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May 13, 2026

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

Re: 155 Jefferson Drive (PLN2026-00003) – 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 207-unit multifamily apartment building that will include 31 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The purpose of the Project is to replace an outdated existing single-story office building with high-quality multi-family housing in the form of an eight-story residential building that will include 207 new homes, including 31 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 207 multi-family residential units and 208 parking spaces. The building will total approximately 294,491 gross

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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square feet. 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 and parapet would provide screening for mechanical units. The proposed height of the multi-family residential building would be *83.3 feet above grade, measured from an average grade of 9.10 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 private drive aisle/hammerhead. The building's on-site residential loading space would be located and accessed from the private drive aisle/hammerhead. The 3-story parking garage will be accompanied by double-height amenity and residential units fronting on Jefferson Drive. The garage will consist of 208 total parking spaces, including 87 mechanical parking spaces and 121 traditional parking spaces. On-site trash staging and vehicle path of travel/turnaround is proposed along the private drive aisle/hammerhead. Electrical vehicle chargers would be provided in compliance with the 2025 California Green Building Standards Code, Chapter 4, Residential Mandatory Measures (Section 4.106.4.2). In addition, the Project would provide 312 long-term bicycle parking spaces and 44 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, metal panel, cementitious paneling, cementitious siding, 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 introduces ground floor residential amenities, activating the City’s publicly accessible, privately maintained paseo of the adjacent existing western property. 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 while respecting existing utility easements. 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 30,130 square feet of open space through a combination of private and common open space. This includes ground floor pool and pool deck with landscaped areas, an elevated podium courtyard area with lounge and outdoor seating areas, wellness amenity, and landscaping areas. The Project will include approximately 8,605 square feet of total amenity spaces consisting of the ground floor lobby and leasing area, clubhouse, fitness center, and lounges.

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 207 multi-family residential units and 208 parking spaces. The Project will include 31 total affordable units, including 21 very low income and 10 low income units. As discussed above, the Project also



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incorporates substantial open space in the form of the ground-level amenity deck and elevated courtyard space, as well as accompanying interior 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 Project is providing 15% of its total units as affordable to lower income households, or 31 total units. Accordingly, the Project is eligible for an up to 50% density bonus; one incentive/concession; and any required waivers.

The Project proposes 1 concession, and 11 waivers, at this time. However, the Applicant reserves the right to make other waiver requests if needed at a later time.

1. The Project proposes sustainability and green building infrastructure compliant with the 2025 CalGreen Residential Mandatory Measures. If the Project did have to comply with the City of Menlo Park's Green and Sustainable Building Requirements of the Zoning Ordinance, (LEED certification and Gold BD+C point requirement), it would amount to a substantial increase in the cost to provide Project's affordable housing. This increased cost results from substantial electrical infrastructure and system design such as upsizing utility systems, increased mechanical and plumbing system engineering, and LEED formal certification effort and schedule, qualifying it for a concession.
2. The Project proposes a maximum residential floor area ratio of 352%. If the Project did have to comply with the Bonus Level maximum residential floor area ratio of 225%, the Project would lose approximately 80 units, qualifying it for a waiver.
3. The Project proposes a density of 150 units per acre. If the Project did have to comply with the Bonus Level maximum density of 100 units per acre, the Project would lose approximately 69 units, qualifying it for a waiver.
4. The Project does not propose any on-site infiltration of stormwater of the frontage landscaping. If the Project did have to comply with the Bonus Level requirement of 50% on-site infiltration of stormwater run-off for a minimum of the 25% frontage



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landscaping, the Project would reduce ground floor building bioretention areas, ground floor project amenity square footage, and affect the finish floor sections. As a result, the Project would need to relocate amenity to upper residential floors and eliminating up to 4 residential units, qualifying it for a waiver.

5. The Project proposes upper-story setbacks of 10 feet for 58% along Jefferson Drive measured from the exterior most façade and 12 feet measured to property line. If the Project did have to comply with the Bonus Level requirement of 10 feet setback for a minimum of 75% of the building face along a public street, the Project would lose approximately 12 units, qualifying it for a waiver.
6. The Project proposes one major building modulation along Jefferson Drive. The modulation recess depth is 4 feet from Level 1 to Level 4. The proposed recessed depth increases to 10 feet from Level 4 to the roof level. Along the Western façade, the Project proposes one recess of 32 feet wide by 10 feet deep from Level 4 to the roof level. If the project did have to comply with the Bonus Level major building modulation requirement of minimum one recess of 15 feet by 10 feet deep per 200 feet of façade length from the ground level to the top of the building's base height, the project would lose approximately 8 units, qualifying it for a waiver.
7. The Project proposes minor building modulations along Jefferson Drive with balcony projections of 2 feet deep by 8 feet wide, spaced less than 50 feet apart, provided from levels 3 to level 8. Along the Western façade, the Project proposes balcony modulation of 6 feet deep (2 feet projection and 4 feet recess) by 8 feet wide with an additional balcony recess of 4 feet deep, spaced less than 50 feet apart and provided from Level 3 to Level 8. The Project's Western façade also proposes one recess of approximately 17 feet wide by 4 feet deep from level 3 to the roof. If the project did have to comply with the Bonus Level requirement of minimum 5 feet wide by 5 feet deep recesses per 50 feet of façade length or building projections of 3 feet deep and 5 feet wide spaced no more than 50 feet apart, the project would lose approximately 10 units, qualifying it for a waiver.
8. The Project proposes one entrance along the Southern façade of 210 feet and 6 inches length facing Jefferson Drive. If the project did need to comply with the Bonus Level requirement of a minimum of one entrance every 100 feet of building length along a public street or paseo, the Project would reduce amenity square feet and programming for circulation and need to relocate amenity programming to upper residential levels, resulting in a loss of approximately 2 units, qualifying it for a waiver.



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9. The Project proposes ground floor transparency of 45% along Jefferson Drive and 3% along the Western façade. If the Project did have to comply with the required minimum 30% ground floor transparency along the Western façade for residential uses, the Project would need to eliminate parking, reduce garage square footage, realign residential ground floor programming, and shift ground floor amenity to upper residential levels, resulting in a loss of approximately 9 units at Level 3, qualifying it for a waiver.
10. The Project does not propose publicly accessible open space. If the project did have to comply with the required minimum 25% of the total required open space area as publicly accessible open space, the Project would need to relocate the ground floor amenity programming to the elevated courtyard, resulting in a loss of approximately 4 units, qualifying it for a waiver.
11. The Project proposes residential private open space of 5,345 square feet. If the project did have to comply with the required minimum 80 square feet per unit, a project total requirement of 15,920 square feet, the Project would lose approximately 14 units, qualifying it for a waiver.
12. The Project proposes residential private open space of 5,765 square feet. If the project did have to comply with the required minimum of 80 square feet per unit which would equate to a total of 15,920 square feet required, the Project would need to lose approximately 10 units, qualifying it for a waiver.
13. The Project proposes roofline height modulation of a maximum 3 feet 6 inches. If the Project did have to comply with the required 4 feet minimum roofline height modulation adjacent to street-facing facades, the Project would need to reduce the building height and lose approximately 5 units, qualifying it for a waiver.

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.