REGULAR MEETING AGENDA

Date: 4/13/2026
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:
  zoom.us/join – Meeting ID# 846 9472 6242
- Access the meeting real-time via telephone (listen only mode) at:
  (669) 900-6833
  Regular Meeting ID # 846 9472 6242
  Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:
  planning.commission@menlopark.gov*
  Please include the agenda item number related to your comment.

  *Written comments are accepted up to 1 hour before the meeting start time. Written messages are provided to the Planning Commission at the appropriate time in their meeting.

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

A. Call To Order

B. Roll Call

C. Reports and Announcements

D. Public Comment

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The

Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

E. Consent Calendar

E1. Approval of minutes from the March 23, 2026 Planning Commission meeting (Attachment)

F. Public Hearing Items

F1. Conditional Development Permit Amendment and Major Modification/Meta Platforms Inc./ 1 Hacker Way:
Request for review of a major modification to construct a three-story atrium between Buildings 12 and 14, and to construct exterior modifications and a new entry pergola at the main entrance of Building 10. The project would include interior demolition of gross floor area (GFA) to accommodate the additional GFA in the atrium. The project requires an amendment to the Meta East Campus conditional development permit (CDP) to increase the maximum height allowed for the new atrium to a maximum of 62 feet where the maximum height of Buildings 12 and 14 is currently limited to 48 feet. The proposed height increase would only apply to the proposed atrium and would not change the allowed height of Buildings 12 and 14. The proposed amendments to the CDP also include removal of conditions in the CDP for required roadway improvements that have been completed and correction of existing building heights. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff report #26-008-PC)

F2. Zoning Ordinance Amendments to Chapter 16.79 (Accessory Dwelling Units):
Consider and make a recommendation to the City Council to amend Chapter 16.79 (Accessory Dwelling Units) of Title 16 of the Menlo Park Municipal Code (the "Zoning Ordinance") by repealing existing regulations and adopting updated regulations for consistency with State law and incorporating local objective standards as allowed by State law. (Staff report #26-009-PC)

H. Informational Items

H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: April 27, 2026
- Regular Meeting: May 4, 2026

I. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either

before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

Any writing that is distributed to a majority of the Planning Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive email notifications of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 4/8/2026)

REGULAR MEETING DRAFT MINUTES

Date: 3/23/2026
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Andrew Ehrich called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi, Linh Dan Do, Katie Ferrick, Jennifer Schindler, Misha Silin

Staff: Matthew Ball, Assistant Planner; Rachel Londer, Sustainability Manager; Kyle Perata, Assistant Community Development Director; Thomas Smith, Principal Planner; Brian Toy, Associate Planner; Mary Wagner, City Attorney's Office

C. Reports and Announcements

Mr. Perata said the City Council's March 24, 2026 meeting would be held at the Belle Haven Community Campus and the Council would review the 2025 General Plan Annual Progress Report and conduct a study session on cost of services for the City.

D. Public Comment

Chair Ehrich opened public comment and closed public comment as no persons requested to speak.

E. Consent Calendar

Chair Ehrich opened public comment on this item and closed public comment as no persons requested to speak.

Commissioner Silverstein asked that item E1 be pulled from the Consent Calendar. Chair Ehrich agreed and asked for a motion on the remaining Consent Calendar item E2.

E1. Approval of minutes from the February 23, 2026, Planning Commission meeting (Attachment)

Commissioner Silverstein said he wanted to add specific language to the minutes for Item F1 toward the end of the discussion on that item, to read: "Vice Chair Silverstein stated that he believed that staff is incorrectly interpreting AB 2097 and applying it incorrectly on this project and on other projects. Staff agreed to look into that further."

ACTION: Motion and second (Silverstein/Behroozi) to approve the minutes of the February 23, 2026 meeting with the following modifications; passes 6-0 with Commissioner Silin abstaining.

- Item F1, at the end of the discussion add: “Vice Chair Silverstein stated that he believed that staff is incorrectly interpreting AB 2097 and applying it incorrectly on this project and on other projects. Staff agreed to look into that further.”

E2. Approval of minutes from the March 9, 2026 Planning Commission meeting (Attachment)

ACTION: Motion and second (Behroozi/Silin) to approve the Consent Calendar consisting of the minutes from the March 9, 2026 Planning Commission meeting; passes 7-0.

F. Public Hearing Items

F1. Use Permit/Hao Wang/2031 Santa Cruz Ave.:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15303’s Class 3 exemption for new construction or conversion of small structures. The project includes an attached ADU (accessory dwelling unit), which is a permitted use and not subject to discretionary review. (Staff report #26-005-PC)

Planner Toy said staff had no updates to the written report.

Hao Wang, project architect, spoke on behalf of the project.

Chair Ehrich opened the public hearing and closed it as no persons requested to speak.

ACTION: Motion and second (Silverstein/Ferrick) to adopt a resolution approving the item as presented; passes 7-0.

F2. Architectural Control and Sign Review/Amal Karimi/1215 El Camino Real:
Consider and adopt a resolution to approve an architectural control permit revision to replace exterior materials and colors to modernize the existing building, remove the existing tower element from the roof, reconfigure the existing storefronts including a new straight and full-height storefront along the parking lot, and square off the recessed entry of an existing building at 1215 El Camino Real in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposal also includes a request for sign review for one internally illuminated sign on the building facade facing Oak Grove Ave. and one internally illuminated sign on the building facade facing El Camino Real which both feature lettering greater than 18 inches in height. Determine this action is categorically exempt under CEQA Guidelines Section 15301’s Class 1 exemption for existing facilities. (Staff report #26-006-PC)

Planner Toy said staff had no updates to the written report.

Amal Karimi (Jeff Schmeier, architect) spoke on behalf of the project.

Chair Ehrich opened the public hearing and closed it as no persons requested to speak.

Commission comment included concerns about illumination, sign lettering size, brightness of the

color palette, and aesthetics.

Commissioner Silin moved to continue the item, but later withdrew his motion.

ACTION: Motion and second (Ferrick/Do) to continue the item with the following guidance; passes 7-0.

- Return with a revised proposal that is softer in terms of color palette, look, and feel; and
- Adheres to the sign height guidelines.

G. Public Meeting Item

G1. 2025 General Plan Annual Progress Report/City of Menlo Park:
Consider and adopt a resolution recommending the City Council accept the 2025 General Plan Annual Progress Report, including progress implementing the Housing Element and Environmental Justice Element; the General Plan Annual Progress Report is not considered a project under CEQA. (Staff report #26-007-PC) ***Continued from the meeting of March 9, 2026***

Principal Planner Smith presented the item.

Chair Ehrich recessed the meeting at 9:03 p.m. for a short break and reconvened it at 9:10 p.m.

Chair Ehrich opened public comment and closed public comment as no persons requested to speak.

Commission comment included general optimism about the City's General Plan programs progress, acknowledgment of some concern about housing numbers progress and the importance of that element's midcycle review to reassess and consider action, and general appreciation of staff's behind the scenes work on these important elements.

ACTION: Motion and second (Silverstein/Ferrick) to adopt a resolution recommending the City Council accept the 2025 General Plan Annual Progress Report as presented; passes 7-0.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: April 13, 2026

  Mr. Perata said the April 13 agenda was being finalized noting staff was striving to bring the ADU ordinance update to the Commission for its review and recommendation to City Council.

- Regular Meeting: April 27, 2026

I. Adjournment

Chair Ehrich adjourned the meeting at 10:12 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

CITY OF MENLO PARK

STAFF REPORT

Planning Commission
Meeting Date: **4/13/2026**
Staff Report Number: **26-08-PC**

Public Hearing: **Consider and adopt a resolution to recommend to the City Council approval of amendments to the Meta East Campus Conditional Development Permit to increase the maximum height of Buildings 12 and 14 from 48 feet to 62 feet to accommodate a new three-story atrium, correct existing building heights, and remove completed conditions of approval and to recommend to the City Manager approval of major modifications to construct exterior modifications to Buildings 10, 12, and 14 of the Meta East campus, at 1 Hacker Way (1601 Willow Road). Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities.**

Recommendation

Staff recommends that the Planning Commission recommend to the City Council approval of amendments to the Meta East Campus Conditional Development Permit (CDP) to increase the maximum height of Buildings 12 and 14 from 48 feet to 62 feet to accommodate a new three-story atrium, correct existing building heights, and remove completed conditions of approval.

Further, staff recommends the Planning Commission recommend to the City Manager approval of major modifications, as defined by the Meta East campus Second Amended and Restated CDP, to construct interior and exterior modifications to Buildings 10, 12, and 14 on the Meta East Campus. A resolution to recommend approval of these actions is included as Attachment A.

Policy Issues

For these amendments to the East Campus CDP, the Planning Commission should consider whether the changes, as presented, conform to the requirements of the Amended and Restated 1601 Willow Road Development Agreement (East Campus DA), included as Attachment B, and the mitigation measures from the certified EIR for the Facebook Campus Project (Attachment A, Exhibit E), which was approved by the City Council in 2012. The Facebook Project EIR analyzed the environmental impacts of Meta (formerly Facebook) occupying the existing Sun Micro Systems campus as well as the future West Campus. The Planning Commission should also consider whether the additional text changes and the proposed clarifications to the East Campus CDP are appropriate and consistent with City policy. Table 1 below indicates General Plan goals and policies applicable to this project.

Further, the Planning Commission should consider whether the proposed major modifications to Buildings 10, 12, and 14 are appropriate for the site.

The Planning Commission is the recommending body to the City Council on the proposed CDP amendments and to the City Manager for the proposed major modification.

Table 1: General Plan goals and policies consistency analysis

Goal/ Policy	Title	Summary	Consistency Analysis
Goal LU-4		Promote and encourage existing and new businesses to be successful and attract entrepreneurship and emerging technologies for providing goods, services amenities, local job opportunities and tax revenue for the community while avoiding or minimizing potential environmental and traffic impacts	This project would modernize an existing business campus which would help the business attract top talent and be successful.
Policy H4.3	Business Uses and Environmental Impacts	Allow modifications to business operations and structures that promote revenue generating uses for which potential environmental impacts can be mitigated	The project would enhance Meta's aging East Campus, which serves as a revenue generating use for the City. The Project would comply with applicable mitigation measures to reduce potential environmental impacts.

Background

Site location

Using Bayfront Expressway in an east to west orientation at the project site and Willow Road in north to south orientation, the Meta (previously Facebook) East Campus is located north of Bayfront Expressway at the intersection of Willow Road and Bayfront Expressway. The East Campus was previously occupied by Oracle and Sun Microsystems, before being occupied by Meta. The East Campus is developed with nine buildings (Buildings 10 through 19), which contain approximately 1,035,840 square feet of gross floor area (GFA). The East Campus is surrounded by wetlands within the Don Edwards San Francisco Bay National Wildlife Refuge to the west, north, and east.

To the south, across Bayfront Expressway, and to the west of Willow Road, is the Meta West Campus. The West Campus consists of two distinct phases: West Campus (Building 20) and the Meta Campus Expansion Project (Buildings 21, 22, 23, and hotel). An additional Meta campus, known as the Willow Campus, is located southeast of the East Campus, along the eastern side of Willow Road at the intersection of Hamilton Avenue and Willow Road, which has been approved for redevelopment, known as the Willow Village project. A location map showing the East Campus is included in Attachment C.

Project History

The amended and restated CDP and the DA for the East Campus were approved in June 2012. The CDP and DA for the West Campus (Building 20) were approved in April 2013. In March 2018, the City Council approved amendments to the East Campus CDP to modify the applicable trip cap and amendments to the East Campus DA to implement terms of the development agreement for the West Campus Expansion project, which included removing Meta's ability to partially reduce its annual payment in exchange for a reduction in the allowed number of trips. The East Campus CDP generally allows for permitted uses in the

O (Office) zoning district, including administrative and professional offices and light industrial uses. The East Campus CDP also allows for medical and dental offices for employees, use of hazardous materials, and other amenities intended to serve onsite employees.

Analysis

Site layout

The project site is developed with nine existing office buildings surrounded by on-site parking. The project scope is limited to Buildings 10, 12, and 14, which are located at the western portion of the campus. Buildings 12 and 14 face north towards the San Francisco Bay and constitute the main entrance to the campus. The campus' transportation infrastructure, including a shuttle pickup and drop off hub is located in front of Buildings 12 and 14. Building 10 is the main visitor entrance to the campus and currently includes a modest canopy at the visitor entrance facing west.

Project description

The applicant is requesting review of modifications to the existing Buildings 10, 12, and 14 on the East Campus. The project would consist of exterior modifications including construction of a new three-story entrance atrium connecting Buildings 12 and 14, an addition to Building 10, and a new entrance canopy on the west side of Building 10, in addition to other exterior changes to these three buildings to modernize the look of the campus.

The modifications are considered "major modifications," defined in the East Campus CDP as significant changes to the exterior appearance of the buildings, and require Planning Commission review and recommendation to the City Manager for final decision. Major modifications may be approved if they are compatible with other building and design elements and do not have an adverse impact on safety, character, or aesthetics of the site The project plans and project description letter are included as Attachment A, Exhibits A and B, respectively.

Additionally, the proposed atrium would exceed the height allowed in the current East Campus CDP, and therefore, a CDP amendment is required to facilitate the major modification, and the approval of the modification would be contingent on approval of the CDP amendment. The Planning Commission would make a recommendation on the CDP amendments to the City Council. The applicant requests additional amendments to the East Campus CDP to remove conditions of approval, which mainly consist of required roadway improvements that have been completed, and to correct typos that incorrectly list the maximum height of Buildings 12 and 14 as 35 feet where the existing buildings are 48 feet. The proposed Third Amended and Restated East Campus CDP, with proposed text to be removed struck out and text to be added underlined, is included as Attachment A, Exhibit C.

The project consists of various other interior modifications and replacement of mechanical equipment that is consistent with the CDP and does not require City Manager approval.

Development Standards

Floor area ratio (FAR), gross floor area (GFA), and building coverage

The East campus CDP allows a floor area ratio (FAR) of up to 45%, or approximately 1,124,000 square feet of gross floor area (GFA). The existing campus contains approximately 1,004,845 square feet of GFA. The proposed project would add approximately 544 square feet of GFA to Building 10 through a small addition to a first-floor corridor near the building entrance. The project would remove approximately 3,005 square feet of GFA from Building 10 through interior demolition of portions of the first and second floor to accommodate the new façade system and to create a two-story visitor lobby.

The project would add approximately 9,041 square feet of GFA to Buildings 12 and 14 though the construction of the new atrium and associated additions of staircases and catwalks. Approximately 8,512 square feet of GFA would be removed through interior demolition of existing areas on the second and third floors of both buildings to accommodate the atrium.

In total, the proposed project would result in a net decrease of approximately 1,932 square feet of GFA, and therefore, the project would remain compliant with the maximum FAR allowed by the East Campus CDP.

The East Campus CDP allows for a maximum building coverage of up to 50%, or approximately 1,249,000 square feet. The proposed project would increase the building coverage from approximately 437,170 square feet to 443,748 square feet though construction of the atrium, addition to Building 10, and the Building 10 entrance canopy. The resulting building coverage would be approximately 17.8%, which would comply with the CDP.

Height
The East Campus CDP specifies the maximum building height for each of the nine buildings. The maximum height of Buildings 10,11,12,14,15, and 18 is listed as 35 feet, the maximum height for Buildings 16 and 17 as 48 feet, and Building 19 as 20 feet. When the East Campus CDP was last updated in 2018, Buildings 12 and 14 were incorrectly listed at 35 feet when the existing buildings are 48 feet in height. All other building heights were listed correctly.

The proposed project would increase the height of Buildings 12 and 14 to a height of 62 feet from average natural grade at the peak of the atrium. The rest of Buildings 12 and 14 would remain unchanged at 48 feet. The height of Building 10 would remain unchanged.

The increase in height of Buildings 12 and 14 to accommodate the atrium requires an amendment to the CDP.

No work is proposed in buildings other than Buildings 10, 12, and 14 so the height of all other buildings would remain unchanged.

Parking, setbacks, and rooftop equipment
The proposed project does not include any modifications to the existing number of parking spaces or existing setbacks and therefore, the project would be consistent with the existing CDP. The project would include new rooftop mechanical equipment which would be screened from view as required by the CDP.

Design and materials
The applicant has indicated that the goal of this project is to modernize the existing East Campus and to make the elements of the campus more consistent with the West Campus.

Building 10
Modifications to Building 10 would include a new addition on the west side of the building within the alcove between the building's two wings. The addition would face west and would feature a metal curtain wall system with metal "light shelfs" and treated glass. A portion of the existing façade on the left side of the west façade would be demolished and replaced with a curtain wall system to match the proposed addition. The rest of the left side of the west façade would be repainted yellow to match the pedestrian bridge that crosses Bayfront Expressway, which was recently constructed as part of the West Campus expansion project. The right side of the west façade would remain in-tact but portions would be repainted to match the

yellow portions of the left side of the building and white to match other existing portions of the building's façade.

A new canopy is proposed, which would lead from the parking lot to the entrance of Building 10. The proposed canopy would feature white painted steel framing with decorative wood elements on the underside of the roof and along the side of the interior of the structure. The roof would be an aluminum frame with laminated glass.

Buildings 12 and 14
The proposed project would create a new, three-story atrium connecting Buildings 12 and 14. The work would generally be limited to construction of the atrium itself and demolition work on the existing exterior of the buildings which would become the interior of the atrium. New stairways and catwalks connecting the buildings would be constructed inside the atrium. The atrium would be constructed with metal framing, bird-safe glass walls, and standing seam metal roofing material. A portion of the atrium facade would be constructed with metal rain screen paneling. The atrium roof would be arched and would include clerestories for additional ventilation.

Additionally, the rear of Buildings 12 and 14, which face the interior of the campus, would undergo minor alterations. Several windows on the first and second floors would be removed and new exterior walls within existing interior space would be constructed to create new terrace and patio spaces. The terraces would retain the existing structural members and exterior insulating fishing system (EIFS), a siding material that resembles stucco, which are painted different shades grey, and grey metal guardrails would be added between the existing columns.

Trees and landscaping
The proposed project would require demolition of a small amount of existing landscaping in between Buildings 12 and 14, including pathways, a bike parking area, and removal of large bushes to accommodate the new atrium. There is one existing heritage coast live oak tree near the transit hub canopy that would be impacted by construction of the atrium. The City Arborist reviewed the project and determined that the tree would be a good candidate for relocation instead of removal. The applicant submitted a tree relocation plan, included as Attachment A, Exhibit D. The tree would be relocated to the interior of the campus in an existing planting area between Building 10 and Building 12. The City Arborist has reviewed and approved the relocation plan. The tree relocation and protection would be ensured by project-specific condition of approval 2.h.

Green and sustainable buildings
Green building
Per the green and sustainable buildings requirements of the Office zoning district (Section 16.43.140), additions and alterations to buildings with five-year cumulative total affected area of between 10,000 square feet and 25,000 square feet are required to either update the entire core and shell of the building to the current energy code or certify the project at a level of LEED Gold. The addition of the atrium and associated modifications to Buildings 12 and 14 would exceed 10,000 square feet of affected area. The applicant submitted a preliminary LEED score card for Buildings 12 and 14 (Attachment D) demonstrating LEED Gold would be achieved. The cumulative area of the proposed addition and alterations to Building 10 do not exceed 10,000 square feet, and therefore, Building 10 would not be subject to the LEED requirements. However, the applicant submitted a preliminary LEED scorecard for Building 10 (Attachment E) demonstrating that the modifications would achieve LEED Gold. Certification of the project at the appropriate LEED level would be ensured by project-specific condition of approval 2.k.

Bird-friendly design
Projects proposing new glazing are required to comply with the bird-friendly design requirements of the Office district. These regulations are generally intended to reduce the risk of bird collisions with buildings in the Bayfront area. The project would include new glazing on the atrium facade and on Building 10. The project plans specify that no more than 10% of the exterior facades would be non-bird-safe glazing. Additionally, the applicant submitted an avian collision risk assessment, included as Attachment A, Exhibit I. The avian collision risk assessment determined that the project would comply with the bird safe requirements and that the risk of bird collisions would be minimal.

Correspondence
Staff has not received any written correspondence as of publication of this staff report.

Conclusion
The project would help modernize an aging office campus by creating an attractive new main entry to the campus. The project would meet all development standards of the existing East Campus CDP with the exception of the proposed increase in height to accommodate the new atrium. The atrium would be compatible with other building and design elements and would not have an adverse impact on safety, character, or aesthetics of the site. Amendments to the CDP would generally be limited to the atrium and would not affect the allowable uses, density, or intensity of the site, and would only remove conditions of approval for roadway improvements that have already been completed. Staff recommends the Planning Commission recommend approval of the CDP amendments to the City Council and to recommend approval of the major modifications to the City Manager, subject to City Council's approval of the CDP amendments.

Impact on City Resources
The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review
The project is categorically exempt under Class 1 (Section 15301), "Existing Facilities" of the current California Environmental Quality Act (CEQA) Guidelines because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The project would include the construction of a new atrium, but the allowed uses, density, and intensity of the project site allowed under the CDP would not increase, and overall GFA would be reduced. Further, no exceptions to the to the exemption, described below, apply to the project.

1. *Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.* This exception only applies to Classes 3, 4, 5, 6, and 11 and relates to where the project is located. The project is eligible for a Class 1 exemption, and therefore, this exception does not apply.

2. *Cumulative impact. Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.*

This exception states that the cumulative impact of successive projects in the same location may be significant. The project includes minor additions and alterations to an existing office campus. Future modifications to the campus are anticipated to be similarly minor in nature and are unlikely to cause cumulatively significant impacts.

3. *Significant effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.*
   This exception states that a categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. An environmental impact report (EIR) was certified in 2012 in conjunction with the original approval of the Development Agreement (DA) and CDP for Meta's (formerly Facebook) occupation of the former Sun Microsystems campus. The EIR studied the environmental impacts at the East Campus and for the future development of the West Campus. Potentially significant impacts related to the East campus were limited to transportation impacts due to increased traffic and air quality impacts also mainly due to increased traffic. In 2016, the EIR for the ConnectMenlo General Plan update determined that there could be potentially significant impacts to biological resources due to increased development in the Bayfront and taller allowable building heights. Mitigation measures for Biological Resources in the ConnectMenlo EIR included zoning amendments which include bird safety measures. The project site was subsequently rezoned from M-2 (General Industrial District) to Office (O), which includes bird-friendly designs requirements previously discussed in this report. The avian collision risk assessment submitted by the applicant (Attachment A, Exhibit H) determined that the project would not pose a significant risk of bird collisions based on compliance with the bird-friendly standards, including limiting non-bird-friendly glazing to less than 10 percent of the building facades. Therefore, there would be no significant effects to the environment due to unusual circumstances.

4. *Scenic highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.*
   This exception only applies to projects that may have impacts on officially designated scenic highways. The project is not located near a designated scenic highway and would not have significant effects on a scenic highway.

5. *Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.*
   The East Campus is not located on a site included on any list compiled pursuant to Section 65962.5 of the Government Code.

6. *Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.*
   There are no known historical resources on the East Campus. Mitigation measures included in the ConnectMenlo EIR would reduce the impact to any historical resources discovered during construction activities.

The project would be required to comply with applicable mitigation measures from the Facebook Campus Project EIR (Attachment A, Exhibit E) and the ConnectMenlo program-level Environmental Impact Report (EIR) Mitigation Monitoring and Reporting Program (MMRP) (Attachment A, Exhibit F). Implementation of applicable mitigation measures is included as Condition 2. a.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

Appeal Period

The Planning Commission action is limited to a recommendation of the CDP amendment to the City Council and recommendation of the major modification to the City Manager. The City Council's decision on the proposed CDP amendment is final. If the CDP amendment is approved, the City Manager would act on the major modification. Once the City Manager has acted on the major modification, it will be effective after 15 days unless the action is appealed to the Planning Commission for recommendation to the City Council, in which case the outcome of the major modification shall be determined by the City Council.

Attachments

A. Draft Planning Commission Resolution approving the use permit, architectural control permit, and below market rate housing agreement
   Exhibits to Attachment A
   A. Project Plans
   B. Project Description letter
   C. Draft Third Amended and Restated East Campus Conditional Development Permit
   D. Tree Relocation Plan
   E. Mitigation measures from Facebook Campus Project EIR
   F. Hyperlink: ConnectMenlo Mitigation Monitoring and Reporting Program: https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/6356-connect-menlo-ceqa.pdf
   G. Conditions of Approval
   H. Avian Collision Risk Assessment
B. Hyperlink Amended and Restated 1601 Willow Road Development Agreement: https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/amended-and-restated-da_1601-willow-rd.pdf
C. Location Map
D. LEED Compliance Documentation - Buildings 12 and 14
E. LEED Compliance Documentation – Building 10

Exhibits to Be Provided at Meeting

None.

Report prepared by:
Chris Turner, Senior Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2026-XX

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK RECOMMENDING APPROVAL OF AMENDMENTS TO THE META EAST CAMPUS CONDITIONAL DEVELOPMENT PERMIT TO INCREASE THE MAXIMUM HEIGHT OF BUILDINGS 12 AND 14 FROM 48 FEET TO 62 FEET TO ACCOMMODATE A NEW THREE-STORY ATRIUM, CORRECT EXISTING BUILDING HEIGHTS, AND REMOVE COMPLETED CONDITIONS OF APPROVAL, AND TO RECOMMEND APPROVAL OF MAJOR MODIFICATIONS TO CONSTRUCT EXTERIOR MODIFICATIONS TO BUIDINGS 10, 12, AND 14 OF THE META EAST CAMPUS.

WHEREAS, the City of Menlo Park ("City") received an application requesting amendments to the conditional development permit ("CDP") for the Meta East Campus to increase the maximum height of Buildings 12 and 14 from 48 feet to 62 feet to accommodate a proposed three-story atrium, correct existing building heights, and remove completed conditions of approval, and requesting review of major modifications to construct exterior modifications to Buildings 10, 12, and 14 in the O(X) (Office, Conditional Development Combining) zoning district (collectively, the "Project") from Meta Platforms Inc. ("Applicant" and "Owner"), located at 1 Hacker Way (APN 055-411-150) ("Property"). The Project is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, on May 29, 2012 the City Council of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted voted affirmatively to approve the Amended and Restated Conditional Development Permit for the Meta East Campus Project ("East Campus") and voted affirmatively to certify the Environmental Impact Report ("EIR") for the Facebook Campus Project, which included mitigation measures to mitigate environmental impacts; and

WHEREAS, On March 27, 2018, the City Council of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted voted affirmatively to approve the Second Amended and Restated Conditional Development Permit for the Meta East Campus; and

WHEREAS, the applicant proposes to construct a new three-story atrium between Buildings 12 and 14 and, and to construct a new entrance canopy and additional exterior modifications to Building 10; and

WHEREAS, the East Campus CDP states Major Modifications to the approved plans, such as significant changes to the exterior appearance of the buildings or appearance of the Property, as determined by the Community Development Director, may be allowed, subject to review and recommendation by the Planning Commission to the City Manager for final decision. The City Manager's determination shall be in accordance with the terms of the Amended and Restated

1601 Willow Road Development Agreement (applicable to 1 Hacker Way) and shall take into account the Planning Commission's recommendation. The Planning Commission's recommendation shall be based on the determination that the proposed modification is compatible with other building and design elements or onsite/offsite improvements of the Second Amended and Restated Conditional Development Permit and will not have an adverse impact on safety and/or the character and aesthetics of the site. Major modifications that are not approved by the City Manager may be appealed to the Planning Commission for review and recommendation to the City Council. City Council shall have final authority to approve major modifications; and

WHEREAS, the proposed Project qualifies as a major modification and requires Planning Commission recommendation to the City Manager; and

WHEREAS, the proposed atrium would exceed the maximum allowed height of Buildings 12 and 14; and

WHEREAS, the Applicant has submitted proposed amendments to the East Campus CDP to increase the allowed height from 48 feet to 62 feet to accommodate the proposed Project; and

WHEREAS; the proposed height increase would only apply to the atrium and would not increase the allowed height of the rest of Buildings 12 and 14; and

WHEREAS, the proposed amendments to the CDP include removal of conditions of approval that have been completed and corrections to typos in the East Campus CDP; and

WHEREAS, the proposed Third Amended and Restated Conditional Development Permit is attached hereto as Exhibit C and incorporated herein by this reference; and

WHEREAS, the proposed Project would comply with all development standards of the East Campus CDP except for the height of the proposed atrium including, but not limited to, maximum gross floor area (“GFA”) and building coverage, and

WHEREAS, the proposed Project would not change the uses, density or intensity allowed by the East Campus CDP; and

WHEREAS, the Applicant submitted a tree relocation plan to relocate and preserve one heritage coast live oak tree, attached hereto as Exhibit D, prepared by Bartlett Tree Experts, which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance; and

WHEREAS, the Project requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act (“CEQA,” Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project’s environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the proposed Project; and

WHEREAS, the Applicant submitted sufficient documentation to justify exemption from CEQA pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (Existing Facilities); and

WHEREAS, the City conducted independent review of the technical documentation and determined that the project qualifies as an Existing Facilities Project and no exceptions are applicable that would preclude a categorical exemption under CEQA; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (Existing Facilities); and

WHEREAS, on December 6, 2016, the City certified a program-level environmental impact report (EIR) for updates to the City's General Plan (collectively ConnectMenlo, SCH# 2015062054), which included a Mitigation Monitoring and Reporting Program (MMRP) to mitigate environmental impacts anticipated by the updated General Plan; and

WHEREAS, on January 31, 2023 the City certified a Subsequent EIR for the 2023-2031 Housing Element update (SCH# 2015062054), which includes additional MMRP measures applicable to housing projects; and

WHEREAS, the proposed Project would be required to comply with applicable mitigation measures included in the Facebook Campus Project EIR and the ConnectMenlo MMRP, attached hereto as Exhibits E and F, respectively; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on April 13, 2026, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission makes the following recommendations:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Recommendation to the City Council. The Planning Commission of the City of Menlo Park does hereby recommend that the City Council approve the proposed amendments to the East Campus CDP in order to implement the proposed Project.

Section 3. Recommendation to the City Manager. The Planning Commission of the City of Menlo Park does hereby recommend that the City Manager approve the major modifications based on the following findings**:**

1. That the proposed Project is in accordance with the terms of the Amended and Restated 1601 Willow Road Development Agreement ("East Campus DA") because the Project would not amend the East Campus DA and none of the terms would be affected by the proposed Project.

2. That the proposed modification is compatible with other building and design elements or onsite/offsite improvements of the Second Amended and Restated Conditional Development Permit and will not have an adverse impact on safety and/or the character and aesthetics of the site because the project would help modernize the existing campus. The proposed modifications would be limited to the addition of the three-story atrium between Buildings 12 and 14, other minor exterior modifications to the rear of Buildings 12 and 14, construction of an addition to Building 10, new entrance canopy at Building 10, and minor exterior modifications to Building 10. The proposed modifications would be generally attractive and would be consistent with the aesthetics of a modern office campus and the rest of the East Campus development. The proposed modifications would not have an adverse impact on safety due to compliance with applicable building and fire codes.

3. The proposed project would be subject to conditions of approval, attached hereto as Exhibit G.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

1. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (Existing Facilities) because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. Further none of the following exceptions to the exemptions would apply to the Project:
    a. *Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.* This exception only applies to Classes 3, 4, 5, 6, and 11 and relates to where the project is located. The project is eligible for a Class 1 exemption, and therefore, this exception does not apply.
    b. *Cumulative impact. Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.* This exception states that the

cumulative impact of successive projects in the same location may be significant. The project includes minor additions and alterations to an existing office campus. Future modifications to the campus are anticipated to be similarly minor in nature and are unlikely to cause cumulatively significant impacts.

c. *Significant effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.* This exception states that a categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances. An environmental impact report (EIR) was certified in 2012 in conjunction with the original approval of the Development Agreement (DA) and CDP for Meta's (formerly Facebook) occupation of the former Sun Microsystems campus. The EIR studied the environmental impacts at the East Campus and for the future development of the West Campus. Potentially significant impacts related to the East campus were limited to transportation impacts due to increased traffic and air quality impacts also mainly due to increased traffic. In 2016, the EIR for the ConnectMenlo General Plan update determined that there could be potentially significant impacts to biological resources due to increased development in the Bayfront and taller allowable building heights. Mitigation measures for Biological Resources in the ConnectMenlo EIR included zoning amendments which include bird safety measures. The project site was subsequently rezoned from M-2 (General Industrial District) to Office (O), which includes bird-friendly design requirements. An avian collision risk assessment, attached hereto as Exhibit H was submitted by the applicant and determined that the Project would not pose a significant risk of bird collisions based on compliance with the bird-friendly standards, including limiting non-bird-friendly glazing to less than 10 percent of the building facades. Therefore, there would be no significant effects to the environment due to unusual circumstances.

d. *Scenic highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.* This exception only applies to projects that may have impacts on officially designated scenic highways. The project is not located near a designated scenic highway and would not have significant effects on a scenic highway.

e. *Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.* The East Campus is not located on a site included on any list compiled pursuant to Section 65962.5 of the Government Code.

f. *Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.* There are no known historical resources on the East Campus. Mitigation measures included in the ConnectMenlo EIR would reduce the impact to any historical resources discovered during construction activities.

2. The project is conditioned to comply with the mitigation measures included in the Facebook Campus Project EIR and the ConnectMenlo EIR MMRP, attached hereto as Exhibits E and F, respectively.

Section 7. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on April 13, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____ day of April, 2026

PC Liaison Signature

_____
Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Draft Third Amended and Restated East Campus Conditional Development Permit
D. Tree Relocation Plan
E. Mitigation measures from the Facebook Campus Project EIR
F. ConnectMenlo Mitigation Monitoring and Reporting Program
G. Conditions of Approval
H. Avian Collision Risk Assessment

EXHIBIT A

META BUILDINGS 10,12 & 14 RENOVATION

MENLO PARK, CA

CONDITIONAL DEVELOPMENT APPROVAL PERMIT - PLAN CHECK RESPONSE

09/12/2025

STUDIOS

A0-00

A7

SITE INFORMATION SUMMARY

META BUILDINGS 10, 12 & 14 RENOVATION

LOCATION:	1601 WILLOW ROAD (1 HACKER WAY), MENLO PARK, CA 94025	APPLICANT:	META PLATFORMS, INC.
EXISTING USE:	O (OFFICE)	PROPERTY OWNER(S):	META PLATFORMS, INC.
PROPOSED USE:	O (OFFICE)	APPLICATION(S):	PLANNING SUBMISSION
ZONING:	O-CH		
PARCEL NUMBER:	055-411-150		
FLOOD ZONE:	AE		

ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.

ANY ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERIALS IN THE PUBLIC RIGHT OF WAY.

DEVELOPMENT STANDARDS

SITE AREA SUMMARY	PROPOSED DEVELOPMENT		EXISTING PROJECT	
	SQUARE FEET	ACRES	SQUARE FEET	ACRES
TOTAL SITE AREA	2,498,166	57.35	2,498,166	57.35

SITE COVERAGE CALCULATIONS	*NOT TO EXCEED 50% OF THE PROJECT SITE.					
	COVERAGE					
	PROPOSED DEVELOPMENT			EXISTING PROJECT		
	SQUARE FEET	ACRES	PERCENTAGE OF COVERAGE	SQUARE FEET	ACRES	PERCENTAGE OF COVERAGE
BUILDING COVERAGE	443,748	10.2	18%	437,170	10.0	17%

SITE FAR CALCULATIONS	*NOT TO EXCEED 45% OF THE PROJECT SITE.	
	PROPOSED DEVELOPMENT	EXISTING PROJECT
	0.40	0.40

BUILDING SUMMARY	BUILDING COVERAGE (SF)		GROSS FLOOR AREA (SF)****		PARKING SPACES*
	PROPOSED DEVELOPMENT	EXISTING PROJECT	PROPOSED DEVELOPMENT	EXISTING PROJECT	
MPK 10	57,911	57,367	104,858 ⚠	107,319	3,165 - 3,450
MPK 11*	35,668	35,668	46,160	46,160	
MPK 12***	53,142	47,108	140,039 ⚠	135,627	
MPK 14**	47,108	47,108	130,870	134,753	
MPK 15*	61,221	61,221	119,653	119,653	
MPK 16*	58,533	58,533	167,805	167,805	
MPK 17*	58,497	58,497	167,861	167,861	
MPK 18*	57,115	57,115	111,114	111,114	
MPK 19*	12,712	12,712	12,712	12,712	
LIGHTNING BOLTS BBQ*	906	906	906	906	
BURGER SHACK*	935	935	935	935	
TOTAL BUILDINGS	443,748	437,170	1,002,558	1,004,845	

NOTES:

* NO CHANGE TO EXISTING.

** MPK 12 AND MPK 14 TO BE CONSIDERED AS A SINGLE BUILDING FOR PLANNING PURPOSES.

*** PROPOSED (N) ATRIUM TO BE CONSIDERED AS MPK 12 AREA. REFER TO A0-03 AREA PLANS FOR AREA BREAKDOWN.

**** THE SECOND AMENDED AND RESTATED CONDITIONAL DEVELOPMENT PERMIT (MAY 4, 2018) ALLOWS FOR 1,036,000 SF.

CDP SHEET INDEX - MASTERPLAN	
SHEET NUMBER	SHEET NAME
2. ARCHITECTURAL	
A-31	Unnamed
A0-00 - PROJECT DATA & ANALYSIS	
A0-00	COVER SHEET
A0-01	SHEET INDEX & SITE INFORMATION SUMMARY
A0-02	PROJECT CONTEXT
A0-03	AREA PLANS
A1-00 - SITE PLAN	
A1-00	CAMPUS SITE PLAN
A1-01	PROJECT SITE PLAN
A1-02	TREE RELOCATION
A2-00 - BUILDING PLANS	
⚠ A2-10	MPK 10 DEMOLITION PLANS
A2-11	MPK 10 FLOOR PLAN - LEVEL 01
A2-12	MPK 10 FLOOR PLAN - LEVEL 02
A2-13	MPK 10 ROOF PLAN
A2-19	MPK 12 & 14 DEMOLITION PLAN - LEVEL 01 & 02
⚠ A2-20	MPK 12 & 14 DEMOLITION PLAN - LEVEL 03 & ROOF
A2-21	MPK 12 & 14 FLOOR PLAN - LEVEL 01
A2-22	MPK 12 & 14 FLOOR PLAN - LEVEL 02
A2-23	MPK 12 & 14 FLOOR PLAN - LEVEL 03
A2-24	MPK 12 & 14 ROOF PLAN
A7-00 - BUILDING ELEVATIONS & SECTIONS	
A7-10	MPK 10 EXTERIOR ELEVATIONS
A7-11	MPK 10 EXTERIOR ELEVATIONS
A7-12	MPK 10 EXTERIOR ELEVATIONS
A7-20	MPK 12 & 14 OVERALL NORTHWEST ELEVATIONS
A7-21	MPK 12 & 14 OVERALL SOUTHEAST ELEVATIONS
A7-22	MPK 12 & 14 PARTIAL EXTERIOR NORTHWEST ELEVATIONS
A7-23	MPK 12 & 14 PARTIAL EXTERIOR SOUTHEAST ELEVATIONS
A7-24	MPK 12 & 14 ATRIUM ELEVATIONS
A7-25	MPK 12 PARTIAL EXTERIOR ELEVATIONS
A7-26	MPK 10, 12 & 14 BUILDING SECTIONS
A7-27	MPK 12 & 14 SMOKE EXHAUST SCREEN & SYSTEM
A7-29	MPK 10 ENLARGED EXTERIOR ELEVATION & WALL SECTION
A7-31	MPK 12&14 ENLARGED EXTERIOR ELEVATION & WALL SECTION
A7-32	MPK 10 EXISTING PHOTOS
A7-33	MPK12 & 14 EXISTING PHOTOS
A7-34	MATERIAL BOARD
A9-00 - PERSPECTIVE VIEWS	
A9-00	PERSPECTIVE VIEWS

⚠

BIRD SAFE COMPLIANCE

GLAZING FOR THE PROPOSED PROJECT WORK WILL MEET MENLO PARK CITY REQUIREMENTS. NO MORE THAN 10% OF THE COMBINED RENOVATED FACADE AREAS WILL CONSIST OF UNTREATED GLAZING. HAZARDOUS LOCATIONS SUCH AS CORNER GLASS AND SEE-THROUGH GLASS AREAS SHALL BE TREATED WITH BIRD-SAFE GLAZING TREATMENT. ALL BIRD-SAFE GLAZING WILL HAVE A THREAT FACTOR SCORE OF 30 OR LESS, AND ALL NEW GLAZING WILL HAVE A VISABLE REFLECTANCE OF 20% OR LOWER. NON-EMERGENCY LIGHTING SHALL BE PROGRAMMED TO BE SHUT-OFF WITH OCCUPANCY SENSORS OR OTHER SWITCH CONTROL DEVICES DURING NON-WORK HOURS TO MEET CITY'S BIRD SAFE REQUIREMENTS.

REFER TO MATERIALS BOARD FOR SAMPLES OF BIRD SAFE GLASS MEETING THE MINIMUM THREAT SCORE VALUE OF 30 OR LESS.

GENERAL PLANS LEGEND

- OFFICE
- BAYLANDS
- COMMERCIAL BUSINESS PARK
- LIMITED INDUSTRY
- COMMERCIAL RETAIL

3 GENERAL PLAN MAP

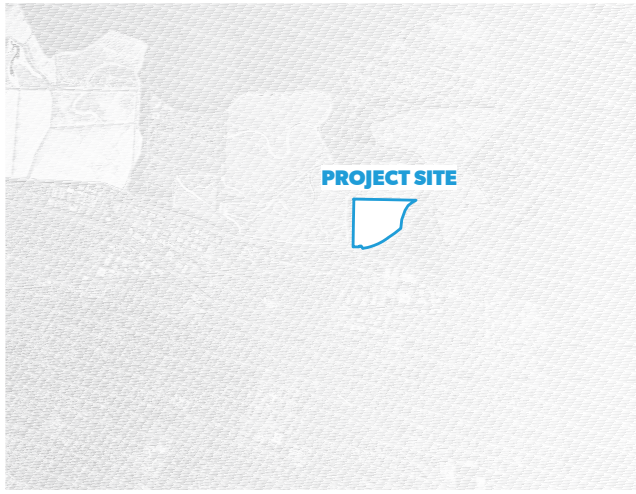
SCALE: 1" = 2000'-0"

ZONING LEGEND

- FP
- O-CH ⚠
- M2
- O
- LS

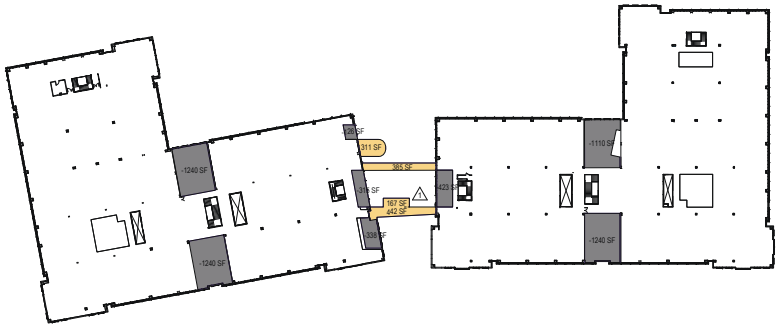
2 ZONING MAP

SCALE: 1" = 2000'-0"



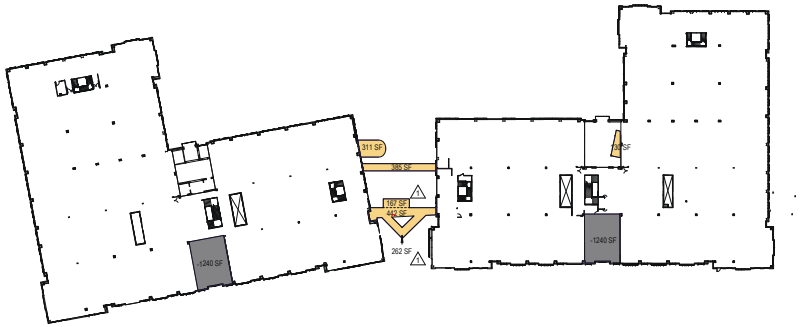
1 AERIAL VIEW

SCALE: 1" = 2000'-0"



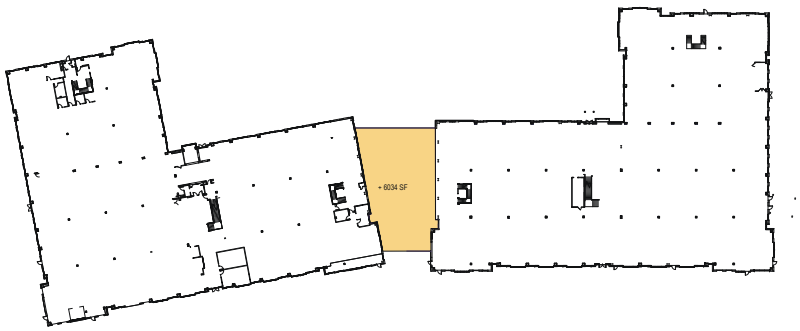
5 MPK 12 & 14 AREA PLAN - LEVEL 03

SCALE: 1" = 50'-0"



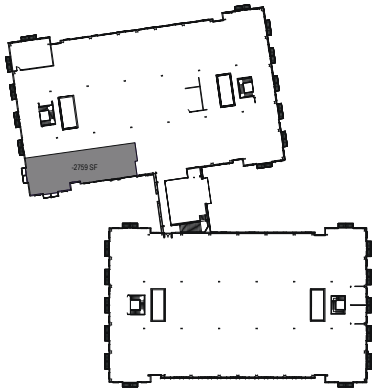
4 MPK 12 & 14 AREA PLAN - LEVEL 02

SCALE: 1" = 50'-0"



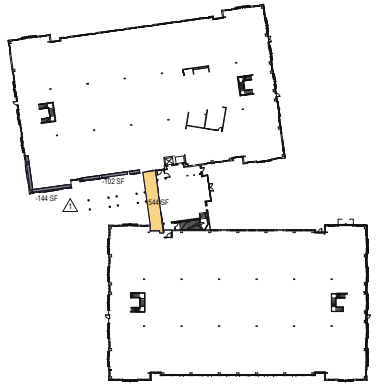
3 MPK 12 & 14 AREA PLAN - LEVEL 01

SCALE: 1" = 50'-0"



2 MPK 10 AREA PLAN - LEVEL 02

SCALE: 1" = 50'-0"



1 MPK 10 AREA PLAN - LEVEL 01

SCALE: 1" = 50'-0"

MPK 10 AREA TABULATION

BUILDING	MPK 10
TOTAL AREAS ADDED (SF)	544
TOTAL AREAS REMOVED (SF)	3,005
BALANCE TOTAL (SF)	-2,462
TOTAL BUILDING GFA (SF)	104,858

MPK 12 & 14 AREA TABULATION*

BUILDING	MPK 12**	MPK 14
TOTAL AREAS ADDED (SF)	8,911	130
TOTAL AREAS REMOVED (SF)	4,499	4,013
BALANCE SUBTOTAL (SF)	4,412	-3,883
BALANCE GRAND TOTAL (SF)	529	
TOTAL BUILDING GFA (SF)	140,039	130,870

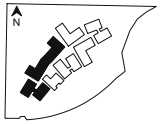
* MPK 12 AND MPK 14 TO BE CONSIDERED AS A SINGLE BUILDING FOR PLANNING PURPOSES.

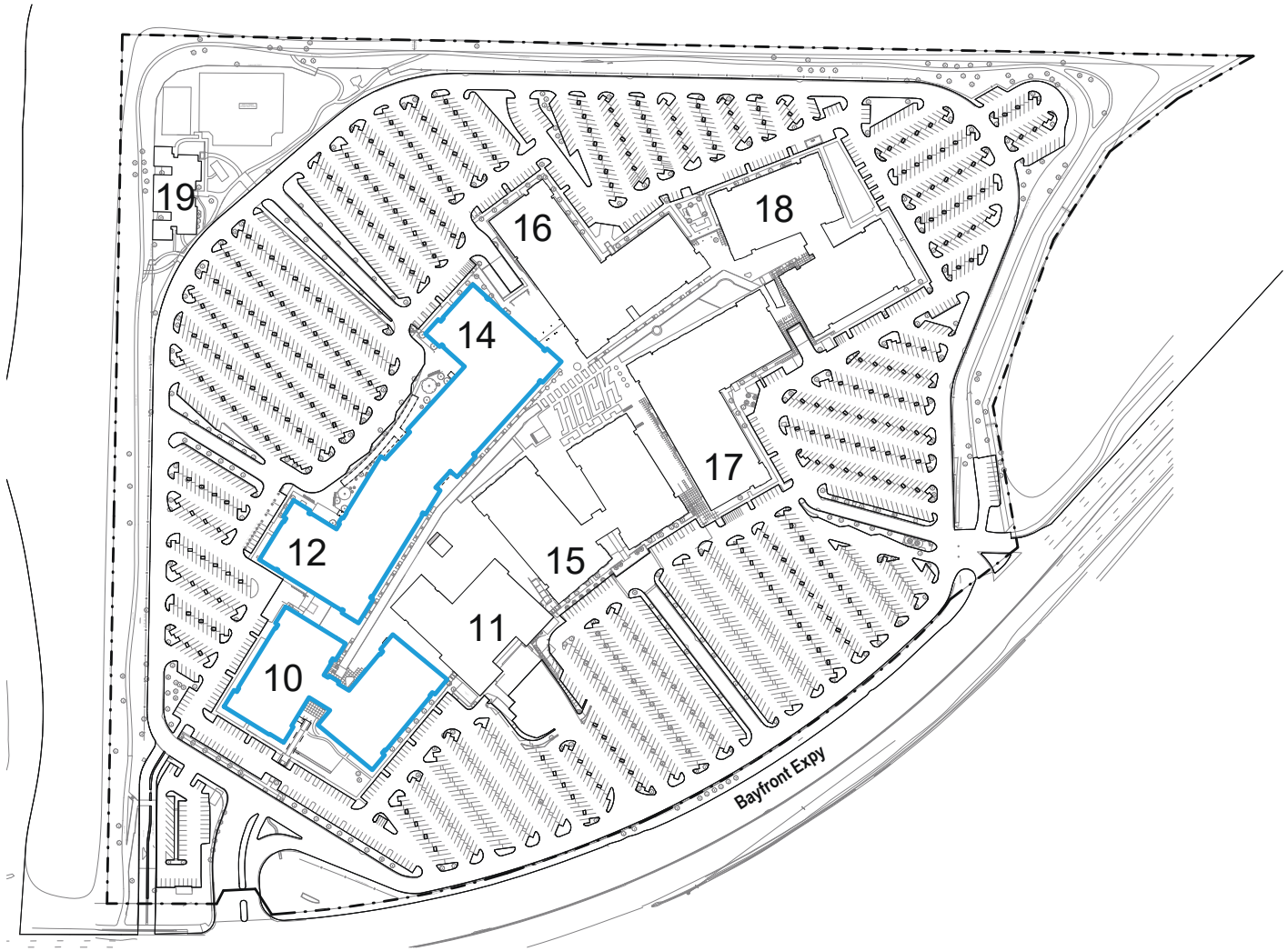
** PROPOSED (N) ATRIUM TO BE CONSIDERED AS MPK 12 AREA.

AREA PLANS LEGEND

AREAS ADDED

AREAS REMOVED





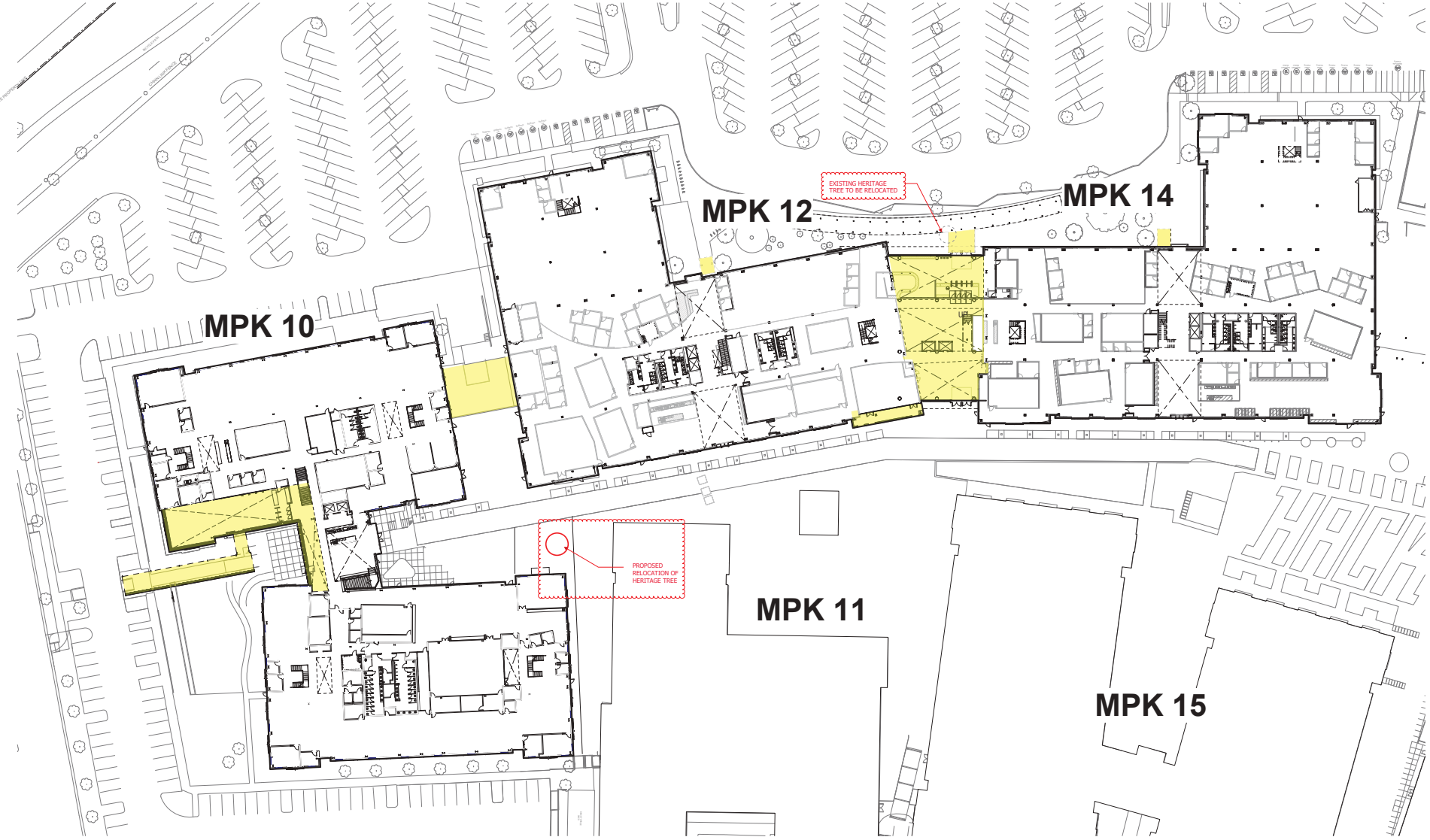
1 CAMPUS SITE PLAN

SCALE: 1" = 100'-0"

Meta STUDIOS EOC 09/12/2025

CAMPUS SITE PLAN
META BUILDINGS 10, 12 & 14 RENOVATION

A1-00



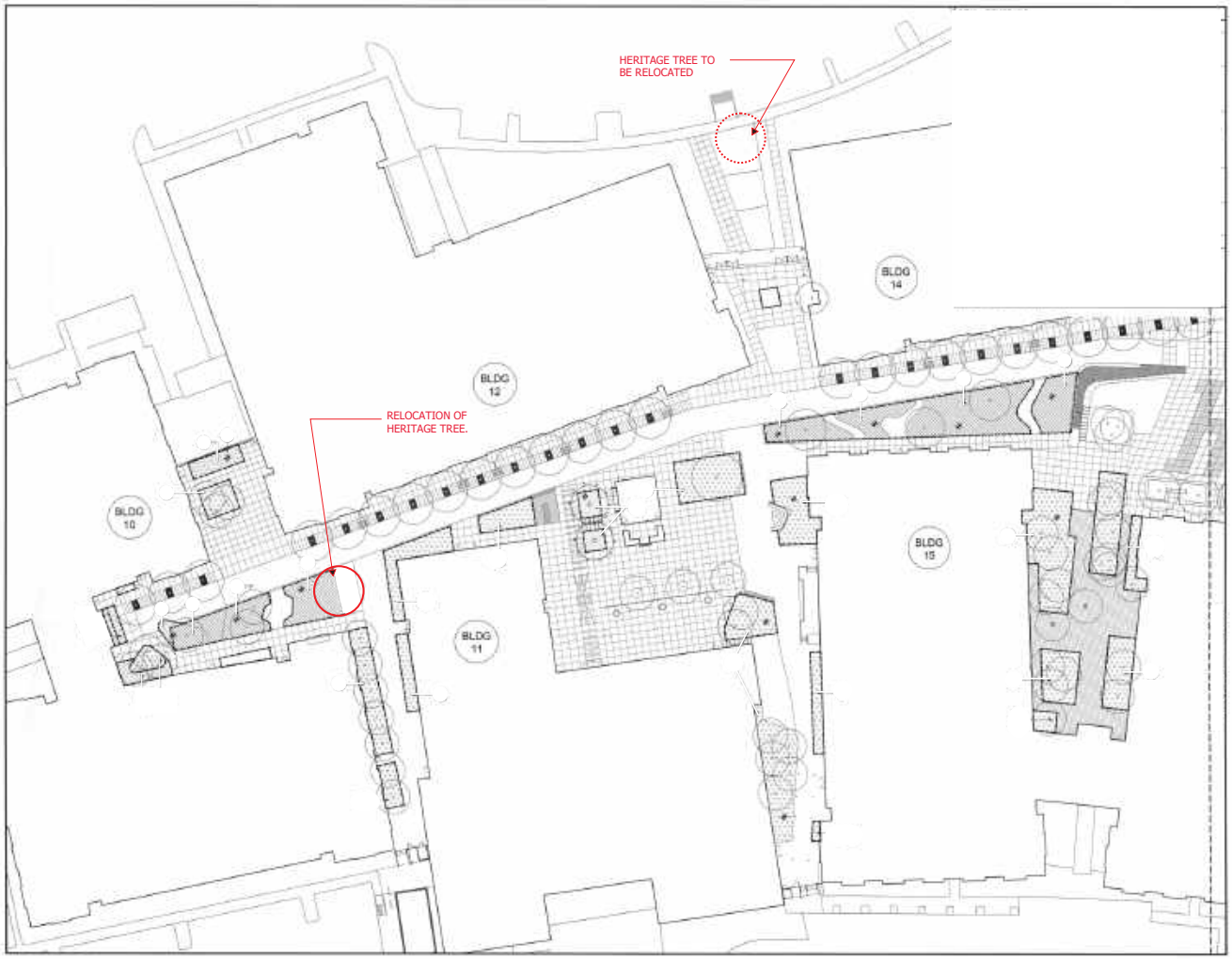
1 PROJECT SITE PLAN
SCALE: 1/32" = 1'-0"

PLAN LEGEND
- PROJECT SCOPE
- PROJECT ADDED AREA SCOPE

Meta STUDIOS EOC 09/12/2025

PROJECT SITE PLAN
META BUILDINGS 10, 12 & 14 RENOVATION

A1-01



Tree Relocation Guidelines

Part 1: General

Purpose & Scope
Provide all labor, materials, equipment, and supervision to transplant one semi-mature coast live oak and establish it at the designated location, in accordance with UC ANR oak planting guidance for transplants and applicable industry standards. Work includes pre-move preparation, excavation, handling, transport, planting, stabilization, irrigation setup, mulch placement, and 36-month establishment care and monitoring.

Quality Assurance
Project Arborist: ASCA Registered Consulting Arborist (or equivalent) to oversee critical operations. Tree work by ISA Certified Arborist/CTW; adhere to ANSI A300/Z133. Proceed only if candidate tree is in fair or better health/structure and judged suitable for relocation.

Coordination & Timing
Preferred season: late fall–winter; avoid spring bud break and peak summer heat when feasible. Minimize storage; direct dig-and-plant required; any unavoidable boxing/holding < 14 days with enhanced aftercare.

Part 2: Products

Backfill
1. Native soil from planting site preferred.
2. Avoid amendments that create textural discontinuity.

Mulch
1. Clean arborist wood chips.
2. Free of invasive propagules.

Guy Support
1. Only if needed; deadmen/guying anchors
2. Flexible, wide ties
3. Remove within 12–24 months.

Water
1. Potable or vetted, pathogen-free source.

Sanitation
1. 70% alcohol or quaternary ammonium for tools
2. Sanitize equipment contact points.

Part 3: Execution

Pre-Transplant Preparation
1. Irrigate root zone 24–72 hours pre-dig to ensure uniformly moist (not saturated) ball.
2. Crown cleaning only (dead/broken); retain live canopy except minimal clearance approved by Project Arborist.
3. Mark north side of trunk; re-orient at planting to match.
4. Confirm utility clearance and site access.

Excavation & Root Ball
1. Size ball by DBH and structural root mapping; default to largest feasible ball that preserves major roots.
2. Maintain intact ball; wrap/box as needed; prevent drying.
3. Lift from beneath the ball or by slings under the ball—never from the trunk.

Transport
1. Cover ball to prevent desiccation; secure to prevent shifting; limit transit time.
2. Pad trunk and scaffold branches to avoid abrasion.

Planting
1. Hole width 2–3× ball diameter; depth so root collar sits at or slightly above final grade (0–2 in.).
2. Set vertical; remove constraints at surface; maintain north orientation.
3. Backfill with native soil in lifts; settle with water; avoid over-compaction.
4. Form a watering basin just outside ball edge.
5. Stake/guy only if necessary; avoid rigid restraint; remove within 12–24 months.
6. Mulch 3–4 in. from 3 in. off trunk out to ≥2× ball radius; keep collar visible.
7. Initial irrigation to full profile depth.

Protection
1. Phytophthora prevention: keep collar dry; avoid frequent shallow watering; sanitize tools; avoid contaminated soil/water.
2. Treat as higher risk until fully established; avoid high-target placements.

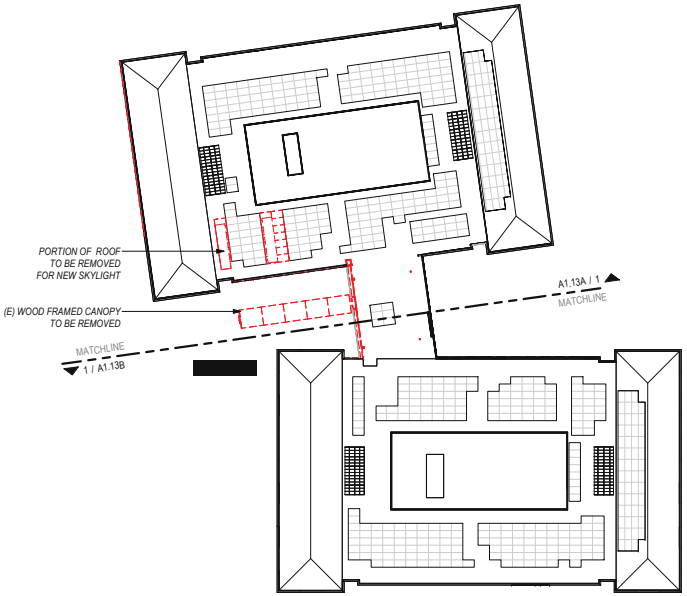
Acceptance Criteria
1. Root collar visible and at correct elevation
2. Tree vertical and stable
3. No soil/mulch against trunk
4. Basin/mulch installed
5. First irrigation complete.

Appendix I — 36-Month Monitoring & Maintenance Schedule (Coast Live Oak)

Performance Objective
Progressive root establishment beyond the original ball, stable structure without staking, normal canopy density and growth for species/age class, and absence of chronic stress symptoms.

1. Water immediately after transplanting.
2. Construct a berm around the tree to direct water to the root ball.
3. Provide deep, infrequent irrigation guided by soil moisture sensors to depth of root ball. Irrigate to maintain available water in the root zone, particularly in the root ball and the interface between the root ball and field soil.
4. Seasonal triggers:
   - Nov–Mar irrigate only during extended dry spells
   - Apr–Jun every 10–21 days as indicated by sensors
   - Jul–Oct every 7–14 days with full-profile soaking
   - Expand basin ~50% at start of Year 2
   - Refresh mulch annually.

Phase	Frequency	Tasks	Pass/Fail Metrics
Weeks 1–8	Weekly	Monitor sensors; irrigate as needed; check stability; adjust ties; verify mulch & basin; inspect for pests/disease.	Ball/backfill moist (not saturated); no lean/rocking; trunk flare visible; no trunk injury.
Months 3–6	Biweekly	As above; light formative pruning only if dead/broken; photo-monitoring.	Leaf turgor normal; no new dieback; staking functional/not constricting.
Months 7–12	Monthly	As above; summer irrigation emphasis; pest/disease scouting; update care log.	≥90% canopy retention vs. baseline; buds set by fall.
Year 2	Monthly (Apr–Oct); Bi-monthly (Nov–Mar)	Enlarge basin; refresh mulch; reduce/remove stakes when stable; soil probe before irrigations.	Stable without staking by end of Year 2; no girdling ties; outward root growth evident.
Year 3	Quarterly	Structural evaluation; corrective pruning only if warranted; wean off supplemental irrigation (fall).	≥85% canopy density vs. local reference trees; normal shoot extension for age class.

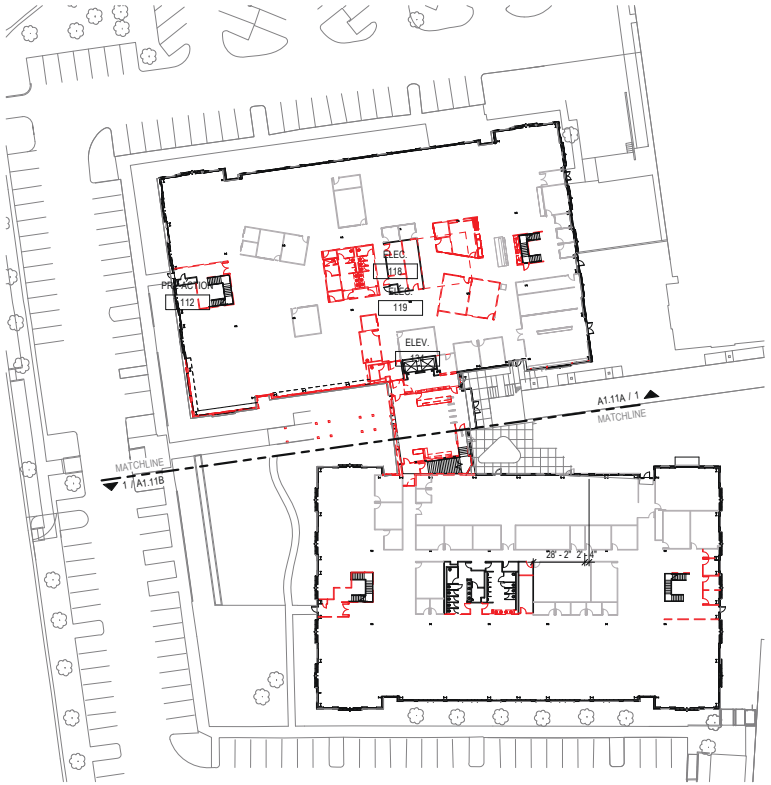


3 MPK 10 DEMOLITION PLAN - ROOF

SCALE: 1/32" = 1'-0"

2 MPK 10 DEMOLITION PLAN - LEVEL 02

SCALE: 1/32" = 1'-0"

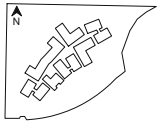


1 MPK 10 DEMOLITION PLAN - LEVEL 01

SCALE: 1/32" = 1'-0"

DEMO PLAN - SYMBOL LEGEND

- INDICATES EXISTING PARTITION
- INDICATES EXISTING PARTITION, DOOR AND FRAME TO BE DEMOLISHED
- EXISTING PARTITION TO BE DEMOLISHED
- PORTION OF EXISTING FLOOR OR ROOF TO BE REMOVED

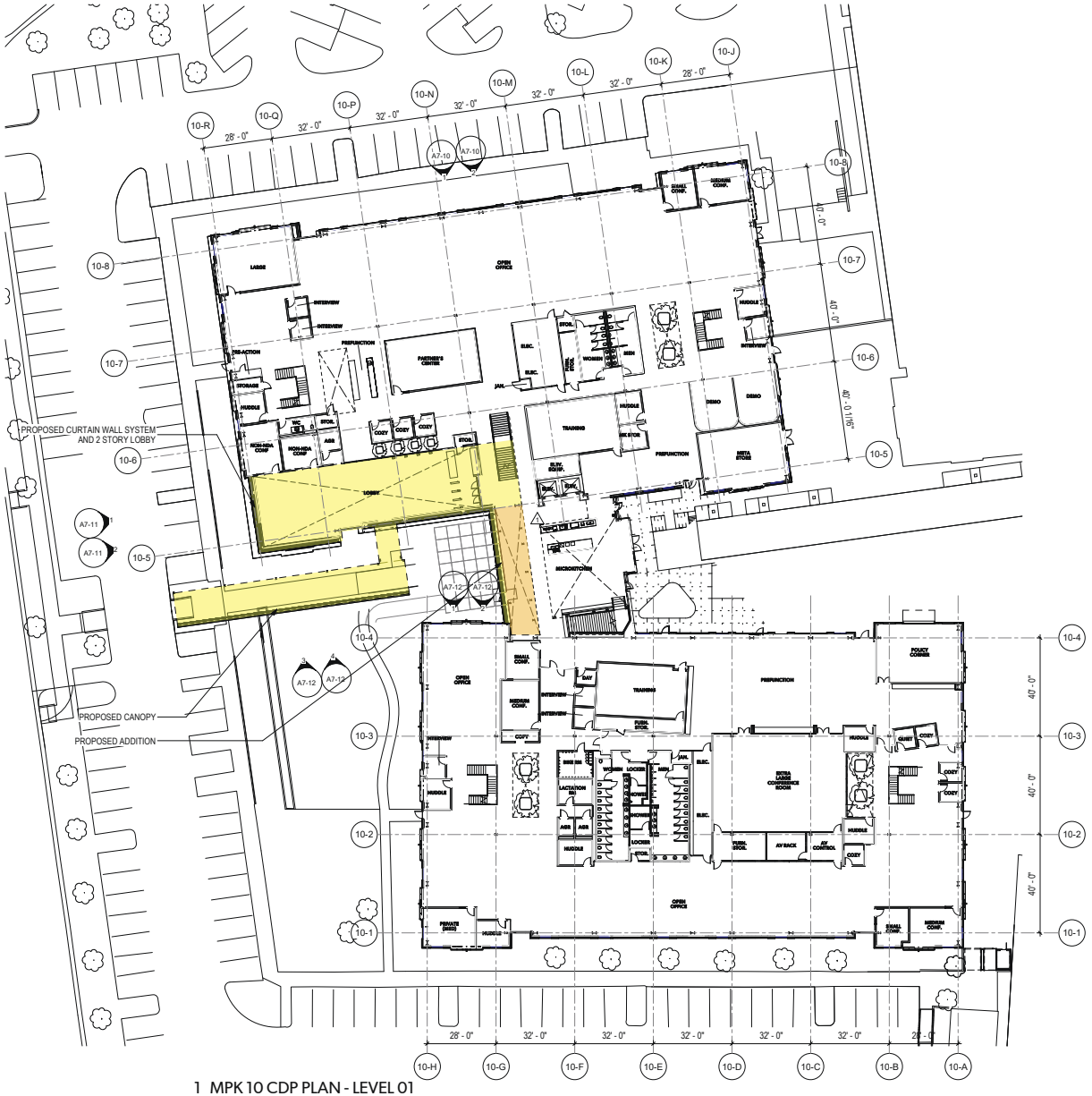


N

Meta STUDIOS EOC 09/12/2025

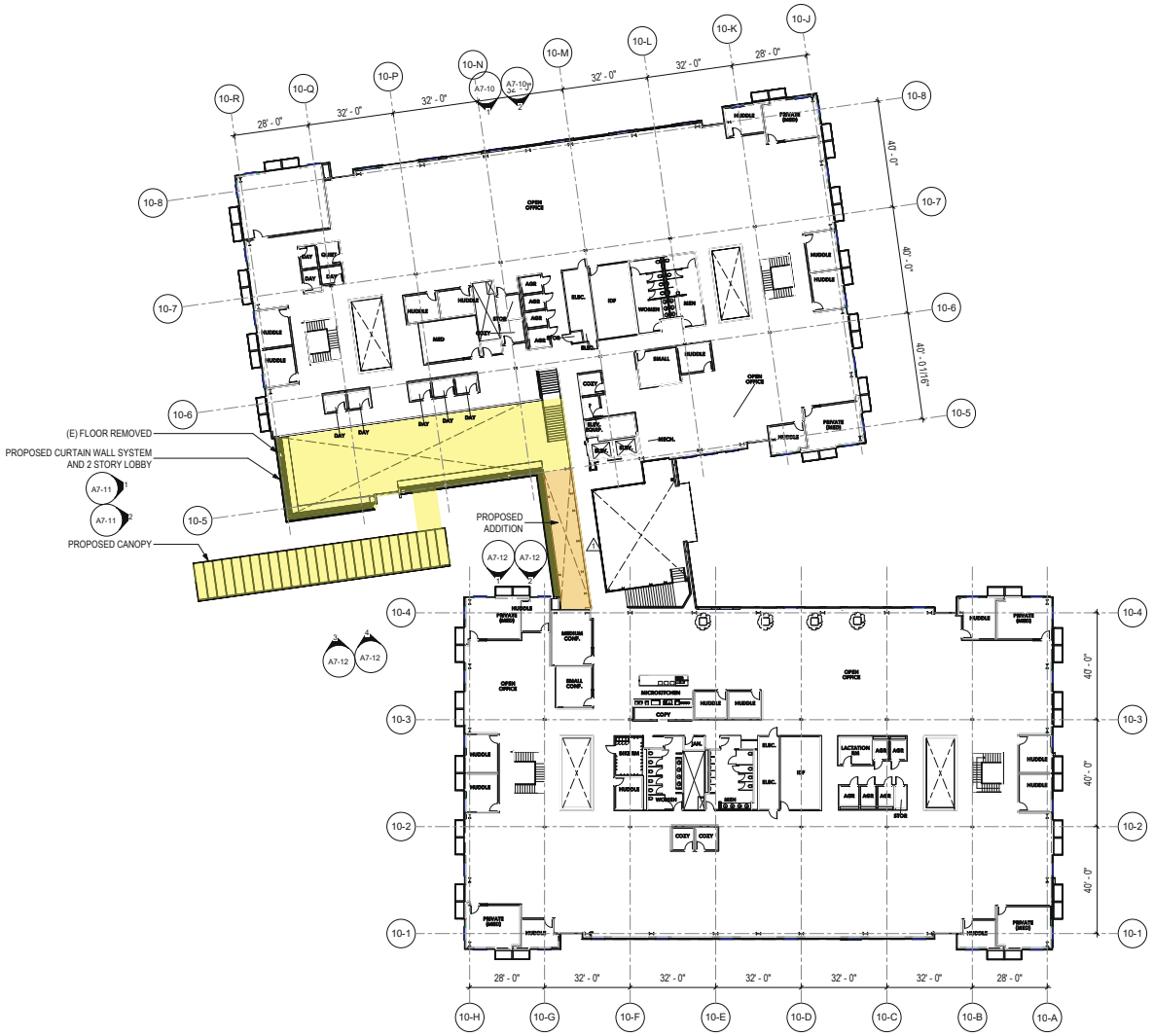
MPK 10 DEMOLITION PLANS
META BUILDINGS 10, 12 & 14 RENOVATION

A2-10



1 MPK 10 CDP PLAN - LEVEL 01

SCALE: 3/64" = 1'-0"



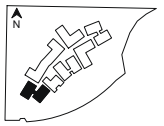
1 MPK 10 CDP PLAN - LEVEL 02

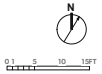
SCALE: 3/64" = 1'-0"

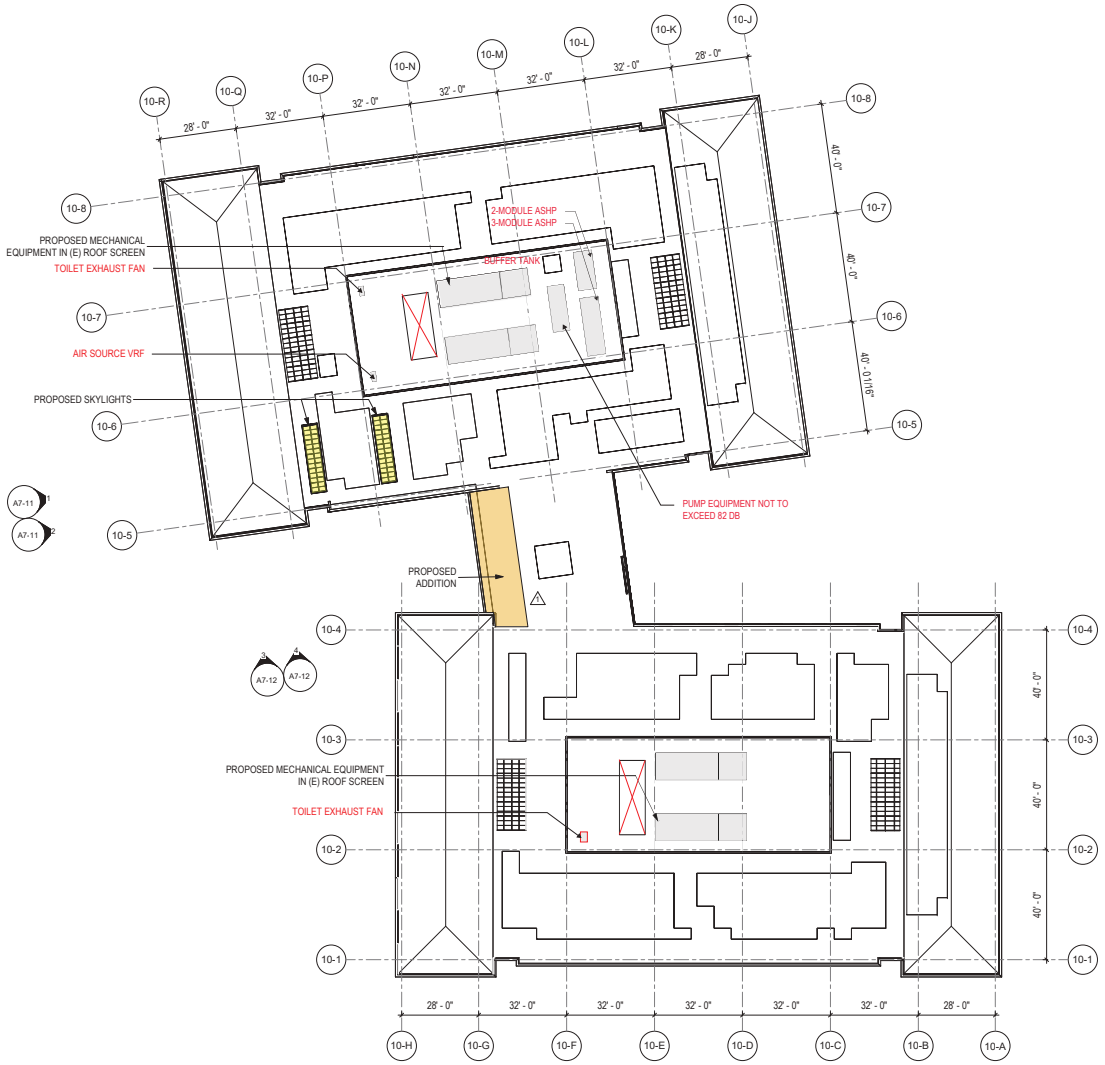
PLAN LEGEND

PROJECT SCOPE

PROJECT ADDED AREA SCOPE







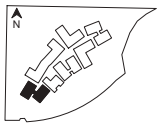
1 MPK 10 CDP PLAN - ROOF LEVEL

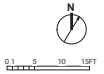
SCALE: 3/64" = 1'-0"

PLAN LEGEND

PROJECT SCOPE

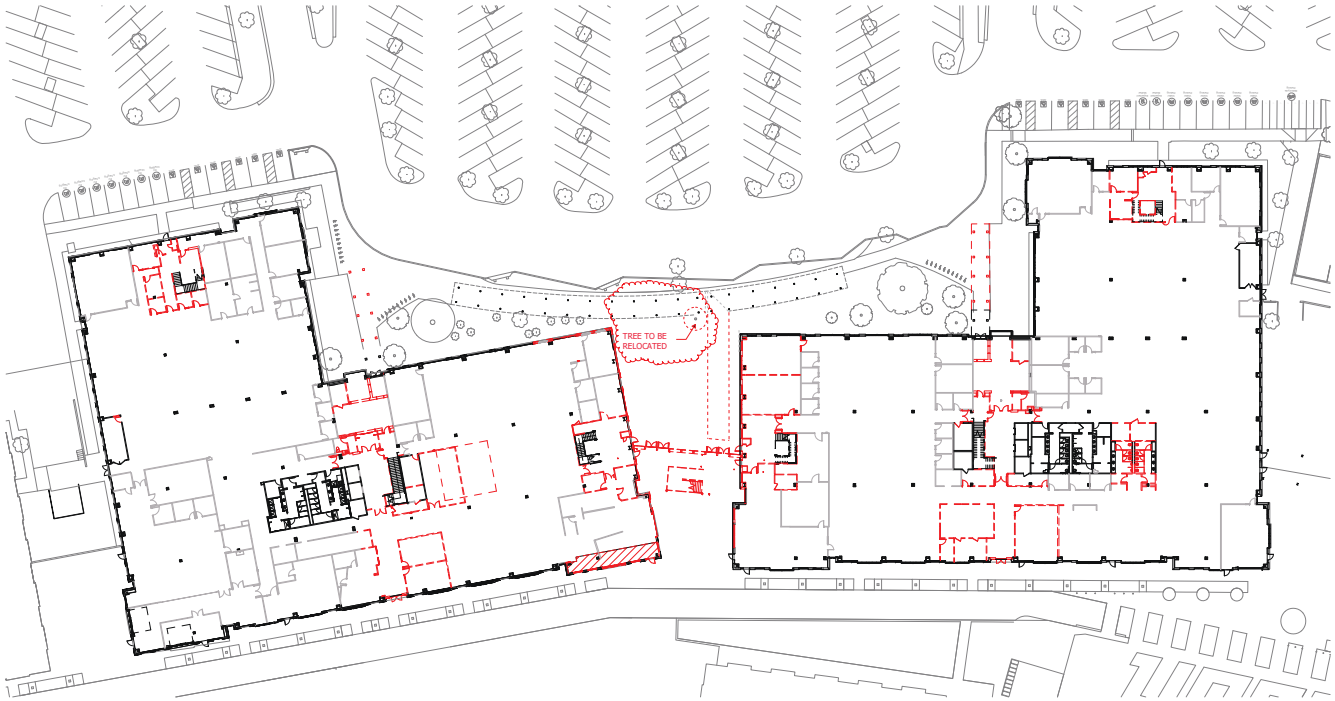
PROJECT ADDED AREA SCOPE





1 MPK 12 & 14 DEMOLITION PLAN - LEVEL 02

SCALE: 1/32" = 1'-0"

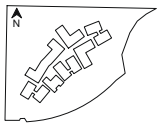


2 MPK 12 & 14 DEMOLITION PLAN - LEVEL 01

SCALE: 1/32" = 1'-0"

DEMO PLAN - SYMBOL LEGEND

- INDICATES EXISTING PARTITION
- INDICATES EXISTING PARTITION, DOOR AND FRAME TO BE DEMOLISHED
- EXISTING PARTITION TO BE DEMOLISHED
- PORTION OF EXISTING FLOOR OR ROOF TO BE REMOVED

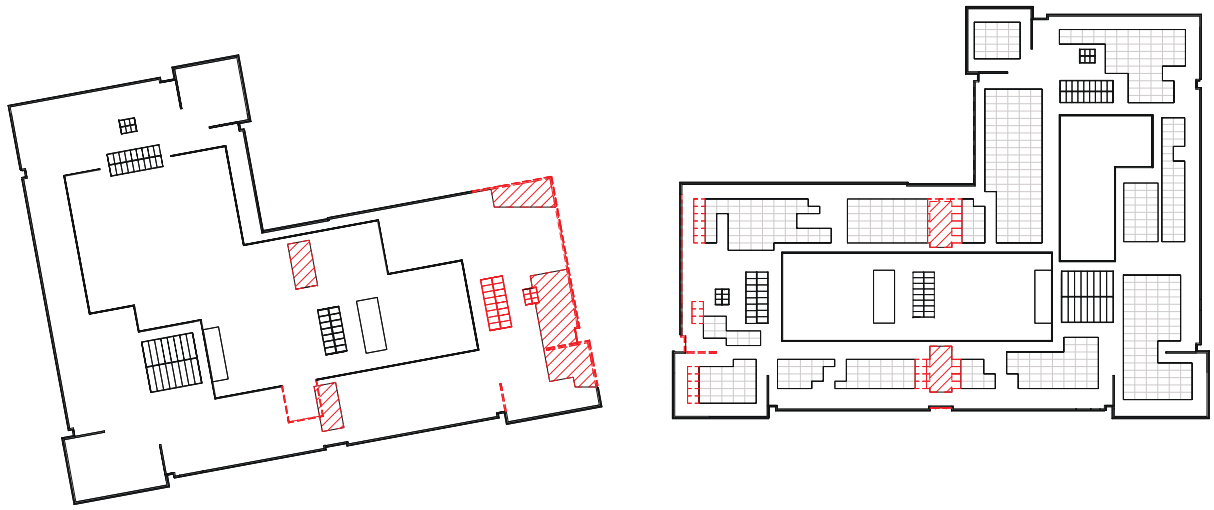


Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 DEMOLITION PLAN - LEVEL 01 & 02

META BUILDINGS 10, 12 & 14 RENOVATION

A2-19



1 MPK 12 & 14 DEMOLITION PLAN - ROOF

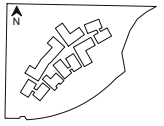
SCALE: 1/32" = 1'-0"

2 MPK 12 & 14 DEMOLITION PLAN - LEVEL 03

SCALE: 1/32" = 1'-0"

DEMO PLAN - SYMBOL LEGEND

- INDICATES EXISTING PARTITION
- INDICATES EXISTING PARTITION, DOOR AND FRAME TO BE DEMOLISHED
- EXISTING PARTITION TO BE DEMOLISHED
- PORTION OF EXISTING FLOOR OR ROOF TO BE REMOVED

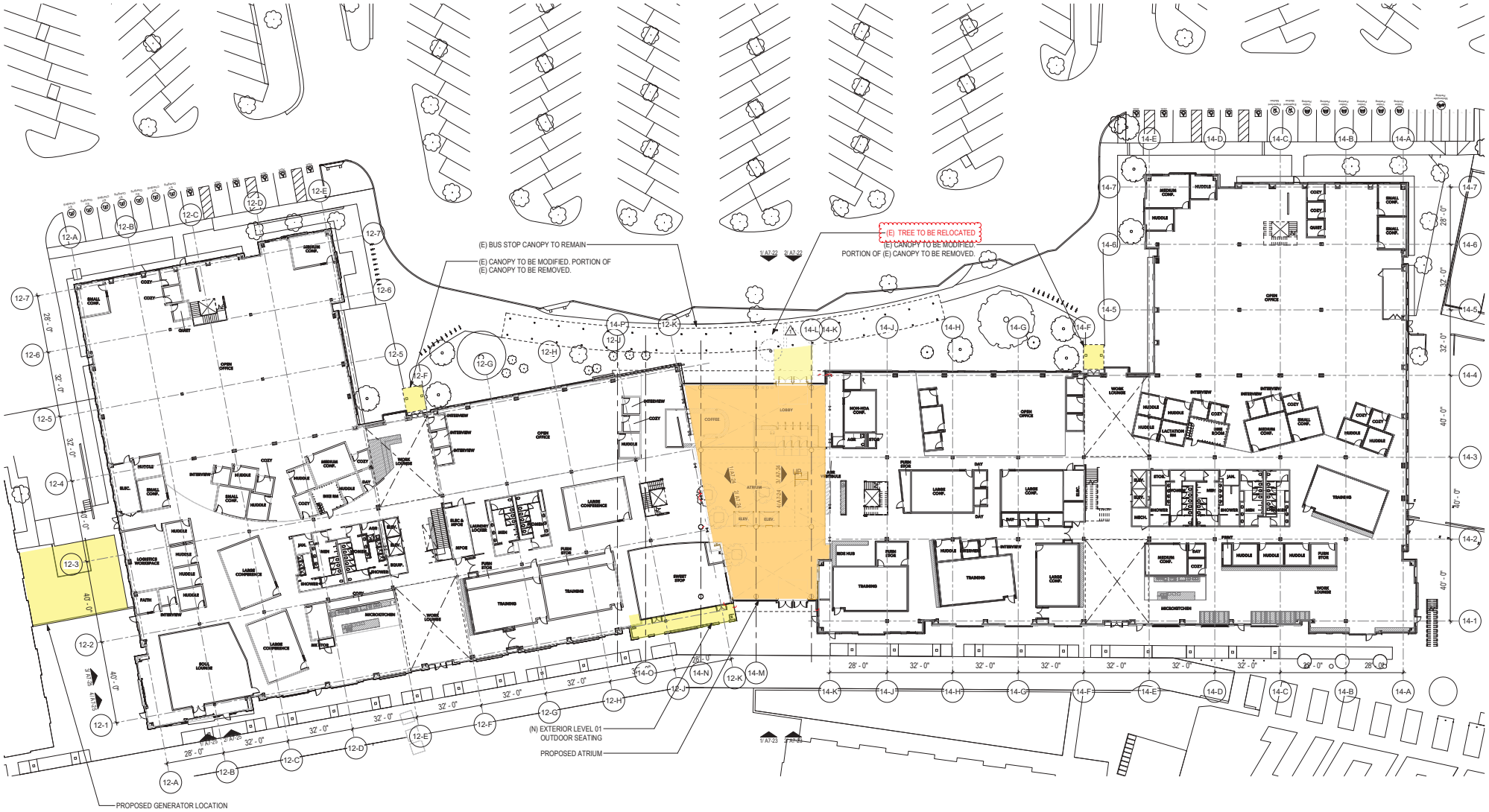


Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 DEMOLITION PLAN - LEVEL 03 & ROOF

META BUILDINGS 10, 12 & 14 RENOVATION

A2-20



1 MPK 12 & 14 CDP PLAN - LEVEL 01

SCALE: 3/64" = 1'-0"

PLAN LEGEND

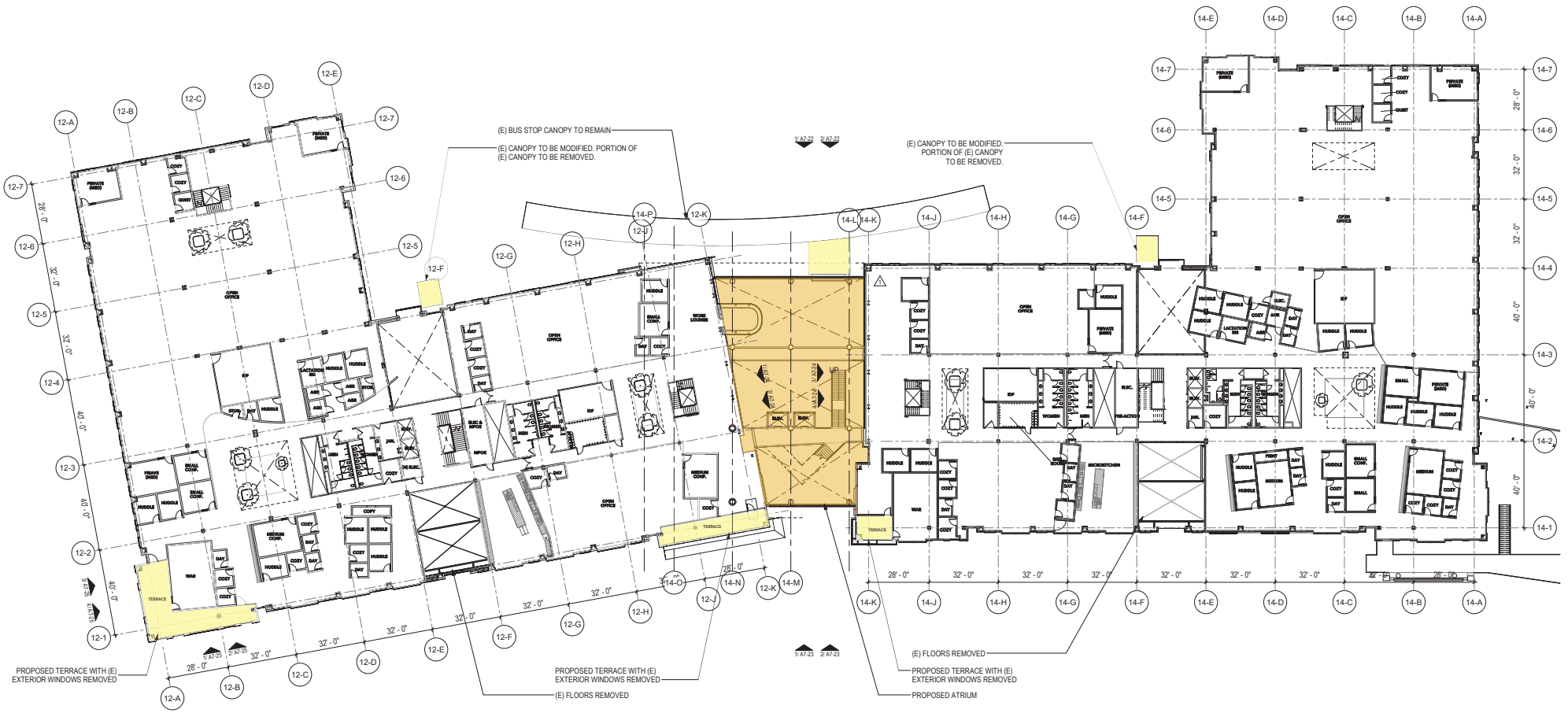
- PROJECT SCOPE
- PROJECT ADDED AREA SCOPE

Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 FLOOR PLAN - LEVEL 01

META BUILDINGS 10, 12 & 14 RENOVATION

A2-21



1 MPK 12 & 14 CDP PLAN - LEVEL 02

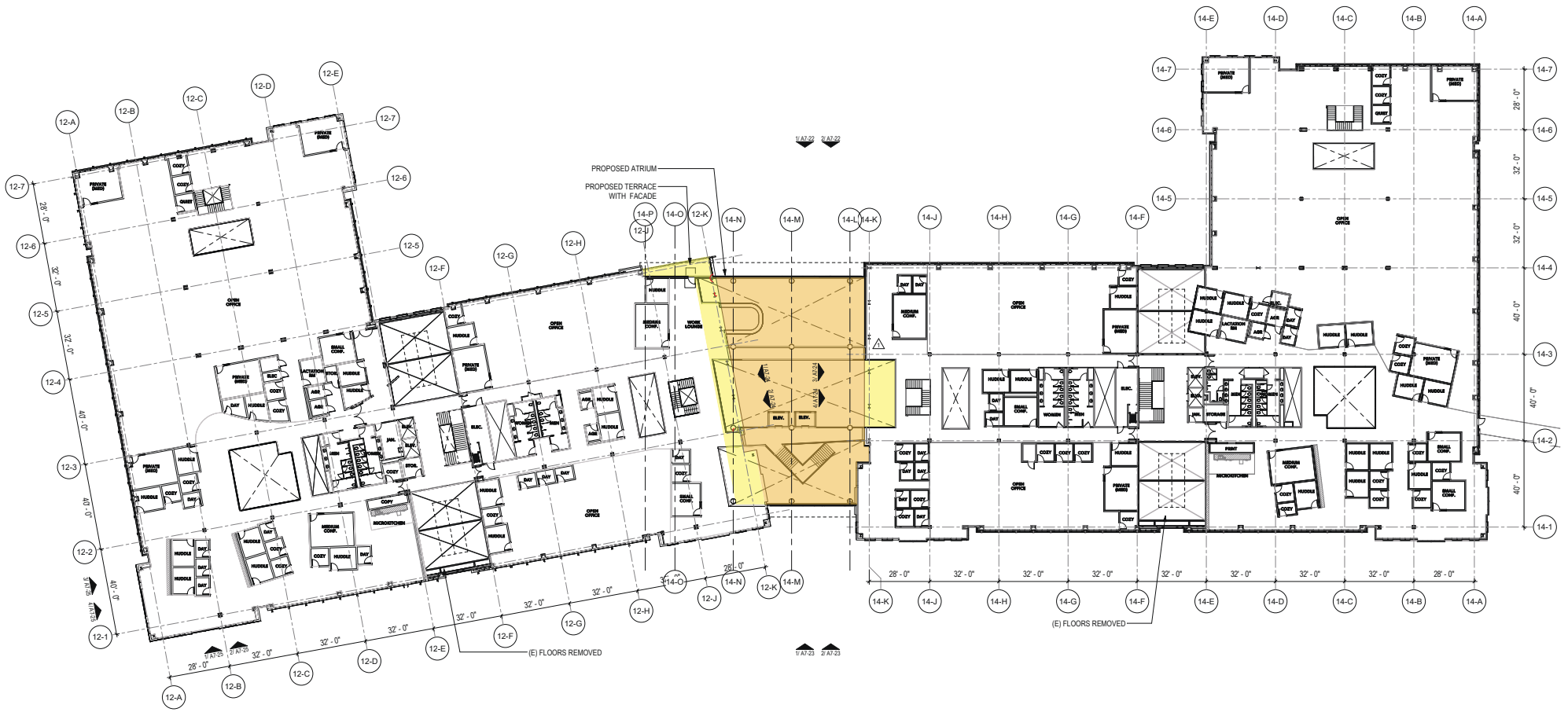
SCALE: 3/64" = 1'-0"

PLAN LEGEND	
	PROJECT SCOPE
	PROJECT ADDED AREA SCOPE

Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 FLOOR PLAN - LEVEL 02
META BUILDINGS 10, 12 & 14 RENOVATION

A2-22



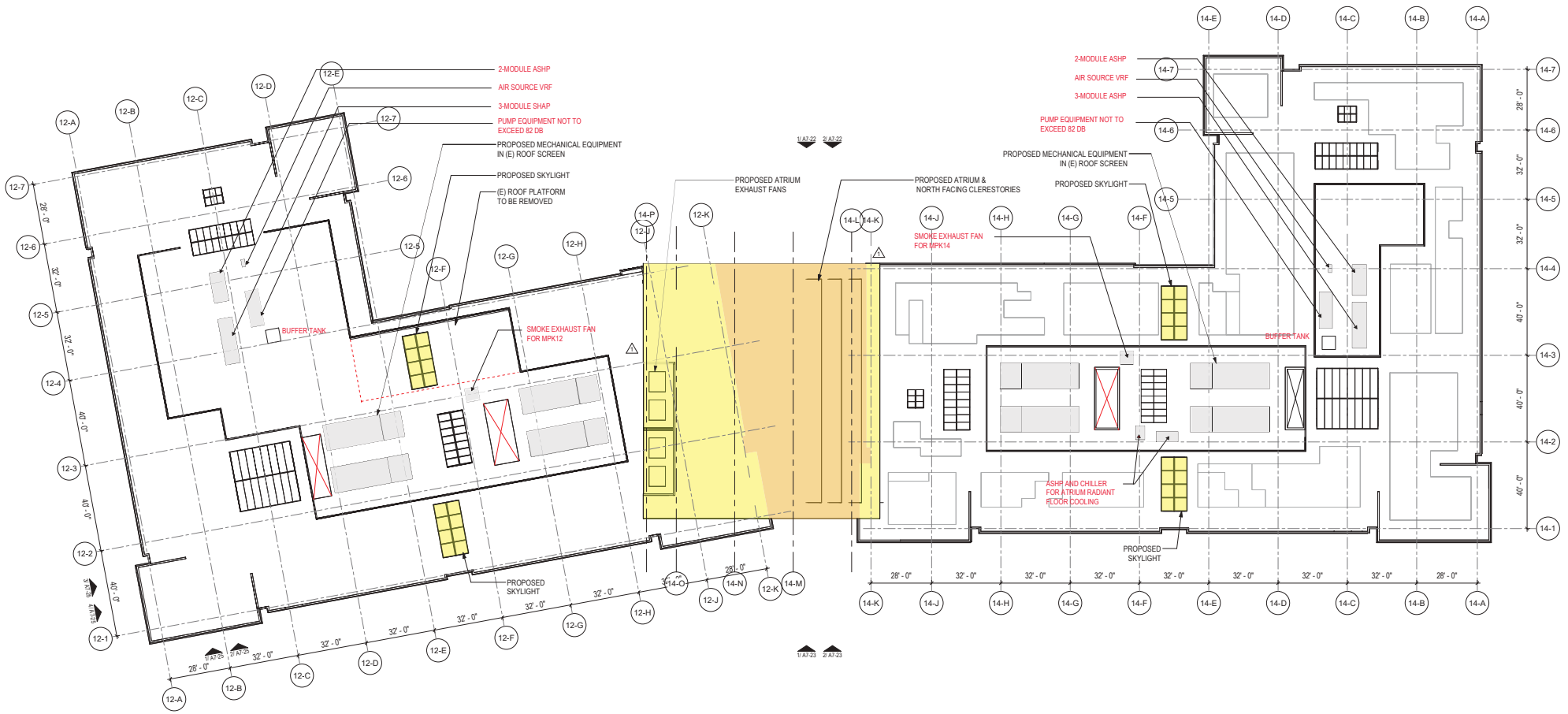
1 MPK 12 & 14 CDP PLAN - LEVEL 03

SCALE: 3/64" = 1'-0"

Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 FLOOR PLAN - LEVEL 03
META BUILDINGS 10, 12 & 14 RENOVATION

A2-23



1 MPK 12 & 14 CDP PLAN - ROOF LEVEL

SCALE: 3/64" = 1'-0"

PLAN LEGEND

PROJECT SCOPE

PROJECT ADDED AREA SCOPE

Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 ROOF PLAN
META BUILDINGS 10, 12 & 14 RENOVATION

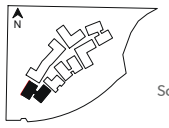
A2-24

2 MPK 10 PARTIAL NORTHEAST ELEVATION - PROPOSED

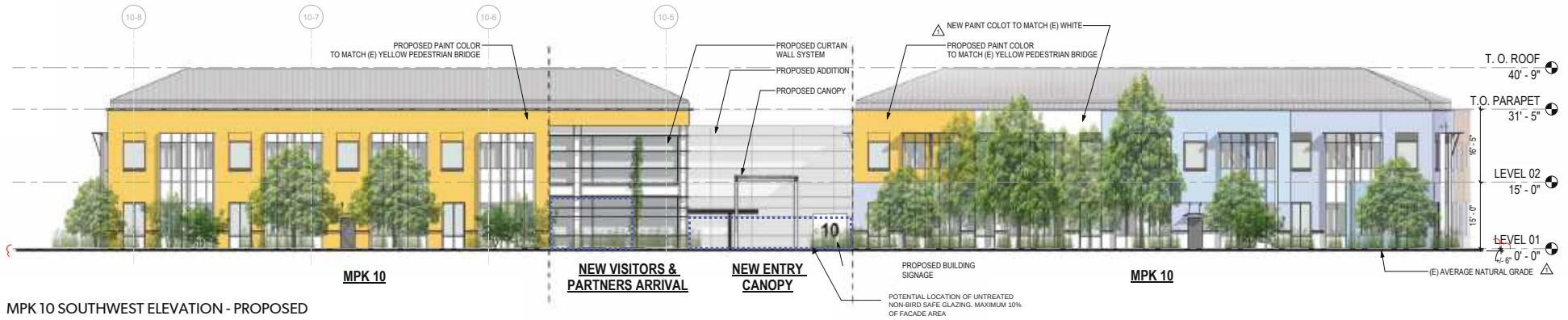
SCALE: 3/32" = 1'-0"

1 MPK 10 PARTIAL NORTHEAST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



Scale: 3/32" = 1'-0"

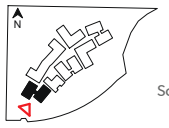


2 MPK 10 SOUTHWEST ELEVATION - PROPOSED

SCALE: 3/32" = 1'-0"

1 MPK 10 SOUTHWEST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



Scale: 3/32" = 1'-0"

4 MPK 10 PARTIAL EAST ELEVATION - PROPOSED

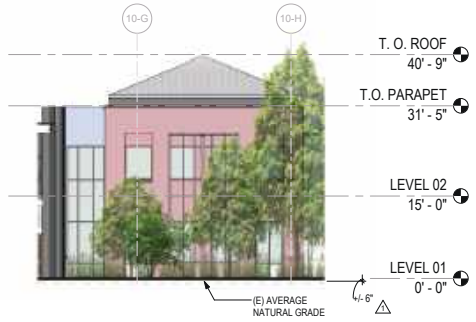
SCALE: 3/32" = 1'-0"

2 MPK 10-S PARTIAL NORTHWEST ELEVATION - PROPOSED

SCALE: 3/32" = 1'-0"

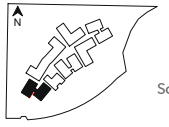
3 MPK 10 PARTIAL EAST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



1 MPK 10-S PARTIAL NORTHWEST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



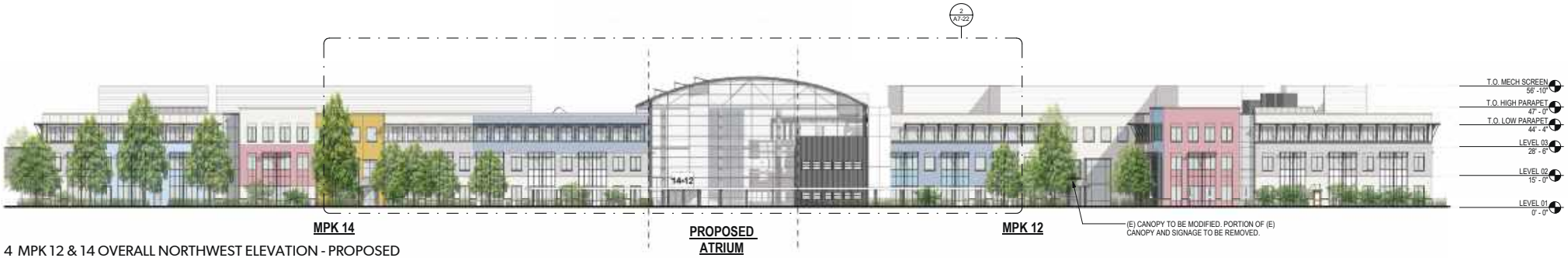
Scale: 3/32" = 1'-0"

0 1 5 10 15FT

Meta STUDIOS EOC 09/12/2025

MPK 10 EXTERIOR ELEVATIONS
META BUILDINGS 10, 12 & 14 RENOVATION

A7-12



4 MPK 12 & 14 OVERALL NORTHWEST ELEVATION - PROPOSED

SCALE: 3/64" = 1'-0"

3 MPK 12 & 14 OVERALL NORTHWEST ELEVATION - EXISTING

SCALE: 3/64" = 1'-0"

Scale: 3/64" = 1'-0"

0 1 5 10 15FT

2 MPK 12 & 14 OVERALL SOUTHEAST ELEVATION - PROPOSED

SCALE: 3/64" = 1'-0"

1 MPK 12 & 14 OVERALL SOUTHEAST ELEVATION - EXISTING

SCALE: 3/64" = 1'-0"

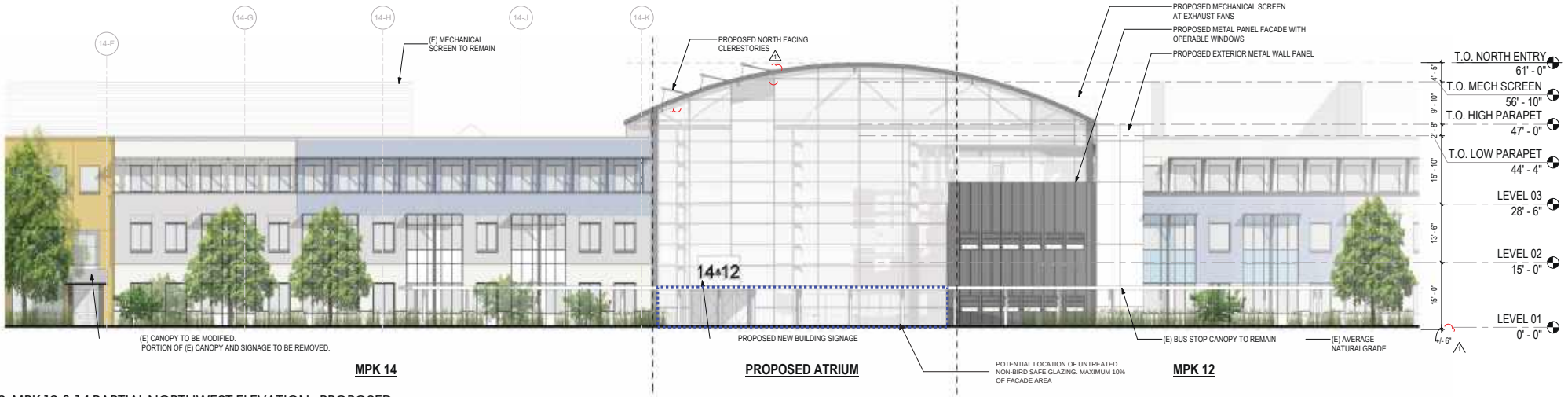
Scale: 3/64" = 1'-0"

0 1 5 10 15FT

Meta STUDIOS EOC 09/12/2025

MPK 12 & 14 OVERALL SOUTHEAST ELEVATIONS
META BUILDINGS 10, 12 & 14 RENOVATION

A7-21

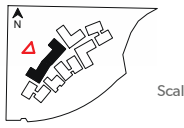


2 MPK 12 & 14 PARTIAL NORTHWEST ELEVATION - PROPOSED

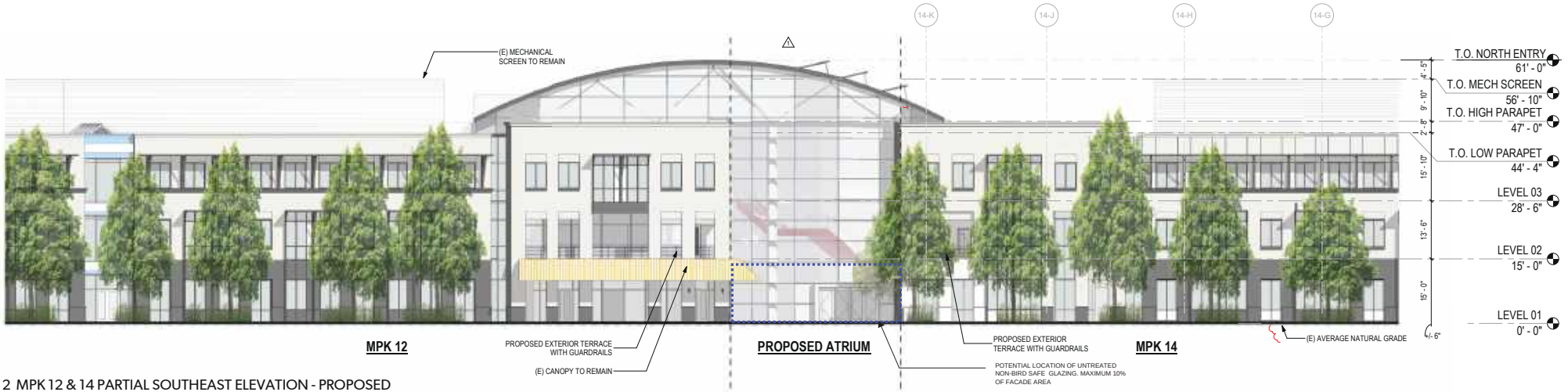
SCALE: 3/32" = 1'-0"

1 MPK 12 & 14 PARTIAL NORTHWEST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



Scale: 3/32" = 1'-0"

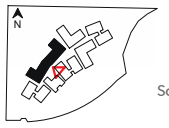


2 MPK 12 & 14 PARTIAL SOUTHEAST ELEVATION - PROPOSED

SCALE: 3/32" = 1'-0"

1 MPK 12 & 14 PARTIAL SOUTHEAST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



Scale: 3/32" = 1'-0"

4 MPK 14 ATRIUM ELEVATION - PROPOSED

SCALE: 3/32" = 1'-0"

2 MPK 12 ATRIUM ELEVATION - PROPOSED

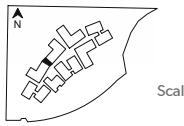
SCALE: 3/32" = 1'-0"

3 MPK 14 ATRIUM ELEVATION - EXISTING

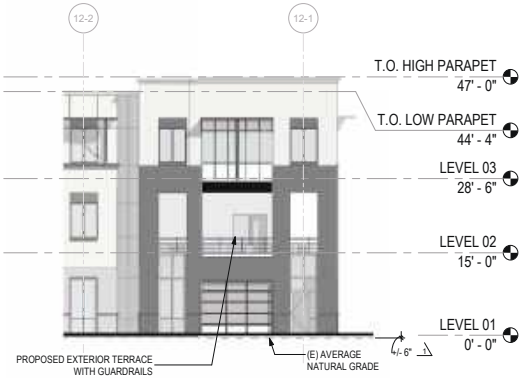
SCALE: 3/32" = 1'-0"

1 MPK 12 ATRIUM ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"



Scale: 3/32" = 1'-0"



4 PARTIAL MPK 12 SOUTHWEST ELEVATION - PROPOSED

SCALE: 3/32" = 1'-0"

2 PARTIAL MPK 12 SOUTHEAST ELEVATION - PROPOSED

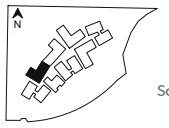
SCALE: 3/32" = 1'-0"

3 PARTIAL MPK 12 SOUTHWEST ELEVATION - EXISTING

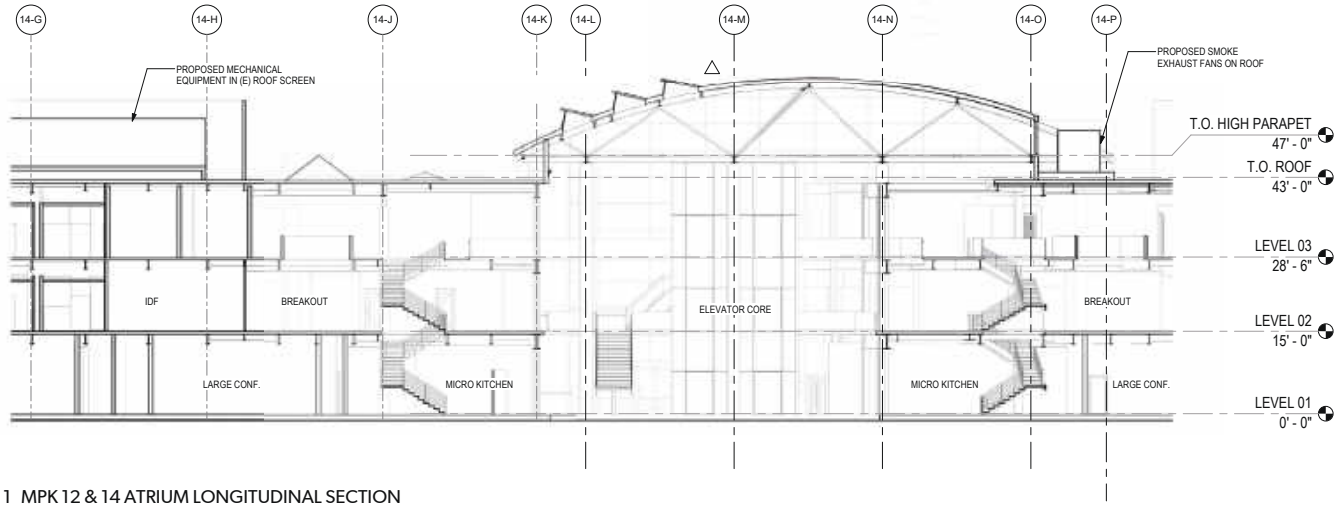
SCALE: 3/32" = 1'-0"

1 PARTIAL MPK 12 SOUTHEAST ELEVATION - EXISTING

SCALE: 3/32" = 1'-0"

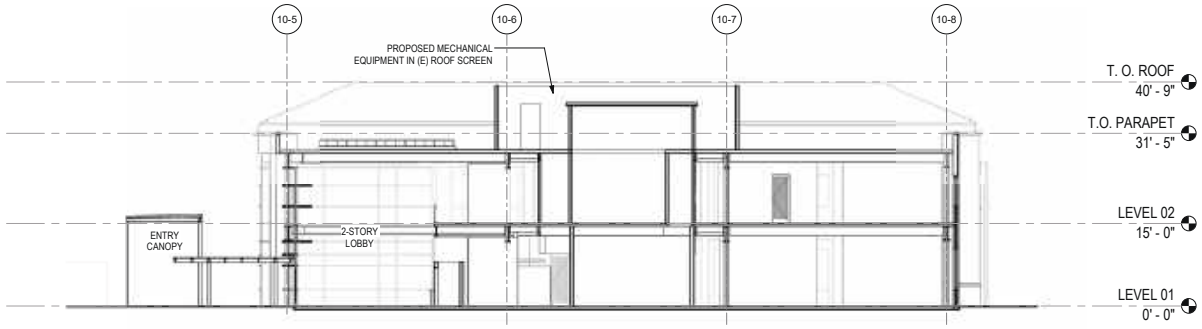


Scale: 3/32" = 1'-0"



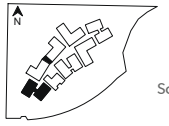
1 MPK 12 & 14 ATRIUM LONGITUDINAL SECTION

SCALE: 3/32" = 1'-0"

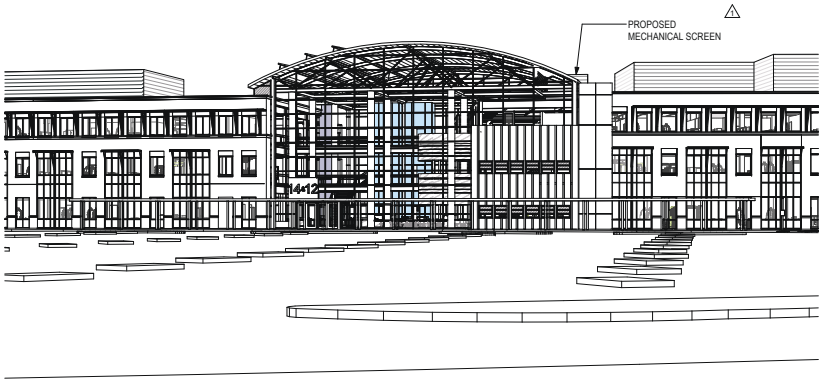


2 MPK 10-N LONGITUDINAL SECTION

SCALE: 3/32" = 1'-0"

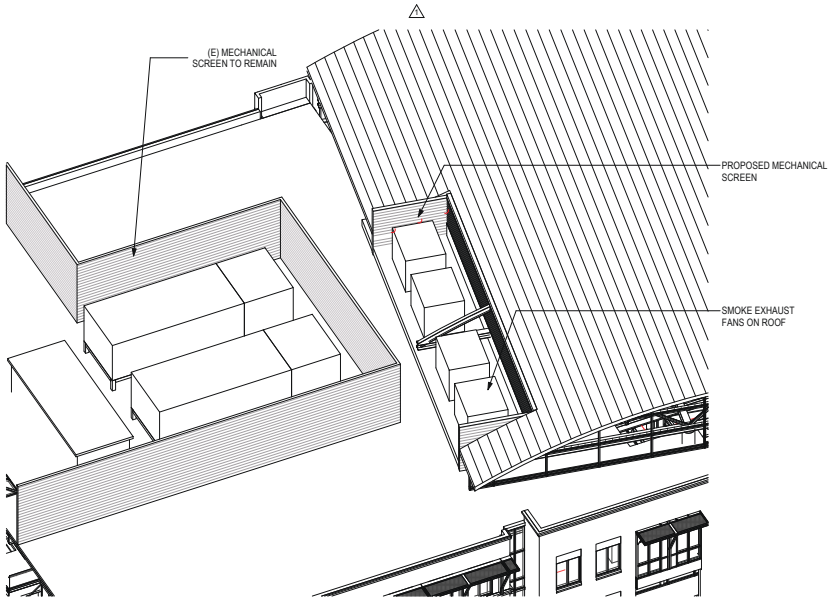


Scale: 3/32" = 1'-0"

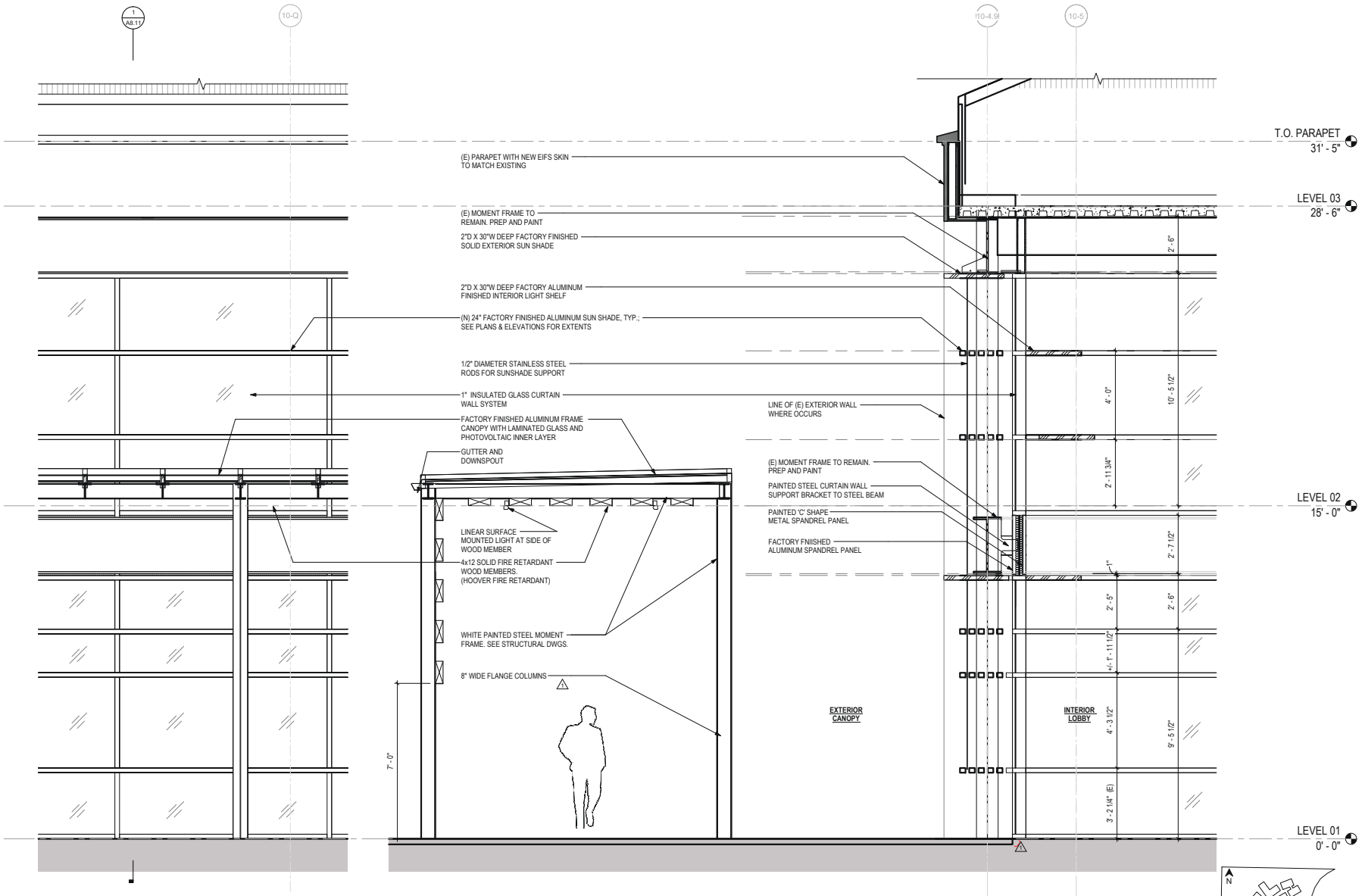


3 PERSPECTIVE VIEWS - FROM BAY SHORE

2 PERSPECTIVE VIEWS - FROM SIDE WALK



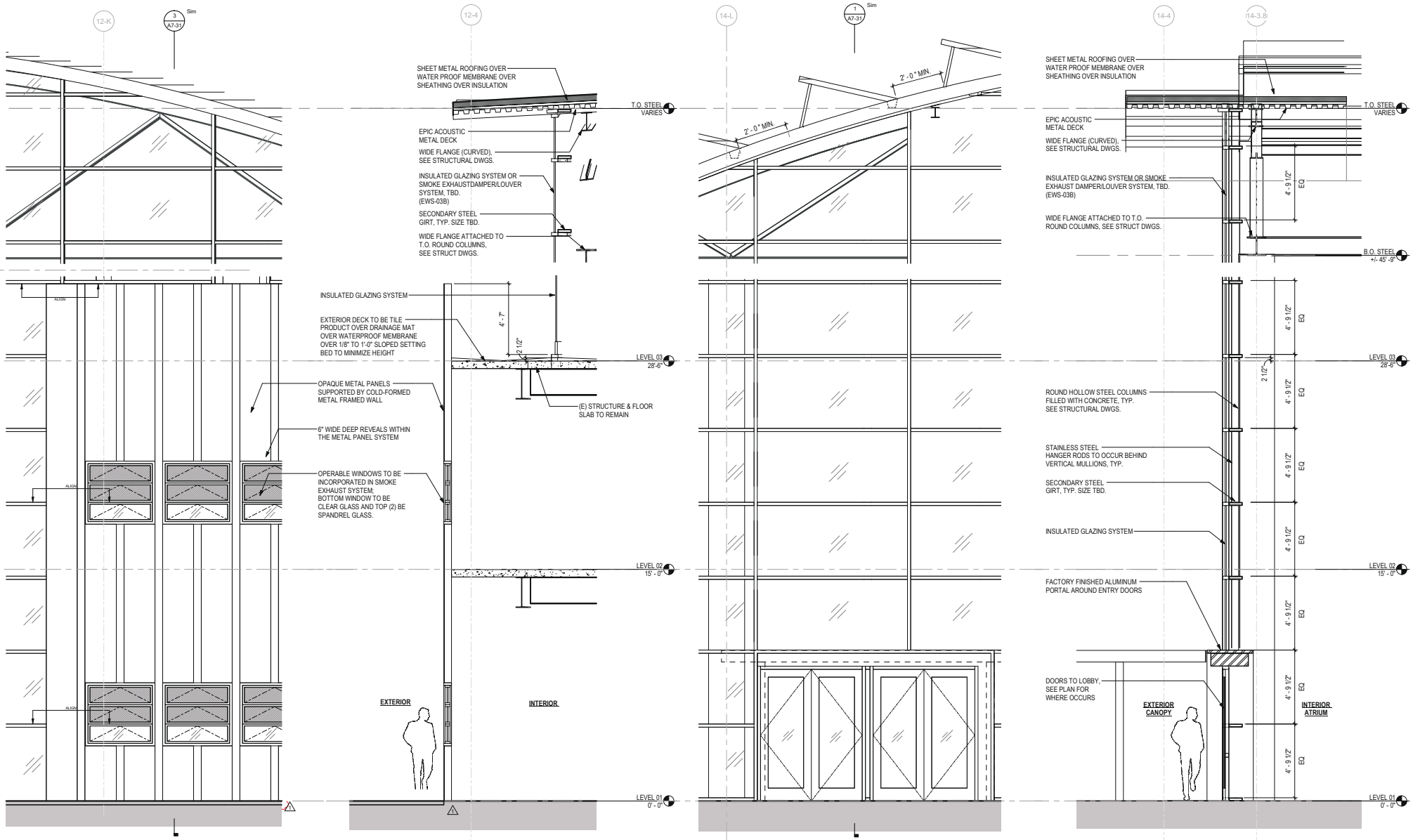
1 AXON - MECHANICAL WITH EXHAUST FAN



2 MPK10 - ENLARGED ELEVATION AT GRID 10-4.9/10-Q
SCALE: 1/2" = 1'-0"

1 MPK10 - ENLARGED SECTION AT GRID 10-4.9/10-Q
SCALE: 1/2" = 1'-0"

Scale: 1/2" = 1'-0"



4 ENLARGED ELEV - MPK12 NORTH TERRACE

SCALE: 3/8" = 1'-0"

3 WALL SECTION - MPK 12 - NORTH TERRACE

SCALE: 3/8" = 1'-0"

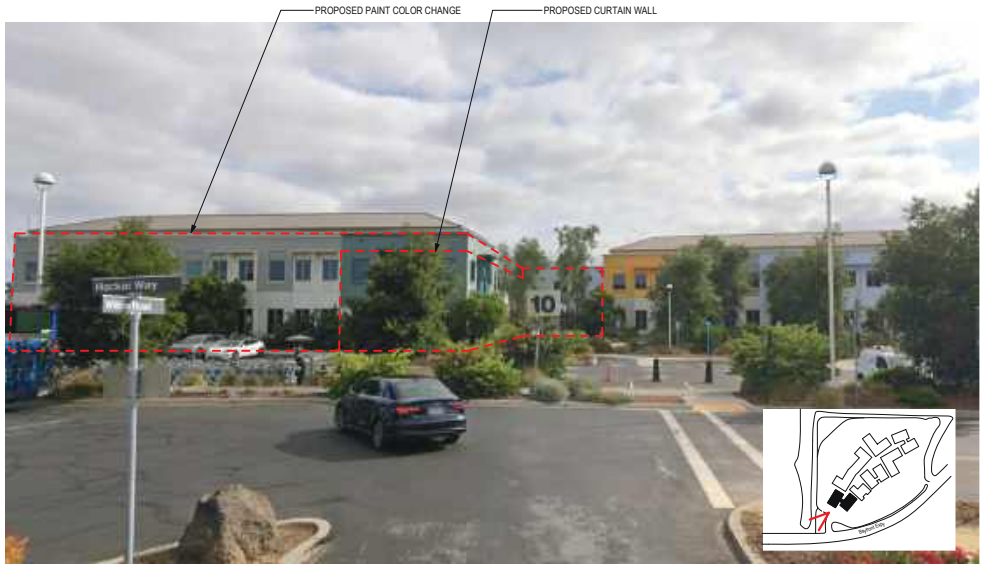
2 ENLARGED ELEV - MPK12&14@ NORTH ENTRY

SCALE: 3/8" = 1'-0"

1 WALL SECTION - MPK 12&14 ATRIUM

SCALE: 3/8" = 1'-0"

4 FROM PARKING LOT FACING NORTH EAST ELEVATION OF MPK 10

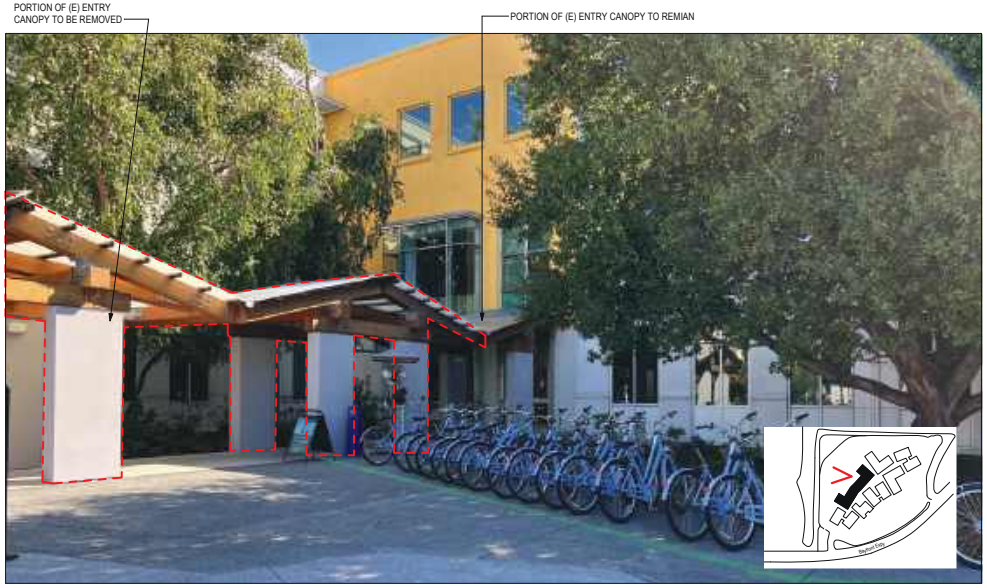


3 FROM PARKING LOT FACING MPK 10 ENTRY

2 ENTERING MPK CAMPUS AT INTERSECTION OF BAYFRONT EXPY & WILLOW RD

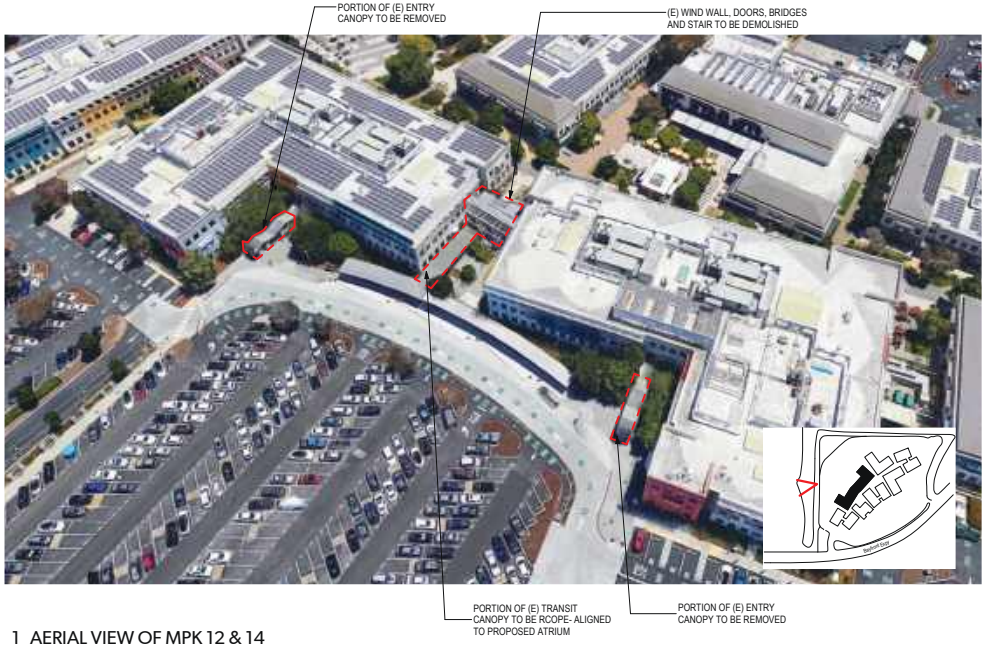
1 DRIVING EAST ON BAYFRONT EXPY

4 GENERATOR YARD BETWEEN MPK 10 & MPK 12



3 EXISTING CANOPY OF MPK 14

2 AT PARKING LOT LOOKING AT MPK 12 & 14 ENTRIES



1 AERIAL VIEW OF MPK 12 & 14

EXTERIOR WALL FINISHES

YELLOW PAINTED EIFS TO MATCH (E) PEDESTRIAN BRIDGE

FOR MPK 10

LIGHT BLUE PAINTED EIFS TO MATCH (E) CAMPUS

FOR MP K10

WHITE PAINTED EIFS TO MATCH (E) CAMPUS

FOR MP K10

BLACK METAL RAINSCREEN WALL PANELS

FOR MPK 12

EXTERIOR CANOPY AND ROOF

HIGH PERFORMANCE PAINT AT EXPOSED STEEL STRUCTURE

FOR MPK 10

GRAY FACTORY FINISHED STANDING SEAM METAL ROOF

FOR MPK 12 & 14

WHITE FACTORY FINISHED ALUMINUM MULLIONS

FOR MPK 10, 12 & 14

GRAPHITE GRAY FACTORY FINISHED ALUMINUM SUNSHADE

FOR MPK 10

DUAL INSULATED GLASS

FOR MPK 10, 12 & 14

FIRE TREATED DOUGLAS FIR WOOD

FOR MPK 10

LAMINATED GLAZING WITH PV PANEL STRIPS

FOR MPK 10

UV PATTERNED

2" X 4" ETCHED DOT PATTERN

BIRD-SAFE GLAZING

FOR MPK 10, 12 & 14

POSITIVE FRIT PATTERN FOR GLARE REDUCTION

FOR MPK 12 & 14

POSITIVE FRIT PATTERN FOR GLARE REDUCTION

FOR MPK 12 & 14

WHITE OAK FLOORING AND WALL PANELS

FOR MPK 10, 12 & 14

4 MPK 10 VISITORS & PARTNERS ARRIVAL

3 MPK10 VISITORS & PARTNERS ARRIVAL

2 MPK 12 & 14 NORTH ENTRANCE

1 MPK 12 & 14 NORTH ENTRANCE

350 California Street, 21st Floor
San Francisco, CA 94104
www.studios.com

January 23, 2025 *revised: July, 03, 2025*

City of Menlo Park
Planning Department
701 Laurel St.
Menlo Park, CA 94025

Re:
Conditional Development Permit – Meta Buildings MPK10, MPK12, MPK14 Project Description.
1 Hacker Way, Menlo Park CA

Purpose of Project:

The Project proposes renovations to MPK10, MPK12 and MPK14 to address the aging, outdated infrastructure and building systems within the three buildings. Along with improving the infrastructure, the renovation improves the efficiency for site circulation and employee collaboration. The proposed project consolidates three separate lobby entrances into one at the main shuttle bus drop off to provide a more controlled and efficient arrival lobby to the campus. In addition, the proposed project renovates MPK10 Lobby to provide a better visitor's arrival to improve the circulation and security for visitor's arriving to the campus.

Project Scope:

General Overview:
-No increase in square footage, all new construction is the result of removed and repositioned GSF.
-No difference in general use.
-No change in the current vehicular trip count and TDM

Existing GSF and Building Construction Type
MPK 10: 2 stories and 107,319 gsf, Type IIB construction
MPK 12: 3 stories and 135,627 gsf, Type IIA construction
MPK 14: 3 stories and 134,753 gsf, Type IIA construction

Proposed GSF and Construction Type:
MPK 10: 2 stories and 104,858 gsf, Type IIB construction
MPK 12: 3 stories and 140,039 gsf, Type IIA construction
MPK 14: 3 stories and 130,870 gsf, Type IIA construction

A. MPK 10: Renovation of Entry Area

Proposed is a new lobby, a new canopy, and an adjustment to the connector between the two wings of MPK 10.

Glazing for the proposed work will meet Menlo Park City Birdsafe requirements. No more than 10% of the combined renovated façade areas will consist of untreated glazing. Hazardous locations, such as corner glass and see-through glass areas, shall be treated with bird-safe glazing treatment. All bird-safe glazing will have a threat score factor of 30 or less, and all new glazing will have a visible reflectance of 20% or lower. Non-emergency lighting shall be programmed to be shut-off with occupancy sensors or other switch control devices during non-work hours to meet the City's bird safe requirements.

1. Meta proposes a two-story lobby at the Southwest corner of the North wing of MPK 10. The proposed glass façade of the building will pick up the pagination of the existing fenestrations and be a more contemporary appearance to acknowledge the context of the other Meta buildings in the greater Meta campus across Bayshore. The proposed facade will express a portion of the existing steel to the exterior and incorporate a brise-soleil approach allowing for sun shading elements to control heat gain and glare from the sun. The lobby will have a portion of the second floor removed along the outside wall and that square footage repositioned as a widened connector between the two wings. The newly exposed steel structure will be painted white to acknowledge the basic white cement plaster/ stucco feel of the existing campus.

2. A new canopy is proposed that is more appropriate to the location and the proposed visitor's arrival. The canopy would reach the pull up drive to provide a protected drop off and pick up location and connection to the proposed lobby. The materials would echo that of the lobby with a white painted metal structure, glass and photovoltaic roof, and wood lattice screening, The wood screening would pick up some of the warmth and materials of the interiors of the lobby and other Meta arrival spaces.

3. The proposed connector between the two wings is increased in width to make the circulation between the wings work better. This would reposition a portion of the square footage gained from removing the second floor of the lobby. No additional square footage would be required.

4. Mechanical systems will be updated with the interior renovations and be located within the existing mechanical screens. No additional mechanical screens, or increase in height, is proposed.

B. Buildings 12 and 14: New Lobby and improved North Entrance

Proposed is a new Lobby and improved North Entrance connecting the two buildings with a 3-story atrium. Portions of the floors at levels two and three of MPK12 and MPK14 will be removed to enhance collaboration between the building wings and

reposition that square footage as the proposed atrium connector that results in a net reduction in area.

Glazing for the proposed work will meet Menlo Park City Birdsafe requirements. No more than 10% of the combined renovated façade areas will consist of untreated glazing. Hazardous locations, such as corner glass and see-through glass areas, shall be treated with bird-safe glazing treatment. All bird-safe glazing will have a threat score factor of 30 or less, and all new glazing will have a visible reflectance of 20% or lower. Non-emergency lighting shall be programmed to be shut-off with occupancy sensors or other switch control devices during non-work hours to meet the City's bird safe requirements.

Proposed North Entrance will require an amendment to the current CDP to increase the allowable building height for the atrium roof. Refer to proposed CDP Amendment document.

1. Meta proposes to create a new joint lobby for Buildings 12 and 14 and to connect them at all three levels with bridges between the existing floor plates. We are envisioning a three-story atrium with a smoke evacuation system.

2. The program for the space will have a reception area, café, elevators, exit stair, and a variety of meeting and seating areas. Although the new Campus Entrance sits in a somewhat removed location, the desire is to make this a truly welcoming, vibrant and energized arrival experience for Meta's transit community.

3. The ceiling for the space proposes a barrel vault to assist in the smoke evacuation and denote a sense of place. The top of the vault is approximately 61', just above the height of the mechanical screens on the adjacent existing roofs at 54' and 57.'

4. The language of the North facing glass façade is in keeping with the vernacular of the Classic Campus, the adjacent Meta buildings on Bayshore, and is an appropriate scale for this more internally public focused space.

5. Mechanical systems will be updated with the interior renovations and will be located within the existing mechanical screens. No additional mechanical screens, or increase in height, is proposed.

6. The smoke exhaust systems for the proposed atrium will include exhaust fans at the roof of MPK12 which will be screened partially by the proposed atrium roof and partially by mechanical screening. The new screening will be of the same material as the existing screens and proposed not to exceed the height of the existing screens.

7. A new generator, estimated at 500KW, will be required for the atrium exhaust fans. The project proposes to remove the two existing smaller generators for MPK10 and MPK12,

located within the existing enclosure, and replace them with the proposed generator. The proposed generator would be located fully within the existing screened area and serve the atrium exhaust fans along with MPK10 and MPK12 existing loads.

Site Layout:

The project works within the existing layout of the campus and does not propose a change to fire apparatus access roads, fire access to the buildings and interior courtyard, sprinkler access, or hydrant locations. The proposed Visitor's Lobby to MPK10 works within the perimeter of the existing entrance to MPK10. The proposed North Entrance Lobby between MPK12 and MPK14 renovates a portion of the interior courtyard between the two buildings and works within the perimeter of the existing lobbies between MPK12 and MPK14.

Respectfully,

Erik Sueberkrop, FAIA, LEED AP
Principal
Studios Architecture

THIRD~~SECOND~~ AMENDED AND RESTATED CONDITIONAL DEVELOPMENT PERMIT

1601 Willow Road (1 Hacker Way)

1. GENERAL INFORMATION:

1.1 Applicant: ~~Facebook~~Meta Platforms, Inc. (and its successors and assigns).

1.2 Nature of Project: Third~~Second~~ Amended and Restated Conditional Development Permit~~, Amended and Restated 1601 Willow Road Development Agreement, Heritage Tree Removal Permits and~~Environmental Impact Report (~~EIR~~) for the implementation of ~~a vehicular trip cap to accommodate an increase in employees at the Project site beyond 3,600 employees~~ modifications to Buildings 10, 12, and 14, and site circulation (Project).

1.3 Property Location (Project site): 1601 Willow Road (1 Hacker Way)

1.4 Assessor's Parcel Number: 055-411-150.

1.5 Area of Property: 57.35 acres.

1.6 Zoning: O (Office); previously M-2-X (General Industrial, Conditional Development), subject to Amended and Restated 1601 Willow Road Development Agreement.

1.7 Previous Entitlements Superseded: The ~~Second~~ Third Amended and Restated Conditional Development Permit ~~and the Amended and Restated 1601 Willow Road Development Agreement~~ supersedes the Second Amended and Restated Conditional Development Permit, provided that the ~~and associated~~ Master Site Plan associated with the Second Amended and Restated Conditional Development Permit remains in effect except as modified by the Site Plan submitted on [DATE]~~ and Development Agreement for the Project site granted to Sun Microsystems in 1992~~.

1.8 Second Amended and Restated Conditional Development Permit: Certain specific mitigations and conditions that were included in the Second Amended and Restated Conditional Development, which was recorded in the Official Records of the County of San Mateo as document number 201~~8~~2-~~042705~~095802, have been deleted and are not included in this ~~Second~~ Third Amended and Restated Conditional Development Permit because those mitigations and conditions have been completed and/or satisfied.

1.9 Notwithstanding anything to the contrary herein, if the Project-specific conditions set forth in this ~~Second~~ Third Amended and Restated Conditional Development Permit are not satisfied by the Applicant, the Third~~Second~~ Amended and Restated Conditional Development Permit shall remain in full force and effect except that the right to exceed the Density Condition, as defined in Section 7.1.1, shall terminate.

2. DEVELOPMENT STANDARDS:

2.1 Floor Area Ratio (FAR) shall not exceed **45 percent** of the Project site.

2.2 Building coverage shall not exceed **50 percent** of the Project site.

2.3 Building setbacks shall be in accordance with the approved plans. Development shall comply with a minimum **50 foot** front yard, **50 foot** side yard and **50 foot** rear yard setback.

2.4 Building height for buildings 10, 11, ~~12, 14,~~ 15 and 18 shall not exceed **35 feet**, for buildings 12, 14, 16 and 17 building heights shall not exceed **48 feet,** for the atrium connecting buildings 12 and 14 height shall not exceed **62 feet**, and building height for building 19 shall not exceed **20 feet.** All heights shall be measured from the average level of the highest and lowest point of the finished grade of that portion of the lot covered by the structure to top of parapet (height excludes elevator equipment rooms, ventilating and air conditioning equipment, mechanical screening around rooftop equipment, hip roofs, and skylights).

2.5 The on-site circulation and parking spaces shall be maintained consistent with the approved plans inclusive of a minimum of **3,165** parking spaces and a maximum of **3,450** parking spaces installed according to the approved plans. The difference of **285** parking spaces shall be maintained in landscape or other reserve (shuttle stops and loading zones). Landscape and other reserve spaces may be converted after occupancy exceeds 3,600 employees, pursuant to condition of approval 8.10.

2.6 All rooftop equipment shall be fully screened and integrated into the design of the building. Roof-top equipment shall comply with noise requirements of the Municipal Code.

3. USES:

3.1 The campus development is comprised of nine one to three-story buildings consisting of office space and associated amenity buildings, totaling 1,036,000 square feet. Permitted uses in the office and associated amenity buildings shall include the following:

3.1.1 Administrative and professional offices, excluding medical/dental offices serving the general population;
3.1.2 Medical and dental uses to serve on-site employees and contractors is permissible;
3.1.3 General industrial uses including but not limited to warehousing, manufacturing, printing and assembling;
3.1.4 Amenities and related uses intended to serve employees, contractors, and visitors, such as neighborhood-serving convenience retail, banks, community facility space, and restaurants, including those that serve alcoholic beverages;
3.1.5 Outdoor seating, temporary structures, and events associated with those uses listed above, subject to approved building permits and Fire District permits, as applicable;
3.1.6 Activities involving the use of hazardous materials, such as emergency power generators, incidental to those uses listed above and subject to an approved Hazardous Materials Business Plan, Building Permit, San Mateo County Health Permit, and Menlo Park Fire Protection District permit; and
3.1.7 Cellular telecommunications facilities if fully screened or integrated into the design of the building.

3.2 Conditional uses listed in the O~~M-2~~ zoning district may be conditionally permitted through a use permit process, unless otherwise allowed in Section 3.1.

4 SIGNS:

4.1 The maximum permissible sign area for the Project site is 200 square feet. Vehicular directional signage and signage not visible from the public right-of-way shall not count against the maximum sign areas. The square footage, location and materials for all signage shall be subject to review and approval by the Planning Division through the Sign Permit process, with an application and applicable filing fees.

5. RECORDATION:

5.1 Concurrently with the recordation of the Amended and Restated 1601 Willow Road Development Agreement, the Applicant shall record the Third~~Second~~ Amended and Restated Conditional Development Permit in the Official Records of the County of San Mateo, State of California.

5.2 The Third~~Second~~ Amended and Restated Conditional Development Permit shall be in full force and effect on the effective date of the Amended and Restated 1601 Willow Road Development Agreement.

6. MODIFICATIONS:

6.1 Modifications to the approved Project Plans may be considered according to the following:

6.1.1 Substantially Consistent Modifications, which include any changes to or modifications of any portion of the Project which Applicant makes or proposes to make to the Project, provided such changes or modifications are in substantial compliance with and/or substantially consistent with the approved plans and the Project approvals, as determined by the City Manager (in his/her reasonable discretion). Without limiting the foregoing, non-substantial modifications to the Project which do not affect permitted uses, density or intensity of use, restrictions and requirements relating to subsequent discretionary actions, monetary obligations or conditions or covenants limiting or restricting the use of the Property or constitute material changes shall be considered to be Substantially Consistent Modifications.

6.1.2 Minor Modifications, which do not affect permitted uses, density or intensity of use, restrictions and requirements relating to subsequent discretionary actions, monetary obligations, conditions or covenants limiting or restricting the use of the Property or similar material elements, based on the determination that the proposed modification(s) is consistent with other building and design elements of the approved Third~~Second~~ Amended and Restated Conditional Development Permit, and will not have an adverse impact on the character and aesthetics of the Property. The Planning Commission shall be notified of approved Minor Modifications, and any member of the Commission may request within 14 days of receipt of the notice that the item(s) be reviewed by the Planning Commission.

6.1.3 Major Modifications (such as significant changes to the exterior appearance of the buildings or appearance of the Property) to the approved plans, as determined by the Community Development Director, may be allowed, subject to review and recommendation by the Planning Commission to the City Manager for final decision. The City Manager's determination shall be in accordance with the terms of the Amended and Restated 1601 Willow Road Development Agreement and shall take into account the Planning Commission's recommendation. The Planning Commission's recommendation shall be based on the determination that the proposed modification is compatible with other building and design elements or onsite/offsite improvements of the Third~~Second~~ Amended and Restated Conditional Development Permit and will not have an adverse impact on safety and/or the character and aesthetics of the site. Major Modifications that are not approved by the City Manager may be appealed to the Planning Commission for review and recommendation to the City Council. City Council shall have final authority to approve Major Modifications.

6.2 Revisions to the Project which involve relaxation of the development standards identified in Section 2, material changes to the uses identified in Section 3, exceedance of the signage maximum square footages identified in Section 4, or modifications to the conditions of approval identified in Sections 8, 9 and 10 (other than changes deemed to be Substantially Consistent Modifications pursuant to Section 6.1.1 that can be authorized by the City Manager or Minor Modifications pursuant to Section 6.1.2) , constitute Conditional Development Permit amendments that require public hearings by the Planning Commission and City Council. Such revisions may also require modifications to the plans and/or Amended and Restated 1601 Willow Road Development Agreement. Any application for amendment shall be made by the Applicant, in writing, to the Planning Commission. The Planning Commission shall then forward its recommendation to the City Council for revision(s) to the Third~~Second~~ Amended and Restated Conditional Development Permit.

7. EMPLOYEE CAP/TRIP CAP:

7.1. To minimize environmental and community impacts resulting from utilization of the Project site, the Applicant shall enforce either an employee cap or a trip cap.

7.1.1. The employee cap allows a maximum of 3,600 employees to occupy the Project site at any time subject to a Transportation Demand Management (TDM) program to reduce vehicle trips by 25 percent (collectively, Density Condition).

7.1.2. If the Applicant elects to exceed the Density Condition, the Applicant shall be subject to a trip cap that sets the maximum number of morning and evening peak hour and daily trips (Trip Cap), and shall be subject to the terms of the Amended and Restated 1601 Willow Road Development Agreement. If the Amended and Restated 1601 Willow Road Development Agreement terminates, the right to the employee density increase terminates as well. The parameters and requirements of the Trip Cap are specified in the Trip Cap Monitoring and Enforcement Policy, which is included as Exhibit A and incorporated herein.

8. PROJECT SPECIFIC CONDITIONS - GENERAL:

8.1. Indemnity By Applicant: Applicant shall indemnify, defend and hold harmless the City Indemnified Parties from any and all claims, causes of action, damages, costs or expenses (including reasonable attorneys' fees) arising out of or in connection with, or caused on account of, the development and occupancy of the Project, any Approval with respect thereto, or claims for injury or death to persons, or damage to property, as a result of the operations of Applicant or its employees, agents, contractors, representatives or tenants with respect to the Project (collectively, Applicant Claims); provided, however, that the Applicant shall have no liability under this Section for Applicant Claims that (a) arise from the gross negligence or willful misconduct of any City Indemnified Party, or (b) arise from, or are alleged to arise from, the repair or maintenance by the City of any improvements that have been offered for dedication by the Applicant and accepted by the City.

8.2. Project Plans: Development of the Project shall be substantially in conformance with the following plans submitted by Gensler, BKF, CMG, KEMA and Fehr and Peers dated received by the Planning Division on April 20, 2012, consisting of 14 plan sheets, recommended for approval to the City Council by the Planning Commission on May 7, 2012, and approved by the City Council on May 29, 2012, except as modified by the conditions contained herein and in accordance with Section 6 (Modifications) of this document.

8.3. Generator Screening: Consistent with Project Plans, the two existing generators that do not have screening shall be screened to the satisfaction of the Community Development Director.

8.4. Refuse and Recyclables: All garbage bins and carts shall be located within a trash enclosure that meets the requirements of the solid waste disposal provider (Recology), and City Public Works Department and Planning Division, to the satisfaction of the Public Works Director. If additional trash enclosures are required to address the on-site trash bin and cart storage requirements of the Applicant, a complete building permit submittal shall be submitted inclusive of detailed plans, already approved by Recology, for review and approval of the Planning Division and the Public Works Department prior to each building permit issuance.

8.5. Alcohol and Beverage Control: The Applicant shall ensure that all on-site suppliers of alcoholic beverages apply for and receive approval of the appropriate Alcohol and Beverage Control (ABC) license prior to any on-site alcohol sales and/or service, to the satisfaction of the Community Development Director.

8.6. Landscape Parking Reserve: If the Applicant seeks to convert all or a portion of the identified landscape parking reserve to parking, a complete grading and drainage plan shall be submitted illustrating that there will be no net increase in impervious area and/or stormwater runoff on the Property, to the satisfaction of the Public Works Director. In addition, if lighting is proposed as part of the conversion of the landscape parking reserve, a complete lighting plan shall be submitted that illustrates no net increase in light spillover to adjacent natural areas, to the satisfaction of the Community Development Director.

8.7. Parking Intrusion: If the Applicant elects to exceed the Density Condition and be subject to the Trip Cap, the Applicant shall actively work to prevent the parking of employee and visitor vehicles (whose occupant(s)' final destination is the Project site) in adjacent neighborhoods, including, but not limited to, the Belle Haven neighborhood, on other public streets in the City, and on public streets in the City of East Palo Alto to the satisfaction of the Public Works Director. The City reserves the right to require monitoring of neighborhood parking intrusions consistent with the specifications of the Trip Cap Monitoring and Enforcement Policy, attached hereto as Exhibit A and incorporated herein.

8.8. Special Event Tents: The Applicant shall obtain required building and Fire District permits for erection of special event tents requiring such permits, to the satisfaction of the Building Official.

8.9. Levee Maintenance: The Applicant shall periodically maintain and improve the levees in order to ensure that the condition of the levees remains adequate, to the satisfaction of the Public Works Director. In addition, the Applicant shall cooperate with Federal efforts to address repair and reconstruction of adjacent levees, to the satisfaction of the Public Works Director.

8.10. Bayside Landscaping: When performing landscape improvements to those portions of the Project site that abut the San Francisco Bay, the Applicant shall minimize potential stormwater runoff through the use of appropriate techniques, such as grassy swales, rain gardens, and other Low Impact Development (LID) measures, and will consult with a qualified environmental consultant familiar with California native plant communities, select suitable natives for landscaping and ensure that plants and trees chosen are compatible with the adjoining wildlife habitats, to the satisfaction of the Public Works Director.

9. INTENTIONALLY DELETED.

10. PROJECT SPECIFIC CONDITIONS – MITIGATION MEASURES

10.1 Intentionally deleted.~~Willow Road and Bayfront Expressway Improvement: The proposed partial~~

~~mitigation measures for the intersection of Willow Road and Bayfront Expressway include an additional eastbound right turn lane with a right turn overlap phase from Willow Road to Bayfront Expressway, a new Class I bikeway between the railroad tracks and the existing Bay Trail, closing the outbound direction of the driveway at Building 10 to simplify maneuvering through the stop-controlled intersection (inbound access would still be provided), lengthening the existing right-turn pocket at the westbound approach to a full lane between Bayfront Expressway and the stop-controlled intersection, and ensuring the crosswalk at the stop-controlled intersection is accommodated safely.~~

~~Prior to the 1601 Willow Road Development Agreement approval, the Applicant shall prepare a construction cost estimate for the proposed mitigation measures at the intersection of Willow Road and Bayfront Expressway for review and approval of the Public Works Director. Within 90 days of the effective date of the 1601 Willow Road Development Agreement, the Applicant shall provide a bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Within 180 days of the effective date of the 1601~~

~~Willow Road Development Agreement, the Applicant shall submit complete plans to construct the intersection improvements.~~

~~Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way and on the egress approach, including but not limited to, grading and drainage improvements, utility relocations, traffic signal relocations/modifications, tree protection requirements, signage and striping modifications further west on Willow Road, and the design of the eastbound direction Class I bikeway from the railroad tracks to the intersection of Willow Road and Bayfront Expressway. The plans shall be subject to review and approval of the Public Works Department prior to submittal to Caltrans. The Applicant shall complete and submit an encroachment permit for approval by the City and Caltrans prior to construction of the intersection improvements. The Applicant shall construct the on-site improvements within 180 days of City approval of the plans. The Applicant shall construct the off-site improvements within 180 days of receiving approval from Caltrans.~~

~~If Caltrans does not approve the intersection improvements proposed within five years from the 1601 Willow Road Development Agreement effective date, and the Applicant demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, in his/her sole discretion, then the Applicant shall be relieved of responsibility to construct the improvement and the bond shall be released by the City. Construction of this improvement by the Applicant shall count as a future credit toward payment of the Transportation Impact Fee (TIF) payable by the Applicant pursuant to the TIF Ordinance. In the event any portion of the intersection improvements is eligible for funding in whole or in part by the City/County Association of Governments (C/CAG) such improvements may be deferred by the City in its sole discretion to pursue such funding and the Applicant may be relieved of its responsibility to construct such portion of the intersection improvements as may be funded by C/CAG, or such responsibility may be deferred until eligibility for funding is determined. (MM-TR-1.1.a)~~

10.2 Intentionally deleted.

10.3 Intentionally deleted. ~~University Avenue and Bayfront Expressway Improvement: The proposed mitigation~~

~~measure for the intersection of University Avenue and Bayfront Expressway includes an additional southbound through lane and receiving lane. A revised signal timing plan would also be needed. The additional southbound through lane and southbound receiving lane are not feasible due to the right-of-way acquisition from multiple property owners, potential wetlands, relocation of the Bay Trail, and significant intersection modifications, which are under Caltrans jurisdiction. However, the installation of a Class I bikeway (portion of the Bay Trail from west of the railroad tracks to the intersection of University Avenue and Bayfront Expressway) is a feasible, partial mitigation measure for the impact. This partial mitigation measure would require paving, grading, drainage and signing and striping improvements.~~

~~Prior to the 1601 Willow Road Development Agreement approval, the Applicant shall prepare a construction cost estimate for the proposed partial mitigation measure along University Avenue between Bayfront Expressway and the railroad tracks for review and approval of the Public Works Director. Within 90 days of the effective date of the 1601 Willow Road Development Agreement, the Applicant shall provide a~~

~~bond for improvements in the amount equal to the estimated construction cost for the improvements plus a 30 percent contingency. Within 180 days of the effective date of the 1601 Willow Road Development Agreement, the Applicant shall submit complete plans to construct the improvements.~~

~~Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way, including but not limited to, grading and drainage improvements, utility relocations, and signage and striping modifications. The plans shall be subject to review and approval by the City and coordination with the City of East Palo Alto Public Works Departments prior to submittal to Caltrans. The Applicant shall complete and submit an encroachment permit for approval by the cities of Menlo Park and East Palo Alto, if required, and Caltrans prior to construction of the improvements. The Applicant shall construct the improvements within 180 days of receiving approval from Caltrans.~~

~~If Caltrans does not approve the proposed improvements within five years from the 1601 Willow Road Development Agreement effective date, and the Applicant demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, in his/her sole discretion, then the Applicant shall be relieved of responsibility to construct the improvement and the bond shall be released by the City after the Applicant submits funds equal to the updated estimated construction cost to the City. The City may use the funds for other transportation improvements, including, but not limited to, bicycle, pedestrian, and transit improvements, and TDM programs throughout the City, with priority given to portions of the City east of US 101. Construction of these improvements is not eligible for a Transportation Impact Fee (TIF) credit. (MM-TR-1.1.c)~~

10.4 Intentionally deleted.

10.5 Intentionally deleted.

10.6 Intentionally deleted.

10.7 Intentionally deleted.~~Willow Road and Newbridge Street: The potential mitigation measure for the intersection of Willow Road and Newbridge Street includes an additional eastbound left-turn lane, an additional northbound receiving lane for the eastbound left turning traffic, an additional westbound through/right-turn lane, and an additional receiving lane for the westbound through traffic. The additional eastbound left-turn lane and northbound receiving lane are not feasible due to the right-of-way acquisition and property impacts required along Newbridge Street and at the southwest quadrant of the intersection, which is in the City of East Palo Alto. However, the additional westbound through/right-turn lane and westbound receiving lane is a feasible, partial mitigation measure for the impact. This partial mitigation measure would require traffic signal modifications, the removal of at least one heritage tree in front of 1157 Willow Road in order to accommodate the receiving lane, and the removal and relocation of a portion of the concrete masonry wall and landscaping near 1221 Willow Road.~~

~~Prior to the 1601 Willow Road Development Agreement approval, the Applicant shall prepare a construction cost estimate for the feasible mitigation measure at the intersection of Willow Road and Newbridge Street for review and approval of the Public Works Director. Within 90 days of the effective date of the 1601 Willow Road~~

~~Development Agreement, the Applicant shall provide a performance bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Within 180 days of the 1601 Willow Road Development Agreement effective date, the Applicant shall submit complete plans to construct a westbound through/right turn lane approximately 300 feet in length, and a westbound through receiving lane, from the Willow Road and Newbridge Street intersection to the beginning of the northbound US 101 on-ramp, based on impacts to the intersections of Willow Road and Newbridge Street.~~

~~Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way, including, but not limited to, grading and drainage improvements, utility relocations, traffic signal relocations/modifications, tree protection requirements, and striping modifications. The plans shall be subject to review and approval by the City and coordination with the City of East Palo Alto Public Works Departments prior to submittal to Caltrans. The Applicant shall complete and submit an encroachment permit for approval by the cities of Menlo Park and East Palo Alto, if required, and Caltrans prior to construction of the intersection improvements. The Applicant shall construct the improvements within 180 days of receiving approval from Caltrans.~~

~~If Caltrans does not approve the intersection improvements proposed within five years from the 1601 Willow Road Development Agreement effective date, and the Applicant demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, in his/her sole discretion, then the Applicant shall be relieved of responsibility to construct the improvement and the bond shall be released by the City after the Applicant submits funds equal to the updated estimated construction cost to the City. The City may use the funds for other transportation improvements, including, but not limited to, bicycle, pedestrian, transit improvements, and TDM programs, throughout the City, with priority given to those portions of the City east of US 101. The partial mitigation improvements are not eligible for a Transportation Impact Fee (TIF) credit. (MM-TR-6.2.d)~~

10.8 Intentionally deleted.

10.9 Nesting Bird Protection: The Applicant shall implement the following measures to reduce impacts to nesting migratory birds:

10.9.1 To facilitate compliance with State and federal law (Fish and Game Code and the Migratory Bird Treaty Act (MBTA)) and prevent impacts to nesting birds, the Applicant shall avoid the removal of trees, shrubs, or weedy vegetation February 1 through August 31 during the bird nesting period. If no vegetation or tree removal is proposed during the nesting period, no surveys are required. If it is not feasible to avoid the nesting period, a survey for nesting birds shall be conducted by a qualified wildlife biologist no earlier than seven days prior to the removal of trees, shrubs, weedy vegetation, buildings, or other construction activity. (MM-BR-4.1.a)

10.9.2 Survey results shall be valid for the tree removals for 21 days following the survey. If the trees are not removed within the 21-day period, then a new survey shall be conducted. The area surveyed shall include all construction areas as well as areas within 150 feet outside the boundaries of the areas to be cleared or as otherwise determined by the biologist.
In the event that an active nest for a protected species of bird is discovered in the areas to be cleared, or in other habitats within 150 feet of construction

boundaries, clearing and construction shall be postponed for at least two weeks or until the biologist has determined that the young have fledged (left the nest), the nest is vacated, and there is no evidence of second nesting attempts. (MM-BR-4.1.b)

10.10 Intentionally deleted.

11. GENERAL CONDITIONS

11.1 Covenants Run with the Land. All of the conditions contained in this Third~~Second~~ Amended and Restated Conditional Development Permit shall run with the land comprising the Property and shall be binding upon, and shall inure to the benefit of the Applicant and its heirs, successors, assigns, devisees, administrators, representatives and lessees, except as otherwise expressly provided in this Third~~Second~~ Amended and Restated Conditional Development Permit. Upon transfer, sale or assignment of the Property to another owner, the Applicant shall be released from its obligations pursuant to this Third~~Second~~ Amended and Restated Conditional Development Permit that arise or accrue subsequent to the effective date of the transfer, sale and/or assignment.

11.2 Severability. If any condition of this Third~~Second~~ Amended and Restated Conditional Development Permit, or any part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or enforceable, such condition, or part hereof, shall be deemed severable from the remaining conditions of this Third~~Second~~ Amended and Restated Conditional Development Permit and shall in no way affect the validity of the remaining conditions hereof.

11.3 Exhibits. The exhibits referred to herein are deemed incorporated into this ~~Second~~ Third Amended and Restated Conditional Development Permit in their entirety.

Exhibit A: Trip Cap Monitoring and Enforcement Policy

Meta: 1 Hacker Way | Coast Live Oak

Tree Preservation Report

September 2025 Revision

PREPARED FOR:

Cherrelle Jarrett
1 Hacker Way
Menlo Park, CA94025

PREPARED BY:

Douglas Wildman, Consulting Arborist
ISA Certified Arborist #WE-5500A
ISA Tree Risk Assessment Qualified
&
Lee Nachtrieb, Consulting Advisor
ISA Board Certified Master Arborist #WE-0533B
ASCA RCA #733
ISA Tree Risk Assessment Qualified

PROVIDED BY:

John Kennelly
Master Arborist Representative
ISA Board Certified Master Arborist WE-11833B
ISA Tree Risk Assessment Qualified

882 Camden Avenue
Campbell, CA 95008
(408) 358-7888

BARTLETT TREE EXPERTS
SCIENTIFIC TREE CARE SINCE 1907

Submitted on September 8, 2025

Meta
1 Hacker Way | Coast Live Oak
Tree Preservation Report
September 2025 Revision

1 Hacker Way
Menlo Park, CA
September 8, 2025

Table of Contents

Summary

Meta is planning improvements to an existing building located at 1 Hacker Way, in the City of Menlo Park, California. Meta asked Bartlett Tree Experts to prepare a Tree Preservation Report as part of their permit application submittal to the City of Menlo Park.

Fourteen-inch (14) diameter coast live oak #1952 met the standard as Heritage and would require approval from the City of Menlo Park to remove. While detailed construction plans were unavailable for review, concept drawings did not appear to allow for preservation of the tree in place without significant impacts. Given the tree's relatively good condition and species tolerance for soil disruption, it may be possible, with some risk, to transplant with moderate impacts if relocation operations are undertaken with care.

Successful relocation of coast live oak #1952 trees will depend on the destination site chosen, attention to site preparation details, and diligent post-transplant care.

Based on my evaluation of impacts:

- Coast live oak #1952 may receive significant impacts from construction as planned if preserved in place.
- The oak may potentially survive transplanting to another location on site with moderate impacts if conducted with great care.

Successful relocation of the coast live oak is predicated on the care with which work is performed and the commitment of all parties to the General Tree Preservation and Tree Transplanting Guidelines found within this report.

Assignment

Meta is planning improvements to a commercial property located at 1 Hacker Way, Menlo Park, California. Meta asked Bartlett Tree Experts to prepare a Tree Preservation Report as part of their permit application submittal to the City of Menlo Park. It is intended to provide project managers and designers with tree related details they will need to prepare a variety of project plans involving trees potentially impacted by the proposed construction. After discussing the project details and timeline, we agreed that the assignment was to:

1. Summarize municipal regulations regarding tree protection and preservation.
2. Collect relevant tree details such as species, trunk diameter, and location.
3. Include trees specified by municipality, or as defined in the Methods section below.
4. Document observations of tree health and structural condition.
5. Rate the suitability of tree for preservation.
6. Review project plans provided by client.
7. Evaluate anticipated impacts from planned construction to the tree.
8. Prepare disposition recommendations for the tree based on health and anticipated impacts.
9. Present guidelines for the protection of tree to be preserved.
10. Plot approximate tree locations on aerial imagery maps.
11. Provide a written Tree Preservation Report that presents our observations, analysis, and conclusions.

Municipal Regulations

The City of Menlo Park protects and defines Heritage Trees as:

1. Any tree, other than oaks, with a trunk with a circumference of 47.1 inches (15-inch diameter) or more, measured at 54 inches above natural grade
2. Any oak tree native to California has a trunk with a circumference of 31.4 inches (10-inch diameter) or more measured at 54 inches above natural grade (Heritage Tree Definition and Ordinance https://menlopark.gov/Government/Departments/Public-Works/Maintenance-Division/Trees/Heritage-tree-definition-and-ordinance)

Based on this definition, 14-inch diameter coast live oak tree #1952 is protected and cannot be removed without approval from the City. Protected status of the coast live oak tree is listed in Table 1: Tree Disposition.

Methods

The tree was inspected on May 27, 2025. Coast live oak #1952 may be impacted by the planned project and is within the proposed project boundaries. The location of the tree was plotted on aerial imagery maps.

1. Identifying the species of tree;
2. Measuring the trunk diameter at a point 54 inches above grade;
3. Evaluating tree health and structural condition. Condition class was determined by combining the qualitative merits of overall tree vigor, structure, and crown form:

   Good A healthy tree that may have a slight decline in vigor, small amount of twig dieback, minor structural defects that could be corrected;

   Fair Tree with moderate vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that might be mitigated with regular care;

   Poor Tree in decline, epicormic growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated;

4. Rating the suitability for preservation as “high”, “moderate” or “low”. Suitability for preservation considers the health, age and structural condition of the tree, and its potential to remain an asset to the site for years to come.

   High Trees with good health and structural stability that have the potential for longevity at the site.

   Moderate Trees with somewhat declining health and/or structural defects that can be abated with treatment. The tree will require more intense management and monitoring and may have shorter life span than those in ‘high’ category.

   Low Tree in poor health or with significant structural defects that cannot be mitigated. Tree is expected to continue to decline, regardless of treatment. The species or individual may have characteristics that are undesirable for landscapes and generally are unsuited for use areas.

Suitability for preservation is a categorization of a tree’s potential to be an asset to the project following development. Our goal is to identify trees for long-term sustainability through the

evaluation of structural stability, tree health, species response to construction impacts, species invasiveness, tree age and longevity.

In general, trees with a high suitability are in good health and structural stability, are desirable species that can tolerate construction impacts. Trees with a moderate suitability are those in fair health and/or possess structural defects that may be abated with treatment. A low suitability includes trees in poor condition, have poor aesthetics, short lifespan, invasive species, or intolerant of construction damage. These trees are expected to decline regardless of management strategies.

The tree was rated for suitability for preservation based upon the above attributes and the ability of the tree to safely coexist within a development environment (Table 1: Tree Disposition).

To determine the protected status of tree, the trunk diameter was assessed measured at 54 inches above natural grade.

The Calculated Tree Protection Zone (measured in feet, measured radially outward from the trunk surface) was based on the diameter of the tree x10 per the City of Menlo Park Municipal Code (Chapter 13.24). These recommendations are preliminary and subject to review and modification.

Anticipated impacts to the tree were determined by reviewing project plans and estimating potential root or crown loss resulting from construction, demolition, or creation of unfavorable site conditions both above and below ground. Anticipated root zone impacts were heavily dependent on the existence or intrusion within the Tree Protection Zones. Other factors considered include changes in drainage resulting in insufficient or excessive soil moisture, or design related decreases in crown volume or exposure to sunlight.

.

Observations

The site was a corporate campus occupied by office buildings and parking adjacent to Hacker Way, Menlo Park (Photo 1). The coast live oak tree species is common to the City of Menlo Park and within this office campus grew in a mulched, irrigated planting well in the courtyard between buildings 12 and 14. Concrete paving bordered the tree within 3.5-feet of the trunk on three sides of the 8-foot by 20-foot planting well limiting root growth. Permeable concrete paving on the east side of the planting well. The metal Transit Canopy and the building entry canopy was within the tree's crown (Photo 2).

The oak tree was in good to excellent overall condition with good vigor displaying 3 to 10 inches of spring shoot elongation. Its form and structure were also good, typical of young coast live oaks in developed sites in the Bay Area.

Photo 1: Coast live oak #1952 grew within a large planting well in a courtyard with its crown growing over the existing metal Transit Canopy and building entry canopy.

Photo 2: Oak #1952 view from the street into the building courtyard between Buildings 12 & 14.

Tree Impacts

To evaluate anticipated impacts to tree, I reviewed *Meta Buildings 10, 12 &14 Renovation, 1 Hacker Way, Menlo Park,* (dated 2/20/2025) created by Studios Architecture. I also reviewed a drawing, *MPK12-14-Tree Impact* emailed 5/27/2025. The location of the subject tree planned for preservation was plotted on this plan. Grading and utility plans were not provided for review.

Plans include demolishing portions of the existing structures (Buildings 12 & 14) and the Transit Canopy in order to install an expanded building footprint and connect a new metal Transit Canopy and entry canopy. Preservation of the oak tree will depend on the final project design, construction materials chosen, and impact mitigation strategies employed.

Based on my evaluation of impacts:

- Coast live oak #1952 may receive significant impacts from construction as planned.
- The oak may potentially survive transplanting to another location on site with moderate impacts if conducted with care.

The location of the coast live oak is 14.5-feet from a proposed three-story new building and atrium wall. This proposed building expansion remains over 2-feet outside the Tree Protection Zone (TPZ) of 12-feet. Roots less than 2-inch diameter will be encountered outside the TPZ and impacts are expected to be minimal. The proposed metal Transit Canopy and entry canopy as designed, will substantially reduce the tree's crown removing several significant scaffold branches. This severe pruning will diminish the appearance of the tree and significantly reduce its ability to recover from any construction impacts or possible introduced stresses from insects or diseases. Additionally, piers supporting these metal canopies are within the TPZ and construction will encounter roots 2-inches and over impacting the tree moderately. These impacts may be significant, and the tree may not survive.

Given the tree's relatively good condition and species tolerance for soil disruption, it may be possible, with some risk, to transplant with moderate impacts if relocation operations are conducted with care. Successful relocation of the coast live oak is predicated on the care with which work is performed and the commitment of all parties to the General Tree Preservation and Transplanting Guidelines found within this report.

TABLE 1: TREE DISPOSITION

ID	Species	DBH (Inches)*	Protected Status	Preservation Suitability	Disposition	Calculated Tree Protection Zone (ft.)**	Comments
1	Coast live oak	14	Heritage	High	Relocation on site recommended	12	Planned construction within Calculated TPZ

*The trunk diameter of tree assessed was measured at 54 inches above natural grade.
**Calculated Tree Protection Zone is 10x the trunk diameter.

Appraisal Worksheet

Coast Live Oak #1952

OWNER: Meta
1 Hacker Way
Menlo Park, CA 94025

SITUATION: Development Application Component

1. **Species**: Coast live oak (*Quercus agrifolia*
2. **Condition rating** 95%
   Based upon observations made by Doug Wildman.
3. **Trunk diameter** 14 inches
   Based upon observations made by Doug Wildman.
4. **Functional limitations** 60%
   Overhead structures; large utility vault; potential for root/pavement conflict.
5. **External limitations** 100%
6. **Replacement tree size** 4.0 sq. in.
   Based upon guidelines provided in *Species Classification and Group Assignment* for a Group 3 tree.
7. **Installation cost** $250.00
8. **Unit tree cost** $235.17
   Based upon guidelines provided in *Species Classification and Group Assignment* for a Group 3 tree.
9. **Appraised trunk area** 153.86 sq. in.
10. **Basic tree cost** $9,045.43
    (Line 9 x Line 10)
11. **Appraised value** **$5,400.00**
    (Line 10 x Line 2 x Line 4 x Line 5 + Line 7, rounded to the nearest $50.00)

References

International Society of Arboriculture. 2019. *Guide for Plant Appraisal*. 10th Edition. Champaign IL. 181pp.

Western Chapter, International Society of Arboriculture. 1992. *Species Classification and Group Assignment*. Sacramento CA. 23 pp.

Tree Disposition Map

Disposition: Relocation recommended for Coast Live Oak #1952

General Tree Preservation Guidelines

Tree preservation is intended to not only foster tree survival during development, but also to promote maintenance of tree health and beauty into the future. Retained or relocated trees that are injured or damaged during construction or are insufficiently maintained afterward become a liability rather than an asset. How individual trees respond to disturbances will depend on the extent of excavation and grading, the care with which demolition is undertaken, and the construction methods employed. Successful relocation of trees requires careful selection of the destination site, attention to site preparation details, and diligent post-transplant care. For trees both relocated and preserved in place, avoidance of any construction activity within the established Tree Protection Zone (TPZ) can minimize these impacts.

The following recommendations will reduce impacts to trees from development and maintain and improve their health and vitality through the clearing, grading and construction phases.

Tree Protection Zone

1. For design purposes, the Tree Protection Zone shall be defined as an exclusion zone surrounding the tree. No grading, excavation, construction, or storage of materials shall occur within that zone. The limits of the Tree Protection Zone may be adjusted following review of grading and construction plans.
2. The Calculated Tree Protection Zone shall be understood as the root zone area extending radially from the surface of the trunk to the outer edge of the tree canopy (dripline), or as indicated in Table 1: Tree Disposition.
3. The Specified Tree Protection Zone shall be understood as the root zone area indicated as distances from the trunk in feet (Table 1: Disposition. Tree Protection Zones shall be identified for each tree to be preserved on the Tree Protection Plan within the project plan set.
4. Apply and maintain wood chip mulch within the Tree Protection Zone to maintain a favorable rooting environment (4–6 inches minimum depth). Do not place mulch within 6 inches of trunks.
5. Temporary access may be permitted where construction activities must take place within the Specified Tree Protection Zone. Construction activities within the Tree Protection Zone shall be approved by the Project Arborist and monitored by an ISA Certified Arborist.
6. Tree protection warning signs are required to be installed and maintained at all times until all construction activities are completed.

Example of Tree Protection Fence Signage

7. Required tree protection shall remain in place until all construction activities are completed. No changes to tree protection can be made unless a revised tree protection plan is submitted and approved by the City of Menlo Park.

Design Recommendations

1. Any changes to plans involving trees shall be reviewed by an ISA Certified Arborist to determine anticipated tree impacts. These include, but are not limited to, site plans, improvement plans, utility and drainage plans, grading plans, landscape and irrigation plans, and demolition plans.
2. Plan for tree preservation by designing adequate space around trees to be preserved. This Tree Protection Zone is effectively an exclusion zone.
3. Irrigation systems must be designed so that no trenching severs roots larger than 1 inch in diameter will occur within the Tree Protection Zone.
4. Tree Preservation Guidelines prepared by an ISA Certified Arborist, which include specifications for tree protection during demolition and construction, should be included on all plans.
5. Any herbicide placed under paving materials must be safe for use around trees and labeled for that use.
6. Do not lime the subsoil within 50 feet of any tree. Lime is toxic to tree roots.

Pre-demolition and Pre-construction Treatments and Recommendations

1. Specified Tree Protection Zones shall be identified for each tree to be preserved on the Tree Protection Plan sheets within the project plan set. Specified Tree Protection Zones are indicated as distances from the trunk in feet (Table 1: Disposition).
    a. Tree protection fences shall be installed to encompass the Tree Protection Zone. Fences should be constructed of steel chain link (minimum height 6 feet), supported by 2-inch diameter steel posts, driven into the ground (installed 8 feet off center) or as otherwise indicated by The City of Menlo Park Heritage Tree and City Tree Protection Specifications for Construction.
    b. Fences must be installed prior to beginning demolition and must remain until construction is complete.
    c. No grading, excavation, construction or storage or dumping of materials shall occur within the Tree Protection Zone.
    d. No underground services including utilities, sub-drains, water or sewer shall be placed in the Tree Protection Zone.
2. The demolition and construction superintendents shall meet with an ISA Certified Arborist before beginning work to review all work procedures, access routes, storage areas, and tree protection measures.
3. Fence all trees to be retained to completely enclose the Tree Protection Zone prior to demolition, grubbing or grading. Fences are to remain until all grading and construction is completed. Specified Tree Protection Zones shall be indicated as distances from the trunk in feet or depicted graphically on sheets within the plan set.
4. Apply and maintain wood chip mulch within the Tree Protection Zone to maintain a favorable rooting environment (4–6 inches minimum depth). Do not place mulch within 6 inches of trunks.

5. Sites used for material storage, equipment transport, and construction shall be chosen to avoid conflicts with tree crowns. Branches less than 2 inches in diameter may be reduced or removed by ISA Certified personnel (ISA Certified Arborist® or ISA Certified Tree Worker®) provide clearance when conflict is unavoidable.
6. Prune trees to be preserved. Remove dead or broken branches 2 inches or greater in diameter. Raise crowns as needed to accommodate construction activities.
    a. All pruning shall be done by an ISA Certified Arborist® or ISA Certified Tree Worker® in accordance with the Best Management Practices for Pruning (International Society of Arboriculture, 2019) and adhere to the most recent editions of the American National Standard Z133.1 Safety Requirements 2017 for Tree Care Operations and ANSI A300 (Part 1)- Pruning 2017.
    b. While in the tree the arborist shall perform an aerial inspection to identify any defects, weak branch and trunk attachments and decay not visible from the ground. Any additional work needed to mitigate defects shall be reported to the property owner.
7. Trees to be removed shall be felled so as to fall away from Tree Protection Zones and avoid pulling and breaking of roots of trees to remain. If roots are entwined, ISA Certified personnel first severing the major woody root mass before extracting the trees or grinding the stump below ground.

Recommendations for Tree Protection during Construction

1. Any approved grading, construction, demolition or other work within the Specified Tree Protection Zone shall be monitored by an ISA Certified Arborist.
2. All contractors shall conduct operations in a manner that will prevent damage to trees to be preserved.
3. Tree protection devices are to remain until all site work has been completed within the work area. Fences or other protection devices may not be relocated or removed without permission of the Project Arborist.
4. Construction trailers, traffic and storage areas must remain outside the Specified Tree Protection Zone at all times.
5. Roots within Calculated Tree Protection Zones or canopy driplines (whichever is greater) shall be protected from damage and soil compaction where vehicle or equipment transport is anticipated. Apply wood chip mulch topped with 1.25-inch-thick plywood or steel plates over transport routes outside of tree protection fencing boundaries (Specified Tree Protection Zone).
6. Ensure adequate but not excessive water is supplied to trees; in most cases occasional irrigation will be required. Avoid directing runoff toward trees. The volume or frequency of irrigation applications may be adjusted based on the soil moisture levels recorded by the ISA Certified Arborist monitoring the site.
7. Any root pruning required for construction purposes shall receive the prior approval of the Project Arborist and be supervised by an ISA Certified Arborist. Roots should be cut with a clean sharp saw to provide a smooth cut. To minimize damage, all roots over 1 inch in diameter should be pruned cleanly rather than torn or crushed with digging tools. Cover cut roots with soil, burlap, or landscape cloth and keep moist.

8. If roots are 2 inches and greater in diameter are encountered during site work and must be cut to complete the construction, an ISA Certified Arborist must be consulted to evaluate effects on the health and stability of the tree and recommend treatment.
9. Prior to grading or trenching, trees may require root pruning outside the Specified Tree Protection Zone. Any root pruning required for construction purposes shall receive the prior approval of, and be supervised by, an ISA Certified Arborist.
10. If injury should occur to any tree during construction, it should be evaluated as soon as possible by an ISA Certified Arborist so that appropriate treatments can be applied.
11. No excess soil, chemicals, debris, equipment or other materials shall be dumped or stored within Tree Protection Zones. The Tree Protection Zone shall be maintained free of weeds and trash.
12. Any additional tree pruning needed for clearance during construction must be performed by an ISA Certified Arborist and not by construction personnel.

Maintenance of Impacted Trees

Preserved trees will experience a physical environment different from that of the pre-development conditions. As a result, tree health and structural stability should be monitored. Occasional pruning, fertilization, mulch, pest management, replanting and irrigation may be required. In addition, provisions for monitoring both tree health and structural stability following construction must be made a priority. Inspect trees annually and following major storms to identify conditions requiring treatment to manage risk associated with tree failure.

Our procedures included assessing trees for observable defects in structure. This is not to say that trees without significant defects will not fail. Failure of apparently defect-free trees does occur, especially during storm events. Wind forces, for example, can exceed the strength of defect-free wood causing branches and trunks to break. Wind forces coupled with rain can saturate soils, reducing their ability to hold roots, and blow over defect-free trees. Although we cannot predict all failures, identifying those trees with observable defects is a critical component of enhancing public safety.

Furthermore, trees change over time. Our inspections represent the condition of the tree at the time of inspection. As trees age, the likelihood of failure of branches or entire trees increases. Annual tree inspections are recommended to identify changes to tree health and structure. In addition, trees should be inspected after storms of unusual severity to evaluate damage and structural changes. Initiating these inspections is the responsibility of the client and/or tree owner.

Tree Relocation Guidelines

Part 1: General

Purpose & Scope

Provide all labor, materials, equipment, and supervision to transplant one semi-mature coast live oak and establish it at the designated location, in accordance with UC ANR oak planting guidance for transplants and applicable industry standards. Work includes pre-move preparation, excavation, handling, transport, planting, stabilization, irrigation setup, mulch placement, and 36-month establishment care and monitoring.

Quality Assurance
Project Arborist: ASCA Registered Consulting Arborist (or equivalent) to oversee critical operations. Tree work by ISA Certified Arborist/CTW; adhere to ANSI A300/Z133. Proceed only if candidate tree is in fair or better health/structure and judged suitable for relocation.

Coordination & Timing
Preferred season: late fall–winter; avoid spring bud break and peak summer heat when feasible. Minimize storage; direct dig-and-plant required; any unavoidable boxing/holding < 14 days with enhanced aftercare.

Part 2: Products

Backfill
1. Native soil from planting site preferred.
2. Avoid amendments that create textural discontinuity.

Mulch
1. Clean arborist wood chips.
2. Free of invasive propagules.

Guy Support
1. Only if needed; deadmen/guying anchors
2. Flexible, wide ties
3. Remove within 12–24 months.

Water
1. Potable or vetted, pathogen-free source.

Sanitation
1. 70% alcohol or quaternary ammonium for tools
2. Sanitize equipment contact points.

Part 3: Execution

Pre-Transplant Preparation
1. Irrigate root zone 24–72 hours pre-dig to ensure uniformly moist (not saturated) ball.
2. Crown cleaning only (dead/broken); retain live canopy except minimal clearance approved by Project Arborist.
3. Mark north side of trunk; re-orient at planting to match.
4. Confirm utility clearance and site access.

Excavation & Root Ball
1. Size ball by DBH and structural root mapping; default to largest feasible ball that preserves major roots.
2. Maintain intact ball; wrap/box as needed; prevent drying.
3. Lift from beneath the ball or by slings under the ball—never from the trunk.

Transport
1. Cover ball to prevent desiccation; secure to prevent shifting; limit transit time.
2. Pad trunk and scaffold branches to avoid abrasion.

Planting
1. Hole width 2–3× ball diameter; depth so root collar sits at or slightly above final grade (0–2 in.).
2. Set vertical; remove constraints at surface; maintain north orientation.
3. Backfill with native soil in lifts; settle with water; avoid over-compaction.
4. Form a watering basin just outside ball edge.
5. Stake/guy only if necessary; avoid rigid restraint; remove within 12–24 months.
6. Mulch 3–4 in. from 3 in. off trunk out to ≥2× ball radius; keep collar visible.
7. Initial irrigation to full profile depth.

Protection
1. Phytophthora prevention: keep collar dry; avoid frequent shallow watering; sanitize tools; avoid contaminated soil/water.
2. Treat as higher risk until fully established; avoid high-target placements.

Acceptance Criteria
1. Root collar visible and at correct elevation
2. Tree vertical and stable
3. No soil/mulch against trunk
4. Basin/mulch installed
5. First irrigation complete.

Limits of the Assignment

The tree assessment was performed from the ground for visual conditions. This tree inventory was not a tree risk assessment. As such, no trees were assessed for risk in accordance with industry standards, nor are there any tree risk ratings or risk mitigation recommendations provided within this report.

Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the consultant can neither guarantee nor be responsible for the accuracy of information provided by others.

Illustrations, diagrams, graphs, and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys.

Information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection. There is no warranty or guarantee, expressed or implied, that problems of deficiencies of the plans or property in question may not arise in the future.

There is no guarantee for the preservation of the trees contained in this report, however, the preservation report is made with the best interest intended for the trees being preserved.

If you have any questions about my observations or recommendations, please contact me.

Douglas Wildman

Douglas Wildman, Consulting Arborist
415-720-7978
dwildman@bartlett.com

Lee Nachtrieb

Lee Nachtrieb, Consulting Advisor
415-308-6617
lnachtrieb@bartlett.com

Appendix I — 36-Month Monitoring & Maintenance Schedule (Coast Live Oak)

Performance Objective

Progressive root establishment beyond the original ball, stable structure without staking, normal canopy density and growth for species/age class, and absence of chronic stress symptoms.

1. Water immediately after transplanting.
2. Construct a berm around the tree to direct water to the root ball.
3. Provide deep, infrequent irrigation guided by soil moisture sensors to depth of root ball. Irrigate to maintain available water in the root zone, particularly in the root ball and the interface between the root ball and field soil.
4. Seasonal triggers:
   - Nov–Mar irrigate only during extended dry spells
   - Apr–Jun every 10–21 days as indicated by sensors
   - Jul–Oct every 7–14 days with full-profile soaking
   - Expand basin ~50% at start of Year 2
   - Refresh mulch annually.

Phase	Frequency	Tasks	Pass/Fail Metrics
Weeks 1–8	Weekly	Monitor sensors; irrigate as needed; check stability; adjust ties; verify mulch & basin; inspect for pests/disease.	Ball/backfill moist (not saturated); no lean/rocking; trunk flare visible; no trunk injury.
Months 3–6	Biweekly	As above; light formative pruning only if dead/broken; photo-monitoring.	Leaf turgor normal; no new dieback; staking functional/not constricting.
Months 7–12	Monthly	As above; summer irrigation emphasis; pest/disease scouting; update care log.	≥90% canopy retention vs. baseline; buds set by fall.
Year 2	Monthly (Apr–Oct); Bi-monthly (Nov–Mar)	Enlarge basin; refresh mulch; reduce/remove stakes when stable; soil probe before irrigations.	Stable without staking by end of Year 2; no girdling ties; outward root growth evident.
Year 3	Quarterly	Structural evaluation; corrective pruning only if warranted; wean off supplemental irrigation (fall).	≥85% canopy density vs. local reference trees; normal shoot extension for age class.

Appendix II – Tree Protection Map

Tree Protection Map Key:

- Tree #1952 to be relocated on site
- Calculated Tree Protection Zone

NOTE: The base map is from areal imagery. Calculated Tree Protection Zone is approximate.

Appendix III – Tree Inventory Table

Tree ID	Common Name	Dbh (inches)*	Condition Class**	Location Value	Tree Observation Type 1	Tree Observation Type 2	Tree Observation Type 3
1952	Coast live oak	14	Good	Fair	Good vigor, form and structure	Branches interacting with metal canopies	Concrete paving and permeable concrete paving within 3.5-feet

*The trunk diameter of tree assessed was measured at 54 inches above natural grade.

**Condition Class was determined by synthesizing the qualitative merits of overall tree vigor, structure, and crown form.

Appendix IV – References

1. Costello, L. R., Hagen, B. W., & Jones, K. S. (2011). Oaks in the Urban Landscape: Selection, Care, and Preservation. UC ANR Pub. 3518.
2. ANSI A300 (Part 6) – Planting & Transplanting; ANSI A300 (Part 1) – Pruning; ANSI Z133 – Safety.
3. ISA Best Management Practices: Managing Trees During Site Development; Root Management; Pruning.
4. Dagit, R., & Downer, J. (2002). Responses of Coast Live Oaks to Canopy Retention During Transplanting. USDA PSW-GTR-184.

A75

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
3.2 Land Use			
LU-1 **Conflicts with Adopted Land Use Plans and Policies.** Implementation of the Project, at the East Campus, would be generally consistent with the General Plan, Municipal Codes, and BCDC, ABAG, and C/CAG plans. As such, the impact would be less than significant.	LTS	None Required.	N/A
C-LU-1 **Cumulative Land Use Impacts.** The Project, in combination with other foreseeable development in the nine-county ABAG region, would have a less-than-significant cumulative impact with regard to consistency with applicable land use plans, policies, and regulations.	LTS	None Required.	N/A
3.5 Transportation			
TR-1 **Impacts to Intersections in the Near Term 2015 East Campus Only Condition.** Increases in traffic associated with the Project under the Near Term 2015 East Campus Only Condition would result in increased delays at several intersections during peak hours causing a potentially significant impact to the operation of several of the study intersections.	PS	MITIGATION MEASURE. Mitigation Measure TR-1.1 involves intersection improvements to mitigate or reduce the impacts of the Project under the Near Term 2015 East Campus Only Condition. However, intersection impacts would still remain since many improvements require obtaining additional right-of-way and several intersections are not under the City's jurisdiction. *TR-1.1 Intersection Improvements*. The operations at several of the intersections could be improved by modifying the intersection geometry to provide additional capacity. Some of these modifications may be made by restriping the existing roadway; however, others may require additional right-of-way when travel lanes are added. See Appendix 3.5-I for intersection conceptual layout plans for mitigation measures. a. Willow Road and Bayfront Expressway The proposed partial mitigation measures for the intersection of Willow Road and Bayfront Expressway include an additional	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		eastbound right turn lane with a right turn overlap phase from Willow Road to Bayfront Expressway, a new Class I bikeway between the railroad tracks and the existing Bay Trail, closing the outbound direction of the driveway at Building 10 to simplify maneuvering through the Hacker Way stop-controlled intersection (inbound access would still be provided), lengthening the existing right-turn pocket at the westbound approach to a full lane between Bayfront Expressway and Hacker Way, and ensuring the crosswalk across Hacker Way is accommodated safely. Prior to the Development Agreement approval, the Project Sponsor shall prepare a construction cost estimate for the proposed mitigation measures at the intersection of Willow Road and Bayfront Expressway for review and approval of the Public Works Director. Within 90 days of the effective date of the Development Agreement for the East Campus, the Project Sponsor shall provide a bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Within 180 days of the effective date of the Development Agreement, the Project Sponsor shall submit complete plans to construct the intersection improvements. Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way and on the East Campus egress approach, including but not limited to, grading and drainage improvements, utility relocations, traffic signal relocations/modifications, tree protection requirements, signage and striping modifications further west on Willow Road, and the design of the eastbound direction Class I bikeway from the railroad tracks to the intersection of Willow Road and Bayfront Expressway. The plans shall be subject to review and approval of the Public Works Department prior to submittal to Caltrans. The Project Sponsor shall complete and submit an encroachment permit	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		for approval by the City and Caltrans prior to construction of the intersection improvements. The Project Sponsor shall construct the on-site improvements within 180 days of City approval of the plans. The Project Sponsor shall construct the off-site improvements within 180 days of receiving approval from Caltrans. If Caltrans does not approve the intersection improvements proposed within five years from the Development Agreement effective date, and the Project Sponsor demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, in his/her sole discretion, then the Project Sponsor shall be relieved of responsibility to construct the improvement and the bond shall be released by the City. Construction of this improvement by the Project Sponsor shall count as a future credit toward payment of the Transportation Impact Fee (TIF) pursuant to the TIF Ordinance. In the event any portion of the intersection improvements is eligible for funding in whole or in part by C/CAG, such improvements may be deferred by the City in its sole discretion to pursue such funding and the Project Sponsor may be relieved of its responsibility to construct such portion of the intersection improvements as may be funded by C/CAG, or such responsibility may be deferred until eligibility for funding is determined. Because the proposed mitigation would not fully mitigate the impact, it remains significant and unavoidable. b. Willow Road and Middlefield Road The proposed mitigation measure for the intersection of Willow Road and Middlefield Road includes restriping an existing northbound through lane to a shared through a right-turn lane. Implementing this improvement would require traffic signal modifications, removal of the existing triangular median on the	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		southeast corner of the intersection, along with realignment of the crosswalks on the south and east side of the intersection. Prior to the Development Agreement approval, the Project Sponsor shall prepare a construction cost estimate for the proposed mitigation measure at the intersection of Willow Road and Middlefield Road for review and approval of the Public Works Director. Within 90 days of the effective date of the Development Agreement for the East Campus, the Project Sponsor shall provide a bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Within 180 days of the effective date of the Development Agreement, the Project Sponsor shall submit complete plans to construct the intersection improvements. Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way, including but not limited to, grading and drainage improvements, utility relocations, traffic signal relocations/modifications, tree protection requirements, and signage and striping modifications. The plans shall be subject to review and approval of the Public Works Director. Upon obtaining approval from the City, the Project Sponsor shall construct the improvements within 180 days of the encroachment permit approval date by the City. Construction of these improvements is not eligible for a Transportation Impact Fee (TIF) credit. With the implementation of this mitigation measure, the impact would be reduced to a less–than-significant level. c. University Avenue and Bayfront Expressway The proposed mitigation measure for the intersection of University Avenue and Bayfront Expressway includes an additional southbound through lane and receiving lane. A revised signal timing plan would also be needed. The additional southbound	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		through lane and southbound receiving lane are not feasible due to the right-of-way acquisition from multiple property owners, potential wetlands, relocation of the Bay Trail, and significant intersection modifications, which are under Caltrans jurisdiction. However, the installation of a Class I bikeway (portion of the Bay Trail from west of the railroad tracks to the intersection of University Avenue and Bayfront Expressway) is a feasible, partial mitigation measure for the impact. This partial mitigation measure would require paving, grading, drainage and signing and striping improvements. Prior to the Development Agreement approval, the Project Sponsor shall prepare a construction cost estimate for the proposed partial mitigation measure along University Avenue between Bayfront Expressway and the railroad tracks for review and approval of the Public Works Director. Within 90 days of the effective date of the Development Agreement for the East Campus, the Project Sponsor shall provide a bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Within 180 days of the effective date of the Development Agreement, the Project Sponsor shall submit complete plans to construct the improvements. Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way, including but not limited to, grading and drainage improvements, utility relocations, and signage and striping modifications. The plans shall be subject to review and approval by the City and coordination with the City of East Palo Alto Public Works Departments prior to submittal to Caltrans. The Project Sponsor shall complete and submit an encroachment permit for approval by the cities of Menlo Park and East Palo Alto, if required, and Caltrans prior to construction of the intersection improvements. The Project	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		Sponsor shall construct the improvements within 180 days of receiving approval from Caltrans. If Caltrans does not approve the proposed improvements within five years from the Development Agreement effective date, and the Project Sponsor demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, in his/her sole discretion, then the Project Sponsor shall be relieved of responsibility to construct the improvement and the bond shall be released by the City after the Project Sponsor submits funds equal to the bid construction cost to the City. The City may use the funds for other transportation improvements, including, but not limited to, bicycle, pedestrian, and transit improvements, and TDM programs throughout the City, with priority given to portions of the City east of US 101. Construction of these improvements is not eligible for a Transportation Impact Fee (TIF) credit. Because the proposed mitigation would not fully mitigate the impact, it remains significant and unavoidable. d. Bayfront Expressway and Chrysler Drive The proposed mitigation measures for the intersection of Bayfront Expressway and Chrysler Drive include restriping the existing eastbound right turn lane to a shared left-right-turn lane. Prior to the Development Agreement approval, the Project Sponsor shall prepare a construction cost estimate for the proposed mitigation measures at the intersection of Bayfront Expressway and Chrysler Drive for review and approval of the Public Works Director. Within 90 days of the effective date of the Development Agreement for the East Campus, the Project Sponsor shall provide a bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Within 180 days of the effective date of the	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		Development Agreement, the Project Sponsor shall submit complete plans to construct the intersection improvements. The plans shall be subject to review and approval of the Public Works Director prior to submittal to Caltrans. The Project Sponsor shall complete and submit an encroachment permit for approval by the City and Caltrans prior to construction of the intersection improvements. The Project Sponsor shall construct the improvements within 180 days of receiving approval from Caltrans. If Caltrans does not approve the intersection improvements proposed within five years from the Development Agreement effective date, and the Project Sponsor demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, in his/her sole discretion, then the Project Sponsor shall be relieved of responsibility to construct the improvement and the bond shall be released by the City after the Project Sponsor submits funds equal to the bid construction cost to the City. The City may use the funds for other transportation improvements, including, but not limited to, bicycle, pedestrian, and transit improvements and TDM programs, throughout the City with priority given to portions of the City east of US 101. Construction of these improvements is not eligible for a Transportation Impact Fee (TIF) credit. Although the proposed mitigation would fully mitigate the impact, it remains significant and unavoidable because the intersection is under the jurisdiction of Caltrans and the City cannot guarantee the mitigation measure would be implemented. e. Middlefield Road and Lytton Avenue The proposed mitigation measures for the intersection of Middlefield Road and Lytton Avenue include adding an additional eastbound	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		left-turn lane. The additional eastbound left-turn lane is not feasible due to the additional right-of-way acquisition from multiple owners, and significant intersection modifications, which are under City of Palo Alto jurisdiction. Because the improvement is under the City of Palo Alto jurisdiction and is infeasible and the City cannot guarantee it would be implemented, the impact remains significant and unavoidable.	
TR-2 **Impacts on Roadway Segments in the Near Term 2015 East Campus Only Condition.** Increases in traffic associated with the Project under the Near Term 2015 East Campus Only Condition would result in increased ADT volumes on Project area roadway segments resulting in a potentially significant impact.	PS	MITIGATION MEASURE. Mitigation Measure TR-2.1 involves roadway improvements to mitigate or reduce the impacts of the Project under the Near Term 2015 East Campus Only Condition on daily roadway segment operations. However, to improve daily roadway operations a typical mitigation measure would seek to widen the road to add travel lanes and capacity. These roadway segments would still have impacts because much of the City and surrounding areas are built out, making roadway widening difficult because right-of-way acquisition impacts local property owners. *TR-2.1 Roadway Segment Improvements.* Roadways could be improved with additional travel lanes to accommodate the increase in net daily trips, but increasing the capacity of the roadway requires additional right-of-way, which can impact local property owners. a. Marsh Road between Bay Road and the railroad tracks An additional lane of travel would provide an increase in capacity and would mitigate the impacts to the roadway segment; however, the mitigation is not feasible because there is a lack of sufficient available right-of-way to construct the improvements. Therefore, the impacts to the roadway segment would remain significant and unavoidable. b. Willow Road between Durham Street and Chester Street An additional lane of travel would provide an increase in capacity and would mitigate the impacts to the roadway segment; however,	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		the mitigation is not feasible because there is a lack of sufficient available right-of-way to construct the improvements. Therefore, the impacts to the roadway segment would remain significant and unavoidable. c. Willow Road between Nash Avenue and Blackburn Avenue An additional lane of travel would provide an increase in capacity and would mitigate the impacts to the roadway segment; however, the mitigation is not feasible because there is a lack of sufficient available right-of-way to construct the improvements. Therefore, the impacts to the roadway segment would remain significant and unavoidable. d. Middlefield Road between Linfield Drive and Survey Lane An additional lane of travel would provide an increase in capacity and would mitigate the impacts to the roadway segment; however, the mitigation is not feasible because there is a lack of sufficient available right-of-way to construct the improvements. Therefore, the impacts to the roadway segment would remain significant and unavoidable.	
TR-3 **Impacts to Routes of Regional Significance in the Near Term 2015 East Campus Only Condition.** Increases in traffic associated with the Project under Near Term 2015 East Campus Only Condition would potentially result in significant impacts to several Routes of Regional Significance.	PS	MITIGATION MEASURE. Mitigation Measure TR-3.1 involves roadway improvements to mitigate impacts of the Project under the Near Term 2015 East Campus Only Condition on Routes of Regional Significance. A typical mitigation measure would seek to widen the road to add travel lanes and capacity. However, impacts to Routes of Regional Significance would remain because these roadways are not under the jurisdiction of the City. In addition, freeway improvement projects, which add travel lanes are planned and funded on a regional scale and would be too costly for a single project to be expected to fund.	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		TR-3.1 Routes of Regional Significance Improvements. Routes of Regional Significance could be improved with additional travel lanes, but the routes are under the jurisdiction of Caltrans. a. SR 84 between US 101 and Willow Road Adding a travel lane would increase capacity, but adding an additional lane to the roadway is not a feasible mitigation due to right-of-way constraints and because it is under Caltrans' jurisdiction. Therefore, the impact is significant and unavoidable. b. SR 84 between Willow Road and University Avenue Adding a travel lane would increase capacity, but adding an additional lane to the roadway is not a feasible mitigation due to right-of-way constraints and because it is under Caltrans' jurisdiction. Therefore, the impact is significant and unavoidable. c. SR 84 between University Avenue and County Line Adding a travel lane would increase capacity, but adding an additional lane to the roadway is not a feasible mitigation due to right-of-way constraints and because it is under Caltrans' jurisdiction. Therefore, the impact is significant and unavoidable. d. US 101 North of Marsh Road Adding a travel lane would increase capacity, but adding an additional lane to the freeway is not a feasible mitigation due to right-of-way constraints and because it is under Caltrans' jurisdiction. Therefore, the impact is significant and unavoidable. e. US 101 between Willow Road and University Avenue Adding a travel lane would increase capacity, but adding an additional lane to the freeway is not a feasible mitigation due to right-of-way constraints and because it is under Caltrans' jurisdiction. Therefore, the impact is significant and unavoidable.	

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		f. US 101 between South of University Avenue Adding a travel lane would increase capacity, but adding an additional lane to the freeway is not a feasible mitigation due to right-of-way constraints and because it is under Caltrans' jurisdiction. Therefore, the impact is significant and unavoidable.	
TR-4 **Impacts to Local Transit Systems in the Near Term 2015 East Campus Only Condition.** The Project under Near Term 2015 East Campus Only Condition would not result in any impacts to the local transit system. This impact is less than significant.	LTS	None Required.	N/A
TR-5 **Impacts to Local Bicycle and Pedestrian Facilities in the Near Term 2015 East Campus Only Condition.** The Project under Near Term 2015 East Campus Only Condition would not result in any impacts to local bicycle and pedestrian facilities. This impact is less than significant.	LTS	None Required.	N/A
3.6 Air Quality			
AQ-1 **Conflict with or Obstruct Implementation of the Applicable Air Quality Plan.** The Project at the East Campus would not conflict with or obstruct implementation of the applicable air quality plan.	LTS	None Required.	N/A
AQ-2 **Violation of any Air Quality Standard.** The Project at the East Campus could result in the violation of air quality standards: • Operation of the Project at the East Campus would create new area and mobile sources of air pollutants that would generate emissions of reactive organic gases (ROG), PM_{10}, and $PM_{2.5}$ (fine particulate	PS	MITIGATION MEASURES. At this time there are no feasible mitigation measures that would reduce the NO_X, ROG, and PM_{10} emissions to less than significant. Thus, this impact would be significant and unavoidable.	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
matter), but would not exceed BAAQMD's significance thresholds. However, emissions of NO_X (nitrogen oxide) from the East Campus operations would exceed BAAQMD's significance thresholds, resulting in a potentially significant impact. • Operation of the Project at the East Campus would create new area and mobile sources of air pollutants that would generate emissions of ROG, NO_X, and PM_{10} and would exceed BAAQMD's significance thresholds. Thus, this impact would be potentially significant.			
AQ-4 **Localized Carbon Monoxide Impacts from Motor Vehicle Traffic.** The addition of Project-related traffic from the East Campus would result in increased concentrations of carbon monoxide around intersections in the vicinity of the Project, but not to the extent that the ambient air quality standards for CO would be exceeded. As a result, impacts of localized CO concentrations would be less than significant.	LTS	None Required.	N/A
AQ–5 **Exposure to Toxic Air Contaminants.** The Project at the East Campus could expose sensitive receptors to substantial TACs, resulting in a potentially significant impact.	PS	MITIGATION MEASURE. Since the DPM emissions from the fleet mix contributed substantially to the exceedance of health risk thresholds; the HRA evaluated a reduction in the DPM emissions that would result in a less-than-significant impact.	LTS
AQ–6 **Exposure to Objectionable Odors.** The Project at the East Campus would not be expected to create objectionable odors that would affect a substantial number of people. This impact would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-AQ-1 **Consistency with Applicable Air Quality Plans.** The Project, combined with other development within the City, would not conflict with or obstruct implementation of the applicable air quality plan.	LTS	None Required.	N/A
C-AQ-2 **Violation of any Air Quality Standard.** The Project, in combination with other development within the City, would create new area and mobile sources of air pollutants that would generate emissions of ROG, NO_X, and PM_{10} resulting in a violation of an Air Quality Standard.	PS	MITIGATION MEASURE. Because no feasible mitigation has been identified, the impact for ROG, NO_X, and PM_{10} is therefore significant and unavoidable.	SU
C-AQ-4 **Cumulative Localized CO Concentrations.** Cumulative development in the Project vicinity would not result in CO concentrations above the ambient air quality standards. Therefore, cumulative impacts on localized CO concentrations would be less than significant.	LTS	None Required.	N/A
C-AQ–5 **Cumulative Toxic Air Contaminants Emissions.** The Project, in combination with other foreseeable development in the Project vicinity, would expose sensitive receptors to substantial TACs. Therefore, cumulative impacts from these pollutants would be potentially significant.	PS	MITIGATION MEASURE. The Project's contribution to a significant health impact is less than five percent. In this instance, the receptors identified above the significance threshold would be significant even without the Project. Many of these existing receptors are closer than the recommended 500 foot distance from a freeway or other high traffic roadway as suggested by CARB in its guidance document on air quality and land use, Air Quality and Land Use Handbook: A Community Health Perspective. The CARB guidance acknowledges the need to balance this recommendation with other State and local policies addressing housing and transportation needs, the benefits of urban infill, community economic development priorities, and other quality of life issues. The best solution would be to not have these receptors so close to a freeway, but since they already exist this is not a	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		feasible option. There are no feasible Project-related mitigation measures that will reduce the impact to less than significant. Therefore, the cumulative health impacts remain significant and unavoidable.	
3.7 Greenhouse Gas Emissions			
CC-1 **Greenhouse Gas Emissions.** The Project at the East Campus would result in a net increase in GHG emissions. However, the increase would not exceed the BAAQMD's standards of significance, resulting in a less-than-significant impact.	LTS	None Required.	N/A
CC-2 **Conflicts with Applicable Plans and Policies.** The Project at the East Campus would not conflict with an applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of GHGs, resulting in a less-than-significant impact.	LTS	None Required.	N/A
3.8 Noise			
NO-1 **Exposure to Excessive Noise Levels.** The increase in vehicular traffic associated with implementation of the East Campus could result in an increase in the exposure of off-site noise sensitive receptors to noise levels potentially in excess of the standards established in the General Plan or Municipal Code. This impact would be potentially significant.	PS	MITIGATION MEASURES. The Project would result in a potentially significant increase in traffic noise on Marsh Road between Scott Drive and Bohannon Drive and Willow Road between O'Brien Drive and Newbridge Street. There are no feasible mitigation measures that could reduce or eliminate the impact related to traffic noise, other than reducing traffic. Typical sound mitigation consists of walls or other barriers that would attenuate noise to the sensitive receptors behind the barrier. This measure would require installation of a noise wall within private property or within a designated right-of-way, which may not be allowed by an affected property owner or by the City. The feasibility of noise walls is restricted by access requirements for driveways, presences of local cross streets, underground utilities, other noise sources in the area, and safety considerations. For example, a noise wall would be ineffective on the impacted segment of	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		Marsh Road because existing residential driveways directly access Marsh Road, and Rolison Road merges with Marsh Road along this segment. Breaks in the noise wall for access would not provide any noise attenuation and would render the wall ineffective. Additionally, for safety reasons, Caltrans states that noise barriers should not exceed 14 feet in height. Due to the high existing noise level, a noise barrier of more than 14 feet would be required to reduce noise levels along these roadways segments to an acceptable noise level for residential land uses. Finally, sensitive receptors along Marsh Road and Willow Road are currently oriented toward these roadways. Construction of a noise barrier would wall off these uses from the surrounding community, which could result in adverse impacts to aesthetics and potentially public safety because the noise walls would limit the visibility of the homes from the surrounding area. Natural surveillance is one of the four principles of Crime Prevention through Environmental Design. Therefore, installation of a noise wall along these segments would not be feasible.	
NO-3 **Substantial Permanent Increase in Noise Level.** Operation of the Project at the East Campus would result in a substantial permanent ambient noise level increase in the Project vicinity due to an increase in traffic. This would be a significant impact.	PS	MITIGATION MEASURE. Implementation of the Project would have the potential to result in a significant increase in noise level on Marsh Road and Willow Road. As described under Impact NO-1, no feasible mitigation is available to reduce traffic-related noise exposure to a less-than-significant level.	SU
C-NO-1 **Cumulative Exposure to Excessive Noise.** The Project, in combination with other development within the City, could result in a substantial increase in exposure of persons to noise in excess of the standards established in the General Plan or Municipal Code. The Project's contribution would be cumulatively significant**.**	PS	MITIGATION MEASURE. Implementation of the Project would result in a cumulatively considerable increase in noise levels from vehicular traffic on Marsh Road and Willow Road. As described under Impact NO-1, Mitigation Measure NO-1.1 would reduce noise levels to below the existing noise level along Willow Road. However, installation of a noise wall would not be feasible and no other feasible mitigation is available to reduce traffic-related noise exposure to a less-than-significant level. Therefore, the Project's cumulative impact would be significant and unavoidable.	SU

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-NO-2 **Cumulative Exposure to Ground-borne Vibration.** Construction activities associated with Project-related development and other future development in the City would not expose sensitive receptors to excessive ground-borne vibration. The Project's cumulative impact would be less than significant.	LTS	None Required.	N/A
C-NO-3 **Cumulative Permanent Increase in Noise Levels.** Operation of the Project and other cumulative developments would result in a substantial permanent ambient noise level increase in the Project vicinity. The Project's contribution would be cumulatively significant.	PS	MITIGATION MEASURE. Implementation of the Project would have the potential to result in a significant increase in noise level on Marsh Road and Willow Road. No feasible mitigation is available to reduce traffic-related noise exposure to a less-than-significant level.	SU
C-NO-4 **Cumulative Temporary Increase in Noise Levels.** Construction activities associated with Project-related development and other future development in the City would not expose sensitive receptors to a substantial temporary increase in ambient noise level. The Project's cumulative impact would be less than significant.	LTS	None Required.	N/A
3.11 Geology and Soils			
GS-1 **Strong Seismic Groundshaking and Seismic-Related Ground Failure.** The Project at the East Campus would have a less-than-significant potential to expose persons and structures to strong seismic groundshaking and seismic-related ground failure.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-GS-1 **Cumulative Seismic Hazards.** The Project, in combination with other foreseeable development in the vicinity, would not substantially increase the risk of exposure or people or structures to seismic hazards. As such, the cumulative impact would be less than significant.	LTS	None Required.	N/A
C-GS-2 **Cumulative Soil Hazards.** The Project, in combination with other foreseeable development in the vicinity, would not substantially increase soil hazards. As such, the cumulative impact would be less than significant.	LTS	None Required.	N/A
C-GS-3 **Cumulative Soil Erosion.** The Project, in combination with other foreseeable development in the vicinity, would not substantially increase soil erosion potential. As such, the cumulative impact would be less than significant.	LTS	None Required.	N/A
3.12 Hydrology and Water Quality			
HY-4 **Sea Level Rise.** The Project at the East Campus would have a less-than-significant potential to expose people to flooding from climate change-induced sea level rise.	LTS	None Required.	N/A
HY-6 **Effects on Groundwater Supplies and Recharge.** The Project at the East Campus would not substantially deplete groundwater supplies or interfere substantially with groundwater recharge because it would not increase groundwater demand or decrease recharge areas. This impact would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-HY-1 **Cumulative Storm Drain Impacts.** Development of the Project and other cumulative development could increase the rate and volume of stormwater runoff, which could cause or exacerbate localized flooding or cause the City's storm drainage capacity to be exceeded in some locations. However, the Project's contribution to cumulative impacts would not be cumulative considerable.	LTS	None Required.	N/A
C-HY-2 **Cumulative Flooding and Sea Level Rise.** Development of the Project and other cumulative development could expose people and structures to risk of 100-year flooding, including sea level rise. However, the Project's contribution to cumulative impacts would not be cumulatively considerable.	LTS	None Required.	N/A
C-HY-3 **Cumulative Water Quality.** Development of the Project and other development would contribute pollutants to stormwater during construction and occupancy of the various projects, but this would not substantially degrade water quality. The Project's contribution would not be cumulatively considerable. This cumulative impact would be less than significant.	LTS	None Required.	N/A
C-HY-4 **Cumulative Groundwater Supplies and Recharge.** Development of the Project and other cumulative development within the San Mateo subbasin would not substantially degrade groundwater supplies. As a result, cumulative impacts on the subbasin would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
3.13 Hazards and Hazardous Materials			
HM-2 **Soil and Groundwater Contamination.** The Project at the East Campus would have a less-than-significant potential to expose people to residual contaminants in soil and/or groundwater.	LTS	None Required.	N/A
HM-5 **Maintenance Activities.** Maintenance activities at the East Campus would have a less-than-significant potential to disturb soil containing residual contaminants.	LTS	None Required.	N/A
HM-6 **Routine Hazardous Materials Use.** Construction and operation of the Project the East Campus would involve the use of hazardous materials-containing products. However, these products would be used in moderation and would comply with federal, State, and local regulations, resulting in less-than-significant impacts.	LTS	None Required.	N/A
HM-7 **Hazardous Materials Risks from Off-Site Uses.** The Project at the East Campus could expose occupants to potential risks from off-site routine use or upset/accident conditions involving hazardous materials. However, compliance with federal, State, and local regulations would reduce the potential for off-site uses to pose a substantial hazard to the Project to less-than-significant.	LTS	None Required.	N/A
HM-8 **Impairment of Emergency Access or Emergency Plans.** The Project at the East Campus would result in a less-than-significant impact regarding the implementation of or interference to an adopted emergency response or evacuation plan.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-HM-1 **Cumulative Hazardous Materials Use.** Construction and operation of the Project and other cumulative development would involve routine hazardous materials use, generation, disposal, or transport. This is a less-than-significant cumulative impact.	LTS	None Required.	N/A
C-HM-3 **Cumulative Hazardous Materials in Building Components.** Development of the Project and other cumulative development could expose people to asbestos, lead, PCBs, or other hazardous materials in existing buildings that may be demolished, renovated, or rehabilitated if measures are not implemented to control unintentional or inadvertent releases. This is a less-than-significant cumulative impact.	LTS	None Required.	N/A
C-HM-4 **Cumulative Impairment of Emergency Access or Emergency Plan Impacts.** Development of the Project and other cumulative development would not impair implementation of or interfere with an adopted emergency response or evacuation plan. The cumulative impact is less than significant.	LTS	None Required.	N/A
3.14 Population and Housing			
PH-1 **Indirect Population Growth.** Implementation of the Project would not induce substantial population growth indirectly through job growth, nor would projected growth result in adverse direct impacts to the physical environment. Therefore, this impact would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-PH-1 **Cumulative Population Impact.** Cumulative development in the City and County would increase the resident population but would not exceed growth projections. The cumulative impact would be less-than-significant.	LTS	None Required.	N/A
C-PH-2 **Cumulative Housing Impacts.** Cumulative development in the City would increase the demand for housing in the City but would not exceed growth projections. The cumulative impact would be less than significant.	LTS	None Required.	N/A
3.15 Public Services			
PS-1 **Impacts to Police Services.** The Project at the East Campus would not result in the need for new or physically altered police service facilities. Therefore, police service impacts would be less than significant.	LTS	None Required.	N/A
PS-2 **Impacts to Fire Services.** The Project at the East Campus would not result in the need for new or physically altered fire service facilities. Fire service impacts would be less than significant.	LTS	None Required.	N/A
PS-3 **Impacts to School Facilities.** The Project at the East Campus would not result in the need for new or physically altered school facilities. Impacts related to school facilities would be less than significant impact.	LTS	None Required.	N/A
PS-4 **Impacts to Parks and Recreation Facilities.** The Project at the East Campus, would not result in the need for new or physically altered parks and recreation facilities. Park and recreation impacts would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
PS-5 **Impacts Library Facilities.** The Project at the East Campus would not result in the need for new or physically altered library facilities, resulting in a less-than-significant impact.	LTS	None Required.	N/A
C-PS-1 **Cumulative Police Service Impacts.** The Project, in combination with other foreseeable development in the City, would have a less-than-significant cumulative impact on police services.	LTS	None Required.	N/A
C-PS-2 **Cumulative Fire and Emergency Service Impacts.** The Project, in combination with other foreseeable development in the fire service area, would have a less-than-significant cumulative impact on fire and emergency services.	LTS	None Required.	N/A
C-PS-3 **Cumulative School Service Impacts.** The Project, in combination with other foreseeable development in the City, would have a less-than-significant cumulative impact on school services.	LTS	None Required.	N/A
C-PS-4 **Cumulative Parks and Recreation Impacts**. The Project, in combination with other foreseeable development in the City, would result in a less-than-significant cumulative impact on parks and recreation	LTS	None Required.	N/A
C-PS-5 **Cumulative Library Service Impacts.** The Project, in combination with other foreseeable development in the City, would have a less-than-significant cumulative impact on library services.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
3.16 Utilities			
UT-1 **Water Demand.** The Project at the East Campus would not exceed water supplies available under normal year conditions to serve the Project from existing entitlements. Therefore, implementation of the Project would have a less-than-significant impact on water supplies.	LTS	None Required.	N/A
UT-2 **Impacts to Water Treatment Facilities.** The Project at the East Campus would not require or result in the construction of new water treatment facilities or the expansion of existing facilities, which could cause significant environmental effects. Therefore, the Project would have a less-than-significant impact on water treatment facilities.	LTS	None Required.	N/A
UT-3 **Wastewater Generation.** The Project at the East Campus would not exceed wastewater treatment requirements of the San Francisco Regional Water Quality Control Board, require or result in the construction of new wastewater treatment facilities or the expansion of existing facilities, or result in a determination by the South Bayside System Authority that it has inadequate capacity to serve the Project's expected demand and existing entitlements. However, the existing sanitary sewer system serving the Project site would not have sufficient capacity to accommodate the Project. Therefore, this impact would be potentially significant.	PS	MITIGATION MEASURES. The technical study prepared by West Yost Associates determined that the existing wastewater conveyance system serving the Project site would have insufficient capacity to accommodate the Project. Mitigation Measure UT-3.1 would ensure that necessary capacity improvements are implemented so that to the WBSD sanitary sewer system has sufficient capacity to accommodate additional wastewater generated by the Project. The following measure would reduce potentially significant impacts associated with the Project to a ***less-than-significant*** level. *UT-3.1 Sanitary Sewer System Improvements*. The Project Sponsor shall upsize the existing 114 feet of 12-inch diameter pipeline that runs north along Hamilton Avenue, beginning at the Hamilton Avenue/Willow Road intersection, to a 15-inch diameter pipe. To ensure that this work is completed, the Project Sponsor shall enter into an agreement with the City concurrently with granting of land use entitlements for the East Campus and post a bond equal to 200 percent of the estimated cost of the work. In	LTS

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
		addition, the Project Sponsor shall purchase a third wastewater pump to be placed into reserve in case of pump failure at HHPS. To ensure this work is completed, the Project Sponsor shall enter into an agreement with the City concurrently with granting of land use entitlements for the East Campus and post a bond equal to 120 percent of the cost of the wastewater pump.	
UT-4 **Solid Waste Generation.** The Project would be served by Ox Mountain Sanitary Landfill, which has sufficient permitted capacity to accept the Project's solid waste disposal needs. The Project at the East Campus would comply with federal, State, and local statutes and regulations related to solid waste. Therefore, impacts on solid waste facilities would be less than significant.	LTS	None Required.	N/A
UT-5 **Stormwater Generation.** Implementation of the Project at the East Campus would not require or result in the construction of new stormwater drainage facilities or expansion of existing facilities, resulting in a less-than-significant impact.	LTS	None Required.	N/A
UT-6 **Energy Demand.** The Project at the East Campus would not exceed existing gas and electric supply. Therefore, this impact would be less than significant.	LTS	None Required.	N/A
C-UT-1 **Cumulative Water Demand.** The Project, in combination with other development within the City, would increase water demand, but there are sufficient water supplies available to serve the cumulative projects from existing entitlements under normal, dry and multiple dry years, and the increased demand would not require or result in the construction of new water treatment facilities or the expansion	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
of existing facilities, which could cause significant environmental effects. This cumulative water supply impact would be less than significant.			
C-UT-2 **Cumulative Wastewater Generation.** The Project, in combination with other development within the West Bay Sanitary District service area, would not exceed wastewater treatment requirements of the San Francisco Regional Water Quality Control Board, require or result in the construction of new wastewater treatment facilities or the expansion of existing facilities, nor result in a determination by the South Bayside System Authority that it has inadequate capacity to serve the Project's expected demand and existing entitlements. Therefore, this cumulative wastewater impact would be less than significant.	LTS	None Required.	N/A
C-UT-3 **Cumulative Solid Waste Generation.** The Project, combined with other development within the RethinkWaste's service area, would be served by Ox Mountain Sanitary Landfill, which has sufficient permitted capacity to accommodate future solid waste disposal needs through 2034. These cumulative projects would be expected to comply with federal, State, and local statutes and regulations related to solid waste. Therefore, this cumulative solid waste impact would be less than significant.	LTS	None Required.	N/A
C-UT-4 **Cumulative Stormwater Generation.** The Project, in combination with cumulative development in the City, could require the construction or expansion of stormwater facilities. However, the Project's contribution to this impact would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

Table S-1
Summary of Impacts and Mitigation Measures – East Campus

Impacts	Impact Significance Without Mitigation	Mitigation Measures	Impact Significance With Mitigation
C-UT-5 **Cumulative Energy Demand.** The Project, in combination with other development served by PG&E, would not exceed existing gas and electric supply capacity. Therefore, this cumulative impact would be less than significant.	LTS	None Required.	N/A

SU = Significant Unavoidable *PS = Potentially Significant* *LTS = Less-than-Significant* *N/A = Not Applicable*

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

1. The major modification shall be subject to the following ***standard conditions*:**

    a. The applicant shall be required to apply for a building permit within one year from the date of approval (by _____, 2027) for the major modification to remain in effect.

    b. Development of the Project, defined as the project plans and supporting documents, shall be substantially in conformance with the plans prepared by Studio S Architects, attached to the April 13, 2026 Planning Commission staff report and consisting of 34 plan sheets, dated received on October 2, 2025 (hereinafter the "Plans").

    c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

    d. Prior to building permit issuance, the Applicant shall comply with all Sanitary District, California Water Company, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

    e. Simultaneous with the submittal of any complete building permit application, the Applicant shall submit documentation of acceptance of the site plan for the entire Project by the Menlo Park Fire Protection District to the City, subject to review and acceptance by the Planning and Building Divisions. Prior to issuance of each building permit for the project, the Applicant shall submit documentation of Menlo Park Fire Protection District approval of each building permit, subject to review and approval by the Planning and Building Divisions.

    f. Simultaneous with the submittal of any complete building permit application, the Applicant shall submit plans verifying that the Project complies with all applicable requirements of Menlo Park Municipal Code Title 12 (Buildings and Construction), subject to review and approval by the City Building Official or designee.

    g. The Project is subject to the California Building Standards Code and any local amendments in effect at the time of submittal of each Building permit application.

    h. The Project is subject to the California Green Building Standards Code (CalGreen) in effect at the time of submittal of each complete building permit application and any local amendments to the Code in effect at the time of submittal. Other forms of green building checklists will not be acceptable in-lieu of the CalGreen requirements.

    i. Each complete building permit application shall include all unit plans for that Project building to be fully drawn and detailed, including mirrored plans. Further, all residential building plans are required to include drawings for mirrored units including structural, mechanical, electrical, and plumbing plan sheets.

    j. A list of all deferred submittals for each Project building, other than trusses, shall be approved by the Building Official or their designee prior to submittal of each complete building permit application.

    k. All detached structures require their own building permit and are required to meet all applicable Building Code requirements associated with their occupancy and location on the site.

    l. Prior to building permit issuance, applicant shall coordinate with California Water Company to confirm the existing water mains and service laterals meet the domestic and fire flow requirements of the project. If the existing water main and service laterals are not sufficient as determined by California Water Company, applicant may, as part of the project, be

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

required to construct and install new water mains and service laterals sufficient to meet such requirements.

m. Prior to building permit issuance, applicant shall coordinate with West Bay Sanitary District to confirm the existing sanitary sewer mains and service laterals have sufficient capacity for the project. If the existing sanitary sewer mains and service laterals are not sufficient as determined by West Bay Sanitary District, applicant may, as part of the project, be required to construct and install new sanitary sewer mains and service laterals sufficient to meet such requirements.

n. Prior to commencing any work within the right-of-way or public easements, the Applicant shall obtain an encroachment permit from the appropriate reviewing jurisdiction.

o. All public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.

p. Simultaneous with the submittal of any complete building permit application, the Applicant shall submit all applicable engineering plans for Engineering review and approval. The plans shall include, but are not limited to:

    a. Existing Topography (NAVD 88)

    b. Demolition Plan

    c. Site Plan (including easement dedications)

    d. Construction Parking Plan

    e. Grading and Drainage Plan

    f. Stormwater Control Plan

    g. Utility Plan

    h. Erosion Control Plan

    i. Planting and Irrigation Plan

    j. Off-site Improvement Plan

    k. Construction Details

    l. Joint Trench Plan

The Applicant shall agree to furnish any additional engineering services or plans as required by the Engineering Division not mentioned herein.

q. Simultaneous with the submittal of any complete building permit application, Applicant shall submit plans to remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for the review and approval of the Engineering Division.

r. Simultaneous with the submittal of any complete building permit application, the Applicant shall submit plans for:

    a. Construction-related activities:

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

1. Parking management for construction workers, ensuring adequate parking for all trades.
2. Construction staging and material storage.
3. Traffic Control Handling Plan (TCHP), including construction phasing and anticipated traffic handling methods for each phase.

b. Environmental and safety measures:

1. Construction safety fences around the construction area.
2. Dust control and air pollution control measures.
3. Erosion and sedimentation control measures.
4. Tree protection fencing.
5. Construction vehicle parking.

These plans shall be reviewed and approved by the City (including the Building, Engineering, and Planning Divisions). Fences, erosion, and sedimentation control measures must be installed prior to commencing construction, in accordance with the approved plan.

s. Simultaneous with the submittal of any complete building permit application, Applicant shall submit a related building permit application for site Grading and Drainage, subject to review and approval by the Engineering and Building Divisions.

t. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. An updated Hydrology Report will be required to the satisfaction of the Engineering Division.

u. Simultaneous with the submittal of any complete building permit application, Applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. Utility equipment shall meet the applicable requirements of Chapter 16.20.040(6)(B) of the Menlo Park Zoning Ordinance. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping or integrated into the building design to the extent feasible, as determined by the Public Works Director. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

v. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation. The terms of such program may be outlined in a Stormwater Pollution Prevention Program, as discussed below. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of much onto public right-of-way; and covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions shall be submitted for review and approval of the Engineering Division at least two months prior to October 1 (i.e., the beginning of the wet season).

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

w. Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality, in accordance with the approved Stormwater Pollution Prevention Plan (SWPPP). BMP plan sheets are available electronically for inserting into Project plans.

x. Simultaneous with the submittal of a complete building permit, the Applicant shall file a Notice of Intent (NOI) with the State Water Resources Control Board under the Construction Activities Storm Water General Permit (General Permit). The NOI indicates the Applicant's intent to comply with the San Mateo Countywide Stormwater Pollution Prevention Program, including a Stormwater Pollution Prevention Plan (SWPPP). The Applicant shall prepare a Notice of Intent and submit a copy to the Engineering Division for the proposed grading operation.

y. Simultaneous with the submittal of any complete building permit application, Applicant shall submit a heritage street tree preservation plan, detailing the location of and methods for all tree protection measures.

z. If proposed, street trees shall be from the City-approved street tree species or to the satisfaction of City Arborist.

aa. During the design phase of the construction drawings, all potential utility conflicts shall be potholed with actual depths recorded on the improvement plans submitted for City review and approval.

bb. Simultaneous with the submittal of any complete building permit application, the applicant shall submit a utility plan that shows undergrounding of on-site utilities, subject to the approval of the Engineering Division.

cc. Simultaneous with the submittal of any complete building permit application, the Applicant shall submit engineered Off-Site Improvement Plans (including specifications & engineers cost estimates), for approval by the Engineering Division, showing the infrastructure necessary to serve the Project. Off-Site Improvement Plans shall be approved by the Engineering Division prior to building permit issuance. The Improvement Plans shall include, but are not limited to, all engineering calculations necessary to substantiate the design, proposed roadways, drainage improvements, utilities, traffic control devices, retaining walls, sanitary sewers, and storm drains, pump/lift stations, street lightings, common area landscaping and other project improvements. All public improvements shall be designed and constructed to the satisfaction of the Engineering Division.

dd. Irrigation within public right of way shall comply with City Standard Details LS-1 through LS-19 and shall be connected to the on-site water system.

ee. Prior to issuance of each building permit, Applicant shall pay all Public Works fees related to processing of the permit.

ff. The Applicant shall pay all impact fees prior to any building permit issuance,. The impact fees shall be calculated based on the rates in effect at the time of payment. Refer to City of Menlo Park Master Fee Schedule.

gg. Prior to issuance of each building permit the Applicant shall pay the applicable Building Construction Street Impact Fee in effect at the time of payment to the satisfaction of the Public Works Director. The current fee is calculated by multiplying the valuation of the construction by 0.0058.

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

hh. Simultaneous with the submittal of any complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. The Water-Efficient Landscaping Ordinance (WELO) applies to all new landscapes exceeding 500 square feet and rehabilitated landscapes exceeding 1,000 square feet associated with projects requiring city review and approval. If the project is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44), submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application, the landscaping shall be installed prior to final building inspection. The Applicant shall submit a landscape audit report prior to final building inspection.

ii. If this project is creating more than 5,000 square feet of irrigated landscaping, per the City's Water Efficient Landscape Ordinance (Municipal Code Chapter 12.44) the irrigation system is required to have a separate water service.

jj. The Applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD and Adobe PDF formats to the Engineering Division prior to final inspection of the last building.

kk. All agreements shall run with the land and shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.

ll. Prior to any building permit issuance, the applicant must submit a draft "Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement" to the City for review and approval by the Engineering Division. This agreement, which makes the property owner responsible for the operation and maintenance of stormwater treatment measures, must be executed and recorded with the San Mateo County Recorder's Office prior to final inspection.

mm. Prior to any building permit issuance, the Applicant shall submit a finalized version of the Stormwater Control Plan, which shall provide stormwater treatment for the project site pursuant to the latest regulations specified in the San Mateo County C.3 Technical Guidance Manual. The Stormwater Control Plan shall include a written report identify existing and proposed project conditions, and all applicable source controls, and mitigation measures (i.e. bioretention areas, flow through planters, etc.) implemented to meet NPDES compliance.

nn. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the Tree Relocation Plan prepared by Bartlett Tree Experts, dated received October 2, 2026.

oo. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

pp. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

this development within the time limits set forth in Gov. Code Section 66020, which authorizes the filing of a protest within 90 days after the imposition of the fees, dedications, reservations, or other exactions to be imposed on the project.

2. The major modifications shall be subject to the following ***project-specific*** conditions:

a. Simultaneous with submittal of any complete building permit application, the Applicant shall demonstrate compliance with mitigation measures included in the Facebook Campus Project EIR, ConnectMenlo MMRP and 2023-2031 Housing Element Update Subsequent EIR MMRP that are applicable to the project, subject to review and approval by the Community Development and Public Works Departments and the applicable divisions within the City.

b. Simultaneous with the submittal of any complete building permit application, the Applicant shall enroll in EPA Energy Star Building Portfolio Manager. Prior to building permit final inspection, the Applicant shall submit documentation showing compliance to the satisfaction of the Planning and Building Divisions.

c. During all phases of construction, potable water shall not be used for dust control.

d. During all phases of construction and after final inspection for the life of the Project, rodenticides shall not be used on the property in accordance with Section 16.20.050(5)(G) of the Zoning Ordinance.

e. The Applicant shall diligently pursue the Project's construction through to completion, and, if at any point after building permits have been issued, the Applicant abandons construction or the building permits expire, the Applicant shall demolish the uncompleted portions of the Project and restore the site to rough grade condition and shall take reasonable measures to protect public health and safety, protect the building structure from the elements, screen unsightly elements from view (such as fencing, painting or attractive screens or coverings), and maintain temporary landscaping, to the satisfaction of the Planning Division.

f. If the Applicant leaves any work of construction in an unfinished state for more than seven (7) consecutive days, the Applicant shall keep the construction site clean and properly secured per best management standards and to the satisfaction of the Building and Engineering Divisions.

g. If the Applicant leaves any work of construction in an unfinished state for more than one hundred and twenty (120) consecutive days, the Applicant shall take reasonable measures to protect public health and safety, protect the building structure from the elements, screen unsightly elements from view (such as fencing, painting or attractive screens or coverings), and maintain temporary landscaping, to the satisfaction of the Planning Division.

h. Relocation of the heritage oak tree, shall be completed on the project site to the satisfaction of the City Arborist and Planning Division prior to final building permit inspection and consistent with the Tree Relocation Plan prepared by Bartlett tree Experts dated received on October 2, 2025.

i. Prior to issuance of the first building permit for each building, the Applicant shall submit information demonstrating compliance with bird-friendly design requirements under Section 16.43.140(6) of the Zoning Ordinance.

j. Prior to issuance of the first building permit for each building, the Applicant shall submit plans verifying that all external non-emergency lighting for the apartment buildings,

LOCATION: 1 Hacker Way	**PROJECT NUMBER:** PLN2025-00008	**APPLICANT:** Meta Platforms Inc.	**OWNER:** Meta Platforms Inc.

PROJECT CONDITIONS:

landscaping, common recreational spaces, and pathways automatically switches off between the hours of 10 p.m. and sunrise.

k. Simultaneous with the submittal of any complete building permit application, the Applicant shall demonstrate that the project meets the requirements to achieve LEED gold. The Applicant shall submit an updated preliminary LEED scorecard prepared by a certified LEED AP demonstrating the Project includes the necessary points to achieve LEED gold. Prior to final inspection of the building permit or as early as the project can be certified by Green Business Certification, Inc. on behalf of the United States Green Building Council, the project shall submit verification that the project has achieved final LEED Gold certification. Occupancy and/or final inspection can be granted with an agreed upon timeline for final certification between the City and the Applicant.

H. T. HARVEY & ASSOCIATES
Ecological Consultants
50 years of field notes, exploration, and excellence

June 27, 2025

Cherrelle Jarrett
Meta
1 Hacker Way
Menlo Park, CA 94025

Subject: Classic Campus Renovation – Final Avian Collision Risk Assessment (HTH #3375-26)

Dear Cherelle Jarrett:

Per your request, H. T. Harvey & Associates has assessed avian collision risk for the proposed Classic Campus Renovation project in Menlo Park, California. It is our understanding that the project consists of the renovation of the existing Meta campus located at 1 Hacker Way, including the construction of a new atrium space and canopy structure at MPK 10 and a new atrium connection between MPK 12 and MPK 14. We further understand that the City of Menlo Park is requiring the project to comply with bird-friendly design requirements in Chapter 16.44.130(6) of the City Municipal Code. This report summarizes our analysis of bird collision hazards associated with the project and documents project compliance with City Municipal Code requirements related to bird-safe design (with requests for waivers as permitted by the City's requirements).

In summary, although the project site itself does not provide high-quality habitat for birds, avian collisions with the proposed glass facades of MPK 10, MPK 12, and MPK 14 would potentially be high due to the site's location surrounded by natural habitats along the San Francisco Bay and the high potential for migrating birds traveling along the Bay to collide with the new glazing. In our opinion, the project complies with all of the requirements in the City's Municipal Code, with requests for waivers based on the site-specific analysis provided herein as permitted by the Municipal Code.

Statement of Qualifications

This assessment was prepared by Steve Rottenborn and me. Briefly, our qualifications are as follows (résumés attached):

- I am an ornithologist with a B.S. in Ecology from the University of California, San Diego and an M.S. in Fish and Wildlife Management from Montana State University, where my Master's thesis focused on factors affecting the nest survival of yellow warblers (*Setophaga petechia*), dusky flycatchers (*Empidonax oberholseri*), and warbling vireos (*Vireo gilvus*). I have consulted on bird-safe design issues for numerous H. T. Harvey

720 University Avenue, Suite 200 • Los Gatos, CA 95032 • 408.458.3200 • *www.harveyecology.com*

& Associates projects since 2015. My experience includes developing measures to reduce the frequency of bird collisions with buildings to less-than-significant levels under the California Environmental Quality Act, identifying bird-safe design measures to comply with requirements of local jurisdictions, and identifying bird-safe options that can be implemented on a voluntary basis to reduce bird collisions. Through this experience, I am familiar with factors that influence the frequency of bird collisions as well as measures that can be implemented to reduce them.

- Steve Rottenborn has a Ph.D. in biological sciences from Stanford University, where his doctoral dissertation focused on the effects of urbanization on riparian bird communities in the South San Francisco Bay area. He has been an active birder for more than 35 years and has conducted or assisted with research on birds since 1990. He has served for 9 years as an elected member of the California Bird Records Committee (including 3 years as chair) and for 15 years as a Regional Editor for the Northern California region of the journal North American Birds, and for 6 years as a member of the Board of Directors of the Western Field Ornithologists.

Although the subject of bird-friendly design is relatively new to the West Coast, we have performed avian collision risk assessments and identified measures to reduce collision risk for a number of projects in more than a dozen Bay Area municipalities.

In addition, H. T. Harvey & Associates ornithologist Dani Christensen, B.S., conducted a reconnaissance-level survey of the project site on April 10, 2025, to characterize potential bird use of the site and immediately vicinity for birds that might be present as breeders (including permanent residents), migrants, or wintering birds. She also assessed how birds might use resources around the project site, including using vegetation or artificial structures as roost or nest sites or for cover from predators and the elements; obtaining food (such as invertebrate prey, fruit, or seeds) from vegetation; and obtaining anthropogenic food resources such as food waste.

Following the completion of the site visit, we reviewed the project plans provided by Meta through April 2025. Based on the design materials, we assessed the potential for avian collisions with the proposed renovations.

Project Summary

MPK 10 Visitor's Arrival and Canopy

The project proposes the following renovations to the MPK 10 building:

- A new lobby will be constructed at the southwest corner of the north wing of MPK 10 (Figures 1–4). A portion of the second floor will be removed to create a two-story interior at this location (Figure 1). The existing curtainwall surrounding the lobby will be removed and replaced with facades that are predominantly glazed (Figures 2–4). Two new skylights will be incorporated on the lobby roof. The new lobby façade glazing will incorporate exterior shades and bird-safe glazing.

- A new canopy structure will be constructed on the exterior of the MPK 10 building to provide a protected drop-off and pick-up location connected to the new lobby (Figures 2 and 3). The canopy's roof will be composed of laminated glass with integrated photovoltaic materials. No bird-safe glazing is currently proposed on the canopy glass.
- The existing connector between the two wings of MPK 10 will be widened on Level 1, creating a new two-story atrium space above (Figure 1). The existing curtainwall on the southwest side of the connector will be removed and replaced with a façade that is predominantly glazed (Figures 2 and 4). A portion of the existing curtainwall on the northwest side of the south wing of MPK-10 will also be removed, but the widened connector will occupy this space and no new façade is proposed at this location. The new façade glazing on the connector will incorporate bird-safe glazing.

Figure 1. Plan view showing the locations of proposed renovations to MPK 10, which has a north wing and a south wing. The existing connector between the building's two wings will be widened on Level 1 as shown in yellow on the left, and a portion of the second floor of the north wing will be removed to accommodate the new two-story lobby as shown in gray on the right. Facade elevations are labeled by compass direction for correlation with other figures.

Figure 2. A three-dimensional view of the proposed renovations to the MPK 10 facades. The new two-story lobby is shown in dark blue, the widened two-story connector is shown in light blue, and the canopy is shown in yellow.

Figure 3. A rendering of the future MPK 10 entrance showing the new lobby and canopy.

Figure 4. Façade views of MPK 10 showing the existing (left) and proposed (right) facades: southwest (top) showing the southwest side of the new lobby as well as the new connector façade, and east (bottom) showing the east side of the new lobby.

MPK 12 and 14 North Entrance Renovations

The project proposes the following renovations to the MPK 12 and 14 buildings:

- A new three-story lobby atrium with a curved roof will be constructed in between MPK 12 and MPK 14 (Figures 5–8). The atrium will be predominantly glazed on the southeast and northwest facades, except where opaque metal panels will be incorporated on a portion of the northwest façade (Figures 5, 6, and 8). The floor plan on Levels 2 and 3 of the new lobby atrium will be relatively open with two narrow pedestrian walkways connecting MPK 12 and MPK 14, and a staircase and elevators connecting Levels 1–3 (Figure 9). Due to the open floor plan, it would be possible in some areas to see through from one side of the atrium to the other (i.e., from southeast to northwest) where the staircase, elevators, and/or walkways do not block line-of-sight. The long-span glazing at the top of the atrium (shown in red on Figure 5) will incorporate bird-safe glazing, while the insulated glazing (shown in orange and green on Figure 5) will not incorporate bird-safe glazing.
- Two existing generators located on the southwest side of MPK 12 will be removed and replaced with a new generator at the same location. No updates are proposed to the adjacent façade in association with this component of the project.
- Two canopies overhanging building entrances on the northwest sides of MPK 10 and MPK 12 will be modified and/or removed. No updates are proposed to the building façades in association with this component of the project.
- Exterior outdoor seating is proposed on Level 1 on the southeast side of MPK 12, near the new atrium. No updates are proposed to the building façades in association with this component of the project.

- Two new terraces are proposed on Level 2 adjacent to the new atrium on the southeast facades of MPK 12 and MPK 14: one at the east corner of MPK 12, and one at the south corner of MPK 14 (Figures 7 and 8). New glazing may be incorporated on the facades surrounding these terraces; bird-safe glazing is not currently proposed on this glazing.
- An additional new terrace is proposed on Level 2 of MPK 12, at the building's south corner (Figures 7 and 8). The existing façade will be removed on both sides of the corner, and a new recessed façade will be constructed. New glazing may be incorporated on the facades surrounding these terraces; bird-safe glazing is not currently proposed on this glazing.

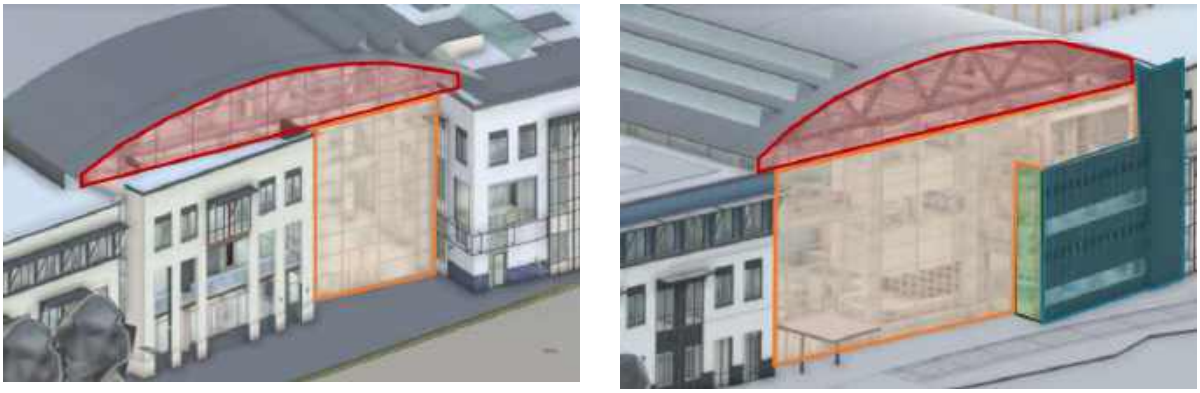


Figure 5. A three-dimensional view of the proposed MPK 12 and 14 lobby atrium. The southeast façade is shown on the left, and the northwest façade is shown on the right. A long-span glazing system will be present in the area shown in red, and insulated glazing is shown in orange and green.

Figure 6. Rendering of the future MPK 12 & MPK 14 renovations from the northwest.

Figure 7. MPK 12 (left half of figure) and 14 (right half of figure) plans showing locations where project renovations will occur in yellow: Level 1 (top), Level 2 (second from top), Level 3 (second from bottom), and Roof Level (bottom). Facade elevations are labeled by compass direction for correlation with other figures.

Figure 8. MPK 12 and 14 existing (left) and proposed (right) facades: northwest at lobby atrium (top), southeast at lobby atrium (second from top), southwest at MPK-12 south corner (second from bottom), and southeast at MPK-12 south corner (bottom).

Figure 9. Rendering of the interior of the future MPK 12 & MPK 14 lobby atrium.

Assessment of Bird Use

Existing Conditions

The project site consists of a developed office campus in Menlo Park, and is bordered by Ravenswood Slough to the north and west and Bayfront Expressway to the south and east (Figure 10). Ravenswood Pond R3 is located opposite Ravenswood Slough to the north and west, a large brackish marsh is present opposite Bayfront Expressway to the south, and Ravenwood Pond SF2 is present opposite Bayfront Expressway to the east (Figure 10). Otherwise, commercial development and busy roadways are present to the south, and former salt ponds, now managed as waterbird habitat, are present to the east, west, and north (Figure 10).

Figure 10. The project site, delineated in yellow, is bordered by former salt ponds to the north and west and Bayfront Expressway to the east and south. Additional former salt ponds, now managed as waterbird habitat, are present to the north, east, and west, a brackish marsh is present to the south, and high-density urban development is also present to the south.

The proposed renovations will occur to three buildings on the campus: MPK 10, MPK 12, and MPK 14 (Figures 1, 7, and 10). Vegetation surrounding the buildings is limited to landscaped areas along buildings, walkways, and seating areas, as well as vegetated islands and medians in the parking lots (Photos 1–4). Trees planted within these areas include nonnative London plane (*Platanus* x *acerifolia*) as well as native valley oak (*Quercus lobata*), coast live oak (*Quercus agrifolia*), and box elder (*Acer negundo*). Shrubs, ground cover, and other landscaped plants include native toyon (*Heteromeles arbutifolia*), coffeeberry (*Frangula californica*), blueblossom (*Ceanothus thyrsiflorus*), and yarrow (*Achillea millefolium*), as well as nonnative star jasmine (*Trachelospermum jasminoides*) and Chilean sea fig (*Carpobrotus edulis*).

Photos 1–4. The project site consists of three buildings on a major technology campus, with vegetation planted along walkways, buildings, seating areas, and parking lots.

Habitat conditions on the project site are currently of relatively low quality for native birds found in the region due to the limited extent of the vegetation present as well as high levels of human activity on the campus. Certain areas where dense, well-layered vegetation (e.g., with ground cover, shrub, and canopy tree layers in the same areas) is present, such as near the proposed MPK-10 canopy, provide moderate-quality habitat for birds; however, the limited extent of these areas limits the abundance and diversity of birds that can occur there. Nevertheless, a number of common, urban-adapted passerine (i.e., songbird) species that occur in urban areas of Menlo Park are expected to use the site regularly. These include the native Anna's hummingbird (*Calypte anna*), American crow (*Corvus brachyrhynchos*), Bewick's wren (*Thryomanes bewickii*), northern mockingbird (*Mimus polyglottos*), bushtit (*Psaltriparus minimus*), dark-eyed junco (*Junco hyemalis*), California towhee (*Melozone crissalis*), and house finch (*Haemorhous mexicanus*), as well as the non-native Eurasian collared-dove (*Streptopelia decaocto*) and European starling (*Sturnus vulgaris*). All of these birds are year-round residents that can potentially nest on or immediately adjacent to the project site where suitable vegetation or structures are present. A number of additional species, primarily migrants or winter visitors (i.e., nonbreeders), are expected to occur on the site as well, including the white-crowned sparrow (*Zonotrichia leucophrys*), cedar waxwing (*Bombycilla cedrorum*), and yellow-rumped warbler (*Setophaga coronata*). All of the species expected to occur regularly are regionally abundant

species, and no special-status birds (i.e., species of conservation concern) are expected to nest or occur regularly on the site.

Habitat conditions in natural areas surrounding the site are of high quality for many bird species, especially shorebirds and waterbirds, due to the presence of extensive protected lands. The following paragraphs describe bird use of these areas, and the potential for these birds to occur on the project site.

A section of the regional San Francisco Bay Trail runs along the perimeter of the project site, adjacent to Ravenswood Slough (Photos 5 and 6). Vegetation along the Bay Trail includes planted native California buckeye (*Aesculus californica*), western redbud (*Cercis occidentalis*), black sage (*Salvia mellifera*), as well as wild-growing plants such as nonnative fennel (*Foeniculum vulgare*), vanilla-scented wattle (*Acacia redolens*), wild oat (*Avena fatua*), and Bermuda buttercup (*Oxalis pes-caprae*). Bird species that use this vegetation is expected to be similar to the project site, except that some of the shorebirds and waterbirds that occur in Pond R3 and along Ravenswood Slough will nest and forage in the upland vegetation along the trail.

Photos 5 and 6. The San Francisco Bay Trail (left) and Ravenswood Slough (right) are located along the periphery of the campus, wrapping around the western, northern, and eastern borders.

Ravenswood Pond R3 is located approximately 375 feet west and 440 feet north of the proposed renovations, and is separated from the site by Ravenswood Slough (Figure 10). Ravenswood Pond SF2 is located approximately 2,000 feet east of the proposed renovations, and is separated from the site by Ravenswood Slough and Bayfront Expressway (Figure 10). These ponds provide foraging habitat for a wide variety of waterbirds such as the American avocet (*Recurvirostra americana*), western sandpiper (*Calidris mauri*), marbled godwit (*Limosa fedoa*), ruddy duck (*Oxyura jamaicensis*), semipalmated plover (*Charadrius semipalmatus*), dunlin (*Calidris alpina*), least sandpiper (*Calidris minutilla*), red knot (*Calidris canutus*), long-billed dowitcher (*Limnodromus scolopaceus*), northern shoveler (*Spatula clypeata*), green-winged teal (*Anas crecca*), canvasback (*Aythya valisineria*), American white pelican (*Pelecanus erythrorhynchos*), black-bellied plover (*Pluvialis squatarola*) and others (Cornell Lab of Ornithology 2025). The federally threatened western snowy plover (*Anaryhynchus nivosus*) also nests and forages in Pond SF2. None of these species is expected to occur on the project site, but they may fly over or past the site when traveling in between surrounding habitats.

A large brackish marsh is present approximately 450 feet south of the proposed renovations, south of Bayfront Expressway (Figure 10). This brackish marsh, which extends south to a railway corridor, west to Willow Road, and east to University Avenue, is dominated by salt marsh and brackish marsh plants and contains several channels. As a result, marsh-associated special-status birds such as the San Francisco common yellowthroat (*Geothlypis trichas sinuosa*), Alameda song sparrow (*Melospiza melodia pusillula*), and northern harrier (*Circus hudsonius*) – all of which are California species of special concern – may occur in this area. However, state and federally listed birds associated with tidal salt marshes, salt pannes, and aquatic habitats, such as the California Ridgway's rail (*Rallus obsoletus obsoletus*), California black rail (*Laterallus jamaicensis coturniculus*), western snowy plover (*Charadrius nivosus nivosus*), and California least tern (*Sternula antillarum browni*), are absent from these habitats. None of these species is expected to occur on the project site, but they may fly over or past the site when traveling in between surrounding habitats.

Due to their location along the edge of the San Francisco Bay and the extensive areas of habitat present, the managed ponds located west, north, and east of the project site support relatively high numbers of species of birds compared to areas located farther inland in San Mateo (Figure 11). Based on observations by birders over the years, approximately 150 species of birds have been recorded at pond SF2 and 151 species along the Bay Trail adjacent to Pond R3, including year-round resident, migrant, and wintering landbirds (associated with upland areas), shorebirds (associated with the shoreline), and waterbirds (associated with open water habitat) (Cornell Lab of Ornithology 2025). Ebird records suggest that some species of shorebirds and waterbirds can occur in these areas in large numbers (i.e., 1,000 individuals), but the majority of these species occur in smaller flocks. A number of migrant bird species will remain in this area for days to weeks to rest and forage. Resident birds that are present in the vicinity year-round are similarly attracted to the open habitats within these salt ponds in relatively large numbers for foraging opportunities (Cornell Lab of Ornithology 2025). Aside from the migrant landbirds described above, none of these species is expected to occur on the project site, but they may fly over or past the site when traveling in between surrounding habitats.

Figure 11. A map of eBird Hotspots in the project vicinity. The project site is indicated by a red star. Parks with higher abundance and diversity of birds (such as Bedwell Bayfront Park to the northwest) are indicated by yellow and orange markers.

The project site is located in a landscape position in which high numbers of birds, especially migratory songbirds, fly over or past the project site during migration. Migratory songbirds (landbirds) are often concentrated at the edge of the San Francisco Bay during spring and fall migration, and the project site is located close enough to the edge of the Bay that high numbers of migratory songbirds move through the site vicinity. Where trees and vegetation are present near San Francisco Bay habitats, the number of bird species at a given location increases because migrating landbirds are attracted to this vegetation for resting and foraging, though migrants tend to occur in greater numbers in more heavily vegetated areas such as riparian corridors or large, well-vegetated parks such as Coyote Point in San Mateo, Palo Alto Baylands Park in Palo Alto, or Shoreline Park in Mountain View (Cornell Lab of Ornithology 2025). The nearest open spaces that provide habitat for larger numbers and higher diversities of landbirds are Bedwell Bayfront Park approximately 1.3 miles to the northwest, Bair Island approximately 4 miles to the northwest, and Ravenswood Open Space Preserve approximately 1 mile to the east. Although the site is not located adjacent to high-quality habitats for migrant landbirds, or in between two sites such that birds would traverse the site when traveling in between adjacent areas, due to the site's landscape position along the San Francisco Bay relatively high numbers of migrant birds are expected to occur on the site, and/or fly past the site, compared to similar developed areas located farther inland in Menlo Park, despite the limited extent of vegetation present.

Proposed Conditions

It is our understanding that there may be some landscape vegetation added to exterior areas adjacent to MPK 10 as part of the proposed renovations, but no new landscape vegetation is currently proposed. No trees will

be removed by the project. Based on this information, no substantive changes to landscape vegetation on the project site are expected to occur as part of the project, and bird use of the site is expected to be similar to existing conditions following project construction.

Assessment of Collision Risk due to Glazing

Because birds do not necessarily perceive glass as an obstacle (Sheppard and Phillips 2015), windows or other structures that reflect the sky, trees, or other habitat may not be perceived as obstacles, and birds may collide with these structures. Similarly, transparent windows can result in bird collisions when they allow birds to perceive an unobstructed flight route through the glass (such as at transparent glass corners), and when the combination of transparent glass and interior vegetation (such as in planted atria) results in attempts by birds to fly through glass to reach vegetation. A number of factors play a role in determining the risk of bird collisions with buildings, including the amount and type of glass used, lighting, properties of the building (e.g., size, design, and orientation), type and location of vegetation around the building, and building location.

As noted above, relatively low numbers of native, resident birds are expected to use the project site due to the limited extent of vegetation present. Because resident birds are present within an area year-round, they are more familiar with their surroundings and can be less likely to collide with buildings compared with migrant birds (discussed below). However, the numbers of resident birds that collide with buildings can still be relatively high over time. Young birds that are more naïve regarding their surroundings are more likely to collide with glass compared to adult birds. In addition, although adult birds are often more familiar with their surroundings, they still collide with glass with some frequency, especially when they are startled (e.g., by a predator) and have limited time to assess their intended flight path to avoid glazed facades. Nevertheless, because only low numbers of resident birds would use the site at a given time, only low numbers of resident landbirds are expected to collide with the project buildings over time.

Nocturnal migrant landbirds are also expected to be attracted to the project vicinity, especially the natural areas surrounding the site, during migration periods in the spring and fall. When these birds arrive in the site vicinity they are tired from flying all night, they are hungry, and they are less likely to be aware of risks such as glass compared to well-fed, local resident, summering, or wintering birds familiar with their surroundings. As these migrants descend from higher elevations, they will seek suitable resting and foraging resources in the new landscape vegetation adjacent to the buildings. During this reorientation process, migrants will be susceptible to collisions with the buildings if they cannot detect the glass as a solid structure to be avoided. Migrant birds that use structures for roosting and foraging (such as swifts and swallows) will also be vulnerable to collisions if they perceive building interiors as potential habitat and attempt to enter the buildings through glass walls.

Once migrants have descended and decided to settle into vegetation on or adjacent to the project site, they may collide with the glass because they do not detect it as a solid surface and think they can fly through the building (e.g., if they are on the west side of the building and try to fly through a glazed corner to reach trees on the north side). Foggy conditions may exacerbate collision risk, as birds may be even less able to perceive that glass

is present in the fog. The highest collision risk would likely occur when inclement weather enters the region on a night of heavy bird migration, when clouds and fog make it difficult for birds to find high-quality stopover sites once they reach ground level. As discussed above, high numbers of migrant birds are expected to fly past the site during the spring and fall due to the site's location along the San Francisco Bay.

In addition, because the MPK 10, MPK 12, and MPK 14 buildings are located in a landscape position such that natural areas are present close by on several sides (i.e., Ravenswood Slough to the west, north, and east; Pond R3 to the west and north; Pond SF 2 to the east; and brackish marsh habitat to the south), relatively high numbers of birds are expected to traverse the airspace on the project site over time when traveling in between surrounding habitats. Thus, collision risk may also be relatively high with glazed facades on the building's upper levels if this glazing is either transparent such that areas of sky are visible from one side of the building to the other, or reflective such that the sky is reflected in the glazing.

Several features of the architecture of the proposed renovated facades would reduce the overall potential for avian collisions. For instance, the proposed new façades incorporate opaque materials, window mullions, and sun shades (Figures 3, 4, and 8). Glazing on facades surrounding the new terraces on MPK 12 and 14 would be limited (if glazing is proposed on the terraces at all), and also recessed such that birds would have limited visibility of any glazing present. Thus, birds are unlikely to collide with this glazing due to transparent or reflective conditions. Glazing on all of the buildings will also have relatively low visible reflectance (no greater than 15%), which will help to reduce the clarity of reflections in this glazing, and bird-safe glazing will be used on the new facades of MPK 10 and certain new facades of MPK 12 and MPK 14 to reduce the potential for collisions. Laminated glazing on the proposed canopy at MPK 10 is not expected to result in collisions because photovoltaic strips and laminated glass are clearly visible to birds. These features are expected to reduce bird collisions with the proposed renovations and help birds to interpret these areas as solid structures (rather than as reflected sky or vegetation).

Although several elements of the project design are expected to reduce bird collisions, there are some locations evident in the project's plans where bird collisions are more likely to occur compared to other locations because they may not be as easily perceived by birds as physical obstructions. These are as follows:

- The extent of glazing on a building and the presence of vegetation opposite the glazing are known to be two of the strongest predictors of avian collision rates (Gelb and Delacretaz 2009, Borden et al. 2010, Cusa et al. 2015, Riding et al. 2020). While the extensive glazing on the buildings will be visually disrupted by opaque panels, vertical and horizontal mullions, and other structural elements, it nonetheless presents large surfaces in which birds can potentially perceive reflected sky and/or vegetation and collide with the glass as they attempt to reach those reflections (Figures 2–6 and 8). Thus, the extensive glazing proposed on the building façades will likely result in some bird collisions. The greatest risk of avian collisions with these façades is in the area within 60 feet of the ground, because this is the area in which most bird activity occurs (San Francisco Planning Department 2011). Therefore, we expect collision risk to be highest within approximately 60 feet of the ground where landscape vegetation occurs adjacent to extensive glazing.

- A transparent glass corner will be present at the new two-story lobby on the north wing of MPK 10 (Figures 2 and 3). Where landscape vegetation is located on either side of this corner, the risk of bird collisions is higher because birds may not perceive the intervening glass and attempt to fly to vegetation on the far side of the glass.
- Due to the open floor plan of the proposed three-story lobby atrium connecting MPK 12 and MPK 14, it would be possible in some areas to see through the atrium from one side to the other (i.e., from southeast to northwest) where the staircase, elevators, and/or walkways do not block line-of-sight. Where birds can see sky or vegetation through the other side of the atrium, the risk of bird collisions is higher because birds may not perceive the intervening glass and attempt to fly to sky or vegetation on the far side of the glass.

In summary, relatively low numbers of resident birds use the project site, but high numbers of resident and migrant landbirds, shorebirds, and waterbirds occur in San Francisco Bay habitats surrounding the site and will fly past the site over time. We expect some collision of these birds with the proposed glass facades to occur; such collisions are likely to be most frequent in locations within 60 feet of the ground where extensive glazing is located opposite landscape vegetation, at transparent glass corners where vegetation is present, and at the new three-story lobby atrium connecting MPK 12 and MPK 14 where it is possible to see through the atrium from one side to the other.

Assessment of Project Compliance with the City of Menlo Park's Bird-Friendly Design Requirements

We have reviewed the proposed renovations with respect to Title 16, Chapter 44, Section 130(6) of the City of Menlo Park's Municipal Code concerning bird-friendly designs for buildings. Per item (H) in this section, a project may receive a waiver from requirements A through F, subject to the submittal of a site-specific evaluation from a qualified biologist and review and approval by the planning commission. A waiver from requirement G is not authorized. This section provides a discussion of how the proposed renovations will comply with the City's bird-safe design requirements and indicates locations where waivers are, in our professional opinion, appropriate. Due to the sensitivity of the project location and the high number of birds that can potentially collide with the project buildings over time as discussed under *Assessment of Collision Risk due to Glazing* above, in our opinion, waivers are appropriate only in areas of low collision risk where strict adherence to the City's bird-safe design requirements would not substantively reduce bird collision risk beyond the City's requirements.

A. No more than 10% of façade surface area shall have non-bird-friendly glazing.

At MPK 12 and 14, new glazing will potentially surround three new terraces on Level 2. In our professional opinion, because any glazing on the proposed new terraces at MPK 12 and 14 would be both limited and recessed with limited visibility to birds (Figure 8), and no new landscape vegetation is proposed on the terraces, birds are unlikely to collide with this glazing and a waiver to the requirement for bird-safe glazing

on the terraces is appropriate. As a result, we recommend that new facades surrounding the terraces not be included in the façade areas for which the City requires bird-safe glazing.

For all other renovated façade areas, to comply with requirement A, it is our opinion that no more than 10% of the renovated façade areas on MPK 10, 12, and 14 (combined) should consist of untreated glazing.

At MPK 10, new glazing proposed on the new two-story lobby and along the new two-story connector between the north and south wings of the building (Figures 2–4). The total renovated façade area is 5,629 square feet, and the project proposes to leave 610 square feet of glazing on the new facades untreated.

At MPK 12 and 14, new glazing is proposed on the north and south sides of the new lobby atrium, and potentially surrounding three new terraces on Level 2 (Figures 5, 6, and 8). The total renovated façade area is 11,098 square feet, and the project proposes to leave 997 square feet of glazing untreated.

The combined total renovated façade area for MPK 10, 12, and 14 is 16,727 square feet. The project proposes to leave a total of 1,607 square feet of this glazing (9.6%) untreated. Therefore, the proposed renovations to MPK 10, 12, and 14 comply with this requirement.

B. *Bird-friendly glazing includes, but is not limited to, opaque glass, covering the outside surface of clear glass with patterns, paned glass with fenestration, frit or etching patterns, and external screens over nonreflective glass. Highly reflective glass is not permitted.*

The project proposes to use bird-friendly glazing with a rated Threat Factor[1] of 30 or lower. The specifications for this glazing have not yet been finalized. In our opinion, any bird-friendly glazing with a rated Threat Factor of 30 or lower would comply with this portion of requirement B.

All new glazing to be used in the renovations will have a visible reflectance of 20% or lower. Thus, no highly reflective glass will be used, and the project complies with this portion of requirement B.

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 10:00 p.m. and sunrise.*

It is our understanding that the newly renovated building interiors of MPK 10, 12, and 14 will include occupancy sensors that will be programmed to shut off all non-emergency lights between 10:00 p.m. and sunrise. Thus, the project complies with this requirement.

[1] A material's Threat Factor is assigned by the American Bird Conservancy, and refers to the level of danger posed to birds based on birds' ability to perceive the material as an obstruction, as tested using a "tunnel" protocol (a standardized test that uses wild birds to determine the relative effectiveness of various products at deterring bird collisions). The higher the Threat Factor, the greater the risk that collisions will occur. An opaque material will have a Threat Factor of 0, and a completely transparent material will have a Threat Factor of 100. Threat Factors for many commercially available façade materials can be found at https://abcbirds.org/glass-collisions/products-database/.

D. Placement of buildings shall avoid the potential funneling of flight paths towards a building façade.

The designs of the proposed renovations at MPK 10, 12, and 14 do not represent configurations that would funnel birds towards building facades. Thus, in our opinion, the project design complies with the requirement to avoid funneling flight paths toward a building façade.

E. Glass skyways or walkways, freestanding (see-through) glass walls and handrails, and transparent building corners shall not be allowed.

MPK 10. The proposed renovations at MPK 10 include a transparent glass corner at the new two-story lobby entrance on Levels 1 and 2 (Figures 2 and 3). No glass skywalks or walkways are proposed.

The project proposes to treat 100% of the glazing on the lobby corner with a bird-safe glazing treatment to increase the visibility of this glass to birds and reduce the potential for collisions with these hazards. While this approach will not comply with the City's requirement per se, it will reduce bird collisions at this location and, in our opinion, adequately meet the objective of the City's requirement (i.e., to avoid creating feature-related hazards that result in high numbers of bird collisions).

MPK 12 and 14. Due to the open floor plan of the new lobby atrium, it would be possible in some areas to see through from one side of the atrium to the other (i.e., from southeast to northwest) where the staircase, elevators, and/or walkways do not block line-of-sight (Figure 9). No glass skywalks or walkways are proposed.

The project proposes to treat 100% of the glazing on portions of the atrium where it is possible to see through from one side to the other to increase the visibility of this glass to birds and reduce the potential for collisions with these hazards. While this approach will not comply with the City's requirement per se, it will reduce bird collisions at this location and, in our opinion, adequately meet the objective of the City's requirement (i.e., to avoid creating feature-related hazards that result in high numbers of bird collisions).

All Project Locations. With the treatment of new glazing at transparent glass corners and where see-through conditions are present at the lobby atrium, the project would effectively reduce bird collisions at these locations in compliance with requirement E, in our opinion.

F. Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with roof decks, patios, and green roofs.

MPK 10. The proposed renovations to MPK 10 include transparent glazing at the rooflines along the new two-story lobby entrance as well as along the widened two-story connector (Figures 2–4). No green roof is proposed.

The project proposes to treat 100% of the new glazing at the roof lines of MPK 10 with a bird-safe glazing treatment to increase the visibility of this glass to birds and reduce the potential for collisions at this location. While this approach will not comply with the City's requirement per se, it will reduce bird collisions at this location and, in our opinion, adequately meet the objective of the City's requirement (i.e., to avoid creating feature-related hazards that result in high numbers of bird collisions).

MPK 12 and 14. The proposed renovations include transparent glazing at the rooflines of MPK 12 and 14 at the new three-story lobby atrium (Figures 5, 6, and 8). No green roof is proposed.

The project proposes to treat 100% of the new glazing at the roof lines of MPK 12 and 14 with a bird-safe glazing treatment to increase the visibility of this glass to birds and reduce the potential for collisions with these hazards. While this approach will not comply with the City's requirement per se, it will reduce bird collisions at this location and, in our opinion, adequately meet the objective of the City's requirement (i.e., to avoid creating feature-related hazards that result in high numbers of bird collisions).

All Project Locations. With the treatment of new glazing at the rooflines of buildings, the project would effectively reduce bird collisions at these locations in compliance with requirement F, in our opinion.

G. Use of rodenticides shall not be allowed.

It is our understanding that the project will comply with the City's prohibition on the use of rodenticides. Thus, the project complies with this requirement.

In summary, it is our opinion that the Classic Campus Renovation project complies with all requirements in the City's Municipal Code related to bird-safe design.

Please feel free to contact me at rcarle@harveyecology.com or (408) 677-8737 if you have any questions regarding this assessment. Thank you very much for contacting H. T. Harvey & Associates about this project.

Sincerely,

Robin Carle, M.S.
Principal Wildlife Ecologist

Attachments: Résumés

References

Borden, W.C., Lockhart, O.M., Jones, A.W. and Lyons, M.S., 2010. Seasonal, taxonomic, and local habitat components of bird-window collisions on an urban university campus in Cleveland, OH.

Cusa, M., Jackson, D.A. and Mesure, M., 2015. Window collisions by migratory bird species: urban geographical patterns and habitat associations. Urban Ecosystems, 18(4): 1427–1446.

Gelb, Y. and Delacretaz, N., 2009. Windows and vegetation: primary factors in Manhattan bird collisions. Northeastern Naturalist, 16(3): 455–470.

Riding, C.S., O'Connell, T.J. and Loss, S.R. 2020. Building façade-level correlates of bird–window collisions in a small urban area. The Condor 122(1): 1–14.

San Francisco Planning Department. 2011. Standards for Bird-Safe Buildings. Planning Department. July 14, 2011.

Sheppard, C. and G. Phillips. Bird-Friendly Building Design, 2nd Ed. The Plains, VA: American Bird Conservancy, 2015.

Robin J. Carle, MS

Principal, Wildlife Ecology

rcarle@harveyecology.com
408.677.8737

H. T. HARVEY & ASSOCIATES
Ecological Consultants
50 years of field notes, exploration, and excellence

Highlights

- 16 years of experience
- Avian ecology
- Environmental impact assessment
- Endangered Species Act consultation and compliance
- Bird-safe design
- Nesting bird and special-status wildlife species surveys and habitat assessments

Education

MS, Fish and Wildlife Management, Montana State University

BS, Ecology, Behavior, and Evolution, University of California, San Diego

Permits and Licenses

Listed under CDFW letter permits to assist with research on bats, California tiger salamanders, California Ridgway's rails, and California black rails

USFWS 10(a)(1)(A) for California tiger salamander

Professional Experience

Principal, H. T. Harvey & Associates, 2007–present

Volunteer bird bander, San Francisco Bay Bird Observatory, 2010–2020

Avian field technician, West Virginia University, 2006

Graduate teaching assistant, Montana State University, 2003–06

Avian field technician, Point Blue Conservation Science (formerly PRBO Conservation Science), 2004

Professional Profile

Robin Carle is an associate wildlife ecologist and ornithologist at H. T. Harvey & Associates, with more than 16 years of professional experience working in the greater San Francisco Bay Area. Her expertise is in the nesting ecology of passerine birds, and her graduate research focused on how local habitat features and larger landscape-level human effects combine to influence the nesting productivity of passerine birds in the Greater Yellowstone region. She also banded, sexed, and aged resident and migrant passerine birds with the San Francisco Bay Bird Observatory for 10 years. Her expertise extends to numerous additional wildlife species, and she has conducted surveys and assessments for burrowing owls; diurnal, nocturnal, and larval surveys for amphibians; acoustic and visual surveys for roosting bats; surveys and nest resource relocations for San Francisco dusky-footed woodrats; San Joaquin kit fox den surveys; trail camera surveys to document wildlife movement; and burrow-scoping surveys using fiber-optic orthoscopic cameras.

With an in-depth knowledge of regulatory requirements, Robin has contributed to all aspects of client projects including NEPA/CEQA documentation, bird-safe design assessments, biological constraints analyses, special-status species surveys, nesting bird and raptor surveys and monitoring, construction implementation/permit compliance, Santa Clara Valley Habitat Plan/Natural Community Conservation Plan applications and compliance support, and natural resource management plans. Her strong understanding of CEQA, FESA, and CESA allows her to prepare environmental documents that fully satisfy the regulatory requirements of the agencies that issue discretionary permits. She manages field surveys, site assessments, report preparation, agency and client coordination, and large projects.

Project Examples

Prepared **avian collision risk assessments** and assessed compliance of proposed buildings with the City of Emeryville's Bird-Safe Building Standards ordinance for the **Emeryville Center for Innovation and Public Market** projects in Emeryville, Alameda County. Provided bird-safe design assistance to the design team to facilitate compliance with City requirements.

Served as project manager for 18 months of **avian collision monitoring** at a glass office building in Mountain View, Santa Clara County. Prepared monthly summary reports for the client and the City, a final report assessing project compliance with project-specific bird-safe requirements, and recommendations to address City concerns.

Prepared an **avian collision risk assessment** for the **proposed redevelopment of an office building** in Sunnyvale, Santa Clara County. Provided assessment of bird collision and lighting hazards associated with the project as well as recommendations to comply with the City of Sunnyvale's Bird-Safe Building Design Guidelines.

PROJECT EXAMPLES (CONTINUED)

Served as project manager for the preparation of an **avian collision risk assessment** for a **redevelopment project on Burlingame Lagoon** in the Bayfront neighborhood of Burlingame, San Mateo County. Provided an assessment of bird collision and lighting hazards associated with the project as well as recommended measures to reduce potentially significant impacts to less-than-significant levels under CEQA.

Served as project manager for the preparation of an **avian collision risk assessment** for a **redevelopment project on Industrial Road** in San Carlos, San Mateo County. Provided an assessment of bird collision and lighting hazards associated with the project as well as recommended measures to address avian collision risk with the proposed building, per City requirements.

Served as project manager for the preparation of **avian collision risk assessments for three redevelopment projects** in Menlo Park, San Mateo County. Provided assessments of bird collision and lighting hazards associated with the projects as well as recommended measures to reduce potentially significant impacts to less-than-significant levels under CEQA.

Assessed avian collision risk for the proposed **renovation of two existing buildings and construction of one new building** on Market and Mission Streets in San Francisco, San Francisco County. Provided recommendations to support project compliance with bird-safe building requirements of the City of San Francisco's *Standards for Bird-Safe Buildings*.

Served as project manager for the preparation of an **avian collision risk assessment** for a **redevelopment project on the Old Bayshore Highway** in Burlingame, San Mateo County. Provided an assessment of bird collision and lighting hazards associated with the project as well as recommended measures to address avian collision risk with the proposed building, as required by the City.

Served as project manager for the preparation of an **avian collision risk assessment for the redevelopment of a University of California San Francisco project site** in San Francisco, San Francisco County. Provided an assessment of bird collision and lighting hazards associated with the project, as well as recommendations to comply with EIR mitigation measures related to bird-safe design.

Provides **bird-safe design support** for large development projects for several major technology companies in the San Francisco Bay Area including the preparation of avian collision risk assessments, sections of CEQA documents, assessments of project compliance with City requirements, design recommendations (e.g., related to the selection of bird-safe glazing), avian collision monitoring plans, and calculations of qualification for LEED Pilot Credit 55.

Provided bird-safe design support for a **development project in Berkeley**, Alameda County, including the preparation of an avian collision risk assessment and development of bird-safe design options that could be incorporated into the project.

Served as project manager for the preparation of an **avian collision risk assessment for the CityView Plaza project** in San José, Santa Clara County, and prepared recommendations to minimize the potential for bird nesting and perching on the building following construction.

Served as project manager for the preparation of an **avian collision risk assessment for the Cityline Subblock 3 South** project in Sunnyvale, Santa Clara County, which included an assessment of project compliance with the City's *Final Bird Safe Building Design Guidelines*.

Served as project manager for the preparation of an **avian collision risk assessment for the Alexandria District Phase 2** project in San Carlos, San Mateo County, which included providing recommendations for bird-safe design measures that could be incorporated into the project.

Served as project manager for the preparation of **avian collision risk assessments for the Menlo Uptown and Menlo Portal** projects in Menlo Park, San Mateo County, which included assessments of the potential for avian collisions to occur with the proposed buildings and the potential significance (e.g., under CEQA) of such an impact.

Served as project manager for the preparation of an **avian collision risk assessment for the 100 Altair Way project in Sunnyvale**, Santa Clara County, including an assessment of project compliance with City's *Final Bird Safe Building Design Guidelines*.

Prepared an **assessment of impacts of the South Shore Center project in Alameda due to avian collisions with proposed new buildings** to facilitate CEQA consultation for the project.

Provided bird-safe design support for a **large development project in Menlo Park**, San Mateo County, with unique architecture including the preparation of an avian collision risk assessment and development of bird-safe design standards to reduce project impacts due to bird collisions to less than significant levels under CEQA.

Provided bird-safe design support for **development at Oyster Point in South San Francisco**, San Mateo County, including the preparation of an avian collision risk assessment and providing project-specific bird-safe design measures to ensure project compliance with CEQA requirements.

Stephen C. Rottenborn, PhD
Principal, Wildlife Ecology

srottenborn@harveyecology.com
408.458.3205

H. T. HARVEY & ASSOCIATES
Ecological Consultants
50 years of field notes, exploration, and excellence

HIGHLIGHTS

- 28 years of experience
- Avian ecology
- Wetlands and riparian systems ecology
- Endangered Species Act consultation
- Environmental impact assessment
- Management of complex projects

EDUCATION

PhD, Biological Sciences, Stanford University

BS, Biology, College of William and Mary

PROFESSIONAL EXPERIENCE

Principal, H. T. Harvey & Associates, 1997–2000, 2004–present

Ecology section chief/environmental scientist, Wetland Studies and Solutions, Inc., 2000–04

Independent consultant, 1989–97

MEMBERSHIPS AND AFFILIATIONS

Chair, California Bird Records Committee, 2016–19

Member, Board of Directors, Western Field Ornithologists, 2014–20

Scientific associate/advisory board, San Francisco Bay Bird Observatory, 1999–2004, 2009–18

Member, Board of Directors, Virginia Society of Ornithology, 2000–04

PUBLICATIONS

Erickson, R. A., Garrett, K. L., Palacios, E., Rottenborn, S. C., and Unitt, P. 2018. Joseph Grinnell meets eBird: Climate change and 100 years of latitudinal movement in the avifauna of the Californias, in Trends and traditions: Avifaunal change in western North America (W. D. Shuford, R. E. Gill Jr., and C. M. Handel, eds.), pp. 12–49. Studies of Western Birds 3. Western Field Ornithologists, Camarillo, CA.

Rottenborn, S. C. 2000. Nest-site selection and reproductive success of red-shouldered hawks in central California. Journal of Raptor Research 34:18-25.

Rottenborn, S. C. 1999. Predicting the impacts of urbanization on riparian bird communities. Biological Conservation 88:289-299.

Rottenborn, S. C. and E. S. Brinkley. 2007. Virginia's Birdlife. Virginia Society of Ornithology, Virginia Avifauna No. 7.

PROFESSIONAL PROFILE

Dr. Steve Rottenborn is a principal in the wildlife ecology group in H. T. Harvey & Associates' Los Gatos office. He specializes in resolving issues related to special-status wildlife species and in meeting the wildlife-related requirements of federal and state environmental laws and regulations. Combining his research and training as a wildlife biologist and avian ecologist, Steve has built an impressive professional career that is highlighted by a particular interest in wetland and riparian communities, as well as the effects of human activities on bird populations and communities. Steve's experience extends to numerous additional special-status animal species. The breadth of his ecological training and project experience enables him to expertly manage multidisciplinary projects involving a broad array of biological issues.

He has contributed to more than 2,500 projects involving wildlife impact assessment, NEPA/CEQA documentation, biological constraints analysis, endangered species issues (including California and Federal Endangered Species Act consultations), permitting, and restoration. Steve has conducted surveys for a variety of wildlife taxa, including a number of threatened and endangered species, and contributes to the design of habitat restoration and monitoring plans. In his role as project manager and principal-in-charge for numerous projects, he has supervised data collection and analysis, report preparation, and agency and client coordination.

PROJECT EXAMPLES

Principal-in-charge for **bird-safe design support for more than 40 development projects** in more than 10 cities throughout the San Francisco Bay area. This work has entailed preparation of avian collision risk assessments, sections of CEQA documents, assessments of project compliance with requirements of the lead agency, design recommendations (e.g., related to the selection of bird-safe glazing), and avian collision monitoring plans.

Senior wildlife ecology expert on the South Bay Salt Pond restoration project — the largest (~15,000-acre) restoration project of its kind in the western United States.

Served on the **Technical Advisory Committees/Expert Panels for the Santa Clara Valley Water District's Upper Penitencia Creek, One Water, Science Advisory Hub, San Tomas/Calabazas/Pond A8 Restoration, and Coyote Creek Native Ecosystem Enhancement Tool** efforts; selected to serve on these panels for his expertise in South Bay wildlife, restoration, and riparian ecology.

Led H. T. Harvey's work on the biological CEQA assessment and permitting for extensive/regional **facilities and habitat management programs for the Santa Clara Valley Water District, San Jose Water Company, County of San Mateo, and Midpeninsula Regional Open Space District**.

Contract manager/principal-in-charge for **Santa Clara Valley Water District's Biological Resources On-Call contract** (four successive contracts, with over 120 task orders, since 2009).

ATTACHMENT C

City of Menlo Park

Location Map

1 HACKER WAY (META EAST CAMPUS)

Scale: 1:4,000 Drawn By: CRT Checked By: CDS Date: 4/13/2026 Sheet: 1

LEEDv4 ID+C: CI_MPK12 and 14 Scorecard

Yes	Y?	?	No	Phase	Credit ID & Name	Points Available
29	35	34	12		TOTAL POINTS	110
					Certification Status: Confirmed + Likely Certification Level = 64 Points, Gold	
0	2	0	0		INTEGRATIVE PROCESS	2
	2		0	D	IPc1: Integrative Process	2
0	6	12	0		LOCATION & TRANSPORTATION	18
			18	D	LTc1: LEED for Neighborhood Development Location	18
	3	5	0	D	LTc4: Surrounding Density & Diverse Uses	8
	2	5	0	D	LTc5: Access to Quality Transit (v4.1)	7
	1		0	D	LTc6: Bicycle Facilities (v4.1)	1
		2	0	D	LTc7: Reduced Parking Footprint (v4.1)	2
8	0	2	2		WATER EFFICIENCY	12
Y				D	WEp1: Indoor Water Use Reduction	Required
8		2	2	D	WEc1: Indoor Water Use Reduction	12
10	13	10	5		ENERGY & ATMOSPHERE	38
Y				C	EAp1: Fundamental Commissioning & Verification	Required
Y				D	EAp2: Minimum Energy Performance	Required
Y				D	EAp3: Fundamental Refrigerant Management	Required
			5	C	EAc1: Enhanced Commissioning	5
7	9	9	0	D	EAc2: Optimize Energy Performance	25
	2		0	D	EAc3: Advanced Energy Metering	2
3	1	1	0	D	EAc4: Renewable Energy (v4.1)	5
	1		0	D	EAc5: Enhanced Refrigerant Management	1
4	3	3	3		MATERIALS & RESOURCES	13
Y				D	MRp1: Storage & Collection of Recyclables	Required
Y				D	MRp2: Construction & Demolition Waste Management Planning	Required
	1		0	D	MRc1: Long-Term Commitment	1
		2	2	D	MRc2: Interior Life-Cycle Impact Reduction (v4.1)	4
1	1		0	C	MRc3: Environmental Product Declarations (v4.1)	2
		1	1	C	MRc4: Sourcing of Raw Materials (v4.1)	2
1	1		0	C	MRc5: Material Ingredients (v4.1)	2
2			0	C	MRc6: C&D Waste Management	2
5	5	5	2		INDOOR ENVIRONMENTAL QUALITY	17
Y				D	IEQp1: Minimum Indoor Air Quality Performance	Required
Y				D	IEQp2: Environmental Tobacco Smoke Control	Required
	2		0	D	IEQc1: Enhanced Indoor Air Quality Strategies	2
3			0	C	IEQc2: Low-Emitting Materials (v4.1)	3
1			0	C	IEQc3: Construction IAQM Plan	1
1			1	C	IEQc4: Indoor Air Quality Assessment (v4.1)	2
		1	0	D	IEQc5: Thermal Comfort	1
	1	1	0	D	IEQc6: Interior Lighting (v4.1)	2
		2	1	D	IEQc7: Daylight (v4.1)	3
		1	0	D	IEQc8: Quality Views (v4.1)	1
	2		0	D	IEQc9: Acoustic Performance (v4.1)	2
1	5	0	0		INNOVATION	6
	1		0	D	INc1: Exemplary Performance - Environmental Product Declarations	1
	1		0	D	INc2: Exemplary Performance - Enhanced Indoor Air Quality Strategies	1
	1		0	D	INc3: Pilot Credit - Integrative Analysis of Building Materials	1
	1		0	D	INc4: Innovation - Ergonomics Approach for Computer Users	1
	1		0	D	INc5: Innovation - Integrated Pest Management	1
1			0	D	INc6: LEED Accredited Professional	1
1	1	2	0		REGIONAL PRIORITY (Select 4 of 6)	4
	1		0	D	EAc2: Optimize Energy Performance (Point Threshold: 10)	1
		1	0	D	MRc1: Building Life-Cycle Impact Reduction (Point Threshold: 3)	1
1			0	D	WEc1: Indoor Water Use Reduction (Point Threshold: 4)	1
		1	0	D	LTc3: Access to Quality Transit (Point Threshold: 5)	1
			0	D	MRc4: BPDO - Sourcing of Raw Materials (Point Threshold: 1)	0
			0	D	SSc4: Rainwater Management (Point Threshold: 3)	0
29	35	34	12		TOTAL POINTS	110
					LEED Certification & Point Breakdown	Certification
29					Certification Level: Confirmed	Not Certified
	64				Certification Level: Confirmed + Likely	Gold
		98			Certification Level: Confirmed + Likely + Maybe	Platinum
					Certified: 40-49 Points Silver: 50-59 Points Gold: 60-79 Points Platinum: 80+ Points	

LEEDv4 ID+C: CI_MPK 10 Scorecard

Yes	Y?	?	No	Phase	Credit ID & Name	Points Available
29	35	34	12		TOTAL POINTS	110
					Certification Status: Confirmed + Likely Certification Level = 64 Points, Gold	
0	2	0	0		INTEGRATIVE PROCESS	2
	2		0	D	IPc1: Integrative Process	2
0	6	12	0		LOCATION & TRANSPORTATION	18
			18	D	LTc1: LEED for Neighborhood Development Location	18
	3	5	0	D	LTc4: Surrounding Density & Diverse Uses	8
	2	5	0	D	LTc5: Access to Quality Transit (v4.1)	7
	1		0	D	LTc6: Bicycle Facilities (v4.1)	1
		2	0	D	LTc7: Reduced Parking Footprint (v4.1)	2
8	0	2	2		WATER EFFICIENCY	12
Y				D	WEp1: Indoor Water Use Reduction	Required
8		2	2	D	WEc1: Indoor Water Use Reduction	12
10	13	10	5		ENERGY & ATMOSPHERE	38
Y				C	EAp1: Fundamental Commissioning & Verification	Required
Y				D	EAp2: Minimum Energy Performance	Required
				D	EAp3: Fundamental Refrigerant Management	Required
			5	C	EAc1: Enhanced Commissioning	5
7	9	9	0	D	EAc2: Optimize Energy Performance	25
	2		0	D	EAc3: Advanced Energy Metering	2
3	1	1	0	D	EAc4: Renewable Energy (v4.1)	5
	1		0	D	EAc5: Enhanced Refrigerant Management	1
4	3	3	3		MATERIALS & RESOURCES	13
Y				D	MRp1: Storage & Collection of Recyclables	Required
Y				D	MRp2: Construction & Demolition Waste Management Planning	Required
	1		0	D	MRc1: Long-Term Commitment	1
		2	2	D	MRc2: Interior Life-Cycle Impact Reduction (v4.1)	4
1	1		0	C	MRc3: Environmental Product Declarations (v4.1)	2
		1	1	C	MRc4: Sourcing of Raw Materials (v4.1)	2
1	1		0	C	MRc5: Material Ingredients (v4.1)	2
2			0	C	MRc6: C&D Waste Management	2
5	5	5	2		INDOOR ENVIRONMENTAL QUALITY	17
Y				D	IEQp1: Minimum Indoor Air Quality Performance	Required
Y				D	IEQp2: Environmental Tobacco Smoke Control	Required
	2		0	D	IEQc1: Enhanced Indoor Air Quality Strategies	2
3			0	C	IEQc2: Low-Emitting Materials (v4.1)	3
1			0	C	IEQc3: Construction IAQM Plan	1
1			1	C	IEQc4: Indoor Air Quality Assessment (v4.1)	2
		1	0	D	IEQc5: Thermal Comfort	1
	1	1	0	D	IEQc6: Interior Lighting (v4.1)	2
		2	1	D	IEQc7: Daylight (v4.1)	3
		1	0	D	IEQc8: Quality Views (v4.1)	1
	2		0	D	IEQc9: Acoustic Performance (v4.1)	2
1	5	0	0		INNOVATION	6
	1		0	D	INc1: Exemplary Performance - Environmental Product Declarations	1
	1		0	D	INc2: Exemplary Performance - Enhanced Indoor Air Quality Strategies	1
	1		0	D	INc3: Pilot Credit - Integrative Analysis of Building Materials	1
	1		0	D	INc4: Innovation - Ergonomics Approach for Computer Users	1
	1		0	D	INc5: Innovation - Integrated Pest Management	1
1			0	D	INc6: LEED Accredited Professional	1
1	1	2	0		REGIONAL PRIORITY (Select 4 of 6)	4
	1		0	D	EAc2: Optimize Energy Performance (Point Threshold: 10)	1
		1	0	D	MRc1: Building Life-Cycle Impact Reduction (Point Threshold: 3)	1
1			0	D	WEc1: Indoor Water Use Reduction (Point Threshold: 4)	1
		1	0	D	LTc3: Access to Quality Transit (Point Threshold: 5)	1
			0	D	MRc4: BPDO - Sourcing of Raw Materials (Point Threshold: 1)	0
			0	D	SSc4: Rainwater Management (Point Threshold: 3)	0
29	35	34	12		TOTAL POINTS	110
					LEED Certification & Point Breakdown	Certification
29					Certification Level: Confirmed	Not Certified
	64				Certification Level: Confirmed + Likely	Gold
		98			Certification Level: Confirmed + Likely + Maybe	Platinum
					Certified: 40-49 Points Silver: 50-59 Points Gold: 60-79 Points Platinum: 80+ Points	

STAFF REPORT

Planning Commission
Meeting Date: **4/13/2026**
Staff Report Number: **26-009-PC**

Public Hearing: **Consider and make a recommendation to City Council amending Chapter 16.79 (Accessory Dwelling Units) of Title 16 of the Menlo Park Municipal Code for consistency with State law and incorporating local objective standards**

Recommendation

Staff recommends that the Planning Commission adopt a resolution (Attachment A) recommending that the City Council approve an ordinance amending Chapter 16.79 of the Menlo Park Municipal Code ("the ADU Ordinance") to modify the City's accessory dwelling unit (ADU) regulations for consistency with state law and incorporating local objective standards allowed by state law. The draft ADU ordinance is included as Attachment A, Exhibit A. The current ordinance is included as Attachment B for reference.

Policy Issues

The ADU Ordinance amendments would ensure compliance with current state regulations, specifically Government Code sections 66310-66342, and incorporate local objective standards allowed by state law.

The adopted 2023-2031 Housing Element includes programs that are directly related to this effort, including H2.D: ADU Amnesty Program; H3.I: Accessible ADUs; H4.F: Modify ADU Development Standards and Permit Process; and the partial implementation of H7.A: Create Objective Residential Design Standards.

Background

ADUs are attached or detached residential dwelling units that provide complete independent living facilities and are located on lots with proposed or existing primary residences. Per the City's 2023-2031 Housing Element, "ADUs are a cost-effective housing type because they do not require new land or major infrastructure improvements. ADUs tend to be smaller and are thereby more inherently affordable by design." ADUs are sometimes referred to as "missing middle" housing.

There are different types of ADUs that could be located on single-family and multifamily lots based on state law, which can be summarized as follows:

- Attached ADUs: ADUs sharing a common wall with a primary residence or accessory building or accessory structure, and involving a footprint expansion.
- Detached ADUs: ADUs that are not attached to primary residences or other buildings and structures

on a site.
- Internal ADUs: Also called “interior ADUs” and “conversion ADUs,” these are ADUs contained within the space of a proposed or existing single-family residence or accessory building or accessory structure.

Per State law, junior accessory dwelling units (JADUs) are another category of ADUs allowed to be created within the walls of a proposed or existing single-family residence, and contain no more than 500 square feet of interior livable space. JADUs offer additional housing options in a smaller format. They may contain a basic kitchen utilizing small plug-in appliances, and may share a bathroom and central utility systems with the primary dwelling, which could further reduce development costs.

Since 2016, state ADU laws have continued to evolve to lower barriers to the development of more affordable housing and address the housing crisis across the state. Local ADU ordinances are optional, and if a jurisdiction does not have a local ordinance, state law applies. Local ADU ordinances allow a jurisdiction to apply local objective development standards as long as those standards would be more permissive than state law, are consistent with and would not conflict with state law, and are not applied to ADUs and JADUs created pursuant to Government Code section 66323 (called “State ADUs” or “66323 Units”). State ADUs are discussed in detail later in this staff report.

During the Housing Element Update process, the Department of Housing and Community Development (HCD) reviewed the City’s current ADU Ordinance and indicated there were areas that did not comply with state ADU law, which would be addressed in a future letter. On Dec. 5, 2025, HCD sent a technical assistance letter requesting an update on the City’s ADU Ordinance, since it was last adopted in 2020 and may be inconsistent with current state ADU law. Staff initiated the comprehensive ADU Ordinance update prior to receipt of the technical assistance letter and ahead of schedule, pursuant to Housing Element program H4.F. The technical assistance letter, which was included with the Dec. 2025 study session staff report materials, contains a series of bulleted lists that summarize updates to state ADU law since 2019. Key updates include the following:

- Completeness review for all ADUs that must result in a determination within 15 business days, followed by an approval/denial review phase lasting no more than 60 calendar days;
- No parking requirements for a JADU;
- JADU size limitation of 500 square feet; and
- Amnesty for all unpermitted ADUs constructed before Jan. 1, 2020.

Program H4.F (Modify ADU Development Standards and Permit Process) requires the City to bring the ADU Ordinance into full compliance with current state requirements. This program contemplated the action occurring within six months of receipt of HCD’s letter. Additionally, the program included an evaluation of parking flexibility to reduce barriers to ADU production, a streamlined approval process, and an increased City role in providing guidance and marketing. The proposed ADU Ordinance update would partially implement this program by bringing the ADU Ordinance into compliance with state law, and providing more parking exemptions for studio and one-bedroom ADUs that are subject to local objective standards, which are discussed in more detail later in this staff report. Other related efforts to implement program H4.F include the following:

- On Jan. 1, 2025, the City began implementation of an ADU preapproval application process for design professionals to obtain non-site-specific preapproval of an ADU plan that homeowners could utilize to potentially reduce the time and costs associated with designing and permitting an ADU. No preapproved ADUs have been approved at this time, although five eligible applications are currently under review.

Concurrent with the proposed ADU Ordinance update, staff is undertaking and continuing to evaluate additional opportunities for the City to promote ADUs. Recent examples of the City's efforts in promoting ADUs are available in the administrative updates section of this report.

Planning Commission study session

On Dec. 15, 2025, the Planning Commission conducted a study session to consider and provide feedback on proposed changes to the ADU Ordinance. Staff presented updates based on state regulatory changes that create two categories of ADUs:

- State mandated ADUs that are subject to very limited legal requirements pursuant to Government Code section 66323 (also known as "66323 Units" or "State ADUs"), and
- ADUs that are subject to local objective standards, set forth by the local jurisdiction pursuant to Government Code section 66314 (also known as "66314 Units" or "Local ADUs").

Staff sought feedback from the Commission on the local objective standards for ADUs that could be established through amendments to the local ordinance for Local ADUs. The Planning Commission generally supported the following modifications:

- Adopting a local ADU ordinance and further exploration of local objective standards;
- Simplifying the differences between regulations for State ADUs and Local ADUs;
- Allowing internal access between a Local ADU and a primary residence in some form;
- Providing an access pathway requirement with additional flexibility;
- Reducing the minimum on-site parking requirement for Local ADUs;
- Creating a provision to allow for ADUs to be mapped as for-sale units; and
- Increasing flexibility for ADU conversions of accessory buildings and accessory structures.

Some Planning Commissioners indicated support for the following changes:

- Increasing the maximum ADU size;
- Modifying the ADU amnesty date from the state-required date of Jan. 1, 2020, to the Housing Element adoption date of Jan. 31, 2023; and
- Increasing and simplifying the maximum allowable ADU height standards.

Staff received no written comments for the study session from the public. There was one public commenter at the meeting who generally expressed concerns about the coordination of ADU review process with West Bay Sanitary District. The commenter raised concerns about potential impacts of sanitary sewer easements on properties looking to develop an ADU and separate owners of an ADU and a primary residence sharing sanitary sewer infrastructure on the same lot.

Hyperlinks to the study session staff report and minutes are included as Attachments C and D, respectively. The sections below reiterate the development standards discussed at the Dec. 15, 2025 study session, state whether staff modified the proposed standard since the study session, and indicate how the recommended changes address feedback provided to staff. Additional staff-initiated changes are also discussed in this report.

Analysis

"State ADUs" and "Local ADUs"

As noted in the Dec. 2025 study session, all ADUs can be characterized into two categories, per State law:

- State ADUs: State-mandated ADUs that are subject to very limited legal requirements pursuant to Government Code section 66323 (also known as "66323 Units," but hereafter referred to as "State ADUs"), and
- Local ADUs: Non-State-mandated ADUs that are subject to local objective standards, set forth by the local jurisdiction pursuant to Government Code section 66314 (also known as "66314 Units," but hereafter referred to as "Local ADUs").

Within this framework, the two categories have significant differences. Table 1 summarizes the differences in how state and local ADU development is administered.

Table 1: Administrative differences between State and Local ADUs

Category	Quantity	Total
Common terms	"66323 Units," "State-Mandated" or "State-Exempt" ADUs	"66314 Units," or "Locally-Regulated ADUs"
Core concepts	Subject to standards listed in Government Code § 66323	• Subject to an adopted ADU ordinance • City may impose objective development and design standards within state law limits
Unit types covered	Two single-family categories: • Internal ADU and/or JADU (within existing or proposed primary dwelling or existing accessory structure) • New detached ADU on single family lot (≤ 800 sq. ft.) Two multifamily categories: • Internal converted non-livable space within existing structure • Detached ADUs (up to 2 with proposed dwelling; up to 8 with existing dwelling but not more than existing number of units)	All ADU types not covered by Government Code section 66323, including: • Attached ADUs (additions to existing structure) • New detached ADUs exceeding 800 sq. ft. • ADUs in historic districts (subject to objective historic standards)
Approval process	• Ministerial approval via building permit • 60-day approval timeline	• Ministerial approval via building permit

		• Use permit may be granted to modify development standards • 60-day approval timeline
Local development standards	Generally not applicable	• Subject to locally-adopted objective standards, which may include parking (with statutory exceptions), height, setbacks, lot coverage, floor area limit/floor area ratio, landscaping, maximum unit size, etc. • Objective standards cannot unreasonably restrict ADUs
Owner-occupancy requirement	Prohibited	Prohibited
Minimum rental term	More than 30 days	Local agencies may require rental terms of 30 days or more
Affordability covenants	Not allowed	Not allowed
Impact fees	• ADUs ≤ 750 sq. ft. of interior livable space: exempt from impact fees; JADUs ≤ 500 sq. ft.: exempt from impact fees (§ 66311.5(c)(1)) • ADUs > 750 sq. ft.: impact fees charged proportionately relative to the square footage of the primary dwelling unit (§ 66311.5(c)(1) • ADUs and JADUs shall not be considered a new residential use for purposes of connection fees or capacity charges for utilities, unless the unit was constructed with a new single-family dwelling or is separately conveyed pursuant to § 66342 (§ 66311.5(b), (d))	Same fee rules apply as State ADUs

Table 2 summarizes requirements in state law for State ADUs and any limits on local development standards for Local ADUs. Proposed objective standards for Local ADUs, as permitted within the framework set by state law, are discussed separately in this staff report.

Table 2: Differences in development standards between State and Local ADUs

Category	State ADU characteristics	Local ADU characteristics
Size limits	Single-family • Internal: Conversion of existing space; may expand ≤ 150 sq. ft. beyond existing accessory structure dimensions for ingress/egress only; ADUs constructed with a new primary residence are subject to maximum floor area limit. • New detached: Maximum 800 sq. ft.	Locally set, within state floor/ceiling: • Attached/detached: local maximum may not be less than 850 sq. ft. (1 BR) or 1,000 sq. ft. (2+ BR) • Percentage of primary dwelling allowed as size cap, but a local maximum cannot reduce below 850/1,000 sq. ft. minimums

	Multifamily • Internal: Conversion of existing non-livable space • Detached: Maximum 800 sq. ft.	• Guaranteed allowance: Local standards cannot prevent an 800 sq. ft. ADU with 4 ft. side/rear setbacks

Height	• New detached single-family:
	  • 16 ft.; or
	  • 18 ft. if within ½ mile of major transit stop, and up to 20 ft. for pitched roof to match primary residence
	  • Detached multifamily: 18 ft.
		Locally adopted height limits govern, subject to state minimums:
		• Detached single-family: not less than 16 ft. base; or 18 ft. if within ½ mile of major transit stop, and up to 20 ft. for pitched roof to match primary residence
		• Attached single-family: Lesser of 25 ft. or zoning district height
		• Multifamily: 18 ft.

Setbacks	Single-family • Internal: Exterior access and setbacks sufficient for fire/safety[2] • New Detached: 4 ft. side/rear setbacks No front setback requirement (may be placed in front setback) Multifamily • Internal conversion non-livable space: No setback requirements (interior conversion) • Detached: 4 ft. side and rear setbacks	Locally set, with side and rear setbacks subject to state maximums: • New Detached: 4 ft. side/rear setbacks • Front setback subject to local standards; state guaranteed allowance may override if necessary to accommodate 800 sq. ft. unit
Parking	Not applicable	Local agencies may require one (1) off-street space per Local ADU but mandatory exceptions include: • Within ½ mile of transit • Historic district • Conversion of existing structure/garage • On-street permit parking not offered to ADU occupant Car share within one (1) block
Quantity allowed	Single-family: • One (1) converted ADU + one (1) JADU + one (1) detached ADU (up to 3 units under § 66323) Multifamily: • Up to 25% of existing units converted from non-livable space (min. 1), plus up to 8 detached ADUs for an existing development (not to exceed existing unit count), or no more than two detached ADUs for a proposed development	Single-family and multifamily lots: • One (1) attached or one (1) detached unit

Footnotes

1. Where the zoning district allows a maximum height greater than 25 feet, the primary dwelling unit may go up to the maximum height but the attached ADU would be limited to a maximum of 25 feet in height.

2. If an internal ADU is proposed within an existing structure, it must be within the footprint of the existing structure, and the setbacks are defined by the structure. If the internal ADU is part of a new structure it must meet the four-foot setback requirements.

Additional State ADU considerations

Government Code 66323 regulates State ADUs, and local development regulations are generally not applicable to State ADUs. To provide clarity for applicants, staff recommends including the following provisions for State ADUs in the City's ordinance:

- Require internal ADUs and JADUs constructed concurrent with a new primary residence fit within the floor area limit or floor area ratio limit for the site allowed by the underlying zoning district.
- Provide that if two detached ADUs are included as part of a proposed multifamily development project then no additional detached ADUs can be constructed in the future, utilizing the existing building provisions of state ADU law.

Proposed standards for Local ADUs

Government Code sections 65314-65322 allow for local jurisdictions to impose objective design standards on an ADU that does not meet the criteria established for the aforementioned State ADUs. For instance, a proposal for a 900-square-foot two-bedroom detached ADU would exceed the maximum size of a State ADU and would be subject to Local ADU standards.

Following the feedback provided at the Dec. 2025 study session, several proposed regulations for Local ADUs have been maintained, others have been refined, and new regulations have been added. Table 3 provides a breakdown of proposed Local ADU regulations.

Table 3: Proposed objective standards for Local ADUs

Topic	Summary of objective standard
Setbacks	• Same standards for Local ADUs as State ADUs.
Maximum square footage	• ADU square footage may not exceed 50% of an existing primary dwelling or 850 sq. ft. for up to one bedroom and 1,000 sq. ft. for units with more than one bedroom, notwithstanding the guaranteed allowance of 800 sq. ft. ADUs greater than 800 sq. ft. may exceed the FAL or FAR by up to 800 sq. ft. • An accessible Local ADU that meets all required accessibility provisions of the California Building Code would be allowed an additional one-time square footage exceedance of 100 sq. ft. above the 800 sq. ft. per lot.
Height	• Same standards for Local ADUs as State ADUs.
Daylight plane and building profile	• Local ADUs would be required to comply with the applicable daylight plane requirements in Chapter 16.67. • In multifamily and commercial zoning districts, attached ADUs would be subject to the building profile requirements of the applicable zoning regulations, and the building profile would not affect detached ADUs.
Interior access	• Interior access between a Local ADU and a primary dwelling unit is allowed, provided the connection includes two separate doors with independent locking mechanisms and complies with California Building Code requirements.

Exterior access	• Require independent exterior access separate from the primary dwelling unit, consisting of an all-weather pathway from the street, publicly accessible right-of-way, or easement to the Local ADU entrance.
Encroachments	• Eaves permitted to encroach 18 inches into four-foot required yards irrespective of the type of ADU. • Local ADUs would be allowed exterior stairs/elevated path to a second floor provided the stairs/elevated path are located at least four feet from the side or rear property lines and no greater than the minimum size that is required for egress, unless the second floor landing complies with the balcony setbacks in Chapter 16.60 (Encroachments and Balconies).
Covered porches	• Covered porches or similar features would be limited to no greater than 20% of the livable space of the Local ADU.
Exterior lighting	• Local ADUs would require exterior lighting to be shielded downlighting and/or directed such that it does not produce glare visible off-site or illuminate adjacent or nearby property.
Parking	• Additional parking exemption: no parking required for studio and one-bedroom Local ADUs, regardless of size.

Maximum square footage

Per State law, ADU size is defined as "livable space." Livable space is the interior space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation. Livable space differs from the City's calculation of floor area (toward the maximum floor area limit or "FAL" in single family and R-2 zoned properties) and gross floor area (toward the maximum floor area ratio "FAR" in multifamily, mixed-use, and commercial/industrial zoned properties). FAL and FAR standards apply to ADUs and JADUs independent of livable space from State law.

At the Dec. 2025 study session, the Planning Commission discussed how to limit the maximum square footage of an ADU, providing staff with feedback to examine the matter further, specifically looking at potential similarities and differences with Senate Bill 9 (SB 9) regulations. Following an assessment of SB 9 regulations, staff believes that matching the requirements of State law (an 800-square-foot maximum for internal ADUs and detached ADUs, and a 500-square-foot maximum for JADUs) is appropriate to ensure that the size of ADUs are proportional to the existing primary dwelling and are accessory in nature.

SB 9 is a separate legislative act that gives single-family zoned properties additional tools for developing multi-unit and two-lot subdivisions. Attachment E provides a table comparing the development typologies of ADUs (per the proposed ordinance) and current SB 9 regulations. For additional flexibility in development potential, SB 9 allows a single-family zoned property to be developed with various combinations of up to four units, including primary units and ADUs. The SB 9 development path provides an option for larger units and more primary units on a lot, depending on the site sizing and zoning regulations, while allowing ADU regulations to focus on constructing new housing units that would remain secondary in nature to an existing or proposed main residence on a lot. The updated draft ADU Ordinance carries forward the current requirements outlining the number of ADUs permitted as part of two-unit housing developments and urban lot splits to provide clarity on the relationship between ADUs and SB 9 developments.

Since the Dec. 15, 2025 Planning Commission study session, staff incorporated an allowance for

accessible ADUs to increase the maximum square footage by an additional 100 square feet (including the allowable FAL/FAR exceedance). In coordination with the Building Division, staff determined that approximately 25 additional square feet would be needed to develop a typical fully accessible ADU. Housing Element Program H3.I directs the City to adopt incentives to encourage the development of accessible ADUs, such as allowing larger ADUs for accessible units. The proposed 100 square footage allowance is generally more square footage than is needed to develop a fully accessible unit, which could incentivize the construction of accessible units and potentially larger ADUs.

Height

The maximum height for State ADUs varies based on the type of ADU and other factors. Staff is proposing that the same maximum height standards be established for Local ADUs not attached to a main residence for simplicity and ease of implementation. State ADUs are generally subject to State law only so for ease of implementation staff recommends matching State law for Local ADUs. For attached ADUs (which are regulated as Local ADUs), the maximum height would be the lesser of 25 feet or the zoning district height limit, as written in State law. In the city's single-family zoning districts, as currently regulated, 25 feet would be the maximum height for most attached ADUs with limited exceptions.

Daylight plane and building profile

As noted in the study session, no daylight plane or building profile requirements exist for State ADUs, but the City can impose objective design and zoning standards for Local ADUs. Under the current proposed local objective standards, a daylight plane or building profile would only be required for Local ADUs attached to an existing or proposed primary residence or multifamily dwelling. The attached ADUs would need to satisfy the daylight plane or building profile requirement of the underlying zoning district.

In maintaining a daylight plane requirement established from the study session for attached Local ADUs, the ADU Ordinance would encourage consistent design with the main residence on the same lot and continuity with other developments in the vicinity to potentially lessen any impacts on neighboring properties. The same is true for building profiles, which are less common for ADU construction but apply to setbacks contiguous to public rights of way in multifamily zoning districts, and function like a daylight plane for façades along public rights of way.

Interior access limitations

State law is silent on internal access between ADUs and primary residences. ADUs must comply with building code and health and safety requirements for residential dwellings. The Building Division recently evaluated the City's building permit process and determined that internal access between an ADU and a primary dwelling may be permitted, provided the connection is through a shared accessory room that meets all building code requirements, including but not limited to minimum area, minimum dimensions, and fire-resistance rating/separation. Regardless of any zoning ordinance provisions for internal access between a Local ADU and primary residence the applicable California Building Code requirements will apply.

The City's current ADU Ordinance does not include interior access limitations, which has resulted in all ADUs being permitted to have internal access to the main residence. Staff has observed that many designs appear to be extensions of the primary residence and not independent units. The Planning

Commission discussed this topic at its Dec. 2025 study session and generally was supportive of allowing internal access. Staff considered input from the Commission and modified the draft ordinance to allow internal access between a Local ADU and a primary residence provided the units are separated by two individual doors with independent locking mechanisms. The internal access would also need to comply with the requirements of the California Building Code. Staff believes this provision would provide flexibility for homeowners seeking to develop ADUs with internal access to assist and care for semi-independent family members or for other reasons, while ensuring that the design facilitates more independent living.

Exterior access
Following input from the study session, staff revised the Local ADU exterior access standard to require an all-weather pathway from the street, publicly accessible right-of-way, or access easement to the entrance to a Local ADU to reinforce the independent use of an ADU as a separate living unit. Previously the draft ordinance included a requirement that this pathway be "direct," but the revised language would provide greater flexibility depending on individual site conditions.

Encroachments of stairs and landings
The proposed ADU Ordinance would continue to permit eaves to encroach up to 18 inches into the required four-foot side and rear setbacks. In addition, staff continues to recommend that the stair and landing areas meet a minimum four-foot side or rear setback, and for access to a second-story ADU, the stairs and landing shall not exceed the minimum required for building code-compliant egress. This is intended to limit potential impacts to neighboring properties from second floor landings that could function similar to balconies. The landing would be allowed to exceed the minimum required dimensions for building code compliance if the second-floor landing meets the balcony setback requirements in Chapter 16.60 (Encroachments and Balconies).

Covered porches
To ensure that a covered porch or similar accessory structure is proportional to the ADU, covered porches attached to a Local ADU would be limited to no greater than 20 percent of the size of the ADU. This proposed local standard has been maintained from the Dec. study session. If the covered porch or similar accessory structure would exceed 20 percent of the floor area of the ADU, it would be required to comply with the accessory buildings and structures chapter of the Zoning Ordinance (MPMC Section 16.68.030). Covered porches would also still need to comply with building coverage maximums for the entire site. State ADUs do not include a provision for a covered porch/entry.

Exterior lighting
No exterior lighting requirement is provided for State ADUs. Based on the potential for lighting impacts from the reduced setbacks, and in reviewing other lighting requirements that have been established with newer zoning districts, requiring exterior lighting to be downcast would reduce potential visual impacts, specifically concerning light spillover into neighboring properties.

Parking
Local ADUs are already subject to potential parking exemptions, mainly proximity to public transit. For additional flexibility, and to encourage ADU development citywide, staff is proposing an additional parking exemption for all Local ADUs that have a studio or one-bedroom configuration, irrespective of size,

meaning no additional parking would be required. This would assist in implementing Housing Element program H4.F: Modify ADU Development Standards and Permit Process, by enabling increased flexibility and feasibility for ADU development. Local ADUs containing two or more bedrooms would still be required to provide one parking space for an ADU.

Further, staff has expanded the definition of "major transit stop" in the draft ordinance to include 1) a high-quality transit corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours, and 2) a major transit stop included in an appliable regional transportation plan. The expanded definition is subject to Section 21155 of the Public Resources Code. This definition may allow for additional parking exemptions for ADUs than the definition of major transit stop in Section 21064.3 of the Public Resources Code. Staff believes this modification will provide additional flexibility and further reduce parking as a barrier.

Administrative updates

For all ADUs, both State and Local, the following administrative requirements are currently in place or proposed:

- A 15-business day completeness review and subsequent 60-day approval/denial review are required for all ADU projects, and this process was implemented Jan. 1, 2026, per state law.
- Following the discussion at the Dec. 2025 study session, staff continues to propose allowing amnesty for ADUs constructed without permits prior to the Housing Element adoption date of Jan. 31, 2023, to enable additional unpermitted ADUs to be legalized.

Pursuant to Government Code section 66013, any new ADU may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed ADU.

Next steps

The Planning Commission's recommendation will be forwarded to the City Council for consideration as part of its review of the proposed ADU Ordinance. The City Council is tentatively scheduled to hold a public hearing on the proposed ADU Ordinance at its May 12, 2026 meeting. The Council would tentatively review and introduce the ordinance (the first reading) at that meeting, and then adopt the ordinance (the second reading) at another meeting, tentatively scheduled for May 19, 2026. The draft ordinance would be reviewed by HCD for compliance with State law following adoption. This review can take up to 60 days and staff anticipates submitting the updated draft ordinance to HCD soon after the May 19, 2026 City Council meeting. Any comments from HCD on the adopted ordinance that would result in amendments to the adopted ordinance would require additional Planning Commission review and City Council adoption.

Outreach is intended to be an ongoing process during implementation of a new ADU Ordinance. Staff is currently working on updates to the City webpage with a more user-friendly format to assist the community in understanding ADU regulations. Staff also continues to promote ADU resources and updates at community events such as the recent Belle Haven Community Resource Fair, held March 28, 2026. Other process improvements and outreach activities will be undertaken as the City implements the new ADU Ordinance in the coming months.

Conclusion

Staff believes the recommended objective standards would bring local regulations into consistency with State law, incorporate new regulations to allow the City to effectively regulate Local ADUs, and support the City's existing policies to continue to provide a mix of housing types to address local housing needs, while acknowledging the need for additional accessible housing units and housing units to support a variety of household sizes. Development standards have been updated to reflect feedback provided by the Commission and the community at the Dec. 15, 2025 study session, specifically concerning internal access, exterior access, parking and maximum square footage. Staff believes that the current proposed ordinance balances feedback from the Dec. 2025 study session with enhanced ADU development capabilities to ensure a variety of housing opportunities across the City. Staff recommends the Planning Commission adopt the draft recommendation in Attachment A.

Impact on City Resources

This ordinance update is being accommodated within the existing budgets of the Planning Division, Engineering Division, and City Attorney, and is not expected to otherwise affect City resources.

Environmental Review

The adoption of this ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to Public Resources Code § 21080.17, which provides that CEQA does not apply to the adoption of an ordinance by a city or county to implement Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of the Government Code, which is State ADU and JADU law. This ordinance implements state law governing ADU and JADUs, and is therefore statutorily exempt from CEQA.

Public Notice

Public notification consisted of publishing a notice in the local newspaper. Public notification was also achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Draft Resolution Recommending to City Council Adoption of an Ordinance Amending Chapter 16.79 [Accessory Dwelling Units] to Title 16 [Zoning] of the Menlo Park Municipal Code to Conform to Changes in State Law and Incorporate Local Objective Standards
    Exhibit to Attachment A
    A. Draft ADU Ordinance (Chapter 16.79)
B. Hyperlink – Existing ADU Ordinance (Menlo Park Municipal Code Chapter 16.79): https://ecode360.com/47187943
C. Hyperlink – Dec. 15, 2025 Planning Commission study session staff report #25-057-PC: https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/planning-commission/2025-meetings/agenda/20251215-planning-commission-agenda-packet.pdf
D. Hyperlink – Dec. 15, 2025 Planning Commission study session minutes:

https://www.menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/planning-commission/2025-meetings/minutes/20251215-pc-approved-minutes.pdf

E. SB 9 and ADU Comparison Table

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Tom Smith, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2026-0XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK RECOMMENDING THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING CHAPTER 16.79 (ACCESSORY DWELLING UNITS) OF TITLE 16 (ZONING) OF THE MENLO PARK MUNICIPAL CODE FOR CONSISTENCY WITH GOVERNMENT CODE SECTIONS 66310-66342 AND INCORPORATING LOCAL OBJECTIVE STANDARDS

WHEREAS, accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) are internal, attached, or detached residential dwelling units that provide independent living facilities and are located on lots with proposed or existing primary residences; and

WHEREAS, ADU development across Menlo Park provides additional housing opportunities for all residents and has consistently contributed to meeting the City's regional housing needs allocation (RHNA) in recent years; and

WHEREAS, the City seeks to encourage additional ADU development and provide clear and consistent regulations that comply with State ADU law and fit within the context of local single-family and multifamily neighborhoods; and

WHEREAS, since 2016, State ADU laws have continued to evolve to lower barriers to the development of more affordable housing to address the housing crisis across the state; and

WHEREAS; local ADU ordinances are optional, and if a jurisdiction does not have a local ordinance, State law applies; and

WHEREAS, on Dec. 5, 2025, the state Department of Housing and Community Development (HCD) sent a technical assistance letter to the Community Development Department requesting an update on the City's ADU Ordinance, last adopted in 2020 and identified the current ordinance may potentially be inconsistent with current State ADU law; and

WHEREAS, on Dec. 15, 2025, the Planning Commission conducted a study session to review all ADU ordinance updates and proposed local objective standards; and

WHEREAS, City staff evaluated comments received at the Dec. 15, 2025 study session, current State ADU laws, and the City's adopted 2023-2031 Housing Element in preparing a draft ordinance, incorporated herein as Exhibit A; and

WHEREAS, the ADU Ordinance would implement Housing Element programs that are directly related to this effort, including H2.D: ADU Amnesty Program; H3.I: Accessible ADUs; H4.F: Modify ADU Development Standards and Permit Process; and the partial implementation of H7.A: Create Objective Residential Design Standards; and

WHEREAS, the ADU Ordinance would bring the City's ADU regulations into compliance with State ADU law and address potential inconsistencies noted in HCD's Dec. 2025 technical assistance letter; and

WHEREAS, within 60 days of adoption of an ADU Ordinance by the City Council, the City will provide the adopted ordinance to HCD for review, as required by law; and

WHEREAS, the proposed ordinance amendment is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to CEQA Guidelines Section 15282(h), which provides an exemption for the adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city to implement the provisions of Government Code sections 65852.1 and §65852.2, as set forth in Public Resources Code section 21080.17; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on April 13, 2026, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and the ordinance, prior to recommending action regarding the proposed ordinance.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS.

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Findings and Recommendation. The Planning Commission of the City of Menlo Park does hereby make the following findings and recommendation:

1. That the proposed ordinance amendment is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to CEQA Guidelines Section 15282(h), which provides an exemption for the adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city to implement the provisions of Government Code section 65852.1 and section 65852.2, as set forth in Public Resources Code section 21080.17.
2. That the proposed ordinance is in compliance with State law regarding ADUs in single-family and multifamily zoning districts.
3. That the proposed ordinance includes local objective design standards, where allowed and applicable under State ADU law, intended to maintain the character of single-family neighborhoods while providing additional housing options through locally regulated ADUs and State-mandated ADUs.

Having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter, the Planning Commission recommends that the City Council vote to adopt an ordinance amending Chapter 16.79 (Accessory Dwelling Units) to Title 16 (Zoning) of the Menlo Park Municipal Code, to implement Government Code sections 66310-66342 related to accessory dwelling units.

Section 3. Severability. If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the proposed Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on April 13, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of April, 2026.

PC Liaison Signature

_____

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

A. Draft Ordinance Amending Chapter 16.79 [Accessory Dwelling Units] of Title 16 [Zoning] of the Menlo Park Municipal Code to Conform to Changes in State Law and Incorporate Local Objective Standards

DRAFT Chapter 16.79 Accessory Dwelling Units

16.79.010 Purpose.

(1) Provide for the creation of accessory dwelling units and junior accessory dwelling units in a manner consistent with state law;

(2) Establish local objective standards for accessory dwelling units not mandated by state law (“66314 Units”) to ensure that they are compatible with existing neighborhoods; and

(3) Expand the opportunity to provide a variety of housing opportunities, specifically smaller units and rental housing units.

16.79.020 Definitions.

In addition to the terms defined in Chapter 16.04 (Definitions), the following terms shall have the following meanings:

(1) "Accessory dwelling unit" (“ADU”) means an attached or a detached residential dwelling unit that provides complete independent living facilities for one (1) or more persons and is located on a lot with a proposed or existing primary dwelling unit defined in Section 16.04.240. The unit shall include permanent provisions for living; sleeping; eating; cooking; and sanitation. The following units are also considered ADUs:

(A) An efficiency unit as defined in Section 17958.1 of the Health and Safety Code; and

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(2) "Attached accessory dwelling unit" (“Attached ADU”) means an ADU that expands and/or adds any square footage to the primary dwelling unit structure or to an accessory structure.

(3) “Business day” means a day that the City Hall Administration building is open to the public.

(4) "Detached accessory dwelling unit" (“Detached ADU”) means an ADU that is constructed as a separate structure from the primary dwelling unit on the lot.

(5) "Efficiency Unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(6) "Internal accessory dwelling unit" (“Internal ADU” or “Conversion ADU”) means an ADU that is contained within the proposed space of a single-family residence or existing space of a single-family residence or accessory building or accessory structure, has independent exterior access, and adds no more than 150 square feet of floor area to an existing accessory building or structure for ingress and egress and is greater than five hundred square feet in size.

(7) "Junior accessory dwelling unit" (JADU) means a unit that is no more than 500 square feet of interior livable space in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure.

(8) “Livable space” means the interior space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation. Notwithstanding this definition, ADUs and JADUs shall count towards the floor area or gross floor area maximums for a development set by the underlying the zoning district, pursuant to Sections 16.04.313 and 16.04.325, respectively.

(9) “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory building or accessory structure.

(10) “Major transit stop” as defined in Section 21155 of the Public Resources Code, is:

(A) A high-quality transit corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours;

(B) A major transit stop included in the Bay Area regional transportation plan;

(C) An existing rail or bus rapid transit station.

(D) A ferry terminal served by either a bus or rail transit service; or

(E) The intersection of two or more major bus routes with a frequency of service interval of 20 minutes or less during the morning and afternoon peak commute periods;

(11) “Multifamily dwelling” means a structure with two or more attached dwellings on a single lot. Multiple detached single-unit dwellings on the same lot are not considered multifamily dwellings for the purpose of this Chapter.

(12) "Objective development standards" means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.

(13) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU.

(14) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(15) "Tandem parking" means two or more automobiles parked on a driveway or in any other location on a lot, lined up behind one another.

16.79.030 Permitted Uses.

(1) Attached, internal, or detached ADUs subject to the development regulations in Sections 16.79.050 and 16.79.070 are a permitted use in all zoning districts that allow single-, multi-family, and mixed-use residential uses.

(2) JADUs subject to the development regulations in Section 16.79.060 are a permitted use in all single-family zoning districts.

16.79.040 Conditional Uses.

(1) ADUs subject to local objective standards (pursuant to Government Code section 66314) and Section 16.79.070 of this Chapter that require modification to the development regulations set forth in this Chapter are conditionally permitted subject to the use permit requirements of Chapter 16.82. A conditional use permit cannot be used to modify Sections 16.79.070(1).

16.79.050 Units Subject to Limited Standards (“66323 Units”).

Government Code section 66323 provides that certain units shall be ministerially approved notwithstanding local regulations that may otherwise apply. This section sets forth three (3) types of ADUs that constitute “66323 Units.” 66323 Units need only comply with the development standards set forth in this subsection. Lots with existing or proposed single family developments are entitled to no more than three 66323 Units: one (1) internal ADU, one (1) JADU, and one (1) detached ADU, as more specifically described below.

(1) Single-Family Developments.

(A) One (1) internal ADU and one (1) JADU. For a lot with an existing or proposed single family dwelling, one (1) internal ADU and/or one (1) JADU if all of the following requirements are met.

(i). The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling, accessory building, or accessory structure. ADUs converted from an accessory building or structure are eligible for a 150-square-foot expansion. An expansion beyond the physical dimensions of the existing accessory building or structure shall be limited to accommodating ingress and egress.

(ii). The space has exterior access from the proposed or existing single-family dwelling.

(iii). The side and rear setbacks are sufficient for fire and safety.

(iv). The JADU complies with the requirements of Government Code section 66333 et seq.

(v). Internal ADUs and JADUs, constructed concurrently with the primary dwelling unit, shall not exceed the maximum allowed floor area limit or floor area ratio of the zoning district.

(B) One (1) detached ADU. For a lot with an existing or proposed single-family dwelling, one (1) detached, new construction ADU that meets all the following requirements.

(i). *Maximum floor area*. The ADU shall not exceed 800 square feet of interior livable space.

(ii). *Minimum rear and side setbacks*. Four (4) feet.

(iii). *Maximum height:*

a. Sixteen (16) feet for a detached ADU on a lot with an existing or proposed single family unit.
b. Eighteen (18) feet for a detached ADU on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one (1) mile walking distance of a major transit stop or a high-quality transit corridor, as defined in

Section 21155 of the Public Resources Code. An additional two (2) feet in height is allowed to accommodate a roof pitch on an ADU that is aligned with the roof pitch of the primary dwelling unit.

(2) Multifamily Developments

(A) Internal Multifamily ADUs. ADUs are permitted within portions of existing multifamily residential structures not used as livable space, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, or garages, provided each unit complies with building standards. At least one (1) internal ADU and up to twenty-five percent (25%) of the existing number of multifamily dwelling units are permitted.

(B) Detached Multifamily ADUs. ADUs that are located on a lot that has an existing or proposed multifamily dwelling, but are detached from that multifamily dwelling, are subject to the following:

(i). Maximum Number:

a. On a lot with an existing multifamily dwelling, not more than eight (8) detached ADUs. However, the number of ADUs allowable pursuant to this clause shall not exceed the number of existing units on the lot.
b. On a lot with a proposed multifamily dwelling, not more than two (2) detached ADUs. Once two detached ADUs have been constructed as part of a new or proposed multifamily development, no additional detached ADUs can be constructed on site.

(ii). Maximum Height:

a. A height of sixteen (16) feet for a detached ADU on a lot with an existing or proposed multifamily dwelling unit.
b. A height of eighteen (18) feet on a lot within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as defined in Section 21155 of the Public Resources Code. An additional two (2) feet in height shall be allowed to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.
c. A height of eighteen (18) feet for a detached ADU on a lot with an existing or proposed multifamily, multistory dwelling.

(iii). Setbacks:

a. Minimum rear and side setbacks: four (4) feet.
b. If the existing multifamily dwelling has a rear or side setback of less than four (4) feet, no modification of the existing multifamily dwelling shall be required as a condition of approving the application to construct an ADU that satisfies the requirements of this subsection.

(3) Rental. ADUs and JADUs approved under this section shall not be rented for a term shorter than thirty (30) days, consistent with Government Code section 66323(e).

(4) No objective development or design standard shall be imposed on an ADU authorized by this section unless expressly authorized by Government Code section 66323(b). Correction of nonconforming zoning conditions shall not be required as a condition of ministerial ADU or JADU approval, consistent with Government Code section 66323(c). The installation of fire sprinklers shall not be required in an ADU or JADU if sprinklers are not required for the primary dwelling unit, consistent with Government Code section 66323(d).

16.79.060 Junior Accessory Dwelling Units.

Development standards for JADUs are located in Table 16.79.060(1) and shall be subject to objective standards listed in this subsection.

Table 16.79.060(1): JADU Objective Development Standards

Minimum Floor Area		150 square feet of interior livable space
Maximum Floor Area		500 square feet of interior livable space[1]
Lot Coverage Maximum		N/A
Setbacks	(Minimum)	
	Front	N/A
	Side	N/A
	Rear	N/A
Maximum Height		N/A
Parking		None
Separate independent entrance required?		Yes
Interior access allowed?		Yes
Separate sanitary facility required		No[2]
Kitchen required		Yes[3]

1. The JADU may include an expansion of not more than one hundred fifty (150) square feet beyond the physical dimensions of the existing single-family residence. The expansion shall be limited to accommodating ingress and egress.
2. If a JADU does not include a separate bathroom, the JADU must include both a separate entrance from the main entrance to the structure, and an interior entry to the main living area.
3.The JADU shall have a permanent efficiency kitchen as defined in Section 16.79.060(3). Only one (1) kitchen is allowed per junior accessory dwelling unit.

(1) Maximum Size. JADUs shall be no greater than five hundred (500) square feet of interior livable space and contained entirely within a single-family residence. The JADU may include an expansion of not more than one hundred fifty (150) square feet beyond the physical dimensions as the existing single-family home. The expansion shall be limited to accommodating ingress and egress.

(2) Location. No more than one JADU is permitted on a residential lot within an existing single-family dwelling. No setbacks apply to fully internal JADUs.

(3) Kitchen. The JADU shall have a permanent efficiency kitchen, which shall include a cooking facility with appliances that do not require electrical service greater than one hundred twenty (120) volts, a food preparation area, a sink with a minimum 16-inch diameter, and storage cabinets that are of reasonable size in relation to the size of the unit. Only one (1) kitchen is allowed per JADU.

(4) Sanitation facilities. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing single-family dwelling. If a JADU does not include a separate bathroom, the JADU must include a separate entrance from the main entrance to the single-family dwelling, with an interior entry to the main living area.

(5) Owner Occupancy. When a JADU shares sanitation facilities with the existing single-family residence, the property owner shall occupy either: (a) the remaining portion of the single-family residence, or (b) the junior accessory dwelling unit. Owner-occupancy shall be maintained for the duration of the JADU’s use. Owner occupancy shall not be required when the JADU provides separate sanitation facilities from the primary dwelling unit. For purposes of this standard, "owner" is defined as a person or entity with a majority (i.e., fifty-one percent or greater) interest in the property. Property owned in joint tenancy shall be considered a single ownership for any party named. Property owned in tenancy in common shall be considered a single ownership for the party named, unless shares are specified, in which case ownership requires a majority interest. Owner-occupancy shall not be required if the property owner is: a governmental agency, a land trust, or a housing organization.

(6) Prohibition on sale. JADUs shall not be sold separately and the owner must record a deed restriction, which shall run with the land, and shall include both of the following: (a) a prohibition on the sale of the JADU separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers; and (b) a restriction on the size and attributes of the junior accessory dwelling unit that conforms with this chapter.

(7) Rental. The JADU may be rented separate from the primary dwelling unit but may not be rented for a period of less than thirty (30) consecutive days or used as a vacation rental.

(8) Fire and Safety Regulations. A JADU shall not be considered a separate or new dwelling unit for any purposes of any fire or life safety ordinance in regulation. Nothing in this Chapter prohibits the City or the Menlo Park Fire Protection District from applying fire and life safety requirements that apply uniformly to all single-family residences within the same zone, provided that such requirements do not impose standards solely by reason or the existence or construction of a JADU, consistent with Government Code section 66337.

(9) No objective development or design standard shall be imposed on a JADU authorized by this section unless expressly authorized by Government Code section 66323(b). Correction of nonconforming zoning conditions shall not be required as a condition of ministerial ADU or JADU approval, consistent with Government Code section 66323(c). The installation of fire sprinklers shall not be required in an ADU or JADU if sprinklers are not required for the primary dwelling unit, consistent with Government Code section 66323(d).

16.79.070 Units subject to local standards ("66314 Units").
This section sets forth local objective standards for ADUs that do not qualify as 66323 Units, such as Attached ADUs added to existing primary dwelling units, and constitute "66314 Units." 66314 Units shall be ministerially approved and need only comply with the development standards set forth Table 16.79.070(1) and this subsection. The standards in this subsection shall not be applied to impose any restriction that precludes the construction of an ADU that meets the requirements of Sections 16.79.050 or 16.79.060 of this Chapter.

Table 16.79.070(1): 66314 Units Objective Development Standards

		Attached ADU [1,2]	**Detached ADU[1]**	**Internal ADU[1]**
Minimum Floor Area		150 square feet		
Maximum Floor Area				Greater than 500 square feet but no more than 1,000 square feet of interior livable space.[4]
	One Bedroom or Less	850 square feet of interior livable space [2]		
	More than One Bedroom	1,000 square feet of interior livable space [3]		

Maximum Building Coverage		Based on zoning district [5]		
Setbacks[6]	(Minimum)			
	Front	Front setback per zoning district; setback must yield to the extent necessary to enable the construction of an 800 square foot ADU with four-foot side- and rear-yard setbacks		
	Side	4 feet		
	Rear	4 feet		
Maximum Height		25 feet from grade [7]	16 feet from grade [8,9]	N/A
Daylight Plane		Per Chapter 16.67 of this Title	N/A	N/A
Building Profile		If applicable, subject to zoning district requirements	N/A[10]	If applicable, subject to zoning district
Architectural Feature Encroachments		Permitted 18 inches into side and rear yard setbacks		
Stair and Landing Encroachments		All stair landings and balconies shall have minimum four (4) foot side and rear yard setbacks[11]		
Parking		1 space [12,13]		None
Separate independent entrance required		Yes		
Separate sanitary facility required		Yes		
Kitchen required?		Yes		
Interior access allowed?		No		

1. All types of 66314 ADUs shall be granted an additional 100 sq. ft. exceedance if the ADU meets the accessibility requirements of the California Building Code. An accessible ADU shall also include an accessible access pathway from the on-site parking space or if no parking space is required to be provided, then from the street, a publicly accessible right-of-way, or an access easement.
2. The total interior livable space of an attached ADU may not exceed 50% of an existing primary dwelling unit, notwithstanding the guaranteed allowance.
3. For lots greater than 10,000 sq. ft, the total interior livable space shall not exceed 1,000 sq. ft.
4. Internal ADUs that are equal to or less than 500 square feet of interior livable space are defined as JADUs, and are subject to the requirements in Section 16.79.060, unless subject to the requirements in Section 16.79.070.
5. Lot coverage limits may be exceeded only to accommodate one detached ADU of at least 800 square feet of interior livable space.
6. No setback shall be required for an existing living area or accessory building, or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU, and a setback of no more than four feet from the side and rear lot lines shall be required for an ADU that is not converted from an existing building. ADU conversions of existing accessory buildings or accessory structures may result in an ADU with a smaller footprint than the existing building and the resulting ADU may include greater setbacks than the existing building, including less than the required four feet minimum setback for an ADU that is not converted from an existing building. The ADU conversion shall be within the same footprint of the existing building and any additions (up to the maximum of 150 square feet ingress and egress) beyond the footprint must have a minimum four (4) foot side and rear setback and comply with the provisions of this Chapter. The height of the ADU, even if the footprint is modified, shall be the same height or lower than the existing height (including the wall height and overall height).
7. The height restriction for an attached ADU is 25 feet or the zoning ordinance height limit, whichever is lower. Where the zoning district allows a height limit greater than 25 feet, the primary dwelling unit may go up to the maximum height but the attached ADU would be limited to a maximum of 25 feet in height.
8. A detached accessory dwelling unit on a lot with an existing single-family residence, one half of a mile walking distance away from a major transit stop (as defined in Section 21155 of the Public Resources Code) shall not exceed a max height of eighteen (18) feet. An additional two feet in height is permitted to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.
9. An ADU on a lot with an existing or proposed multifamily, multistory dwelling unit shall not exceed a max height of eighteen (18) feet.

10. Detached ADUs are not subject to building profile requirements.
11. For access to a second-story ADU, the stairs and landing shall not exceed the minimum required for building code-compliant egress, unless the second level landing meets the minimum requires balcony setbacks in Chapter 16.60 (Encroachments and Balconies)
12. One off-street parking space per accessory dwelling unit shall be required, unless parking exceptions as set forth in this section apply.
13. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, those off-street parking spaces need not be replaced. If desired, parking may be provided as tandem parking on a driveway.

(1) Maximum Number. Only one 66314 Unit is allowed on a lot.

(2) Guaranteed Allowance. Maximum floor area limit, floor area ratio, building coverage, open space, and parking standards shall not prohibit a 66314 Unit of at least 800 square feet of interior livable space, a height not to exceed the limits established by Section 16.79.050 of this Chapter, and four (4) foot side and rear yard setbacks.

(3) Internal Access. Internal access between a 66314 Unit and a primary dwelling unit shall comply with the applicable requirements of the California Building Code, and the two units shall be separated by two doors with independent locking mechanisms.

(4) Exterior Access. ADUs shall have independent exterior access separate from the primary dwelling unit.

(5) Exterior Access Pathway. An all-weather pathway from the street or publicly accessible right-of-way or access easements shall be provided.

(6) Parking. One off-street parking space per ADU shall be required, unless the following parking exceptions apply:

(A) The ADU is located within one half of a mile walking distance of public transit.

(B) The ADU is located within an architecturally and historically significant historic district.

(C) Where the ADU is part of the proposed or existing primary dwelling unit or an accessory building or accessory structure.

(D) When on-street parking permits are required but not offered to the occupant of the ADU.

(E) When there is a car share vehicle located within one block of the ADU.

(F) When a permit application for an ADU is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the ADU or the parcel satisfies any other criteria listed in this subdivision.

(G) When the existing floor area is converted to an accessory building or accessory structure. This includes the conversion of an existing garage or carport.

(H) The ADU contains a studio or one-bedroom configuration.

(7) Encroachments. Encroachments are permitted into yards, subject to the following requirements.

(A) Exterior stairs or elevated access pathway attached to an ADU shall be a minimum of four (4) feet from a side or rear property line and shall be designed to be no greater in size than the minimum size required to comply with the minimum building code egress/access requirement.

(B) Eaves or cornices may encroach no more than 18 inches into a required side or rear setback.

(8) Covered porches or other similar non-habitable accessory structures may be attached to a detached ADU and shall not be included in the calculation of the ADU's "interior living space." When the total area of such structures does not exceed twenty percent (20%) of the ADU's floor area, they shall be regulated by the provisions of this Chapter as part of the ADU. When the total area of such structures exceeds twenty percent (20%) of the ADU's floor area, they shall be regulated as accessory structures under Section 16.68.030. The standards of Section 16.68.030 shall not be applied to impose any restriction that precludes the construction of an ADU that meets the requirements of Section 16.79.050 of this Chapter.

(9) Lighting. Lighting shall be shielded and/or directed such that it does not produce glare visible from off-site or illuminate adjacent or nearby property. All proposed exterior lighting shall have shielded downlighting.

(10) Rental. The ADU may be rented separate from the primary dwelling unit but may not be rented for a period of less than thirty consecutive days or used as a vacation rental.

16.79.080 Administration.

This section provides for the establishment and regulation of ADUs and JADUs in order to encourage housing opportunities for all segments of the population while ensuring the public health, safety, and welfare of the city.

(1) Application and fee. Applications for an ADU shall be processed ministerially and shall be accompanied by the appropriate fee. An ADU shall be permitted through issuance of a building permit.

(2) Completeness Review. Upon receiving an ADU or JADU application, the Community Development Director or designee shall, within 15 business days, provide written notice to the applicant stating whether the application is complete; if the application is determined to be incomplete, the Community Development Director or designee shall identify all incomplete items and describe how the application may be made complete. Upon resubmittal the Community Development Director or designee shall not require items beyond those identified in the original notice and shall issue a new completeness determination within 15 business days. If completeness notice is not issued within 15 business days, the application is deemed complete.

(3) Processing. Once a completed ADU or JADU application on a lot with an existing single-family or multi-family dwelling is received, the Community Development Director or designee must approve or deny the building permit application in writing within 60 calendar days. If a decision is not made within this 60-day period, the application is deemed approved. For an ADU or JADU application submitted concurrently with a permit for a new primary dwelling unit, the City may act on the ADU or JADU at the same time it acts on the primary dwelling unit permit provided review remains ministerial for the ADU or JADU. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the requested delay.

(4) Appeal. An applicant may appeal a completeness determination pursuant to 16.79.080(2) or a denial pursuant to Section 16.79.080(3) in writing to the Planning Commission, no later than 15 calendar days from either action. The Planning Commission must issue a written determination on the appeal within 60 business days of the City’s receipt of the written appeal. The Planning Commission’s decision is final.

(5) Right to Appeal. If a permit application for an ADU or JADU is deemed incomplete or is denied, the permitting agency is required to establish a process allowing the applicant to appeal the decision in writing. This appeal must be directed to the Planning Commission per section 16.79.080(4) of this Chapter. Following the receipt of the applicant's written appeal, the Planning Commission must issue a final written determination on the appeal within 60 business days, and this deadline cannot be extended. The Planning Commission’s decision is final.

(6) Unpermitted ADUs and JADUs. Any permit for an unpermitted ADU or JADU that was constructed before January 31, 2023, shall not be denied due to the ADU or JADU’s violation of building standards or its noncompliance with this Chapter unless community development director or their designee makes a finding that correction is necessary to protect the health and safety of the public or occupants of the structure, consistent with Section 17920.3 of the Health and Safety Code.

(A) Prior to submission of an ADU or JADU application, the community development director or designee shall inform homeowners that they may obtain a confidential third-party code inspection from a licensed contractor to determine the unit's existing condition or potential scope of building improvements before submitting an application for a permit.

(B) A homeowner applying for a permit for a previously unpermitted ADU or JADU constructed before January 31, 2023, shall not be required to pay impact fees or connection or capacity charges except when utility infrastructure is required to comply with Section 17920.3 of the Health and Safety Code and when such a fee is authorized by subdivision (e) of Section 66311.5 of the Government Code.

(C) Upon receiving an application to permit a previously unpermitted ADU or JADU constructed before January 31, 2023, an inspector from the local agency may inspect the unit for compliance with health and safety standards and provide recommendations to comply with the standards necessary to obtain a permit. If the inspector finds noncompliance with health and safety standards, an applicant shall not be penalized for having an unpermitted ADU or JADU and shall approve necessary permits to correct noncompliance with health and safety standards.

(D) Documentation required to demonstrate that an unpermitted ADU or JADU was constructed before January 31, 2023, could include but is not limited to utility records, assessor records, aerial imagery, dated photographs, contractor invoices, rental agreements, and insurance records.

(7) Administrative Review. If the ADU meets the objective design standards outlined in this Chapter, the decision of the director granting or denying an ADU permit is a ministerial decision as required by state law, and not subject to a public hearing.

(A) For an ADU incorporating the guaranteed allowance as specified in Section 16.79.060 (2) of this chapter, the building permit for the primary dwelling unit shall receive final inspection before the final inspection of the ADU.

(8) Density. Pursuant to California Government Code Section 66319, no ADU approved under these provisions shall be considered in calculating the density of the lot allowed by the land use designation contained in the land use element of the General Plan, and ADUs are deemed a residential use that is consistent with the existing general plan and zoning for the lot.

(11) Fire District Regulations. The ADU shall comply with all applicable Menlo Park Fire Protection District regulations, subject to provisions and limitations set forth in Government Code Section 66314.

(12) Sanitary Service. Adequate sanitary service capacity for the additional increment of effluent resulting from the ADU shall be available. If the lot is connected to the public sewer system, the applicant shall submit a letter from the appropriate sanitary district to that effect. If the lot is not connected to the public sewer system, the applicant shall submit a letter from the West Bay Sanitary District confirming that the individual or alternative sewage disposal system serving the lot has adequate capacity to accommodate the proposed ADU.

(13) Separate Utility Connection. New and separate utility connections shall be required directly between the ADU and the utility when the ADU is constructed with a new single-family dwelling. Consistent with Government Code section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed ADU, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(14) Exception. An ADU or JADU described in Government Code Section 66323(a)(1) (i.e., 66323 Units) shall not be required to install a new or separate utility connection directly between the ADU and the utility or be required to pay a related connection fee or capacity charge, unless the ADU was constructed with a new single-family dwelling or the ADU is approved for separate conveyance pursuant to Government Code 66342.

(15) Rental and Sale. The ADU may be rented separate from the primary dwelling unit but may not be rented for a period of less than thirty consecutive days or used as a vacation rental. The ADU may not be sold separately from the primary dwelling unit unless the conditions in Section 66341 of the Government Code are met.

16.79.080 Two (2) unit housing developments and urban lot splits (SB 9).

(1) Pursuant to the authority provided by Section 65852.21(f) of the Government Code, no accessory dwelling unit or junior accessory dwelling unit shall be permitted on any lot in a single-family zoning district if: (1) an urban lot split has been approved pursuant to Chapter 15.31; and (2) a two (2) unit housing development has been approved for construction pursuant to Chapter 16.77.

(2) Accessory dwelling units and junior accessory dwelling units shall be permitted on lots with two (2) unit housing developments, subject to the provisions of this chapter, and where the lot has not been created through an urban lot split pursuant to Chapter 15.31.

SB 9 and ADU Comparison Table

(Only applicable for Single-family zoning districts. Multifamily-zoned zoning districts are not eligible for SB 9 provisions).

Requirement/Standard	Accessory Dwelling Units	SB 9 Units
Maximum units per lot	State ADUs: 1 primary residence + 3 ADUs (**4 total units**) Local ADUs: 1 primary residence + 1 ADU (**2 total units)**	Lot split: two units on each lot resulting from the lot split (**4 total units**). No lot split: up to two primary dwellings + ADUs/JADUs as allowed under State law (**4 total units**)
Square footage	State ADUs: Internal ADU: within the footprint of the main residence JADU: 500 SF Detached ADU: 800 SF, which can exceed the maximum floor area and/or building coverage Local ADUs: One-bedroom ADU: up to 850 SF Two-bedroom ADU up to 1,000 SF ADUs cannot exceed 50% of the primary dwelling.	Each primary dwelling guaranteed at least 800 SF; Upper limit set by Zoning Ordinance. ADU SF allowances apply
Setbacks	State and Local ADUs Front: Same as zoning district but reduced any amount necessary for 800 SF ADU Side: 4 feet Rear: 4 feet	Front: Same as zoning district (typically 20 feet) Side: 4 feet Rear: 4 feet

Maximum Height	State ADUs Internal/JADU: same as zoning district Detached ADU: 16 feet; 18 feet within 0.5 miles of a major transit stop, up to 20 feet to align with primary residence roof pitch Local ADUs Attached ADU: lessor of 25 feet or the zoning district height limit Detached ADU: 16 feet; 18 feet within 0.5 miles of a major transit stop, up to 20 feet to align with primary residence roof pitch	Same as zoning district (typically 28-30 feet)
Daylight plane	State ADUs None Local ADUs Attached ADUs: Same as zoning district Other ADUs: None	Same as zoning district
Parking	State ADUs: No parking required Local ADUs: One parking space anywhere on the lot, with exemptions based on certain provisions (e.g., proximity to public transit)	One parking space anywhere on the lot, with exemptions based on certain provisions (e.g., proximity to public transit)
Subdivision	Local jurisdictions may adopt regulations allowing for mapping of ADUs and primary units on a lot as condos[1]	A lot split would allow one lot to be divided into two lots and separately sold. Condominium subdivisions allow primary dwellings on each lot to be individually owned. Subdivisions under SB9 are ministerial.

		ADUs cannot be sold as condos under SB 9, unless local jurisdictions adopt an ordinance allowing for ADUs to be mapped as condos[1].
1. Not part of the scope of the ADU Ordinance update		