Planning Commission



REGULAR MEETING AGENDA

Date: 6/23/2025 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 – Meeting ID# 846 9472 6242
- Access the meeting real-time via telephone (listen only mode) at: (669) 900-6833
 Regular Meeting ID # 846 9472 6242
 Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time: planning.commission@menlopark.gov*
 Please include the agenda item number related to your comment.

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

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

Regular Meeting

- A. Call To Order
- B. Roll Call
- C. Reports and Announcements
- D. Public Comment

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

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

E. Consent Calendar

E1. Approval of minutes from the June 9, 2025 Planning Commission meeting (Attachment)

F. Regular Business Item

F1. Architectural Control/Stanford University/200 and 300 El Camino Real:

Consider and adopt a resolution to approve an architectural control permit for minor alterations to two existing office buildings at 200-300 El Camino Real, including the installation of metal roll-up gates for two rear-facing underground parking garage entrances at 300 El Camino Real, and the installation of metal roll-up gates for two rear-facing underground parking garage entrances and a metal gate for one side-facing pedestrian entrance at 200 El Camino Real, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-028-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: July 14, 2025
 - Regular Meeting: July 28, 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. Persons with disabilities, who require auxiliary

aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at menlopark.gov/agendas and can receive email notifications of agenda postings by subscribing at menlopark.gov/subscribe. Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 6/18/2025)

Planning Commission



REGULAR MEETING DRAFT MINUTES

Date: 6/9/2025 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 Andrew Ehrich called the meeting to order at 7:01 p.m.

B. Roll Call

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

Staff: Calvin Chan, Senior Planner; Fahteen Khan, Associate Planner; Matthew Pruter, Associate Planner; Corinna Sandmeier, Principal Planner; Chris Turner, Senior Planner

C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council at its June 10, 2025 meeting would hold a public hearing on the proposed fiscal year 2025 to 2026 budget and the Capital Improvement Plan and would also consider the potential repeal of the closure of a portion of Santa Cruz Avenue.

D. Public Comment

None

E. Consent Calendar

E1. Approval of minutes from the May 19, 2025 Planning Commission meeting (Attachment)

Chair Ehrich opened the Consent Calendar for public comment and closed it as no one requested to speak.

ACTION: Motion and second (Behroozi/Silverstein) to approve the consent calendar consisting of the minutes from the May 19, 2025 Planning Commission meeting; passes 6-0 with Commissioner Ferrick abstaining.

F. Public Hearing

F1. Use Permit and Variance/Kyuhee Voorhies/805 Harvard Ave.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence with a partial basement and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot depth and area in the R-1-U (Single Family Urban Residential) zoning district at 805 Harvard Avenue. The project also includes a use permit request for excavation within the required street side setback along Cornell

Road for a proposed basement lightwell. Additionally, the project includes a variance request to locate the garage entrance 16 feet from the street side lot line instead of the required 20 feet. 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 would also include an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #25-024-PC)

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

Commissioner Silin noted that his home was within 500 feet of the subject property, and he would recuse himself from the meeting until the conclusion of the subject item.

Chris Kummerer, CKA Architects, spoke on behalf of the project.

Chair Ehrich opened the public hearing for the item and closed it as no one requested to speak.

Commission discussion included appreciation for locating the house to minimize impacts on the redwood tree groves and street trees, support for the requested variance, the retention of the Tudor revival theme, the privacy consideration given to the second floor balcony, and the in-person neighbor outreach. Vice Chair Silverstein suggested that the requirement for a 20-foot garage setback was punitive and unnecessary and if variances from that were consistently being given that they recommend to Council to reduce the requirement. Chair Ehrich suggested future work and discussion on such variance considerations toward facilitating good development.

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

F2. Use Permit/Steve Bowers/1211 Arbor Rd., 1231 Arbor Rd., and 1100 Santa Cruz Ave.: Consider and adopt a resolution to approve a use permit to construct six foot tall metal fences/gates within the front setback of the St. Raymond School parking lot along Arbor Rd., which would transition to an eight foot tall metal fence with gates between the parking lot and the basketball courts to the west of St. Raymond Church in the R-E (Residential Estate) zoning district. The proposed fences/gates would exceed the maximum heights allowed in a residential district. A use permit revision is also requested to modify sitewide parking and circulation plans approved through a use permit in 1992 to reflect current uses for the church and school, without a reduction in parking availability. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-025-PC)

Senior Planner Calvin Chan said staff had no additions to the written report.

Chair Ehrich opened the public hearing on the item. One person indicated online a desire to speak but did not speak when invited to by staff. Chair Ehrich then closed the public hearing.

Commission comment included support for actions to improve safety at the subject property intersection and increased fence heights for security.

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

F3. Use Permit/Hongju Chen/1261 El Camino Real:

Consider and adopt a resolution to approve a use permit to operate a massage therapy business, which is considered a restricted personal service and requires a use permit, in an existing multitenant commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 1261 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-026-PC)

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

Denise Sanders, representing the property owner, and Mark Morino, applicant representative, spoke on behalf of the project.

Chair Ehrich opened the public hearing on the item and closed it as no one requested to speak.

Commission comment included a suggestion that the applicant not rely on on-street parking for the business due to future anticipated widening for bicycle lanes and to approach Springline for potential use of its large parking structure by the business' staff, confirmation from the applicant that there was bicycle parking spaces on the first floor, and a suggestion to use electric energy rather than fossil fuel energy.

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

F4. Use Permit/Kohei Tamagawa/3553 Haven Ave., Unit 4:

Consider and adopt a resolution to approve a use permit to operate an indoor sports training private recreational use, which is considered a special use and requires a use permit, in an existing multi-tenant commercial building on a property that is substandard with regard to the minimum parking requirement in the M-2 (General Industrial) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #25-027-PC)

Associate Planner Matt Pruter said staff had no additions to the written report.

Kohei Tamagawa, applicant, spoke on behalf of the project.

Commissioner Behroozi discussed with staff the need for ventilation and the applicant's project description that the doors would be kept shut to mitigate noise.

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

Chair Ehrich discussed with Mr. Tamagawa the stipulation in the project description letter that the rollup doors would be closed during training sessions. Mr. Tamagawa indicated he would prefer to remove that stipulation.

Commissioner Schindler said she would move to approve with a modification to allow the applicant at the building permit application stage to update the project description letter to remove the element about the doors being left closed during training sessions.

ACTION: Motion and second (Schindler/Behroozi) to adopt a resolution to approve the item with the following modification; passes 7-0.

 Add condition 2.a.: Simultaneous with the submittal of a complete building permit application, the applicant may revise the project description letter to omit the requirement to maintain closed doors during training sessions, subject to review and approval of the Planning Division.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

Commissioner Ferrick noted she had out of town work conflicts for the next two meetings.

• Regular Meeting: June 23, 2025

Planner Sandmeier said the June 23rd agenda would have an item for architectural control for 200 to 300 El Camino Real to add security gates to the garage entrances for those buildings.

• Regular Meeting: July 14, 2025

Chair Ehrich said he would be seeking information on how the Planning Commission could potentially express its opinion as a commission to the City Council rather than as individuals or through the Council liaison to the commission regarding use permits for various special uses and how the City's zoning codes were interacting with the needs of the citizens, and patterns the Commission had seen emerge.

H. Adjournment

Chair Ehrich adjourned the meeting at 8:42 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett

Community Development



STAFF REPORT

Planning Commission Meeting Date: Staff Report Number:

6/23/2025 25-028-PC

Regular Business:

Consider and adopt a resolution to approve an architectural control permit for minor alterations to two existing office buildings at 200-300 El Camino Real, including the installation of metal roll-up gates for two rear-facing underground parking garage entrances at 300 El Camino Real, and the installation of metal roll-up gates for two rear-facing underground parking garage entrances and a metal gate for one side-facing pedestrian entrance at 200 El Camino Real, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, 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 approving an architectural control permit for minor alterations to two existing office buildings in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 200-300 El Camino Real. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

Each architectural control permit request is considered individually. The Planning Commission should consider whether the required architectural control findings identified in Menlo Park Municipal Code (MPMC) Section 16.68.020 (Architectural Control) can be made for the proposed project. The proposed project is located in the SP-ECR/D zoning district and the Planning Commission should consider the guiding principles of the El Camino Real/Downtown Specific Plan (Specific Plan) and the 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, particularly with regard to achieving the Vision Goal of developing parking strategies and facilities that meet the commercial and residential needs of the community; and
- Enhance Connectivity, particularly with regard to achieving the Vision Goal of providing an integrated, safe and well-designed pedestrian and bicycle network.

The City's General Plan includes a variety of goals and associated policies to implement those goals related to retaining and enhancing neighborhood-serving commercial and retail clusters 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.
- Goal LU-4: Promote and encourage existing and new business to be successful and attract entrepreneurship and emerging technologies for providing goods, services, amenities, local job opportunities and tax revenue for the community while avoiding or minimizing potential environmental and traffic impacts.
- 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: El Camino Real/Downtown Specific Plan. 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

Considering El Camino Real as having a north-south orientation, the approximately 8.43-acre Middle Plaza development, including a series of buildings addressed 200-500 El Camino Real with a mix of office, residential and commercial uses, is located on the east side of El Camino Real. In particular, the two office buildings located within the greater project site located at 200 El Camino Real and 300 El Camino Real comprise the proposed project. The project site is within the Specific Plan's El Camino Real South-East (ECR SE) district, and it has a land use designation of El Camino Real Mixed Use, which supports a variety of retail, office, residential, and public and semi-public uses.

The project site includes one mixed-use retail and office building at 500 EI Camino Real (Office 1), located at the northern end of the development; three residential buildings, addressed 400 EI Camino Real, located in the middle of the project site; and two office buildings at 300 and 200 EI Camino Real (Offices 2 and 3, respectively), located on the southern end of the project site. The project also includes a series of two-level underground parking garages beneath the buildings and an approximately one-half acre plaza facing the Middle Avenue intersection with EI Camino Real (Middle Plaza) that provides publicly accessible open space and a future connection between EI Camino Real and a proposed grade-separated, pedestrian and bicycle crossing beneath the Caltrain tracks. All buildings on the project site have been granted occupancy and the plaza is open to the public.

Neighboring land uses include a commercial plaza to the north; Burgess Park, the Civic Center, and singleand multi-family residential units east of the Caltrain right-of-way and Alma Street; the Stanford Park Hotel to the south; and a mix of commercial uses, including a retail shopping center and multi-family residential uses to the west of El Camino Real. Downtown Menlo Park is approximately 0.3 miles northwest of the project site. A location map is included as Attachment B.

Previous approvals

The following is a summary of the project timeline for the 500 El Camino Real at Middle Plaza development.

 The City Council approved the Middle Plaza at 500 El Camino Real project on September 26 and October 10, 2017. Entitlements included an architectural control permit, a Below Market Rate (BMR) Housing Agreement, a Development Agreement (DA) and heritage tree removal permits for a mixed-use development consisting of office, retail, and residential uses on the 8.43-acre site, with a total of approximately 10,286 square feet of retail/restaurant, 142,840 square feet of non-medical office, and 215 residential units.

- On November 15, 2021, the Planning Commission approved a use permit for hazardous materials to install two diesel emergency back-up generators associated with the project.
- On September 19, 2022, the Planning Commission approved a master sign program for the project site.
- On February 5, 2024, the Planning Commission approved a master sign program amendment for the project site.

Analysis

Project description

The applicant, Stanford University, is requesting architectural control approval for improvements to Offices 2 and 3 to enhance security and vehicular access to the buildings. No changes in gross floor area (GFA) or other exterior modifications are proposed. The project plans and the applicant's project description letter are included as Exhibits A and B to Attachment A, respectively.

As described in the project plans and project description letter, the proposed modifications involve the following:

- Installing two metal roll-up gates for the two rear-facing underground parking garage entrances at Office 2;
- Installing two metal roll-up gates for the two rear-facing underground parking garage entrances at Office 3; and
- Installing one metal gate for a side-facing pedestrian entrance at Office 3.

In the project description letter, the applicant states that there have been security concerns within the two underground parking garages, in addition to security concerns with the office pedestrian access at the side entrance of Office 3. To enhance safety and security for employees and visitors, the applicant is proposing coiling roll-up gates to operate at the four entries for the underground parking garages (two at each office parking garage). The gates would be motorized, and the applicant has clarified that these four gates would remain open between 8:00 a.m. and 5:00 p.m. Outside these hours, the gates would be operable via a radio frequency identification (RFID) system. The applicant has indicated that entry into the two office buildings would be limited outside of the business hours stated. The Transportation Division has reviewed the proposed plans and gate operations, and they have confirmed that the installation of the gates would not result in significant queuing or traffic issues, as the gates would be open during business hours, and outside of those hours few employees or other persons would need access. Staff is recommending project-specific condition 2.a. to ensure the gates remain open during business hours on weekdays, with flexibility for holidays and other occasions when the majority of employees may be working off-site. The condition would also allow the applicant to modify the standard hours if necessary through a substantial conformance memorandum process.

In addition, the metal pedestrian gate would be installed at the left-side entrance to Office 3, and the style and finish would match other grilles and screens that currently exist on the buildings.

The proposed improvements would promote General Plan goals LU-3, LU-4, and LU-5 by encouraging safer access to existing nearby commercial and residential uses, and enhancing connectivity and activity within the commercial and residential spaces both on the project site and along the neighboring portions of El Camino Real. By providing safer access to these uses and other amenities, including the public and

Staff Report #: 25-028-PC Page 4

semi-public uses found at the greater 200-500 EI Camino Real site, the proposed project would help in strengthening the economic activities along the EI Camino Real corridor and foster community gathering and engagement within the vicinity of the project site.

Design and materials

As stated previously, the vehicle gates would be located at the rear of the two buildings and the pedestrian gate would be located along the side of Office 3. For each of the gates, the locations would vary. For Office 2, the two vehicle gates would be recessed within the garage, at the bottom of the ramp slope at the basement level, limiting the visibility of the materials from ground level. For Office 3, the vehicle gates would be flush with the primary building façade. The pedestrian gate at Office 3 would also be flush with the primary building façade. The pedestrian gate at Office 3 would also be flush with the primary building façade. The pedestrian gates would be limited from the public right-of-way along El Camino Real. The four vehicle roll-up gates would be made of stainless steel and aluminum, and would feature a rectangular, gridded pattern when the gates are closed. The pedestrian gate proposed at the side of Office 3 would be made of a laser-cut metal, painted bronze, and cut with a design that matches other metal screens on the building.

Correspondence

Staff has not received any items of correspondence on the proposed project.

Conclusion

Staff believes that the scale, materials, and proposed design would be compatible with the existing project site and existing buildings, as well as the features on the subject buildings. The proposed project would result in a security improvement that is compatible with other design elements found at the existing office buildings, and no parking, GFA, or building footprint changes are proposed. The proposed improvements would offer more security for employees and patrons of the buildings, and could promote General Plan goals LU-3, LU-4, and LU-5. 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 1 (Section 15301, "Existing facilities") 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. Conditions of Approval
- B. Location Map

Report prepared by: Matt Pruter, Associate Planner

Report reviewed by: Tom Smith, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2025-0XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING AN ARCHITECTURAL CONTROL PERMIT FOR MINOR ALTERATIONS TO TWO EXISTING OFFICE BUILDINGS IN THE SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) ZONING DISTRICT, AT 200 AND 300 EL CAMINO REAL.

WHEREAS, the City of Menlo Park ("City") received an application requesting approval of an architectural control permit to install four security gates and one pedestrian gate at two office buildings located within a mixed-use development (Middle Plaza) in the SP-ECR-D (El Camino Real/Downtown Specific Plan) zoning district ("Project") from Evan Sockalosky, ("Applicant"), on behalf of the property owner Stanford University ("Owner") located at 500 El Camino Real (APN 071-440-170) ("Property"). The Project architectural control permit request 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 SP-ECR/D (EI Camino Real/Downtown Specific Plan) zoning district encompasses EI Camino Real, the Caltrain station area and downtown Menlo Park, and supports a variety of uses, including retail, personal services, restaurants, business and professional offices, residential uses, public and semi-public uses, and transit uses; and

WHEREAS, the proposed Project would comply with all objective standards of the SP-ECR/D district; 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 June 23, 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. Architectural Control Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the architectural control permit for the proposed operations center is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.68.020:

- That the general appearance of the structures is in keeping with character of the neighborhood; in that, the proposed modifications to the two office buildings provide a balanced and consistent appearance in relation to the overall development on the site and the affected buildings, and would be located at the side and rear of the buildings, where they are less likely to be visible from the public right-of-way.
- 2. That the development will not be detrimental to the harmonious and orderly growth of the city; in that, the Project contains design modifications to two existing office buildings. The Project's design is generally consistent with all applicable requirements of the Downtown Specific Plan. In addition, the proposed gates would be closed only outside of standard business hours, the number of employees needing access to the sites outside of standard business hours is low, and the Transportation Division reviewed the Project and expressed no concerns. Therefore, the Project will not be detrimental to the harmonious and orderly growth of the city.
- 3. That the development will not impair the desirability of investment or occupation in the neighborhood; in that, the Project contains design modifications to two existing office buildings, which involve a use that is consistent with the applicable standards of the Downtown Specific Plan for the project site. The proposed Project is designed in a manner consistent with all applicable codes and ordinances. Therefore, the proposed Project would not impair the desirability of investment or occupation in the neighborhood.
- 4. That the development provides adequate parking as required in all applicable city ordinances, as no parking changes are proposed. Therefore, the proposed development provides sufficient on-site parking.

5. That the development is consistent with any applicable specific plan; in that, the Project is located within the Specific Plan area and meets the requirements of the Downtown Specific Plan. Further, the proposed Project is designed in a manner consistent with all applicable codes and ordinances, as well as the General Plan goals and policies.

Section 3. Architectural Control Permit. The Planning Commission approves Architectural Control Permit No. PLN2025-00017, which 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 Architectural Control 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 June 23, 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 June, 2025.

PC Liaison Signature

Corinna Sandmeier Principal Planner City of Menlo Park

Exhibits

- A. Project plans
- B. Project description letterC. Conditions of approval

EXHIBIT A

Planning Application For: MIDDLE PLAZA 200 and 300 El Camino Real Menlo Park, CA 94025

7



PARTRIDGE AVE. LOOKING NORTHEAST TO EL CAMINO REAL





EL CAMINO REAL LOOKING TO CAMBRIDGE AVE.



CAMBRIDGE AVE. LOOKING NORTHEAST TO EL CAMINO REAL

4



EL CAMINO REAL LOOKING TO COLLEGE AVE





COLLEGE AVE. LOOKING NORTHEAST TO EL CAMINO REAL





EL CAMINO REAL LOOKING TO PARTRIDGE AVE.





EL CAMINO REAL LOOKING NORTHWEST





EL CAMINO REAL LOOKING TO MIDDLE AVE.



Planning Application For: MIDDLE PLAZA 200 and 300 El Camino Re Menlo Park, CA 94025

A R C T E C

MIDDLE AVE. LOOKING NORTHEAST TO EL CAMINO REAL

DESCRIPTION Planning Submittal 2nd Planning Submittal

DATE 12.28.2025

10





REFRENCE SITE PLAN



EXISTING SITE NEIGHBORHOOD CONTEXT PHOTOS





REFERENCE AREA SITE PLAN

DESCRIPTION Planning Submittal 2nd Planning Submittal



PROJECT DATA

APN 071-440-170 SITE AREA: 367,037 S.F./ 8.426 ACRES ZONING: SP-ECR-D ELCAMINO REAL / DOWNTOWN SPECIFIC PLAN







A1.01 PROJECT NO: 246184

DESCRIPTION Planning Submittal 2nd Planning Submittal





GENERAL NOTES

1. ALL VEHICLE GATES INSTALLED AT REAR OF PROPERTY. VEHICLE GATES NOT VISIBLE FROM PUBLIC WAY. 2. ALL GATES AT 300 EL CAMINO REAL TO BE INSTALLED BELOW GRADE AND NOT DIRECTLY VISIBLE.

A R C T E C

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Planning Application For. MIDDLE PLAZA 200 and 300 El Camino Real Menlo Park, CA 94025

> DESCRIPTION Planning Submittal 2nd Planning Submittal

300 EL CAMINO REAL PHOTO REFERENCE

A1.03

DATE 02.28.2025 04.22.2025 1d anue, Building C 602.953.2355









VEHICLE GATE LOCATION









B

NEW VEHICLE GATE

Planning Application For. MIDDLE PLAZA 200 and 300 El Camino Real Menlo Park, CA 94025







OFFICE 3 200 EL CAMINO REAL







₽ş





VEHICLE GATE LOCATION



LASER CUT METAL PANEL MAIN GATE TO MATCH





MAIN GATE LOCATION





13 A2.02 000 02102 3 3.6 4 6 6 6 5 ENTRY 2 ENTRY 4 -(A) 04 ×Г -(1) ъ EF. -0 2 2 20] . 0 ENTRY 5 **9**• : 6 **P*** 0 - 20 . 03 0_- \longrightarrow B (1) 64 65 F ъ.

KEYNOTES

EXISTING PARKING AND DRIVE AISLES

EXISTING PEDESTRIAN WALKWAYS.

NEW ROLLING GRILL SECURITY GATE. SEE SHEET AS 11 FOR MATERIAL AND FINSH TYPS

NEW SECURITY GATE. SEE SHEET A8.5 FOR MATERIAL AND FINISH TYPE. BOX AS REQUIRED BY MENLO PARK FIRE DEPARTMENT

1





DESCRIPTION Planning Submittal 2nd Planning Submittal

FLOOR PLANS AND ELEVATIONS AT ENTRY 3,4 AND 5

A2.02 PROJECT NO: 246184

DATE 02.28.2025 04.22.2025

200 EL CAMINO REAL AT GRADE FLOOR PLAN (ENTRY 5, 6 AND 7)

































3

DESCRIPTION Planning Submittal 2nd Planning Submittal

A8.11 PROJECT NO: 246184

EXHIBIT B



MEETING MEMO

			2960
DATE:	March 4, 2025		Buildi
			Phoer
TO:	Connor Hochleutner		602.9
	Assistant Planner		602.9
	City Hall - 1st Floor 701 Laurel St.		Califo
	Phone: 650-330-6775		1731
			Suite
FROM:	Evan Sockalosky	ARC TEC #246184	San Jo
	-		408.4
CC:			408.4
RE:	Project Description		www.
	200 & 300 El Camino Real – Securi	ty Improvements	

The proposed project is for important facility security improvements to the office buildings located at 200 & 300 El Camino Real.

The existing parking structures for the two buildings; at grade (200 ECR) and below grade (300 ECR) are currently unsecured. The tenants are experiencing significant vehicle breakins and other security issues negatively impacting their employees. If these ongoing security issues are not resolved the current tenants may be forced to end their lease and securing future tenants would be impacted.

The proposed project provides a solution to these security issues. The scope of the project includes the addition of four overhead coiling vehicle gates and one man gate at the two buildings.

As noted, the parking structure at 200 EI Camino Real is at grade, below the office floors. The improvements include the addition of 2 overhead coiling vehicle gates and one man gate. All of the gates will be installed on the inside of the building providing a clean integrated look from the exterior. Furthermore, the man gate will include laser cut metal panels for security to match the existing panels currently located at other openings.

The scope at 300 El Camino Real is the addition of two overhead coiling vehicle gates. These gates will be located at the bottom of the ramps to the below grade parking structure. Due to the location, these gates will not be visible from grade.

All of the gates will be integrated into the buildings' access control system providing secure, controlled access to appropriate employees and personnel.

These security improvements are critical to the continued viability of these facilities and the safety and security of current and future tenants.

2960 E. Northern Avenue Building C Phoenix, AZ 85028 602.953.2355 t 602.953.2988 f California

Arizona

1731Technology Drive Suite 750 San Jose, CA 95110 408.496.0676 t 408.496.1121 f

www.arctecinc.com

LOCATION: 200-300 El Camino Real		PROJECT NUMBER: PLN2025-00017	APPLICANT: Evan Sockalosky	OWNER: Stanford University			
PROJECT CONDITIONS:							
1. The	architectur	al control permit shall be su	ubject to the following star	dard conditions:			
a.	prepared and appre	Development of the project shall be substantially in conformance with the plans prepared by Arc Tec Inc., consisting of 10 plan sheets, dated received May 29, 2025, and approved by the Planning Commission on June 23, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.					
b.	Menlo Pa	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.					
c.	Building [Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.					
d.		Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.					
e.	The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.						
f.	or other approval	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.					
2. The	2. The architectural control permit shall be subject to the following <i>project-specific</i> condition:						
a.	standard through F building is on-site. If and Trans prepared	ty gates for vehicular entry business hours for each business hours for each business riday, except for holidays, s closed and/or when regul any changes to the sched sportation staff and a subs and sent to the Planning Contation of a new schedule.	uilding, typically 8:00 a.m. t special events, and/or othe lar employees of the buildin ule are desired, the applica tantial conformance memo	to 5:00 p.m., Monday er days when the subject ng would not be working ant shall inform Planning randum shall be			

ATTACHMENT B

