



## REGULAR MEETING AGENDA

**Date:** 8/24/2026  
**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](https://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](mailto: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](https://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](https://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 August 10, 2026 Planning Commission meeting ([Attachment](#))

**F. Public Hearing**

- F1. Use Permit/Aiden Marvick/880 Cambridge Ave.:  
Consider and adopt a resolution approving a use permit to demolish an existing attached one-story duplex residence to construct a new two-story single-family residence on a substandard lot with regard to minimum lot depth and lot area in the R-1-U (Single Family Urban Residential) zoning district at 880 Cambridge Avenue. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project includes one development-related heritage tree removal which was reviewed and conditionally approved by the City Arborist. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. ([Staff report #26-036-PC](#))
- F2. Use Permit/Alysa Tibbitts/550 Ravenswood Ave.:  
Consider and adopt a resolution approving a use permit to operate a private fitness studio in a 6,134 square-foot tenant space within an existing building in the DSARMU (Downtown/Station Area Retail/Mixed Use) land use designation of the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Private fitness studios are considered personal improvement services and require a use permit to operate in a space greater than 5,000 square feet within the DSARMU land use designation of the SP-ECR/D zoning district. The proposal would not affect the gross floor area and there would be no exterior modifications to the building. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff report #26-037-PC](#))

**G. Study Session**

- G1. Study Session /Presidio Bay Ventures/345 Middlefield Rd.:  
Request for a study session on a master plan development to comprehensively redevelop the former USGS campus, located at 345 Middlefield Road, with a residential, office, and neighborhood-serving commercial mixed-use project. The proposed project includes requests for a development agreement (DA), conditional development permit (CDP), zoning ordinance amendment, general plan amendment, rezoning, below market rate (BMR) housing agreement, and vesting tentative subdivision map. The project would consist of approximately 713,000 square feet of office space, approximately 43,000 square feet of non-office commercial and amenity space, 670 multifamily residential units, and approximately three acres of publicly accessible open space. An environmental impact report (EIR) will be prepared for the proposed project in compliance with the California Environmental Quality Act (CEQA). ([Staff report #26-038-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: September 14, 2026
- Regular Meeting: September 28, 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](mailto: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](http://menlopark.gov/agendas) and can receive email notifications of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 8/19/2026)



## REGULAR MEETING DRAFT MINUTES

**Date:** 8/10/2026  
**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

Vice Chair Katie Behroozi called the meeting to order at 7:01 p.m.

### B. Roll Call

Present: Katie Behroozi (Vice Chair), Katie Ferrick, Nancy Larocca Hedley, Jennifer Schindler, Misha Silin

Absent: Ross Silverstein (Chair), Andrew Ehrich

Staff: Monika Roy, Planning Technician; Corinna Sandmeier, Principal Planner; Chris Turner, Senior Planner

### C. Reports and Announcements

Principal Planner Sandmeier stated that the City Council at its August 11, 2026 meeting would consider the map and fees concession requested for the 335 Pierce Road project that Planning Commission reviewed on July 13th.

Commissioner Schindler said that the City Council at its July 15 meeting unanimously voted to uphold an appeal and reject an approval previously granted by the Planning Commission. She said Council members' feedback was consistent, with all four emphasizing that the request for six variances was considered unprecedented.

### D. Public Comment

Vice Chair Behroozi opened public comment and closed it as no persons requested to speak.

### E. Consent Calendar

#### E1. Approval of minutes from the July 27, 2026 Planning Commission meeting (Attachment)

Vice Chair Behroozi opened public comment and closed it as no persons requested to speak.

ACTION: Motion and second (Ferrick/Schindler) to approve the item; passes 5-0, with Commissioner Ehrich and Chair Silverstein absent.

## **F. Public Hearing Item**

### **F1. Use Permit Revision/Eva Sabala/470 Santa Rita Ave.:**

Consider and adopt a resolution approving a use permit revision for an addition to an existing nonconforming single-story, single-family residence in the R-1-S (Single Family Suburban Residential) zoning district. The original use permit was approved in 2010, a use permit revision was approved in 2013, and in 2014 the Planning Commission approved a second use permit revision and variance. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff report #26-034-PC)

Principal Planner Sandmeier said staff had no updates to the published staff report.

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

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution approving the item as submitted; passes 5-0, with Commissioner Ehrich and Chair Silverstein absent.

### **F2. Use Permit and Variance/Roi Omer/949 Lee Dr.:**

Consider and adopt a resolution approving a use permit to demolish an existing one-story, single-family residence and construct a new two-story residence and detached garage on a substandard lot with regard to minimum lot depth and area in the R-1-U (Single Family Urban Residential) zoning district. The applicant is requesting a variance from the Zoning Ordinance to reduce the rear setback to 10 feet where 20 feet is required. The applicant is also requesting a variance from the Subdivision Ordinance to reduce the Subdivision Ordinance (Municipal Code Title 15) front setback from approximately 25 feet, three inches to approximately 23 feet, nine inches. The Subdivision Ordinance Variance will be reviewed and acted on by City Council at a later date. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff report #26-035-PC)

Senior Planner Turner said there were no updates to the published staff report.

The applicant team presented a brief overview of the project.

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

Commissioner Hedley asked how the proposed HVAC system and tankless water heater would be powered. The applicant explained that the proposed equipment would be powered by gas, but electrical outlets had been provided for an electric cooktop and water heater in the event that gas service is no longer desired. Commissioner Hedley emphasized her concerns about the installation of gas infrastructure and gas-powered appliances, citing both climate change and potential health impacts.

Commissioner Silin asked whether there has been any variance previously granted for the existing rear setback. Senior Planner Turner said there was no previous permit history including a variance on this property. Commissioner Silin also noted that the adjacent property at 947 Lee Drive was previously granted a variance for a rear setback, as confirmed by staff.

Commissioner Ferrick noted that the neighborhood outreach might have been very positive for this well-designed house on an unusually shaped lot since there were no concerns from the neighbors. She also mentioned that the proposed rear setback is across from the driveway of an apartment building, and so in this situation, would not have a detrimental impact to the surrounding area.

Commissioner Schindler asked for context to understand the subdivision ordinance setback. Senior Planner Turner clarified that the front setback is set by the subdivision ordinance, not by the zoning ordinance in this case, and the decision-making body on this would be the City Council. Commissioner Schindler expressed her support for the modification to the rear setback, stating that it would not affect the people on the other side of the fence at the rear of the property.

ACTION: Motion and second (Schindler/Ferrick) to adopt a resolution approving the item as submitted; passes 4-1, with Commissioner Hedley opposed and Commissioner Ehrich and Chair Silverstein absent.

## **H. Informational Items**

### **H1. Future Planning Commission Meeting Schedule**

- Regular Meeting: August 24, 2026

Principal Planner Sandmeier said a study session is scheduled for the proposed redevelopment of the USGS site as well as a use permit for a single-family home and a use permit for a recreational facility.

- Regular Meeting: September 14, 2026

Principal Planner Sandmeier said the agenda for September 14<sup>th</sup> meeting is not yet finalized.

## **I. Adjournment**

Vice Chair Behroozi adjourned the meeting at 7:43 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Monika Roy



## STAFF REPORT

### Planning Commission

Meeting Date:

8/24/2026

Staff Report Number:

26-036-PC

### Public Hearing:

Consider and adopt a resolution to approve a use permit to demolish an existing attached one-story, duplex residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot depth and lot area in the R-1-U (Single Family Urban Residential) zoning district at 880 Cambridge Avenue. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project includes one development-related heritage tree removal which was reviewed and conditionally approved by the City Arborist. Determine this action is categorically exempt under CEQA guidelines Section 15303, Class 3 exemption for new construction or conversion of small structures.

## Recommendation

Staff recommends that the Planning Commission adopt a resolution to approve a use permit to demolish an existing attached one-story, duplex residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot depth and lot area in the R-1-U (Single Family Urban Residential) zoning district at 880 Cambridge Avenue. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The draft resolution, including the recommended actions and conditions of approval, is provided as Attachment A.

## Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required findings can be made for the proposal.

## Background

### Site location

The subject site is located in the Allied Arts neighborhood near the intersection of Cambridge Avenue and University Drive. The surrounding properties generally contain a mixture of one-to-two-story single-family and duplex residences that have an R-1-U or R-2 (Low Density Apartment) zoning designation. A variety of architectural styles are present in the neighborhood, including ranch, traditional, and contemporary

styles. Nealon Park is located approximately three blocks to the northwest and the San Francisquito Creek is located approximately two blocks to the east. A location map is provided as Attachment B.

## Analysis

### Project description

Arcanum Architecture, applicant, on behalf of the property owners, requests a use permit to demolish an existing, approximately 1,820-square-foot one-story duplex with two attached single-car garages, constructed around 1937, and construct a new two-story, single-family residence with attached ADU and detached single-car garage. The proposed project would maintain two existing housing units at the site. The proposed residence would be an approximately 1,846-square-foot home containing living, dining, kitchen, and powder room spaces on the first floor and two bedrooms and one bathroom on the second floor. An approximately 580-square-foot attached ADU (studio layout) is proposed at the rear of the residence, southwest corner of the site, and an approximately 316-square-foot detached single-car garage is proposed at the northwest corner of the site. The existing central driveway would be removed and replaced with a new driveway located in the northern (right-side) portion of the site and would provide two uncovered parking spaces—one required space for the primary residence and one optional (not required) space for the ADU. The Transportation Division has reviewed the proposal and expressed no concerns about the proposed circulation and parking layout. The Engineering Division has reviewed the proposal and provided draft condition of approval 2b requiring the removal and replacement of the curb and gutter along the property frontage (Attachment A, Exhibit D).

The lot is substandard with regard to minimum lot depth at approximately 72 feet, where 100 feet is required, and minimum lot area at approximately 5,563 square feet, where 7,000 square feet is required. Therefore, per Menlo Park Municipal Code (MPMC) Section 16.59.010(a)(2), the proposal requires a use permit to develop a new two-story residence on a substandard lot. The proposed project would be consistent with all Zoning Ordinance (MPMC Title 16) requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, and height. Of particular note with regard to Zoning Ordinance requirements:

- The second floor is intentionally limited to approximately half the footprint of the first floor below and set back from the rear of the property to maximize light and air for the rear, westerly-adjacent neighbor;
- The proposed two-story residence is approximately 25 feet, 10 inches in height, where 28 feet is the maximum;
- Minor eave intrusions (18 inches or less) would be present at all sides of the residence and this is consistent with permitted encroachments for architectural features; and
- The attached ADU would be consistent with the 4-foot minimum side and rear setbacks for ADUs and the detached garage would be consistent with the 3-foot minimum side and rear setbacks for accessory buildings.

Because the proposed ADU is a permitted use and not subject to discretionary review, the applicant may alter the design of the ADU prior to applying for a building permit. However, the Housing Crisis Act (2019) requires no net loss of housing units in the approval of housing development projects, meaning the demolition of the existing duplex (two housing units) must be accompanied by the construction of two housing units, in this case the proposed main residence and ADU. To ensure the construction of both housing units, draft condition of approval 2a requires a final inspection and/or certificate of occupancy to be completed for both housing units simultaneously (Attachment A, Exhibit D).

The applicant's project plans and project description letter are included as Attachment A, Exhibits A and B, respectively. A data table summarizing parcel and project attributes is included as Attachment C.

### Design and materials

The applicant describes the style of the residence in their project description letter as “modern agrarian cottage” and “designed as a composition of three simple interconnected gabled masses.” Entry to the primary residence would be through the street-facing façade, or, through a fenced central courtyard that connects with a mud room leading to the primary residence. The attached ADU is independently accessed through a door that opens onto the central courtyard; the ADU does not include internal access to the primary residence. The residence would incorporate contemporary massing, articulated volumes, and primary exterior materials such as plaster veneer and wood accents for doors, roof, and covered porch members. Wood-clad windows with simulated divided lites and a composite shingle roof are proposed.

Second-story windows would have sill heights of two feet or greater and are intentionally located to minimize potential for privacy impacts. Existing and proposed trees and landscaping would soften the building mass and enhance on-site and off-site privacy. Existing fencing surrounding the site belongs to adjoining neighbors and would not be altered by this proposal. Staff believes the scale, materials, architectural style, and design features of the proposed residence would result in development that is appropriate for the site and generally consistent with the character of the broader Allied Arts neighborhood.

### Trees and landscaping

Table 1 below shows the project arborist's inventory of six on- and off-site heritage trees. An arborist report is provided as Attachment A, Exhibit C. Two of the on-site heritage trees, a Privet (tree #88) and a Horse chestnut (tree #89), are proposed to be removed to accommodate development (tree #88) or due to poor health (tree #89). The City Arborist reviewed and conditionally approved a heritage tree removal permit and associated mitigations for the proposed project (HTR #2026-00069). The arborist report specifies tree protection measures, such as fencing, to be completed under the supervision of the project arborist and this is required as draft condition of approval 1h (Attachment A, Exhibit D). To mitigate the removal of the two heritage trees, the project proposes planting five total 24-inch box Saratoga laurels spaced at least 10 feet apart along the northern (right side) and western (rear) property lines to enhance privacy between neighbors and one 48-inch box Chinese pistache at the front of the property to enhance the streetscape. Additionally, the project sponsor is required to submit \$5,200 to the City as an in-lieu fee to providing more replacement trees on site as there is, per the City Arborist, limited space to plant more trees than proposed and conditionally approved.

| Table 1: Tree summary and disposition |                   |                         |           |          |                  |                     |
|---------------------------------------|-------------------|-------------------------|-----------|----------|------------------|---------------------|
| ID #                                  | Species           | Trunk Diameter (inches) | Condition | Status   | Retain or Remove | Off-site or On-site |
| 85                                    | California bay    | 17.5                    | Fair      | Heritage | Retain           | Off-site            |
| 86                                    | Mulberry          | 34.0                    | Fair      | Heritage | Retain           | On-site             |
| 87                                    | Walnut            | 27.5                    | Fair      | Heritage | Retain           | Off-site            |
| 88                                    | Privet            | 20.0/12.2               | Fair      | Heritage | Remove           | On-site             |
| 89                                    | Horse chestnut    | 13.5/13.5/19            | Fair-Poor | Heritage | Remove           | On-site             |
| 90                                    | Southern magnolia | 30.0                    | Fair      | Heritage | Retain           | Off-site            |

### Correspondence

Within the project description letter, the applicant states that the property owners corresponded with multiple neighbors to describe the proposed project and address concerns (Attachment A, Exhibit B). On May 23, 2026, the westerly-adjacent property owners at 216 University Drive submitted correspondence to the City identifying concerns for removal of a heritage tree and potential impacts to light and air with the proposed building mass increasing from a single-story residence to a two-story residence (Attachment D). On June 25, 2026, the applicant met with the westerly-adjacent neighbor to discuss and explain the design approach that they believe has been sensitive to the neighbor's needs and would not infringe on their daylight access. The project description letter notes a positive outcome/resolution to this exchange. As of the writing of this report, staff has not received further correspondence.

### Conclusion

Staff believes that the design, scale, massing, and materials of the proposed project are generally compatible with the neighborhood and the "modern agrarian cottage" style would be an attractive enhancement to the surroundings. The project would retain and improve the two existing housing units at the property through replacing the duplex, originally constructed around 1937, with a new single-family residence and attached ADU that are consistent with City regulations and have renewed housing units' lifespan. The project would incorporate intentional design and landscaping features to mitigate potential privacy concerns and enhance aesthetics. Staff recommends that the Planning Commission adopt Attachment A, a draft resolution approving the use permit request.

### **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 California Environmental Quality Act (CEQA) Guidelines Section 15303, Class 3 ("New construction or conversion of small structures").

## **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.

## **Attachments**

- A. Draft Planning Commission resolution approving the use permit
  - Exhibits to Attachment A
  - A. Project plans
  - B. Project description letter
  - C. Arborist report
  - D. Conditions of approval
- B. Location map
- C. Data table
- D. Correspondence

Report prepared by:  
Calvin Chan, Senior Planner

Report reviewed by:  
Tom Smith, Principal Planner

**PLANNING COMMISSION RESOLUTION NO. 2026-0XX**

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
MENLO PARK APPROVING A USE PERMIT TO DEMOLISH AN  
EXISTING ATTACHED ONE-STORY, DUPLEX RESIDENCE TO  
CONSTRUCT A NEW TWO-STORY, SINGLE-FAMILY RESIDENCE  
ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT  
DEPTH AND LOT AREA IN THE R-1-U (SINGLE FAMILY URBAN  
RESIDENTIAL) ZONING DISTRICT AT 880 CAMBRIDGE AVENUE**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to demolish an existing attached one-story, duplex residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot depth and lot area in the R-1-U (Single Family Urban Residential) zoning district (collectively, the "Project") from Arcanum Architecture ("Applicant"), on behalf of Victor Chen and Chelsea Ye ("Owner"), at 880 Cambridge Avenue (APN 071-405-200) ("Property"). The Project use permit 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, the Property is located in the Single Family Urban Residential (R-1-U) zoning district and Menlo Park Municipal Code (MPMC) Section 16.16.010 allows single-family dwellings, accessory buildings, and secondary dwelling units, also referred to as accessory dwelling units (ADUs), as permitted uses; and

WHEREAS, MPMC Section 16.59.010(a)(2) allows two-story homes on substandard lots subject to the granting of a use permit, provided the development complies with all other regulations in the applicable zoning district; and

WHEREAS, the Project otherwise complies with all objective standards of the R-1-U district; and

WHEREAS, the Applicant submitted an arborist report prepared by Urban Tree Management, incorporated herein as Exhibit C, which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance, and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the City Arborist conditionally approved a Heritage Tree Removal permit to remove two heritage trees; and

WHEREAS, the Project was found to be in compliance with City standards; and

WHEREAS, the Project includes an attached ADU which is a permitted use and not subject to discretionary review; 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 Project; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to CEQA Guidelines section 15303, Class 3 ("New construction or conversion of small structures"); 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 August 24, 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, 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. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit to demolish an existing attached one-story, duplex residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot depth and lot area in the R-1-U zoning district at 880 Cambridge Avenue is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:

- a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because MPMC Section 16.59.010(a)(2) allows two-story homes on substandard lots subject to the granting of a use permit, provided the development complies with all other regulations in the applicable zoning district.
- b. The Project would retain and improve the two existing housing units at the Property through replacing the duplex, originally constructed around 1937, with a new single-family residence and attached ADU that would be consistent with City regulations and would have renewed housing units lifespan.
- c. The Project would be compliant with all parking requirements providing one covered garage space and one uncovered driveway space for the primary residence and an optional (not required) uncovered driveway space for the ADU. The Transportation Division has reviewed the parking and circulation plans and deemed the Project as acceptable.
- d. The Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the proposed residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale of surrounding homes.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2026-00017, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The use permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit D.

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 exempt from environmental review pursuant to CEQA Guidelines section 15303, Class 3 ("New construction or conversion of small structures")

Section 5. 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 August 24, 2026, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_\_ day of August 2026.

PC Liaison Signature

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Corinna Sandmeier  
Principal Planner  
City of Menlo Park

#### Exhibits

- A. Project plans
- B. Project description letter
- C. Arborist report
- D. Conditions of approval



880 CAMBRIDGE AVE  
MENLO PARK, CALIFORNIA  
APN : 071-405-200

VICINITY MAP



PROJECT STATISTICS

| BUILDING DEPARTMENT STATISTICS |                                                                                                                                                             |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROJECT LOCATION:              | 880 CAMBRIDGE AVE<br>MENLO PARK, CA 94025<br>071-405-200                                                                                                    |
| A.P.N. #                       | 071-405-200                                                                                                                                                 |
| PROJECT TYPE:                  | NEW TWO STORY SINGLE FAMILY DWELLING, ATTACHED ADU, AND DETACHED GARAGE                                                                                     |
| EXISTING CONDITIONS:           | (E) 707.67 S.F. RESIDENCE A<br>(E) 709.36 S.F. RESIDENCE B<br>(E) 203.41 S.F. GARAGE A<br>(E) 199.85 S.F. GARAGE B<br>R-1-U<br>R-3 (SINGLE FAMILY DWELLING) |
| ZONING                         | TYPE V-B                                                                                                                                                    |
| OCCUPANCY                      | TWO                                                                                                                                                         |
| CONSTRUCTION TYPE:             | YES                                                                                                                                                         |
| STORIES:                       | YES                                                                                                                                                         |
| FIRE SPRINKLERS:               | YES                                                                                                                                                         |
| LOT SIZE:                      | 5,563 S.F.                                                                                                                                                  |
| SQUARE FOOTAGE CALCULATIONS:   | 1,192.53 S.F.                                                                                                                                               |
| GROUND FLOOR                   | 580.41 S.F.                                                                                                                                                 |
| ATTACHED ADU                   | 653.77 S.F.                                                                                                                                                 |
| SECOND FLOOR                   | 316.25 S.F.                                                                                                                                                 |
| DETACHED GARAGE                |                                                                                                                                                             |
| TOTAL                          | 2,742.79 S.F.                                                                                                                                               |

| PLANNING DEPARTMENT STATISTICS                                              |                                  |
|-----------------------------------------------------------------------------|----------------------------------|
| FLOOR AREA LIMIT                                                            | 3,600.00 S.F.                    |
| TOTAL ALLOWABLE                                                             | 2,800 S.F.* + 800 S.F. ADU       |
| *FOR SINGLE FAMILY LOTS BETWEEN 5,000 AND 7,000 SF                          |                                  |
| TOTAL PROVIDED                                                              | 2,742.79 S.F.                    |
| SECOND FLOOR F.A.L.                                                         | 1,400.00 S.F.                    |
| TOTAL ALLOWABLE                                                             | 653.77 S.F.                      |
| TOTAL PROVIDED                                                              | 653.77 S.F.                      |
| BUILDING COVERAGE                                                           | 2,747.05 S.F.                    |
| TOTAL ALLOWABLE                                                             | 0.35 (5,563 S.F.) + 800 S.F. ADU |
| TOTAL PROVIDED                                                              | 2,009.55 S.F.                    |
| (GROUND FLOOR, FIREPLACE, COVERED PORCH, ATTACHED ADU, AND DETACHED GARAGE) |                                  |

DRAWING INDEX

|        |                                           |
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| ■ A0.0 | COVER SHEET                               |
| ■ SU-1 | BOUNDARY AND TOPOGRAPHIC SURVEY           |
| ■ A1.0 | EXISTING FLOOR PLAN                       |
| ■ A1.1 | EXISTING ELEVATIONS                       |
| ■ A1.2 | SITE PLAN                                 |
| ■ A1.3 | AREA PLAN, STREETScape, AND LOT DIAGRAMS  |
| ■ A1.4 | SQUARE FOOTAGE CALCULATION PLANS          |
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| ■ A1.6 | EXISTING SQUARE FOOTAGE CALCULATION PLANS |
| ■ A1.7 | TREE PROTECTION PLAN                      |
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| ■ A5.2 | EXTERIOR ELEVATIONS / SECTIONS            |
| ■ A5.3 | EXTERIOR ELEVATIONS / SECTIONS            |

PROJECT DIRECTORY

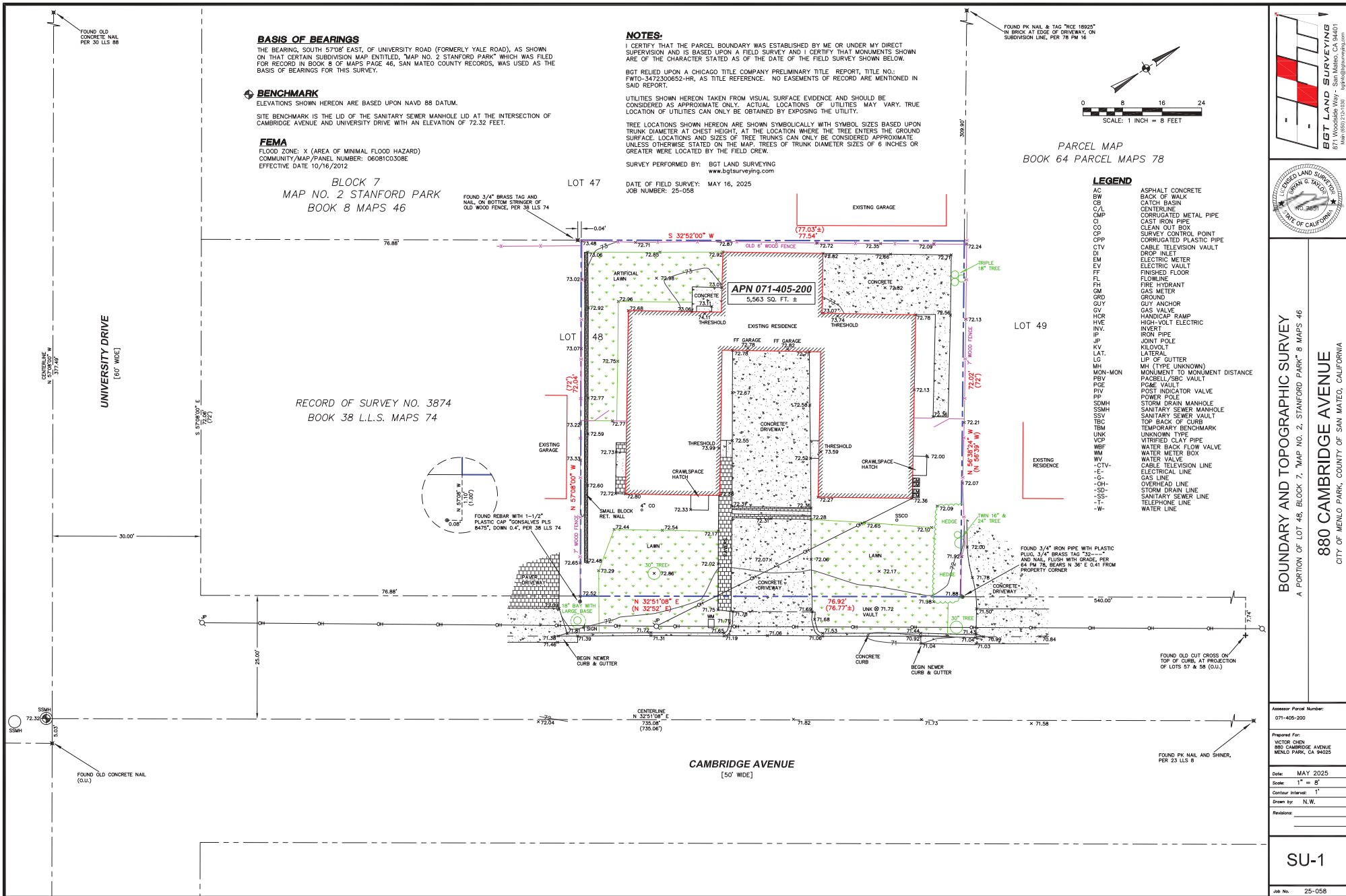
|            | Address                                                                              | Contact                                             | Telephone           |
|------------|--------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------|
| OWNER:     | Victor Chen and Chelsea Ye<br>880 Cambridge Avenue<br>Menlo Park, CA 94025           | Victor Chen and Chelsea Ye<br>vcyp880@gmail.com     | Tel: (650) 823-3406 |
| ARCHITECT: | Arcanum Architecture, Inc.<br>329 Bryant Street, Suite 3C<br>San Francisco, CA 94107 | Timothy Chappelle<br>tim@arcanumarchitecture.com    | Tel: (415) 357-4400 |
| SURVEYOR:  | BGT Land Surveying<br>871 Woodside Way<br>San Mateo, CA 94401                        | bginfo@bgtlandsurveying.com<br>Bryan Taylor         | Tel: (650) 212-1030 |
| ARBORIST:  | Urban Tree Management<br>PO Box 971<br>Los Gatos, CA 95031                           | Chris Stewart<br>operations@urbantreemanagement.com | Tel: (408) 313-1937 |

880 CAMBRIDGE AVE  
MENLO PARK, CA  
APN: 071-405-200

|             |                     |
|-------------|---------------------|
| PROJECT NO. | 25005               |
| DATE        | 04.30.25            |
| ISSUE       | USE PERMIT          |
| 06.05.25    | USE PERMIT REVISION |
| 07.10.25    | USE PERMIT REVISION |

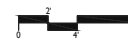
COVER SHEET

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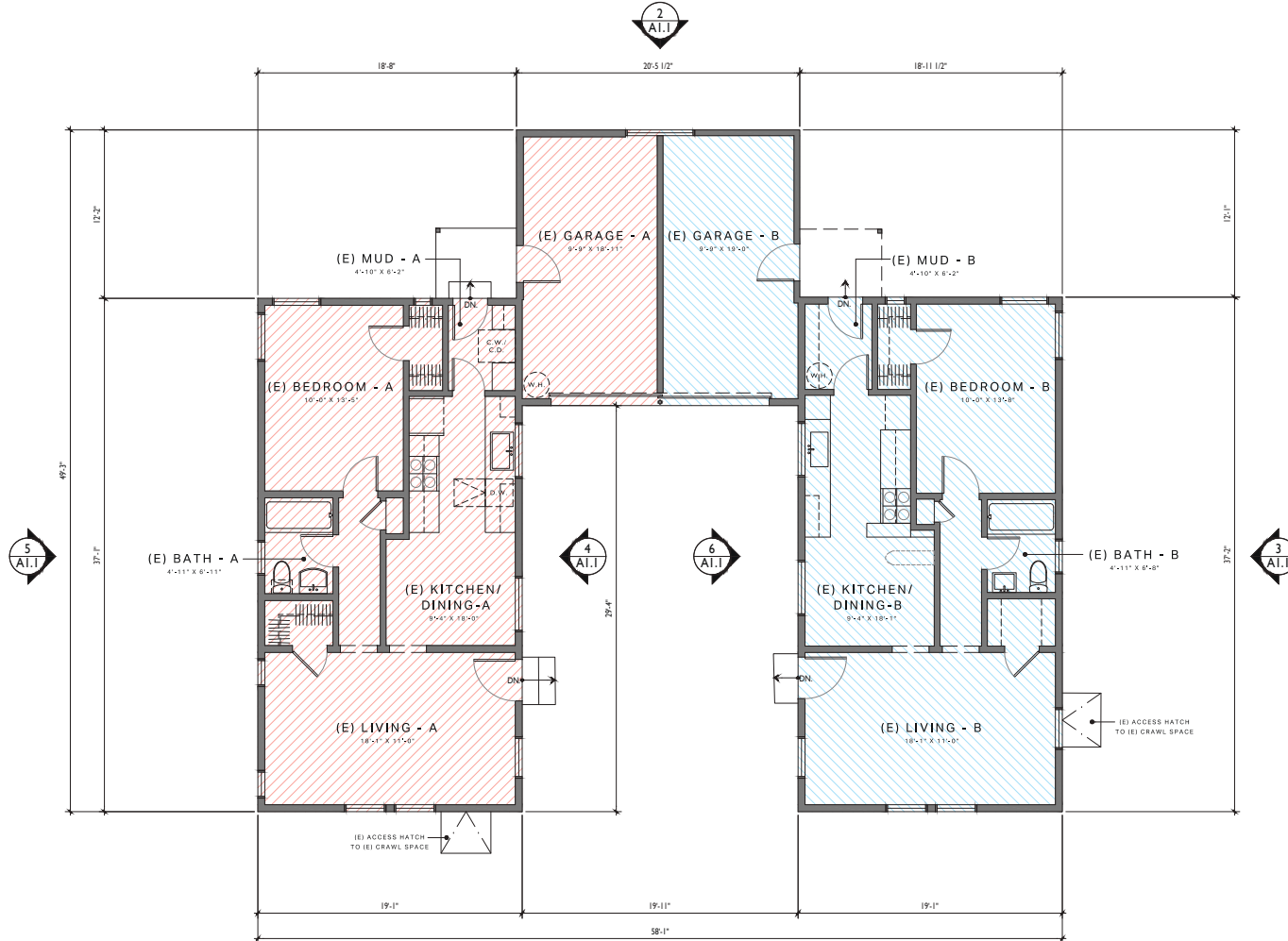




EXISTING FLOOR PLAN



- EXISTING RESIDENCE A AND GARAGE A
- EXISTING RESIDENCE B AND GARAGE B



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|             |                     |
|-------------|---------------------|
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| ISSUE       | USE PERMIT          |
| 06.05.25    | USE PERMIT REVISION |
| 07.10.25    | USE PERMIT REVISION |

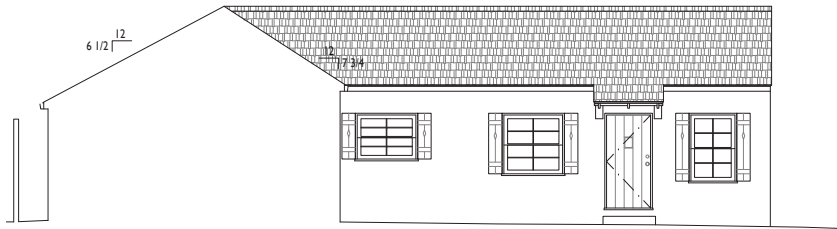
EXISTING FLOOR PLAN

SCALE 1/4" = 1'-0"

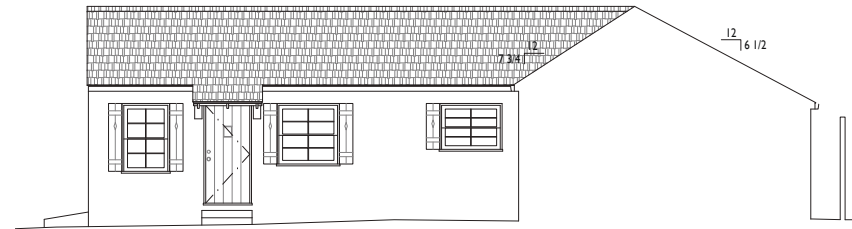
A1.0

Arcanum Architecture

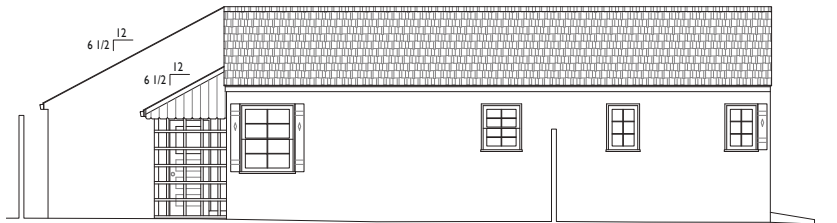
ARCANUM ARCHITECTURE, INC.  
1000 W. ELGIN AVE., SUITE 100  
SAN FRANCISCO, CA 94117  
415.357.4400  
info@arcanuminc.com



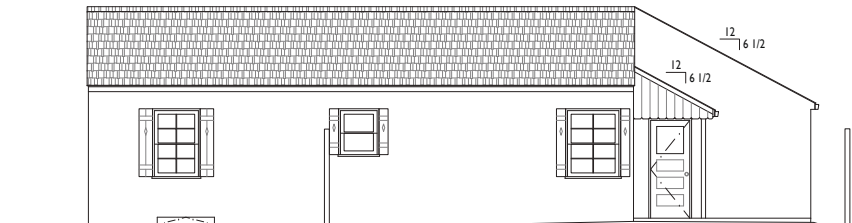
6  
A1.1  
EXISTING SOUTH ELEVATION / SECTION - RESIDENCE B



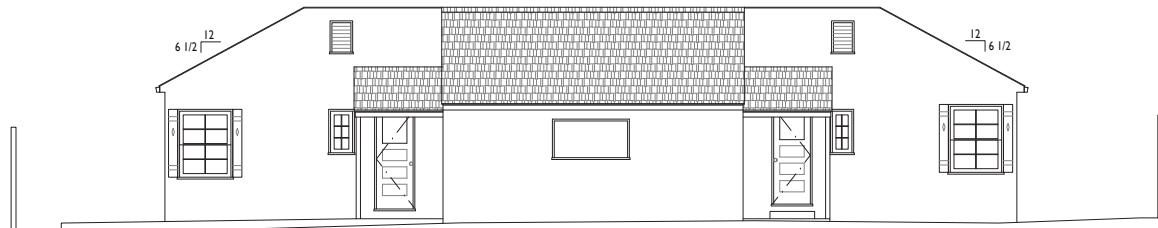
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A1.1  
EXISTING NORTH ELEVATION / SECTION - RESIDENCE A



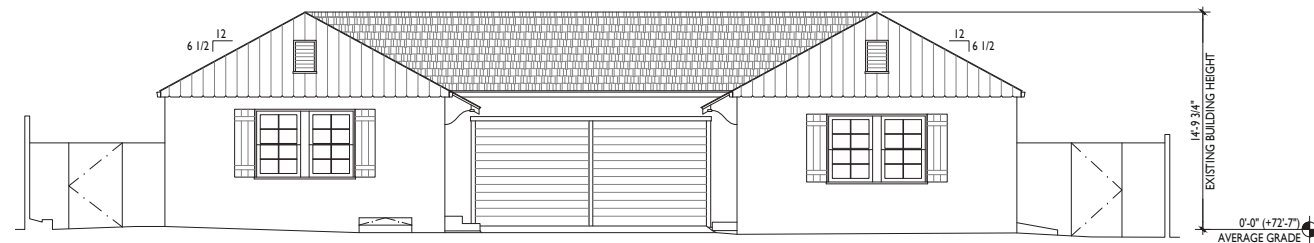
5  
A1.1  
EXISTING SOUTH / LEFT SIDE ELEVATION - RESIDENCE A



3  
A1.1  
EXISTING NORTH / RIGHT SIDE ELEVATION - RESIDENCE B



2  
A1.1  
EXISTING WEST / REAR ELEVATION



1  
A1.1  
EXISTING EAST / FRONT ELEVATION

0'-0" (+72'-7")  
AVERAGE GRADE



**ARBORETS REPORT FOR COMPLIANCE GUIDELINES:**

IT IS UNLAWFUL FOR ANY PERSON TO DAMAGE OR HARM A HERITAGE TREE IN ANY MEANS WHATSOEVER, INCLUDING, WITHOUT LIMITATION, VEHICLES, MACHINERY, OR BUILDING SUPPLIES OR MATERIAL (INCLUDING FLUIDS) OR TO REMOVE OR DESTROY ANY HERITAGE TREE OR ANY OF ITS STRUCTURES ON THE PARCEL.

FOR A PROTECTIVE FENCING TO BE PROVIDED TO PROTECT DURING THE REMOVAL OF A HERITAGE TREE, THE PROTECTIVE FENCE TO BE PRESERVED. THIS FENCING MUST PROTECT A SUFFICIENT PORTION OF THE ROOT ZONE TO BE THAT PROTECTIVE FENCING IS RECOMMENDED TO BE LOCATED 8 FT (8 TIMES 8X-10X) THE TRUNK DISTANCE OF THE TREE. THE MINIMUM RECOMMENDATION FOR TREE PROTECTION LOCATIONS IS 6X THE DBH; WHERE A LARGER DISTANCE IS REQUIRED.

**PROTECTIVE FENCING MUST:**

- BE CONSIDERED AS CHANGING LOCATIONS AND HAVE A MINIMUM HEIGHT OF 6 FT MOUNTED ON POSTS/STOLPS DRIVEN APPROXIMATELY 2" INTO SOIL.
- FENCING POSTS MUST BE LOCATED A MAXIMUM OF 10' ON CENTER.
- FENCING MUST BE LOCATED PRIOR TO THE ARRIVAL OF MATERIALS, VEHICLES OR EQUIPMENT.

PROTECTIVE FENCING MUST NOT BE MOVED, EVEN TEMPORARILY, AND ANY REMOVAL OF FENCING MUST BE REPLACED AND THE FENCING IS COMPLETED, UNLESS APPROVED BY A CERTIFIED ARBORIST.

THE PROTECTION SIGNAGE SHALL BE MOUNTED TO ALL INDIVIDUAL FENCING POSTS AND MUST BE LOCATED AT THE TOP OF EACH FENCING. DO NOT MOVE OR REMOVE WITHOUT APPROVAL FROM CITY ARBORIST IN BOTH ENGLISH AND SPANISH

THE PROTECTION FENCING SHALL BE LOCATED 8 FT (8 TIMES THE TRUNK DISTANCE) AND A MINIMUM RADIAL DISTANCE OF 6 FT (6 TIMES THE TRUNK DISTANCE) FROM THE TRUNK. EXCEPTIONS FOR: FENCING LOCATED FROM EXISTING HARDSCAPES, FENCING TO FOLLOW EDGE OF HARDSCAPE.

HARDSCAPE WITHIN THE OUTLINE OF TREES TO BE LEFT IN PLACE AS LONG AS THE REMOVAL OF THE TREE DOES NOT REQUIRE THE REMOVAL OF HARDSCAPE WITHIN (6) FT (6 TIMES THE DBH) TO BE REMOVED BY HAND.

IF THE REMOVAL OF THE TREE REQUIRES THE REMOVAL OF THE TREE WITHIN THE HARDSHAPE OR LIGHT (JACK HAPPER), ONCE REMOVED THE TREE SHALL BE RELOCATED TO THE PROTECTIVE FENCING LINE.

IF THE REMOVAL OF THE TREE REQUIRES THE REMOVAL OF A MINIMUM OF 6 FT (6 TIMES THE TRUNK DISTANCE) FROM THE TRUNK, THE REMOVAL OF THE TREE SHALL BE COMPLETED WITHIN THE PROTECTIVE FENCING LINE.

| TREE | COMMON NAME       | D.B.H.          | H/W*    | HERITAGE | STATUS   |
|------|-------------------|-----------------|---------|----------|----------|
| #85  | CALIFORNIA BAY    | 17.5"           | 30'/20' | YES      | RETAINED |
| #86  | MULBERRY          | 34"             | 30'/35' | YES      | RETAINED |
| #87  | WALNUT            | 27.5"           | 28'/20' | YES      | RETAINED |
| #88  | PRIVET            | 20"/12"         | 42'/22' | YES      | REMOVE*  |
| #89  | HORSE CHESTNUT    | 13.5"/13.5"/19" | 45'/40' | YES      | REMOVE*  |
| #90  | SOUTHERN MAGNOLIA | 30"             | 50'/40' | YES      | RETAINED |

\*HERITAGE REMOVAL PERMIT NUMBER: HTR2026-00069  
SEE ARBORIST REPORT FOR COMPLETE TREE SURVEY DATA

 PRIMARY RESIDENCE SETBACK  
 ADU SETBACK  
 ACCESSORY STRUCTURE SETBACK

TREE #85: CALIFORNIA BAY  
PROTECTED  
TREE #86: MULBERRY,  
PROTECTED  
TREE #87: WALNUT,  
PROTECTED

FROM NEIGHBORING  
PROPERTY  
(SEE ARBORIST REPORT):  
TREE #90: SOUTHERN  
MAGNOLIA, PROTECTED  
TREES TO BE REMOVED  
UNDER SEPARATE PERMIT  
(SEE ARBORIST REPORT):  
TREE #88: PRIVET,  
PROTECTED  
TREE #89: HORSE  
CHESTNUT, PROTECTED

- 1 TRASH ENCLOSURE
- 2 (E) TREE TO BE REMOVED, SHOWN DASHED
- 3 (E) TREES ON NEIGHBORING PROPERTY AND/OR
- 4 PUBLIC RIGHT-OF-WAY
- 5 (E) TREE CANOPY
- 6 (F) 7'-0" WOOD FENCE ON NEIGHBORING
- 7 PROPERTY TO REMAIN
- 8 (E) 4'-0" WOOD FENCE TO REMAIN
- 9 (N) CONCRETE DRIVEWAY, ENCRoACHMENT
- 10 PERMIT REQUIRED IN RIGHT-OF-WAY
- 11 AN ENCRoACHMENT PERMIT FROM THE
- 12 ENGINEERING DIVISION IS REQUIRED PRIOR
- 13 TO ANY CONSTRUCTION ACTIVITIES IN
- 14 THE PUBLIC RIGHT OF WAY
- 15 (E) 4'-0" WOOD FENCE ON NEIGHBORING
- 16 PROPERTY TO REMAIN
- 17 HEAT PUMP CONDENSER
- 18 (E) WATER METER
- 19 (E) STREET SIGN
- 20 (E) UTILITY POLE
- 21 (E) CONCRETE CURB
- 22 CONCRETE PAVERS
- 23 NEIGHBORING BUILDING
- 24 NEIGHBORING DRIVEWAY
- 25 NOT USED
- 26 8'-6" X10'-6" UNCOVERED PARKING SPACE
- 27 FOR ATTACHED ADJQ
- 28 9'-4" X14'-6" UNCOVERED PARKING SPACE
- 29 FOR THE PRIMARY RESIDENCE
- 30 TREE PROTECTION FENCING, SEE ARBORIST
- 31 REPORT
- 32 (N) 48" BOX REPLACEMENT TREE.
- 33 SPECIES: PACIFIC CHINQUAPIN (CHINESE PISTACHE),
- 34 OR SIMILAR APPROVED SPECIES
- 35 NOT USED
- 36 10'-0" X20'-0" COVERED PARKING SPACE.
- 37 SHOWN DASHED INDENT OF DETACHED GARAGE
- 38 (FOR THE PRIMARY RESIDENCE)
- 39 (E) LANDSCAPING TO REMAIN, TYP.
- 40 6'-0" VERTICAL WOOD FENCE
- 41 (U.O.N., SEE EXTERIOR ELEVATIONS)
- 42 (N) 24" BOX REPLACEMENT TREE.
- 43 SPECIES: LAURUS NOBILIS (SARATOGA LAUREL),
- 44 OR SIMILAR APPROVED SPECIES
- 45 NOT USED
- 46 VEHICULAR TRAVEL PATH, 8'-0" MINIMUM WIDTH,
- 47 SHOWN DASHED

|                                  |                |
|----------------------------------|----------------|
| ZONING:                          | R-1-U          |
| LOT AREA:                        |                |
| TOTAL:                           | 5,563 S.F.     |
| NET:                             | 5,563 S.F.     |
| ALLOWABLE FLOOR AREA:            | 3,600.00 S.F.  |
| 2,800 S.F. + 800 S.F. ADU        |                |
| (FOR SINGLE FAMILY LOTS          |                |
| BETWEEN 5,000 AND 7,000 S.F)     |                |
| NO ATTIC SPACE OVER 5'-0"        |                |
| EXISTING FLOOR AREA:             | 1,820.19 S.F.  |
| PROPOSED GROUND FLOOR AREA:      | 11,923.32 S.F. |
| PROPOSED ATTACHED ADU AREA:      | 580.41 S.F.    |
| PROPOSED SECOND FLOOR AREA:      | 653.40 S.F.    |
| PROPOSED DETACHED GARAGE AREA:   | 316.25 S.F.    |
| TOTAL PROPOSED FLOOR AREA:       | 2,742.79 S.F.  |
| EXISTING BUILDING COVERAGE AREA: | 1,678.71 S.F.  |
| PROPOSED BUILDING COVERAGE AREA: | 2,009.55 S.F.  |
| LAND COVERED BY STRUCTURES:      |                |
| EXISTING:                        | 33.77%         |
| PROPOSED:                        | 36.18%         |
| LANDSCAPING:                     | 41.27%         |
| PAVED SURFACES:                  | 27.62%         |
| PARKING SPACES:                  | 1 UNCOVERED    |

880 CAMBRIDGE AVE  
MENLO PARK, CA

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

arcum architecture, inc.  
329 bryant street, suite 3c  
san francisco, ca 94107  
415.357.4400  
arcumarchitecture.com

## AREA PLAN

### LEGEND

- - - - - PRIMARY RESIDENCE SETBACK  
 - - - - - ADU SETBACK  
 - - - - - ACCESSORY STRUCTURE SETBACK

TREES TO REMAIN  
(SEE ARBORIST REPORT):

TREE #85: CALIFORNIA BAY,  
PROTECTED

TREE #86: MULBERRY,  
PROTECTED

TREE #87: WALNUT,  
PROTECTED

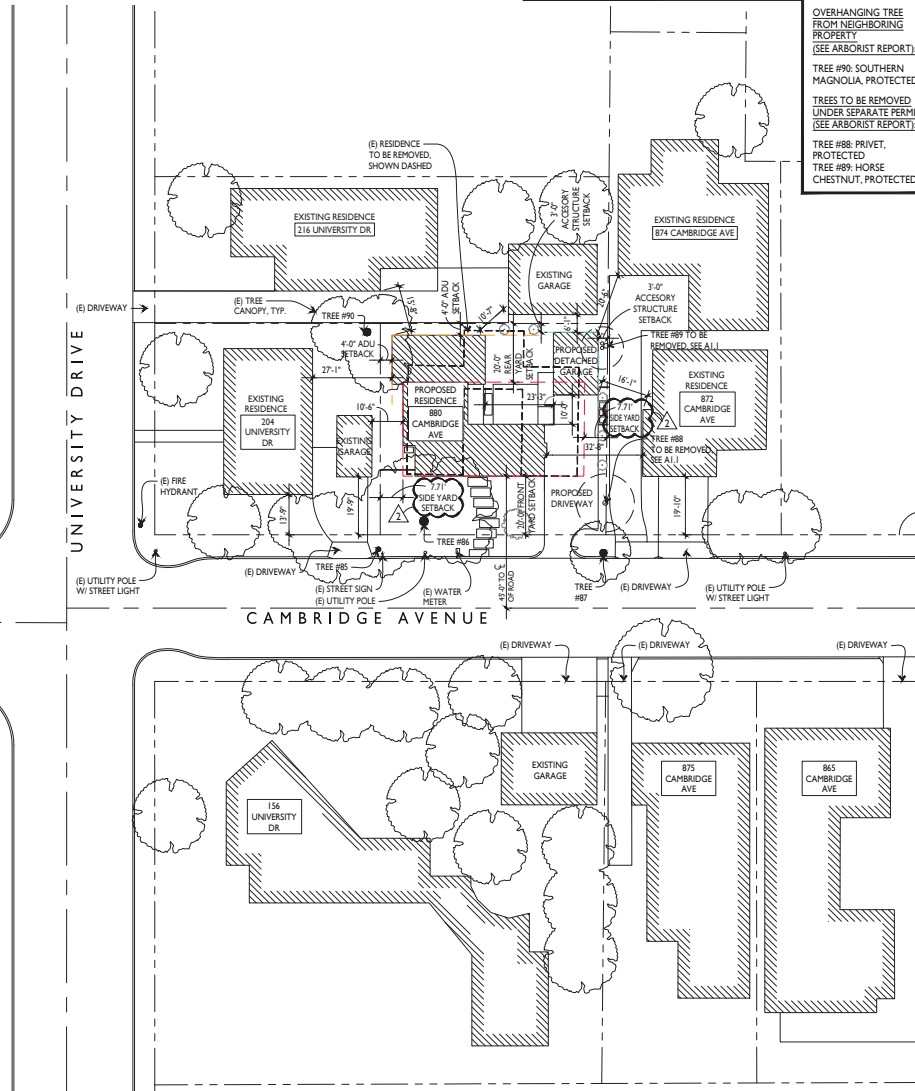
OVERHANGING TREE  
FROM NEIGHBORING  
PROPERTY  
(SEE ARBORIST REPORT):

TREE #90: SOUTHERN  
MAGNOLIA, PROTECTED

TREES TO BE REMOVED  
UNDER SEPARATE PERMIT  
(SEE ARBORIST REPORT):

TREE #88: PRIVET,  
PROTECTED

TREE #89: HORSE  
CHESTNUT, PROTECTED



## AREA PLAN

SCALE: 1" = 20'-0"



## STREETSCAPE

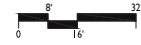


## 2 EXISTING STREETScape

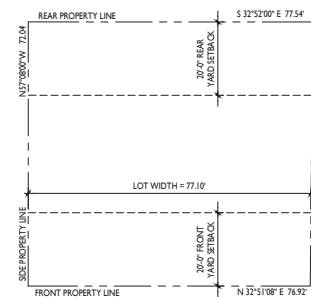


### 3 PROPOSED STREETScape

SCALE: 1/16" = 1'-0"

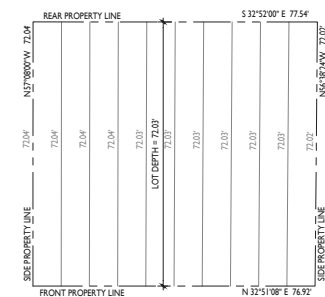


## LOT DIAGRAMS



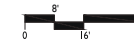
#### 4 LOT WIDTH DIAGRAM

4  
AI.3



5 LOT DEPTH DIAGRAM

SCALE: 1/16" = 1'-0"



Arcanum Architecture

arcnum architecture, inc.  
329 bryant street, suite 3c  
san francisco, ca 94107  
415.357.4400  
arcnumarchitecture.com

880 CAMBRIDGE AVE  
MENLO PARK, CA  
APN: 071-405-200

PROJECT NO. 25005

DATE 04.30.26 ISSUE USE PERMIT

06.05.26 USE PERMIT REVISION

07.10.26 USE PERMIT REVISION

### AREA PLAN, STREETSCAPE, AND LOT DIAGRAMS

SCALE: AS NOTED

### A1.3

# SITE PLAN SQUARE FOOTAGE CALCULATION PLAN

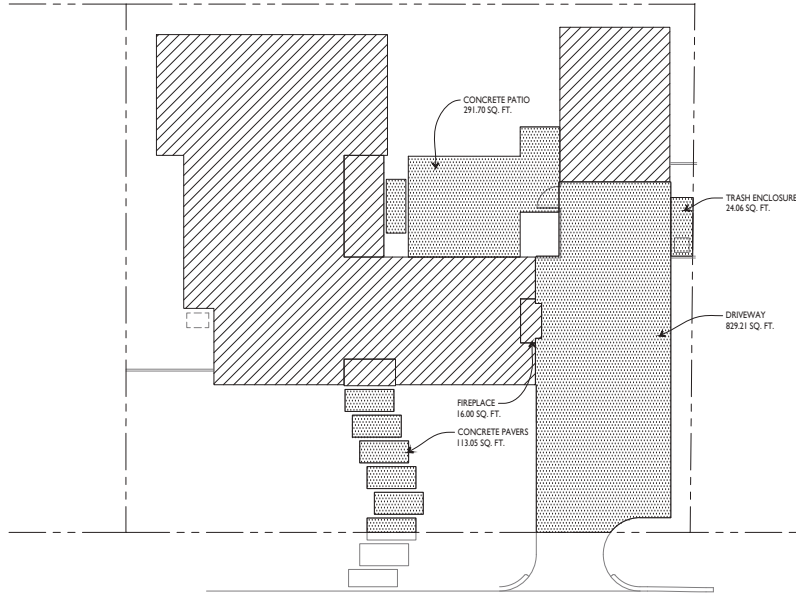
## BUILDING COVERAGE:

| PLAN SECTION        | AREA (S.F.) |
|---------------------|-------------|
| GROUND FLOOR        | 1,060.37**  |
| FIREPLACE           | 16.00       |
| COVERED PORCH       | 98.49**     |
| ATTACHED ADU        | 518.44**    |
| DETACHED GARAGE     | 316.25*     |
| BUILDING COVERAGE = | 2,009.55    |

\*SEE FLOOR PLAN AREA CALCULATION TABLE  
\*\*DOUBLE HEIGHT SPACE EXCLUDED

## PAVED AREAS:

| PLAN SECTION    | AREA (S.F.) |
|-----------------|-------------|
| DRIVEWAY        | 829.21      |
| CONCRETE PATIO  | 291.70      |
| CONCRETE PAVERS | 113.05      |
| TRASH ENCLOSURE | 24.06       |
| PAVED AREAS =   | 1,258.02    |



# FLOOR PLAN SQUARE FOOTAGE CALCULATION PLANS

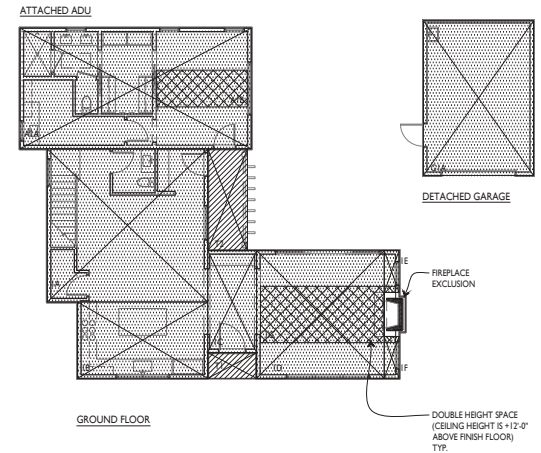
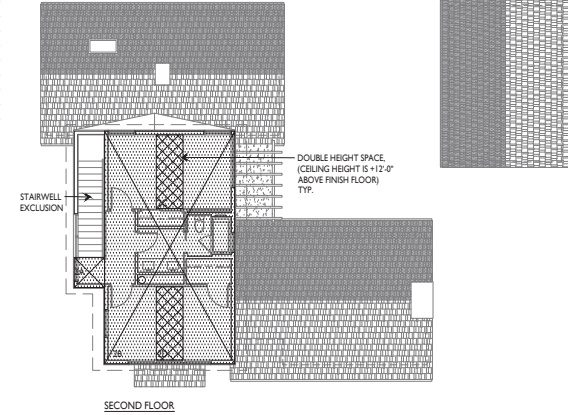
## FLOOR AREA CALCULATIONS:

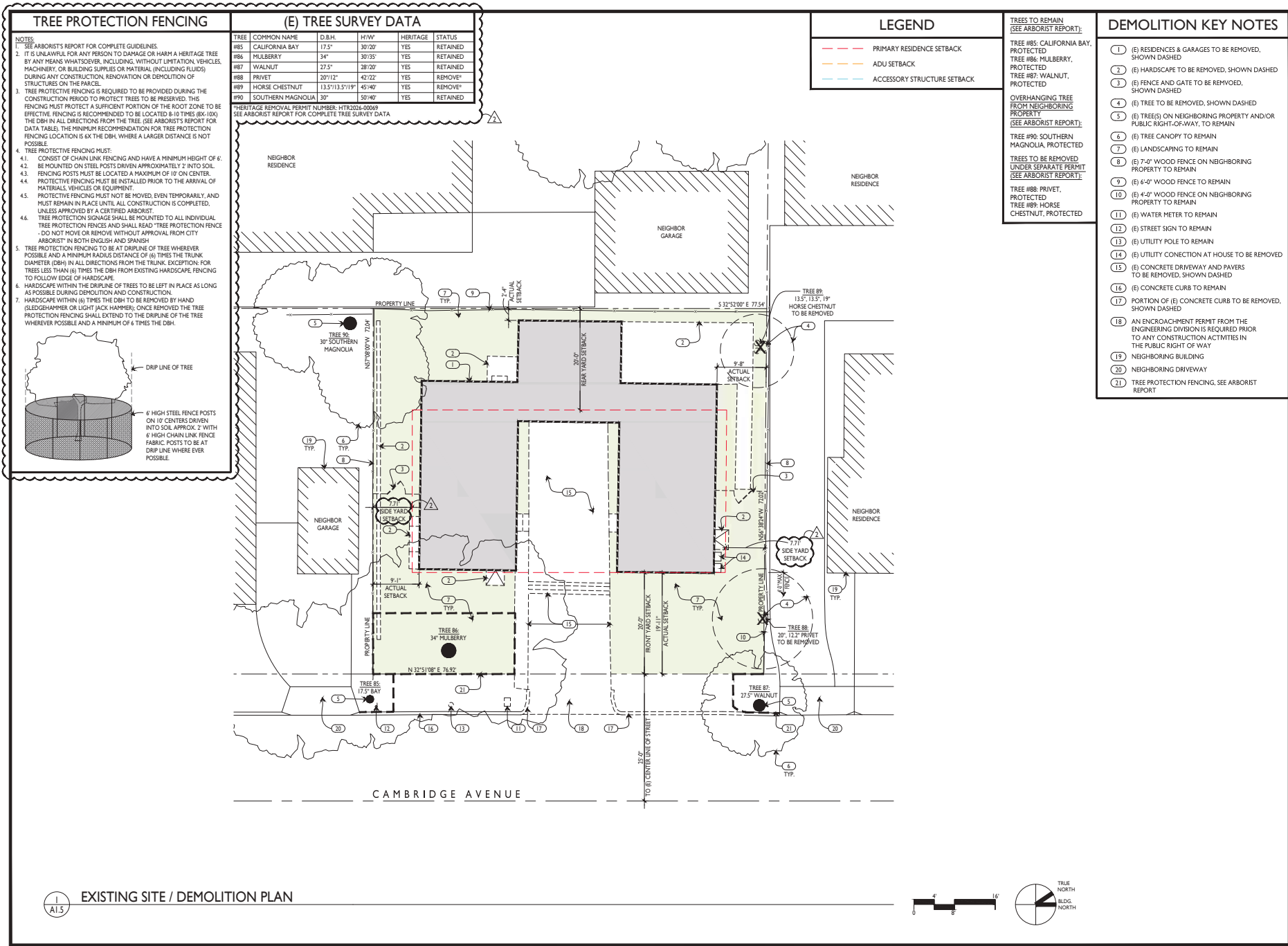
| PLAN SECTION               | LENGTH      | WIDTH       | AREA (S.F.)                                        |
|----------------------------|-------------|-------------|----------------------------------------------------|
| 1A                         | 21'-10 1/2" | 20'-10 1/2" | 456.64                                             |
| 1B                         | 17'-9"      | 10'-5"      | 184.89                                             |
| 1C                         | 6'-8"       | 13'-11"     | 92.78                                              |
| 1D                         | 17'-5"      | 17'-5"      | 302.98                                             |
| 1E                         | 2'-0"       | 5'-8 1/2"   | 11.54                                              |
| 1F                         | 2'-0"       | 5'-8 1/2"   | 11.54                                              |
| 1G                         | 18'-4 1/2"  | 7'-8"       | 132.16                                             |
| GROUND FLOOR SUBTOTAL =    |             |             | 1,192.53                                           |
| *DOUBLE HEIGHT SPACE       |             |             |                                                    |
| A1A                        | 31'-6"      | 16'-5 1/2"  | 518.44                                             |
| A1B                        | 12'-4 1/2"  | 5'-0"       | 61.97                                              |
| ATTACHED ADU SUBTOTAL =    |             |             | 580.41                                             |
| *DOUBLE HEIGHT SPACE       |             |             |                                                    |
| ALLOWABLE FLOOR AREA =     |             |             | 800.00                                             |
|                            |             |             | COMPLIES                                           |
| 2A                         | 4'-1 1/2"   | 4'-1"       | 16.93                                              |
| 2B                         | 17'-9"      | 31'-9"      | 563.56                                             |
| 2C                         | 3'-8"       | 10'-0"      | 36.48                                              |
| 2D                         | 3'-8"       | 10'-0"      | 36.63                                              |
| SECOND FLOOR SUBTOTAL =    |             |             | 653.60                                             |
| *DOUBLE HEIGHT SPACE       |             |             |                                                    |
| ALLOWABLE FLOOR AREA =     |             |             | 1,400.00                                           |
|                            |             |             | COMPLIES                                           |
| G1A                        | 15'-0"      | 21'-1"      | 316.25                                             |
| DETACHED GARAGE SUBTOTAL = |             |             | 316.25                                             |
| TOTAL FLOOR AREA =         |             |             | 2,742.79                                           |
| ALLOWABLE FLOOR AREA       |             |             | 2,800 SF = 800 SF ADU =                            |
|                            |             |             | 3,600.00                                           |
|                            |             |             | COMPLIES                                           |
|                            |             |             | *FOR SINGLE FAMILY LOTS BETWEEN 5,000 AND 7,000 SF |

## COVERED PORCH AREA CALCULATIONS:

| PLAN SECTION | LENGTH | WIDTH       | AREA (S.F.) |
|--------------|--------|-------------|-------------|
| T1           | 6'-8"  | 3'-6"       | 23.33       |
| T2           | 5'-5"  | 13'-10 1/2" | 75.16       |
| TOTAL =      |        |             | 98.49       |

NOTE: NOT INCLUDED IN F.A.L. SEE BUILDING COVERAGE CALCULATIONS





# EXISTING SITE PLAN SQUARE FOOTAGE CALCULATION PLAN

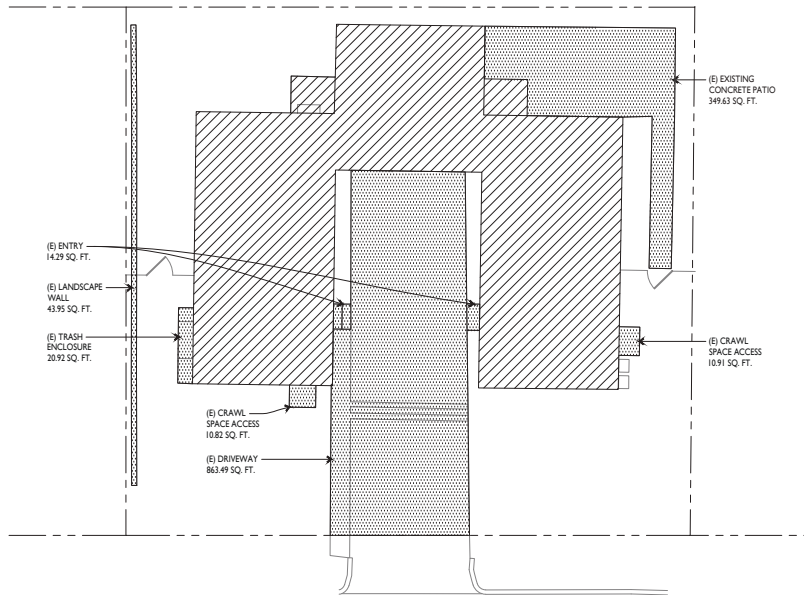
## EXISTING BUILDING COVERAGE :

| PLAN SECTION                 | AREA (S.F.) |
|------------------------------|-------------|
| (E) GROUND FLOOR             | 1,416.93*   |
| (E) GARAGE                   | 403.26*     |
| (E) COVERED PORCH            | 58.52*      |
| EXISTING BUILDING COVERAGE = | 1,878.71    |

\*SEE EXISTING FLOOR PLAN AREA CALCULATION TABLE

## EXISTING PAVED AREAS :

| PLAN SECTION           | AREA (S.F.) |
|------------------------|-------------|
| (E) DRIVEWAY           | 863.49      |
| (E) ENTRY              | 14.29       |
| (E) TRASH ENCLOSURE    | 20.92       |
| (E) CRAWL SPACE ACCESS | 21.73       |
| (E) CONCRETE PATIO     | 349.63      |
| (E) LANDSCAPE WALL     | 43.95       |
| EXISTING PAVED AREAS = | 1,314.01    |



# EXISTING FLOOR PLAN SQUARE FOOTAGE CALCULATION PLANS

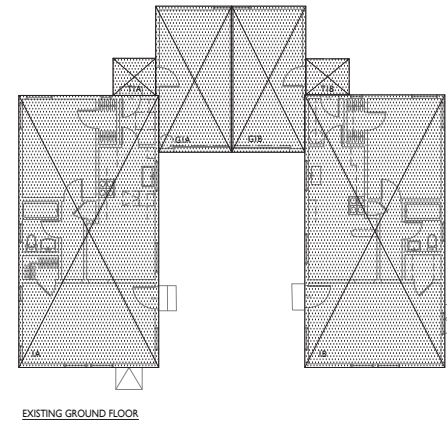
## EXISTING FLOOR AREA CALCULATIONS :

| PLAN SECTION                     | LENGTH  | WIDTH    | AREA (S.F.) |
|----------------------------------|---------|----------|-------------|
| 1A                               | 37'-1"  | 19'-1"   | 707.67      |
| 1B                               | 37'-2"  | 19'-1"   | 709.26      |
| EXISTING GROUND FLOOR SUBTOTAL = |         |          | 1,416.93    |
| G1A                              | 19'-11" | 10'-0"   | 203.41      |
| G1B                              | 19'-11" | 9'-11.5" | 199.85      |
| EXISTING GARAGE SUBTOTAL =       |         |          | 403.26      |
| TOTAL EXISTING FLOOR AREA =      |         |          | 1820.19     |

## EXISTING COVERED PORCH AREA CALCULATIONS :

| PLAN SECTION | LENGTH | WIDTH  | AREA (S.F.) |
|--------------|--------|--------|-------------|
| T1A          | 5'-10" | 5'-0"  | 29.43       |
| T2B          | 5'-11" | 4'-11" | 29.09       |
| TOTAL =      |        |        | 58.52       |

NOTE: NOT INCLUDED IN F.A.L., SEE BUILDING COVERAGE CALCULATIONS



EXISTING GROUND FLOOR



**Key Words:** *depression, mood, mood disorder, mood disorder, mood disorder*



### Model for Demand for Transportation

[illegible]

**Was Prototypus Also**

[illegible]

- a. Consent to close fire burning and have a minimum depth of 6'
- b. No burning in close proximity to any occupancies 2' into the yard
- c. Burning must be completed by a maximum of 30' in depth
- d. Fire must be burning until the fire is out and not left unattended, unless in a container
- e. No burning of flammable liquids, oil, grease, or other materials
- f. No burning of tires, stumps, or other materials
- g. No burning of any material that is not approved by the City of Atlanta

<sup>†</sup>Free promotion. Payment still to be incurred to all authorized non-union contractors for work and still to be

**WARNING TREE PROTECTION AREA**  
**ONLY AUTHORIZED PERSONNEL**  
**MAY ENTER THIS AREA**  
No excavation, trenching, material storage, cleaning, equipment access, or dumping is allowed behind this fence.  
Do not remove or relocate this fence without approval from the project arborist. This fencing must remain in its approved location throughout demolition and construction.

TREE PROTECTION SIGNAGE TEMPLATE - SEE ARBORIST REPORT

**Project Arborist contact information:**

Name: \_\_\_\_\_  
Business: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Based on the existing design and the excellent execution of this piece of art, the following is recommended:

1. **Pharmacokinetics and Pharmacodynamics (PK/PD):** The PK/PD relationship describes how the concentration of a drug in the body (PK) relates to its effect (PD). PK/PD studies are essential for understanding the relationship between drug concentration and its effect, allowing for the optimization of dosing regimens. PK/PD studies can be used to determine the optimal dose, frequency, and duration of treatment for a specific drug. PK/PD studies can also be used to compare the efficacy and safety of different drugs.
2. **Toxicology:** Toxicology is the study of the adverse effects of drugs on the body. Toxicology studies are essential for understanding the potential risks of a drug and for developing strategies to minimize these risks. Toxicology studies can be used to determine the safe dose, frequency, and duration of treatment for a specific drug. Toxicology studies can also be used to compare the safety of different drugs.
3. **Pharmacovigilance:** Pharmacovigilance is the monitoring and assessment of the safety of drugs. Pharmacovigilance studies are essential for identifying and preventing adverse drug reactions. Pharmacovigilance studies can be used to determine the frequency and severity of adverse drug reactions. Pharmacovigilance studies can also be used to compare the safety of different drugs.
4. **Pharmacoeconomics:** Pharmacoeconomics is the study of the costs and benefits of drugs. Pharmacoeconomics studies are essential for understanding the economic impact of drugs and for developing strategies to optimize drug use. Pharmacoeconomics studies can be used to determine the cost-effectiveness of different drugs. Pharmacoeconomics studies can also be used to compare the costs and benefits of different drugs.

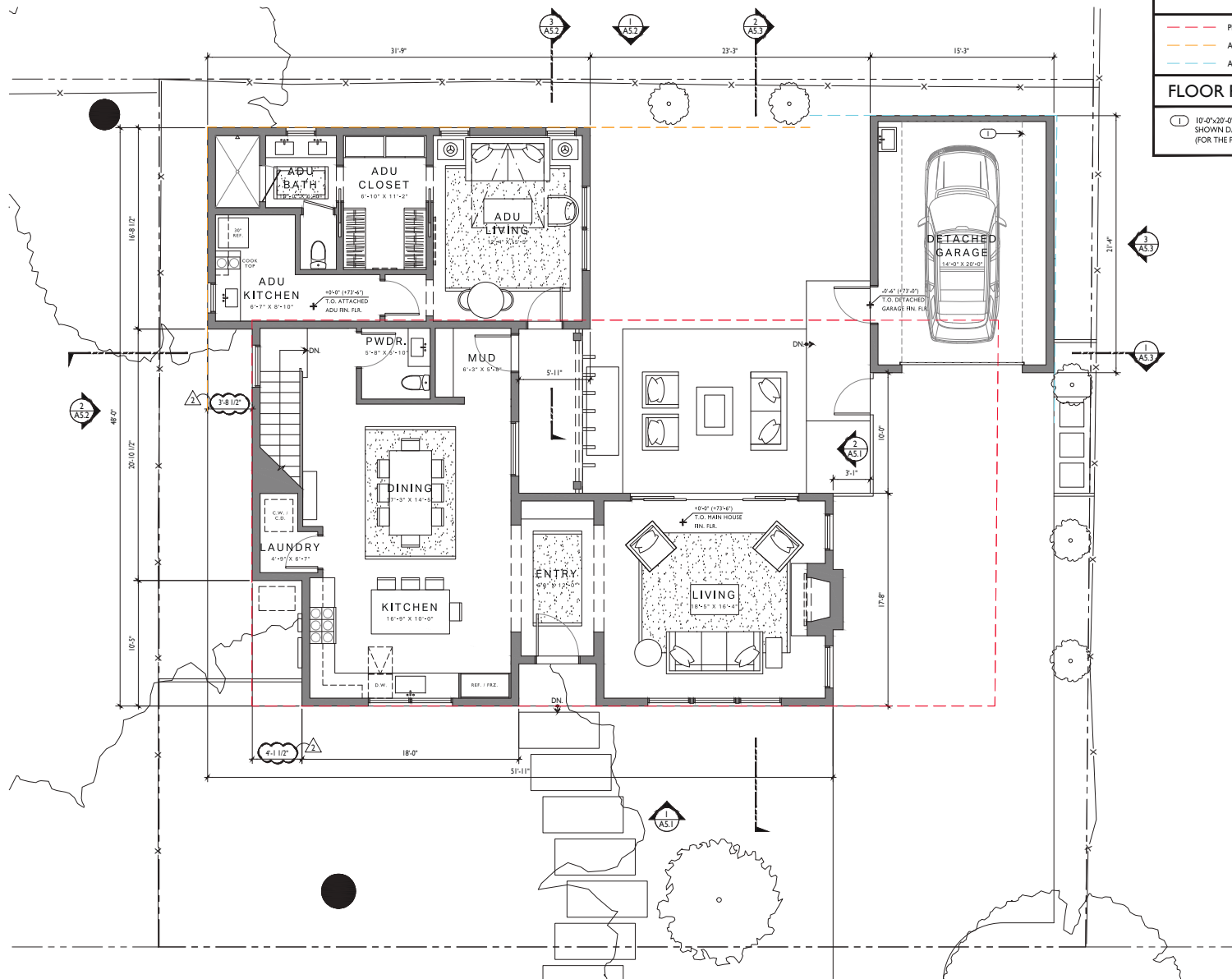
compatible with California native seed banks found in The California Seed Bank's (CSB) publication "Compatible Seeds (4400) & Accessions." The publication details CSB's compatibility with California native seeds and is available online at: <http://california-seedbank.org/seedbank/compatibility/CSBA/Accessions/CaliforniaNativeSeeds.pdf>.

3880 CAMBRIDGE AVE  
MENLO PARK, CA  
APN: 071-405-200

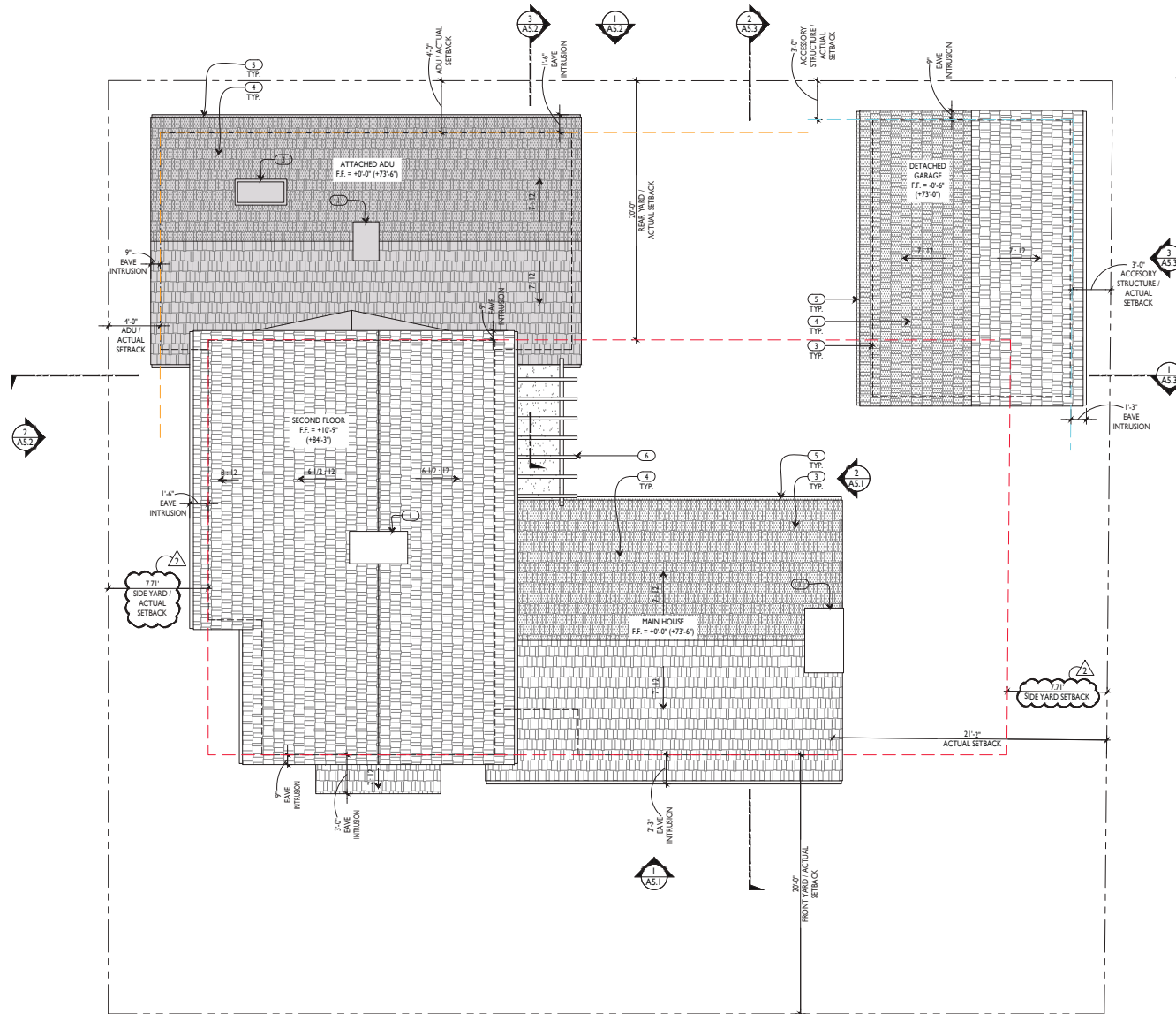
PROJECT NO. 25005  
DATE 07.10.26 ISSUE 1  
07.10.26 USE PERMIT REVISION


 TREE PROTECTION  
 PLAN

A1.7







| LEGEND                                  |                                            |
|-----------------------------------------|--------------------------------------------|
| <span style="color: red;">---</span>    | PRIMARY RESIDENCE SETBACK                  |
| <span style="color: orange;">---</span> | ADU SETBACK                                |
| <span style="color: blue;">---</span>   | ACCESSORY STRUCTURE SETBACK                |
| ROOF PLAN KEY NOTES                     |                                            |
| 1                                       | CHIMNEY / FLUE ENCLOSURE                   |
| 2                                       | SKYLIGHT                                   |
| 3                                       | OUTLINE OF BUILDING BELOW                  |
| 4                                       | ROOFING. SEE ELEVATIONS (A5 SHEETS)        |
| 5                                       | GUTTER. SEE ELEVATIONS (A5 SHEETS)         |
| 6                                       | TRELLIS MEMBER. SEE ELEVATIONS (A5 SHEETS) |

1  
A2.3

ROOF PLAN



880 CAMBRIDGE AVE  
MENLO PARK, CA  
APN: 071-405-200

PROJECT NO. 25005  
DATE 04.30.25  
ISSUE 06.05.25  
USE PERMIT REVISION 07.10.25

ROOF PLAN

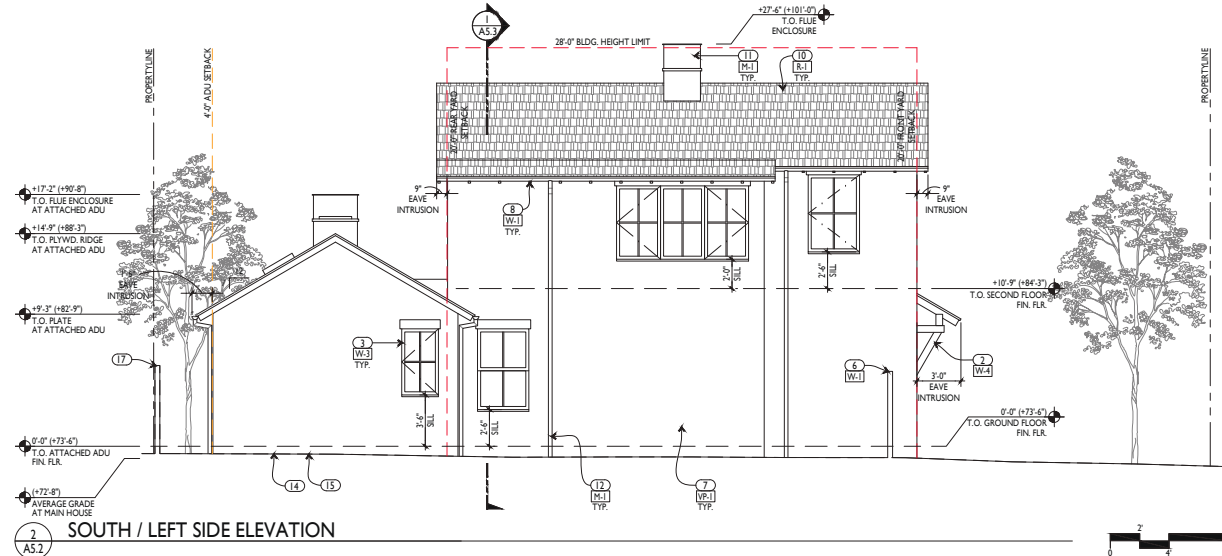
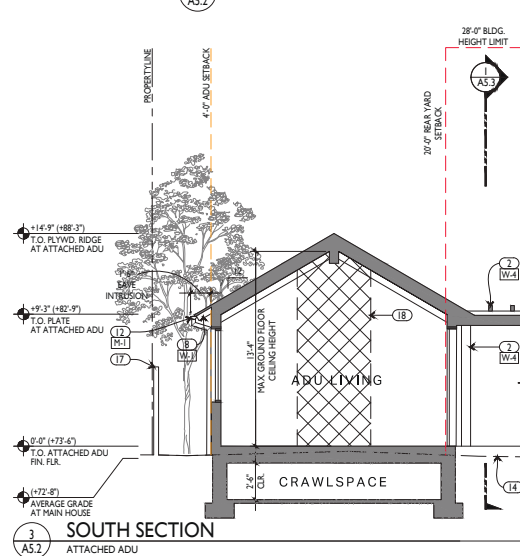
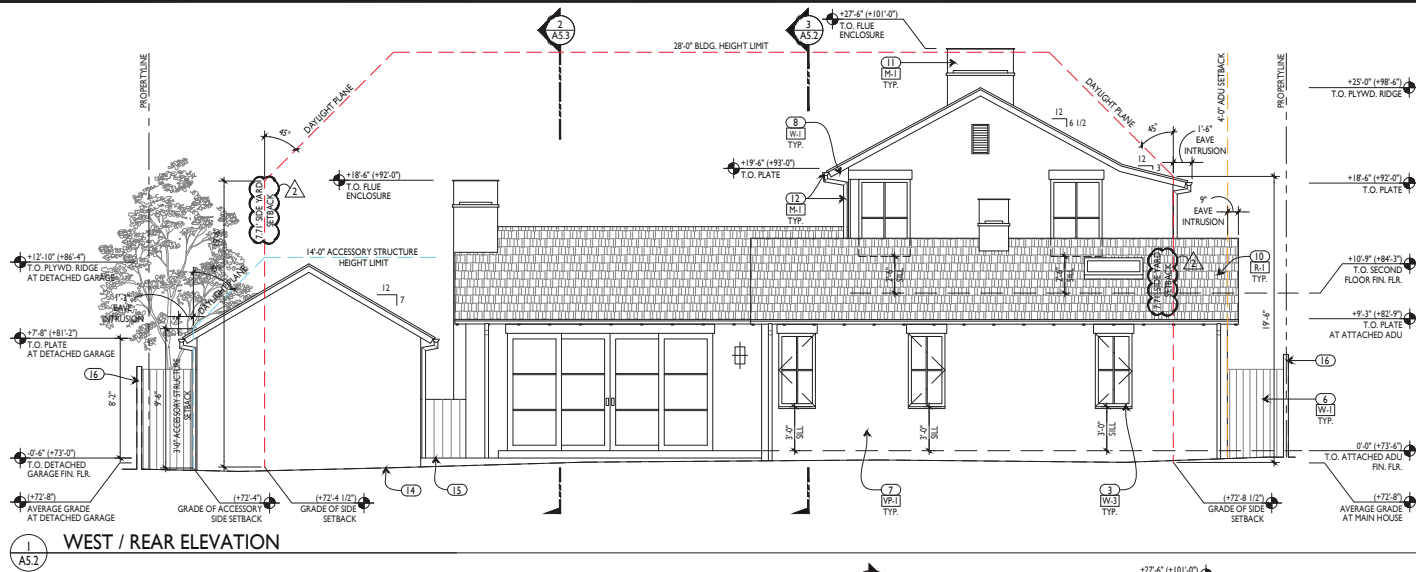
SCALE 1/4" = 1'-0"

A2.3

Arcanum Architecture  
ARCANUM ARCHITECTURE, INC.  
1000 WILSON AVENUE, SUITE 100  
SAN FRANCISCO, CA 94107  
415.397.4400  
info@arcanuminc.com



| LEGEND                                                                                                                                       | FINISH NOTES                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                            | ELEVATION / SECTION KEY NOTES                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(1) REF NOTE</p> <p>(2) FINISH NOTE</p> <p>(3) PRIMARY FINISHES</p> <p>(4) ACCESSORY</p> <p>(5) ACCESSORY STRUCTURE</p> <p>(6) STRUCK</p> | <p><b>WOOD TRIM</b></p> <p>(1) VERTICAL WOOD BEAMS, GABLE AND TRUSS: TYPE CLEAR DOUGLASS FIR T&amp;G, COMBED AT WALL AND PRICED, SMOOTH AT UNITS, FINISH SPS TRANSPARENT STAIN, COLOR: T&amp;G.</p> <p>(2) WOOD EXTERIOR AND GARAGE DOORS: TYPE CLEAR DOUGLASS FIR, FINISH SPS TRANSPARENT STAIN, COLOR: T&amp;G.</p> | <p><b>CLAD WOOD WINDOWS AND DOORS</b></p> <p>(1) FINISH: T&amp;G, TYPE ALUMINUM CLAD, EXTERIOR FINISH: DARK CHARCOAL, INTERIOR FINISH: PAINTED (COLOR: T&amp;G).</p> <p>(2) WOOD TRIM AND FASCIA: TYPE CLEAR DOUGLASS FIR (SMOOTH), FINISH SPS TRANSPARENT STAIN, COLOR: T&amp;G.</p> | <p><b>ROOF TRIM</b></p> <p>(1) COMPOSITE SHINGLE ON COMPRESSION ROOFING, FINISH: T&amp;G, TYPE T&amp;G, COLOR: CHARCOAL.</p> <p>(2) EXTERIOR WALLS: TYPE: INTERIOR, COLOR: WHITE, FINISH: SMOOTH, TYPE: TRIM, COLOR: LIGHT TRIM/WHITE.</p> | <p><b>METAL TRIM</b></p> <p>(1) EXTERIOR WHITE METAL FLUE DOWNPOUTS, EXTERIOR: TYPE: RUSTIC, FINISH: NATURAL, NOTE: NO CORNS ON ELKING.</p> | <p>(1) VERTICAL TWO WOOD DOORS</p> <p>(2) WOOD ROOF AND COVERED PORCH FENESTRA</p> <p>(3) CLAD WOOD WINDOWS AND DOORS WITH SPILLAGE COVERED LITES WITH 1-1/2" INTERIOR &amp; EXTERIOR FINISHES, SPS INTERNAL, FINISH: SPS, WOOD EXTERIOR DOORS</p> <p>(4) WOOD GARAGE DOOR</p> <p>(5) 6" VERTICAL WOOD FENCE (UNLESS OTHERWISE NOTED)</p> <p>(6) PLASTER VENER</p> <p>(7) WOOD SHUTTER T&amp;G</p> <p>(8) WOOD FASCIA</p> <p>(9) COMPOSITE SHINGLE ROOF</p> <p>(10) METAL FLUE ENCLOSURE</p> <p>(11) 8" DEEP METAL FLUTTER AT 6" DIA. DOWNPOUTS</p> <p>(12) WALL INSULATED EXTERIOR DOWN LIGHT</p> <p>(13) GRADE FINISH D&amp;S-80</p> <p>(14) PROPOSED GRADE</p> <p>(15) 8" 7-8" WOOD FENCE ON HIGHBORING PROPERTY TO REMAIN</p> <p>(16) 8" 8-10" WOOD FENCE TO REMAIN</p> <p>(17) DOUBLE HIGHTY SPACE (CEILING HEIGHT 5-112" 8" ABOVE FINISH FLOOR) SEE A-1.4 FOR AREA CALCULATIONS</p> <p>(18) 8" 4-8" WOOD FENCE ON HIGHBORING PROPERTY TO REMAIN</p> |



## LEGEND

- KEY NOTE
- FINISH NOTE
- PRIMARY RESIDENCE SETBACK
- ADU SETBACK
- ACCESSORY STRUCTURE SETBACK

## WOOD TYPES

- W.1** VERTICAL WOOD SIDING, EAVES AND FENCES:  
TYPE: CLEAR DOUGLAS FIR T&G  
(COMBED AT WALL AND FENCES,  
SMOOTH AT EAVES)  
FINISH: SEMI-TRANSPARENT STAIN  
COLOR: T.B.D.
- W.2** WOOD EXTERIOR AND GARAGE DOORS:  
TYPE: CLEAR DOUGLAS FIR  
FINISH: SEMI-TRANSPARENT STAIN  
COLOR: T.B.D.
- W.3** CLAD WOOD WINDOWS AND DOORS:  
MANUF.: T.B.D.  
TYPE: ALUMINUM-CLAD  
EXTERIOR FINISH: DARK CHARCOAL  
INTERIOR FINISH: PAINTED (COLOR T.B.D.)
- W.4** WOOD TRELLIS AND FASCIA:  
TYPE: CLEAR DOUGLAS FIR (SMOOTH)  
FINISH: SEMI-TRANSPARENT STAIN  
COLOR: T.B.D.

## FINISH NOTES

## ROOF TYPES

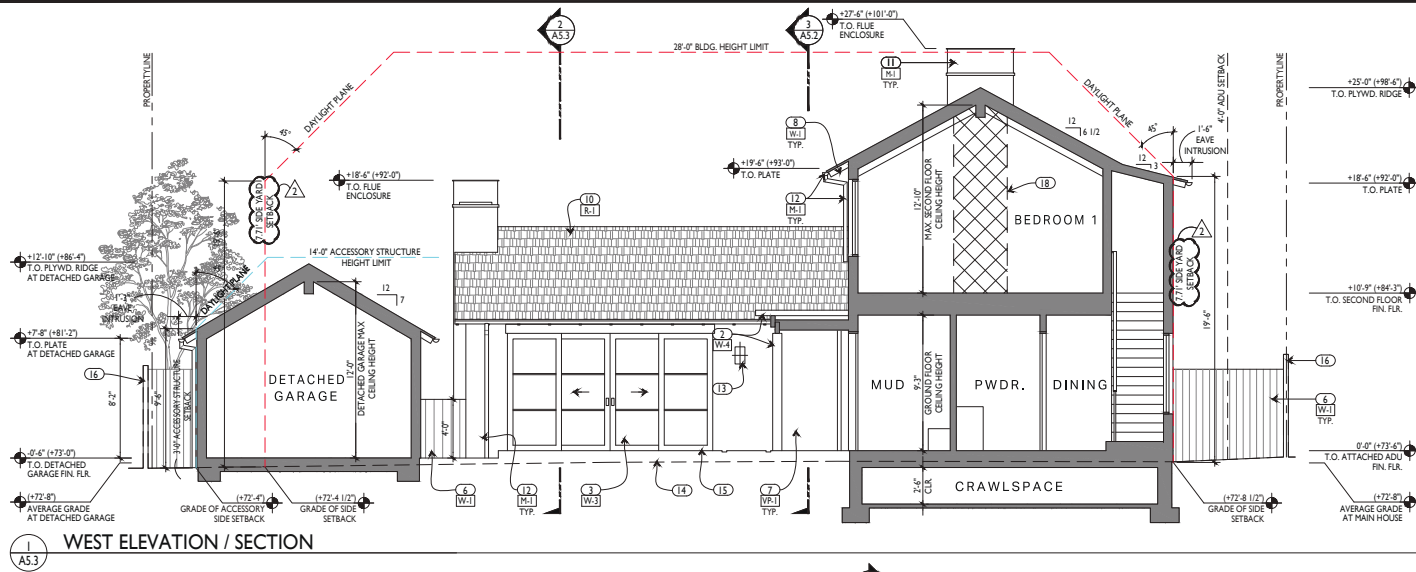
- R.1** COMPOSITE SHINGLE OR COMPOSITION ROOFING:  
MANUF.: T.B.D.  
TYPE: T.B.D.  
COLOR: CHARCOAL
- CEMENT PLASTER TYPES**
- VR.1** EXTERIOR WALLS:  
TYPE: INTEGRAL COLOR  
FINISH: SMOOTH STEEL TROWEL  
COLOR: LIGHT FRENCH GRAY

## METAL TYPES

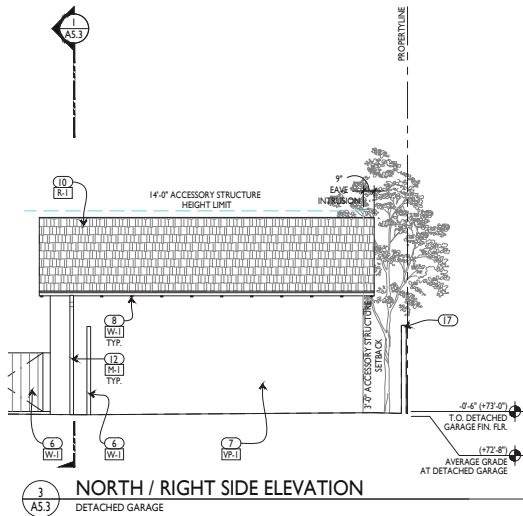
- M.1** EXTERIOR SHEET METAL, FLUES, DOWNSPOUTS, GUTTERS:  
TYPE: BONDERIZED METAL  
FINISH: NATURAL  
NOTE: NO CRIMPS ON ELBOWS

## ELEVATION / SECTION KEY NOTES

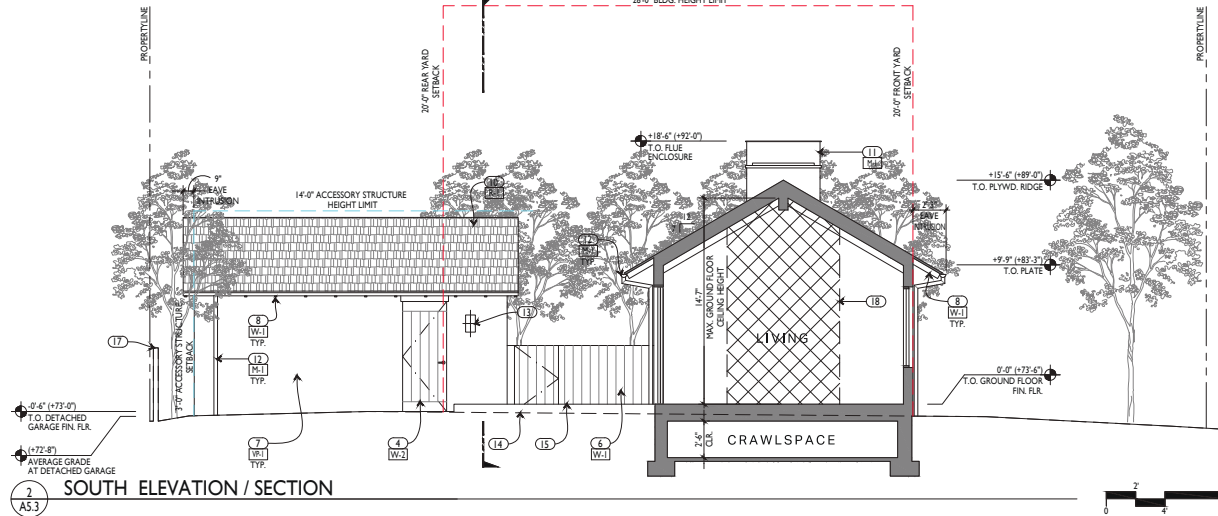
- (1)** VERTICAL T&G WOOD SIDING
- (2)** WOOD ROOF AND COVERED PORCH MEMBERS
- (3)** CLAD WOOD WINDOWS AND EXT. DOORS WITH SIMULATED DIVIDED LITES WITH 1-1/8" INTERIOR & EXTERIOR MUNTINS AND INTERNAL SPACER BAR.
- (4)** WOOD EXTERIOR DOORS
- (5)** WOOD GARAGE DOOR
- (6)** 6'-0" VERTICAL WOOD FENCE (UNLESS OTHERWISE NOTED)
- (7)** PLASTER VENER
- (8)** WOOD RAFTER TAIL
- (9)** WOOD FASCIA
- (10)** COMPOSITE SHINGLE ROOF
- (11)** METAL FLUE ENCLOSURE
- (12)** 5" DIAM. METAL GUTTERS W/ 3" DIA. DOWNSPOUTS
- (13)** WALL MOUNTED EXTERIOR DOWN LIGHT
- (14)** GRADE SHOWN DASHED
- (15)** PROPOSED GRADE
- (16)** 7'-0" WOOD FENCE ON NEIGHBORING PROPERTY TO REMAIN
- (17)** 6'-0" WOOD FENCE TO REMAIN
- (18)** DOUBLE HEIGHT SPACE (CEILING HEIGHT IS 12'-0" ABOVE FINISH FLOOR). SEE A1.4 FOR AREA CALCULATIONS
- (19)** 4'-0" WOOD FENCE ON NEIGHBORING PROPERTY TO REMAIN



WEST ELEVATION / SECTION



NORTH / RIGHT SIDE ELEVATION



SOUTH ELEVATION / SECTION

LEGEND

- (1) KEY NOTE
- (M1) FINISH NOTE
- PRIMARY RESIDENCE SETBACK
- ADU SETBACK
- ACCESSORY STRUCTURE SETBACK

WOOD TYPES

- (W1) VERTICAL WOOD SIDING, EAVES, AND FENCES:  
TYPE: CLEAR DOUGLAS FIR T&G  
(COMBED AT WALL AND FENCES,  
SMOOTH AT EAVES)  
FINISH: SEMI-TRANSPARENT STAIN  
COLOR: T.B.D.
- (W2) WOOD EXTERIOR AND GARAGE DOORS:  
TYPE: CLEAR DOUGLAS FIR  
FINISH: SEMI-TRANSPARENT STAIN  
COLOR: T.B.D.
- (W3) CLAD WOOD WINDOWS AND DOORS:  
MANUF.: T.B.D.  
TYPE: ALUMINUM-CLAD  
EXTERIOR FINISH: DARK CHARCOAL  
INTERIOR FINISH: PAINTED (COLOR T.B.D.)
- (W4) WOOD TRELLIS AND FASCIA:  
TYPE: CLEAR DOUGLAS FIR (SMOOTH)  
FINISH: SEMI-TRANSPARENT STAIN  
COLOR: T.B.D.

FINISH NOTES

ROOF TYPES

- (R1) COMPOSITE SHINGLE OR COMPOSITION ROOFING:  
MANUF.: T.B.D.  
TYPE: T.B.D.  
COLOR: CHARCOAL

CEMENT PLASTER TYPES

- (VP1) EXTERIOR WALLS:  
TYPE: INTEGRAL COLOR  
FINISH: SMOOTH STEEL TROWEL  
COLOR: LIGHT FRENCH GRAY

METAL TYPES

- (M1) EXTERIOR SHEET METAL, FLUES, DOWNSPOUTS, GUTTERS:  
TYPE: BONDERIZED METAL  
FINISH: NATURAL  
NOTE: NO CRIMPS ON ELBOWS

ELEVATION / SECTION KEY NOTES

- (1) VERTICAL T&G WOOD SIDING
- (2) WOOD ROOF AND COVERED PORCH MEMBERS
- (3) CLAD WOOD WINDOWS AND EXT. DOORS WITH SIMULATED DIVIDED LITES WITH 1-1/8" INTERIOR & EXTERIOR MUNTINS AND INTERNAL SPACER BAR.
- (4) WOOD EXTERIOR DOORS
- (5) WOOD GARAGE DOOR
- (6) 6'-0" VERTICAL WOOD FENCE (UNLESS OTHERWISE NOTED)
- (7) PLASTER VENER
- (8) WOOD RAFTER TAIL
- (9) WOOD FASCIA
- (10) COMPOSITE SHINGLE ROOF
- (11) METAL FLUE ENCLOSURE
- (12) 5" DIA. METAL GUTTERS W/ 3" DIA. DOWNSPOUTS
- (13) WALL MOUNTED EXTERIOR DOWN LIGHT
- (14) GRADE SHOWN DASHED
- (15) PROPOSED GRADE
- (16) 7'-0" WOOD FENCE ON NEIGHBORING PROPERTY TO REMAIN
- (17) 6'-0" WOOD FENCE TO REMAIN
- (18) DOUBLE HEIGHT SPACE (CEILING HEIGHT IS 12'-0" ABOVE FINISH FLOOR). SEE A1.4 FOR AREA CALCULATIONS
- (19) 4'-0" WOOD FENCE ON NEIGHBORING PROPERTY TO REMAIN

July 10th, 2026

Re:  
880 Cambridge Avenue –  
Use Permit Application

APN: 071-045-200

Dear Members of the Menlo Park Planning Commission,

We appreciate the opportunity to present our request and share the careful thought that has gone into the planning and design of the proposed residence at 880 Cambridge Avenue. Our team has worked diligently to create a home that is not only sensitive to the unique constraints of the site but also aligns with the values and goals of the City of Menlo Park, particularly with respect to preserving the natural landscape and maintaining neighborhood character.

### Description of Project

Proposed is a new residence of 2,743 square feet composed of a 1,846 s.f. Main Residence, a 580 s.f. Attached ADU, and a 316 s.f. Detached Garage. The new two-story will be replacing an existing attached duplex residence of 1,820 square feet, at the same address. In addition to the structure, the proposal introduces hardscape and landscape improvements to the site. Per the included Boundary and Topographic Survey, the property is  $\pm 5,563$  s.f., which is considered substandard in the R-1-U Single-Family Urban Residential District that has a minimum lot size of 7,000 s.f..

The residence is designed to be a modern agrarian cottage with a scale and form that references the simple ranch language that is typical of early developments in the area, but with clean and modern details that make the aesthetic fresh and new. On its surface, the design of the residence is warm and familiar, contextual within its neighborhood, but upon closer look the contemporary detailing elevates the design to something modern and surprising.

As you approach the home from the street, you enter on to the property along a staggered concrete paver path between an existing heritage size Mulberry tree and a new heritage size replacement Chinese Pistache. The Chinese Pistache will be part of the replacement planting for the existing multi-trunk heritage size Privet that is located along the side property line near the northeast corner of the lot. Additional required replacement trees will be in the form of a series of Saratoga Laurels along the northern side property line and the rear property line, providing privacy screening to the existing two-story neighboring residences at 872 Cambridge Avenue and 216 University Drive, respectively. An additional existing multi-trunk heritage size Horse Chestnut at the northwest corner of the property is proposed to be removed due to its failing health.

The residence is designed as a composition of three simple interconnected gabled masses. The main entry is formed by a negative space carved out of the single-story gabled mass that is parallel with the front setback. A sense of arrival is created by a step up from the staggered concrete paver path to the covered entry porch that serves as a transition from the exterior to the interior. To the north of the Entry, this mass contains the Living Room featuring sliding glass doors to the rear yard, continuing the theme of blurring the line between the interior and exterior.

To the south of the Entry, you transition into the two-story gable mass and enter into the open Kitchen and Dining space, the heart of the home. This two-story mass was purposefully turned perpendicular to the street in order to minimize its visual impact. To the west of the Dining Room is a Mud Room which will serve as the day-to-day entrance, a small Powder Room, and a

laundry space tucked under the stairs. A covered porch off the Mud Room door transitions to the exterior and provides weather protection upon entry and exit. Up the flight of stairs is a pair of Bedrooms separated by a shared Bathroom.

At the southwest corner of the property, the Attached ADU comprises the third gabled mass. It allows the proposed residence to maintain the density of the existing duplex and will provide flexible living options for the owners. There is a neighboring heritage tree across the fence in the rear yard of 204 University Drive that limits what buildings can be placed in this area. By following the state guidelines for ADU development, this corner was able to be activated in a way not otherwise allowed and the only way to provide a useable yard space.

At the northwest corner of the property, the Detached Garage evokes a carriage house in its simplicity and scale and will allow for one covered parking space and additional storage space. The roll-up garage door facing the street will be a combination of wood and glass lites at the top. This semi-transparent design and soft materials are not typical of a garage and will give the impression of it being a living space rather than a utilitarian one. A second uncovered parking space will be in the driveway, adjacent to the Living Room fireplace wall.

In order to give a more contemporary and clean finish to the cottage forms, the exterior of the three masses will be finished in integral color cement plaster. The exterior walls of the main Entry and Mud Room will be clad in vertical stained Douglas Fir T&G siding in order to differentiate them as entry points into the home. The roof will be covered with a synthetic shake (or alternatively a composition shingle) roof and there will be Douglas Fir T&G eaves to match the vertical siding and give a warm feeling to the house from below. Clad wood windows and doors will allow the frames to recede and strengthen the transparency of these openings and the relationship between the interior and exterior. Wood lintel detailing will bring additional character and warmth to the plaster walls.

As existing members of the neighborhood, the owners have taken pride in their plans to improve their property and construct a new home for themselves. They wish to ensure that their new home will nestle harmoniously into the existing fabric of the neighborhood and that it will in no way be a disturbance to its surroundings. They have made earnest efforts to share the proposed design with the neighboring properties and have been welcome to any suggestions or concerns.

Following is a record of the owners' correspondence with the neighbors at this time:

- 872 Cambridge Ave:
  - Spoke to and texted on 2.8.26 and a several times afterwards. The only concern noted was to manage construction noise as much as possible.
- 874 Cambridge Ave:
  - Texted on 2.15.26 and no concerns were highlighted
- 875 Cambridge Ave:
  - Texted owner on 2.15.26. There has been no response
- 140 University Drive:
  - Spoke to owner on 2.19.26 and provided them a letter explaining the project. No concerns were highlighted
- 204 University Drive:
  - Texted on 2.15.16 and no concerns were highlighted
- 216 University Drive:
  - Dropped off a letter explaining the project on 2.19.26. There has been no response
- On 5.23.26, the property owners sent a letter to the city planner Calvin Chan, expressing concerns over:
  - Reduced views of sunlight from our proposed second story
  - Reduced views of greenery from our proposed tree removal
  - Reduced privacy with views from our proposed second story

- On 6.3.26, Arcanum Architecture issued a response letter addressing the property owners' concerns, detailing the thoughtful approach taken to minimize this project's impact on the neighborhood:
  - The proposed second story is positioned for the least reduction of sunlight possible.
  - The proposed tree removal is for tree health reasons, and replacement planting is being proposed in a similar location.
  - The proposed second story view to the neighbors is intentionally minimized by the other roof forms of the proposed project.
- On 6.25.26, Arcanum Architecture met with Stephne and Bob Lencioni at 216 University Drive at their request. We provided design drawings and diagrams to better communicate the project. We discussed and further explained how our design approach had already addressed their individual concerns. Stephne and Bob both agreed that our design approach was sensitive to their needs and would not infringe on their daylight enjoyment. The meeting concluded with everyone in good spirits. On this day, all parties agreed that the design could go forward with no alternations.

## ***Arborist Report-Existing Conditions***

*880 Cambridge Ave.  
Menlo Park, CA 94025*



*Inspection Date:  
September 11, 2025  
Revised: April 21, 2026*

Prepared by: Chris Stewart  
Project Arborist: Chris Stewart  
certified arborist WC ISA #WE-13682A  
TRAQ Certified

*Original Submission Date: September 12, 2025*

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## Assignment

It was our assignment to physically inspect all trees on and within ten feet (10') of the property based on the topographical map provided by the design team. We were to map, tag and compile data for each tree and write an inventory/survey report documenting our observations on the site's existing conditions.

## Limits of the Assignment

There were 4 trees included in this report that are located off-property or straddled fence lines, and 1 tree could not be measured. The diameter at breast height (DBH) included for each of these trees in the Appendix D – Tree Data Table and is an estimate based on my visual inspection. The assessments of trees included in this report are based solely on my visual observations from the ground during the site inspection.

## Summary

This survey provides a numbered map and complete and detailed information for each tree surveyed. The complete list of trees and all relevant information, including their health and structure ratings, their "protected/significant" status, a map, and recommendations for their care can be found in the data sheet that accompanies this report.

There are 6 trees included in this report with all 6 trees protected under the City of Menlo Park's tree protection ordinance. During our survey, none of the trees were rated "A" condition, none of the trees were rated "B" condition, 4 trees were rated "C" condition, and 2 of the trees was rated "D" condition.

A - Retain, condition warrants long-term preservation.

B - Preservable, tree is a benefit and may be worthy of extensive effort or design accommodation.

C- May be preservable but is not worthy of extensive effort or design accommodation.

D – Recommend removal due to existing condition, structure, species, and/or construction limits.

The valuation for all protected trees in the surveyed area using the 10th edition of the Guide for Plant Appraisals is \$83,068.

The existing home will be demolished, and a new home will be constructed in the same general location. No plans were available for review during the initial tree survey.

All on-site trees protected by the City's Municipal Code will require replacement according to their appraised value if it is damaged beyond repair as a result of construction.

The city of Menlo Park requires a tree protection verification letter after tree protection has been installed and before construction begins. Once tree protection is installed and after permit approval, the project arborist shall be notified and shall submit a tree protection report to the contractor.

Furthermore, the city of Menlo Park requires monthly tree protection/construction monitoring inspections by the project arborist throughout the duration of the project. Please contact our office at "[office@urbantreemanagement.com](mailto:office@urbantreemanagement.com)" for a quote for the above services.

A final inspection is required by the City Arborist at the end of the project. This inspection is to be completed prior to the removal of tree protection fencing. Any replacement trees should be planted at this time as well.

## Survey Methods

The trunks of the trees were measured using an arborist's diameter tape at 54-inches (54") above soil grade. In cases where the main trunk divides below 54" but above grade, the tree is measured (per the City of Menlo Park's protected tree ordinance) at the point where the trunks divide. In these cases, the height of that measurement is given in the note's column on the attached data sheet. In cases where the main trunk divides below grade, each trunk is measured and tagged as an individual tree. The canopy height and spread are estimated using visual references only.

The condition of each tree is assessed by visual observation only from a standing position without climbing or using aerial equipment. No invasive equipment is used. Consequently, it is possible that individual tree(s) may have internal (or underground) health problems or structural defects, which are not detectable by visual inspection. In cases where it is thought further investigation is warranted, a "full tree risk assessment" is recommended. This assessment may be inclusive of drilling or using sonar equipment to detect internal decay and include climbing or the use of aerial equipment to assess higher portions of the tree.

All the trees surveyed were examined and then rated based on their individual health and structure according to the following Tree Ratings Table. For example, a tree may be rated "good" under the health column for excellent/vigorous appearance and growth, while the same tree may be rated "fair/poor" in the structure column if structural mitigation is needed.

The health of an individual tree is rated based on leaf color and size, canopy density, new shoot growth, and the absence or presence of pests or disease.

Individual tree structure is rated based on the growth pattern of the tree (including whether it is leaning); the presence or absence of poor limb attachments (such as co-dominant leaders); the length and weight of limbs; and the extent and location of apparent decay. For each tree, a structural rating of "fair" or above indicates that the structure can be maintained with routine

pruning such as removing dead branches and reducing end weight as the tree grows. A “fair/poor” rating indicates that the tree has significant structural weaknesses and corrective action is warranted. The notes section for that tree will then recommend a strategy/technique to improve the structure or mitigate structural stresses. A “poor” structural rating indicates that the tree or portions of the tree are likely to fail and that there is little that can constructively be done about the problem other than removal of the tree or large portions of the tree. Very large trees that are rated “fair/poor” for structure AND that are near structures or in an area frequently traveled by cars or people, receive an additional **\*\*CONSIDER REMOVAL\*\*** notation under recommendations. This is included because structural mitigation techniques do not guarantee against structural failure, especially in very large trees. Property owners may or may not choose to remove this type of tree but should be aware that if a very large tree experiences a major structural failure, the danger to nearby people or property is significant.

## Tree Ratings Table

| <b>Rating</b>    | <b>Health</b>                                                                                                                | <b>Structure</b>                                                                                    |
|------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Good</b>      | excellent/vigorous                                                                                                           | flawless                                                                                            |
| <b>Fair/good</b> | no significant health concerns                                                                                               | very stable                                                                                         |
| <b>Fair</b>      | showing initial or temporary disease, pests, or lack of vitality. measures should be taken to improve health and appearance. | routine maintenance needed such as pruning or end weight reduction as tree grows                    |
| <b>Fair/poor</b> | in decline, significant health issues                                                                                        | significant structural weakness(es), mitigation needed, mitigation may or may not preserve the tree |
| <b>Poor</b>      | dead or near dead                                                                                                            | hazard                                                                                              |

## Tree Disposition Categories

Each tree onsite has been categorized for its suitability for preservation relative to its existing condition. Factors such as tree health, condition, age, planting location, species, and structure are all considered to determine if each tree is suitable for preservation. Each tree in the survey (Tree Data Table) has been assigned one of the following categories:

- A - Retain, condition warrants long-term preservation.
- B - Preservable, tree is a benefit and may be worthy of extensive effort or design accommodation.
- C- May be preservable but is not worthy of extensive effort or design accommodation.
- D – Recommend removal due to existing condition, structure, species, and/or construction limits.

If trees with poor structure or less than ideal conditions are retained, they may require further assessments, monitoring, access restrictions, maintenance, or eventual removal. More thorough conversations about impacts and specific preservation plans can be reported as the project evolves.

## Local Regulations Governing Trees

### Definition of a heritage tree

1. Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
2. Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
3. Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
4. Trees with more than 1 trunk shall be measured at the diameter below the main union of all multi-trunk trees unless the union occurs below grade, in which case each stem shall be measured as a stand-alone tree. A multi-trunk tree under 12 feet in height shall not be considered a heritage tree.

## Survey Area Observations and Discussion

This property is in a residential neighborhood in the city of Menlo Park. The surveyed area is rectangular and flat with no elevation change. This lot has some size constraints that will require some extra mitigations efforts to manage the tree protection zones of the trees that will remain onsite. One protected tree is recommended for removal due to structural defects that these trees will not recover from.

### Tree Health on this Property

The health of the trees in the surveyed area ranged from “fair/poor” to “fair.” Most of the trees on this property have suffered bad pruning cuts. Individual issues and recommendations for each tree are listed under the “Notes” column on the accompanying data sheet.

### Tree Structure on this Property

All of the trees in the survey area received “fair/poor” ratings for structure due to the incidence of decay, and presence of codominant leaders and branching habits resulting from a lack of developmental structure pruning at a young age.

Ideally, trees are pruned for structure when young and are properly maintained to reduce end-weight and correct structural weaknesses as they grow. This practice prevents the growth of codominant leaders, epicormic sprouts, and excessively long, lateral branches that are prone to

breakage. As mentioned above, the property would benefit from a pruning maintenance program to help correct the structure of the trees, reduce dead and diseased wood accumulation, and prevent future limb or codominant leader failures.

### Recommended Removals Based on existing Health/Structure/Species

Details of each individual tree are located on the attached "Appendix D Tree Data table."

#### Protected Tree Removals (permit required for removal)

**Tree #88** is a Privet (*Lingustrum*) with DBHs at 20/12.2"

**Tree #89** is a Horse chestnut (*Aesculus hippocastanum*) with a DBH of 13.5/13.5/19"

#### Site Images (Recommended Removal)



**Tree #88**



**Tree #89**

## Site Images



**Tree #85**



**Tree #86**



**Tree #87**



**Tree #90**

## Risks to Trees by Construction

Besides the above-mentioned health and structure-related issues, the trees at this site could be at risk of damage by construction or construction procedures that are common to most construction sites. These procedures may include the dumping or the stockpiling of materials over root systems; the trenching across the root zones for utilities or for landscape irrigation; or the routing of construction traffic across the root system resulting in soil compaction and root dieback. It is therefore essential that Tree Protection Fencing be used as per the Architect's drawings. In constructing underground utilities, it is essential that the location of trenches be done outside the drip lines of trees except where approved by the Arborist.

## Tree Protection Plan

Protective fencing is required to be provided during the construction period to protect trees to be preserved. This fencing must protect a sufficient portion of the root zone to be effective. Fencing is recommended to be located 8-10 times (8x-10x) the DBH in all directions from the tree. DBH for each tree is shown in the attached data table. The minimum recommendation for tree protection fencing location is 6x the DBH, where a larger distance is not possible. There are areas where we will amend this distance based upon tree condition and proposed construction. In my experience, the protective fencing must:

- a. Consist of chain link fencing and have a minimum height of 6'.
- b. Be mounted on steel posts driven approximately 2' into the soil.
- c. Fencing posts must be located a maximum of 10' on center.
- d. Protective fencing must be installed prior to the arrival of materials, vehicles, or equipment.
- e. Protective fencing must not be moved, even temporarily, and must remain in place until all construction is completed, unless approved by a Certified Arborist.

Tree protection signage shall be mounted to all individual tree protection fences and shall read

**“WARNING TREE PROTECTION AREA  
ONLY AUTHORIZED PERSONNEL  
MAY ENTER THIS AREA  
No excavation, trenching, material  
storage, cleaning, equipment access,  
or dumping is allowed behind this  
fence.**

**Do not remove or relocate this fence  
without approval from the project  
arborist. This fencing must remain in  
its approved location throughout  
demolition and construction.**

# Project Arborist contact information:

Name:

Business:

Phone number:" and shall be in both English and Spanish printed on 11"x17" yellow paper.

Based on the existing development and the condition and location of trees present on site, the following is recommended:

1. The Project Arborist is Chris Stewart (408) 313-1937. The Project Arborist should supervise any excavation activities within the tree protection zones of these trees.
2. Any roots exposed during construction activities that are larger than 2 inches in diameter should not be cut or damaged until the Project Arborist has an opportunity to assess the impact that removing these roots could have on the trees.
3. The area under the driplines of trees should be thoroughly irrigated to a soil depth of 18 inches every 2 weeks during the dry months.
4. Mulch should cover all bare soil within the tree protection fencing. This material must be 6-8 inches in depth after spreading, which must be done by hand. Coarse wood chips are preferred because they are organic and degrade naturally over time.
5. There must be no grading, trenching, or surface scraping inside the driplines of protected trees, unless specifically approved by a Certified Arborist. For trenching, this means:
  - a. Trenches for any underground utilities (gas, electricity, water, phone, TV cable, etc.) must be located outside the driplines of protected trees, unless approved by a Certified Arborist. Alternative methods of installation may be suggested.
  - b. Landscape irrigation trenches must be located a minimum distance of 10x the trunk diameter from the trunks of protected trees unless otherwise noted and approved by the Arborist.
6. Materials must not be stored, stockpiled, dumped, or buried inside the driplines of protected trees.
7. Excavated soil must not be piled or dumped, even temporarily, inside the driplines of protected trees.
8. Landscape materials (cobbles, decorative bark, stones, fencing, etc.) must not be installed directly in contact with the bark of trees because of the risk of serious disease infection.
9. Landscape irrigation systems must be designed to avoid water striking the trunks of trees, especially Oak trees.
10. Any pruning must be done by a Company with an Arborist Certified by the ISA (International Society of Arboriculture) and according to ISA, Western Chapter Standards, 1998.
11. Any plants that are planted inside the driplines of oak trees must be of a species that is compatible with the environmental and cultural requirements of oak trees. Plants

compatible with California native oaks can be found in The California Oak Foundation's 1991 publication "Compatible Plants Under & Around Oaks." This publication details plants compatible with California native oaks and is currently available online at: <http://californiaoaks.org/wpcontent/uploads/2016/04/CompatiblePlantsUnderAroundOaks.pdf>.

## **Appendix A – Assumptions and Limiting Conditions**

1. Any legal description provided to this arborist is assumed to be correct. No responsibility is assumed for matters legal in character nor is any opinion rendered as to the quality of any title.
2. This arborist can neither guarantee nor be responsible for accuracy of information provided by others.
3. This arborist shall not be required to give testimony or to attend court by reason of the information provided by this arborist unless subsequent written arrangements are made, including payment of an additional fee for services.
4. Loss or removal of any part of this report invalidates the entire report.
5. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person(s) to whom it is addressed without written consent of this arborist.
6. This report and the values expressed herein represent the opinion of this arborist, and this arborist's fee is in no way contingent upon the reporting of a specified value nor upon any finding to be reported.
7. Sketches, diagrams, graphs, photos, etc., in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys.
8. This report has been made in conformity with acceptable appraisal/evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.
9. When applying any pesticide, fungicide, or herbicide, always follow label instructions.
10. No tree described in this report was climbed, unless otherwise stated. This arborist cannot take responsibility for any defects which could only have been discovered by climbing. A full root collar inspection, consisting of excavating the soil around the tree to uncover the root collar and major buttress roots, was not performed, unless otherwise stated. This arborist cannot take responsibility for any root defects which could only have been discovered by such an inspection.

## **Appendix B – Arborist Disclosure Statement**

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risks associated with trees is to eliminate all trees.

## Appendix C - Disclaimer and Certification of Performance

Urban Tree Management locates our Tree Inventory Numbers in *approximate* locations, for visual reference only. Field verification of tree locations and tree numbers is required before *any* actions are taken. Trunk diameters, locations, and species are not necessarily accurate on topographic maps. Urban Tree Management, Inc., does not create topographic survey maps and cannot be held liable for information therein.

I certify that the information contained in this report is correct to the best of my knowledge and that this report was prepared in good faith. Please call me if you have questions or if I can be of further assistance.

Respectfully,



Chris Stewart  
WC ISA Certified Arborist WE-13682A  
TRAQ Certified

## Appendix D - TREE SURVEY DATA

Address: 880 Cambridge Ave, Menlo Park, CA 94025  
Inspection Date: 9/11/2025

Ratings for health and structure are given separately for each tree according to the table below. IE, a tree may be rated "Good" under the health column For excellent, vigorous appearance and growth, while the same tree may be rated "Fair, Poor" in the structure column if structural mitigation is needed.

| KEY         | Health                                                               | Structure                                               |
|-------------|----------------------------------------------------------------------|---------------------------------------------------------|
| Good        | excellent, vigorous                                                  | flawless                                                |
| Fair - Good | no significant health concerns                                       | very stable                                             |
| Fair        | declining; measures should be taken to improve health and appearance | routine maintenance needed                              |
| Fair - Poor | in decline: significant health issues                                | mitigation needed, it may or may not preserve this tree |
| Poor        | dead or near dead                                                    | hazard                                                  |

| TAG NO.                                                                                           | COMMON NAME       | DIAMETER AT BREAST HEIGHT" | H'/W'   | HEALTH | STRUCTURE | PROTECTED (X) | TREE DISPOSITION | NOTES, RECOMMENDATIONS                                                                  |
|---------------------------------------------------------------------------------------------------|-------------------|----------------------------|---------|--------|-----------|---------------|------------------|-----------------------------------------------------------------------------------------|
| 85                                                                                                | California bay    | 17.5                       | 30'/20' | f      | fp        | x             | C                | EWR, DWR, SP, tree was topped for power line clearance, street tree                     |
| 86                                                                                                | Mulberry          | 34.0                       | 30'/35' | f      | fp        | x             | C                | EWR, DWR, SP, tree was topped for power line clearance, large cavity in upper trunk     |
| 87                                                                                                | Walnut            | 27.5                       | 28'/20' | f      | fp        | x             | C                | EWR, DWR, SP, CD at 4.5', tree is on propert line, street tree                          |
| 88                                                                                                | Privet            | 20/12.2                    | 42'/22' | f      | fp        | x             | D                | EWR, DWR, SP, CD at base, tree is on propert line (Criterion 5, development)            |
| 89                                                                                                | Horse chestnut    | 13.5/13.5/19               | 45'/40' | fp     | fp        | x             | D                | RR, CD at 2.5', poor structure, thin canopy, no hope for recovery (Criterion 3, Health) |
| 90                                                                                                | Southern magnolia | 30.0                       | 50'/40' | f      | fp        | x             | C                | EWR, DWR, SP, stub cuts, neighbors tree, diameter estimated tag on fence                |
| A = Retain, condition warrants long-term preservation                                             |                   |                            |         |        |           |               | 0                |                                                                                         |
| B = Preservable, tree is a benefit and may be worthy of extensive effort or design accommodation. |                   |                            |         |        |           |               | 0                |                                                                                         |
| C = May be preservable but is not worthy of extensive effort or design accommodation.             |                   |                            |         |        |           |               | 4                |                                                                                         |
| D= Recommend removal due to existing condition and/or structure                                   |                   |                            |         |        |           |               | 2                |                                                                                         |
| TOTAL TREES                                                                                       |                   |                            |         |        |           |               | 6                |                                                                                         |
| PROTECTED TOTAL                                                                                   |                   |                            |         |        |           |               | 6                |                                                                                         |

DWR - Dead Wood Removal pruning recommended.

EWR - End Weight Reduction: pruning to remove weight from limb ends, thus reducing the potential for limb failure(s).

RCE - Root Collar Excavation: excavating a small area around a tree that is currently buried by soil or refuse above buttress roots, usually done with a hand shovel.

SP - Structural pruning - removal of selected non-dominant leaders in order to balance the tree.

CD - Codominant Leader, two leaders with a narrow angle of attachment and prone to failure.

LCR-Live Crown Ratio.

RR - Recommend Tree Removal based upon Health or Structure of tree.

Prop - Steel prop in concrete footing recommended to help support a tree/limb.

Cable - Recommend a steel cable(s) be installed to help support a weakly attached limb(s).

### TREE ORDINANCE

- Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
- Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
- Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
- Trees with more than one (1) trunk shall be measured at the diameter below the main union of all multi-trunk trees unless the union occurs below grade, in which case each stem shall be measured as a stand-alone tree. A multi-trunk tree under twelve (12) feet in height shall not be considered a heritage tree.

## Appendix D - TREE SURVEY DATA

| TAG NO. | COMMON NAME | DIAMETER AT BREAST<br>HEIGHT" | H'/W' | HEALTH | STRUCTURE | PROTECTED (X) | TREE DISPOSITION | NOTES, RECOMMENDATIONS |
|---------|-------------|-------------------------------|-------|--------|-----------|---------------|------------------|------------------------|
|---------|-------------|-------------------------------|-------|--------|-----------|---------------|------------------|------------------------|

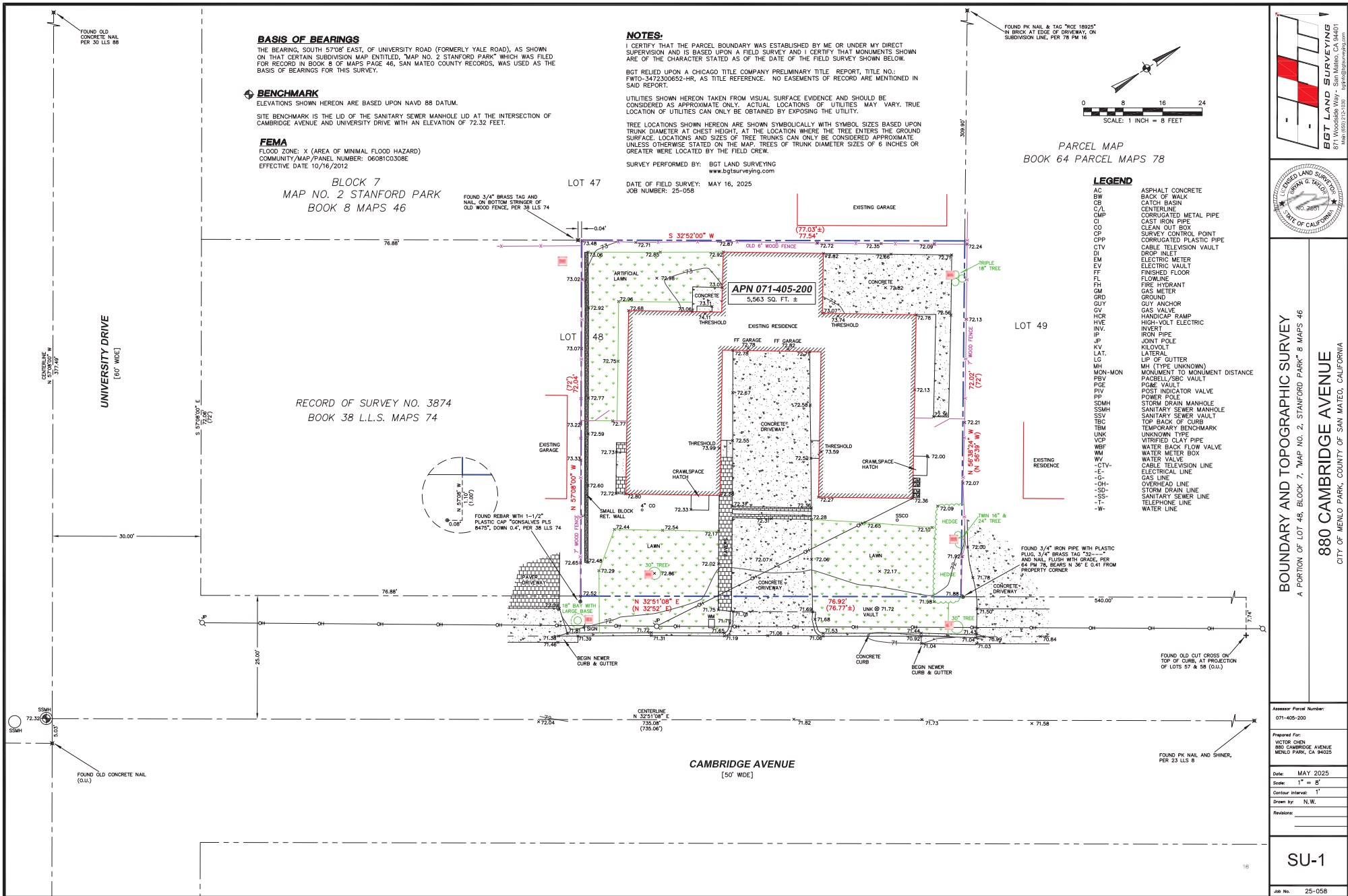
| Common Name       | Latin Name                      |
|-------------------|---------------------------------|
| California bay    | <i>Umbellularia californica</i> |
| Mulberry          | <i>Morus spp.</i>               |
| Walnut            | <i>Juglans spp.</i>             |
| Privet            | <i>Ligustrum</i>                |
| Horse chestnut    | <i>Aesculus hippocastanum</i>   |
| Southern magnolia | <i>Magnolia grandiflora</i>     |
|                   |                                 |

Disclaimer: Urban Tree Management locates our Tree Inventory Numbers in *approximate* locations, for visual reference only. Field verification of tree locations and tree numbers is required before *any* actions are taken. Trunk diameters, locations, and species are not necessarily accurate on topographic maps. Urban Tree Management, Inc. does not create topographic survey maps and cannot be held liable for information therein.

Address: 880 Cambridge Ave. Menlo Par, CA 94025  
Date: 9/11/2025

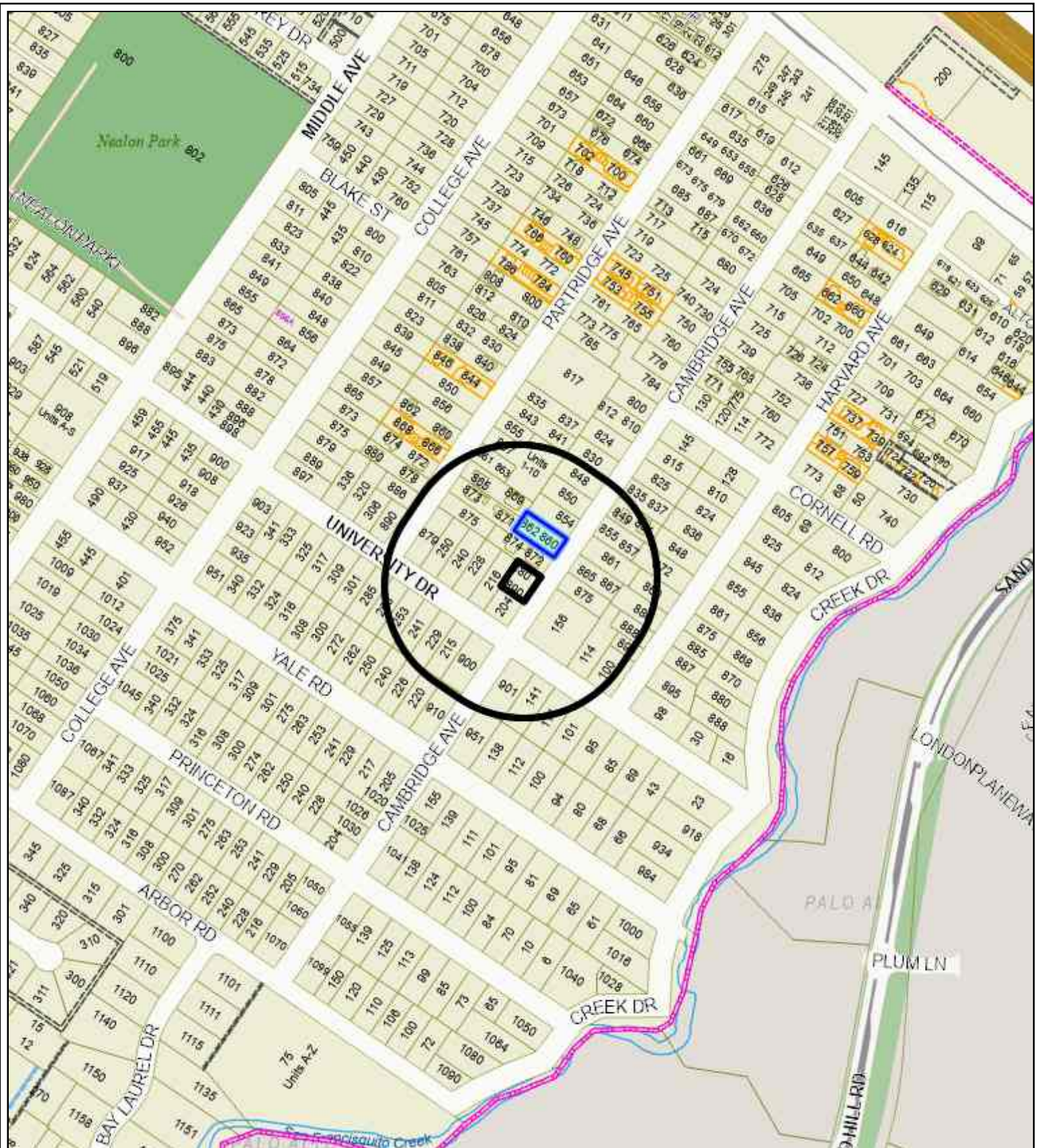
| Tree No. | Species           | Condition<br>0 to 1.0 | Trunk Diameter | Func. Limitation<br>0 to 1.0 | Ext. limitation<br>0 to 1.0 | Replacement tree |        | Installation Cost | Total Cost | Unit Tree cost | Appraised Trunk area | Basic tree cost | Depreciated cost | Cost Solution | Reproduction cost<br>(rounded) |
|----------|-------------------|-----------------------|----------------|------------------------------|-----------------------------|------------------|--------|-------------------|------------|----------------|----------------------|-----------------|------------------|---------------|--------------------------------|
|          |                   |                       |                |                              |                             | Size             | Cost   |                   |            |                |                      |                 |                  |               |                                |
| 85       | California bay    | 0.8                   | 17.5           | 0.7                          | 0.7                         |                  | 172.73 | 172.73            | 345.46     | 45.46          | 240.5                | 10,934          | 4,286            | 4,459         | 4,500                          |
| 86       | Mulberry          | 0.8                   | 34.0           | 0.9                          | 0.9                         |                  | 172.73 | 172.73            | 345.46     | 45.46          | 907.9                | 41,274          | 26,746           | 26,918        | 27,000                         |
| 87       | Walnut            | 0.8                   | 27.5           | 0.8                          | 0.8                         |                  | 172.73 | 172.73            | 345.46     | 45.46          | 594.0                | 27,001          | 13,825           | 13,997        | 14,000                         |
| 88       | Privet            | 0.7                   | 26.1           | 0.8                          | 0.8                         |                  | 172.73 | 172.73            | 345.46     | 45.46          | 535.0                | 24,322          | 10,896           | 11,069        | 11,000                         |
| 89       | Horse chestnut    | 0.7                   | 32.5           | 0.8                          | 0.7                         |                  | 172.73 | 172.73            | 345.46     | 45.46          | 829.6                | 37,713          | 14,783           | 14,956        | 15,000                         |
| 90       | Southern magnolia | 0.65                  | 30.0           | 0.75                         | 0.8                         |                  | 172.73 | 172.73            | 345.46     | 45.46          | 706.9                | 32,134          | 12,532           | 12,705        | 13,000                         |

|        |        |
|--------|--------|
| Total: | 83,068 |
|--------|--------|



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| <b>LOCATION:</b><br>880 Cambridge Avenue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>PROJECT NUMBER:</b><br>PLN2026-00017 | <b>APPLICANT:</b><br>Arcanum Architecture<br>(c/o Aidan Marvick) | <b>OWNER:</b><br>Victor Chen and<br>Chelsea Ye |
| <p><b>PROJECT CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by August 24, 2027) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Arcanum Architecture, consisting of 16 plan sheets, submitted to the City on July 10, 2026, and approved by the Planning Commission on August 24, 2026, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. 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.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering, and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Urban Tree Management (c/o Chris Stewart), dated September 12, 2025, and revised April 21, 2026.</li> <li>i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>j. 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,</li> </ol> </li> </ol> |                                         |                                                                  |                                                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         |                                                                  |                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------|------------------------------------------------|
| <b>LOCATION:</b><br>880 Cambridge Avenue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>PROJECT NUMBER:</b><br>PLN2026-00017 | <b>APPLICANT:</b><br>Arcanum Architecture<br>(c/o Aidan Marvick) | <b>OWNER:</b><br>Victor Chen and<br>Chelsea Ye |
| <p><b>PROJECT CONDITIONS:</b></p> <p>action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</p> <p>k. 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 this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.</p> <p>2. The use permit shall be subject to the following <b>project-specific</b> conditions:</p> <p>a. Pursuant to the Housing Crisis Act (2019) which requires no net loss of housing units in the approval of housing development projects, the demolition of the existing duplex (two housing units) must be accompanied by the construction of two housing units (the main residence and an accessory dwelling unit). To ensure the construction of both housing units, the final inspection and/or certificate of occupancy for the two units shall be completed simultaneously.</p> <p>b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans that encompass the removal and replacement of the curb and gutter along the entire project frontage, subject to review and approval of the Engineering Division.</p> |                                         |                                                                  |                                                |



City of Menlo Park  
Location Map  
880 Cambridge Avenue



Scale: 1:4,000

Drawn By: CC

Checked By: TAS

Date: 9/14/2026

Sheet: 1

## 880 Cambridge Avenue – Data Table

|                                      | PROPOSED<br>PROJECT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EXISTING<br>PROJECT                                               | ZONING<br>ORDINANCE                                  |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------|
| <b>Lot area<sup>1</sup></b>          | 5,563 sf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5,563 sf                                                          | 7,000 sf min                                         |
| <b>Lot width</b>                     | 77.10 ft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 77.10 ft                                                          | 65 ft min                                            |
| <b>Lot depth<sup>1</sup></b>         | 72.03 ft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 72.03 ft                                                          | 100 ft min                                           |
| <b>Setbacks</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                   |                                                      |
| <b>Front (east)<sup>1</sup></b>      | 20 ft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 19.91 ft                                                          | 20 ft min                                            |
| <b>Rear (west)<sup>1</sup></b>       | 20 ft min-primary<br>3 ft min-garage<br>4 ft min-ADU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 15 ft-primary<br>2.33 ft-garage                                   | 20 ft min-primary<br>3 ft min-garage<br>4 ft min-ADU |
| <b>Side-left (south)</b>             | 7.71 ft-primary<br>4 ft-ADU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 9.08 ft                                                           | 7.71 ft min-primary<br>4 ft min-ADU                  |
| <b>Side-right (north)</b>            | 20.33 ft-primary<br>3 ft-garage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 9.66 ft                                                           | 7.71 ft min-primary<br>3 ft min-garage               |
| <b>Building coverage<sup>2</sup></b> | 2,009.55 sf<br>36.13 %                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1,878.71 sf<br>33.77 %                                            | 1,947.05 sf max<br>35 % max                          |
| <b>Floor area limit (FAL)</b>        | 2,742.79 sf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,820.19 sf                                                       | 2,800 sf max                                         |
| <b>Square footage by floor</b>       | 1,192.53 sf-1 <sup>st</sup><br>653.60 sf-2 <sup>nd</sup><br>316.25 sf-garage<br>580.41 sf-ADU<br>98.49 sf-porches                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1,416.93 sf-1 <sup>st</sup><br>403.26 sf-garage                   |                                                      |
| <b>Square footage of buildings</b>   | 2,841.28 sf                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1,820.19 sf                                                       |                                                      |
| <b>Building height</b>               | 25.83 ft-primary<br>13.83 ft-garage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14.81 ft                                                          | 28 ft max-primary<br>14 ft max-garage                |
| <b>Parking</b>                       | 1 covered space and 1 uncovered space for primary (required)<br><br>1 uncovered space for ADU (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 covered space per duplex unit                                   | 1 covered space and 1 uncovered space for primary    |
| <b>Trees<sup>3</sup></b>             | Heritage trees 6<br>Heritage trees 2 proposed for removal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Non-Heritage trees 0<br>Non-Heritage trees 0 proposed for removal | New trees 6<br>Total Number of trees 10              |
| <b>Notes</b>                         | 1. Areas shown highlighted indicate a substandard or nonconforming condition.<br>2. Per MPMC Section 16.79.070(b), 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-foot side and rear yard setbacks.<br>3. The summary of trees includes trees on and surrounding the property. A Heritage Tree Removal Permit is conditionally approved by the City Arborist (HTR2026-00069). |                                                                   |                                                      |

**Calvin Chan**

---

**From:** Stephne Lencioni <slenci@hotmail.com>  
**Sent:** Saturday, May 23, 2026 9:20 AM  
**To:** Calvin Chan  
**Subject:** 880 Cambridge Ave. MP

Dear Mr. Chan,

We live at 216 University Drive and have since the early 1970's. The 880 Cambridge Ave. property butts up against the side of our property and we share the same fence line.

We have some concerns about the new proposed construction. Our kitchen/family room looks out onto this shared fence line. It is where we see the sky, the trees and get morning sun. Our worry is that the large tree is being removed and that a two story project will obscure the other area trees and sun that we now enjoy.

While we certainly understand the rights of a property owner to build, we ask that the City take into consideration the impact the plans have on existing long time home owners. We are not unreasonable, but do not want to feel like we are in a dark cave or goldfish bowl. We ask that this be considered when approving the plan.

We would welcome your visit to view the issue in question in person.

Thank you so much,  
Stephne and Bob Lencioni

Sent from my iPhone



## STAFF REPORT

### Planning Commission

Meeting Date:

8/24/2026

Staff Report Number:

26-037-PC

### Public Hearing:

Consider and adopt a resolution to approve a use permit to operate a private fitness studio in a 6,134 square-foot tenant space within an existing building in the DSARMU (Downtown/Station Area Retail/Mixed Use) land use designation of the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Private fitness studios are considered personal improvement services and require a use permit to operate in a space greater than 5,000 square feet within the DSARMU land use designation of the SP-ECR/D zoning district. The proposal would not affect the gross floor area and there would be no exterior modifications to the building. 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 adopt a resolution approving a use permit to operate a private fitness studio in a 6,134 square-foot tenant space within an existing building at 550 Ravenswood Ave. in the DSARMU (Downtown/Station Area Retail/Mixed Use) land use designation of the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

## Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required use permit findings can be made for the proposed project.

The Specific Plan includes two guiding principles that should be considered in evaluating the proposed project:

- (1) Generate Vibrancy and (2) Promote Healthy Living and Sustainability, particularly with regard to the Vision Goals to:
  - Activate the train station area, and
  - Expand shopping, dining, and neighborhood services to ensure a vibrant downtown.

The proposal appears to align with these guiding principles and associated vision goals as it is expanding a neighborhood service (private fitness studio) on a parcel next to the train station, which would contribute to activating the train station area.

The site has a Specific Plan Area General Plan land use designation and is located in the DSARMU (Downtown/Station Area Retail/Mixed Use) land use designation, which includes personal improvement services (the definition of which includes private fitness studios) as a conditional use in spaces greater than 5,000 square feet. The proposal appears to align with the goals of the General Plan, such as:

- Goal LU-3: Retain and enhance existing and encourage new neighborhood-serving commercial uses, particularly retail services, to create vibrant commercial corridors.
- Goal LU-5: Strengthen Downtown and the El Camino Real Corridor as a vital, competitive shopping area and center for community gathering, while encouraging preservation and enhancement of Downtown's atmosphere and character as well as creativity in development along El Camino Real.

## **Background**

### Site Location

The subject property is located at 550 Ravenswood Ave. Using Ravenswood Avenue in the north-south orientation, the subject property is on the west side of Ravenswood Avenue at the corner with Alma Street. The property fronts along Ravenswood Avenue and has a corner side along Alma Street. A location map is included as Attachment B.

The property is zoned SP-ECR/D (El Camino Real/Downtown Specific Plan) and is located within the Station Area East (SA E) sub-district. Directly north of the subject property is Alma Lane. Properties along the south side of Alma Lane are in the Station Area East (SA E) sub-district, while properties along the north side of Alma Lane located in the R-3 (Apartment) district. The property across Ravenswood Avenue to the east is zoned Public Facilities (P-F) and is the Civic Center campus. The property directly to the south across Alma Street is the Menlo Park Caltrain station.

### Previous approvals

Private fitness studios were considered special uses per Menlo Park Municipal Code Section 16.78.030 in the El Camino Real/Downtown Specific Plan area prior to the adoption of the Specific Plan. Outside of the El Camino Real/Downtown Specific Plan area, private fitness studios are still considered special uses per Menlo Park Municipal Code Section 16.78.030.

The subject property received a use permit for a private fitness studio (Axis) in 1996. However, the use permit granted was subject to a 10-year time period. In 2008, a use permit renewal was granted for a private fitness studio (Axis) to continue to operate at the subject property. The use permit renewal was also subject to a 10-year time period, which ended in March 2018.

## Analysis

### Project Description

The applicant (Carlisle Performance Systems) is requesting a use permit to operate a private fitness studio, which is considered a personal improvement service, in a tenant suite greater than 5,000 square feet at 550 Ravenswood Ave. The fitness studio would occupy the tenant suite formerly occupied by Axis.

The applicant has provided the following information regarding the proposed use of the site:

- Hours of operation would be 6:00 AM – 8:00 PM Monday – Thursday, 6:00 AM – 6:00 PM Friday, and 6:00 AM – 4:00 PM Saturday – Sunday.
- The maximum occupancy of the facility would be approximately 50 people at any one time.
- There would be five to 12 employees depending on seasonal programming and operational needs.
- Programming would include group training, one-on-one personal training, semi-private performance training, athletic performance assessments, and adult fitness and performance programs.
- Free weights and strength-training equipment would be available for use by members during operating hours.
- Educational and community events such as coaching seminars, sports performance clinics, health and wellness workshops, community presentations, and youth athletic development seminars may be occasionally hosted at the facility.
- Limited warm-up exercises, bodyweight exercises, movement-preparation drills, and athletic movement activities may occur immediately outside the building.
- Music may be played during training sessions consistent with Menlo Park noise regulations and would occur indoors only.
- Prepackaged healthy snacks and beverages would be sold through a vending machine with no food prepared on site.
- Limited Carlisle Performance System branded merchandise may be offered at the facility in the future.

No business operations are proposed between the hours of 12 midnight and 6:00 AM. The applicant has stated in their proposal that no changes are proposed to the building footprint, exterior elevations, interior layout, walls, doors, windows, storefront, parking areas, site access, circulation, landscaping, utilities, or building systems including structural, electrical, mechanical, and plumbing. The only proposed change to the building would be the installation of new signage, which would comply with the Design Guidelines for Signs and would be processed administratively by staff at a future date.

The existing building is nonconforming with regard to the rear setback as the building is 1.2 feet from the rear property line where 10 feet is required. Pursuant to Menlo Park Municipal Code (MPMC) Section 16.80.120, existing buildings approved prior to the adoption of the El Camino Real/Downtown Specific Plan are exempt from the development standards of the Specific Plan.

### Parking and circulation

The applicant has indicated there would be no changes to the parking lot, site access, or circulation. There are 30 existing parking spaces on the site, including two Americans with Disabilities Act (ADA) parking

spaces, which would be maintained. The applicant has also indicated there would be seven designated employee parking spaces to help preserve parking availability for clients and visitors.

Assembly Bill (AB) 2097 prohibits public agencies from imposing any minimum parking requirement on any residential, commercial, or other development project located within ½ mile of a major transit stop. In this case, the City has determined AB 2097 applies because the development is within ½ mile of the Menlo Park Caltrain Station. Therefore, no minimum parking requirements may be imposed.

#### Trees and landscaping

The City Arborist has reviewed the proposal and determined that no arborist report is required. No landscaping changes are proposed.

#### Correspondence

The applicant has not indicated they have conducted neighborhood outreach. Staff has not received any direct correspondence regarding the proposed project.

#### **Conclusion**

The proposed use would be located in an existing tenant suite that was previously occupied by a private fitness studio. The proposal would not include any modifications to landscaping, site access, parking, the building interior, nor the building exterior other than the addition of new signage. Staff recommends the Planning Commission approve the proposed project.

#### **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.

#### El Camino Real/Downtown Specific Plan mitigation monitoring and reporting program

Although the proposed project is categorically exempt, it must comply with any applicable mitigation measures in the El Camino Real/Downtown Specific Plan mitigation monitoring and reporting program (MMRP). The Specific Plan MMRP is included as Attachment A, Exhibit D.

#### **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 will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

### **Attachments**

A. Draft Planning Commission Resolution

Exhibits to Attachment A

- A. Project plans
  - B. Project description letter
  - C. Conditions of approval
  - D. Specific Plan MMRP
- B. Location Map

Report prepared by:

Brian Toy, Associate Planner

Report reviewed by:

Corinna Sandmeier, Principal Planner

**PLANNING COMMISSION RESOLUTION NO. 2026-0XX****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT FOR A PRIVATE FITNESS STUDIO (PERSONAL IMPROVEMENT SERVICE) IN AN EXISTING TENANT SPACE GREATER THAN 5,000 SQUARE FEET AT 550 RAVENSWOOD AVE IN THE DSARMU (DOWNTOWN/STATION AREA RETAIL/MIXED USE) LAND USE DESIGNATION OF THE SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) ZONING DISTRICT**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to operate a private fitness studio, which is a personal improvement service, in an existing tenant space greater than 5,000 square feet, in the DSARMU (Downtown/Station Area Retail/Mixed Use) land use designation of the SP-ECR/D zoning district (collectively, the "Project"), from Alysa Tibbits ("Applicant") and Francine Larson, Trustee of The Francine Larson Living Trust and Diane C. Larson, Trustee of the Dane C. Larson Family Trust ("Owner"), located at 550 Ravenswood Ave. (APN 061-412-160) ("Property"). The Project use permit 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, the Property is located in the El Camino Real/Downtown Specific Plan (SP-ECR/D) zoning district, the Station Area East (SA E) sub-district, and the Downtown/Station Area Retail/Mixed Use (DSARMU) land use designation, which support a variety of uses including restaurants, retail, personal improvement services, residential, and business and professional offices; and

WHEREAS, personal improvement services occupying greater than 5,000 square feet in the DSARMU land use designation of the SP-ECR/D zoning district are allowed with a use permit granted by the Planning Commission; and

WHEREAS, the proposed Project would involve a private fitness studio (personal improvement service) occupying a tenant space greater than 5,000 square feet; and

WHEREAS, the findings and conditions for the use permit would ensure that all City requirements are applied consistently and correctly as part of the project's implementation; and

WHEREAS, the proposed Project 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 a determination regarding the Project's compliance with CEQA; 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 Project; and

WHEREAS, the Project is categorically exempt from environmental review under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines; and

WHEREAS, the Project shall comply with mitigation measures included in the El Camino Real/Downtown Specific Plan Mitigation Monitoring and Reporting Program (MMRP) (incorporated herein as Exhibit D) that are applicable to the Project; 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 August 24, 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 proposed Project.

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. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following findings:

The approval of a use permit to allow a personal improvement service (private fitness studio), considered a conditional use when occupying space greater than 5,000 square feet pursuant to the DSARMU (Downtown/Station Area Retail/Mixed Use) land use designation of the SP-ECR/D zoning district, within a tenant suite of an existing building is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030.

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
  - a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general and specific plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the SP-ECR/D zoning district, the General Plan, and the El Camino Real/Downtown Specific Plan because personal improvement services

occupying space greater than 5,000 square feet are allowed subject to the granting of a use permit.

- b. The proposed Project is located on a site within ½ mile of the Menlo Park Caltrain stop, which is considered a major transit stop. Pursuant to Assembly Bill (AB) 2097, public agencies are prohibited from imposing any minimum parking requirement on any residential, commercial, or other development project located within ½ mile of a major transit stop.
- c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code, and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the as the proposed business would be located in a commercial mixed-use neighborhood and compliment surrounding retail, office, restaurant, and residential uses.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2026-00028, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

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 exempt from environmental review under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines

Section 5. 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 August 24, 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 August 2026.

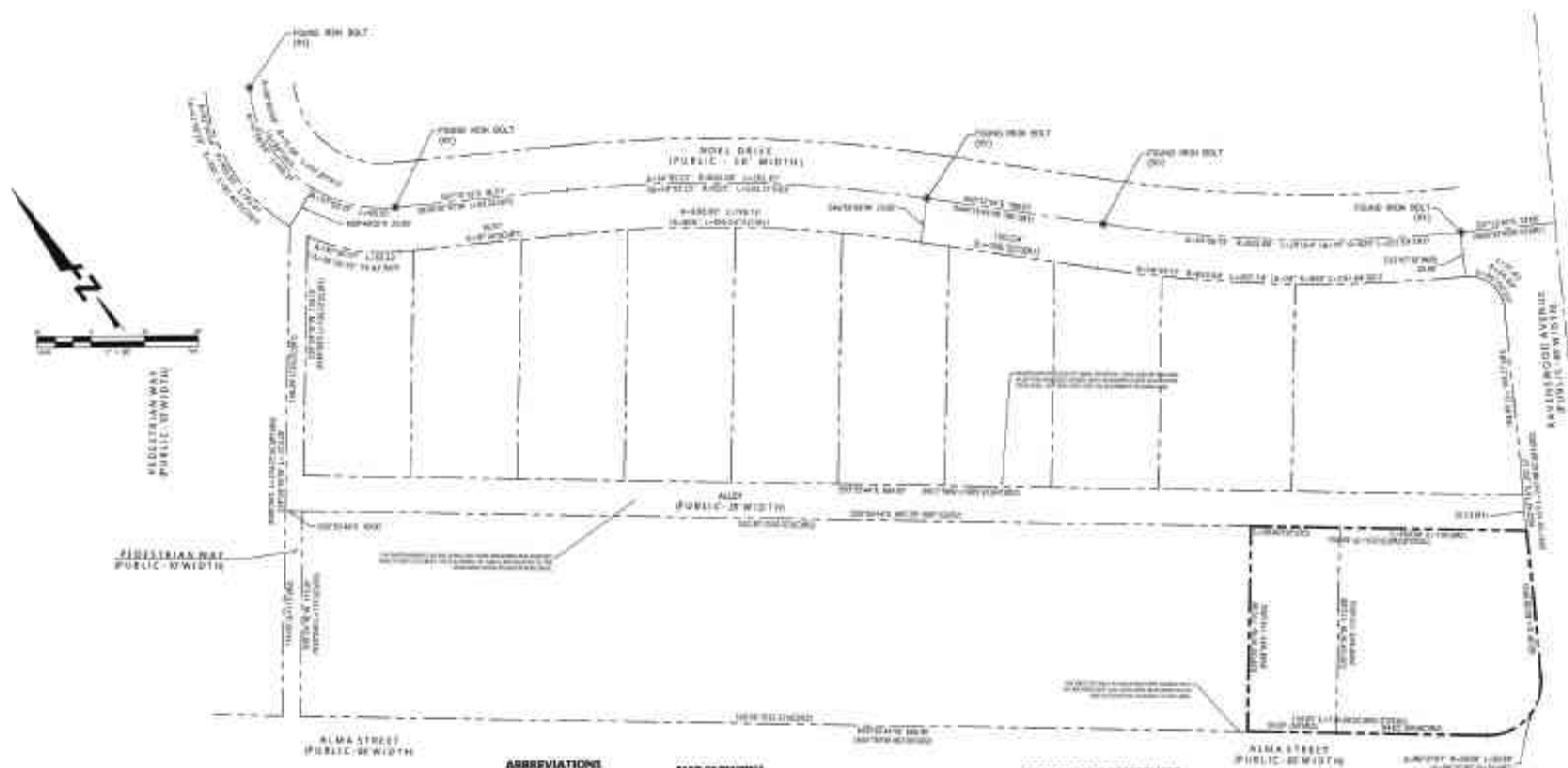
PC Liaison Signature

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Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

- A. Project plans
- B. Project description letter
- C. Conditions of approval
- D. MMRP



#### ABBREVIATIONS

[illegible]

**LICENDO**

- [illegible]

### WALTON COP CHALLENGER

**RAJES OF BANGALORE**  
 THE DISTANCE TO SINGAPORE is about 1,000 miles, and the journey takes 14 hours. The flight is a direct one, and the plane is a Boeing 747. The flight is a direct one, and the plane is a Boeing 747. The flight is a direct one, and the plane is a Boeing 747.

## CHRISTOPHER B. MILLER

- ALL DISTANCES IN CM ARE IN 10% INCREMENTS AND INCREASE THEREBY.
- THE LEFT SIDE TACHYCARDIA (40-100 BPM) AND TACHYPNEUIC DYSPNOEA ARE THE APPROPRIATE ONLY. NO HEAVYWEIGHT IS ASSIGNED TO THE AUTOMATIC LEFT-SIDE TACHYCARDIA. IF ANY ADDITIONAL LEFT-SIDE TACHYCARDIA OCCURS, THE DISTANCE IS 10% INCREMENTS.

#### SANWYOR'S STATEMENT

THE NEW CONSTITUTIONAL FRAMEWORK A SURVEY TAKEN BY ME ON (UNDER AN AGREEMENT BY CONSENSUS) WITH THE HIGH COURTS OF THE PROVISIONAL LEGISLATIVE ASSEMBLY.

*Aspen Dellinger*



#### RECORD MAP REFERENCES

- (B) MAP ENTITLED "TRINIDAD SQUARE WORLD MAP" SAN MATEO COUNTY, CALIF. FILED FOR RECORD ON NOVEMBER 13, 1946 IN VOLUME 38 OF MAPS AT PAGE 38, AS DOCUMENT NUMBER 36341C, SAN MATEO COUNTY RECORDS.
- (C) MAP ENTITLED "TRINIDAD SQUARE MAP NO. 2" SAN MATEO COUNTY, CALIF. FILED FOR RECORD ON MARCH 15, 1946 IN VOLUME 25 OF MAPS AT PAGE 47, AS DOCUMENT NUMBER 36341C, SAN MATEO COUNTY RECORDS.



# LEGEND

- SITE BENCHMARK
- ▲ BKF CONTROL POINT
- SHEN
- STORM DRAIN MANHOLE
- CLEANOUT, AS NOTED
- ROLLARD
- TREE

# LINETYPE

- | Linetype | Description            |
|----------|------------------------|
| —        | BUILDING STRUCTURE     |
| —        | STORM PIPE CENTERLINE  |
| —        | UNKNOWN UTILITY        |
| —        | FENCE                  |
| —        | SEWER PIPE LINE        |
| —        | USA GAS LINE           |
| —        | USA ELECTRIC LINE      |
| —        | USA COMM LINE          |
| —        | USA WATER LINE         |
| —        | SUBJECT BOUNDARY LINE  |
| —        | ADJACENT PROPERTY LINE |

# ABBREVIATIONS

- |      |                       |
|------|-----------------------|
| AC   | ASPHALTIC CONCRETE    |
| ACR  | ACCESSIBLE CURB RAMP  |
| AD   | AREA DRAIN            |
| ASV  | ANTI-SHOCK VALVE      |
| BOL  | ROLLARD               |
| CDR  | CONCRETE DOOR         |
| CONC | CONCRETE              |
| COMM | COMMUNICATION         |
| EB   | ELECTRIC BOX          |
| EV   | ELECTRIC VALVE        |
| FIH  | FIRE HYDRANT          |
| GP   | GRIP POLE             |
| RIV  | RIVET                 |
| SP   | SHOULDER POLE         |
| LSCP | LANDSCAPE             |
| LG   | LEAKY GUTTER          |
| SSCO | STORM DRAIN CLEANOUT  |
| SSCO | SEWAGE SEWER CLEANOUT |
| TC   | TOP OF CURB           |
| WV   | WATER VALVE           |

# BASIS OF BEARINGS

THE BEARINGS SHOWN ON THIS SURVEY ARE ON AN ASSUMED BEARING. THE NORTHERLY RIGHT-OF-WAY LINE OF ALMA STREET HAVING A BEARING OF NORTH 50° 35' 44" WEST AS SHOWN HEREON IS THE BASIS OF BEARING OF THIS SURVEY. THIS SURVEY IS ROTATED FROM THE RECORD MAPS R1 AND R2 1" 20' 16" COUNTER CLOCKWISE.

# BENCHMARK STATEMENT

ELEVATIONS ARE BASED UPON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88) REFERENCED TO CITY OF MENLO PARK BENCHMARK, NGS (NATIONAL GEODETIC SURVEY) PD BENCHMARK UT110, HAVING A PUBLISHED ELEVATION OF 73.85 FEET (UPDATE APRIL 2016).

# SURVEYOR'S NOTES

- ALL DISTANCES SHOWN ARE IN US SURVEY FEET AND DECIMALS THEREOF.
- THE UTILITIES SHOWN ON THIS SURVEY ARE FROM SURFACE OBSERVATION AND ARE APPROXIMATE ONLY. NO WARRANTY IS IMPLIED TO THE ACTUAL LOCATION, SIZE OR PRESENCE OF ANY ADDITIONAL UTILITIES OTHER THAN AS SHOWN ON THIS SURVEY.

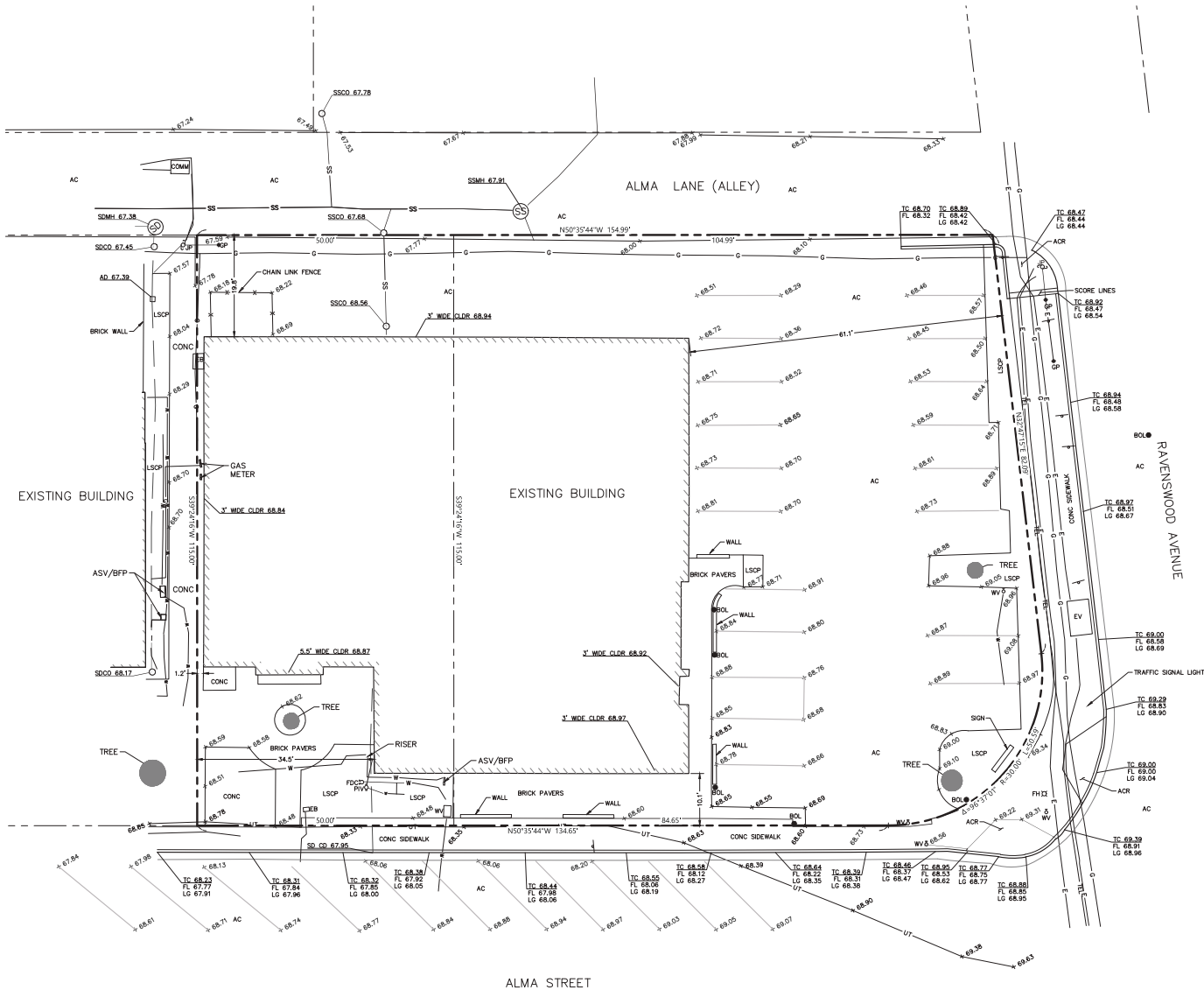
# SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS' ACT.



8/4/2026  
DATE

ANDREW J. DELLINGER, P.E.S. 9658

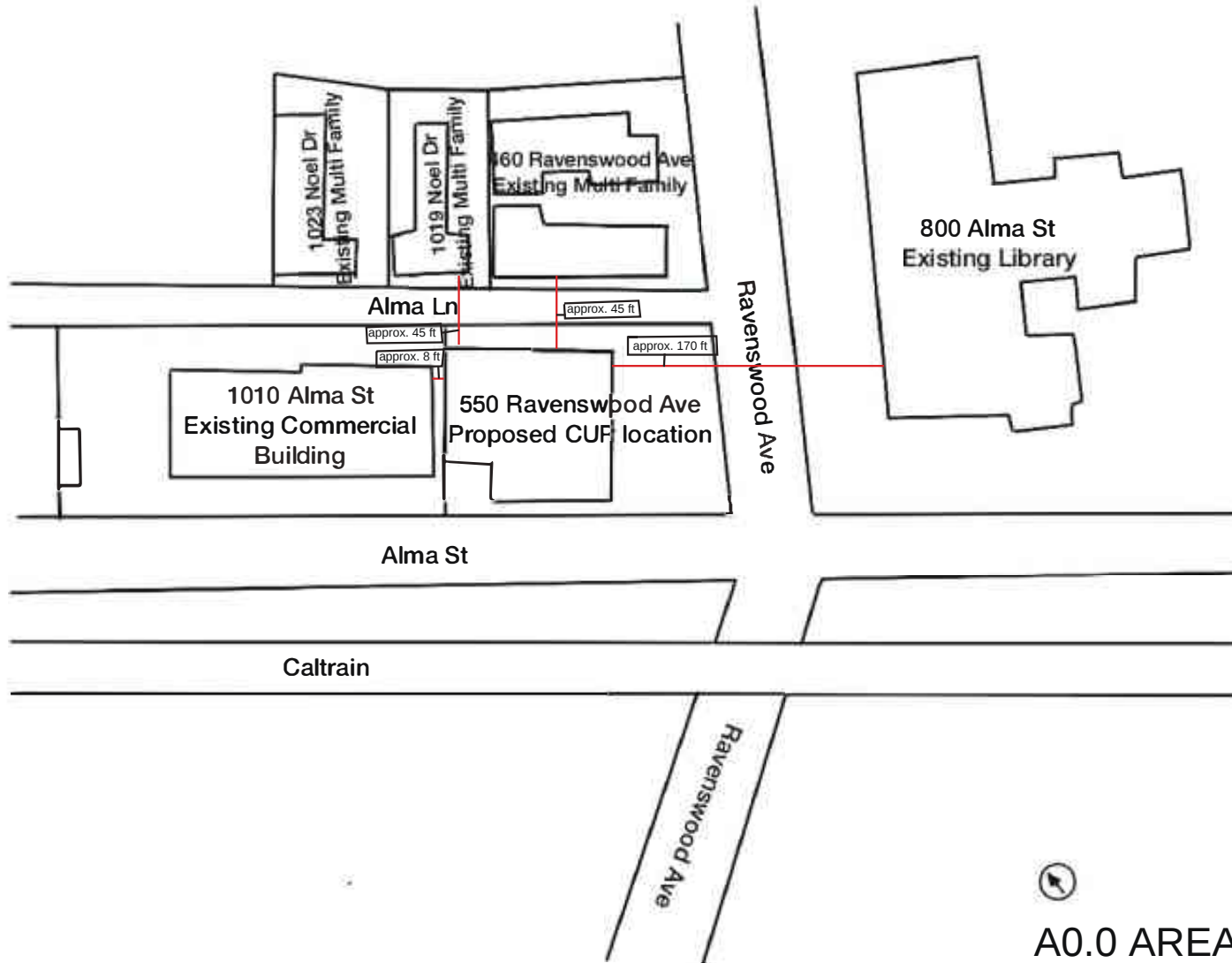


550 RAVENSWOOD AVENUE  
550 RAVENSWOOD AVENUE, MENLO PARK, SAN MATEO COUNTY  
**TOPOGRAPHIC SURVEY**

| Revisions | No. | Date |
|-----------|-----|------|
|           |     |      |
|           |     |      |
|           |     |      |
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Drawing Number:  
**SHEET**  
C2.0

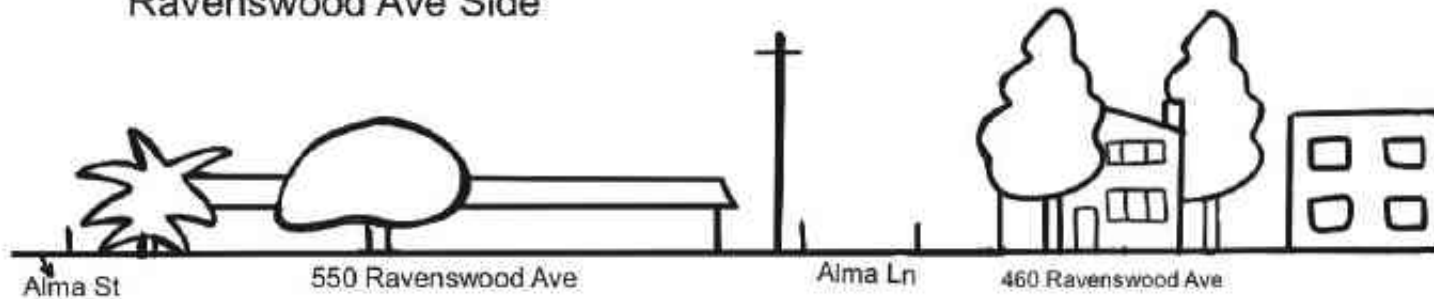
## Area Plan: 550 Ravenswood Ave



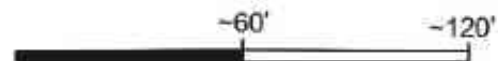
A0.0 AREA PLAN

## Streetscape: 550 Ravenswood Ave

Ravenswood Ave Side

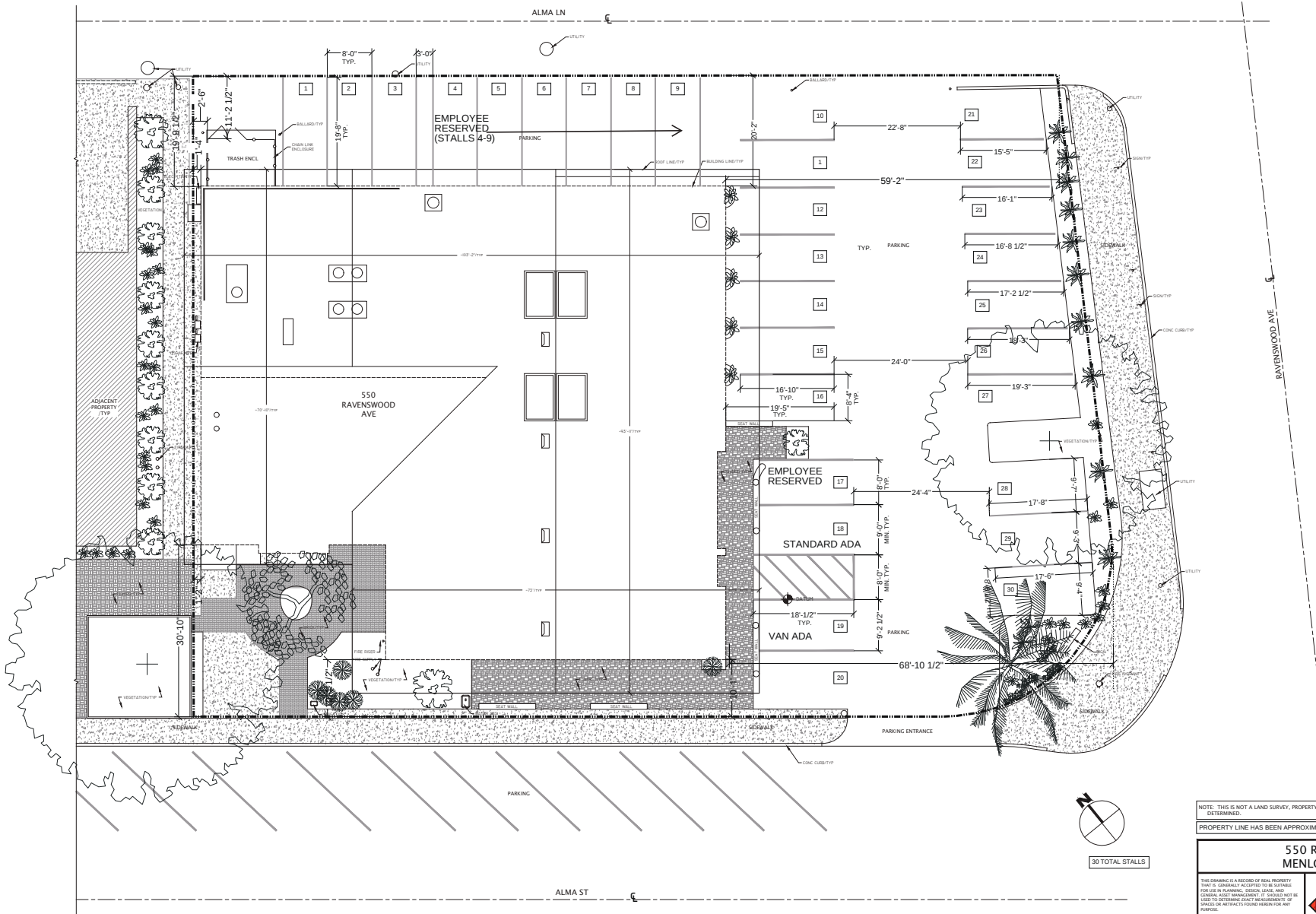


Alma St Side



SS0.0 STREETSCAPE

Type text here



EXISTING AND PROPOSED SITE PLAN  
18,322 SQFT (0.42 ACRES) SITE PLAN

NOTE: THIS IS NOT A LAND SURVEY. PROPERTY LINES ARE NOT DETERMINED.

PROPERTY LINE HAS BEEN APPROXIMATED FOR REFERENCE, PLEASE REFER TO C2.0

550 RAVENSWOOD AVE.  
MENLO PARK, CA. 94025

THIS DRAWING IS A RECORD OF REAL PROPERTY. IT IS CONSIDERED A PUBLIC RECORD AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. ANY CHANGES OR ALTERATIONS MUST BE APPROVED BY THE RECORDING OFFICE.

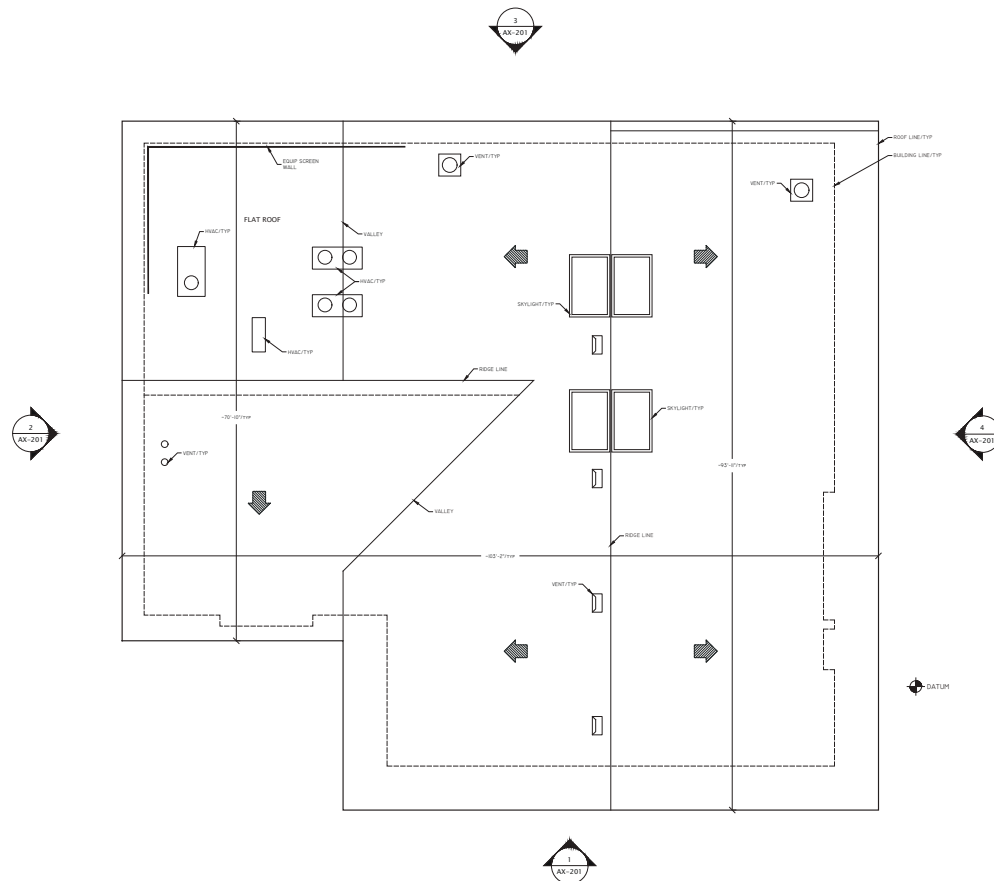
FOR THE RECORD SINCE 1990  
1-800-318-0099 ASBUILTSERVICES.COM

EXISTING AND PROPOSED SITE PLAN

REF: 550d\_south\_11  
REV: 0  
DRAWN BY: AL  
CHECKED BY: TL

SHEET SIZE: 24x36  
SCALE: 1/8" = 1'-0"  
FIELD MEASURE:  
08/04/2020

AX-101  
1 OF 8



1 EXISTING ROOF PLAN

CUTTERS AND DOWNSPOUTS NOT SHOWN, UNLESS NOTED OTHERWISE.

550 RAVENSWOOD AVE.  
MENLO PARK, CA. 94025

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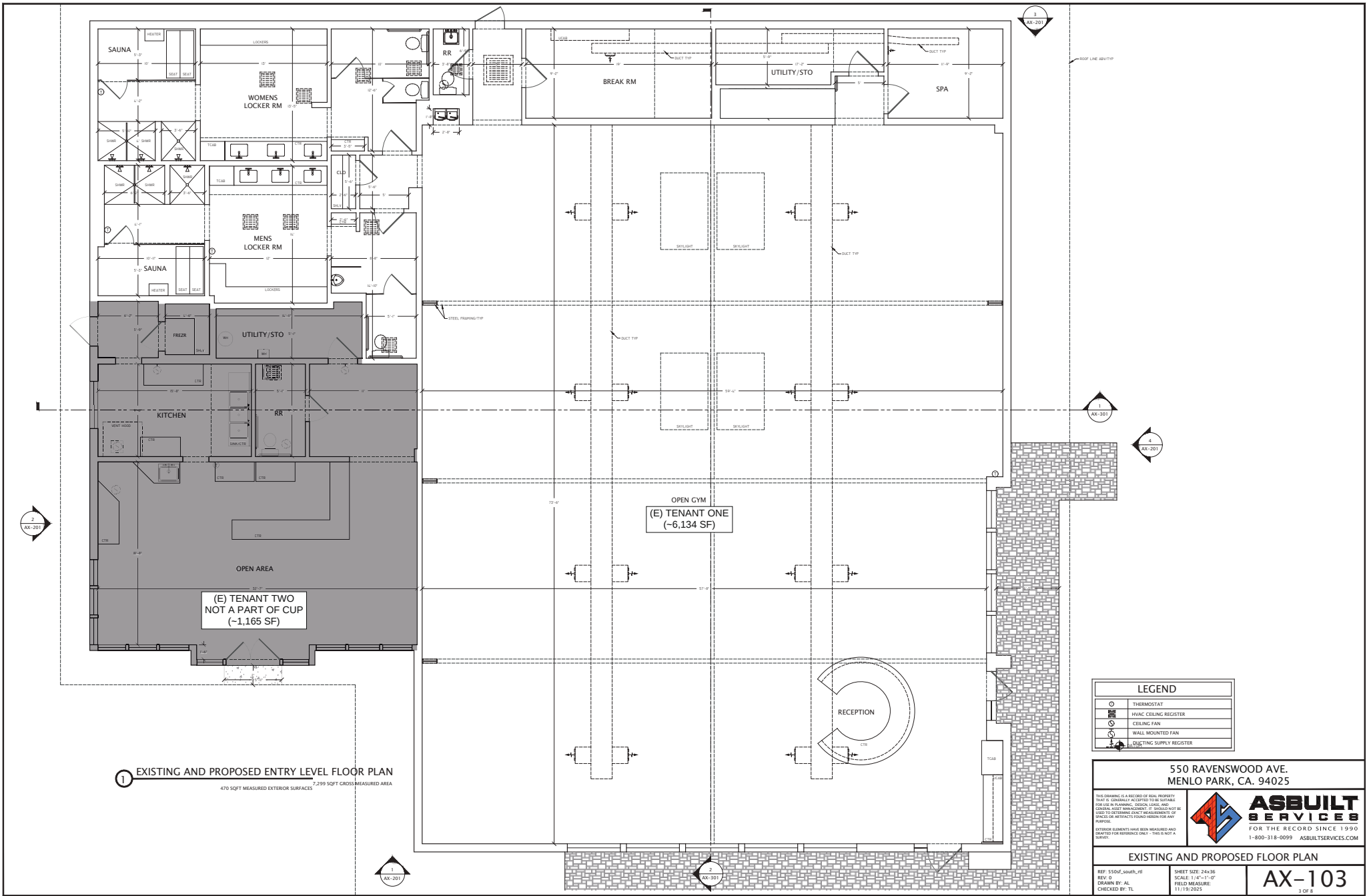


REF: 550d\_south\_11  
REV: 0  
DRAWN BY: AL  
CHECKED BY: TL

SHEET SIZE: 24x36  
SCALE: 1/8" = 1'-0"  
FIELD MEASURE:  
11/19/2025

EXISTING AND PROPOSED ROOF PLAN

AX-102  
2 OF 8



1 EXISTING AND PROPOSED ENTRY LEVEL FLOOR PLAN  
470 SQFT MEASURED EXTERIOR SURFACE 7,299 SQFT GROSS MEASURED AREA

| LEGEND |                         |
|--------|-------------------------|
|        | THERMOSTAT              |
|        | HVAC CEILING REGISTER   |
|        | CEILING FAN             |
|        | WALL MOUNTED FAN        |
|        | DUCTING SUPPLY REGISTER |

550 RAVENSWOOD AVE.  
MENLO PARK, CA. 94025

**ASBUILT SERVICES**  
FOR THE RECORD SINCE 1990  
1-800-318-0099 ASBUILTSERVICES.COM

EXISTING AND PROPOSED FLOOR PLAN

|                    |                     |
|--------------------|---------------------|
| REF: 550d_south_11 | SHEET SIZE: 24x36   |
| REV: 01            | SCALE: 1/4" = 1'-0" |
| DRAWN BY: AL       | FIELD MEASURE:      |
| CHECKED BY: TL     | 11/19/2025          |

**AX-103**  
3 OF 8

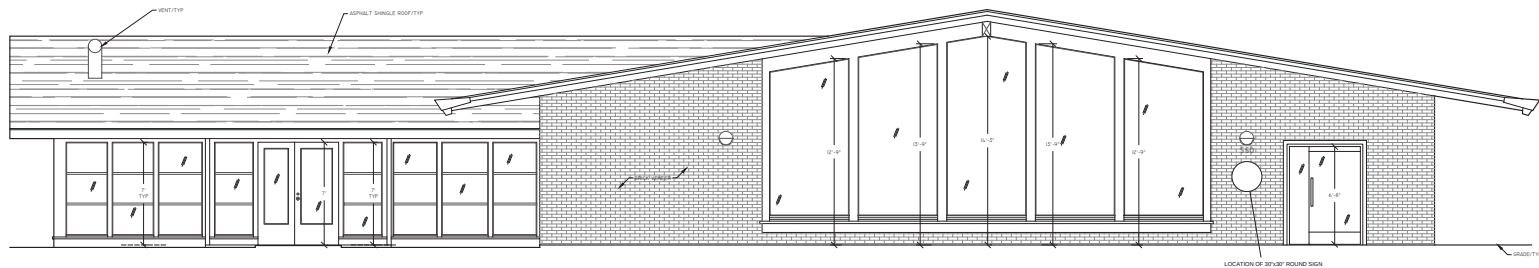
SECOND LEVEL  
# BUT ROOF R/L

ENTRY LEVEL FCE  
# LOCKER ROOMS

SECOND LEVEL FCE

7'-0" 6"

ENTRY LEVEL FCE



① EXISTING SOUTHWEST ELEVATION

DATUM

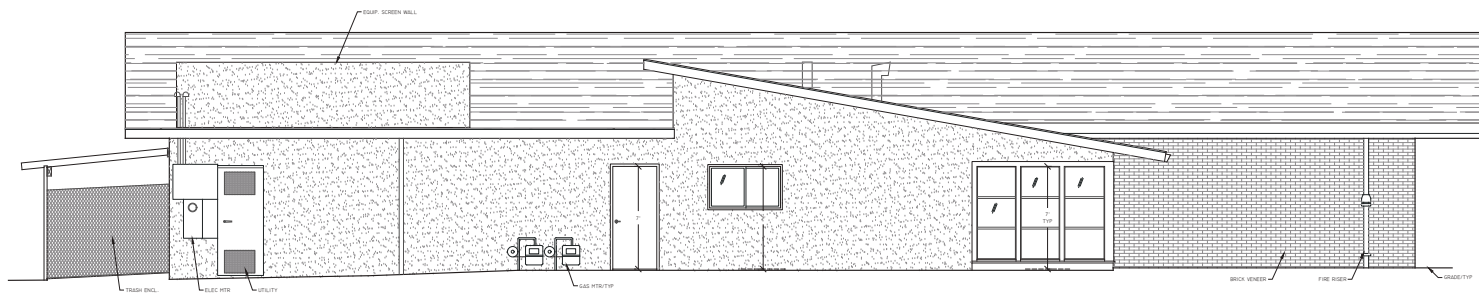
SECOND LEVEL  
# BUT ROOF R/L

ENTRY LEVEL FCE  
# LOCKER ROOMS

SECOND LEVEL FCE

7'-0" 6"

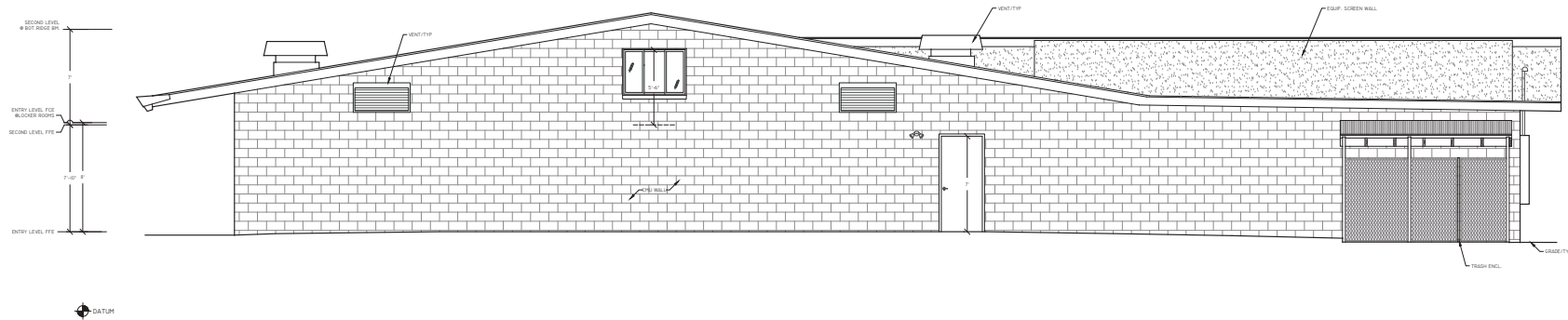
ENTRY LEVEL FCE



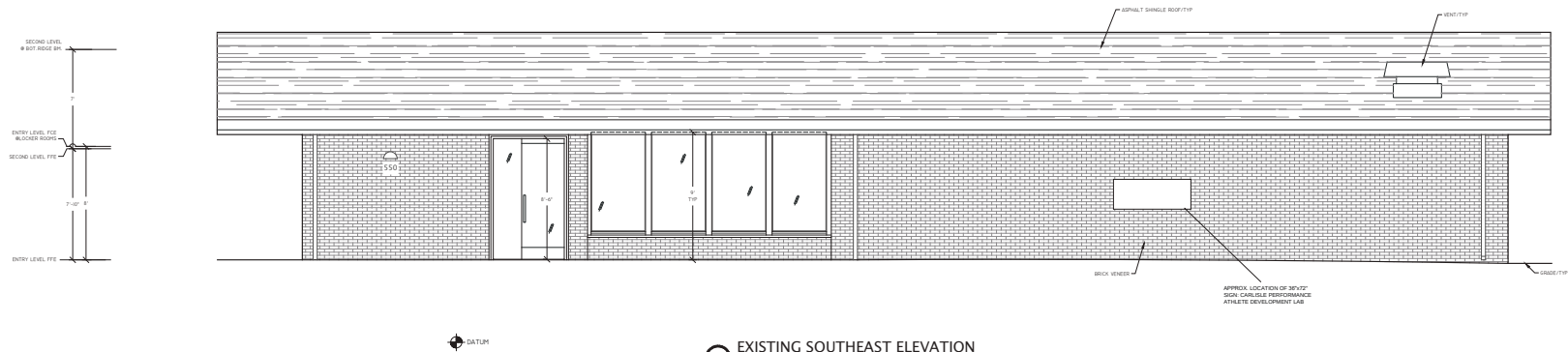
② EXISTING NORTHWEST ELEVATION

DATUM

|                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 550 RAVENSWOOD AVE.<br>MENLO PARK, CA. 94025                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                      |
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| EXISTING AND PROPOSED EXTERIOR ELEVATIONS                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                      |
| <small>REF: 550d_south_11</small><br><small>REV: 0</small><br><small>DRAWN BY: AL</small><br><small>CHECKED BY: TL</small>                                                                                                                                                                                                                                                            | <small>SHEET SIZE: 24x36</small><br><small>SCALE: 1/4" = 1'-0"</small><br><small>FIELD MEASURE:</small><br><small>11/19/2025</small> |
| <b>AX-201</b><br><small>5 OF 8</small>                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                      |

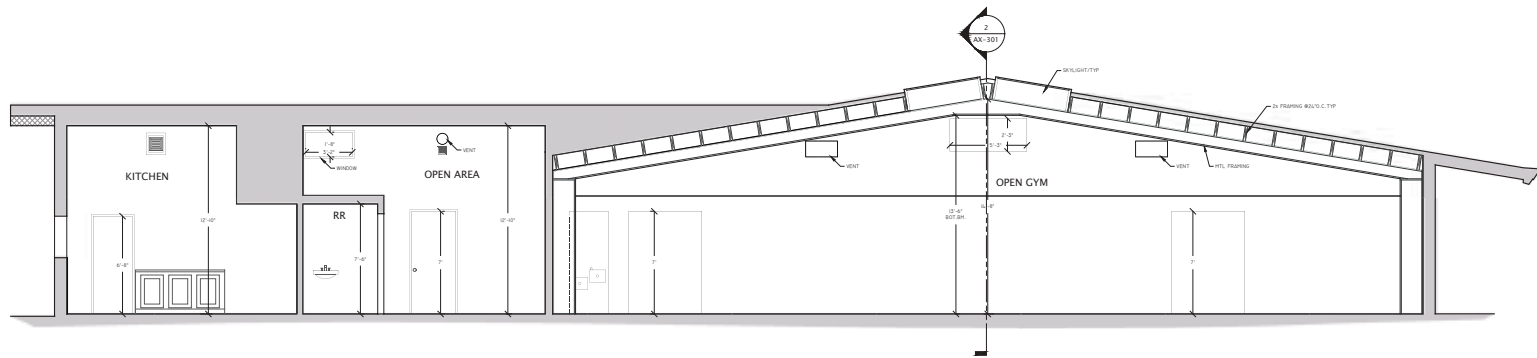


1 EXISTING NORTHEAST ELEVATION

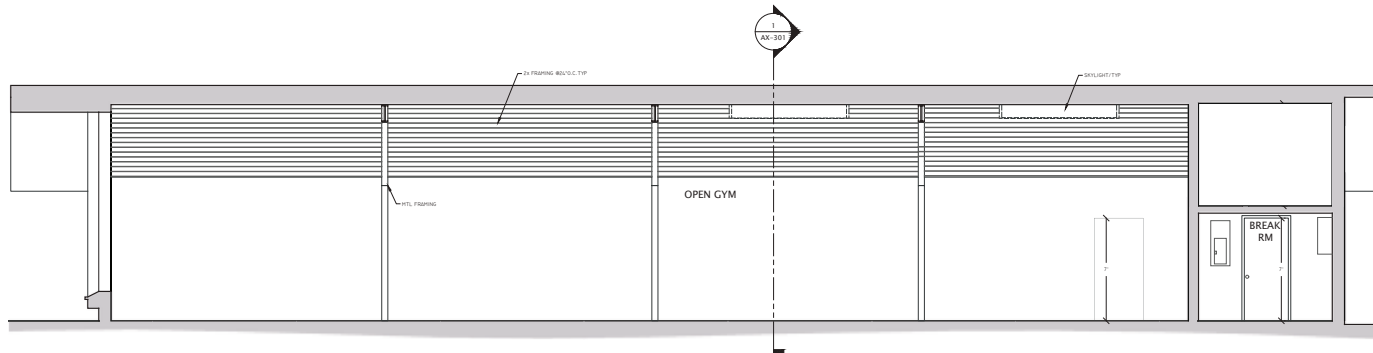


2 EXISTING SOUTHEAST ELEVATION

|                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 550 RAVENSWOOD AVE.<br>MENLO PARK, CA. 94025                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                   |
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| EXISTING AND PROPOSED EXTERIOR ELEVATIONS                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                   |
| <small>REF: 550d_south_11</small><br><small>REV: 01</small><br><small>DRAWN BY: AL</small><br><small>CHECKED BY: TL</small>                                                                                                                                                                                                                 | <small>SHEET SIZE: 24x36</small><br><small>SCALE: 1/4" = 1'-0"</small><br><small>FIELD MEASURE:</small><br><small>11/19/2025</small>                                                                              |
| <b>AX-202</b><br><small>6 OF 8</small>                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                   |



① EXISTING CROSS SECTION



② EXISTING LONGITUDINAL SECTION

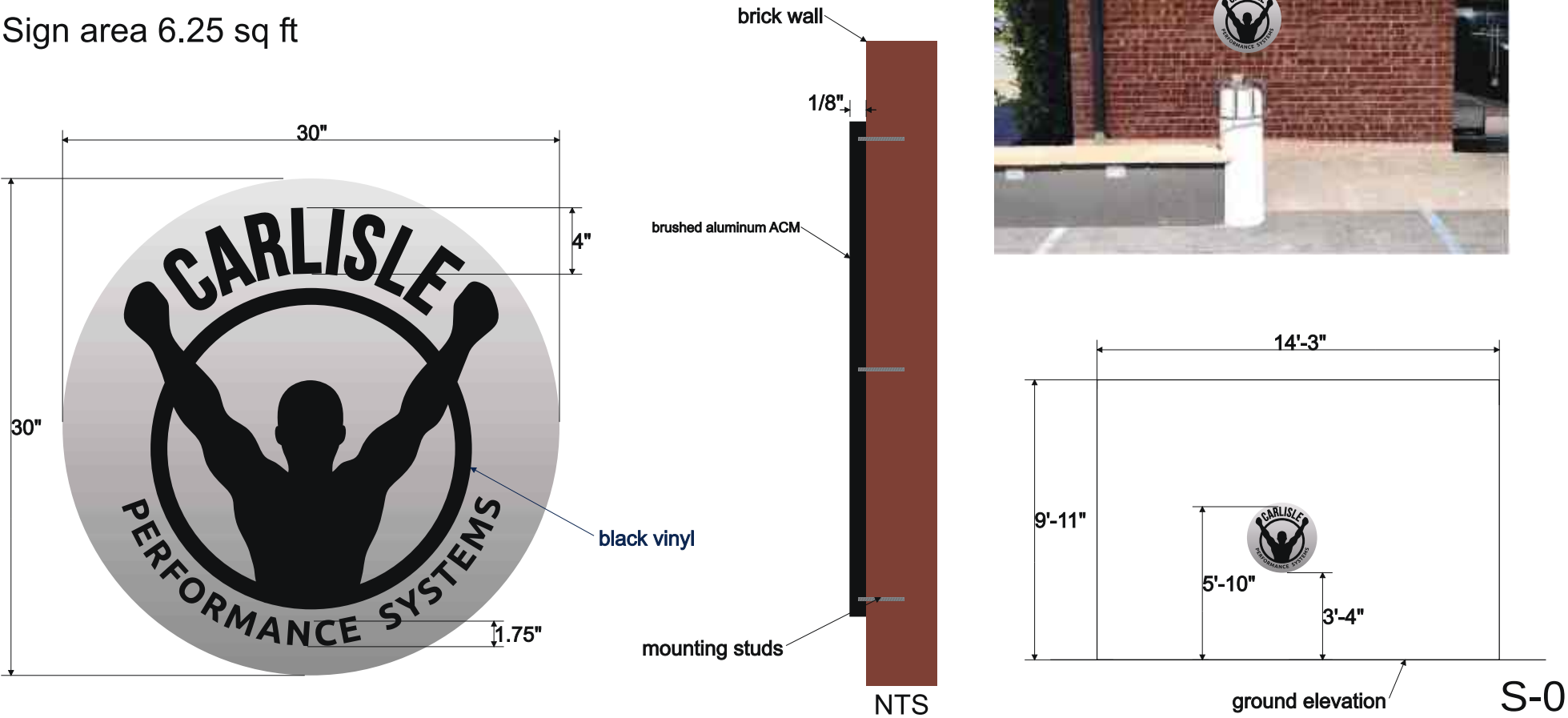
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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 550 RAVENSWOOD AVE.<br>MENLO PARK, CA. 94025                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                  |
| <small>THIS DRAWING IS A RECORD OF REAL PROPERTY THAT IS GENERALLY ACCEPTED TO BE SUFFICIENT FOR USE IN PLANNING, DESIGN, LEASE, AND CONSTRUCTION. ASBUILT SERVICES, ITS SUBSIDIARIES, ITS OFFICES OR AGENTS, AND ITS EMPLOYEES, SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS OR FOR ANY CONSEQUENCES OF ANY SUCH USE.</small> |  <b>ASBUILT SERVICES</b><br><small>FOR THE RECORD SINCE 1990<br/>1-800-318-0099 ASBUILTSERVICES.COM</small> |
| EXISTING AND PROPOSED BUILDING SECTIONS                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                  |
| <small>REF: 550d_south_11<br/>REV: 0<br/>DRAWN BY: AL<br/>CHECKED BY: TL</small>                                                                                                                                                                                                                                                       | <small>SHEET SIZE: 24x36<br/>SCALE: 1/4" = 1'-0"<br/>FIELD MEASURE:<br/>11/19/2025</small>                                                                                                       |
| <b>AX-301</b><br><small>7 OF 8</small>                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                  |

550 Ravenswood Ave  
Menlo Park, CA 94025

**SIGN A**

1/8" brushed aluminum with black vinyl  
flush mounted to exterior brick wall with studs and silicon

Sign area 6.25 sq ft

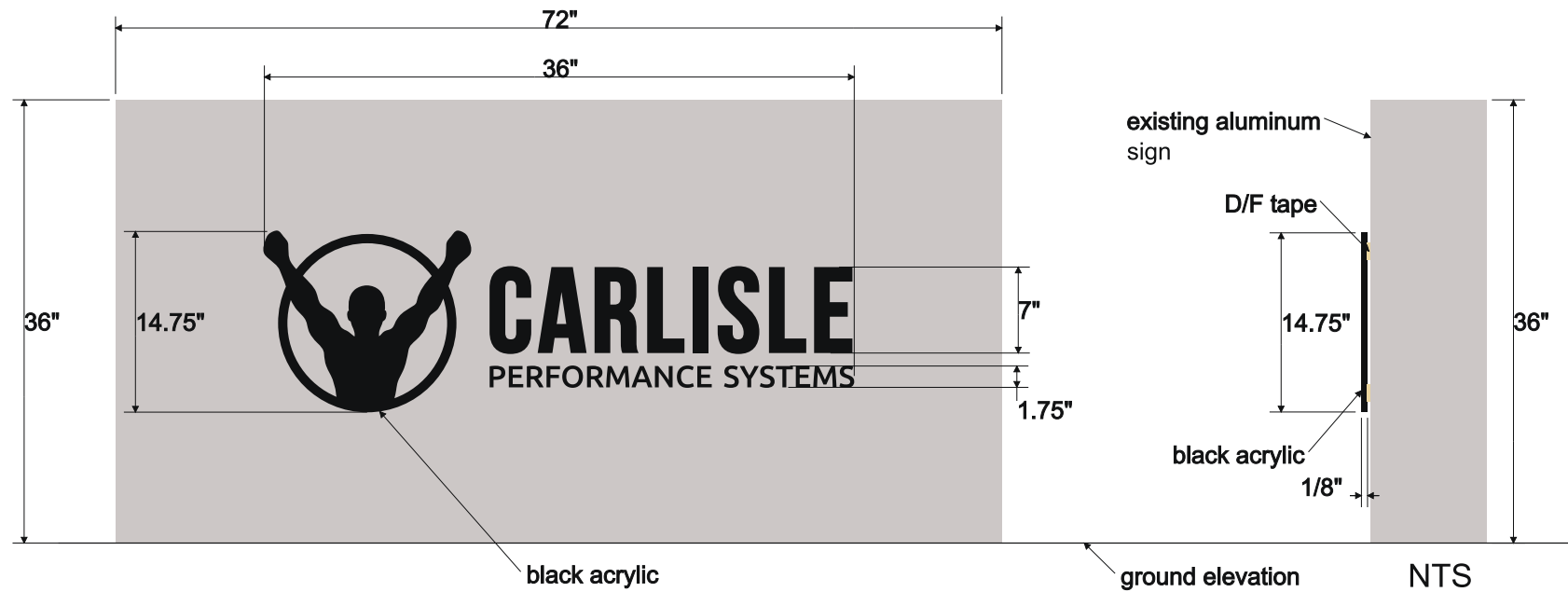


550 Ravenswood Ave  
Menlo Park, CA 94025

## SIGN C

1/8" black acrylic logo and text  
mounted to existing aluminum sign  
with heavy duty, exterior rated double sided tape

Sign area 12 sq ft

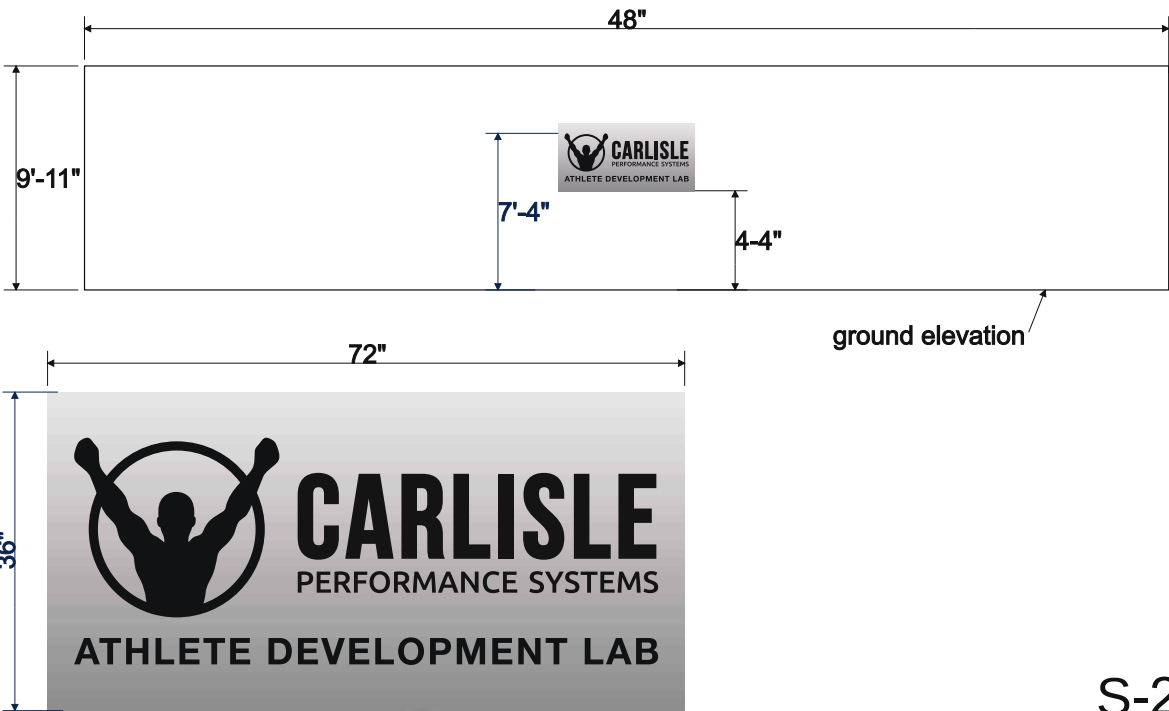
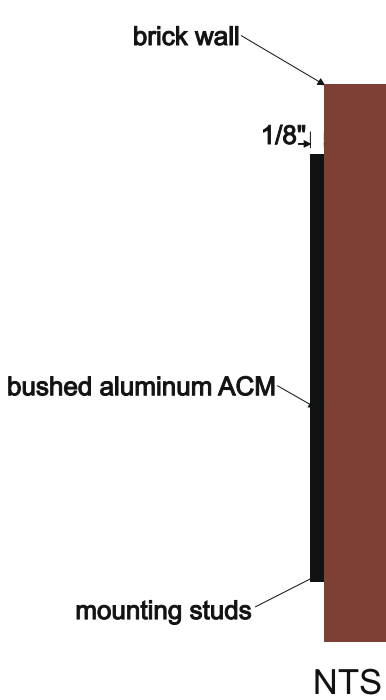


550 Ravenswood Ave  
Menlo Park, CA 94025

**SIGN D**

1/8" brushed aluminum with black vinyl  
mounted to exterior brick wall  
flush mounted to wall with studs and silicon

Sign area 12 sq ft



550 Ravenswood Ave  
Menlo Park, CA 94025

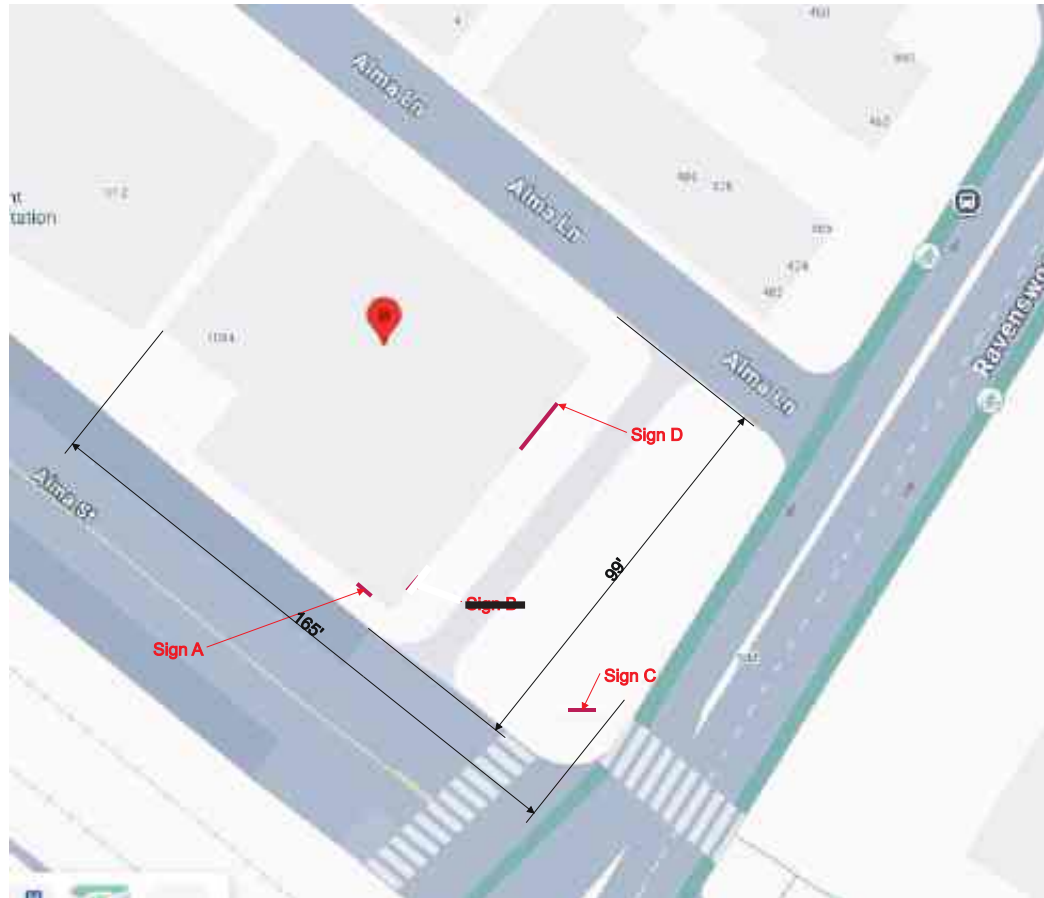
### Sign square footage

Sign A area 6.25 sq ft

Sign C area 12 sq ft

Sign D area 12 sq ft

Total sign area 30.25 sq ft



**Project Description****550 Ravenswood Avenue, Menlo Park, CA****Conditional Use Permit Request**

The applicant is requesting approval of a Conditional Use Permit to allow continued Personal Improvement Services use (specifically for a personal training facility titled Carlisle Performance Systems) within an existing tenant space at 550 Ravenswood Avenue. The proposed use is the same use as the previous tenant, Axis, and is a like-for-like tenant change.

The tenant space is approximately 6,134 square feet and is located within the Downtown/Station Area Retail/Mixed Use zoning district. Personal Improvement Services uses are permitted in this zoning district when located within tenant spaces under 5,000 square feet. Because the existing tenant space exceeds 5,000 square feet, a Conditional Use Permit is required.

The purpose of the request is to allow the incoming Personal Improvement Services tenant to occupy and operate in the existing space as soon as possible while continuing the established use of the property.

No architectural, structural, electrical, mechanical, plumbing, life safety, exterior, or site changes are proposed. No tenant improvement work requiring a building permit is proposed.

No changes are proposed to the building footprint, exterior elevations, interior layout, walls, doors, windows, storefront, parking areas, site access, circulation, landscaping, utilities, or building systems. The existing building, site layout, parking, and access will remain unchanged. The only visual change proposed is signage which includes signage at the entrance facing Alma St, on the wall facing the parking lot, and on the existing monument sign at the corner of Ravenswood Ave and Alma St (details shown in 'S' sheets).

The existing use of the tenant space was Personal Improvement Services. The proposed use is also Personal Improvement Services. The proposal does not change the use category of the space and does not intensify the existing commercial use.

Carlisle Performance Systems will operate Monday through Thursday from 6:00 a.m. to 8:00 p.m., Friday from 6:00 a.m. to 6:00 p.m., and Saturday and Sunday from 6:00 a.m. to 4:00 p.m. The facility anticipates a maximum occupancy of approximately 50 people at any one time and will employ approximately five to 12 employees, depending on seasonal programming and operational needs.

Carlisle Performance Systems is a sports performance training facility serving youth, collegiate, and adult participants. Programming will include group speed and agility training, strength and power development, mobility, flexibility and endurance training, one-on-one personal training, semi-private performance training, athletic performance assessments, and adult fitness and performance programs. Free weights and strength-training equipment will also be available for member use in accordance with facility policies and supervision requirements. Limited warm-up exercises, bodyweight exercises, movement-preparation drills, and athletic movement activities may occasionally occur immediately outside the building and will be conducted in a manner intended to minimize disruption to neighboring businesses and the surrounding community.

Retail activity will be limited to prepackaged healthy snacks and beverages sold through a vending machine, with no food prepared on site. Limited Carlisle Performance-branded merchandise and prepackaged nutritional products may also be offered in the future. All amplified music and sound associated with the facility will occur indoors only. Music may be played during training sessions at a volume consistent with the Menlo Park noise regulations and intended not to disturb neighboring tenants or the surrounding community. The facility may also host occasional educational and community events, such as coaching seminars, sports performance clinics, health and wellness workshops, community presentations, and youth athletic development seminars. These occasional events will also maintain a maximum occupancy of approximately 50 people.

The facility will use the property's existing on-site parking. Seven (7) dedicated employee parking spaces will be designated to help preserve parking availability for clients and visitors, and programming will be scheduled throughout the day to distribute traffic and parking demand.

No neighborhood outreach has been conducted because the proposal is limited to a like-for-like continuation of the previous Personal Improvement Services use, with no building expansion, no exterior alterations, no site changes, and no permit-triggering tenant improvement work. The applicant will respond promptly to any questions from neighboring property owners, tenants, or community members during the City review process. The applicant is willing to participate in neighborhood outreach if required.

The building is currently vacant, and the proposed use will provide activation to the site. The applicant hopes to occupy the space and begin business operations as soon as the required approvals are obtained.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                                 |                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LOCATION:</b> 550 Ravenswood Ave.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>PROJECT NUMBER:</b> PLN2026-00028 | <b>APPLICANT:</b> Alysa Tibbits | <b>OWNER:</b> Francine Larson, Trustee of the Francine Larson living Trust; Diane C. Larson, Trustee of the Diane C. Larson Family Trust |
| <p><b>PROJECT CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to commence operations within one year from the date of approval (by August 24, 2027) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Asbuilt Services, consisting of 14 plan sheets, dated received August 5, 2026, and approved by the Planning Commission on August 24, 2026, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. The applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. The applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. If applicable, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Prior to commencing operations, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>g. Heritage trees in the vicinity of the construction project shall be retained and/or protected pursuant to the Heritage Tree Ordinance.</li> <li>h. 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.</li> <li>i. 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 this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application</li> </ol> </li> </ol> |                                      |                                 |                                                                                                                                          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |                                 |                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LOCATION:</b> 550 Ravenswood Ave.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>PROJECT NUMBER:</b> PLN2026-00028 | <b>APPLICANT:</b> Alysa Tibbits | <b>OWNER:</b> Francine Larson, Trustee of the Francine Larson living Trust; Diane C. Larson, Trustee of the Diane C. Larson Family Trust |
| <p><b>PROJECT CONDITIONS:</b></p> <p>2. The use permit shall be subject to the following <i>project-specific</i> conditions:</p> <p>a. The project proponent shall demonstrate compliance with mitigation measures included in the El Camino Real/Downtown Specific Plan Mitigation Monitoring and Reporting Program (MMRP) that are applicable to the project, subject to review and approval by the Community Development and Public Works Departments and applicable City divisions. Timing for compliance documentation shall comply with the requirements in the MMRP.</p> |                                      |                                 |                                                                                                                                          |

# EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN MITIGATION MONITORING AND REPORTING PROGRAM

---

## Introduction

The California Environmental Quality Act (CEQA) requires the adoption of feasible mitigation measures to reduce the severity and magnitude of significant environmental impacts associated with Plan or Project implementation. The Environmental Impact Report (EIR) for the proposed El Camino Real and Downtown Specific Plan (Specific Plan) includes mitigation measures to reduce the potential environmental effects of the Specific Plan.

CEQA also requires reporting on and monitoring of mitigation measures adopted as part of the environmental review process (Public Resources Code section 21081.6). This Mitigation Monitoring and Reporting Program (MMRP) is designed to aid the City of Menlo Park in its implementation and monitoring of measures adopted from the Specific Plan EIR.

The mitigation measures are taken from the El Camino Real and Downtown Specific Plan EIR. Mitigation measures in this MMRP are assigned the same number they had in the EIR. The MMRP is presented in table format and it describes the actions that must take place to implement each mitigation measure, the timing of those actions, the entities responsible for implementing and monitoring the actions, and verification of compliance.

The Specific Plan contains a variety of policies which are intended in part to mitigate environmental effects of the Plan. These policies will be monitored through a new Architectural Control finding in Section 16.68.020 of the Zoning Ordinance that states “That the development is consistent with any applicable Specific Plan”. The project sponsor will be initially responsible for designing a project that is consistent with the Plan, and the Community Development Department will review all applications within the Specific Plan area to ensure that they are consistent with the Specific Plan.

## MITIGATION MONITORING AND REPORTING PROGRAM

| Impact                                                                                                                                                                                                                                               | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Timing                                                                                                       | Implementing Party                   | Monitoring Agency |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|
| <b>Air Quality</b>                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                              |                                      |                   |
| <b>Impact AIR-1:</b> Implementation of the Specific Plan would result in increased long-term emissions of criteria pollutants associated with construction activities that could contribute substantially to an air quality violation. (Significant) | <p><b>Mitigation Measure AIR-1a:</b> During construction of individual projects under the Specific Plan, project applicants shall require the construction contractor(s) to implement the following measures required as part of Bay Area Air Quality Management District's (BAAQMD) basic dust control procedures required for construction sites. For projects for which construction emissions exceed one or more of the applicable BAAQMD thresholds, additional measures shall be required as indicated in the list following the Basic Controls.</p> <p><u>Basic Controls that Apply to All Construction Sites</u></p> <ol style="list-style-type: none"> <li>1. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.</li> <li>2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.</li> <li>3. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.</li> <li>4. All vehicle speeds on unpaved roads shall be limited to 15 mph.</li> <li>5. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.</li> <li>6. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.</li> <li>7. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.</li> </ol> | <p>Exposed surfaces shall be watered twice daily.</p> <p>Trucks carrying demolition debris shall be covered.</p> <p>Dirt carried from construction areas shall be cleaned daily.</p> <p>Speed limit on unpaved roads shall be 15 mph.</p> <p>Roadways, driveways, sidewalks and building pads shall be laid as soon as possible after grading.</p> <p>Idling times shall be minimized to 5 minutes or less; Signage posted at all access points.</p> <p>Construction equipment shall be properly tuned and maintained.</p> | Measures shown on plans, construction documents and on-going during demolition, excavation and construction. | Project sponsor(s) and contractor(s) | PW/CDD            |

PW = Public Works – Engineering & Transportation  
BAAQMD = Bay Area Air Quality Management District

RWQCB = Regional Water Quality Control Board  
Caltrans = California Department of Transportation

CDD = Community Development Planning & Building Divisions  
SMCHS = San Mateo County Health System, Groundwater Protection Program

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                      | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Timing | Implementing Party | Monitoring Agency |
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| <b>Air Quality (cont.)</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |                    |                   |
| <b>Impact AIR-1 (cont.)</b> | <p>8. Post a publicly visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD's phone number shall also be visible to ensure compliance with applicable regulations.</p> <p><u>Additional Measures for Development Projects that Exceed Significance Criteria</u></p> <p>1. All exposed surfaces shall be watered at a frequency adequate to maintain minimum soil moisture of 12 percent. Moisture content can be verified by lab samples or moisture probe.</p> <p>2. All excavation, grading, and/or demolition activities shall be suspended when average wind speeds exceed 20 mph.</p> <p>3. Wind breaks (e.g., trees, fences) shall be installed on the windward side(s) of actively disturbed areas of construction. Wind breaks should have at maximum 50 percent air porosity.</p> <p>4. Vegetative ground cover (e.g., fast-germinating native grass seed) shall be planted in disturbed areas as soon as possible and watered appropriately until vegetation is established.</p> <p>5. The simultaneous occurrence of excavation, grading, and ground-disturbing construction activities on the same area at any one time shall be limited. Activities shall be phased to reduce the amount of disturbed surfaces at any one time.</p> <p>6. All trucks and equipment, including their tires, shall be washed off prior to leaving the site.</p> <p>7. Site accesses to a distance of 100 feet from the paved road shall be treated with a 6- to 12-inch compacted layer of wood chips, mulch, or gravel.</p> <p>8. Sandbags or other erosion control measures shall be installed to prevent silt runoff to public roadways from sites with a slope greater than one percent.</p> | <p>Signage will be posted with the appropriate contact information regarding dust complaints.</p> <p>Water exposed surfaces to maintain minimum soil moisture of 12 percent.</p> <p>Halt excavation, grading and demolition when wind is over 20 mph.</p> <p>Install wind breaks on the windward side(s) of disturbed construction areas.</p> <p>Vegetative ground cover shall be planted in disturbed areas as soon as possible.</p> <p>Ground-disturbing construction activities shall not occur simultaneously.</p> <p>Trucks and equipment shall be washed before exiting the site.</p> <p>Cover site access roads.</p> <p>Erosion control measures shall be used.</p> |        |                    |                   |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                      | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                                                                                                       | Timing                                                                                                                                                             | Implementing Party                           | Monitoring Agency |
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| <b>Air Quality (cont.)</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                    |                                              |                   |
| <b>Impact AIR-1 (cont.)</b> | <p>9. Minimizing the idling time of diesel powered construction equipment to two minutes.</p> <p>10. The project shall develop a plan demonstrating that the off-road equipment (more than 50 horsepower) to be used in the construction project (i.e., owned, leased, and subcontractor vehicles) would achieve a project wide fleet-average 20 percent nitrogen oxides reduction and 45 percent particulate matter reduction compared to the most recent ARB fleet average. Acceptable options for reducing emissions include the use of late model engines, low-emission diesel products, alternative fuels, engine retrofit technology, after-treatment products, add-on devices such as particulate filters, and/or other options as such become available.</p> <p>11. Use low volatile organic compound (VOC) (i.e., reactive organic gases) coatings beyond the local requirements (i.e., Regulation 8, Rule 3: Architectural Coatings).</p> <p>12. Requiring that all construction equipment, diesel trucks, and generators be equipped with Best Available Control Technology for emission reductions of nitrogen oxides and particulate matter.</p> <p>13. Requiring all contractors use equipment that meets the California Air Resources Board's most recent certification standard for off-road heavy duty diesel engines.</p> | <p>Idling time of diesel powered equipment will not exceed two minutes.</p> <p>Plan developed that demonstrates emissions from use of off-road equipment during construction will be reduced as specified.</p> <p>Low VOC coatings shall be used.</p> <p>Require Best Available Control Technology for all construction equipment, diesel trucks, and generators.</p> <p>Equipment shall meet standards for off-road heavy duty diesel engines.</p> |                                                                                                                                                                    |                                              |                   |
|                             | <p><b>Mitigation Measure AIR-1b:</b> Each applicant for development projects to be implemented under the Specific Plan for projects that exceed the BAAQMD screening criteria shall develop an Exhaust Emissions Control Plan outlining how construction exhaust emissions will be controlled during construction activities. These plans shall be submitted to the City for review and approval and shall be distributed to all employees and construction contractors prior to commencement of construction activities. The plan shall describe all feasible control measures that will be</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>Require an Exhaust Emissions Control Plan of each applicant with projects that exceed BAAQMD screening criteria.</p>                                                                                                                                                                                                                                                                                                                             | <p>Plan approved by City prior to building permit issuance; Measures shown on plans, construction documents and specification and ongoing during construction.</p> | <p>Project sponsors(s) and contractor(s)</p> | <p>CDD</p>        |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                                                                     | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Monitoring / Reporting Action                                                                                                                                                                                                                                                                          | Timing                                        | Implementing Party | Monitoring Agency |
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| <b>Air Quality (cont.)</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                        |                                               |                    |                   |
| <b>Impact AIR-1 (cont.)</b>                                                                                                                                                                                                                                                | implemented during construction activities. Feasible control measures may include, but not be limited to, those identified in Mitigation Measure AIR-1a.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                        |                                               |                    |                   |
| <b>Impact AIR-2:</b> Implementation of the Specific Plan would result in increased long-term emissions of criteria pollutants from increased vehicle traffic and on-site area sources that would contribute substantially to an air quality violation. (Significant)       | <b>Mitigation Measure AIR-2:</b> Mitigation Measure TR-2 of Section 4.13, Transportation, Circulation and Parking, identifies Transportation Demand Management (TDM) strategies to be implemented by individual project applicants, although the precise effectiveness of a TDM program cannot be guaranteed. As the transportation demand management strategies included in Mitigation Measure TR-2 represent the majority of available measures with which to reduce VMT, no further mitigation measures are available and this impact is considered to be significant and unavoidable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | See Mitigation Measure TR-2.                                                                                                                                                                                                                                                                           |                                               |                    |                   |
| <b>Impact AIR-5:</b> Implementation of the Specific Plan would locate sensitive receptors in an area of elevated concentrations of toxic air contaminants associated with roadway traffic which may lead to considerable adverse health effects. (Potentially Significant) | <b>Mitigation Measure AIR-5:</b> The Mitigation Monitoring and Reporting Program shall require that all developments that include sensitive receptors such as residential units that would be located within 200 feet of the edge of El Camino Real or within 100 feet of the edge of Ravenswood Avenue, Oak Grove Avenue east of El Camino Real, or Santa Cruz Avenue west of University Avenue shall undergo, prior to project approval, a screening-level health risk analysis to determine if cancer risk, hazard index, and/or PM <sub>2.5</sub> concentration would exceed BAAQMD thresholds. If one or more thresholds would be exceeded at the site of the subsequent project, the project (or portion of the project containing sensitive receptors, in the case of a mixed-use project) shall be equipped with filtration systems with a Minimum Efficiency Reporting Value (MERV) rating of 14 or higher. The ventilation system shall be designed by an engineer certified by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, who shall provide a written report documenting that the system reduces interior health risks to less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD or the City for health risks. The project sponsor shall present a plan to ensure ongoing maintenance of ventilation and filtration systems and shall ensure the | A health risk analysis shall be prepared.<br><br>If one or more thresholds are exceeded, a filtration system shall be installed; Certified engineer to provide report documenting that system reduces health risks<br><br>Plan developed for ongoing maintenance and disclosure to buyers and/renters. | Simultaneous with a building permit submittal | Project sponsor(s) | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                                                                     | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Monitoring / Reporting Action                                                                                                                                                                                                                                                                          | Timing                                        | Implementing Party | Monitoring Agency |
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| <b>Air Quality (cont.)</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                        |                                               |                    |                   |
| <b>Impact AIR-5 (cont.)</b>                                                                                                                                                                                                                                                | disclosure to buyers and/or renters regarding the findings of the analysis and inform occupants as to proper use of any installed air filtration. Alternatively, if the project applicant can prove at the time of development that health risks at new residences due to DPM (and other TACs, if applicable) would be less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD for health risks, or that alternative mitigation measures reduce health risks below any other City-adopted threshold of significance, such filtration shall not be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                        |                                               |                    |                   |
| <b>Impact AIR-6:</b> Implementation of the Specific Plan would locate new sensitive receptors in an area of elevated concentrations of PM <sub>2.5</sub> associated with roadway traffic which may lead to considerable adverse health effects. (Potentially Significant)  | <b>Mitigation Measure AIR-5</b> associated with Impact AIR-5 regarding DPM exposure would also reduce PM <sub>25</sub> exposure impacts along El Camino Real and other high volume streets to a less than significant level.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | See Mitigation Measure AIR-5.                                                                                                                                                                                                                                                                          |                                               |                    |                   |
| <b>Impact AIR-7:</b> Implementation of the Specific Plan would expose sensitive receptors to elevated concentrations of Toxic Air Contaminants (TACs) associated with Caltrain operations which may lead to considerable adverse health effects. (Potentially Significant) | <b>Mitigation Measure AIR-7:</b> The Mitigation Monitoring and Reporting Program shall require that all developments that include sensitive receptors such as residential units that would be located within approximately 1,095 feet of the edge of the Caltrain right-of-way shall undergo, prior to project approval, a screening-level health risk analysis to determine if cancer risk, hazard index, and/or PM <sub>2.5</sub> concentration would exceed BAAQMD thresholds. If one or more thresholds would be exceeded at the site of the subsequent project, the project (or portion of the project containing sensitive receptors, in the case of a mixed-use project) shall be equipped with filtration systems with a Minimum Efficiency Reporting Value (MERV) rating of 14 or higher. The ventilation system shall be designed by an engineer certified by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, who shall provide a written report documenting that the system reduces interior health risks to less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD or the City for health risks. The project sponsor shall present a | A health risk analysis shall be prepared.<br><br>If one or more thresholds are exceeded, a filtration system shall be installed; Certified engineer to provide report documenting that system reduces health risks<br><br>Plan developed for ongoing maintenance and disclosure to buyers and/renters. | Simultaneous with a building permit submittal | Project sponsor(s) | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                              | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Monitoring / Reporting Action                                                                                                                                                                                                                                                                          | Timing                                         | Implementing Party | Monitoring Agency |
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| <b>Air Quality (cont.)</b>                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                        |                                                |                    |                   |
| <b>Impact AIR-7 (cont.)</b>                                                                                                                                                                                                         | plan to ensure ongoing maintenance of ventilation and filtration systems and shall ensure the disclosure to buyers and/or renters regarding the findings of the analysis and inform occupants as to proper use of any installed air filtration. Alternatively, if the project applicant can prove at the time of development that health risks at new residences due to DPM (and other TACs, if applicable) would be less than 10 in one million, or less than any other threshold of significance adopted by BAAQMD for health risks, or that alternative mitigation measures reduce health risks below any other City-adopted threshold of significance, such filtration shall not be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                        |                                                |                    |                   |
| <b>Impact AIR-10:</b> Implementation of the Specific Plan would locate new sensitive receptors near sources of toxic air contaminants which may lead to cumulatively considerable adverse health effects. (Potentially Significant) | <b>Measure AIR-10:</b> The Mitigation Monitoring and Reporting Program shall require that all developments that include sensitive receptors such as residential units that would be located within 1,000 feet around the SRI International campus undergo, prior to project approval, a screening-level health risk analysis to determine if cancer risk, hazard index, and/or PM <sub>2.5</sub> concentration would exceed BAAQMD thresholds. If one or more thresholds would be exceeded at the site of the subsequent project, the project (or portion of the project containing sensitive receptors, in the case of a mixed-use project) shall be equipped with filtration systems with a Minimum Efficiency Reporting Value (MERV) rating of 14 or higher. The ventilation system shall be designed by an engineer certified by the American Society of Heating, Refrigeration and Air-Conditioning Engineers, who shall provide a written report documenting that the system reduces interior health risks to less than 10 in one million, or less than any other threshold of significance adopted by BBAQMD or the City for health risks. The project sponsor shall present a plan to ensure ongoing maintenance of ventilation and filtration systems and shall ensure the disclosure to buyers and/or renters regarding the findings of the analysis and inform occupants as to proper use of any installed air filtration. Alternatively, if the project applicant can prove at the time of development that health risks at new residences due to DPM (and other TACs, if applicable) would be less than 10 in one million, or less than any other threshold of | A health risk analysis shall be prepared.<br><br>If one or more thresholds are exceeded, a filtration system shall be installed; Certified engineer to provide report documenting that system reduces health risks<br><br>Plan developed for ongoing maintenance and disclosure to buyers and/renters. | Simultaneous with a building permit submittal. | Project sponsor(s) | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                            | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Monitoring / Reporting Action                                                                                                                               | Timing                                                                                                                                  | Implementing Party                                          | Monitoring Agency |
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| <b>Air Quality (cont.)</b>                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                             |                                                                                                                                         |                                                             |                   |
| <b>Impact AIR-10 (cont.)</b>                                                                                                      | significance adopted by BAAQMD for health risks, or that alternative mitigation measures reduce health risks below any other City-adopted threshold of significance, such filtration shall not be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                             |                                                                                                                                         |                                                             |                   |
| <b>Biological Resources</b>                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                             |                                                                                                                                         |                                                             |                   |
| <b>Impact BIO-1:</b> The Specific Plan could result in the take of special-status birds or their nests. (Potentially Significant) | <p><b>Mitigation Measure BIO-1a: Pre-Construction Special-Status Avian Surveys.</b> No more than two weeks in advance of any tree or shrub pruning, removal, or ground-disturbing activity that will commence during the breeding season (February 1 through August 31), a qualified wildlife biologist will conduct pre-construction surveys of all potential special-status bird nesting habitat in the vicinity of the planned activity. Pre-construction surveys are not required for construction activities scheduled to occur during the non-breeding season (August 31 through January 31). Construction activities commencing during the non-breeding season and continuing into the breeding season do not require surveys (as it is assumed that any breeding birds taking up nests would be acclimated to project-related activities already under way). Nests initiated during construction activities would be presumed to be unaffected by the activity, and a buffer zone around such nests would not be necessary. However, a nest initiated during construction cannot be moved or altered.</p> <p><b><i>If pre-construction surveys indicate that no nests of special-status birds are present or that nests are inactive or potential habitat is unoccupied:</i></b> no further mitigation is required.</p> <p><b><i>If active nests of special-status birds are found during the surveys:</i></b> implement Mitigation Measure BIO-1b.</p> | A nesting bird survey shall be prepared if tree or shrub pruning, removal or ground-disturbing activity will commence between February 1 through August 31. | Prior to tree or shrub pruning or removal, any ground disturbing activity and/or issuance of demolition, grading or building permits.   | Qualified wildlife biologist retained by project sponsor(s) | CDD               |
|                                                                                                                                   | <p><b>Mitigation Measure BIO-1b: Avoidance of active nests.</b> If active nests of special-status birds or other birds are found during surveys, the results of the surveys would be discussed with the California Department of Fish and Game and avoidance procedures will be adopted, if necessary, on a case-by- case basis. In the event that a special-status bird or protected nest is</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | If active nests are found during survey, the results will be discussed with the California Department of Fish and Game and avoidance procedures adopted.    | Prior to tree or shrub pruning or removal, any ground-disturbing activities and/or issuance of demolition, grading or building permits. | Project sponsor(s) and contractor(s)                        | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                            | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Monitoring / Reporting Action                                                                                                           | Timing                                         | Implementing Party                   | Monitoring Agency |
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| <b>Biological Resources (cont.)</b>                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                         |                                                |                                      |                   |
| <b>Impact BIO-1 (cont.)</b>                                                                                                                                       | <p>found, construction would be stopped until either the bird leaves the area or avoidance measures are adopted. Avoidance measures can include construction buffer areas (up to several hundred feet in the case of raptors), relocation of birds, or seasonal avoidance. If buffers are created, a no disturbance zone will be created around active nests during the breeding season or until a qualified biologist determines that all young have fledged. The size of the buffer zones and types of construction activities restricted will take into account factors such as the following:</p> <ol style="list-style-type: none"> <li>1. Noise and human disturbance levels at the Plan area and the nesting site at the time of the survey and the noise and disturbance expected during the construction activity;</li> <li>2. Distance and amount of vegetation or other screening between the Plan area and the nest; and</li> <li>3. Sensitivity of individual nesting species and behaviors of the nesting birds.</li> </ol> | Halt construction if a special-status bird or protected nest is found until the bird leaves the area or avoidance measures are adopted. |                                                |                                      |                   |
| <b>Impact BIO-3:</b> Impacts to migratory or breeding special-status birds and other special-status species due to lighting conditions. (Potentially Significant) | <p><b>Mitigation Measure BIO-3a: Reduce building lighting from exterior sources.</b></p> <ol style="list-style-type: none"> <li>a. Minimize amount and visual impact of perimeter lighting and façade up-lighting and avoid up-lighting of rooftop antennae and other tall equipment, as well as of any decorative features;</li> <li>b. Installing motion-sensor lighting, or lighting controlled by timers set to turn off at the earliest practicable hour;</li> <li>c. Utilize minimum wattage fixtures to achieve required lighting levels;</li> <li>d. Comply with federal aviation safety regulations for large buildings by installing minimum intensity white strobe lighting with a three-second flash interval instead of continuous flood lighting, rotating lights, or red lighting</li> <li>e. Use cutoff shields on streetlight and external lights to prevent upwards lighting.</li> </ol>                                                                                                                                | Reduce building lighting from exterior sources.                                                                                         | Prior to building permit issuance and ongoing. | Project sponsor(s) and contractor(s) | CDD               |

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                   | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Monitoring / Reporting Action                                                                                                                                                                                                                                                             | Timing                                                                                   | Implementing Party                                     | Monitoring Agency |
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| <b>Biological Resources (cont.)</b>                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                           |                                                                                          |                                                        |                   |
| <b>Impact BIO-3 (cont.)</b>                                                                                              | <b>Mitigation Measure BIO-3b: Reduce building lighting from interior sources.</b> <ol style="list-style-type: none"> <li>Dim lights in lobbies, perimeter circulation areas, and atria;</li> <li>Turn off all unnecessary lighting by 11pm thorough sunrise, especially during peak migration periods (mid-March to early June and late August through late October);</li> <li>Use gradual or staggered switching to progressively turn on building lights at sunrise.</li> <li>Utilize automatic controls (motion sensors, photo-sensors, etc.) to shut off lights in the evening when no one is present;</li> <li>Encourage the use of localized task lighting to reduce the need for more extensive overhead lighting;</li> <li>Schedule nightly maintenance to conclude by 11 p.m.;</li> <li>Educate building users about the dangers of night lighting to birds.</li> </ol>                                                                                                                                                                                                                                      | Reduce building lighting from interior sources.                                                                                                                                                                                                                                           | Prior to building permit issuance and ongoing.                                           | Project sponsor(s) and Contractor(s)                   | CDD               |
| <b>Impact BIO-5:</b> The Specific Plan could result in the take of special-status bat species. (Potentially Significant) | <b>Mitigation Measure BIO-5a: Preconstruction surveys.</b> Potential direct and indirect disturbances to special-status bats will be identified by locating colonies and instituting protective measures prior to construction of any subsequent development project. No more than two weeks in advance of tree removal or structural alterations to buildings with closed areas such as attics, a qualified bat biologist (e.g., a biologist holding a California Department of Fish and Game collection permit and a Memorandum of Understanding with the California Department of Fish and Game allowing the biologist to handle and collect bats) shall conduct pre-construction surveys for potential bats in the vicinity of the planned activity. A qualified biologist will survey buildings and trees (over 12 inches in diameter at 4.5-foot height) scheduled for demolition to assess whether these structures are occupied by bats. No activities that would result in disturbance to active roosts will proceed prior to the completed surveys. If bats are discovered during construction, any and all | Retain a qualified bat biologist to conduct pre-construction survey for bats and potential roosting sites in vicinity of planned activity.<br><br>Halt construction if bats are discovered during construction until surveys can be completed and proper mitigation measures implemented. | Prior to tree pruning or removal or issuance of demolition, grading or building permits. | Qualified bat biologist retained by project sponsor(s) | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                              | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Monitoring / Reporting Action                                                                                                                                                           | Timing                                                                                   | Implementing Party                                     | Monitoring Agency |
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| <b>Biological Resources (cont.)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                         |                                                                                          |                                                        |                   |
| <b>Impact BIO-5 (cont.)</b>         | <p>construction activities that threaten individuals, roosts, or hibernacula will be stopped until surveys can be completed by a qualified bat biologist and proper mitigation measures implemented.</p> <p><b>If no active roosts present:</b> no further action is warranted.</p> <p><b>If roosts or hibernacula are present:</b> implement Mitigation Measures BIO-5b and 5c.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                         |                                                                                          |                                                        |                   |
|                                     | <p><b>Mitigation Measure BIO-5b: Avoidance.</b> If any active nursery or maternity roosts or hibernacula of special-status bats are located, the subsequent development project may be redesigned to avoid impacts. Demolition of that tree or structure will commence after young are flying (i.e., after July 31, confirmed by a qualified bat biologist) or before maternity colonies forms the following year (i.e., prior to March 1). For hibernacula, any subsequent development project shall only commence after bats have left the hibernacula. No-disturbance buffer zones acceptable to the California Department of Fish and Game will be observed during the maternity roost season (March 1 through July 31) and during the winter for hibernacula (October 15 through February 15).</p> <p>Also, a no-disturbance buffer acceptable in size to the California Department of Fish and Game will be created around any roosts in the Project vicinity (roosts that will not be destroyed by the Project but are within the Plan area) during the breeding season (April 15 through August 15), and around hibernacula during winter (October 15 through February 15). Bat roosts initiated during construction are presumed to be unaffected, and no buffer is necessary. However, the "take" of individuals is prohibited.</p> | If any active nursery or maternity roosts or hibernacula are located, no disturbance buffer zones shall be established during the maternity roost and breeding seasons and hibernacula. | Prior to tree removal or pruning or issuance of demolition, grading or building permits  | Qualified bat biologist retained by project sponsor(s) | CDD               |
|                                     | <p><b>Mitigation Measure BIO-5c: Safely evict non-breeding roosts.</b> Non-breeding roosts of special-status bats shall be evicted under the direction of a qualified bat biologist. This will be done by opening the roosting area to allow airflow through the cavity. Demolition will then follow no sooner or later than the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | A qualified bat biologist shall direct the eviction of non-breeding roosts.                                                                                                             | Prior to tree removal or pruning or issuance of demolition, grading or building permits. | Qualified bat biologist retained by project sponsor(s) | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                 | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                                                                      | Timing                                                                | Implementing Party                                                                      | Monitoring Agency |
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| <b>Biological Resources (cont.)</b>                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                       |                                                                                         |                   |
| <b>Impact BIO-5 (cont.)</b>                                                                                                                                                                                            | following day. There should not be less than one night between initial disturbance with airflow and demolition. This action should allow bats to leave during dark hours, thus increasing their chance of finding new roosts with a minimum of potential predation during daylight. Trees with roosts that need to be removed should first be disturbed at dusk, just prior to removal that same evening, to allow bats to escape during the darker hours. However, the "take" of individuals is prohibited.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                       |                                                                                         |                   |
| <b>Impact BIO-6a:</b> The Specific Plan could result in impacts to special-status amphibians and reptiles; California red-legged frog, California tiger salamander, and western pond turtle. (Potentially Significant) | <p><b>Mitigation Measure BIO 6a:</b> The following measures shall be implemented to mitigate the effects of the project on special-status amphibians and reptiles:</p> <p>Staging areas, and all fueling and maintenance of vehicles and other equipment and staging areas shall be at least 100 feet from the riparian corridor of San Francisquito Creek.</p> <p>For any construction that takes place within 100 feet of the riparian corridor of San Francisquito Creek:</p> <ul style="list-style-type: none"> <li>The project sponsor shall install exclusionary fencing, such as silt fences, along San Francisquito Creek and around all construction areas that are within 100 feet of or adjacent to potential California red-legged frog, California tiger salamander, or western pond turtle habitat, which includes San Francisquito Creek and its riparian corridor. Once fencing is in place, it shall be maintained by the project sponsor until completion of construction within or adjacent to the enclosure.</li> <li>Prior to commencement of any earthmoving activities, the project sponsor shall retain a qualified monitoring biologist to train all construction personnel and work crews on the sensitivity and identification of the California red-legged frog, California tiger salamander, and western pond turtle and the penalties for the "take" of these species. In addition, species identification cards shall be provided to all construction personnel. Training sessions shall be conducted for all new employees before they access the Plan area and periodically throughout project construction.</li> </ul> | <p>Buffer areas of at least 100 feet shall be created for the riparian corridor of San Francisquito Creek.</p> <p>Install fencing along San Francisquito Creek and around all construction areas within 100 feet of or adjacent to potential California red-legged frog, California tiger salamander, or western pond turtle habitat.</p> <p>Retain a qualified biologist to train all construction personnel.</p> | Prior to issuance of a grading permit and ongoing during construction | <p>Project sponsor(s)</p> <p>Qualified biologist retained by the project sponsor(s)</p> | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                         | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                             | Timing                                               | Implementing Party                                                    | Monitoring Agency |
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| <b>Biological Resources (cont.)</b>                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                           |                                                      |                                                                       |                   |
| <b>Impact BIO-6a (cont.)</b>                                                                                                                   | <ul style="list-style-type: none"> <li>During project construction the qualified monitoring biologist who is familiar with the identification and life history of California red-legged frog, California tiger salamander, and western pond turtle, and with the appropriate agency authorization, shall be designated to periodically inspect onsite compliance with all mitigation measures, consistent with the training sessions.</li> <li>The qualified monitoring biologist shall perform a daily survey of the San Francisquito Creek and its riparian corridor within 100 feet of the project site during initial ground-breaking activities and during the rainy season. During these surveys, the qualified monitoring biologist shall inspect the exclusion fencing for individuals trapped within the fence and determine the need for fence repair. After ground-breaking activities and during the non-rainy season, the qualified monitoring biologist shall continue to perform daily fence surveys and compliance reviews at the project site.</li> <li>If a California red-legged frog or California tiger salamander is identified in the project work area, all work in the immediate area shall cease and the U.S. Fish and Wildlife Service shall be contacted. Work shall not begin again until so authorized by the U.S. Fish and Wildlife Service.</li> </ul> | <p>Inspection of onsite compliance shall be conducted by a qualified monitoring biologist.</p> <p>Retain a qualified monitoring biologist to perform a daily survey of riparian corridors within 100 feet of the project site.</p> <p>Halt all work in the immediate area if a special-status amphibian is identified and contact the U.S. Fish and Wildlife Service.</p> |                                                      |                                                                       |                   |
| <b>Cultural Resources</b>                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                           |                                                      |                                                                       |                   |
| <b>Impact CUL-1:</b> The proposed Specific Plan could have a significant impact on historic architectural resources. (Potentially Significant) | <p><b>Mitigation Measure CUL-1: Site Specific Evaluations and Treatment in Accordance with the Secretary of the Interior's Standards:</b></p> <p><b>Site-Specific Evaluations:</b> In order to adequately address the level of potential impacts for an individual project and thereby design appropriate mitigation measures, the City shall require project sponsors to complete site-specific evaluations at the time that individual projects are proposed at or adjacent to buildings that are at least 50 years old.</p> <p>The project sponsor shall be required to complete a site-specific historic resources study performed by a qualified architectural historian meeting the Secretary</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | A qualified architectural historian shall complete a site-specific historic resources study. For structures found to be historic, specify treating conforming to Secretary of the Interior's standards, as applicable.                                                                                                                                                    | Simultaneously with a project application submittal. | Qualified architectural historian retained by the Project sponsor(s). | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                             | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Monitoring / Reporting Action                                                                                                                                                                                                                    | Timing                                               | Implementing Party                                          | Monitoring Agency |
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| <b>Cultural Resources (cont.)</b>                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                  |                                                      |                                                             |                   |
| <b>Impact CUL-1 (cont.)</b>                                                                                                        | <p>of the Interior's Standards for Architecture or Architectural History. At a minimum, the evaluation shall consist of a records search, an intensive-level pedestrian field survey, an evaluation of significance using standard National Register Historic Preservation and California Register Historic Preservation evaluation criteria, and recordation of all identified historic buildings and structures on California Department of Parks and Recreation 523 Site Record forms. The evaluation shall describe the historic context and setting, methods used in the investigation, results of the evaluation, and recommendations for management of identified resources. If federal or state funds are involved, certain agencies, such as the Federal Highway Administration and California Department of Transportation (Caltrans), have specific requirements for inventory areas and documentation format.</p> <p><b><i>Treatment in Accordance with the Secretary of the Interior's Standards.</i></b> Any future proposed project in the Plan Area that would affect previously recorded historic resources, or those identified as a result of site-specific surveys and evaluations, shall conform to the <i>Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings</i> (1995). The Standards require the preservation of character defining features which convey a building's historical significance, and offers guidance about appropriate and compatible alterations to such structures.</p> |                                                                                                                                                                                                                                                  |                                                      |                                                             |                   |
| <b>Impact CUL-2:</b> The proposed Specific Plan could impact currently unknown archaeological resources. (Potentially Significant) | <b>Mitigation Measure CUL-2a:</b> When specific projects are proposed that involve ground disturbing activity, a site-specific cultural resources study shall be performed by a qualified archaeologist or equivalent cultural resources professional that will include an updated records search, pedestrian survey of the project area, development of a historic context, sensitivity assessment for buried prehistoric and historic-period deposits, and preparation of a technical report that meets federal and state requirements. If historic or                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>A qualified archeologist shall complete a site-specific cultural resources study.</p> <p>If resources are identified and cannot be avoided, treatment plans will be developed to mitigate impacts to less than significant, as specified.</p> | Simultaneously with a project application submittal. | Qualified archaeologist retained by the project sponsor(s). | CDD               |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                   | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Timing                                                                                                                          | Implementing Party                                          | Monitoring Agency |
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| <b>Cultural Resources (cont.)</b>                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |                                                             |                   |
| <b>Impact CUL-2 (cont.)</b>                                                                                                              | unique resources are identified and cannot be avoided, treatment plans will be developed in consultation with the City and Native American representatives to mitigate potential impacts to less than significant based on either the Secretary of the Interior's Standards described in Mitigation Measure CUL-1 (if the site is historic) or the provisions of Public Resources Code Section 21083.2 (if a unique archaeological site).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                 |                                                             |                   |
|                                                                                                                                          | <b>Mitigation Measure CUL-2b:</b> Should any archaeological artifacts be found during construction, all construction activities within 50 feet shall immediately halt and the City must be notified. A qualified archaeologist shall inspect the findings within 24 hours of the discovery. If the resource is determined to be a historical resource or unique resource, the archaeologist shall prepare a plan to identify, record, report, evaluate, and recover the resources as necessary, which shall be implemented by the developer. Construction within the area of the find shall not recommence until impacts on the historical or unique archaeological resource are mitigated as described in Mitigation Measure CUL-2a above. Additionally, Public Resources Code Section 5097.993 stipulates that a project sponsor must inform project personnel that collection of any Native American artifact is prohibited by law. | If any archaeological artifacts are discovered during demolition/ construction, all ground disturbing activity within 50 feet shall be halted immediately, and the City of Menlo Park Community Development Department shall be notified within 24 hours.<br><br>A qualified archaeologist shall inspect any archaeological artifacts found during construction and if determined to be a resource shall prepare a plan meeting the specified standards which shall be implemented by the project sponsor(s). | Ongoing during construction.                                                                                                    | Qualified archaeologist retained by the project sponsor(s). | CDD               |
| <b>Impact CUL-3:</b> The proposed Specific Plan may adversely affect unidentifiable paleontological resources. (Potentially Significant) | <b>Mitigation Measure CUL-3:</b> Prior to the start of any subsurface excavations that would extend beyond previously disturbed soils, all construction forepersons and field supervisors shall receive training by a qualified professional paleontologist, as defined by the Society of Vertebrate Paleontology (SVP), <sup>1</sup> who is experienced in teaching non-specialists, to ensure they can recognize fossil materials and will follow proper notification procedures in the event any are uncovered during construction. Procedures to be conveyed to workers include halting construction within 50 feet of any potential fossil find and notifying a qualified                                                                                                                                                                                                                                                         | A qualified paleontologist shall conduct training for all construction personnel and field supervisors.<br><br>If a fossil is determined to be significant and avoidance is not feasible, the paleontologist will develop and implement an excavation and salvage plan in accordance with SVP standards.                                                                                                                                                                                                      | Prior to issuance of grading or building permits that include subsurface excavations and ongoing through subsurface excavation. | Qualified archaeologist retained by the project sponsor(s). | CDD               |

<sup>1</sup> SVP, 1995.

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                  | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Monitoring / Reporting Action                                                                                                                                                                                                                                                          | Timing                       | Implementing Party                                        | Monitoring Agency |
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| <b>Cultural Resources (cont.)</b>                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                        |                              |                                                           |                   |
| <b>Impact CUL-3 (cont.)</b>                                                                                                                                             | paleontologist, who will evaluate its significance. Training on paleontological resources will also be provided to all other construction workers, but may involve using a videotape of the initial training and/or written materials rather than in-person training by a paleontologist. If a fossil is determined to be significant and avoidance is not feasible, the paleontologist will develop and implement an excavation and salvage plan in accordance with SVP standards. <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                        |                              |                                                           |                   |
| <b>Impact CUL-4:</b> Implementation of the Plan may cause disturbance of human remains including those interred outside of formal cemeteries. (Potentially Significant) | <p><b>Mitigation Measure CUL-4:</b> If human remains are discovered during construction, CEQA Guidelines 15064.5(e)(1) shall be followed, which is as follows:</p> <ul style="list-style-type: none"> <li>In the event of the accidental discovery or recognition of any human remains in any location other than a dedicated cemetery, the following steps should be taken: <ol style="list-style-type: none"> <li>There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until: <ol style="list-style-type: none"> <li>The San Mateo County coroner must be contacted to determine that no investigation of the cause of death is required; and</li> <li>If the coroner determines the remains to be Native American: <ol style="list-style-type: none"> <li>The coroner shall contact the Native American Heritage Commission within 24 hours;</li> <li>The Native American Heritage Commission shall identify the person or persons it believes to be the most likely descended from the deceased Native American;</li> <li>The most likely descendent may make recommendations to the landowner or the person responsible for the excavation work, for means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods as provided in Public Resources Code Section 5097.98; or</li> </ol> </li> </ol> </li> </ol></li></ul> | If human remains are discovered during any construction activities, all ground-disturbing activity within the site or any nearby area shall be halted immediately, and the County coroner must be contacted immediately and other specified procedures must be followed as applicable. | On-going during construction | Qualified archeologist retained by the project sponsor(s) | CDD               |

<sup>2</sup> SVP, 1996.

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                    | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Monitoring / Reporting Action                                                                                                                                                                                                                                              | Timing                                                                                                                                                                                               | Implementing Party                                                                      | Monitoring Agency        |
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| <b>Cultural Resources (cont.)</b>                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                      |                                                                                         |                          |
| <b>Impact CUL-4 (cont.)</b>                                                                                                                                               | <p>2) Where the following conditions occur, the landowner or his authorized representative shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject to further subsurface disturbance.</p> <p>a) The Native American Heritage Commission is unable to identify a most likely descendent or the most likely descendent failed to make a recommendation within 48 hours after being notified by the Commission.</p> <p>b) The descendant identified fails to make a recommendation; or</p> <p>c) The landowner or his authorized representative rejects the recommendation of the descendant, and the mediation by the Native American Heritage Commission fails to provide measures acceptable to the landowner.</p>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                      |                                                                                         |                          |
| <b>Greenhouse Gases and Climate Change</b>                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                      |                                                                                         |                          |
| <b>Impact GHG-1:</b> The Specific Plan would generate GHG emissions, both directly and indirectly, that would have a significant impact on the environment. (Significant) | <b>Mitigation Measure GHG-1: Implement feasible BAAQMD-identified GHG Mitigation Measures and Proposed City CALGreen Amendments.</b> BAAQMD has identified a menu of over 100 available mitigation measures for the purposes of addressing significant air quality impacts, including GHG impacts that arise from implementation of plans including Specific Plans. Many of the GHG reduction measures are already part of the proposed Specific Plan and discussed in the Project Description. Several BAAQMD identified mitigation measures are not applicable to a Specific Plan as they are correlated to specific elements of a general plan. As an example, Table 4.6-5 presents the mitigation measures contained in the BAAQMD CEQA Guidelines related to Land Use elements and either correlates each to a specific element of the project, explains why it is inapplicable to the proposed project or identifies it as a mitigation measure to be implemented by the proposed project. This method was used in consideration of all BAAQMD identified GHG | <p>For project-specific actions: Implement feasible BAAQMD-identified GHG Mitigation Measures.</p> <p>Measures relating to City policies have been incorporated into Specific Plan or otherwise adopted by City (see explanation below regarding applicable measures).</p> | <p>Simultaneous with project application submittal and/or on-going during construction</p> <p>Adopt as part of Specific Plan; verify project compliance simultaneously with project application.</p> | <p>Project sponsor(s)</p> <p>City Council (Plan adoption)</p> <p>Project sponsor(s)</p> | <p>PW/CDD</p> <p>CDD</p> |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                             | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Monitoring / Reporting Action | Timing | Implementing Party | Monitoring Agency |
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| <b>Greenhouse Gases and Climate Change (cont.)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |        |                    |                   |
| <b>Impact GHG-1 (cont.)</b>                        | <p>mitigation measures for plans to develop the following list of available mitigation measures (with BAAQMD-identified category) for the proposed Specific Plan:</p> <ul style="list-style-type: none"> <li>• Facilitate lot consolidation that promotes integrated development with improved pedestrian and vehicular access (Land Use Element: Compact Development). The Specific Plan's increased intensities encourage lot consolidation for developers wishing to maximize efficiencies and new standards and guidelines will result in improved pedestrian (Section E.5) and vehicular (Section E.3.7) access.</li> <li>• Ensure that new development finances the full cost of expanding public infrastructure and services to provide an economic incentive for incremental expansion (Land Use Element: Compact Development). Specific Plan Section E.3.1 describes a process for public benefit negotiation to obtain additional financing for public infrastructure beyond required payments for impact fees such as park dedication and Transportation Fees.</li> <li>• Ensure new construction complies with California Green Building Code Standards and local green building ordinances (Land Use Element: Sustainable Development). The City currently requires compliance with both California Green Building Code Standards and locally-adopted amendments citywide. Standard E.3.8.01 states that all citywide sustainability codes or requirements shall apply to the Plan area, unless the Plan area is explicitly exempted, which it is not.</li> <li>• Provide permitting incentives for energy efficient and solar building projects (Land Use Element: Sustainable Development). Section E.3.8 of the Specific Plan provides specific standards and guidelines for sustainable practices. Section E.3.1 would allow for the consideration of public benefit bonus intensity or height if a project were to exceed the standards stated Section E.3.8.</li> </ul> |                               |        |                    |                   |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                             | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Monitoring / Reporting Action | Timing | Implementing Party | Monitoring Agency |
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| <b>Greenhouse Gases and Climate Change (cont.)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |        |                    |                   |
| <b>Impact GHG-1 (cont.)</b>                        | <ul style="list-style-type: none"> <li>Support the use of electric vehicles; where appropriate. Provide electric recharging facilities (Circulation Element: Local Circulation; see also Mitigation Measure GHG-2 below). Mitigation Measure GHG-2a (below) has been incorporated into the Specific Plan.</li> <li>Allow developers to reach agreements with auto-oriented shopping center owners to use commercial parking lots as park-and-ride lots and multi-modal transfer sites (Circulation Element: Regional Circulation). The intent of the Specific Plan is to preserve and enhance community life, character and vitality through public space improvements, mixed use infill projects sensitive to the small town character of Menlo Park and improved connectivity. Auto oriented shopping centers are not envisioned in the Plan area.</li> <li>Eliminate [or reduce] parking requirements for new development in the Specific Plan area (Circulation Element: Parking). The Final Specific Plan has been modified to provide for lower parking rates in the station area and station area sphere of influence.</li> <li>Encourage developers to agree to parking sharing between different land uses (Circulation Element: Parking). This is permitted by existing City policies and reinforced in the Specific Plan through allowed shared parking reductions (Section F.8).</li> <li>Require developers to provide preferential parking for low emissions and carpool vehicles (Circulation Element: Parking). These are included as strategies that may be included in a Transportation Demand Management (TDM) program (Section F.10).</li> <li>Minimize impervious surfaces in new development and reuse project in the Specific Plan area (Conservation Element: Water Conservation). Section 4.8, <i>Hydrology and Water Quality</i>, of this EIR includes a discussion of existing grading, drainage and hydrology requirements and Specific Plan guidelines to limit impervious surfaces in the Plan area.</li> </ul> |                               |        |                    |                   |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                              | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Monitoring / Reporting Action                                                                                                         | Timing                                                                                                                                    | Implementing Party                                           | Monitoring Agency |
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| <b>Greenhouse Gases and Climate Change (cont.)</b>                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                       |                                                                                                                                           |                                                              |                   |
| <b>Impact GHG-1 (cont.)</b>                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Require fireplaces installed in residential development to be energy efficient in lieu of open hearth. Prohibit the installation of wood burning devices (Conservation Element: Energy Conservation). The City of Menlo Park Municipal Code includes Section 12.52, <i>Wood Burning Appliances</i>, to control the use of wood burning devices.</li> <li>Sealing of HVAC ducts. This is a project level BAAQMD measure that requires the developer to obtain third party HVAC commissioning to ensure proper sealing of ducts and optimal heating and cooling efficiencies. BAAQMD estimated that this measure reduces air conditioning electrical demand by 30 percent. The California Energy commission estimates that air conditioning electrical demand represents approximately 20 percent of total demand for a single family residence and this measure would reduce electrical-related GHG emissions by approximately 100 metric tons/year of CO<sub>2</sub>e. The City currently requires testing of heating and cooling ducts for all newly constructed buildings.</li> </ul> |                                                                                                                                       |                                                                                                                                           |                                                              |                   |
| <b>Impact GHG-2:</b> The Specific Plan could conflict with applicable plans, policies or regulations of an agency with jurisdiction over the Specific Plan adopted for the purpose of reducing the emissions of GHGs. (Significant) | <b>Mitigation Measure GHG-2a:</b> All residential and/or mixed use developments of sufficient size to require LEED certification under the Specific Plan shall install one dedicated electric vehicle/plug-in hybrid electric vehicle recharging station for every 20 residential parking spaces provided. Per the Climate Action Plan the complying applicant could receive incentives, such as streamlined permit processing, fee discounts, or design templates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Install one dedicated electric vehicle/plug-in hybrid electric vehicle recharging station for every 20 residential parking spaces     | Simultaneous with project application submittal                                                                                           | Project sponsor(s)                                           | CDD               |
|                                                                                                                                                                                                                                     | <b>Mitigation Measure GHG-2b:</b> The City could implement a pilot program in the Specific Plan area to require mandatory commercial recycling, either at all buildings or, at a minimum, at newly constructed buildings. Such a program, identified in the AB 32 Scoping Plan and included in the City's Climate Action Plan (CAP) as a measure for future study, could reduce GHG emissions in the Plan area and, if successful, could be implemented citywide.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Consider feasibility of pilot program. If pilot or permanent program implemented, require commercial recycling in applicable projects | Consider feasibility of pilot program as outlined in CAP.<br><br>If adopted, simultaneous with project application submittal and ongoing. | Feasibility study: PW<br><br>If adopted: Project sponsors(s) | PW<br><br>PW      |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                                                                                                                                                      | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Monitoring / Reporting Action                                                                                                                                                                                                                                                                                                                                                                                                                                   | Timing                                                                                                                           | Implementing Party                                                                             | Monitoring Agency |
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| <b>Hazards and Hazardous Materials</b>                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                  |                                                                                                |                   |
| <b>Impact HAZ-1:</b> Disturbance and release of contaminated soil during demolition and construction phases of the project, or transportation of excavated material, or contaminated groundwater could expose construction workers, the public, or the environment to adverse conditions related to hazardous materials handling. (Potentially Significant) | <b>Mitigation Measure HAZ-1:</b> Prior to issuance of any building permit for sites where ground breaking activities would occur, all proposed development sites shall have a Phase I site assessment performed by a qualified environmental consulting firm in accordance with the industry required standard known as ASTM E 1527-05. The City may waive the requirement for a Phase I site assessment for sites under current and recent regulatory oversight with respect to hazardous materials contamination. If the Phase I assessment shows the potential for hazardous releases, then Phase II site assessments or other appropriate analyses shall be conducted to determine the extent of the contamination and the process for remediation. All proposed development in the Plan area where previous hazardous materials releases have occurred shall require remediation and cleanup to levels established by the overseeing regulatory agency (San Mateo County Environmental Health (SMCEH), Regional Water Quality Control Board (RWQCB) or Department of Toxic Substances Control (DTSC) appropriate for the proposed new use of the site. All proposed groundbreaking activities within areas of identified or suspected contamination shall be conducted according to a site specific health and safety plan, prepared by a licensed professional in accordance with Cal/OHSA regulations (contained in Title 8 of the California Code of Regulations) and approved by SMCEH prior to the commencement of groundbreaking. | Prepare a Phase I site assessment.<br><br>If assessment shows potential for hazardous releases, then a Phase II site assessment shall be conducted.<br><br>Remediation shall be conducted according to standards of overseeing regulatory agency where previous hazardous releases have occurred.<br><br>Groundbreaking activities where there is identified or suspected contamination shall be conducted according to a site-specific health and safety plan. | Prior to issuance of any grading or building permit for sites with groundbreaking activity.                                      | Qualified environmental consulting firm and licensed professionals hired by project sponsor(s) | CDD               |
| <b>Impact HAZ-3:</b> Hazardous materials used on any individual site during construction activities (i.e., fuels, lubricants, solvents) could be released to the environment through improper handling or storage. (Potentially Significant)                                                                                                                | <b>Mitigation Measure HAZ-3:</b> All development and redevelopment shall require the use of construction Best Management Practices (BMPs) to control handling of hazardous materials during construction to minimize the potential negative effects from accidental release to groundwater and soils. For projects that disturb less than one acre, a list of BMPs to be implemented shall be part of building specifications and approved of by the City Building Department prior to issuance of a building permit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Implement best management practices to reduce the release of hazardous materials during construction.                                                                                                                                                                                                                                                                                                                                                           | Prior to building permit issuance for sites disturbing less than one acre and on-going during construction for all project sites | Project sponsor(s) and contractor(s)                                                           | CDD               |

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                                                                                                                                                                                                                   | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Monitoring / Reporting Action                                                                                                                                              | Timing                                                                                                                                                                     | Implementing Party                                                                      | Monitoring Agency     |
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| <b>Noise</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                            |                                                                                                                                                                            |                                                                                         |                       |
| <b>Impact NOI-1:</b> Construction activities associated with implementation of the Specific Plan would result in substantial temporary or periodic increases in ambient noise levels in the Specific Plan area above levels existing without the Specific Plan and in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies. (Potentially Significant) | <b>Mitigation Measure NOI-1a:</b> Construction contractors for subsequent development projects within the Specific Plan area shall utilize the best available noise control techniques (e.g., improved mufflers, equipment redesign, use of intake silencers, ducts, engine enclosures, and acoustically-attenuating shields or shrouds, etc.) when within 400 feet of sensitive receptor locations. Prior to demolition, grading or building permit issuance, a construction noise control plan that identifies the best available noise control techniques to be implemented, shall be prepared by the construction contractor and submitted to the City for review and approval. The plan shall include, but not be limited to, the following noise control elements: <ul style="list-style-type: none"> <li>• Impact tools (e.g., jack hammers, pavement breakers, and rock drills) used for construction shall be hydraulically or electrically powered wherever possible to avoid noise associated with compressed air exhaust from pneumatically powered tools. However, where use of pneumatic tools is unavoidable, an exhaust muffler on the compressed air exhaust shall be used; this muffler shall achieve lower noise levels from the exhaust by approximately 10 dBA. External jackets on the tools themselves shall be used where feasible in order to achieve a reduction of 5 dBA. Quieter procedures shall be used, such as drills rather than impact equipment, whenever feasible;</li> <li>• Stationary noise sources shall be located as far from adjacent receptors as possible and they shall be muffled and enclosed within temporary sheds, incorporate insulation barriers, or other measures to the extent feasible; and</li> <li>• When construction occurs near residents, affected parties within 400 feet of the construction area shall be notified of the construction schedule prior to demolition, grading or building permit issuance. Notices sent to residents shall include a project hotline where residents would be able to call and issue complaints. A Project Construction Complaint</li> </ul> | <p>A construction noise control plan shall be prepared and submitted to the City for review.</p> <p>Implement noise control techniques to reduce ambient noise levels.</p> | <p>Prior to demolition, grading or building permit issuance</p> <p>Measures shown on plans, construction documents and specification and on-going through construction</p> | <p>Project sponsor(s) and contractor(s)</p> <p>Project sponsor(s) and contractor(s)</p> | <p>CDD</p> <p>CDD</p> |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                                  | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Monitoring / Reporting Action                                                                                                                                                   | Timing                                                                                                                 | Implementing Party                                                                     | Monitoring Agency |
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| <b>Noise (cont.)</b>                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                 |                                                                                                                        |                                                                                        |                   |
| <b>Impact NOI-1 (cont.)</b>                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>and Enforcement Manager shall be designated to receive complaints and notify the appropriate City staff of such complaints. Signs shall be posted at the construction site that include permitted construction days and hours, a day and evening contact number for the job site, and day and evening contact numbers, both for the construction contractor and City representative(s), in the event of problems.</li> </ul>                                                                                                                                               |                                                                                                                                                                                 |                                                                                                                        |                                                                                        |                   |
|                                                                                                                                                                                                                                         | <b>Mitigation Measure NOI-1b:</b> Noise Control Measures for Pile Driving: Should pile-driving be necessary for a subsequently proposed development project, the project sponsor would require that the project contractor predrill holes (if feasible based on soils) for piles to the maximum feasible depth to minimize noise and vibration from pile driving. Should pile-driving be necessary for the proposed project, the project sponsor would require that the construction contractor limit pile driving activity to result in the least disturbance to neighboring uses.                               | If pile-driving is necessary for project, predrill holes to minimize noise and vibration and limit activity to result in the least disturbance to neighboring uses.             | Measures shown on plans, construction documents and specifications and on-going during construction                    | Project sponsor(s) and contractor(s)                                                   | CDD               |
|                                                                                                                                                                                                                                         | <b>Mitigation Measure NOI-1c:</b> The City shall condition approval of projects near receptors sensitive to construction noise, such as residences and schools, such that, in the event of a justified complaint regarding construction noise, the City would have the ability to require changes in the construction control noise plan to address complaints.                                                                                                                                                                                                                                                   | Condition projects such that if justified complaints from adjacent sensitive receptors are received, City may require changes in construction noise control plan.               | Condition shown on plans, construction documents and specifications.<br><br>When justified complaint received by City. | Project sponsor(s) and contractor(s) for revisions to construction noise control plan. | CDD               |
| <b>Impact NOI-3:</b> The Specific Plan would introduce sensitive receptors to a noise environment with noise levels in excess of standards considered acceptable under the City of Menlo Park Municipal Code. (Potentially Significant) | <b>Mitigation Measure NOI-3:</b> Interior noise exposure within homes proposed for the Specific Plan area shall be assessed by a qualified acoustical engineer to determine if sound rated walls and windows would be required to meet the Title 24 interior noise level standard of 45 dBA, L <sub>dn</sub> . The results of each study shall be submitted to the City showing conceptual window and wall assemblies with Sound Transmission Class (STC) ratings necessary to achieve the noise reductions for the project to satisfy the interior noise criteria within the noise environment of the Plan area. | Interior noise exposure assessed by qualified acoustical engineer and results submitted to City showing conceptual window and wall assemblies necessary to meet City standards. | Simultaneous with submittal for a building permit.                                                                     | Project sponsors(s) and contractor(s)                                                  | CDD               |

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                                                                                                                          | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Monitoring / Reporting Action                                                                                               | Timing                                                          | Implementing Party                                               | Monitoring Agency |
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| Noise (cont.)                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                             |                                                                 |                                                                  |                   |
| <b>Impact NOI-4:</b> The Specific Plan would expose sensitive receptors to substantial levels of groundborne vibration. (Potentially Significant)                                                                                                               | <b>Mitigation Measure NOI-4:</b> Prior to project approval for development within 200 feet of the mainline track, a detailed vibration design study shall be completed by a qualified acoustical engineer to confirm the ground vibration levels and frequency content along the Caltrain tracks and to determine appropriate design to limit interior vibration levels to 75 VdB for residences and 78 VdB for other uses. If required, vibration isolation techniques could include supporting the new building foundations on elastomer pads similar to bridge bearing pads. | A qualified acoustical engineer to complete a vibration design study.                                                       | Simultaneous with submittal for a building permit               | Qualified acoustical engineer retained by the project sponsor(s) | CDD               |
| <b>Impact NOI-5:</b> Implementation of the Specific Plan, together with anticipated future development in the area in general, would result in a significant increase in noise levels in the area. (Significant)                                                | <b>Mitigation Measures NOI-1 and NOI-3.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | See Mitigation measures NOI-1 and NOI-3.                                                                                    |                                                                 |                                                                  |                   |
|                                                                                                                                                                                                                                                                 | <b>Mitigation Measure NOI-5:</b> The City should use rubberized asphalt in future paving projects within the Plan area if it determines that it will significantly reduce noise levels and is feasible given cost and durability.                                                                                                                                                                                                                                                                                                                                               | Use rubberized asphalt in future paving projects where feasible and appropriate.                                            | Prior to preceding with repaving projects.                      | PW and project sponsors, as may be applicable(s)                 | PW                |
| <b>Impact NOI-6:</b> Anticipated future development of California's High Speed Rail Project would have the potential to expose sensitive receptors within the Specific Plan area to excessive noise levels and groundborne vibration. (Potentially Significant) | <b>Mitigation Measures NOI-3 and NOI-4.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | See Mitigation measures NOI-3 and NOI-4.                                                                                    |                                                                 |                                                                  |                   |
| Transportation, Circulation and Parking                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                             |                                                                 |                                                                  |                   |
| <b>Impact TR-1:</b> Traffic from future development in the Plan area would adversely affect operation of area intersections. (Significant)                                                                                                                      | <b>Mitigation Measure TR-1a:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>University Drive (North) and Santa Cruz Avenue</i> : <ul style="list-style-type: none"><li>• Signalization when investigation of the full set of traffic signal warrants indicate that signalization is warranted; and</li><li>• Interconnecting the new signal with the existing signal at the University Drive (South) and Santa Cruz Avenue.</li></ul>                                                 | Payment of fair share funding.<br><br>Consider adding to TIF to establish fair share in advance of development application. | Prior to issuance of building permit.<br><br>At next TIF update | Project sponsor(s)                                               | PW/CDD            |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                         | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Monitoring / Reporting Action                                                                                               | Timing                                                          | Implementing Party           | Monitoring Agency |
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| <b>Transportation, Circulation and Parking (cont.)</b>                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                             |                                                                 |                              |                   |
| <b>Impact TR-1 (cont.)</b>                                                                                                                     | <b>Mitigation Measure TR-1b:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvement at the intersection of <i>Middlefield Road and Glenwood Avenue/Linden Avenue</i> : <ul style="list-style-type: none"> <li>Signalization when investigation of the full set of traffic signal warrants indicate that signalization is warranted.</li> </ul>                                                                                                                                                                                                                                                                   | Payment of fair share funding.<br><br>Consider adding to TIF to establish fair share in advance of development application. | Prior to issuance of building permit<br><br>At next TIF update. | Project sponsor(s)<br><br>PW | PW/CDD<br><br>PW  |
|                                                                                                                                                | <b>Mitigation Measure TR-1c:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>Middlefield Road and Willow Road</i> , as identified in the City's TIF program: <ul style="list-style-type: none"> <li>Adding a second westbound left-turn lane;</li> <li>Modifying the westbound approach to two left-turn lanes, one through lane, and one right-turn lane; and</li> <li>Changing the signal phasing on the eastbound and westbound approaches from split phasing (each approach has a separate green phase) to protected left-turn phasing (with left-turn arrows).</li> </ul> | Payment of fair share funding.                                                                                              | Prior to building permit issuance.                              | Project sponsor(s)           | PW/CDD            |
|                                                                                                                                                | <b>Mitigation Measure TR-1d:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>Orange Avenue/Santa Cruz Avenue and Avy Avenue/Santa Cruz Avenue</i> : <ul style="list-style-type: none"> <li>Signalization when investigation of the full set of traffic signal warrants indicate that signalization is warranted.</li> </ul>                                                                                                                                                                                                                                                    | Payment of fair share funding.<br><br>Consider adding to TIF to establish fair share in advance of development application. | Prior to building permit issuance.<br><br>At next TIF update    | Project sponsor(s)<br><br>PW | PW/CDD<br><br>PW  |
| <b>Impact TR-2:</b> Traffic from future development in the Plan area would adversely affect operation of local roadway segments. (Significant) | <b>Mitigation Measure TR-2:</b> New developments within the Specific Plan area, regardless of the amount of new traffic they would generate, are required to have in-place a City-approved Transportation Demand Management (TDM) program prior to project occupancy to mitigate impacts on roadway segments and intersections. TDM programs could include the following measures for site users (taken from the C/CAG CMP), as applicable:                                                                                                                                                                                                                             | Develop a Transportation Demand Management program.                                                                         | Prior to project occupancy.                                     | Project Sponsor(s)           | PW/CDD            |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                      | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Monitoring / Reporting Action  | Timing                             | Implementing Party | Monitoring Agency |
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| <b>Transportation, Circulation and Parking (cont.)</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                                    |                    |                   |
| <b>Impact TR-2 (cont.)</b>                                                                                                                                  | <ul style="list-style-type: none"> <li>• Commute alternative information;</li> <li>• Bicycle storage facilities;</li> <li>• Showers and changing rooms;</li> <li>• Pedestrian and bicycle subsidies;</li> <li>• Operating dedicated shuttle service (or buying into a shuttle consortium);</li> <li>• Subsidizing transit tickets;</li> <li>• Preferential parking for carpoolers;</li> <li>• Provide child care services and convenience shopping within new developments;</li> <li>• Van pool programs;</li> <li>• Guaranteed ride home program for those who use alternative modes;</li> <li>• Parking cashout programs and discounts for persons who carpool, vanpool, bicycle or use public transit;</li> <li>• Imposing charges for parking rather than providing free parking;</li> <li>• Providing shuttles for customers and visitors; and/or</li> <li>• Car share programs.</li> </ul> |                                |                                    |                    |                   |
| <b>Impact TR-7:</b> Cumulative development, along with development in the Plan area, would adversely affect operation of local intersections. (Significant) | <b>Mitigation Measure TR-7a:</b> The project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>El Camino Real and Glenwood Avenue/Valparaiso Avenue</i> included in the City's TIF program: <ul style="list-style-type: none"> <li>• Add a westbound right-turn lane; and</li> <li>• Modifying the westbound approach to a left-turn lane, a through lane, and a right-turn lane.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         | Payment of fair share funding. | Prior to building permit issuance. | Project Sponsor(s) | PW/CDD            |
|                                                                                                                                                             | <b>Mitigation Measure TR-7b:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>El Camino Real and Menlo Avenue/Ravenswood Avenue</i> : <ul style="list-style-type: none"> <li>• Add a second southbound left-turn lane;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                 | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Monitoring / Reporting Action  | Timing                             | Implementing Party | Monitoring Agency |
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| <b>Transportation, Circulation and Parking (cont.)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |                                    |                    |                   |
| <b>Impact TR-7 (cont.)</b>                             | <ul style="list-style-type: none"> <li>Modifying the southbound right-turn lane to a shared through/right-turn lane;</li> <li>Create a southbound receiving lane;</li> <li>Add a third northbound through lane ;</li> <li>Add an eastbound left-turn lane, an eastbound right-turn lane, and modify the eastbound approach to one left-turn lane, two through lanes, and one right-turn lane; and</li> <li>Change the signal phasing on the eastbound and westbound approaches from split phasing to protected left-turn phasing.</li> </ul> <p>All of the above measures are included in the City's TIF program except the addition of the third northbound through lane which has been identified as mitigation for other pending development projects in the city.</p> |                                |                                    |                    |                   |
|                                                        | <p><b>Mitigation Measure TR-7c:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvement at the intersection of <i>Laurel Street and Ravenswood Avenue</i> identified in the City's TIF program:</p> <ul style="list-style-type: none"> <li>Add an eastbound right-turn lane.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             | Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |
|                                                        | <p><b>Mitigation Measure TR-7d:</b> Implement Mitigation Measure TR-1a (contribute fair-share funding towards signalization of the intersection of <i>University Drive (North) and Santa Cruz Avenue</i> [when investigation of the full set of traffic signal warrants indicate that signalization is warranted] and interconnection of the new signal with the existing signal at the University Drive (South) and Santa Cruz Avenue).</p>                                                                                                                                                                                                                                                                                                                              | See Mitigation Measure TR-1a.  |                                    |                    |                   |
|                                                        | <p><b>Mitigation Measure TR-7e:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>Middlefield Road and Marsh Road</i>:</p> <ul style="list-style-type: none"> <li>Add a second westbound left-turn lane; and</li> <li>Provide a second receiving lane on the southern leg of the intersection.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          | Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |

PW = Public Works – Engineering & Transportation  
BAAQMD = Bay Area Air Quality Management District

RWQCB = Regional Water Quality Control Board  
Caltrans = California Department of Transportation

CDD = Community Development Planning & Building Divisions  
SMCHS = San Mateo County Health System, Groundwater Protection Program

## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                 | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Monitoring / Reporting Action                                   | Timing                             | Implementing Party | Monitoring Agency |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------|--------------------|-------------------|
| <b>Transportation, Circulation and Parking (cont.)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 |                                    |                    |                   |
| <b>Impact TR-7 (cont.)</b>                             | <b>Mitigation Measure TR-7f:</b> Implement Mitigation Measure TR-1b (contribute fair-share funding towards signalization of the intersection of <i>Middlefield Road and Glenwood Avenue/Linden Avenue</i> [when investigation of the full set of traffic signal warrants indicate that signalization is warranted]).                                                                                                                                                                              | See Mitigation Measure TR-1b.                                   |                                    |                    |                   |
|                                                        | <b>Mitigation Measure TR-7g:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>Middlefield Road and Ravenswood Avenue</i> , as identified in the City's TIF program: <ul style="list-style-type: none"> <li>• Add a southbound right-turn lane; and</li> <li>• Modify the approach to a through lane and a right-turn lane.</li> </ul>                                                                     | Payment of fair share funding.                                  | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |
|                                                        | <b>Mitigation Measure TR-7h:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvement at the intersection of <i>Middlefield Road and Linfield Drive</i> : <ul style="list-style-type: none"> <li>• Signalization when investigation of the full set of traffic signal warrants indicate that signalization is warranted.</li> </ul>                                                                                                          | Payment of fair share funding.                                  | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |
|                                                        | <b>Mitigation Measure TR-7i.1:</b> Implement Mitigation Measure TR-1c (contribute fair-share funding towards adding a second westbound left-turn lane; modifying the westbound approach to two left-turn lanes, one through lane, and one right-turn lane; and changing the signal phasing on the eastbound and westbound approaches from split phasing to protected left-turn phasing at the intersection of <i>Middlefield Road and Willow Road</i> , as identified in the City's TIF program). | See Mitigation Measure TR-1c.                                   |                                    |                    |                   |
|                                                        | <b>Mitigation Measure TR-7i.2:</b> In addition to Mitigation Measure TR-1c, the individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>Middlefield Road and Willow Road</i> , as identified in the City's TIF program: <ul style="list-style-type: none"> <li>• Add a second southbound left-turn lane;</li> </ul>                                                                                                      | See Mitigation Measure TR-1c.<br>Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |

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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                 | Mitigation Measure                                                                                                                                                                                                                                                                                                                                                                                           | Monitoring / Reporting Action  | Timing                             | Implementing Party | Monitoring Agency |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------|--------------------|-------------------|
| <b>Transportation, Circulation and Parking (cont.)</b> |                                                                                                                                                                                                                                                                                                                                                                                                              |                                |                                    |                    |                   |
| <b>Impact TR-7 (cont.)</b>                             | <ul style="list-style-type: none"> <li>Modify the southbound approach to two left-turn lanes, one through lane, and one through/right-turn lane; and</li> <li>Change the signal phasing on the northbound and southbound approaches from split phasing to protected left-turn phasing.</li> </ul>                                                                                                            |                                |                                    |                    |                   |
|                                                        | <b>Mitigation Measure TR-7j:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvement at the intersection of Coleman Avenue and Willow Road: <ul style="list-style-type: none"> <li>Restripe the southbound approach to one left-turn lane and one through/right-turn lane.</li> </ul>                                                                  | Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |
|                                                        | <b>Mitigation Measure TR-7k:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvement at the intersection of Durham Street and Willow Road: <ul style="list-style-type: none"> <li>Add a southbound left-turn lane.</li> </ul>                                                                                                                          | Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |
|                                                        | <b>Mitigation Measure TR-7l:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvement at the intersection of Bay Road and Willow Road: <ul style="list-style-type: none"> <li>Add a second southbound left-turn lane.</li> </ul>                                                                                                                        | Payment of fair share funding  | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |
|                                                        | <b>Mitigation Measure TR-7m:</b> Implement Mitigation Measure TR-1d (contribute fair-share funding towards signalization of the intersection of <i>Orange Avenue/ Santa Cruz Avenue and Avy Avenue/Santa Cruz Avenue</i> , when investigation of the full set of traffic signal warrants indicate that signalization is warranted).                                                                          | See Mitigation Measure TR-1d.  |                                    |                    |                   |
|                                                        | <b>Mitigation Measure TR-7n:</b> The individual project applicant(s) shall contribute fair-share funding towards the following improvements at the intersection of <i>El Camino Real and Middle Avenue</i> : <ul style="list-style-type: none"> <li>Add a second northbound left-turn lane;</li> <li>Add a westbound receiving lane;</li> </ul> These improvements are identified in the City's TIF program. | Payment of fair share funding. | Prior to building permit issuance. | Project sponsor(s) | PW/CDD            |

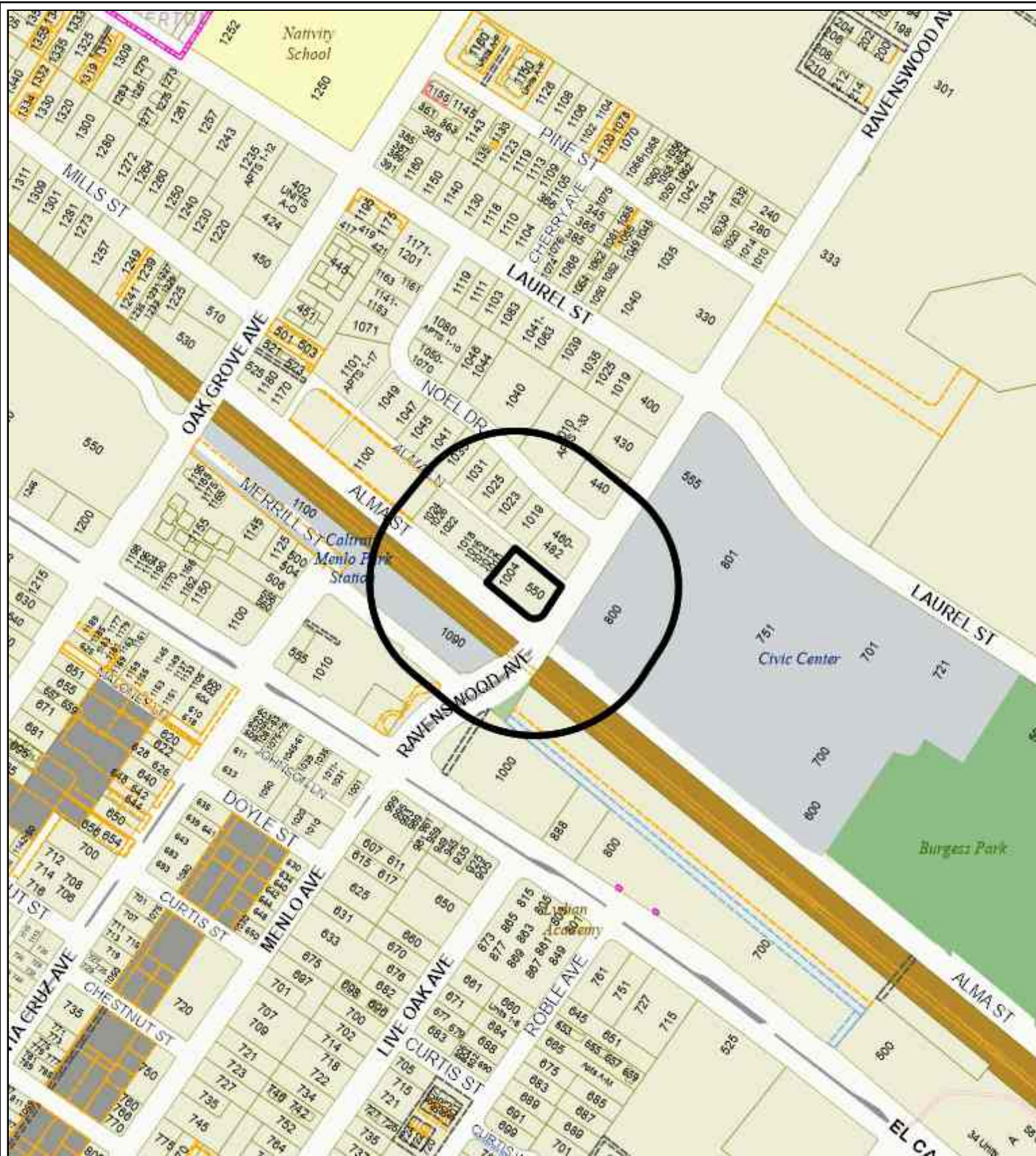
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## MITIGATION MONITORING AND REPORTING PROGRAM (continued)

| Impact                                                                                                                                                        | Mitigation Measure                                            | Monitoring / Reporting Action | Timing | Implementing Party | Monitoring Agency |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------|--------|--------------------|-------------------|
| <b>Transportation, Circulation and Parking (cont.)</b>                                                                                                        |                                                               |                               |        |                    |                   |
| <b>Impact TR-8:</b> Cumulative development, along with development in the Plan area would adversely affect operation of local roadway segments. (Significant) | <b>Mitigation Measure TR-8:</b> Implement TR-2 (TDM Program). | See Mitigation Measure TR-2.  |        |                    |                   |



City of Menlo Park  
Location Map  
550 Ravenswood Avenue



Scale: 1:4,000

Drawn By: BJT

Checked By: CDS

Date: 8/24/2026

Sheet: 1



## STAFF REPORT

### Planning Commission

Meeting Date:

8/24/2026

Staff Report Number:

26-038-PC

### Study Session:

**Study Session for a master plan project to comprehensively redevelop the former USGS campus with a residential, office, and retail mixed-use project, at 345 Middlefield Rd.**

## Recommendation

Request for a study session on a master plan development to comprehensively redevelop the former USGS campus, located at 345 Middlefield Road, with a mix of uses consisting primarily of residential and office uses, with retail and restaurant components. Staff recommends that the Planning Commission receive a presentation from the applicant team (Presidio Bay Ventures), solicit public comments, and provide feedback regarding Presidio Bay's (the "applicant's") request for a master plan development to comprehensively redevelop the former USGS campus with a residential, office, and neighborhood-serving commercial mixed-use project. The proposed project includes requests for a general plan amendment, zoning ordinance amendment, rezoning, conditional development permit (CDP), development agreement (DA), architectural control, and vesting tentative map. The project would be subject to the City's below market rate (BMR) inclusionary requirements. Staff has determined the project would necessitate the preparation of an environmental impact report (EIR) in compliance with the California Environmental Quality Act (CEQA). As a study session item, the Planning Commission will not be taking any actions associated with the project at the meeting and will not be taking a position on the proposed project.

## Policy Issues

The proposed project would require the Planning Commission and ultimately the City Council to consider the merits of the proposed project along with the appropriateness of the applicant's general plan and zoning ordinance amendments, and consistency with adopted policies and programs of the City. The City Council would be the decision-making body for the EIR, general plan amendment, zoning ordinance amendment, and rezoning to allow the proposed mix of uses and densities/intensities requested by the applicant, and the CDP to enable comprehensive planning of the project. The City Council would also be the acting body on the development agreement, which would provide vested rights in exchange for community benefits, and the vesting tentative map to merge the existing lots and re-subdivide in a manner consistent with the proposed improvements. The Planning Commission would be the acting body for architectural control for all proposed new buildings and the recommending body on all other entitlements. The project qualifies as a housing development project pursuant to Government Code § 65589.5(h)(2)(B)(ii). Accordingly, Government Code §65905.5 (a) provides in part that once an application for a housing development is deemed complete, the city shall not conduct more than five hearings in connection with the approval of the housing development. While this evening's study session would ordinarily count as one of the five hearings that the city may conduct in connection with the approval of the

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project, the application has not yet been deemed complete and thus the limitation in Government Code §65905.5 (a) does not yet apply. Further, a “hearing” as defined does not include those conducted to review a legislative approval, such as a rezoning or general plan amendment. The project is subject to protections of the Housing Accountability Act (“HAA”), which limit the City’s ability to deny the project or include conditions of approval that would make the project infeasible.

## Background

The project site, two parcels located at 345 Middlefield Road, is the former headquarters of the United States Geological Survey (USGS) Western Region. The federal government acquired the land and developed the existing offices in the early 1970s. In 1975, the property was rezoned from C-1 (Administrative and Professional, Restrictive) to PF (Public Facilities) to more closely align the zoning with the existing government use. All uses associated with local, state, and federal government operations are permitted in the PF district, so there is relatively sparse formal permit history associated with the site. However, the USGS and the City maintained a close working relationship and USGS typically provided the City opportunities to provide public input on various projects, such as the construction of Building 15 (referred to as Building A in the project plans) in the mid-1990s.

In 2019, the USGS began relocating their Menlo Park operations to facilities at Moffett Field. The relocation concluded in 2024, and the General Services Administration (GSA) subsequently placed the property up for auction. Presidio Bay Ventures purchased the site in 2025, and the federal government is no longer in possession of the property. General plan and zoning amendments to modify the allowable uses, density, and intensity on the project site are required to enable the project.

## Site location

For purposes of this staff report, Middlefield Road is used in a north-south geographic orientation. The project site is located at 345 Middlefield Road and generally bound by Middlefield Road to the east, the Parkline development and offices to the north, Parkline and multifamily residences to the west, and multifamily residences and offices to the south. The surrounding zoning and land uses are provided in Table 1 below and a location map is included as Attachment A.

| Table 1: Surrounding Land Uses and Zoning |                                                                                  |                 |
|-------------------------------------------|----------------------------------------------------------------------------------|-----------------|
| Item                                      | Existing Land Uses                                                               | Zoning          |
| North                                     | Office/R&D (Parkline masterplan project site)/Office (McCandless office complex) | C-1-S(X)/C-1(X) |
| South                                     | Offices/multi-family residential                                                 | C-1/R-3(X)      |
| East                                      | Religious (St. Patrick’s Seminary)/Single-family residential/Commercial offices  | R-1-S/C-1       |
| West                                      | Office/R&D (Parkline masterplan project site)/multi-family residential           | C-1-S(X)/R-3(A) |

The site contains 17 existing buildings, totaling approximately 412,600 square feet of gross floor area, which include a mix of offices, geology labs, a childcare facility, and support uses. A plan set excerpt of the existing site plan is included as Attachment B. The project site is located between various land uses

and neighborhoods, being bordered by residential, mixed-use, and commercial uses (Office/R&D). Most nearby buildings are one to three stories in height, however, future office and residential buildings at the Parkline project site have been approved to be up to six stories and the project sponsor submitted a revised project that would increase the office/R&D building heights. Middlefield Road defines the eastern border of the project site and nearby Ravenswood Avenue and Willow Road are major city through streets. The Menlo Park and Palo Alto Caltrain stations are within walking and biking distance of the project site, respectively.

#### Planning Commission review

This study session is an early opportunity for the Planning Commission and members of the community to learn more about the proposed project and request clarifying information from staff and the applicant team, if needed. As part of its review of the project proposal, staff developed the following topic areas for the Planning Commission to consider. The study session discussion is not limited to these topics and these are a guide to facilitate discussion. These topics are discussed in more detail later in the report.

- Land uses and site density and intensity;
- Site layout;
- Site access, including vehicular, pedestrian and bicycle;
- Linkages to other sites, including bicycle/pedestrian access;
- Conceptual architectural styles;
- Design and layout of open space;
- Treatment of property edge between this project site and Parkline;
- Parking locations and ratios; and
- Sustainability measures.

### **Analysis**

#### Project description

The applicant is proposing to comprehensively redevelop the former USGS campus with a residential, office, and neighborhood-serving commercial mixed-use project. The proposed project would demolish all buildings and structures on the site, except Building 15 (hereinafter referred to as Building A), and divide the site into an approximately 6.9-acre office campus on the northern portion of the site, three separate residential parcels totaling approximately 8.2 acres, located along the western and southern edges of the site, and an open space parcel totaling approximately two acres in the middle of the project site and extending east towards Middlefield Road and south wrapping around one of the residential parcels. Site circulation, open space, and landscaping (other than retained trees) would be redesigned per a new comprehensive plan, including new bicycle and pedestrian connections. The project would retain the existing diesel emergency backup generator installed for Building A and the applicant proposes flexibility in the project entitlements to be able to include additional diesel generators if future conditions necessitate them. However, no additional diesel generators are currently proposed. The applicant's project description letter is included as Attachment C and the project plans are included as Attachment D. Table 2 details primary project elements. An excerpt of the proposed site plan is included as Attachment E.

| Table 2: Project components |                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Component                   | Project details                                                                                                                                                                                                                                                                                                                                               |
| Office                      | <ul style="list-style-type: none"> <li>Approximately 101,300 square feet of existing office (retained in Building A)</li> <li>Approximately 611,900 square feet of new office</li> <li>Total: 713,200 square feet (net new: approximately 307,600 sf)</li> </ul>                                                                                              |
| Residential                 | <ul style="list-style-type: none"> <li>670 rental units</li> <li>Approximately 779,000 square feet</li> </ul>                                                                                                                                                                                                                                                 |
| Non-office commercial       | <ul style="list-style-type: none"> <li>Approximately 43,000 square feet of neighborhood-serving commercial uses</li> </ul>                                                                                                                                                                                                                                    |
| Landscape/open space        | <ul style="list-style-type: none"> <li>A total of approximately six acres of total open space <ul style="list-style-type: none"> <li>Three acres of landscaped, publicly-accessible open space, including a large central open space between office and residential buildings</li> </ul> </li> <li>Paths, landscaping, and other site improvements</li> </ul> |

### Office buildings

The office buildings would be located along the northern edge of the project site. The applicant proposes that the new office buildings would be designed as adaptable workspaces tailored to next-generation companies. The project would consist of approximately 713,200 square feet of office space (for a FAR of 1.0) in three new buildings and adaptive reuse and three-story expansion of existing Building A. The project site currently contains approximately 412,700 square feet of former USGS office and lab uses as well as the Geo Kids childcare center. The proposal would replace the existing childcare center with a new 10,000-square-foot childcare center located in Building A, which would be retained and expanded. The three new office buildings (Buildings B1, B2, and B3) would be almost identical with minor variations in floor plans. Table 3 provides the summary of building square footage.

| Table 3: Non-residential buildings      |                   |
|-----------------------------------------|-------------------|
| Building                                | Gross floor area  |
| Bldg. A (3 additional stories)          | 147,433 sf        |
| Bldg. B1 (6 stories)                    | 154,230 sf        |
| Bldg. B2 (6 stories)                    | 156,009 sf        |
| Bldg. B3 (6 stories)                    | 154,230 sf        |
| <b>Sub-Total (new)</b>                  | <b>611,902 sf</b> |
| Bldg. A (2 stories, existing to remain) | 101,305 sf        |
| <b>Sub-total (existing to remain)</b>   | <b>101,305 sf</b> |
| <b>TOTAL</b>                            | <b>713,207 sf</b> |

The applicant proposes that the office portion of the project would be accessible to vehicles from Seminary Drive, which would be extended with a new road that almost extends the full depth of the site. Seminary Drive is the main access point into the McCandless office park and will provide access into the Parkline

project site. Site access will need to consider the Parkline project and the existing office site at 525-545 Middlefield Rd. Two of the three new buildings would include ramps into a new underground parking garage which would extend underneath the existing Building A. The proposed architectural character of the buildings would be modern, with large windows and warm-toned metallic mullions and spandrels. The façade of the existing Building A to remain would be updated but would also feature warm-toned terracotta materials similar to the existing building.

The preliminary project plans identify that parking for the office uses would be provided in a single underground garage accessible from each of the new office buildings. The existing basement in Building A would be converted to one level of underground parking, and two levels of underground parking would be constructed under the three new buildings. Table 4 shows a comparison of the parking standards for office uses in several zoning districts that allow offices and the proposed project.

| Table 4: Office parking standards |                                        |                                       |
|-----------------------------------|----------------------------------------|---------------------------------------|
| Zoning district                   | Minimum                                | Maximum                               |
| C-1-S                             | None <sup>1</sup>                      | 2                                     |
| C-1                               | 1 space per 200 sf of gross floor area | None                                  |
| C-MU                              | 2 per 1,000 sf of gross floor area     | 3 per 1,000 sf of gross floor area    |
| O                                 | 2 per 1,000 sf of gross floor area     | 3 per 1,000 sf of gross floor area    |
| SP-ECR-D <sup>2</sup>             | 3.8 per 1,000 sf of gross floor area   | None                                  |
| Proposed project                  | None <sup>1</sup>                      | 2.25 per 1,000 sf of gross floor area |

1. The C-1-S district applies to properties within ½-mile of a major transit stop, effectively the Menlo Park Caltrain station. This proximity to the Caltrain station means that Assembly Bill 2097 applies to the C-1-S district, resulting in no minimum parking requirement. The 345 Middlefield Road project site does not fall within ½-mile of the Caltrain station, and a minimum parking requirement could be incorporated into the project zoning and entitlements.

2. Most of the El Camino Real/Downtown Specific Plan District is within ½-mile of the Caltrain station and is subject to Assembly Bill 2097. However, portions of the SP-ECR-D district are still subject to these requirements.

### Residential units

The proposed 670 housing units would consist entirely of rental apartments located within two new residential buildings and one new mixed-use residential/retail/amenity building. The project would include 118 below market rate (BMR) housing units, which would account for the 15% inclusionary requirement for residential uses and the commercial linkage requirement for the net new non-residential square footage. The applicant proposes a mix of very low, low, and moderate-rate income units to be spread throughout the three residential buildings which would have a weighted average equivalent to low income, as required by the BMR Guidelines. Table 5 indicates the proposed unit types and total number of units. A detailed breakdown of unit type and income level by building is included in the applicant's project description letter. The project is still being evaluated for consistency with the BMR guidelines to confirm the project meets requirements such as overall equivalency to low-income, equal distribution throughout the project site, and equivalency to market-rate units.

| Table 5: Residential units |           |           |           |             |            |
|----------------------------|-----------|-----------|-----------|-------------|------------|
| Unit type                  | Very-low  | Low       | Moderate  | Market rate | Unit total |
| Studio                     | 1         | 1         | 0         | 8           | 10         |
| 1 bedroom                  | 15        | 34        | 12        | 284         | 345        |
| 2 bedroom                  | 12        | 26        | 8         | 220         | 266        |
| 3 bedroom                  | 3         | 4         | 2         | 40          | 49         |
| <b>Total</b>               | <b>31</b> | <b>65</b> | <b>22</b> | <b>552</b>  | <b>670</b> |

The residences would be located along the western and southern boundaries of the project site. The two residential buildings (Buildings C and D) would be seven-story buildings with portions of the buildings nearest the western boundary generally limited to six stories, with a portion of Building D at seven stories along the western and southern boundaries. Buildings C and D would each have a courtyard located on the third floor with residential amenities including outdoor lounge areas and a pool. A pedestrian bridge would be constructed between these two buildings so the residents of each building would be able to access residential amenities in each building without exiting the residential facilities. Most of the units would have additional balconies as private open space.

The mixed-use building (Building E) would also be seven stories in height. The building would be a square with a central parking structure. The residences would be located on the east, west, and south sides of the building with the amenity portion of the building located on the north side of the building facing the project site's central open space. Together, the residential buildings and mixed-use building would include approximately 779,000 square feet of residential gross floor area for an FAR of 1.01.

Parking for the apartments is proposed to be podium parking. Buildings C and D would each have one level of below-grade parking and two levels of above-grade structured parking. The parking would be on the interior of the buildings with residences on the exterior, so the parking would not be visible from public spaces or surrounding properties. Building E would include two levels of underground parking and seven levels of above-ground structured parking. The parking is proposed to accommodate both the residential uses as well as public parking for the non-office commercial and amenities. Parking would also be central to the building, with the residential and amenities uses on the exterior of the building, so the parking would be screened from view.

The parking rate for the residential dwelling units would be approximately 1.2 spaces per unit. The applicant indicates in their project description letter that the project would incorporate a shared parking program which would allow the project to optimize parking supply and reduce the overall parking need for the project. Table 6 compares required parking ratios in zoning districts that allow multi-family residential uses.

| Table 6: Residential parking standards |                           |                           |
|----------------------------------------|---------------------------|---------------------------|
| Zoning district                        | Minimum (spaces per unit) | Maximum (spaces per unit) |
| R-MU, C-1, C-1-C, CMU                  | 1                         | 1.5                       |
| C-1-S (no garage)                      | None <sup>1</sup>         | 1                         |
| C-1-S (with attached garage)           | None <sup>1</sup>         | 2                         |
| SP-ECR-D <sup>2</sup>                  |                           |                           |
| Station Area                           | 1                         | 1.5                       |
| Station area sphere of influence       | 1                         | None                      |
| Other                                  | 1.85                      | None                      |
| Proposed Project                       | None <sup>1</sup>         | 1.5                       |

1. The C-1-S district applies to properties within ½-mile of a major transit stop, effectively the Menlo Park Caltrain station. This proximity to the Caltrain station means that Assembly Bill 2097 applies to the C-1-S district, resulting in no minimum parking requirement. The 345 Middlefield Road project site does not fall within ½-mile of the Caltrain station, and a minimum parking requirement could be incorporated into the project zoning and entitlements.

2. Most of the El Camino Real/Downtown Specific Plan District is within ½-mile of the Caltrain station and is subject to Assembly Bill 2097. However, portions of the SP-ECR-D district are still subject to these requirements.

The plans indicate Buildings C and D would have similar contemporary styles that include a mix of brick tile, travertine wall panel, and smooth stucco siding materials with metal and wood accents at windows and balconies. The buildings would have a boxy appearance with façade modulations and height modulation at the roof lines to create some variation in appearance. Building E would also have a contemporary style with a similar material palette, however, would feature larger windows and less use of stucco and brick tiles.

#### Non-office commercial and amenities

The non-office commercial component of the project would consist of the approximately 39,600-square-foot amenity building, which is part of Building E and the approximately 4,100-square-foot Pavilion. Additionally, as mentioned above, there would be a 10,000-square-foot childcare center located in Building A. The amenity building and the Pavilion would adjoin the central open space on the southern and western sides, respectively. The Pavilion would be a standalone two-story structure and would accommodate a café and event space. The amenity portion of Building E would be five stories with a terraced design which could be flexible in its use, but is currently designed to accommodate a restaurant, co-working space, and a gym. The top floor of the amenity building, which is approximately 4,600 sf, would be a private clubhouse for residents of Building E. The applicant states that the retail component would primarily include neighborhood services, local shops, and small-scale food concepts. The applicant further states that the non-office commercial component would not be intended to be a regional destination but rather intended to support walkable activity through the week.

#### Vehicular access and site circulation and parking

The project site would be accessed from Middlefield Road via Seminary Drive and Survey Lane. Starting from the Seminary Drive entrance, a new loop road would be constructed along the northern boundary of the site, west to Building C, south to Homewood Place, then winding its way back east towards Survey Lane with the loop continuing between Buildings A and B1 back to Seminary Drive. Site access from

Seminary Drive would need to be considered in relation to the Parkline project and the McCandless office park and designed to accommodate all three sites. The office parking structure would be accessed along the northern road with a vehicular entrance from Buildings B1 and B3. The residential buildings C and D would be accessed along the western portion of the loop road, and the mixed-use Building E would have two entrances on the eastern and western sides of the building. Vehicular access from Homewood Place is not envisioned at this time, but Homewood Place would be an additional access point for emergency vehicles only. There would be additional emergency vehicle access easements along the western sides of Buildings C and D. The vehicular circulation plan sheet is included as Attachment F.

The project would include a total of 2,256 parking spaces, based on the proposed parking ratios detailed in the sections above. Table 7 details the number of parking spaces by use.

| Table 7: Proposed parking |                |                                         |
|---------------------------|----------------|-----------------------------------------|
| Use                       | Parking spaces | Type                                    |
| Office                    | 1,580          | Below-grade structure                   |
| Residential               | 805            | Above- and below-grade podium/structure |
| Retail/amenity            | 144            | Above-grade podium/structure            |
| Childcare                 | 27             | Below-grade structure and surface       |
| <b>Total</b>              | <b>2,256</b>   |                                         |

#### Pedestrian and bicycle circulation

Due to the project site being bounded by other private property, bicycle and pedestrian circulation would primarily be limited to access into the site and interior circulation. The project would include a Class I bike path from Middlefield Road along Survey Lane, then the interior loop road and Seminary Drive would be Class III bike routes. Bicycles would also be able to access the site from Homewood Place at the southern boundary. The illustrative bicycle and pedestrian circulation plan sheets are included in Attachment G. The Parkline and 345 Middlefield Rd. projects together create a unique opportunity to connect existing bike and pedestrian facilities between Ravenswood Avenue and the Linfield Oaks neighborhood and further to Palo Alto. Homewood Place is a proposed bike and pedestrian access point into the proposed project site so coordinated access points between Parkline and 345 Middlefield would allow bicyclists and pedestrians to take a safe and direct route from Linfield Drive through the project site and into the Parkline project site. Parkline Phase 2 has been submitted with an updated site layout and the potential access points would need to be considered and coordinated between the two applicant teams. City Staff have shared comments regarding this connection opportunity with both development teams and intend to facilitate discussion on possible bicycle and pedestrian connections between the two project sites.

Pedestrian infrastructure would include sidewalks around the entire loop road as well as interior walking paths in the central open space. Pedestrians would also have access into the site from Homewood Place and could be designed to provide access into the Parkline project site in the same locations as bicycle access. The western boundary would be accessible to pedestrians; however, it is intended to be a more passive pedestrian area with access to first-floor units in Buildings C and D rather than a primary

pedestrian route.

#### Trees, landscaping, and open space

The proposed project would include approximately six acres of total open space, with approximately three acres being publicly accessible. This equates to approximately 34.5% of the project site provided as open space. Table 8 details the project's proposed open space in relation to open space requirements in other zoning districts.

| Table 8: Open space requirements |                  |                                    |
|----------------------------------|------------------|------------------------------------|
| Project/zoning district          | Total open space | Publicly accessible open space     |
| 345 Middlefield Road project     | 34.5%            | 16.9%                              |
| C-1-S                            | 30%              | 15% (50% of required open space)   |
| R-MU                             | 25%              | 12.5% (50% of required open space) |
| C-1                              | 25%              | None                               |

The applicant indicates that their landscaping concept is to create the "Forest at Menlo," a connected network of paths, park space, and gathering space to support community life both within the development and in Menlo Park as a whole. The landscape concept hinges on four main areas of publicly accessible open space:

- Redwood Meadow
- Survey Park
- Neighborhood Park
- Neighborhood Play Area

The open space and landscape plans (Attachment H) focus on a central park/gathering space, named Redwood Meadow, bordered by office Buildings B1-B3, Building E, and the Pavillion. The Redwood Meadow would be directly adjacent to the neighborhood-serving commercial uses in Building E and the Pavillion, creating a location where people can get food and beverages and gather. This area would be able to accommodate outdoor events, performances, and daily neighborhood use. The Survey Park would be located along the southern boundary of the property adjacent to the Survey Lane entrance to the project site. This park would include passive gathering areas as well as a Class IV bike path acting as a main bike and pedestrian access from Middlefield Road. The Neighborhood Park would be located in the southeastern nook of the project site. The park would include a dog run, a shaded picnic area, additional shaded seating, play mounds, and an open lawn area. This area is intended to foster both passive and active recreation and would be proximate to existing single family residential units. Finally, the Neighborhood Play Area would be a publicly accessible playground area located between residential Buildings C and D. This area would provide play equipment for children and be immediately accessible from the lobbies of the residential buildings. The Neighborhood Play Area would also be directly across the loop road from the Redwood Meadow and Pavillion and accessed by a paved road crossing, creating a safe route from the larger gathering spaces. The publicly accessible open space is expected to be privately owned and maintained, with public access enabled through easements or agreements.

The remainder of the site would be landscaped with a mix of general open space surrounding the office buildings and residential common open space along the north, south, and west sides of residential Buildings C and D. These areas would be intended for more passive outdoor use and would also serve as emergency vehicle access easements in case of emergency. The project would also include smaller private open space courtyards adjacent to each of the office buildings for use by office tenants. A private “play canyon” would be constructed adjacent to the childcare center in Building A for private use of the childcare operator.

As noted above, the project’s adjacency to the Parkline project site offers an opportunity for a coordinated approach to the treatment of the edge between the two sites. Parkline Phase 2 includes open space along the property line where the Seminary Drive terminates (northern property line for 345 Middlefield Road, southeastern property line for Parkline). The residential common open space west of residential buildings C and D and general open space north of the loop road abut portions of the open space on the Parkline property. A coordinated approach to the design of these spaces could provide a cohesive open space design and freer flow of pedestrians and cyclists between the sites.

#### *Heritage trees*

The site currently contains 205 total trees, 121 of which are heritage trees. The applicant proposes to remove 63 heritage trees and all but one non-heritage tree for a total of 146 trees proposed for removal and 59 trees proposed to be retained. The applicant states that one of the goals of the project is to retain as many heritage trees as possible which would form the foundation of the open space areas. The majority of the heritage trees proposed to be retained are in locations that would be publicly accessible open space or highly visible general open space, including many large redwood trees in the Redwood Meadow open space and several large redwood and oak trees along the Middlefield Road frontage.

A complete tree survey and disposition plan is included on Sheet G2.102 of the plan set. The applicant indicates their tree protection and retention plan is based on the following:

- Prioritize existing redwood and oak trees;
- Tree protection and mitigation measures;
- Biodiversity and urban forest plan;
- Monarch pledge; and
- Dark sky ordinance.

The applicant has submitted a heritage tree removal (HTR) permit application to remove the 63 heritage trees, which is currently under review by the City Arborist. As the project review continues, the Planning Division and City Arborist team will review and evaluate the arborist report, the tree disposition and removal plans, and determine whether the requested heritage tree removals are supportable based on the City’s ordinance and administrative guidelines. If the City Arborist approves some or all of the removals, the decision is appealable to the Environmental Quality Commission. Further, as part of that review, the City will evaluate the potential impacts of the project on the heritage trees proposed to remain and work with the applicant team to identify preservation measures. The heritage tree replacement plan would be subject to the City’s valuation requirements for replacement trees. The replacement plan will be incorporated into subsequent reviews of the proposed project. The applicant has provided a preliminary planting palette, which includes a variety of native and drought-tolerant tree and plant species, which may

be modified based on the review of the HTR permit and project materials.

### Sustainability

The applicant indicates the project would incorporate the following sustainability measures:

- Minimum LEED Platinum certification by the USGBC or certification in equivalent best-in-class sustainability benchmarks such as Fitwel or US Resiliency Council (USRC) building certifications;
- Use of photovoltaic panels to generate power on-site for electric vehicle charging stations and to offset energy use by buildings;
- All buildings to be all-electric to reduce greenhouse gas emissions and help achieve local and regional climate goals;
- Responsible management and reduction of potable water use including, where feasible, the option for greywater use and recycled water;
- Shared parking strategies to reduce overall parking footprint;
- Use of native and drought tolerant plants and low-flow drip irrigation systems; and
- Advanced stormwater treatment measures, including use of bioswales, permeable paving, and distributed stormwater management features intended to reduce the project's vulnerability to future climate-related impacts.

Fitwel and USRC building certifications are similar to LEED certification in that they both provide rigorous metrics for building performance. However, Fitwel places emphasis on occupant health and well-being and the USRC certification places emphasis on resilience to natural disasters and structural survivability. The certifications are not mutually exclusive, and the project and/or buildings could be certified in more than one rating system. Zoning districts in the City that require sustainability measures currently only require LEED certification when the project meets the applicable size threshold.

### Requested entitlements

A masterplan project provides a vision and framework for growth and development of the site. The applicant is requesting general plan and zoning ordinance amendments to enable the proposed masterplan development. The current general plan land use designation is Public/Quasi-Public, and the current zoning is PF (Public Facilities). The PF zoning district allows for use by the City of Menlo Park, County of San Mateo, State of California, or Federal Government agencies, as well as local school districts as a permitted use and allows for other, non-government uses as a conditional use. The new general plan land use designation would allow for residential dwelling units, public and quasi-public uses, office, and supporting uses. The applicant has stated that the proposed general plan and zoning designations would be based on the recent general plan amendments to the Professional and Administrative Office land use designation and new C-1-S (Administrative, Professional, and Research District, Special) zoning district, which were adopted as part of the Parkline masterplan development. However, further adjustments to the general plan and a new zoning designation would be required. Table 9 details the existing standards applicable to the Professional and Administrative Office land use designation and the C-1-S zoning district compared to the proposed standards.

| Table 9: Development standards |                                                                                       |                            |
|--------------------------------|---------------------------------------------------------------------------------------|----------------------------|
| Standard                       | Professional and Administrative Office GP land use designation/ C-1-S zoning district | Proposed                   |
| Residential density            | 30 dwelling units per acre                                                            | 40 dwelling units per acre |
| Commercial floor area ratio    | 0.5                                                                                   | 1.0                        |
| Residential floor area ratio   | 1.0                                                                                   | 1.01                       |

The requested rezoning of the project site would apply to the new district. Pursuant to Chapter 16.56 of the Zoning Ordinance, the “X” Overlay/conditional development district, also referred to as combining district, is a zoning district specifically established for the purpose of combining special regulations or conditions with an existing zoning district, and requires approval of a CDP. Pursuant to Section 16.56.030 of the Zoning Ordinance, development regulations in the “X” district are as specified in the conditional development permit, but in no event shall the number of dwelling units, floor area ratio (FAR), or floor area limit (FAL), exceed the development regulations as set forth in the zoning district with which the X conditional development district is combined. The applicant indicates they are requesting a CDP to address discrete construction, design, phasing and operation requirements. A CDP for the project could also specify general compliance with the project plan set, allowed uses and conditions of approval including mitigation measures from the EIR.

The applicant is also requesting a development agreement (DA), which would provide vested rights in exchange for community benefits and allow for phased construction, as needed. Architectural control would also be required for design review of the proposed buildings. The applicant has designed the buildings and would seek architectural control approval concurrently with the other entitlements rather than returning to the Planning Commission for subsequent approvals.

In addition, the applicant is requesting a vesting tentative map to merge the existing lots and re-subdivide in a manner consistent with the new improvements, as well as to provide flexibility for phased construction. The applicant has not yet submitted the formal application for the tentative map; however, the project plans include the tentative map, which will be evaluated for conformance with City requirements upon submittal of an application with required supporting documents and materials.

#### Project phasing

The applicant indicates they anticipate the project would be constructed in several phases outlined in the project plans. The applicant states that early phases would prioritize infrastructure and vertical development that serve and financially support later phases of the project. The project plans outline the following general sequencing shown in Table 10.

| Table 10: Construction phasing |                                                                                                                                                                                 |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project phase                  | Construction activity                                                                                                                                                           |
| 0                              | <ul style="list-style-type: none"> <li>Demolition of existing buildings and infrastructure</li> </ul>                                                                           |
| 1                              | <ul style="list-style-type: none"> <li>Site grading and construction of utilities</li> </ul>                                                                                    |
| 2                              | <ul style="list-style-type: none"> <li>Construction of office garage</li> <li>Expansion of Building A</li> </ul>                                                                |
| 3                              | <ul style="list-style-type: none"> <li>Tenant improvements in Building A</li> <li>Construction of Buildings B1 and B2 core and shell</li> </ul>                                 |
| 4                              | <ul style="list-style-type: none"> <li>Building A complete</li> <li>Tenant improvements in Buildings B1 and B2</li> <li>Begin construction of Buildings B3, C, and E</li> </ul> |
| 5                              | <ul style="list-style-type: none"> <li>Buildings B2 and B3 complete</li> <li>Tenant improvements in Building B3</li> <li>Continued construction of Buildings C and E</li> </ul> |
| 6                              | <ul style="list-style-type: none"> <li>Completion of Buildings B3, C and E</li> <li>Begin construction of Building D and Pavilion</li> </ul>                                    |
| 7                              | <ul style="list-style-type: none"> <li>All buildings complete</li> <li>Finalize construction of Survey Park and Neighborhood Park</li> </ul>                                    |

City staff and the applicant team will continue to discuss the potential phasing for complete build out of the proposed project and will incorporate the phasing as appropriate into the environmental analysis for the proposed project. The DA could include a negotiated phasing plan..

#### Next steps

The project is currently in review for completeness of the application package. Once all materials necessary to review the project for compliance with applicable City standards have been submitted, the application will be deemed complete and in-depth review of the plans will commence for consistency with the City's general plan, municipal code, and adopted policies. The next step will be for the City to select an environmental consultant to prepare an environmental impact report (EIR). As noted in the environmental review section below, the EIR process includes several additional public hearings. The City maintains a project page (link in Attachment I) that includes more information on the proposed project, including the current status.

#### Correspondence

The applicant indicates they have conducted a series of community outreach actions starting in 2022 before the site was secured. The applicant officially started their outreach campaign in August of 2025 with a series of community gatherings at their Springline development, which provided community members and stakeholders with the opportunity to provide early input on project goals, architectural concepts and for the applicant team to answer questions. The applicant notes that they also conducted targeted, one-on-one stakeholder meetings with local businesses, elected officials, nonprofit leaders, and other organizations to identify potential issues and address concerns. After the application was submitted, the applicant provided three tours of the project site to give interested parties a hands-on sense of the proposed project and to answer informal questions. Finally, the applicant hosted a community meeting

specifically for Linfield Oaks residents to help identify areas where they may be most impacted and develop strategies to address their concerns.

Staff has received two items of direct correspondence on the project (Attachment J). One was from a Menlo Park resident who is supportive of the project. The other was from a representative of the McCandless office park located immediately adjacent to the project site north of Seminary Drive. The letter expresses concerns with the project relating to project density, traffic levels, roadway geometry on Seminary Drive, and construction impacts such as noise and dust. The applicant has stated that they have had a conversation with the McCandless office park representatives and are aware of the concerns. The City will continue to facilitate conversations and work with both the applicant and stakeholders as the project progresses.

### **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. The project sponsor is also required to fully cover the cost of work by consultants performing environmental review and additional analyses to evaluate potential impacts of the project

### **Environmental Review**

An Environmental Impact Report (EIR) will be prepared for the project. The first step in the process will be the release of the Notice of Preparation (NOP), which will be followed by an EIR public scoping meeting to share information regarding the Project and the environmental review process and to provide information on how interested parties can provide written comments. The public scoping meeting will allow the public, the Planning Commission, and public agencies to ask questions about the NOP and environmental review of the project. A draft EIR will then be prepared by the City's CEQA consultant, after the City Council approves a contract for an environmental consultant to prepare the document. Following the release of the Draft EIR, a public hearing will be held by the Planning Commission to provide an opportunity for the Commission, agencies, organizations and members of the public to provide verbal comments on the Draft EIR. Written comments on the Draft EIR will also be solicited at that time. Comments will then be addressed as part of the Final EIR, which would be reviewed at a subsequent meeting. The City Council will ultimately be charged with considering whether to certify the Final EIR for the proposed project.

### **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 ¼ mile radius of the project site.

### **Attachments**

- A. Location Map
- B. Existing Site Plan
- C. Hyperlink: Project Description Letter -

[https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fcommunity-development%2Fdocuments%2Fprojects%2Funder-review%2F345-middlefield-rd%2F345-middlefield\\_project-description-letter-june26.pdf&url\\_hash=e7431d1780ae77769afb14882947d60&domain=menlopark.gov&found\\_on=https%3A%2F%2Fwww.menlopark.gov%2FGovernment%2FDepartments%2FCommunity-Development%2FProjects%2FUnder-review%2F345-Middlefield-Road-former-USGS-campus](https://docaccess.com/docviewer.html?url=https%3A%2F%2Fwww.menlopark.gov%2Ffiles%2Fsharedassets%2Fpublic%2Fv%2F1%2Fcommunity-development%2Fdocuments%2Fprojects%2Funder-review%2F345-middlefield-rd%2F345-middlefield_project-description-letter-june26.pdf&url_hash=e7431d1780ae77769afb14882947d60&domain=menlopark.gov&found_on=https%3A%2F%2Fwww.menlopark.gov%2FGovernment%2FDepartments%2FCommunity-Development%2FProjects%2FUnder-review%2F345-Middlefield-Road-former-USGS-campus)

- D. Hyperlink: Project Plans – [https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-review/345-middlefield-rd/345-middlefield\\_project-plans-june26.pdf](https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-review/345-middlefield-rd/345-middlefield_project-plans-june26.pdf)
- E. Proposed Site Plan
- F. Vehicular Circulation Plan
- G. Illustrative Bicycle and Pedestrian Circulation Plans
- H. Open Space and Landscape Plans
- I. Hyperlink: Project Webpage - <https://www.menlopark.gov/Government/Departments/Community-Development/Projects/Under-review/345-Middlefield-Road-former-USGS-campus>
- J. Correspondence

### **Disclaimer**

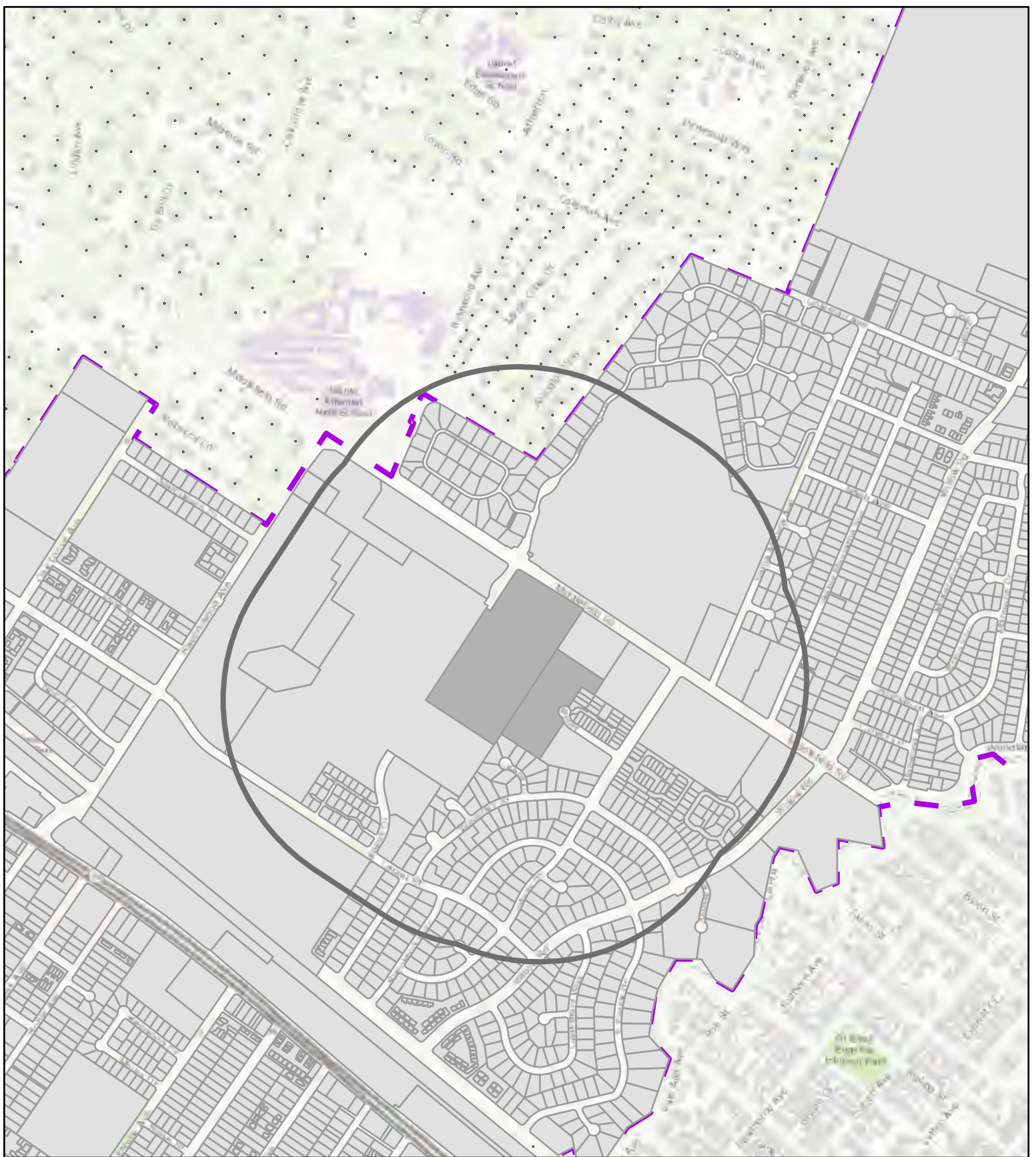
Attached are reduced versions of maps and diagrams submitted by the applicant. The accuracy of the information in these drawings is the responsibility of the applicant, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

### **Exhibits to Be Provided at Meeting**

None

Report prepared by:  
Chris Turner, Senior Planner

Report reviewed by:  
Corinna Sandmeier, Principal Planner  
Kyle Perata, Assistant Community Development Director

CITY OF  
MENLO PARK

# CITY OF MENLO PARK

## LOCATION MAP

345 MIDDLEFIELD ROAD

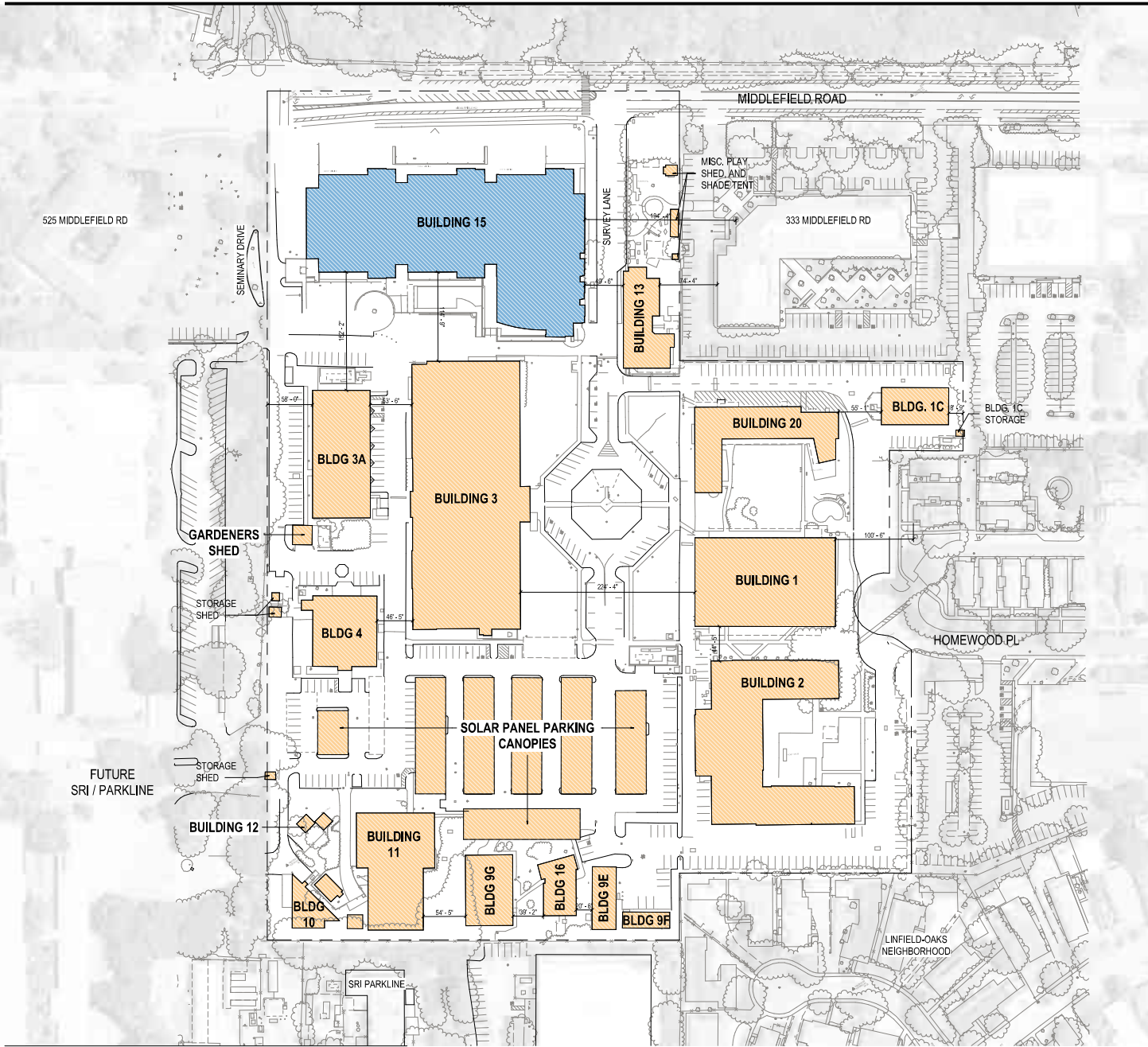
Scale: 1:10,000

Drawn By: CRT

Checked By: CDS

Date: 8/24/2026





EXISTING BUILDING AREAS

| Building Name       | Building Use            | Building Coverage (SF) | Gross Floor Area (SF) |
|---------------------|-------------------------|------------------------|-----------------------|
| Building 1          | Office                  | 20,633                 | 42,624                |
| Building 1C         | Telecommunications      | 4,200                  | 2,187                 |
| Building 2          | Office                  | 26,453                 | 45,502                |
| Building 3          | Office                  | 48,545                 | 92,795                |
| Building 3A         | Office/Storage          | 12,290                 | 13,388                |
| Building 4          | Office/Lab              | 8,066                  | 12,584                |
| Building 9E         | Office                  | 2,485                  | 3,197                 |
| Building 9F         | Storage                 | 3,210                  | 3,210                 |
| Building 9G         | Office/Lab              | 5,510                  | 5,477                 |
| Building 10         | Lab/Storage             | 3,254                  | 2,511                 |
| Building 11         | Office/Lab              | 12,788                 | 10,248                |
| Building 12         | Hazard Storage          | 541                    | 470                   |
| Building 13         | Childcare Facility      | 7,092                  | 7,092                 |
| Building 15         | Office/Lab              | 53,027                 | 159,555               |
| Building 16         | Lab                     | 3,174                  | 3,174                 |
| Building 20         | Office, Café, Credit... | 10,373                 | 12,663                |
| Gardeners Shed      | Storage Shed            | 596                    | 596                   |
| Parking             | Parking Canopies        | 36,833                 |                       |
| Total Existing      |                         | 256,911                | 412,663               |
| Total To Be Removed |                         | 203,884                | 253,108               |
| Total To Remain     |                         | 53,027                 | 159,555               |

Notes:  
1. Building Areas include auxiliary storage and steel structures

LEGEND

- TO BE REMOVED
- TO REMAIN

GENERAL NOTES

- ANY FUTURE DEMOLITION ASSOCIATED WITH THIS PROJECT WILL BE DESIGNED AND CARRIED OUT IN COMPLIANCE WITH ALL APPLICABLE CITY OF MENLO PARK REGULATIONS, THE CALIFORNIA BUILDING CODE, AND OTHER GOVERNING STATE AND REGIONAL REQUIREMENTS IN EFFECT AT THE TIME OF PERMIT ISSUANCE.
- THE EXTENT OF DEMOLITION SHOWN IN THIS PLANNING APPLICATION IS CONCEPTUAL AND FOR ENTITLEMENT PURPOSES ONLY. FINAL DEMOLITION LIMITS, METHODS, AND SEQUENCING WILL BE CONFIRMED DURING BUILDING PERMIT PLAN REVIEW AND SUBJECT TO APPROVAL BY THE CITY AND RELEVANT AGENCIES.
- FUTURE DEMOLITION ACTIVITIES WILL ADDRESS ALL AFFECTED BUILDING, SITE, AND UTILITY ELEMENTS IN COORDINATION WITH ARCHITECTURAL, STRUCTURAL, CIVIL, LANDSCAPE, AND MEP DISCIPLINES TO ENSURE PROTECTION OF ADJACENT PROPERTIES, PUBLIC RIGHTS-OF-WAY, AND EXISTING IMPROVEMENTS TO REMAIN.
- ANY FUTURE DEMOLITION WILL INCORPORATE MEASURES TO PROTECT HERITAGE AND OTHER TREES TO REMAIN, CONSISTENT WITH THE CITY'S HERITAGE TREE ORDINANCE, ARBORIST RECOMMENDATIONS, AND APPROVED TREE PROTECTION PLANS.
- HANDLING AND ABATEMENT OF ANY HAZARDOUS MATERIALS DISCOVERED DURING DETAILED INVESTIGATION WILL BE ADDRESSED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS, AND WILL BE REVIEWED BY THE CITY AS PART OF SUBSEQUENT PERMIT APPLICATIONS.



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STUDIO MLA

STUDIO MLA

LANGAN

WATTF DESIGN, INC.

LUMA



| Date       | Description                       |
|------------|-----------------------------------|
| 01.30.2008 | PLANNING APPLICATION              |
| 06.05.2008 | PLANNING APPLICATION RESUBMISSION |

|                |                                                         |
|----------------|---------------------------------------------------------|
| Project Name   | 345 MIDDLEFIELD ROAD REIMAGINED PROJECT PLANS           |
| Project Number | 001.4474.000                                            |
| Description    | EXISTING BUILDING COVERAGE, SETBACK AND DEMOLITION PLAN |

|                 |                 |
|-----------------|-----------------|
| Scale           | 0' 30' 60' 120' |
| SCALE: 1" = 60' |                 |

G1.006



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01 EXISTING BUILDING COVERAGE AND DEMOLITION PLAN

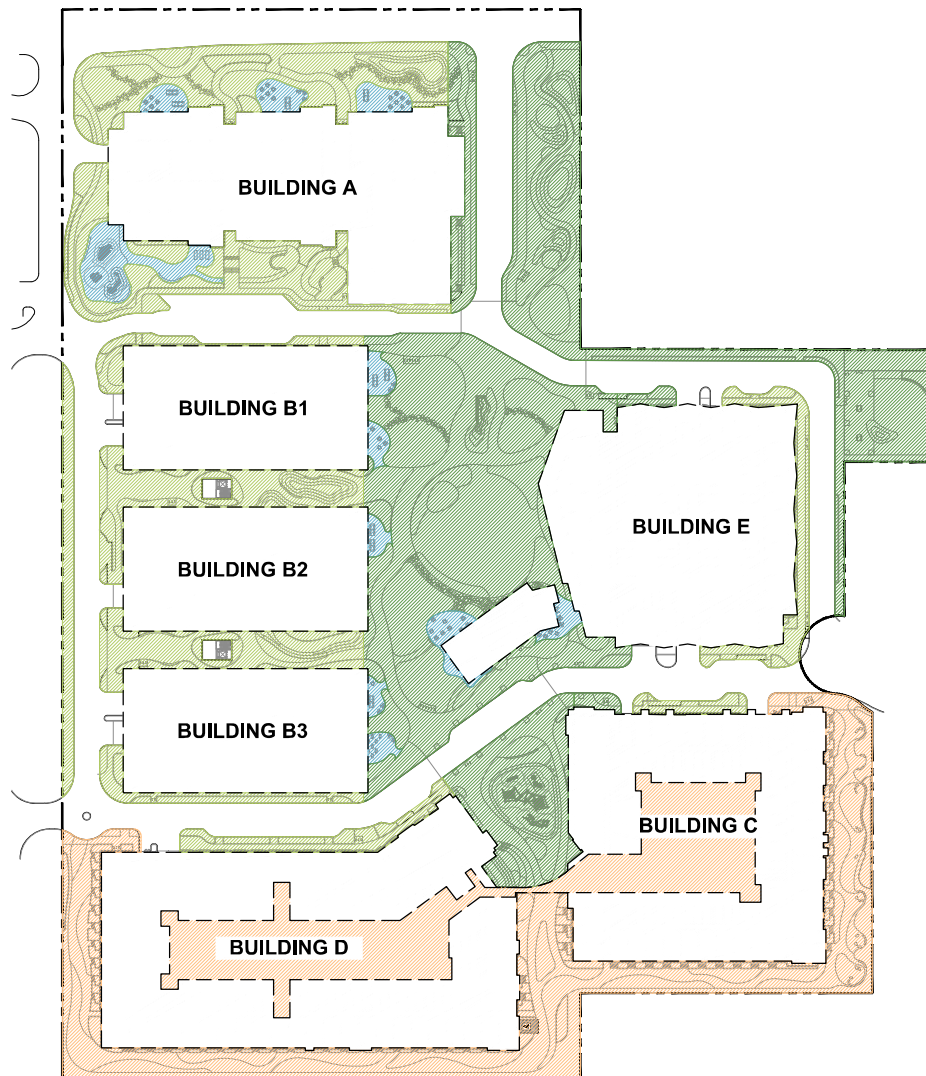






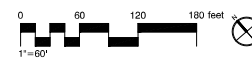
### ILLUSTRATIVE BICYCLE CIRCULATION





| OPEN SPACE LEGEND |                                |
|-------------------|--------------------------------|
|                   | PUBLICLY ACCESSIBLE OPEN SPACE |
|                   | GENERAL OPEN SPACE             |
|                   | PRIVATE OPEN SPACE             |
|                   | RESIDENTIAL COMMON OPEN SPACE  |

| OPEN SPACE CALCULATIONS                                              |                        |
|----------------------------------------------------------------------|------------------------|
| OPEN SPACE REQUIRED (30% OF SITE AREA)                               | = 231,921 SF / 5.32 AC |
| OPEN SPACE PROVIDED                                                  | = 266,591 SF / 6.12 AC |
| PUBLICLY ACCESSIBLE OPEN SPACE REQUIRED (50% OF REQUIRED OPEN SPACE) | = 115,961 SF / 2.66 AC |
| PUBLICLY ACCESSIBLE OPEN SPACE PROVIDED                              | = 131,023 SF / 3.00 AC |
| GENERAL OPEN SPACE PROVIDED                                          | = 47,410 SF / 1.11 AC  |
| PRIVATE OPEN SPACE PROVIDED                                          | = 15,591 SF / 0.35 AC  |
| RESIDENTIAL COMMON OPEN SPACE REQUIRED (UNITS X 100 SF)              | = 67,000 SF / 1.53 AC  |
| RESIDENTIAL COMMON OPEN SPACE PROVIDED                               | = 72,567 SF / 1.66 AC  |



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**STUDIO-MLA**

**STUDIO-MLA**

**LANGAN**

**MATTHEY DESIGN, INC.**

**LUMA**

**AMERICAN**  
THINK RUMBERST

| Date         | Description                       |
|--------------|-----------------------------------|
| 1 06.05.2026 | PLANNING APPLICATION RESUBMISSION |

|                |                                                     |
|----------------|-----------------------------------------------------|
| Project Name   | 345 MIDDLEFIELD ROAD<br>REIMAGINED PROJECT<br>PLANS |
| Project Number | 001.4474.000                                        |
| Description    | OPEN SPACE PLAN                                     |

|       |             |
|-------|-------------|
| Scale | 1" = 60'-0" |
|-------|-------------|

**L1.100**

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**Christopher R. Turner**

---

**From:** David Jens <fleisch.sam.d@gmail.com>  
**Sent:** Sunday, March 29, 2026 10:20 AM  
**To:** Christopher R. Turner  
**Subject:** usgs site

Hello I am writing to express my support for the development of the old usgs site. I live and work in menlo park, and we cannot fill many open positions at work since housing is not available. Please approve this development plan.

Samantha Jones  
1230 mills  
Menlo park

**Mark Scott Construction, Inc.  
2835 Contra Costa Blvd.  
Pleasant Hill, CA 94523**

August 19, 2026

City of Menlo Park Planning Commission  
c/o Chris Turner, Senior Planner  
701 Laurel Street  
Menlo Park, CA 94025

**RE: 345 Middlefield Reimagined Project Impacts on McCandless Office Property**

Dear Members of the Planning Commission,

We have reviewed the plans and application letter for the 345 Middlefield Reimagined project dated June 5, 2026 and would like to share with you concerns and comments on behalf of the owners of the McCandless office buildings, located at 525, 535, and 545 Middlefield Road, related to the impacts of the project on their property and tenants.

In general, we feel that the scale of the project is inappropriate for the location. The neighborhood surrounding the proposed development is a lower density residential neighborhood. It would seem like any residential going into this historically office location should be consistent with the neighborhood or at most have mid-density housing, such as townhomes, that would reflect a transition in housing type. We are very concerned that the combined amount of building coverage and height will have significant impacts of the community that will not be mitigated.

In particular, we are concerned about traffic impacts on the neighborhood in general and specifically to the access to our property. The 345 Middlefield Reimagined project shares access off Seminary Drive with the McCandless Office property. We are concerned that an unsafe condition is being created on this public street due to the non-standard alignment of the street and the volume of traffic that will be created by the adjacent projects. We reject the concept being applied by this project that they are using an existing public street whose improvements are the responsibility of the adjacent Parkline project. We believe this project should be responsible for modifying the roadway, or their project design, to avoid or "mitigate" unsafe conditions that their development will create. An example of one of these conditions is shown on sheet C10.00 in the plans where the fire truck must cross over into oncoming traffic to access the site (Reference 1: 345 Middlefield Rd Fire Truck Aerial Access Plan). Another example is shown on sheet TR0.1 where the garbage truck must cross over and block oncoming traffic in order to service the loading area of building A (Reference 2: 345 Middlefield Rd Site Truck Circulation).

We are extremely concerned that in addition to being unsafe, it will be nearly impossible for our tenants and employees to exit our site onto Seminary Drive. A traffic study for the 345 Middlefield Reimagined project hasn't been made public yet; however, the traffic study for the Parkline project that also shares access from Seminary Drive indicates that this intersection, without accounting for any traffic impacts related to the 345 Middlefield Reimagined project, will have a level of service of F before improvements and E/D after installation of the traffic signal (Reference 3: Parkline Traffic Operations Analysis LOS). It seems likely that the additional traffic created by the 345 Middlefield Reimagined project will make the level of service F at this intersection even with the traffic signal. We are concerned that the City of Menlo Park will approve a TDM plan to theoretically reduce traffic and related green house gasses by providing

public transportation passes to tenants of the office buildings or funding a shuttle to Caltrain that in reality will not actually reduce the traffic as intended.

We also have concerns related to construction traffic, construction noise, and construction dust and fumes that will be created by the project. The project plans include phasing diagrams which show Seminary Drive as the point of access for construction phases 1 through 5. We will review additional project reports related to traffic and noise as they become available and continue to provide comments during the public review process.

We look forward to the opportunity to present these concerns to you in person at the upcoming study session on August 24<sup>th</sup>. Let us know if you have any questions about the contents of this letter.

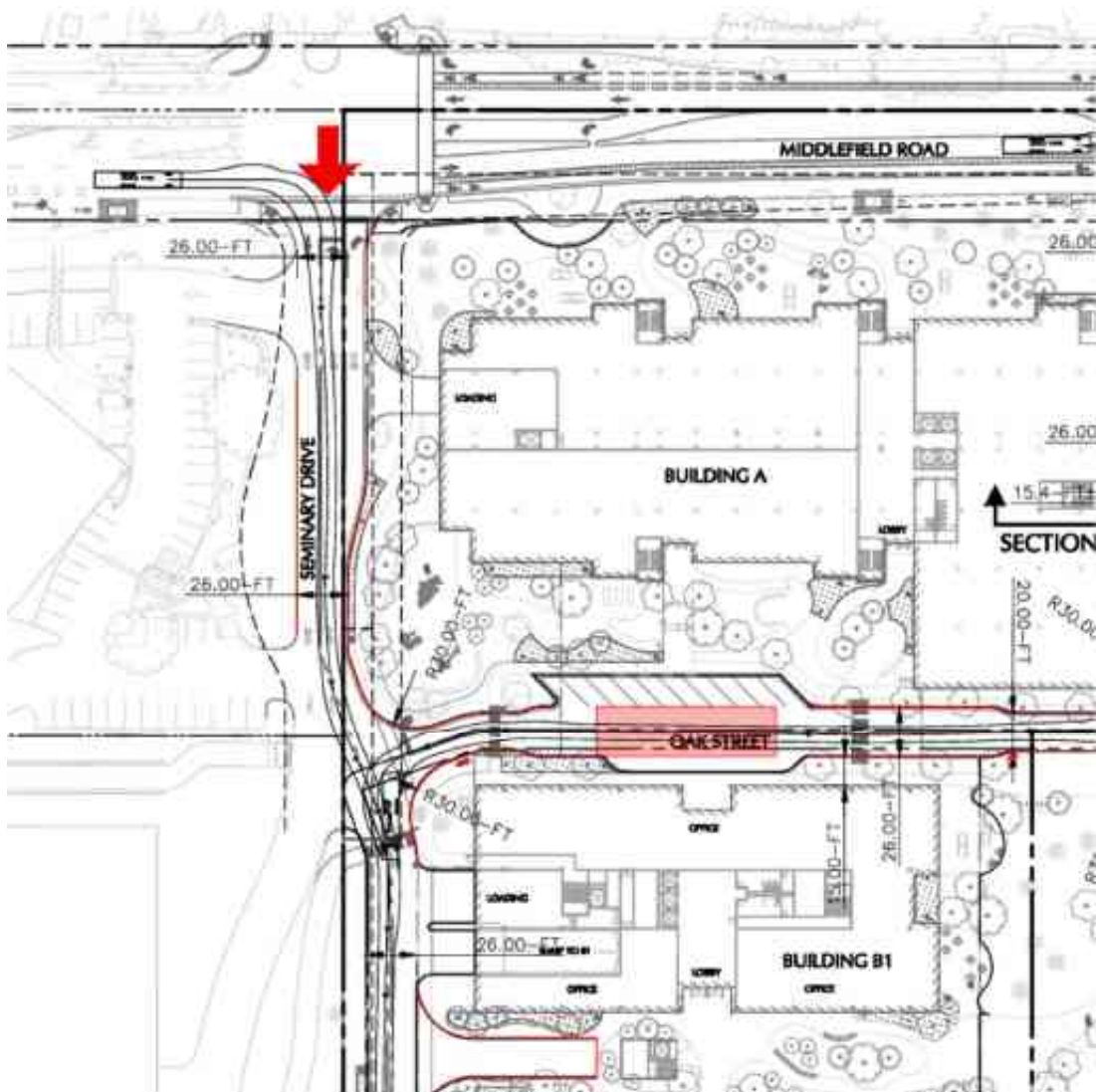
Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Lezak". The signature is fluid and cursive, with the first name "Peter" and last name "Lezak" clearly distinguishable.

Peter Lezak

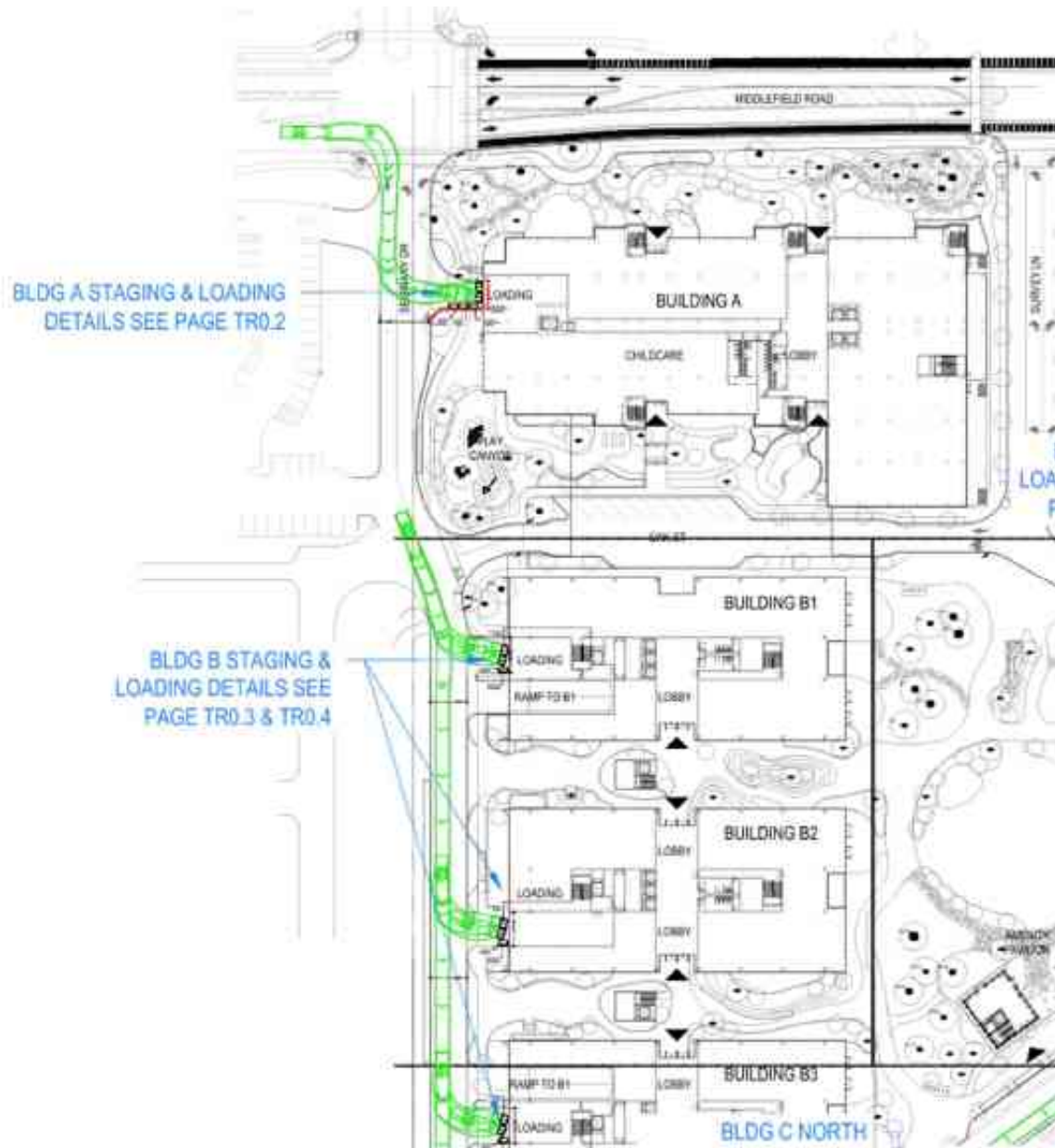
Principal Planner

### Reference 1: 345 Middlefield Rd Project – Fire Truck Aerial Access Plan



Mark Scott Construction, Inc.  
2835 Contra Costa Blvd., Pleasant Hill, CA 94523

## Reference 2: 345 Middlefield Rd Project – Site Truck Circulation



### Reference 3: Parkline Project – Parkline Traffic Operations Analysis LOS

**Table 9**  
**Background Plus Project (With Improvements) Conditions Level of Service Analysis**

| # | Intersection                    | Control | Peak Hour | Background + Project Conditions |     | Background + Project With Improvements |     |
|---|---------------------------------|---------|-----------|---------------------------------|-----|----------------------------------------|-----|
|   |                                 |         |           | Avg. Delay <sup>1</sup>         | LOS | Avg. Delay <sup>1</sup>                | LOS |
| 1 | Middlefield Rd & Oak Grove Ave  | Signal  | AM        | 103.5                           | F   | 101.3                                  | F   |
|   |                                 |         | PM        | 79.6                            | E   | 29.2                                   | C   |
| 2 | Middlefield Rd & Ravenswood Ave | Signal  | AM        | 80.4                            | F   | 57.5                                   | E   |
|   |                                 |         | PM        | 59.2                            | E   | 31.8                                   | C   |
| 3 | Middlefield Rd & Ringwood Ave   | Signal  | AM        | 60.5                            | E   | 71.6                                   | E   |
|   |                                 |         | PM        | OVR                             | F   | OVR                                    | F   |
| 4 | Middlefield Rd & Seminary Dr    | TWSC    | AM        | OVR                             | F   | -                                      | -   |
|   |                                 |         | PM        | OVR                             | F   | -                                      | -   |
|   | Mitigation                      | Signal  | AM        | -                               | -   | 63.2                                   | E   |
|   |                                 |         | PM        | -                               | -   | 49.2                                   | D   |
| 5 | Marcussen Dr & Ravenswood Ave   | TWSC    | AM        | 14.4                            | B   | 14.9                                   | B   |
|   |                                 |         | PM        | 27.2                            | D   | 24.0                                   | C   |
| 6 | Pine St & Ravenswood Ave        | TWSC    | AM        | 24.2                            | C   | 39.8                                   | E   |
|   |                                 |         | PM        | OVR                             | F   | 58.1                                   | F   |
| 7 | Laurel St & Ravenswood Ave      | Signal  | AM        | 44.6                            | D   | 38.7                                   | D   |
|   |                                 |         | PM        | 52.4                            | D   | 46.6                                   | D   |
| 8 | W 1st St & Ravenswood Ave       | OWSC    | AM        | 7.2                             | A   | 8.1                                    | A   |
|   |                                 |         | PM        | 11.4                            | B   | 21.5                                   | C   |
| 9 | Loop Rd & Ravenswood Ave        | OWSC    | AM        | 26.3                            | D   | 16.9                                   | C   |
|   |                                 |         | PM        | 58.9                            | F   | 30.5                                   | D   |