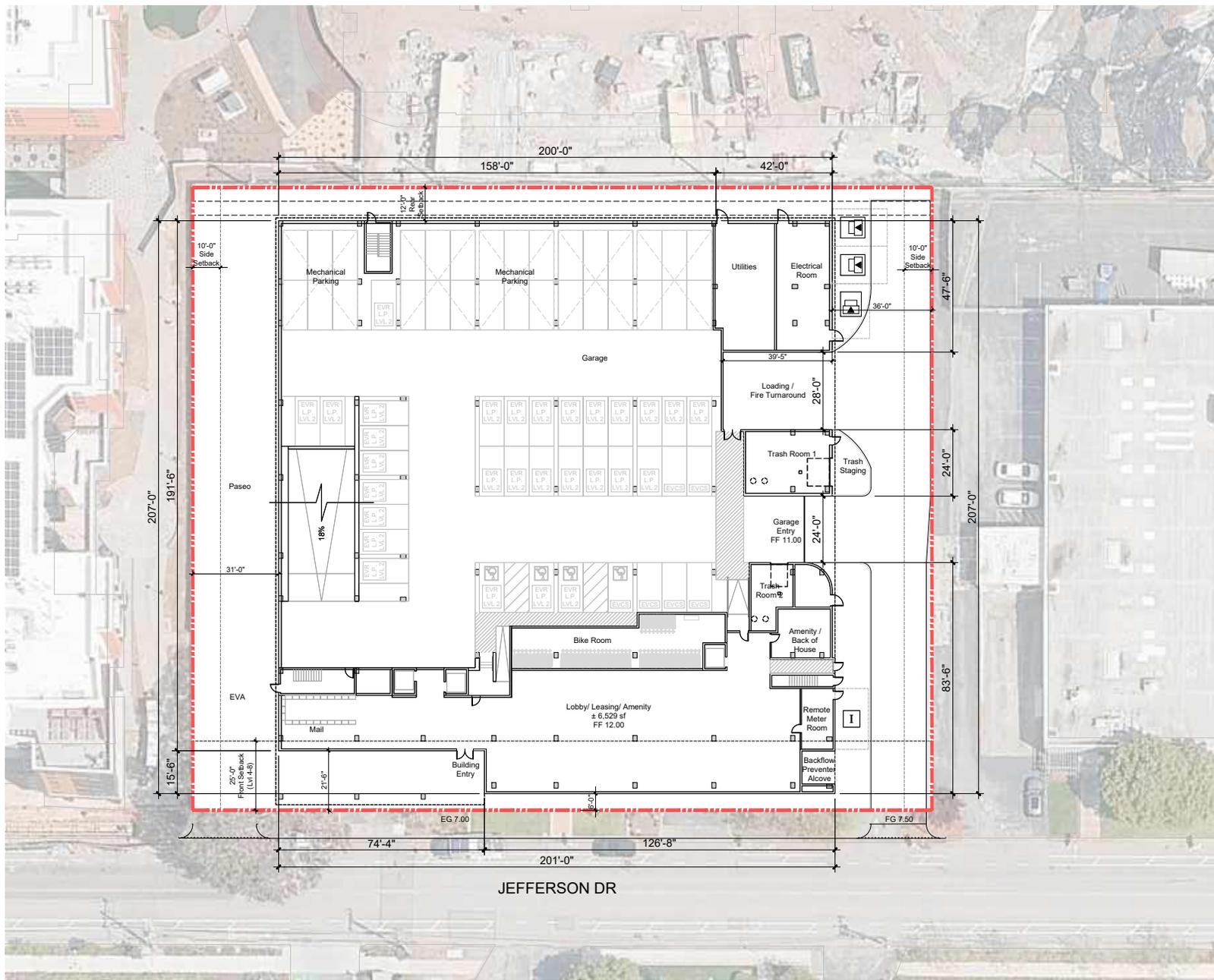


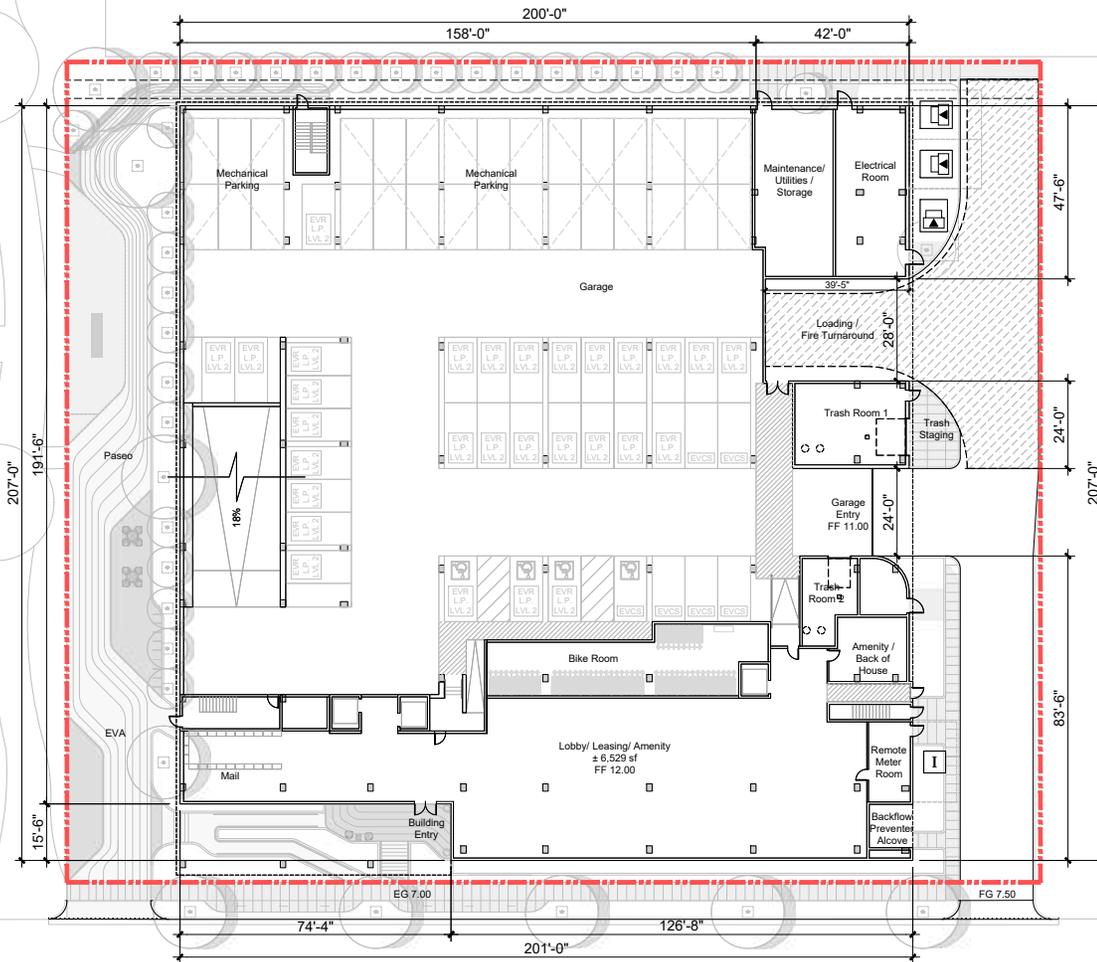




SITE ANALYSIS

Site	
Zoning	R-MU-Bonus
Gross Lot Area	
	1.38 ac (60,075 sf)
Net Lot Area (Exclusive of PUE)	
	1.36 ac (59,065 sf)
FAR	
	± 337 %
Density	
	± 144 du/ac
Building Coverage	
	± 70 %
Paving	
	± 14 %
Landscaping	
	± 13 %
Building Area Summary	
Total Net Residential Area	151,283 sf
Total Amenity	8,190 sf
Total Gross Building Area	280,550 sf
Parking	
Required	
Residential (Min. 1 sp/du)	199 sp
Provided	
Total Parking Provided	200 sp
Parking Ratio	1.01 sp/du

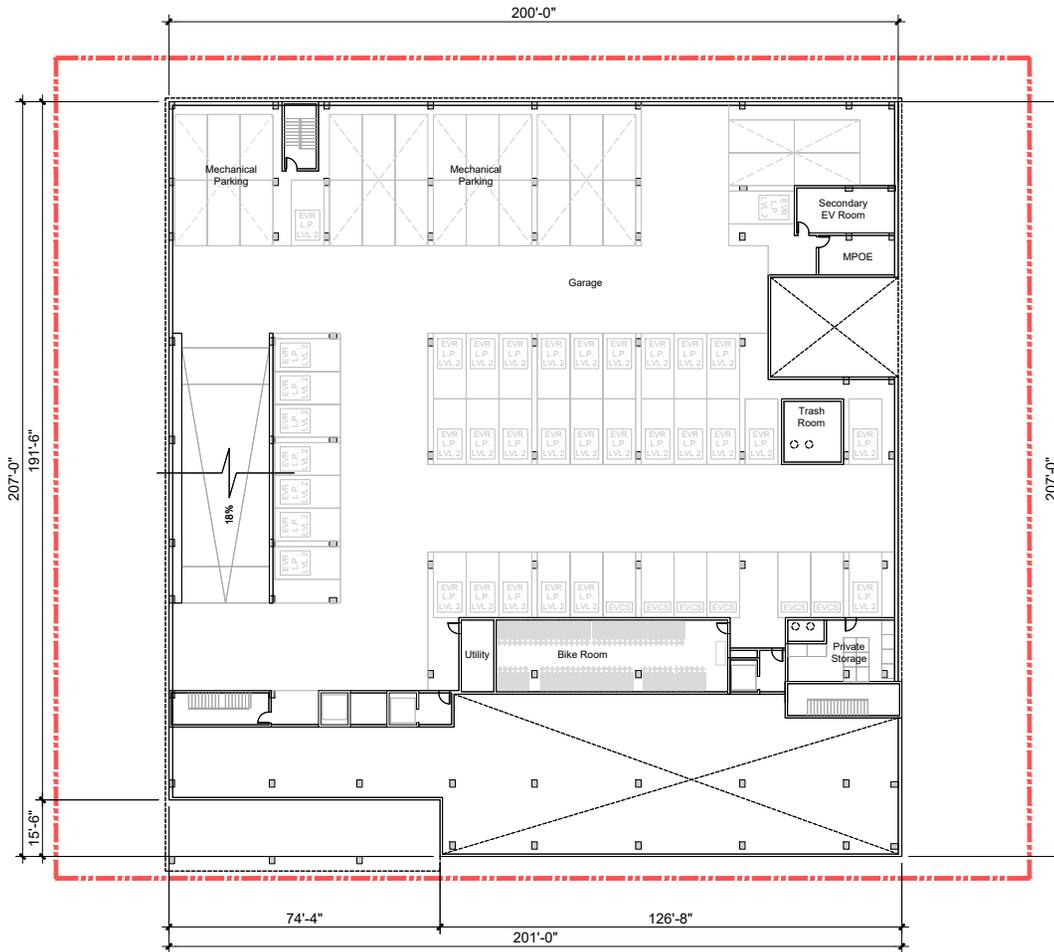


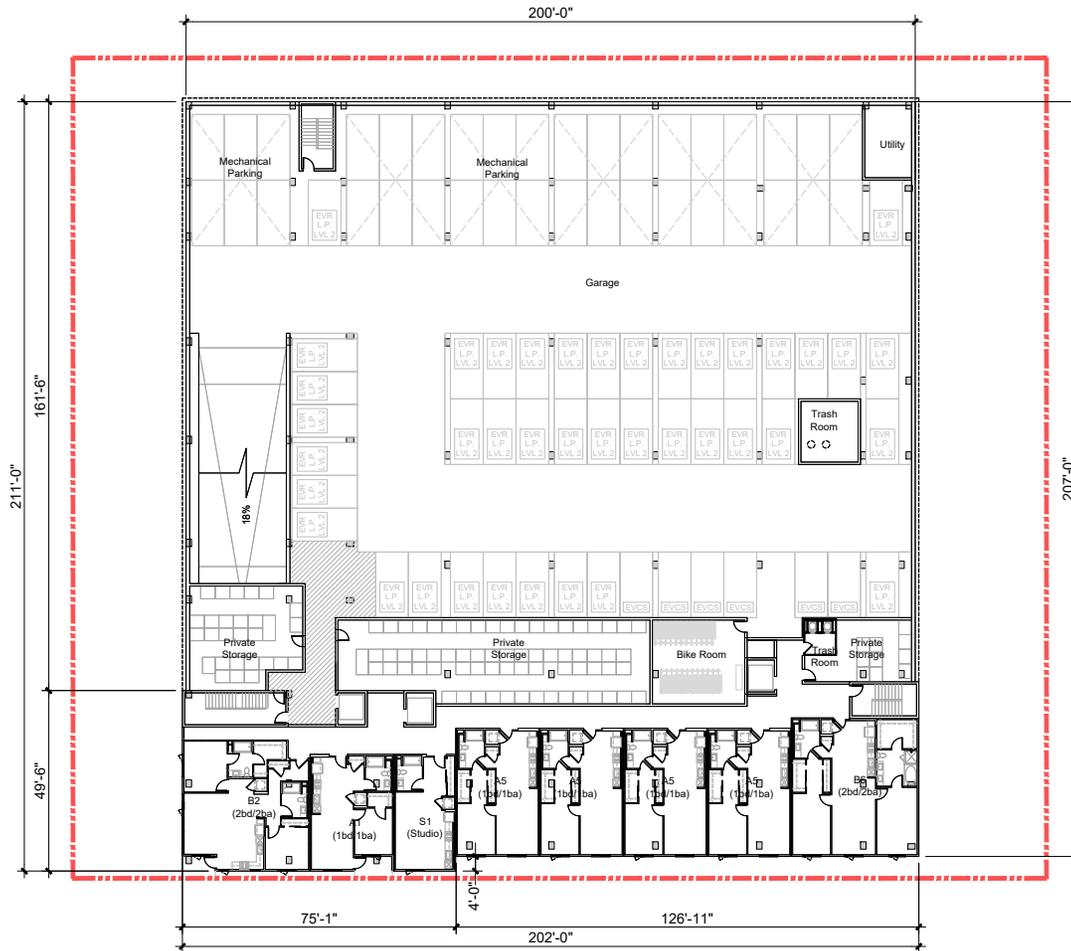


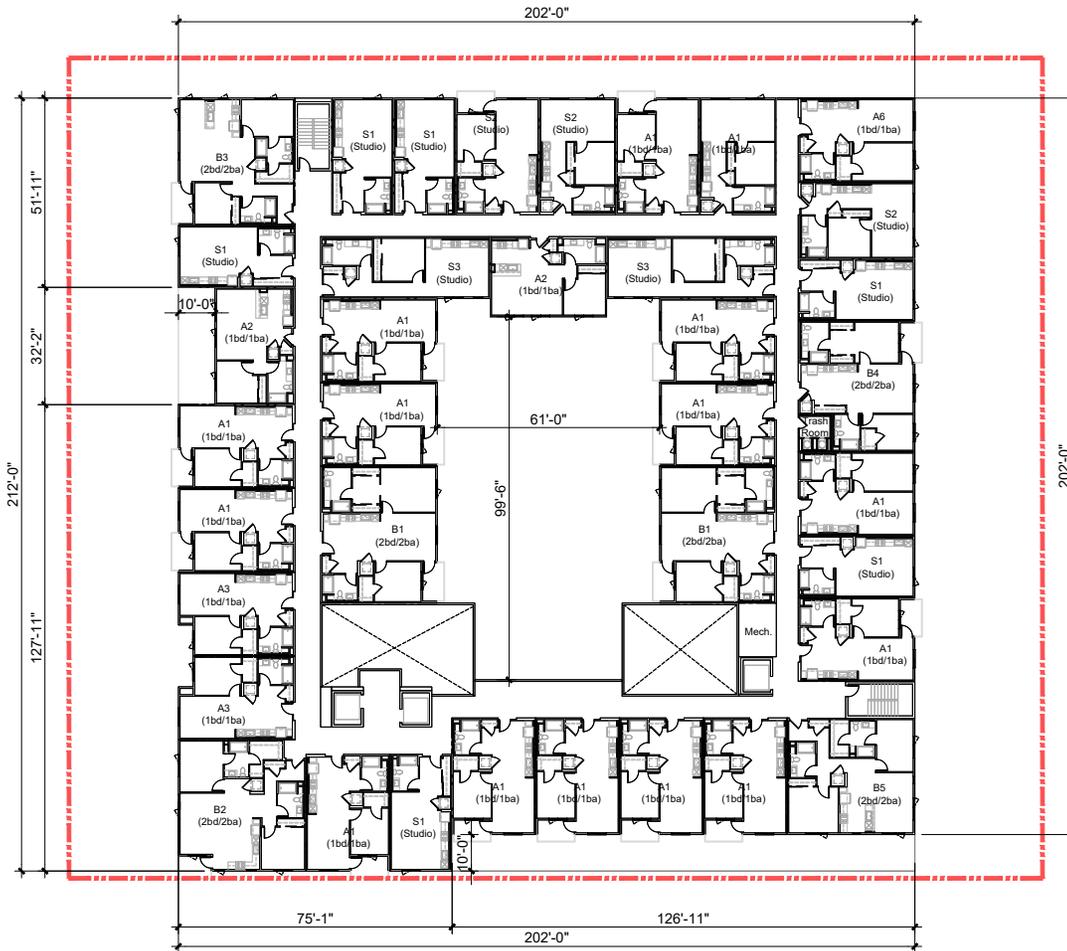
JEFFERSON DR

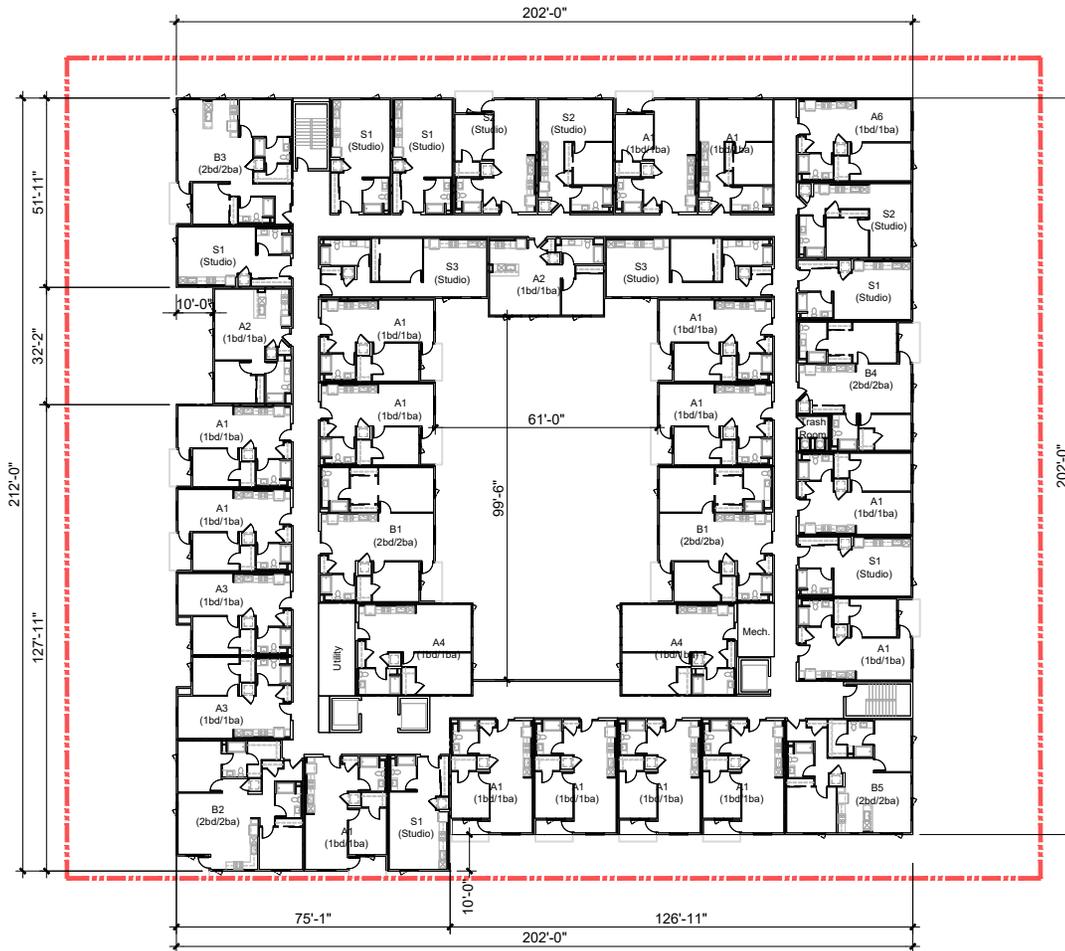
Note:

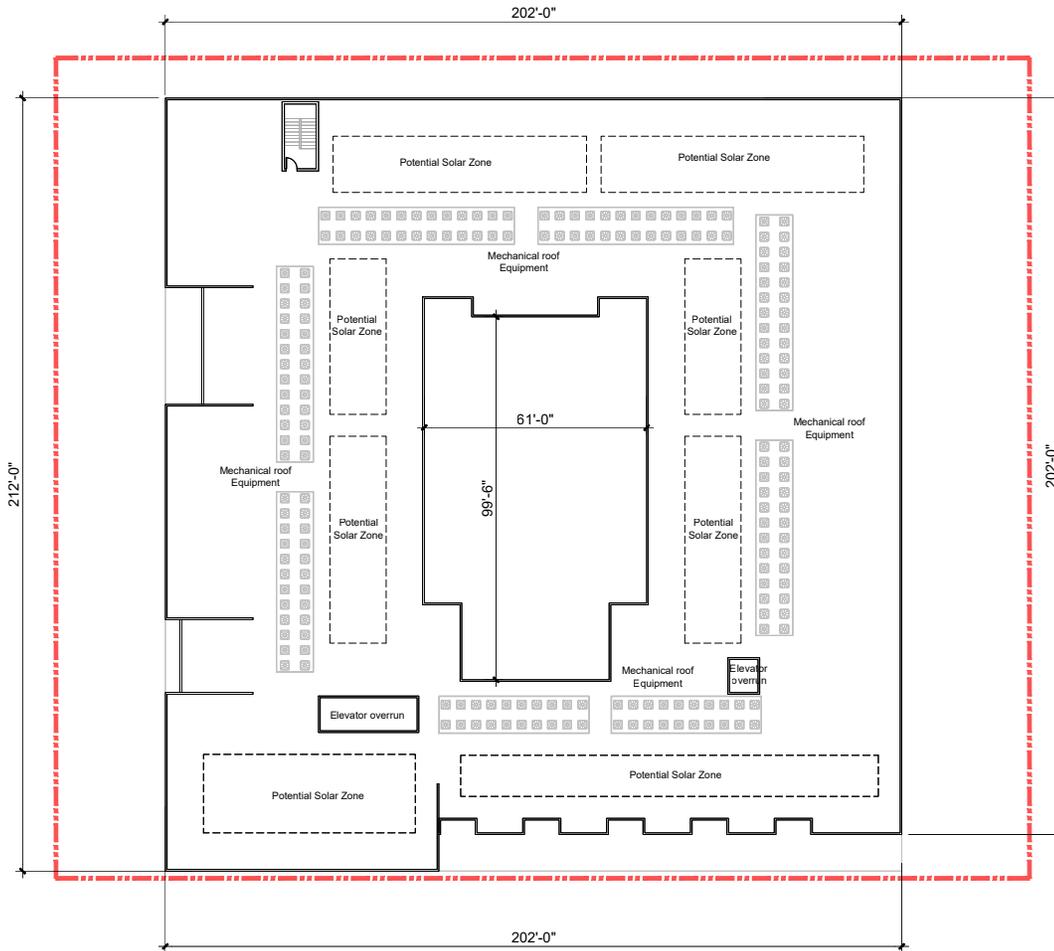
1. For landscape materials, planting schedule and additional information, refer to Landscape sheet L1.00.
2. For all site related utilities and site conditions, refer to Civil sheets C1.0-C5.0.





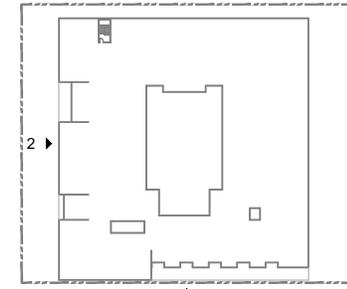








1. Front Elevation (South) - Facing Jefferson Dr



Key Plan

Material Legend

- S1 Stucco - SW 9542 Natural White (or sim.)
- S2 Stucco - SW 7037 Balanced Beige (or sim.)
- S3 Stucco - SW 7069 Iron Ore (or sim.)

- C1 Cementitious Flat Panel - Arctic White (or sim.)
- C2 Cementitious Vertical Siding - Iron Gray (or sim.)
- C3 Cementitious Trim - SW 7037 Balanced Beige (or sim.)

- T1 Tile - Basaltine (or sim.)

- M1 Flat Metal Panel - Brown Zinc (or sim.)
- M2 BOK Modern Metal Railing - To match SW 7069 Iron Ore (or sim.)
- M3 BOK Modern Metal Railing - To match SW 6211 Rainwashed (or sim.)
- M4 Metal Awning

- W1 Vinyl Window - Black
- W2 Storefront - Black
- W3 Spandrel Glass Storefront

- D1 Fiberglass Door - Black
- D2 Roll-up Door

- L1 Louver Screening
- L2 Decorative Garage Screen

Bird-Friendly Design Notes

- A. No more than 10% of facade surface area shall have non-bird-friendly glazing.
- B. Bird-friendly glazing will be provided with frit or etching patterns.
- C. Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 pm and sunrise.



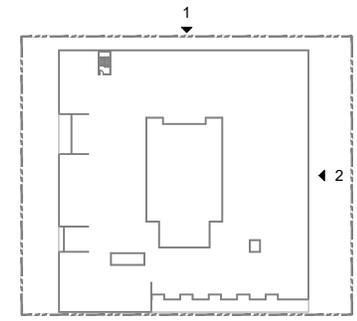
2. Left Elevation (West) - Facing the Paseo



1. Rear Elevation (North)



2. Right Elevation (East)



Key Plan

Material Legend

- S1 Stucco - SW 9542 Natural White (or sim.)
- S2 Stucco - SW 7037 Balanced Beige (or sim.)
- S3 Stucco - SW 7069 Iron Ore (or sim.)

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- C2 Cementitious Vertical Siding - Iron Gray (or sim.)
- C3 Cementitious Trim - SW 7037 Balanced Beige (or sim.)

- T1 Tile - Basaltine (or sim.)

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Bird-Friendly Design Notes

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- C. Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 pm and sunrise.



141 JEFFERSON DR

155 JEFFERSON DR
(PROPOSED PROJECT)

165 JEFFERSON DR



155 JEFFERSON









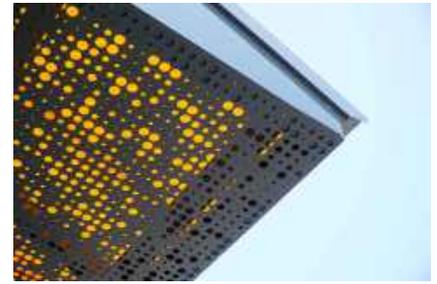
Cementitious Flat Panel - Arctic White (or sim.)



Flat Metal Panel - Brown Zinc (or sim.)



BOK Modern Metal Railing
Juliette & Balcony



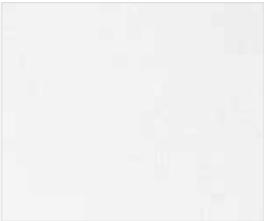
Metal Awning



Vinyl Window - Black
Storefront - Black
Fiberglass Door - Black



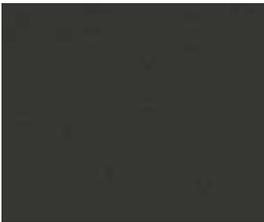
Spandrel Glass



Stucco
SW 9542 Natural White
(or sim.)



Stucco
SW 7037 Balanced Beige
(or sim.)



Stucco
SW 7069 Iron Ore (or sim.)



Cementitious Vertical Siding
Iron Gray (or sim.)



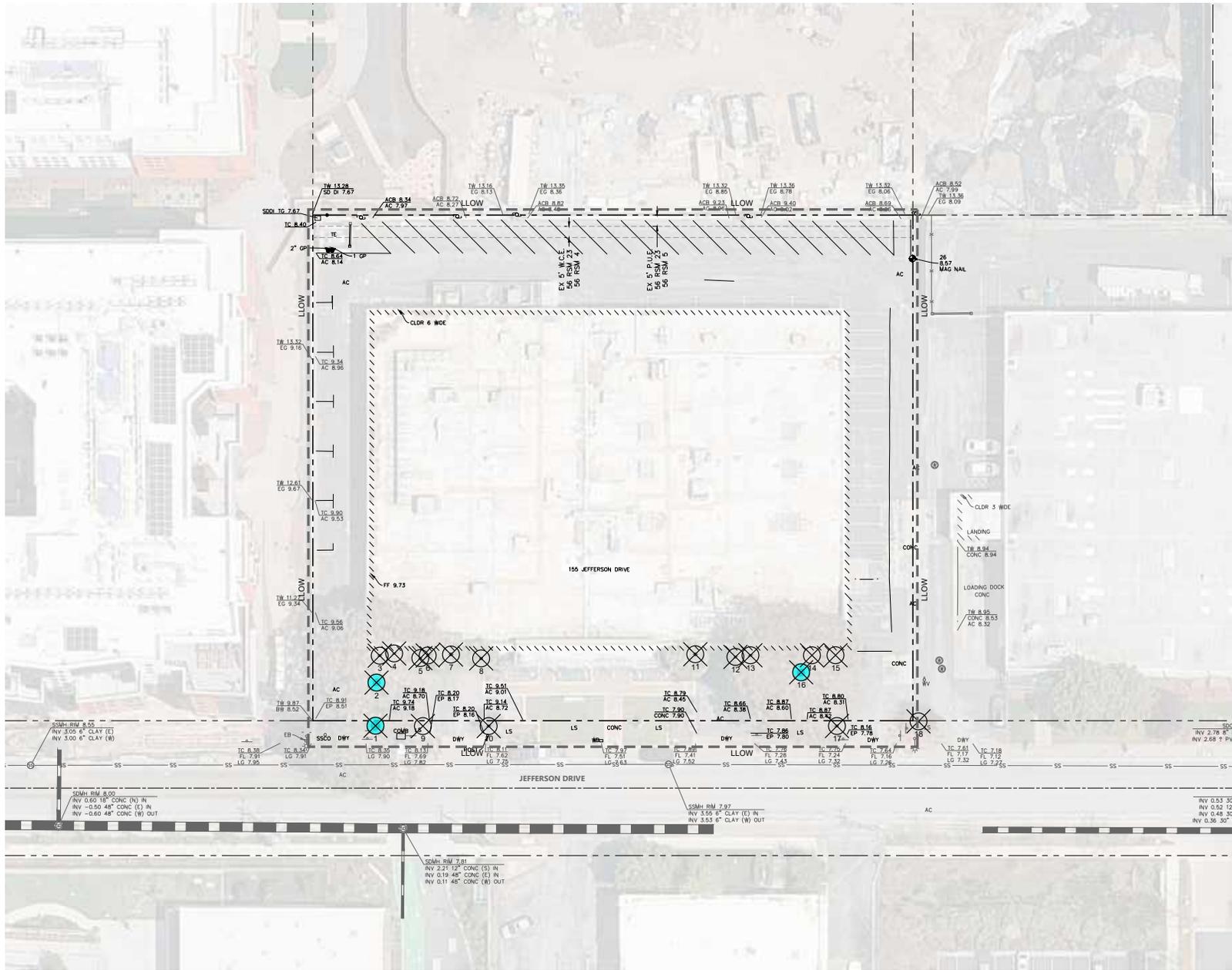
Tile - Basaltine (or sim.)



Louver Screen



Decorative Garage Screen



GENERAL NOTE

1 EXISTING TREES SHOWN PER SITE SURVEY. SPECIES INFORMATION PENDING ARBORIST TREE REPORT.

LEGEND

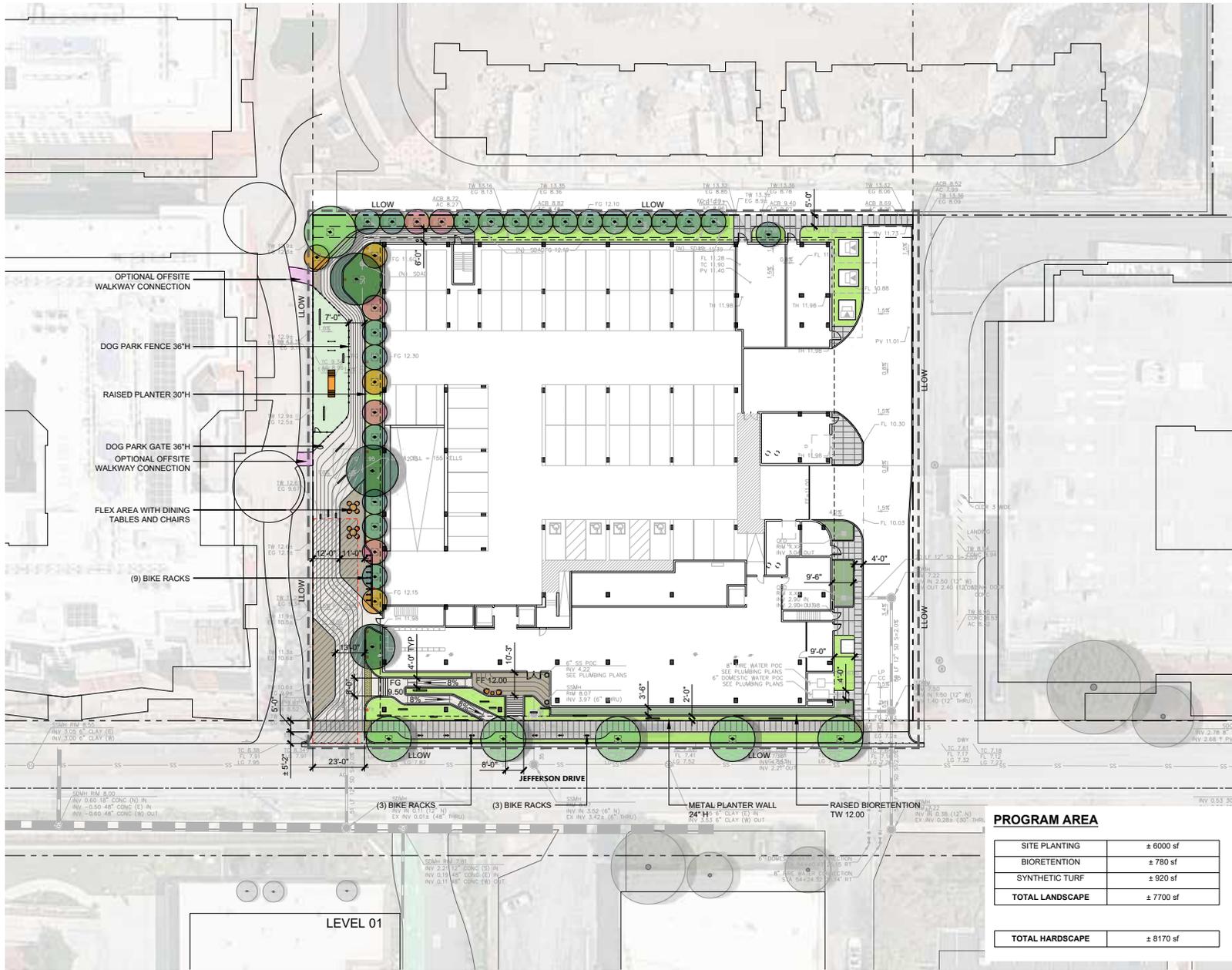
-  (PL) PROPERTY LINE
-  (LLOW) LANDSCAPE LIMIT OF WORK - 24" OFFSET FOR CLARITY
-  EASEMENT
-  CENTER LINE

SCHEDULE



EXISTING HERITAGE TREES TO BE REMOVED

EXISTING NON-HERITAGE TREES TO BE REMOVED



GENERAL NOTE

1. ALL PLANTING AREAS SHALL RECEIVE 3" LAYER OF BARK MULCH. BIORETENTION PLANTERS SHALL RECEIVE 3" LAYER OF NO-FLOAT MULCH.
2. SOIL AMENDMENTS AND STRUCTURED SOIL SHALL BE INCORPORATED BASED ON WHAT IS APPROPRIATE FOR SELECTED PLANTS. COMPOST AND/OR ORGANIC MATERIAL SHALL BE INCORPORATED AT A MINIMUM RATE OF 4 CUBIC YARDS PER 1,000 SQ. FT. TO A DEPTH OF 6 INCHES, OR AS APPROPRIATE FOR SELECTED PLANTS.
3. ALL PLANTING AND IRRIGATION SHALL COMPLY WITH REQUIREMENTS IN MENLO PARK WATER-EFFICIENT LANDSCAPE ORDINANCE(WELO).
4. IRRIGATION CONTROLLER AND ANY REQUIRED BACKFLOW DEVICES SHALL BE SCREENED FROM PUBLIC VIEW.

LEGEND

- (PL) PROPERTY LINE
- (LLOW) LANDSCAPE LIMIT OF WORK - 24" OFFSET FOR CLARITY
- - - - - EASEMENT
- ⊕ EXISTING STREET LIGHT
- ⌋ DOOR
- ⊙ EXISTING TREE

SCHEDULE

- BIORETENTION PLANTER
- PLANTING AREA
- SYNTHETIC SURFACE DOG RUN
- CONCRETE PAVING A
- DECORATIVE CONCRETE OR UNIT PAVING TYPE A
- DECORATIVE CONCRETE OR UNIT PAVING TYPE B
- TRUNCATED DOMES
- FURNISHING
- EVA
- LANDSCAPE STONE / BOULDERS
- BROADLEAF EVERGREEN TREE
- PINE TREE
- BROADLEAF DECIDUOUS TREE
- MID-SIZE ACCENT TREE
- MID-SIZE FLOWER TREE
- POLE/BOLLARD LIGHT

PROGRAM AREA

SITE PLANTING	± 6000 sf
BIORETENTION	± 780 sf
SYNTHETIC TURF	± 920 sf
TOTAL LANDSCAPE	± 7700 sf
TOTAL HARDSCAPE	± 8170 sf



DECORATIVE PAVING



SYNTHETIC TURF



DECORATIVE PAVING



SPA FENCE



SPA FENCE



METAL PLANTER WALL



STONE PLANTER WALL



CONCRETE PLANTER WALL



PLANTER



SOFA & FIRE



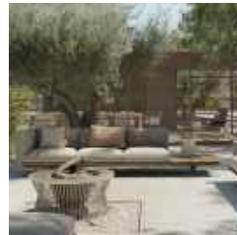
BIKE RACK



WASTE RECEPTACLE



TABLE & CHAIR



LOUNGE



SHADE ELEMENT



CABLE LIGHTING

LEVEL 1 PLANTING SCHEDULE

Symbol	Abbreviation	Botanical Name	Common Name	Size	Trunk	Spacing in inches	WUCOLS	Native or Adaptive	Evergreen / Deciduous
	Trees				Std/Multi		L - M - H	N/A	E/D
⊙	PI	Prunus ilicifolia	Holly Leaf Cherry	48" Box	Std	Per plan	L	N	E
⊙	PB	Pinus brutia var. eldarica	Eldarica Pine	36" Box	Std	Per Plan	L	N	E
⊙	AC	Aesculus californica	California Buckeye	36" Box	Std	Per Plan	VL	N	D
⊙	AU	Arbutus menziesii	Pacific Madrone	36" Box	Multi	Per Plan	L	N	E
⊙	CO	Cercis occidentalis	Western Redbud	36" Box	Std	Per Plan	L	N	D
Shrubs									
RS	Ribes sanguineum	Flowering Currant	5 Gal			36" o.c.	L	N	D
AC	Artemisia californica	California Sage	1 Gal			24" o.c.	L	N	E
BP	Baccharis pilularis	Coyote Bush	5 Gal			36" o.c.	L	N	E
FC	Frangula californica	Coffeeberry	5 Gal			48" o.c.	L	N	E
HA	Heteromeles arbutifolia	Toyon	15 Gal			48" o.c.	L	N	E
LN	Laurus nobilis	Bay Laurel	15 Gal			48" o.c.	L	A	E
LA	Lupinus albus	Silver lupine	5 Gal			24" o.c.	VL	N	D
RC	Rosa californica	California Wild Rose	5 Gal			36" o.c.	L	N	E
Perennials									
EC	Eschscholzia californica	California Poppy	1 Gal			24" o.c.	VL	N	D
AM	Achillea millefolium 'Sonoma Coast'	Sonoma Coast Common Yarrow	1 Gal			12" o.c.	L	N	D
AF	Asclepias ssp.	Narrow Leaf Milkweed	1 Gal			24" o.c.	L	N	D
MV	Monardella villosa	Coyote Mint	1 Gal			24" o.c.	VL	N	D
RAC	Ranunculus californicus	California Buttercup	1 Gal			24" o.c.	VL	N	D
SY	Symphytichum chilense	California Aster	1 Gal			24" o.c.	L	N	D
SS	Salvia spathacea	Hummingbird Sage	5 Gal			24" o.c.	L	N	E
Grasses									
MC	Melica californica	California Melicgrass	1 Gal			24" o.c.	L	N	D
BC	Bouteloua curtipendula	Sidecats Grama	1 Gal			24" o.c.	VL	N	D
CB	Carex barbarae	Santa Barbara Sedge	5 Gal			24" o.c.	L	N	E
FC	Festuca californica ssp.	California fescue	1 Gal			24" o.c.	L	N	E
SB	Sisyrinchium bellum	Blue-eyed Grass	1 Gal			24" o.c.	L	N	E
Bioretention									
JP	Juncus patens	California Gray Rush	5 Gal			36" o.c.	L	N	E
KM	Koeleria macrantha	Junegrass	1 Gal			24" o.c.	L	N	E
MR	Muhlenbergia rigens	Deer Grass	5 Gal			24" o.c.	L	N	E
MA	Mimulus aurantiacus	Sticky Monkeyflower	5 Gal			24" o.c.	VL	N	E
ID	Iris douglasiana	Douglas Iris	1 Gal			24" o.c.	L	N	E



Ribes sanguineum Artemisia californica Baccharis pilularis Frangula californica Heteromeles arbutifolia



Laurus nobilis Lupinus albus Rosa californica Eschscholzia californica Achillea millefolium 'Sonoma Coast'



Asclepias fascicularis Monardella villosa Ranunculus californicus Symphyotrichum chilense Salvia spathacea



Melica californica Bouteloua curtipendula Carex barbarae Festuca californica Sisyrinchium bellum



Juncus patens Koeleria macrantha Muhlenbergia rigens Mimulus aurantiacus Iris douglasiana



Prunus ilicifolia Pinus brutia var. eldarica Aesculus californica Arbutus menziesii Cercis occidentalis

LEVEL 4 PLANTING SCHEDULE

Symbol	Abbreviation	Botanical Name	Common Name	Size	Trunk	Spacing in inches	WUCOLS	Native or Adaptive	Evergreen / Deciduous
Trees									
AP	AP	Acer palmatum	Japanese Maple	36" Box	Multi	Per Plan	M	A	D
OF	OF	Osmanthus fragrans	Sweet Olive	36" Box	Multi	Per Plan	M	A	E
PT	PT	Pittosporum tenuifolium 'Silver Sheen'	Silver Sheen Boxwood	24" Box	Std	Per Plan	L	A	E
Perennials									
HA	HA	Helleborus argutifolius	Corsican hellebore	1 Gal		24" o.c.	L	A	E
HM	HM	Heuchera micrantha	Crevice alumroot	1 Gal		24" o.c.	M	N	E
ID	ID	Iris douglasiana	Douglas iris	1 Gal		24" o.c.	L	N	E
TG	TG	Tellima grandiflora	Fringe cups	1 Gal		24" o.c.	M	N	E
SS	SS	Salvia spathacea	Hummingbird Sage	1 Gal		24" o.c.	L	N	E
Grasses									
SA	SA	Sesleria autumnalis	Autumn Moor Grass	1 Gal		24" o.c.	M	N	E
HM	HM	Hakonechloa macra	Japanese Forest Grass	1 Gal		24" o.c.	M	A	E
FC	FC	Festuca californica ssp.	California fescue	1 Gal		24" o.c.	L	N	E
DC	DC	Deschampsia cespitosa	Tufted Hairgrass	1 Gal		24" o.c.	L	N	D
Fern									
PM	PM	Polystichum munitum	Western Sword Fern	1 Gal		24" o.c.	M	N	E
BS	BS	Blechnum spicant	Deer Fern	1 Gal		24" o.c.	M	N	E

