



## REGULAR MEETING AGENDA

**Date:** 5/19/2025  
**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 April 28, 2025 Planning Commission meeting ([Attachment](#))

E2. Approval of minutes from the May 5, 2025 Planning Commission meeting ([Attachment](#))

### F. Public Hearing

F1. Use Permit/Hannah Chiu/519 Central Ave.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single-Family Urban) zoning district at 519 Central Avenue and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project also includes removal of a street tree, which was reviewed and conditionally approved by the City Arborist. ([Staff Report #25-021-PC](#))

F2. Use Permit/Scott Norton/700-800 El Camino Real (Suite 180):

Consider and adopt a resolution to approve a use permit to operate a private fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP), in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 700-800 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-022-PC](#))

F3 and F4 are related items with the same staff report

F3. Development Agreement Annual Review/Meta Platforms, Inc./1 Hacker Way and 1 Meta Way:

Consider and adopt a resolution to determine Meta Platforms, Inc. (Meta) has demonstrated good



faith compliance with the terms of the Development Agreements for the 2024 annual review period for their East Campus, West Campus, and Meta Campus Expansion projects. Review of the development agreements does not qualify as a project under CEQA. ([Staff Report #25-023-PC](#))

- F4. Development Agreement Annual Review/Peninsula Innovation Partners, LLC/1350-1390 Willow Road, 925-1098 Hamilton Avenue, 1005-1275 Hamilton Court:  
Consider and adopt a resolution to determine Peninsula Innovation partners, LLC has demonstrated good faith compliance with the terms of the Development Agreement for the 2024 annual review period for the Willow Village mixed-use masterplan project. Review of the development agreement does not qualify as a project under CEQA. ([Staff Report #25-023-PC](#))

## **G. Informational Items**

- G1. 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: June 9, 2025
  - Regular Meeting: June 23, 2025

## **H. 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: 5/14/2025)





## REGULAR MEETING DRAFT MINUTES

**Date:** 4/28/2025  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 846 9472 6242 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

### A. Call To Order

Chair Jennifer Schindler called the meeting to order at 7:04 p.m.

### B. Roll Call

Present: Jennifer Schindler (Chair), Katie Behroozi, Linh Dan Do, Katie Ferrick, Misha Silin

Absent: Andrew Ehrich (Vice Chair), Ross Silverstein

Staff: Matt Pruter, Associate Planner; Corinna Sandmeier, Principal Planner

### C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council at its April 29, 2025 meeting would make appointments for all vacancies on the City's advisory bodies.

### D. Public Comment

Chair Schindler opened the item for public comment and closed it as no persons requested to speak.

### E. Consent Calendar

Chair Schindler opened the item for public comment and closed it as no persons requested to speak.

E1. Approval of minutes from the March 24, 2025 Planning Commission meeting (Attachment)

E2. Approval of minutes from the April 14, 2025 Planning Commission meeting (Attachment)

ACTION: Motion and second (Silin/Ferrick) to approve the Consent Calendar as presented consisting of the minutes from the March 24 and April 14, 2025 Planning Commission meetings; passes 5-0 with Commissioners Ehrich and Silverstein absent.

### F. Public Hearing

F1. Development Agreement Annual Review/Cyrus Sanandaji, Presidio Bay Ventures/1300 El Camino Real and 550 Oak Grove Ave.:

Consider and adopt a resolution to determine that Presidio Bay Ventures has demonstrated good faith compliance with the terms of the Development Agreement for the period of April 2024 to April



2025 for the Springline project at 1300 El Camino Real. Review of the Development Agreement does not qualify as a project under CEQA. (Staff Report #25-017-PC)

Planner Sandmeier reported that the timeline for the tax obligation was incorrect in the staff report, and that it is prorated for the first year as reflected in the updated letter from Presidio Bay Ventures. She said that letter also clarified that all 20 below market rate (BMR) units were currently rented.

Cyrus Sanandaji, applicant, spoke on behalf of the item.

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

Responding to Commissioner Behroozi, Mr. Sanandaji explained why the café on the corner was not successful and the intent to use the space for community serving events that would then also drive foot traffic to the other restaurants.

Responding to Chair Schindler, Mr. Sanandaji explained the change in process from a BMR unit lottery selection to a wait list and that discussions were ongoing with the City regarding the methodology to rent the BMR units.

Commission comments included appreciation for the community serving events at Springline and clarity on changes to retail uses, and a desire for more bicycle parking along the frontage.

ACTION: Motion and second (Silin/Behroozi) to adopt a resolution approving the item as presented; passes 5-0 with Commissioners Ehrich and Silverstein absent.

- F2. Development Agreement Annual Review/Stanford University/200-500 El Camino Real (Middle Plaza at 500 El Camino Real Project):  
Consider and adopt a resolution to determine that Stanford University has demonstrated good faith compliance with the terms of the Development Agreement for the period of April 2024 to April 2025 for the Middle Plaza at 500 El Camino Real project. Review of the Development Agreement does not qualify as a project under CEQA. (Staff Report #25-018-PC)

Planner Sandmeier said staff had no additions to the written report.

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

Responding to the Commission, Emily Richardson, applicant (Associate Director of Asset Management for Stanford Real Estate), said two of the three office buildings were fully leased and one was fully vacant. She said the eight BMR units in the residential portion were 100% occupied and the remaining units were 98% leased. Replying further, Ms. Richardson said there were 255 people on the interest list for the BMR units and that the retail space was fully leased.

Responding to the Commission, John Donahoe, Senior Director of Planning and Entitlement, Stanford University, said regarding the undercrossing that Stanford was required to provide funding toward it, but the City needed to bring the project to a point where it could request Stanford's funding.

Responding further to the Commission, Ms. Richardson said they were looking at ways to activate the plaza.



Commission comment included emphasizing to staff the date of expiration for the undercrossing milestone in the development agreement.

ACTION: Motion and second (Do/Behroozi) to adopt a resolution approving the item as presented; passes 5-0 with Commissioners Ehrich and Silverstein absent.

## **G. Informational Items**

### **G1. Future Planning Commission Meeting Schedule**

- Regular Meeting: May 5, 2025

Planner Sandmeier said the May 5<sup>th</sup> agenda would have a use permit and architectural control for a new fitness use at the 325 Sharon Park shopping center.

- Regular Meeting: May 19, 2025

Commissioner Ferrick reported that she would be absent May 19 due to work travel.

## **I. Adjournment**

Chair Schindler adjourned the meeting at 8:18 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett





## REGULAR MEETING DRAFT MINUTES

**Date:** 5/5/2025  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 846 9472 6242 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

### A. Call To Order

Chair Jennifer Schindler called the meeting to order at 7:00 p.m.

### B. Roll Call

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

Absent: Katie Behroozi

Staff: Corinna Sandmeier, Principal Planner; Fahteen Khan, Associate Planner; Chris Turner, Senior Planner

### C. Reports and Announcements

Principal Planner Corinna Sandmeier said staff had no reports or announcements.

Commissioner Ross Silverstein reported on an article he had read of data analysis on the City of Santa Barbara and the effect that its formal action to cap its population in the 1980s now had on commuting patterns across the area. He also said census data for Menlo Park indicated 67,000 people commute into the City every day for work and more than 70% of them commute more than 10 miles.

### D. Public Comment

Chair Schindler opened the item for public comment and closed it as no persons requested to speak.

### E. Consent Calendar

None

### F. Public Hearing

- F1. Architectural Control and Use Permit/Kerry Williams/325 Sharon Park Dr.:  
Consider and adopt a resolution for an architectural control review to conduct exterior modifications to the storefront of unit D (formerly Inspiration Day Spa) and a use permit for a change of use from the existing personal service use to a fitness studio in an existing multi-tenant shopping center that is substandard with regard to the minimum parking requirement in the C-2



(Neighborhood Shopping) zoning district. Additionally, the proposed fitness studio (Body Fit Training) is considered a private recreational facility, which is a special use and requires use permit approval. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-019-PC)

Associate Planner Fahteen Khan said staff had no updates to the written report.

Parag Hardas, business co-owner, spoke on behalf of the project.

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

Commissioner Ehrich said for the record that the City of Palo Alto zoning code allowed recreational facilities such as the subject project as a permitted use and recommended the same be implemented in the City of Menlo Park.

ACTION: Motion and second (Do/Ehrich) to adopt a resolution approving the item as presented; passes 6-0 with Commissioner Behroozi absent.

## **G. Regular Business**

- G1. Selection of Planning Commission Chair and Vice Chair for May 2025 through April 2026. Not a CEQA project. (Staff Report #25-020-PC)

ACTION: Motion and second (Schindler/Ferrick) to nominate Commissioner Ehrich for Planning Commission Chair for May 2025 through April 2026; passes 6-0 with Commissioner Behroozi absent.

ACTION: Motion and second (Schindler/Do) to nominate Commissioner Silverstein for Planning Commission Vice Chair for May 2025 through April 2026; passes 6-0 with Commissioner Behroozi absent.

## **G. Informational Items**

- G1. Future Planning Commission Meeting Schedule

- Regular Meeting: May 19, 2025

Planner Sandmeier said the May 19<sup>th</sup> agenda would have a use permit for a fitness use at 700 El Camino Real, a single-family residential project, and the annual reviews of the development agreements for Willow Village and Meta.

- Regular Meeting: June 9, 2025

## **H. Adjournment**

Chair Schindler adjourned the meeting at 7:37 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner



Recording Secretary: Brenda Bennett





## STAFF REPORT

### Planning Commission

Meeting Date:

5/19/2025

Staff Report Number:

25-021-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single-Family Urban) zoning district at 519 Central Avenue and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project also includes removal of a street tree, which was reviewed and conditionally approved by the City Arborist.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to demolish an existing single-story, single-family residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single-Family Urban) zoning district. The proposal also includes an attached accessory dwelling unit (ADU), which is not subject to discretionary review. The project includes removal of a street tree, which was reviewed and conditionally approved by the City Arborist. 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.

## Background

### Site location

The subject property is located at 519 Central Avenue, in the Willows neighborhood. Using Central Avenue in the north-south orientation, the subject property is located on the western side of Central Avenue, between Elm Street and Walnut Street. A location map is included as Attachment B.

While most residences in the neighborhood are one-story in height, some two-story residences exist as well. The nearby residences mainly reflect ranch, bungalow, or Tudor architectural styles. The neighborhood features predominantly single-family residences that are also in the R-1-U zoning district, with



some properties zoned R-2 (Low Density Apartment) and some commercial properties zoned C-2 (Neighborhood Shopping) along Menalto Avenue, specifically near the intersection with Gilbert Avenue.

## Analysis

### ***Project description***

The lot is substandard with regard to minimum lot width, with a width of approximately 45 feet where a minimum of 65 feet is required, and lot area, with a lot area of 6,301 square feet where 7,000 square feet is required, meaning the proposal triggers the requirement for a use permit to develop a new two-story residence on a substandard lot. The lot is currently occupied by a 1,178 square-foot, single-story, single-family residence with a 314 square-foot detached single car garage, originally built around 1938. An existing curb cut on the right side of the property provides access to the detached garage from Central Avenue although the driveway is currently inaccessible due to overgrown grass and weeds.

The applicant is proposing to demolish the existing residence and detached garage to construct a new two-story, single-family residence with a detached single-car garage and an uncovered parking space, both accessed from the alley at the rear of the property, and an additional uncovered parking space accessed from Central Avenue. The proposal would also include an attached first-floor 394-square-foot ADU along the front, right portion of the residence, accessed by an independent entryway from the front porch, which would be setback six feet from the (right) property line.

Additionally, in the front yard of the property there is a stucco wall shared between 517 and 519 Central Avenue. In 1994 the property owners of 517 Central Avenue received approval for a stucco wall for their front yard proposed to be contained fully within their property. However, upon conducting a recent topographic and boundary survey it was discovered that a portion of the wall encroaches into 519 Central's front yard. The applicant is proposing to retain the stucco wall as requested by the owners of 517 Central Avenue. Currently, there are overgrown shrubs in front of the property which would need to be trimmed to not exceed the four-foot height limitation for fences and hedges within the front 20 feet of the property (condition 2a).

The proposed residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, height, and parking. Of particular note with regard to Zoning Ordinance requirements:

- The total proposed FAL would be 3,096 square feet, where a maximum of 2,800 square feet is permitted.
  - The project is allowed to exceed the FAL by up to 800 square feet in order to accommodate the 394-square-foot ADU.
  - The second floor area would be 1,167 square feet where a maximum of 1,400 square feet is permitted.
- The main residence would have a right-side setback of six feet where a minimum of five feet is required. The left-side setback is likewise larger than required, at eight-foot eight-inches where five feet is the minimum required for the main residence.
- The residence would have a rear setback of approximately 54.3 feet, substantially greater than the required minimum of 20 feet.

The project plans and the applicant's 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.



### ***Parking and circulation***

The property has an existing driveway to the right which provides access to the detached single-car garage. The existing driveway curb cut, apron, and flares are proposed to be removed, and a new curb cut, apron and flares are proposed on the left side to provide access to an uncovered parking space off of Central Avenue, to be used by the ADU occupant. As discussed earlier, the proposed detached one-car garage would provide one of the required parking spaces for the residence and the second required parking space would be an uncovered parking space next to the garage, both located in the right-rear corner of the property to be accessed from the existing alley behind the subject property.

The Building Code requires that off-street parking spaces be accessed by an approved all-weather surface. When required off-street parking is accessed via an alley, the City requires that the surface of the alley be improved to allow all-weather access and that a maintenance agreement be recorded to provide for the ongoing maintenance of the alley. The applicant would also be required to record an alley maintenance agreement for this portion of the alley (condition 2b). The section of the alley past 519 Central Avenue towards Elm Street would not be improved as a result of the proposed project. Following preliminary review from the Engineering, Transportation, and Planning Divisions, the applicant is proposing to improve the portion of the alley from 519 Central Avenue to the alley terminus at Walnut Street with class II aggregate base at 95% compaction (condition 2c).

### ***Design and materials***

The applicant describes the style of the proposed residence as Spanish, with an earth-tone color palette. The structure would feature stucco siding and a concrete 'S' tile roof, along with aesthetically accurate decorative elements such as gable end details and coach lights. The windows are proposed with between-the-glass grids, without inside and outside grids.

The detached, single-car garage and uncovered parking space, proposed in the rear of the property, would deemphasize the visual impact of parking from the street, however there would be an uncovered parking space in the front yard. The garage would match the main residence's materials and style. The second-floor windows would vary between three- and four-foot sill heights. The proposed increased setbacks on the left and right sides would help mitigate any potential privacy issues. The proposed project, including the attached ADU and the detached garage, are architecturally cohesive and would present a harmonious contributor to the street.

### ***Flood zone***

The subject property is located within the "AE" zone established by FEMA. Within this zone, flood proofing techniques are required for new construction and substantial improvements of existing structures. Stated in general terms, the finished floor must be at least one foot above the base flood elevation. The Public Works Department has reviewed and tentatively approved the proposal for compliance with FEMA regulations. The elevations and sections (Plan Sheet A3.0-A4.0 in Attachment A Exhibit A) show the base flood elevation (33.3 feet) in relation to the existing average natural grade (approximately 31.46 feet) and the finished floor elevation (34.3 feet).

### ***Trees and landscaping***

The applicant submitted an arborist report (Attachment A, Exhibit C), detailing the species, size, and conditions of on-site and nearby trees.



Table 1: Tree summary and disposition						
Tree number	Species	Size (DBH, in inches)	Condition	Notes	Remove/Retain	Location
1	Coast redwood	22	Poor	Heritage	Retain	Off-site
2	Pear	10	Fair	Non-heritage	Remove	On-site
3	Arborvitae	8	Good	Non-heritage	Retain	Off-site
4	Arborvitae	8	Fair	Non-heritage	Retain	Off-site
5	Southern magnolia	37	Fair	Heritage	Retain	Off-site
6	Accolade elm	3.5	Good	Non-heritage	Remove	Street tree

A total of six trees were inventoried, with two trees being considered heritage trees, and one street tree. The applicant has proposed to remove two trees, with one being a street tree. The City Arborist has reviewed and tentatively approved the removal of the non-heritage street tree (tree #6), pending Planning Commission approval of the project. The arborist report specifies additional protection measures during the construction process including hand digging, potholing or air spade for grade cuts and irrigating, mulching, and removal of lower foliage from trees that are to be protected prior to any grading. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

The applicant is proposing to plant 15 new trees around the project site, including one 36-inch box flame tree in the right-of-way (as a replacement for tree #6), five 24-inch box western redbuds, eight 24-inch box little gem magnolias and a 36-inch box swan hill olive tree. Six of the eight little gem magnolias would be planted along the right property line, whereas the remaining two would be planted along the left property line, enhancing privacy. The swan hill olive tree would be planted in the left rear-corner, while most of the western redbuds would be planted along the front.

### **Correspondence**

The applicant states in their project description letter that they conducted neighborhood outreach and provided copies of the proposed plans for review. They additionally hosted a virtual neighborhood meeting on November 20, 2024, with a total of six households in attendance. Staff has received correspondence from four neighbors (515, 518 and 522 Central Avenue) regarding the project, which is included as Attachment D.

Neighbors at 518 Central Avenue, across the street from the subject property, raised several concerns about the project. These concerns included insufficient parking, overburdening the alley way, the removal of street tree #6, the replacement tree of tree #6 being close to the existing magnolia tree, the removal of the fence between 517 and 519, the location of the new curb cut, and shadow casting over 521 Central. These concerns were also echoed by the neighbors at 517 and 522 Central Avenue.

The City requires two car parking spaces, with at least one covered and one uncovered parking space, located outside the required front or side yards. The applicant has provided these spaces at the rear of the property, accessible via the alleyway. Additionally, the applicant has proposed a third space along Central Avenue. The City has no restriction on alley usage to access properties, however properties that propose



to access the alley for their required parking are required to record a maintenance agreement as mentioned earlier in the report.

The applicant has redesigned the driveway to be two-feet away from the shared left property line. Although the existing fence is in good condition, the applicant plans to install new fence as part of the newly constructed house, correctly placing it between the property lines, as it now encroaches couple of inches into 519 Central's property. The proposed design adheres to all development regulations including the daylight plane requirement, which regulates the structure's buildable area to help preserve neighbors' natural light. City staff has not received any communication from 521 Central Avenue about concerns related to potential shadows from the proposed project.

The neighbor at 515 Central voiced concerns over potential asbestos exposure, a feral cat residing in the vacant garage and concern over the removal of the front stucco wall. The applicant shared the results of an asbestos investigation, which found no asbestos, satisfying the neighbor. The applicant also communicated with the neighbor that they would be careful about any wildlife found on the property during demolition and construction.

### **Conclusion**

Staff believes that the design and materials of the proposed residence are compatible with the surrounding neighborhood, which features a mixture of two-story and one-story homes with varied architectural styles. The proposed project would feature a consistent, harmonious architectural style between the main house, attached ADU and detached single-car garage at the rear of the parcel. The proposed location of the detached garage and uncovered parking space at the rear of the parcel would help deemphasize the visual impacts of parked vehicles. Staff recommends that 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 3 (Section 15303, "New construction or conversion of small structures") of the current California Environmental Quality Act (CEQA) Guidelines.

### **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 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:  
Fahteen Khan, Associate Planner

Report reviewed by:  
Corinna Sandmeier, Principal Planner



**PLANNING COMMISSION RESOLUTION NO. 2025-0XX****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO DEMOLISH AN EXISTING ONE-STORY, SINGLE-FAMILY RESIDENCE AND CONSTRUCT A NEW TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM WIDTH AND AREA IN THE R-1-U (SINGLE-FAMILY URBAN) ZONING DISTRICT, AT 519 CENTRAL AVENUE.**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to demolish an existing one-story, single-family residence and construct a new two-story single-family residence on a substandard lot with regard to lot width and area in the R-1-U (Single Family Urban Residential) zoning district. The proposal also includes an attached accessory dwelling unit (ADU), which is a permitted use, and not subject to discretionary review (collectively, the "Project") from Thomas James Homes ("Applicant") on behalf of SF21G ("Owner"), located at 519 Central Avenue (APN 062-382-150) ("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) district. The R-1-U district supports single-family residential uses; and

WHEREAS, the proposed project would comply with all objective standards of the R-1-U district; and

WHEREAS, the proposed project includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review; and

WHEREAS, the Applicant submitted an arborist report prepared by California Tree and Landscape Consulting, Inc., 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 Applicant has proposed to remove one street tree which was reviewed and tentatively approved pending Planning Commission review as part of Heritage Tree Removal Permit number HTR2025-00021; and

WHEREAS, the proposed Project was reviewed by the Engineering, Building and Transportation Divisions and found to be in compliance with City standards; 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 exempt from environmental review pursuant to CEQA Guidelines§15303 (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 May 19, 2025, 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 for the construction of a new two-story, single-family residence on a substandard lot with regard to minimum lot width and area, 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 two-story residences are allowed to be constructed on substandard lots subject to granting of a use permit and provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.
- b. The proposed residence would include a conforming number of off-street parking spaces because one covered and one uncovered parking space outside the front setback would be required at a minimum, and the proposal includes one covered space in a detached garage and one uncovered parking space outside the required front setback.
- 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 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. PLN2024-00051, 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 Cal. Code of Regulations, Title 14, §15303 et seq. (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 May 19, 2025, 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 May 2025.

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits


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



# 519 CENTRAL AVENUE

## MENLO PARK, CALIFORNIA

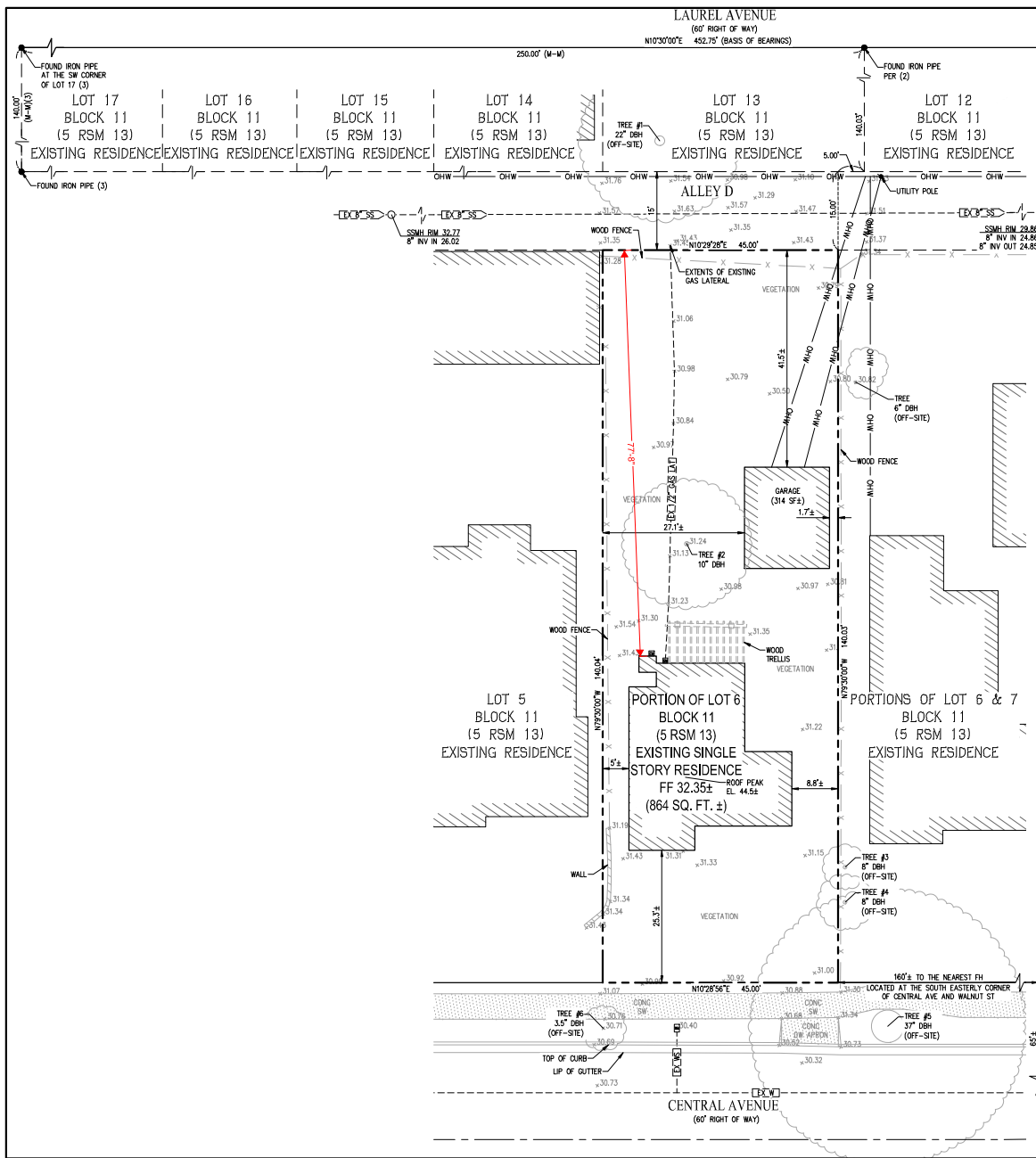


DIRECTORY	SHEET INDEX	PROJECT DATA
<p>BUILDER: THOMAS JAMES HOMES 275 SHORELINE DRIVE, SUITE 400 REDWOOD CITY, CA 94065 CONTACT: HANNAH CHIU PHONE: (650) 392-3573 EMAIL: HCHIU@TJH.COM</p> <p>ARCHITECTS: BASSENMAN LAGON ARCHITECTS 2091 ORCHARD DRIVE NEWPORT BEACH, CA 92660 CONTACT: DAVE POCKETT PHONE: (949) 553-9100 EMAIL: DPOCKETT@BASSENMANLAGON.COM</p>	<p>CIVIL ENGINEER: CBO 2630 CAMINO RAMON #250 SAN RAMON, CA 94583 CONTACT: STEPHEN CHAN PHONE: (925) 866-0322 EMAIL: SCHAN@CBANDG.COM</p> <p>LANDSCAPE ARCHITECT: SKETCH &amp; FIELD 1995 ADESON STREET, SUITE A BERKELEY, CA 94704 CONTACT: JORGE D. ARICH PHONE: (510) 905-1444 EMAIL: JORGE@SKETCHANDFIELD.COM</p>	<p>LEGAL DESCRIPTION : LOT 6, BLOCK 11 SAN MATEO COUNTY, CALIFORNIA APN: 050-382-150 PROJECT ADDRESS : 519 CENTRAL AVENUE MENLO PARK, CA 94025 ZONING: R1U BUILDING CLASSIFICATION: SINGLE FAMILY DETACHED R8U FIRE SPRINKLERS PER CRC R91.3 TYPE OF CONSTRUCTION : TYPE V-B FIRE ZONE : N/A FLOOD ZONE : AE- SPECIAL FLOOD HAZARD AREAS WITH BFE - THIS PROJECT WILL BE DESIGNED TO COMPLY WITH THE CITY'S FLOOD DAMAGE PREVENTION ORDINANCE- CHAPTER 12, SECTION 42 BASE FLOOR ZONE ELEVATION : 33.1' DESIGN FLOOD ZONE ELEVATION : 34.7' LOT AREA : 6,301 SQ. FT. PROGRAM : 3 BEDROOMS / 2 BATHS / ADU COVERED PARKING : 1 ALLOWABLE LOT COVERAGE : 35% OF LOT AREA (2,205 SQ. FT.) PROPOSED LOT COVERAGE : 32% OF LOT AREA (2,043 SQ. FT.) ALLOWABLE FAL : 2,800 SQ. FT. PROPOSED FAL : 2,702 SQ. FT. ALLOWABLE 2nd FLOOR FAL : 50% OF PROPOSED FAL (1,351 SQ. FT.) PROPOSED 2nd FLOOR FAL : 1,167 SQ. FT. BUILDING HEIGHT: ± 27'-11" (28' MAX ALLOWABLE) SETBACKS : FRONT : 20'-0" SIDE : 7'-2" (LEFT) / 0'-0" (RIGHT) REAR : 5'-0" MIN. SQUARE FOOTAGE: FIRST FLOOR : 1,470 SQ. FT. (ADU NOT INCLUDED) SECOND FLOOR : 1,167 SQ. FT. (VOLUME AND VOIDS INCLUDED, STAIRS EXCLUDED) TOTAL LIVABLE : 2,637 SQ. FT. DETACHED GARAGE : 260 SQ. FT. TOTAL FAL : 2,702 SQ. FT. ADU : 984 SQ. FT. (NOT INCLUDED IN FAL OR TOTAL LIVABLE) FRONT PORCH : 67 SQ. FT. FRONT PORCH : 67 SQ. FT. CODES : 2022 CALIFORNIA BUILDING CODE 2022 CALIFORNIA RESIDENTIAL CODE 2022 CALIFORNIA MECHANICAL CODE 2022 CALIFORNIA PLUMBING CODE 2022 CALIFORNIA FIRE CODE 2022 CALIFORNIA ELECTRICAL CODE 2022 CALIFORNIA ENERGY CODE 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE GOVERNING BODY : CITY OF MENLO PARK</p>
VICINITY MAP	NOTES	
	<ul style="list-style-type: none"><li>THE PROJECT WILL BE DESIGNED TO COMPLY WITH THE CITY'S FLOOD DAMAGE PREVENTION, CHAPTER 12, SECTION 42</li><li>FRONTAGE IMPROVEMENTS -ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS -AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY. -APPLICANT SHALL FURNISH A NEW SIDEWALK, CURB AND GUTTER (MATCH EXISTING CONDITIONS AND CONFORM TO NEIGHBORING PROPERTY) PERMANENT TO THE LATEST CITY STANDARDS, TO THE SATISFACTION OF THE PUBLIC WORKS DEPARTMENT ALONG PROPERTY FRONTAGE. THE LIMITS OF FRONTAGE IMPROVEMENTS SHALL BE SHOWN ON THE SITE PLAN.</li></ul>	

I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPE ORDINANCE AND HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE AND IRRIGATION DESIGN.

JORGE DANIEL ABICH, PLA (CA #5899)





**TITLE REPORT**

FIRST AMERICAN TITLE COMPANY  
ORDER NO. 3402-7163232  
DATED JULY 29, 2024

**LEGAL DESCRIPTION:**

REAL PROPERTY IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:  
PORTION OF LOT 6 IN BLOCK 11, AS DESIGNATED ON THE MAP ENTITLED "MAP OF COOPERATIVE LAND & TRUST CO. TRACT SUBDIVISION NO. ONE OF NORTH PALM ALTO SAN MATEO CO. CAL.", WHICH WAS FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA ON JULY 1, 1907 IN BOOK 5 OF MAPS, AT PAGE 13, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHWESTERLY LINE OF CENTRAL AVENUE, DISTANT THEREON 155 FEET SOUTHWESTERLY FROM THE SOUTHWESTERLY LINE OF WEST O'CONNOR STREET, FORMERLY WALNUT STREET, AS SAID STREET AND AVENUE, APPEAR ON THE MAP ABOVE REFERRED TO, RUNNING THENCE SOUTHWESTERLY ALONG SAID NORTHWESTERLY LINE OF CENTRAL AVENUE 45 FEET TO THE DIVIDING LINE BETWEEN LOTS 5 AND 6 IN BLOCK 11; THENCE NORTHWESTERLY ALONG SAID DIVIDING LINE 140 FEET TO THE SOUTHEASTERLY LINE OF A 15 FOOT ALLEY; THENCE NORTHEASTERLY ALONG SAID SOUTHEASTERLY LINE 45 FEET TO THE SOUTHWESTERLY LINE OF THE LANDS CONVEYED BY JOHN A. KOHLER & MARY CONWAY KOHLER, HIS WIFE, TO THOMAS A. CALLAHAN AND LAVON C. CALLAHAN, HIS WIFE BY DEED DATED SEPTEMBER 30, 1938 AND RECORDED OCTOBER 1, 1938 IN BOOK 808 OFFICIAL RECORDS OF SAN MATEO COUNTY, PAGE 296; THENCE SOUTHEASTERLY ALONG SAID SOUTHWESTERLY LINE OF THE LANDS SO CONVEYED 140 FEET TO THE POINT OF BEGINNING.

**EXCEPTIONS AND EXCLUSIONS:**

- (1) INDICATES TITLE REPORT ITEM NUMBER  
ITEMS (1) THROUGH (2) RELATE TO TAXES AND LIENS AND CANNOT BE PLOTTED.  
ITEMS (3) THROUGH (4) RELATES TO CO&P'S, AND CANNOT BE PLOTTED.  
ITEMS (5) RELATES ANY DEFECTS, LIENS, ENCUMBRANCES OR OTHER MATTERS WHICH NAME PARTIES TO GEORGE C. BYRD, AND CANNOT BE PLOTTED.  
ITEM (6) RELATES TO TRANSACTIONS SUBJECT TO A GEOGRAPHIC TARGETING ORDER, AND CANNOT BE PLOTTED.

**BENCHMARK:**

BENCHMARK ID: MENLO PARK CITY BENCHMARK 4  
DESCRIPTION: BRASS DISC SET IN TOP OF CURB AT REAR OF THE SOUTHEASTERLY CATCH BASIN AT THE INTERSECTION OF GILBERT AND LAUREL AVENUE, STAMPED "CITY BENCHMARK 4".  
ELEVATION: 34.76' (NAVD 83)

**BASIS OF BEARINGS:**

THE EASTERLY RIGHT OF WAY LINE OF LAUREL AVENUE, TAKEN AS N10°30'00"E, AS SHOWN ON RECORD OF SURVEY: LANDS OF JACKSON (27 LLS 53).

**ASSESSOR'S PARCEL NUMBER:**

062-382-150

**AREA:**

6,301 SQ. FT. MORE OR LESS

**FLOOD ZONE:**

ZONE AE: SPECIAL FLOOD HAZARD AREAS WITH BFE OR DEPTH (BFE: 33.1)  
SOURCE: FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA), FLOOD INSURANCE RATE MAP, MAP NUMBER 060810C030F

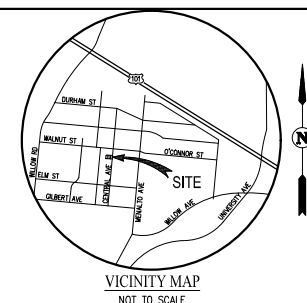
DATED: APRIL 5, 2019

**SURVEYOR'S STATEMENT:**

I CERTIFY THAT THIS PARCEL'S BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYOR'S ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

*[Signature]*  
MARK H. MEHRER  
REGISTERED L.S. NO. 7960

09/05/2024  
DATE



**NOTES:**

- RECORD INFORMATION AND PROPERTY DESCRIPTION ARE PER TITLE REPORT AND RECORDED MAPS IN SAN MATEO COUNTY LISTED HEREON.
- UTILITIES SHOWN ARE BASED ON OBSERVED EVIDENCE AT THE TIME OF THE FIELD SURVEY. ADDITIONAL RESEARCH AND INVESTIGATION WOULD BE REQUIRED TO DETERMINE THE EXACT LOCATIONS OF UNDERGROUND UTILITIES. DO NOT RELY ON THIS SURVEY FOR SUCH LOCATIONS. SOME UTILITIES COULD BE COVERED BY STRUCTURES OR OBJECTS SUCH AS AUTOMOBILES, TRUCKS, CONTAINERS, ETC.
- ALL DISTANCES SHOWN ARE FEET AND DECIMALS THEREOF.
- ALL TIES SHOWN HEREON ARE PERPENDICULAR UNLESS OTHERWISE NOTED.
- STRUCTURES, IMPROVEMENTS, AND TREES ON ADJACENT PROPERTIES HAVE NOT BEEN SURVEYED. LOCATIONS DEPICTED HEREIN ARE APPROXIMATE.
- THE SQUARE FOOTAGE NOTED FOR STRUCTURES ARE APPROXIMATE AND REPRESENTATIVE OF THE SURVEYED EXTERIOR FOOTPRINT.
- SURVEY REVISED 09/09/24 TO REFLECT TREE INVENTORY INFORMATION CONTAIN IN PROJECT ARBORIST REPORT DATED 09/09/24 AND PREPARED BY CALIFORNIA TREE AND LANDSCAPE CONSULTING, INC.

**REFERENCES:**

- (1) INDICATES REFERENCE NUMBER  
(1) 5 RSM 13  
(2) 27 LLS 53  
(3) OR 1064

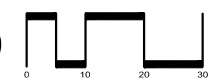
**LEGEND & ABBREVIATIONS**

	BOUNDARY LINE
	EXISTING RIGHT OF WAY
	ADJACENT PROPERTY LINE
	EXISTING STRUCTURE
	EXISTING UTILITY PIPE
	OVERHEAD WIRES
	FENCE LINE
	EXISTING ELECTRIC METER
	EXISTING GAS METER
	EXISTING GROUND ELEVATION
	EXISTING FIRE HYDRANT
	FOUND MONUMENT AS NOTED
	ASPHALT CONCRETE
	ASSESSORS PARCEL NUMBER
	BENCHMARK
	CONCRETE
	DIAMETER BREAST HEIGHT
	DRIVEWAY
	ELEVATION
	FINISHED FLOOR
	FIRE HYDRANT
	OVERHEAD WIRES
	SANITARY SEWER
	SANITARY SEWER MANHOLE

# 519 CENTRAL AVENUE TOPOGRAPHIC & BOUNDARY SURVEY

CITY OF MENLO PARK COUNTY OF SAN MATEO CALIFORNIA

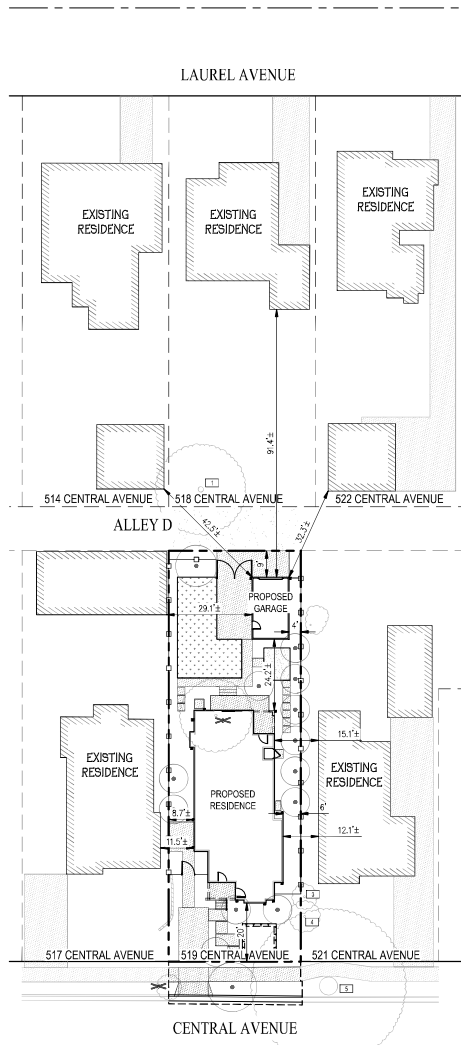
SCALE: 1" = 10' DATE: SEPTEMBER 5, 2024



SAN RAMON (925) 866-0322  
ROSEVILLE (916) 788-4456  
WWW.CBANDCO.COM

SHEET NO.  
**1**  
OF 1 SHEETS

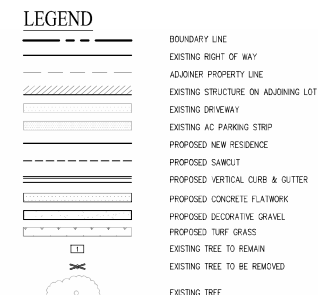
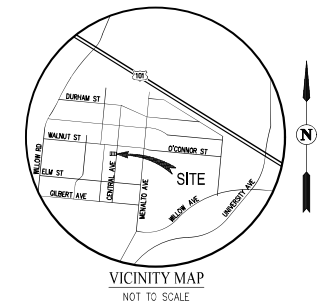




EXISTING TREES TO BE REMOVED					
TREE NUMBER	TAG NUMBER	COMMON NAME	DBH (IN)	HERITAGE TREE	OFF-SITE
2	5391	AMERICAN HORSEBEAM	10	NO	NO
6	5397	JAPANESE MAPLE	3.5	NO	YES

EXISTING TREES TO REMAIN					
TREE NUMBER	TAG NUMBER	COMMON NAME	DBH (IN)	HERITAGE TREE	OFF-SITE
1	5390	COAST REDWOOD	22	NO	YES
3	5394	ARBORVITAE	8	NO	YES
4	5395	ARBORVITAE	8	NO	YES
5	5396	SOUTHERN MAGNOLIA	37	NO	YES

NOTES:  
 1. THE TABLES ABOVE CONTAIN A SUMMARY OF INFORMATION PRESENTED IN THE ARBORIST REPORT. PLEASE REFER TO THE ARBORIST REPORT DATED SEPTEMBER 6, 2024 AND PREPARED BY CALIFORNIA TREE AND LANDSCAPE CONSULTING, INC FOR MORE INFORMATION.



# 519 CENTRAL AVENUE AREA PLAN THOMAS JAMES HOMES

CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA  
 SCALE: 1" = 20' DATE: MAY 13, 2025

CIVIL ENGINEERS • SURVEYORS • PLANNERS

SAN RAMON • (925) 866-0322  
 ROSEVILLE • (916) 375-1877  
 WWW.CBGBRAND.COM

SHEET NO.  
**AP-1**  
 OF 1 SHEETS



# NOTES

- SEE CIVIL AND LANDSCAPE FOR ADDITIONAL INFORMATION/SPECIFICATIONS
- ALL EXISTING CRACKED OR DAMAGED FEATURES ALONG THE PROPERTY FRONTAGE MUST BE REPAIRED IN KIND, ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED, ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.
- AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.

**Bassenian Lagoni**  
ARCHITECTURE • PLANNING • INTERIORS

Copyright 2025 Bassenian | Lagoni Architects

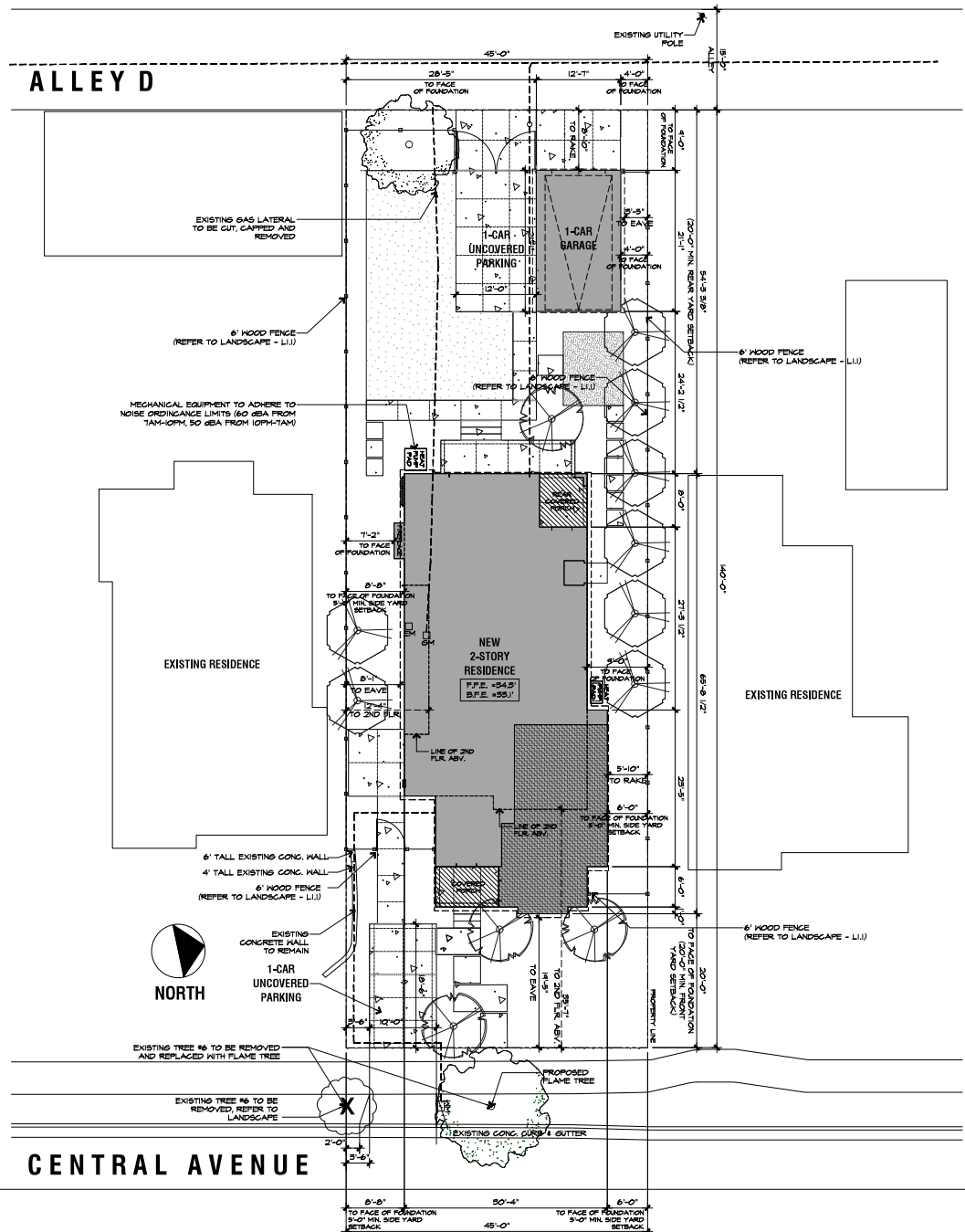
2001 Orchard Drive, Suite 100,  
Menlo Park, CA 94025  
Tel: +1 949 553 9100  
Fax: +1 949 553 0400

## PROPOSED SITE PLAN

519 CENTRAL AVENUE

Menlo Park, California

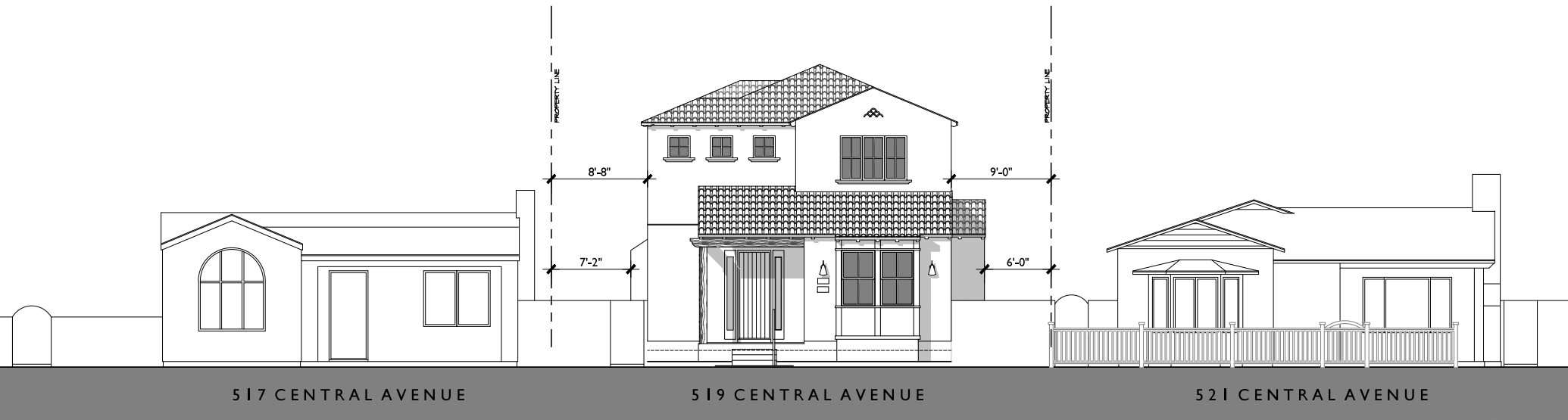
918.22396



AI.0  
04.29.25











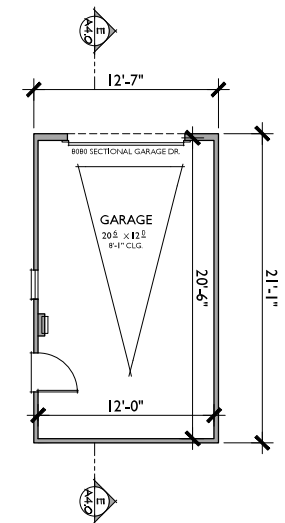
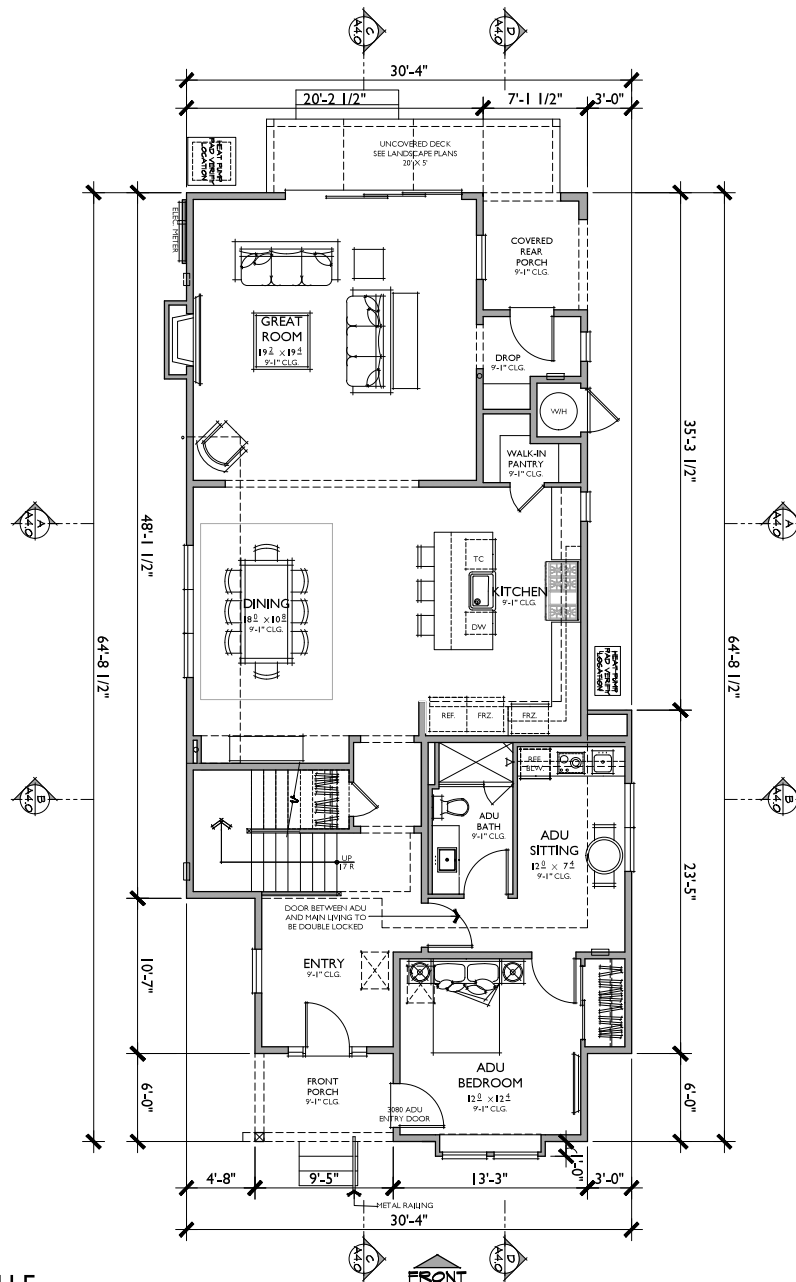
## FLOOR PLAN

First Floor

519 CENTRAL AVENUE

Menlo Park, California

918.22396



### PLAN BLA 2848-3 I

3 BEDROOMS / 2 BATHS / ADU  
1 - CAR DETACHED GARAGE

#### FAL AREA TABLE

1ST FLOOR (INCLUDES VOIDS)	1,270 SQ. FT.
2ND FLOOR (INCLUDES VOLUME & VOIDS)	1,167 SQ. FT.
<b>TOTAL LIVING</b>	<b>2,437 SQ. FT.</b>
1 - CAR DETACHED GARAGE	265 SQ. FT.
<b>TOTAL FAL</b>	<b>2,702 SQ. FT.</b>
ADU (NOT INCLUDED IN FAL)	394 SQ. FT.

NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION

#### FLOOR AREA TABLE

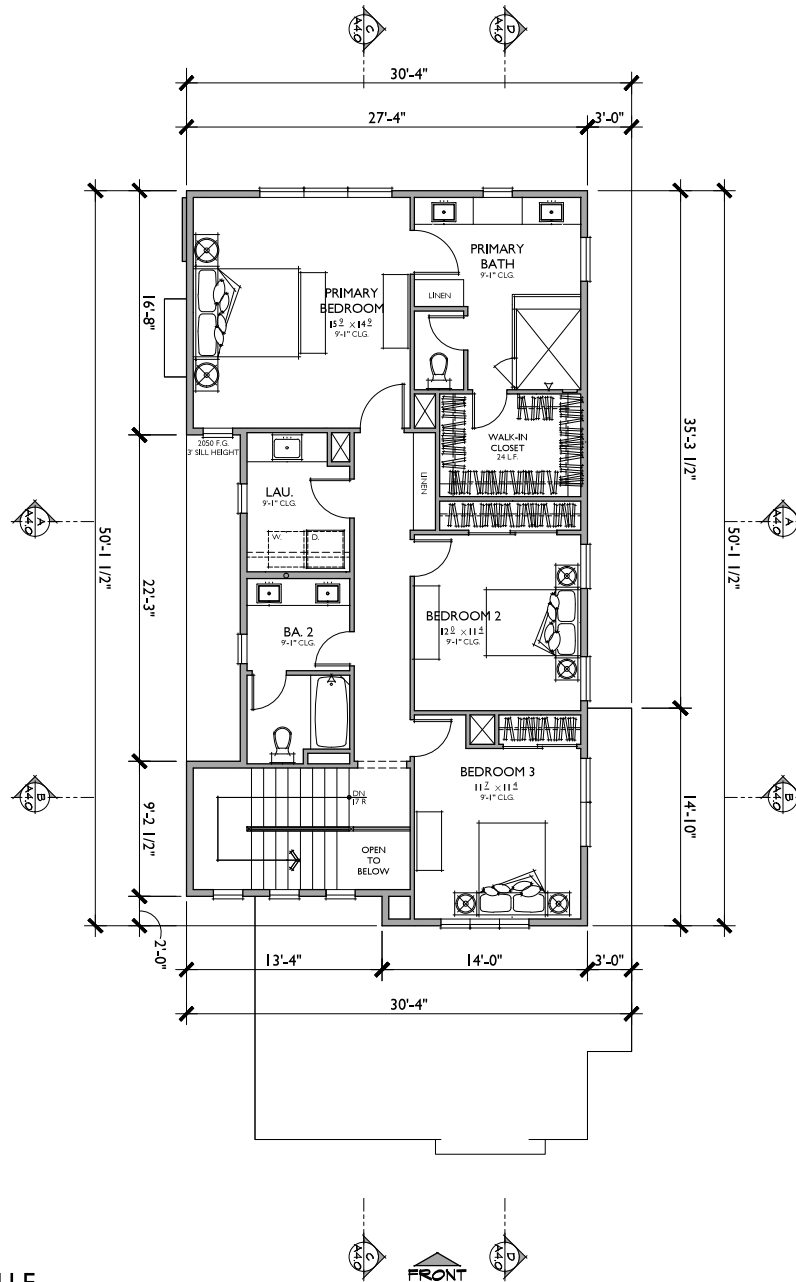
1ST FLOOR (EXCLUDES VOIDS)	1,243 SQ. FT.
2ND FLOOR (EXCLUDES VOLUME & VOIDS)	1,141 SQ. FT.
<b>TOTAL LIVING</b>	<b>2,384 SQ. FT.</b>
FRONT PORCH	57 SQ. FT.
REAR PORCH	57 SQ. FT.
1 - CAR DETACHED GARAGE	265 SQ. FT.
FIREPLACE	8 SQ. FT.
EXTERIOR W/H	13 SQ. FT.
ADU (NOT INCLUDED IN FAL)	394 SQ. FT.

NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION

**A2.0**  
04.29.25







**PLAN BLA 2848-3 I**  
 3 BEDROOMS / 2 BATHS / ADU  
 1 - CAR DETACHED GARAGE

FAL AREA TABLE	
1ST FLOOR (INCLUDES VOIDS)	1,270 SQ. FT.
2ND FLOOR (INCLUDES VOLUME & VOIDS)	1,167 SQ. FT.
<b>TOTAL LIVING</b>	<b>2,437 SQ. FT.</b>
1 - CAR DETACHED GARAGE	265 SQ. FT.
<b>TOTAL FAL</b>	<b>2,702 SQ. FT.</b>
ADU (NOT INCLUDED IN FAL)	394 SQ. FT.

NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION

FLOOR AREA TABLE	
1ST FLOOR (EXCLUDES VOIDS)	1,243 SQ. FT.
2ND FLOOR (EXCLUDES VOLUME & VOIDS)	1,141 SQ. FT.
<b>TOTAL LIVING</b>	<b>2,384 SQ. FT.</b>
FRONT PORCH	57 SQ. FT.
REAR PORCH	57 SQ. FT.
1 - CAR DETACHED GARAGE	265 SQ. FT.
FIREPLACE	8 SQ. FT.
EXTERIOR W/H	13 SQ. FT.
ADU (NOT INCLUDED IN FAL)	394 SQ. FT.

NOTE: SQUARE FOOTAGE MAY VARY DUE TO METHOD OF CALCULATION



FRONT



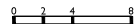


## AREA CALCULATIONS

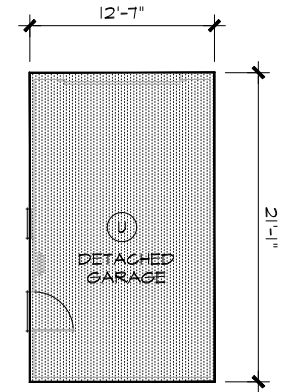
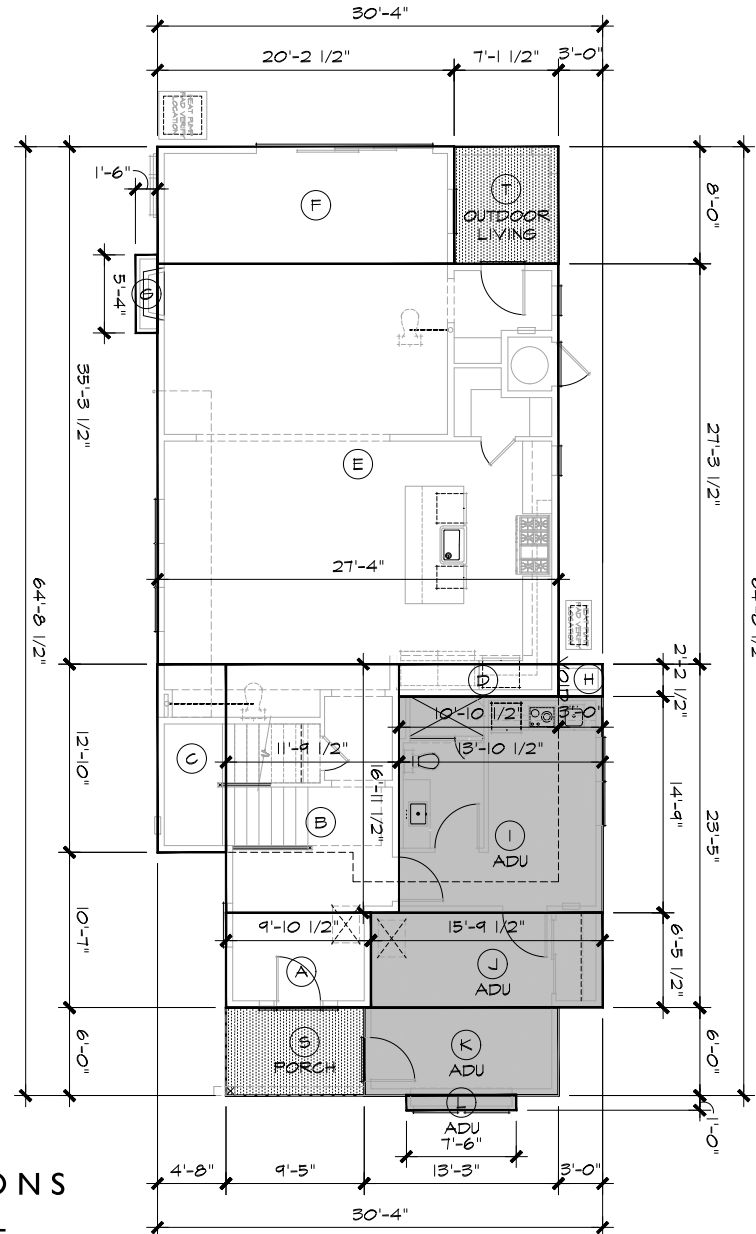
First Floor

519 CENTRAL AVENUE

Menlo Park, California



918.22396



### AREA CALCULATION

LABEL	DIMENSIONS	AREA
A	6'-5 1/2" X 9'-10 1/2"	64 SQ. FT.
B	16'-11 1/2" X 11'-9 1/2"	200 SQ. FT.
C	12'-10" X 4'-8"	60 SQ. FT.
D	2'-2 1/2" X 10'-10 1/2"	24 SQ. FT.
E	27'-3 1/2" X 27'-4"	746 SQ. FT.
F	8'-0" X 20'-2 1/2"	162 SQ. FT.
G	5'-4" X 1'-6"	8 SQ. FT.
H	2'-2 1/2" X 3'-0"	7 SQ. FT.
I	14'-9" X 13'-10 1/2"	205 SQ. FT.
J	9'-5 1/2" X 15'-9 1/2"	102 SQ. FT.
K	6'-0" X 13'-3"	79 SQ. FT.
L	1'-0" X 7'-6"	8 SQ. FT.

M	10'-9" X 12'-1"	130 SQ. FT.
N	4'-3 1/2" X 4'-2"	18 SQ. FT.
O	22'-8 1/2" X 23'-8"	537 SQ. FT.
P	16'-8" X 27'-4"	458 SQ. FT.
Q	4'-5 1/2" X 5'-0"	22 SQ. FT.
R	2'-0" X 1'-11"	4 SQ. FT.
S	6'-0" X 9'-5"	57 SQ. FT.
T	8'-0" X 7'-1 1/2"	57 SQ. FT.
U	21'-1" X 12'-7"	265 SQ. FT.

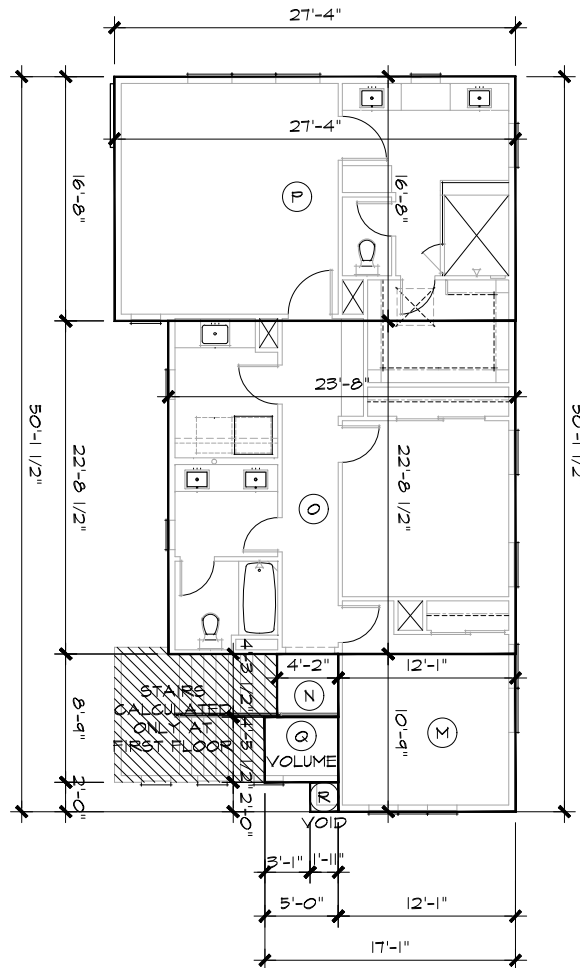
LOT COVERAGE	LOT SIZE	6,301 SQ. FT.
	ALLOWABLE (20% OF LOT AREA)	2,205 SQ. FT.
A-H	FIRST FLOOR	1,270 SQ. FT.
I-L	ADU	394 SQ. FT.
S	COVERED PORCH	57 SQ. FT.
T	REAR COVERED PORCH	57 SQ. FT.
U	DETACHED GARAGE	265 SQ. FT.
	PROPOSED LOT COVERAGE (22% OF LOT AREA)	2,043 SQ. FT.

F.A.I.	LOT SIZE	6,301 SQ. FT.
	ALLOWABLE	2,800 SQ. FT.
A-H	FIRST FLOOR (EXCLUDES PORCH, OUTDOOR LIVING, & ADU)	1,270 SQ. FT.
M-R	SECOND FLOOR (INCLUDES VOLUME & VIBES)	1,167 SQ. FT.
U	DETACHED GARAGE	265 SQ. FT.
	PROPOSED F.A.I.	2,702 SQ. FT.

**A2.2**  
04.29.25







#### AREA CALCULATION

LABEL	DIMENSIONS	AREA
A	6'-5 1/2" X 9'-10 1/2"	64 SQ. FT.
B	16'-11 1/2" X 11'-9 1/2"	200 SQ. FT.
C	12'-10" X 4'-8"	60 SQ. FT.
D	2'-2 1/2" X 10'-10 1/2"	24 SQ. FT.
E	27'-3 1/2" X 27'-4"	746 SQ. FT.
F	8'-0" X 20'-2 1/2"	162 SQ. FT.
G	5'-4" X 1'-6"	8 SQ. FT.
H	2'-2 1/2" X 3'-0"	7 SQ. FT.

I	14'-9" X 13'-10 1/2"	205 SQ. FT.
J	6'-5 1/2" X 15'-9 1/2"	102 SQ. FT.
K	6'-0" X 13'-3"	79 SQ. FT.
L	1'-0" X 7'-6"	8 SQ. FT.

M	10'-9" X 12'-1"	130 SQ. FT.
N	4'-3 1/2" X 4'-2"	18 SQ. FT.
O	22'-8 1/2" X 23'-8"	537 SQ. FT.
P	16'-8" X 27'-4"	458 SQ. FT.
Q	4'-5 1/2" X 5'-0"	22 SQ. FT.
R	2'-0" X 1'-11"	4 SQ. FT.
S	6'-0" X 9'-5"	57 SQ. FT.
T	8'-0" X 7'-1 1/2"	57 SQ. FT.
U	21'-1" X 12'-7"	265 SQ. FT.

LOT COVERAGE		
LOT SIZE		6,301 SQ. FT.
ALLOWABLE (75% OF LOT AREA)		2,205 SQ. FT.
A-H	FIRST FLOOR	1,270 SQ. FT.
I-L	ADU	394 SQ. FT.
S	COVERED PORCH	57 SQ. FT.
T	REAR COVERED PORCH	57 SQ. FT.
U	DETACHED GARAGE	265 SQ. FT.
	PROPOSED LOT COVERAGE (125% OF LOT AREA)	2,043 SQ. FT.

F.A.L.		
LOT SIZE		6,301 SQ. FT.
ALLOWABLE		2,800 SQ. FT.

A-H	FIRST FLOOR (EXCLUDES PORCH, OUTDOOR DINING, & ADU)	1,270 SQ. FT.
M-R	SECOND FLOOR (INCLUDES VOLUME & VOID)	1,167 SQ. FT.
U	DETACHED GARAGE	265 SQ. FT.
	PROPOSED F.A.L.	2,702 SQ. FT.

**A2.3**  
04.29.25

**Bassenian | Lagoni**  
ARCHITECTURE • PLANNING • INTERIORS

Copyright 2025 Bassenian | Lagoni Architects

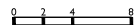
2001 Ontario Drive, Suite 100  
Menlo Park, CA 94025  
Tel: +1 650 553 9100  
Fax: +1 650 553 0440

## AREA CALCULATIONS

Second Floor

519 CENTRAL AVENUE

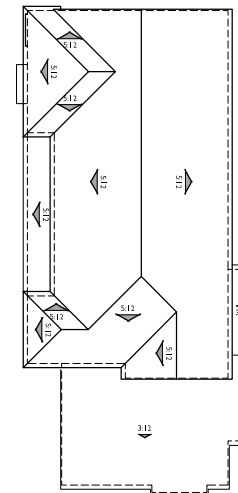
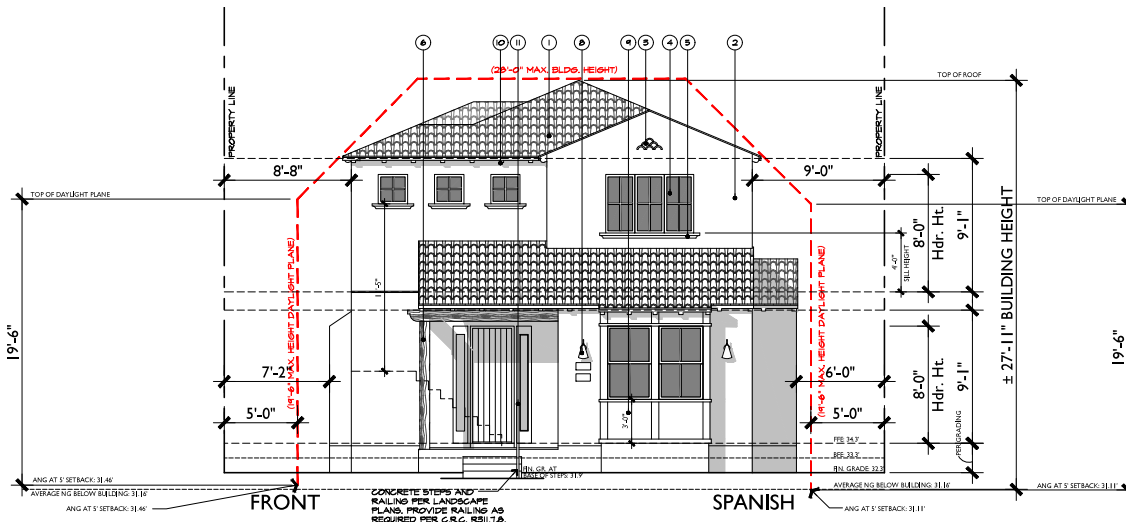
Menlo Park, California



918.22396

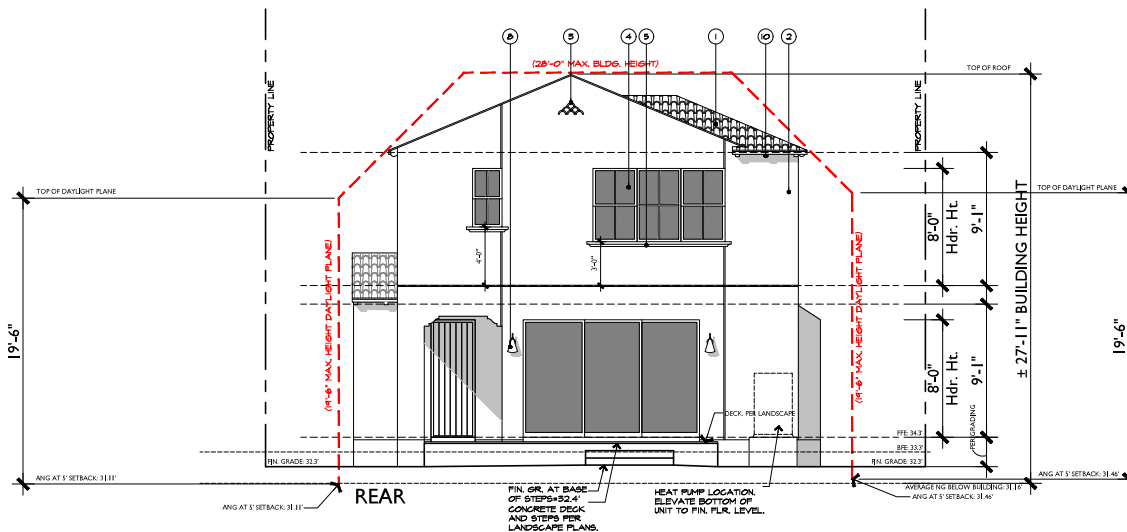






ROOF PLAN SPANISH

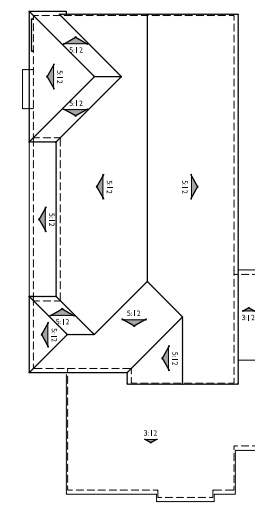
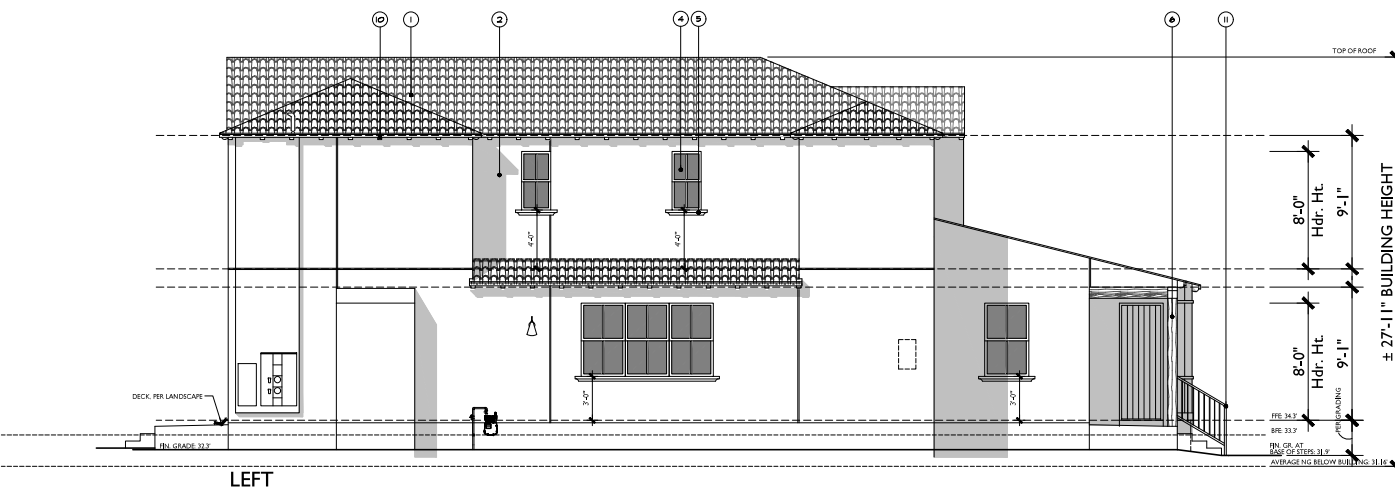
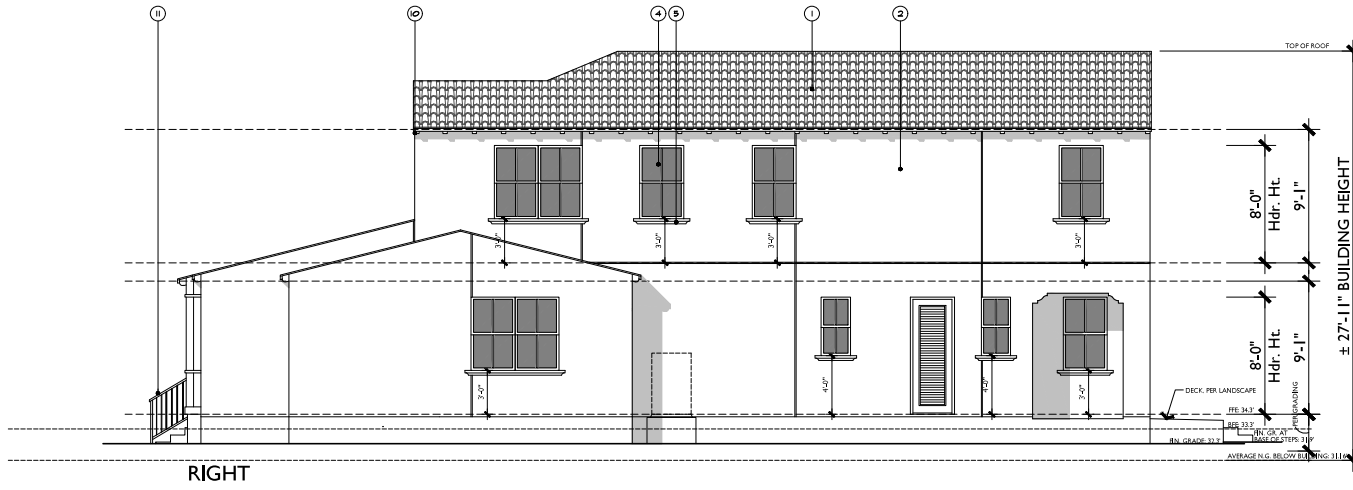
PITCH: 5:12 U.O.  
RAKE: TIGHT  
EAVE: 7"  
ROOF MATERIAL: CONCRETE 'S' TILE



MATERIALS LEGEND

1. CONCRETE 'S' TILE
2. STUCCO
3. DECORATIVE GABLE DETAIL
4. FIBERGLASS WINDOW
5. FOAM TRIM
6. WOOD POST
7. METAL GARAGE DOOR W/ WINDOWS
8. COACH LIGHT
9. BOX BAY
10. RAFTER TAIL
11. METAL RAILING

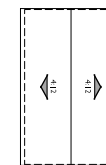
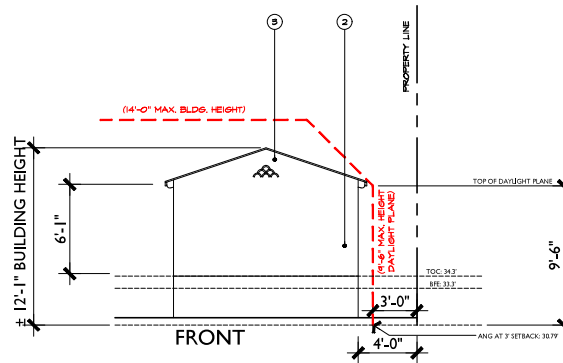
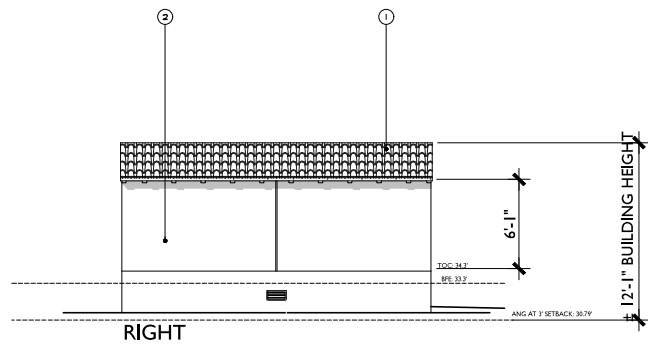




**ROOF PLAN SPANISH**  
 PITCH: 5:12 U.N.O.  
 RAKE: TIGHT  
 EAVE: 7"  
 ROOF MATERIAL: CONCRETE 'S' TILE

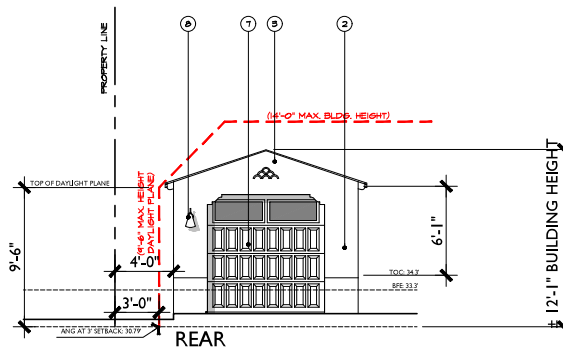
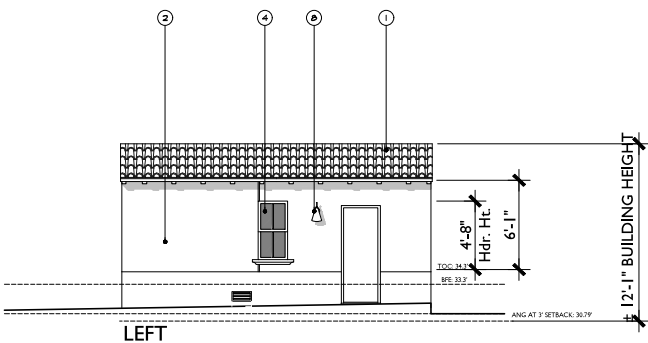
- MATERIALS LEGEND**
1. CONCRETE 'S' TILE
  2. STUCCO
  3. DECORATIVE GABLE DETAIL
  4. FIBERGLASS WINDOW
  5. FOAM TRIM
  6. WOOD POST
  7. METAL GARAGE DOOR W/ WINDOWS
  8. COACH LIGHT
  9. BOX BAY
  10. RAFTER TAIL
  11. METAL RAILING





## ROOF PLAN SPANISH

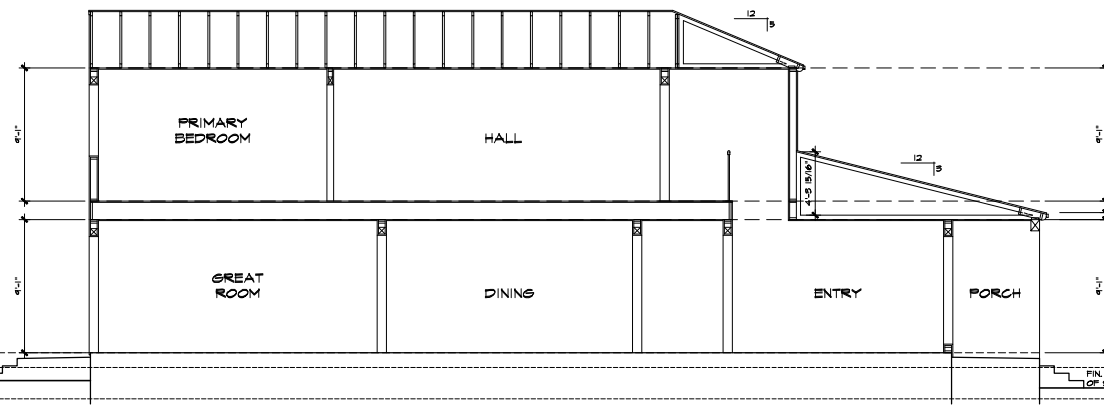
FITCH: 4:12 U.N.O.  
RAKE: TIGHT  
EAVE: 7"  
ROOF MATERIAL: CONCRETE 'S' TILE



## MATERIALS LEGEND

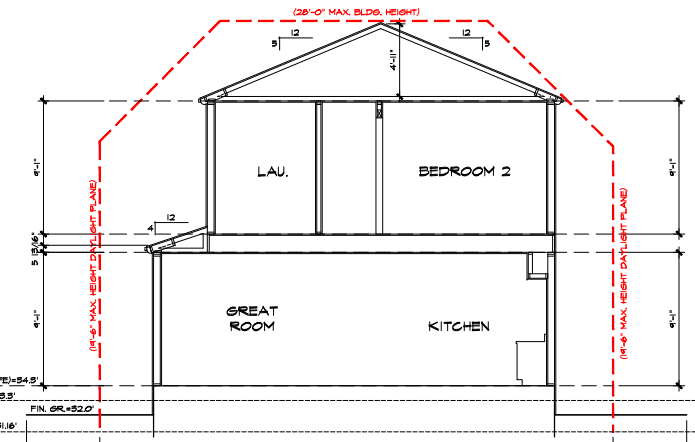
1. CONCRETE 'S' TILE
2. STUCCO
3. DECORATIVE GABLE DETAIL
4. FIBERGLASS WINDOW
5. FOAM TRIM
6. WOOD POST
7. METAL GARAGE DOOR W/ WINDOWS
8. COACH LIGHT
9. BOX BAY
10. RAFTER TAIL





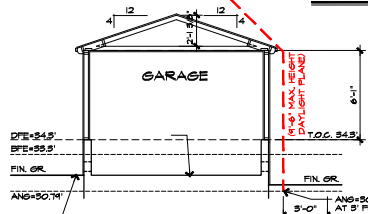
SECTION C

SCALE: 1/4"=1'-0"

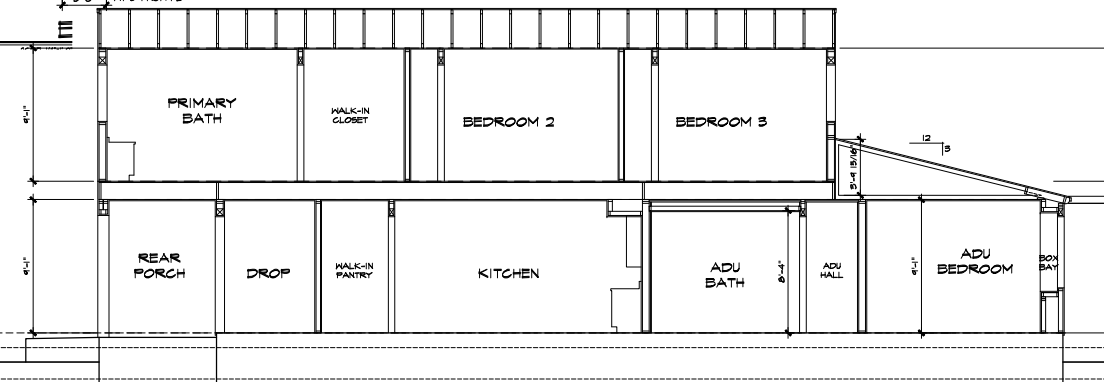


SECTION A

SCALE: 1/4"=1'-0"

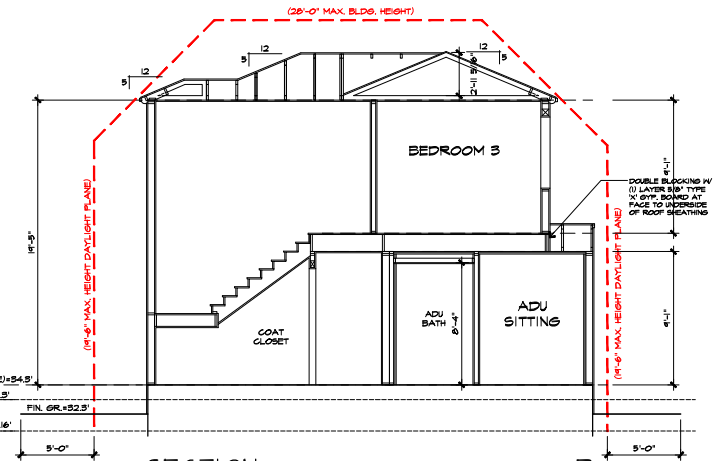


SECTION E



SECTION D

SCALE: 1/4"=1'-0"



SECTION B

SCALE: 1/4"=1'-0"





4" HOUSE NUMBERS

\*REPRESENTS MATERIALS ONLY. NUMBERS TO REFLECT PROPERTY ADDRESS\*

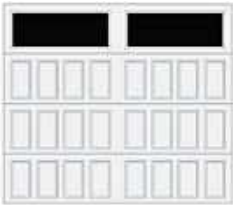


EXTERIOR LIGHT FIXTURE



FRONT DOOR

FULL PLANK FIBERGLASS DOOR  
FULL LITE FIBERGLASS SIDELITE  
WITH SATIN ETCH GLASS



GARAGE DOOR

OVERHEAD GARAGE DOOR  
WITH FROSTED GLASS WINDOWS  
COLOR: MOCHA BROWN

WINDOW FRAMES: BLACK



EXTERIOR RENDERINGS

COLOR SCHEME 2



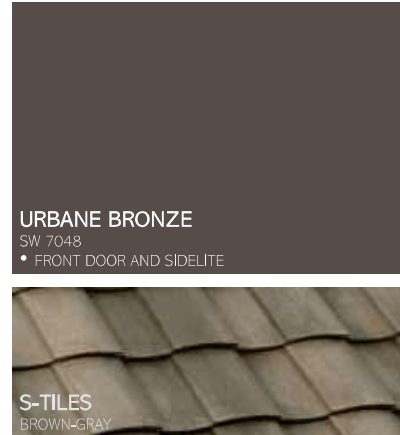
WHITE HERON

SW 7627  
• STUCCO



LINK GRAY

SW 6200  
• WINDOW SILLS  
• PORCH BEAMS AND POSTS  
• FIRST FLOOR WINDOW PANELING  
• FASCIA, EAVES, TAILS, AND GUTTERS  
• GARAGE SIDE DOOR



URBANE BRONZE

SW 7048  
• FRONT DOOR AND SIDELITE



S-TILES  
BROWN-GRAY



FENCE STAIN  
SEMI-SOLID  
SPANISH MOSS

NOTES:

1. RENDERINGS SHOWN ARE FOR ILLUSTRATION PURPOSES ONLY  
AND ARE NOT INTENDED TO BE AN ACTUAL DEPICTION OF THE  
HOME OR ITS SURROUNDINGS.  
2. DOWNSPOUT COLOR TO FOLLOW TJH PRODUCT STANDARDS



**Toyon BLA 2848-31**  
*Spanish*  
**519 Central Avenue**  
Menlo Park, California 94025

This is an example of design specifications for this particular plan and elevation. Detailed specifications, finishes and fixtures are subject to change, on homes prior to sale, at any time without notice or obligation. Square footages and lot dimensions are approximate and may vary in construction and depending on the standard of measurement used, engineering and municipal requirements, or other site-specific conditions. Room size, walls, windows, doors, porches and balconies vary per home elevation and location. Not an offer or solicitation to sell real property. Thomas James Homes is a registered trademark of Thomas James Homes, LLC. ©2018 Thomas James Homes. All rights reserved. CA DBP license #02057067

Date 10/14/24

Designer Kristin Lasky

Architect Bassenian Lagoni

COLOR BOARD

**I-1.01**



# SINGLE-FAMILY RESIDENCE

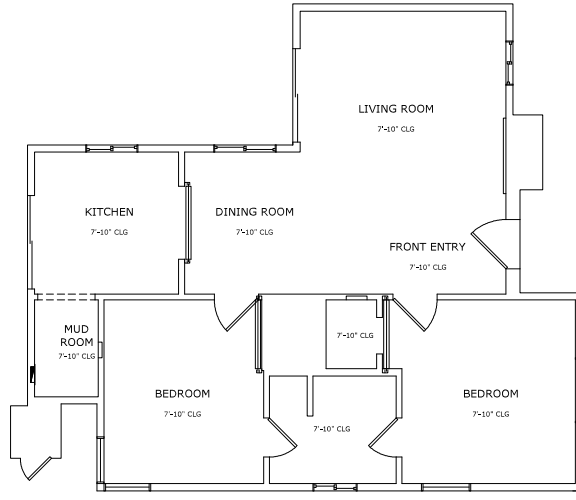
**PROPOSED TO BE DEMOLISHED**

519 CENTRAL AVENUE  
MENLO PARK, CA 94025

## AS-BUILT DOCUMENTATION

### PROJECT LINKS

CLICK HERE TO VIEW YOUR PLANS USING  
PPM'S WEB VIEWER POWERED BY



LOT SIZE: 6,301 SQ. FT.

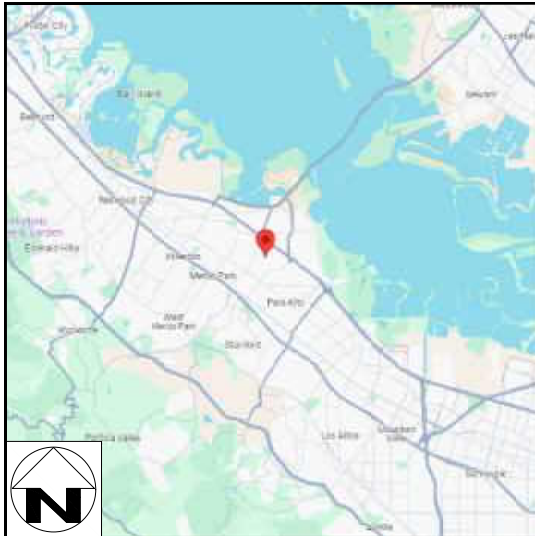
### **BUILDING COVERAGE (2,205 SQ. FT. ALLOWABLE)**

MAIN LIVING: 864 SQ. FT.  
DETACHED GARAGE: 314 SQ. FT.  
TOTAL: 1,178 SQ. FT.

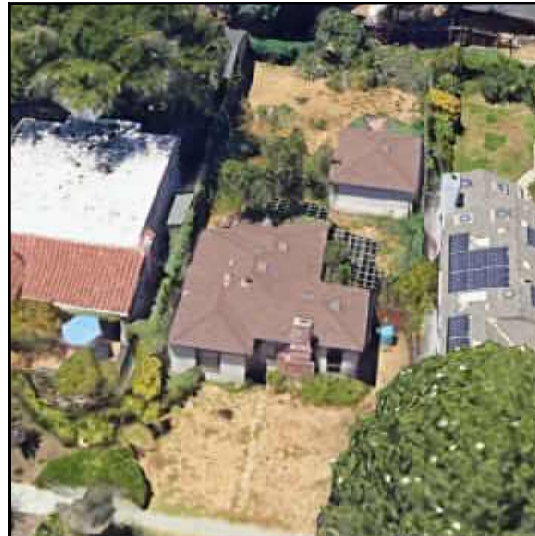
### **FAL (2,800 SQ. FT. ALLOWABLE)**

MAIN LIVING: 864 SQ. FT.  
DETACHED GARAGE: 314 SQ. FT.  
FAL TOTAL: 1,178 SQ. FT.

### VICINITY MAP



### AERIAL VIEW



### PPM PROJECT CONTACTS

#### BAY AREA REGIONAL OFFICE

MICHAEL LI  
REGIONAL DIRECTOR  
MLI@PPMCO.NET  
(510) 479-7109 EXT. 221

LINDSEY GREENE  
PROJECT MANAGER  
LGREENE@PPMCO.NET  
(510) 479-7109 EXT. 222

#### CORPORATE OFFICE

OFFICE@PPMCO.NET  
(855) 272-8458 EXT. 100  
HTTPS://PPMCO.NET/CONTACT/

### SHEET INDEX

SHEET	NAME
1	COVER PAGE
2	MAIN HOUSE FLOOR PLAN
3	GARAGE FLOOR PLAN
4	MAIN HOUSE ROOF PLAN
5	GARAGE ROOF PLAN
6	MAIN HOUSE EXTERIOR ELEVATIONS
7	GARAGE EXTERIOR ELEVATIONS



THOMAS JAMES  
HOMES

519 CENTRAL AVENUE PROJECT  
MENLO PARK, CA

COVER PAGE

ALL SITE PLANS CREATED BY PRECISION PROPERTY MEASUREMENT LTD "PPM" ARE MADE EXCLUSIVELY FOR LANDSCAPING PURPOSES (CAL. BUS. & PROF. CODE §8727), AND DO NOT INVOLVE THE DETERMINATION OF ANY PROPERTY LINE, AND AS SUCH DO NOT CONSTITUTE LAND SURVEYING (CAL. BUS. & PROF. CODE §88726-8727). IN ADDITION, PPM SERVICES AND PLANS DO NOT CONSTITUTE CIVIL ENGINEERING (CAL. BUS. & PROF. CODE §6702-6704), AND THUS SHOULD NOT BE USED FOR ANY STUDIES OR ACTIVITIES DEFINED AS CIVIL ENGINEERING (CAL. BUS. & PROF. CODE §6731). ALL FLOOR PLANS CREATED BY PPM ARE INTENDED TO BE USED AS A REFERENCE FOR DESIGN AND CONSTRUCTION AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR LICENSED ARCHITECT. PPM MAKES EVERY REASONABLE EFFORT TO ENSURE THE ACCURACY OF THE INFORMATION FOUND IN OUR PLANS, HOWEVER, EVERY AS-BUILT DRAWING INHERENTLY CONTAINS ERRORS TO SOME DEGREE. IT IS THE DUTY OF THE ARCHITECT, CONTRACTOR, DESIGNER OR OTHER LICENSED PROFESSIONAL, AS A CONSULTANT TO THE PROPERTY OWNER, TO DETERMINE THE SUITABILITY OF THE AS-BUILT PLANS PRIOR TO CONSTRUCTION. MEASUREMENTS SHOULD BE FIELD CONFIRMED BEFORE COMMENCING CONSTRUCTION.

PROJECT NUMBER  
5890\_BA  
DATE  
08/27/2024

SCALE  
N.T.S.

SHEET  
1  
OF  
7



LOT SIZE: 6,301 SQ. FT.

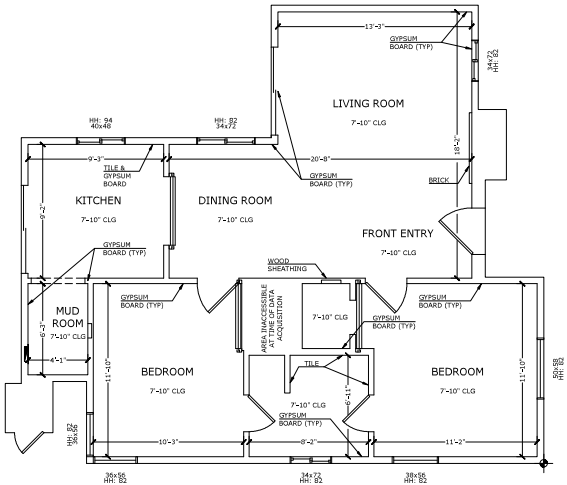
**BUILDING COVERAGE (2,205 SQ. FT. ALLOWABLE)**

MAIN LIVING: 864 SQ. FT.  
DETACHED GARAGE: 314 SQ. FT.  
TOTAL: 1,178 SQ. FT.

**FAL (2,800 SQ. FT. ALLOWABLE)**

MAIN LIVING: 864 SQ. FT.  
DETACHED GARAGE: 314 SQ. FT.  
FAL TOTAL: 1,178 SQ. FT.

LEGEND			
LOW CASEWORK	REF = REFRIGERATOR	TH = TANKLESS WATER HEATER	SP = SOLAR COMPONENTS
UPPER CASEWORK	OV = OVEN	WH = WATER HEATER	EP = ELECTRICAL PANEL
FULL HEIGHT CASEWORK	DW = DISH WASHER	WS = WATER SOFTNER	WH = WALL HEATER
WD = WASHER/DRYER COMBO	TC = TRASH COMPACTOR	FD = FLOOR DRAIN	DP = DATUM POINT
W = WASHER	GM = GAS METER	EM = ELECTRIC METER	CLG = CEILING HEIGHT
D = DRYER	FUR = FURNACE		HH = HEADER HEIGHT



MAIN HOUSE  
PROPOSED TO BE DEMOLISHED



LOT SIZE: 6,301 SQ. FT.

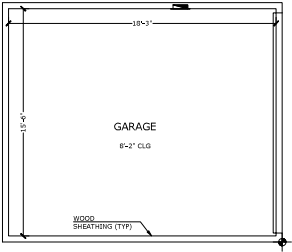
**BUILDING COVERAGE (2,205 SQ. FT. ALLOWABLE)**

MAIN LIVING: 864 SQ. FT.  
DETACHED GARAGE: 314 SQ. FT.  
TOTAL: 1,178 SQ. FT.

**FAL (2,800 SQ. FT. ALLOWABLE)**

MAIN LIVING: 864 SQ. FT.  
DETACHED GARAGE: 314 SQ. FT.  
FAL TOTAL: 1,178 SQ. FT.

LEGEND			
TOP CASEWORK	REF = REFRIGERATOR	TH = TANKLESS WATER HEATER	SP = SOLAR COMPONENTS
LOWER CASEWORK	OV = OVEN	WH = WATER HEATER	WP = WALL HEATER
FULL HEIGHT CASEWORK	DW = DISH WASHER	WS = WATER SOFTENER	DP = DRAIN POINT
WD = WASHER/DRYER COMBO	TC = TRASH COMPACTOR	FD = FLOOR DRAIN	CLG = CEILING HEIGHT
W = WASHER	GM = GAS METER	EM = ELECTRIC METER	HH = HEADER HEIGHT
D = DRYER	FUR = FURNACE		



GARAGE

**PROPOSED TO BE DEMOLISHED**



THOMAS JAMES  
HOMES

519 CENTRAL AVENUE PROJECT  
MENLO PARK, CA

FLOOR PLAN



ALL SITE PLANS CREATED BY PRECISION PROPERTY MEASUREMENT LTD "PPM" ARE MADE EXCLUSIVELY FOR LANDSCAPING PURPOSES (CAL. BUS. & PROF. CODE §8727), AND DO NOT INVOLVE THE DETERMINATION OF ANY PROPERTY LINE, AND AS SUCH DO NOT CONSTITUTE LAND SURVEYING (CAL. BUS. & PROF. CODE §88726-8727). IN ADDITION, PPM SERVICES AND PLANS DO NOT CONSTITUTE CIVIL ENGINEERING (CAL. BUS. & PROF. CODE §86702-6704), AND THUS SHOULD NOT BE USED FOR ANY STUDIES OR ACTIVITIES DEFINED AS CIVIL ENGINEERING (CAL. BUS. & PROF. CODE §6731). ALL FLOOR PLANS CREATED BY PPM ARE INTENDED TO BE USED AS A REFERENCE FOR DESIGN AND CONSTRUCTION AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR LICENSED ARCHITECT. PPM MAKES EVERY REASONABLE EFFORT TO ENSURE THE ACCURACY OF THE INFORMATION FOUND IN OUR PLANS, HOWEVER, EVERY AS-BUILT DRAWING INHERENTLY CONTAINS ERRORS TO SOME DEGREE. IT IS THE DUTY OF THE ARCHITECT, CONTRACTOR, DESIGNER OR OTHER LICENSED PROFESSIONAL, AS A CONSULTANT TO THE PROPERTY OWNER, TO DETERMINE THE SUITABILITY OF THE AS-BUILT PLANS PRIOR TO CONSTRUCTION. MEASUREMENTS SHOULD BE FIELD CONFIRMED BEFORE COMMENCING CONSTRUCTION.





PROJECT NUMBER  
5890\_BA  
DATE  
08/27/2024







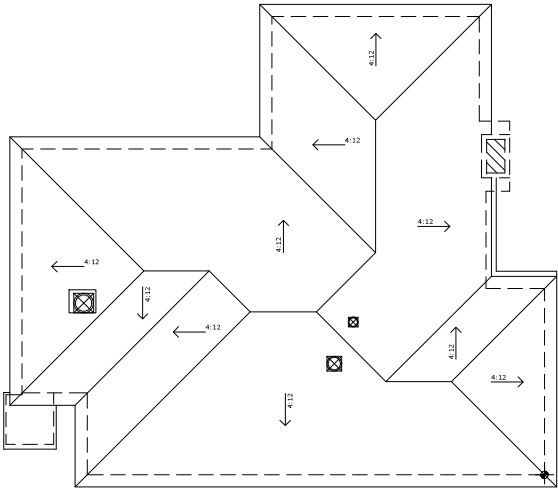
SCALE  
1/4" = 1'-0"  
SHEET  
3  
OF  
7



**LEGEND**  
 CHIMNEY OUTLINE  
 BUILDING FOOTPRINT


 AIR CONDITIONER  
 ROOF DRAIN  
 DOWNSPOUT  
 ROOF TOP UNIT

 ROOF TOP HATCH  
 UTILITY BOX  
 ROOF VENT  
 DATUM POINT

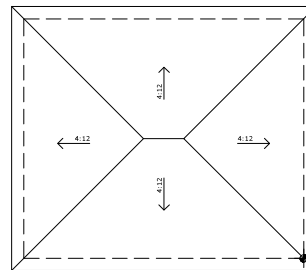


MAIN HOUSE

PROPOSED TO BE DEMOLISHED

 <div> <div>PPM</div> <div>PRECISION PROPERTY MEASUREMENTS</div> <div>WWW.PPMCA.NET</div> <div>188-44-BUILT</div> </div>	<div>PREPARED FOR</div> <div>THOMAS JAMES HOMES</div>	<div>PROJECT NAME</div> <div>519 CENTRAL AVENUE PROJECT</div> <div>MENLO PARK, CA</div>	<div>PLAN TYPE</div> <div>ROOF PLAN</div>	<div> <p>ALL SITE PLANS CREATED BY PRECISION PROPERTY MEASUREMENT LTD "PPM" ARE MADE EXCLUSIVELY FOR LANDSCAPING PURPOSES (CAL. BUS. &amp; PROF. CODE §8727), AND DO NOT INVOLVE THE DETERMINATION OF ANY PROPERTY LINE, AND AS SUCH DO NOT CONSTITUTE LAND SURVEYING (CAL. BUS. &amp; PROF. CODE §88726-8727). IN ADDITION, PPM SERVICES AND PLANS DO NOT CONSTITUTE CIVIL ENGINEERING (CAL. BUS. &amp; PROF. CODE §86702-6704), AND THUS SHOULD NOT BE USED FOR ANY STUDIES OR ACTIVITIES DEFINED AS CIVIL ENGINEERING (CAL. BUS. &amp; PROF. CODE §6731). ALL FLOOR PLANS CREATED BY PPM ARE INTENDED TO BE USED AS A REFERENCE FOR DESIGN AND CONSTRUCTION AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR LICENSED ARCHITECT. PPM MAKES EVERY REASONABLE EFFORT TO ENSURE THE ACCURACY OF THE INFORMATION FOUND IN OUR PLANS, HOWEVER, EVERY AS-BUILT DRAWING INHERENTLY CONTAINS ERRORS TO SOME DEGREE. IT IS THE DUTY OF THE ARCHITECT, CONTRACTOR, DESIGNER OR OTHER LICENSED PROFESSIONAL, AS A CONSULTANT TO THE PROPERTY OWNER, TO DETERMINE THE SUITABILITY OF THE AS-BUILT PLANS PRIOR TO CONSTRUCTION. MEASUREMENTS SHOULD BE FIELD CONFIRMED BEFORE COMMENCING CONSTRUCTION.</p> </div>	<div>PROJECT NUMBER</div> <div>5890_BA</div>	<div>DATE</div> <div>08/27/2024</div>	<div>SCALE</div> <div>1/4" = 1'-0"</div>	<div>SHEET</div> <div>4</div> <div>OF</div> <div>7</div>



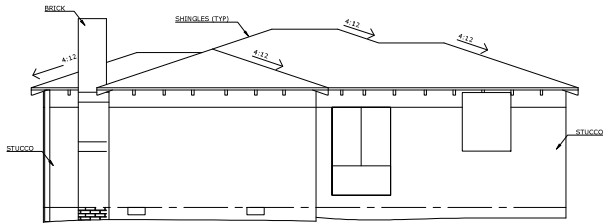


**LEGEND**

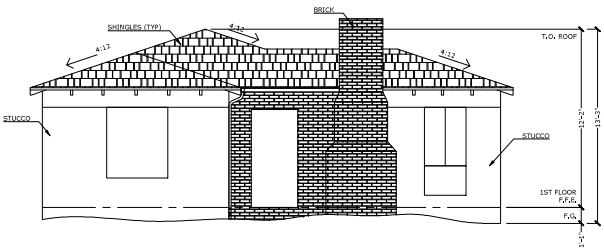
CHIMNEY OUTLINE		
BUILDING FOOTPRINT		
		DATUM POINT



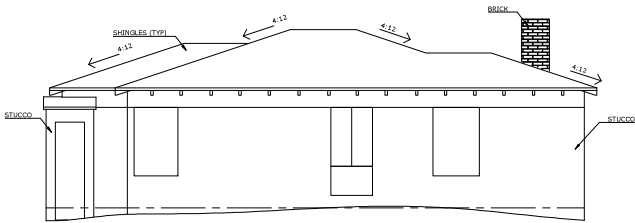
LEGEND	
FINISHED GRADE LINE	ROOF PITCH LABEL (RISE:RUN)
FINISHED FLOOR LINE	4:12
F.F.E. = FINISHED FLOOR ELEVATION	F.G. = FINISHED GRADE
T.O. = TOP OF	



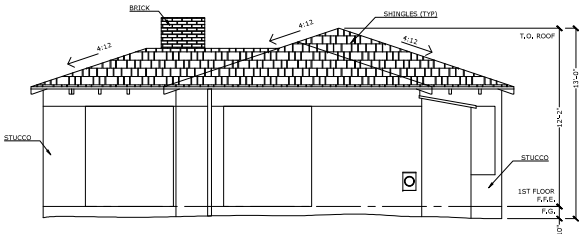
NORTH



EAST




SOUTH



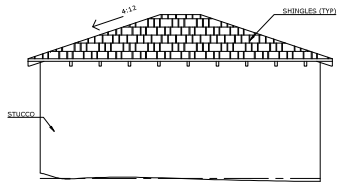
WEST

MAIN HOUSE  
PROPOSED TO BE DEMOLISHED

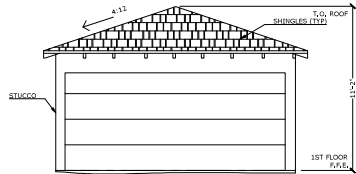
	PREPARED FOR	PROJECT NAME	PLAN TYPE	<p>ALL SITE PLANS CREATED BY PRECISION PROPERTY MEASUREMENT LTD "PPM" ARE MADE EXCLUSIVELY FOR LANDSCAPING PURPOSES (CAL. BUS. &amp; PROF. CODE §8727), AND DO NOT INVOLVE THE DETERMINATION OF ANY PROPERTY LINE, AND AS SUCH DO NOT CONSTITUTE LAND SURVEYING (CAL. BUS. &amp; PROF. CODE §§8726-8727). IN ADDITION, PPM SERVICES AND PLANS DO NOT CONSTITUTE CIVIL ENGINEERING (CAL. BUS. &amp; PROF. CODE §§6702-6704), AND THUS SHOULD NOT BE USED FOR ANY STUDIES OR ACTIVITIES DEFINED AS CIVIL ENGINEERING (CAL. BUS. &amp; PROF. CODE §6731). ALL FLOOR PLANS CREATED BY PPM ARE INTENDED TO BE USED AS A REFERENCE FOR DESIGN AND CONSTRUCTION AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR LICENSED ARCHITECT. PPM MAKES EVERY REASONABLE EFFORT TO ENSURE THE ACCURACY OF THE INFORMATION FOUND IN OUR PLANS, HOWEVER, EVERY AS-BUILT DRAWING INHERENTLY CONTAINS ERRORS TO SOME DEGREE. IT IS THE DUTY OF THE ARCHITECT, CONTRACTOR, DESIGNER OR OTHER LICENSED PROFESSIONAL, AS A CONSULTANT TO THE PROPERTY OWNER, TO DETERMINE THE SUITABILITY OF THE AS-BUILT PLANS PRIOR TO CONSTRUCTION. MEASUREMENTS SHOULD BE FIELD CONFIRMED BEFORE COMMENCING CONSTRUCTION.</p>	PROJECT NUMBER	SCALE	SHEET 6 OF 7
	THOMAS JAMES HOMES	519 CENTRAL AVENUE PROJECT	EXTERIOR ELEVATIONS		5890_BA	1/4" = 1'-0"	
		MENLO PARK, CA			DATE 08/27/2024		



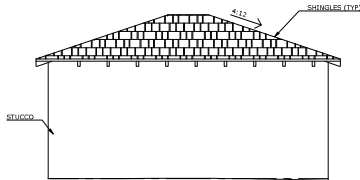
LEGEND			
—	FINISHED GRADE LINE	ROOF PITCH LABEL (RISE:RUN)	X:12
—	FINISHED FLOOR LINE		
F.F.E.	FINISHED FLOOR ELEVATION	F.F.G.	FINISHED GRADE
T.O.	TOP OF		



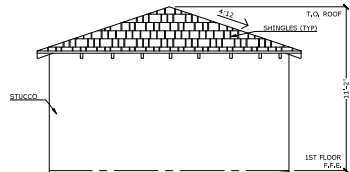
NORTH



EAST




SOUTH



WEST

GARAGE

**PROPOSED TO BE DEMOLISHED**

	PREPARED FOR	PROJECT NAME	PLAN TYPE	<p>ALL SITE PLANS CREATED BY PRECISION PROPERTY MEASUREMENT LTD "PPM" ARE MADE EXCLUSIVELY FOR LANDSCAPING PURPOSES (CAL. BUS. &amp; PROF. CODE §8727), AND DO NOT INVOLVE THE DETERMINATION OF ANY PROPERTY LINE, AND AS SUCH DO NOT CONSTITUTE LAND SURVEYING (CAL. BUS. &amp; PROF. CODE §88726-8727). IN ADDITION, PPM SERVICES AND PLANS DO NOT CONSTITUTE CIVIL ENGINEERING (CAL. BUS. &amp; PROF. CODE §86702-6704), AND THUS SHOULD NOT BE USED FOR ANY STUDIES OR ACTIVITIES DEFINED AS CIVIL ENGINEERING (CAL. BUS. &amp; PROF. CODE §6731). ALL FLOOR PLANS CREATED BY PPM ARE INTENDED TO BE USED AS A REFERENCE FOR DESIGN AND CONSTRUCTION AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR THE SERVICES OF A LICENSED STRUCTURAL ENGINEER OR LICENSED ARCHITECT. PPM MAKES EVERY REASONABLE EFFORT TO ENSURE THE ACCURACY OF THE INFORMATION FOUND IN OUR PLANS, HOWEVER, EVERY AS-BUILT DRAWING INHERENTLY CONTAINS ERRORS TO SOME DEGREE. IT IS THE DUTY OF THE ARCHITECT, CONTRACTOR, DESIGNER OR OTHER LICENSED PROFESSIONAL, AS A CONSULTANT TO THE PROPERTY OWNER, TO DETERMINE THE SUITABILITY OF THE AS-BUILT PLANS PRIOR TO CONSTRUCTION. MEASUREMENTS SHOULD BE FIELD CONFIRMED BEFORE COMMENCING CONSTRUCTION.</p>	PROJECT NUMBER	SCALE	SHEET
	THOMAS JAMES HOMES	519 CENTRAL AVENUE PROJECT	EXTERIOR ELEVATIONS		5890_BA	7	
		MENLO PARK, CA			DATE	1/4" = 1'-0"	
					08/27/2024	OF 7	





**SKETCH & FIELD**  
Landscape Architecture & Consulting  
1935 Addison Street, Suite A  
Berkeley, CA 94704  
(510) 505-1444

Project:

LANDSCAPE IMPROVEMENTS

519 CENTRAL AVENUE  
MENLO PARK, CA 94025

Date:

Date	No.	Revision Notes
1/28/2025	1	PLAN CHECK 1
4/7/2025	2	PLAN CHECK 2

DESIGN REVIEW	Project #
	2409-01
Drawn By	Reviewed By
D1	P1
Date	GD&B Name
10/4/2024	519 Central Avenue DR.rvt

**LAYOUT AND MATERIALS PLAN**

Sheet No.

L1.1

GENERAL NOTES

- DRAWINGS**  
The drawings are for information only. The Contractor shall check and verify all dimensions, and existing conditions including structures, surface and subsurface utilities, pavements, and landscaping at site prior to commencement of the work. Any discrepancies in drawings shall be brought to the attention of the Owner's Representative and Landscape Architect. No work shall proceed until a resolution has been agreed upon to the satisfaction of the Owner's Representative.
- SITE ACCEPTANCE**  
The Contractor shall review the project site to verify that conditions are suitable to receive work and that no defects or errors are present which would cause defective installation of products or cause latent defects in workmanship and function. Any discrepancies shall be brought to the attention of the Owner's Representative in writing. Commencement of work constitutes the Contractor's acceptance of the site conditions.
- CODES AND ORDINANCES**  
All work and materials shall be in full accordance with all applicable federal, state, and local laws or codes and the applicable requirements of all regulatory agencies.
- UTILITIES**  
Contact Common Ground Alliance (C.G.A.) at 811, at least two working days in advance of work (per CA GOV. CODE 4216). Protect existing features and utilities to remain during construction until final completion. If live utilities are encountered which were not indicated previously, protect the same from damage and immediately notify the owner's representative and affected utility provider. Do not proceed until further instructions are received from the owner's representative. The contractor is solely responsible and shall pay for repairs to damaged utilities due to the contractor's operations.
- EXISTING CONSTRUCTION**  
The project involves construction within existing infrastructure systems and adjacent to existing facilities which are to remain operational and accessible at all times. All existing construction to remain shall be protected. New work shall meet existing construction level, plumb, and consistent. Any existing construction damaged by Contractor shall be replaced at Contractor's expense. Any disturbed areas outside project limit of work are to be restored to original conditions at Contractor's expense.
- CONSTRUCTION MEANS AND COORDINATION**  
The Contractor:
  - Shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of work under the contract.
  - Shall supervise and direct the work, using the Contractor's best skill and attention.
  - Shall coordinate the location and installation of all site work.
  - Shall coordinate all trades. Any work that must be removed or relocated due to lack of coordination of the trades is solely the Contractor's responsibility. Lack of specific details shall not be an excuse for improper installation of any material, device, or system.
  - Shall maintain a secure site throughout the construction process.
- LAYOUT NOTES**  
Written dimensions take precedence over scaled dimensions. Dimensions indicated on plans for horizontal control are accurate if measured on a level line. Measure horizontal control dimensions on a level line, not parallel with ground slope. Dimensions are to face of finish unless otherwise noted. Where dimensions are noted to be verified in field (VF) the dimension shown is the design basis but may differ from actual conditions. Contractor shall verify these dimensions while laying out the work and report any discrepancies between the design basis and actual dimensions to the owner's representative prior to proceeding with the work. Where dimensions are noted "x" or "x" field dimensions may vary from the noted dimensions by minor amounts.
- VERTICAL CONSTRUCTION**  
All vertical construction shall be installed true and plumb. All unit coursing, tops of walls, fences, and other vertical elements, shall be level unless otherwise noted. All curves shall be continuous and consistent tangential arcs, with no breaks or angles at points of tangency or formwork jointing.
- FENCING**  
Fence locations and heights shown are diagrammatic. Final locations and heights are to be coordinated in the field by the landscape contractor.

SITE CALCULATIONS (WATER BUDGET COMPLIANCE)

519 CENTRAL AVENUE	SF	% OF LOT AREA
EXISTING		
TOTAL LOT SF	6301	100%
TOTAL PERMEABLE AREA	2886	46%
TREES, SHRUB AND GROUNDCOVER AREA (% OF TOTAL LANDSCAPE AREA)	1994	32%
PROPOSED TURF AREA (% OF TOTAL LANDSCAPE AREA)	572	9%
IMPERMEABLE AREAS (% OF TOTAL LANDSCAPE AREA)	3205	51%
TOTAL IMPERMEABLE AREA	3415	54%
BUILDINGS FOOTPRINT (% OF TOTAL AREA)	1829	29%
EXTENDED SURFACES (CONC., CUL., POLES, ETC.)	1486	24%

MATERIALS LEGEND

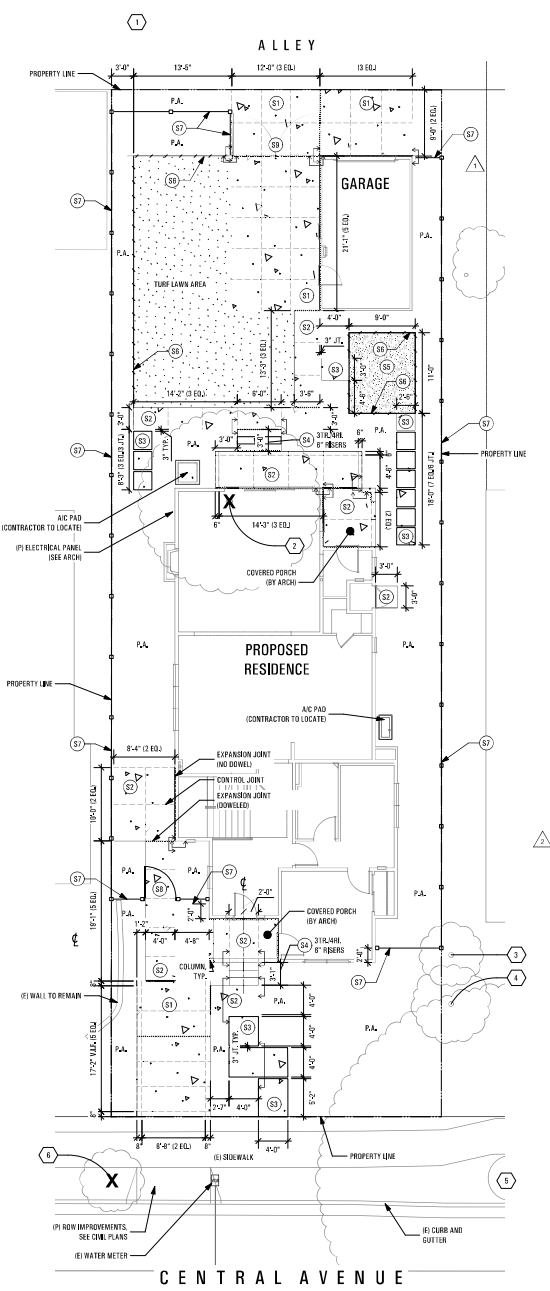
- (S1) VEHICULAR CONCRETE PAVEMENT  
STANDARD GRAY CONCRETE WITH ACID ETCH FINISH  
TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS, TOOLED SCORE JOINTS AS SHOWN ON PLANS.
  - (S2) CONCRETE PAVEMENT  
STANDARD GRAY CONCRETE WITH ACID ETCH FINISH  
TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS, TOOLED SCORE JOINTS AS SHOWN ON PLANS.
  - (S3) CONCRETE PANELS (MULCHED GAPS)  
STANDARD GRAY CONCRETE WITH ACID ETCH FINISH  
TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS, FILL GAPS WITH WOOD MULCH, SEE PLANTING PLAN FOR PLANTING IN JOINTS.
  - (S4) CONCRETE SLAB/STEP  
STANDARD GRAY CONCRETE WITH ACID ETCH FINISH  
TOP CAST #01 SURFACE RETARDANT MANUFACTURED BY GRACE PRODUCTS.
  - (S5) DECOMPOSED GRANITE  
'SUNSET GOLD' PATH FINES PREMIXED WITH STABILIZER BY LYNOSO  
3" GRANITE FINES OVER 3" COMPACTED AGGREGATE BASE
- (S6) METAL HEADER  
(S7)

ABBREVIATIONS

- ABV. ABOVE  
A.C. ASPHALT CONCRETE  
ADJ. ADJACENT  
AVG. AVERAGE  
C.L. CENTER LINE  
C.P. CENTER POINT  
CLR. CLEAR  
CONC. CONCRETE  
(E) EXISTING  
E.W. EACH WAY  
EQ. EQUAL SPACES  
EQPT. EQUIPMENT  
F.G. FINISH GRADE  
F.S. FINISH SURFACE  
F.T. FLUSH TREAD  
HORIZ. HORIZONTAL  
HT. HEIGHT  
JT. JOINT(S)  
MAX. MAXIMUM  
MECH. MECHANICAL  
MFG. MANUFACTURER
- MIN. MINIMUM  
(NI) NEW  
N/C. NOT IN CONTRACT  
O.C. ON CENTER  
(P) PROPOSED  
P.A. PLANTING AREA  
P.O.B. POINT OF BEGINNING  
P.V.M.T. PAVEMENT  
R. RADIUS  
REQ'D. REQUIRED  
R.W. RIGHT OF WAY  
RS. RISER  
SIM. SIMILAR  
SP. SPACES  
T.O.B. TO BE DETERMINED  
T.D. TREAD  
TYP. TYPICAL  
U. UNIT(S)  
VERT. VERTICAL  
V.F. VERIFY IN FIELD

LAYOUT LEGEND

- VIEW NUMBER  
SHEET NUMBER  
VIEW SHT  
DETAIL CALLOUT  
DIMENSION  
CENTERLINE  
ALIGN  
CONTROL JOINT  
EXPANSION JOINT (DOWELED)  
EXPANSION JOINT (NO DOWEL)
- (E) TREE TO REMAIN, TYP.  
(E) TREE TO BE REMOVED, TYP.  
(E) TREE TO BE RELOCATED, TYP.



I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPE ORDINANCE AND HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE AND IRRIGATION DESIGN.

JORDAN DANIEL ARIZONA, P.L.A. (CA #5899)

SEE SHEET L1.2 FOR CONSTRUCTION DETAILS  
SEE SHEET L2.3 FOR TREE PROTECTION CHART

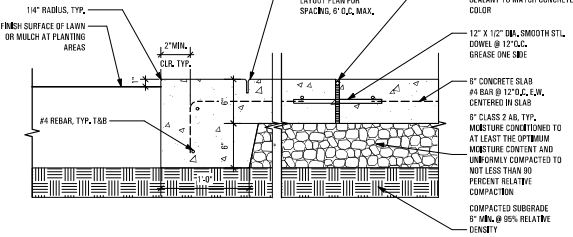
SCALE: 1/8" = 1'-0"





NOTE:

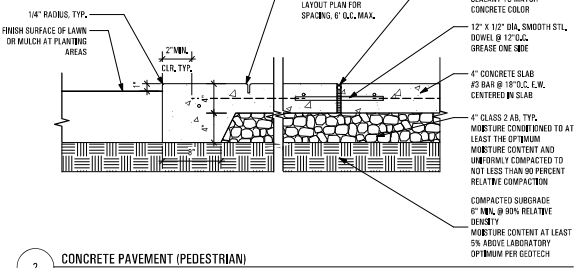
1. GEOTECHNICAL REPORT RECOMMENDATIONS SHALL SUPERCEDE PAVEMENT DESIGN REQUIREMENTS IN THIS DETAIL, IF AND WHEN AVAILABLE.



1 CONCRETE PAVEMENT (VEHICULAR)  
Scale: 1 1/2" = 1'-0"

NOTE:

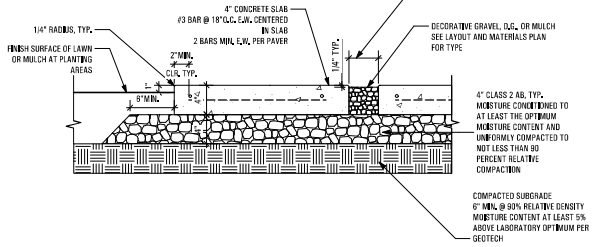
1. GEOTECHNICAL REPORT RECOMMENDATIONS SHALL SUPERCEDE PAVEMENT DESIGN REQUIREMENTS IN THIS DETAIL, IF AND WHEN AVAILABLE.



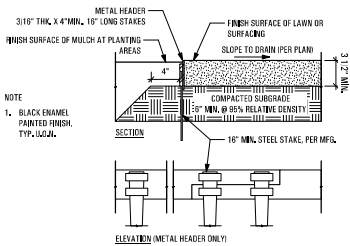
2 CONCRETE PAVEMENT (PEDESTRIAN)  
Scale: 1 1/2" = 1'-0"

NOTE:

1. GEOTECHNICAL REPORT RECOMMENDATIONS SHALL SUPERCEDE PAVEMENT DESIGN REQUIREMENTS IN THIS DETAIL, IF AND WHEN AVAILABLE.



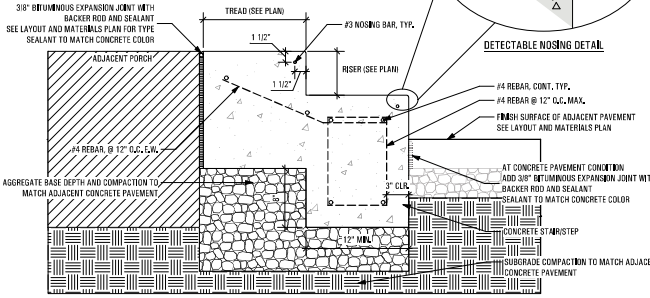
3 CONCRETE PAVERS  
Scale: 1 1/2" = 1'-0"



4 METAL HEADER  
Scale: 1 1/2" = 1'-0"

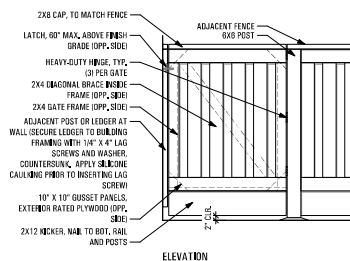
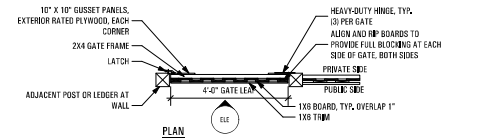
NOTE:

1. GEOTECHNICAL REPORT RECOMMENDATIONS SHALL SUPERCEDE PAVEMENT DESIGN REQUIREMENTS IN THIS DETAIL, IF AND WHEN AVAILABLE.  
2. FOR SINGLE STEP, OMIT 2ND STEP AND ASSOCIATED #4 REBAR @ 12\"/>



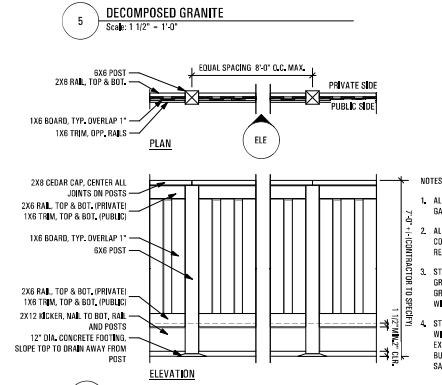
6 CONCRETE STAIR/STEP  
Scale: NTS

REPRESENTATIVE STAIN COLORS



NOTES:  
1. ALL FASTENERS SHALL BE GALVANIZED.  
2. ALL WOOD SHALL BE CONSTRUCTION COMMON REDWOOD OR BETTER LOCAL.  
3. STAIN RESISTANCE (SIDES) WITH SEMI-TRANSPARENT EXT. STAIN COLOR PER RULER (SEE COLOR SAMPLES).

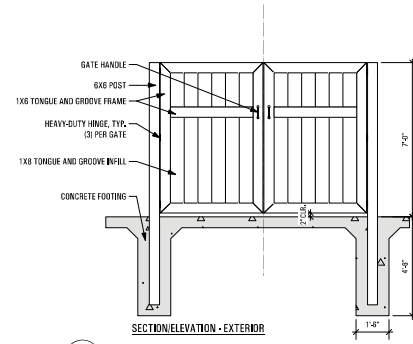
7 GATE  
Scale: 1/2" = 1'-0"



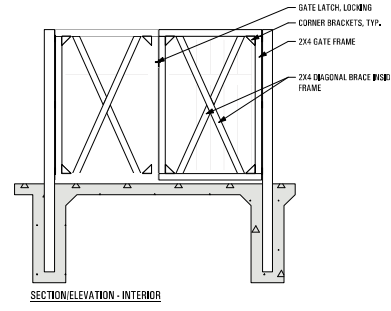
5 DECOMPOSED GRANITE  
Scale: 1 1/2" = 1'-0"

NOTES:

1. ALL FASTENERS SHALL BE GALVANIZED.  
2. ALL WOOD SHALL BE CONSTRUCTION COMMON REDWOOD OR BETTER LOCAL.  
3. STEP FENCE AT POSTS, FOR GRADES 1-5 (17%) OR GREATER, SLOPE PANELS WITH GRADE.  
4. STAIN RESISTANCE (SIDES) WITH SEMI-TRANSPARENT EXT. STAIN COLOR PER RULER (SEE COLOR SAMPLES).



9 VEHICULAR GATE  
Scale: 3/8" = 1'-0"



**SKETCH & FIELD**  
Landscape Architecture  
1935 Addison Street, Suite A  
Berkeley, CA 94704  
(510) 955-1444

LANDSCAPE IMPROVEMENTS

519 CENTRAL AVENUE  
MENLO PARK, CA 94025

Date: N/A Revision: N/A

Drawn By:	DESIGN REVIEW	Project #:	2403041
Checked By:	01	Revised By:	P1
Date:	10/4/2024	Client Name:	519 Central Avenue/James
Drawn By:			

**CONSTRUCTION DETAILS**

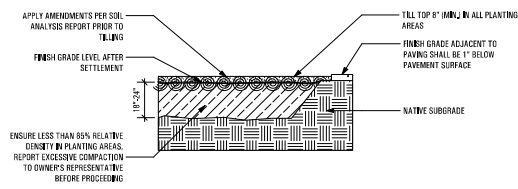
Date: N/A

L1.2



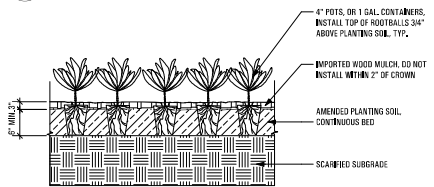






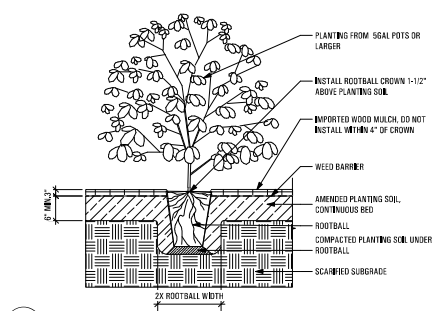
# 1 SOIL PREPARATION

SCALE: NTS



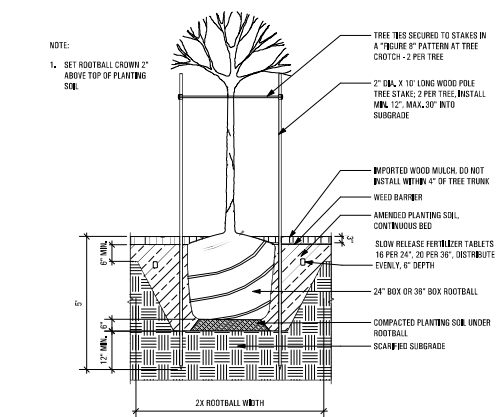
# 2 GROUND COVER PLANTING

SCALE: NTS



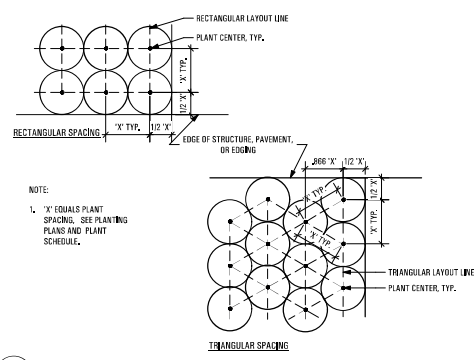
# 3 SHRUB PLANTING

SCALE: NTS



# 4 TREE PLANTING

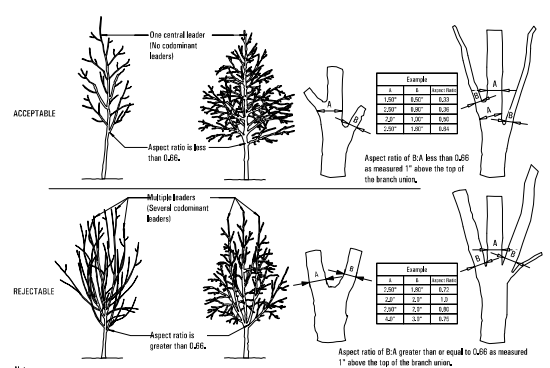
SCALE: NTS



# 5 PLANT SPACING

SCALE: NTS

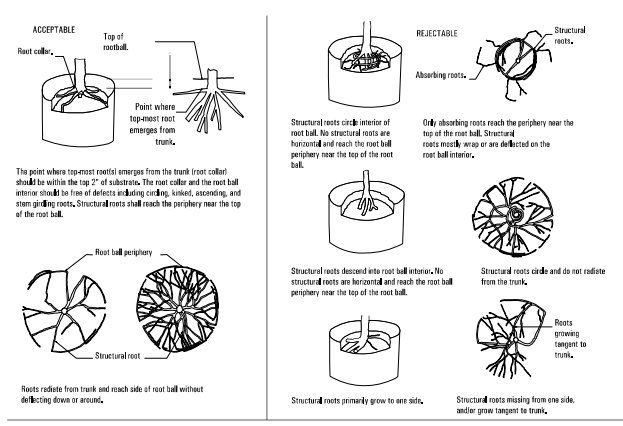
NOTE:  
1. "X" EQUALS PLANT SPACING. SEE PLANTING PLANS AND PLANT SCHEDULE.



Notes:  
1- Aspect ratio shall be less than 0.66 on all branch unions. Aspect ratio is the diameter of branch (B) divided by the diameter of the trunk (A) as measured 1" above the top of the branch union.  
2- Any tree not meeting the crown observations detail may be rejected.

# 6 TREE BRANCHING STRUCTURE

SCALE: NTS



Notes:  
1- Observations of roots shall occur prior to acceptance. Roots and substrate may be removed during the observation process. Substrate/soil shall be replaced after observation has been completed.  
2- Small roots (1/4" or less) that grow around, up, or down the root ball periphery are considered a normal condition in container production and are acceptable; however, they should be eliminated at the time of planting. Roots on the periphery can be removed at the time of planting.  
3- See specifications for observation process and requirements.

# 7 ROOT CONTAINER STRUCTURE

SCALE: NTS





SKETCH  
& FIELD  
Landscape Architecture (Creative Services)  
1935 Addison Street, Suite A  
Berkeley, CA 94704  
(510) 505-7444

Project:

LANDSCAPE IMPROVEMENTS

519 CENTRAL AVENUE  
MENLO PARK, CA 94025

Drawn:

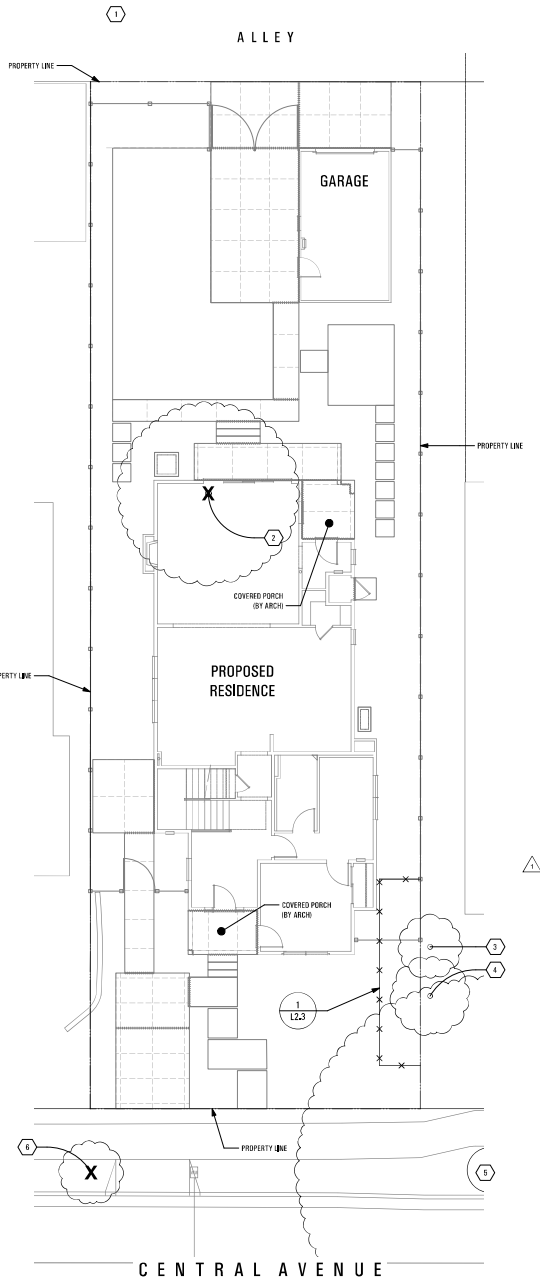
Date	No.	Revision Notes
1/28/2025	1	PLAN CHECK 1

Drawn By	DESIGN REVIEW	Sheet #	2403(41)
Checked By	01	Revised By	P1
Date	10/4/2024	Client Name	519 Central Avenue/James
Drawn By			

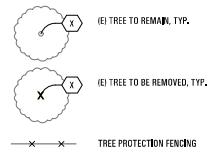
## TREE PROTECTION PLAN

Drawn By:

L2.3



### TREE PROTECTION LEGEND



### TREE PROTECTION NOTES

1. Consult the arborist report for tree protection guidelines. Refer to the arborist report "FINAL ARBORIST REPORT, TREE INVENTORY, CONSTRUCTION IMPACT ASSESSMENT & TREE PROTECTION PLAN, October 24, 2024" prepared by CaTLC.
2. Trees and shrubs not identified within the arborist report, but as included in survey drawings, are included for reference only.
3. Protect all existing items that are not noted for removal.
4. Existing trees to remain unless noted otherwise. Do not stockpile, drive over, or otherwise disturb soil under driplines of existing trees, except as required for planting operations.
5. Use hand tools only for work under driplines of existing trees to remain.
6. Trees noted to be removed shall be completely removed, including stump and root mass. Refer to arborist report for instructions on removing tree stumps within protected tree root zones.
7. No roots over 2" in diameter shall be cut except under the direction of an arborist. All cut roots shall be covered with bark or straw and shall remain moist until re-buried in soil.
8. Contact the project arborist for monthly inspections during active construction and root and crown clearance pruning.

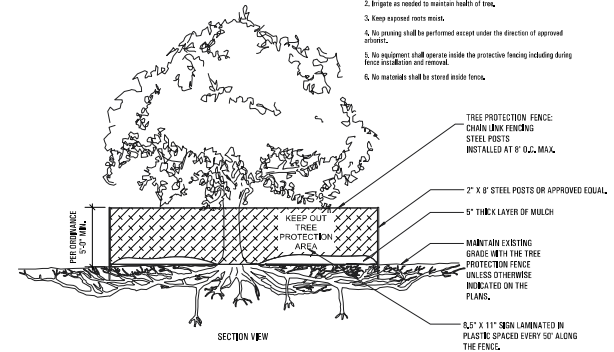
Project Arborist:  
California Tree and Landscape Consulting, Inc.  
(530) 745-4086

### TREE PROTECTION CHART

Keynote	Tag #	Heritage	Offsite	Common Name	Botanical Name	DBH (inches)	Status	Construction Impact	Protective Measures to be taken	Note
1	1	Y	Y	Coast Redwood	<i>Sequoia sempervirens</i>	22	Retain and Protect	TBD. Impacts are not likely, however any improvements are unknown at this time.	TBD-Protective measures will be determined once any improvements are known.	
2	2	N	N	Pear	<i>Pyrus communis</i>	10	Remove	Developer proposes removal due to encroachment and poor condition.	N/A	
3	3	N	Y	Arbutus	<i>Thapa occidentalis</i>	8	Retain and Protect	Slight impact to CRZ due to roadway. Slight impact to canopy due to clearance requirements.	Perform clearance pruning prior to construction, after facing install. Install PTF as shown in App. 1. Perform any root pruning under direction of project arborist.	
4	4	N	Y	Arbutus	<i>Thapa occidentalis</i>	8	Retain and Protect	Slight impact to CRZ due to roadway. Slight impact to canopy due to clearance requirements.	Perform clearance pruning prior to construction, after facing install. Install PTF as shown in App. 1. Perform any root pruning under direction of project arborist.	
5	5	Y	Y	Southern Magnolia	<i>Magnolia grandiflora</i>	37	Retain and Protect	No impact to CRZ. Potentially slight impact to canopy due to access requirements.	Perform clearance pruning if needed under direction of project arborist. Do not exceed 10% canopy removal.	Street Tree
6	6	N	Y	Accolade Elm	<i>Ulmus 'Maritima'</i>	3.5	Remove	Developer proposes removal.	N/A	Protected City Owned, Street Tree

### NOTES

1. See arborist report for additional protection requirements. Comply with all tree protection requirements per jurisdiction.
2. Brings as needed to maintain health of tree.
3. Keep exposed roots moist.
4. No pruning shall be performed except under the direction of approved arborist.
5. No material shall be stored inside the protective fencing including during fence installation and removal.
6. No materials shall be stored inside fence.

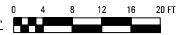


### 1 TREE PROTECTION FENCING SCALE: NTS

I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPE ORDINANCE AND HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE AND IRRIGATION DESIGN.

J. Jones  
JONES DANIEL ARCH, PLLA (CA #5889)

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







**519 Central Ave**

**Project Description**

**October 24, 2024 (Rev. 2.25.25) (Rev. 5.14.25)**

**PARCEL GENERAL INFORMATION**

519 Central Ave is a 6,301 SF lot located on the intersection.

There were a total of 6 trees inventoried. Of these 6 trees, 2 are heritage trees. We are proposing the removal of 2 non-heritage trees. We are proposing to re-plant 15 new trees.

**EXISTING HOME TO BE DEMOLISHED**

The existing structures on the site include an 864 SF single-story single-family home and a 314 SF detached garage built in 1938. There is an alley that runs behind this property.

**PROPOSED SINGLE FAMILY RESIDENCE**

The proposed home is a two-story single-family residence in a Spanish style elevation. The home is proposed to have stucco exterior finish, and a concrete tile roof. The home propose single-hung gridded windows. The existing neighborhood shows a mixture of architectural styles. Existing homes in the neighborhood are clad with a stucco exterior, and single hung windows. We feel our proposed home will fit well within the existing context. The new home will have 3 bedrooms and 2 bathrooms, as well as 1 ADU bedroom and 1 ADU bathroom.

**NEIGHBOR RELATIONS**

We have reached out to neighbors within 300 ft of this property with a copy of the site plan, floor plan, elevations, and a letter addressing our project. A neighborhood meeting was hosted on November 20, 2024. We had a total of 6 neighbors attend the meeting.

The planner forwarded us an email from 518 Central (Stephanie Zeller) on December 17, 2024 shortly after 1<sup>st</sup> round comments were released, see attachment 1 for reference. In summary, the neighbor at 518 Central voiced concerns regarding parking, usage of the rear alley, the driveway, the street tree proposed for removal, the replacement of the existing fence, the existing retaining wall, and daylight plane. Note several neighbors were copied on the email sent by Stephanie Zeller. The neighbor had requested 6 amendments to be made:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.





2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.
3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.
4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.
5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.
6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

Upon review of the email, we continued with the project, addressing comments, and accommodating neighbor concerns into our project design. We responded to the neighbor's comments on April 15, 2025 once our project design seemed to become more concrete and final based on City comments, see attachment 2 for reference.

We received a response back from the neighbor on April 29, 2025.

She wanted to further the discussion regarding the street tree and parking, which we then responded on May 7, 2025, see attachment 3 for reference.

We were also in a separate correspondence chain with 517 Central (Wing Ng and Diane Comey) regarding the existing retaining wall that spans across their property and ours. For the duration of this project, there was a lot of back and forth regarding the retainment of this wall. We originally proposed to remove the wall, as it encroached on to our side of the property. During the neighbor meeting, neighbors expressed that they would like to keep the wall as it continued on to their side of the property and were un-sure how removing the portion of 519 Central would affect the structural integrity of the wall. After the meeting, I went back to discuss the idea of keeping the wall. Ultimately, we decided to keep this wall, we adjusted landscaping and shifted the uncovered parking space. However, later in our review our project planner let us





know that if we are to keep the wall, we would need to provide plans during building permit review and the wall would need to be up to current code requirements. Because we did not account for this in our original scope, we would not be able to provide plans and were not prepared to address any plan check comments should they be received. We notified the neighbors of this situation. The neighbors then reached back out to the planner showing a snip of a 1994 building permit for the wall. The project planner verified the permit through building records. The 1994 permit shows that the wall was supposed to be entirely on the neighbor's property, but somehow during construction a portion of the wall was ultimately built on 519 Central. Since the wall is permitted, the project planner notified us that as long as the wall was not above 4' in height within the front 20' setback, we would be able to keep the wall without having to provide plans or be subject to plan check comments since the wall was already permitted. We sent a field crew member out to measure the wall in the field and verified it was less than 4' in the front 20' setback. I notified the neighbors that under the current situation, we will retain the wall. However we noted to the neighbors, should we be asked to get an official measurement by a survey crew, and they come back to find the wall is taller than 4' in the front 20' setback, or the building department requires any mitigation to the existing wall, we will have to remove the wall as the wall was not accounted for in our project scope and will not be feasible to retain for our project, see attachment 4 and 5 for reference.

On May 8, 2025 we also had neighbor communication with 515 Central (Varinia Bunje) who raised concerns regarding asbestos in the home and the risk of neighborhood animals being injured or killed during demolition. We notified our Land Development team, who will be handling demolition, to look out for any neighborhood animals to ensure their safety. We also sent the neighbor the lab results ensuring that there was no asbestos detected in the home, see attachment 7 for reference.

Sincerely,

Hannah Chiu  
Planning Manager  
[hchiu@tjh.com](mailto:hchiu@tjh.com)  
(650) -392-3573





### **ATTACHMENTS**

**Attachment 1-** 518 Central original email

**Attachment 2-** 518 Central TJH response

**Attachment 3-** 518 Central email regarding street tree and parking with TJH response

**Attachment 4-** 517 Central TJH email regarding landscape wall

**Attachment 5-** 517 Central TJH email regarding retainment of landscape wall

**Attachment 6-** 515 Central email regarding asbestos and neighborhood animals



## ATTACHMENT 1

Hannah Chiu

---

**From:** Khan, Fahteen N <FNKhan@menlopark.gov>  
**Sent:** Tuesday, December 17, 2024 12:25 PM  
**To:** Hannah Chiu  
**Subject:** FW: Response to the proposed design for 519 Central Avenue

This message was sent from outside the company by someone with a display name matching a user in your organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Hannah,

Please find below the email we received from the neighbors of 519 Central.

-Fahteen



**Fahteen N. Khan**  
Associate Planner  
City Hall - 1st Floor  
701 Laurel St  
tel 650-330-6739  
[menlopark.gov](http://menlopark.gov)

---

**From:** Stephanie Zeller <stephanie.zeller@gmail.com>  
**Sent:** Thursday, December 12, 2024 7:47 PM  
**To:** Khan, Fahteen N <FNKhan@menlopark.gov>  
**Cc:** Wing and Diane <wd21789@aol.com>; eunyunpark@hotmail.com; Sara Michie <sara\_michie@yahoo.com>; stephanie Zeller <stephanie.zeller@gmail.com>; Vin Sharma <Vin.who@gmail.com>  
**Subject:** Response to the proposed design for 519 Central Avenue

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Response to the proposed design for 519 Central Avenue, Menlo Park.

Dear Fahteen Khan,

I own the house across the street at 518 Central Avenue and have lived at this Willows neighborhood address since 2004. I attended the November 20, 2024 zoom meeting held by Thomas James Homes ("TJH") and in which many of the below issues were raised to Hannah Chiu (Planning Manager at TJH) and Alicia Wilson (Director of Forward Planning at TJH), by myself and the various neighbors attending that meeting.



The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or of the neighborhood. Menlo Park prohibits overnight parking on its streets, accordingly, a property must be able to support all of its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public street, which can accommodate 4-6 cars.

Such properties do not place an undue burden on the neighborhood and the narrow utility alleys which run behind many Willows homes. Unfortunately, a few properties have vehicle access solely from the alley. These homes place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.

519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue. This parking space appears to measure 9 x 20 feet and to be no more than 6 inches from the south property line. In other words, it is a small parking pad wedged too close to the neighboring property.

Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A reasonable assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require using the utility alley. Please be aware that overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.

I request the following amendments to the TJH proposal at 519 Central Avenue:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.
2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.
3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.
4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.
5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.
6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

Thank you for your consideration of these requests.  
Stephanie Zeller

cc: Neighbors



### Hannah Chiu

---

**From:** Hannah Chiu  
**Sent:** Tuesday, April 15, 2025 2:56 PM  
**To:** stephanie.zeller@gmail.com  
**Cc:** Khan, Fahteen N; Alicia Wilson; wd21789@aol.com; eunyunpark@hotmail.com; sara\_michie@yahoo.com; stephanie.zeller@gmail.com; Vin.who@gmail.com  
**Subject:** Thomas James Homes- Response to 519 Central Proposed Design  
**Attachments:** FW: Response to the proposed design for 519 Central Avenue; XB-LOT SURVEY\_519 Central Ave\_2024.09.09.pdf

Hi Stephanie,

Fahteen had passed along your email from December 12, 2024, attached for reference.

During this time we have gone back and forth on City comments where our proposed design has gone through several iterations. We are close to our project being deemed complete, where we will then be allowed to schedule for Planning Commission hearing. Now that our project has come to a point where we do not anticipate any large design changes, I am able to accurately provide responses to the following items:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.

Residential projects are required to have 2 parking space per single family dwelling. One of these spaces shall be covered with a minimum dimension of 9'x19'. The other can be an uncovered space with a minimum dimension of 8'6"x18'6". Our detached garage meets the covered parking requirement, and we propose an uncovered space next to it. We also have an additional uncovered parking space in the front yard accessed off Central Ave.

2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.

We have worked with the City Arborist and we will need to remove Tree #6 and are required to replace it with a flame tree. The new driveway apron is placed between existing tree #6 and the existing water meter, so we were unable to shift the driveway to avoid removing Tree #6. We are unable to keep the existing driveway on the right side of the front yard as that will be the depressed landscape area that we are required per code to capture our storm water runoff on site. This area is the lowest point on site and so our design has designated this area as the best place for drainage.

3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.

We did our best to try and keep the landscape wall, but as the project continued, the City raised concern regarding the wall as the planner informed us that this wall would be reviewed in accordance with code requirements. Also, during building permit, we may be asked to provide structural details of the existing wall, which we would not be able to provide. Due to these complications, keeping the wall is no longer feasible and we will remove the portion that exists in our yard. We have widened the driveway by 10" and moved it 1'8" away from the property line.

4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.



We are proposing to remove the existing fence and build a new fence as the existing fence impedes onto the property of 519 Central. I've attached a copy of the topo map with the existing fence highlighted along the left boundary line. The dark dotted black line indicates the boundary line. You can see that the highlighted fence is encroaching into our yard rather than following the boundary line.

5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.

As mentioned, we had attempted to keep the landscape wall, but as the review continued, it has become infeasible and we will ultimately be removing the wall.

6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

We understand your concern, however we are within daylight plane requirements.



**Hannah Chiu**

Forward Planning Manager, Northern California Division

**Thomas James Homes**

275 Shoreline Drive, Suite 400, Redwood City, CA 94065  
(650) 392-3573 | [TJH.com](http://TJH.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.



Hannah Chiu

---

**From:** Hannah Chiu  
**Sent:** Wednesday, May 7, 2025 1:56 PM  
**To:** Stephanie Zeller  
**Cc:** Khan, Fahteen N; Alicia Wilson; Wing and Diane; Eunyun Park; Sara Michie; Vin  
**Subject:** RE: Thomas James Homes- Response to 519 Central Proposed Design  
**Attachments:** 519 Central Avenue \_ 04292025.pdf; XB-LOT SURVEY\_519 Central Ave\_2024.09.09.pdf

Hi Stephanie,

Please see our responses in [blue](#) below. I have also attached the most updated set of plans of the project for reference. Apologies for not sending them along earlier but there were a few pending items that we were addressing with Fahteen. The plans attached will be the set to be reviewed at hearing.

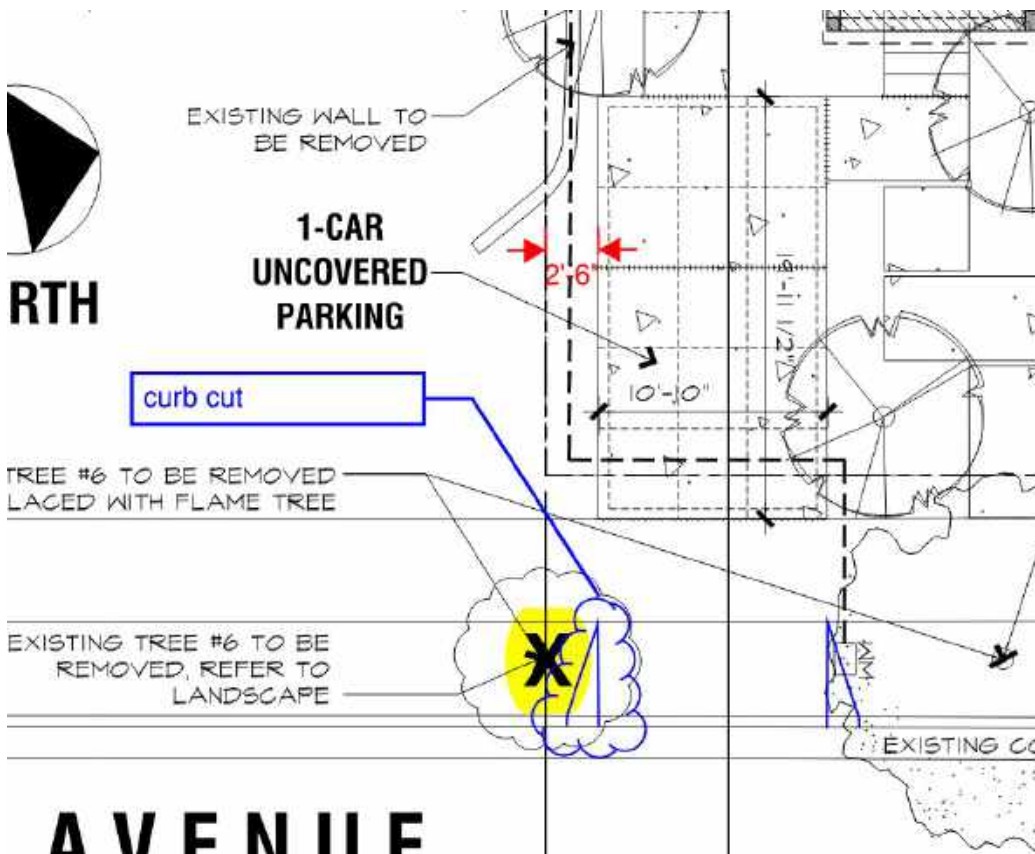
**Street Tree:** Now that the front parking space is 1' 8" away from the property line, removing the street tree appears unnecessary; I presume that the driveway moved with the parking space. Additionally, that street tree - Tree #6 - may be in the landscaping strip in front of 517 Central and not in front of 519 Central. I measured the frontage of the property yesterday and, if the property indeed spans only 45 feet, then it looks like Tree #6 lies within the frontage of 517 Central. Did your surveyor mark the corners of the property? If so, it would be helpful to have Thomas James identify these on-stie markers so that I may verify that the street tree is actually in front of your property and not the neighbors.

Regarding the street tree, the driveway space is actually about 2'6" away from the PL, see snip below for reference. We originally shifted this space away from the side PL as a result of comments made during the neighbor meeting due to concerns that this parking space was too close to the side PL. You can see based on the snip I provided that shifting the driveway farther away from the PL line still causes the curb cut of the driveway to be within the canopy of the existing tree, this is how we determined development would not allow us to salvage this tree. We submitted for a tree removal permit. This permit was approved based on the condition that we would need to plant a replacement tree. The replacement tree is a flame tree that will be placed to the right of the new driveway.

Since this is a street tree, the location of the tree in proximity to frontage does not determine which property owner may remove the tree. A street tree can be proposed to be removed by anyone as long as it has been reviewed and approved by the City.

As for the surveyors, we have had the lot surveyed for a topographic map, sent previously and attached here for reference. For the topo map, the surveyors captured the location of the existing trees in reference to the lot. After demo and before we begin grading the lot, we will get property lines, fence lines, and the proposed footprint of the house and garage staked.





**Parking:** Per my previous email, having only one parking space in the front of the property will unduly burden the alley with vehicles it was not designed to support. So far, you have addressed only my concerns regarding the size and placement of the front parking space - not the amount of parking spaces available directly from Central Avenue. In other words, you have not addressed my concern about overburdening the utility alley. I reiterate below those points from my December email:

Regarding parking, we do not feel that our project will over burden the alley. The block currently has 2 alley facing garages (517 Central and 511 Central). Our project would be the 3<sup>rd</sup>. The alley is not meant to be parked in as it is too narrow. Any car that parks there will block access and exit of the alley. We agree, should any car ever be parked there illegally, it would be a problem. We do not plan or anticipate the residents of this home to park in the alley. The alley would only be used for access to the property's garage and uncovered parking space, similar to the other 2 existing neighbors. Also, this project requires us to enter into an alley access agreement, where we are required to improve the alley so the conditions would be in better standing than they currently are.

- The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or of the neighborhood. Menlo Park prohibits overnight parking on its streets, accordingly, a property must be able to support all of its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public street, which can accommodate 4-6 cars. Such properties do not place an undue burden on the neighborhood and the narrow utility alleys which run behind many Willows homes.
- Properties which have vehicle access solely from the alley or insufficient parking from the street place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.
- 519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue.
- Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A reasonable assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require using the utility alley.



- Overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.

As mentioned previously, we meet the City's parking residential parking requirement of 2 parking spaces per single family dwelling- 1 parking space shall be covered and 1 parking space shall be uncovered. Our project accommodates a total of 3 parking spots for the home- 2 accessed from the rear and 1 accessed from the front. Our front parking space is approximately 19'11" in length and 10'4" wide. We do not propose any vehicles to be parked within the alley. This alley would be used to enter and exit the garage and uncovered space.

We hope this response clarifies your concerns regarding the street tree and parking.

Thank you,



**Hannah Chiu**  
Forward Planning Manager, Northern California Division

**Thomas James Homes**  
275 Shoreline Drive, Suite 400, Redwood City, CA 94065  
(650) 392-3573 | [TJH.com](http://TJH.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

**From:** Stephanie Zeller <stephanie.zeller@gmail.com>

**Sent:** Tuesday, April 29, 2025 4:36 PM

**To:** Hannah Chiu <HChiu@tjh.com>

**Cc:** Khan, Fahteen N <FNKhan@menlopark.gov>; Alicia Wilson <awilson@tjh.com>; Wing and Diane <wd21789@aol.com>; eunyunpark@hotmail.com; Sara Michie <sara\_michie@yahoo.com>; Vin <Vin.who@gmail.com>

**Subject:** Re: Thomas James Homes- Response to 519 Central Proposed Design

This message was sent from outside the company by someone with a display name matching a user in your organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Hi Hannah,

Thank you for your response.

**Street Tree:** Now that the front parking space is 1' 8" away from the property line, removing the street tree appears unnecessary; I presume that the driveway moved with the parking space. Additionally, that street tree - Tree #6 - may be in the landscaping strip in front of 517 Central and not in front of 519 Central. I measured the frontage of the property yesterday and, if the property indeed spans only 45 feet, then it looks like Tree #6 lies within the frontage of 517 Central. Did your surveyor mark the corners of the property? If so, it would be helpful to have Thomas James identify these on-site markers so that I may verify that the street tree is actually in front of your property and not the neighbors.

**Parking:** Per my previous email, having only one parking space in the front of the property will unduly burden the alley with vehicles it was not designed to support. So far, you have addressed only my concerns regarding the size and placement of the front parking space - not the amount of parking spaces available directly from Central Avenue. In other words, you have not addressed my concern about overburdening the utility alley. I reiterate below those points from my December email:

- The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or of the neighborhood. Menlo Park prohibits overnight parking on its streets, accordingly, a property must be able to support all of its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public



street, which can accommodate 4-6 cars. Such properties do not place an undue burden on the neighborhood and the narrow utility alleys which run behind many Willows homes.

- Properties which have vehicle access solely from the alley or insufficient parking from the street place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.
- 519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue.
- Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A reasonable assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require using the utility alley.
- Overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.

I encourage the City to consider the effect of filling the alleys with traffic which the alleys were not designed to accommodate, and the effect of blocking utility and emergency access resulting from cars parked in the alley which this design encourages.

Thank you, Stephanie Zeller

On Apr 15, 2025, at 2:56 PM, Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)> wrote:

Hi Stephanie,

Fahteen had passed along your email from December 12, 2024, attached for reference.

During this time we have gone back and forth on City comments where our proposed design has gone through several iterations. We are close to our project being deemed complete, where we will then be allowed to schedule for Planning Commission hearing. Now that our project has come to a point where we do not anticipate any large design changes, I am able to accurately provide responses to the following items:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.

Residential projects are required to have 2 parking space per single family dwelling. One of these spaces shall be covered with a minimum dimension of 9'x19'. The other can be an uncovered space with a minimum dimension of 8'6"x18'6". Our detached garage meets the covered parking requirement, and we propose an uncovered space next to it. We also have an additional uncovered parking space in the front yard accessed off Central Ave.

2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.

We have worked with the City Arborist and we will need to remove Tree #6 and are required to replace it with a flame tree. The new driveway apron is placed between existing tree #6 and the existing water meter, so we were unable to shift the driveway to avoid removing Tree #6. We are unable to keep the existing driveway on the right side of the front yard as that will be the depressed landscape area that we are required per code to capture our storm water runoff on site. This area is the lowest point on site and so our design has designated this area as the best place for drainage.



3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.

We did our best to try and keep the landscape wall, but as the project continued, the City raised concern regarding the wall as the planner informed us that this wall would be reviewed in accordance with code requirements. Also, during building permit, we may be asked to provide structural details of the existing wall, which we would not be able to provide. Due to these complications, keeping the wall is no longer feasible and we will remove the portion that exists in our yard. We have widened the driveway by 10" and moved it 1'8" away from the property line.

4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.

We are proposing to remove the existing fence and build a new fence as the existing fence impedes onto the property of 519 Central. I've attached a copy of the topo map with the existing fence highlighted along the left boundary line. The dark dotted black line indicates the boundary line. You can see that the highlighted fence is encroaching into our yard rather than following the boundary line.

5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.

As mentioned, we had attempted to keep the landscape wall, but as the review continued, it has become infeasible and we will ultimately be removing the wall.

6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

We understand your concern, however we are within daylight plane requirements.



**Hannah Chiu**

Forward Planning Manager, Northern California Division

**Thomas James Homes**

275 Shoreline Drive, Suite 400, Redwood City, CA 94065

(650) 392-3573 | [TJH.com](https://www.tjh.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

<Mail Attachment.eml><XB-LOT SURVEY\_519 Central Ave\_2024.09.09.pdf>



## ATTACHMENT 4

**Hannah Chiu**

---

**From:** Hannah Chiu  
**Sent:** Wednesday, May 7, 2025 2:35 PM  
**To:** diane.comey@icloud.com; Wing and Diane  
**Cc:** Khan, Fahteen N; Alicia Wilson  
**Subject:** Retaining Wall

Hi Diane and Wing,

I wanted to follow-up on our phone conversation yesterday. We had discussed retaining the landscape wall and how we determined it was infeasible for us to retain.

I wanted to walk through how we came to this decision. I thought it might be easier to type out as it may have been getting lost in translation over the phone.

I was trying to explain that after the neighbor meeting, I came back to my team to see if they would consider retaining the wall as there was expressed interest to keep the wall. Since we also received comments that the front yard uncovered parking space came right up to the side PL, we decided to move the parking space farther from the PL, we revised landscaping, and we decided we would be okay with keeping the existing wall.

However, about a month ago, upon further review and discussion with building, our planner came to us to explain that when we submit for building permits the wall would be reviewed under current code requirements. This is when we determined keeping the wall would be infeasible to our project. This would propose several uncertainties and risk during our building permit review that we did not anticipate. Since we do not have existing plans of this wall, we do not know how the wall was constructed, and should there be any plan check comments to revise the wall we would not have the time or budget to appease these comments as retaining this wall was never accounted for in our project budget.

I know you suggested that you may be able to provide us with as-built plans, but we do not know who would provide those plans, nor their credentials, and we do not have time to coordinate the drafting of these plans as we are trying to obtain permits on this project under a strict timeline. Due to the circumstances, this is how we determined that keeping this wall would not be possible for us.

Our planner also noted that depending on the footings of this wall, it may even trigger an excavation permit, which is also something that we did not anticipate for the scope of this project.

We also discussed your wishes to adopt some rose bushes from our property. You had mentioned you would be ready to do so in about a month. Feel free to reach out to me when you are ready and I can coordinate a field member to meet you on site while you remove the rosebushes you are interested in taking.

I hope this email provided a better explanation on how we came to the decision that we would ultimately need to remove the wall.

Thank you,





**Hannah Chiu**  
Forward Planning Manager, Northern California Division

**Thomas James Homes**  
275 Shoreline Drive, Suite 400, Redwood City, CA 94065  
(650) 392-3573 | [TJH.com](http://TJH.com)

---



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.



## ATTACHMENT 5

**Hannah Chiu**

---

**From:** Khan, Fahteen N <FNKhan@menlopark.gov>  
**Sent:** Monday, May 12, 2025 12:22 PM  
**To:** diane.comey@icloud.com; Hannah Chiu  
**Cc:** and Diane Wing; Alicia Wilson  
**Subject:** RE: 517 central Ave. walk

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Hi Diane and Wing,

Thank you for sharing the snippet of the plan. With that I was able to retrieve building permit associated with the stucco landscape wall that was reviewed and approved by the City back in 1994. The plans show that the wall was to be built entirely on your property but somehow it was incorrectly built and a portion of the wall is now on 519's property.

Would you still like us to share the email you originally sent to the Planning Commission? If you feel your concerns have been addressed and your email no longer needs to be attached to the project's staff report let me know. If I do not hear from you by end of day I will attach the original email, as we will be finalizing the publication of the staff report. If you feel that there are component/s that have been addressed and you no longer wish to raise those concern to Planning Commission, I would recommend revising your email to only focus on outstanding issues/concerns or anything that you would like to be read by the Commission as they deliberate at the hearing.

-Fahteen



**Fahteen N. Khan**  
Associate Planner  
City Hall - 1st Floor  
701 Laurel St  
tel 650-330-6739  
[menlopark.gov](http://menlopark.gov)

---

**From:** diane.comey@icloud.com <diane.comey@icloud.com>  
**Sent:** Sunday, May 11, 2025 4:30 PM  
**To:** Hannah Chiu <HChiu@tjh.com>  
**Cc:** and Diane Wing <wd21789@aol.com>; Khan, Fahteen N <FNKhan@menlopark.gov>; Alicia Wilson <awilson@tjh.com>  
**Subject:** Re: 517 central Ave. walk



**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Great News,  
Keep us in the loop we are traveling right now and will be back on the 15th.  
Sincerely,  
Diane and Wing  
Sent from my iPhone

On May 9, 2025, at 10:24 PM, Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)> wrote:

Hi Wing and Diane,

Thank you for providing these plans. I've been informed by Fahteen that they did find documents indicating that the wall was permitted.

The situation we are currently dealing with is that half of the landscape wall is on our property, as shown on the topo map. Although the wall is permitted, Fahteen has clarified yesterday that should the wall remain, we will still be responsible for that portion of the wall. Since the wall is permitted, we just need to verify that the wall does not exceed 4' within the front 20' setback in order to keep the wall and to not be subject to plan check comments during our building review.

I had a field member go out this afternoon and measure the wall. We measured that the wall does not exceed 4' within the front 20' setback. The wall goes up to approximately 6' about 28' from the front yard property line. Under these conditions we will proceed with retaining the landscape wall as we should not receive any plan check comments during building from the City as the wall is permitted.

We will need to provide an official height measurement where we will need to send a survey crew to verify heights. If for any reason our surveyors find the wall to exceed 4' in the front 20' setback, or the City issues plan check comments that would cause us to alter/improve or provide as-built conditions of the wall we will have to ultimately remove the wall as we will not be able to keep it in our scope of work for our building permit.

But currently with the conditions we are aware of, we will proceed with retaining the landscape wall. We will revise our plans to show the wall to remain.

Hope this addresses your concerns. Thank you have a nice weekend!



**Hannah Chiu**

Forward Planning Manager, Northern California Division

**Thomas James Homes**

275 Shoreline Drive, Suite 400, Redwood City, CA 94065  
(650) 392-3573 | [TJH.com](http://TJH.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.



---

**From:** WING NG <[wd21789@icloud.com](mailto:wd21789@icloud.com)>

**Sent:** Thursday, May 8, 2025 6:54 AM

**To:** Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)>

**Subject:** 517 central Ave. walk

[You don't often get email from [wd21789@icloud.com](mailto:wd21789@icloud.com). Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Hi Hannah

Here are the plans for our permitted wall, drawings are included.

We hope this will help in keeping the wall.

Wing & Diane

<image001.jpg>

Sent from my iPhone

<XB-LOT SURVEY\_519 Central Ave\_2024.09.09.pdf>



Hannah Chiu

---

**From:** Varinia Bunje <bunje@comcast.net>  
**Sent:** Monday, May 12, 2025 1:43 PM  
**To:** Fahteen N Khan  
**Cc:** Hannah Chiu; Alicia Wilson  
**Subject:** Re: 519 Central Ave

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Secured by Check Point

Good afternoon Fahteen,

Yes, I believe all of my concerns have been addressed.  
As I seem to understand, the existing permitted stucco wall will remain as shown on the original drawing for 517 Central. 519 Central will revise their current submitted plans showing the wall to remain.  
If that is correct then I don't think my email needs to be forwarded to the Planning Commission.

Thank you for your help.

Best,  
Rini

Sent by my iPad  
Please excuse any typos or auto corrections

On May 12, 2025, at 8:37 AM, Khan, Fahteen N <FNKhan@menlopark.gov> wrote:

Hi Rini,

It seems that Hannah was able to answer the concerns you have raised. Would you still like us to share the email you originally sent to the Planning Commission? If you feel your concerns have been addressed and your email no longer needs to be attached to the project's staff report let me know. If I do not hear from you by end of day I will attach the original email, as we will be finalizing the publication of the staff report. If you feel that there are component/s that have been addressed and you no longer wish to raise those concern to Planning Commission, I would recommend revising your email to only focus on outstanding issues/concerns or anything that you would like to be read by the Commission as they deliberate at the hearing.

Best,  
Fahteen





**Fahteen N. Khan**  
Associate Planner  
City Hall - 1st Floor  
701 Laurel St  
tel 650-330-6739  
[menlopark.gov](http://menlopark.gov)

---

**From:** Varinia Bunje <bunje@comcast.net>  
**Sent:** Saturday, May 10, 2025 4:55 PM  
**To:** Hannah Chiu <HChiu@tjh.com>  
**Cc:** Khan, Fahteen N <FNKhan@menlopark.gov>; Alicia Wilson <awilson@tjh.com>  
**Subject:** Re: 519 Central Ave

**CAUTION:** This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Hi Hannah,

Once again thank you for your quick response!  
I am glad to see that there is no asbestos, and amazed as well.  
With the age of the construction and no remodeling that I am aware of,  
I would have thought there would have been some.

Have a nice weekend.

Sincerely,  
Rini

Sent by my iPad  
Please excuse any typos or auto corrections

On May 9, 2025, at 10:15 PM, Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)> wrote:

Hi Rini,



I've attached the report indicating that the heating ducts were tested, however the heating ducts are made of fiberglass and therefore no asbestos was found.



**Hannah Chiu**

Forward Planning Manager, Northern California Division

**Thomas James Homes**

275 Shoreline Drive, Suite 400, Redwood City, CA 94065  
(650) 392-3573 | [TJH.com](http://TJH.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

**From:** Varinia Bunje <[bunje@comcast.net](mailto:bunje@comcast.net)>

**Sent:** Friday, May 9, 2025 12:54 PM

**To:** Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)>

**Cc:** Fahteen N Khan <[FNKhan@menlopark.gov](mailto:FNKhan@menlopark.gov)>; Alicia Wilson <[awilson@tjh.com](mailto:awilson@tjh.com)>

**Subject:** Re: 519 Central Ave

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, or attachments or taking further action, before validating its authenticity.

Secured by Check

Hi Hannah,

Thank you for your quick response!

Yes I was part of the online meeting months ago.

Thank you for the report, however the report does not include any ductwork or vents. I was wondering if the heating system and/or water heater vent has asbestos?

I appreciate your prompt response.

Sincerely,  
Varinia

Sent by my iPad  
Please excuse any typos or auto corrections

On May 9, 2025, at 10:29 AM, Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)> wrote:

Hi Rini,



My name is Hannah, project manager for 519 Central. I hosted the neighbor meeting back in November 2024, I believe you were on the call.

Fahteen forwarded me your message below, so I just wanted to answer some of your questions and concerns.

Regarding the asbestos, for all our projects we test for asbestos ahead of demolition. If the results are positive for asbestos we then work with our DOSH certified demolition company to properly demo and dispose of any asbestos. This property was tested and the results came back to be negative, I have attached the report here for your review.

Before the demolition process begins, we will notify neighbors. Regarding the cat, we will notify our Land Development team to be cautious of any neighboring animals as we do not any harm to come to them.

I have attached the topographic map here for your review.

Hope this answers your questions!



**Hannah Chiu**

Forward Planning Manager, Northern California Division

**Thomas James Homes**

275 Shoreline Drive, Suite 400, Redwood City, CA 94065  
(650) 392-3573 | [TJH.com](mailto:TJH.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed.

-----Original Message-----

From: Khan, Fahteen N <[FNKhan@menlopark.gov](mailto:FNKhan@menlopark.gov)>

Sent: Thursday, May 8, 2025 5:08 PM

To: Hannah Chiu <[HChiu@tjh.com](mailto:HChiu@tjh.com)>

Subject: FW: 519 Central Ave

Hi Hannah,

Here is the neighbor email we received this morning. Feel free to reach out. I will let them know that you will be responding.

-Fahteen

Fahteen N. Khan  
Associate Planner  
City Hall - 1st Floor  
701 Laurel St  
tel 650-330-6739

[menlopark.gov](http://menlopark.gov)

\*Note our emails have changed to @[menlopark.gov](mailto:menlopark.gov)

-----Original Message-----

From: Varinia Bunje <[bunje@comcast.net](mailto:bunje@comcast.net)>

Sent: Thursday, May 8, 2025 8:36 AM



To: Khan, Fahteen N <[FNKhan@menlopark.gov](mailto:FNKhan@menlopark.gov)>

Subject: 519 Central Ave

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Good morning Fahteen,

I wanted to email you that I'm concerned, that because of the age of the house that is proposed to be demolished, of the amount of asbestos currently in/on the house.

Has there been an application applied for to have a professional hazardous material company to start the removal of the asbestos and/or other hazardous materials? If so, will the neighbors be notified when the removal will start? Because of the property's neglect through the years, there are animals that have made the detached garage and possibly the house their homes. One in particular is a feral cat. I am concerned that the cat could be injured or even killed during the demolition.

Also the immediate neighbors have concerns about their permitted stucco fence. The fence shows to be located on the plans of 519 Central Ave. TJ Homes will remove the stucco fence as shown in the drawing. Can you provide the survey results? Is the said property 45' wide or 50' wide?

I appreciate your due diligence as the planner in charge of this project.

Sincerely  
Varinia (Rini) Bunje  
Retired City of Menlo Park Senior Building Inspector  
515 Central Ave.  
Menlo Park, CA 94025  
650-804-1810 cell

Sent by my iPad  
Please excuse any typos or auto corrections





## California Tree and Landscape Consulting, Inc.

411 Grass Valley Hwy, #1050, Auburn, CA 95603

(530) 745-4086

February 25, 2025

Andy Cost, VP of Land Development, N. California District  
 Thomas James Homes  
 275 Shoreline Drive, Suite 400  
 Redwood City, California 94065  
 Via Email: [acost@tjh.com](mailto:acost@tjh.com)

### REVISED FINAL ARBORIST REPORT, TREE INVENTORY, CONSTRUCTION IMPACT ASSESSMENT & TREE PROTECTION PLAN

RE: 519 Central Avenue, Menlo Park, California [APN 062-382-150]

#### EXECUTIVE SUMMARY

Thomas James Homes contacted California Tree and Landscape Consulting, Inc. to document the trees on the property for a better understanding of the existing resource and any potential improvement obstacles that may arise. Thomas James Homes requested an Arborist Report and Tree Inventory suitable for submittal to the City of Menlo Park. This is a revised Final Arborist Report, Tree Inventory, Construction Impact Assessment and Tree Protection Plan for the initial filing of plans to develop the property. The date of the previous version was October 24, 2024.

Thomas M. Stein, ISA Certified Arborist WE-12854A, visited the property on August 30, 2024, to provide species identification, measurements of DBH and canopy, field condition notes, recommended actions, ratings, and approximate locations for the trees. A total of 6 trees were evaluated on this property, 3 of which are protected trees according to the City of Menlo Park Municipal Code, Chapter 13.24.<sup>1</sup> Five trees are located off the parcel but were included in the inventory because they may be impacted by development of the parcel.

**TABLE 1: Tree Inventory Summary**

Tree Species	Total Trees Inventoried	Trees on this Site <sup>2</sup>	Protected Heritage Oak Trees	Protected Heritage Other Trees	Street Tree	Trees Proposed for Removal	Total Proposed for Retention
Accolade elm, <i>Ulmus 'Morton Accolade'</i>	1	0	0	0	1	1 (CR)	0
Arborvitae, <i>Thuja occidentalis</i>	2	0	0	0	0	0	2
Coast redwood, <i>Sequoia sempervirens</i>	1	0	0	1	0	0	1
Pear, <i>Pyrus communis</i>	1	1	0	0	0	1 (AR, CR)	0

<sup>1</sup> Any tree protected by the City's Municipal Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction. In addition, any time development-related work is recommended to be supervised by a Project Arborist, it must be written in the report to describe the work plan and mitigation work. The Project Arborist shall provide a follow-up letter documenting the mitigation has been completed to specification.

<sup>2</sup> CalTLC, Inc. is not a licensed land surveyor. Tree locations are approximate and we do not determine tree ownership. Trees which appear to be on another parcel are listed as off-site and treated as the property of that parcel.



Tree Species	Total Trees Inventoried	Trees on this Site <sup>2</sup>	Protected Heritage Oak Trees	Protected Heritage Other Trees	Street Tree	Trees Proposed for Removal	Total Proposed for Retention
Southern magnolia, <i>Magnolia grandiflora</i>	1	0	0	1	1	0	1
<b>TOTAL</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>4</b>

[AR= Arborist recommended removal, CR= Construction removal]

## ASSIGNMENT

Perform an examination of the site to document the presence and condition of trees protected by the City of Menlo Park. The study area for this effort includes the deeded parcel as delineated in the field by the property fences and any significant or protected trees overhanging from adjacent parcels.

Prepare a report of findings. All trees protected by the City of Menlo Park are included in the inventory.

## METHODS

Appendix 2 in this report is the detailed inventory and recommendations for the trees. The following terms and Table A – Ratings Descriptions will further explain our findings.

The protected trees evaluated as part of this report have a numbered tag that was placed on each one that is 1-1/8" x 1-3/8", green anodized aluminum, "acorn" shaped, and labeled: CalTLC, Auburn, CA with 1/4" pre-stamped tree number and Tree Tag. They are attached with a nail, installed at approximately 6 feet above ground level on the approximate north side of the tree. The tag should last ~10-20+ years depending on the species, before it is enveloped by the trees' normal growth cycle.

The appraisals included in this report (see Appendix 4) is based on the 10<sup>th</sup> Edition of the *Guide for Plant Appraisal*.<sup>3</sup> The trunk formula technique of appraisal provides a basic cost to replace a tree, determined by its species and size. The tree costs are extrapolated from that of the most commonly available and used tree for landscaping, which at this time in Northern California has been determined to be a 24" box specimen.<sup>4</sup> Based on the size and value of the tree as a 24" box, the species are valued at \$62.82 to \$92.81 per square inch of trunk area. Per the request of the city of Menlo Park, multi-stem trees are measured as a single trunk, just below the lowest point of branching.

The basic value is depreciated by the tree's condition, which is considered a function of its health, structure and form and expressed as a percentage of the basic value. The result is termed the deterioration of the tree.

The trees are further depreciated by the functional and external limitations that may impact their ability to grow to their normal size, shape and function. Functional limitations include limited soil volume, adequate growing space, poor soil quality, etc. External limitations include easements, government regulations and ownership issues beyond the control of the tree's owner.

The final value is rounded to the nearest \$100 to obtain the assignment result. If the tree is not a complete loss, the value of loss is determined as a percentage of the original value. **It should be noted that Tree # 1 (Tag # 5390) was offsite and inspected only from one side, from ground level. The lower to mid-trunk was obscured by fencing. The**

<sup>3</sup> 2018. Council of Tree and Landscape Appraisers. *Guide for Plant Appraisal*, 10th Edition, 2nd Printing. International Society of Arboriculture, Atlanta, GA

<sup>4</sup> 2004. *Western Chapter Species Classification and Group Assignment*. Western Chapter, International Society of Arboriculture. Porterville, CA



appraised value shown in the appraisal table and inventory summary should be considered only a rough estimate of the tree’s value. If an accurate appraisal is required, the tree will need re-appraisal without the observation limitations, and may require more advanced inspection techniques to determine the extent of the defects.

TERMS

**Species** of trees is listed by our local common name and botanical name by genus and species.

**DBH** (diameter breast high) is normally measured at 4’6” (54” above the average ground height, but if that varies then the location where it is measured is noted here. A steel diameter tape was used to measure the trees.

**Canopy radius** is measured in feet. It is the farthest extent of the crown composed of leaves and small twigs measured by a steel tape. This measurement often defines the Critical Root Zone (CRZ) or Protection Zone (PZ), which is a circular area around a tree with a radius equal to this measurement.

**Actions** listed are recommendations to improve health or structure of the tree. Trees in public spaces require maintenance. If a tree is to remain and be preserved, then the tree may need some form of work to reduce the likelihood of failure and increase the longevity of the tree. Preservation requirements and actions based on a proposed development plan are not included here.

**Arborist Rating** is subjective to condition and is based on both the health and structure of the tree. All of the trees were rated for condition, per the recognized national standard as set up by the Council of Tree and Landscape Appraisers and the International Society of Arboriculture (ISA) on a numeric scale of 5 (being the highest) to 0 (the worst condition, dead). The rating was done in the field at the time of the measuring and inspection.

Table A – Ratings Descriptions

No problem(s)	5	excellent
No apparent problem(s)	4	good
Minor problem(s)	3	fair
Major problem(s)	2	poor
Extreme problem(s)	1	hazardous, non-correctable
Dead	0	dead

- Rating #0: This indicates a tree that has no significant sign of life.
- Rating #1: The problems are extreme. This rating is assigned to a tree that has structural and/or health problems that no amount of work or effort can change. The issues may or may not be considered a dangerous situation.
- Rating #2: The tree has major problems. If the option is taken to preserve the tree, its condition could be improved with correct arboricultural work including, but not limited to: pruning, cabling, bracing, bolting, guying, spraying, mistletoe removal, vertical mulching, fertilization, etc. If the recommended actions are completed correctly, hazard can be reduced and the rating can be elevated to a 3. If no action is taken the tree is considered a liability and should be removed.
- Rating #3: The tree is in fair condition. There are some minor structural or health problems that pose no immediate danger. When the recommended actions in an arborist report are completed correctly the defect(s) can be minimized or eliminated.
- Rating #4: The tree is in good condition and there are no apparent problems that a Certified Arborist can see from a visual ground inspection. If potential structural or health problems are tended to at this stage future hazard can be reduced and more serious health problems can be averted.
- Rating #5: No problems found from a visual ground inspection. Structurally, these trees have properly spaced branches and near perfect characteristics for the species. Highly rated trees are not common in natural or developed landscapes. No tree is ever perfect especially with the unpredictability of nature, but with this highest rating, the condition should be considered excellent.



**Notes** indicate the health, structure and environment of the tree and explain why the tree should be removed or preserved. Additional notes may indicate if problems are minor, extreme or correctible.

Remove is the recommendation that the tree be removed. The recommendation will normally be based either on poor structure or poor health and is indicated as follows:

- Yes H – Tree is unhealthy
- Yes S – Tree is structurally unsound

OBSERVATIONS AND CONCLUSIONS

The site is located in an existing subdivision with single-family residences, and the vegetation is comprised of ornamental landscape plants in poor condition. The existing single-story home has a reported area of 820 sq. ft. and a reported lot size of 6,272 sq. ft. The home is connected to electrical, communication, gas, water, and sanitary sewer infrastructure. The development plans include demolition of the existing home, hardscape, landscape and construction of a new two-story home with a reported area of 2,437 sq. ft., detached garage, new landscape and hardscape . Refer to Appendix 2 – Tree Data for details

RECOMMENDED REMOVALS OF HAZARDOUS, DEFECTIVE OR UNHEALTHY TREES

At this time, 1 tree on the property has been recommended for removal from the proposed project area due to the nature and extent of defects, compromised health, and/or structural instability noted at the time of field inventory efforts. If this tree was retained within the proposed project area, it is our opinion that it may be hazardous depending upon its proximity to planned development activities. For reference, the tree which has been recommended for removal is highlighted in green within the accompanying Tree Data (Appendix 2) and briefly summarized as follows:

Tree #	Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH (in.)	Circ. (ft.)	Diameter Measured At (in.)	Arborist Rating
2	5391	No	No	No	No	Pear	<i>Pyrus communis</i>	10	31	24	2-Major Issues

CONSTRUCTION IMPACT ASSESSMENT

This Arborist Report and Tree Inventory is intended to provide to Thomas James Homes, the City of Menlo Park, and other members of the development team a detailed *pre-development review* of the species, size, and current structure and vigor of the trees within and/or overhanging the proposed project area. At this time, we have reviewed the Proposed Site Plan prepared by Bassenian/Lagoni, dated August 28, 2024, the Area Plan prepared by CBG Civil Engineers, dated October 14, 2024. Grading and drainage plans were not available at the time the report was written. The perceived impacts are shown in Appendix 2 and summarized below:

- Tree # 1 (Tag # 5390): Impacts cannot be evaluated until any possible alley improvements are known.
- Tree # 2 (Tag # 5391): The developer proposes removal of this tree due to encroachment and poor condition. The tree is located in the proposed building envelope.
- Tree #'s 3 and 4 (Tag #'s 5394 and 5395): Slight impact to the trees’ critical root zones is expected due to installation of a walkway. Slight impact to the trees’ canopies is expected due to clearance requirements for site fencing and pedestrian access.



Tree # 5 (Tag # 5396): No impact is expected to the off-site tree's critical root zone. Slight impact to the tree's canopy is possible, due to construction access requirements. No more than 10% of the tree's canopy is expected to be affected.

Tree # 6 (Tag # 5397): The developer proposes removal of this tree. The tree is located in the proposed driveway entrance. This is a protected city-owned street tree.

**A final inspection by the City Arborist is required at the end of the project. This is to be done before the tree protection fencing is removed. Replacement trees should be planted prior to inspection.**

Prior to issuance of the associated demolition and building permits, a tree protection verification letter from the Project Arborist is required. Verification should be performed with a site visit. The Project Arborist should verify that the tree protection is installed in compliance with the recommendations in the arborist report. Photographs should be included in a brief verification letter for City Arborist review.

Any tree protected by the City's Municipal Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction. Any time development-related work is recommended to be supervised by a Project Arborist, it must be written in the report to describe the work plan and mitigation work. The Project Arborist shall provide a follow-up letter documenting the mitigation has been completed to specification.

## DISCUSSION

Trees need to be protected from normal construction practices if they are to remain healthy and viable on the site. Our recommendations are based on experience, and County ordinance requirements, so as to enhance tree longevity. This requires their root zones remain intact and viable, despite heavy equipment being on site, and the need to install foundations, driveways, underground utilities, and landscape irrigation systems. Simply walking and driving on soil has serious consequences for tree health.

Following is a summary of Impacts to trees during construction and Tree Protection measures that should be incorporated into the site plans in order to protect the trees. Once the plans are approved, they become the document that all contractors will follow. ***The plans become the contract between the owner and the contractor, so that only items spelled out in the plans can be expected to be followed. Hence, all protection measures, such as fence locations, mulch requirements and root pruning specifications must be shown on the plans.***

## RECOMMENDATIONS: SUMMARY OF TREE PROTECTION MEASURES

Hire a Project Arborist to help ensure protection measures are incorporated into the site plans and followed. The Project Arborist should, in cooperation with the Engineers and/or Architects:

- Identify the Root Protection Zones on the final construction drawings, prior to bidding the project.
- Show the placement of tree protection fences, as well as areas to be irrigated, fertilized and mulched on the final construction drawings.
- Clearly show trees for removal on the plans and mark them clearly on site. A Contractor who is a Certified Arborist should perform tree and stump removal. All stumps within the root zone of trees to be preserved shall be ground out using a stump router or left in place. **No trunk within the root zone of other trees shall be removed using a backhoe or other piece of grading equipment.**



- Prior to any grading, or other work on the site that will come within 50' of any tree to be preserved:
  1. Irrigate (if needed) and place a 6" layer of chip mulch over the protected root zone of all trees that will be impacted.
  2. Erect Tree Protection Fences. Place boards against trees located within 3' of construction zones, even if fenced off.
  3. Remove lower foliage that may interfere with equipment PRIOR to having grading or other equipment on site. The Project Arborist should approve the extent of foliage elevation, and oversee the pruning, performed by a contractor who is an ISA Certified Arborist.
- For grade cuts, expose roots by hand digging, potholing or using an air spade and then cut roots cleanly prior to further grading outside the tree protection zones.
- For fills, if a cut is required first, follow as for cuts.
- Where possible, specify geotextile fabric and/or thickened paving, re-enforced paving, and structural soil in lieu of compacting, and avoid root cutting as much as possible, prior to placing fills on the soil surface. Any proposed retaining wall or fill soil shall be discussed with the engineer and arborist in order to reduce impacts to trees to be preserved.
- Clearly designate an area on the site outside the drip line of all trees where construction materials may be stored, and parking can take place. No materials or parking shall take place within the root zones of protected trees.
- Design utility and irrigation trenches to minimize disturbance to tree roots. Where possible, dig trenches with hydro-vac equipment or air spade, placing pipes underneath the roots, or bore the deeper trenches underneath the roots.
- Include on the plans an Arborist inspection schedule to monitor the site during (and after) construction to ensure protection measures are followed and make recommendations for care of the trees on site, as needed.

General Tree protection measures are included as Appendix 3. These measures need to be included on the Site, Grading, Utility and Landscape Plans. A final report of recommendations specific to the plan can be completed as part of, and in conjunction with, the actual plans. This will require the arborist working directly with the engineer and architect for the project. If the above recommendations are followed, the amount of time required by the arborist for the final report should be minimal.

Report Prepared by:



Caroline Nicholas  
Arborist Assistant

Project Arborist:



Thomas M. Stein, Arborist  
International Society of Arboriculture  
ISA Certified Arborist #WE-12854A  
ISA Tree Risk Assessment Qualification

Report Reviewed by:



Edwin E. Stirtz, Consulting Arborist  
International Society of Arboriculture  
Certified Arborist WE-0510A  
ISA Tree Risk Assessment Qualified  
Member, American Society of Consulting  
Arborists

Enc.: Appendix 1 – Tree Inventory Field Exhibit  
Appendix 2 – Tree Data



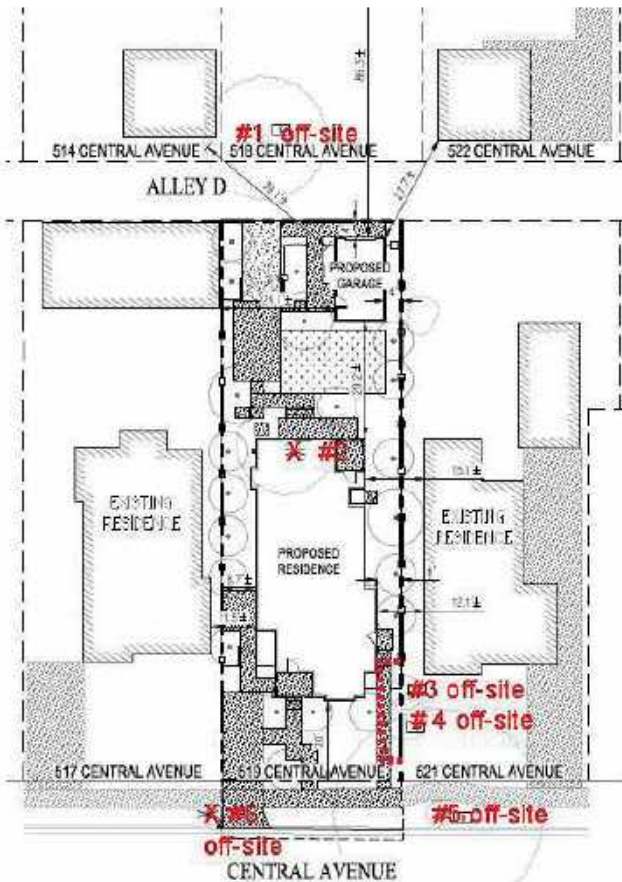
Appendix 3 – General Practices for Tree Protection

Appendix 4 – Appraisal Value Table

Appendix 5 – Tree Protection Specifications

Appendix 6 – Photographs





SEE ARBORIST REPORT FOR ADDITIONAL DETAILS

Tree #	Common Name	DBH (in.)	Development Status
1	Coast redwood	22	Retain
2	Pear	10	Remove
3	Arborvitae	8	Retain
4	Arborvitae	8	Retain
5	Southern magnolia	37	Retain
6	Accolade elm	3.5	Remove

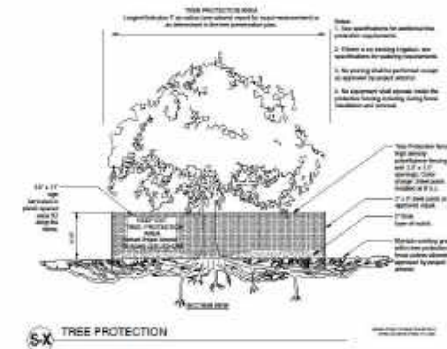


**California Tree & Landscape Consulting, Inc.**

411 Grass Valley Hwy, #1050  
Auburn, CA 95603

#### TREE PROTECTION GENERAL REQUIREMENTS

- The project arborist for this project is California Tree & Landscape Consulting, Inc. The project arborist may continue to provide expertise and make additional recommendations during the construction process and before additional irregular work or tree removal is performed. Monitoring and construction oversight by the project arborist is recommended for all projects and required when a final arborist assessment is required by the jurisdiction.
- The project arborist should inspect the preliminary tree protection fencing area and the construction plan for any grading and/or grubbing for compliance with the recommended protection zones. Additionally, the project arborist shall assist the fencing of the onset of each phase of construction. The tree protection zone for trees is specified on the "tree tag" in Appendix 2 in the arborist report unless otherwise specified by the arborist. Note: "Shrink" is not an acceptable location for installation of tree protection fencing.
- The project arborist should directly supervise any drainage, irrigation, fertilization, placement of mulch and/or chemical treatments. If drainage grouting is required, the Project Arborist should approve the extent of drainage elevation and retain the grouting to be performed by a contractor who is an arborist Certified Arborist. Drainage grouting should include removal of all the trees' foliage that may interfere with equipment (P200) to having grading or other equipment on site.
- No work within the root protection zone of any trees shall be performed using a bulldozer or other piece of grading equipment.
- Clearly designate an area on the site that is outside of the protection area of all trees where construction materials may be stored and parking can take place. No materials or parking shall take place within the protection zone of any trees on or off the site.
- Any and all work to be performed inside the protected root zone fencing, including all parking and utility work, shall be approved and/or supervised by the project arborist.
- Whenever, if required, inside the protected root zone shall be approved and/or supervised by the project arborist and may be required to be performed by hand, by a hydraulic or air spade, or other method which will allow access under the roots without damage to the roots.
- The root protection zone for trees is specified on the "tree tag" in Appendix 2 in the arborist report unless otherwise specified by the arborist. Note: "Shrink" is not an acceptable location for installation of tree protection fencing.



## TREE PROTECTION PLAN EXHIBIT

Page 1 of 1

Property Line  
Measured Tree Canopy  
Tree Protection Fencing  
X = Removals



**519 Central Avenue**

City of Menlo Park, California

Sheet No.  
TPP 1.1

Prepared by Thomas M. Stein ISA Cert #WE-12854A

Date: October 16, 2024  
Revised February 24, 2025 by Caroline Nicholas



## APPENDIX 2 – TREE DATA

Tree #	Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH (in.)	Circ. (in.)	Diameter Measured At (in.)	Measured Canopy Radius (ft.)	Tree Height (ft.)	Arborist Rating	Notes	Recommendations	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded (\$)	Justification for Removal
1	5390	No	Yes	No	Yes	Coast redwood	<i>Sequoia sempervirens</i>	22	69.1	54	15	25	2-Major Structure or health problems	Offsite tree located approximately 20 feet west of west property line. All dimensions estimated. Growing on west side of alleyway. Negligible overhang. Lower trunk obscured by fence. Utility clearance pruned. No issues with encroachment expected. Tag on fence in Southwest corner.	None at this time.	TBD; Impacts are not likely, however alley improvements are unknown at this time.	TBD-Protective measures will be determined once alley improvements are known.	Good	400	N/A
2	5391	No	No	No	No	Pear	<i>Pyrus communis</i>	10	31.4	24	12	12	2-Major Structure or health problems	Flare obscured by weeds. Codominant branching at 30 inches into four scaffolds. Power and communication wires in canopy with conflict. Decay and shedding bark throughout. Epicormic sprouting. All dimensions estimated.	Recommend removal	Developer proposes removal due to encroachment and poor condition.	N/A	Poor	N/A	Encroachment and poor condition.
3	5394	No	No	No	Yes	Arborvitae	<i>Thuja occidentalis</i>	8	25.1	2	4	9	3-Minor Problems	All dimensions estimated. Growing about 6 inches north of North property line, overhanging 3 feet. Tag on tree just above short fence.	May require clearance pruning.	Slight impact to CRZ due to walkway. Slight impact to canopy due to clearance requirements.	Perform clearance pruning prior to cons. site fencing install. Install PTF as shown in App. 1. Perform any root pruning under direction of project arborist.	Good	N/A	N/A
4	5395	No	No	No	Yes	Arborvitae	<i>Thuja occidentalis</i>	8	25.1	2	5	9	3-Minor Problems	All dimensions estimated. Growing about 6 inches north of North property line, overhanging 3 feet. Tag on tree just above short fence. Tag numbers 5392, 5393 are not used.	May require clearance pruning.	Slight impact to CRZ due to walkway. Slight impact to canopy due to clearance requirements.	Perform clearance pruning prior to cons. site fencing install. Install PTF as shown in App. 1. Perform any root pruning under direction of project arborist.	Good	N/A	N/A



Tree #	Tag #	Heritage Oak Tree 31.4"+ circ.	Heritage Other Tree 47.1"+ circ.	Street Tree	Off-site	Common Name	Botanical Name	DBH (in.)	Circ. (in.)	Diameter Measured At (in.)	Measured Canopy Radius (ft.)	Tree Height (ft.)	Arborist Rating	Notes	Recommendations	Construction Impact	Protective Measures to be Taken	Suitability for Preservation	Appraised Value, Rounded (\$)	Justification for Removal
5	5396	No	Yes	Yes	Yes	Southern magnolia	<i>Magnolia grandiflora</i>	37	116.2	24	26	35	2-Major Structure or health problems	Canopy lifted over driveway apron to about 13 feet. May require slight to moderate amount of clearance pruning. Replaced sidewalk which has been lifted and cracked curb. Offsite street tree growing in 4 foot wide park strip. 8 feet north of property line. Overhangs parcel 13 feet. Enlarged root flare, exposed roots with mechanical damage. Codominant branching at 4 feet above grade. Shedding bark. Multiple pruning wounds with moderate decay.	None at this time.	No impact to CRZ. Potentially slight impact to canopy due to access requirements.	Perform clearance pruning (if needed) under direction of project arborist. Do not exceed 10% canopy removal.	Good	5600	N/A
6	5397	No	No	Yes	Yes	Accolade elm	<i>Ulmus 'Morton Accolade'</i>	3.5	11	48	4	13	3-Minor Problems	Offsite street tree growing in 4 foot wide park strip. About 1 foot south of property line. Approximate 3 foot overhang. Codominant branching at 5 feet above grade. No issues expected with encroachment. Located about 14 ft S of water service entrance.	None at this time.	Developer proposes removal.	N/A	Good	300	TBD

TOTAL INVENTORIED TREES = 6 trees (278 aggregate circumference inches)

TOTAL RECOMMENDED REMOVALS = 1 tree (31 aggregate circumference inches)

TOTAL RECOMMENDED REMOVALS FOR DEVELOPMENT= 2 trees (42 aggregate circumference inches)

Rating (0-5, where 0 is dead): 2=3 trees 3=3 trees

Total Protected Street Trees = 2 trees (127 aggregate circumference inches)

Total Protected Oak Trees 31.4"+ = None

Total Protected Other Trees 47.1"+ = 1 tree (69 aggregate circumference inches)

TOTAL PROTECTED TREES = 3 trees (196 aggregate circumference inches)



## APPENDIX 3 – GENERAL PRACTICES FOR TREE PROTECTION

### **Definitions:**

**Root zone:** The roots of trees grow fairly close to the surface of the soil, and spread out in a radial direction from the trunk of tree. A general rule of thumb is that they spread 2 to 3 times the radius of the canopy, or 1 to 1½ times the height of the tree. It is generally accepted that disturbance to root zones should be kept as far as possible from the trunk of a tree.

**Inner Bark:** The bark on large valley oaks and coast live oaks is quite thick, usually 1" to 2". If the bark is knocked off a tree, the inner bark, or cambial region, is exposed or removed. The cambial zone is the area of tissue responsible for adding new layers to the tree each year, so by removing it, the tree can only grow new tissue from the edges of the wound. In addition, the wood of the tree is exposed to decay fungi, so the trunk present at the time of the injury becomes susceptible to decay. Tree protection measures require that no activities occur which can knock the bark off the trees.

### **Methods Used in Tree Protection:**

No matter how detailed Tree Protection Measures are in the initial Arborist Report, they will not accomplish their stated purpose unless they are applied to individual trees and a Project Arborist is hired to oversee the construction. The Project Arborist should have the ability to enforce the Protection Measures. The Project Arborist should be hired as soon as possible to assist in design and to become familiar with the project. He must be able to read and understand the project drawings and interpret the specifications. He should also have the ability to cooperate with the contractor, incorporating the contractor's ideas on how to accomplish the protection measures, wherever possible. It is advisable for the Project Arborist to be present at the Pre-Bid tour of the site, to answer questions the contractors may have about Tree Protection Measures. This also lets the contractors know how important tree preservation is to the developer.

**Root Protection Zone (RPZ):** Since in most construction projects it is not possible to protect the entire root zone of a tree, a Root Protection Zone is established for each tree to be preserved. The minimum Root Protection Zone is the area underneath the tree's canopy (out to the dripline, or edge of the canopy), plus 1'. The Project Arborist must approve work within the RPZ.

**Irrigate, Fertilize, Mulch:** Prior to grading on the site near any tree, the area within the Tree Protection fence should be fertilized with 4 pounds of nitrogen per 1000 square feet, and the fertilizer irrigated in. The irrigation should percolate at least 24 inches into the soil. This should be done no less than 2 weeks prior to grading or other root disturbing activities. After irrigating, cover the RPZ with at least 12" of leaf and twig mulch. Such mulch can be obtained from chipping or grinding the limbs of any trees removed on the site. Acceptable mulches can be obtained from nurseries or other commercial sources. Fibrous or shredded redwood or cedar bark mulch shall not be used anywhere on site.

**Fence:** Fence around the Root Protection Zone and restrict activity therein to prevent soil compaction by vehicles, foot traffic or material storage. The fenced area shall be off limits to all construction equipment, unless there is express written notification provided by the Project Arborist, and impacts are discussed and mitigated prior to work commencing.

A protective barrier of 6' chain link fence shall be installed around the dripline of protected tree(s). The fencing can be moved within the dripline if authorized by the project arborist or city arborist, but not



closer than 2' from the trunk of any tree. Fence posts shall be 1.5" in diameter and are to be driven 2' into the ground. The distance between posts shall not be more than 10'. Movable barriers of chain link fencing secured to cement blocks can be substituted for "fixed" fencing if the project arborist and city arborist agree that the fencing will have to be moved to accommodate certain phases of construction. The builder may not move the fence without authorization from the project or city arborist.

Where the city or project arborist has determined that tree protection fencing will interfere with the safety of work crews, tree wrap may be used as an alternative form of tree protection. Wooden slats at least 1" thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the city or project arborist. Straw waddle may also be used as a trunk wrap by coiling waddle around the trunk up to a minimum height of 6' from grade. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the straw waddle.

Signage should be placed on the protective tree fence no further than 30' apart. The signage should present the following information:

- The tree protection fence shall not be moved without authorization of the Project or City Arborist.
- Storage of building materials or soil is prohibited within the Tree Protection Zone.
- Construction or operation of construction equipment is prohibited within the tree protection zone.

In areas with many trees, the RPZ can be fenced as one unit, rather than separately for each tree.

Do not allow run off or spillage of damaging materials into the area below any tree canopy.

Do not store materials, stockpile soil or park or drive vehicles within the TPZ.

Do not cut, break, skin or bruise roots, branches, or trunks without first obtaining authorization from the city arborist.

Do not allow fires under and adjacent to trees.

Do not discharge exhaust into foliage.

Do not secure cable, chain or rope to trees or shrubs.

Do not trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the city arborist.

Do not apply soil sterilant under pavement near existing trees.

Only excavation by hand, compressed air or hydro-vac shall be allowed within the dripline of trees.

Elevate Foliage: Where indicated, remove lower foliage from a tree to prevent limb breakage by equipment. Low foliage can usually be removed without harming the tree, unless more than 25% of the foliage is removed. Branches need to be removed at the anatomically correct location in order to prevent decay



organisms from entering the trunk. For this reason, a contractor who is an ISA Certified Arborist should perform all pruning on protected trees.<sup>5</sup>

Expose and Cut Roots: Breaking roots with a backhoe, or crushing them with a grader, causes significant injury, which may subject the roots to decay. Ripping roots may cause them to splinter toward the base of the tree, creating much more injury than a clean cut would make. At any location where the root zone of a tree will be impacted by a trench or a cut (including a cut required for a fill and compaction), the roots shall be exposed with either a backhoe digging radially to the trunk, by hand digging, or by a hydraulic air spade, and then cut cleanly with a sharp instrument, such as chainsaw with a carbide chain. Once the roots are severed, the area behind the cut should be moistened and mulched. A root protection fence should also be erected to protect the remaining roots, if it is not already in place. Further grading or backhoe work required outside the established RPZ can then continue without further protection measures.

Protect Roots in Deeper Trenches: The location of utilities on the site can be very detrimental to trees. Design the project to use as few trenches as possible, and to keep them away from the major trees to be protected. Wherever possible, in areas where trenches will be very deep, consider boring under the roots of the trees, rather than digging the trench through the roots. This technique can be quite useful for utility trenches and pipelines.

Route pipes outside of the area that is 10 times the diameter of the protected tree to avoid conflicts with roots. Where it is not possible to reroute pipes or trenches, the contractor shall bore beneath the dripline of the tree. The boring shall take place not less than 3' below the surface of the soil in order to avoid encountering feeder roots. Alternatively, the trench can be excavated using hand, pneumatic or hydro-vac techniques within the RPZ. The goal is to avoid damaging the roots while excavating. The pipes should be fed under the exposed roots. Trenches should be filled within 24 hours, but where this is not possible the side of the trench adjacent to the trees shall be kept shaded with 4 layers of dampened, untreated burlap, wetted as frequently as necessary to keep the burlap wet.

Protect Roots in Small Trenches: After all construction is complete on a site, it is not unusual for the landscape contractor to come in and sever a large number of "preserved" roots during the installation of irrigation systems. The Project Arborist must therefore approve the landscape and irrigation plans. The irrigation system needs to be designed so the main lines are located outside the root zone of major trees, and the secondary lines are either laid on the surface (drip systems), or carefully dug with a hydraulic or air spade, and the flexible pipe fed underneath the major roots.

Design the irrigation system so it can slowly apply water (no more than ¼" to ½" of water per hour) over a longer period of time. This allows deep soaking of root zones. The system also needs to accommodate infrequent irrigation settings of once or twice a month, rather than several times a week.

Monitoring Tree Health During and After Construction: The Project Arborist should visit the site at least once a month during construction to be certain the tree protection measures are being followed, to monitor the health of impacted trees, and make recommendations as to irrigation or other needs.

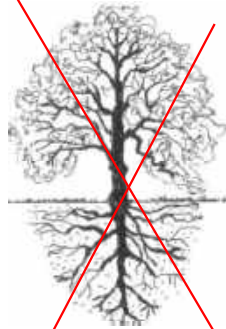
---

<sup>5</sup> International Society of Arboriculture (ISA), maintains a program of Certifying individuals. Each Certified Arborist has a number and must maintain continuing education credits to remain Certified.



## Root Structure

The majority of a tree's roots are contained in a radius from the main trunk outward approximately two to three times the canopy of the tree. These roots are located in the top 6" to 3' of soil. It is a common misconception that a tree underground resembles the canopy (see Drawing A below). The correct root structure of a tree is in Drawing B. All plants' roots need both water and air for survival. Surface roots are a common phenomenon with trees grown in compacted soil. Poor canopy development or canopy decline in mature trees is often the result of inadequate root space and/or soil compaction.



Drawing A

Common misconception of where tree roots are assumed to be located



Drawing B

The reality of where roots are generally located



## Structural Issues

Limited space for canopy development produces poor structure in trees. The largest tree in a given area, which is 'shading' the other trees is considered Dominant. The 'shaded' trees are considered Suppressed. The following picture illustrates this point. Suppressed trees are more likely to become a potential hazard due to their poor structure.

Dominant Tree

Growth is upright

Canopy is balanced by limbs and foliage equally



Suppressed Tree

Canopy weight all to one side

Limbs and foliage grow away from dominant tree

Co-dominant leaders are another common structural problem in trees.

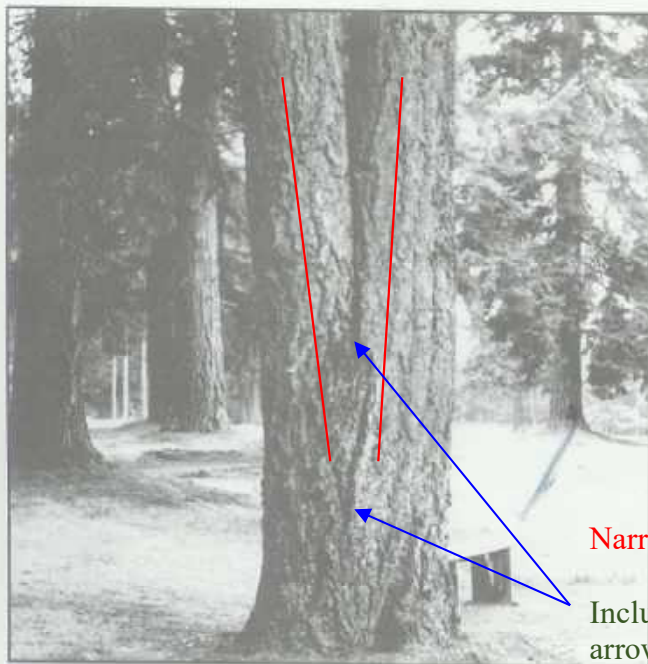


Figure 6. Codominant stems are inherently weak because the stems are of similar diameter.

The tree in this picture has a co-dominant leader at about 3' and included bark up to 7 or 8'. Included bark occurs when two or more limbs have a narrow angle of attachment resulting in bark between the stems – instead of cell to cell structure. This is considered a critical defect in trees and is the cause of many failures.

Narrow Angle

Included Bark between the arrows

Photo from Evaluation of Hazard Trees in Urban Areas by Nelda P. Matheny and James R. Clark, 1994 International Society of Arboriculture



## Pruning Mature Trees for Risk Reduction

There are few good reasons to prune mature trees. Removal of deadwood, directional pruning, removal of decayed or damaged wood, and end-weight reduction as a method of mitigation for structural faults are the only reasons a mature tree should be pruned. Live wood over 3" should not be pruned unless absolutely necessary. Pruning cuts should be clean and correctly placed. Pruning should be done in accordance with the American National Standards Institute (ANSI) A300 standards. It is far better to use more small cuts than a few large cuts as small pruning wounds reduce risk while large wounds increase risk.

Pruning causes an open wound in the tree. Trees do not "heal" they compartmentalize. Any wound made today will always remain, but a healthy tree, in the absence of decay in the wound, will 'cover it' with callus tissue. Large, old pruning wounds with advanced decay are a likely failure point. Mature trees with large wounds are a high failure risk.

Overweight limbs are a common structural fault in suppressed trees. There are two remedial actions for overweight limbs (1) prune the limb to reduce the extension of the canopy, or (2) cable the limb to reduce movement. Cables do not hold weight they only stabilize the limb and require annual inspection.



Photo of another tree – not at this site.

Normal limb structure

Over weight, reaching limb with main stem diameter small compared with amount of foliage present

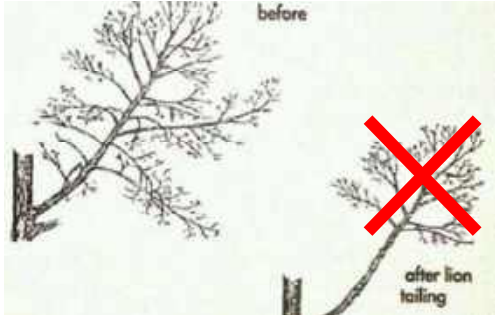


Photo of another tree – not at this site



Lion's – Tailing is the pruning practice of removal of “an excessive number of inner and/or lower lateral branches from parent branches. Lion's tailing is not an acceptable pruning practice” ANSI A300 (part 1) 4.23. It increases the risk of failure.

Pruning – Cutting back trees changes their natural structure, while leaving trees in their natural form enhances longevity.



### Arborist Classifications

There are different types of Arborists:

Tree Removal and/or Pruning Companies. These companies may be licensed by the State of California to do business, but they do not necessarily know anything about trees;

Arborists. Arborist is a broad term. It is intended to mean someone with specialized knowledge of trees but is often used to imply knowledge that is not there.

ISA Certified Arborist: An International Society of Arboriculture Certified Arborist is someone who has been trained and tested to have specialized knowledge of trees. You can look up certified arborists at the International Society of Arboriculture website: [isa-arbor.org](http://isa-arbor.org).

Consulting Arborist: An American Society of Consulting Arborists Registered Consulting Arborist is someone who has been trained and tested to have specialized knowledge of trees and trained and tested to provide high quality reports and documentation. You can look up registered consulting arborists at the American Society of Consulting Arborists website: <https://www.asca-consultants.org/>



## Decay in Trees

**Decay (in General):** Fungi cause all decay of living trees. Decay is considered a disease because cell walls are altered, wood strength is affected, and living sapwood cells may be killed. Fungi decay wood by secreting enzymes. Different types of fungi cause different types of decay through the secretion of different chemical enzymes. Some decays, such as white rot, cause less wood strength loss than others because they first attack the lignin (causes cell walls to thicken and reduces susceptibility to decay and pest damage) secondarily the cellulose (another structural component in a cell walls). Others, such as soft rot, attack the cellulose chain and cause substantial losses in wood strength even in the initial stages of decay. Brown rot causes wood to become brittle and fractures easily with tension. Identification of internal decay in a tree is difficult because visible evidence may not be present.



According to Evaluation of Hazard Trees in Urban Areas (Matheny, 1994) decay is a critical factor in the stability of the tree. As decay progresses in the trunk, the stem becomes a hollow tube or cylinder rather than a solid rod. This change is not readily apparent to the casual observer. Trees require only a small amount of bark and wood to transport water, minerals and sugars. Interior heartwood can be eliminated (or degraded) to a great degree without compromising the transport process. Therefore, trees can contain significant amounts of decay without showing decline symptoms in the crown.



additional cells. The weakest of the vertical wall. Accordingly, decay progression inward at large are more than one pruning cut trunk of the tree, the likelihood of decay progression and the associated structural loss of integrity of the internal wood is high.

Compartmentalization of decay in trees is a biological process in which the cellular tissue around wounds is changed to inhibit fungal growth and provide a barrier against the spread of decay agents into the barrier zones is the formation of while a tree may be able to limit pruning cuts, in the event that there located vertically along the main

## Oak Tree Impacts

Our native oak trees are easily damaged or killed by having the soil within the Critical Root Zone (CRZ) disturbed or compacted. All of the work initially performed around protected trees that will be saved should be done by people rather than by wheeled or track type tractors. Oaks are fragile giants that can take little change in soil grade, compaction, or warm season watering. Don't be fooled into believing that warm season watering has no adverse effects on native oaks. Decline and eventual death can take as long as 5-20 years with poor care and inappropriate watering. Oaks can live hundreds of years if treated properly during construction, as well as later with proper pruning, and the appropriate landscape/irrigation design.



**APPENDIX 4 – APPRAISAL VALUE TABLE\***

Client: Thomas James Homes: Tree Appraisal at 519 Central Ave, Menlo Park

Tree #	DBH (Inch.)	Species	Trunk Area (Inch. <sup>2</sup> )	Unit Cost (\$/in <sup>2</sup> )	Basic Reproduction Cost (\$)	Physical Deterioration	Functional Limitations	External Limitations	Total Depreciation	Depreciated Cost (\$)	Rounded Cost (\$)	% Loss	Assignment Result (\$)
1	22	Coast Redwood	379.94	62.82	23,866.63	0.3	0.3	0.2	0.02	381.87	400.00	0	400.00
5	37	So. Magnolia	1074.66	92.81	99,741.83	0.5	0.2	0.6	0.06	5,585.54	5,600.00	0	5,600.00
6	3.5	Accolade Elm	9.61	62.82	604.06	0.6	0.5	0.6	0.18	108.73	300.00^	0	300.00^
											Additional Costs	TBD	\$0
											Assignment Result (Rounded):		\$ 6,300.00

\*The value of the trees was determined using the Trunk Formula Method, described in the *Guide for Plant Appraisal*, and on the *Species Classification and Group Assignment* published by the Western Chapter, International Society of Arboriculture (ISA).

Unit costs for trees 1, 5 and 6 determined using Urban Tree Farm, Fulton, CA price for 24-inch box trees plus 8.5% tax, not including delivery.

^Tree # 6: Depreciated cost was less than the replacement cost, therefore, the assignment result is the replacement cost.

\*\*Assignment Result does not include removal of existing tree, site preparation, delivery, installation and post-planting care costs.



# HERITAGE TREE AND CITY TREE PROTECTION SPECIFICATIONS FOR CONSTRUCTION

Public Works

333 Burgess Dr., Menlo Park, CA 94025

tel 650-330-6760



## Background

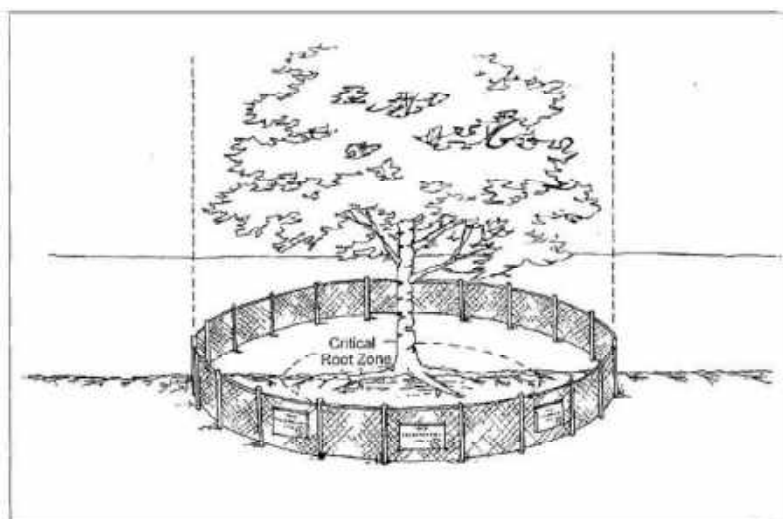
Tree protection measures are required for all heritage trees and city owned trees being retained on or immediately adjacent to active construction sites.

Violation of any of the below provisions may result in heritage tree violation fines, issuance of a stop work order, or other disciplinary action.

## Instructions

1. Retain a [city approved consulting arborist](#) as the Project Arborist to design and monitor tree protection specifications. The Project Arborist shall report violations of the tree protection specifications by the Contractor to the City Arborist as an issue of non-compliance.
2. Design and implement tree protection measures before construction begins.
  - A tree protection fencing verification letter is required prior to building permit issuance.
3. Report damage of heritage tree(s) by construction activities to the Project Arborist or City Arborist within six (6) hours. Remedial action should be taken within 48 hours.
4. Delineate a Tree Protection Zone (TPZ) around the dripline of protected tree(s). The Project Arborist may establish, with approval by the City Arborist, a larger or smaller TPZ based on the species tolerance, health and vigor of the tree(s).
5. Construct a protective barrier around the TPZ (see Figure 1 below) with the following specifications:
  - Fencing shall be six (6)-foot-tall chain link;
  - Fence posts shall be 1.5 inches in diameter, driven 2 feet into the ground, at most 10 feet apart;
  - Signage (in both English and Spanish) should be printed on an 11" x 17" yellow-colored paper and secured in a prominent location on each protection fence. Signage shall include the Project Arborist's contact information;
  - Fencing may be moved to within the TPZ if authorized by the Project Arborist and City Arborist. The fence must remain at least 1.5 times the diameter of the tree from its trunk (i.e. The fence must remain at least 30-inches from the trunk of a 20-inch tree); and
  - Movable barriers of chain link fencing secured to cement blocks may be substituted for fixed fencing if the Project Arborist and City Arborist agree that the fencing will have to be moved to accommodate certain phases of construction. The builder may not move the fence without authorization from the Project Arborist or City Arborist.

**Figure 1: Fenced tree protection zone**

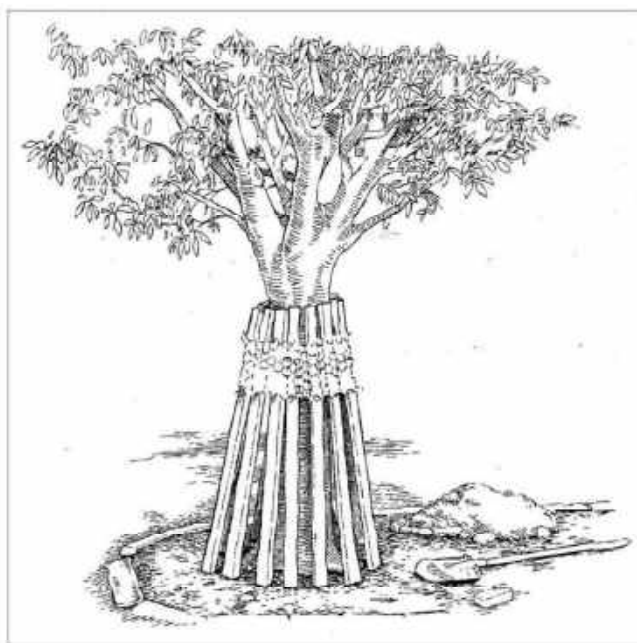


Matheny, N., Smiley, E. T., Gilpin, R., & Hauer, R. (2023). Managing trees during construction (3rd ed.). International Society of Arboriculture.



6. Place a 6-inch layer of coarse mulch or woodchips covered with  $\frac{3}{4}$ -inch plywood or alternative within the TPZ prior to construction activity. Placement of this protective covering will reduce soil compaction and root impacts. It will also help the soil retain moisture for the roots.
7. As specified by the Project Arborist, ensure adequate irrigation is supplied to the trees on a regular basis. Irrigation helps the trees tolerate root impacts better. Hand watering or drip irrigation lines would suffice. In most cases, irrigation is needed once every 2-3 weeks depending on soil moisture levels.
8. Prohibit the following activities within the TPZ. DO NOT:
  - Place heavy machinery for excavation;
  - Allow runoff or spillage of damaging materials;
  - Store or stockpile materials, tools, or soil;
  - Park or drive vehicles;
  - Trench, dig, or otherwise excavate without first obtaining authorization from the City Arborist or Project Arborist;
  - Change soil grade; and
  - Trench with a machine.
9. When work must occur within the TPZ of a heritage tree (as authorized by the Project Arborist or City Arborist) install trunk protections (see Figure 2 below) with the following specifications:
  - Securely bind wooden slats at least 1-inch-thick around the trunk (preferably on a closed-cell foam pad). Secure and wrap at least one layer of orange plastic construction fencing around the outside of the wooden slats for visibility;
  - DO NOT drive fasteners into the tree;
  - Install trunk protection immediately prior to work within the TPZ and remove protection from the tree(s) as soon as work moves outside the TPZ;
  - Protect major scaffold limbs as determined by the City Arborist or Project Arborist; and
  - If necessary, install wooden barriers at an angle so that the trunk flare and buttress roots are also protected.

**Figure 2: Trunk Protection**



Matheny, N., Smiley, E. T., Gilpin, R., & Hauer, R. (2023). Managing trees during construction (3rd ed.). International Society of Arboriculture.

10. To avoid injury to tree roots:
  - Only excavate carefully by hand, compressed air, or high-pressure water within the dripline of trees;
  - When the Contractor encounters roots smaller than 2-inches, hand-trim the wall of the trench adjacent to the trees to make even, clean cuts through the roots;
  - Cleanly cut all damaged and torn roots to reduce the incidence of decay;
  - Fill trenches within 24 hours. When it is infeasible to fill trenches within 24 hours, shade the side of the trench adjacent to the trees with four layers of dampened, untreated burlap. Wet burlap as frequently as necessary to maintain moisture; and



<ul style="list-style-type: none"><li>When the Contractor encounters roots 2 inches or larger, report immediately to the Project Arborist. The Project Arborist will decide whether the Contractor may cut roots 2 inches or larger. If a root is retained, excavate by hand or with compressed air under the root. Protect preserved roots with dampened burlap.</li></ul> <p>11. Route pipes outside of the area that is 10 times the diameter of a protected tree to avoid conflict with roots.</p> <p>12. Where it is not possible to reroute pipes or trenches, bore beneath the dripline of the tree. Do not bore less than 3-inches below the surface of the soil to avoid damage to small feeder roots.</p> <p>13. Avoid the following conditions. DO NOT:</p> <ul style="list-style-type: none"><li>Cut, break, skin, or bruise roots, branches, or trunks without authorization from the City Arborist;</li><li>Allow fires under and adjacent to trees;</li><li>Discharge exhaust into foliage;</li><li>Direct runoff toward trees;</li><li>Secure cable, chain, or rope to trees; and</li><li>Apply soil sterilants under pavement near existing trees.</li></ul>
<b>Periodic inspections</b>
<p>The Project Arborist must provide periodic, on-site tree protection inspections during construction which:</p> <ul style="list-style-type: none"><li>Occur at least once every four (4) weeks;</li><li>Monitor the effectiveness of the Tree Protection Plan;</li><li>Provide recommendations for any necessary additional care or treatment; and</li><li>Will be followed by monthly construction monitoring reports emailed directly to the City Arborist.</li></ul>





## **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: Gordon Mann or Ed Stirtz  
Business: California Tree and Landscape Consulting, Inc.  
Phone number: (530) 745-4086



## **ADVERTENCIA: ÁREA DE PROTECCIÓN DE ÁRBOLES**

**SÓLO EL PERSONAL AUTORIZADO PUEDE INGRESAR A ESTA ÁREA**

**No se permite la excavación, zanjas, almacenamiento de materiales, limpieza, acceso de equipos, o vertido de residuos detrás de esta cerca.**

**No retire ni reubique esta cerca sin la aprobación del arborista del proyecto. Esta cerca debe permanecer en su ubicación aprobada durante todo el proceso de demolición y construcción.**

### **Información de contacto del arborista de este proyecto:**

Nombre: Gordon Mann or Ed Stirtz  
Empresa: California Tree and Landscape Consulting, Inc.  
Número de teléfono: (530) 745-4086



## APPENDIX 6 – PHOTOGRAPHS



**TREE # 1 (TAG # 5390)**



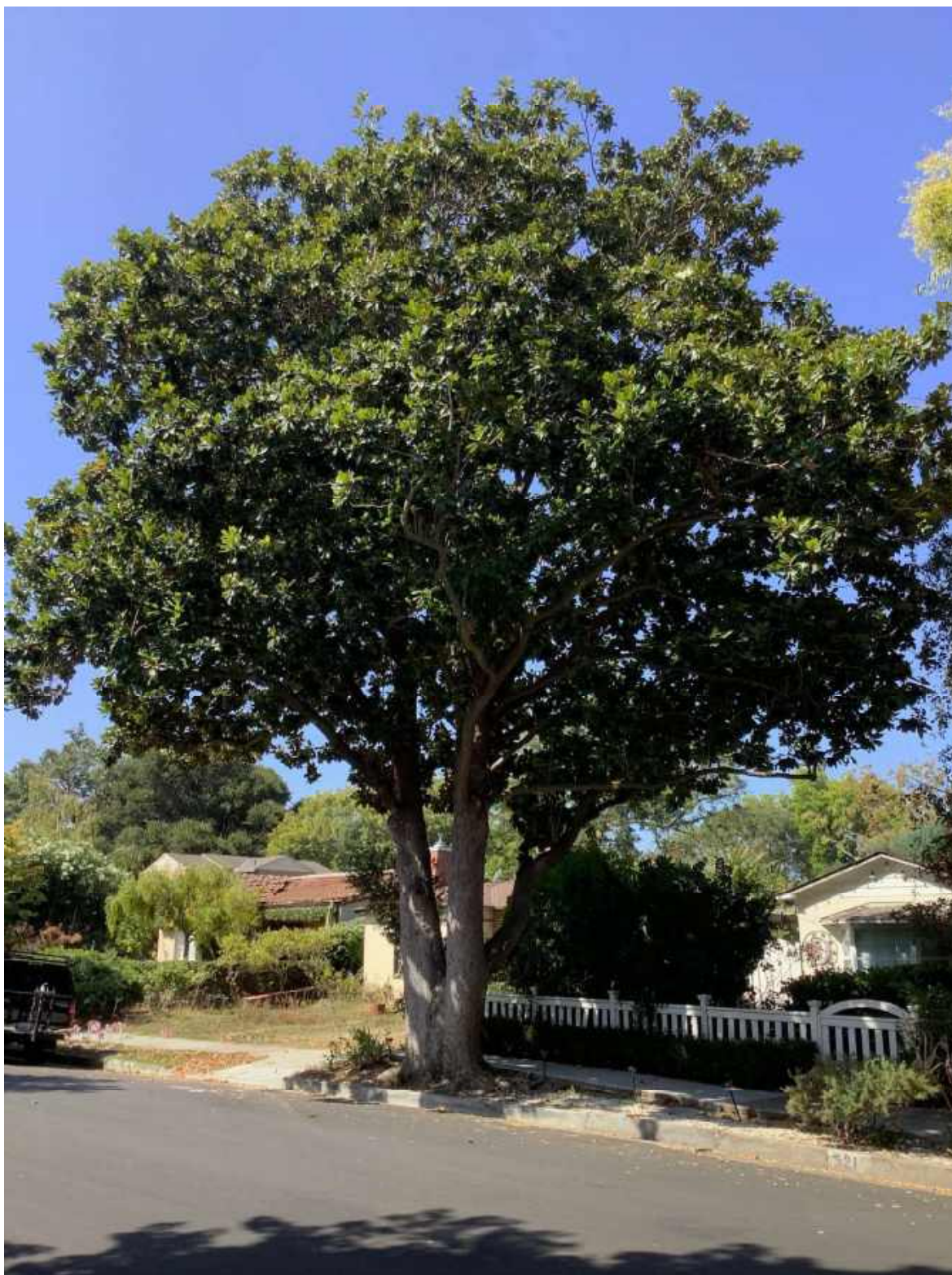
**TREE # 2 (TAG # 5391)**





**TREE #'S 3 & 4 (TAG #'S 5394 & 5395; TAG #'S 5392 & 5393 WERE NOT USED)**





**TREE # 5 (TAG # 5396; OFF-SITE STREET TREE)**





**TREE # 6 (TAG # 5397; OFF-SITE STREET TREE)**

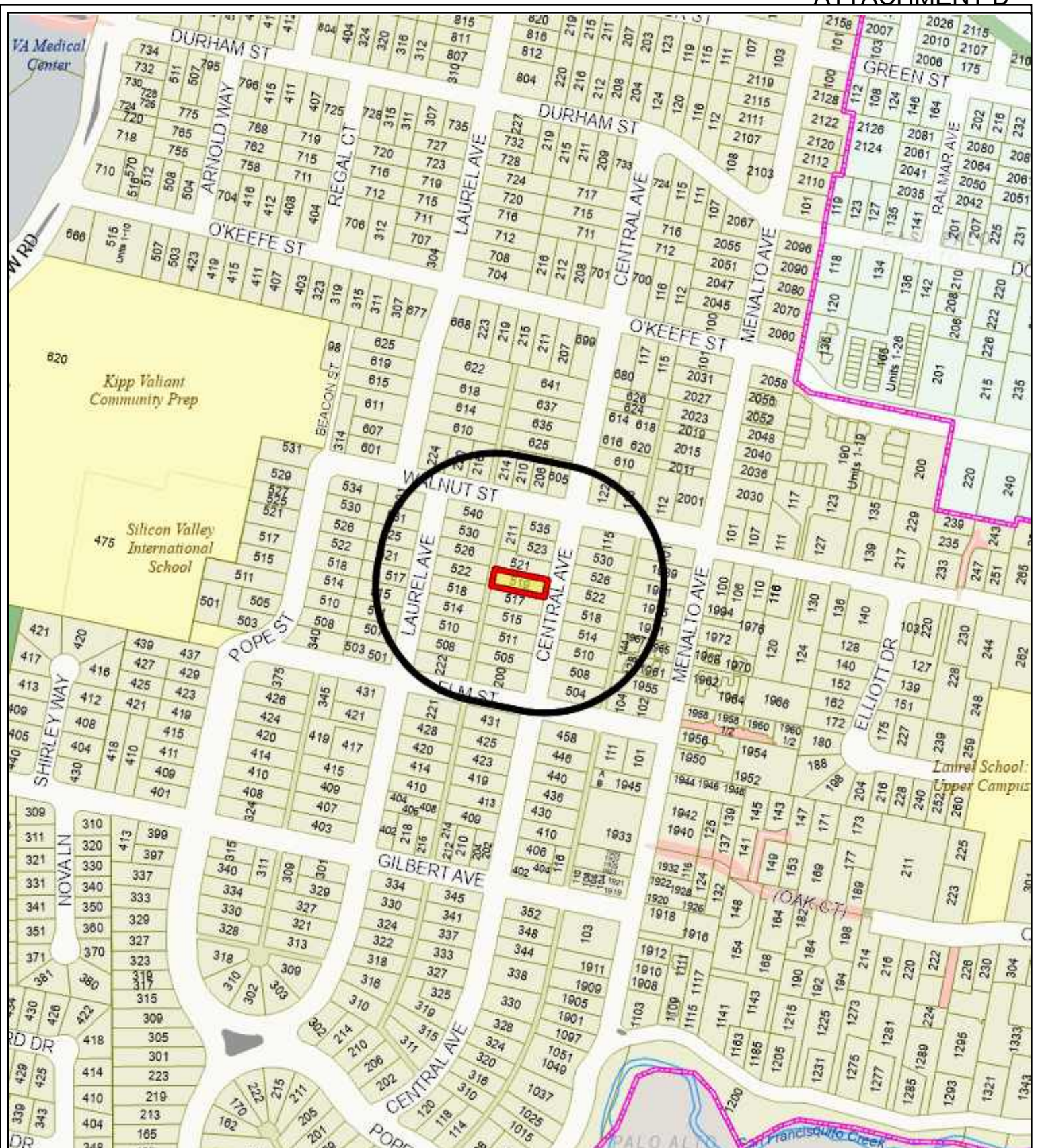


<b>LOCATION:</b> 519 Central Avenue	<b>PROJECT NUMBER:</b> PLN2024-00051	<b>APPLICANT:</b> Thomas James Home	<b>OWNER:</b> SF21G, LLC
<p><b>PROJECT CONDITIONS:</b></p> <p>1. The use permit shall be subject to the following <b>standard</b> conditions:</p> <ol style="list-style-type: none"> <li>The applicant shall be required to apply for a building permit within one year from the date of approval (by May 19, 2025) for the use permit to remain in effect.</li> <li>Development of the project shall be substantially in conformance with the plans prepared by Bassenian Lagoni Architecture consisting of 35 plan sheets, dated received April 29, 2025 and approved by the Planning Commission on May 19, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>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>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>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>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>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>Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by California Tree and Landscape Consulting, Inc., dated February 25, 2025.</li> <li>Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>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</li> </ol>			



<b>LOCATION:</b> 519 Central Avenue	<b>PROJECT NUMBER:</b> PLN2024-00051	<b>APPLICANT:</b> Thomas James Home	<b>OWNER:</b> SF21G, LLC
<p><b>PROJECT CONDITIONS:</b></p> <p>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 <i>project-specific</i> conditions:</p> <p>a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing the shrubs in the front 20-foot setback will be maintained at a height of no more than four feet, subject to review and approval by the City Arborist and Planning Division.</p> <p>b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a draft Access Alley Maintenance Agreement for the portion of the alley between 519 Central Avenue and the Walnut Street entrance of the alley, subject to review and approval of the Planning Division. Prior to issuance of a building permit, the applicant shall submit documentation of the approved Access Alley Maintenance Agreement's recordation, subject to review and approval of the Planning Division.</p> <p>c. Following the submittal of the draft Access Alley Maintenance Agreement:</p> <p>i. The applicant shall modify the plans to include an alley conditions upgrade diagram, specifying that the surface will be improved as directed by the Engineering Division, prior to completion of the project. The modified plans shall be subject to review and approval of the Planning and Engineering Divisions, and shall be required prior to building permit issuance.</p> <p>ii. Prior to final inspection of the building permit, the applicant shall conduct all required alley upgrades, subject to review and approval of the Engineering and Planning Divisions.</p>			





City of Menlo Park  
Location Map  
519 Central Avenue



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 5/19/2025

Sheet: 1



	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	6,301	sf	6,301	sf	7,000.0	sf min.
Lot width	45.0	ft.	45.0	ft.	65.0	ft. min.
Lot depth	140.0		140.0	ft.	100.0	ft. min.
Setbacks						
Front	21.0	ft. (Main House)	25.3	ft.	20.0	ft. min.
	20.0	ft.(ADU)				
Rear	54.3	ft.(Main House)	77.4	ft.	20.0	ft. min.
	99.0	ft.(ADU)				
Side (left)	8.7	ft.(Main House)	5.0	ft.	5.0	ft. min.
	22.7	ft.(ADU)				
Side (right)	9.0	ft.(Main House)	8.8	ft.	5.0	ft. min.
	6.0	ft.(ADU)				
Building coverage	2,043.0	sf*		sf	35.0	sf max.
	32.4	%*		%	2,205.4	% max.
FAL (Floor Area Limit)	3,096.0	sf*		sf	2,800	sf max.
Square footage by floor	1,270.0	sf/1 <sup>st</sup>	864.0	sf/1 <sup>st</sup>		
	1,167.0	sf/2 <sup>nd</sup>				
	265.0	sf/garage	314.0	sf/garage		
	394.0	sf/ADU				
	114.0	sf/porches				
Square footage of buildings	3,210.0	sf	1,178.0	sf		
Building height	27.9	ft.	13.0	ft.	28	ft. max.
Parking	1 covered/1 uncovered		1 covered		1 covered/1 uncovered	
	Notes: <ul style="list-style-type: none"> <li>• Areas shown highlighted indicate a nonconforming or substandard situation</li> <li>• The second-floor FAL should exclude the stair area per the definition of “floor area”, and staff asked the designer to edit the calculations accordingly, but they opted to include that area, so it represents a conservative calculation</li> </ul>					
Trees	Heritage trees	2**	Non-Heritage trees	4	New Trees	15
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	2***	Total Number of Trees	19

\* Floor area and building coverage for the proposed project includes the ADU, which is 394 square feet in size. Only 800 square feet of the ADU is allowed to exceed the floor area limit and maximum building coverage. With the ADU and main residence combined, the floor area limit would be exceeded by 296 square feet and the building coverage would be not exceed the limits.

\*\* One is a street tree.



**From:** Stephanie Zeller <stephanie.zeller@gmail.com>  
**Sent:** Tuesday, May 13, 2025 10:48 PM  
**To:** Khan, Fahteen N  
**Cc:** Wing and Diane; Eunnyun Park; Sara Michie; Vin Sharma; Tom Lento; Stephanie Zeller  
**Subject:** Re: Response to the proposed design for 519 Central Avenue

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Updated response to the Thomas James Homes (TJH) proposed design for 519 Central Avenue, Menlo Park.

Dear Fahteen Khan,

I am following up on my below email from December 12, 2024, for the purpose of identifying outstanding issues for the Planning Commission's consideration.

1. Parking & Burden on Alley:

I request that 519 Central Avenue have a minimum of two parking spaces which are *directly* accessible from Central Avenue. From my review of the current TJH plans, I believe that an additional front parking space is achievable beyond or to the right of the currently planned front parking space.

Per my previous email, having just one parking space in the front of the property (i.e. directly accessible from Central Avenue) will unduly burden the utility alley with vehicular traffic it was not designed to support. Inadequate street-accessed parking leads to cars parked in the alleys which hampers utility and emergency access.

Here are more detailed points on this issue:

- The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or the neighborhood. Menlo Park prohibits overnight parking on its streets; accordingly, a property must be able to support all its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public street, which can accommodate 4-6 cars. Such properties do not place an undue burden on the narrow utility alleys which run behind many Willows homes.



- Properties which have parking accessed solely from the alley or insufficient street-accessed parking place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.
- Overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.
- 519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue.
- Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A conservative assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require use of the utility alley.
- The City permits alley-accessed parking but disclaims ownership and responsibility for the alleys; hence the City does not enforce proper alley use.
- TJH cannot prevent the purchaser of the property from misusing the alley; TJH can only provide adequate street-accessed parking to discourage misuse.
- The City's 2-parking-spaces-per-dwelling requirement should be applied as a street-accessed parking requirement.

I encourage the City to consider the aggregate effect of continuing to permit homes which have parking accessed solely from the alley and/or insufficient street-accessed parking.

## 2. Street Trees:

**Tree #6:** I request that the thriving street tree at the south property line, Tree #6, be preserved in its current location. TJH is adding a curb cut near the south edge of 519 Central and wishes to remove Tree #6 which is adjacent to the proposed curb cut. I request that TJH not remove or relocate Tree #6. An earlier TJH design had the front parking space and curb cut closer to Tree #6. Now that the front parking space and driveway is farther away from the property line, removing Tree #6 appears unnecessary. Additionally, Tree #6 is partially within the 517 Central landscaping strip and the tree's removal would cause harm to the well-cared for, well-developed landscaping in that area.

**Proposed Flame Tree & Existing Magnolia:** TJH proposes to remove Tree #6 and to replace it with a flame tree to the right of the new driveway. I am concerned that the proposed flame tree will disturb the roots and canopy of the very healthy magnolia tree (Tree #5) at 519 Central's north corner. The magnolia tree has an extensive canopy and has remained healthy even after many years of drought. Has the City's Arborist ensured that the flame tree's planting and growth will not harm this well-



loved street tree? My review of the TJH plans shows the proposed flame tree well within the magnolia tree's canopy.

3. Size and Location of front parking space: *Resolved.*

I am happy to see that TJH has enlarged the front parking space and moved it farther away from the property line and landscaping wall. Hopefully, the new location of the driveway – which per TJH emails is about 2'6" away from the property line – will render moot the need to remove the street tree (Tree #6).

4. Fence:

The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have carefully maintained it. The fence is not close to the footprint of the proposed house or garage at 519 Central. Removing the existing fence and building a replacement fence a few inches to the south appears to be an unnecessary disturbance to the occupants of 517 Central.

5. Landscaping Wall: *Resolved.*

I am very happy to hear that Thomas James has decided to leave intact the existing ivy-covered landscaping wall between 519 Central and 517 Central.

6. Light

The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

Thank you for your consideration of these requests.  
Stephanie Zeller

cc: Neighbors

On Dec 12, 2024, at 7:47 PM, Stephanie Zeller  
<[stephanie.zeller@gmail.com](mailto:stephanie.zeller@gmail.com)> wrote:

Response to the proposed design for 519 Central Avenue, Menlo Park.

Dear Fahteen Khan,

I own the house across the street at 518 Central Avenue and have lived at this Willows neighborhood address since 2004. I attended the November 20, 2024 zoom meeting held by Thomas James Homes ("TJH") and in which many of the below issues were raised to Hannah Chiu (Planning Manager at TJH) and Alicia Wilson (Director of Forward Planning at TJH), by myself and the various neighbors attending that meeting.



The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or of the neighborhood. Menlo Park prohibits overnight parking on its streets, accordingly, a property must be able to support all of its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public street, which can accommodate 4-6 cars.

Such properties do not place an undue burden on the neighborhood and the narrow utility alleys which run behind many Willows homes. Unfortunately, a few properties have vehicle access solely from the alley. These homes place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.

519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue. This parking space appears to measure 9 x 20 feet and to be no more than 6 inches from the south property line. In other words, it is a small parking pad wedged too close to the neighboring property.

Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A reasonable assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require using the utility alley. Please be aware that overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.

I request the following amendments to the TJH proposal at 519 Central Avenue:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.
2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.
3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.
4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.
5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.
6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

Thank you for your consideration of these requests.  
Stephanie Zeller

cc: Neighbors



**From:** WING NG <wd21789@aol.com>  
**Sent:** Friday, December 13, 2024 12:22 PM  
**To:** Khan, Fahteen N  
**Cc:** Stephanie Zeller; eunyunpark@hotmail.com; Sara Michie; Vin Sharma  
**Subject:** Re: Response to the proposed design for 519 Central Avenue

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Hi Fateen,

Re:PLN2024-00051

I'm responding to Stephanie's email regarding TJHomes new project at 519 Central Ave. ,we own the property at 517 Central Ave. As Stephanie mentioned our concern is the stucco curved wall in the front yard. Just to let you know our neighbor George Byrd at 519 was aware of the location of the wall when we started construction over 25 years ago. We have received over the years nothing but compliments about the design and its curb appeal of the wall. Our wish is that the wall be preserved and not be replaced or modified by the new design being presented.

In the future please respond by sending an email at

[wd21789@aol.com](mailto:wd21789@aol.com)

Mail can be sent to: Diane Comey and Wing Ng  
171 Hawaiiana St.  
Kapaa, Hi. 96746

Sincerely,  
Diane and Wing  
Sent from my iPhone

On 13 Dec 2024, at 8:47 AM, Khan, Fahteen N <[FNKhan@menlopark.gov](mailto:FNKhan@menlopark.gov)> wrote:

Good Morning Stephanie,

Thank you for your email in regards to your concerns over 519 Central Avenue, PLN2024-00051. Confirming receipt of your email dated 12/12/24. Your email will be shared with the applicant in order for them to respond directly to your concerns or through mitigation in their designs, unless told otherwise.

Additionally, your email will be kept under the project's record and shared with the Planning Commission as part of the staff report package. I will keep you updated on any new information that is shared by the applicant with regards to your concerns. The applicant should work closely with the neighbors to resolve concerns raised prior to getting scheduled for a Planning Commission hearing.



If you believe your concerns have not been appropriately mitigated when the project gets scheduled for a (future) Planning Commission (once project is deemed complete and meeting all zoning development standards), you are welcome to voice your concerns directly to the Planning Commission.

Regards,  
Fahteen

<CMP\_Email\_Logo\_100dpi\_05d92d5b-e8e3-498f-93a6-d0da509bd60211111111.png>

**Fahteen N. Khan**  
Associate Planner  
City Hall - 1st Floor  
701 Laurel St  
tel 650-330-6739  
[menlopark.gov](http://menlopark.gov)

---

**From:** Stephanie Zeller <[stephanie.zeller@gmail.com](mailto:stephanie.zeller@gmail.com)>  
**Sent:** Thursday, December 12, 2024 7:47 PM  
**To:** Khan, Fahteen N <[FNKhan@menlopark.gov](mailto:FNKhan@menlopark.gov)>  
**Cc:** Wing and Diane <[wd21789@aol.com](mailto:wd21789@aol.com)>; [eunyunpark@hotmail.com](mailto:eunyunpark@hotmail.com); Sara Michie <[sara\\_michie@yahoo.com](mailto:sara_michie@yahoo.com)>; stephanie Zeller <[stephanie.zeller@gmail.com](mailto:stephanie.zeller@gmail.com)>; Vin Sharma <[Vin.who@gmail.com](mailto:Vin.who@gmail.com)>  
**Subject:** Response to the proposed design for 519 Central Avenue

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Response to the proposed design for 519 Central Avenue, Menlo Park.

Dear Fahteen Khan,

I own the house across the street at 518 Central Avenue and have lived at this Willows neighborhood address since 2004. I attended the November 20, 2024 zoom meeting held by Thomas James Homes ("TJH") and in which many of the below issues were raised to Hannah Chiu (Planning Manager at TJH) and Alicia Wilson (Director of Forward Planning at TJH), by myself and the various neighbors attending that meeting.



The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or of the neighborhood. Menlo Park prohibits overnight parking on its streets, accordingly, a property must be able to support all of its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public street, which can accommodate 4-6 cars.

Such properties do not place an undue burden on the neighborhood and the narrow utility alleys which run behind many Willows homes. Unfortunately, a few properties have vehicle access solely from the alley. These homes place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.

519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue. This parking space appears to measure 9 x 20 feet and to be no more than 6 inches from the south property line. In other words, it is a small parking pad wedged too close to the neighboring property.

Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A reasonable assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require using the utility alley. Please be aware that overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.

I request the following amendments to the TJH proposal at 519 Central Avenue:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.
2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.
3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.
4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.



5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.
6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

Thank you for your consideration of these requests.  
Stephanie Zeller

cc: Neighbors



**From:** Sara Michie <sara\_michie@yahoo.com>  
**Sent:** Thursday, December 12, 2024 7:58 PM  
**To:** Khan, Fahteen N; Stephanie Zeller  
**Cc:** Wing and Diane; eunyunpark@hotmail.com; Vin Sharma  
**Subject:** Re: Response to the proposed design for 519 Central Avenue

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Dear Fahteen Khan,

I live at 522 Central Ave, directly across the street from 519 Central Ave.

I agree with all points raised in the below email and strongly support the requests in bullet points 1-6.

Sincerely, Sara Michie

On Thursday, December 12, 2024 at 07:47:29 PM PST, Stephanie Zeller <[stephanie.zeller@gmail.com](mailto:stephanie.zeller@gmail.com)> wrote:

Response to the proposed design for 519 Central Avenue, Menlo Park.

Dear Fahteen Khan,

I own the house across the street at 518 Central Avenue and have lived at this Willows neighborhood address since 2004. I attended the November 20, 2024 zoom meeting held by Thomas James Homes ("TJH") and in which many of the below issues were raised to Hannah Chiu (Planning Manager at TJH) and Alicia Wilson (Director of Forward Planning at TJH), by myself and the various neighbors attending that meeting.

The proposed parking spaces at 519 Central Avenue are not sufficient for the needs of the property or of the neighborhood. Menlo Park prohibits overnight parking on its streets, accordingly, a property must be able to support all of its occupants' vehicles. Many properties in the Willows neighborhood have long driveways, starting at the public street, which can accommodate 4-6 cars.

Such properties do not place an undue burden on the neighborhood and the narrow utility alleys which run behind many Willows homes. Unfortunately, a few properties have vehicle access solely from the alley. These homes place a disproportionate burden on the neighborhood's utility alleys because residents of such properties feel encouraged to use the utility alleys as parking lots.

519 Central Avenue had a long driveway (before it was overgrown) extending from Central Avenue along the north edge of the property. The TJH proposal seeks to remove that existing curb cut and create a new curb cut at the south edge of the property. Instead of accommodating multiple vehicles, TJH proposes only one parking space accessible from Central Avenue. This parking space appears to measure 9 x 20 feet and to be no more than 6 inches from the south property line. In other words, it is a small parking pad wedged too close to the neighboring property.

Although the 519 Central Avenue property is only 6300 square feet, TJH proposes two dwellings totaling almost 2800 square feet of living space. A reasonable assumption is that 519 Central will need to accommodate at least 3-4 vehicles. At least two of these parking spaces should be accessible directly from Central Avenue and not require



using the utility alley. Please be aware that overburdening the utility alleys is eroding neighborliness in the Willows, blocking utility access, and compromising emergency access.

I request the following amendments to the TJH proposal at 519 Central Avenue:

1. That 519 Central Avenue have a minimum of two parking spaces which are accessible directly from Central Avenue.
2. That the street tree, which is inches from the south property line, be preserved in its current location. If TJH is allowed to create a new curb cut near the south edge of 519 Central, I request that TJH work around be the thriving street tree and not remove or relocate it.
3. That the front parking space(s) be designed to encourage utilization: The current design appears too narrow and too close to the property line. Even without considering the street tree, the parking space should begin at least 12 inches north of the property line because it lies directly next to a wall and well-developed greenery on the adjoining property.
4. The existing fence between 519 Central and 517 Central is over 40 years old and is in good shape because the 517 Central property owners have maintained it. Replacing that fence is an unnecessary disturbance to the occupants of 517 Central.
5. The existing ivy-covered landscaping wall between 519 Central and 517 Central is over 20 years old and should be left intact. TJH proposes to remove half of this wall which will destroy the integrity of the entire wall and reduce the aesthetic quality of the street.
6. The proposed design appears to block the light available to 521 Central Avenue such that the south side of 521 Central will be in permanent shadow raising concerns regarding mildew and compromising the structural integrity of the south wall.

Thank you for your consideration of these requests.  
Stephanie Zeller

cc: Neighbors



**From:** Varinia Bunje <bunje@comcast.net>  
**Sent:** Thursday, May 8, 2025 8:36 AM  
**To:** Khan, Fahteen N  
**Subject:** 519 Central Ave

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

Good morning Fahteen,

I wanted to email you that I'm concerned, that because of the age of the house that is proposed to be demolished, of the amount of asbestos currently in/on the house.

Has there been an application applied for to have a professional hazardous material company to start the removal of the asbestos and/or other hazardous materials? If so, will the neighbors be notified when the removal will start?

Because of the property's neglect through the years, there are animals that have made the detached garage and possibly the house their homes. One in particular is a feral cat. I am concerned that the cat could be injured or even killed during the demolition.

Also the immediate neighbors have concerns about their permitted stucco fence. The fence shows to be located on the plans of 519 Central Ave. TJ Homes will remove the stucco fence as shown in the drawing. Can you provide the survey results? Is the said property 45' wide or 50' wide?

I appreciate your due diligence as the planner in charge of this project.

Sincerely  
Varinia (Rini) Bunje  
Retired City of Menlo Park Senior Building Inspector  
515 Central Ave.  
Menlo Park, CA 94025  
650-804-1810 cell

Sent by my iPad  
Please excuse any typos or auto corrections





## STAFF REPORT

### Planning Commission

Meeting Date:

5/19/2025

Staff Report Number:

25-022-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to operate a private fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP), in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 700-800 El Camino Real, and 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 to approve a use permit to operate a private fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP), in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 700-800 El Camino Real. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

## Policy Issues

Each use permit is considered individually. The Planning Commission should consider whether the required use permit findings identified in (MPMC) 16.82.030 (Permits, Granting) can be made for the proposed project. The Planning Commission should also consider the guiding principles of the Specific Plan along with goals, policies, and programs of the City's General Plan when evaluating the use permit request. The Specific Plan includes two guiding principles that should be considered in evaluating the proposed project:

- Generate Vibrancy
- Promote Healthy Living, and Sustainability

The City's General Plan also includes a variety of goals and associated policies to implement those goals related to retaining and enhancing neighborhood serving commercial and retail clusters and strengthening downtown that may be considered in evaluating the proposed project, such as:

- Goal LU-3: Retain and enhance existing and encourage new neighborhood-serving commercial uses, particularly retail services, to create vibrant commercial corridors.
- Policy LU-3.3: Preserve existing neighborhood-serving retail and encourage new neighborhood retail clusters in appropriate areas that promote existing neighborhood character.
- 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.
- Policy LU-5.1: Implement the El Camino Real/Downtown Specific Plan to ensure a complementary mix of



uses with appropriate siting, design, parking, and circulation access for all travel modes.

## **Background**

### ***Site location***

Using El Camino Real in the north-south orientation, the project site is located at the eastern side of El Camino Real, near the intersection of Ravenswood, at 700-800 El Camino Real. The project site is located to the west of the Caltrain rail corridor. The project site is within the El Camino Real/Downtown Specific Plan's El Camino Real South-East (ECR SE) sub-district and has a land use designation of El Camino Real Mixed-Use Residential (ECR-MU). The surrounding lots to the north, south and west are all part of the SP-ECR/D zoning district. Nearby properties include a mixture of retail, restaurant, office, residential and hotel uses. A location map is included as Attachment B.

### ***Original Development***

The project site is approximately 5.5 acres in size, consisting of an approximately 56,424-square-foot, one-story commercial/retail building, and a 45,408-square-foot, four-story office building, collectively known as Menlo Station (700-800 El Camino Real). Menlo Station was built in the mid-1980s through a planned development permit (PDP). The purpose for the PDP was to consolidate smaller parcels into larger parcels to provide benefits to the City which otherwise could not have been obtained. This included specific development controls to develop more usable open space, efficient use of land, utilities and circulation systems, to develop creative and integrated design and to allow for mixed-use developments consistent with the density and intensity requirements of the preexisting zoning designation.

On May 1, 2023, the Planning Commission reviewed proposed revisions to the PDP and recommended approval to the City Council, the revisions were subsequently approved by City Council on May 23, 2023. The revisions included reduction in lot size (5.9 to 5.5 acres) and parking stall counts (360 to 315), which in turn increased the allowable building coverage and floor area ratio to allow the sale of an underutilized portion of the property to the City, to facilitate the Middle Avenue Caltrain crossing project. The revision to the PDP did not result in any increase in gross floor area, or any modifications to the existing buildings on the project site, apart from the reduction in the lot size and required number of parking spaces, and modifications to percentage based development standards. The property was originally approved with 360 parking spaces, over the years and with installation of additional accessible parking spaces along with trash enclosures, the total available spaces have been reduced to 353. After the sale of portion of the property the parking was further reduced to 315 spaces, as it stands currently.

## **Analysis**

### ***Project description***

The applicant (AXIS), currently located at 550 Ravenswood Avenue, has been part of the community since 1996 and would like to relocate to the Menlo Station development (700 El Camino Real, Suite #180). AXIS is requesting a use permit to operate a private fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP). The fitness studio would occupy the tenant suite formerly occupied by CVS.

AXIS would provide appointment based one-on-one personal training sessions. The training sessions would vary between 30-60 minutes, averaging 65 sessions per day, conducted by a total of 22 employees. These sessions would be typically spread out during business hours. General business hours are proposed from 6 a.m. to 8 p.m. Monday through Fridays, 9 a.m. to noon on Saturdays, and Sundays by appointment only. No



business operations between the hours of 12 midnight and 6 a.m. are proposed. AXIS anticipates the most demand during weekday mornings (8 a.m. – 10 a.m.).

The proposed open layout would be conducive to holding training sessions and the tenant space would be improved to also include a small reception area with shelves displaying merchandise for sale, a utility room, locker rooms, saunas, a post workout recovery room, employee break room, restrooms and an office. The proposed project would not involve any exterior modifications with the possible exception of new signage, which would separately be reviewed for conformance with all relevant City regulations.

Post workout recovery services would include two saunas and compression therapy. The applicant indicates the compression therapy would typically be done after a scheduled workout in the recovery area of the facility. The separate recovery or after workout area is proposed to provide a quiet space for meditation, stretching and compression therapy, which consists of air compressors that provide massage like actions to improve circulation, reduce swelling and improve recovery. No massage services would be provided.

The project plans are provided in Attachment A, Exhibit A, and the project description letter is provided in Attachment A, Exhibit B.

### ***Parking and circulation***

As modified in 2023, the PDP requires a total of 315 parking stalls on-site to serve all Menlo Station tenants, their patrons and employees. Additionally, while the proposed project would be able to utilize the shared parking lot, AB 2097 (2022) prohibits public agencies or cities from imposing a minimum automobile parking requirement on most development projects located within a half-mile radius of a major transit stop (Menlo Park Caltrain station being one example). Here, the proposed project falls within the scope of commercial development under AB 2097.

The proposed fitness studio is intended to serve the local community and would host one on one sessions instead of walk-ins. Menlo Station hosts a varied range of tenant uses that are complimentary to one another. In addition to office uses in the four-storied building, the commercial components include a restaurant (MP Mongolian BBQ) and retail including BevMo, Staple's, Big 5 Sporting Goods, Atherton Fine Art and LensCrafters. Patrons of the fitness studio may consider eating at the restaurant or shopping in one of the retail locations.

When staff conducted a site visit on April 29, 2025, between noon and 1p.m., the parking was not fully utilized. City staff also conducted a parking utilization study of the project site in September and October 2019, prior revisions to the PDP, which revealed a parking occupancy rate for the entire property between 22% and 47% of the 353 parking spaces that existed at the time. The proposed 315 parking spaces would provide capacity beyond the observed utilization rates.

The proposed project is located within close proximity to mixed-use, commercial, and multi-family developments, which could further reduce the parking demand for patrons. The City's Transportation Division also reviewed the proposed project and determined the estimated daily trips for the former retail use (CVS) to have been approximately 36 daily trips during peak hours and the estimated daily trips for the proposed fitness studio to be approximately 24 daily trips. Since the proposed use would have less than 100 daily trips, and in fact would have lesser daily trips during peak hours compared to the previous use, neither a Traffic Impact Analysis (TIA) nor a Transportation Demand Management (TDM) plan are required for this project.



### **Correspondence**

Staff has received three emails of support for the proposed project (Attachment C).

### **Conclusion**

Staff believes that the proposed use would be generally compatible with the existing and surrounding commercial developments and would activate a currently vacant suite. Additionally, the proposed use would be located in an existing, neighborhood-serving commercial center. The proposal would be consistent with relevant Specific Plan Guiding Principles, and would embody a number of the City's General Plan goals and policies. Staff believes the existing parking spaces at the project site would provide adequate parking for patrons and staff. The proposed fitness studio would provide a new neighborhood serving use, which promotes General Plan goal LU-3, retention and enhancement of existing neighborhood-serving commercial uses to create vibrancy. The addition of the proposed fitness use in a vacant tenant space would also promote General Plan goal LU-5, to strengthen the Downtown and El Camino Real corridor as a vital and competitive center for gathering. Staff recommends that 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 proposed project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act Guidelines.

### **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
- B. Location Map
- C. Correspondence

Report prepared by:  
Fahteen Khan, Associate Planner



Report prepared by:  
Corinna Sandmeier, Principal Planner



**PLANNING COMMISSION RESOLUTION NO. 2025- 0XX****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO OPERATE A FITNESS STUDIO, WHICH IS CONSIDERED A PERSONAL IMPROVEMENT SERVICE AND REQUIRES USE PERMIT APPROVAL PURSUANT TO THE MENLO STATION PLANNED DEVELOPMENT PERMIT (PDP), IN 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 allow a fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP) in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district (collectively, the “Project”) from Scott Norton (“Applicant”) on behalf of Menlo Station Development, LLC. (“Owner”) located at 700-800 El Camino Real (APN 071-333-210) (“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) district and the El Camino Real South-East (SE) sub-district, which supports a variety of uses including restaurants, retail, residential, and business and professional offices; and

WHEREAS, the proposed Project complies with all objective standards of the SP-ECR/D zoning district; and

WHEREAS, the proposed Project would continue to have 315 parking spaces for the site, the proposed Project would be neighborhood serving, and some trip sharing is anticipated based on the different uses and various services at retail center; 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 Engineering and Building Divisions and found to be in compliance with City standards; 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 Cal. Code of Regulations, Title 14, §15301 et seq. (existing facilities); 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 May 19, 2025, 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 allow a personal improvement service (fitness studio) considered a conditional use pursuant to the Menlo Station Planned Development Permit within a tenant suite of an existing retail center at a property is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code (MPMC) Sections 16.78.020 and 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. The proposed Project is designed in a manner which is consistent with the goals, policies, and objectives of the General Plan, the El Camino Real-Downtown Specific Plan, and applicable Municipal Code and



Zoning Ordinance requirements, and more specifically the Project would be compatible with the surrounding uses.

- b. The Project site has a total of 315 parking spaces on-site, as required by the Planned Development Permit.
- c. The proposed Project was reviewed by the Transportation Division which determined that the proposed use would not generate any additional peak-hour trips and would not be required to complete a Transportation Demand Management Plan.
- d. 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 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. PLN2025-00012, 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 pursuant to Cal. Code of Regulations, Title 14, §15301 et seq. (existing facilities).

#### 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 May 19, 2025, 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 May, 2025.

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

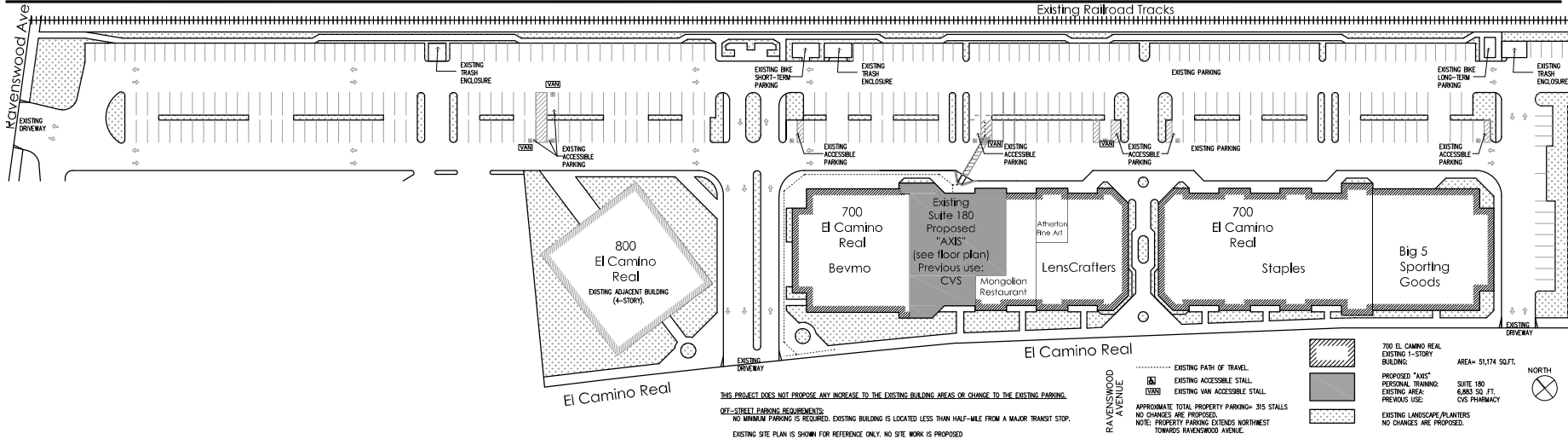
- A. Project plans
- B. Project description letter
- C. Conditions of approval



# Use Permit for: AXIS Personal Trainers



julio espinoza  
architect  
2290 North First Street, Suite 304  
San Jose, CA 95131  
408.947.9500 phone



Use Permit for

Axis  
Personal  
Trainers

## site plan & reference plan (Menlo Station Shopping Center - Existing 1-story building)

**PROJECT SUMMARY:**  
THIS PROJECT PROPOSES: A USE PERMIT FOR A NEW FITNESS PERSONAL TRAINING FACILITY (AXIS PERSONAL TRAINERS) IN AN EXISTING VACANT SUITE IN AN EXISTING BUILDING LOCATED AT MENLO STATION SHOPPING CENTER.

**SCOPE OF WORK:**  
NEW TRAINING, FITNESS, RECOVERY AREAS AND FITNESS ASSESSMENT ROOMS, NEW LOCKER ROOMS (RESTROOMS, SHOWERS AND LOCKERS), NEW OFFICE, RE-CONFIGURE BREAK ROOM AND REPLACE EXISTING STOREFRONT SLIDING DOOR W/ NEW DOUBLE DOORS.

**SITE INFORMATION:**  
APN: 071-333-210  
ZONING: "MENLO STATION" P-D ZONE #1 - EL CAMINO REAL DOWNTOWN SPECIFIC PLAN - EL CAMINO REAL SOUTH EAST

**PROPOSED TENANT USE:**  
PERSONAL SERVICES ALLOWED BY ZONE FOR FACILITIES OVER 5,000 SF.  
PROPOSED USE: 51,174 SF (EXERCISE AREAS: 4,843 SF + LOCKER AREAS: 1,255 SF + SERVICE/OFFICE AREAS: 785 SF = 6,883 SF)  
EXISTING 1-STORY BUILDING: 51,174 SF  
EXISTING SUITE 180: 6,883 SF (PREVIOUS USE: CVS PHARMACY (M OCCUPANCY) PROPOSED USE: FITNESS CENTER (A3 OCCUPANCY))

**USE:**  
EXTERIOR SIGNAGE: EXTERIOR SIGNAGE SHALL BE UNDER A SEPARATE PERMIT.

**BUILDING INFORMATION:**  
BUILDING: EXISTING 1-STORY BUILDING  
TYPE: II-B  
CONSTRUCTION TYPE: SPRINKLER  
PREVIOUS: M (CVS PHARMACY) OCCUPANCY  
PROPOSED: A3 (PERSONAL TRAINING) OCCUPANCY.

**EXISTING SUITE AREA:**  
6,883 SF (AREA OF WORK)

**FIRE OCCUPANCY SEPARATIONS:** 1 HR OCCUPANCY SEPARATION REQUIRED BETWEEN A3 & B/M OCCUPANCIES IN SPRINKLER BUILDINGS.

**FIRE RESISTANCE SEPARATION:** NONE REQUIRED PER TABLE 705.5 FOR BUILDINGS ≤ 30 FEET WITH A/B/M OCCUPANCIES, ALL TYPE CONSTRUCTION. BUILDING IS PROVIDED WITH SEPARATION ON ALL SIDES. MINIMUM EXISTING SEPARATION IS 30 FEET.

**BUILDING HEIGHT:** EXISTING HEIGHT: 24 FT ALLOWED HEIGHT (TABLE 504.3): 45 FT (FOR A OCCUPANCY)  
**BUILDING STORIES:** EXISTING STORIES: 1-STORY ALLOWED STORIES (TABLE 504.4): 2 (FOR A OCCUPANCY)

**EXISTING BUILDING AREA:**  
51,174 SF

**ALLOWABLE MIX USE AREAS WITH FRONTAGE DISTANCE INCREASE:** BUILDING PROVIDES 75 TO 100 PERCENTAGE WITH 30 FT OR GREATER: AREA FACTOR INCREASE II: .75

TENANT:	OCCUPANCY:	DESIGNED AREA:	A1	NS	II	Ao	AGGREGATE RATIOS
AXIS (AREA OF WORK):	PROPOSED A3:	6,883 SF	38,000 SF	8,500 SF	.75	45,125	6,883 / 45,125= 0.15
MONGOLIAN RESTAURANT:	EXISTING A2:	2,900 SF	38,000 SF	8,500 SF	.75	45,125	2,900 / 45,125= 0.06
BIG 5 SPORTS, STAPLES:	EXISTING M:	40,291 SF	50,000 SF	12,500 SF	.75	59,375	40,241 / 59,375= 0.67
LENSCRAFTERS, BEVMO:	EXISTING B:	1,100 SF	76,000 SF	19,000 SF	.75	80,250	1,100 / 80,250= 0.01
TOTAL =							0.08 LESS THAN 1

**MINIMUM PLUMBING FACILITIES OCCUPANT LOAD (PER CBC):**

AREAS:	4,843 SF/50 (OCCUPANT LOAD) = 96.86
EXERCISE AREAS:	1,255 SF/50 (OCCUPANT LOAD) = 25.1
LOCKER AREAS:	785 SF/150 (OCCUPANT LOAD) = 5.23
TOTAL:	= 127.19

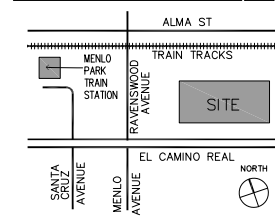
**TOTAL OCCUPANT LOAD = 127.19 / 2 = 63.6 (64) FOR EACH GENDER**

MINIMUM FIXTURES REQUIRED PER CBC TABLE 422.1:	URINAL	LAV	WOP	TOTAL PROVIDED:	URINAL	LAV	D.F.	WOP
64 MEN 1 (1-100) 1 (1-200) 1 (1/250) 1	2	1	4	1	1			
64 WOMEN 3 (51-100) 1 (1-100)	3		4					

## project summary

**DRAWINGS:**  
A1.0 COVER SHEET & SITE PLAN  
A2.1 FLOOR PLAN

## sheet index



## vicinity map

Suite 180  
700 El Camino Real  
Menlo Park, CA

**general notes**  
1. This sheet is part of a set and is not to be used  
2. This sheet is not to be used for construction unless released for construction.  
3. These sheets and prints thereof, are hereby accepted as the design of the architect and are for use on this project only. Reproduction without the prior written consent of the architect is forbidden.  
4. Copyright: Julio Espinoza, Architect 2025

## revisions

revision	date
1	02/11/2025

## drawing release status

<input type="checkbox"/>	planning comments 03/19/2025
<input type="checkbox"/>	planning comments 05/08/2025
<input type="checkbox"/>	bidding
<input type="checkbox"/>	construction

date	revision
02/11/2025	2501

cover sheet  
&  
site plan  
A1.0



exiting analysis and legend

maximum exit travel distance  
(see exit plan)

EXISTING ANALYSIS - EXERCISE FACILITY A3 OCCUPANCY	
EXERCISE AREAS:	4,843 SF/70 (OCCUPANT LOAD) = 69.16 PEOPLE
LOCKER AREAS:	1,255 SF/70 (OCCUPANT LOAD) = 17.93 PEOPLE
SERVICE/ENTRANCE/BREAK RM:	785 SF/750 (OCCUPANT LOAD) = 1.05 PEOPLE
TOTAL OCCUPANT LOAD:	= 127.14 PEOPLE
MAXIMUM COMMON PATH OF TRAVEL DIST:	72'
ALLOWED COMMON PATH OF TRAVEL DIST:	75'
MAXIMUM EXIT ACCESS TRAVEL DISTANCE:	108'
ALLOWED EXIT ACCESS TRAVEL DISTANCE:	250'
EXITS REQUIRED:	2 EXITS REQUIRED
EXITS PROVIDED:	2 EXITS PROVIDED

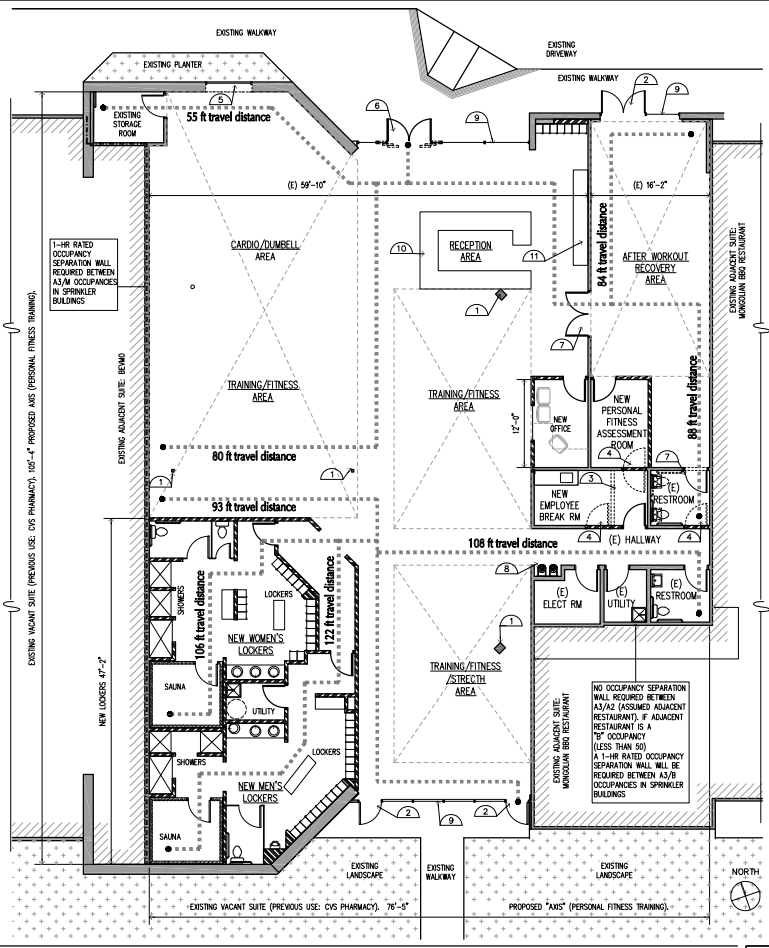
floor plan legend

- EXISTING WALL, TO REMAIN.
- EXISTING COLUMN, TO REMAIN.
- EXISTING STOREFRONT WINDOW, TO REMAIN, U.O.N.
- EXISTING WALL, TO BE REMOVED.
- NEW WALL.

floor plan sheet notes

- EXISTING COLUMN.
- EXISTING EXTERIOR DOOR (S), NOTE: PROVIDE PANIC HARDWARE TO ALL EXTERIOR DOORS (IF NONE PROVIDED).
- REMOVE EXISTING WALLS, DOORS, ETC.
- REMOVE EXISTING DOORS IN-FILL WITH NEW WALL.
- REMOVE EXISTING FLOORING WALL AT EXISTING STOREFRONT.
- REPLACE EXISTING ELECTRIC SLIDING DOORS WITH DOUBLE DOORS WITH PANIC HARDWARE, MATCH EXISTING STOREFRONT FINISHES.
- NEW DOOR (S) AT EXISTING WALLS.
- EXISTING DRINKING FOUNTAIN.
- EXISTING EXTERIOR STOREFRONT.
- NEW RECEPTION DESK.
- RETAIL AREA (SEE PROJECT DESCRIPTION LETTER).

julio espinoza  
architect  
2290 North First Street, Suite 304  
San Jose, CA 95131  
408.947.9500 phone



Use Permit for

Axis  
Personal  
Trainers

Suite 180  
700 El Camino Real  
Menlo Park, CA

general notes  
1. This sheet is part of a set and is not to be used  
2. This sheet is not to be used for construction unless  
3. These sheets and specifications, as supplemented by  
4. Copyright: Axis Architects, Inc. 2020

revisions

drawing release status

planning, comments 03/19/2025  
bidding  
construction

date 02/11/2025  
proj 2501  
drawn by  
checked by  
scale

floor  
plan

A2.1

floor plan

1/8"=1'-0" 0 5 10 8



**Request for Use Permit / Project Description (revised 5/6/25):**

APT, LLC (DBA AXIS Personal Trainers) is seeking a use permit for 700 El Camino Real, Suite 180, Menlo Park. The proposed use is for an appointment based business of one-on-one personal training and recovery services. The total square footage for the use is 6883.

AXIS will bring a unique offering to this location which is mainly retail businesses. Because we are not an open gym, and scheduled by appointment only, AXIS will bring potential customers to the other businesses, without traffic and parking congestion. We had the opportunity to walk the premises with the landlord (on 3/18/25) and meet the other tenants and we all look forward to a mutually beneficial relationship. We are excited to continue offering health, wellness and longevity to our Menlo Park community, which we have been a part of for over 28 years.

**Introduction:**

AXIS Personal Trainers has been a pillar of the Menlo Park community, in the same location since 1996. Our lease at 550 Ravenswood is ending in 2026 with no option to renew. We have the opportunity to move our business to the Menlo Station Shopping Center at 700 El Camino Real.

Owners, Scott Norton and Allison Allen built a strong team; 60% of our trainers have been with the company for over 10 years. We have a dedicated clientele of approximately 200 people who mainly reside in Menlo Park, Atherton and Palo Alto. We have a long history of loyal clients, several of whom have been with AXIS since we opened our doors over 28 years ago.

**Business Operations and Services:**

AXIS has personal training services, by appointment only. We currently have 22 employees (9 full-time and 13 part-time). We also offer recovery services such as sauna and compression therapy, which are generally done after a scheduled workout, not as a separate appointment. We currently have these services at our Ravenswood location.

In addition, AXIS has a retail area where we sell merchandise such as branded t-shirts and massage tools.

In the new space, there will be a separate area for recovery to provide a quiet space for meditation, stretching and compression therapy. There will also be a room for new client assessments; this provides a more private experience when discussing goals and health related concerns.

The compression will be in the main recovery space, not a private room, where we will have two lounge chairs with Normatec boots. Compression therapy is a self administered air compression massage modality. The boots are put on the legs and hooked up to an air compressor to provide a massage-like action. This improves circulation, reduces swelling and improves recovery.

AXIS will not have massage therapy at the new location. This has not been part of our business for many years. We want to focus on our core personal training business.



We will not have any outdoor training as we did in the past on Ravenswood Ave. That was added during the pandemic when the gym was forced to be closed. Our only option was to train outside, but this is no longer necessary.

Personal training sessions vary from 30-60 minutes, averaging approximately 65 sessions per day. These sessions are spread throughout our regular business hours:

- Monday - Friday: 6 am - 8pm
- Saturdays: 9 am - noon
- Sundays: by appointment
- \*The most impacted times are weekdays from 8 am-10 am, during which the average is 7 one-on-one training sessions per hour.

For over 28 years, AXIS has been dedicated to providing the highest quality training and exceptional customer service. Our team members have a plethora of educational opportunities and a clear path for career growth. We are 100% committed to providing our employees with competitive compensation, benefits such as medical/dental insurance, paid time off and a 401K match program. We support our team in all aspects of personal and professional growth.

We strive to provide our clients with a welcoming and supportive community, as well as the latest in training modalities and education. We have a holistic approach and guide our clients on all aspects of health, nutrition, recovery and longevity.

AXIS Mission Statement:

*We empower people by intelligently educating them about health & wellness.*



<b>LOCATION:</b> 700 El Camino Real	<b>PROJECT NUMBER:</b> PLN2025-00012	<b>APPLICANT:</b> Scott Norton	<b>Owner:</b> Menlo Station Development, LLC.
<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 or commence operations within one year from the date of approval (by May 19, 2026) 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 Julio Espinoza consisting of 2 plan sheets and project description letter, dated received March 20, 2025 and approved by the Planning Commission on May 19, 2025, 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 and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</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> 700 El Camino Real	<b>PROJECT NUMBER:</b> PLN2025-00012	<b>APPLICANT:</b> Scott Norton	<b>Owner:</b> Menlo Station Development, LLC.
<b>PROJECT CONDITIONS:</b> <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>			





City of Menlo Park  
Location Map  
700 El Camino Real



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 5/19/2025

Sheet: 1



**From:** Jessica Beeli Schroeder <jmbeeli@gmail.com>  
**Sent:** Thursday, March 13, 2025 8:06 PM  
**To:** Khan, Fahteen N  
**Subject:** Support of gym at 700 el Camino

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

I am a resident of 400 El Camino Real and I greatly support a gym at the 700 El Camino Real location. It's a great spot with lots of parking and a ton of nearby residents who will use it! I think it's exactly what our community needs and I am so excited to get to experience it



**From:** Sally <orderssmh@gmail.com>  
**Sent:** Friday, May 9, 2025 8:13 AM  
**To:** Khan, Fahteen N  
**Subject:** Axis move we to Menlo Station

CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.

To the Planning Commission

I have been going to Axis for 20 years seeing the same trainer for the entire time. Axis is a high end training facility with very knowledgeable trainers. Menlo Park should be proud to have such a facility in its city. I hope you approve their move to Menlo Station.

Thank you.

Sally Hewlett

Sent from my iPhone



**From:** Denise Krane <dkkrane@yahoo.com>  
**Sent:** Saturday, May 10, 2025 7:12 AM  
**To:** Khan, Fahteen N  
**Subject:** Axis relocation

**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

I'm writing to share my support of the Axis move to the Menlo Station Shopping Center. The move will make for a great addition to that shopping center and will benefit other businesses in the center as well. I encourage you all to support this move so we can further liven up that spot in Menlo Park!

Denise Krane





## STAFF REPORT

### Planning Commission

Meeting Date:

5/19/2025

Staff Report Number:

25-023-PC

### Public Hearing:

**Consider and adopt a resolution to determine that Meta has demonstrated good faith compliance with the development agreements for its East Campus (1 Hacker Way), West Campus (1 Meta Way, Building 20) and the West Campus Expansion project (1 Meta Way, Buildings 21 and 22, and citizenM Hotel) for the 2024 calendar year and consider and adopt a resolution to determine that Peninsula Innovation Partners LLC has demonstrated good faith compliance with the development agreement for the Willow Village masterplan project (1350 Willow Road) for the 2024 calendar year. Review of the development agreements does not qualify as a project under CEQA.**

## Recommendation

Staff recommends that the Planning Commission review the information provided and adopt a resolution that determines that Meta, has demonstrated good faith compliance with the provisions of the development agreements (DA) for the East Campus, West Campus, and West Campus Expansion projects, for the 2024 calendar year which encompass the twelfth year annual review for the East Campus, the eleventh annual review for the West Campus, and the eighth annual review for the Campus Expansion project. The draft Planning Commission resolution is included as Attachment A.

Additionally, staff recommends that the Planning Commission review and adopt a resolution that determines that Peninsula Innovation Partners, LLC has demonstrated good faith compliance with the requirements of the DA for the Willow Village masterplan project. This is the second annual review of the Willow Village masterplan DA. The draft Planning Commission resolution is included in Attachment B.

## Policy Issues

A DA is a legally binding agreement between the City of Menlo Park and an applicant that provides an applicant vested rights to develop the project in exchange for providing benefits to the City. A DA is commonly used for land use developments that will be implemented in phases over a period of time and “freezes” development regulations at the time of approval. DAs are enabled by California Government Code Sections 65864-65869.5.

The City Council adopted Resolution No. 4159 in January 1990, establishing the procedures and requirements for the consideration of DAs. Resolution No. 4159 calls for the Planning Commission to conduct a public hearing at which the property owner (or representative for the property owner) must demonstrate good faith compliance with the terms of the agreement. The Planning Commission is to determine, upon the basis of substantial evidence, whether or not the property owner has, for the period



under review, complied in good faith with the terms and conditions of the Agreement. The decision of the Planning Commission is final, unless it is appealed to the City Council. These provisions implement Government Code Section 65865.1 which requires the periodic review, at least once every 12 months, to determine compliance with the terms of the agreement.

Implementation of each DA is considered individually. The DA annual reviews are an opportunity for the community and the Planning Commission to review the progress that an applicant has made in implementing the requirements of a DA. The Planning Commission should consider whether or not Meta has demonstrated its good faith compliance with the provisions of the East Campus, West Campus, and West Campus Expansion Projects during the 2024 review period and whether or not Peninsula Innovation partners, LLC has demonstrated good faith compliance with the Willow Village masterplan DA for the 2024 calendar year.

## **Background**

The East and West Meta campuses were entitled through three successive projects. The East Campus entitlement process was completed first, followed by the West Campus and then the Meta West Campus Expansion (Campus Expansion Project). An overview of the three projects is provided below. The three projects cover two areas (the East and West Campuses), and a location map identifying the Meta campuses discussed in this report is included in Attachment C. Together the West Campus and Campus Expansion Project comprise a single campus and encompasses both the West Campus and Campus Expansion Project DAs and is occupied by Buildings 20, 21, 22, 23, and the citizenM hotel (final inspection in October 2024); however, the West Campus contains two development agreements, with an agreement covering the original West Campus (Building 20) and a separate agreement covering the Campus Expansion Project (Buildings 21, 22, 23, and the citizenM hotel).

The East Campus is the former Sun Microsystems/Oracle campus and includes Meta Buildings 10-19. A single DA governs development at the East Campus. The two campuses, east and west, are each governed by a conditional development permit (CDP). In late 2022 the City Council adopted land use entitlements, including a CDP and DA, for the Willow Village mixed-use masterplan, located at 1350 Willow Road.

A development agreement is typically reviewed annually based on the date of adoption of the DA. In 2020 the City switched to reviewing the East and West Campus DAs per calendar year (January through December) to allow for simplified annual reviews and reporting. The annual review will typically occur in the spring for the prior calendar year. The East and West Campus development agreements terminate in February 2026, and the final annual review will include the 2025 calendar year and the first two months of 2026. That final annual review will occur in Spring 2026. The 2024 annual review is the second annual review of the Willow Village masterplan project. Since the DA was adopted in December 2022, staff also intends to review the Willow Village DA based on a calendar year.

### ***East Campus (Buildings 10 through 19)***

The 56.9-acre East Campus is located at 1 Hacker Way (previously addressed 1601 Willow Road). The East Campus is also referred to as the Classic Campus. The site is developed with nine buildings and contains approximately 1,035,840 square feet of office and ancillary use gross floor area (GFA). The project site was initially developed by Sun Microsystems through a CDP and DA in the early 1990s. The obligations under the previous DA were fulfilled prior to Meta's occupancy of the project site. In 2011, Facebook, now Meta, submitted a request for a CDP amendment, DA, associated land use entitlements, and environmental review to convert the employee cap for the campus into a trip cap, allowing for an increase in employment at the project site. The City Council approved the project in June of 2012, subject to a DA and CDP. Subsequent Meta project approvals required that the DA and CDP be amended and restated and these



documents now govern the East Campus. All of the buildings on the East Campus are occupied. This annual review evaluated compliance with the currently applicable amended and restated DA and CDP for the East Campus (Attachments D and E).

### ***West Campus (Building 20)***

The 22-acre West Campus is located at 1 Meta Way (formerly 1 Facebook Way). The 433,555 square-foot building is constructed over surface parking. Applicable entitlements and agreements for the Meta West Campus Project included a CDP and DA (Attachment F). The City Council approved the project in March 2013. The West Campus building is completed and occupied.

### ***Campus Expansion Project (Buildings 21 and 22 and citizenM Hotel)***

The Campus Expansion Project includes two office buildings and the citizenM hotel. The project also includes approximately two acres of publicly accessible open space and a bicycle/pedestrian bridge over Bayfront Expressway. The City Council approved this project on November 1, 2016. Applicable entitlements and agreements for the Campus Expansion Project included an amended and restated CDP and DA. As part of the Campus Expansion Project, the CDP governing Building 20 was incorporated into the Campus Expansion Project amended and restated CDP but the West Campus DA remained separate. The Campus Expansion Project DA and associated CDP were further amended in November 2017 as part of applicant-initiated revisions to the approved Campus Expansion Project. On February 11, 2020, the City Council approved the third amended and restated CDP (Attachment G) for applicant-initiated revisions to increase the number of hotel rooms for the previously approved hotel use from 200 to 240 and to reduce the number of required parking spaces. This CDP currently governs the project site. The DA for the project was not amended as part of the modifications to the hotel room count. The initial DA and amendment to the DA are included as Attachments H and I, respectively.

### ***Willow Village Project***

The masterplan project will redevelop approximately 59 acres of existing office and warehouse development owned and operated by Peninsula Innovation Partners, LLC (on behalf of Meta). The approximately 59-acre main project site is generally located along Willow Road between Hamilton Avenue and Ivy Drive. The CDP approved the development of up to 1,600,000 square feet of office (with 1.25 million square feet for typical office uses and the balance for accessory uses including meeting and collaboration space), 1,730 housing units, 200,000 square feet of retail, a hotel with up to 193 rooms, and associated open space (e.g. elevated linear park, town square, dog park, and 3.5 acre publicly accessible park) and infrastructure.

On December 6 and 13, 2022, the City Council took the initial and final actions on the proposed masterplan project. During 2023, the Planning Commission reviewed the architectural control plans for the individual buildings and site improvements. At this time, the City is reviewing the on-site infrastructure plans, the final map for the main project site, and the parcel map for the Hamilton Avenue parcels (inclusive of the realignment of Hamilton Avenue). As a separate project, the City has also reviewed and approved a use permit and architectural control to demolish and reconstruct the Chevron fueling station to accommodate the realignment of Hamilton Avenue. Meta has not identified a timeline for when construction could occur; however, the infrastructure, final/parcel maps, and Chevron station redevelopment are necessary to allow for the masterplan development to move forward. The Willow Village development agreement and conditional development permit are included in Attachments J and K, respectively. More information on the masterplan, including current status is available on the city-maintained project page (Attachment L).

## **Analysis**

The adopted development agreements include a provision requiring the City to review the Owner's good faith compliance with the terms of each Agreement pursuant to Government Code Section 65865.1 and Resolution No. 4159. "Notice of such annual review shall be provided by the City's Community



Development Director to Meta and Owner not less than 30 days prior to the date of the hearing by the Planning Commission on Meta's and Owner's good faith compliance with each Agreement and shall to the extent required by law include the statement that any review may result in amendment or termination of this Agreement. A finding by the City of good faith compliance with the terms of this Agreement shall conclusively determine the issue up to and including the date of such review." The West Campus DA requires that review of the West Campus DA coincide with the annual review of the East Campus DA. For convenience, staff brings the annual compliance reviews for all Meta-related DAs concurrently.

To evaluate Meta's progress at implementing the DAs, staff developed a classification system to describe how the specific requirements are being implemented using four categories. Three of these categories are consistent with the principle of good faith compliance with the terms of the agreements and are as follows:

- **Completed:** A One-time Action was completed or an Ongoing Activity occurred during the DA review year.
- **In Progress:** A One-time Action is underway (acceptable progress).
- **Conditional, No Action Required:** The triggering event, condition, or requirement to undertake an item has not occurred during the annual review year and no action is necessary at this time.

The fourth category, described as Unacceptable Progress, implies that, at least potentially, good faith compliance for that item may not have occurred. However, a determination that substantial and persistent non-implementation of a DA item would have to occur before a lack of good faith compliance could truly be determined.

To ensure that the City is aware of the status of their compliance and any challenges they may be having with achieving compliance, Meta provides staff with periodic updates on the status of all applicable requirements. These updates, as well as supporting correspondence and written documentation have been used to develop the DA Implementation tables attached to this staff report.

#### ***East Campus development agreement***

The East Campus DA includes 37 requirements that are associated with the annual DA tracking. These requirements fall into two categories, One-Time Actions and Ongoing Activities. All East Campus requirements have been completed or were not applicable during the 2024 annual review period. A detailed description of the requirements of the DA for the East Campus are contained in Attachments M and N, respectively. The summary of the implementation status of the 37 DA requirements is provided in the following table.

Table 1: East Campus development agreement		
Implementation status (2021-2023 review periods)	One-Time Actions (Attachment M)	Ongoing Activities (Attachment N)
Completed	16	16
In Progress/Ongoing (Acceptable Progress)	0	0
Conditional / No Action Required	1	4
<b>Unacceptable Progress/No Information Provided</b>	<b>0</b>	<b>0</b>

#### Trip cap compliance



Meta and the City continue to monitor compliance with the trip cap requirements. According to the Trip Cap Policy, Meta is allowed to exceed its trip cap on twelve special event days in a 12-month period and on three non-event days in a 180-day period (at which time Meta must be in compliance with the trip cap for 180 days before utilizing any additional non-event exclusions). The Trip Cap Policy defines special events as those that are not typical of the operating conditions at the campus and would be likely to involve more than Meta employees. For reference, the trip cap allows for event exclusions on a rolling 12-month basis (not calendar year).

Under the trip cap, a trip is considered a vehicle whose occupant(s)' final destination is the East Campus or a vehicle whose origin is the East Campus. In accordance with the trip cap, the trip log includes a reliability (sensitivity) factor that is reviewed annually, specifically with regard to the accuracy of the trip count equipment sensors. The reliability factor is reviewed annually to determine if adjustments to the reliability factor are needed. The reliability factor takes into account rideshare (Uber/Lyft) trips whose occupants' final destination is the East Campus, even if those vehicles drop their riders at other Meta campuses in the vicinity.

Based on the trip count log, there were no exceedances during the 2024 monitoring period, and no penalties were assessed during the annual reporting period. Staff recommends that the Planning Commission find that Meta has made a good faith compliance effort for the East Campus DA, including the trip cap component.

### ***West Campus development agreement***

The West Campus DA (Building 20) includes 11 requirements that are associated with the annual DA tracking. These requirements fall into two categories, One-Time Requirements and Ongoing Activities. Requirements that apply only to project construction (e.g. 7.3.1 and 7.3.2) are also classified as One-Time Actions since once construction is completed the obligation no longer applies. The summary of the implementation status of the 11 West Campus DA requirements is provided below:

<b>Table 2: West Campus development agreement</b>		
<b>Implementation status (2021-2023 review periods)</b>	<b>One-Time Actions (Attachment O)</b>	<b>Ongoing Activities (Attachment P)</b>
Completed	5	4
In Progress/Ongoing (Acceptable Progress)	0	0
Conditional / No Action Required	0	2
<b>Unacceptable Progress/No Information Provided</b>	<b>0</b>	<b>0</b>

There have been no changes to the compliance status of the One-Time Actions and Ongoing Activities for the West Campus DA. The triggers for the conditional items have not been met during the 2024 annual review period. The summaries of the One-Time Actions are in Attachment O and the summaries of the Ongoing Activities are in Attachment P.

### ***Campus Expansion Project development agreement***

The Meta Campus Expansion Project DA (for Meta's Buildings 21 and 22, and the citizenM hotel) includes 39 requirements that are associated with the annual DA tracking. These requirements also fall into two categories, One-Time Actions and Ongoing Activities. Requirements that apply only to project construction are also classified as One-Time Actions since once construction is completed the obligation no longer



applies. All of the Ongoing Activities are required to be implemented after the Campus Expansion Project has been constructed and occupied. Construction of Buildings 21 and 22 is complete and the citizenM hotel received final inspection in October 2024.

Some items were out of Meta's control and were identified as conditional during this annual review. These include an increase of one basis point in the tax rate for the hotel TOT, which staff determined requires a ballot measure. If an Ongoing Activity was completed during the 2024 annual review period, it has been identified as completed in the attached table. A detailed description of the requirements of the DA for the Campus Expansion Project for the One-Time Actions and Ongoing Activities are contained in Attachments Q and R, respectively. The summary of the implementation status of the 39 requirements is provided below including updates since the last annual review.

Table 3: Campus Expansion development agreement		
Implementation Status (2021-2023 review periods)	One-Time Actions (Attachment Q)	Ongoing Activities (Attachment R)
Completed	16	13
In Progress/Ongoing (Acceptable Progress)	5	3
Conditional / No Action Required	0	1
<b>Unacceptable Progress/No Information Provided</b>	<b>1</b>	<b>0</b>

Meta has made a good faith effort to comply with the terms of the DA for the Campus Expansion Project, including the terms of the Amendment to the DA (adopted in November 2017).

The timelines to deliver some items in the DA were previously extended but staff believes Meta has generally made a good faith effort to comply with the terms of the DA. The Chilco Street Frontage Improvements were anticipated to be constructed in phases and Meta worked to accommodate modifications to project phasing and design in good faith with the City. All phases were completed by the end of 2021. Additionally, due to the COVID-19 pandemic, commissioning for the recycled water system for Buildings 21 and 22 could not be completed. Meta indicates that the occupancy of the buildings is now sufficient for commissioning, however, they have indicated that they have not received approval from West Bay Sanitary District, in part due to strict desalination standards that are unable to be achieved without an on-site desalination facility. An on-site desalination facility is not feasible within the project site and Meta is discussing alternate solutions with West Bay Sanitary District who has shifted their focus to building a regional recycled water treatment facility. While the system is not operating currently, staff believes that the "In Progress" designation for Item 9.2.7A of the DA demonstrates good faith compliance.

The Campus Expansion DA included four items related to the Samtrans Dumbarton Corridor project (Items 7.1.1, 7.1.2, 7.1.3, and 7.1.5). The 2020 annual review reported out on these efforts in detail. Meta ended its participation in the Dumbarton Corridor in 2021 and indicates it exceeded funding obligations through its involvement in the Dumbarton Corridor project. Meta met its obligation under these DA terms and any future involvement with the Dumbarton Corridor project would be at Meta's sole discretion. The Willow Village DA includes a non-monetary commitment from Meta to support future projects on the Dumbarton Corridor.

Following the completion of the Housing Inventory and Local Supply Study (Item 8.1.1), the Housing Innovation Fund (Item 8.1.2) was created to implement near-term actions from the Housing Inventory and



Local Supply Study. In 2021, the eight member advisory board distributed funding for affordable housing preservation (e.g. community land trusts) and accessory dwelling unit creation (e.g. prefabricated units, streamlining, supporting materials, etc.). The fund was set up to disperse \$1,500,000 in funds via grants. According to Philanthropic Ventures Fund (fund administrator), the grants made from the Housing Innovation Fund focus on finding creative ways to help support the building of accessory dwelling units (ADUs) and on supporting the expansion of community land trusts (CLTs). The grants are meant to be seed grants to spark and launch innovative ideas in these two specific areas. The following organizations received grants from the Housing Innovation Fund:

- PAHALI Community Land trust (\$520k)
- United Hope Builders (\$250k)
- City Systems (\$250k)
- SOUP (\$290k)
- Symbium (\$240k)

Meta supported a total of \$1.55 million in grants and has demonstrated good faith compliance with the terms of the DA for Item 8.1.2 (Housing Innovation Fund) during the 2024 review period.

Another key update since the 2020 DA annual review period is the Affordable Housing Preservation Pilot Program (Item 8.1.3). Meta partnered with Local Initiatives Support Coalition (LISC) to implement the program, upon authorization of the City. The first payment of \$500,000 to LISC was made in August 2019 (reported during the 2020 annual review) and in 2021 Meta provided \$125,000 to HIP Housing to help preserve 14 units in Menlo Park. Meta has been working with LISC to distribute the remaining approximately \$375,000 (for a total contribution of \$1,000,000). Meta reached out to the City to discuss contributing the remaining funds to expand the Habitat for Humanity project that will fund rehabilitation projects in the Belle Haven neighborhood. The City authorized \$1.2M to support projects at approximately 20 homes, which began in 2023. City staff is generally supportive of an expansion of this program with the additional funds from Meta, and in 2024, authorized \$250,000 for distribution to Habitat for Humanity. The City is evaluating alternatives before committing the final \$125,000 to the Habitat program. Staff intends to provide guidance to Meta by the end of the 2024-25 fiscal year.

The Campus Expansion project includes an approximately 2-acre publicly accessible open space and a publicly accessible bicycle and pedestrian bridge over Bayfront Expressway. The full publicly accessible park and the bicycle and pedestrian bridge were opened to the community in early 2022. With the completion of the bicycle and pedestrian bridge, Meta has been discussing funding a seasonal docent (up to \$25,000 commitment) with the refuge. This item is In Progress and while the timeline for delivery has been extended, staff believes Meta is working in good faith to address its obligation to fund a seasonal docent.

#### citizenM Hotel

Since the hotel recently received final inspection, CitizenM has provided documentation that their project received LEED certification at the gold level in May 2024. The DA includes a Revenue Benchmark Guarantee for the hotel that includes transient occupancy tax (TOT) and sales tax generated by the hotel. The guarantee commencement date is equivalent to the date of issuance for the first building permit for Building 22, which was issued on September 8, 2018, making the guarantee effective on July 1, 2021. The Revenue Benchmark Guarantee is \$1,250,000 with payment due at the end of the fiscal year to allow for sales tax and TOT to be credited toward the benchmark guarantee. For the 2023-2024 fiscal, year the hotel did not produce the guaranteed \$1,250,000 and a payment for the difference was made in the 2024 review period. Sales tax and TOT generated by the hotel in the 2024-2025 fiscal year will be credited against the



Revenue Benchmark and a payment would be required for the delta between the actual revenue and the guarantee if the revenue is below the guarantee and reported in the 2025 reporting year.

The DA included a requirement that during construction of Buildings 21, 22, and the hotel, all construction contracts for \$5,000,000 or more include a provision to record a sub-permit from CA State Board of Equalization to book and record construction materials purchases/sales as sales originating in the City throughout duration of construction through occupancy. This is intended to maximize revenue from sales and use taxes in favor of the City. Meta previously complied with this requirement for the construction of Building 21 and 22. Meta confirmed with citizenM that these were not tracked during the construction of the hotel and no sub-permits were recorded. At this time, staff has identified compliance as “Unacceptable Progress” for the hotel and is determining the next steps and potential remedies which will be reported in the 2025 reporting year. Staff does not believe that this instance represents a lack of good faith compliance with the terms of the DA.

The DA included guarantees that the improvements (i.e. buildings) would meet a minimum assessed value. If the improvements failed to meet the minimum assessment value, Meta would be required to pay the City the difference in property taxes the City would have received if the improvements met the minimum assessment value and the property taxes received from the actual assessed value. Buildings 21 and 22 met the minimum required assessment value. However, the hotel improvements were required to be assessed at a minimum of \$70 million. Following completion of citizenM hotel, the improvements were reassessed at approximately \$55 million. The City is in the process of determining the required payment and the timeline in which they payment must be made, however payment is likely to be required in the 2025-2026 fiscal year, which will be reported in the 2025 review period and the item (6.4.3) has been listed as “In Progress.”

#### Trip cap compliance

The West Campus also has a trip cap requirement. The system is counting properly. The City continues to monitor compliance with the trip cap requirements. Meta is in compliance with the trip cap specified in the CDP. The reliability factor, discussed previously for the East Campus, applies to the West Campus as well. The trip cap for the West Campus is combined with the Campus Expansion Project trip cap and the site is in compliance with the trip cap.

#### ***Willow Village development agreement***

The Willow Village DA includes 30 requirements that are associated with the annual DA tracking. This is the second review for the Willow Village DA. These requirements fall into two categories, One-Time Actions (Attachment S) and Ongoing Activities (Attachment T). In 2023 the Planning Commission reviewed the detailed architectural control plans for the buildings and site improvements (including publicly accessible open space). At this time, the City is reviewing the on-site improvement plans for the backbone infrastructure, the final map for the main project site, the parcel map for the Hamilton Avenue parcels (including the realignment of Hamilton Avenue). In August 2024, a use permit and architectural control permit were approved for the Chevron Station reconstruction (required to enable the realignment of Hamilton Avenue). Therefore, most DA items are not applicable at this time. The summary of the implementation status of the 30 Willow Village DA requirements is provided below:

**Table 4: Willow Village masterplan development agreement**

Implementation Status	One-Time Actions	Ongoing Activities
-----------------------	------------------	--------------------



(2023 annual review period)	(Attachment S)	(Attachment T)
Completed	0	4
In Progress/Ongoing (Acceptable Progress)	1	3
Conditional / No Action Required	13	9
<b>Unacceptable Progress/No Information Provided</b>	<b>0</b>	<b>0</b>

The Willow Village masterplan DA identified two items to be implemented during the improvement plans phase (i.e. Hamilton Avenue realignment, bus access), which are currently under review by the City as part of the improvement plans phase. The DA included ongoing actions that started in 2022 (i.e. Job training funding and community hub funding, and teacher housing rent subsidies), which have been completed through the 2024 review year. Additionally, Meta implemented DA item 5.3.A (Ongoing job Training) in advance of the timing of this obligation. Once applicable, this item will be a continuation of a previous DA item and compliance has been documented for the Campus Expansion Project and the Willow Village masterplan development agreements at this time. Lastly, the requirements to support Dumbarton Rail and Dumbarton Forward are considered “In Progress;” however, there are no reportable actions for the 2024 review year. Meta has acted in good faith toward compliance with its obligations from the Willow Village masterplan DA.

## Conclusion

Staff believes that Meta has demonstrated a good faith compliance with the terms of the East Campus, West Campus, and Campus Expansion development agreements for the 2024 annual review period. Through the DA annual review evaluation staff determined that a single item (sales and use tax during construction for citizenM hotel) was not implemented and the City is in the process of determining next steps and potential remedies. However, all other obligations of these three development agreements have been met or are in progress and staff believes that Meta has generally made a good faith effort to comply with the terms of the development agreements. The applicable terms of the Willow Village masterplan DA have also been implemented during the second annual review during the 2024 calendar year and staff believes that Peninsula Innovation Partners, LLC has made a good faith effort to comply with the terms of the Willow Village development agreement.

## Impact on City Resources

Meta is required to pay all costs associated with this review to fully cover the cost of staff time spent on the review of these projects.

## Environmental Review

The California Environmental Quality Act (CEQA) requires that activities which meet the definition of a Project be evaluated for their potential impacts on the environment. The Annual Review of the Development Agreements has no potential to result in an impact to the environment and does not meet the definition of a Project under CEQA; as a result, no environmental review or determination is needed. The environmental impacts of the original East and West Campus projects and their associated development agreements were evaluated and considered at the time projects were initially approved by the City in 2012, 2013, 2016, 2017, and 2020 respectively. The environmental analysis for the Willow Village masterplan considered its development agreement in 2022.



## 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

## Attachments

- A. Draft Planning Commission Resolution for East Campus, West Campus, and Campus Expansion Project development agreement
- B. Draft Planning Commission Resolution for the Willow Village masterplan development agreement
- C. Location Map
- D. East Campus Amended and Restated Development Agreement – hyperlink:  
[https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/amended-and-restated-da\\_1601-willow-rd.pdf](https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/amended-and-restated-da_1601-willow-rd.pdf)
- E. East Campus Amended and Restated Conditional Development Permit – hyperlink:  
<https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/east-campus-cdp.pdf>
- F. West Campus Development Agreement – hyperlink:  
[https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/recorded\\_fb-wc-da\\_conformed\\_5\\_2\\_13-fb-west-campus.pdf](https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/recorded_fb-wc-da_conformed_5_2_13-fb-west-campus.pdf)
- G. Campus Expansion Third Amended and Restated Conditional Development Permit – hyperlink:  
[https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/6540-third-amend-cdp-300-309-constitution-and-1-facebook-for-hotel-citizenm\\_202012141212203349.pdf](https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/6540-third-amend-cdp-300-309-constitution-and-1-facebook-for-hotel-citizenm_202012141212203349.pdf)
- H. Campus Expansion Project Development Agreement – hyperlink:  
[https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/301-309-constitution\\_da-2016.pdf](https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/301-309-constitution_da-2016.pdf)
- I. Campus Expansion Project Development Agreement Amendment – hyperlink:  
<https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/facebook-campus-expansion/301-309-constitution-drive-da-amendment-2017.pdf>
- J. Willow Village Masterplan Development Agreement – hyperlink:  
<https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-review/willow-village/1095-willow-village-development-agreement.pdf>
- K. Willow Village Masterplan Conditional Development Permit – hyperlink:  
<https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-review/willow-village/notice-of-terms-and-conditions-of-conditional-development-permit.pdf>
- L. Willow Village City-maintained Project page – hyperlink:  
<https://menlopark.gov/Government/Departments/Community-Development/Projects/Approved-projects/Willow-Village>
- M. East Campus Development Agreement One-Time Action Status
- N. East Campus Development Agreement Ongoing Activities Status
- O. West Campus Development Agreement One-Time Action Status



- P. West Campus Development Agreement Ongoing Activities Status
- Q. Expansion Campus Development Agreement One-Time Action Status
- R. Expansion Campus Development Agreement Ongoing Activities Status
- S. Willow Village masterplan development agreement One-Time Action Status
- T. Willow Village Masterplan Development Agreement Ongoing Activities Status

Report prepared by:  
Chris Turner, Senior Planner

Report reviewed by:  
Corinna Sandmeier, Principal Planner



**PLANNING COMMISSION RESOLUTION NO. 2025-0XX****RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK FINDING META PLATFORMS, INC. (META) TO BE IN GOOD FAITH COMPLIANCE WITH THE TERMS OF THE EAST CAMPUS (1 HACKER WAY), WEST CAMPUS (1 META WAY BUILDING 20), CAMPUS EXPANSION PROJECT (1 META WAY BUILDINGS 21, 22 AND 2 META WAY "HOTEL") DEVELOPMENT AGREEMENTS AND DEVELOPMENT AGREEMENT AMENDMENTS**

WHEREAS, on May 29, 2012 the City Council held a duly noticed public hearing, whereat the City Council adopted all land use entitlements for the Meta East Campus to eliminate the previous employee cap and implement a vehicle trip cap, and introduced an ordinance adopting the original East Campus Development Agreement; and

WHEREAS, on June 5, 2012, the City Council conducted a second reading and adopted the ordinance approving the original East Campus Development Agreement (Attached hereto as Exhibit A); and

WHEREAS, on March 19, 2013, the City Council at a duly noticed public hearing on the Meta West Campus entitlements adopted all land use entitlements for the construction of a 433,555 square foot office building, known as Building 20, and introduced an ordinance adopting the West Campus Development Agreement; and

WHEREAS, The City Council held a second reading and adopted the ordinance approving the West Campus Development Agreement on April 2, 2013 (Attached hereto as Exhibit B); and

WHEREAS, on November 1, 2016, the City Council held a duly noticed public hearing to consider the land use entitlements and the development agreement for the Campus Expansion Project to redevelop the remainder of the West Campus with two office buildings of approximately 962,400 square feet and a 200 room limited service hotel. At the meeting, the City Council adopted all land use entitlements and introduced an ordinance for the Campus Expansion Development Agreement; and

WHEREAS, on November 15, 2016 the City Council held a second reading and adopted the ordinance approving the Campus Expansion Project Development Agreement (attached hereto as Exhibit C); and

WHEREAS, on November 7, 2017, the City Council held a duly noticed public hearing to review revisions to the Campus Expansion Project to change the design of Building 22, increase the height of Building 22, add a multi-level parking structure, modify the open space, add an electric vehicle charging facility, and modify the timing of the delivery of publicly accessible open space. At the public hearing, the City Council adopted all land use entitlements including an amended and restated conditional development permit and a Campus Expansion Project Development Agreement Amendment (Exhibit D); and

WHEREAS, Section 10 of the Campus Expansion Development Agreement required modifications to the Original Agreement for the East Campus Project to eliminate Meta's right to reduce the Annual Payment (as defined in the original East Campus Development Agreement in Exhibit A) in exchange for a reduction in the allowed number of trips; provided, however, that Meta shall retain the right to suspend the density increase and comply with the



employee/density cap contained in the Sun Conditional Development Permit, in which case, Meta's obligations to make Annual Payments would likewise be suspended in its entirety; and

WHEREAS, On March 13, 2018, the City Council held a duly noticed public hearing on the modifications to the East Campus Development Agreement to implement changes required by the Campus Expansion Project Development Agreement and introduced an ordinance amending and restating the Development Agreement; and

WHEREAS, A second reading was conducted on March 27, 2018, at which the City Council adopted the ordinance Amending and Restating the East Campus Development Agreement (Exhibit E); and

WHEREAS, On February 11, 2020, the City Council held a public hearing and approved amendments to the conditional development permit for the Campus Expansion Project to increase the total number of hotel rooms to 240 with no modifications to the Campus Expansion Development Agreement and Development Agreement Amendment; and

WHEREAS, Meta has completed all obligations or has made substantial progress of completing the obligations of the East Campus Amended and Restated Development Agreement, the West Campus Development Agreement, the Campus Expansion Development Agreement and Development Agreement Amendment that were applicable during the 2024 annual review period, with the exception of Item 6.6.1C (Sales and Use Taxes, Hotel), for which the City has determined that unacceptable progress was made during the annual review period because citizenM did not file the required sub-permits with the California Board of Equalization; and

WHEREAS, Item 6.6.1C was required during construction of the citizenM hotel for all construction contracts of \$5,000,000 or more to include a provision to record a sub-permit from CA State Board of Equalization to book and record construction materials purchases/sales as sales originating in the City throughout duration of construction to maximize revenue from sales and use taxes in favor of the City; and

WHEREAS, the City has determined that a number of items are in progress and are anticipated to be completed in the near future and that the single development agreement item that has not been addressed does not result in a lack of a good faith effort to implement the obligations of the Development Agreements; 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 environmental impacts of the multiple Meta campus projects and associated development agreements were evaluated and considered at the time each project or revised project and associated development agreement or development agreement amendment was initially approved by the City in 2012, 2013, 2016, 2017, and 2018; and

WHEREAS, the annual review of the development agreements has no potential to result in an impact to the environment and does not meet the definition of a project under CEQA, and as a result, no environmental review or determination is needed; 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 May 19, 2025, 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.

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. Development Agreement Annual Review Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

1. Meta is in good faith compliance with the provisions of the approved Development Agreements for the East Campus, West Campus, and Campus Expansion Projects for the 2024 annual review period.

### Section 3. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the 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 May 19, 2025, 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 May, 2025

PC Liaison Signature

---



Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

- A. Meta East Campus Development Agreement (Staff Report Attachment D)
- B. West Campus Development Agreement (Staff Report Attachment F)
- C. Campus Expansion Project Development Agreement (Staff Report Attachment H)
- D. Campus Expansion Project Development Agreement Amendment (Staff Report Attachment I)
- E. Amended and Restated East Campus Development Agreement (Staff Report Attachment E)



**PLANNING COMMISSION RESOLUTION NO. 2025-0XX****RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK FINDING PENINUSLA INNOVATION PARTNERS, LLC TO BE IN GOOD FAITH COMPLIANCE WITH THE TERMS OF THE WILLOW VILLAGE MASTERPLAN PROJECT DEVELOPMENT AGREEMENT FOR THE 2024 ANNUAL REVIEW PERIOD**

WHEREAS, on December 6, 2022 the City Council held a duly noticed public hearing, whereat the City Council adopted all land use entitlements for the Willow Village Masterplan project to demolish the existing buildings on the Main Project Site and redevelop the Project Site with the subsequent construction of a mixed-use development consisting of up to 1.6 million square feet of office and accessory uses (a maximum of 1,250,000 square feet for offices and the balance for accessory uses), up to 1,730 multifamily dwelling units, up to 200,000 square feet of retail uses, an up to 193-room hotel, and associated open space and infrastructure (the "Project")

WHEREAS, on December 13, 2022, the City Council conducted a second reading and adopted the ordinance approving the Willow Village Masterplan Development Agreement (Attached hereto as Exhibit A); and

WHEREAS, Peninsula Innovation Partners, LLC has completed all applicable obligations of the development agreement for the 2024 annual review year or is making progress on its obligations in a timely manner; and

WHEREAS, a substantial number of items are not applicable during the second annual review year as construction has not begun and are therefore considered conditional and are future obligations; 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 environmental impacts of the Willow Village Masterplan project were considered in the project-specific environmental impact report that the City Council certified on December 6, 2022; and

WHEREAS, the annual review of the development agreement has no potential to result in an impact to the environment and does not meet the definition of a project under CEQA, and as a result, no environmental review or determination is needed; 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 May 19, 2025, 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.

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. Development Agreement Annual Review Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

1. Peninsula Innovation Partners, LLC is in good faith compliance with the provisions of the Willow Village Masterplan Development Agreement.

### Section 3. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the 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 May 19, 2025, 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 May, 2025

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

### Exhibits

- A. Willow Village Masterplan Development Agreement (Staff Report Attachment J)



CitizenM Hotel (part  
of West Campus  
Expansion)

East (Classic)  
Campus DA

West Campus  
Expansion DA

West Campus DA/  
Building 20

Willow Village DA

# CITY OF MENLO PARK

## LOCATION MAP

META DEVELOPMENT AGREEMENT ANNUAL REVIEW



Scale: 1:12,000

Drawn By: CRT

Checked By: CDS

Date: 5/19/2025





**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.	<u>Trip Cap</u> . Facebook shall adhere to the Trip Cap, details included in the Project Approvals, and incorporated herein by this reference (CDP Requirement 7).	Within 180 days of CDP Approval.	Completed	The City is receiving regular automated daily reports.  The East Campus was compliant during the 2024 annual review period. In 2024, the east campus did not experience any tip cap exceedances
8.	<u>Annual Payment</u> . During the term of this Agreement, Facebook and/or Owner shall make an annual payment ("Annual Payment") to the City in lieu of sales tax or other revenue that might otherwise accrue to the City if the Property was occupied by a sales tax producer.  Item 8.1.2 was in effect for the 2017-2021 payments which required that in each of the first five years beginning with the first payment on July 1, 2017, the amount of the Annual Payment shall be Nine Hundred Thousand (\$900,000).  Item 8.1.3 is currently in effect for the 2022-2026 payments which increases the amount to One Million dollars (\$1,000,000).	\$900,000 due on July 1 of each year from 2017 to 2021.  \$1,000,00 due on July 1 of each year from 2022 - 2026	Completed	City received all payments required through the July 2024-June 2025 annual review period.
10.	<u>Local Community Fund</u> . Facebook shall create a Local Community Fund ("LCF") in partnership with a non-profit partner to manage and administer the LCF and Facebook shall contribute Five Hundred Thousand Dollars (\$500,000) to the LCF. The purpose of the LCF will be to provide support for local community needs.	Within one year of the satisfaction of the Conditions Precedent (10/3/13)	Completed	See continuing local community Fund payment under West Campus DA Term 8.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
13.1	<u>Internship Program</u> . Facebook will create a summer intern program for residents of the Ravenswood Elementary School District. The summer intern program will commence with an initial, pilot program, and then later, if successful, may be expanded, in Facebook's sole and absolute discretion, to include more participants and/or subject areas.	No later than summer 2013	Completed	<p>The Thirteenth Annual Meta Academy Summer Internship was completed on July 26, 2024. Twenty-three (23) high school students graduated from the six-week program.</p> <p>For the 2024 internship, students represented the following schools:</p> <ul style="list-style-type: none"> <li>• Woodside High School</li> <li>• Mid-Peninsula High School</li> <li>• Eastside College Preparatory School</li> <li>• TIDE Academy</li> <li>• Menlo Atherton High School</li> <li>• Sequoia High School</li> <li>• Menlo School</li> <li>• Sacred Heart High School</li> <li>• Castilleja School</li> <li>• Carlmont High School</li> </ul> <p>At least 10 students located within the boundaries of the Ravenswood City Elementary School District attended the annual academy each year.</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
13.2	<p><u>Encourage Local Jobs</u>. Facebook will work with a local training program to expand training services for residents of the City and the City of East Palo Alto. Facebook will also create an ongoing quarterly series of career development workshops to commence within one year of the satisfaction of the Conditions Precedent. The workshops will focus on topics such as resume writing, interviewing skills and how to find a job via social media, including Facebook. These workshops will take place in local community centers and/or other neighborhood sites. In addition, within one year of the satisfaction of the Conditions Precedent, Facebook will host a session, promoted in the Belle Haven neighborhood and East Palo Alto, on how to become a Facebook employee and to encourage contractors to hire City residents and residents of the City of East Palo Alto, Facebook will require future vendors to use reasonable efforts to notify residents of the City and the City of East Palo Alto when they are hiring new people to work at the Property in the facilities, culinary and construction trades. Vendors with existing contracts will be encouraged to use reasonable efforts to promote local hiring as openings become available. Facebook will also encourage campus vendors to host sessions on how to become an employee of their organization.</p>	<p>Within one year of the satisfaction of the Conditions Precedent* (10/3/13)</p>	Completed	<p>In 2024 annual review year, Meta also partnered with JobTrain on regular workshops:</p> <ul style="list-style-type: none"> <li>• Building a profile on LinkedIn</li> <li>• Interviewing 101</li> <li>• Tips for Job Seekers over 50</li> <li>• Resume Building</li> </ul> <p>700 members attended these workshops in 2024.</p> <p>On Nov 13th, 2024, in partnership with JobTrain, Meta hosted an in-person community job fair with 250+ local community attendees at the Belle Haven Community Campus. The event included free professional headshots, dinner, Linked In premium for one year, and three commuter bikes.</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
				For the 2024 annual review periods, Meta continued to require all vendors and contractors to use all reasonable efforts to promote local hiring, including canvassing local union halls, posting jobs in local sources, etc.
15.	<u>Adopt-a-Highway</u> . Facebook will adopt a roadway segment in the vicinity of the Property pursuant to Caltrans' Adopt-A-Highway Program. This commitment will be for a period of five years. If there are no segments available for adoption in the vicinity of the Property, Facebook's obligation shall be deferred until a segment becomes available. (Moved from One-Time to Ongoing activity in 2018 Annual Review.)	Within 180 days of the satisfaction of the Conditions Precedent* (4/1/13).	Completed	Bike trail along Highway 84. Litter removal conducted monthly and vegetation control done every three months
16.1	<u>Environmental Education</u> . When performing work that might impact the San Francisco Bay, Facebook will hire an environmental consultant knowledgeable about the San Francisco Bay and associated marsh habitats to ensure that endangered species, particularly the Salt Marsh Harvest Mouse and Clapper Rail, are not harmed.	Prior to February 6, 2026.	Completed	Meta has retained HT Harvey & Associates, WRA Environmental Consultants, and Cornerstone Earth Group to ensure compliance with this requirement as needed.
16.2	<u>Environmental Education</u> . Facebook will cooperate with the Don Edwards San Francisco Bay National Wildlife Refuge ("Refuge") team and related nonprofit groups on habitat protection and restoration adjacent to the	Prior to February 6, 2026.	Completed	Solon Stewart-Rose is current point of contact, Meta meets periodically with the various stakeholders (Audubon,

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
	Property. Facebook will establish an ongoing, in-house point of contact for the Refuge, nonprofit groups and related agencies to ensure collaborative success.			Citizens Committee to Complete the Refuge, US Fish & Wildlife/ SFBNW Refuge, South Bay Salt Pond Restoration project, etc.) to discuss Meta activities/projects.
16.3	<u>Environmental Education</u> . Facebook will educate employees and visitors about the unique species next to the Property and their habitat requirements. Such education may include installing interpretive signage and/or hosting educational programs.	Prior to February 6, 2026.	Completed	<p>Starting in 2020, these opportunities went virtual and have remained virtual. In 2024 Meta employees received opportunities to learn about local organizations through messaging on internal platforms about the following organizations:</p> <ul style="list-style-type: none"> <li>• Audubon Society</li> <li>• San Francisco Bay Bird Observatory</li> <li>• Save The Bay</li> <li>• Green Foothills</li> <li>• Peninsula Open Space Trust</li> <li>• Bill "The Fox Guy" Leikam - Gray Fox education</li> </ul> <p>Informational signage is installed on the East Campus providing education</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
				opportunities for employees and campus visitors about the local flora and fauna, including signage along the levy path (Bay Trail).
16.4	<u>Environmental Education</u> . Facebook will engage in "wildlife-friendly" behavior, such as: (a) adopting policies requiring the trapping and removal of feral cats and the leashing of dogs when using trails located on the Property, (b) employing wildlife-safe rodent control measures, and (c) encouraging beneficial species.	Prior to February 6, 2026.	Completed	<ol style="list-style-type: none"> <li>1. Feral Cat Trapping on the Levee Trail occurs quarterly in three locations. (No cats were trapped in 2024.)</li> <li>2. Meta encourages leash use on site.</li> <li>3. Meta is using the least toxic approaches to rodent control, and do not trap for rodents near the Bay Trail.</li> <li>4. Meta is planting beneficial plant species on the Bay Trail and conducts hand weeding to avoid removal of native plants.</li> </ol>
17.1	<u>On-going Environmental Commitments</u> . When performing landscape improvements, Facebook and/or Owner will minimize (or require the minimization of) potential stormwater runoff through the use of appropriate techniques, such as grassy swales, rain gardens and other Low Impact Development (LID) measures.	Prior to February 6, 2026.	Conditional	Meta has not initiated any landscape improvements which would trigger this requirement.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
17.2	<p><u>On-going Environmental Commitments.</u> If Facebook and/or Owner installs at the Property new windows or new window treatments on windows facing the parking lot or the San Francisco Bay, Facebook and/or Owner will select (or require the selection of) windows and window treatments that minimize impacts of light pollution and risk of collision to birds.</p> <p>If Facebook and/or Owner installs new lighting in the parking lot at the Property, Facebook and/or Owner will use (or require the use of) then available best practices to design and shield that new lighting so as to confine direct rays to the Property and not out into the adjacent areas of the San Francisco Bay.</p>	Prior to February 6, 2026.	Conditional	Meta has not initiated the replacement of any new windows which would trigger this requirement.
17.3	<p><u>On-going Environmental Commitments.</u> Except for the existing basketball court, Facebook and/or Owner will not create (or permit the creation of) any lighted playing field on the perimeter of the site that abuts the San Francisco Bay. Facebook and/or Owner will require the lights on the existing basketball court to be controlled so that the court is dark except when in use.</p>	Prior to February 6, 2026.	Conditional	Meta has not initiated any lighting improvements which would trigger this requirement.
17.4	<p><u>On-going Environmental Commitments.</u> If Facebook and/or Owner installs new building roofs, window ledges, parking lot light poles or landscaping changes, Facebook and/or Owner will use (or require use of) then available best practices to ensure that the new building roofs, window ledges, parking lot light poles or landscaping changes do not create sites for predatory bird species to roost or nest.</p>	Prior to February 6, 2026.	Conditional	Meta did not initiate any improvements which would trigger this requirement in the 2024 review period. Meta submitted an application in 2025 that would trigger this requirement which will be reported in the 2025 review period.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
17.5	<u>On-going Environmental Commitments</u> . When performing landscape improvements to those portions of the Property that abut the San Francisco Bay, Facebook and/or the Owner will consult with (or require consultation with) a qualified environmental consultant familiar with California native plant communities and select (or require the selection of) suitable native plants for landscaping.	Prior to February 6, 2026.	Completed	Meta continues to utilize landscape architects and wildlife biologists from HT Harvey & Associates on all exterior landscape renovations.
18.2	<u>Local Purchasing</u> . When purchasing goods that can be sourced locally, Facebook shall endeavor to purchase goods from vendors located in the City if the quality, price, terms and conditions are competitive.	Prior to February 6, 2026.	Completed	Meta utilized 7+ local businesses in 2024. Most businesses were local food/beverage businesses. This figure represents a reduction from previous years. Meta notes that some of the vendors may not have been tracked and that the true number of businesses is higher. Meta notes that they will maintain a better tracking system for 2025.
18.3	<u>Local Purchasing</u> . When engaging vendors to provide on-site services to employees (e.g., chiropractic services), Facebook shall endeavor to engage vendors that are located in the City if their services satisfy Facebook's needs and the quality, price, terms and conditions are competitive.	Prior to February 6, 2026.	Completed	Meta indicates that they continue to evaluate all local vendors and hire locally when feasible. Many are smaller vendors that have difficulty managing Meta's large scale projects.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
18.4	<u>Local Purchasing</u> . If the Menlo Gateway project is developed, Facebook will consider adding the hotel built as part of that project to its list of preferred hotels for visitors.	Prior to February 6, 2026.	Completed	The hotel in the Menlo Gateway Project is identified as a "Preferred Hotel" for business guests and employee travel. Meta has also designated the citizenM hotel (located on the West Campus) as a preferred hotel.
19.	<u>Transportation Demand Management Information Sharing</u> . To help mitigate regional traffic, Facebook agrees to share its Transportation Demand Management best practices with other interested Silicon Valley companies that request such information from Facebook.	Ongoing through to February 6, 2026.	Completed	Meta indicates its Transportation Team regularly shares information through the Bay Area Council or Silicon Valley Leadership Group. At other times, they share directly with their TDM peers at other companies. They continue to partner with Silicon Valley Bicycle Coalition.
20.	<u>Volunteerism</u> . Facebook will actively promote local volunteer opportunities in the City and the City of East Palo Alto to all its employees. Such promotion shall include the creation of an internal Facebook page for the posting of volunteer opportunities. Facebook will host a "Local Community (Non-Profit) Organization Fair" on the Property.	Annually through February 6, 2026.	Completed	Meta held a Local Community Organization (Volunteer) Fair virtually for employees for a week in December 2024. In 2024, 15 local non-profits attended. This is a decrease in participation from previous years. Meta indicates that they historically reach out to an expansive list of nonprofits, but received lower interest in 2024, but will explore ways to

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT M**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
				<p>encourage more participation on 2025.</p> <p>Meta indicated that the themes highlighted in the fairs included: hunger, housing, youth mentorship, education, economic development, seniors, environment and sustainability.</p>

Conditions Precedent. Facebook’s and Owner’s obligations are expressly conditioned on the resolution of all legal challenges, if any, to the EIR, the Project Approvals and the Project. If no litigation or referendum is commenced challenging the EIR, the Project Approvals and/or the Project, Facebook’s and Owner’s obligations will vest 90 days after the Effective Date, with the **effective date being July 5, 2012 and 90 days post that being October 3, 2012**. If litigation or a referendum is commenced challenging the EIR, the Project Approvals and/or the Project, then Facebook’s and Owner’s obligations will vest on the date of final, non-appealable resolution of all litigation in a manner that is reasonably acceptable to Facebook and Owner or resolution of the referendum in a manner that is reasonably acceptable to Facebook and Owner. The conditions described in this Section 6 shall, collectively, be referred to as the “Conditions Precedent”.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to “Facebook” and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



<b>ATTACHMENT N</b> <b>EAST CAMPUS DEVELOPMENT AGREEMENT</b> <b>ONE TIME ACTIONS OR IMPROVEMENTS</b> <b>2024 Annual Review Period</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
7.1	<u>Capital Improvement</u> . Facebook shall make a one-time payment of One Million, One Hundred Thousand Dollars (\$1,100,000) to the City for the City's unrestricted use toward capital improvement projects.	Within 45 days of the satisfaction of the Conditions Precedent* (11/2/12).	Completed	
7.2.1	<u>Bicycle/Pedestrian</u> . Facebook shall perform one-time improvements to the Undercrossing above and beyond those described in the Project; including to the extent appropriate, preserving existing art and/or providing wall surfaces for invited artists to create mural art with the intent to create an "art gallery" experience for the pedestrians/bicyclists using the undercrossing. (See also East Campus CDP, Section 9)	Within 240 days of the satisfaction of the Conditions Precedent* (5/31/13).	Completed	
7.2.2	<u>Bicycle/Pedestrian</u> . Facebook shall perform restriping improvements for bicycle lanes to the following streets on a one-time basis:  (a) Willow Road and Middlefield Road intersection.	Within 240 days of the satisfaction of the Conditions Precedent* (5/31/13).	Completed	
	(b) Willow Road and U.S. 101 bridge – Green Lane Bicycle Striping.		Completed	Caltrans did not approve this improvement or support these improvements. No further actions are possible; obligation satisfied.
	(c) Willow Road between Hamilton Avenue and Bayfront Expressway.		Completed	

\* The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT N**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
	(d) Willow Road between Newbridge Street and Ivy Drive.		Completed	
	(e) Willow Road between O'Keefe Street and U.S. 101 (shared lane markings).		Completed	Shared lane markings were completed in 2013.
7.2.3	<u>Bicycle/Pedestrian</u> . Facebook shall have a one-time obligation to investigate the possibility of making crosswalk improvements to the pedestrian crossings at the US 101 and Willow Road interchange.	Within 240 days of the satisfaction of the Conditions Precedent* (5/31/13).	Completed	Caltrans did not allow the proposed improvements. No additional action by Meta is required.
7.2.4	<u>Bicycle/Pedestrian</u> . Facebook shall perform one-time improvements to publicly accessible walking paths, trails and levees in the immediate vicinity of the Property, subject to approval by the San Francisco Bay Conservation and Development Commission ("BCDC").	Within 240 days of the satisfaction of the Conditions Precedent* (5/31/13).	Completed	
7.3	<u>Business District</u> . Facebook will have a one-time obligation to investigate the possibility of creating a business improvement district in the Willow Road corridor between US 101 and Bayfront Expressway that includes the Property. If the business improvement district is feasible and the adjacent property owners are likewise interested in creating the business improvement district, Facebook shall initiate the process for creating the business improvement district.	Within three years of the satisfaction of the Conditions Precedent* (10/3/15).	Completed	Meta conducted contacts with potentially affected business owners, there was no interest in establishing a business improvement district. Meta completed its obligation.

\* The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT N**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
9.1	<u>Housing</u> . Facebook will explore opportunities to invest in low income tax credits for affordable housing projects in the City and the City of East Palo Alto, including partnering with a local non-profit housing developer(s) or contributing funds toward the creation of low, very-low or extremely-low income housing. Facebook shall report the results of its explorations to the City's Community Development Director upon the City's Community Development Director's written request. The decision of whether to make any investments will be in Facebook's sole and absolute discretion.	Prior to February 6, 2026.	Completed	
9.2	<u>Housing</u> . Facebook will contact a local real estate developer or local real estate developers interested in building housing projects in the City. Facebook in concert with the real estate developer(s) will explore ways to support housing projects, including, but not limited to investing capital, committing to leasing units or offering marketing opportunities to Facebook employees. Facebook shall report the conclusions from this collaborative effort to the City's Community Development Director upon the City's Community Development Director's written request. The decision of whether to provide any support will be in Facebook's sole and absolute discretion.	Prior to February 6, 2026.	Completed	Meta has collaborated with the St Anton's Housing Project and provided funding for Below Market Rate housing units.

\* The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT N**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
11.	<u>Bay Trail Gap</u> . Facebook will work with Bay Trail stakeholders, including, but not limited to Mid-peninsula Regional Open Space District, Association of Bay Area Governments (ABAG), the City of East Palo Alto and the City and County of San Francisco and appropriate members of the business community to close the Bay Trail Gap, commonly known as Gap No. 2092, which terminates at the railroad right-of-way on University Avenue.	Prior to February 6, 2026.	Completed	Meta previously wrote a letter to support the project and Measure A funds. Funds were received by ABAG. Meta also committed to providing additional funding, as needed.  In April 2019, Meta made a donation for the completion of the 0.6 mile segment in East Palo Alto. Construction began on the project in the fall of 2019 and was completed in August 2020. This segment of the Bay Trail is now open.
12.	<u>Utility Undergrounding</u> . Facebook agrees to cooperate with the City in the City's efforts to underground existing electric transmission lines located in the vicinity of the property. However, neither the City nor Facebook will be obligated to provide funding for utility undergrounding.	Prior to February 6, 2026.	Conditional	No undergrounding project was initiated during this annual review period.
18.1	<u>Local Purchasing</u> . Facebook shall adopt a program to incentivize Facebook employees to frequent local businesses and continue such program for three years from the Effective Date.	July 5, 2015: Three year duration required from effective date.	Completed	The program operated for the required three year period. (This activity was previously listed as an ongoing action.)

\* The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT N**  
**EAST CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
22.1	<u>Sanitary Sewer System Upgrades.</u> Facebook shall purchase a third wastewater pump to be placed into reserve in case of pump failure at the Hamilton Henderson Pump Station. Within 120 days of the Effective Date of this Agreement, Facebook shall purchase a 3-Phase pump as approved by West Bay Sanitary District (WBSD).	Facebook shall post a bond equal to 120 percent of the cost of the wastewater pump within 30 days of the satisfaction of the Conditions Precedent* (11/2/12).	Completed	
22.2	<u>Sanitary Sewer System Upgrades.</u> Facebook shall upsize 114 feet of the existing 12-inch diameter pipeline that runs north along Hamilton Avenue, beginning at the Hamilton/Willow Road intersection, to a 15-inch diameter pipe and apply for a Class 3 permit from WBSD. Facebook shall post a bond equal to 200 percent of the estimated cost of the work within 30 days of the satisfaction of the Conditions Precedent.	Within 90 days of the Effective Date of this Agreement (10/3/12)	Completed	

Conditions Precedent. Facebook's and Owner's obligations are expressly conditioned on the resolution of all legal challenges, if any, to the EIR, the Project Approvals and the Project. If no litigation or referendum is commenced challenging the EIR, the Project Approvals and/or the Project, Facebook's and Owner's obligations will vest 90 days after the Effective Date, with the **effective date being July 5, 2012 and 90 days post that being October 3, 2012**. If litigation or a referendum is commenced challenging the EIR, the Project Approvals and/or the Project, then Facebook's and Owner's obligations will vest on the date of final, non-appealable resolution of all litigation in a manner that is reasonably acceptable to Facebook and Owner or resolution of the referendum in a manner that is reasonably acceptable to Facebook and Owner. The conditions described in this Section 6 shall, collectively, be referred to as the "Conditions Precedent."

\* The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



<b>ATTACHMENT O</b> <b>WEST CAMPUS DEVELOPMENT AGREEMENT</b> <b>ONGOING ACTIVITIES</b> <b>2024 Annual Review Period</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
7.1	<u>Recurring Public Benefits Payment.</u> \$150,000/year	Payments are due on July 1 beginning after building occupancy is approved and continue for 10 years.	Completed	City received all payments required through July 2024.
7.2	<u>Property Tax Guarantee.</u> Facebook shall pay the City the positive difference between the projected assessed value and property tax collected.	Payment due the first tax fiscal year following the initial reassessment of the property and shall continue for 10 years.	Completed	According to the County Assessor, the assessed value of the Building 20 site and building exceeds the \$230 million assessed value threshold. No additional payment is required.
9.	<u>Recycling.</u> Facebook agrees to use the City's franchisee for all trash and recycling services, provided the price is the same as that charged to other commercial users in the City.	For lifetime of development agreement (February 6, 2026).	Completed	Recology provides trash and recycling services to the West Campus.
11.	<u>Public Access.</u> Public access shall be permitted on the landscaped area adjacent to the undercrossing (in addition to the dedicated access easement).	For lifetime of development agreement (February 6, 2026).	Completed	The undercrossing and connecting pathways remain open for public use.
12.	<u>Future Pedestrian/Bike Access.</u> If a public transit agency provides service proximate to the West Campus, and locates a stop near Willow Road and the rail spur and there is not a convenient alternative to service adjacent properties, owner will work with City to explore a bike/pedestrian route on the West Campus.	For lifetime of development agreement (February 6, 2026).	Conditional	Additional transit service in proximity to the West Campus has not been established. No action required.
13.	<u>Facebook East Campus Benefits.</u> If some of the commitments under the East Campus DA terminate, they shall be required under the West Campus Development Agreement.	Until the earlier of (i) Owner and Meta vacate West Campus, or (ii) February 6, 2026.	Conditional	East Campus Development Agreement still in effect, this requirement is not applicable for the 2024 period.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



<b>ATTACHMENT P</b> <b>WEST CAMPUS DEVELOPMENT AGREEMENT</b> <b>ONE TIME ACTIONS OR IMPROVEMENTS</b> <b>2024 Annual Review Periods</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
6.	<u>Capital Improvements</u> . Within 60 days of the later of (a) City sign off on final building permits allowing occupancy of the West Campus by Owner and (b) Owner's receipt of City's request for payment, Owner shall make a one-time payment of \$100,000 to the City for the City's unrestricted use toward capital improvement projects that benefit the adjacent Belle Haven neighborhood.	Payable within 60 days of Certificate of Occupancy.	Completed	Paid on June 22, 2015.
7.3.1	<u>Sales and Use Taxes</u> . For all construction work performed on the project, should include a provision in all construction contracts for \$5 million or more to record a sub-permit from CA State Board of Equalization to book and record construction materials purchases/sales as sales originating in the City.	Throughout duration of construction through occupancy (not applicable to future remodeling or construction).	Completed	
7.3.2	<u>Sales and Use Taxes</u> . From the purchase of furnishings, equipment and personal property for initial occupancy of the building, owner shall maximize sales and use taxes to be received by the City.	Applicable throughout the duration of construction and initial occupancy (not applicable to future remodeling or construction).	Completed	Meta previously documented it paid over \$277,000 through the Second Quarter of 2015, aligning with occupancy of Building 20.
8.	<u>Local Community Fund</u> . Facebook shall contribute an additional \$100,000 to the Local Community Fund within one year of occupancy. However, if the fund is depleted at the time the owner receives a core and shell permit, owner shall make a payment within 6 months of conditions precedent.	Within one year of final building permit sign-off, or sooner if the fund is depleted at the time the owner receives a core and shell permit.	Completed	Additional contribution and continuation of the East Campus DA item. Completed in 2015.  Additional annual funding of \$100,000 incorporated into Campus Expansion Project DA.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT P**  
**WEST CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Periods**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
10.	<u>Design and Environment.</u>  Use of Gehry Partners as Architect of record.  The green roof shall be designed consistent with project approvals.  Owner will design building to be LEED Gold equivalency.	Prior to approval of the building plans for the West Campus.	Completed	Gehry Partners is the architect of record on the project.  Core and shell permit approved in 2014 incorporated roof landscaping designs consistent with original approval.  LEED Report indicated the building achieved LEED Gold under Building Design and Construction (BD+C) v2009  Building 20 (West Campus) is certified LEED Gold.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded DA. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



<b>ATTACHMENT Q</b> <b>WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT</b> <b>ONE TIME ACTIONS OR IMPROVEMENTS</b> <b>2024 Annual Review Period</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
6.6.1A	<u>Sales and Use Taxes, Building 21.</u> For all construction work performed on the project, should include a provision in all construction contracts for \$5,000,000 or more to record a sub-permit from CA State Board of Equalization to book and record construction materials purchases/sales as sales originating in the City throughout duration of construction through occupancy. <sup>1</sup>	Applicable throughout duration of construction through occupancy (not applicable to future remodeling or construction).	Completed	Meta worked with the City's consultant (Municipal Revenue Services) to ensure maximum possible use tax was collected from construction materials.
6.6.1B	<u>Sales and Use Taxes, Building 22.</u> For all construction work performed on the project, should include a provision in all construction contracts for \$5,000,000 or more to record a sub-permit from CA State Board of Equalization to book and record construction materials purchases/sales as sales originating in the City throughout duration of construction through occupancy. <sup>1</sup>	Applicable throughout the duration of construction and initial occupancy (not applicable to future remodeling or construction).	Completed	Meta worked with the City's consultant to ensure maximum possible use tax is collected from construction materials.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
6.6.1C	<u>Sales and Use Taxes, Hotel.</u> For all construction work performed on the project, should include a provision in all construction contracts for \$5,000,000 or more to record a sub-permit from CA State Board of Equalization to book and record construction materials purchases/sales as sales originating in the City throughout duration of construction through occupancy. <sup>1</sup>	Applicable throughout duration of construction through occupancy (not applicable to future remodeling or construction or to future sales or transient occupancy taxes).	Unacceptable Progress/No Information Provided	<p>The hotel operator, citizenM, managed construction of the hotel. Meta confirmed with citizenM that this was not tracked and no sub-permits were booked during construction of the hotel. The City is determining the next steps and if there is any recourse for this item.</p> <p>The hotel received final inspection in October 2024.</p> <p>Meta continues to seek a tenant for the food and beverage space. The hotel lobby contains a bar/coffee shop that is open to the general public.</p>
7.1.1	<u>Dumbarton Transportation Corridor Study.</u> Facebook committed \$1,000,000 in funding to SamTrans to conduct the Dumbarton Transportation Corridor Study. The purpose of the study is to evaluate ways to improve the existing rail line as a multi-modal transit corridor.	Completed in December 2017	Completed	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
7.1.2	<u>Funding Recommendations from Dumbarton Transportation Corridor Study.</u> Facebook agrees to fund future recommendations arising from the Dumbarton Transportation Corridor Study in the amount of up to \$1,000,000. Facebook shall evaluate the recommendations contained in the Dumbarton Transportation Corridor Study and provide a written proposal identifying recommendations for how the Dumbarton Corridor Funding should be allocated for review by the City Manager or his or her designee.	Within 90 days after SamTrans publishes the final version of the Dumbarton Transportation Corridor Study, submit proposal for review of City Manager. Within 60 days of occupancy of Building 21 or City's approval make funding available	Completed	<p>Meta has provided funding for CEQA/NEPA evaluations of the preferred alternative from the Dumbarton Corridor Study. Environmental review began in 2018 and was put on pause during the Covid-19 pandemic. Meta put its involvement with the Dumbarton Transportation Corridor on hold in April 2020.</p> <p>Pre-environmental documentation began again in 2021 and Meta restarted outreach efforts in 2021. Meta is no longer actively involved with the Dumbarton Corridor project.</p> <p>Meta has met its obligation under this DA term.</p>
7.1.3	<u>Dumbarton Rail Trail Study.</u> Facebook committed \$700,000 in funding to SamTrans for the pre-design and environmental clearance of a pedestrian/bicycle path between East Palo Alto and the Redwood City Caltrain Station.		Completed	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
7.1.4	<u>Transportation Management Association Feasibility and Implementation Strategy</u> . Facebook agrees to make a one-time payment in the amount of \$100,000 to the City to be set aside in a special fund and earmarked for the development of a Transportation Management Association Feasibility and Implementation Strategy study ("TMA Study").	Such payment shall be required within sixty days of the City's request for payment.	Completed	Meta made payment to the City in November 2017 at the request of the City to begin the TMA feasibility study process. The City completed the TMA feasibility study and provided the findings to the City Council in September 2021. The City is a partner to commute.org and continues to evaluate TMA and other TDM opportunities.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



7.1.5	<p><u>Regional Transportation Forum</u>. Facebook shall sponsor a forum in partnership with officials from the City, East Palo Alto, San Mateo County, and Santa Clara County to consider and evaluate innovative ways that the recommendations of the Dumbarton Transportation Corridor Study may be executed with minimal delays. Meta shall commit \$1,000,000 in funding to sponsor this forum.</p>	<p>Commence the process of facilitating this forum within six months of the date the final version of Dumbarton Corridor Study and convene the forum within two years of starting the process.</p>	<p>Completed</p>	<p>As part of its commitment under Item 7.1.2, Meta kicked off outreach on the next steps of the Dumbarton Corridor Project in January 2019. Outreach was to general public and key stakeholders. The Dumbarton Corridor Project included two advisory groups: Stakeholder Advisory Group (SAG) and Technical Advisory Group (TAG). Menlo Park staff participated on the TAG and members of the community participated on the SAG.</p> <p>In April 2020 Meta put its work with the Dumbarton Corridor on hold due to the Covid-19 pandemic. Work with SamTrans and the Dumbarton Corridor began again in October 2020 including public outreach with public sector stakeholders (San Mateo County and TAG member cities/agencies), engagement with community stakeholders (SAG members), and community meetings in 2021.</p>
-------	---	--	------------------	--

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to “Facebook” and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
				While Meta is no longer an active participant in the Dumbarton Corridor project, Meta met its obligation under this DA item.
7.1.6	<p><u>Chilco Streetscape Improvements (Phases 3 and 4).</u> Facebook shall complete certain capital improvements associated with Phases 3 through 4 of the Chilco Streetscape Improvements at its sole cost. Meta shall coordinate the design of the Chilco Streetscape Improvements with the City and shall provide detailed plans and specifications for construction of the improvements to the City for final review and approval. Meta shall pay for and cause the construction of the Improvements:</p> <p>(1) Complete the Phase 3a and 3b improvements; and</p> <p>(2) Complete the Phase 4A and 4B improvements.</p>	<p>Prior to the City's final building inspection of Building 21</p> <p>Prior to the date of the City's final building inspection of Building 22</p>	Completed	Phase 3a, 3b, and 4a were completed in 2021.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
7.1.7	<p><u>Chilco Streetscape Improvements (Phases 5 and 6).</u> Facebook shall also complete certain capital improvements associated with Phases 5 and 6 of the Chilco Streetscape Improvements, at its sole cost. Meta shall be entitled to a credit against any construction road impact fees imposed on the Project in an amount equal to the actual costs of constructing Phases 5 through 6. Subject to the City Manager's approval of the design for Phases 5 and 6 of the Chilco Streetscape Improvements. If permits or approvals are required from outside agencies and such permits or approvals delay issuance of permits or completion of construction, or if construction is delayed for reasons beyond Meta's reasonable control, then Meta shall have such additional time to complete such capital improvements as may be reasonably necessary resulting from such delays beyond Meta's reasonable control.</p>	<p>Schedule was mutually agreed upon by Meta and the City.</p>	<p>Completed</p>	<p>Completed in July 2020.</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
8.1.1	<u>Housing Inventory and Local Supply Study</u> . Facebook agrees to collaborate with officials and local stakeholders in the City and East Palo Alto to conduct a Housing Inventory and Local Supply Study to assess the conditions, occupancy, and resident profiles of residents living in the immediate vicinity of the Property (including, but not limited to Belle Haven, Fair Oaks and the City of East Palo Alto). Meta agrees to fund up to \$350,000 for the study and shall be responsible for selecting a qualified consultant to undertake the study.	Within thirty days of satisfaction of the Conditions Precedent, and shall use diligent good faith efforts to complete the study within eighteen months from commencement. Within thirty days of completion of the study, Meta shall provide a copy of the study to the City Manager of the City of Menlo Park and the City Manager of the City of East Palo Alto.	Completed	Meta partnered with UC Berkeley Center for Cities & Schools and YPLAN. UC Berkeley engaged local students to conduct research within their communities. The Community based approach extended the timeline. The Y Plan group presented to the Menlo Park City Council in April 2019 and again in August 2020; The City received the final report. UC Berkeley Center for Cities and Schools and YPLAN also presented at Meta in August 2019 and participated in a panel discussion with former Mayor Mueller.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to “Facebook” and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
8.1.2	<u>Housing Innovation Fund.</u> Facebook shall establish a Housing Innovation Fund to identify near-term actions that may be taken within the local community (including Belle Haven and East Palo Alto) as a direct outcome of the Housing Inventory and Local Supply Study. Meta shall commit \$1,500,000 to establish the Housing Innovation Fund and provide seed funding for near-term implementation actions.	Prior to completion of the Housing Inventory and Local Supply Study described in Section 8.1.1.	Completed	<p>The Housing Innovation Fund was created in the fall of 2020 and issued a request for proposals for potential projects to fund in late 2020.</p> <p>In 2021 the Housing Innovation Fund distributed \$1.55M in funding (exceeding the minimum required) to the following organizations for affordable housing preservation and ADU creation in Menlo Park and East Palo Alto:</p> <ul style="list-style-type: none"> <li>• PAHALI Community Land trust (\$520k)</li> <li>• United Hope Builders (\$250k)</li> <li>• City Systems (\$250k)</li> <li>• SOUP (\$290k)</li> <li>• Symbium (240k)</li> </ul>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to “Facebook” and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



8.1.3	<p><u>Affordable Housing Preservation Pilot Program.</u> Facebook shall work in partnership with a reputable non-profit affordable housing partner to create and/or provide funding for a Housing Preservation pilot project. Within one year of satisfaction of the Conditions Precedent, Meta shall identify an appropriate non-profit affordable housing partner and contribute \$1,000,000 towards a suitable Housing Preservation pilot project, to be determined by Meta at Meta's sole and absolute discretion.</p>	Within one year of satisfaction of the Conditions Precedent.	In Progress	<p>After evaluating potential projects, Meta partnered with LISC to implement the Pilot Program, with City Authorization. The first payment of more than \$500,000 was made in August 2019 toward preservation of rental units and creation of a community land trust. In 2021, Meta partnered with HIP Housing to provide \$125,000 to help preserve 14 units in Menlo Park.</p> <p>Meta is working with LISC to distribute the remaining approximately \$375,000 and is interested in providing additional funding for Habitat for Humanity's project to provide housing rehabilitation loans to long-time, low-income homeowners in Belle Haven. The project received \$1.2M from the City already and City staff are generally supportive of additional funding from Meta through this DA item.</p> <p>In 2024, the City approved an additional \$250,000 for</p>
-------	--	--	-------------	---

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
				<p>distribution to Habitat for Humanity for further preservation projects.</p> <p>Staff are evaluating alternatives for the remaining \$125,000 before finalizing a decision and intend to provide guidance to Meta by the end of the 2024-25 fiscal year.</p>
8.1.5	<p><u>Use of BMR Housing Fees.</u> Facebook will be entering into a Below Market Rate (“BMR”) Housing Agreement with the City to satisfy the requirements under Chapter 16.96 of the City’s Municipal Code. As part of the implementation of the BMR Housing Agreement, Meta shall use diligent good faith efforts to identify opportunities to partner with a non-profit housing organization in order to leverage the use of BMR housing fees payable in connection with the Project to develop the maximum number of units.</p>	<p>Concurrent with the recordation of the Development Agreement and BMR Agreement.</p>	Complete	<p>First payment or delivery of units due within two years of date City issues first building permit for each building. Meta and the City evaluated procuring the units at an off-site locations for Building 21 and 22, but none were available. Meta paid fee for Building 21 in late 2019 and The fee for the citizenM hotel was paid in 2022.</p> <p>The fee for Building 22 was paid in the amount of \$709,051.44 in December 2024.</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to “Facebook” and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
8.1.6	<u>Commitment to Design Housing Units Pending Completion of General Plan Update.</u> Subject to completion and approval of the pending ConnectMenlo process. Facebook shall commit to the planning and design of at least 1,500 housing units on the approximately 56-acre site known as the Menlo Science & Technology Park. Facebook further agrees that any future application to develop residential units will include a commitment to include no less than 15% BMR units and/or workforce housing units.	Subject to completion and approval of the ConnectMenlo General Plan Update	Completed	Willow Campus Masterplan submitted on July 6, 2017 with 1,500 housing units proposed; Subsequently, project updated to incorporate 1,730 housing units in 2020; City Council adopted all land use entitlements for the Willow Village project in late 2022.
9.1.4	<u>Bedwell Bayfront Park Maintenance.</u> Facebook shall contribute \$1,000,000 to the Bedwell Bayfront Park Maintenance Fund for maintenance and operation.	Within one year of satisfaction of the Conditions Precedent	Completed	Paid 4/10/18.
9.32	<u>Design and Environmental Commitments.</u>  Owner will design building to be LEED Gold equivalency or better.  Enhanced soil remediation/cleanup measures consistent with the Soil Management Plan for the Property.	Prior to final sign-off on building permit for the Project	In Progress	Building 21 certified LEED Platinum  Building 22 certified LEED Platinum  Meta Park certified LEED Platinum  Site cleanup completed to residential standards.  citizenM certified LEED Gold

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
9.2.1	When performing work that might affect the baylands, Facebook will hire environmental consultant to ensure that endangered species are not harmed	Concurrent to and during construction of Project	Completed	<p>FB continues to collaborate with wildlife biologists at HT Harvey &amp; Associates and the SF Bay National Wildlife Refuge, and to implement wildlife-friendly behavior.</p> <p>Prior to bridge construction Meta consulted with HT Harvey to prepare a biological resources assessment of bridge construction to document impacts and identify measure to reduce potential impacts.</p>
9.2.5	Meta will use best practices to ensure building elements do not create sites for predatory bird species to roost or nest.	Concurrent to and during construction of Project/Ongoing	Completed	Bird perching deterrents installed per biologist recommendation on the bridge and buildings.
9.2.6	Fund seasonal docent for two year for the Don Edwards National Wildlife Refuge	Within 90 days of completion of the bridge improvements	In Progress	Meta indicated that SF Fish and Wildlife was unable to find a seasonal ranger for the refuge in 2024. SF Fish and Wildlife has been trying to find a season docent, but has been unable to find an appropriate person. Meta continues to follow up

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
				monthly with the representative to try to help move the process forward. Meta continues to work with SF Fish and Wildlife and has set aside funding for two years of support.
9.2.7A	<u>Recycled Water System.</u> Contributions to Future District-Wide Recycled Water Systems. Facebook agrees to use diligent good faith efforts to install a recycled water system on the Property to serve Buildings 21 and 22. (If Meta is unable to obtain all permits necessary to construct and operate an on-site recycled water system Meta agrees to: (a) connect the office buildings to any future recycled water system for landscaping and non-potable uses for Buildings 21 and 22, (b) offer to provide the Recycled Water Purveyor with initial funding not to exceed \$1,500,000 to finance the development and construction of a recycled water system capable of serving the Project in exchange for a credit against future capital expense charges, and (c) if the Recycled Water Purveyor's does not accept Meta's offer to provide initial financing Meta shall pay reasonable proportionate share of Recycled Water Purveyor's costs of developing and/or implementing the system.)	Concurrent with construction of Building 21	In Progress	<p>System was completed for Building 21 but commissioning was put on hold due to Covid-19 pandemic and shelter in place order.</p> <p>Building 22 has been connected to system in Building 22.</p> <p>During the 2021 and 2022 annual review years the buildings were not at sufficient capacity for commissioning.</p> <p>In 2023, buildings are at necessary capacity and Meta is in the process of obtaining</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



**ATTACHMENT Q**  
**WEST EXPANSION CAMPUS DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
	If the Recycled Water Purveyor develops an area-wide recycled water system serving multiple properties in the Bayfront Area, Meta agrees that any applications submitted by Meta or its affiliates to develop buildings (other than the buildings proposed as part of the Project) in the Bayfront Area will include a commitment to pay a reasonable proportionate share of the Recycled Water Purveyor's costs of developing and/or implementing the system in a manner consistent with conditions imposed on other similarly situated projects in the Bayfront Area.			necessary approvals and permits to commission the system. Meta has received approval from the State Water Board, however West Bay Sanitary District has not provided approval to discharge effluent to its system. Meta is working with WBSD to determine alternate solutions
9.2.7B	Facebook agrees to contribute \$25,000 in seed funding to the City to conduct feasibility studies for a Bayfront Area-wide recycled water system.	Within sixty days of the occupancy of Building 21.	Completed	Payment made on 3/27/19.

1. This requirement was originally described as ongoing since it applied to three buildings. But because each building is a discrete construction event, these items have been classified as one-time actions for the purpose of this evaluation.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement. The DA refers to "Facebook" and for consistency Facebook is referenced in the DA summary; however, Meta is referred to in the compliance summary.



<b>ATTACHMENT R</b> <b>WEST CAMPUS EXPANSION DEVELOPMENT AGREEMENT</b> <b>ONGOING ACTIVITIES</b> <b>2024 Annual Review Period</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
6.1	<u>Recurring Public Benefit Payment.</u> Within sixty days of the later of: (a) City sign off on final building permits allowing occupancy of Building 21 by Facebook or (b) Facebook's receipt of City's request for payment, Facebook will commence making an annual payment of \$300,000 per year to the City.	Payments are due on July 1 beginning after building occupancy is approved and continue for 20 years.	Completed	Annual payment made for 2024 review period.
6.2	<u>Interim In-Lieu Sales Tax Payment.</u> Within sixty days of the later of: (a) City sign off on final building permits allowing occupancy of Building 21 by Facebook or (b) Facebook's receipt of City's request for payment, Facebook will commence making an annual payment of \$336,000 per year to the City. Facebook shall continue to make annual Interim In-Lieu Sales Tax Payment until the Guarantee Commencement Date, defined in Section 6.3.1.	Payments are due on July 1 beginning after building occupancy is approved For Building 21 and until the Guarantee Commencement Date years	Completed	Converted to Revenue Benchmark Guarantee in July 2021 with the Guarantee Commencement Date. No longer applicable.
6.3	<u>Hotel Revenue Benchmark Guarantee Payments.</u> Beginning on the Guarantee Commencement Date and throughout the Guarantee Payment Period, Facebook shall guarantee TOT and sales tax payments to the City in the amount of the Revenue Benchmark (\$1.25 million) and shall pay to the City the Guarantee Payments to the extent required under, and on the terms and conditions contained in, this Section 6.3. Facebook shall receive a credit against the Revenue Benchmark for Hotel Revenue received by the City during the Guarantee Payment Period, as defined in Section 6.3.1. (The negative difference, if any, between the Revenue Benchmark and the Hotel Revenue is the "TOT Guarantee Payment.")	Payment due on July 1 following the second full fiscal year from Guarantee Commencement Date and shall continue for 39 years.	Completed	<p>The Guarantee Commencement Date is 9/20/2018. First payment (if applicable) due beginning 7/1/2021 for the 2021-2022 fiscal year (second full fiscal year after permit issuance).</p> <p>Payment was made for 2024 (FY 23-24) annual review periods (\$635,897.30).</p> <p>Payment for 2024 annual review period (FY 24-25) anticipated in fall 2025 after close of FY to account for</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT R**  
**WEST CAMPUS EXPANSION DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Period**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
				sales and transient occupancy tax reporting. Payment, if applicable, will be the delta between the Revenue Benchmark and total sales and transient occupancy taxes paid.
6.3.7	<u>Transient Occupancy Tax.</u> Applicable tax rate for the hotel shall be set one basis point higher than the applicable TOT rate for the City.	Concurrent with the commencement of operations for the hotel	Conditional/ Not Applicable	City determined that a ballot measure would be required to increase the TOT rate for the hotel above the adopted TOT rate. Not applicable during 2024 review period.
6.4.1	<u>Property Tax Guaranty.</u> Facebook agrees to provide an independent property tax guaranty with respect to Building 21 such that the value of the Property, improvements only, following completion of the Project will be at least \$325,000,000. <sup>1</sup>	Payment due the first tax fiscal year following the initial reassessment of the property and shall continue for 39 years.	Completed	Building 21 assessed at \$678,000,000.
6.4.2	<u>Property Tax Guaranty.</u> Facebook agrees to provide an independent property tax guaranty with respect to Building 22 such that the value of the Property, improvements only, following completion of the Project will be at least \$305,000,000. <sup>1</sup>	Payment due the first tax fiscal year following the initial reassessment of the property and shall continue for 39 years.	Completed	Building 22 assessed at \$550,000,000.
6.4.3	<u>Property Tax Guaranty.</u> Facebook agrees to provide an independent property tax guaranty with respect to Hotel such that the value of the Property, improvements only, following completion of the Project will be at least \$70,000,000. <sup>1</sup>	Payment due the first tax fiscal year following the initial reassessment of the property and shall continue for 39 years.	In Progress	The hotel has been constructed final inspection. The Hotel has been reassessed at \$55,080,000 and therefore, Meta is required to pay the positive difference of property taxes between the assessed value and

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



<b>ATTACHMENT R</b> <b>WEST CAMPUS EXPANSION DEVELOPMENT AGREEMENT</b> <b>ONGOING ACTIVITIES</b> <b>2024 Annual Review Period</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
				\$70,000,000. The property was reassessed in 2024 and therefore payments would be required to begin following tax fiscal year 2025.
6.5	<u>Utility User's Tax Cap.</u> Facebook agrees to pay the City all Utility User's Taxes for the Property, including Building 20.	January 1, 2017 (earlier for January 1 or July 1 following the Effective Date.	Completed	The Utility User's Tax was previously paid. The City no longer collects utility user's tax and this obligation is not applicable currently.
8.1.4	<u>Workforce Housing Fund Pilot Program.</u> Facebook agrees to commit up to \$430,000 per year for five years (up to a total of \$2,150,000) for the program, which represents an average subsidy of \$1,628 per unit per month.	Within one year of satisfaction of the Conditions Precedent.	Completed	Meta met this obligation during the fifth and final year (2021 annual review). As part of the Willow Village DA, Meta agreed to continue this subsidy through 2023. Meta indicates that the program has been funded and further extended to 2025. See compliance documentation in the Willow Village DA.
9.1.1	<u>Belle Haven Community Pool Maintenance and Operations.</u> Facebook shall contribute an initial \$60,000 to the City to be applied exclusively for operating and maintenance costs for the community pool at the Onetta Harris Community Center, and shall make an additional contribution of \$60,000 on July 1 of each of the following four calendar years to the City for the same purpose.	Within one year of satisfaction of the Conditions Precedent.	Completed	Yearly commitment of \$60,000. 2021 payment (final payment) made in July 2021.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT R**  
**WEST CAMPUS EXPANSION DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
9.1.2	<u>Local Scholarship Program.</u> Facebook shall establish, or shall partner with an appropriate organization to establish, an educational scholarship program to provide financial assistance for young residents of the City and East Palo Alto for ten years, and shall contribute \$100,000 per year for ten years in scholarship funds.	Within one year of satisfaction of the Conditions Precedent.	Completed	Eighth annual payment made in 2024.
9.1.3	<u>Local Community Fund.</u> Facebook shall contribute an additional \$100,000 to the Local Community Fund ("LCF") previously established and funded by Facebook, and shall continue to contribute \$100,000 per year to the LCF for a total period of ten years. After the ten (10) year period is complete, Facebook will consider whether to provide additional funding for the LCF.	Within one year of satisfaction of the Conditions Precedent.	Completed	Eighth funding payment made in 2024.  Programs funded address food insecurity, mental health, homeless services, distance learning resources  In 2024, Meta increased funding to \$110k and supported 26 nonprofits
9.1.5	<u>Public Open Space; Multi-Use Bridge Facility; Public Access.</u> Facebook shall construct, operate, and maintain a new two-acre publicly accessible open space and safe multi-use pedestrian/bicyclist bridge across the Bayfront Expressway as shown on the approved plans and in the Project Approvals for public use as provided for in the CDP.  Construct, operate and maintain the multi-use pedestrian/ bicyclist bridge. At the end of the useful life	Following the issuance of building permits for Building 21.	Completed	Construction of the publicly accessible open space and bridge were completed and open to the public in early 2022.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT R  
WEST CAMPUS EXPANSION DEVELOPMENT AGREEMENT  
ONGOING ACTIVITIES  
2024 Annual Review Period**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
	<p>of the multi-use pedestrian/bicyclist bridge, Facebook shall have the right to demolish the bridge improvements and shall have no obligation to replace or reconstruct the improvements.</p> <p>Construct, operate and maintain the two-acre publicly accessible open space Facebook. The public access right to the open space will be a right to pass by permission and Facebook will have the right to implement reasonable rules and regulations governing such access.</p>	Following the issuance of building permits for Building 22		
9.1.6	<p><u>City Services.</u> Within one year of satisfaction of the Conditions Precedent, Facebook shall contribute \$11,250,000 to the City's general fund to be spent in the sole discretion of the City on services that benefit the community. [Modification to the original Development Agreement.]</p>	Payment shall be required on July 1 of each fiscal year beginning in 2018	Completed	Fourth and fifth payments made in 2021 and 2022. Obligation is complete and not applicable in 2024 annual review period.
9.2.2	Facebook will cooperate with Don Edwards Refuge team and nonprofits on habitat protection and restoration adjacent to the Project Site.	Ongoing	In Progress	Meta designated Solon Stewart-Rose as main point of contact with the refuge team and other non-governmental organizations.
9.2.3	Facebook will educate employees and visitors about species next to the Property	Ongoing	In Progress	Bicycle and pedestrian bridge included interpretative signage. Interpretative signage also included in the publicly accessible open space (Meta Park).
9.2.4	Facebook will engage in wildlife-friendly behavior	Ongoing	Completed	Meta continues to collaborate with wildlife biologists at HT

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



<b>ATTACHMENT R</b> <b>WEST CAMPUS EXPANSION DEVELOPMENT AGREEMENT</b> <b>ONGOING ACTIVITIES</b> <b>2024 Annual Review Period</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
				Harvey & Associates and the SF Bay NW Refuge, and to implement wildlife-friendly behavior.

1. It is expected that the site will be merged and that the merged site will be assessed as a single tax parcel. When this occurs it will be necessary for the parties to agree upon a methodology for determining the assessed value of Building 21, Building 22 and the Hotel (as applicable). As Building 21, Building 22, and the Hotel are completed, the parties shall confer in good faith and attempt to develop a means for equitably determining the assessed value of those improvements.



<b>ATTACHMENT S</b> <b>WILLOW VILLAGE DEVELOPMENT AGREEMENT</b> <b>ONE TIME ACTIONS OR IMPROVEMENTS</b> <b>2024 Annual Review</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.1.A	<u>Elevated Park.</u> Construct an elevated park to provide direct and convenient access from Belle Haven to the Main Project Site, which will include bike and pedestrian paths, gathering spaces, plazas, and landscaped areas. Developer shall construct overcrossing from Main Project Site to Hamilton Avenue Parcel North over Willow Road if obtain all necessary other agency approvals.	<p>Begin construction with or after completion of demolition, grading, and infrastructure for the area of construction and complete as part of first vertical improvements to be constructed.</p> <p>If Developer unable to obtain all necessary other agency approvals for the portion of the Elevated Park across Willow Road, the Developer shall pay the City \$20,738,062 in lieu of constructing the Elevated Park.</p>	Conditional	
5.1.B	<u>Grocery Store.</u> Construct a full-service grocery store, which will be located on Parcel 2, providing a range of goods, including: fresh fruits, vegetables, meat and fish; dairy products; beer and wine; fresh baked goods; and a delicatessen or prepared foods.	Receive temporary occupancy or final certificate of occupancy for Grocery Store tenant improvements prior to any temporary certificate of occupancy for sixth office building. Receive final occupancy for Grocery Store tenant improvements prior to	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT S**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
		final occupancy for sixth office building or no later than 120 days from issuance of temporary occupancy for the Grocery Store tenant improvements.		
5.1.D	<u>Affordable Housing Contribution.</u> Provide \$6,000,000 in funding for affordable housing in the City, with priority for Belle Haven residents.	Initial payment of \$3 million upon issuance of first building permit for vertical construction.  Second payment of \$3 million on the first anniversary of such permit issuance.	Conditional	
5.1.E	<u>Air Quality and Noise Monitoring Equipment Funding.</u> Provide one time funding in the amount of \$200,000 to the City for the City to procure and install at locations determined by the City in the Belle Haven neighborhood one (1) new high-quality air monitoring system that shall meet Bay Area Air Quality Management District sensor requirements and one (1) new high-quality noise monitoring system that is capable of at least an 80 dB dynamic range.	Prior to issuance of the first demolition permit.	Conditional	
5.1.F	<u>Willow Road Feasibility Study Funding.</u> One-time payment of \$100,000 to City to support feasibility studies to be undertaken by City related to Willow Road ownership.	Prior to issuance of first building permit for vertical construction.	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT S**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.1.J	<u>Bank.</u> Construct a bank or credit union branch that includes retail service as well as one or more Automatic Teller Machines.	Complete construction and secure final occupancy within 12 months of final occupancy for RS3 or no later than 13 months after issuance of temporary occupancy for RS3.  Building RS3 is located within Parcel 3 and will include residential and retail/entertainment uses.	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT S**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.1.K	<u>Dining Venues.</u> Construct 18,000 square feet of building space for Eating Establishments and Drinking Establishments, constructed in two phases (9,000 square feet each).	<p>First phase: Receive final occupancy within 9 months after final occupancy for RS3, but no later than 13 months after temporary occupancy for RS3.</p> <p>Second phase: Receive final occupancy within 18 months after final occupancy for RS3, but no later than 22 months after temporary occupancy for RS3.</p> <p>Dining Venues shall consist of a range of dining options, from fast casual to sit-down restaurants, to serve residents and local employees.</p>	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT S**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.1.L	<u>Community Entertainment.</u> Construct 25,000 square feet of building space for community entertainment offerings such as a cinema, live music, bowling, miniature golf, gaming, or similar use, within two phases of 12,500 square feet each.	<p>First phase: Receive final occupancy within 18 months of final occupancy for RS3 but no later than 22 months from temporary occupancy for RS3.</p> <p>Second phase: Receive final occupancy within 24 months of final occupancy for RS3 but no later than 28 months from temporary occupancy for RS3.</p> <p>Gambling shall not be a permissible use.</p>	Conditional	
5.1.M	<u>Pharmacy.</u> Construct a space for pharmacy services to fill prescriptions and offer convenience goods	<p>Dependent upon location and outlined in detail in Exhibit F, but tied to construction milestone based on site/building.</p> <p>Exhibit F of the development agreement identifies four potential locations for the pharmacy services.</p>	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT S**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.1.N	<u>Town Square.</u> Construct town square open space that will include areas for community gatherings, festivals, and farmers markets.	First phase: complete within 12 months of completion of the garage structure to be located below the town square.  Phase 2: begin construction within 6 months of final occupancy for the hotel and complete within 18 months of final occupancy of hotel.	Conditional	
5.1.O	<u>Excess Publicly Accessible Open Space.</u> Construct as part of the Project publicly accessible open space improvements in excess of what is required by City Code and provide ongoing maintenance for these areas, consisting of a minimum of 74,030 square feet	Construct concurrent with completion of Elevated Park  Excess Publicly Accessible Open Space may be constructed within the areas of the Community Park and/or the Dog Park and/or Parcel 3	Conditional	
5.7	<u>BMR Housing True Up Payment.</u> If construction stops for a period of three years and the number of BMR units constructed is less than the proportionate required BMR units of the completed market-rate units, Developer shall pay a true up payment and the City shall hold for a period of three years before dispersing.	Only if specific criteria are met and construction stops for a period of three years	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT S**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONE TIME ACTIONS OR IMPROVEMENTS**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.8	<u>Hamilton Avenue Realignment</u> . Make good faith effort obtain all approvals for the realignment of Hamilton Avenue.	Prior to issuance of improvement plans	In Progress	Entitlements for Chevron Station reconstruction at 1399 Willow Road to accommodate realignment were approved in August 2024; The applicant submitted the parcel map for the Hamilton Avenue realignment in January 2024 and the Final Map for the main project site in July 2023. The on-site improvement plans were submitted for review in February 2023.
10.3	<u>PILOT</u> . Developer and City shall enter into a Payment In Lieu of Taxes Agreement (PILOT Agreement) to ensure that if the property is transferred to an entity exempt from taxes that the City is provided the amount of anticipated taxes.	Prior to issuance of first building permit or transfer of portion of property.	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



<b>ATTACHMENT T</b> <b>WILLOW VILLAGE DEVELOPMENT AGREEMENT</b> <b>ONGOING ACTIVITIES</b> <b>2024 Annual Review</b>				
<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.1.C	<u>Grocery Store Rent Subsidy.</u> Provide a subsidy for two (2) years of rent in the amount of \$1,972,630; Developer shall offer the Grocery Store tenant an additional rent subsidy in the amount of the delta between the Grocery Store tenant's sales and the Grocery Store Performance Standard, not to exceed a total of \$1,000,000 in years three to five.	Commences upon occupancy of the space by Grocery Store tenant and runs for two (2) to five (5) years.  The Grocery Store Performance Standard is sales of \$14 per square foot, including pharmacy sales.	Conditional	
5.1.G	<u>Job Training Funding and Community Hub.</u> Provide funding to specified entities in the aggregate total amount of \$8,304,907 from February 2022 through December 2024:  a) Year-up and Hub from February 2022- December 2024.  b) Job Train from January 2022- December 2023.  c) A facility to be managed by Developer that will prepare local residents with job skills and fund internships for Menlo Park residents, with priority for Belle Haven residents, to the extent permitted by law.	February 2022 – December 2024	Completed	Payments made and expenses/costs were incurred in 2022, 2023, and 2024 for Year-up, Community Hub, and JobTrain in an amount of \$11,781,677, which exceeds the minimum obligation.  This obligation has been met and future payments will not be required.

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT T**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
5.1.H	<u>Teacher Housing Rent Subsidies.</u> Provide subsidized rent in the amount of \$1,745,319 for twenty-two (22) teachers currently living at 777 Hamilton Apartments in Belle Haven from February 2022 through March 2024	February 2022 - March 2024	Completed	Continuation of Meta's existing Workforce Housing Fund Pilot Program.  Meta continued the teacher housing program in 2022 and 2023. Meta indicates that it will continue the program through June 2025.
5.1.I	<u>Bayfront Shuttle.</u> Provide a shuttle service for a period of seventeen (17) years to transport Bayfront residents to and from the Main Project Site. Shuttle shall use one hundred percent (100%) electric vehicles if feasible.	Shuttle operation shall begin at the earlier of the opening of the Grocery Store or the completion of the Elevated Park.	Conditional	
5.2	<u>Leasing of Space for Bonus Development Community Amenities.</u> Make good faith, reasonable efforts to lease the space identified for the Grocery Store as a Grocery Store, the space identified for the Bank as a Bank, the space identified for the Pharmacy as a Pharmacy, the spaces identified for Dining Venues as Dining Venues, and the spaces identified for Community Entertainment as Community Entertainment.	Developer shall report to the City its efforts upon issuance of first permit for vertical construction and annually thereafter.	Conditional	
5.3.A	<u>Ongoing Job Training.</u> Developer shall cause Meta to, for a period of five (5) years from and after the Effective Date to: 1) Work with a local training program to expand training services for residents of City and City of East Palo Alto;	If developer commences construction of the project.	Completed	Meta also met this obligation by complying with the requirements of the Campus Expansion DA.  <u>Ongoing Job Training.</u>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT T**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
	<p>2) Create an ongoing quarterly series of career development workshops focusing on resume writing, interviewing skills, and how to find a job;</p> <p>3) Hold five (5) annual job fairs for residents of City and City of East Palo Alto. The program shall run annually for a period of five (5) years after the Effective Date, except for times of Meta hiring freezes, in which case the period shall be extended annually until five (5) job fairs have occurred;</p> <p>4) Promote local volunteer opportunities to its employees; and</p> <p>5) Host a local community organization fair.</p>			<p>Class implemented in 2023. In coordination with Meta, Year Up worked with SAMCEDA and San Mateo County Chamber to place participants.</p> <p><u>Quarterly Series Of Career Development Workshops (Meta Access Program)</u></p> <p>Meta met four workshops per year with the quarterly workshops below:</p> <ol style="list-style-type: none"> <li>1. Resume Building</li> <li>2. Building Your LinkedIn Profile</li> <li>3. Resume Building</li> <li>4. Tips for Job Seekers Over 50</li> </ol> <p><u>Hold five (5) annual job fairs for residents of City and City of East Palo Alto.</u></p> <p>On November 13, 2024, Meta partnered with JobTrain to host a job fair at the Belle Haven Community Campus. There were approximately</p>

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT T**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
				<p>250 attendees and 18 local employers. The event included free professional headshots, dinner, and one year of LinkedIn premium.</p> <p><u>Promote local volunteer opportunities to its employees;</u></p> <p>Meta (Developer) promoted five events with employee participation totaling approximately 60 Meta volunteers.</p> <p><u>Host A Local Community Organization Fair.</u></p> <p>Meta Hosted A Virtual Volunteer Fair December 10-12, 2024.</p>
5.3.B	<u>Career Experience Program.</u> Developer shall cause Meta to, for a period of five (5) years from and after the Effective Date, create a career experience program for high school students living in the City, East Palo Alto, or Redwood City. The program shall run for at least four (4) weeks each year and shall allow students to receive	<p>For five years beginning on the Effective Date</p> <p>Effective Date: January 13, 2023</p>	Completed	The Career Experience program currently in progress and this obligation is also reported on through the Campus Expansion DA through the Internship

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT T**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review**

DA Term	Task/Requirement/Action*	Timeline	Status	Notes
	STEM career training and engage with Meta employees.			Program requirement (Item 13.1).  Application phase completed in spring 2024 and Program commenced in June 2024 and completed in July 2024.
5.3.C	<u>Dumbarton Rail</u> . Provide stakeholder support for a rail transit project along the Dumbarton rail bridge, which would connect the Caltrain corridor at Redwood City to the East Bay	Beginning on the Effective Date (for duration of DA)	In Progress	No reportable action for 2024.
5.3.D	<u>Dumbarton Forward</u> . Provide stakeholder support for Metropolitan Transportation Commission's strategies to improve efficiency and reduce delay on the State Route 84-Dumbarton Bridge-Bayfront Expressway corridor between Interstate 880 in Fremont and Marsh Road in Menlo Park	Beginning on the Effective Date (for duration of DA)	In Progress	No reportable action for 2024.
5.3.E	<u>Bus Access</u> . Coordinate with City to ensure that publicly operated buses have access to the Main Project Site (e.g., Menlo Park Midday, commute.org, SamTrans buses) and provide bus stops at reasonable locations within the Main Project Site, to be reasonably approved by City in conjunction with approval of Improvement Plans, for public transit systems.	Concurrent with submittal of improvement plans	In Progress	Applicant submitted improvements plans and staff currently reviewing.
5.3.F	<u>Community Use of Publicly Accessible Open Space</u> . Provide public access in compliance with the Willow Village Open Space Rules.	Prior to first certificate of occupancy	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT T**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.3.G	<u>Gap Payment.</u> Annual payment of Three Hundred Eighty-Nine Thousand Dollars (\$389,000), plus a CPI Adjustment each year until the Gap Payment Termination Date or Hotel is constructed.	One month from certificate of occupancy of third office building if hotel building permit has not been issued; and one year from anniversary of certificate of occupancy for third office building if building permit for hotel was issued by third office building occupancy.	Conditional	
5.3.I	<u>Community Use of MCS.</u> Provide access to the MCS to the City and/or non-profit or similar community organizations for up to six (6) community events per year	Beginning at occupancy of MCS building.  Subject to security protocols of developer/operator and scheduling needs of operator/developer.	Conditional	
5.3.J	<u>Generators.</u> Use environmentally cleaner generators than diesel if available at time of purchase that can meet electrical load requirements without redesign and if capital cost is not more than 5% of a diesel generator and annual cost will not be more than 5%.	Prior to purchase of diesel generators	Conditional	
5.3.K	<u>Reduction of Daily Office Trips.</u> Meet and confer with the City on potential incentives that could be provided to the Developer (from the City) if Developer could reduce daily office trips by additional 10-15% below trip cap.	Prior to issuance of first building permit	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.



**ATTACHMENT T**  
**WILLOW VILLAGE DEVELOPMENT AGREEMENT**  
**ONGOING ACTIVITIES**  
**2024 Annual Review**

<b>DA Term</b>	<b>Task/Requirement/Action*</b>	<b>Timeline</b>	<b>Status</b>	<b>Notes</b>
5.6	<u>Sales Tax Point of Sale Designation.</u> Use commercially reasonable efforts to book purchases of initial construction materials in such a way that Menlo Park receives sales and use taxes directly instead of via the county-wide pool.	Prior to issuance of first building permit.  Ongoing during initial construction phases.	Conditional	

\*The DA requirements listed here may be summarized; the complete terms are found in the recorded Development Agreement.