



January 16, 2025

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

Re: 155 Jefferson Drive (PRE2025-0001) – Below Market Rate Housing Proposal

Dear Mr. Turner:

On behalf of BRP 155 Jefferson Tenant LLC, I am pleased to provide this Below Market Rate Housing Proposal for the 155 Jefferson Drive Project (PRE2025-0001). The Project will replace an existing single-story office building and surface parking lot with 199 residential units, including 29 BMR affordable units, of which 9 units will be affordable to low income families and 20 units affordable to very-low income families.

Consistent with the City's BMR Housing Regulations and Guidelines, the Project includes approximately 15% of the total units as income-restricted affordable housing to low- and very low-income households. As shown on the attached [Exhibit A](#), the income-restricted units will be located as follows:

Below Market Rate Project Overview					
Existing Units			0	DU	
Total Proposed Unit in Project			199	DU	
BMR Required Units (15%)			29	DU	
BMR Fractional In-Lieu Fee Increment			0.85	DU	
Unit Type	Number of Units	Unit Square Footage	Number of BMR Units	Designated Income Level	
				Low-Income	Very-Low Income
Studio	57	542 - 784	9	3	6
1 Bedroom	110	693 - 814	16	5	11
2 Bedroom	32	1065 - 1470	4	1	3
Total	199		29	9	20



As the BMR Housing Program Guidelines explain, because the Project includes twenty (20) or more residential units, it must provide 15% units at below market rates.¹ Section 3.4.1 of the Guidelines recognizes that a fractional BMR unit may result and allows applicants to pay an in-lieu fee to account for fractional units. Here, the 199-unit Project is required to provide 29.85 affordable housing units. To meet this requirement, the Project will pay the in-lieu fee to cover the remaining 0.85 unit required under the BMR Housing Program.²

The proposed affordable housing complies with Section 5.1 of the BMR Guidelines because it will (1) generally have the same proportions as the market-rate units, (2) be distributed throughout the Project with common access points and facilities, as indicated in the overview above and attached BMR unit location exhibit, and (3) be indistinguishable from the exterior, as the design and materials will be comparable to the market-rate units.

Further details about the Project were provided in the SB 330 Preliminary Application for the Project and are also included in the Cover Letter, Project Description Letter, and other accompanying application materials.

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

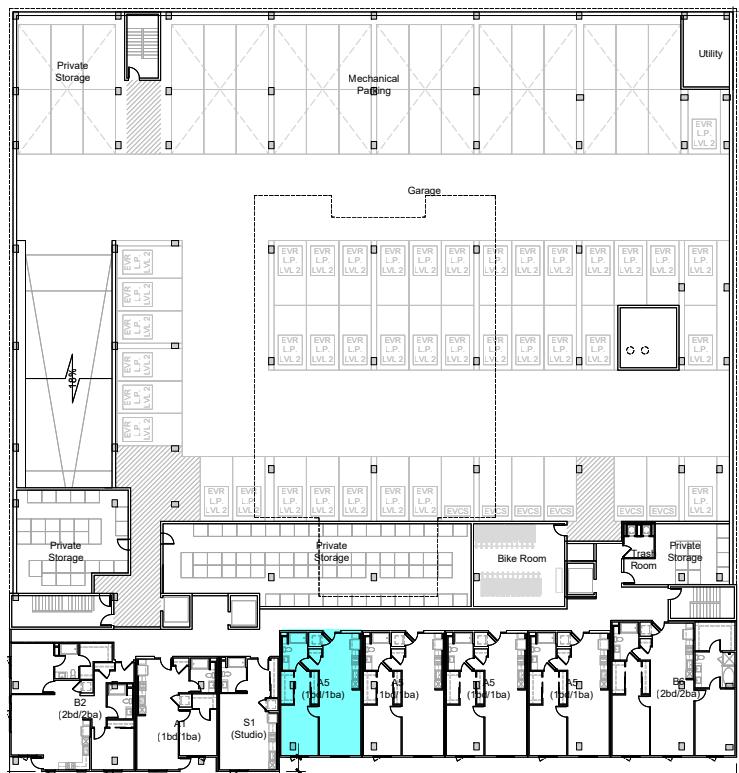
Sincerely,

A handwritten signature in blue ink that reads "Tom Holt".

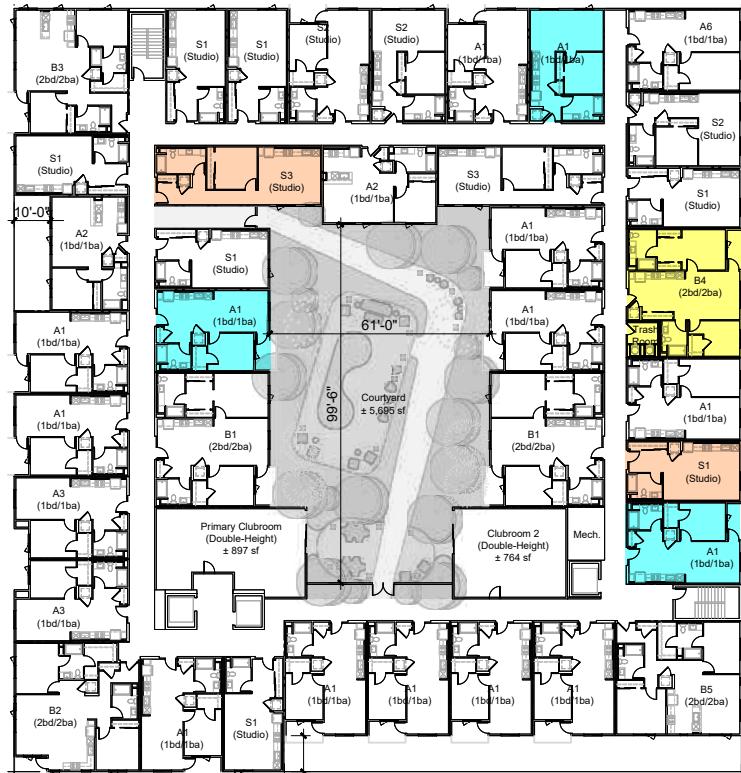
Tom Holt

¹ MPMC § 16.96.020(b).

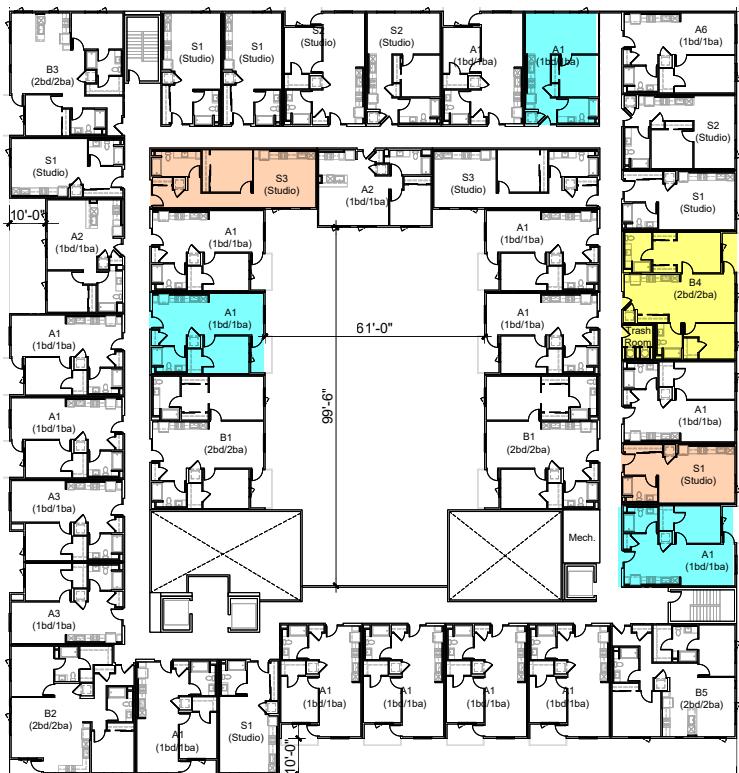
² [See BMR Program Guidelines, Section 3.4.1.](#)



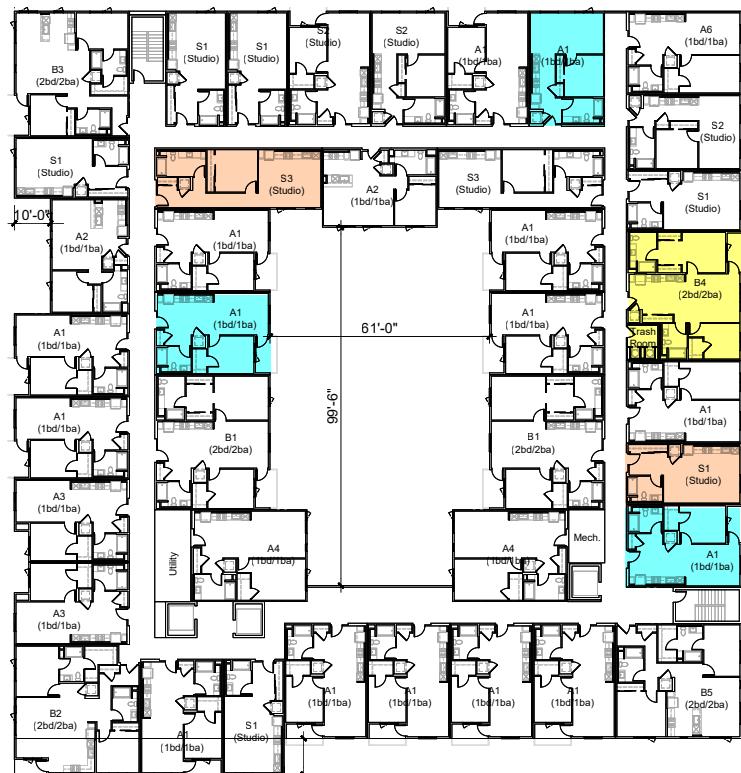
Level 3
(No Dwelling Units On Levels 1-2)



Level 4



Level 5



Levels 6 - 8
(Typical Residential Floorplate)

LEGEND:

