Fire Station No. 01 – Temporary Facility

114 Santa Margarita Ave, Menlo Park, CA

Project Description

History

Menlo Park Fire Protection District Fire Station 1 is located at 300 Middlefield Road, Menlo Park, CA 94025. This station is located in the County of San Mateo and the authority having jurisdiction is the City of Menlo Park. The two-story fire station was built in 1955 and was seismically retrofitted in the 1990s. The station requires replacement to address its deteriorating infrastructure, to make it compliant with updated building codes, to address fire safety requirements, to incorporate advancements in technology and safety enhancements, and to provide additional space for staff, apparatus, and storage. Fire Station 1 staffs an engine and a squad which is operated by five personnel. In addition, the training division's office staff works out of the second floor of the fire station. The site includes an emergency diesel fueled generator, a 5-story training tower that is attached to the station, and an ancillary building comprised of a multi-purpose room for board meetings and training, a small mechanic shop used for storage, and an exercise room. In 2009 the District completed the remodel of the District owned office building at 170 Middlefield Road. Upon completion of this remodel the District relocated the administration and fire prevention office personnel to this new building. In 2016 the District procured 114 Santa Margarita in order to provide additional office space for its employees. In 2018, the District acquired 1.01 acres adjacent to Fire Station 1 from the Roman Catholic Church. The lot acquired has been merged with the existing lot to form a 1.96-acre lot. The property acquisition provides the District with the ability to develop the site to include a new fire station, training facility, an office building for administration, training, and fire prevention staff, a storage building for equipment and supplies and a multipurpose room that can be used as a board room, trainings and a district operations center.

Scope of Work

Menlo Park Fire District has since outgrown the existing site as well as their headquarters. MPFD intends to utilize 300 Middlefield Road as their new headquarters. The existing site and its features will be completely demolished and make way for 3 new buildings and new code compliant site features. The site will house a new Fire Station, District Administration/Storage building with a District Operation Center, and Training Tower.
A temporary facility will be established at 114 Santa Margarita Ave to allow the fire station to remain fully operational during construction of the new facility.

Temporary Facility

In order to allow Station #1 to remain fully operational during the construction of the new site, crew will be housed down the street at 114 Santa Margarita Ave at a Temporary Facility. The site currently houses an existing house and is used as an admin building for Menlo Park Fire Protection District. The existing building will be used as living quarters for the crew. (3) active crew member intended to be on duty at a given time. MPFPD will be adding an apparatus tent to house one fire engine, connex box, and shower trailers to the site in order to function properly as a temporary fire station. The site will have a concrete apparatus driveway and (3) uncovered parking stalls. A portion of the new concrete apparatus driveway will need to be constructed in the public right-of-way.

Some additional noise will be generated from the site while being utilized as a temporary fire station. Some sirens will be produced when responding to an emergency. No additional mechanical equipment will be added to the existing building. Generator will produce approximately 65 dBA only when it is being used in a power outage.

The existing building at 114 Santa Margarita was originally located at the corner of Middlefield & Willow, it was moved to its' current location in 1960, and greatly modified. The house was originally constructed in Classical or Colonial Revival style. The building is a box form with hipped shingle roof. The exterior is wrapped in horizontal lap siding. The front door is covered by a hipped shingle roof with pilasters.

Once the construction of new Fire Station #1 is complete, crew will move into the new station. The temporary structures, restroom trailer, connex box, generator, and App tent will be removed from the site. Utilities will be capped and abandoned in place. MPFPD is considering selling the property once it is no longer needed as a temporary fire station.

Purpose of Submittal

For this submittal, we are requesting review for Architectural Control, Heritage Tree Removal, Environmental Review, and Use Permit.

A. Architectural Control

This project request Architectural Control to review the proposed site layout, etc.

B. Heritage Tree Removal

At 114 Santa Margarita, we are requesting the removal of Heritage, tree #25, a shamel ash.

Tree #25 location impedes with the proposed Apparatus Drive aisle and tent location which is in the location of the current driveway. The driveway will need to be widened and reconstructed in concrete. Although the team has explored above

grade paving to keep Tree #25 intact, the heavy weight of the apparatus driving daily over the roots may be impacted. Above grade paving is costly as it will require Environmental Review
grade beams or piers. The above ground paving will also result in steep grades along the driveway which is not desirable.

As a result of the removal of Tree #25, a replacement tree will be planted on site, this project proposes the planting of a 36" Box Tilia tomentosa 'Sterling' : Silver Linden. This new tree will be planted on the plan center of the front yard of the site in an existing planter area.

C. Environmental Review

Since this project is not exempt from the California Environmental Quality Act (CEQA), it requires an Environmental Review. We respectfully request that the City retain an independent consultant to prepare an Initial Study for the project. Given that the project involves an existing site currently occupied by MPFPD Admin offices, we believe that the Initial Study will support the issuance of a Mitigated Negative Declaration.
However, if the Initial Study determines that a Mitigated Negative Declaration is not appropriate, the project should proceed to the next applicable stage of the CEQA process in accordance with State guidelines.

D. Use Permit

This project requests a use permit to allow for the use and storage of hazardous materials including a diesel emergency generator be utilized by the Fire District.

Neighborhood Outreach

In October 2025, a project flyer (previously provided in a prior planning submittal) and invitation was mailed to properties within an approximately 700' radius. In addition, Staff went door to door and talked with several neighbors along Santa Monica Avenue. On November 10, 2025 the District held a neighborhood meeting at Fire Station 1. PBK presented the current plans and images to the neighbors. The project was well-received by attendees. Plans to utilize 114 SM as a temporary facility was included as part of the

outreach for the construction of the new fire station 1.

The neighbor directly to the west at 170 Middlefield is also occupied by Menlo Park Fire Protection District admin staff. They are aware of the Temporary Facility and in support of the project.

Site Improvements

The site includes 3 secure parking spaces to accommodate the overlapping change of shift, additional parking is available at 170 Middlefield and along Santa Margarita Ave.

A new 60 KW mobile generator would be located onsite to the rear of the lot which shall provide emergency power to all structures onsite in the event of a power outage.

To accommodate the construction of the temporary fire station, (1) existing heritage tree on the subject site are proposed to be removed. A new silver linden tree will be planted as replacement.

Existing site fencing and gate will not be modified.

Construction Activities

Project construction of the new fire station at 300 Middlefield is anticipated to occur over a four-and-a-half-year period, and the fire station would continue to operate throughout the construction process. The Temporary Facility will be established and crew moved into 144 Santa Margarita before the demolition of the existing fire station at 300 Middlefield.

Construction of the Temp Facility would be broken into the following phases:

- Phase 1: Relocate Admin Staff to 170 Middlefield Rd. Perform required demolition, including demo existing driveway and heritage tree at 114 SM.
  - Estimated duration: 2 weeks
- Phase 2: Install required utilities, construct App driveway, and place temporary structures.
  - Estimated duration: 1 month
- Phase 3: Move personnel into the new fire station, remove temporary structures, cap utilities, new driveway to remain in place.
  - Estimated duration: 2 months

END OF PROJECT DESCRIPTION