

December 18, 2025

Tim Wong
Housing and Neighborhood Services Manager
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Re: 800 Oak Grove Ave – Below Market Rate Housing Proposal

Dear Tim:

On behalf of 800 Oak Grove Owner, LLC, I am pleased to provide this Below Market Rate Housing Proposal for the 800 Oak Grove Project. With 15 for-sale condominium units designed to complement a modernized adjacent commercial building, this mixed-use infill housing development project is intended to help satisfy the demand for new for-sale units and contribute towards the City's ability to comply with State housing laws.

Consistent with the City's BMR Housing Regulations and Guidelines, we are setting aside 6.7% of the total units as income-restricted affordable housing to Very Low-income households. As shown on Sheet AR2.04b of the plans, the income-restricted unit will be located on the fourth level of the residential building in the development adjacent to the common fitness amenity space and will include two bedrooms, a private deck, and approximately twelve hundred square feet.

As the BMR Housing Program Guidelines explain, because the Project size falls between ten (10) and nineteen (19) residential units, it is required to provide 10% units at below market rates.¹ Section 3.4.1 of the Guidelines recognizes that a fractional BMR unit require may result, and allows applicants to pay an in-lieu fee to account for fractional units. Here, the 15-unit Project is required to provide 1.5 affordable housing units. To meet this requirement, the Project will pay the in-lieu fee to cover the remaining 0.5 unit required under the BMR Housing Program.² As required, the Project will make an in-lieu payment calculated at 3% of the actual sales price of each unit sold beyond those covered by the on-site provision of affordable housing—i.e., for the eleventh, twelfth, thirteenth, and fourteenth market-rate units sold.³

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 (i.e., it is located comparatively) and uses all common access points and facilities), 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 are outlined in our Project Description, Cover Letter, and accompanying SB 330 application materials. The density bonus is intended to provide relief from certain development standards

¹ § 16.96.020(b).

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

³ [BMR Program Guidelines, Section 4.3.1.](#)

due to site constraints that would otherwise preclude us from pursuing a feasible project and providing these affordable units; additional density is not being requested.

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,

Chase Rapp
800 Oak Grove Owner, LLC

A handwritten signature in black ink, consisting of a stylized 'C' followed by a series of loops and a horizontal line extending to the right.