



# EAST PALO ALTO PLANNING COMMISSION REGULAR SESSION AGENDA

Monday, March 10, 2025, 7:00 PM

East Palo Alto City Hall

2415 University Ave.

East Palo Alto, CA 94303

## Notice

This Planning Commission meeting on March 10, 2025 at 7:00 p.m., will be held virtually and in- person at the Council Chambers located at 2415 University Avenue, First Floor, East Palo Alto, CA 94303. The virtual portion of this meeting will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the Planning Commission meeting via Zoom meeting or by attending in- person at the Council Chambers at 2415 University Avenue, First Floor, East Palo Alto, CA 94303. Members of the public may provide comments by signing up on the City's meeting page <https://www.cityofepa.org/citycouncil/page/agenda-and-minutes> or by attending the meeting live via Zoom and using the “RAISE HAND” feature when the Chair or Planning Clerk calls for public comment.

Please click this URL to join

<https://us06web.zoom.us/j/86933717619>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or  
+ 1 346 248 7799 or  
+ 1 253 215 8782 or  
+ 1 312 626 6799 or  
+ 1 929 205 6099 or  
+ 1 301 715 8592

Webinar ID: 869 3371 7619

International numbers available: <https://zoom.us/u/aMWYF4KT>

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF CONSENT CALENDAR**
  - 3.1 **January 13, 2025 Planning Commission Meeting Minutes**
4. **PUBLIC COMMENT**
5. **SPECIAL PRESENTATIONS**
  - 5.1 **2024 Housing Element and General Plan Annual Progress Reports**

**Recommendation:**

Adopt a resolution recommending that the City Council:

1. Review and accept the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report; and
2. Direct staff to submit the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report to the appropriate State authorities; and
3. Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15061(b)(3) and 15306.

6. **PUBLIC HEARINGS**

- 6.1

**Design Review Application (DR24-007) to partially enclose an existing structure (trellis) to build out a proposed 1,501-square foot café, façade improvements to three existing buildings of a combined 1,010-square feet, 3,330-square feet of landscape improvements to the inner circle, and the removal of 28 protected trees and replacement of 14 trees in the same general area**

**Recommendation:**

1. Approving Design Review Application (DR24-007) for the addition of walls to enclose part of an existing structure (trellis) a modification of an existing structure to build out a proposed 1,501-square foot café, façade improvements to the existing three buildings of a combined 1,010-square

feet, 3,330-square feet of landscape improvements to the inner circle, and the removal of 28 protected trees and replacement of 14 trees in the same general area based on the findings listed in this staff report and subject to the standard requirements and conditions of approval proposed by staff, as may be subsequently amended by the Planning Commission; and

2. Finding that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) under Section 15301 Class 1, Existing Facilities.

## 7. **ADJOURNMENT**

### **Upcoming meetings:**

Regular Meeting	March 24, 2025	7:00 PM
Regular Meeting	April 14, 2025	7:00 PM
Regular Meeting	April 28, 2025	7:00 PM

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

**This Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the City Council will be available for public inspection at the City Clerk's Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the East Palo Alto website [www.cityofepa.org](http://www.cityofepa.org) subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.**

The City Council meeting packet may be reviewed by the public in the Library or the City Clerk's Office. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the City Clerk's Office, 2ND Floor, City Hall, 2415 University Avenue, East Palo Alto, California 94303 during normal business hours. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office at (650) 853-3127 no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

#### DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website. Under penalty of perjury, this Agenda was posted to the public at least 72 hours prior to the meeting.

POSTED: March 7, 2025

ATTEST:

Ruby Phillips

Secretary II

SEAT	COMMISSIONER	EXPIRES	SEAT	COMMISSIONER	EXPIRES
1	Uriel Hernandez	5/16/2026	5	Robert Sherrard	5/31/2027
2	Juan Mendez	5/31/2027	6	Javanni Brown-Austin	5/31/2027
3	Robert Allen Fisk	7/08/2025	7	Curtis Monette	5/31/2027
4	Michael Mashack	7/08/2025	8	Q Smith	5/31/2025



# EAST PALO ALTO PLANNING COMMISSION STAFF REPORT

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**DATE:** March 10, 2025

**TO:** Honorable Chair and Members of the Planning Commission

**VIA:** Amy Chen, Director of Community and Economic Development Department

**BY:** Ruby Phillips, Secretary II, CEDD

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**SUBJECT:** January 13, 2025, Planning Commission Meeting Minutes

## **Recommendation**

Accept the January 13, 2025, Planning Commission Meeting Minutes.

## **Attachments**

1. January 13, 2025, Planning Commission Meeting Minutes.



# CITY OF EAST PALO ALTO PLANNING COMMISSION REGULAR MEETING MINUTES

January 13, 2025, 7:00 p.m.

EPA Government Center

City Council Chamber

East Palo Alto, CA 94303

## 1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:00 p.m. by Chair Mashack.

Attendee Name	Title	Status	Arrived
Uriel Hernandez	Commissioner	Present	
Juan Mendez	Commissioner	Present	
Robert Allen Fisk	Commissioner	Present	
Michael Mashack	Chair	Present	
Robert Sherrard	Vice Chair	Present	
Javanni Brown-Austin	Commissioner	Absent	
Curtis Monette	Commissioner	Present	
Q Smith	Alternate Commissioner	Absent	

## 2. APPROVAL OF AGENDA

Commissioner Allen Fisk made a motion to approve the agenda. It was seconded by Commissioner Mendez and unanimously approved.

<b>RESULT:</b>	Approved
<b>MOTION BY:</b>	Allen Fisk
<b>SECOND:</b>	Mendez
<b>AYES:</b>	Allen Fisk, Sherrard, Hernandez, Mendez, Monette, Mashack
<b>ABSENT:</b>	Brown-Austin, Smith

## 3. APPROVAL OF CONSENT CALENDAR

Commissioner Allen Fisk made a motion to approve the consent calendar. It was seconded by Commissioner Hernandez. The motion was approved.

### 3.1) , Planning Commission Minutes

**Recommendation:** Accept December 9, 2024 Planning Commission Minutes.

<b>RESULT:</b>	Approved
<b>MOTION BY:</b>	Allen Fisk
<b>SECOND:</b>	Hernandez
<b>AYES:</b>	Allen Fisk, Sherrard, Hernandez, Mendez, Monette
<b>ABSTAIN:</b>	Mashack
<b>ABSENT:</b>	Brown-Austin, Smith

#### **4. PUBLIC COMMENT**

None.

#### **5. INFORMATIONAL REPORTS**

Planning Manager Lee made the following announcements:

- A Planning Commission Training on new housing laws is scheduled for January 30, 2025. There will be a PowerPoint presentation and recording which will be accessible for those who can not attend.
- The second reading of the RBD and related development codes was approved by City Council on December 17, 2025.

#### **6. PUBLIC HEARINGS**

##### **6.1 Renewal of a Previously Approved Conditional Use Permit (CUP23-001) for the Sale of Beer and Wine for onsite consumption at the Mountain Mike's Pizza Restaurant located at 1765 East Bayshore Road, Suite C**

###### **Recommendation:**

1. Adopt a resolution granting of a Conditional Use Permit (CUP24-002) to allow a three-year extension of a previously approved Conditional Use Permit (CUP 23-001) for the Sale of Beer and Wine for onsite consumption at the Mountain Mike's Pizza Restaurant located at 1765 East Bayshore Road, Suite C, based on the findings and subject to the conditions proposed by staff, as may be subsequently amended by the Planning Commission; and
2. Finding that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) under Section 15301 Class 1, Existing Facilities.

Commissioners asked staff questions and received responses. Commissioner Hernandez commented to staff that there was a typographical error in the resolution. Staff responded that the correction was noted and will be corrected.

Public Comment: Ehab Youssef, Gurpreet Buttar, Steven Chau

Commissioners were given an opportunity to ask Gurpreet Buttar (Mountain Mike owner) questions.

<b>RESULT:</b>	Approved
<b>MOTION BY:</b>	Allen Fisk
<b>SECOND:</b>	Sherrard
<b>AYES:</b>	Allen Fisk, Sherrard, Hernandez, Mendez, Monette, Mashack
<b>ABSENT:</b>	Brown-Austin, Smith

## **6.2 Development Code Text Amendment (ZTA24-001) Addition to amend Chapter 18.94 to amend Section 18.94.110 of Title 18 (Development Code) of the East Palo Alto Municipal Code**

### **Recommendation:**

1. Consider an addition to Development Code Text Amendment, ZTA24-001, and
2. Adopt an updated resolution (Attachment 1) recommending that the East Palo Alto City Council adopt an ordinance to approve Development Code Text Amendment, ZTA24-001 that:
  - a. Includes an addition to Development Code Text Amendment, ZTA24-001, that amends chapter 18.94 to amend section 18.94.110 to make administratively approved Minor Temporary Use Permits issued for one to six days final upon issuance and not subject to an appeal period.
  - b. Finds the proposed Zoning Text Amendments to be exempt in accordance with CEQA Guidelines Sections 15061(b)(3), 15378 and 15183 of the California Environmental Quality Act (CEQA) Guidelines.

<b>RESULT:</b>	Approved
<b>MOTION BY:</b>	Monette
<b>SECOND:</b>	Mendez
<b>AYES:</b>	Allen Fisk, Sherrard, Hernandez, Mendez, Monette, Mashack
<b>ABSENT:</b>	Brown-Austin, Smith

## **8. ADJOURNMENT**

The meeting was adjourned at 7:46 p.m.

**ATTEST:**

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Planning Commission Clerk

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Planning Commission Chair

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**East Palo Alto Planning Commission**

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**January 13, 2025, Minutes**



# **EAST PALO ALTO CITY COUNCIL STAFF REPORT**

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**DATE:** March 10, 2025

**TO:** Honorable Chair and Members of the Planning Commission

**VIA:** Melvin E. Gaines, City Manager

**BY:** Michelle Huang, Assistant Planner  
Yajaira Morales, Housing Project Manager

**SUBJECT:** 2024 Annual Housing Element Progress Report and 2024 General Plan  
Annual Progress Report

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## **Recommendation**

Adopt a resolution recommending that the City Council:

1. Review and accept the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report; and
2. Direct staff to submit the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report to the appropriate State authorities; and
3. Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15061(b)(3) and 15306 and none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to this Project.

## **Alignment with City Council Strategic Plan**

This recommendation is primarily aligned with:

- Priority: Promote Housing, Economic and Workforce Development



## **SPECIAL PRESENTATION**

### **Background**

This staff report combines the following two annual progress reports:

- Housing Element Annual Progress Report (Housing Element APR)
- General Plan Annual Progress Report (General Plan APR)

These reports must be submitted to the relevant State agencies - California Department of Housing and Community Development (HCD) and to the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research or OPR) – by April 1st of each year, after they have been presented to the local legislative body for their review and acceptance.

### **Housing Element APR**

The Housing Element<sup>1</sup> outlines the City's plan to meet its affordable and market-rate housing production goals, referred to as the Regional Housing Needs Allocation (RHNA). This allocation is determined by HCD, Department of Finance (DOF), and the regional Councils of Government (COGs). The State agencies calculate statewide housing needs based on population projections and regional population forecasts used in preparing regional transportation plans.

The Association of Bay Area Governments (ABAG)/Metropolitan Transportation Commission (MTC) is then responsible for distributing the RHNA to the Bay Area local governments using an allocation methodology that is consistent with development and growth patterns. East Palo Alto's RHNA 6 for the 2023-2031 Housing Element is 829 housing units (see Table 2).

The RHNA is divided into four income categories that encompass all levels of housing needs. HCD publishes the income data for all counties each year. Please note that RHNA does not include Extremely Low Income (ELI) as a separate category; income levels up to 50% of the Area Median Income (AMI) include both the Extremely Low and Very Low Income (VLI) categories. The State Income Limits for San Mateo County for 2024 are shown in Table 1 below:

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<sup>1</sup> <https://www.cityofepa.org/housing/page/housing-element-update-1>

 **SPECIAL  
PRESENTATION**

**TABLE 1: 2024 SAN MATEO COUNTY INCOME LIMITS**

Income Level	Number of Persons in Household					
	1	2	3	4	5	6
<b>Extremely Low</b> (0% - 30% AMI)	\$41,150	\$47,000	\$52,900	\$58,750	\$63,450	\$68,150
<b>Very Low</b> (31% - 50% AMI)	\$68,550	\$78,350	\$88,150	\$97,900	\$105,750	\$113,600
<b>Low</b> (51% - 80% AMI)	\$109,700	\$125,350	\$141,000	\$156,650	\$169,200	\$181,750
<b>Moderate</b> (81% - 120% AMI)	\$156,750	\$179,100	\$201,500	\$223,900	\$241,800	\$259,700
<b>Above Moderate</b> (greater than 120% AMI)	NA	NA	NA	NA	NA	NA

See San Mateo County Department of Housing: [2024 Income Limits 2024.pdf](https://2024incomelimits2024.pdf)

The East Palo Alto RHNA for each income range is shown in Table 2 below.

**TABLE 2: 2023-2031 RHNA 6 ALLOCATION**

2023-2031 Regional Housing Needs Allocation (RHNA 6) for East Palo Alto		
Income Level	# of Units	% of Total
Extremely Low (0% - 30% AMI)	n/a	n/a
Very Low (31% - 50% AMI)	165	20%
Low (51% - 80% AMI)	95	11%
Moderate (81% - 120% AMI)	159	19%
Above Moderate (greater than 120% AMI)	410	50%
<b>Total</b>	<b>829</b>	<b>100.0%</b>

The 2023-2031 Housing Element identifies development sites that could accommodate up to 1,933 total housing units, which significantly exceed the RHNA and are distributed among all income categories.

On February 20, 2024, HCD sent the City a letter stating that the Draft Revised 2023-2031 Housing Element substantially complied with the Housing Element Law subject to adoption by the City Council and final approval by HCD. Following this, further revisions to the Housing Element were made and reviewed by the Planning Commission, which recommended approval on March 11, 2024<sup>2</sup>. The updated Housing Element was then reviewed and approved by the

<sup>2</sup> March 11, 2024 Planning Commission Meeting: <https://d3n9y02raazwpg.cloudfront.net/cityofepa/e07332d6-b714-11ee-bb82-0050569183fa-9b81b66b-ea33-436f-a8a7-a88719f08349-1709853539.pdf>



## SPECIAL PRESENTATION

City Council on March 19, 2024<sup>3</sup>. On April 29, 2024, HCD issued a final approval letter that certified the Housing Element. The City Council also approved an updated Five-Year Affordable Housing Strategy (2024-2028)<sup>4</sup> on February 6, 2024 to implement the Housing Element and related programs.

Government Code Section 65400 requires all jurisdictions to prepare a Housing Element Annual Progress Report (Attachment 2) to detail the implementation of their Housing Element. The Housing Element APR addresses the following topics:

- Progress on achieving the City's Very-Low Income (VLI), including Extremely-Low Income (ELI), and Low-Income (LI) housing goals.
- Progress on achieving the City's Moderate Income (MOD) and Above Moderate-Income (Above-MOD) housing goals.
- Progress on accomplishing the Housing Element policies, programs, and implementation plan (Chapter 6 of Housing Element) to increase, preserve, and improve the supply of affordable housing; invest in activities to end homelessness; promote equitable development; create healthy and sustainable communities and neighborhoods; further fair housing objectives; and update development regulations to comply with applicable state laws.

### General Plan Annual Progress Report

The General Plan is the City's "constitution" for future growth and development, providing a comprehensive guide for decision-making on land use and other development and planning issues through established goals, policies, and programs. The City adopted its General Plan, VISTA 2035, on October 4, 2016. VISTA 2035 can be found on the City's website at the following link: <https://www.cityofepa.org/planning/page/vista-2035-general-plan>.

Government Code Sections 65400 and 65700 mandate that all cities and counties submit an annual report to the Governor's Office of Land Use and Climate Innovation on the status of their General Plan. This report is submitted separately from the Housing Element APR and addresses all other components of the General Plan. It is intended to provide the State with an overview of statewide trends in land-use decision-making, planning, and development.

The General Plan APR should demonstrate progress on the City's overall implementation program or specific measures associated with the implementation of each section of the General Plan. It should also contain an overview of any major planning activities undertaken in 2024, such as development code updates, master environmental assessments, Specific Plan amendments, and major development applications.

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<sup>3</sup> March 19, 2024 City Council Meeting: <https://d3n9y02raazwpq.cloudfront.net/cityofepa/16abdc1d-c609-11ee-8fe8-0050569183fa-3408cd31-ecd7-4429-9d91-65986d552499-1710432004.pdf>

<sup>4</sup> East Palo Alto's Affordable Housing Strategy: <https://www.ci.east-palo-alto.ca.us/housing/page/affordable-housing-strategy>

**SPECIAL  
PRESENTATION****Analysis****Housing Element Progress in 2024**

In 2024, the City issued 26 residential building permits, including non-deed restricted Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). Two (2) of the permits are ADU legalization projects. The City's overall progress in achieving its RHNA goals from 2023 to present is shown in Table 3 below. Note that Extremely Low-Income units are not counted separately in the RHNA or on the Housing Element APR and so are included in the Very Low-Income Total.

**TABLE 3: RHNA 6 PROGRESS**

Income Level	2023	2024
ELI (0% - 30% AMI)	0	0
VLI (31% - 50% AMI)	0	26
LI (51% - 80% AMI)	5	8
MOD (81% - 120% AMI)	2	7
Above-MOD (>120% AMI)	7	8
Total	14	49

Thus the City has met 7.6% of its RHNA 6 housing goal by the end of 2024, which is the second year of the 2023-2031 Housing Element cycle.

**Projects in the Pipeline – Entitled Units or Units with the Streamlined Ministerial Approval Process Bill (SB 35) or HOME Act (SB 9) Preliminary Ministerial Review**

While only projects that received a Building permit in 2024 will be counted towards the City's RHNA progress, the Housing Element APR also accounts for projects at other stages of development, including projects that have received entitlements or planning permits. California Senate Bills 9 (SB 9) and 35 (SB 35) streamline housing development by requiring ministerial approval for qualifying projects, bypassing discretionary review. Both laws require projects to conform to objective design standards before advancing directly to the building permit stage.

***Entitled Projects***



## SPECIAL PRESENTATION

These are shown in Table A2 of Attachment 2. Please note that the SB 35 and SB 9 projects, as described below, are listed as “entitled” projects for the purposes of the APR, even though they are subject only to ministerial (building) permits.

In 2024, the City received applications for several market-rate housing projects. All residential developments in East Palo Alto are subject to the Inclusionary Housing Ordinance which requires 20% of units in any project, to be provided as deed-restricted affordable housing.

- The Woodland Park Euclid Improvements Project was entitled on November 15, 2022 to demolish and replace 161 units with 605 units, resulting in 444 net new units. This project was significant as it included a high number of units, development code and General Plan amendments, as well as a Development Agreement with a robust relocation and anti-displacement plan, and inclusionary housing requirements. Based on the developer’s projected rents, this project would add 271 MOD and 173 Above-MOD units. The applicant, Sandhill Properties, has subsequently submitted an amendment to their project to reduce the total units from 605 to 551 and reconfigure from three to two buildings. Planning Commission recommended approval on June 24, 2024, and City Council approved the amendment on July 16, 2024. The applicant submitted a second amendment in late November 2024 to expand its subterranean garage in the smaller of the two buildings. There is no change proposed to the number of proposed units and all other aspects of the project are to remain the same.
- The 1201 Runnymede project includes 20 three-story townhome-styled three-bedroom condominium units. The property is in the Urban Residential zoning designation and has a High Density Residential General Plan land use designation. The project was approved by the Planning Commission on June 24, 2024. The project provides two median and one moderate income, inclusionary housing units.
- The 717 Donohoe project includes 14 townhouses comprising two four-bedroom and 12 three-bedroom units. The project was approved by the Planning Commission on May 20, 2024. This project provides one median and two moderate income inclusionary housing units.

### SB 35 Projects

SB 35, effective since 2018, requires cities to approve residential and mixed-use projects with at least 10% affordable units if zoning standards are met. Since SB 35 projects are subject to *ministerial*, rather than *discretionary* review, they are not “entitled” planning applications. Projects are first reviewed by the Planning Division for conformance with the City’s existing objective development and design standards. If found to conform to all objective development and design standards, applicants are cleared to proceed to submit



## SPECIAL PRESENTATION

immediately for building permits. As discussed above, SB 35 projects are listed as entitled in the APR table for the purpose of reflecting the City's RHNA progress.

The City granted a one-year extension to one SB 35 project (1804 Bay Road) in Sept 2024. No SB 35 projects were received in 2024.

### *SB 9 Projects*

SB 9, in effect since 2022, allows up to two primary units on single-family lots and permits lot splits. Accessory dwelling units (ADU) may also be included, consistent with local and state ADU laws. Three residential projects received SB 9 planning clearance to proceed directly to the building permit stage throughout 2024 for a total of eleven (11) units.

Similar to SB 35 projects, SB 9 projects are streamlined by requiring only *ministerial*, rather than *discretionary*, approval. These projects are initially reviewed by the Planning Division for conformance with the City's existing objective development and design standards. Once conformance is affirmed, the project applicant would be cleared to submit immediately for a ministerial building permit.

In 2024, three SB 9 projects were granted planning clearances to proceed to the building permit stage: 898 Bell St, 1257 Laurel Ave, and 755 Schembri Lane.

- 898 Bell St – expansion of an existing dwelling, a detached 997-sf ADU and one above moderate 1,269- sf second unit with an attached 793-sf accessory dwelling unit (ADU).
- 1257 Laurel Ave - a SB 9 urban lot split from one to two lots on an 8,232-sf lot. 4,411-sf Parcel 1 retains the 960-sf existing single-family residence. 3,821-sf Parcel 2 contains the construction of a 1,011-sf single-family dwelling and a 310-sf detached ADU.
- 755 Schembri Lane - two units via a SB 9 application for the construction of a 1,506.4-sf three-bedroom single-family dwelling with a 998-sf detached ADU and a 1,506.4-sf three-bedroom single-family dwelling with a 993.8-sf detached ADU.

### **Projects Under Review**

The units under project review are not yet reflected in the Housing Element APR but are important to contextualize the unit counts shown in this staff report and capture housing development trends.

Further progress on VLI, LI, and MOD units is anticipated from these developments due to the City's Inclusionary Housing program, as mentioned earlier, which requires 20% of units to be provided as deed-restricted affordable housing.


**SPECIAL  
PRESENTATION**

Table 4 below shows the additional housing units in the City's development "pipeline" against the remaining RHNA. The chart captures the development projects that the Planning Division is most likely to be engaged with in 2024.

Please note that Table 4 includes projects in the pre-application phase, for which the Inclusionary Housing obligation has yet to be finalized. For these projects, unit estimates are calculated by applying the 20% standard on-site Inclusionary Housing requirement and are only intended for reference. As these are preliminary estimates, they should be interpreted more as an illustration of potential RHNA progress than an exact estimate for 2024.

**TABLE 4**

Unit Pipeline Estimates by Development								
Development	Type of Project	Status	Above-MOD	ELI	VLI	LI	MOD	Units Total
717 Donohoe	Condo	Approved	11			1	2	<b>14</b>
812 Green	Single Family	Under Review	5					<b>5</b>
842 Green	Single Family	Under Review	3					<b>3</b>
1201 Runnymede	Condos	Approved	17				3	<b>20</b>
739 Schembri & 755 Schembri	Duplex & 2-Single Family & 2-ADUs	Approved	6					<b>6</b>
Four Corners	Rental	Two New Pre-apps submitted	TBD					<b>295</b>
Harvest: The Landing	Commercial	Under Review	TBD					<b>95</b>
EPA Waterfront	Mixed-use	Under Review	TBD					<b>299</b>
1933 Pulgas	Condos	Under review	49			5	4	<b>58</b>
2120-2160 Euclid	Rental	Under Review		43	43	340	4	<b>430</b>
Estimated Pipeline Unit Total								<b>1,225</b>



## SPECIAL PRESENTATION

Of note of the projects listed in Table 4, there are four large residential and mixed-use projects that include a significant number of housing units. As described in more detail below, the Landing, EPA Waterfront and 2120-2160 Euclid are formal applications. Whereas in late 2024, the Four Corners project by Sandhill was resubmitted as two new pre-applications. Thus the pre-app process for Four Corners commenced in 2025:

- Emerson: EPA Waterfront at 151 Tara Street is a mixed-use development in the Ravenswood Business District. The pre-application provides a framework for a project that the applicant intends to develop with input from the community that focuses on wetland restoration, jobs, and residential uses. The project is in a conceptual stage.
- Harvest: The Landing at 1990 Bay Road proposed to develop a mixed-use project including ground floor retail, civic uses, office, and laboratory/R&D with podium parking and a Conditional Use Permit for research laboratory at 1990 Bay Rd./175 Weeks St. / 1250 Weeks St.
- Sand Hill: Four Corners at 1675 Bay Road – The project consists of two residential buildings and a wrap-garage structure, including both market rate and affordable residential units. The project also features landscaped setbacks, a courtyard, and active ground floor uses such as approximately 2,400-sf of retail and residential common areas.
- School District site at 2120-2160 Euclid Avenue-The project consists of two five-story buildings with 430 multifamily rental units, including junior one-bedroom, one-bedroom, and two-bedroom units. Owned by the Ravenswood City School District, the site is currently used for offices and is located in the Mixed-Use High zoning district with a corresponding General Plan designation.

### Other Updates: RBD Specific Plan, Impediments to Housing Production, and Moderate-Income Units

#### *Ravenswood/4 Corner (RBD) Specific Plan*

As mentioned in previous APRs, the first three projects mentioned above (Emerson, Harvest, and Sandhill) are in the Ravenswood/4 Corner (RBD) Specific Plan area. The combined unit count of these proposals would exceed the original housing maximum of 835 units allowed in the original 2014 RBD, which was one reason prompting the City to update its Specific Plan. While these three projects are within the RBD Specific Plan area, these sites are not necessary for meeting the RHNA. On December 17, 2024, the updated RBD Specific Plan was approved by the City Council to permit up to 1,600 new housing units in the plan area, which now allows the three applications to be processed. The General Plan and Development Code were also amended for consistency with the Specific Plan.

This high level of development interest and activity indicates that the City may be able to meet its RHNA goals if the City can address its infrastructure challenges, as described further below. However, current economic conditions outside of the City's control might affect the feasibility of these projects from being constructed in the immediate future.



## SPECIAL PRESENTATION

### *Impediments to Housing Production*

State law requires that jurisdictions identify any significant impediments to the production of housing units. Prior to 2018, the key impediment in East Palo Alto was the Temporary Water Moratorium (Ordinance No. 399), which was adopted in July 2016 and ended in July 2018. This resulted in the suspension of progress on several housing-related projects.

With several developments in the pipeline, the chief impediment to further housing development in East Palo Alto remains infrastructure-related. Pipeline projects have faced significant uncertainties as the City and developers of affected projects work with the East Palo Alto Sanitary District (EPASD) to resolve infrastructure capacity issues. After much discussion, the City chose to submit an application to the San Mateo Local Area Formation Commission (LAFCo) to make EPASD a subsidiary district of the City of East Palo Alto. On November 15, 2023, LAFCo unanimously approved the City's application and reaffirmed this decision, unanimously, upon a request for reconsideration. Following the protest period, LAFCo finalized its approval, and EPASD became a subsidiary of the City on October 1, 2024.

The East Palo Alto City Council serves as the designated Board of Directors for the EPASD and has appointed a Citizen Advisory Committee to provide an additional forum for public input. West Bay Sanitary District, a local special district that serves adjacent communities, has been contracted to manage the sanitary sewer system within the City. With jurisdiction of EPASD transferred to the City, a major impediment to the City's development pipeline has been removed, including barriers to housing production. The City is currently reviewing and updating the capital improvement program for necessary sanitary sewer improvements to serve new development and will also explore financing options for these improvements.

In addition, while the City has largely met its water supply needs, water distribution and storage remain a challenge. However, the City has taken major steps to address these shortfalls. On October 4, 2022, the City approved the 2022 Water System Master Plan ("WSMP") and appropriated nearly \$8.4 million to design and build several key City water infrastructure projects over the next two years and provide an overall plan for potable water infrastructure improvements for the next twenty years. The City has also secured several funding sources for major capital improvements to improve water distribution for the entire city, including an \$8 million state allocation, \$1.5 million of which will go toward water infrastructure improvements along University Avenue and Weeks Street, and the rest of which will go toward construction and permanent costs for the 136-unit affordable housing development, Colibri Commons (formerly known as 965 Weeks).

### *Moderate-Income Units*



## **SPECIAL PRESENTATION**

Many jurisdictions are challenged to develop more housing units for Moderate-Income households, defined as those earning at or below 120% of the County's Median Income, as funding sources for Moderate-Income units are limited. For its RHNA 6, the City is required to develop 159 Moderate-Income units.

Given the number of market-rate, for-sale residential developments currently in the pipeline, the City's Inclusionary Housing program is likely to continue to add significantly to the production of Moderate-Income units. There have been several projects since adoption of the Inclusionary Housing Ordinance in 2019 that include for-sale units in the 80-120% AMI range.

### **Other Key Accomplishments & Initiatives that Will Increase Housing Production**

#### *Accessory Dwelling Units*

In 2023, the City implemented multiple initiatives to increase the production of ADUs, which can serve as a source of "naturally" affordable housing for Moderate-Income households. For example, the City and its partners completed their "ADU Streamlining" initiative, funded by an SB 2 Planning Grant, and continue to meet to discuss additional streamlining options. The City amended its ADU ordinance in November 2020 and updated its ADU ordinance again in 2024 to align with new state laws. New state laws include SB 897 (effective January 1, 2023), AB 1033, SB 976 and AB 1332 (all effective January 1, 2024) which have greatly incentivized ADU production. With the collaborative efforts with EPACANDO, the ADU streamlining work has continued, even in the absence of additional state funding sources. City staff have maintained monthly meetings with the ADU Technical Working Group. Although the SB 2 grant funding of this program is coming to an end, it has played a crucial role in establishing a process to continue this work beyond the grant.

The City is participating with San Mateo County and cities within the County and has launched an ADU Resource Center that includes online resources, webinars, model ADU plans, public outreach, and consultation with property owners who are interested in constructing ADUs. Additionally, a potential financial assistance program is being explored. A consultant firm has been hired to coordinate these efforts with guidance from an ADU Working Group, comprised of representatives from the cities, of which East Palo Alto's Housing staff is a participant. Best practices and lessons learned from other programs in the state are also being researched.



## SPECIAL PRESENTATION

As noted above, the City has invested significant resources into encouraging the production of ADUs as a strategy for adding to the affordable housing stock in East Palo Alto. City staff participate in monthly ADU Technical Working Group meetings with community partners and collaborate with these organizations on multiple ongoing ADU initiatives. Through the SB 2-funded “ADU Streamlining” initiative, the City’s partners led a comprehensive analysis of the full ADU application process. They will be further assisting Planning staff with an enhanced East Palo Alto ADU website and updated handouts that reflect the City’s updated ADU ordinance.

As part of the City’s efforts to streamline ADU applications and reflect changes to state ADU law, the City has amended the Accessory Dwelling Unit Chapter 18.96 language to be in conformance with the latest state law in February 2024. Additional development code amendments to reflect 2024 state legislative updates were approved via first reading by the City Council on February 18, 2025, and the second reading is scheduled on March 18, 2025.

City staff also participates in weekly CalHome meetings with the CalHome ADU/JADU Loan Program administrator, East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO), to identify potential applicants for the \$2,000,000 grant received from HCD in 2020. Through this program, CalHome has been able to support participants in their projects, helping them move forward with their ADU/JADU developments. Currently, EPACANDO and the City are working together to reapply to the CalHome ADU/JADU Loan Program to secure additional funding and continue supporting local homeowners in building accessory dwelling units.

### *Progress on the City’s Five-Year Affordable Housing Strategy*

Based on the Draft Revised Housing Element, an updated Affordable Housing Strategy (AHS) was prepared to cover the next five-year period from 2024 to 2028. The previous AHS covered the period from 2019 to 2023. The AHS sets program priorities for meeting East Palo Alto’s affordable housing needs and recommends funding levels and sources for implementing the Housing Element policies and programs.

On February 6, 2024, the City Council discussed and adopted the AHS for 2024-2028, providing direction on budget allocations to support housing programs, which were considered during the adoption of the Fiscal Year 2024-2025 City budget. The City Council also reviewed the policies and programs in the AHS, which were carried over from the Housing Element, and directed revisions to certain policies and programs. The AHS was subsequently updated to incorporate comments from Councilmembers and was posted online following the certification of the Housing Element on April 29, 2024.

### **2024 General Plan Annual Progress Report**

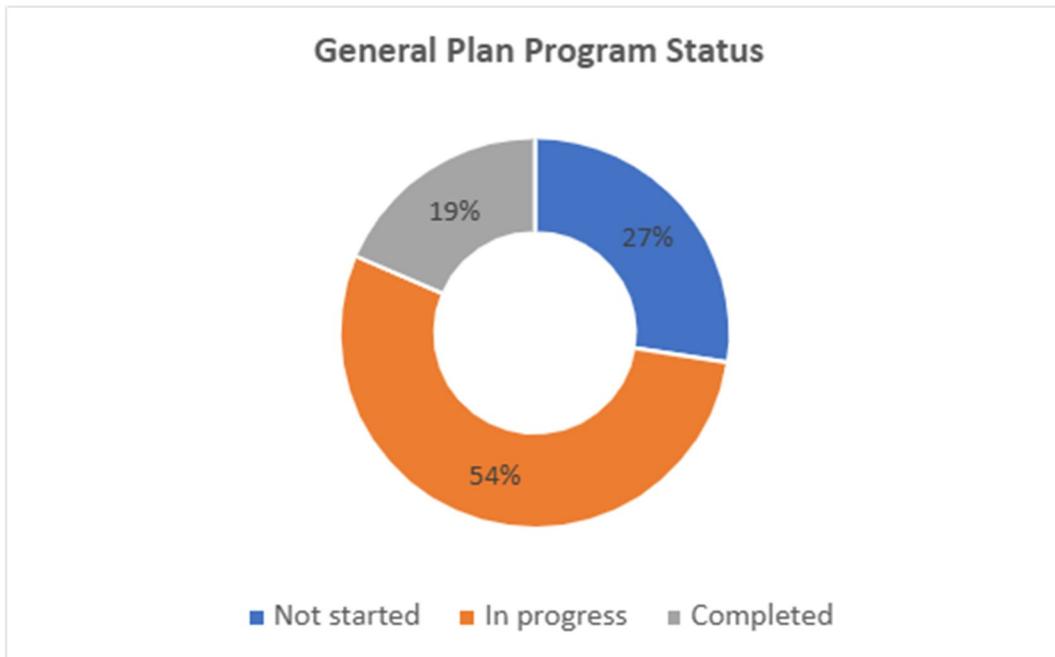
The Vista 2035 General Plan (General Plan) is the City’s vision or constitution for its future growth. In addition to the Housing Element, the General Plan consists of several distinct

## SPECIAL PRESENTATION

sections: Land Use and Urban Design; Economic Development; Transportation, Health and Equity; Parks, Open Space, and Conservation; Infrastructure Services and Facilities; Safety and Noise; and the Westside Area Plan. The City of East Palo Alto made significant progress on a number of projects in 2024 to address certain General Plan Programs, as identified in Chapter 12 of the General Plan, Implementation Programs. The report presents and summarizes the City's major efforts to update and implement the General Plan. The City is currently in the process of updating the Safety Element and the Environmental Justice (Health and Equity) Element.

Currently, 19% of the programs have been completed, 54% of the programs are in progress, and 27% of the programs have not started or are in the pipeline. There is an approximately 3.85% increase in programs that are currently in action after the 2023 report. The table in Attachment 3 shows the status of the implementation of each section of the VISTA 2035 General Plan.

TABLE 5



The General Plan includes high level policies to guide land use decisions, as well as a list of implementation programs the City will carry out to accomplish policy and programmatic goals. Several Citywide key projects are highlighted below:

### *General Plan Element Updates*



## SPECIAL PRESENTATION

Per Government Code Section 65302, the General Plan is mandated to address seven elements as required of all jurisdictions in California, in addition to an eighth element – Environmental Justice – specific to East Palo Alto and other cities that have identified disadvantaged communities. The last General Plan update was adopted by the City Council in October 2016. The two element update efforts will increase the General Plan's compliance with OPR Guidelines.

### *Safety Element and Environmental Justice Element Community Outreach*

The City kicked off its Safety and Environmental Justice Elements Update in Summer 2023 in collaboration with multiple jurisdictions in San Mateo County. The Safety Element of East Palo Alto's General Plan (Vista 2035) is a State-mandated element that identifies potential hazards that could affect community welfare, public health, and overall safety. The update of this element is triggered by the City's 2023-2031 Housing Element Update effort; the last update of this element was in 2016. The City's Health and Equity Element, which serves as the City's Environmental Justice Element of the General Plan, contains environmental justice policies and addresses both current and future community health and equity concerns. Senate Bill (SB) 1000 requires that cities and counties with disadvantaged communities prepare an environmental justice element to address "unique or compounded health risks" in the community. The update is required because the City is in the process of updating two elements of the Vista 2035: the Housing Element and the Safety Element. Community and stakeholder engagement will be a critical component of these two General Plan Elements update.

The Planning Division, along with two consultants: PlaceWorks and Climate Resilient Community (CRC), engaged in significant community outreach for the update of the Safety Element and the Environmental Safety Element throughout 2024. Staff participated in two community events in April and May 2024 to promote the Environmental Justice and Safety Elements update to the community members and students. Staff designed and conducted various interactive activities for the attendees, such as mapping activities for participants to identify potential environmental justice issues and identify natural hazards that concern them, and blind box activity for students to identify issues related to the Safety Element or the Environmental Justice Element. Workshops in different languages were organized to introduce Safety and Environmental Justice Elements by having attendees identify potential environmental justice issues and potential natural hazards that could impact the City and its residents through a gallery walk activity. In addition, Environmental Justice and Safety Element surveys were deployed from September 9, 2024 through January 20, 2025. A total of 266 responses were collected. The goal of the survey was to solicit for both environmental justice or safety issues or concerns in East Palo Alto.

### *Ravenswood/4 Corners Specific Plan Update*

As mentioned earlier, East Palo Alto has updated the Ravenswood/4 Corners TOD Specific Plan to further guide future growth and changes to the area, with emphasis on transportation



## SPECIAL PRESENTATION

and mobility, infrastructure improvements, urban design, placemaking, affordable housing, community benefits, and community impacts. The update is intended to substantially improve the quality of life in the City of East Palo Alto by creating a walkable downtown, generating up to 11,500 jobs, 21 acres of parks, 5.5 miles of trails, up to 1,600 residential units, revenue for municipal services, and needed community facilities. City Council meetings were held throughout the past four years to explore, discuss and review the findings, draft policy items, community benefits, and potential development standards updates. On December 17, 2024, City Council formally adopted the Ravenswood/4 Corners Specific Plan and the amendment of the East Palo Alto Municipal Code (EPAMC) Chapter 18 Development Code to be consistent with the Specific Plan updates. The General Plan was also updated on December 3, 2024 to reflect the RBD Specific Plan. More information is available online at <https://www.cityofepa.org/planning/page/rbd-specific-plan-update>.

### *Development Code and ADU Code Updates*

The City of East Palo Alto had amended its Accessory Dwelling Unit (ADU) regulations in 2024 and 2025 in conformance with Government Code 65852.2 and 65852.22 and included the following:

1. Updated ADU, JADU, Primary Dwelling Unit, Public Transit, and Major Transit Stop definitions.
2. Amended development standards for Residential Zones in EPAMC Section 18.10.030 Development Standards.
3. Introduced and amended Preliminary Ministerial Review Clearance to provide an application for the streamlined project processes, such as ADUs, the HOME Act (SB 9) projects, and the Streamlined Ministerial Approval process (SB 35), in EPAMC Section 18.80.025, Section 18.82.020, and Chapter 18.85.
4. Amended ADU Ordinance, EPAMC Chapter 18.96 to be compliant with the latest legislative updates.

The first EPAMC ADU ordinance amendment was initially approved by the City Council on December 14, 2023 and formally adopted on second reading on February 6, 2024.

The second amendment of the EPAMC Chapter 18 Development Code was prepared to reflect new legislative changes regarding ADUs and to ensure consistency throughout the Chapter 18 Development Code. The changes consisted of the following:

1. Reconcile the EPAMC with state legislation regarding:
  - A. Accessory Dwelling Units
  - B. Day Care Uses (Child and Adult)
  - C. Non-traditional housing facilities such as low barrier navigation centers, transitional housing and supportive housing



## **SPECIAL PRESENTATION**

- D. Unbundled parking
- 2. Respond to City Council direction on specific text amendment regarding the height of fences, hedges and walls.
- 3. Correct typographical errors, realign code provisions with current development review processes or staff responsibilities, and fill in missing information in various sections of the Development Code
- 4. Continue to facilitate the improvement and streamlining of the development review process by amending existing sections and/or adding new sections to the Development Code to complement existing land uses and/or improve the review and approval of administrative level entitlements for the benefit of continued economic development.

The Planning Commission recommended approval to the development code amendment on November 18, 2024. The City Council has initially approved the development code amendment on February 18, 2025 via a first reading, and is scheduled to hold a second reading on March 18, 2025 to formally adopt the amendment.

**SPECIAL  
PRESENTATION***Progress in Transportation and Infrastructure Programs and Projects*

- Parking Permit Pilot Program – The 2020 Mobility Study recommended a permit parking program and suggested that the implementation of a parking program would be beneficial to the community through equitably allocating on-street parking spaces among neighborhood residents and encouraging residents to utilize off-street parking spaces. The mobility study found that all East Palo Alto neighborhoods have some levels of parking problems. A permit parking program was identified as one potential solution to improve the parking situation in the City. The Permit Parking program establishes a procedure for implementing a permit parking area (PPA) anywhere in the City. The draft residential permit parking program details the process for designating and establishing a PPA, the issuing of resident and guest permits, enforcement within the PPA, and the PPA removal. Public Works worked with the City's transportation consultant, Hexagon Transportation Consultants, Inc. (Hexagon) to draft a residential permit parking ordinance and presented it to the Public Works and Transportation Commission (PWTC) on December 20<sup>th</sup>, 2023. Staff and Hexagon finalized initial comments on the ordinance and PWTC recommended the ordinance with incorporated comments and updates to be adopted by City Council. The introduction of the Residential Permit Parking Program Ordinance to City Council was on June 18, 2024, and held a study session of the topic on November 12, 2024. Public Works staff anticipates having the first reading of the Residential Permit Parking Program Ordinance in March 2025.
- University Ave / Weeks St Water Main Project – The Water System Master Plan identified the University Ave and Weeks Street water main project as a priority and the notice to proceed for the project was issued on April 29, 2024. The project will include 13 new fire hydrants and 163 new service connections with new pipes throughout University Avenue, Weeks Street, and Cooley Avenue. The improvements are estimated to be completed by May 19, 2025. The goal of the water main project is to enhance Menlo Park Municipal Fire Department fire flow requirements for the commercial areas along University Avenue and East Bayshore Road and replace aging water mains.
- Water Meter Replacement Project – This replacement project began in 2020 with the intention of replacing all water meters that have reached their end of life. In addition, the project would upgrade residential customer meter sizes from 5/8 of an inch to 3 inches. The new meters are made by Neptune and provide radio frequency transmission to efficiently read each water meter remotely for billing. The technology used in the meter head allows tracking consumption data and leak detection which is stored for about 90 days. To date, 2560 meters have been installed, and approximately 1316 remain to be installed in 2025.



## **SPECIAL PRESENTATION**

### **Next Steps**

Comments and feedback from the Planning Commission will be incorporated in the staff report and the APRs are scheduled to be presented to the City Council on March 18, 2025. If the APRs are approved at that Council meeting, City staff will subsequently submit these annual reports to the applicable State agencies before or by April 1, 2025.

### **Fiscal Impact**

There is no fiscal impact associated with this staff report.

### **Public Notice**

The public was provided notice of this agenda item by posting the City Council agenda on the City's official bulletin board outside City Hall and making the agenda and report available at the City's website.

### **Environmental**

The proposed action does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15378(b)(4) and (5) in that it is a governmental fiscal, organizational or administrative activity that will not result in direct or indirect changes in the environment.

Additionally, on an independent basis, the action being consideration is categorically exempt from CEQA, pursuant to CEQA Guideline section 15306 (Information Collection) as it consists entirely of basic data collection which does not result in a serious or major disturbance to an environmental resource. The action being considered is the preparation, review, and submittal of reports as required by Government Code Section 65400.

Furthermore, none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to the APRs.

### **Government Code § 84308**

**Applicability of Levine Act:** No, as the proposed action does not involve an entitlement within the meaning of the Levine Act.

**Analysis of Levine Act Compliance:** Not applicable.

### **Attachments**

1. Resolution



## **SPECIAL PRESENTATION**

### **Exhibits**

- A. 2024 Housing Element Annual Progress Report Implementation Chart
- B. 2024 General Plan Annual Progress Report Implementation Chart

**RESOLUTION NO. PC 2025-\_\_**

**A RESOLUTION OF THE PLANNING COMMISSION  
OF THE CITY OF EAST PALO ALTO**

**RECOMMENDING THAT THE CITY COUNCIL DIRECT CITY STAFF TO FILE A HOUSING ELEMENT ANNUAL PROGRESS REPORT AND GENERAL PLAN ANNUAL PROGRESS REPORT WITH THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND WITH THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**WHEREAS**, Government Code Section 65400 requires that the City of East Palo Alto ("City") file an annual report documenting the progress in the City's implementation of housing programs using forms and definitions recommended by the California Department of Housing and Community Development ("HCD"), with HCD and the Governor's Office of Land Use and Climate Innovation ("LCI") by April 1 of each year; and

**WHEREAS**, Government Code Sections 65400 and 65700 require that the City file an annual report documenting progress in the City's implementation of its General Plan with OPR by April 1 of each year; and

**WHEREAS**, on March 10, 2025, the Resolution No. PC 2025-XX, the City of East Palo Alto Planning Commission recommended that the City Council direct the City Manager to file the above-referenced reports with the appropriate State.

**NOW, THEREFORE, BE IT RESOLVED THAT THE EAST PALO ALTO PLANNING COMMISSION HEREBY** recommends that the City Council:

- 1) Review and accept the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report;
- 2) Direct staff to submit the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report to the appropriate State authorities; and
- 3) Find that the acceptance and submittal of the 2024 Housing Element Annual Progress Report and 2024 General Plan Annual Progress Report is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline Sections 15061(b)(3) and 15306 based on evidence in the administrative record, and none of the exceptions set forth in CEQA Guidelines Section 15300.2 apply to this Project.

**PASSED AND ADOPTED** this 10th day of March 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SIGNED:**

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Michael Mashack, Chair

**ATTEST:**

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Ruby Phillips, Planning Secretary

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John D. Lê, City Attorney

<b>Jurisdiction</b>	East Palo Alto
<b>Reporting Year</b>	2024 (Jan. 1 - Dec. 31)
<b>Planning Period</b>	6th Cycle 01/31/2023 - 01/31/2023

## ANNUAL ELEMENT PROGRESS REPORT

### Housing Element Implementation

Note: "+" indicates an optional field

**Table A**  
**Housing Development Applications Submitted**

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Project Type	Notes			
1				2		3	4	5							6	7	8	9	10	11	12	13	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4+, ADU, MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVE D Units by Project	Please select state streamlining option/s the application was submitted Pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below								0	240	0	502	0	243	78	1063	1063	#VALUE!						
062241010	1008 LAUREL AVE	1008 LAUREL AVE	BLD2024-0090	ADU	R	8/2/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
062124020	1012 NEWBRIDGE S	1012 NEWBRIDGE ST	BLD2024-0011	ADU	R	2/6/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
062222100	1027 LAUREL AVE	1027 LAUREL AVE	BLD2024-0066	ADU	R	6/10/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
062113120	1047 ALBERNI ST	1047 ALBERNI ST	BLD2024-0173	ADU	R	12/13/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062115050	1077 BAY RD	1077 BAY RD	BLD2024-0156	ADU	R	11/18/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062132320	1119 NEWBRIDGE S	1119 NEWBRIDGE ST	BLD2024-0107	ADU	R	8/23/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062114040	1140 NEWBRIDGE S	1140 NEWBRIDGE ST	BLD2024-0108	ADU	R	11/14/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062050050	1178 VERONICA CT	1178 VERONICA CT	BLD2024-0117	ADU	R	9/12/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062241090	119 HOLLAND ST	119 HOLLAND ST	BLD2024-0069	ADU	R	6/11/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062561400	1224 CAMELLIA DR	1224 CAMELLIA DR	BLD2024-0036	ADU	R	2/29/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
062151520	1244 SARATOGA AV	1244 SARATOGA AVE	BLD2024-0060	ADU	R	5/31/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063146160	1280 W BAYSHORE RD	1280 W BAYSHORE RD	BLD2024-0009	ADU	R	2/1/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
																	SB 9 (2021) - Duplex in SF Zone	No	N/A	Approved	Ministerial		
63361400 755 SCHEMBRI LN	755 SCHEMBRI LN	755 SCHEMBRI LN	ZCP23-044	2 to 4	O	7/22/2024	0	0	0	0	0	0	0	4	4	0						SB 9 TWO UNITS W/ 2 DETACHMENT	
063071270	1531 KALISIKAUGH	1531 KALISIKAUGH DR	ZCP24-008	ADU	R	2/13/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Disapproved	Ministerial	
063013090	1664 TULANE AVE	1664 TULANE AVE	BLD2024-0074	ADU	R	6/20/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063404290	2052 PULGAS AVE	2052 PULGAS AVE	BLD2024-0172	ADU	R	12/13/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063146050	2078 ADDISON AV	2078 ADDISON AV	BLD2024-0023	ADU	R	2/28/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063374280	2107 CLARKE AVE	2107 CLARKE AVE	BLD2024-0105	ADU	R	8/21/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
063155210	2145 ADDISON AV	2145 ADDISON AV	BLD2024-0043	ADU	R	4/15/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
063044060	2200 COOLEY DR	2200 COOLEY DR	BLD2024-0020	ADU	R	11/10/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063162110	2227 UNGUAR ST	2227 UNGUAR ST	BLD2024-0012	ADU	R	2/28/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
062221110	223 HOLLAND ST	223 HOLLAND ST	BLD2024-0113	ADU	R	2/20/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062153100	2345 PALMAR AVE	2345 PALMAR AVE	BLD2024-0159	ADU	R	11/19/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
062153090	2351 PALMAR AVE	2351 PALMAR AVE	ZCP24-0023	ADU	R	1/21/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
062181050	2371 MENALTO AVE	2371 MENALTO AVE	BLD2024-0121	ADU	R	9/24/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063174200	2383 DUMBURTON AVE	2383 DUMBURTON AVE	BLD2024-0046	ADU	R	4/22/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063072260	2568 GLORIA WAY	2568 GLORIA WAY	BLD2024-0033	ADU	R	3/18/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063085270	2584 BAYLOR ST	2584 BAYLOR ST	BLD2024-0118	ADU	R	9/18/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063043100	2638 FORDHAM ST	2638 FORDHAM ST	BLD2024-0119	ADU	R	9/18/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063047040	2690 ILLINOIS ST	2690 ILLINOIS ST	BLD2024-0104	ADU	R	8/19/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063044090	2753 ILLINOIS ST	2753 ILLINOIS ST	BLD2024-0152	ADU	R	11/14/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063015150	2768 GEORGETOWN ST	2768 GEORGETOWN ST	BLD2024-0111	ADU	R	9/5/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Approved	Ministerial	
063561020	283 DAPHNE WAY	283 DAPHNE WAY	BLD2024-0134	ADU	R	10/17/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
063411180	380 LARKSPUR DR	380 LARKSPUR DR	BLD2024-0092	ADU	R	8/5/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial	
63282090 2001 MANHATTAN WOODLAND PROJECT			DR24-001	5+	R	6/24/2024	0	125	0	300	0	0	125	550	550	0	NONE	Yes	Yes	Approved	Discretionary		
62222040 920 BAY RD	920 BAY RD	BLD2024-0123	ADU	R	9/26/2024	0	0	0	0	0	0	0	1	1	1	0	NONE	No	N/A	Pending	Ministerial		
63271090 1201 RUNNYSIDE M	1201 RUNNYSIDE M	1201 RUNNYSIDE M	DR23-001/TPM23-0+S	O	O	6/24/2024	0	0	0	1	0	2	17	20	20	0	NONE	No	N/A	Approved	Discretionary		
632632350 898 BELL ST	898 BELL ST	898 BELL ST	PMR24-018	2 to 4	O	11/19/2024								4	4	4		SB 9 (2021) - Duplex in SF Zone	No	N/A	Approved	Ministerial	
63374350	717 DONHOE ST	717 DONHOE ST	DR18-023/TIM23-001	5+	O	5/20/2024								1	12	14	14	NONE	Yes	Yes	Approved	Discretionary	
63361260	739 SCHEMBRI LN	739 SCHEMBRI LN	DR22-002	2 to 4	O	8/15/2024								2	2	2	2	NONE	No	No	Approved	Discretionary	
63322490	2131 COOLEY	2131 COOLEY	DR23-007	SFD	O	8/29/2024								1	1	1	1	NONE	No	N/A	Approved	Discretionary	
63292280	2160 EUCLID AVE	2160 EUCLID AVE	PRE24-002/DR24-002	5+	R	7/2/2024		115		200		115		430	430	NONE	Yes	Yes	Pending	Discretionary	PRE-APP SUBMITTED: 430		
62117030	1257 LAUREL AVE	1257 LAUREL AVE	ZCP24-005	2 to 4	O	12/29/2024								4	4	4		SB 9 (2021) - Residential Lot Split	No	N/A	Approved	Ministerial	
																				SB 9 LOT SPLIT AND SB 9 T			

Jurisdiction	East Palo Alto
Reporting Year	(Jan. 1 - Dec. 31) 2024
Planning Period	6th Cycle 01/01/2023 - 01/05/2024

## ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Cells in grey contain auto-calculated

Table A2

Jurisdiction	East Palo Alto
Reporting Year	2024 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.  
Please contact HCD if your data is different than the material supplied here

<b>Table B</b> <b>Regional Housing Needs Allocation Progress</b> <b>Permitted Units Issued by Affordability</b>															
		1	Projection Period	2											
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	Deed Restricted	165	-	-	-	-	-	-	-	-	-	-	23	142	
	Non-Deed Restricted		5	10	8	-	-	-	-	-	-	-			
Low	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	18	77	
	Non-Deed Restricted		4	7	7	-	-	-	-	-	-	-			
Moderate	Deed Restricted	159	-	-	-	-	-	-	-	-	-	-	19	140	
	Non-Deed Restricted		5	6	8	-	-	-	-	-	-	-			
Above Moderate		410	3	9	3	-	-	-	-	-	-	-	15	395	
Total RHNA		829													
Total Units		17	32	26	-	-	-	-	-	-	-	-	75	754	
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														6	7
		5												Total Units to Date	Total Units Remaining
		Extremely low-Income Need	2023	2024	2025	2026	2027	2028	2029	2030	2031				
Extremely Low-Income Units*		83	-	-	3	-	-	-	-	-	-	-	3	80	

\*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at [apr@hcd.ca.gov](mailto:apr@hcd.ca.gov).

VLI Deed Restricted  
VLI Non Deed Restricted

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

<b>Jurisdiction</b>	East Palo Alto	
<b>Reporting Year</b>	2024	(Jan. 1 - Dec. 31)

**Table D**

### **Program Implementation Status pursuant to GC Section 65583**

#### **Housing Programs Progress Report**

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Program</b>	<b>Objective</b>	<b>Timeframe in H.E</b>	<b>Status of Program Implementation</b>
1	Track and review planning approval and building permit processes for residential projects. Establish actions for streamlining, clarifying, and simplifying the approval and permit processes, including the design review process. Seek input from developers and other stakeholders to identify ways to improve and streamline development review.	2024, 2026 or later	Started in 2023. Planning Division updated the SB 9 checklist and website in Summer 2023. The ADU Ordinance amendment introduces the Preliminary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.

1.1	<p>Develop objective development and design standards that will be consistent with adopted findings of approval for all single-family and multi-family developments that simplify, clarify, and improve approval certainty and reduce the time for permit processing. Establish a time schedule for expedited ministerial or administrarial approval of projects that comply with objective design standards, zoning standards, and development regulations. Ensure compliance with SB35, SB330, Housing Accountability Act, and other applicable state laws for qualifying projects.</p>	2024 & 2025	<p>REAP grant approved for development of objective development and design standards for multi-family developments. Staff and consultant team beginning process of identifying potential objective standards. City Council approved objective development and design standards for accessory dwelling unit in December 2023 to expedite permit process and to comply with all applicable strate laws. Process improvement ongoing to expedite the planning permitting process.</p>
1.2	<p>Implement existing processing guidelines and checklists for projects that qualify for by-right, ministerial, or administrative approval and CEQA exemption under SB 35, SB330, Housing Accountability Act, and other applicable state laws.</p>	Ongoing	<p>Planning Division updated the SB 9 checklist andn process in Summer 2023. The ADU Ordinance amendment introduces the Preliminary Ministerial Review (PMR) Clearance process for the streamlined ministerial review projects.</p>
1.3	<p>Review and adjust building permit review and approval procedures as needed to comply with the streamlining requirements of State law AB 2234.</p>	2026 or later	<p>Working with County to utilize ADU resource center to help residents with submittal of ADU projects.</p>

1.4	<p>Develop standards to prioritize, incentivize, and expedite processing of residential projects that commit housing units for special needs populations such as the developmentally disabled, single-female head of households, at-risk youths, large family households, extremely low-income households, and unhoused individuals.</p>	2024, 2025; ongoing	<p>Developed check list for low barrier navigation center in 2023. Planning Division is working on objective design standards to expedite processing.</p>
1.5	<p>Pursuant to Government Code 65583.2 (h) and (i), sites that require rezoning to meet the RHNA for lower-income households and sites carried over from the 2015-2023 Housing Element to accommodate the needs of lower-income households shall be rezoned within the statutory deadline prescribed in Government Code 65583.2 (c). The rezoning shall commit to 20% lower-income units, minimum densities, and objective development standards, and complying projects shall not require discretionary approval. One site is carried over from the 2014-2022 Housing Element – a 0.65-acre parcel at 851 Weeks with an existing zoning of 22-40 units/acres and a pending application for a 79-unit SB 35 project. If a project contains at least 20% lower-income units and complies with objective development standards, discretionary approval shall not be required.</p>	2024	<p>The 79-unit SB 35 project was cleared for streamlining with objective development standards.</p>

1.6	<p>Seek and support financial resources from state, regional, and county housing programs, tax credits, and other sources that provide funding assistance for affordable housing projects to cover design and development costs and off-site public facility and infrastructure improvements.</p>	Ongoing	<p>Ongoing. The City used \$70,000 in the REAP grant for planning and housing activities; dispersed \$8M in state grants &amp; \$1.7M in state LHTF funds for Colibri Commons; and continues to advance work for Light Tree AHSC and Colibri Commons AHSC grants. On April 23, 2024 the City was awarded \$100,000 for the Equity Inovation Fund, ongoing.</p>
1.7	<p>Develop a “next-phase” streamlining effort for ADUs and JADUs, SB 9 projects, and any future small development, ministerial approval process that builds on lessons learned from the ADU Streamlining collaboration with EPACANDO and City Systems. (See Program 10.5 pertaining to ADU zoning amendments that are necessary to comply with current state laws and for numerical geographical targets.)</p>	2024	<p>Staff initiatated conversations about one "next phase" streamlining effort potentially being the adoption and adaption of the objective architectural compatibility standards developed for ADUs to SB 9, SB 10/SB 864 projects. A similar effort would involve the customization of the Preliminary Ministerial Review (PMR) clearance forms for other ministerial projects.</p>
1.8	<p>Study feasibility and desirability of waiving or reducing fees or delaying payment of permit fees and development impact fees for ADUs and small projects, e.g., two or fewer units.</p>	2024	<p>City Council will consider in March 2025 a staff recommendation to reduce impact development fees for large ADUs over 750 square feet.</p>
1.9	<p>Develop outreach materials targeting smaller developers aimed at informing future applicants and improving the quality of Planning and Building applications received.</p>	2024	<p>Ongoing. Planning staff have been updating and improving the city website to show the projects that have been submitted. Website also updated to explain various streamlining opportunities as provided by State law.</p>

1.1	Implement a preapproved and modular ADU designs program or participate in proposed 21 Elements clearinghouse to facilitate streamlined review and reduce design costs of ADUs.	2025	Started in 2023. City Building, Planning and Housing staff initiated conversations with 21 Elements/Community Planning Collaborative (CPC) on the steps required to implement preapproved ADU plans. The CDC collaborated with San Mateo cities to launch an ADU Resource Center to assist homeowners in building an ADU. The city also participates in a ADU working group to provide other resources such as workshops, webinars, and financing options. The Building Division website is to be updated to guide residents to ADU resource center.
1.11	Develop proposals for relaxing or allowing flexible zoning standards (e.g., building setbacks and height, open space, parking, and density) to facilitate the development of 5 SB 9 and small infill housing projects to increase housing opportunities and housing types throughout the community.	2025	Started in 2023. Part of the City's ADU Ordinance amendment included the open space reduction in the R-LD single-family residential zoning.
1.12	Develop an expedited legalization process for unpermitted second units. Identify zoning amendments to reduce the impediment to building ADUs, such as setback and open space standards.	2024	Started in 2023. Planning staff started the ADU Ordinance update to reflect the current state law changes and introduced the Preliminary Ministerial Review (PMR) Clearance process for the ministerial project process. The ADU Ordinance update was presented to the Planning Commission in December 2023 and adopted by City Council on February 6, 2024.
1.13	Support and participate in a potential county-wide initiative to create a resource center to effectively educate homeowners, provide resources, and promote the construction of ADUs.	2024	Started in 2023. City notified 21 Elements/Community Planning Collaborative of City's interest in county-wide ADU resource center initiative.
1.14	Research all available public and private sources of rehabilitation/repair funding and strengthen partnership with organizations in this area, such as Habitat for Humanity.	Ongoing	Started in 2023. On March 21, 2023, Housing staff presented to City Council all available public and private sources of rehabilitation/repair funding and received direction to explore FIHPP and REAP 2.0, and other state and regional funding sources.

1.15	Implement the 2022 approval of Measure L which increased and expanded the City's existing Gross Receipts Tax on rental residential properties for affordable housing and support programs.	2024	Completed in 2023. No reportable actions in 2024.
1.16	Update the City's five-year Affordable Housing Strategy (AHS) to implement the 6th cycle Housing Element goals, policies, and programs and to sets priorities for allocation of the City's affordable housing revenue sources for a finite period (1 year to 5 years). Establish priorities to implement fair housing policies and programs in low resource neighborhoods per the AFFH analysis.	2024	Started in 2023; Completed in 2024. City staff held a community meeting on November 16, 2023, updated the Planning Commission on December 11, 2023, and issued a city-wide survey from November 2023 to January 2024. The City's 2024-2028 Affordable Housing Strategy was adopted on February 6, 2024.
1.17	The Planning and Housing Departments will collaboratively pursue state grant funds wherever possible to support affordable housing projects and programs and to address homelessness in the City. Target: Annually research available funds for affordable housing projects and homelessness programs. Prioritize funds to assist lower-resource areas and the unhoused population.	2024; Ongoing	Ongoing. The City applied for the Encampment Resolution Funding (ERF-R-3) However, application was denied.

1.18	<p>Use the opportunity of the Ravenswood Business District (RBD) Specific Plan</p> <p>Update or initiate a city-wide study on the feasibility and desirability of fee waivers or reductions or deferred fee payments for fully affordable housing projects; additionally, consider providing City financial assistance to cover these fees.</p>	2025	<p>As part of the update of development impact fees, a provision includes the ability to reduce transportation impact fees and other fees for affordable housing and senior housing units. The City can also consider allocating commercial linkage fees, Measure HH revenue, and other available City resources to financially assist affordable housing projects.</p>
1.2	<p>Incorporate parking reductions into the City's Transportation Demand Management Program including compliance with AB2097 and related state laws that eliminates parking minimums within one-half mile major transit stops and radius and parking maximums for affordable housing projects.</p>	2025	<p>No reportable actions in 2024.</p>
1.21	<p>For sites within the RBD Specific Plan Area, study feasibility and effectiveness of an RBD-specific density bonus, relaxed zoning controls, minimum densities (particularly for mixed-use sites), streamlined subdivision approvals, and by-right or ministerial approvals. Incorporate provisions into the Specific Plan Update and Development Code in summer 2024. (See also related Program 10.8)</p>	2024	<p>The RBD/4 Corners Specific Plan was adopted in December 2024 which increased the potential for up to 1,600 new housing units in the Specific Plan area (and potentially more if state density bonus law is exercised), with policies and development standards to support residential and mixed-use development.</p>

1.23	Work with County of San Mateo to complete land swap and determine feasibility of the County developing affordable housing, encouraging permanent supportive housing development, at 2277 University. Comply with Surplus Lands Act. (This project is not included in Sites Inventory but could potentially be constructed during Housing Element 6th Cycle.)	2024, 2025, 2026 or later	Underway. City Council adopted a resolution on 7/18/2023 finding 2277 exempt from the Surplus Lands Act to allow a property swap with San Mateo County for 1266 Beech Street. The state HCD concurred with the Council's exempt finding on 9/28/2023, allowing the Planning Commission to find the land swap in conformance with the City's 2035 General Plan at a public hearing on 12/11/2023. Staff will continue to undertake certain due diligence measures including provision of title reports, appraisal reports, phase one reports, and geotechnical reports, and begin a final round of negotiations with the County. These negotiations are still ongoing with the goal to complete the property swap by the end of 2025.
1.24	Work with Ravenswood City School District to facilitate the development of the district-owned parcel at 2120-2160 Euclid Avenue as affordable public school employee housing. Comply with the Surplus Lands Act.	2024, 2025, 2026 or later	Started in 2023. Planning staff answered school district's preliminary questions in 2023. Planning Commission Study Session on Ravenswood School District's 2120-2160 Euclid Ave preliminary application held on February 26, 2024. Formal application filed mid 2024 and is currently in process.
1.25	Revise City zoning and subdivision standards to increase compatibility with SB 9 (e.g., flexible zoning standards for setbacks, open space, heights, and density) and make process improvements to encourage application of SB 9 on appropriately zoned parcels. Conduct informational outreach to property owners whose properties are prime candidates for SB 9 projects, including informing them of the by-right or ministerial approval process.	2025	Started in 2023. Planning staff started implementing the Preliminary Ministerial Review (PMR) process for ministerial review projects, including SB 9, SB 35, and ADU.

1.26	<p>Annually review overall progress and effectiveness in meeting RHNA and evaluate progress in meeting Housing Element policies and programs; include information in Annual Progress Report to HCD. Track the production of inclusionary housing units, ADUs, SB 9 units, and housing for special needs populations. If the City is not making sufficient progress in meeting its Housing Element goals and its RHNA for affordable units by 2027 (i.e., at least 130 lower-income units under construction or completed by 2027), consider alternative land use strategies within six months. Possible actions include amending policies and programs, defining new actions, or identifying alternative housing sites, including rezoning if necessary, and strategies to facilitate a variety of housing choices, such as encouraging missing middle zoning (small-scale multi-unit projects), adaptive reuse, and additional ADUs and/or JADUs.</p>	2024, 2025, 2026 or later; Ongoing	<p>Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.</p>
2.1	<p>In partnership with non-profit partners the City will develop a homebuyer support program or programs tailored to the needs of lower and moderate-income households in East Palo Alto. Prioritize outreach to neighborhoods with a proportionally higher percentage of rental households such as the westside of State Highway 101.</p>	2024, 2025	<p>The 5-year Affordability Housing Strategy adopted by the City Council in December 2023, includes developing a homebuyer support program, and Measure JJ was approved by East Palo Alto voters in November 2024 to amend Measure L to target revenue, along with other priorities, for programs to preserve and promote homeownership.</p>

2.2	With the assistance of the City's grant coordinator, seek and apply for funds from state, federal, and other sources to create and finance this program.	2026 or later	No reportable actions in 2024.
2.3	One pathway to homeownership is through tenant purchase of their buildings either on their own or through a community land trust. The City hopes to create a program that will facilitate a minimum of two single family and one multi-family tenant purchases between 2024 and 2028.	2024	No reportable actions in 2024.
2.4	Advocate for the homebuyer and homeownership programs, including shared and sweat equity models, at the Federal, State, County, and regional levels.	Ongoing	No reportable actions in 2024.
3.1	Continue working with the BMR Administrator on the existing BMR Program contract and draft a Request for Proposals (RFP) for the next phase of BMR Program management, and evaluating, as needed, the Local Preference guideline, to maintain the 53 existing BMR units and add 8 rental or for-sale inclusionary housing units.	2025; Ongoing	Ongoing. Housing staff continued working with BMR Administrator on existing BMR Program administration in 2023.
3.2	With the allocated City Council funding, implement the rent registry program.	2024	Started in 2023. CEDD staff conducted research on implementation of potential rent registry program.

3.3	Work with the County of San Mateo and landlords to list all affordable housing projects and inclusionary units on Doorway, a new regional platform for searching and applying for affordable housing and finding affordable housing resources and conduct proactive outreach to East Palo Alto residents.	Ongoing	Ongoing. Housing staff worked with Eden Housing to list LightTree Apartments on regional housing platform in 2023.
3.4	Continue to support the function of the Rent Stabilization Board (RSB) to enforce the City's Rent Stabilization Ordinance to protect tenants from unreasonable rent increase, to protect tenants from unlawful evictions, and to allow landlords sufficient rental income for maintenance and operating expenses and capital improvements.	Ongoing	Ongoing. Rent Stabilization staff continued to implement the Rent Stabilization and Just Cause for Eviction ordinance in 2023.
3.5	The City will monitor any changes to state law related to rent stabilization and if possible, update the Rent Stabilization Ordinance to provide greater protections.	Ongoing	Ongoing. Rent Stabilization staff and City Attorney's Office monitored changes to state law.
4.1	As part of the Ravenswood Business District/4 Corners (RBD) Specific Plan update, develop a requirement to build new housing at specified levels of affordability based on a numerical linkage to office/R&D square footage in Ravenswood Business District (RBD).	2024	The Specific Plan update was adopted in December 2024 and includes a community benefits program with an identified priority for developers to provide or finance additional affordable housing units beyond the City's existing IHO requirements or commercial linkage fees in exchange for an increase in development capacity or floor area ratio (FAR) for non-residential projects.
4.2	Participate in countywide nexus study led by 21 Elements to update the existing Commercial Linkage Fee.	2024	Through 21 Elements, East Palo Alto is participating in a "Grand Nexus Study" to explore inclusionary housing requirements which will also include examining commercial linkage fee programs. San Mateo County is taking the lead on the project with grant and financial support from cities; It is expected that a consultant will be selected by the County to begin the work in 2025.

4.3	<p>Develop a preservation strategy that addresses funding sources, identification of properties, and partnerships that can lead to preservation of affordable housing in East Palo Alto. Prioritize assistance to lower resource neighborhoods identified in the AFFH analysis (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue.)</p>	2024	<p>Started in 2023. On March 21, 2023, City Council reviewed potential preservation funding sources and directed staff to pursue FIHPP, REAP 2.0, and other funding sources. City Council directed staff to develop preservation guidelines and to eventually establish preservation fund.</p>
4.4	<p>Identify and maintain a list of at-risk units and substandard buildings throughout the City. Ensure property owners comply with the State Preservation Notice Law. Actively engage with property owners to reach agreements to preserve at-risk units and properly maintain their properties. Through these efforts, the City hopes to improve 13 substandard or at-risk units between 2024 and 2028.</p>	2024; Ongoing	<p>Started in 2023. An updated list of substandard buildings was provided in the 2023-2031 Housing Element. Working on a set of Preservation Guidelines so that if the City were to develop a Notice of Funding Availability to preserve affordable housing, these guidelines will aid in that process. See the webpage for more details: <a href="https://www.cityofepa.org/housing/page/affordable-housing-preservation">https://www.cityofepa.org/housing/page/affordable-housing-preservation</a></p>
4.5	<p>Study improvements to the City's process for addressing code violations on residential properties, including, but not limited to, unpermitted second units.</p>	2025	<p>No reportable actions in 2024.</p>

	<p>Create and fund a City housing rehabilitation program for City Council consideration that covers both single-family homes and multi-family apartments to preserve affordable housing opportunities, encourage proper maintenance and repairs, promote renovation, and increase energy conservation. Prioritize neighborhoods with a concentration of units in need of rehabilitation per Housing Element, Section 2.12.2.D (including, but not limited to, westside of State Highway 101, south of Bay Road west of University Avenue, and multi-family housing on southside of Bay Road east of University Avenue).</p>	<p>2025, 2026 or later</p>	<p>No reportable actions in 2024.</p>
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4.7	<p>Research establishing and funding a City home repairs program to assist low-income homeowners with major repairs and rehabilitation to address acute safety and livability issues. Develop a public outreach plan and also inform homeowners of financial assistance available from other agencies such as energy conservation and electrification incentives. Prioritize assistance to seniors and lower-resource neighborhoods identified in AFFH analysis (including, but not limited to, westside of State Highway 101 and south of Bay Road west of University Avenue). The City has a goal of assisting a five to ten low-income homeowners between 2024 and 2028.</p>	2024, 2025	<p>The 5-year Affordable Housing Strategy adopted by the City Council in December 2023 includes priorities to create and commit funds for programs to rehabilitate and preserve affordable multi-family apartments and to create a home repairs program for single-family homeowners. Started in 2024, the City is formulating program criteria and guidelines to implement to these programs in 2025.</p>
4.8	<p>Continue to implement public accessibility improvements in accordance with the City's ADA Compliance Plan and amend Municipal Code Chapter 14.10 – Reasonable Accommodations and Development Code Chapter 18.98 – Reasonable Accommodations as needed to comply with applicable state laws.</p>	Ongoing	<p>Planning staff has continued to work with Public Works and Building staff to implement public accessibility improvements in accordance with current ADA laws on development projects.</p>
4.9	<p>Study models of foreclosure prevention at the local level in similarly sized cities, whether through local investment or leveraging outside funding; evaluate establishing a mortgage assistance program for low-income households.</p>	2024, 2025	<p>City closely monitored development of FIHPP and identified potential qualifying properties, and worked with local organizations to prepare for FIHPP resources.</p>

4.10	<p>Evaluate opportunities to support and/or leverage local community land trusts (CLTs) to create community ownership of new or preserved affordable housing, e.g., through scattered-site ADUs, small inclusionary projects, sweat equity projects (such as Habitat for Humanity or Rebuilding Together, and others), or preservation projects.</p>	2024, 2025	<p>On May 7, 2024 The City approved a one year entension for Palo Mobile Estates Loan program to be administer by EPACANDO until May, 2025.</p>
4.11	<p>Continue to appropriate funds and consider increasing funds for direct emergency financial assistance or rent relief to be administered by a qualified organization identified through a Request for Proposals (RFP) process. Conduct proactive public outreach, particularly to lower-income households and neighborhoods where a high housing cost burden has been documented in the fair housing assessment. To support this effort, the City will seek out a permanent source of funds for rental assistance.</p>	2024	<p>Ongoing. In July 2022, the City released a Request For Proposals (RFP) for qualified organizations to provide legal services, tenant advocacy and education, and financial assistance services for resident anti-displacement services. This RFP is based around the City's desire to protect residents from displacement and homelessness, as well as to fulfill the intent of Measure O, which was approved by the voters in November 2016.</p> <p>On January 1, 2023, the City entered into agreements with the following community organizations that were selected through that RFP in order to provide anti-displacement services:</p> <ul style="list-style-type: none"> <li>- Community Legal Services in East Palo Alto (CLSEPA)</li> <li>- Nuestra Casa</li> <li>- Youth United for Community Action (YUCA)</li> </ul> <p>On February 1, 2024, the City entered into an agreement with Samaritan House, a non-profit organization to distribute rental assistance, prioritizing households who received an unlawful detainer and/or three-day notice. The contract is anticipated to end on 1/31/2025.</p> <p>On April 1, 2024, the City renewed it's agreements with the following community organizations:</p> <ul style="list-style-type: none"> <li>- Community Legal Services in East Palo Alto (CLSEPA)</li> <li>- Nuestra Casa</li> <li>- Youth United for Community Action (YUCA)</li> </ul> <p>The contracts are set to end on 3/31/2025.</p>

4.12	Develop a proposal for City Council consideration for a direct financial assistance program for first and last month's rent/security deposit assistance.	2025	Ongoing. In addition to the Measure O Anti-Displacement Services, the City Council is considering Community Resource Funds, which would amend the contract with Samaritan House adding an additional \$100,000 for direct aid to vulnerable populations which could also include direct rental assistance.
4.13	Complete and enforce guidelines on City's existing Local Preference Policy.	2024	No reportable actions in 2024. Update as this is under development now.
4.14	Through Measure HH, a parcel tax on large office developments approved by East Palo Alto residents in 2018, implement a Pilot Workforce Development Program to provide job training, apprenticeships, and job placement services to residents through partnerships with community-based non-profit organizations and private companies. Programs shall include proactive outreach to East Palo Alto residents, and service agreements shall define performance goals and metrics and required deliverables.	2024	Started in 2023. In March 2023, after an RFP process, the City awarded three organizations a total of \$775,215 in Measure HH funds for a Pilot Workforce Development Program, to serve a total of 80 students in an 18-month period. In September 2024, the City Council allocated additional funds and extended the Pilot Program to May 2025. A consultant was also obtained to evaluate the Pilot Program and recommend program improvements and modifications, as needed, to continue the program beyond the pilot period with Measure HH funds. The program evaluation is currently underway and will be completed by June 2025.
5.1	Update the Environmental Justice Element (Health and Equity) in the City's General Plan to include a comprehensive set of policies and programs and an implementation plan to address environmental justice issues and public outreach, engagement, and transparency; scope of work to include a robust community engagement process is integrated into the preparation of this Element.	2024	Started in 2023. The City Council adopted a resolution on May 16, 2023, with the City of Burlingame and County of San Mateo for a multi-jurisdictional effort, to engage Placeworks and Community Planning Collaborative to assist in the update of the Environmental Justice (EJ) Element with the city's share of the cost being \$202,232. The EJ Element requires cities and counties that have disadvantaged communities to incorporate policies into the General Plans to address the "unique or compounded health risks" to reduce pollution exposure, increase community assets, and improve overall health. The EJ Element effort began in July 2023 and is scheduled for completion by end of 2025 to early 2026. Two community workshops have been held on May 23, 2024 and September 26, 2024, both at the YMCA building at 550 Bell Street in East Palo Alto.

5.2	<p>Establish and implement a plan to address the San Mateo County Local Agency Formation Commission (SMCLAFCo) Municipal Service Review and to resolve the delays to housing development caused by issues with the East Palo Alto Sanitary District.</p>	2024	<p>Since the transition, October 1 to December 31, 2024, the District has accomplished our City Managers top priorities.</p> <ul style="list-style-type: none"> <li>•Developing a Spill Emergency Response Plan</li> <li>•Updating the Sewer System Management Plan (SSMP)</li> <li>•Ensuring compliance with State waste discharge regulations</li> <li>•Restructuring EPASD operations to meet the needs of our growing community</li> <li>•California labor standards and the core values we uphold within the City</li> </ul> <p>Additionally,</p> <ul style="list-style-type: none"> <li>•Implemented a new FOG program and ordinance for FSE's.</li> <li>•Created the EPASD Advisory Committee</li> <li>•Have 24 projects active projects (repairs to new 430 EDU development)</li> <li>•Completed SSMP Audit</li> <li>•Updating Master Plan</li> </ul>
5.3	<p>Implement the Water System Master Plan adopted in 2022 and complete the first-phase capital improvements in the plan. Update the Urban Water Management Plan to conform with the Master Plan and ensure adequate water service to parcels identified as developable in the Housing Element Sites Inventory (adequate water supply but water infrastructure upgrades may be needed for certain locations.)</p>	2024, 2025	<p>WSMP identified University / Weeks Project, NTP was April 29, 2204 areas of project encompassed University Ave, Weeks St and Cooley Ave. The project included 8,630 feet of 12inc, 10 feet of 8inch, 600 feet of 6 inch, all PVC/C900 with 163 service connections, 13 Fire Hydrants and 48, 12inch gate valves, 3, 8inch gate valves and 5, 6inch gate valves.</p> <p>The project will stop at the intersection of University Ave and Donohoe St. Time for completion from Specifications was 200-days from NTP (November 15, 2024) plus the 50-day time extension per CCO # 8 ( January 4, 2025). A time extension was issued because paving cannot be done during winter weather.</p> <p>The estimated last day of work from the latest construction schedule is May 19, 2025.</p>
5.4	<p>Work with water and sewer service providers to adopt a policy that prioritizes water and sewer capacity allocations to affordable housing projects and low-income households in accordance with state law (SB1097).</p>	2024	<p>No reportable actions in 2024.</p> <p>Water is provided and used on demand.</p> <p>Our lease holder Veolia does offer repayment plans and follows SB998.</p> <p>EPASD (sewer) fees are charged to the tax role, per parcel, paid to the County.</p> <p>All sewer laterals are privately owned and maintained.</p>

5.5	Leverage community partnerships to utilize and maintain data and maps wherever possible to monitor areas subject to flooding and identify sites for future development and to comply with Government Code 65302.	Ongoing	The City received the annual Community Rating System recertification, a voluntary incentive program that recognizes and encourages community floodplain management practices. Certification provides for owners to continue to qualify for discounted flood insurance premium rates. Rate reductions reflect that the community has undertaken efforts to reduce flood risk and fosters comprehensive floodplain management.
5.6	Develop environmental “overlay” map with most up-to-date data to avoid housing in at-risk areas or with prescribed mitigation measures.	2024	Started in 2023. Working with staff, Placeworks (the EJ Element consultants) mapped Disadvantaged Communities in the City. The mapping was finalized February 2024 and discussed at community workshops on May 23, 2024 and September 26, 2024, and refined appropriately with community input.
5.7	Implement fair housing and anti-eviction programs using Measure O and other qualifying local revenue sources to fund community-based organizations to provide legal services, financial assistance, case management, referrals, proactive community outreach (social media, workshops, flyers), resource information, and a staff a citizen advocacy committee. The City Council has allocated over \$200,000 toward anti-displacement and fair housing programs.	2024	No reportable actions in 2023, other than the Measure O Anti-Displacement contract as mentioned earlier.
5.8	Continue to support agencies such as Project Sentinel, Community Legal Services in East Palo Alto, and Legal Aid at Work that provide consultation and landlord/tenant mediation services for residents.	Ongoing	Supporting Community Legal Services through the Measure O Anti-Displacement contract as mentioned earlier.

5.9	<p>Prioritize providing fair housing and support services to special needs populations such as extremely low-income households, persons with disabilities, female heads of households, large family households, seniors, at-risk youths, and households at-risk of homelessness.</p> <p>Target proactive public outreach to lower resource neighborhoods such as western and northern areas in East Palo Alto or projects where there is a higher presence of special needs populations based on the fair housing analysis. The City has a goal of providing fair housing and support services for a minimum of 20 special needs individuals or households between 2024 and 2028.</p>	Ongoing	No reportable actions in 2024.
5.10	<p>Pursue funding and prioritize neighborhoods of concentrated need for future investment, which may include but is not limited to rehabilitation, safe routes to schools, parks, transit, and active transportation. Evaluate the distribution of infrastructure and transportation investment by higher versus lower need areas when updating the Capital Improvement Program (CIP). Assess the needs in lower-resource areas and implement actions to ensure an equitable distribution of investment.</p>	2025, 2026 or later	No reportable actions in 2024.

5.11	Support local and regional flood control and infrastructure projects that benefit existing and future residents. Prioritize improvement projects that benefit high need and lower-resource areas as identified in AFFH analysis.	2024, 2025, 2026 or later	Ongoing. The City continued to support the SFJPA on regional flood control and infrastructure projects.
6.1A	Annually review the City's habitability complaints and the Rent Stabilization Ordinance's rules and regulations and forward any recommended changes or updates for enforcing habitability issues to the City's Rent Stabilization Board.	Ongoing	Rent Stabilization Program staff referred 15+ habitability complaints to Code Enforcement, and in December 2023, conducted a habitability petition presentation to educate tenants about their rights, leading to an increase in petitions submitted to the department.
6.1B	Continue to use code enforcement to support housing preservation and neighborhood quality and identify housing maintenance issues. Refer property owners with compliance needs to the City's programs for rehabilitation assistance.	Ongoing	At the end of 2024, the Building Division started working with other agencies through the ADU Resource Center for San Mateo County. This resource center helps introduce property owners to ADUs including plans. This program is still in the initial phase and has not become completely mainstream as of yet. Also, the hybrid position in code enforcement is currently vacant.
6.2	Determine the most effective means of incentivizing or requiring childcare facilities in new affordable housing developments and commercial developments.	2024	The RBD Specific Plan adopted in December 2024 includes childcare centers as a permissible use and could be proposed as a community benefit by a developer to receive additional development capacity or floor area ratio (FAR).
6.3	Implement the East Palo Alto Reach Codes, which became effective in January 2021 and apply to all new construction and substantial rehabilitations and additions; continue to explore expanding building electrification requirements and support incentive programs for retrofitting existing buildings	2024	The EPA Reach Code was updated in 2023.

6.4	Complete and implement the recently updated Multi-Jurisdictional Local Hazard Mitigation Plan.	Ongoing	The most recent LHMP was updated in October 2021 as part of a multijurisdictional process. No reportable actions in 2024.
6.5	Update the City's Safety Element to address earthquakes, flooding, and other natural and manmade hazards; consider policies such as studying the inventory of the soft-story housing stock and establishing a seismic retrofit program to address these buildings; establishing a program for remediation of lead-based paint in older residential buildings; and incorporating targeted outreach to vulnerable and special needs populations to ensure their needs are well-addressed.	2025	Started in 2023. The City started the process for the Safety Element update in July 2023. The update is being conducted in collaboration with several jurisdictions in San Mateo County. Four community workshops have been held so far.
6.6	Continue to disseminate information through onsite resources and workshops to homeowners, property owners, and developers on FEMA, state, and local regulations on floodplain construction and management practices.	Ongoing	Ongoing. The City maintains an updated website with storm information and flood preparation resources. Storm preparation guides were sent out via citywide newsletter with updates before and during each major storm. The City coordinated with developers on meeting floodplain construction requirements which exceed FEMA's baseline CRS requirements.
6.7	Continue to participate in FEMA's Community Rating System Program to ensure that new housing development complies with floodplain construction standards with submission of required certifications.	Ongoing	Ongoing. The City submitted its 2023 CRS report to FEMA and received approval. Where applicable, building permits are reviewed for compliance with floodplain requirements.

7.1	For affordable housing projects located near high-quality transit, on City-owned land, with City subsidy, or where otherwise legally defensible, require developers of affordable housing to demonstrate how they will serve people with disabilities in the development.	2024, 2025	No reportable actions in 2024.
7.2	Finalize the Master Temporary Use Permit (MTUP) process for the temporary housing program rollout that includes City coverage of permit fees to provide housing for individuals experiencing homelessness in the community.	2024	Process finalized and published on City website in 2023. City is still seeking applications for MTUP process.
7.3	Evaluate lessons learned and options for longer-term, holistic solutions to RVs parked in public right of way with the conclusion of the RV Safe Parking Program.	2024; Ongoing	Completed in 2023. The City's RV Safe Parking Program closed in October 2023, and staff providing a final report with lessons learned in the November 31, 2023 staff report, available at: <a href="https://cityofepa.granicus.com/player/clip/46?view_id=1&amp;meta_id=3434&amp;redirect=true">https://cityofepa.granicus.com/player/clip/46?view_id=1&amp;meta_id=3434&amp;redirect=true</a> . No update for 2024.
7.4	Research all available public funding sources to address homelessness and consider City investment of funds for homeless outreach, case management and supportive housing to supplement the countywide system.	2024	The City was rejected for the Encampment Resolution Funding Grant ERF-3 in August 2024.
7.5	Pursue expansion of support programs for unhoused residents by establishing partnerships with other public agencies, private corporations and foundations, and non-profit service providers.	2024	No reportable updates for 2024.

7.6	Continue to support the low barrier navigation center and emergency shelter operated by WeHope, a community-based non-profit organization, which provides an interim shelter and supportive services for unhoused individuals. Accommodate the special needs of at-risk youths, households with children, and persons with disabilities.	Ongoing	In 2023, Building staff approved a permit by-right for the City's emergency shelter operated by WeHOPE to improve shelter accommodations, including replacement of finishes and light fixtures, fire life safety including egress and occupancy for emergency shelter bed and supporting services. No reportable actions in 2024.
7.7	Develop options for incentivizing deeply affordable housing units that serve larger household sizes, such as allowing additional density or other relaxed or flexible zoning regulations.	2024	No reportable actions in 2024. Update as this is under development now.
7.8	Continue to require residential projects to include Extremely Low-Income housing units through the City's Inclusionary Housing Program and encourage production of deed-restricted ADUs serving Extremely Low and Very Low-Income households as an Inclusionary Housing Alternative Compliance option instead of paying in-lieu fees for fractional units.	2024; Ongoing	Ongoing. Housing staff continues to encourage production of deed-restricted ADUs serving ELI and VLI households as Alternative Compliance Options for Inclusionary Housing requirements.
8.1	Improve and maintain the Housing website as a primary means of communicating the City's efforts around housing. Expand proactive measures to inform homeowners, landlords, and tenants about available local and County housing resources and supportive services.	Ongoing	Ongoing. Housing staff continues to update and maintain the Housing website, and find other means to communicate with homeowners, landlords and tenants, including mailers, City newsletter, and social media updates.

8.2	Create a budget for mailers and non-digital outreach on Housing workplan items at the start of each fiscal year.	Ongoing	Ongoing. Housing staff budgeted for mailers and non-digital outreach in 2023.
8.3	Provide translation of materials and interpretation of City Council, Planning Commission, Rent Stabilization, and other City meetings in alignment with City's Language Policy.	2024; Ongoing	Ongoing. City provides Spanish interpretation services at City Council and Rent Stabilization meetings, and at Planning Commission meetings as requested.
9.1	Regularly assess the level of staffing or contract assistance to ensure that sufficient staffing is committed to implementing the policies and programs in this Affordable Housing Strategy in a timely manner.	Ongoing	The City entered into a contract in 2024 with HEART for staff augmentation hours as needed.
9.2	Along with other San Mateo County communities, access the services of the HEART of San Mateo County's new Housing Consulting Services program, so as to access additional housing expertise and staffing.	2024	Completed in 2023. Worked with HEART of San Mateo County's Housing Consulting Services to conduct City's 2024-2028 Affordable Housing Strategy Update. No reportable updates for 2024.
9.3	Collaboratively update the City's Development Code to align Planning and Housing objectives, with an emphasis of resolving inconsistencies and ensuring consistency with the City's General Plan.	2024, 2025	Along with approval of the RBD Specific Plan update in December 2024, General Plan and Development Code updates were concurrently enacted to ensure internal consistency between the General Plan, Specific Plan, and zoning regulations.

9.4	<p>As Notices of Funding Availability (NOFA) are issued (typically annually), proactively work with the City's grant coordinator to selectively apply for regional, state, and federal grants to finance qualifying affordable housing projects and to fund East Palo Alto housing programs, such as housing rehabilitation program and first-time homebuyers' program</p>	Ongoing	<p>In 2023, Housing staff research potential regional, state and federal funding sources for affordable housing, and established a plan for applying to local County funding sources.</p>
9.5	<p>Review the Housing Element's Sites Inventory annually to assess progress in achieving the City's RHNA affordable housing allocation and as needed, identify additional sites or adjusting development policies, programs, and priorities.</p>	Ongoing	<p>Ongoing. City reviewed RHNA progress and effectiveness during Housing Element Update process including January 23, 2023 Planning Commission meeting, February 9, 2023 Planning Commission meeting, and February 21, 2023 City Council public hearing.</p>

9.6	<p>Evaluate the effectiveness of the Inclusionary Housing Ordinance (IHO) in producing affordable units and the financial impact of the inclusionary requirements and Alternative Compliance Options on residential development. Evaluate the effect of changing economic, development, and financing conditions and the cumulative financial impact of development impact fees and exactions. Following completion of the evaluation, amend the IHO to reduce constraints within six months if necessary. Continue to assess the financial impact of the IHO on individual projects and implement further measures to reduce the barriers to housing production and achieve the City's RHNA if needed.</p>	2024, 2025, Ongoing	<p>On July 18, 2023, City Council adopted an amendment to in-lieu fees calculation methodology including using the Construction Cost Index for change in rental in-lieu fees, and a 3-year average of interest rates for the ownership in-lieu fees to reduce volatility. City has started and will complete a nexus study and financial feasibility analysis in 2024 to update the City's development impact fees. As part of the financial feasibility analysis, the inclusionary housing requirements in the IHO will be included along with other development fees and exactions to assess the cumulative financial impact on project feasibility. The City is also participating in a "Grand Nexus Study," led by the County with the participation of other 21 Element cities to study inclusionary housing and commercial linkage fee programs. A consultant firm will be selected to begin this study in 2025.</p>
10.1	<p>For applicable development projects that will be removing residential units, a replacement housing program for lower-income households in accordance with State requirements (Government Code 65583.2(g)).</p>	Ongoing	<p>Ongoing. Planning staff continue to work with applicants to ensure compliance.</p>

10.2	<p>Emergency Shelters - Evaluate current sites, development standards, and approval process and amend the Development Code to comply with Assembly Bill 2339 and other applicable state laws. Amend the Development Code to address zoning requirements, update the definition of emergency shelters, ensure sufficient capacity for emergency shelters in zones with proximity to transportation and homelessness services, establish objective development standards, and comply with all other requirements of AB 2339.</p>	2024	<p>Consistent with the requirements of AB 2339, Emergency Shelters have been included as a by right use in the Industrial Transition zone in the RBD/4 Corners Specific Plan which was adopted by Council in December 2024. Additionally, a zoning amendment to allow Emergency Shelters in commercial zoning districts has been scheduled for Council on February 18, 2025.</p>
10.3	<p>Update zoning to so that Permanent Supportive Housing would be allowed by-right in residential and mixed-use zoning districts, as required by the State (Government Code 65651).</p>	2024	<p>Zoning amendment to allow supportive housing and transitional housing started in 2024 and has now been scheduled for Council on February 18, 2025</p>
10.4	<p>Update zoning and the definition of a "housekeeping unit" to comply with the state Employee Housing Act and adopt a "barrier-free" definition that does not subject persons with disabilities to special regulations.</p>	2024	<p>No reportable actions in 2024.</p>

10.5	<p>Amend the ADU ordinance to comply with State law, pending formal comment from HCD. Further actions include programs and policies to facilitate construction of ADUs (refer to Policies/Programs 1.7 to 1.14 for specifics). Consider additional measures to remove zoning impediments such as relaxing side and rear yard setback and open space standards and facilitating conversion of unpermitted accessory structures to ADUs. The City has a goal of approving at least 72 ADUs between 2024 and 2028.</p>	2024	<p>This effort started in 2023 with the drafting the ADU objective architectural compatibility standards to provide clear design guidelines to better facilitate the constructions of ADU. The standards were adoption in Feb 2024.</p>
10.6	<p>Update zoning regulations for residential care facilities and group homes (7+) to comply with state law and to reduce barriers for establishing facilities for special needs populations such as persons with disabilities, including revising existing spacing constraints.</p>	2024	<p>Work on zoning amendment to facilitate the approval of both small and large Residential Care Facilities started in 2024 and is scheduled for Council on February 18, 2025. Supportive housing is also included in the amendments as a by right use in any zone where residential uses are allowed under the same provisions that apply to all residential development.</p>

10.7	<p>Review zoning ordinance regulations for compliance with the current state laws and reduce development impediments or provide incentives such as standards pertaining to parking, open space, density bonuses, and objective design standards. Implement Policies/Programs 1.1 to 1.6, 1.18. 1.20, 1.21 and 1.25 for a comprehensive multi-prong approach to reduce regulatory constraints, improve development processing, create incentives for housing development, and reduce, mitigate, and not constrain housing supply, cost, and ability to achieve maximum densities.</p>	2024, 2025, 2026 or later	<p>Started in 2023. The ADU Ordinance amendment reduced the open space requirement and allowed the City's adopted ADU ordinance to be compliant with the current state laws. The update also introduced the Preliminary Ministerial Review (PMR) Clearance for the streamlined project process. Additional amendments are being proposed to reconcile the city's development code with state legislation with respect to ADU provisions for multi-family dwellings, scheduled for Council on February 18, 2025.</p>
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10.8	<p>Adopt an update to RBD Specific Plan to allow residential and mixed-use development at designated locations in the plan area and address provisions as noted in other Housing Element and Affordable Housing Strategy policies/programs. Concurrently, rezone parcels for residential and mixed-use development. Additionally, establish by-right approval, minimum residential densities, objective design standards, minimum residential requirements for mixed use zoning, reduce parking set flexible open space standards for affordable housing, create a transportation demand management (TDM) program, streamline subdivision approvals, and undertake other re-zoning efforts to reduce development constraints and create incentives for developments catering to special needs populations. Further, the City will resolve inconsistencies between the General Plan and current Specific Plan, (See related Policy 1.21). The City's goal is to zone sites and define minimum densities and</p>	2024	<p>The RBD Specific Plan was adopted in December 2024 and incorporates many of the measures in this Housing Element program, such as: rezoning parcels for residential and mixed-use development to allow up to 1,600 new residential units, establishing minimum residential densities; setting maximum parking standards; creating a RBD transportation management association to oversee TDM programs and compliance with the City's TDM ordinance; addressing development constraints for residential development; incentivizing the development of affordable housing over and above current IHO and commercial linkage fee requirements; and incentivizing providing housing units for special needs populations. The Specific Plan also plans for neighborhood retail uses, parks, multi-modal mobility improvements, and community and recreation facilities to serve future residents and workers. Along with adoption of the Specific Plan, General Plan and Development Code amendments were concurrently enacted to resolve inconsistencies.</p>
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10.9	<p>Develop procedures and review zoning regulations with the objective of encouraging and facilitating the development of SRO projects and transitional supportive housing at suitable locations. The City's goal is to streamline zoning regulations as needed, identify potential funding, and reach out to developers (e.g., through a request for proposals or qualifications) to construct an SRO or supportive housing project on a suitable site in the City with convenient transit service.</p>	2025	<p>Work on this policy has begun with a zoning amendment to facilitate supportive and transitional housing by making them a use by right in any zone that allows residential uses, and to subject them to the same regulations as other residential uses. The amendment is scheduled for Council on February 18, 2025. Other efforts, including the identification of funding sources and outreach to developers will begin after the adoption of the amendment.</p>
10.10	<p>During the 6th cycle Housing Element, ensure that the General Plan land use designation and zoning are consistent for all properties included in the City's RHNA Sites Inventory.</p>	Ongoing	<p>The Ravenswood Business District/4 Corners Specific Plan was approved on December 17, 2024 to ensure consistency.</p>

Jurisdiction	East Palo Alto	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

## ANNUAL ELEMENT PROGRESS REPORT

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### Table K Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	Yes	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		<a href="https://www.cityofepa.org/housing/page/local-preference">https://www.cityofepa.org/housing/page/local-preference</a>
Notes		

<b>Jurisdiction</b>	East Palo Alto
<b>Reporting Year</b>	2024 (Jan. 1 - Dec. 31)

**ANNUAL ELEMENT PROGRESS REPORT  
Local Early Action Planning (LEAP) Reporting  
(CCR Title 25 §6202)**

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

### **Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)**

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	8
Low	Deed Restricted	0
	Non-Deed Restricted	7
Moderate	Deed Restricted	0
	Non-Deed Restricted	8
Above Moderate		3
Total Units		26

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	8
Low	Deed Restricted	0
	Non-Deed Restricted	7
Moderate	Deed Restricted	0
	Non-Deed Restricted	8
Above Moderate		3
Total Units		26

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	6
Low	Deed Restricted	0
	Non-Deed Restricted	5
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		3
Total Units		17

General Plan Annual Progress Reporting					
Reporting Year: 2024 Jan 2024 - Dec 2024					
Table 12-1: Time Frame Guide					
Estimated Date of Completion					
Estimated Date of Completion	Short	1 - 5 years	Medium	5 - 10 years	Long
Short	1 - 5 years		Medium	5 - 10 years	Long
Medium		5 - 10 years			
Long	10+ years				
Ongoing	Recurring or continuous action				

Table 12-2: Land Use and Urban Design Programs					
Description		Priority	Time Frame	Responsibility	Status
Review and evaluation.	Work with department managers and directors in evaluating the effectiveness of the General Plan in its role in guiding city operations, development review, master planning, and budgeting. A summary of this discussion and evaluation shall be reported to the City Council on an annual basis.	High	Medium	Planning	In progress
2.	<b>Specific Plan Consistency.</b> Following adoption of the General Plan, review the existing, adopted Specific Plans and make changes to ensure consistency with the General Plan.	High	Short	Planning/CEDD	Completed
3.	<b>Weeks Design guidelines.</b> Update the existing design guidelines for infill projects in the Weeks neighborhood.	Medium	Medium	Planning	Not started
4.	<b>Citywide design guidelines.</b> Update and adopt citywide design guidelines.	Medium	Medium	Planning	In progress
5.	<b>Way-finding and signage.</b> Release an RFP to develop a way-finding program that provides directional signage, boundary markers, and monument signs for important institutions and activities within the community.	High	Short	Public Works	Not started

Table 12-3: Economic Development Programs					

	Description	Priority	Time Frame	Responsibility	Status	Comments
1..	<p><b>Economic development strategic plan.</b> Develop a long-term economic development strategic plan that develops and retains businesses and a strong middle class.</p>	High	Long	CMO/CEDD	In progress	The City entered into an agreement with HR&A Advisors to develop an economic development strategic plan. Estimated completion 10/2025.
2..	<p><b>Local hire.</b> Support local hiring and local businesses by implementing the City's First Source Hiring and Local Business Enterprise policies. Review and update (if necessary) the First Source Hiring Ordinance and policies to acknowledge the effects of the dissolution of the Redevelopment Agency.</p>	High	Medium	CEDD & Administrative Services	Completed	
3..	<p><b>Small business support.</b> Develop and staff a program that supports small and local businesses. Prepare and circulate a small business assistance resource guide.</p>	Medium	Ongoing	CMO/CEDD	In progress	The economic development strategic plan will include prioritize small business support.

**Table 12-4: Transportation Programs**

	Description	Priority	Time Frame	Responsibility	Status	Comments
1..	<p><b>Update City Street Standards.</b> Update existing standards for City streets, focusing on achieving traffic safety, complete streets, and livability goals.</p>	Medium	Medium	Planning/Public Works	In progress	
2..	<p><b>Transportation Demand Management Requirements.</b> Review and update the City's Transportation Demand Management requirements for existing and new development.</p>	High	Short	Planning	Completed	TDM ordinance adopted.
3..	<p><b>Transportation Impact Fee Nexus Study.</b> Establish a transportation impact fee on new development, to raise funds for needed improvements to all modes of transportation.</p>	High	Short	Planning/Public Works	In progress	Nexus Study scheduled for March 2025 adoption.

	Description	Priority	Time Frame	Responsibility	Status	Comments
1..	<b>Citywide “health check-up.”</b> Every five years, conduct a community health assessment regarding the overall health and quality of life of those who live and work in East Palo Alto.	Medium	Long	Planning	Not started	

**Table 1**

Description	Priority	Time Frame	Responsibility	Status	Comments
<p>2. <b>Health fitness challenges.</b> Create and implement health fitness challenges for City employees to encourage healthy living.</p> <p><b>Soda tax ordinance.</b> Explore the possibility of a sugar sweetened beverage tax in the City. Revenue generated from the tax could be appropriated for wellness and health programs in the City.</p> <p>3. <b>Residential smoking ordinance.</b> Adopt an ordinance to prohibit smoking in multi-family buildings.</p> <p>4. <b>Public smoking ordinance.</b> Adopt an ordinance to prohibit smoking in public spaces, including parks, plazas, and on public property.</p> <p>5. <b>Living wage ordinance.</b> Adopt an ordinance that ensures that all businesses in the City pay their employees a wage that can support a family at, or above, the poverty level.</p> <p>6. <b>Year-round farmer's market.</b> Pursue funding and partner with local organizations to provide a year-round farmers market in the City, and seek out additional vendors to participate in the market.</p> <p>7. <b>Annual health fair.</b> Host an annual Health Day Fair with information, health care screenings and services, and activities celebrating an active lifestyle. The event should be sponsored by the City and involve a wide range of service providers.</p> <p>8. <b>Healthy food at city buildings and events.</b> Develop guidelines to require that healthy foods that are served at city-sponsored events and in City vending machines.</p> <p>9. <b>Town hall meetings.</b> Hold bi-annual town hall meetings to implement the General Plan. Publicize the meetings widely and in multiple languages.</p>	High	Short	City Manager	In progress	Not started

**Table 1**

2.	<b>Shared use agreement with School District.</b> Create a formal shared use agreement with the Ravenswood City School District whereby the public and organizations (such as youth and adult intramural leagues) can access school fields/property after normal school hours.	High	Short	City Manager	In Progress	Conversations have progressed and School District has provided draft of potential agreement	
3.	<b>Agreement with Don Edwards San Francisco Bay National Wildlife Refuge.</b> Establish a formal cooperative agreement with the Don Edwards San Francisco Bay National Wildlife Refuge and develop programs to encourage public recreational use of the Bay Trail and trails in and adjacent to the Baylands Nature Preserve and the South Bay Salt Pond Restoration Project.	Medium	Medium	City Manager	Not started		
4.	<b>Agreement to Manage Cooley Landing.</b> Continue to maintain an agreement for a non-profit or other entity to manage Cooley Landing	Medium	Ongoing	City Manager	Not Started		
5.	<b>Bird-safe design.</b> Adopt bird-safe design guidelines for new buildings and structures adjacent to the Bay.	Medium	Medium	Planning	Not started		
6.	<b>Light pollution guidelines.</b> Adopt guidelines for outdoor lighting located adjacent to wildlife areas that will keep the amount of light that reaches wildlife habitat areas to a minimum.	Low	Medium	Planning	Not started		
7.	<b>Community space fund.</b> Maintain development fee programs to accumulate funds for the acquisition and improvement of parks and public gathering places and facilities.	Medium	Medium	City Manager/CEDD	Completed		
8.	<b>Tree Planting program.</b> Partner with local non-profit organizations to implement a tree planting program (planting of trees on City owned property).	High	Short	Public Works	Completed		
9.	<b>Citizen reporting.</b> Create a program and/or methods for residents to monitor and report vandalism along with maintenance issues in parks and public Right-of-Way.	High	Short	Public Works	Completed		
10.	<b>Feral Cat Program.</b> Work with partners to consider establishment of a year round cat program or fund one as cats prey on the salt water harvest mouse which is a Federally protected species in accordance with the ESA. This condition originates in the Cooley Landing environmental clearance document.	Medium	Medium	Public Works	Not started		

**Table 12-7: Infrastructure, Services, and Facilities Programs**

	Description	Priority	Time Frame	Responsibility	Status	Comments
<b>PUBLIC FACILITIES</b>						
1.	<b>Development impact fees.</b> Adopt nexus-based impact fees that mitigate the cost of providing infrastructure and public facilities to serve new development. Address infrastructure improvements that are necessitated by new development – including for water, sewer, stormwater, and utilities. Seek additional funding mechanisms as necessary.	High	Ongoing	Planning/CEDD/Public Works	Completed	
2.	<b>Outside community funding.</b> Create an outreach program or plan to match Silicon Valley donors and funding dollars to community needs such as schools, public space improvements, jobs training, or support for artists.	Medium	Ongoing	City Manager	Not started	
3.	<b>TOT program evaluation.</b> Seek an independent evaluation of the Measure C Program/Transient Occupancy Tax program.	Low	Short	City Manager	Not Started	
4.	<b>New teen center.</b> Work with local service providers, such as the YMCA, to create a “teen center” for East Palo Alto teens. The teen center could provide tutoring and mentorship programs and provide a safe and affordable place for youth after school and on weekends.	High	Long	City Manager	Not Started	
<b>PUBLIC SAFETY</b>						
1.	<b>Crime reduction plan.</b> Develop a long-term crime reduction plan that addresses: Prevention, Intervention, Enforcement, and Sustainability. The plan will also identify the role of the community and City in the strategy, and identify the resources necessary to implement strategy.	High	Short	Police	Not started	
2.	<b>Emergency Preparedness Plan.</b> Update the City’s Emergency Preparedness Plan every 5 years.	Medium	Ongoing	Police/City Manager	In progress	
3.	<b>Community-based policing.</b> Implement the community-based policing initiative championed by the Police Chief, including attendance at community meetings, having the Police Department participate in community events and beautification projects, and leading programs such as Neighborhood Watch.	Medium	Ongoing	Police	In progress	
4.	<b>Data-Driven policing.</b> Continue to use technology to track and target gun violence.	Medium	Ongoing	Police	In progress	

<p>5. <b>CERT Program.</b> Develop a community emergency response team (CERT) training program to provide training to City personnel and conduct informational workshops for the community. Provide additional information to the community about available resources and materials.</p>	<p>6. <b>Comprehensive crime analysis.</b> Complete the comprehensive analysis of crime in the City (utilizing the RMS system).</p>	<p>7. Signal pre-emption for emergency response. Install traffic signal pre-emption technology for police/emergency vehicles.</p>	<p>8. <b>Anti-graffiti program.</b> Implement an anti-graffiti program, which includes identifying all locations in the City with chronic graffiti, establishing a removal program, and exploring civil sanctions against chronic violators.</p>	<p>9. <b>Multi-media emergency notification system.</b> Adopt and fund system to increase timely and accurate notifications to the community. Seek an adequate cost-effective system to replace the current system.</p>	<p>10. <b>Crime Prevention through Environmental Design.</b> Develop a development manual to provide basic requirements and incentives for the inclusion of design features in new development to reduce potential for crime. These features could include well-lit parking areas, open landscaping, limited access into and between buildings, and limited access to rooftops.</p>	<p>High</p>	<p>Short</p>	<p>Police/City Manager</p>	<p>In progress</p>	<p>Study Session set for 3/25/25 to discuss overall strategy and implementation of emergency planning/preparedness which will include a section on CERT.</p>	
<b>WATER INFRASTRUCTURE</b>											
<p>1. <b>Emergency water connections.</b> Explore the feasibility of establishing an emergency intertie with the following outside water systems:</p> <ul style="list-style-type: none"> <li>• City of Palo Alto</li> <li>• Palo Alto Park Mutual Water Company</li> <li>• O'Connor Tract Co-op Water Company</li> </ul>	<p>High</p>	<p>Short</p>	<p>Public Works</p>	<p>In progress</p>							

SEWER/STORMWATER INFRASTRUCTURE					
1. <b>Sewer and Stormwater user fees.</b> Update existing user fees for sewer and stormwater to fund needed system upgrades and, to the extent feasible, allow for waste water recycling and stormwater capture for beneficial use.	Medium	Medium	Planning	In progress	
2. <b>Groundwater Management Plan.</b> Complete the Groundwater Management Plan, as required by State law. Oversee the completion of the Plan and provide materials and resources as needed.	Medium	Short	Public Works	Completed	
3. <b>Urban Water Management Plan.</b> Develop an updated Urban Water Management Plan (UWMP) to support long-term water resource planning and ensure adequate water supplies are available to meet existing and future water demands of the land uses contemplated under the Land Use Element. (Every 5 years).	Low	Ongoing	Public Works	Completed	
4. <b>Water Master Plan.</b> Update the 2010 Water Master Plan to guide the implementation of appropriate water supply and water distribution projects (must be updated per statutory requirements every ten years).	Low	Long	Public Works	Completed	
5. <b>Water supply.</b> Develop additional domestic water supplies to address current and future needs, including: <ul style="list-style-type: none"> <li>• Completing the Gloria Way Well and treatment facility</li> <li>• Exploring additional municipal wells such as Pad D</li> <li>• Completing the monitoring program</li> <li>• Exploring storm water capture and reuse</li> <li>• Explore recycled water generation and distribution facilities and opportunities</li> <li>• Explore water demand offset regulations for new and intensified development</li> <li>• Evaluate the contract with American Water Enterprises and formulate future strategy.</li> </ul>	High	Ongoing	Public Works	In progress	
6. <b>Water conservation and recycling.</b> Update the building code to allow and encourage water recycling, graywater use, water efficiency, and other conservation measures not already permitted under CalGreen.	Medium	Medium	Planning	Completed	
7. <b>Water user fees.</b> Update existing user fees for water to fund needed system upgrades and explore water demand offset regulations for new or intensified development.	Medium	Medium	Planning/ CEDD	Completed	

FLOODING						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Levee and creek maintenance.</b> Negotiate an agreement with Santa Clara Valley Water District (SCVWD) for maintenance of the San Francisquito Creek enhanced levee and creek banks from Highway 101 to the border with Menlo Park.	Medium	Short	Public Works	Completed	
2.	<b>Coastal flooding analysis.</b> Complete an analysis of the City's vulnerability to coastal flooding and sea level rise. Inspect and review the levees in the Baylands.	Low	Short	Public Works	In progress	
3.	<b>Upstream San Francisquito Creek flood protection project.</b> Work with the San Francisquito Creek Joint Powers Authority (SFCJPA) on the planning and design of flood control improvements upstream of Highway 101.	High	Long	Public Works	In progress	
<b>Table 12-8: Safety and Noise Programs</b>						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1..	<b>Flood control master plan.</b> Prepare a flood control master plan to assess the adequacy of the City's flood control system as a whole. Implement improvements as warranted and as feasible. Seek outside funding as available to implement improvements.	High	Short	Public Works	Not started	
2.	<b>Fire buffer zones.</b> Work with property owners near hazard areas to implement and maintain buffer zones from the riskiest areas and adopt fire code revisions when appropriate.	Medium	Short	Planning	Not started	
3.	<b>Hazard Mitigation Planning/HMGP Grant.</b> Adopt and develop both a Multi-hazard Mitigation plan and a Recovery Action Plan to guide growth and development in the event of a widespread destructive event.	High	Short	Planning/Public Work	In progress	
4.	<b>Coordinated emergency response.</b> Implement coordinated emergency response planning with the Menlo Park Fire Protection District, major transportation agencies, and adjacent jurisdictions.	Medium	Ongoing	Police/City Manager/Public Works	In progress	
5.	<b>Hazardous emergency plan.</b> Develop and implement a multi-hazard emergency plan for accidents involving hazardous materials.	Medium	Medium	Public Works	Not started	

Physical Improvements						
Table 12-9: Transportation Physical Improvements						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Highway 101 Pedestrian / Bicycle Overcrossing:</b> This project is intended to link the residents of the Woodland Neighborhood with City services and recreation opportunities on the other side of the freeway. Coordinate with Caltrans on the design and construction and seek grant funding for construction costs.	High	Medium	Public Works	In progress	In progress

## Physical Improvements

The table below identifies physical improvements to implement the General Plan's vision and policies, organized by Plan Chapter. Physical improvements are consistent with each chapter's goals and policies, though not every chapter has associated physical improvements.

Table 12-9: Transportation Physical Improvements

Table 12-9: Transportation Physical Improvements						
	Description	Priority	Time Frame	Responsibility	Status	Comments
1.	<b>Highway 101 Pedestrian / Bicycle Overcrossing.</b> This project is intended to link the residents of the Woodland Neighborhood with City services and recreation opportunities on the other side of the freeway. Coordinate with Caltrans on the design and construction and seek grant funding for construction costs.	High	Medium	Public Works	In progress	

2.	<b>University Avenue Interchange.</b> This project will provide for the widening of the University Avenue/US 101 overpass to provide safer pedestrian and bicycle travel and more efficient vehicle travel.	High	Medium	Public Works	In progress
3.	<b>Bay Road improvements.</b> Coordinate with PG&E and East Palo Alto Sanitary District on the Bay Road Improvement Phases II/III. Construct the necessary roadway and infrastructure improvements in order to revitalize the Ravenswood TOD Specific Plan area and provide the foundation for an active “main street” environment, including street paving, pedestrian and bicycle improvements, landscaping improvements, streetscape improvements, and undergrounding of utilities.	High	Medium	Public Works	Completed
4.	<b>Street Light Upgrade Project.</b> Complete the Street Light Upgrade Project, including a luminosity study to identify locations where additional new street lights need to be installed, and the installation of LED lights.	High	Medium	Public Works	In progress
5.	<b>Signage and Striping Improvements.</b> Install new signage and striping to improve vehicular, pedestrian and bicycle safety throughout the City.	Medium	Medium	Public Works	In progress
6.	<b>Pedestrian Accessibility Improvements.</b> Improvements include but are not limited to corner ramps, Americans with Disabilities Act (ADA) and California State Law require these improvements.	Medium	Medium	Public Works	In progress
7.	<b>Institute Traffic Calming Program.</b> This includes the planning and construction of speed bumps, bulb outs and other traffic calming devices to reduce speed through residential zones and to increase safety, with priority corridors identified in Figure 7 of the Circulation Element, in coordination with other City Departments.	High	Medium	Public Works	In progress
8.	<b>Bay Road Phase II.</b> Build the Bay Road Phase II project, which will build a multimodal roadway with attractive streetscape along Bay Road between Clarke Ave. and the entrance to Cooley Landing.	High	Medium	Public Works	Completed
9.	<b>Bicycle and Pedestrian Improvements.</b> Improvements include the installation of enhanced signage, striping and loop detectors for bicycles.	High	Long	Public Works	In progress
10.	<b>Curb and gutter program.</b> Close all sidewalk network gaps, as outlined in Figure 6 of the Circulation Element (Existing Pedestrian Network and Sidewalk Gaps) with new sidewalks, curbs, and gutters	High	Medium	Public Works	In progress

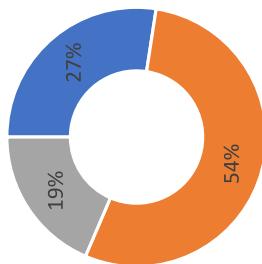
Project Number	Description	Priority	Time Frame	Responsibility	Status	Comments
11.	<b>University Avenue Resurfacing and Signal Upgrade.</b> This project provides for pavement resurfacing, restriping, upgrading of traffic signals and various other improvements on University Avenue.	High	Medium	Public Works	In progress	
12.	<b>New Loop Road.</b> Complete a new loop road around the north and east of University Village that will connect University Avenue to the Ravenswood Employment District.	Medium	Medium	Public Works	Not started	
13.	<b>Euclid Avenue Tunnel Assessment and Investigations.</b> The purpose of this project is to assess the viability of restoring and re-opening the tunnel under Highway 101 at Euclid Avenue, which is currently closed.	Low	Short	Public Works	Not started	
14.	<b>Safe Routes to Schools.</b> Complete Safe Routes to School projects as outlined in the Safe Routes to School Plan (2003).	High	Medium	Public Works	In progress	
15.	<b>Street Resurfacing Program/PMP.</b> Continue to resurface streets to maintain the City's pavement condition index score.	High	Medium	Public Works	In progress	
16.	<b>Major Street Reconstruction.</b> This project provides for the reconstruction of damaged City streets during the ten-year life of the Capital Improvement Plan (CIP).	Low	Long	Public Works	In progress	
17.	<b>Newell Bridge.</b> Continue to offer staff time to further the joint project for the replacement of the Newell Bridge Advocate for the needs of the East Palo Alto community.	Medium	Medium	City Manager/ Public Works	In progress	

	<ul style="list-style-type: none"> <li>Eastern end of Cypress St</li> <li>Eastern end of Daphne St</li> <li>Southern end of Verbena Dr.</li> </ul>					
	<b>Right-of-way conversions.</b> Convert the following into public linear parks: <ul style="list-style-type: none"> <li>Hetch Hetchy right-of-way between Rutgers St and Purdue Ave (Hetch Hetchy Aqueduct Linear Park)</li> <li>UP railroad right-of-way near the Ravenswood Family Health Annex</li> <li>Abandoned alley that runs along the back of parcels between Holland St and East Bayshore Rd</li> <li>Alley that runs diagonally from East Bayshore Rd and Laurel Ave</li> <li>Unused alley between rear of lots and Menlo Park city limits (behind Alberni St).</li> </ul>		High	Varies by project	Planning/Community Services	In progress
4.						
5.	<b>Bay Access Master Plan.</b> Complete the trails identified in the Bay Access Master Plan, including the Ravenswood Bay Trail link, and along SF Creek between O'Connor and University Avenue.		High	Medium	Planning	In progress
	<b>Park access.</b> Improve access to the following parks and fields, by unlocking gates, adding entrances, removing fences or improving sidewalks/paths and bathrooms:					
6.	<ul style="list-style-type: none"> <li>Martin Luther King Junior Park</li> <li>Cesar Chavez Elementary/Richard May Field</li> <li>Track/sports field at Costano Elementary School.</li> </ul>		Medium	Medium	Community Services/ Public Works	In progress
7.	<b>Bay Trail viewing platforms.</b> Construct elevated viewing platforms along the Bay Trail.		Medium	Medium	Public Works	Completed
8.	<b>No-feeding signage.</b> Post signs notifying the public that feeding of wild animals, including feral cats, is prohibited.		Medium	Medium	Public Works	Not started
9.	<b>Wildlife-proof waste containers.</b> Provide animal-proof garbage containers in wildlife areas where human activity is or may be frequent, including at Cooley Landing and entry points to the Bay.		Medium	Medium	Public Works	In progress
10.	<b>Cooley Landing.</b> Complete the final phase of the Cooley Landing project (construct elevated viewing piers or platforms and improve access to the waterfront). Identify and secure funding for this phase.		Medium	Medium	Public Works	Not started
	<b>Park improvements.</b> Implement various upgrades identified in the Community Facilities & Parks Master Plan (FA-01) in the following parks: <ul style="list-style-type: none"> <li><b>Joel Davis Park.</b> Identified needs are to upgrade the picnic area, replace playground equipment, install bathrooms and upgrade the playfield.</li> </ul>					Joel Davis Park-

Public Facilities						
	Description	Priority	Time Frame	Responsibility	Status	Comments
<b>PUBLIC FACILITIES</b>						
1.	<b>Police Department and Corporation Yard.</b> Relocate the Police Station at 141 Demeter Street and the Corporation Yard at 150 Tara Street to a different location outside of the Special Flood Hazard Area or in an area that will have continual access.	High	Short	Public Works	In progress	
2.	<b>New facilities in Ravenswood TOD Specific Plan Area.</b> Construct the three major community facility improvements identified in the Ravenswood TOD Specific Plan: a recreation center, a community center at 4 Corners and a library expansion. Issue RFPs for design, construction, and management of these new facilities.	Medium	Long	City Manager/ Public Works	In progress	
3.	<b>Performing arts center.</b> Develop a performing arts center and/or cultural center(s) that includes indoor and outdoor performance areas.	Low	Long	City Manager	Completed	

**Table 12-11: Infrastructure, Services, and Facilities Physical Improvements**

4.	<b>Community Development building improvements.</b> Improve the physical condition of the Community Development Department building through needed upgrades.	High	Short	Public Works	In progress
<b>WATER INFRASTRUCTURE</b>					
1..	<b>Gloria Way well retrofit.</b> Assess the hydrological condition of the existing well at Gloria Way / Bay Road and install the necessary treatment systems to utilize this well for additional water supply.	High	Short	Public Works	Completed
2.	<b>New water storage tanks.</b> Construct two new storage tanks with the capacity to meet emergency supply needs for the current and anticipated future population of the City. Identify potential locations for one storage tank on the east side of Highway 101 and one storage tank on the west side of Highway 101.	High	Medium	Public Works	In progress
3.	<b>Second groundwater well.</b> Construct a 1,000 gallon per minute (GPM) groundwater well and associated iron-manganese treatment system to supplement the City's existing water supply (in addition to Gloria Way).	High	Medium	Public Works	Not started
4.	<b>Water main replacement.</b> Continue to replace deficient water mains in the City's water delivery system as funding is secured, improving available fire flow throughout the system.	High	Ongoing	Public Works	In progress
5.	<b>Water meter replacement.</b> Replace water meters, water meter boxes, and lids as specified in the Water System Master Plan.	High	Ongoing	Public Works	In progress
6.	<b>Water valve replacement.</b> Perform regular maintenance on or replace the 908 existing valves in the City's water system.	Medium	Ongoing	Public Works	In progress
7.	<b>Groundwater monitoring.</b> Install a monitoring network to monitor saline levels and other factors that could impact the City's groundwater resources.	High	Short	Public Works	In progress
<b>PUBLIC SAFETY</b>					
<b>New Police Department building.</b> Establish and/or construct a permanent facility for the East Palo Alto Police Department (current facility is leased). Seek grant funding for this project.		Medium	Long	Police	In progress
<b>SEWER/STORMWATER INFRASTRUCTURE</b>					
1..	<b>Martin Luther King Jr. Park stormwater project.</b> Construct a storage chamber, tertiary treatment system and irrigation pump at Martin Luther King Jr. (MLK) Park to reuse storm water to irrigate the park.	Low	Medium	Public Works	Not started
2..	<b>O'Connor Pump Station improvements.</b> Complete recommended safety and reliability improvements to the existing pump station. Replace the existing pump station during San Fransiquito Creek levee construction.	High	Short	Public Works	In progress
3..	<b>O'Connor Pump Station replacement.</b> Replace the existing pump station during San Fransiquito Creek levee construction.	Medium	Long	Public Works	In progress



## General Plan Program Status

- Not started
- In progress
- Completed



# EAST PALO ALTO PLANNING COMMISSION STAFF REPORT

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**DATE:** March 10, 2025

**TO:** Honorable Chair and Members of the Planning Commission

**VIA:** Amy Chen, Community and Economic Development Director

**BY:** Alvin Jen, Associate Planner

Elena Lee, Planning Division Manager

**SUBJECT:** Design Review Application (DR24-007) for the addition of walls to enclose part of an existing structure (trellis) to build out a proposed 1,501-square foot café, façade, a 202-square foot addition to the rear of the existing structure (trellis), improvements to the existing three buildings, 3,330-square feet of landscape improvements to the inner circle, and the removal of 28 protected trees and replacement of 14 trees in the same general area

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## Recommendation

Adopt a resolution:

1. Approving Design Review Application (DR24-007) for the addition of walls to enclose part of an existing structure (trellis) to build out a proposed 1,501-square foot café, a 202-square foot addition to the rear of the existing structure (trellis), façade improvements to the existing three buildings, 3,330-square feet of landscape improvements to the inner circle, and the removal of 28 protected trees and replacement of 14 trees in the same general area based on the findings listed in this staff report and subject to the standard requirements and conditions of approval proposed by staff, as may be subsequently amended by the Planning Commission; and
2. Finding that the project is Categorically Exempt from the California Environmental Quality Act (CEQA) under Section 15301 Class 1, Existing Facilities.

## Alignment with City Council Strategic Plan

This recommendation is primarily aligned with:



## PUBLIC HEARING ITEM 8.1

- Promote Housing, Economic and Workforce Development

### Background

<b>Owner/ Applicant:</b>	University Circle, LP / Mark English LBA Realty LLC
<b>Location/ APN(s):</b>	1900, 1950, and 2000 University Avenue, East Palo Alto /063-680-020, 063-680-130, 063-680-190
<b>Existing Use:</b>	Commercial Office and Hotel
<b>General Plan Designation:</b>	Office (O-C), (Up to 3.0 FAR, Maximum of 8 stories or 100 feet whichever is greater)
<b>Zoning:</b>	Commercial Office (C-O)
<b>Surrounding Zoning:</b>	North: U.S. Highway 101 South: PR Parks and Recreation Zone East: U.S. Highway 101 University Avenue offramp West: C-N Commercial Neighborhood, R-HD-5 Multiple-Family High Density Residential Subzone 5, R-UHD Multiple-Family Urban High Density Residential Zone
<b>Flood Zone:</b>	N/A
<b>Public Notice:</b>	A public notice of this hearing was mailed to property owners within 300 feet of the project site on February 28, 2025, and published in the Palo Alto Daily News on February 28, 2025. Additionally, the agenda and staff report were posted on the City's website and on a bulletin-board located at City Hall: 2415 University Avenue, East Palo Alto.
<b>Recusal Map:</b>	According to the Planning Commission Recusal Map, there are no Planning Commissioners that live within 500 feet of the project site.

### Project Description

#### **Site and Surrounding Area**

The subject project is located in the center of a property known as University Circle. University Circle consists of approximately 11.84-acres located at 1900, 1950, 2000 and 2050 University Avenue, in the southwestern portion of the City of East Palo Alto. University Circle has a zoning designation of Commercial Office (C-O) and a General Plan land use designation of Office (O-C). Currently, the site consists of three (3) existing office buildings, one (1) hotel, one (1) above-grade parking garage, one (1) below-grade parking garage and surface parking lots. The buildings are constructed around a circular private roadway, which is the subject project being considered for redevelopment in this proposal. Current the subject project is a landscaped



## PUBLIC HEARING ITEM 8.1

recreational area and is located in the center of University Circle. The one-level, below-grade parking garage underlies much of University Circle, except for the southern portion of the site where a previously approved office development would be constructed. The previously approved development, known as University Circle Phase II, consists of a 180,000-square foot six-story office building above three levels of below-grade parking and approximately 97,000-square foot of surface parking. University Circle, a private road, extends north from Woodland Avenue into the project site and serves as the primary internal site access road. A secondary at grade service entrance is located at the West Bayshore Road and Manhattan Avenue intersection, and the below-grade parking garage has a secondary entrance off Manhattan Avenue. The inner circle, measures approximately 21,318-square feet where the majority of the proposed project would be constructed.

To the north and east of the project site is U.S. Highway 101 and U.S. Highway 101 University Avenue offramp. Directly south is San Francisquito Creek and the City of Palo Alto. To the west along Manhattan Avenue are multi-family residences.

### **Development Proposal**

The applicant is proposing a project that would enclose part of an existing 2,285-square foot trellis to build out a 1,501-square foot café, a 202-square foot addition to the rear of the existing trellis, implement façade improvements to the existing three office buildings for a total of 1,010-square feet, make landscape improvements of 3,330-square feet in the inner circle, and the removal of 28 protected trees and replacement of 14 trees in the same general area.

The existing trellis structure measures 41 feet-11 3/8 inches by 35 feet -4 5/8 inches and stands 12-feet tall. The structure is open on all sides, consisting of steel framing and wood slats on the roof to provide shading. Underneath the trellis structure, there are seating areas, multiple televisions, and fireplaces used for tenant amenity areas. The project proposes to utilize the existing steel structure and enclose a portion of this space to create 1,501 square feet of new kitchen space, service counter, dishwashing area, restroom and indoor seating areas for up to 14 guests (see Exhibit C for the Project Plan Set). The rest of the unenclosed space would be used for covered outdoor seating for up to 20 guests. The project proposes a 202-square foot uncovered addition which will contain mechanical equipment and waste receptacles. In addition, 232 square feet inside the basement of the existing structure would be rehabilitated for storage and mechanical purposes related to the new kitchen and restaurant use. The café is proposed to be a “grab and go” type of business model where prepared food is made and does not aim to be a full-service restaurant; the primary clients of the cafe would be the office tenants/employees. Additionally, the proposed café would be considered an accessory for food use and is a permitted use in the Commercial Office zone.

Within the approximately 4,388-square feet area located inside the circle, the water feature is proposed to be replaced with new landscaping and additional seating areas. In addition, 28 trees of which are all protected trees, as discussed more fully below, would be removed and replaced with 14 trees. East Palo Alto Municipal Code (EPAMC) Section 18.28.020 defines



## PUBLIC HEARING ITEM 8.1

protected trees as any tree on private property having a main stem or trunk eight (8) inches or greater in diameter at a height of 54 inches above grade (DSH); any tree required to be preserved as a condition of a development approval; any tree required to be planted as a condition of a development approval. In total, 3,330-square feet of new landscaping is also proposed in the inner circle project area.

The project includes minor façade improvements to the entryways of 1900, 1950 and 2000 University Circle Drive, for a total of 1,010-square feet.

A Planning Commission hearing is required for this project because the proposed project includes façade or exterior improvements of over 1,000-square feet per EPAMC Section 18.86.

### **Analysis**

The following table describes the required Development Standards and the proposed project's compliance with these standards.

**Table 1**

<b>Standard</b>	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>	<b>Complies</b>
General Plan Land Use		Office	No change	Y
Zoning		Commercial Office	No change	Y
Minimum Lot Size	5,000 sf min.	516,147 sf (all APNs combined)	No change	Y
Floor Area Ratio (FAR)	3.0	1.31 (includes buildings 1900,1950,2000, University Circle Phase II, and proposed café)	No change	Y
<b>Setbacks</b>				
Front	None	Complies (no expansion of building footprints)	No change	Y
Side/Street side (if abutting residential)	10 ft	Complies (no expansion of building footprints)	No change	Y



## PUBLIC HEARING ITEM 8.1

Rear (if abutting residential)	20 ft	Complies (minor expansion of building footprints)	No change	Y
Site Coverage	N/A	N/A	N/A	Y
Height	8 stories or 100 ft. whichever is greater	6 stories/100 feet	No change	Y
Parking	19 spaces (for the café and new outdoor)	1,383 space	0	Y, w/support of parking analysis

### Site Plan and Design Review

The applicant is requesting approval of a Design Review permit for the addition of walls to enclose an existing structure (trellis). The modification would build out a proposed 1,501-square foot café, a minor expansion of 202-square feet to the rear of the existing tellis structure, as well as façade improvements of a combined 1,010-square feet in the center of three existing buildings. EPAMC Section 18.86.050 requires specific findings to be made for the Site Plan and Design Review approval. Staff has analyzed the proposed development and has determined that the findings can be made. A detailed analysis of the findings can be found below:

### Findings and Decisions on Site Plan and Design Review

**A. The proposed development is consistent with the General Plan and any application specific plan and is in compliance with all applicable provisions of the Development Code and all other City ordinances and regulations.**

The proposed café is consistent with the Office land use diagram of the Vista 2035 General Plan and contributes to the achievement of its goals and policies.

In Chapter 11 Westside Area Plan, the proposed project addresses policies in Goals W-4 and W-5 by creating new retail opportunities and building renovations within the University Circle complex. The new café and façade changes to building 1900, 1950, and 2000 would help attract new tenants to the University Circle complex and aid in addressing high commercial vacancies in the region since the COVID-19 pandemic. The project design would introduce material that would update the look of the complex and soften the effect of the facades, making a more cohesive development.

The proposed café is considered an accessory food service use as defined in EPAMC 18.08.010, where the use is customarily incidental to the primary office use. The café



## PUBLIC HEARING ITEM 8.1

proposes to be a “grab and go” previously prepared food type of business and would be primarily targeted for existing office tenants and employees and although it does not anticipate a significant draw from those outside of the University Circle complex, it will be open to the public. The University Circle complex currently has 1,194 office parking spaces and 189 hotel parking spaces for a total of 1,383 total parking spaces.

Accessory food service use requires one (1) parking space per three seats (3) or one (1) parking space per 75-square feet of dining area, whichever is greater. 500 feet of proposed dining area would require seven (7) parking spaces. Additionally, the outdoor dining use also requires parking where the first 100-square feet would not require any additional parking spaces, and one (1) parking space per fifty (50)-square feet of outdoor dining area. There are 700-square feet of proposed outdoor dining area, which require twelve (12) parking spaces. In total nineteen (19) parking spaces are required for this project.

EPAMC 18.30.020(B) allows for changes in use and enlargement or intensification of an existing use that creates a need for an increase of more than 10 percent in the number of off-street spaces shall require compliance with the off-street parking requirements, except authorized for nonconforming uses, structures, and parcels. Given that the additional uses is approximately one (1) percent of the total number of off-street parking spaces required, EPAMC 18.30.020(B) is applicable. That section further provides that if a change in use creates a need for an increase of less than five off-street parking spaces, no additional parking facilities shall be required. The applicant has provided a parking study (see Attachment 1 to Exhibit B Café Parking Demand Analysis) to provide further support that additional parking spaces are not needed for the scale of the proposed project. From the Café Demand Parking Study, when comparing Figure 3 (existing uses) and Figure 4 (including existing uses and proposed café) on weekdays, it projects a parking demand of 1,147 spaces and weekends 198 parking spaces in both scenarios. Using these projections, there should be a surplus of existing parking spaces on-site and the scale of the proposed café should have a negligible parking impact on the overall complex in terms of parking demand.

**B. The proposed development is to be constructed on a suitable site, adequate in shape, size, topography, and other circumstances to accommodate the proposed development.**

The size and shape of the site is adequate for the density proposed for the project. The site is fairly flat and located in an urbanized area. The proposed map and development are both consistent with the development standards of the Commercial Office zoning district and the vision and values of the Vista 2035 General Plan. The project includes a minor expansion by enclosing a portion of a small structure totaling 1,501 square feet for a café and 202 square feet to the rear portion of the existing structure. The other components of the project consist of façade and landscape improvements intended to enhance the site. Finally, the site is outside the 100-year flood zone and no flood attenuation measures would be necessary for this project.

**C. The proposed development complies with the applicable standards of review.**



## PUBLIC HEARING ITEM 8.1

The proposed project meets all maximum FAR percentage requirements and development standards in the Commercial Office zone. The project includes the enclosure of a portion of a small structure totaling 1,501 -square feet, but no other expansions are proposed for the existing three buildings; the proposed physical changes are minor in nature.

### *Compatibility*

The proposed café, landscape improvements, and façade changes to the existing buildings will help tie together the overall design of the complex. The introduction of wood elements will soften the existing buildings' look and create more inviting spaces for the public. While the café is a new use to the inner circle, its intended use was for recreational purposes and any noise, odor, vibration, and other impacts related to the proposed use should be minimal as the café proposes to be a "grab and go" type of business mainly for the employees in surrounding offices. The project proposes an enclosure to a portion of an existing structure, therefore, any changes to scale and bulk to the inner circle would be minor. Also, the design of the structure should not interfere with privacy and views of the surrounding structures will be looking down towards the proposed café as the majority of the project will be under a roof. The proposed glass curtain walls located on the south faced will be open towards the main entry of the inner circle where no existing office buildings are located.

### *Architectural Design and Detail*

The proposed design of the café and façade changes introduce colors and materials compatible with the immediate properties and structures. The café would have a dark metal roofing material with light colored stucco walls on the north façade and floor to ceiling glass curtain walls on the south façade. The proposed mix of stucco and glass for the wall material would break up blank walls. The glass walls facing the main entrance of the circle would provide transparency to the public and an inviting feel. The proposed roofline will consist of a gable-like structure utilizing wood slatting that will tie in with the proposed building façade changes and decking material for the inner circle.

The proposed façade improvements to buildings 1900, 1950, and 2000 would introduce primarily slated wood material to help soften the existing entries facing the inner circle. The proposed slatted material would be evenly spaced providing some transparency and framed using a bronze-colored steel material. The proposed wood treatment on the building facades would provide some continuity to the inner circle where a portion of the flooring in an area next to the café is proposed as wood decking.

### *Landscape, Lighting, Parking, Signs, and Other Design Details*

#### Equipment and Utilities

The project does include a 202-square foot expansion of the existing footprint to the rear of the project area to house mechanical equipment and waste receptacles. This area will be screened by a six (6) foot concrete wall to provide screening from public view. In addition, 232 square feet inside the basement of the existing structure would be



## PUBLIC HEARING ITEM 8.1

rehabilitated for storage and mechanical purposes related to the new kitchen and restaurant use.

### Fences/Walls

As previously stated, the project will include a six (6) foot concrete wall that will match the proposed wall material of the café. This wall will provide screening for waste receptacles from the public view and include a gate to access this area.

The project also proposes to include hardscape improvements which include formed concrete seat walls, pavers, and a decking area adjacent to the proposed café. The concrete seat walls will vary from 18 inches to 42 inches above the finished grade. In select locations the seat walls will be topped with wood to help break up soften the hardscape and provide a visual connection to the new decking area.

### Landscape

An arborist report (see Exhibit D) prepared for the project indicates there are 47 trees in the project area with 47 deemed as protected trees. 28 of the trees proposed to be removed are considered protected trees as defined in EPAMC Section 18.28, including trees based entirely on size (e.g., diameter and height), or required by condition of approval. All 47 of the trees were classified as "3" trees with moderate vigor, moderate twig, and small branch dieback, thinning of the crown, poof leaf color, and moderate structural defect that may be mitigated with care. The applicant proposes to plant 14 replacement trees. The replacement trees include four (4) 36-inch box Lagerstroemia indica, four (4) 36-inch box Olea europaea, three (3) 60-inch box Quercus agrifolia, and three (3) 60-inch box Ulmus parvifolia. The reason for the removal of the 28 trees is that they will interfere with the proposed development, repair, alteration, or improvement of the site, and the preservation of said trees would stop the implementation of a well-integrated and thoughtful design that enhances the property and neighborhood while meaningfully furthering the goals set forth in the General Plan.

In consultation with the City's consulting arborist and based on EPAMC 18.28.080, of the 28 trees proposed for removal, 14 trees will be replaced on a one-on-basis while the remaining 14 trees will be replaced through an in-lieu fee. The applicant is responsible for a total of \$20,200 of in-lieu fees for the 14 trees that will not be replaced.

The existing conditions of the project area include 7,667 square feet of planted area, 9,263 square feet of hardscape area, and 4,388 square foot water feature for a total of 21,318 square feet. The proposed changes would include 10,992 square feet of planted area and 10,416 square feet of hardscape. While the hardscape area increases by approximately 1,000 square feet, more than 3,000 square feet of new landscape area would be introduced to the project site. The proposed landscape plan would introduce a mix of shrubs, grasses, and other drought tolerant plants.

### Lighting

The project includes new lighting fixtures that comply with outdoor lighting standards stated in EPAMC 18.22.050. Additionally, staff reviewed a photometric plan in which the



## PUBLIC HEARING ITEM 8.1

potential for negative impact on surrounding land uses, adjacent roadways, or sensitive habitat has been accounted for.

### Parking

As previously stated, the proposed café and additional outdoor seating requires a total of nineteen (19) parking spaces for this project. EPAMC 18.30.020(B) allows for changes in use and enlargement or intensification of an existing use that creates a need for an increase of more than 10 percent in the number of off-street spaces shall require compliance with the off-street parking requirements, except authorized for nonconforming uses, structures, and parcels. Given that the additional uses is approximately one (1) percent of the total number of off-street parking spaces required, EPAMC 18.30.020(B) is applicable. That section further provides that if a change in use creates a need for an increase of less than five off-street parking spaces, no additional parking facilities shall be required. The applicant has provided a parking study (see Attachment 1 to Exhibit B Café Parking Demand Analysis) to provide further support that additional parking spaces are not needed for the scale of the proposed project. The University Circle complex currently has 1,194 office parking spaces and 189 hotel parking spaces for a total of 1,383 total parking spaces. From the Café Demand Parking Study, when comparing Figure 3 (existing uses) and Figure 4 (including existing uses and proposed café) on weekdays, it projects a parking demand of 1,147 spaces and for weekends 198 parking spaces in both scenarios. Using these projections, there should be a surplus of existing parking spaces on-site, and the scale of the proposed café should have a negligible parking impact on the overall complex.

**D. The proposed development is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.**

The EPA Planning, Public Works, Building Division, and Menlo Park Fire Protection have reviewed the proposed café, building façade changes and landscape plan and conditions of approval have been included, where appropriate, to ensure that the proposed units would not result in any adverse impacts on the public health, safety, and general welfare. As described above, the proposed development would maintain consistency with the EPAMC development standards and the vision and values of the Vista 2035 General Plan.

### Fiscal Impact

Approval of this staff report has no fiscal impact on the General Fund. Approval of this project would bring sales tax revenue and also fees paid by the applicant will be cost recovery of the time spent by staff to review the project.

### Public Notice



## **PUBLIC HEARING ITEM 8.1**

The project applicant held one in-person community meeting on February 5, 2025 at the City Room located behind the YMCA at 550 Bell Street, East Palo Alto. The applicant team, Planning Division staff, and zero (0) interested parties attended the meeting.

The public was provided notice by making the agenda and report available on the City's website and on a bulletin board located at City Hall: 2415 University Avenue, East Palo Alto. A notice was also published in the San Mateo County Times on February 28, 2025. Notices were also mailed to properties within 300 feet of the project site at least ten days prior to this hearing.

### **Environmental**

Staff have determined that the Conditional Use Permit is categorically exempt pursuant to Section 15301 (Class 1) of the California Environmental Quality Act (CEQA), which exempts the continued operation of existing facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The only change is the proposed sale of alcohol to customers. Standard conditions of approval are included to address all potential environmental impacts. Accordingly, the proposed action is exempt from CEQA.

### **Government Code § 84308**

Applicability of Levine Act: Yes.

Analysis of Levine Act Compliance: The signatory for the agreement(s) is/are Mark English of LBA Realty LLC and Michelle Goudeaux of University Circle, LP. Staff is unaware of any other parties or participants relevant to the Council's consideration of this item.

### **Attachments**

Resolution

### **Exhibits**

- A. Conditions of Approval
- B. Findings of Facts
  - 1. Café Demand Parking Analysis
- C. Project Plan Set
- D. Arborist Report
- E. Davey Tree Memo
- F. Hydrology Calculations
- G. Point Precipitation Frequency Estimates

**RESOLUTION NO. PC 2025-XX**

**A RESOLUTION OF THE PLANNING COMMISSION  
OF THE CITY OF EAST PALO ALTO**

**APPROVING A DESIGN REVIEW PERMIT (DR 24-007) FOR THE ENCLOSURE OF  
AN EXISTING STRUCTURE INTO A PROPOSED CAFÉ SPACE, FAÇADE  
IMPROVEMENTS TO EXISTING BUILDINGS AT 1900, 1950, AND 2000 UNIVERSITY  
AVENUE AND LANDSCAPE IMPROVEMENTS TO THE INNER CIRCLE  
(APN(S) 063-680-020, 063-680-130, 063-680-190)**

**WHEREAS**, Section 18.88.060 of the East Palo Alto Municipal Code (EPAMC) stipulates that Planning Commission may approve, conditionally approve, or deny a Conditional Use Permit only after first making certain findings; and

**WHEREAS**, 18.86.050 of the EPAMC provides that the Planning Commission may approve a site plan design review application only after first making all of the required findings; and

**WHEREAS**, the application pertains to an approximately 11.84 acres parcel(s) located at 1900, 1950, and 2000 University Avenue, East Palo Alto, Assessor's Parcel Number(s) (APN(s): 063-680-020, 063-680-130, 063-680-190); and

**WHEREAS**, on December 30, 2024, LBA Realty LLC submitted an application seeing a Design Review application seeking the approval for the enclosure of an existing structure into a proposed café, façade improvements to existing building at 1900, 1950, and 2000 University Avenue and Landscape Improvements to the Inner Circle; and

**WHEREAS**, a public notice of this hearing was mailed to property owners within 300 ft. of the project site on February 28, 2025, and public in the Palo Alto Daily News on February 28, 2025; and

**WHEREAS**, at a duly noticed public hearing on March 10, 2025, the Planning Commission received and considered the Design Review Permit (DR24-007) application, supporting documentation, public testimony, and a recommendation from staff.

**NOW THEREFORE BE IT RESOLVED THAT THE PLANNING COMMISSION  
OF THE CITY OF EAST PALO ALTO HEREBY:**

1. Approves Design Review Permit (DR24-007) subject to the "Conditions of Approval" in Exhibit A and based upon the "Findings of Facts" contained in Exhibit B;

2. Finds that the project as depicted in the plans contained in Exhibit C is in conformance with the development standards contained in the East Palo Alto Zoning Ordinance;
3. Finds that this project is consistent with the East Palo Alto General Plan and the General Plan map, objectives, goals, policies and implementation programs, as detailed in the staff report, the findings of which are incorporated herein by this reference; and
4. Finds that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 of the CEQA Guidelines.

**PASSED AND APPROVED on this 10<sup>th</sup> day of March 2025** by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**SIGNED:**

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Michael Mashack, Chair

**ATTEST:**

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Ruby Phillips, Planning Secretary

**APPROVED AS TO FORM:**

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John D. Lê, City Attorney

## **Exhibit A – Conditions of Approval**

### **PLANNING DIVISION**

1. The project shall be developed in substantial compliance with the drawings re-submitted as part of the East Palo Alto planning application (DR24-007) dated February 5, 2025, to be revised pursuant to the conditions of this staff report as may be amended by the Planning Commission. The permit shall be effective 15 days following the date of the decision unless an appeal is filed prior to the effective date.
2. Prior to the submittal of a building permit, the plans must meet all minimum requirements for the driveway and parking per Menlo Park Fire Protection District and City requirements.
3. Any modifications to the approved plans and related information must be submitted to the Planning Division for review and approval and may be subject to review during a public hearing.
4. This approval is valid for a period of two (2) years and will lapse on March 10, 2027, if the applicant has not yet secured building permits and started construction. If the applicant is unable to secure building permits before March 10, 2027, the applicant must submit an application for an extension at least thirty (30) days before expiration in order to extend the term of the permit.
5. All appeals of discretionary decisions required as part of these conditions of approval are required to be appealed to the City Council unless otherwise stated herein or in the Development Code Regulations.
6. Project landscaping plans shall comply with the City of East Palo Alto and State regulations for water-efficient landscaping.
7. Exterior colors, materials, and design elements are subject to final review and must be approved by the Planning Manager prior to the issuance of a building permit.
8. The lighting plan for the common areas, parking areas, and pedestrian easement walkways shall comply with lighting standards stated in EPAMC 18.22.050 - Outdoor Lighting. Exterior light fixtures shall be full cutoff type so that lighting is directed downward only, minimizing glare and light pollution, and shall not cast light on any adjacent property or roadway.
9. Prior to the issuance of the first building permit, applicable development impact fees shall be paid in full on the fee schedule in effect at the time

of building permit issuance. Where construction of a project is phased, fees can be paid for each residential unit or building when the applicable building permit is issued.

10. The applicant shall be responsible for planning four (4) 36-inch box size *Lagerstroemia indica*, four (4) 36-inch box size *Olea europaea*, three (3) 60-inch box *Quercus agrifolia*, and three (3) 60-inch box size *Ulmus parvifolia* replacement trees on the subject property/site according to the arborist's recommendation.
11. All trees selected for planting shall conform to the American National Standards Institute, ANSI Z60.1 Specifications for Acceptance of Nursery Trees at the Time of Delivery. Tree planting shall follow the most current edition of ANSI A300 Tree Planting, including post-planting, pruning, and early tree care. Newly planted trees should be provided regular maintenance, including irrigation and pruning as needed, during the first five years.
12. Trees shall comply with the standards and recommendations set forth in the City of East Palo Alto Urban Forest Master Plan related to species diversity. A maximum of twenty percent (20%) of one general and ten percent (10%) of any species may be used to meet planting requirements within the city.
13. The applicant shall inform the Planning Division when the replacement tree has been planted and shall be subject to the review and approval of the Planning Division.
14. The project includes the removal of 28 trees, including 28 protected trees. The project will replace with eight (8) 36-inch and six (6) 60-inch box trees in the same general area. The applicant shall pay in lieu fees for the remaining 14 protected trees that will not be replaced on site. Prior to the issuance of building permits, the applicant shall pay \$20,200.00 to mitigate the removal of 14 protected trees. Prior to the issuance of the building permit, if the City determines that there is space for additional replacement trees, the applicant shall work with the City and the City's consulting arborist to increase the number, types and sizes of the replacement trees.
15. All stumps shall be removed by digging the stump out and grinding a minimum of 16" below grade.
16. Tree and debris removal shall only occur between the hours of 8:00 a.m. and 5:00 p.m. weekdays, or between 9:30 a.m. and 5:00 p.m. on Saturday.

17. Approval from the Engineering Division (650-853-3119) is required for any encroachment into the public right of way or partial road closures required for the removal of the trees.
18. Contractors hired to remove the tree shall possess an active business license with the City of East Palo Alto.
19. The applicant or his/ her contractor shall contact the City by phone or email at least 48 hours prior to the removal of the tree.
20. The applicant shall hold harmless the City, its officers, agents, and employees from any liability or claims for damages due to the injury of any person, loss of life, or damage to property caused by, or arising out of activities authorized by these approvals. The applicant shall employ legal counsel approved by the City and/or indemnify the City for the cost of legal counsel and legal services.

### **ENGINEERING DIVISION**

21. **C3/C6 STORMWATER TREATMENT MEASURES:**  
Confirming that City Staff granted an exception for compliance with C3/C6 stormwater treatment measures; however, a completed C3/C6 checklist still needs to be submitted prior to the issuance of building permits.
22. **MODEL WATER EFFICIENCY LANDSCAPE ORDINANCE (MWELO):**  
Efficient irrigation systems shall be inspected prior to occupancy, for adherence to MWELO.
23. **ENGINEERING FEES:**  
All review and inspection fees per the City's Master Fee Schedule shall be paid prior to the issuance of any permits.
24. **DEVELOPMENT IMPACT FEES AND WATER CAPACITY FEES:**  
All Development Impact Fees and Water Capacity Fees shall be paid prior to the issuance of issuance of any building permits per EPAMC 13.28, and Resolutions No. 5004 and No. 5093.
25. **ENCROACHMENT PERMIT:**  
The developer shall obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way. See link below for an application.  
<https://www.cityofepa.org/publicworks/page/encroachment-permit>
26. **PUBLIC IMPROVEMENTS:**

The developer shall provide public street improvements along the project frontage where existing streets (vehicle and/or pedestrian paths) do not meet current City standards. These improvements may include sidewalk, curb and gutter, driveway approach, curb ramp, and any right-of-way dedication. See EPAMC 15.04.040

27. **CONSTRUCTION MATERIAL AND STAGING:**  
All construction related vehicles, equipment, and materials shall be managed on-site. At no time shall such items be parked or stored in the public right-of-way without an encroachment permit or written approval by the City Engineer.
28. **TRAFFIC CONTROL:**  
Activities that require temporary closures of sidewalks, vehicle and/or bike lanes, or other public paths shall require review and approval by the Engineering Division through an encroachment permit.
29. **STORMWATER DRAINAGE:**  
The project shall not create any negative impacts to adjacent properties such as cross-lot drainage. The project shall also mitigate any impacts to the public stormwater system through the installation of rain gardens, bubblers or other infiltration devices, swales, increasing of pervious areas, or other methods. Any excess stormwater beyond a 10-year storm event or the site's retention capacity may be drained to the public right-of-way via sheetflow. Install onsite retention devices such as swales, rain gardens, bubblers, etc to reduce the impact of the 10-year storm. Please demonstrate on the drainage plan how storm water will be retained onsite.
30. **CONSTRUCTION BEST MANAGEMENT PRACTICES:**  
This project is required to implement stormwater best management practices (BMP) as described by the San Mateo Countywide Water Pollution Prevention Program. The following sheet in the link below shall be included in the plans.  
<https://www.flowsstobay.org/wp-content/uploads/2020/04/Countywide-Program-BMP-Plan-Sheet-June-2014-Update.pdf>
31. **FENCES/WALLS:**  
No new or existing fence and/or wall shall be permitted outside of the property boundary lines. No new or existing concrete (or similar) wall and/or fence is permitted where there is a public easement. The removal of such existing structures shall be required prior to the issuance of any permits.
32. **WATER METER:**

This project shall use one public water meter provided by the City's water operator. Any additional water meters shall be purchased by the developer, maintained privately, and stored onsite.

33. **SEWER CLEANOUT:**

If one does not already exist, the developer shall install a sanitary sewer cleanout at the front property line per East Palo Alto Sanitary District standards.

## **BUILDING DIVISION**

### **AT PERMIT SUBMITTAL**

34. This project shall be designed to meet the applicable California Building Standards Code that is in effect at the time of building permit application. CBC 1.1.9.
35. Imprint the Conditions of Approval on the plans submitted for building permits.
36. Imprint the Construction Best Management Practices into the plans submitted for building permits. To access the standard plan, please visit: <http://www.flowsstobay.org/construction>
37. The applicant shall submit complete Title 24 Certificate of Compliance forms for the proposed project. The forms shall be incorporated into the plan set.
38. The applicant shall properly complete and incorporate the CalGreen Mandatory Measures on the plans submitted for building permits.
39. Temporary Shoring - Temporary shoring plans shall be submitted to the Building Division for review and approval prior to commencement of site excavation.
40. Pedestrian Protection – Provide a pedestrian protection plan during the building permit phase in compliance with CBC Section 3306. This plan must be submitted and approved prior to the commencement of construction. The applicant shall coordinate with the fire district to ensure fire department access is not obstructed.
41. Please note on plan: The City of East Palo Alto Municipal Code Section 15.04.125 limits construction activity to the following hours:
  - Monday through Friday: 7:00 AM to 6:00 PM
  - Saturday: 9:00 AM to 5:00 PM
  - Sundays and national holidays: No activity allowed.

#### PRIOR TO THE ISSUANCE OF THE PERMIT

31. The installation of site construction trailers will require a separate building permit issued by the Building Division. Plans and specifications must be submitted for review and approval prior to the installation of such structures. Please contact the Building Division for additional information.
32. Approval of this project does not relieve the applicant from the applicable requirements of subsequent permits and approvals, including but not limited to limited to the following as may be applicable:
  - a) Grading Permit and Improvement Plan
  - b) Building Permit and Certificate of Occupancy
  - c) Fire Permit
  - d) School District Development Impact Fee Requirements
33. A pre-construction conference shall be held at a time and location agreed upon by the City and applicant for the purpose of reviewing Conditions of Approval and construction site procedures. The building owner/developer shall be represented by the design and construction staff, which include any sub-contractors. Departments having conditions of approval for the project will represent the City (BUILDING, PUBLIC WORKS, PLANNING, FIRE)
34. Prior to the issuance of building permits, the applicant/developer shall submit a waste management plan to the Building and Safety Division. The plan shall include the estimated composition and quantities of waste to be generated and how the project developer intends to recycle at least 65 percent of the total job site construction waste measured by weight or volume. Proof of compliance shall be provided to the Chief Building Official prior to the issuance of the building permit.
  - a) Note on the plans submitted for building permits: Self hauling is prohibited in the City of East Palo Alto; an authorized hauler shall be utilized.
  - b) All construction and demolition debris shall be contained on-site (not in the public right-of-way) in constantly covered bins, which include adequate service.

#### PRIOR TO FINAL OCCUPANCY

35. A minimum of 10 days prior to anticipated occupancy, the applicant shall have scheduled final inspections by all departments requiring conditions of approval.

If you have any questions regarding the above comments, please contact me via email or phone below.

Donald Zhao, PE, MCP, CBO  
Interim Chief Building Official  
City of East Palo Alto | CEDD, Building Services  
Tel: (650) 853-5908  
Email: [dzhao@cityofepa.org](mailto:dzhao@cityofepa.org)

Access City of East Palo Alto Forms and Applications:  
<http://www.cityofepa.org/building>

Access the California Building Codes online, free of cost:  
[https://codes.iccsafe.org/category/California?year\[\]&Current+Adoption&page=1](https://codes.iccsafe.org/category/California?year[]&Current+Adoption&page=1)

## **ENVIRONMENTAL SERVICES DIVISION**

Below are the Conditions of Approval for water budget calculations:

36. Plant factor used shall be from WUCOLS (0.1-0.3 for low water use, 0.4-0.6 for moderate water use, 0.7-1.0 for high water use).
37. All water features shall be included in the high water use hydrozone and temporarily irrigated areas shall be included in the low water use hydrozone.
38. All special landscape areas (SLA) shall be identified and their water use included in the water budget calculations.
39. Eto values from the Reference Evapotranspiration Table in Appendix A shall be used in calculating the maximum applied water allowance (MAWA) and estimated total water use (ETWU).
40. MAWA shall be calculated using the equation (ETo)(062)[(0.45 x LA) + (0.55 x SLA).
41. The ETAF shall not exceed 0.55 for residential areas and 0.45 for non-residential areas.
42. The sum of ETWU shall not exceed the MAWA
43. The applicant shall subscribe to the City's three-container collection services and comply with the City's organic waste collection services(s) as stated in EPAMC 8.32.060, except commercial businesses that meet the self-hauler requirements in [Section 8.32.110](#). The City has the right to review the number and size of a generator's containers and frequency of collection to evaluate the adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and commercial

businesses shall adjust their service level for their collection services as requested by the City.

### **CITY ATTORNEY**

44. To the maximum extent permitted by law, the applicant (or its successor in interest) shall defend (with counsel acceptable to the City), indemnify, and hold harmless the City, its City Council, City Planning Commission, officials, employees, agents and volunteers (collectively, "Indemnitees") from and against any and all claims, actions, or proceedings against Indemnitees to attack, set aside, void or annul an approval by Indemnitees relating to this project. This indemnification shall include, but is not limited to, all damages, losses, and expenses (including, without limitation, legal costs and attorney's fees) that may be awarded to the prevailing party arising out of or in connection with an approval by the Indemnitees relating to this project. The City shall promptly notify the applicant of any claim, action or proceeding and the City shall cooperate in the defense. The City may elect, in its sole discretion, to participate in the defense of said claim, action, or proceeding and the applicant (or its successor in interest) shall reimburse the City for its reasonable legal costs and attorneys' fees.

### **MENLO PARK FIRE PROTECTION DISTRICT (MPFD)**

These review comments are based upon the 2022 CA Building and Fire Codes and local amendments. Requirements may change if building permit submittal occurs within a new cycle code.

#### **Deferred Submittals Shall Include the Following: (Note on Plans)**

- 1) Fire Suppression System, NFPA 13 (2022 Edition)**
- 2) Private Underground Fire Service Main, NFPA 24 (2019 Edition)**
- 3) Fire Alarm System, NFPA 72 (2022 Edition)**

#### **Access:**

45. Fire apparatus roadways, including public and private streets and in some cases, driveways used for vehicle access, shall be capable of supporting the imposed weight of a 75,000-pound (34,050 kg) fire apparatus and shall be provided with an all -weather driving surface. Private roadways shall have a minimum width of 26 feet and a clear height of 13 feet and 6 inches. Roadways shall be design to accommodate the weight of the fire apparatus and the minimum turning raii of 36 feet for fire apparatus. Dead end roads in excess of 150 feet in length shall be provided with a turn-a-round.

46. All curbing located within the complex that has not been assigned as onsite parking shall be designated as "No Parking Fire Lane". All fire

lanes to comply with MPFD standard for "Designation and Marking of Fire Lane".

Water Supply:

47. Fire hydrants and fire appliances (fire department connections and post indicator valves) shall be clearly accessible and free from obstruction.

Sprinklers:

- a) CFC, Section 903, Automatic Sprinkler Systems
- b) Fire sprinkler system shall be designed to **18 gpm/3,000** square feet of coverage area. Fire sprinkler system to comply with NFPA 13 2022 Edition and Menlo Park Fire Protection District Standards.

**Automatic fire extinguishing systems protecting commercial cooking equipment shall require a Deferred Submittal.**

48. A wet chemical extinguisher shall be provided for all commercial cooking equipment and the Type I Hood Exhaust System in conjunction with UL 300 (wes) pre-engineered systems and shall be installed within 30 feet (9,144 mm) of commercial foot heat-processing equipment, as measured along an unobstructed path of travel:

- a) Automatic Fire extinguishing systems protecting commercial cooking equipment shall be interconnected to the fuel and electrical supply for the cooking operation, and arranged to automatically shut off all gas and electric equipment under the hood when the system is actuated. Shutoff valves or switches shall be of a type that require manual operation to reset.  
Automatic fire existing systems shall be connected to the fire alarm system and zoned accordingly. Deep Fat Fryer require a Type K Extinguisher.

49. **CFC 505, Premises Identification.** Approved numbers or addresses shall be place on all new and existing buildings in such a position as to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background. Individual suite numbers shall be permanently posted in the main entrance doors of tenant spaces. If rear outside doors to tenant spaces are installed, they shall include the installation of numerical address numbers corresponding to front addressing. Numbers on new occupancies shall comply with the following:

- a) Structures up to 50 feet (15,240 mm) in height shall have addresses with a minimum 1-inch (25.4 mm) stroke wide min. 8 inches (203.2 mm) high.
- b) Structures over 50 feet (15,240 mm) high shall have addresses with a minimum 2.5-inch (63.5 mm) stroke wide by minimum 12 inches (304.8 mm) high.

**Contact Deputy Fire Marshal Bob Blach of the Menlo Park Fire Protection District at 650-688-8430 for questions and to schedule a final inspection. 48 HOURS NOTICE IS REQUIRED FOR ALL INSPECTIONS.**

Nothing in this review is intended to authorize or approve any aspects of the design or installation which do not strictly comply with all applicable codes and standards. Menlo Park Fire Protection District is not responsible for inadvertent errors or omissions pertaining to his review and/or subsequent field inspection(s) i.e., additional comments may be added during subsequent drawing review or field inspection. Please call with any questions.

## **Exhibit B – Findings of Facts**

### **Findings and Decisions on Site Plan and Design Review**

#### **A. The proposed development is consistent with the General Plan and any application specific plan and is in compliance with all applicable provisions of the Development Code and all other City ordinances and regulations.**

The proposed café is consistent with the Office land use diagram of the Vista 2035 General Plan and contributes to the achievement of its goals and policies.

In Chapter 11 Westside Area Plan, the proposed project addresses policies in Goals W-4 and W-5 by creating new retail opportunities and building renovations within the University Circle complex. The new café and façade changes to building 1900, 1950, and 2000 would help attract new tenants to the University Circle complex and aid in addressing high commercial vacancies in the region since the COVID-19 pandemic. The project design would introduce material that would update the look of the complex and soften the effect of the facades, making a more cohesive development.

The proposed café is considered an accessory food service use as defined in EPAMC 18.08.010, where the use is customarily incidental to the primary office use. The café proposes to be a “grab and go” previously prepared food type of business and would be primarily targeted for existing office tenants and employees and although it does not anticipate a significant draw from those outside of the University Circle complex, it will be open to the public. The University Circle complex currently has 1,194 office parking spaces and 189 hotel parking spaces for a total of 1,383 total parking spaces.

Accessory food service use requires one (1) parking space per three seats (3) or one (1) parking space per 75-square feet of dining area, whichever is greater. 500 feet of proposed dining area would require seven (7) parking spaces. Additionally, the outdoor dining use also requires parking where the first 100-square feet would not require any additional parking spaces, and one (1) parking space per fifty (50)-square feet of outdoor dining area. There are 700-square feet of proposed outdoor dining area, which require twelve (12) parking spaces. In total nineteen (19) parking spaces are required for this project.

EPAMC 18.30.020(B) allows for changes in use and enlargement or intensification of an existing use that creates a need for an increase of more than 10 percent in the number of off-street spaces shall require compliance with the off-street parking requirements, except authorized for nonconforming uses, structures, and parcels. Given that the additional uses is approximately one (1) percent of the total number of off-street parking spaces required, EPAMC 18.30.020(B) is applicable. That section further provides that if a change in use creates a need for an increase of less than five (5) off-street parking spaces, no additional parking facilities shall be required. The applicant has provided a parking study (see Attachment 1 to Exhibit B Café Demand

Analysis) to provide further support that additional parking spaces are not needed for the scale of the proposed project. From the Café Demand Parking Study, when comparing Figure 3 (existing uses) and Figure 4 (including existing uses and proposed café) on weekdays, it projects a parking demand of 1,147 spaces and weekends 198 parking spaces in both scenarios. Using these projections, there should be a surplus of existing parking spaces on-site and the scale of the proposed café should have a negligible parking impact on the overall complex in terms of parking demand.

**B. The proposed development is to be constructed on a suitable site, adequate in shape, size, topography, and other circumstances to accommodate the proposed development.**

The size and shape of the site is adequate for the density proposed for the project. The site is fairly flat and located in an urbanized area. The proposed map and development are both consistent with the development standards of the Commercial Office zoning district and the vision and values of the Vista 2035 General Plan. The project includes a minor expansion by enclosing a portion of a small structure totaling 1,501 square feet for a café and 202 square feet to the rear portion of the existing structure. The other components of the project consist of façade and landscape improvements intended to enhance the site. Finally, the site is outside the 100-year flood zone and no flood attenuation measures would be necessary for this project.

**C. The proposed development complies with the applicable standards of review.**

The proposed project meets all maximum FAR percentage requirements and development standards in the Commercial Office zone. The project includes the enclosure of a portion of a small structure totaling 1,501 -square feet, but no other expansions are proposed for the existing three buildings; the proposed physical changes are minor in nature.

*Compatibility*

The proposed café, landscape improvements, and façade changes to the existing buildings will help tie together the overall design of the complex. The introduction of wood elements will soften the existing buildings' look and create more inviting spaces for the public. While the café is a new use to the inner circle, its intended use was for recreational purposes and any noise, odor, vibration, and other impacts related to the proposed use should be minimal as the café proposes to be a "grab and go" type of business mainly for the employees in surrounding offices. The project proposes an enclosure to a portion of an existing structure, therefore, any changes to scale and bulk to the inner circle would be minor. Also, the design of the structure should not interfere with privacy and views of the surrounding structures will be looking down towards the proposed café as the majority of the project will be under a roof. The proposed glass curtain walls located on the south faced will be open towards the main entry of the inner circle where no existing office buildings are located.

### *Architectural Design and Detail*

The proposed design of the café and façade changes introduce colors and materials compatible with the immediate properties and structures. The café would have a dark metal roofing material with light colored stucco walls on the north façade and floor to ceiling glass curtain walls on the south façade. The proposed mix of stucco and glass for the wall material would break up blank walls. The glass walls facing the main entrance of the circle would provide transparency to the public and an inviting feel. The proposed roofline will consist of a gable-like structure utilizing wood slatting that will tie in with the proposed building façade changes and decking material for the inner circle.

The proposed façade improvements to buildings 1900, 1950, and 2000 would introduce primarily slatted wood material to help soften the existing entries facing the inner circle. The proposed slatted material would be evenly spaced providing some transparency and framed using a bronze-colored steel material. The proposed wood treatment on the building facades would provide some continuity to the inner circle where a portion of the flooring in an area next to the café is proposed as wood decking.

### *Landscape, Lighting, Parking, Signs, and Other Design Details*

#### Equipment and Utilities

The project does include a 202-square foot expansion of the existing footprint to the rear of the project area to house mechanical equipment and waste receptacles. This area will be screened by a six (6) foot concrete wall to provide screening from public view. In addition, 232 square feet inside the basement of the existing structure would be rehabilitated for storage and mechanical purposes related to the new kitchen and restaurant use.

#### Fences/Walls

As previously stated, the project will include a six (6) foot concrete wall that will match the proposed wall material of the café. This wall will provide screening for waste receptacles from the public view and include a gate to access this area.

The project also proposes to include hardscape improvements which include formed concrete seat walls, pavers, and a decking area adjacent to the proposed café. The concrete seat walls will vary from 18 inches to 42 inches above the finished grade. In select locations the seat walls will be topped with wood to help break up soften the hardscape and provide a visual connection to the new decking area.

#### Landscape

An arborist report (see Exhibit D) prepared for the project indicates there are 47 trees in the project area with 47 deemed as protected trees. 28 of the trees proposed to be removed are considered protected trees as defined in EPAMC Section 18.28, including trees based entirely on size (e.g., diameter and height), or required by condition of approval. All 47 of the trees were classified as "3" trees with moderate vigor, moderate twig, and small branch dieback, thinning of the crown, poor leaf color, and moderate structural defect that may be mitigated with care. The applicant proposes to plant 14 replacement trees. The replacement trees include four (4) 36-inch box Lagerstroemia indica, four (4) 36-inch box Olea europaea, three (3) 60-inch box Quercus agrifolia, and three (3) 60-inch box Ulmus parvifolia. The reason for the removal of the 28 trees is that they will interfere with the proposed development, repair, alteration, or improvement of the site, and the preservation of said trees would stop the implementation of a well-integrated and thoughtful design that enhances the property and neighborhood while meaningfully furthering the goals set forth in the General Plan.

In consultation with the City's consulting arborist and based on EPAMC 18.28.080, of the 28 trees proposed for removal, 14 trees will be replaced on a one-on-basis while the remaining 14 trees will be replaced through an in-lieu fee. The applicant is responsible for a total of \$20,200 of in-lieu fees for the 14 trees that will not be replaced.

The existing conditions of the project area include 7,667 square feet of planted area, 9,263 square feet of hardscape area, and 4,388 square foot water feature for a total of 21,318 square feet. The proposed changes would include 10,992 square feet of planted area and 10,416 square feet of hardscape. While the hardscape area increases by approximately 1,000 square feet, more than 3,000 square feet of new landscape area would be introduced to the project site. The proposed landscape plan would introduce a mix of shrubs, grasses, and other drought tolerant plants.

#### Lighting

The project includes new lighting fixtures that comply with outdoor lighting standards stated in EPAMC 18.22.050. Additionally, staff reviewed a photometric plan in which the potential for negative impact on surrounding land uses, adjacent roadways, or sensitive habitat has been accounted for.

#### Parking

As previously stated, the proposed café and additional outdoor seating requires a total of nineteen (19) parking spaces for this project. EPAMC 18.30.020(B) allows for changes in use and enlargement or intensification of an existing use that creates a need for an increase of more than 10 percent in the number of off-street spaces shall require compliance with the off-street parking requirements, except authorized for nonconforming uses, structures, and parcels. Given that the additional uses is approximately one (1) percent of the total number of off-street parking spaces required, EPAMC 18.30.020(B) is applicable. That section further provides that if a change in use creates a need for an increase of less than five off-street parking spaces, no additional parking facilities shall be required. The applicant has provided a parking study (see Attachment 1 to Exhibit B Café Parking Demand Analysis) to provide further support that additional parking spaces are not needed for the scale of the proposed project. The University Circle complex currently has 1,194 office parking spaces and 189 hotel parking spaces for a total of 1,383 total parking spaces. From the Café Demand Parking Study, when comparing Figure 3 (existing uses) and Figure 4 (including existing uses and proposed café) on weekdays, it projects a parking demand of 1,147 spaces and for weekends 198 parking spaces in both scenarios. Using these projections, there should be a surplus of existing parking spaces on-site, and the scale of the proposed café should have a negligible parking impact on the overall complex.

**D. The proposed development is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.**

The EPA Planning, Public Works, Building Division, and Menlo Park Fire Protection have reviewed the proposed café, building façade changes and landscape plan and conditions of approval have been included, where appropriate, to ensure that the proposed units would not result in any adverse impacts on the public health, safety, and general welfare. As described above, the proposed development would maintain consistency with the EPAMC development standards and the vision and values of the Vista 2035 General Plan.

**Memorandum**

Date:	January 24, 2025	WDI No.:	21105.313
Project:	University Circle		
From:	Taylor Kim		
To:	Seven Bridges Prop		
Regarding:	Café Parking Demand		

**PROJECT DESCRIPTION**

University Circle is an existing Office, Retail and Hotel development in East Palo Alto with the following program:

Office: 459,996 GSF  
 Retail: 15,000 GSF  
 Hotel: 200 key + 10,484 GSF Meeting Area

The development is planning to include a café within the development, primarily targeted at existing office tenants and employees.

**ZONING ANALYSIS**

The following memo will look at the parking demand for the following 3 scenarios.

Scenario 1: Existing land uses  
 Scenario 2: Addition of a new 1,500 s.f. café  
 Scenario 3: Addition of a new 1,500 s.f. café and 180,000 s.f. office building (future)

**Figure 1: City of East Palo Alto Parking Requirements**

Land Use	Parking Requirement	Scenario 1: Existing		Scenario 2: New Café		Scenario 3: Additional Office	
Office	3.3 /KSF	459,996	1,532	459,996	1,532	639,996	2,131
Retail	4 /KSF	15,000	60	15,000	60	15,000	60
Hotel Keys	1 /Key	200	200	200	200	200	200
Hotel Meeting	50 /KSF	10,484	524	10,484	524	10,484	524
Café	*	-	-	1,500	19	1,500	19
<b>TOTAL:</b>			<b>2,316</b>			<b>2,335</b>	

\* 1 per 75 SF indoor + 1 per 50 SF (over 100 sf) outdoor

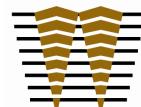
**Figure 2: Café Parking Requirement**

Accessory Food Service - Inside Area

Code (Greater of 2)	UC Café	Req Parking
1 space per 3 seats	14	5
1 space per 75 sf dining area	500	7

Outdoor Dining - Accessory

Code	UC Café	Req Parking
0 space for 100 sf	100	0
1 space per 50 sf dining area	600	12
<b>TOTAL REQUIRED PARKING</b>		<b>19</b>



The Café parking requirement is based on Accessory Food Service and Outdoor Dining – Accessory requirements under the EPA Zoning Ordinance. The breakdown is calculated in Figure 2.

## SHARED PARKING

This memo utilizes the same assumptions and methodology used in the shared parking analysis dated September 21, 2021 (Attachment A). This prior study analyzed the parking demand for adding a new 180,000 s.f. office building at the site.

**Figure 3: Scenario 1 Existing Shared Parking Summary**

Shared Parking Demand Summary																			
Land Use		Project Data		Weekday						Weekend						Weekday			
				Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand
																10 AM	April	11 AM	
<b>Retail</b>																			
Retail (<400 ksf)	15,000	sf GLA	2.90	95%	25%	0.69	ksf GLA	3.20	95%	50%	1.52	ksf GLA	60%	67%	4	90%	67%	14	
Employee			0.70	75%	100%	0.53		0.80	75%	100%	0.60		75%	77%	5	95%	77%	7	
<b>Food and Beverage</b>																			
<b>Entertainment and Institutions</b>																			
<b>Hotel and Residential</b>																			
Hotel-Business	200	keys	1.00	20%	100%	0.20	key	1.00	23%	100%	0.23	key	60%	100%	24	60%	100%	28	
Hotel-Leisure		keys	1.00	50%	100%	0.50	key	1.00	50%	100%	0.50	key	70%	100%	-	70%	100%	-	
Hotel Employees	200	keys	0.15	75%	100%	0.11	key	0.15	75%	100%	0.11	key	100%	100%	23	100%	100%	23	
Restaurant/Lounge		sf GLA	6.67	35%	50%	1.17	ksf GLA	7.67	35%	50%	1.34	ksf GLA	10%	92%	-	5%	92%	-	
Meeting/Banquet (0 to 20 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%	-	
Meeting/Banquet (20 to 50 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%	-	
Meeting/Banquet (50 to 100 sq ft/key)	10,484	sf GLA	19.52	23%	40%	1.80	ksf GLA	9.78	23%	40%	0.90	ksf GLA	60%	100%	11	60%	100%	6	
Convention (100 to 200 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	5.50	23%	40%	0.51	ksf GLA	100%	55%	-	100%	55%	-	
Convention (> 200 sq ft/key)		sf GLA	5.50	23%	40%	0.51	ksf GLA	5.50	23%	40%	0.51	ksf GLA	100%	55%	-	100%	55%	-	
Restaurant/Meeting Employees	10,484	sf GLA	1.48	75%	100%	1.11	ksf GLA	1.48	75%	100%	1.11	ksf GLA	100%	100%	12	100%	100%	12	
<b>Office</b>																			
Office 100 to 500 ksf	459,996	sf GFA	0.21	95%	100%	0.19	ksf GFA	0.02	95%	100%	0.02	ksf GFA	100%	100%	90	100%	100%	10	
Reserved		emp	0.00	80%	100%	0.00		0.00	80%	100%	0.00		100%	100%	-	100%	100%	-	
Employee			2.66	80%	100%	2.12		0.27	80%	100%	0.21		100%	100%	978	100%	100%	98	
<b>Additional Land Uses</b>																			
												Customer/Visitor			129	Customer/Visitor			
												Employee/Resident			1,018	Employee/Resident			
												Reserved			-	Reserved			
												Total			1,147	Total			

**Figure 4: Scenario 2 Added Café Shared Parking Summary**

Shared Parking Demand Summary																			
Land Use		Project Data		Weekday						Weekend						Weekday			
				Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand
																10 AM	April	11 AM	
<b>Retail</b>																			
Retail (<400 ksf)	15,000	sf GLA	2.90	95%	25%	0.69	ksf GLA	3.20	95%	50%	1.52	ksf GLA	60%	67%	4	90%	67%	14	
Employee			0.70	75%	100%	0.53		0.80	75%	100%	0.60		75%	77%	5	95%	77%	7	
<b>Food and Beverage</b>																			
<b>Entertainment and Institutions</b>																			
<b>Hotel and Residential</b>																			
Hotel-Business	200	keys	1.00	20%	100%	0.20	key	1.00	23%	100%	0.23	key	60%	100%	24	60%	100%	28	
Hotel-Leisure		keys	1.00	50%	100%	0.50	key	1.00	50%	100%	0.50	key	70%	100%	-	70%	100%	-	
Hotel Employees	200	keys	0.15	75%	100%	0.11	key	0.15	75%	100%	0.11	key	100%	100%	23	100%	100%	23	
Restaurant/Lounge		sf GLA	6.67	35%	50%	1.17	ksf GLA	7.67	35%	50%	1.34	ksf GLA	10%	92%	-	5%	92%	-	
Meeting/Banquet (0 to 20 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%	-	
Meeting/Banquet (20 to 50 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%	-	
Meeting/Banquet (50 to 100 sq ft/key)	10,484	sf GLA	19.52	23%	40%	1.80	ksf GLA	9.78	23%	40%	0.90	ksf GLA	60%	100%	11	60%	100%	6	
Convention (100 to 200 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	5.50	23%	40%	0.51	ksf GLA	100%	55%	-	100%	55%	-	
Convention (> 200 sq ft/key)		sf GLA	5.50	23%	40%	0.51	ksf GLA	5.50	23%	40%	0.51	ksf GLA	100%	55%	-	100%	55%	-	
Restaurant/Meeting Employees	10,484	sf GLA	1.48	75%	100%	1.11	ksf GLA	1.48	75%	100%	1.11	ksf GLA	100%	100%	12	100%	100%	12	
<b>Office</b>																			
Office 100 to 500 ksf	459,996	sf GFA	0.21	95%	100%	0.19	ksf GFA	0.02	95%	100%	0.02	ksf GFA	100%	100%	90	100%	100%	10	
Reserved		emp	0.00	80%	100%	0.00		0.00	80%	100%	0.00		100%	100%	-	100%	100%	-	
Employee			2.66	80%	100%	2.12		0.27	80%	100%	0.21		100%	100%	978	100%	100%	98	
<b>Additional Land Uses</b>																			
												Customer/Visitor			129	Customer/Visitor			
												Employee/Resident			1,018	Employee/Resident			
												Reserved			-	Reserved			
												Total			1,147	Total			



Considering the captive adjustments in the shared parking analysis, the café is not expected to increase parking demand.

For scenario 3, the expected parking demand in the previous study (Attachment A) is 1,532 total stalls, therefore there is no added parking demand for the café in either scenario 2 or 3.

**Figure 5: Scenario 3 Added Café and Office Shared Parking Summary**

Shared Parking Demand Summary																	
Land Use		Project Data		Weekday					Weekend					Weekday			
				Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand	
		Quantity	Unit											10 AM	April		
Retail																	
Retail (<400 ksf) Employee	15,000	sf GLA	2.90 0.70	95% 75%	25% 100%	0.69 0.53	ksf GLA	3.20 0.80	95% 75%	50% 100%	1.52 0.60	ksf GLA	60% 75%	67% 77%	4 5	90% 95%	67% 77%
Food and Beverage																	
Fast Casual/Fast Food Employee	1,500	sf GLA	12.40 2.00	95% 0%	0% 100%	0.00 0.00	ksf GLA	12.70 2.00	95% 0%	0% 100%	0.00 0.00	ksf GLA	55% 75%	95% 100%	- -	85% 100%	95% 100%
Entertainment and Institutions																	
Hotel and Residential																	
Hotel-Business	200	keys	1.00	20%	100%	0.20	key	1.00	23%	100%	0.23	key	60%	100%	24	60%	100%
Hotel-Leisure		keys	1.00	50%	100%	0.50	key	1.00	50%	100%	0.50	key	70%	100%	-	70%	100%
Hotel Employees	200	keys	0.15	75%	100%	0.11	key	0.15	75%	100%	0.11	key	100%	100%	23	100%	100%
Restaurant/Lounge		sf GLA	6.67	35%	50%	1.17	ksf GLA	7.67	35%	50%	1.34	ksf GLA	10%	92%	-	5%	92%
Meeting/Banquet (0 to 20 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%
Meeting/Banquet (20 to 50 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%
Meeting/Banquet (50 to 100 sq ft/key)	10,484	sf GLA	19.52	23%	40%	1.80	ksf GLA	9.78	23%	40%	0.90	ksf GLA	60%	100%	11	60%	100%
Convention (100 to 200 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	5.50	23%	40%	0.51	ksf GLA	100%	55%	-	100%	55%
Convention (>200 sq ft/key)		sf GLA	5.50	23%	40%	0.51	ksf GLA	5.50	23%	40%	0.51	ksf GLA	100%	55%	-	100%	55%
Restaurant/Meeting Employees	10,484	sf GLA	1.48	75%	100%	1.11	ksf GLA	1.48	75%	100%	1.11	ksf GLA	100%	100%	12	100%	100%
Office																	
Office >500 ksf Employee	639,996	sf GFA emp	0.20 0.00	95% 80%	100% 100%	0.19 0.00	ksf GFA	0.02 0.00	95% 80%	100% 100%	0.02 0.00	ksf GFA	100%	100%	122	100%	100%
Reserved			2.60	80%	100%	2.08		0.26	80%	100%	0.21		100%	100%	1,331	100%	100%
Additional Land Uses																	
										Customer/Visitor	161	Customer/Visitor	60				
										Employee/Resident	1,371	Employee/Resident	176				
										Reserved	-	Reserved	-				
										Total	1,532	Total	236				

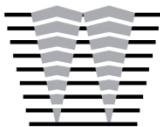
## CONCLUSION

The addition of a Café within the University Circle development has a negligible effect on the parking demand once the captive patron base of the overall development is factored in the shared parking analysis. There are currently 1,383 parking stalls onsite (1,194 for the office and 189 hotel spaces). Given the size and location within an existing mixed-use development, the cafe customers will primarily be existing employees and visitors to the development. It is not expected to be a destination that attracts customers that will require additional parking. Therefore, there is no change to the parking demand expected with the addition of a café at University Circle.

# ATTACHMENT A

## Memorandum

Architects • Engineers • Parking Planners



**WATRY DESIGN, INC.**

Date: Sept. 21, 2021 WDI No.: 21105.313  
Project: University Circle  
From: Taylor Kim  
To: Chang Architecture  
Regarding: Shared Parking Summary

### PROGRAM

University Circle is an existing Office, Retail, and Hotel development in East Palo Alto with the following program:

**Office:** 459,996 GSF  
**Retail:** 15,000 GSF  
**Hotel:** 200 key + 10,484 GSF Meeting Area  
**Parking:** 1,383 Stalls (1,194 Office + 189 Hotel)

The proposed project includes an additional 180,000 GSF of office area:

**Office:** 639,996 GSF  
**Retail:** 15,000 GSF  
**Hotel:** 200 key + 10,484 GSF Meeting Area  
**Parking:** TBD

The required parking according to the City's parking ratios and Shared Parking Base Ratios is below:

	Program	City Parking Req.		Shared Parking	
Office	639,996	3.33	/ksf	2,131	2.8 /ksf
Retail	15,000	4	/ksf	60	4 /ksf
Hotel Keys	200	1	/key	200	1.15 /key
Hotel Meeting	10,484	50	/ksf	524	21 /ksf
<b>TOTAL:</b>				<b>2,916</b>	<b>2,303</b>

Table 1: Parking Demand Comparison

### METHODOLOGY

Using the base shared parking ratios, assumptions we made for the mode share and captive ratios. In addition to evaluating the proposed program, the same ratios were used to calculate the parking demand with the existing program spaces. Seeing if the existing project does not exceed the existing parking supply is a positive indicator that our assumptions are reasonable for this area.

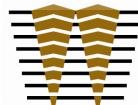
If existing parking demand data is available, this can further support the assumptions, or assist in forecasting the future demand.

#### Mode Adjustment

Mode adjustments in the shared parking analysis capture the ratio of users that drive a personal vehicle and all other modes of transportation. The other modes include walking, biking, public transportation, and telecommuting. The percentages indicate the proportion of drivers, 100% indicates everyone is driving to the site.

# ATTACHMENT A

University Circle  
WDI # 21105



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The following are the mode adjustments made for this particular development. It is assumed that 80% of office employees would be driving, and 20% would be taking an alternate mode or telecommuting. The site is served by bus service and the nearest CalTrain station is approximately 2 miles away. The 20% mode share is accounting for telecommuters and absenteeism. There are currently transportation demand management (TDM) strategies which is helping manage the drive-to-work rates.

Service employees who serve the retail and hotel are more likely to take transit and assumed to have a 75% driving rate. This is a relatively small portion of the overall demand at this site.

Retail/Dining customers are also assumed have a relatively high driving rate, but the demand for this use is largely curtailed by the captive assumptions made in the following section.

Land Use	Driving Adjustments			
	Weekday		Weekend	
	Daytime	Evening	Daytime	Evening
Retail				
Retail (<400 ksf)	95%	95%	95%	95%
Employee	75%	75%	75%	75%
Hotel and Residential				
Hotel-Business	20%	20%	23%	23%
Hotel Employees	75%	75%	75%	75%
Restaurant/Lounge	35%	35%	35%	35%
Meeting/Banquet (0 to 20 sq ft/key)	23%	23%	23%	23%
Meeting/Banquet (20 to 50 sq ft/key)	23%	23%	23%	23%
Meeting/Banquet (50 to 100 sq ft/key)	23%	23%	23%	23%
Convention (100 to 200 sq ft/key)	23%	23%	23%	23%
Convention (> 200 sq ft/key)	23%	23%	23%	23%
Restaurant/Meeting Employees	75%	75%	75%	75%
Office >500 ksf	95%	95%	95%	95%
Reserved	80%	80%	80%	80%
Employee	80%	80%	80%	80%

Table 2: Mode Share Adjustments

The hotel is categorized as business hotel with a higher weekday demand than a leisure hotel which would have higher weekend demand. Hotel vehicle use is currently very low and hotel guests are predominantly using TNC services such as Uber and Lyft. Weekday vehicle use for hotel guests is only assumed to be 20%.

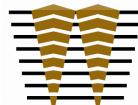
## **Captive Ratio Adjustment**

In a mixed-use development, there are a portion of users that are considered captive. Captive users are those that are already captured as a user of another use, but also patron a secondary use while they are there. They don't require a parking space since their demand is captured in their first use.

The following are the non-captive ratios assumed for this project. The percentages indicate the proportion of non-captive users, 100% indicates those users are primarily there for that land use. A 25% captive ratio in the table indicates 25% of the users are there as it's primary purpose, and the remaining 75% are users already captured in another land use. For example

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a hotel guest that utilizes one of the retail stores is already counted as a hotel guest, therefore not generating a parking demand for the retail.

Retail captive ratio for weekday, daytime use is assumed to be very high, since many of the hotel guests and office employees will be on-site utilizing those businesses. This drops to about 50% in the evening and weekends since this will mostly include hotel guests only.

Captive ratios for office and hotel guests are assumed to be 100% since that would be the primary purpose for visiting the site.

Land Use	Captive Ratio Adjustments			
	Weekday		Weekend	
	Daytime	Evening	Daytime	Evening
Retail				
Retail (<400 ksf) Employee	25% 100%	50% 100%	50% 100%	50% 100%
Hotel and Residential				
Hotel-Business Hotel Employees	100% 100%	100% 100%	100% 100%	100% 100%
Restaurant/Lounge	50%	50%	50%	50%
Meeting/Banquet (0 to 20 sq ft/key)	40%	40%	40%	40%
Meeting/Banquet (20 to 50 sq ft/key)	40%	40%	40%	40%
Meeting/Banquet (50 to 100 sq ft/key)	40%	40%	40%	40%
Convention (100 to 200 sq ft/key)	40%	40%	40%	40%
Convention (> 200 sq ft/key)	40%	40%	40%	40%
Restaurant/Meeting Employees	100%	100%	100%	100%

Table 3: Captive Ratio Adjustments

## PARKING DEMAND

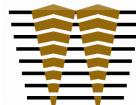
### Office

Office parking demand typically ranges between 1.5 to 4 per 1,000 GSF. This varies by location, such as urban or suburban sites, distance to major transit lines, and TDM strategies implemented at the project. High density and open offices which are often used in many high-tech offices tend to have higher parking ratios up to 5 or 6 per 1,000 GSF. Most projects in the Bay Area that are not in dense city centers are being designed with ratios between 2.5 to 3 per 1,000 GSF.

Shared parking categories office into 5 categories based on size. Smaller office developments have higher parking ratios which drop as the size of the office increases. The idea being larger office developments have a higher proportion of shared amenity spaces that don't generate additional parking. Additionally, Open Plan Offices and Medical Offices are categorized separately from general office because they tend to have different parking demand. The following are the base office ratios used in the Shared Parking 3<sup>rd</sup> Edition analysis. These are generated from ITE Parking Generation data as well as additional survey collected by the ICSC, NPA, and ULI organizations in developing the Shared Parking Model.

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	Weekday (parking spaces/unit land use)		Weekend (parking spaces/unit land use)		Peak ratio	Units	Source
Office <25,000 sq ft	0.30	3.50	0.03	0.35	3.80	ksf GFA	3
Office 25,000–100,000 sq ft	sliding scale between <25,000 and 100,000				scaled from 3.8 to 3.4	ksf GFA	3
Office = 100,000 sq ft	0.25	3.15	0.03	0.32	3.40	ksf GFA	3
Office 100,000–500,000 sq ft	sliding scale between 100,000 and 200,000				scaled from 3.4 to 2.8	ksf GFA	3
Office >500,000 sq ft	0.20	2.60	0.02	0.26	2.80	ksf GFA	3
<b>Open plan/ high-density office</b>	0.25	5.75	0.03	0.58	6.00	ksf GFA	2
Medical/dental office	3.00	1.60	0.00	0.00	4.60	ksf GFA	2,3

Table 4: Base Parking Demand for Office

With the mode adjustments, the peak office parking ratio is currently 2.08 per 1,000 sq. ft. for employees and 0.19 per 1,000 sq. ft. for office visitors, for a total ratio of 2.27 per 1,000 sq. ft.

## **HOTEL**

The Shared Parking Model has 2 categories of hotel. The base parking ratio for the hotel categories are identical, however the weekday and weekend use patterns are assumed to be different. Business Hotels are assumed to generate more weekday traffic. Also, business hotels typically have less vehicle use, with business travelers more likely to use Taxi's and TNC's verses rental cars during their trips. Leisure hotels have more weekend traffic and vehicle use than business hotels. Base hotel parking demand in the shared parking model is below.

Land use	Weekday (parking spaces/unit land use)		Weekend (parking spaces/unit land use)		Peak ratio	Units	Source
	Visitors	Employees	Visitors	Employees			
Hotel-business	1.00	0.15	1.00	0.15	1.15	key	2,3
Hotel-leisure	1.00	0.15	1.00	0.15	1.15	key	2,3
Restaurant/lounge	6.67	1.20	7.67	1.33	9.00	ksf GLA	2,3
Meeting/banquet (0–20 sq ft/key)	scaled from 0 to 30	scaled from 0 to 2.0	scaled from 0 to 20	scaled from 0 to 2.0	scaled from 0 to 32	ksf GLA	2,3
Meeting/banquet (20–50 sq ft/key)	scaled from 30 to 20	scaled from 2 to 1.5	scaled from 20 to 10	scaled from 2 to 1.5	scaled from 32 to 21.5	ksf GLA	2,3
Meeting/banquet (50–100 sq ft/key)	scaled from 20 to 10	scaled from 1.5 to 1.0	scaled from 10 to 5.5	scaled from 1.5 to 1.0	scaled from 21.5 to 11.1	ksf GLA	2,3
Convention (100–200 sq ft/key)	scaled from 10 to 5.5	scaled from 1 to 0.5	5.50	scaled from 1 to 0.5	scaled from 11.1 to 6	ksf GLA	2,3
Convention (>200 sq ft/key)	use convention center but adjust for captive on site						2,3

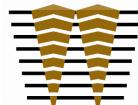
Table 5: Base Parking Demand for Hotel

## **RETAIL**

The retail component in this project is very minor and not considered a destination retail. Therefore, most patrons of the retail would already be at the development as a captive audience, either as an office employee or hotel guest. Restaurant and Fast Food uses including coffee shops and fast-casual restaurants are assumed to be a different category than retail. They have much higher parking demands in shorter periods of time than general retail. Without a detailed breakdown of the type of retail, all of the program is currently categorized as general retail. Given the relatively small proportion of this program, and that it's assumed that the retail mostly caters to a captive audience, the parking demand should not make a significant impact to the overall numbers.

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Land use	Weekday (parking spaces/unit land use)		Weekend (parking spaces/unit land use)		Peak ratio	Units	Source
	Visitors	Employees	Visitors	Employees			
Retail <400,000 sq ft	2.90	0.70	3.20	0.80	4.00	ksf GLA	1
<b>Retail 400,000–600,000 sq ft</b>	sliding scale between <400,000 and 600,000				scaled 4.00 to 4.50	ksf GLA	1
Retail 600,000–1 million sq ft	3.20	0.80	3.60	0.90	4.50	ksf GLA	1
<b>Retail 1 million–2 million sq ft</b>	sliding scale between 1 million and 2 million sq ft				scaled 4.00 to 4.50	ksf GLA	2
<b>Retail &gt;2 million sq ft</b>	2.90	0.70	3.20	0.80	4.00	ksf GLA	2
<b>Supermarket/grocery</b>	4.00	0.75	4.00	0.75	4.75	ksf GLA	2,3
<b>Pharmacy</b>	3.00	0.40	3.00	0.40	3.40	ksf GLA	3
<b>Discount stores/superstores</b>	3.40	0.85	3.80	0.95	4.75	ksf GLA	3
<b>Home improvement stores/garden</b>	3.10	0.80	3.45	0.90	4.35	ksf GLA	2
Fine/casual dining	13.25	2.25	15.25	2.50	17.75	ksf GLA	2,3
Family restaurant	15.25	2.15	15.00	2.10	17.10	ksf GLA	2,3
<b>Fast casual/fast food</b>	12.40	2.00	12.70	2.00	14.70	ksf GLA	3

Table 6: Base Parking Demand for Retail

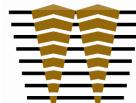
## CONCLUSION

Based on the program and assumptions above, the peak shared parking demand occurs at **10 A.M. on a weekday in April**. The peak demand is **1,531 stalls**, which is a 23 percent reduction from the unshared base demand, see Table 8.

Given the same assumptions, the existing project excluding the 180,000 S.F. added office should have a parking demand of 1,123 stalls in the same peak hour, see Table 9. However, based on historical parking numbers, the actual demand at the existing development is almost 1,000 vehicles. However, this doesn't factor in vacancy, so the demand could be slightly higher if the development was at 100% occupancy.

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Peak Month Daily Parking Demand by Hour (Weekday)

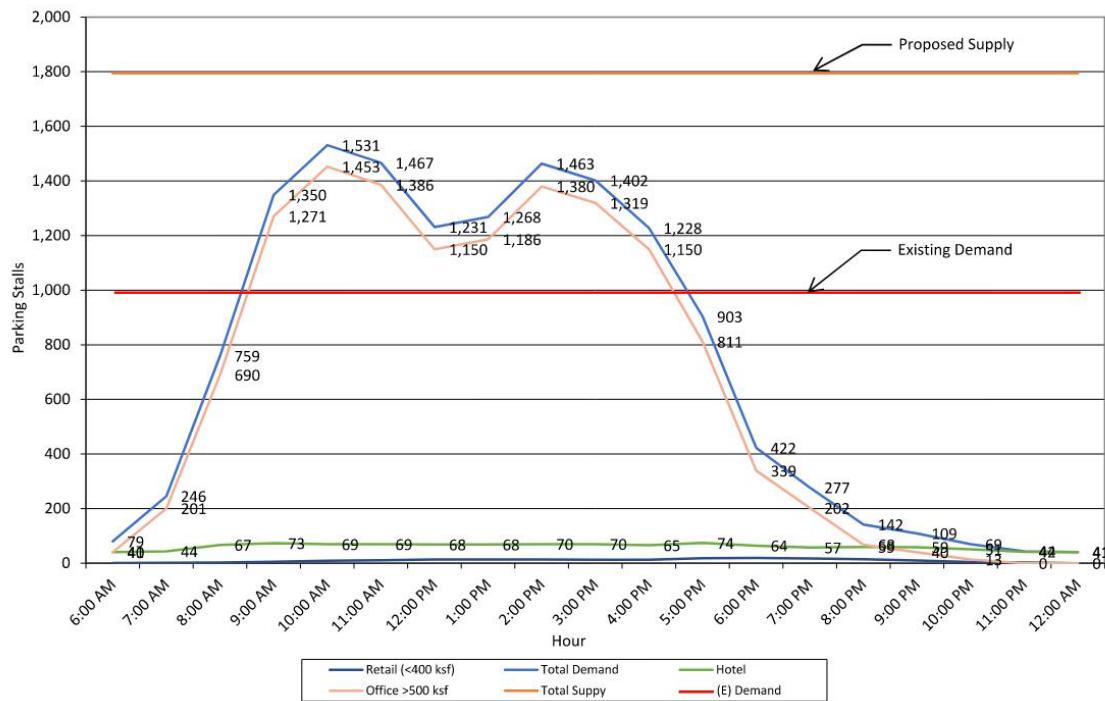
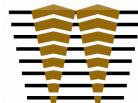


Table 7: Peak Parking Demand by Hour (Weekday)

Land Use	Project Data		Shared Parking Demand Summary																	
			Weekday				Weekend				Weekday				Weekend					
			Quantity	Unit	Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Peak Hr 10 AM	Peak Mo Adj April	Estimated Parking Demand	Peak Hr 11 AM	Peak Mo Adj April	Estimated Parking Demand
Retail (<400 ksf) Employee	15,000	sf GLA			2.90	95%	25%	0.69	ksf GLA	3.20	95%	50%	1.52	ksf GLA	60%	67%	4	90%	67%	14
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Shared Parking Demand Summary																		
Land Use	Project Data		Weekday					Weekend					Weekday			Weekend		
			Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Base Ratio	Driving Adj	Non-Captive Ratio	Project Ratio	Unit For Ratio	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand	Peak Hr Adj	Peak Mo Adj	Estimated Parking Demand
	Quantity	Unit											10 AM	April		11 AM	April	
Retail (<400 ksf)																		
Retail Employee	15,000	sf GLA	2.90	95%	25%	0.69	ksf GLA	3.20	95%	50%	1.52	ksf GLA	60%	67%	4	90%	67%	14
			0.70	75%	100%	0.53		0.80	75%	100%	0.60		75%	77%	5	95%	77%	7
Food and Beverage																		
Entertainment and Institutions																		
Hotel and Residential																		
Hotel-Business	200	keys	1.00	20%	100%	0.20	key	1.00	23%	100%	0.23	key	60%	100%	24	60%	100%	28
Hotel-Leisure		keys	1.00	50%	100%	0.50	key	1.00	50%	100%	0.50	key	70%	100%	-	70%	100%	-
Hotel Employees	200	keys	0.15	75%	100%	0.11	key	0.15	75%	100%	0.11	key	100%	100%	23	100%	100%	23
Restaurant/Lounge		sf GLA	6.67	35%	50%	1.17	ksf GLA	7.67	35%	50%	1.34	ksf GLA	10%	92%	-	5%	92%	-
Meeting/Banquet (0 to 20 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%	-
Meeting/Banquet (20 to 50 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	0.00	23%	40%	0.00	ksf GLA	60%	100%	-	60%	100%	-
Meeting/Banquet (50 to 100 sq ft/key)	10,484	sf GLA	19.52	23%	40%	1.76	ksf GLA	9.78	23%	40%	0.88	ksf GLA	60%	100%	11	60%	100%	6
Convention (100 to 200 sq ft/key)		sf GLA	0.00	23%	40%	0.00	ksf GLA	5.50	23%	40%	0.50	ksf GLA	100%	55%	-	100%	55%	-
Convention (> 200 sq ft/key)		sf GLA	5.50	23%	40%	0.50	ksf GLA	5.50	23%	40%	0.50	ksf GLA	100%	55%	-	100%	55%	-
Restaurant/Meeting Employees	10,484	sf GLA	1.48	75%	100%	1.11	ksf GLA	1.48	75%	100%	1.11	ksf GLA	100%	100%	12	100%	100%	12
Office																		
Office >500 ksf	459,996	sf GFA	0.20	95%	100%	0.19	ksf GFA	0.02	95%	100%	0.02	ksf GFA	100%	100%	87	100%	100%	10
Reserved		emp	0.00	80%	100%	0.00		0.00	80%	100%	0.00		100%	100%	-	100%	100%	-
Employee			2.60	80%	100%	2.08		0.26	80%	100%	0.21		100%	100%	957	100%	100%	96
Additional Land Uses																		
													Customer/Visitor	126	Customer	57		
													Employee/Resident	996	Employee/Resident	137		
													Reserved	-	Reserved	-		
													Total	1,123	Total	194		

Table 9: Shared Parking Summary – Existing Program

# UNIVERSITY CIRCLE - CENTER CIRCLE REHABILITATION

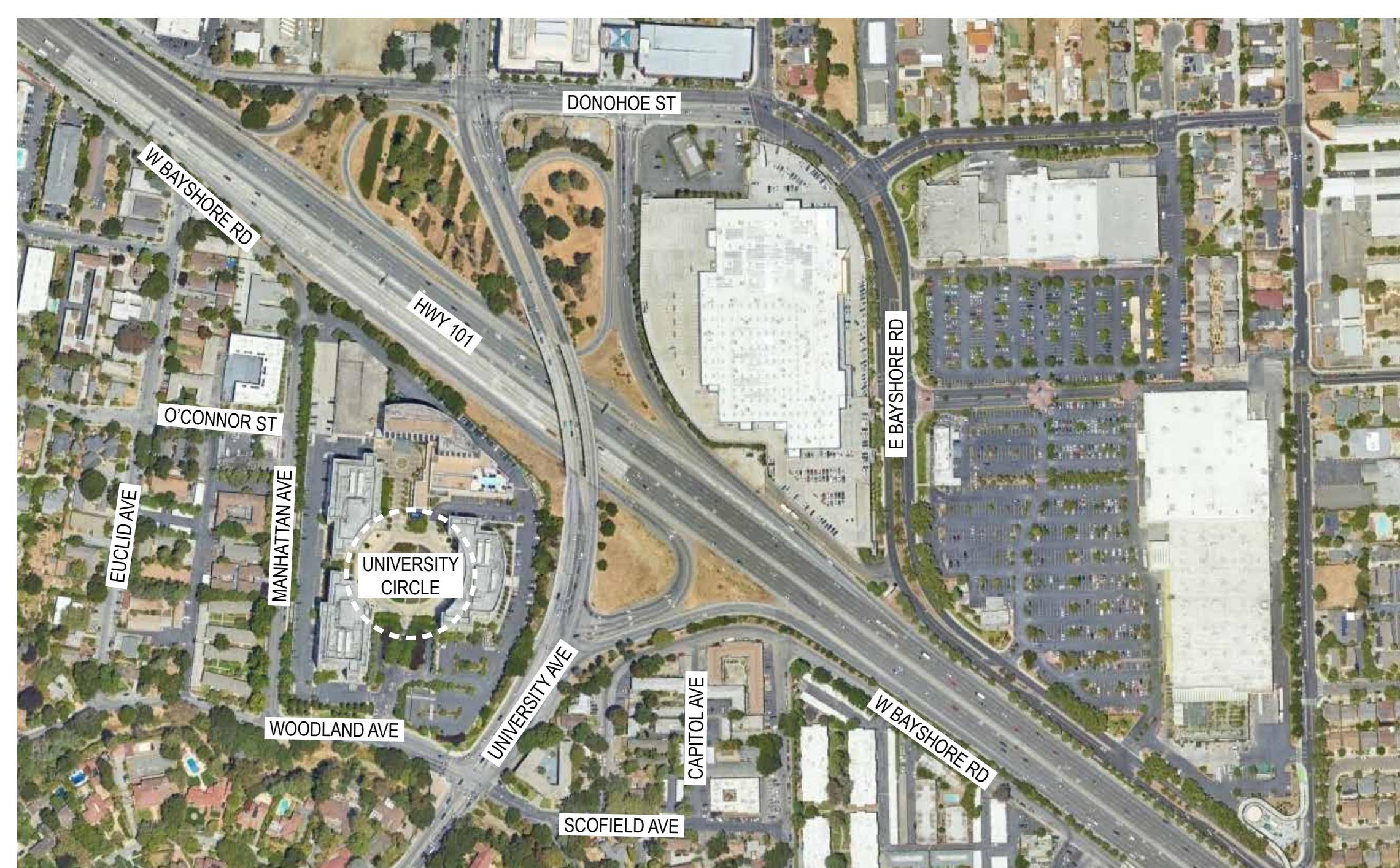
1900, 1950, 2000 UNIVERSITY AVE  
EAST PALO ALTO, CA 94303

## SHEET INDEX

- DR1.1 PROJECT DESCRIPTION
- DR1.2 EXISTING SITE PLAN
- DR1.3 EXISTING BASEMENT PLAN
- DR1.4 OVERALL SITE PLAN
- DR1.5 DEMOLITION PLAN
- DR1.6 PROJECT SITE PLAN
- DR1.7 GRADING & DRAINAGE PLAN
- DR1.8 FLOORPLANS
- DR1.9 ELEVATIONS
- DR1.10 CAFE MATERIALS
- DR1.11 CANOPY ELEVATIONS & REFLECTED CEILING PLANS
- DR1.12 CANOPY MATERIALS
- DR1.13 SITE CONTEXT
- DR1.14 LANDSCAPE PLAN
- DR1.15 EXISTING TREE SURVEY
- DR1.16 LIGHTING PLAN
- DR1.17 PHOTOMETRIC PLAN
- DR1.18 PHOTOMETRIC PLAN
- DR1.19 SITE MATERIALS
- DR1.20 PLAT MAP
- DR1.21 EXISTING AND PROPOSED PERVIOUS/ IMPERVIOUS QUANTIFICATION AND HYDRAULIC FLOW DATA



## LOCATION MAP



## PROJECT INFO

UNIVERSITY CIRCLE CENTER CIRCLE REHABILITATION  
APN: 063680020

### AREA TABULATION

EXISTING NUMBER OF LEVELS OF OCCUPANCY: 6  
EXISTING NUMBER OF BASEMENT LEVELS: 1  
EXISTING AREAS: BLDG 1900: 175,590SF  
BLDG 1950: 149,700 SF  
BLDG 2000: 149,700 SF

### PROPOSED AREA OF WORK:

BELOW-GRADE EQUIPMENT ROOM : 232 GSF  
CENTER CIRCLE CAFE: 1,501 SF  
1950 FAÇADE OVERLAY: 350 SF  
1900 FAÇADE OVERLAY: 330 SF  
2000 FAÇADE OVERLAY: 330 SF

### PARKING

INDOOR SEATING: 7 SPACES (1 per 75 SF)  
OUTDOOR SEATING: 12 SPACES (0 first 100 SF, then 1 per 50 SF)  
TOTAL SHARED: 19 SPACES

The alterations to existing buildings 1900, 1950 & 2000 university ave listed below are inclusive of adjacent landscape renovations. Project scope does not impact or impede existing vehicular traffic or emergency access

1. Selective demolition and alteration of existing center circle pergola structure to tenant amenity cafe building
2. Selective demolition and addition of lobby canopies at the main entrances to buildings 1900, 1950, and 2000 University Ave including restoration of lobby walls

Rehabilitation Area Tabulations*		
Level	Function	Area (SF)
Garage (B1)	Mechanical / Storage	232
Podium (L1)	Kitchen (Shell Only)	945
	Restaurant (Shell Only)	340
<b>Totals:</b>		<b>1,517</b>

\*Existing Building Area and Occupants including Basement Garage, Bldg A, Bldg B & Bldg C = 759,880 GSF

SITE AREA: 516,147 SF

COVERAGE:

BLDG 1900: 25,002 SF  
BLDG 1950: 27,210 SF  
BLDG 2000: 25,002 SF  
FOUR-SEASONS: 36,453 SF  
PARKING GARAGE: 26,326 SF

TOTAL 139,993 SF

EXISTING COVERAGE: 27%

**Gensler**

220 Montgomery Street  
Suite 200  
San Francisco, California 94104

Tel 415.433.3700



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Tel 650.482.6462

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△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

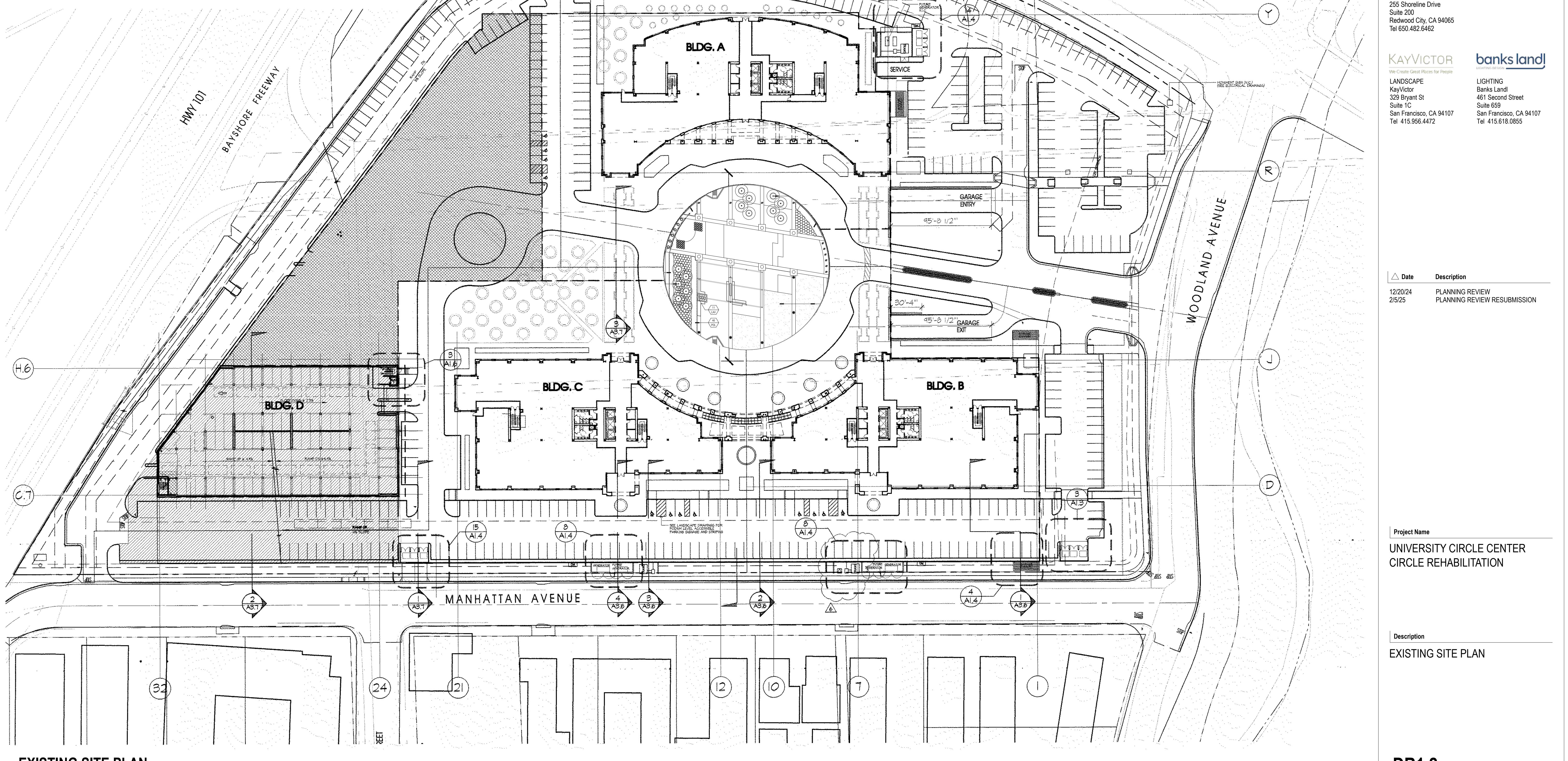
Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
PROJECT DESCRIPTION

DR1.1



EXISTING SITE AERIAL

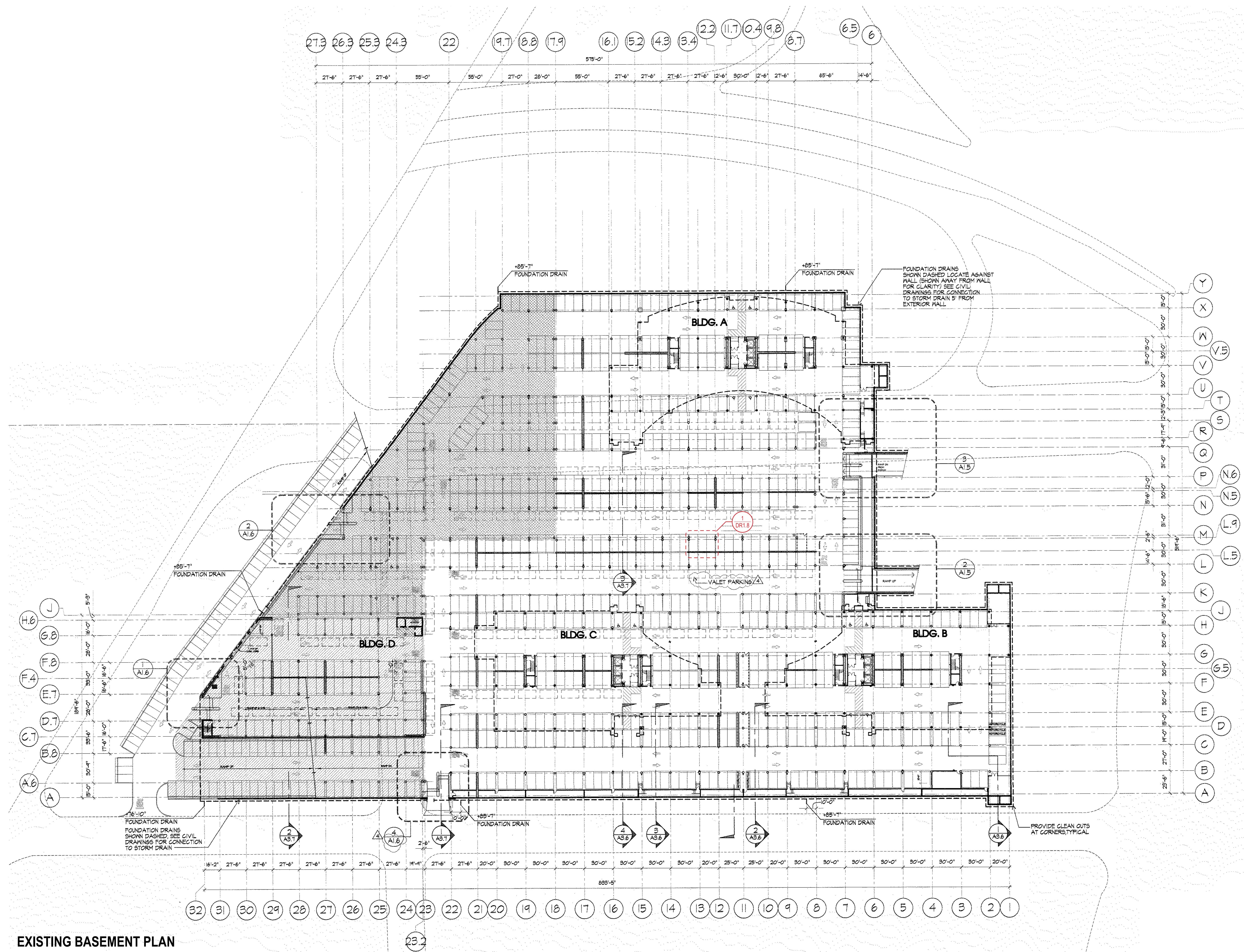


△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
EXISTING BASEMENT PLAN

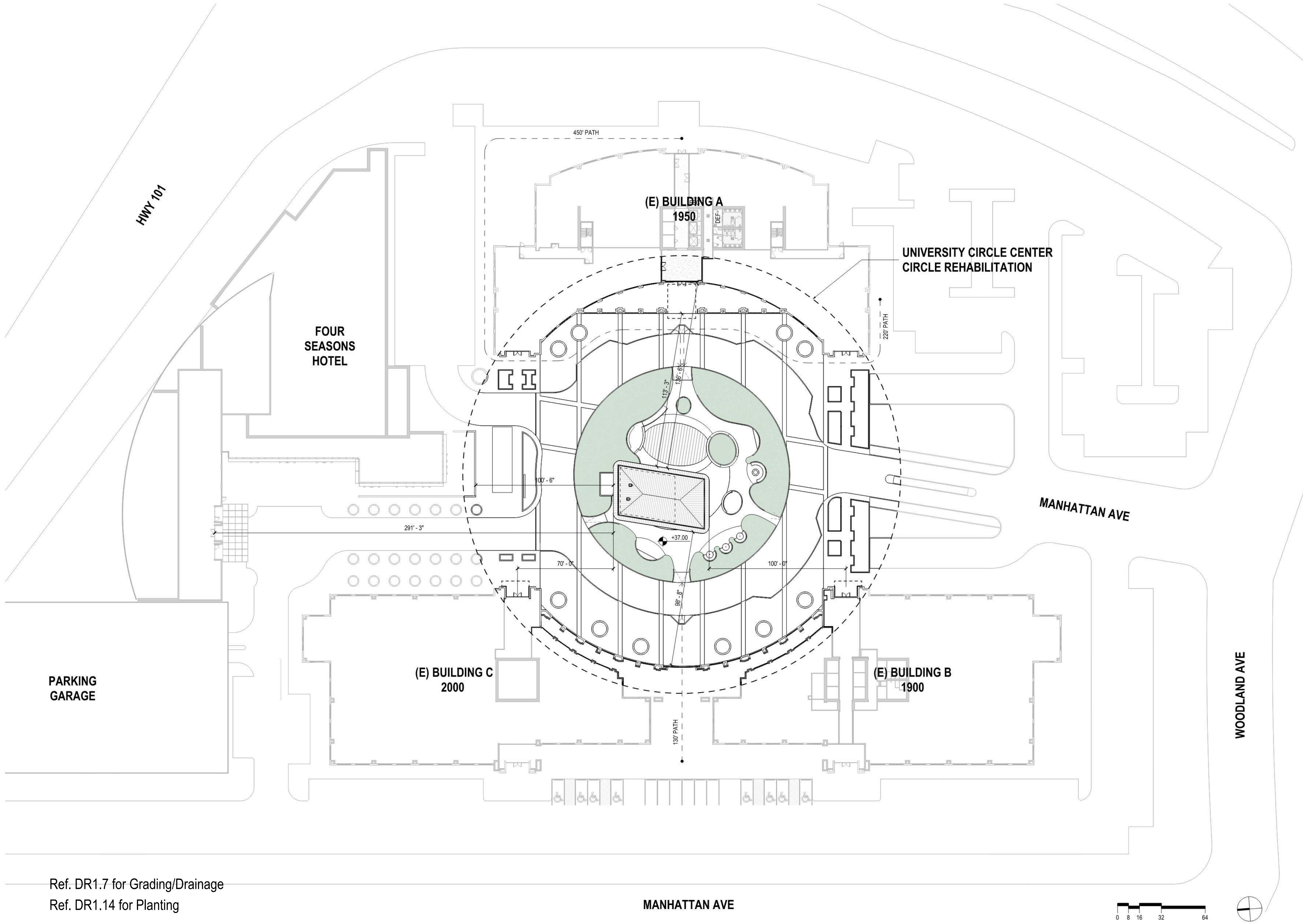
DR1.3

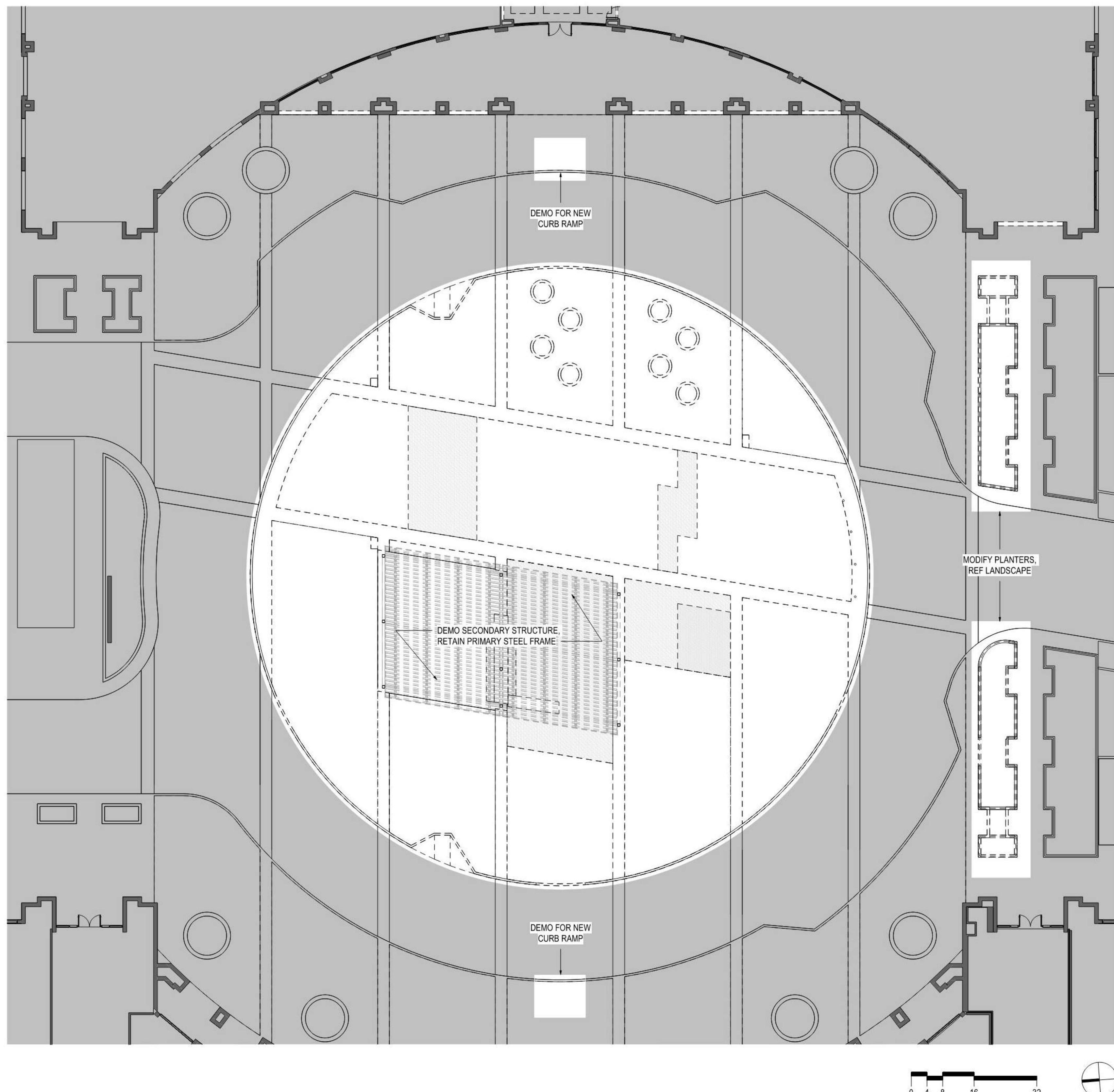


△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

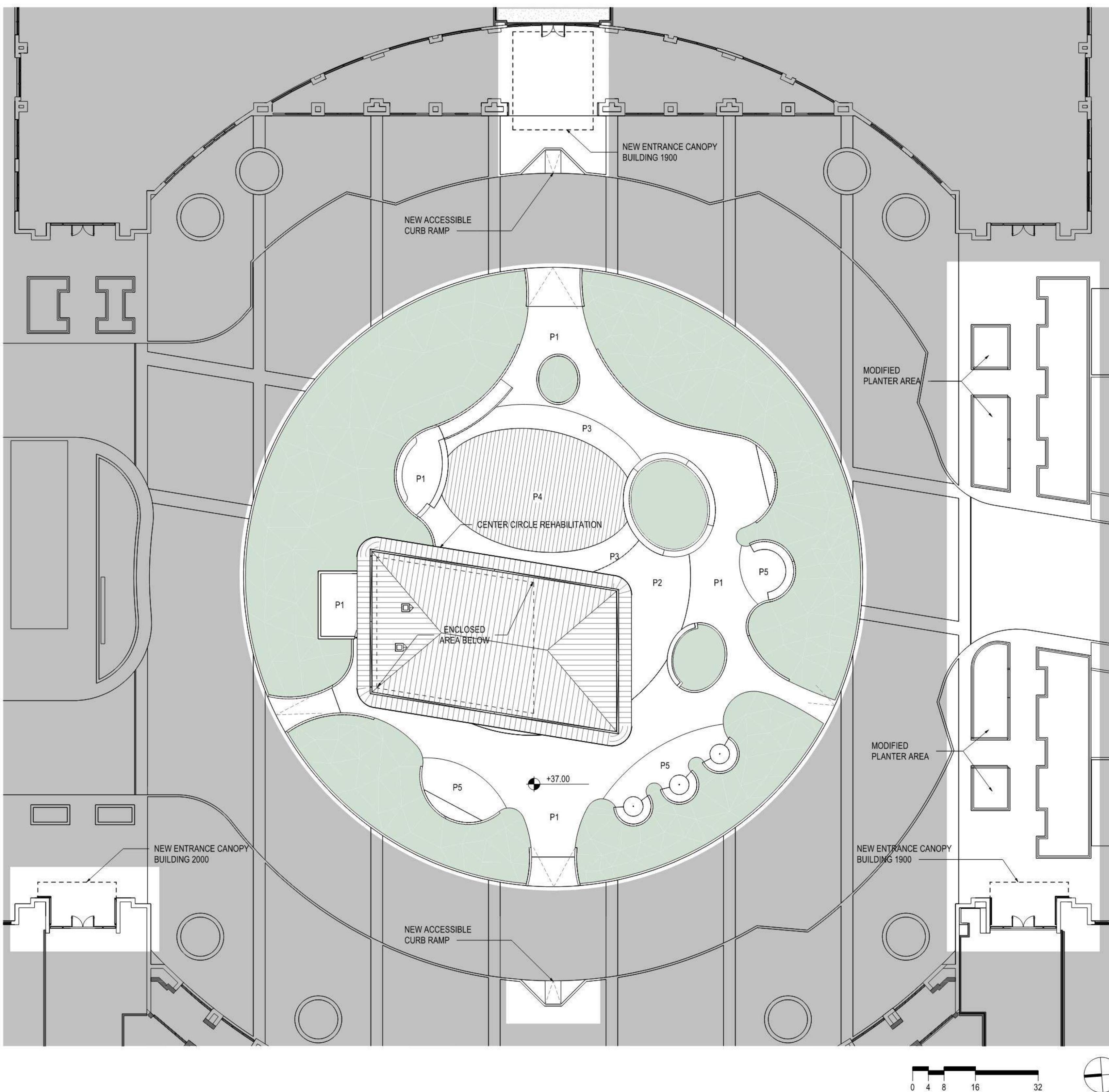
Description  
OVERALL SITE PLAN





1 DEMOLITION PLAN - UNIVERSITY CIRCLE  
SCALE: 1/16" = 1'-0"

DR1.5



## 1 PROJECT SITE PLAN

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

## PAVING

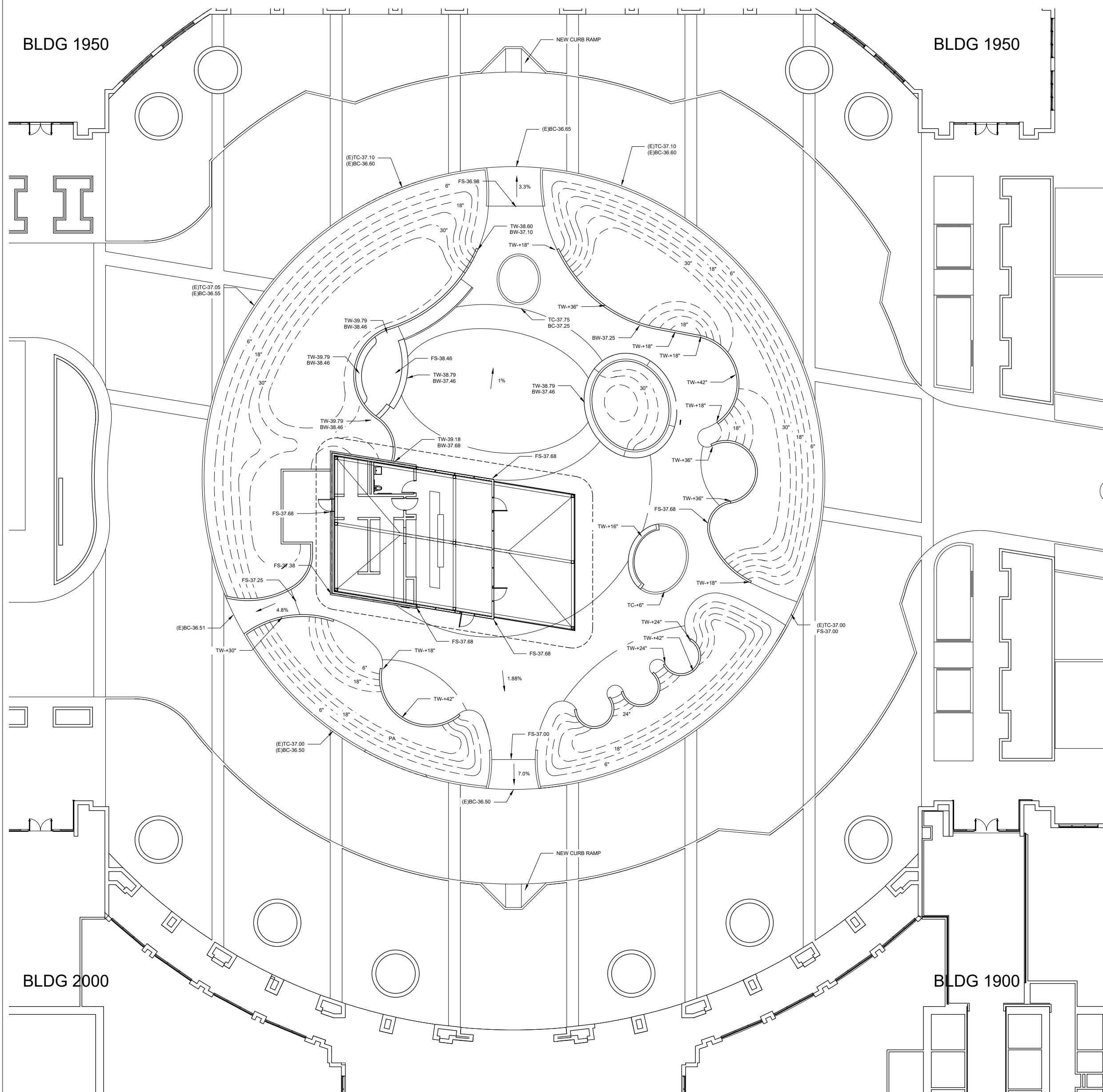
- (P1) CIP INTEGRAL COLOR CONC WITH SAWCUT JOINTS AND TOPCAST FINISH 50 (COLOR SCOFIELD MESA BEIGE)
- (P2) CIP INTEGRAL COLOR CONC WITH SAWCUT JOINTS AND TOPCAST FINISH 150 (COLOR SCOFIELD MESA BEIGE)
- (P3) CIP INTEGRAL COLOR CONC WITH SAWCUT JOINTS AND TOPCAST FINISH 25 (COLOR SCOFIELD FRENCH GREY)
- (P4) IPE DECKING, 5 1/2" WIDE PLANKS
- (P5) PRECAST CONC PAVERS, 6"x24" STAGGERED RUNNING BOND, MULTIPLE SIMILAR COLORS

△ Date	Description
12/20/24	PLANNING REVIEW
2/5/25	PLANNING REVIEW RESUBMISSION

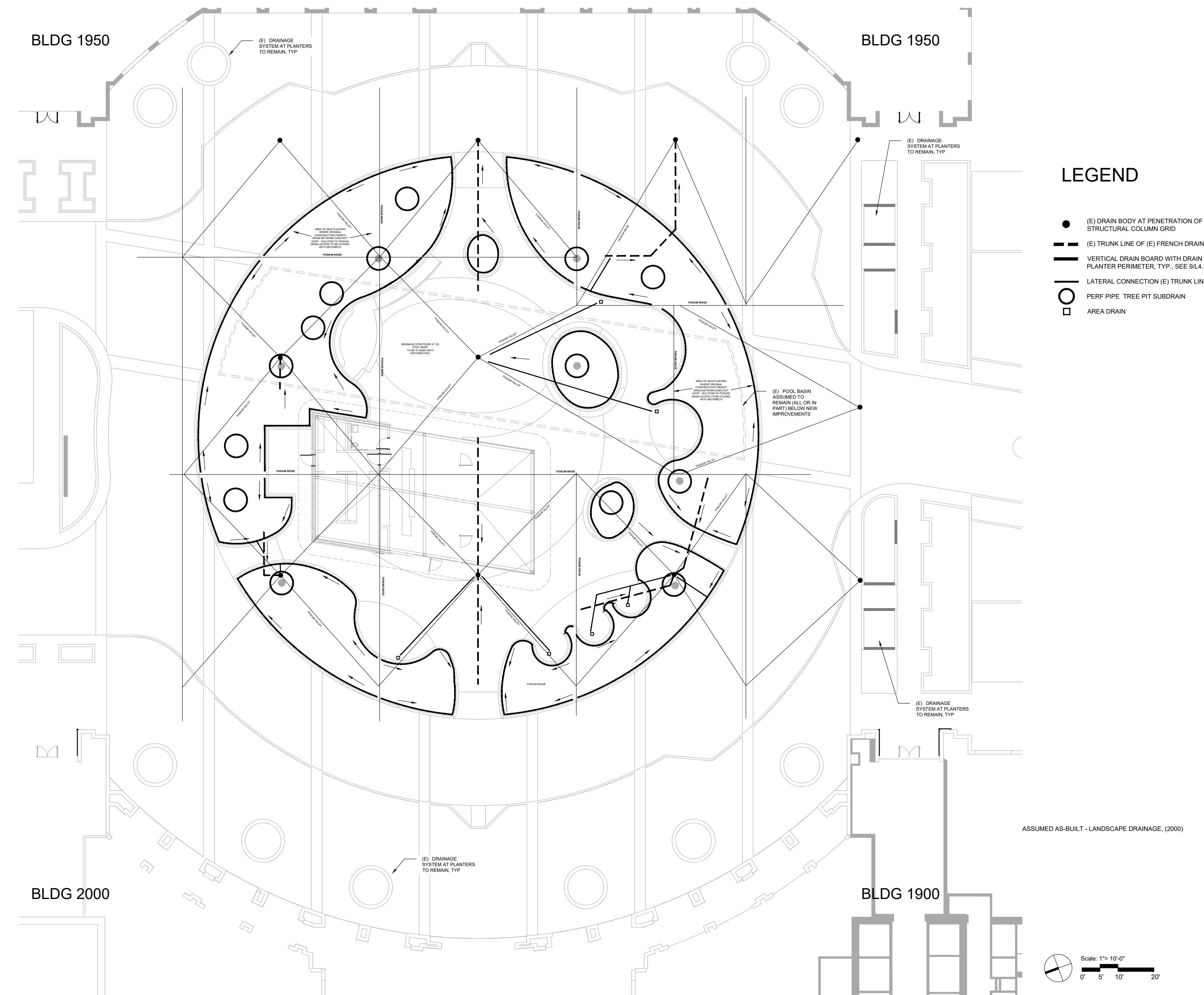
Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
PROJECT SITE PLAN

DR1.6



GRADING PLAN

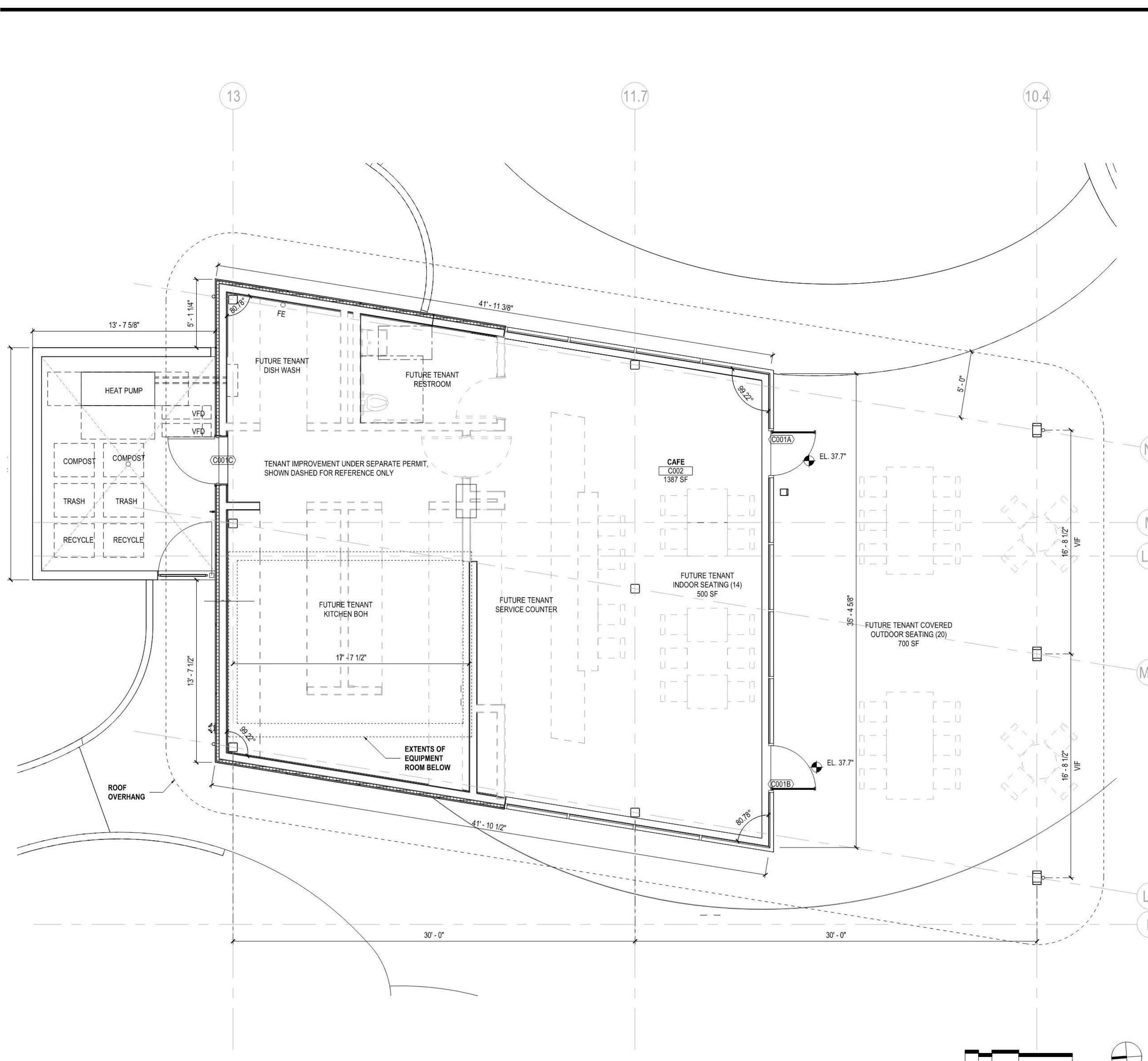


DRAINAGE PLAN

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
GRADING & DRAINAGE PLAN

DR1.7



---

## 2 FLOOR PLAN - CAFE

SCALE: 1/4" = 1' 0"

---

1 FLOOR PLAN - BASEMENT EQUIPMENT ROOM  
SCALE: 1/4" = 1'-0"

SCALE: 1/4" = 1'

## Description

Project Name

---

 Date	Description
12/20/24	PLANNING REVIEW
2/5/25	PLANNING REVIEW RESUBMISSION

1900,1950,2000 University Ave  
East Palo Alto, CA 94303

# Gensler

220 Montgomery Street  
Suite 200  
San Francisco, California 94104

Tel 415 433 3700

BKF

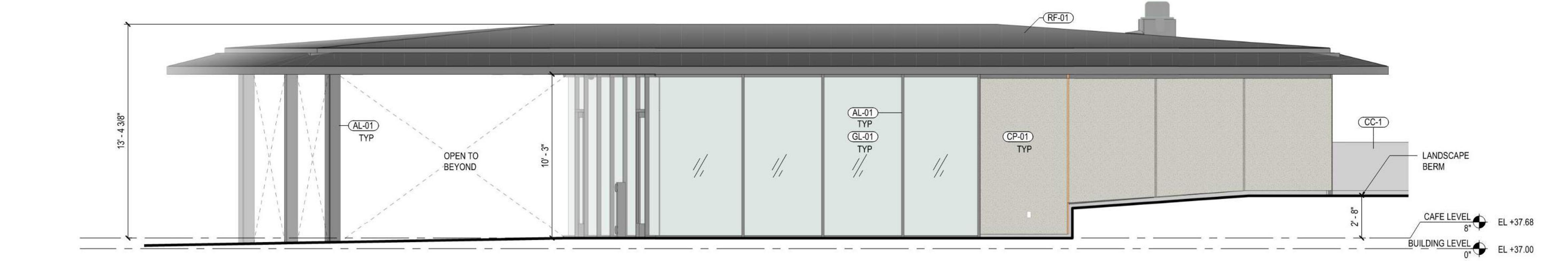
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BKF  
255 Shoreline Drive  
Suite 200  
Redwood City, CA 94065  
Tel 650.482.6462

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KayVictor  
329 Bryant St  
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San Francisco, CA 94107  
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**banks land**  
LIGHTING DESIGN

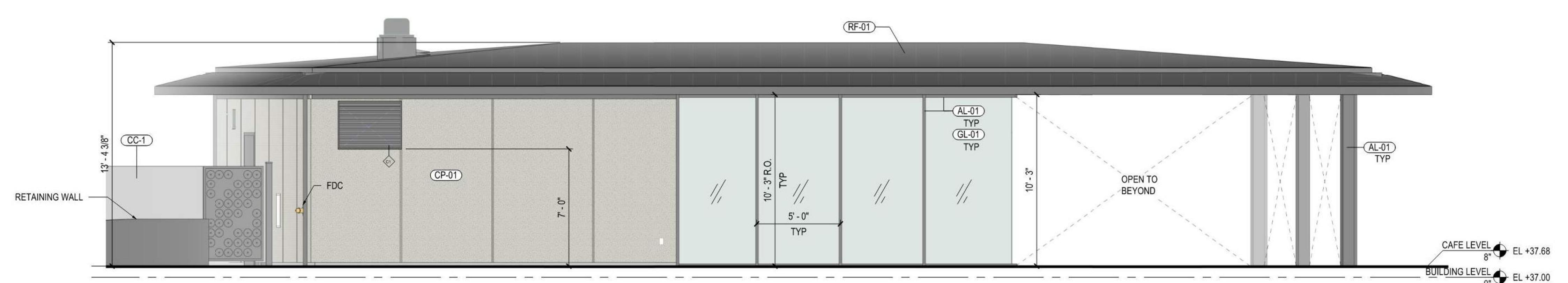
## Description

DR1.8



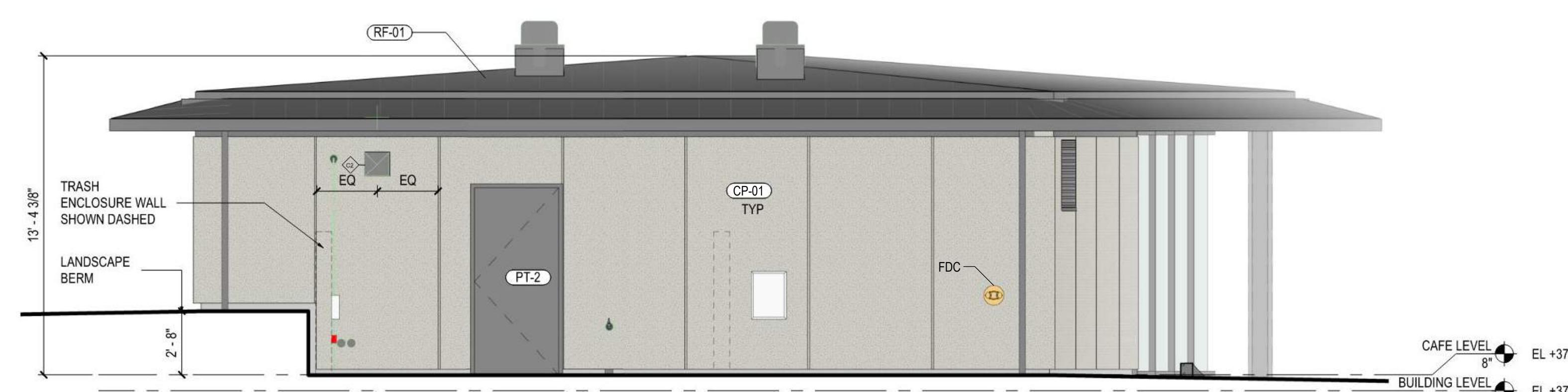
1 ELEVATION - EAST

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



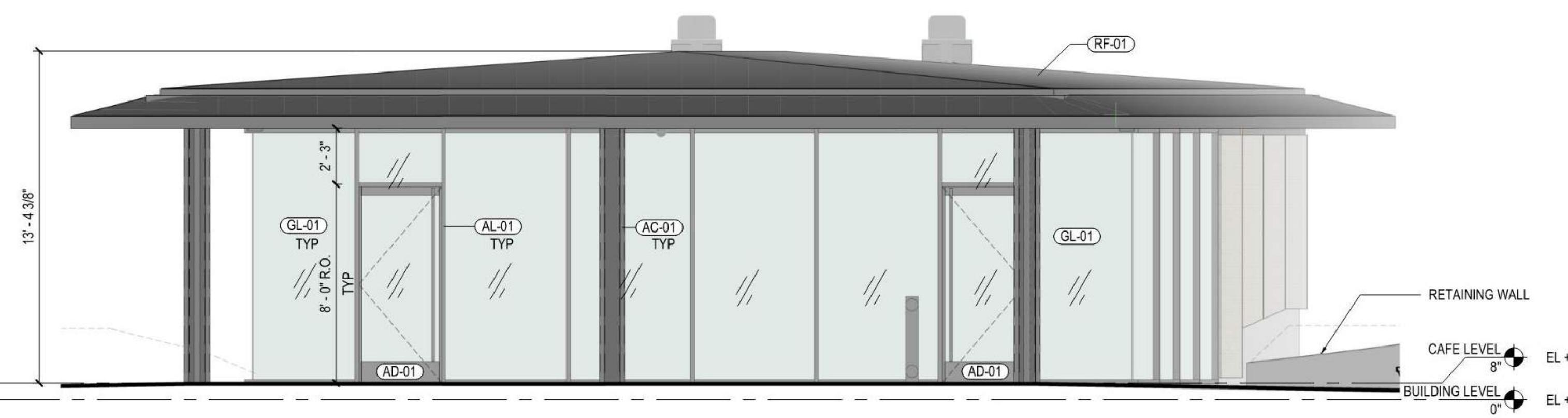
2 ELEVATION - WEST

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



3 ELEVATION - NORTH

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



4 ELEVATION - SOUTH

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

Ref. DR1.10 for  
Materials/Finishes

DR1.9

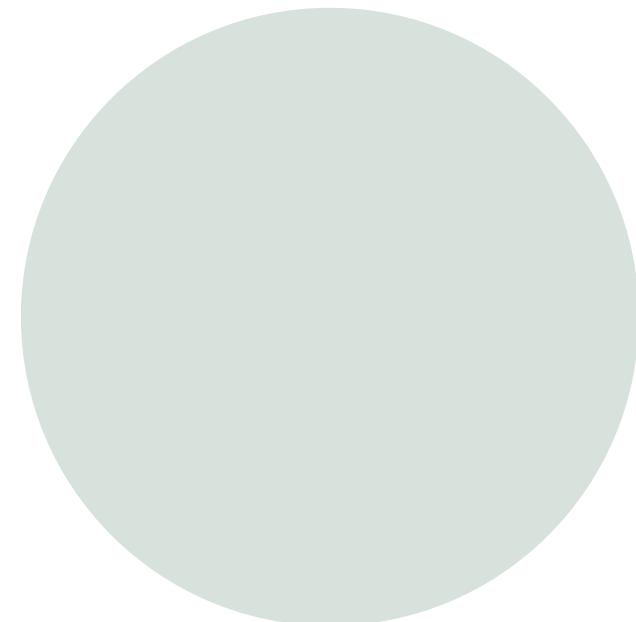


CENTER CIRCLE CAFE

**CP-1**  
**Cement Plaster (Stucco)**  
Troweled Finish



**AL-01, GL-01**  
**Glazing**  
Vitracon 24-2M



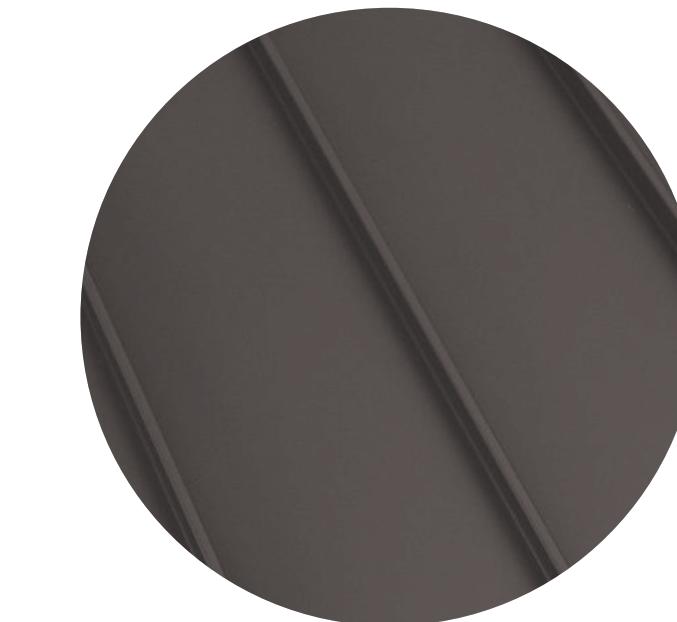
**AC-01, AL-01**  
**Metal**  
Warm Bronze;  
Mullions, Metal trim, etc.



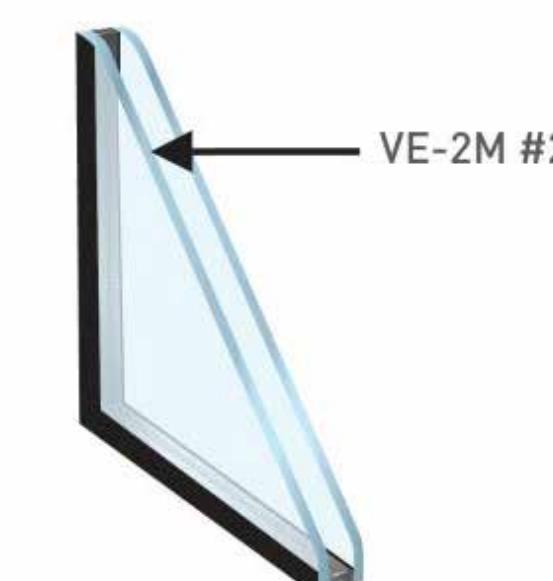
**CL-1**  
**Acrylic Plaster**  
Sto Soffit System



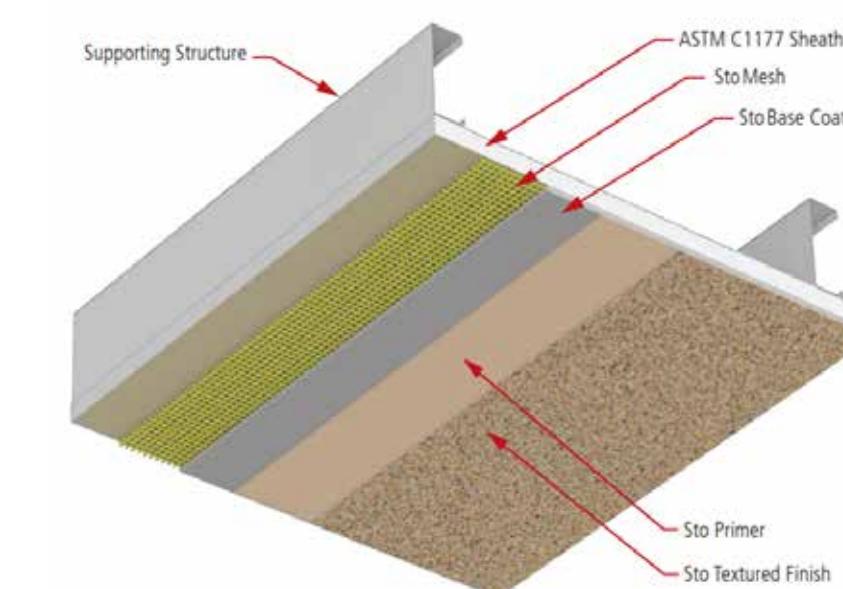
**RF-1**  
**Standing Seam Metal**  
Roofing



**1" VE1-2M Insulating**  
1/4"(6mm) clear with VE1-2M #2  
1/2"(13.2mm) airspace  
1/4"(6mm) clear



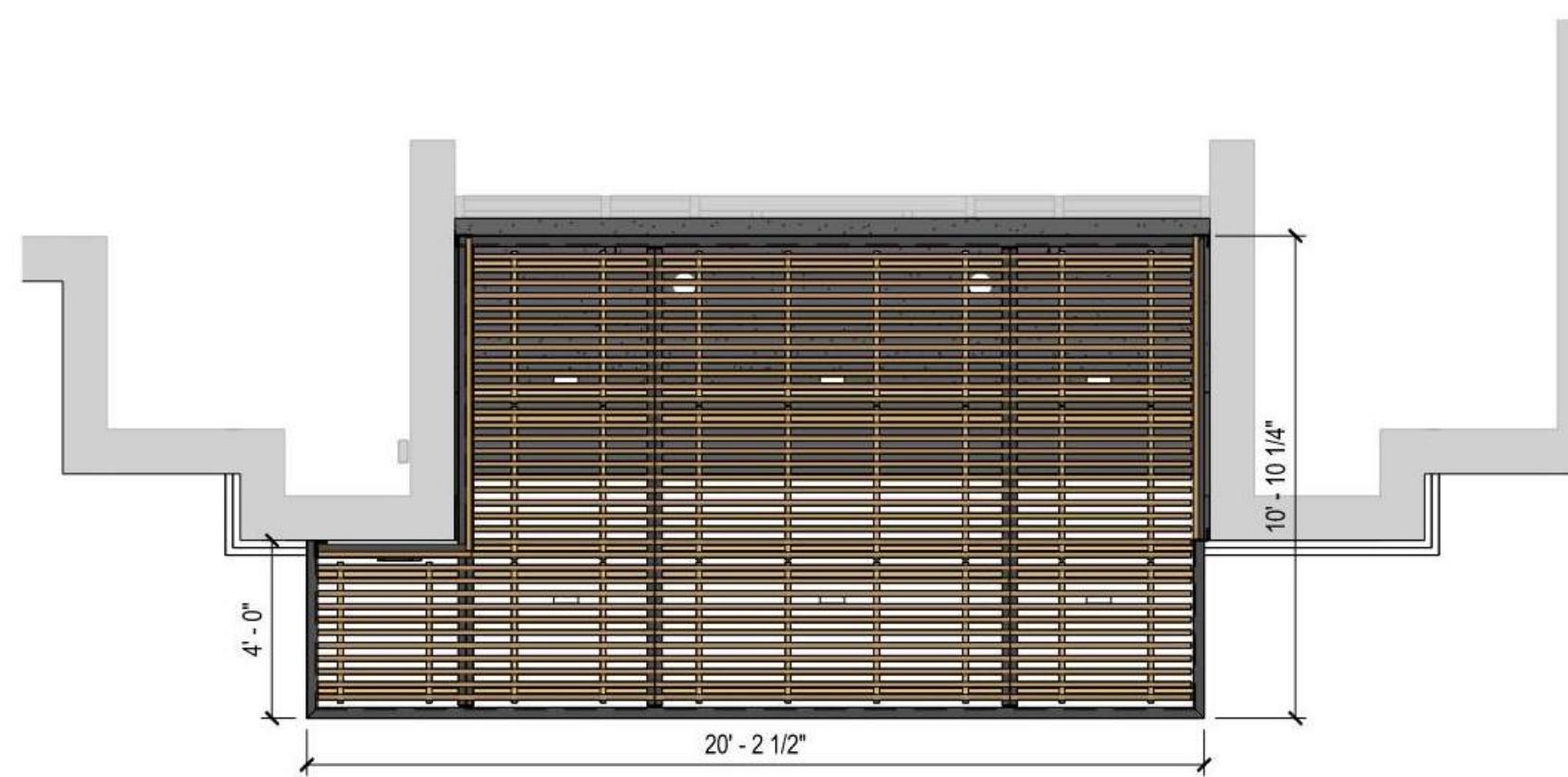
VLT  
Winter u-value  
0.30  
Summer u-value  
0.26  
SHGC  
0.38



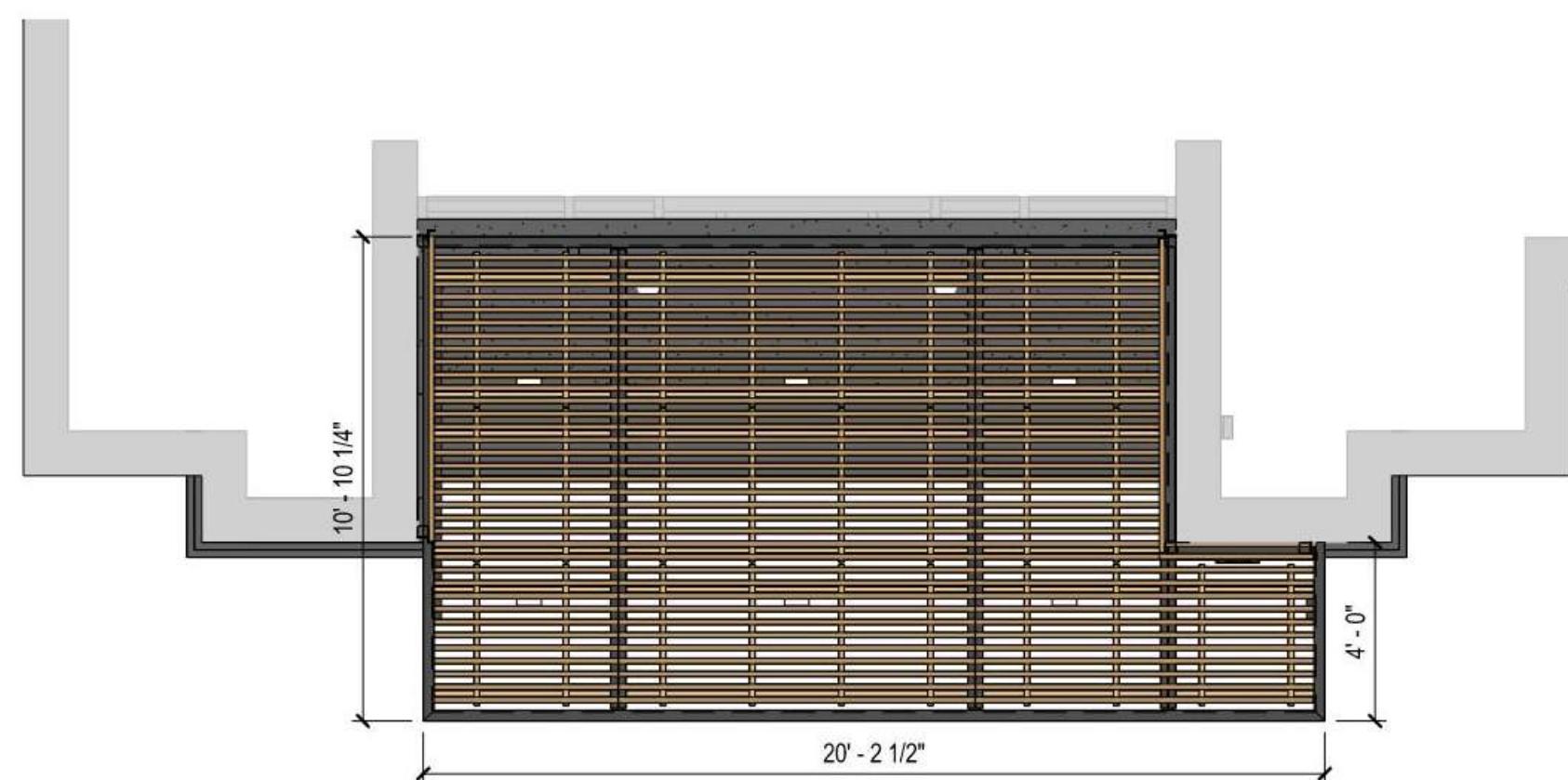
Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
CAFE MATERIALS

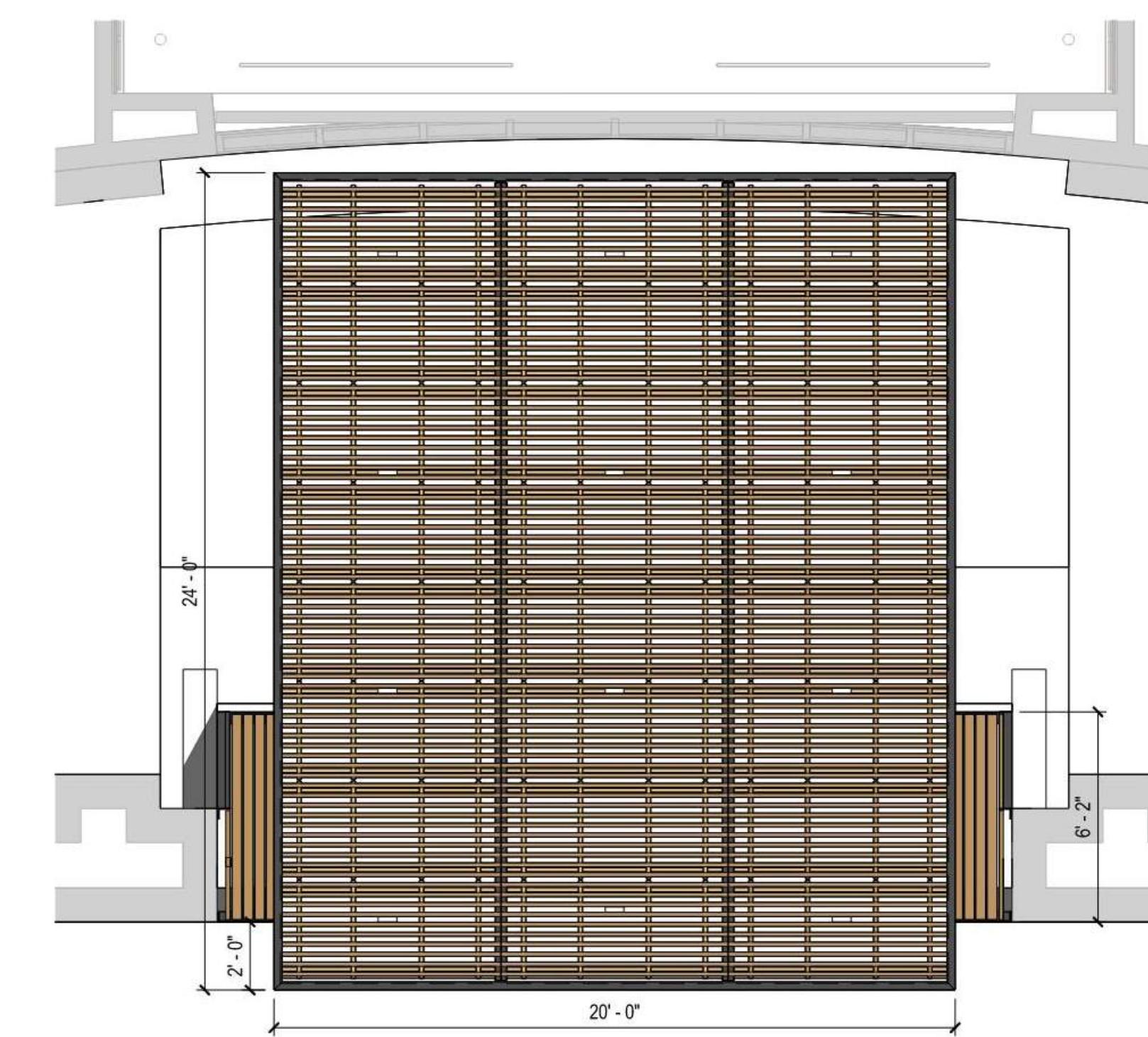
DR1.10



5 REFLECTED CEILING PLAN - BUILDING 1900  
SCALE: 1/4" = 1'-0"



3 REFLECTED CEILING PLAN - BUILDING 2000  
SCALE: 1/4" = 1'-0"



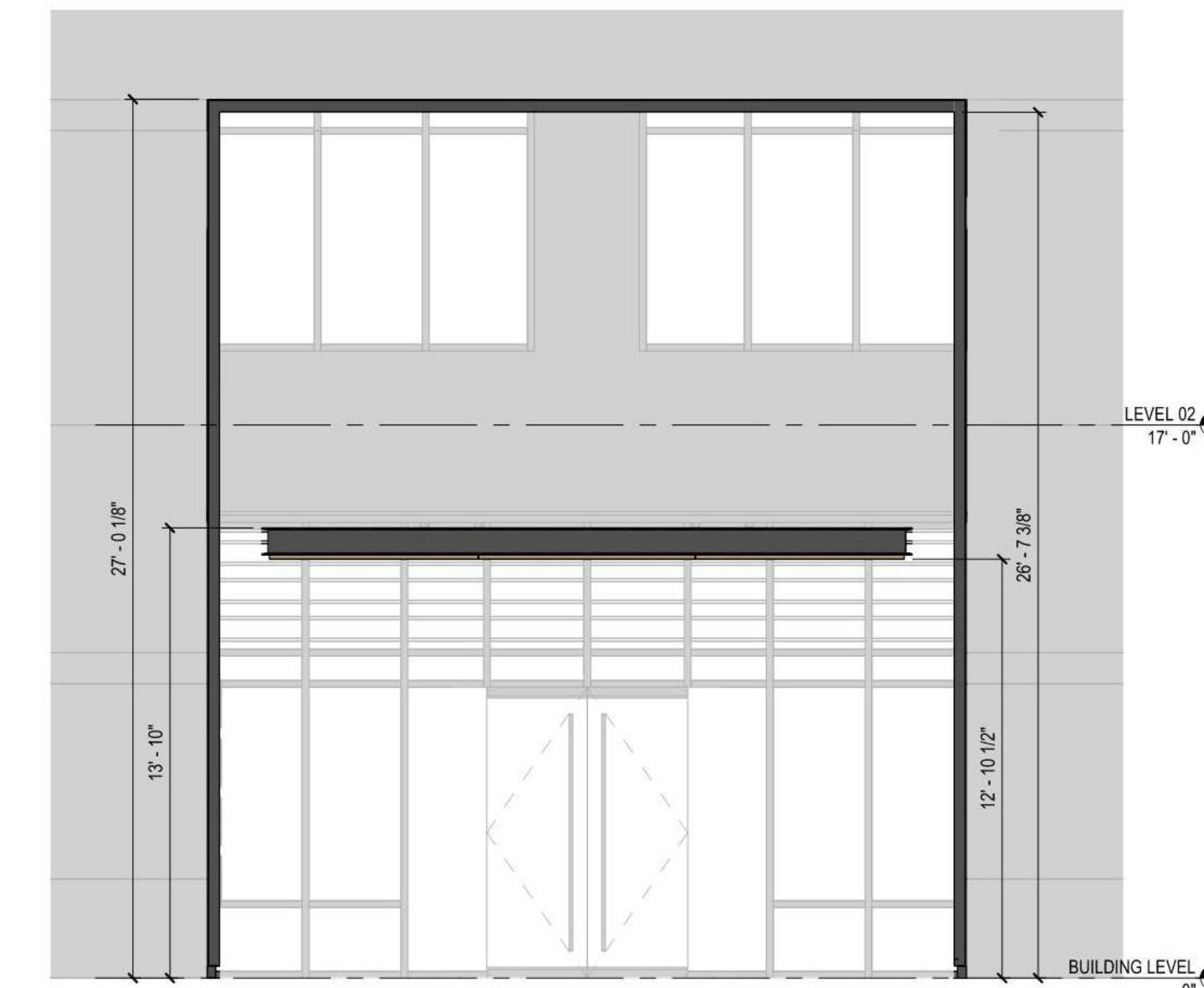
1 REFLECTED CEILING PLAN - BUILDING 1950  
SCALE: 1/4" = 1'-0"



6 ELEVATION - BUILDING 1900  
SCALE: 1/4" = 1'-0"



4 ELEVATION - BUILDING 2000  
SCALE: 1/4" = 1'-0"



2 ELEVATION - BUILDING 1950  
SCALE: 1/4" = 1'-0"

Ref. DR1.12 for  
Materials/Finishes

△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
CANOPY ELEVATIONS &  
REFLECTED CEILING PLANS

**Gensler**

220 Montgomery Street  
Suite 200  
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Tel 415.433.3700



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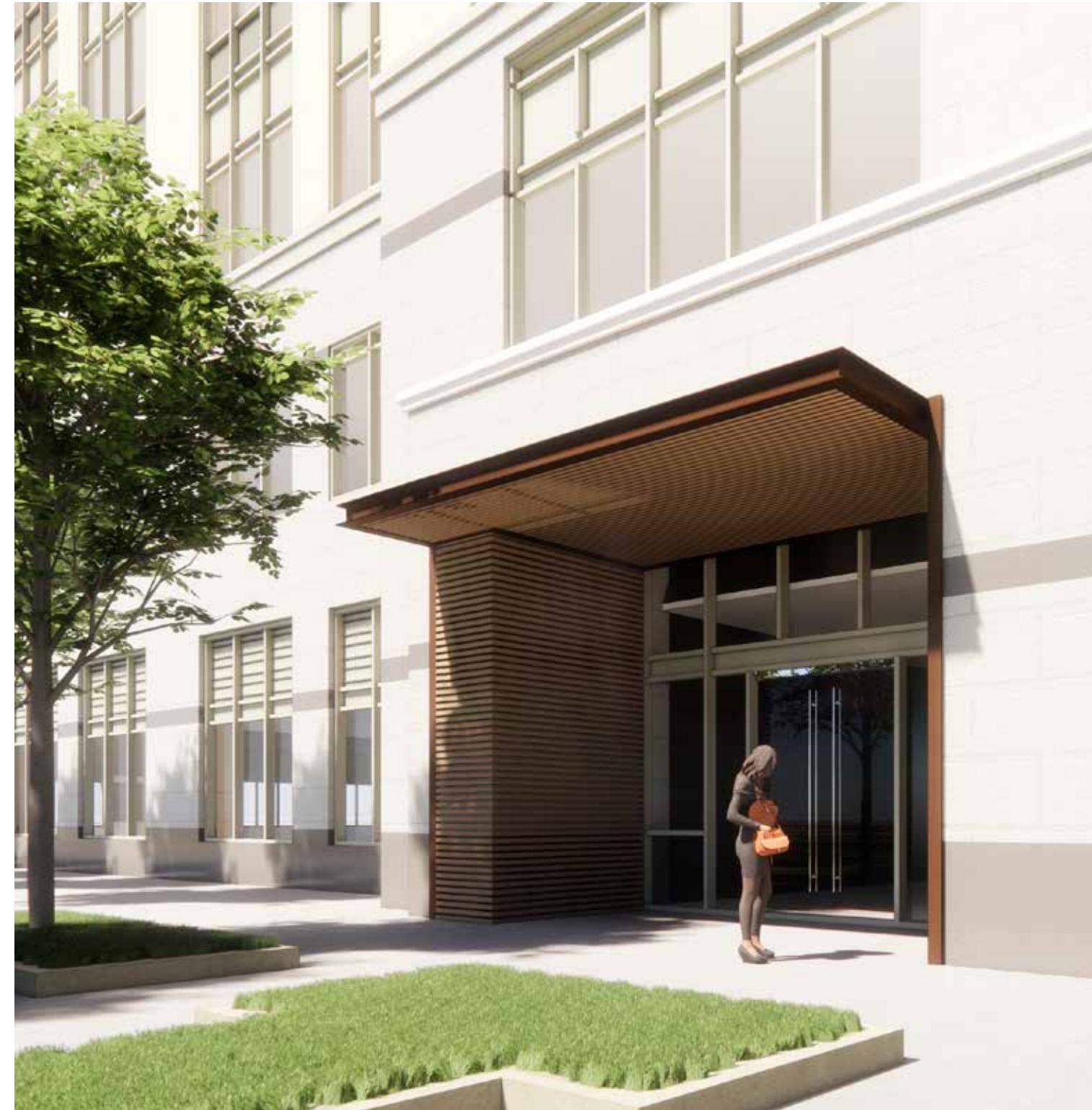
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Suite 1C  
San Francisco, CA 94107  
Tel 415.956.4472

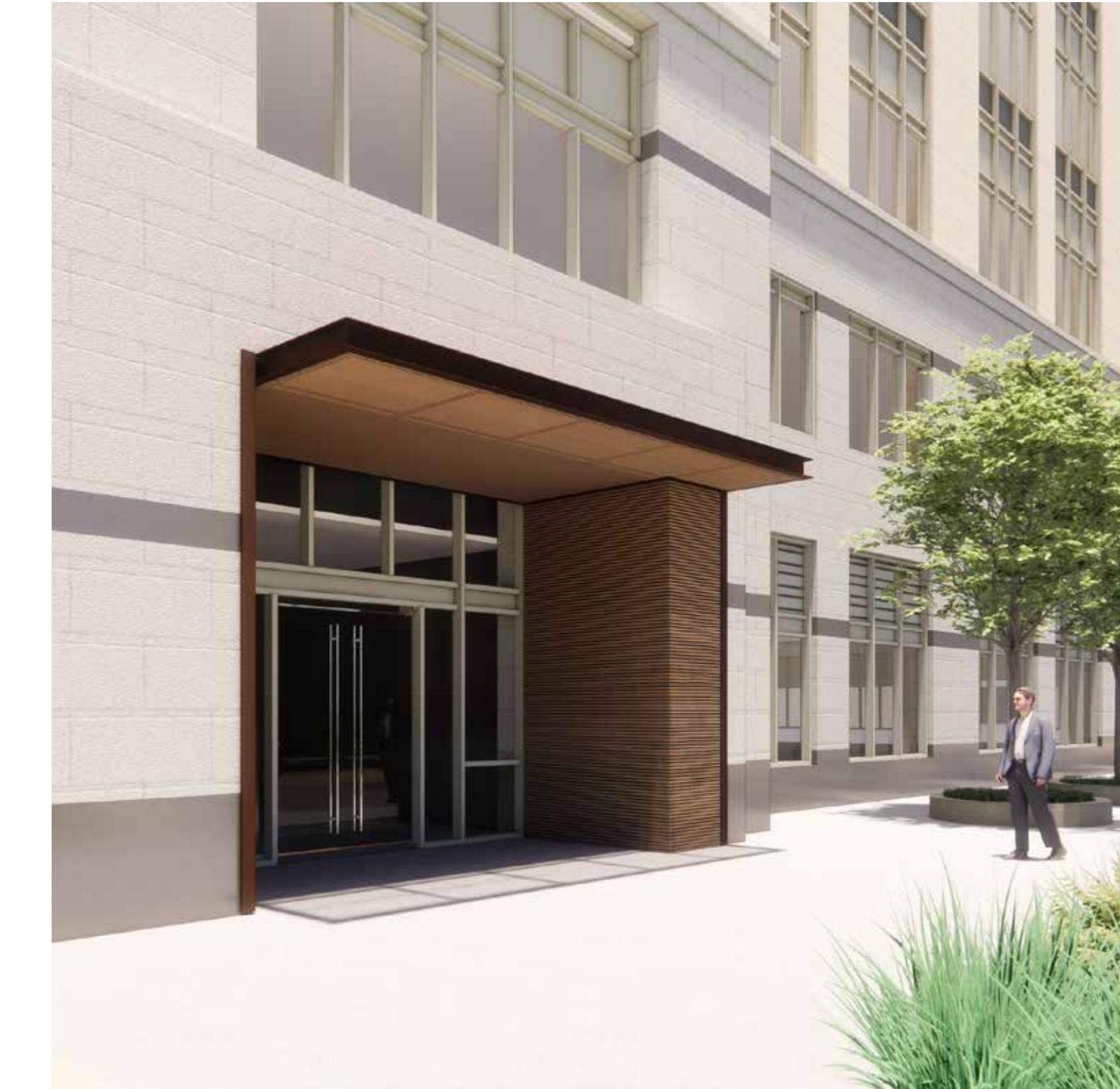
LIGHTING  
Banks Land  
461 Second Street  
Suite 659  
San Francisco, CA 94107  
Tel 415.618.0855



BUILDING 1950 ENTRY



BUILDING 1900 ENTRY



BUILDING 2000 ENTRY

**AC-1**  
Metal  
Warm Bronze; Steel



**WD-1**  
Wood  
Ipe



△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
CANOPY MATERIALS

**DR1.12**

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Tel 650.482.6462

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Tel 415.956.4472

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Banks Landl

Banks Landl  
461 Second Street  
Suite 659  
San Francisco, CA 94107  
Tel 415.618.0855

banks landl



CONTEXT PLAN



AERIAL VIEW



CENTRAL CIRCLE LANDSCAPING & SIGNAGE



CENTRAL CIRCLE POOL & TREES



CENTRAL CIRCLE FOUNTAINS & BRIDGED WALKWAY



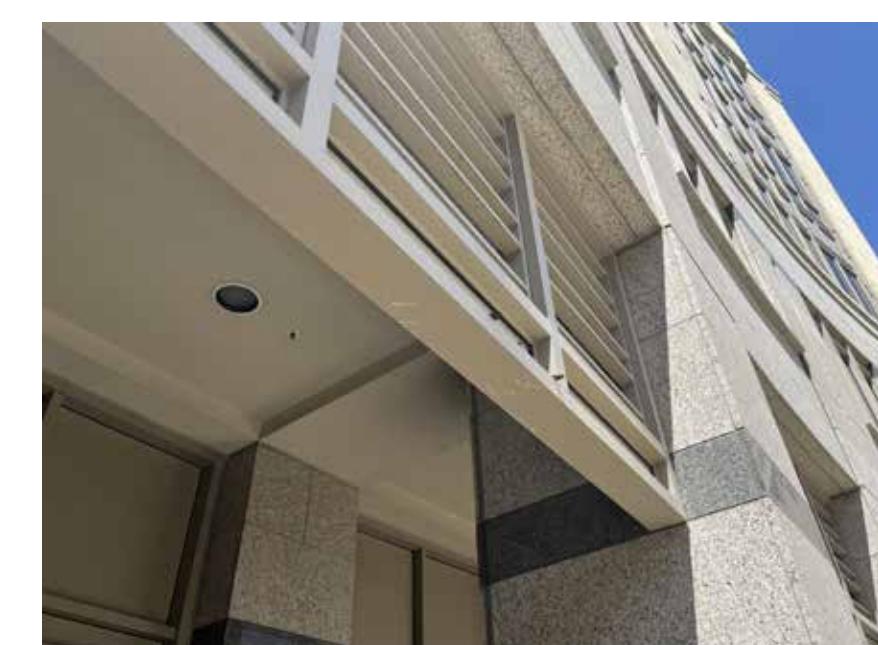
CENTRAL CIRCLE PERGOLA & TENANT AMENITY AREA



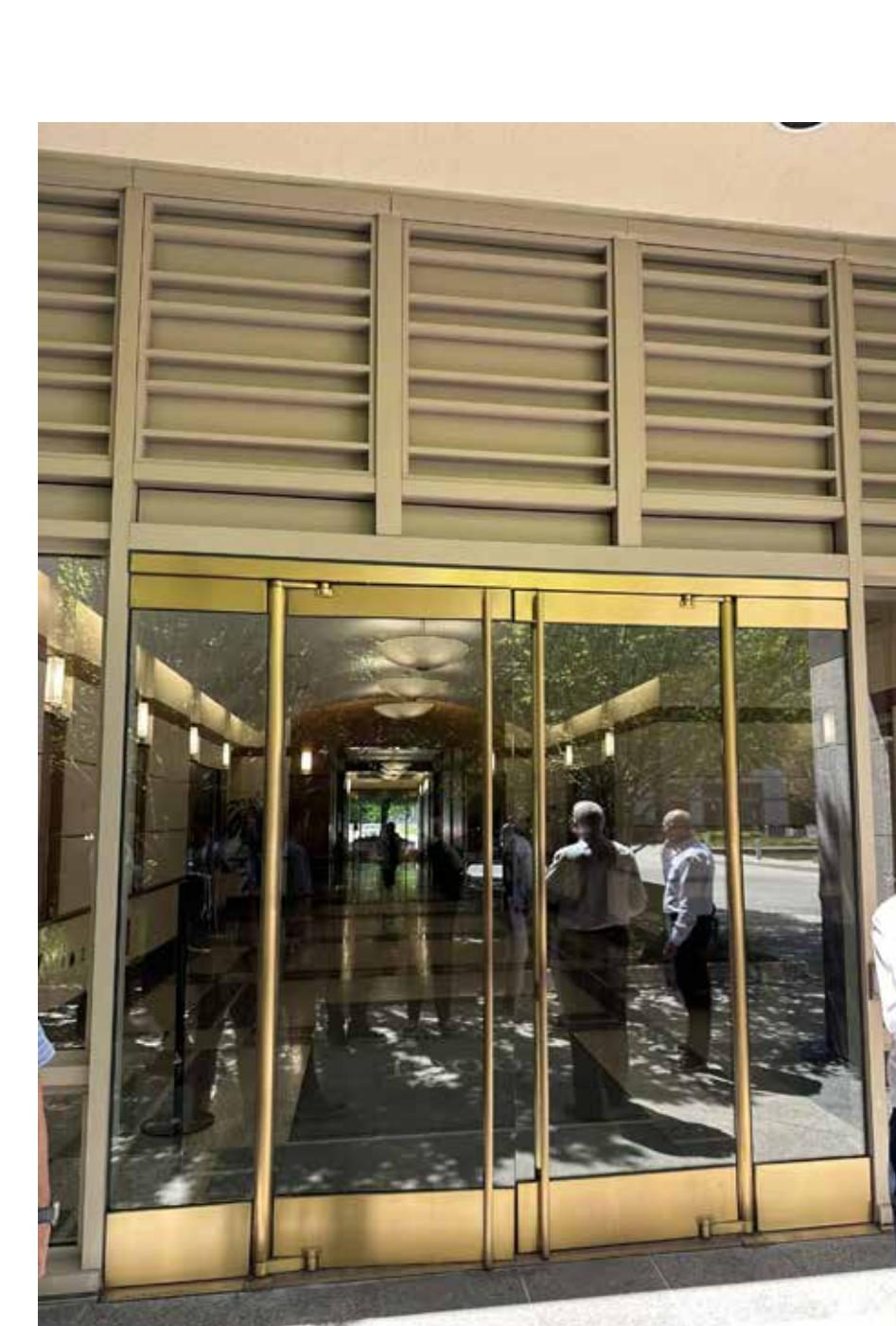
CENTRAL CIRCLE PERGOLA & LANDSCAPING



CENTRAL CIRCLE PERGOLA SHADING



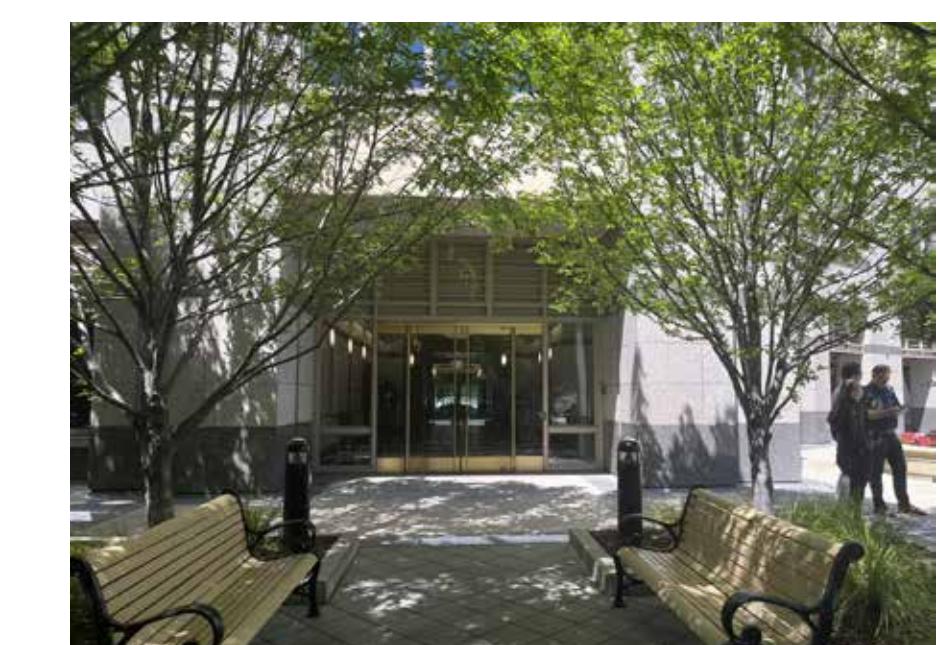
1900 UNIVERSITY MAIN LOBBY FACADES



1950 UNIVERSITY MAIN LOBBY DOORS



1950 UNIVERSITY MAIN LOBBY ENTRY



1900 UNIVERSITY MAIN LOBBY LANDSCAPING

△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
SITE CONTEXT

DR1.13

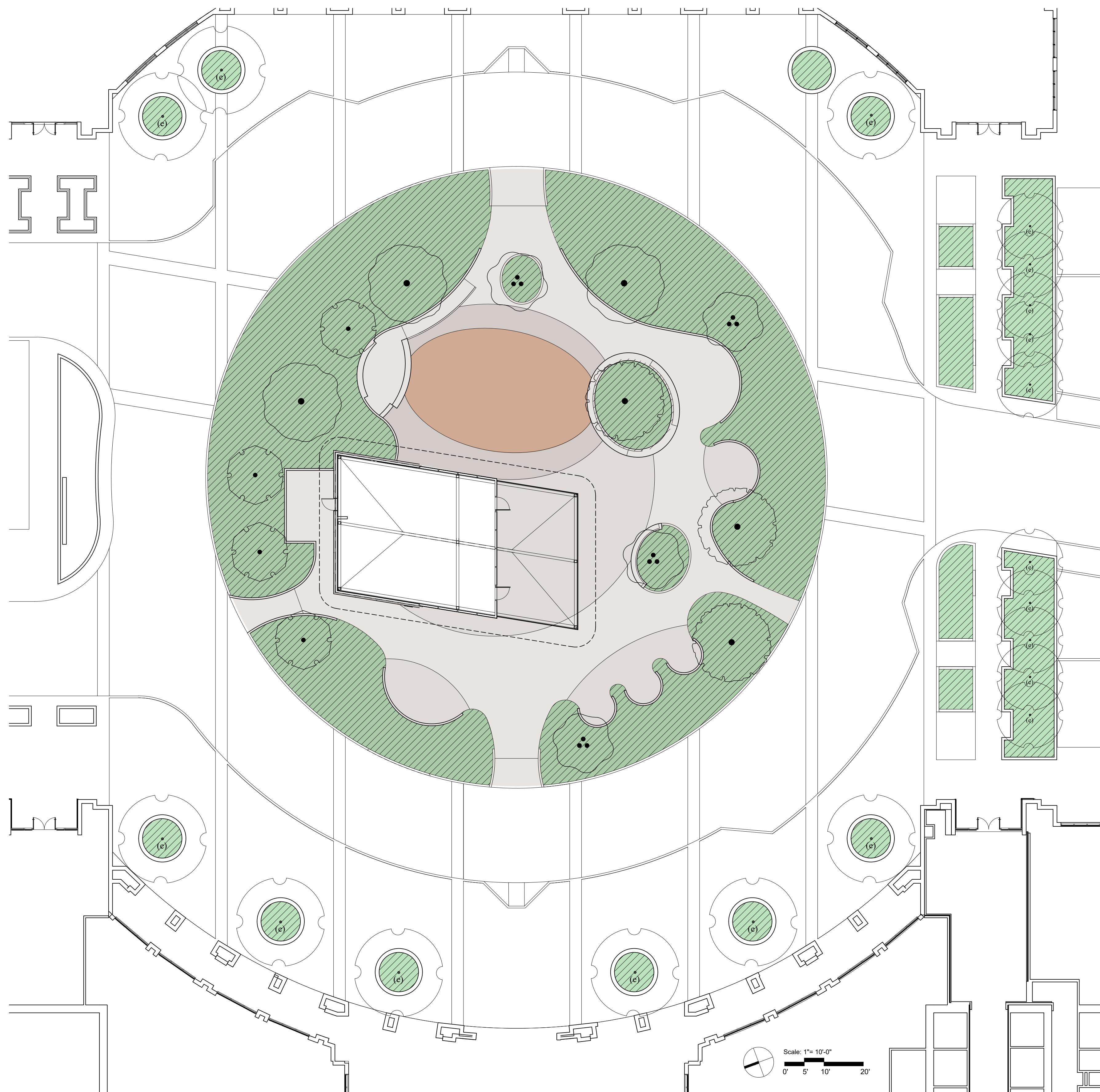
Gensler

220 Montgomery Street  
Suite 200  
San Francisco, California 94104

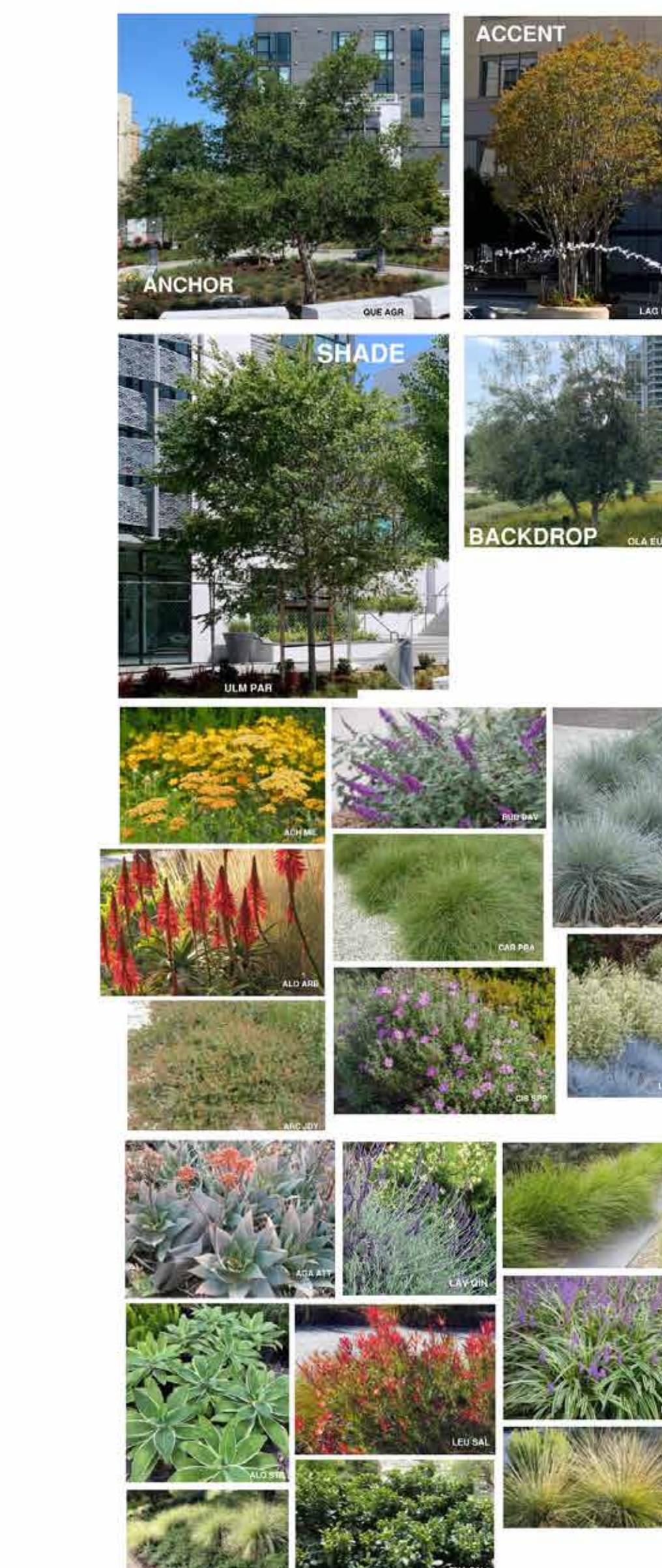
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Tel 415.956.4474LIGHTING  
Banks Land  
461 Second Street  
Suite 659  
San Francisco, CA 94107  
Tel 415.618.0855TOTAL EXISTING LANDSCAPE WITHIN PROJECT AREA: 8,460 SF  
TOTAL PROPOSED LANDSCAPE WITHIN PROJECT AREA: 11,790 SF (3,330 SF INCREASE)

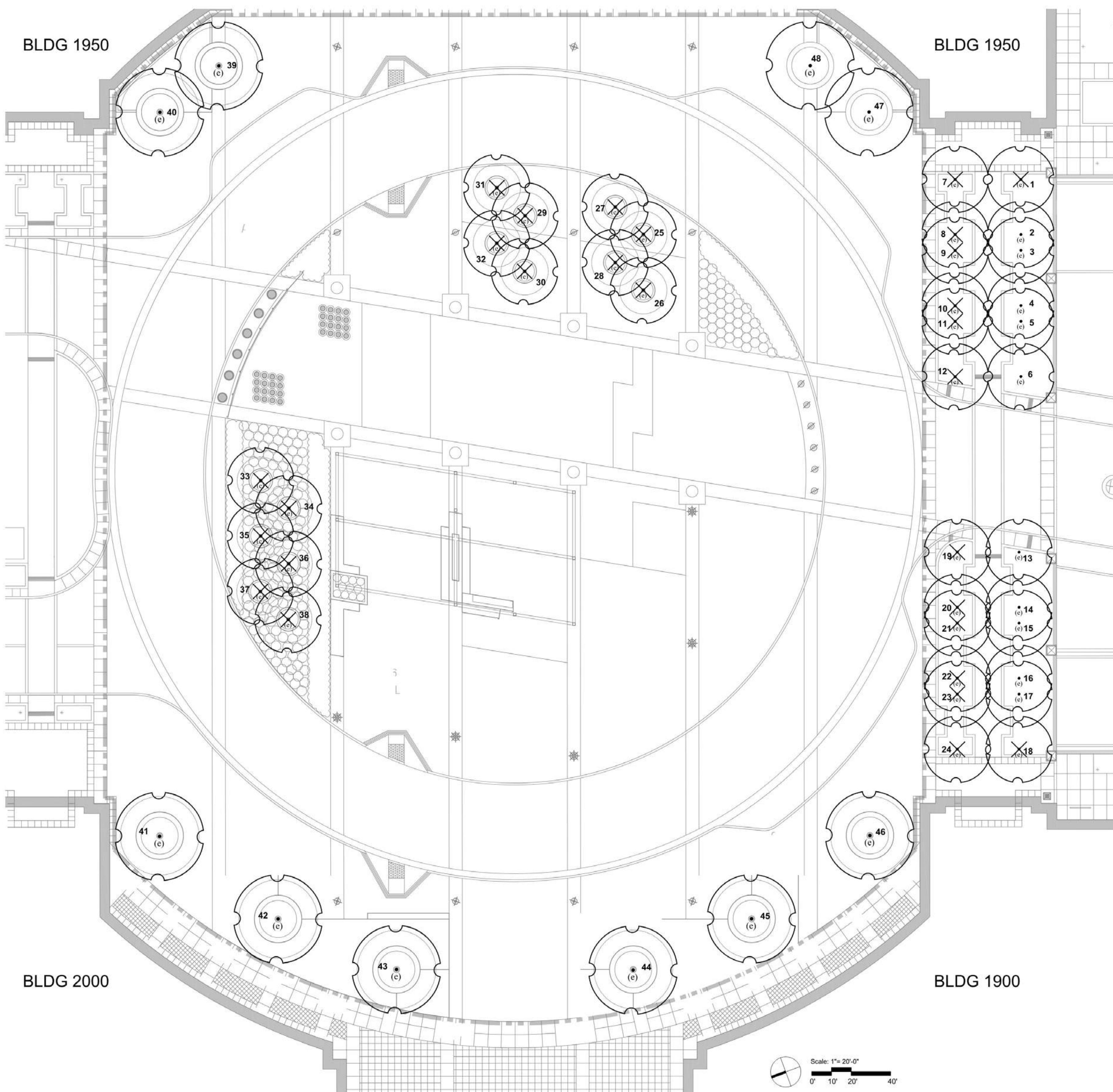
SYMBOL	BOTANICAL / COMMON NAME
<b>TREES</b>	
	LAGERSTROEMIA INDICA 'CHEROKEE' / CHEROKEE CRAPHE MYRTLE
	OLEA EUROPEA 'SWAN HILL' / SWAN HILL FRUITLESS OLIVE
	QUERCUS AGRIFOLIA / COAST LIVE OAK
	ULMUS PARVIFOLIA 'TRUE GREEN' / TRUE GREEN LACEBARK ELM
<b>PLANTED AREA</b>	
	ACHILLEA Millefolium 'TERRA COTTA' / TERRA COTTA COMMON YARROW AGAVE SHAWII X 'ATTENUEATA' BLUE FLAME / BLUE FLAME AGAVE ALOE ARBORESCENS 'MAMMAYATI' / TORCH ALOE ALOE STRIATA / CORAL ALOE ARCTOSTAPHYLOS X 'JOHN DOURLEY' / JOHN DOURLEY MANZANITA BUDDLEIA 'DOROTHY' / DOROTHY'S FAIRY BLUE CHIP BUTTERFLY BUSH CARPENTERIA CALIFORNICA 'ELIZABETH' / ELIZABETH BUSH ANEMONE CISTUS X SKANBERGII / CORAL ROCKROSE ERIGERON 'WINDSOR' / 'WINDSOR' PINK SANTA BARBARA DAISY FESTUCA GLAUCA 'ELIJAH' / ELIJAH'S BEAUTY-GRASS GREVILLEA X 'SUPERB' / 'SUPERB' GREVILLEA LAVANDULA X LAVANDERI 'MEERLO' / MEERLO LAVENDER LAVANDULA X XENODONIS 'GOODWIN CREEK GREY' / GOODWIN CREEK GREY LAVENDER LEONURIUM 'WHITE CELESTINE' / WHITE CELESTINE LEUCADENDRON SALIGINUM 'SUMMER RED' / SUMMER RED CONEBUSH LIRIOPE MUSCARI SILVERY SUNROOF / SILVERY SUNROOF LILY TURF LOMANDRA DETERMINATA 'LADY' / BREATHING LADY-2122 MAT RUSH LOMANDRA LONGIFOLIA 'LADY' / LADY'S BEAUTY-GRASS VARIETY-LOMAMAE VARIETYED MAT RUSH LOMANDRA X 'LADY' / BABY BREEZE MAT RUSH MAHONIA X SOFT CARESS / SOFT CARESS MAHONIA MIMULUS AURANTIACUS 'MIMANTIC' / CURIOUS-1212 ORANGE MONKEYFLOWER MUEhlenbeckia 'GRACILIS' / GRACILIS NANDINA DOMESTICA HARBOUR BURST / HARBOUR DWARF HEAVENLY BAMBOO PEROVSKIA ATRIPLIFOLIA 'BLUE JEAN BABY' / BLUE JEAN BABY RUSSIAN SAGE RHAMNUS CALIFORNICA 'LITTLE SUR' / LITTLE SUR COFFEEBERRY SESLERIA AUTUMNALIS 'FINELEAF' / FINELEAF AUTUMN MOOR GRASS WESTRINGIA FRUTICOSA 'WES08' / LOW HORIZON-2122 COAST ROSEMARY



△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATIONDescription  
LANDSCAPE PLAN

DR1.14



## EXISTING TREE INVENTORY / DISPOSITION TABLE:

NO:	BOTANICAL NAME / COMMON NAME	HEIGHT	CIRCUMFERENCE AT DBH	PROTECTED PER EPA CODE	DISPOSITION
1	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	18'	(16'4"*17'2")	YES	REMOVE
2	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	18'	(16'4"*17'2")	NO	RETAIN
3	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	20'	(16'5"*17'2")	YES	RETAIN
4	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(17'6"*17'2")	NO	RETAIN
5	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(17'6"*17'2")	YES	RETAIN
6	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(17'4"*17'4")	YES	RETAIN
7	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(17'4"*17'4")	YES	RETAIN
8	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	20'	(22'1"*17'4")	YES	REMOVE
9	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(24'1"*17'4")	YES	REMOVE
10	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	20'	20'	NO	REMOVE
11	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	18'	20'	NO	REMOVE
12	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	18'	(20'10"*17'4")	YES	RETAIN
13	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(20'10"*17'4")	YES	RETAIN
14	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(18'8"*17'4")	NO	RETAIN
15	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(18'8"*17'4")	YES	RETAIN
16	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	24'	26'	YES	RETAIN
17	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	26'	YES	REMOVE
18	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	20'	25'	YES	REMOVE
19	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	20'	(22'4"*17'4")	YES	REMOVE
20	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	21'	22'	NO	REMOVE
21	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	22'	(26'4"*17'4")	YES	REMOVE
22	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	20'	22'	NO	REMOVE
23	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	18'	(22'1"*17'6")	YES	REMOVE
24	CARPINUS BETULUS 'FASTIGIATA' / UPRIGHT EUROPEAN HORNBEAM	18'	26"	YES	REMOVE
25	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(18'18"*14'1")	YES	REMOVE
26	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	12'	(12'4"*12'1")	YES	REMOVE
27	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	17'	(15'4"*15'12")	YES	REMOVE
28	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	12'	(12'4"*12'1")	YES	REMOVE
29	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(18'18"*14'1")	YES	REMOVE
30	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(18'18"*14'1")	YES	REMOVE
31	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	16'	(18'12"*13'4")	YES	REMOVE
32	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(18'12"*13'4")	YES	REMOVE
33	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(18'10"*14'1")	YES	REMOVE
34	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(14'12"*14'1")	YES	REMOVE
35	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(10'4"*16'14")	YES	REMOVE
36	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(10'4"*17'15")	YES	REMOVE
37	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(10'4"*16'14")	YES	REMOVE
38	LAGERSTROEMIA 'CHEROKEE' / RED FLOWERING CRAPE MYRTLE	18'	(14'4"*12'14")	YES	REMOVE
39	FICUS MICROCARPA NITIDA	18'	26"	YES	RETAIN
40	FICUS MICROCARPA NITIDA	18'	26"	YES	RETAIN
41	FICUS MICROCARPA NITIDA	18'	14"	NO	RETAIN
42	FICUS MICROCARPA NITIDA	18'	26"	YES	RETAIN
43	FICUS MICROCARPA NITIDA	12'	19"	NO	RETAIN
44	FICUS MICROCARPA NITIDA	11'	18"	NO	RETAIN
45	FICUS MICROCARPA NITIDA	11'	18"	NO	RETAIN
46	FICUS MICROCARPA NITIDA	11'	18"	NO	RETAIN
47	FICUS MICROCARPA NITIDA	10'	14"	NO	RETAIN
48	FICUS MICROCARPA NITIDA	10'	14"	NO	RETAIN

△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
EXISTING TREE SURVEY

# Gensler

220 Montgomery Street  
Suite 200  
San Francisco, California 94104



CIVIL  
BKF  
255 Shoreline Drive  
Suite 200  
Redwood City, CA 94065  
Tel 650.482.6462



LIGHTING  
Banks Landl  
461 Second Street  
Suite 659  
San Francisco, CA 94107  
Tel. 415 618 0855

Banks Landi Lighting Design  
San Francisco | Los Angeles

Project: University Circle  
Issue: CD Progress Set  
Date: 11/20/24

**University Circle - Center Café & Entry Canopies**  
**LIGHTING FIXTURE SCHEDULE**

**General Notes**

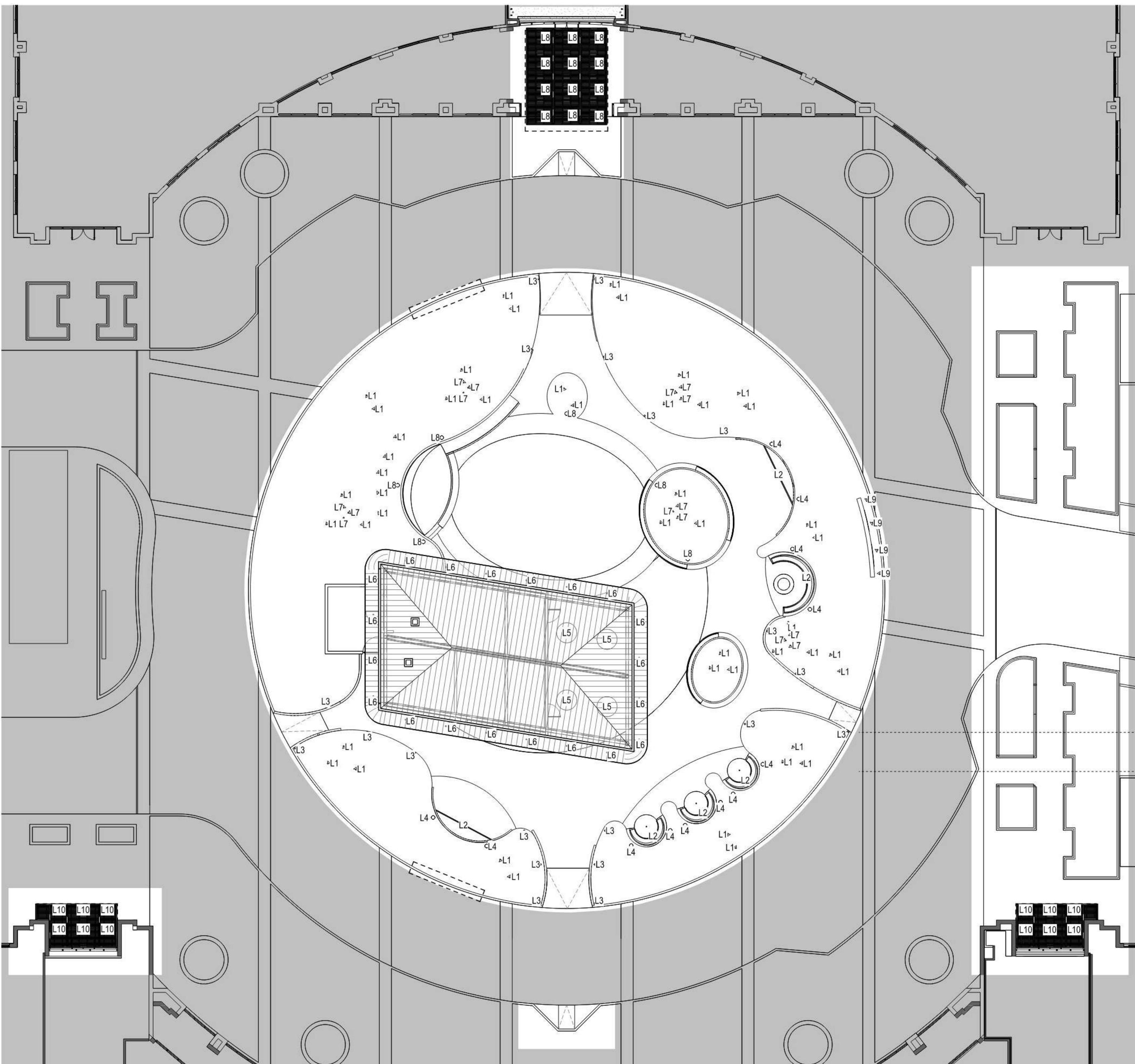
1. Fixture finishes to be confirmed by Architect.
2. Contractor to provide all necessary accessories and components for complete installation.
3. Contractor to confirm driver compatibility with lighting controls system prior to ordering.
4. Shop drawings are to be provided for continuous linear fixtures for approval prior to ordering. Drawings to be prepared by the manufacturer showing all details of construction, lengths of required runs, lamp layout, power location, finishes and list of materials. Drawings must be to scale.
5. Fixture mounting heights are TBD. Pendant and vertical surface mounted fixtures are to be mounted X-X AFF. Refer to architectural drawings for more information.

Type	Description	Manufacturer / Catalog Number	Location	Lamp	Driver/ Trans.	Watts/ Unit	Voltage	Notes
L1	STAKE MOUNTED TREE ACCENT UPLIGHT	HK Lighting - "ZXL11" Fixture: ZXL-0R1-S-A-FINISH TBD-012V-07W-30-W-CGSS-LVR-SOL-MHCS-AS REQ'D	Trees	White LEDs (Provided by Manufacturer) 3000K	Remote; Magnetic (Dimmable)	7 EA	12V, 277V	<ol style="list-style-type: none"> <li>1. Manufacturer to determine the most appropriate driver wattage for optimal performance</li> <li>2. Fixture/wire connections to be clean and concealed from all view/site lines.</li> <li>3. Contractor to provide all necessary accessories and components for complete installation.</li> <li>4. Fixture requires remote driver. Driver to be located in accessible location.</li> <li>5. Final location to be confirmed with lighting design via site walk</li> <li>6. Refer to general notes</li> </ol>
		Driver: IGT-AS REQ'D-277						
L2	SURFACE MOUNTED LED FLEXIBLE STRIP	OTL - Q CAP KURV Fixture: KURV-SW-TBD-WET-30-1.5-ENC-TL-AS REQ'D-AS REQ'D-CL-LENGTH PER DWGs-O	Benches	White LEDs (Provided by Manufacturer) 3000K	Remote; Electronic (Dimmable)	1.5 LF	24V, 277V	<ol style="list-style-type: none"> <li>1. Manufacturer to determine the most appropriate driver wattage for optimal performance</li> <li>2. Fixture/wire connections to be clean and concealed from all view/site lines.</li> <li>3. Contractor to provide all necessary accessories and components for complete installation.</li> <li>4. Fixture requires remote driver. Driver to be located in accessible location.</li> <li>5. Refer to architectural package for mounting intent and required dimensions. This sketch is not intended for construction. Refer to architectural drawings for additional information.</li> </ol>
		Driver: QZ-AS REQ'D-UNV-24V-PH/010-FINISH TBD						
L3	GROUND MOUNTED LED BOLLARD	Louis Poulsen - Flindt Fixture: 1000016274-FINISH TBD	Various On Path	White LEDs (Provided by Manufacturer) 3000K	Integral, Electronic - (Dimmable)	15 EA	120V-277V	<ol style="list-style-type: none"> <li>1. Finish to be confirmed by Architect.</li> <li>2. Contractor to provide all necessary accessories and components for complete installation.</li> <li>3. Refer to general notes</li> </ol>
L4	GROUND MOUNTED LED FLOOR LAMP	Vibia - Bamboo Fixture: 4812-FINISH TBD	Seatings	White LEDs (Provided by Manufacturer) 2700K	Integral, Electronic - (Dimmable)	18.9 EA	120V-277V	<ol style="list-style-type: none"> <li>1. Finish to be confirmed by Architect.</li> <li>2. Contractor to provide all necessary accessories and components for complete installation.</li> <li>3. Refer to general notes</li> </ol>
L5	SURFACE MOUNTED RING SHAPE LUMINAIRE	Lumos - "RP-IND" Fixture: 60-HO-830-DIM-SRF-FINISH TBD-FINISH TBD-CANOPY-MOD(EXTERIOR RATED)	Breezeway	White LEDs (Provided by Manufacturer) 3000K	Integral; Electronic (Dimmable)	151 EA	120V-277V	<ol style="list-style-type: none"> <li>1. Finish to be confirmed by Architect.</li> <li>2. Contractor to provide all necessary accessories and components for complete installation.</li> <li>3. Fixture to be modified to be exterior rated</li> <li>3. Refer to general notes</li> </ol>
L6	CEILING RECESSED MICRO LED ACCENT LIGHT - AT CAFÉ METAL PANEL	Lumenwerx - Aera 3 Housing: AE3RR4A-TRM-SW-OF-AS REQ'D-UNV-10W-D1 Fixture: AE3RRAB-SW-10W-50DEG-25TP-90CRI-30K-HEX-TRM-SDL-FINISH TBD-FINISH TBD-WET	Breezeway	White LEDs (Provided by Manufacturer) 3000K	Integral, Electronic - (Dimmable)	10 EA	120V-277V	<ol style="list-style-type: none"> <li>1. Contractor to confirm ceiling thickness and fixture compatibility prior to installation</li> <li>2. Contractor to provide all necessary accessories and components for complete installation.</li> <li>3. Refer to general notes</li> </ol>
L7	TREE MOUNTED ACCENT LIGHT	HK Lighting - "ZXL16-P" Fixture: ZXL16-IP-MATERIAL TBD-CGSS-12V-10W-30-FINISH TBD-GOBO-TM120TS	Trees	White LEDs (Provided by Manufacturer) 3000K	Remote; Magnetic (Dimmable)	10 EA	12V, 277V	<ol style="list-style-type: none"> <li>1. Manufacturer to determine the most appropriate driver wattage for optimal performance</li> <li>2. Fixture/wire connections to be clean and concealed from all view/site lines.</li> <li>3. Contractor to provide all necessary accessories and components for complete installation.</li> <li>4. Fixture requires remote driver. Driver to be located in accessible location.</li> <li>5. Final location to be confirmed with lighting design via site walk</li> <li>6. Refer to general notes</li> </ol>
		Driver: IGT-AS REQ'D-277						
L8	GROUND MOUNTED LED POLE	Louis Poulsen - Flindt Plaza Pole: 8' Pole - Finish TBD (3) Fixture Head: 300K 35"	Various On Path	White LEDs (Provided by Manufacturer) 3000K	Integral, Electronic - (Dimmable)	105 EA	120V-277V	<ol style="list-style-type: none"> <li>1. Finish to be confirmed by Architect.</li> <li>2. Contractor to provide all necessary accessories and components for complete installation.</li> <li>3. Refer to general notes</li> </ol>
L9	STAKE MOUNTED SIGNAGE LIGHT	HK Lighting - "ZXL11" Fixture: ZXL-0R1-S-A-FINISH TBD-012V-07W-30-W-CGSS-LVR-SOL-MHCS-AS REQ'D	Signage	White LEDs (Provided by Manufacturer) 3000K	Remote; Magnetic (Dimmable)	7 EA	12V, 277V	<ol style="list-style-type: none"> <li>1. Manufacturer to determine the most appropriate driver wattage for optimal performance</li> <li>2. Fixture/wire connections to be clean and concealed from all view/site lines.</li> <li>3. Contractor to provide all necessary accessories and components for complete installation.</li> <li>4. Fixture requires remote driver. Driver to be located in accessible location.</li> <li>5. Final location to be confirmed with lighting design via site walk</li> <li>6. Refer to general notes</li> </ol>
		Driver: IGT-AS REQ'D-277						
L10	SURFACE MOUNTED LED DOWNLIGHT - AT ENTRY CANOPY WOOD SLATS	Iguzzini - "Lazer Blade InOut" Fixture: ILBIO-05-930-WF-UNV-FINISH TBD-D10	Entry Canopy	White LEDs (Provided by Manufacturer) 3000K	Integral, Electronic - (Dimmable)	12 EA	120-277V	<ol style="list-style-type: none"> <li>1. Finish to be confirmed by Architect.</li> <li>2. Contractor to provide all necessary accessories and components for complete installation.</li> <li>3. Refer to general notes</li> </ol>

 Date	Description
12/20/24	PLANNING REVIEW
2/5/25	PLANNING REVIEW RESUBMISSION

Project Name

## **Description**

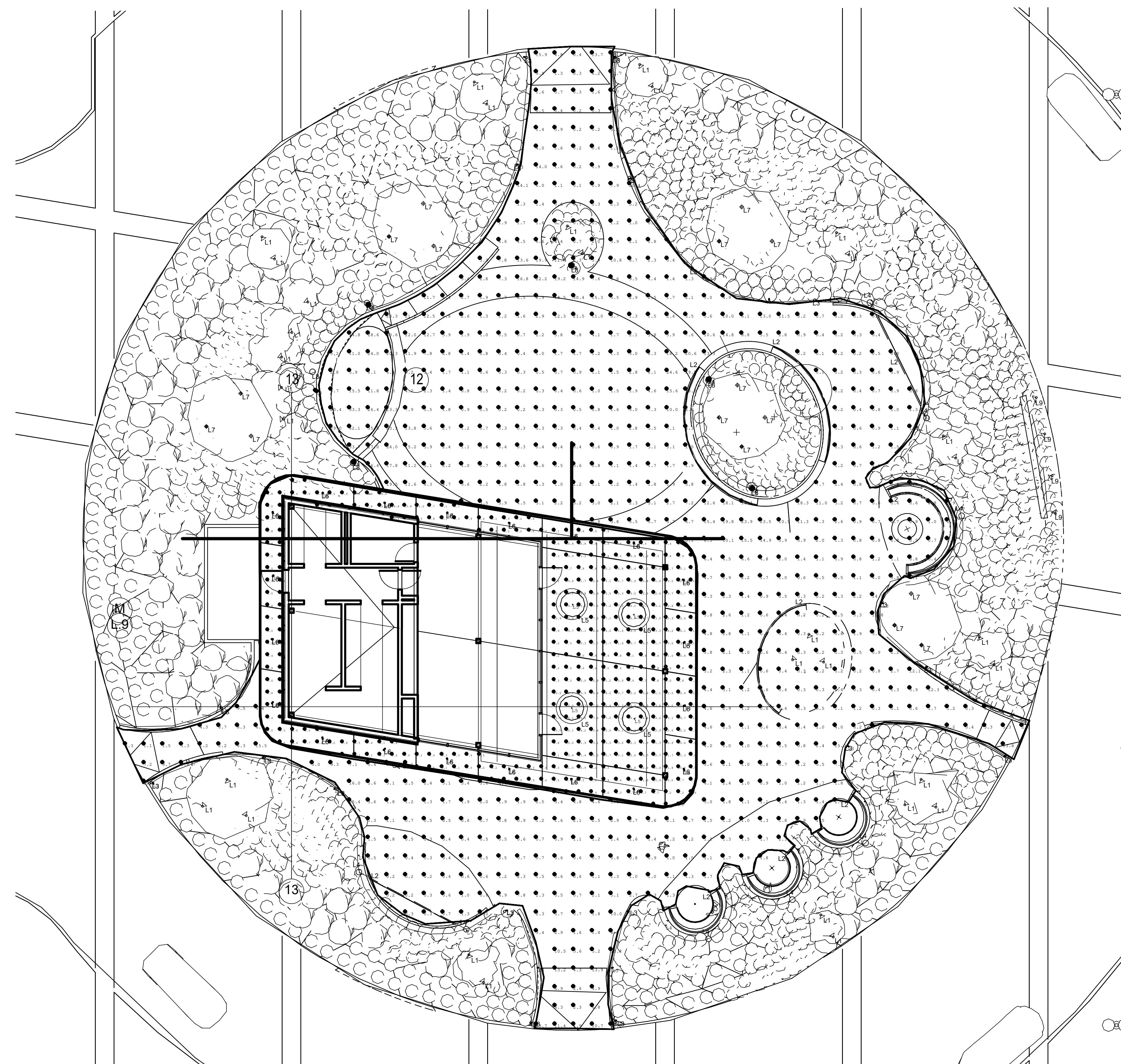


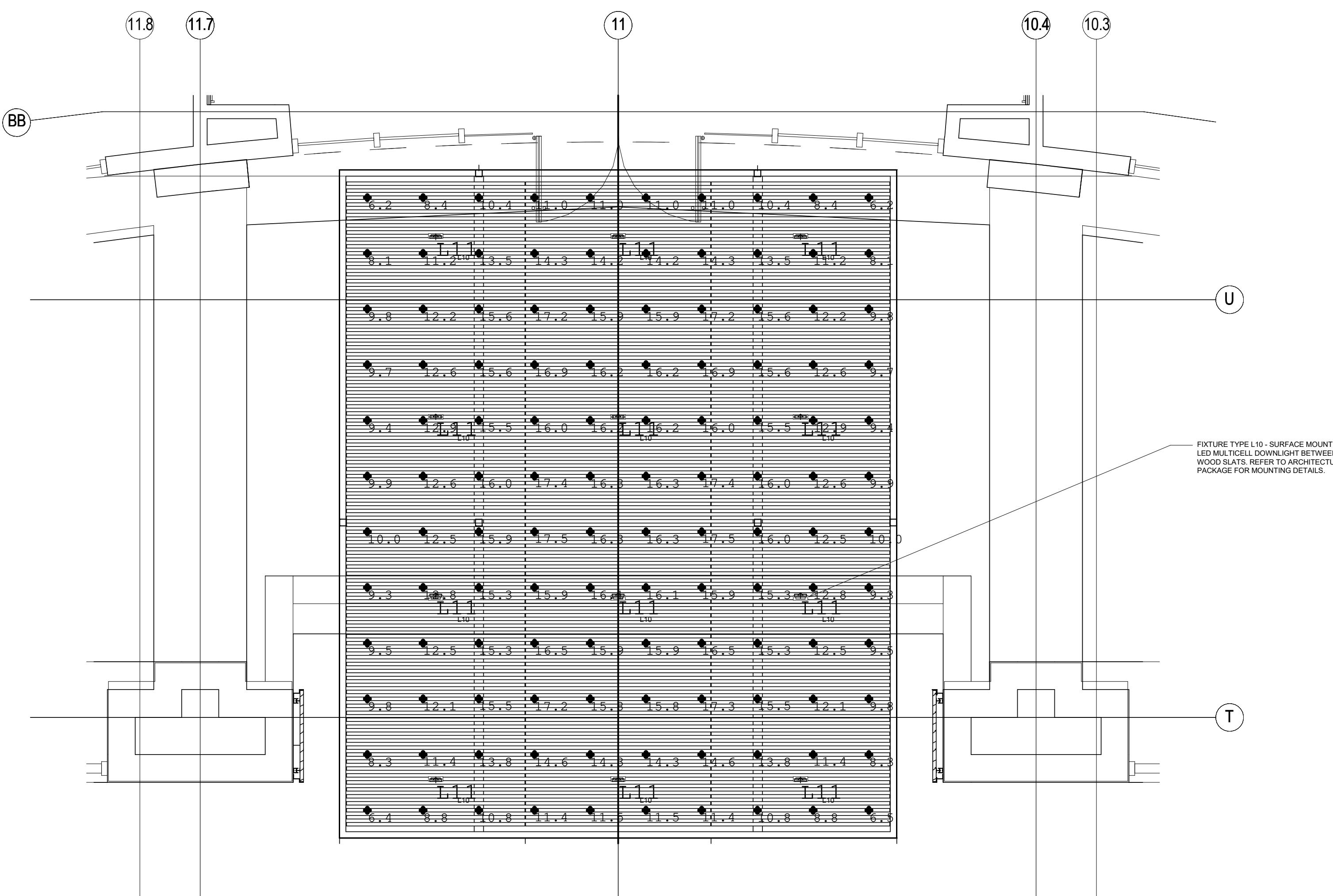
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1 LIGHTING PLAN - UNIVERSITY CIRCLE  
SCALE - 1/4" = 41.0"

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

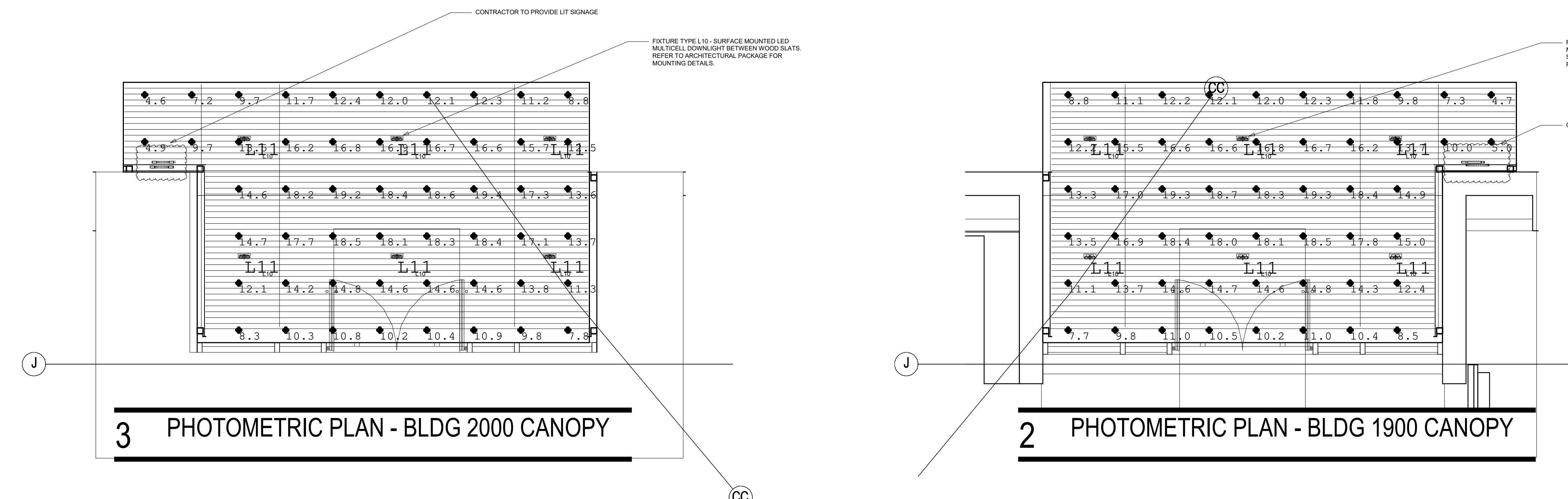
DR1.16





1 PHOTOMETRIC PLAN - BLDG 1950 CANOPY

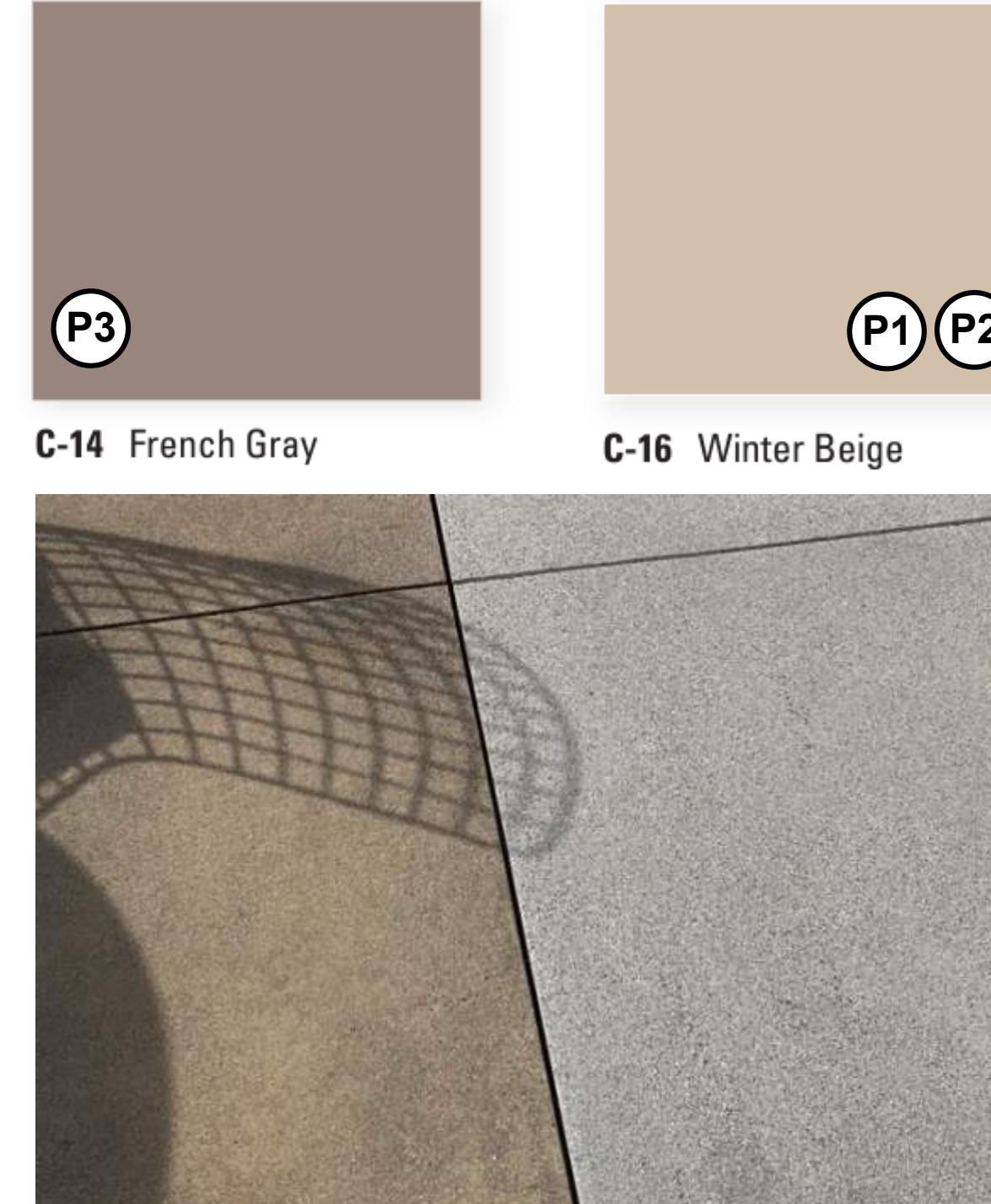
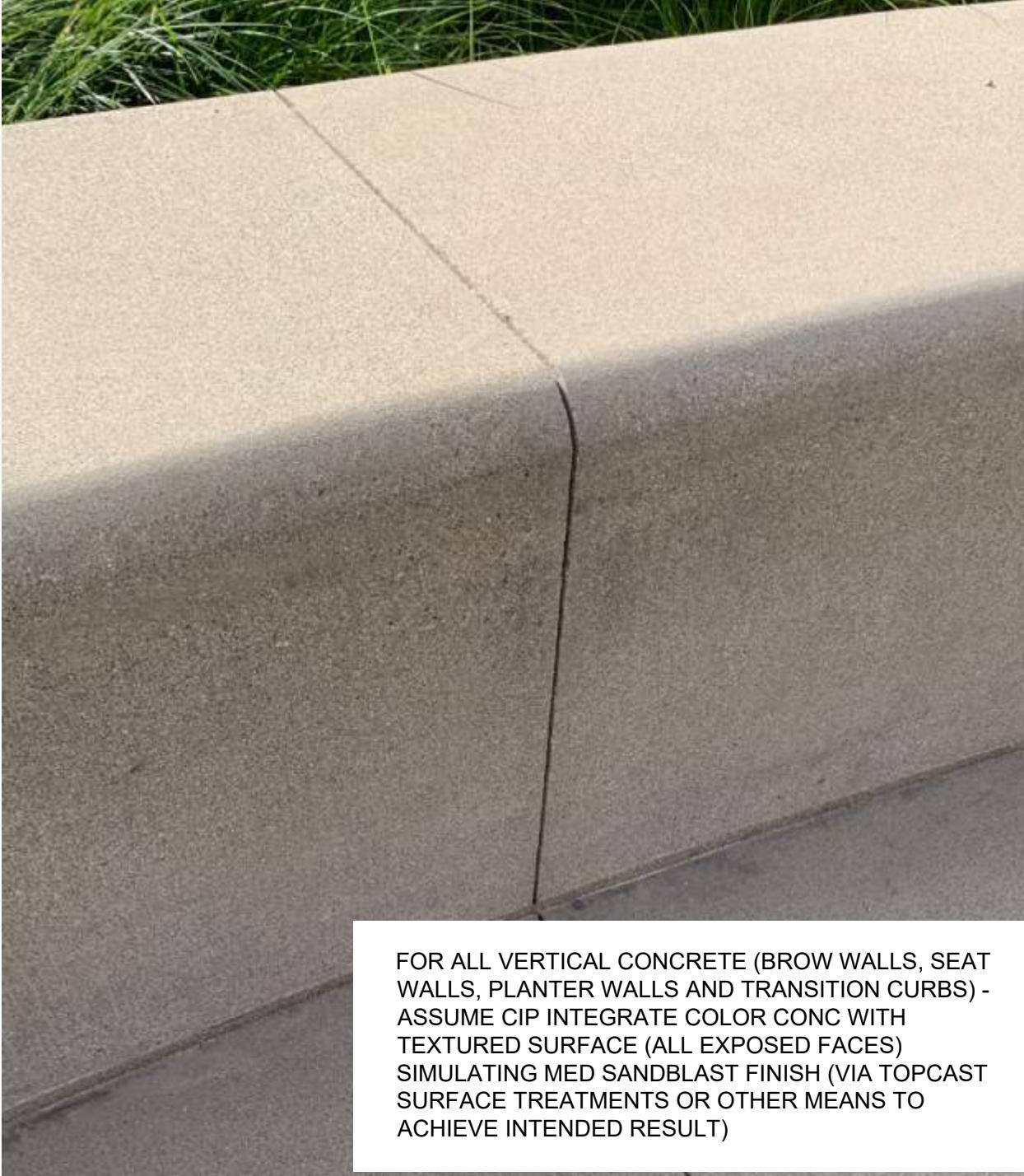
△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION



Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
PHOTOMETRIC PLAN

Calculation Summary						
Label	CalcType	Units	Avg	Max	Min	Avg/Min
Canopy 1900_Floor	Illuminance	Fc	13.58	19.3	4.7	2.89
Canopy 1950_Floor	Illuminance	Fc	13.09	17.5	6.2	2.11
Canopy 2000_Floor	Illuminance	Fc	13.57	19.4	4.6	2.95
						4.22



## Hardscape Legend

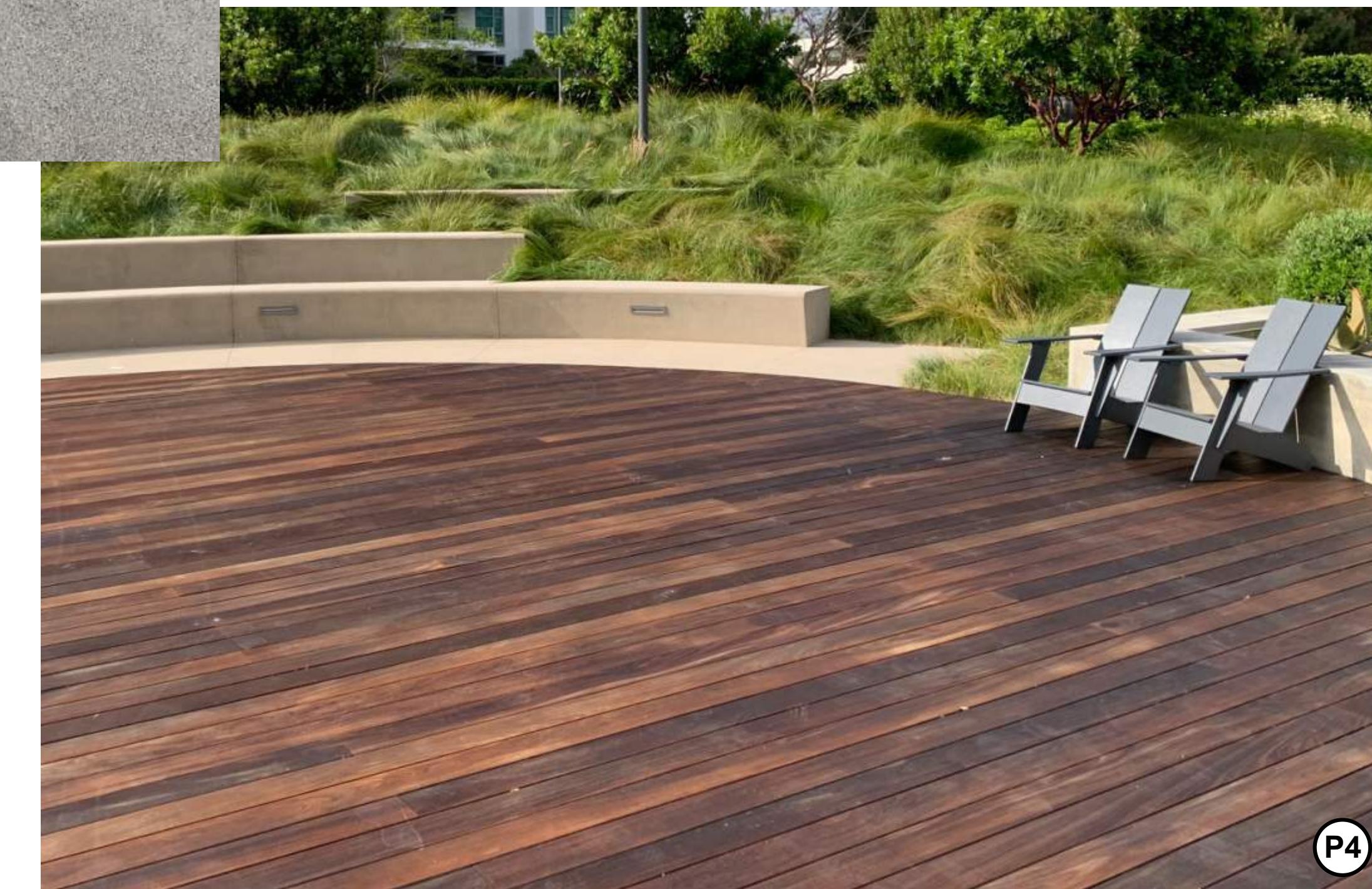
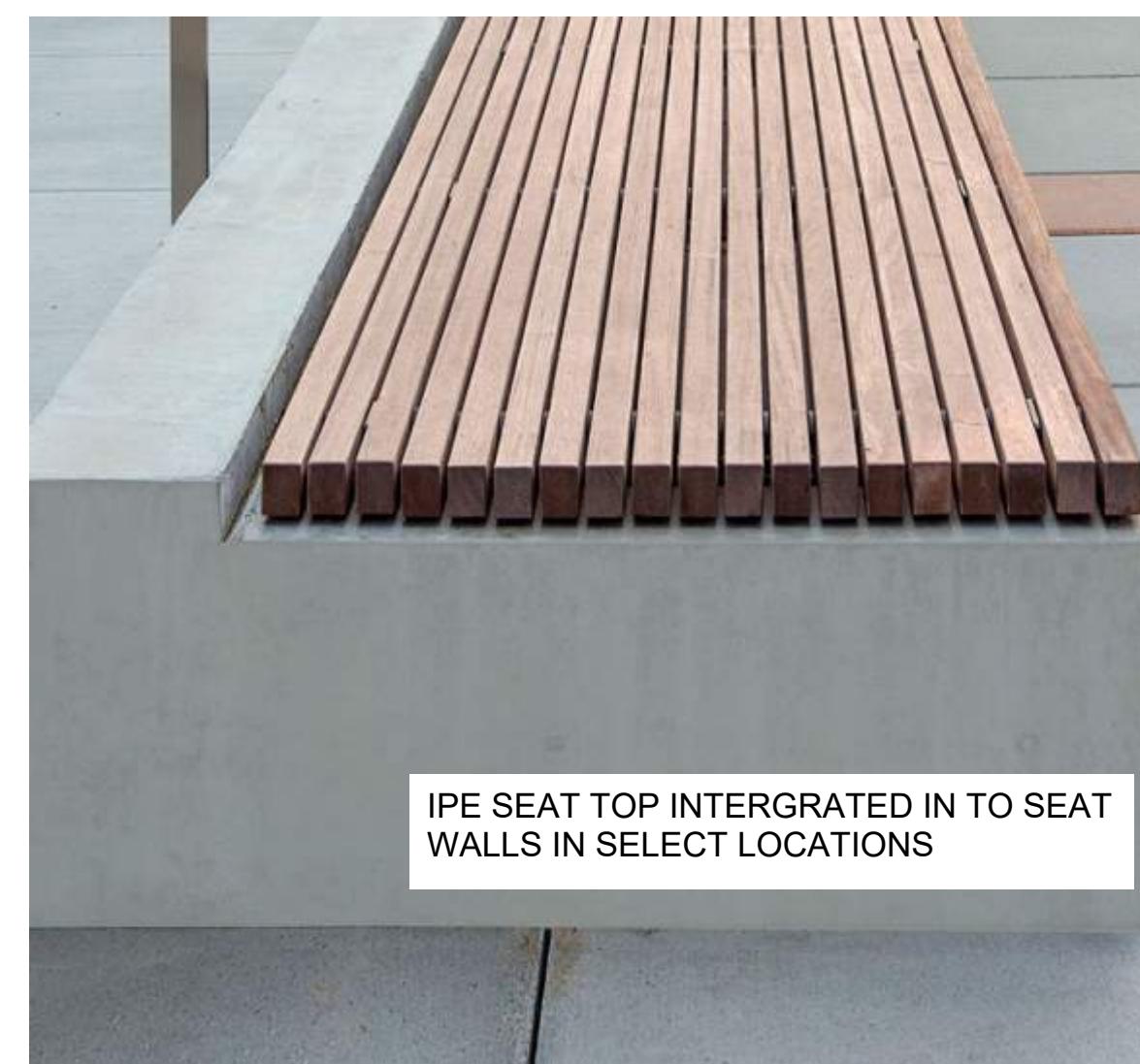
**P1** CIP INTEGRAL COLOR CONC WITH SAWCUT JOINTS AND TOPCAST FINISH 50

**P2** CIP INTEGRAL COLOR CONC WITH SAWCUT JOINTS AND TOPCAST FINISH 150

**P3** CIP INTEGRAL COLOR CONC WITH SAWCUT JOINTS AND TOPCAST FINISH 25 (COLOR DARKER CONTRAST THAN P1/P2)

**P4** IPE DECKING, 6" WIDE PLANKS

**P5** PRECAST CONC PAVERS, 6"X24"  
STAGGERED RUNNING BOND, MULTIPLE SIMILAR COLORS

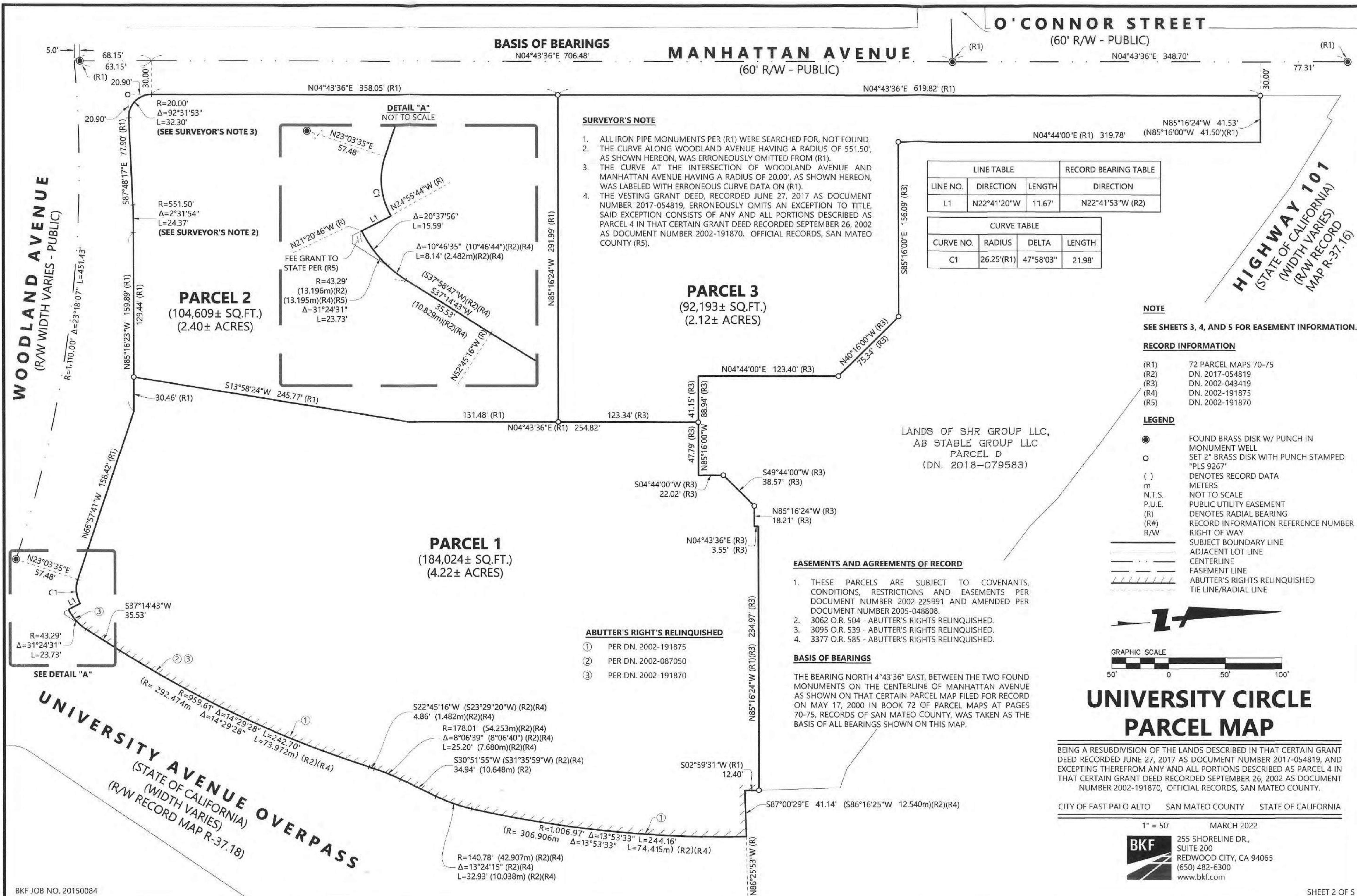


△ Date	Description
12/20/24 2/5/25	PLANNING REVIEW PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
SITE MATERIALS

DR1.19



**Description**  
PLAT MAP

DR1.20

## EXISTING CONDITIONS QUANTIFICATION

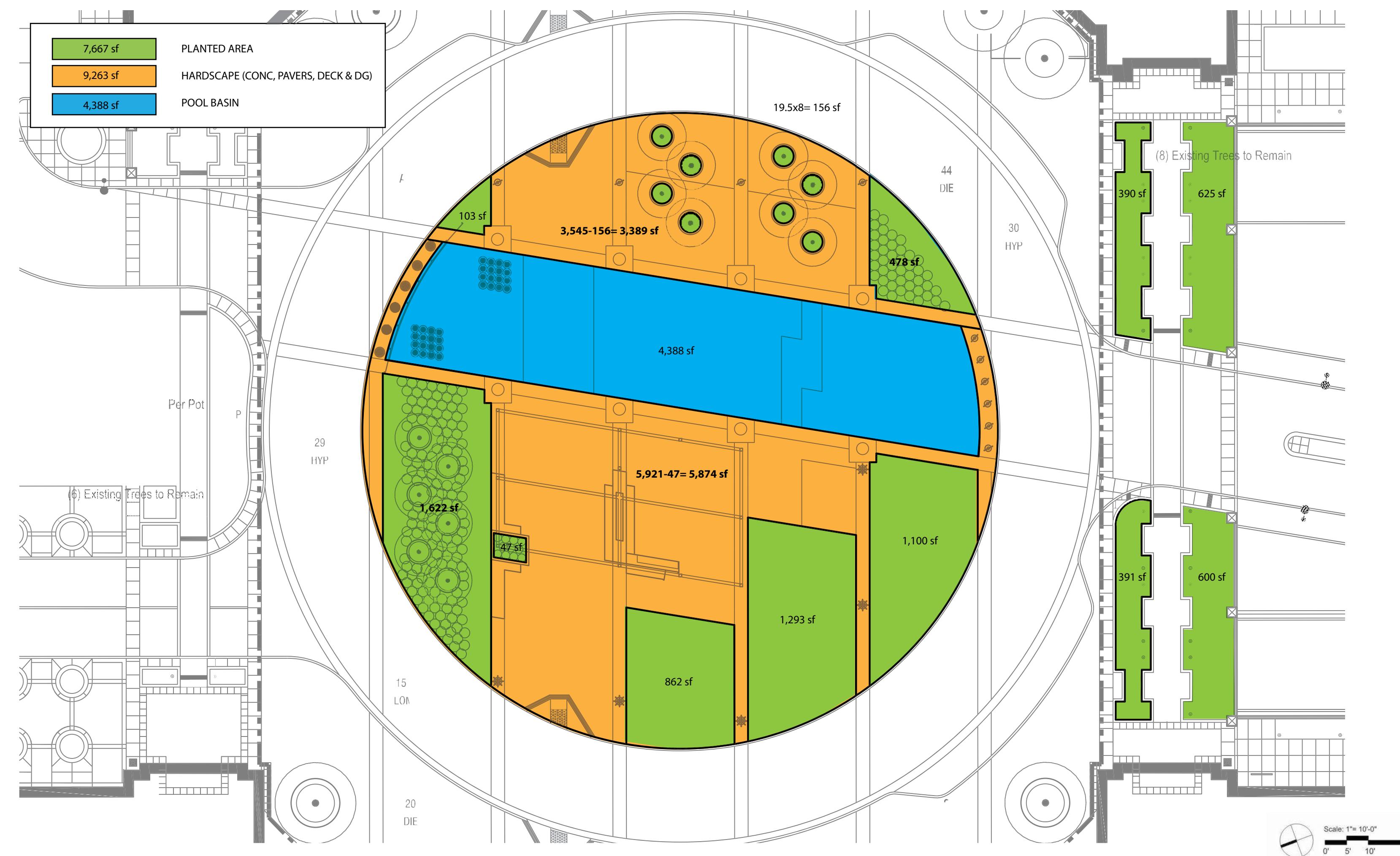
### Pre-Development Hydrology

Surface	Area (sf)	Coeff.	C*A (sf)
Hardscape (Concrete, Pavers, Deck)	9,263	0.90	8,337
Pool Basin	4,388	0.80	3,510
Landscape	7,667	0.10	767
<b>Total</b>	<b>21,318</b>	<b>0.592</b>	<b>12,620</b>

$$C_{ex} * A = 0.29 \text{ Acres}$$

$$I_{10} = 1.79 \text{ in/hr}$$

$$Q_{ex} = C_{ex} * I * A = 0.519 \text{ cfs}$$



## PROPOSED IMPROVEMENTS QUANTIFICATION

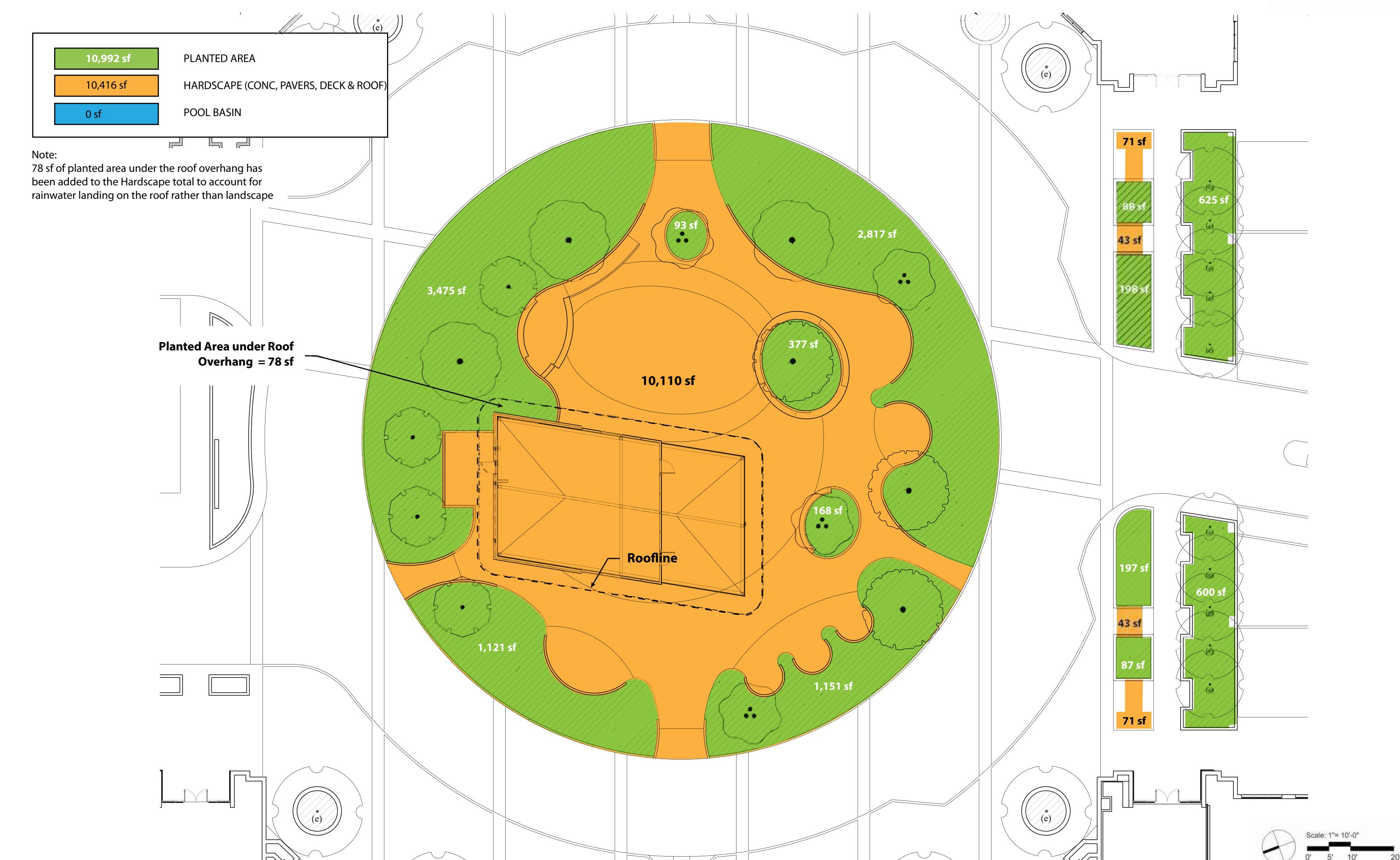
### Post-Development Hydrology

Surface	Area (sf)	Coeff.	C*A (sf)
Hardscape (Concrete, Pavers, Deck, Roof)	10,416	0.90	9,374
Pool Basin	-	0.80	-
Landscape	10,992	0.10	1,099
<b>Total</b>	<b>21,408</b>	<b>0.489</b>	<b>10,469</b>

$$C_{pd} * A = 0.24 \text{ Acres}$$

$$I_{10} = 1.79 \text{ in/hr}$$

$$Q_{pd} = C_{pd} * I * A = 0.430 \text{ cfs}$$



△ Date	Description
12/20/24	PLANNING REVIEW
2/5/25	PLANNING REVIEW RESUBMISSION

Project Name  
UNIVERSITY CIRCLE CENTER  
CIRCLE REHABILITATION

Description  
EXISTING AND PROPOSED  
PERVIOUS/IMPERVIOUS  
QUANTIFICATION AND  
HYDRAULIC FLOW DATA

## Exhibit D - Arborist Report

# ARBORIST REPORT

December 26, 2024  
Updated January 7, 2025  
Updated February 4<sup>th</sup>, 2025  
Updated February 20<sup>th</sup>, 2025  
7121.00

### PROJECT

1900 University Ave  
East Palo Alto, CA

### PREPARED FOR

LBA Reality

### PREPARED BY

HMH  
1570 Oakland Road  
San Jose, CA 95131  
William Sowa  
RLA# 4466  
ISA Certified Arborist #WE-12270A  
ISA TRAQ Credentialed



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## INTRODUCTION AND OVERVIEW

HMH was contracted to complete a level 2 survey, assessment and arborist report for trees located within the limit of work illustrated on Exhibit A. The project site encompasses an office business campus but the limit of work was an approximately 1.2 acre plaza and vehicular turnaround at the center of the development. Our scope of services includes locating, measuring DBH, assessing, and photographing the condition of all trees within the limit of work. Disposition and health recommendations are based on current site conditions. Site development/design may affect preservation suitability. Tree locations are approximate, and their exact location should be determined by a licensed land surveyor. Check city and/or county codes for regulations regarding trees in the public right of way, setbacks, and/or easements. Tree DBH was taken at 54" above finished grade.

## TREE REMOVAL

The tree manager has indicated they propose to remove trees as part of an exterior renovation project shown in the related improvement drawings. The Landscape Architect is planning to replant the area of development with approximately 14 new large box sized trees for mitigation. See Sheet L-3.0 in the improvement drawings for final count. The tree manager is also open to a Fee in Lieu discussion for mitigation. One mitigation measure is tree relocation. This option for this site and these trees is not a practical one. For the European Hornbeams their low branching habit and proximity to each other would likely result in branch and root damage that would complicate recovery from relocation. For the Ficus Indian Laurels and Crape Myrtles, having matured in raised planters, it is common for trees grown in "containers" over long periods of time will have root development problems such as girdling in the planter. Being that both these species are on the moderate to low side of species value relocating these trees is also not practical. Tree replacement and then Fee in Lieu seem to be the best options for mitigation.

Trees to be removed = 28 total
Trees to be retained = 19 total
Proposed mitigation trees = 14 total

### Tree Mitigation Breakdown

Species	Quantity	Box Size
Lagerstroemia indica	4	36"
Olea europaea 'Swan Hill®'	4	36"
Quercus agrifolia	3	60"
Ulmus parvifolia 'True Green'	3	60"
<b>Total Trees</b>	<b>14</b>	

## METHODOLOGY

Our tree survey work is a deliberate and systematic methodology for cataloging trees on site:

1. Identify each tree species.
2. Note each tree's location on a site map.
3. Measure each trunk circumference at 4.5' above grade per ISA standards.
4. Evaluate the health and structure of each tree using the following numerical standard:  
*5 - A healthy, vigorous tree, reasonably free of disease, with good structure and form typical of the species.*  
*4 - A tree with slight decline in vigor, small amount of twig dieback, minor structural defects that could be corrected.*  
*3 - A tree with moderate vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that may be mitigated with care.*  
*2 - A tree in decline, epicormic growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated.*  
*1 - A tree in severe decline, dieback of scaffold branches and or trunk, mostly epicormic growth; extensive structural defects that cannot be abated.*  
*0 - Tree is dead.*

## SUMMARY OF FINDINGS

HMH conducted a tree inventory of 47 trees located within the limit of work outlined in Exhibit A. All (47) of the trees inventoried are classified as protected trees under the City of East Palo Alto Tree Removal permit as they seemed to be planted as condition of a development approval per the description below from East Palo Alto ORDINANCE NO. 02- 2022

*Protected Tree. Any tree on private property having a main stem or trunk of 8" or greater in diameter at a height of 54" above grade; any tree required to be preserved as a condition of a development approval; any tree required to be planted as a condition of a development approval.*

Table 1 - Tree Quantity Summary summarizes tree quantities by both species and size. Each species that was inventoried as part of this scope is included. This is a useful tool for analyzing the mixture of trees as part of the project. The size table is useful when calculating mitigation requirements in the case of tree removal as well as aiding in determining tree maturity.

Table 2 - Tree Evaluation Summary lists each tree number, botanical name, common name, DBH, circumference, ordinance trees, health rating, preservation suitability, general notes and observations and recommendations.

*See Exhibit A for Existing Tree Locations*

## GENERAL OBSERVATIONS AND RECOMMENDATIONS

**Species:** *Carpinus betulus 'Fastigiata'* (European Hornbeam)

**Quantity:** 24

**Tree Numbers:** 1-24

**Tree Risk Assessment:** Low

**Observations / Recommendations:**

The European Hornbeam trees are in moderate health and moderate shape. They make up an alley of trees adjacent to a sidewalk area connecting two of the office buildings. They are low branched and pyramidal in shape which is common for this species. This branching structure has led to some structural deficiencies in many of the branches. There are several cross branches and observed crowded crown structures for most of the trees. Left this way the trees will continue to grow into a larger single specimen appearance liken to a hedge. This can be complicated if one of the trees dies or fails. The resulting missing tree leaves the adjacent tree canopies unbalanced. Measurements for DBH were taken at the main leader for each tree. Additional structural pruning would assist in keeping the trees in more of an individual stature is so desired by the tree manager.

**Species:** *Ficus microcarpa 'Nitida'* (Ficus Indian laurel)

**Quantity:** 9

**Tree Numbers:** 39-47

**Tree Risk Assessment:** Low

**Observations / Recommendations:**

The Ficus Trees are in moderate health and moderate shape. These trees are in raised planters probably due to the parking structure below the plaza. There is limited soil volume for these trees and thus they are cable guyed to the planters to stabilize the trees. This guyed system should be evaluated as the cables are starting to cut into the tree trunks as the trees have grown. See tree photo 40 for an example of this. There were also some signs of sooty mold and active ant trails in some of the trees. These conditions could be signs of aphid infestation. The tree manager might want to investigate this.

**Species:** *Lagerstroemia indica* (Crape Myrtle)

**Quantity:** 14

**Tree Numbers:** 25-38

**Tree Risk Assessment:** Low

**Observations / Recommendations:**

The Crape Myrtle Trees are in moderate health and moderate shape. Similar to the Ficus Trees these trees are planted in pots over the parking structure. They appear as multistem trees but were more likely to be installed individually to make it appear as a multistem and have been pruned as such to mimic a single canopy in the branch area. Also like the Hornbeam's if one or more individual trees fail or die there will asymmetry in the look and feel of the tree. For continued tree health and vigor the tree manager should maintain space appropriate crown pruning and a irrigation and fertilization program for the health of the soil and trees.

## RECOMMENDATIONS FOR TREE PROTECTION DURING CONSTRUCTION

**Site preparation:** All existing trees shall be fenced within or at the drip line (foliar spread) of the tree. Depending on the location of the tree the fencing may not be able to be at the dripline. Examples of this would be public right of way, near property lines or around existing structures to remain. Where complete drip line fencing is not possible, the addition of straw waddles and orange snow fencing wrapping the trunk shall be installed per the tree protection detail. The fence should be a minimum of six feet high, made of galvanized 11-gauge wire mesh with galvanized posts or any material superior in quality. A tree protection zone (TPZ) sign shall be affixed to fencing at appropriate intervals as determined by the arborist on site. If the fence is within the drip line of the trees, the foliar fringe shall be raised to offset the chance of limb damage from active construction.

**Active Construction:** All contractors, subcontractors and other personnel shall be warned that encroachment within the fenced area and dripline is prohibited without the consent of the certified arborist on the job. This includes, but is not limited to, storage of lumber and other materials, disposal of paints, solvents or other noxious materials, parked cars, grading equipment or other heavy equipment. If construction activity needs to happen in the TPZ the fence can be moved temporarily for delivery of construction materials. The contractor should make accommodations to off load items such as trusses, timber, plasterboard, wallboard, concrete, gypsum board, flooring, roofing or any other heavy construction material outside the foliar spread of the tree so there is no heavy equipment needed that could cause damage to the canopy of the tree or compact the root zone. The tree protection fencing should be re-established according per the plans and details immediately after any activity through the TPZ. Penalties, based on the cost of remedial repairs and the evaluation guide published by the International Society of Arboriculture, shall be assessed for damages to the trees.

**Grading/excavating:** All grading plans that specify grading within the drip line of any tree, or within the distance from the trunk as outlined in the site preparation section above when said distance is outside the drip line, shall first be reviewed by a certified arborist. Provisions for aeration, drainage, pruning, tunneling beneath roots, root pruning or other necessary actions to protect the trees shall be outlined by an arborist. If trenching is necessary within the area as described above, said trenching shall be undertaken by hand labor and dug directly beneath the trunk of the tree or with hydro-vac or pneumatic air spade. If roots 2 inches or larger are found and need to be cut they may only be cut after being assessed and approved by the project arborist. The trunk side roots should be draped immediately with two layers of untreated burlap to a depth of 3 feet from the surface. The burlap shall be soaked nightly and left in place until the trench is back filled to the original level. An arborist shall examine the trench prior to back filling to ascertain the number and size of roots cut, so as to suggest the necessary remedial repairs

**Remedial repairs:** An arborist shall have the responsibility of observing all ongoing activities that may affect the trees and prescribing necessary remedial work to ensure the health and stability of the trees. This includes, but is not limited to, all arborist activities brought out in the previous sections. In addition, pruning, as outlined in International Society of Arboriculture Best Management Practices: Pruning and ANSI A300 Part 1 Standard Practices: Pruning, shall be prescribed as necessary. Fertilizing, aeration, irrigation, pest control and other activities shall be prescribed according to the tree needs, local site requirements, and state agricultural pest control laws. All specifications shall be in writing. For pest control operations, consult the local county agricultural commissioner's office for individuals licensed as pest control advisors or pest control operators.

**Final inspection:** Upon completion of the project, the arborist shall review all work undertaken that may impact the existing trees. Special attention shall be given to cuts and fills, compacting, drainage, pruning and future remedial work. An arborist should submit a final report in writing outlining the ongoing remedial care following the final inspection.

## MAINTENANCE RECOMMENDATIONS FOR TREES TO REMAIN

Regular maintenance, designed to promote plant health and vigor, ensures longevity of existing trees. Regular inspections and the necessary follow-up care of mulching, fertilizing, and pruning, can detect problems and correct them before they become damaging or fatal.

**Tree Inspection:** Regular inspections of mature trees at least once a year can prevent or reduce the severity of future disease, insect, and environmental problems. During tree inspection, four characteristics of tree vigor should be examined: new leaves or buds, leaf size, twig growth, and absence of crown dieback (gradual death of the upper part of the tree). A reduction in the extension of shoots (new growing parts), such as buds or new leaves, is a fairly reliable cue that the tree's health has recently changed. Growth of the shoots over the past three years may be compared to determine whether there is a reduction in the tree's typical growth pattern. Further signs of poor tree health are trunk decay, crown dieback, or both. These symptoms often indicate problems that began several years before. Loose bark or deformed growths, such as trunk conks (mushrooms), are common signs of stem decay. Any abnormalities found during these inspections, including insect activity and spotted, deformed, discolored, or dead leaves and twigs, should be noted and observed closely.

**Mulching:** Mulch, or decomposed organic material, placed over the root zone of a tree reduces environmental stress by providing a root environment that is cooler and contains more moisture than the surrounding soil. Mulch can also prevent mechanical damage by keeping machines such as lawn mowers and string trimmers away from the tree's base. Furthermore, mulch reduces competition from surrounding weeds and turf. To be most effective, mulch should be placed 2 to 4 inches deep and cover the entire root system, which may be as far as 2 or 3 times the diameter of the branch spread of the tree. If the area and activities happening around the tree do not permit the entire area to be mulched, it is recommended that as much of the area under the drip line of the tree is mulched as possible. When placing mulch, care should be taken not to cover the actual trunk of the tree. This mulch-free area, 1 to 2 inches wide at the base, is sufficient to avoid moist bark conditions and prevent trunk decay. An organic mulch layer 2 to 4 inches deep of loosely packed shredded leaves, pine straw, peat moss, or composted wood chips is adequate. Plastic should not be used as it interferes with the exchange of gases between soil and air, which inhibits root growth. Thicker mulch layers, 5 to 6 inches deep or greater, may also inhibit gas exchange.

**Fertilization:** Trees require certain nutrients (essential elements) to function and grow. Urban landscape trees may be growing in soils that do not contain sufficient available nutrients for satisfactory growth and development. In certain situations, it may be necessary to fertilize to improve plant vigor. Fertilizing a tree can improve growth; however, if fertilizer is not applied wisely, it may not benefit the tree at all and may even adversely affect the tree. Mature trees making satisfactory growth may not require fertilization. When considering supplemental fertilizer, it is important to consider nutrients deficiencies and how and when to amend the deficiencies. Soil conditions, especially pH and organic matter content, vary greatly, making the proper selection and use of fertilizer a somewhat complex process. To that end, it is recommended that the soil be tested for nutrient content. A soil testing laboratory and can give advice on application rates, timing, and the best blend of fertilizer for each tree and other landscape plants on site. Mature trees have expansive root systems that extend from 2 to 3 times the size of the leaf

canopy. A major portion of actively growing roots is located outside the tree's drip line. Understanding the actual size and extent of a tree's root system before applying fertilizer is paramount to determine quantity, type and rate at which to best apply fertilizer. Always follow manufacturer recommendations for use and application.

**Pruning:** Pruning is often desirable or necessary to remove dead, diseased, or insect-infested branches and to improve tree structure, enhance vigor, or maintain safety. Because each cut has the potential to change the growth of (or cause damage to) a tree, no branch should be removed without reason. Removing foliage from a tree has two distinct effects on growth: (1) it reduces photosynthesis and, (2) it may reduce overall growth. Pruning should always be performed sparingly. Caution must be taken not to over-prune as a tree may not be able to gather and process enough sunlight to survive. Pruning mature trees may require special equipment, training, and experience. Licensed and insured tree maintenance companies are equipped to provide a variety of services to assist in performing the job safely and reducing risk of personal injury and property damage and should be consulted for this type of work. (See also ANSI A300 Part 1 *Pruning Standards*- <https://www.tcia.org>).

**Planting and Irrigation:** Any new planting and irrigation that is to occur under the drip line of an existing tree should be conducted with care to avoid the root system. Generally installation of an irrigation mainline should be avoided under the dripline of the existing tree. Refer to the Grading/Excavating section for installation of any irrigation lines to be installed under the drip line of an existing tree. Any new planting should match the water use of the existing tree (as defined by WUCOLS). The irrigation hydro zone for the new planting should also match the requirements of the existing tree.

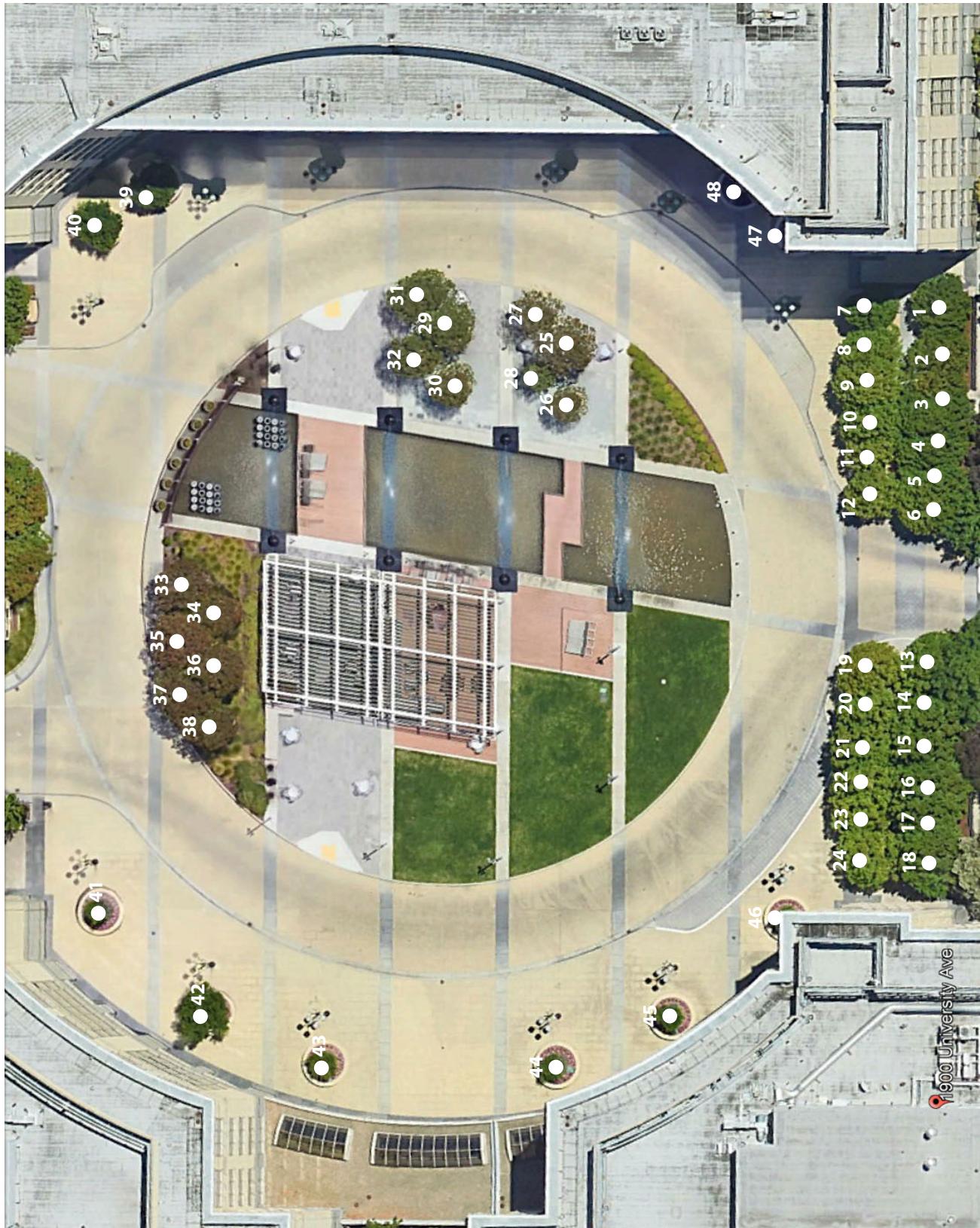
**Removal:** There are circumstances when removal is necessary. An arborist can help decide whether or not a tree should be removed. Professionally trained arborists have the skills and equipment to safely and efficiently remove trees. Removal is recommended when a tree: (1) is dead, dying, or considered irreparably hazardous; (2) is causing an obstruction or is crowding and causing harm to other trees and the situation is impossible to correct through pruning; (3) is to be replaced by a more suitable specimen, and; (4) should be removed to allow for construction. Pruning or removing trees, especially large trees, can be dangerous work. It should be performed only by those trained and equipped to work safely in trees.

## TERMS AND CONDITIONS

The following terms and conditions apply to all oral and written reports and correspondence pertaining to consultations, inspections and activities of HMH.

1. The scope of any report or other correspondence is limited to the trees and conditions specifically mentioned in those reports and correspondence. HMH assumes no liability for the failure of trees or parts of trees, either inspected or otherwise. HMH assumes no responsibility to report on the condition of any tree or landscape feature not specifically requested by the named client.
2. No tree described in this report was climbed, unless otherwise stated. HMH does not take responsibility for any defects, which could have only been discovered by climbing. A full root collar inspection, consisting of excavating the soil around the tree to uncover the root collar and major buttress roots was not performed unless otherwise stated. HMH does not take responsibility for any root defects, which could only have been discovered by such an inspection.
3. HMH shall not be required to provide further documentation, give testimony, be deposed, or attend court by reason of this appraisal or report unless subsequent contractual arrangements are made, including payment of additional fees for such services as described by HMH or in the schedule of fees or contract.
4. HMH guarantees no warrantee, either expressed or implied, as to the suitability of the information contained in the reports for any reason. It is the responsibility of the client to determine applicability to his/her case.
5. Any report and the values, observations and recommendations expressed therein represent the professional opinion of HMH, and the fee for services is in no manner contingent upon the reporting of a specified value nor upon any particular finding to be reported.
6. Any photographs, diagrams, graphs, sketches or other graphic material included in any report, being intended solely as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys, unless otherwise noted in the report. Any reproductions of graphic material or the work produced by other persons, is intended solely for clarification and ease of reference. Inclusion of said information does not constitute a representation by HMH as to the sufficiency or accuracy of that information.
7. Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.

Existing Tree Map  
Exhibit A



## TABLE 1 - TREE QUANTITY SUMMARY

Tree Quantity by Species		
Species	Quantity	% of Site
Carpinus betulus 'Fastigiata'	24	51%
Ficus microcarpa 'Nitida'	9	19%
Lagerstroemia indica	14	30%
<b>Total Trees</b>	<b>47</b>	<b>100%</b>

## TABLE 2 - TREE REMOVAL / MITIGATION

Trees to be removed = 28 total  
Trees to be retained = 19 total  
Proposed mitigation trees = 14 total

Tree Mitigation Breakdown		
Species	Quantity	Box Size
Lagerstroemia indica	4	36"
Olea europaea 'Swan Hill®'	4	36"
Quercus agrifolia	3	60"
Ulmus parvifolia 'True Green'	3	60"
<b>Total Trees</b>	<b>14</b>	

New Tree Planting Cost Estimate (14) Box Trees = \$44,315.

## TABLE 3 - TREE EVALUATION SUMMARY

Prepared By: William Sowa ISA Certified Arborist WE-12270A

DBH MEASUREMENT HEIGHT:54"

Date of Evaluation: 12/23/24

### Suitability for Preservation is based on the following

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

Moderate - Trees in somewhat declining health and/or exhibits structural defects that cannot be abated with treatment. Trees will require more intense management and will have a shorter lifespan than those in the 'Good' category.

Poor - Trees in poor health or with significant structural defects that cannot be mitigated. Tree is expected to decline, regardless of treatment.

### Health Rating

5	A healthy, vigorous tree, reasonably free of disease, with good structure and form typical of the species.
4	A tree with slight decline in vigor, small amount of twig dieback, minor structural defects that could be corrected.
3	A tree with moderate vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that may that might be mitigated with care.
2	A tree in decline, epicormic growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated.
1	A tree in severe decline, dieback of scaffold branches and or trunk, mostly epicormic growth; extensive structural defects that cannot be abated.
0	Tree is dead.

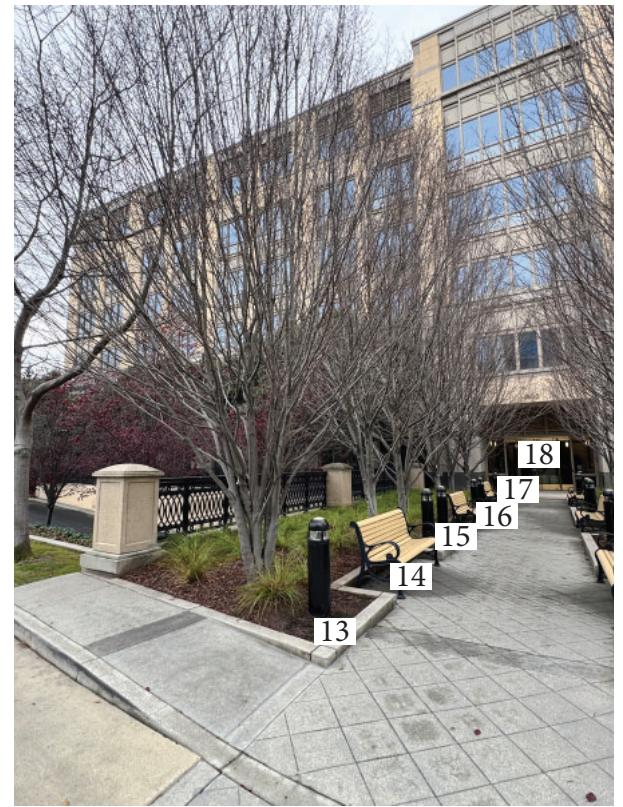
### Abbreviations and Definitions

BDB	Branch dieback	Condition where branch tips or entire sections of branches die off. Typically indicative of tree stress.
CD	Codominant branches	Forked branches nearly the same size in diameter, arising from a common junction and lacking a normal branch union.
CDB	Dieback in Crown	Condition where branches in the tree crown die from the tips toward the center.
CR	Crowded	Tree is bounded closely by one or more of the following: structure, tree, Etc.
D	Decline	Tree shows obvious signs of decline, which may be indicative of the presence of multiple biotic and abiotic disorders.
DBH	Diameter at Breast Height	Measurement of tree diameter in inches. Measurement height varies by City and is noted above.
EG	Epicormic Growth	Watersprouting on trunk and main leaders or suckers, sprouts arising out of roots. Typically indicative of tree stress.
EH	Exposed Heartwood	Exposure of the tree's heartwood is typically seen as an open wound that leaves a tree more susceptible to pathogens, disease or infection.
GR	Girdling Roots	Roots that grow around or across other roots. Can cause restriction of nutrient and water uptake, swelling, dieback or structural instability.
H	Hazardous	A tree that in it's current condition, presents a hazard.
HD	Headed	Poor pruning practice of cutting back branches. Often practiced under utility lines to limit tree height.
IB	Included Bark	Structural defect where bark is included between the branch attachment so the wood can't join. Such defect can have a higher probability of failure.
LN	Leaning Tree	Tree leaning, see notes for severity.
MT	Multi Trunk	Multiple central leaders originating below the DBH measurement.
PT	Phototropism	Tree exhibits phototropic growth habits. Reduced trunk taper, misshapen trunk and canopy growth are examples of this growth habit.
SD	Structural Defects	Naturally or secondary conditions including cavities, poor branch attachments, cracks, or decayed wood in any part of the tree that may contribute to structural failure.
SE	Severe	Indicates the severity of the following term.
SL	Slight	Indicates the mildness of the following term.
SR	Surface Roots	Roots visible at finished grade.
ST	Stress	Environmental factor inhibiting regular tree growth. Includes drought, salty soils, nitrogen and other nutrient deficiencies in the soil.
WU	Weak Union	Weak union or fork in tree branching structure.
	Protected Tree	Protected Tree. Any tree on private property having a main stem or trunk of 8" or greater in diameter at a height of 54" above grade (DSH); any tree required to be preserved as a condition of a development approval; any tree required to be planted as a condition of a development approval.

TREE #	BOTANICAL NAME	COMMON NAME	DBH (INCHES)	CIRCUMFERENCE (INCHES)	ORDINANCE TREE	CANOPY (APX FEET DIAMETER)	HEIGHT (APX FEET)	REMOVE / RETAIN	HEALTH	PRESERVATION SUITABILITY	NOTES
1	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	8.0	25	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
2	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	7.2,1	31	YES	12	30	Retain	3	Moderate	CD, CR, MT, SD
3	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	5,2,2,2	35	YES	11	30	Retain	3	Moderate	CD, CR, MT, SD
4	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	9,2	35	YES	12	30	Retain	3	Moderate	CD, CR, MT, SD
5	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	5.0	16	YES	12	30	Retain	3	Moderate	CD, CR, MT, SD
6	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	7,1	25	YES	13	30	Retain	3	Moderate	CD, CR, MT, SD
7	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	5,2,2	28	YES	11	30	Remove	3	Moderate	CD, CR, MT, SD
8	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	6,4	31	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
9	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	9.0	28	YES	14	30	Remove	3	Moderate	CD, CR, MT, SD
10	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	7,3	31	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
11	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	9,1,2,	38	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
12	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	6,4	31	YES	11	30	Retain	3	Moderate	CD, CR, MT, SD
13	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	4,3,4	35	YES	12	30	Retain	3	Moderate	CD, CR, MT, SD
14	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	8.0	25	YES	12	30	Retain	3	Moderate	CD, CR, MT, SD
15	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	5,1,2	25	YES	10	30	Retain	3	Moderate	CD, CR, MT, SD
16	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	10.0	31	YES	10	30	Retain	3	Moderate	CD, CR, MT, SD
17	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	12.0	38	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
18	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	7,2	28	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
19	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	8,4	38	YES	11	30	Remove	3	Moderate	CD, CR, MT, SD
20	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	6.0	19	YES	10	30	Remove	3	Moderate	CD, CR, MT, SD
21	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	7,3	31	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD

TREE #	BOTANICAL NAME	COMMON NAME	DBH (INCHES)	CIRCUMFERENCE (INCHES)	ORDINANCE TREE	CANOPY (APX FEET DIAMETER)	HEIGHT (APX FEET)	REMOVE / RETAIN	HEALTH	PRESERVATION SUITABILITY	NOTES
22	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	7.0	22	YES	11	30	Remove	3	Moderate	CD, CR, MT, SD
23	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	5,2,3	31	YES	10	30	Remove	3	Moderate	CD, CR, MT, SD
24	<i>Carpinus betulus</i> 'Fastigiata'	European Hornbeam	9.0	28	YES	12	30	Remove	3	Moderate	CD, CR, MT, SD
25	<i>Lagerstroemia indica</i>	Crape Myrtle	5,6,4	47	YES	14	30	Remove	3	Moderate	CR, MT
26	<i>Lagerstroemia indica</i>	Crape Myrtle	3,3,4	31	YES	10	17	Remove	3	Moderate	CR, MT
27	<i>Lagerstroemia indica</i>	Crape Myrtle	4,5,5	44	YES	14	20	Remove	3	Moderate	CR, MT
28	<i>Lagerstroemia indica</i>	Crape Myrtle	3,3,3	28	YES	10	18	Remove	3	Moderate	CR, MT
29	<i>Lagerstroemia indica</i>	Crape Myrtle	6,7,5	57	YES	14	20	Remove	3	Moderate	CR, MT
30	<i>Lagerstroemia indica</i>	Crape Myrtle	5,4,4	41	YES	14	20	Remove	3	Moderate	CR, MT
31	<i>Lagerstroemia indica</i>	Crape Myrtle	6,5,5	50	YES	14	20	Remove	3	Moderate	CR, MT
32	<i>Lagerstroemia indica</i>	Crape Myrtle	6,6	38	YES	10	20	Remove	3	Moderate	CR, MT
33	<i>Lagerstroemia indica</i>	Crape Myrtle	3,5,5	41	YES	15	20	Remove	3	Moderate	CR, MT
34	<i>Lagerstroemia indica</i>	Crape Myrtle	3,4,3	31	YES	14	20	Remove	3	Moderate	CR, MT
35	<i>Lagerstroemia indica</i>	Crape Myrtle	6,5,6	53	YES	13	20	Remove	3	Moderate	CR, MT
36	<i>Lagerstroemia indica</i>	Crape Myrtle	5,5,4	44	YES	13	20	Remove	3	Moderate	CR, MT
37	<i>Lagerstroemia indica</i>	Crape Myrtle	6,4,5	47	YES	13	20	Remove	3	Moderate	CR, MT
38	<i>Lagerstroemia indica</i>	Crape Myrtle	4,4,4	38	YES	15	23	Remove	3	Moderate	CR, MT
39	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	8.0	25	YES	15	18	Retain	3	Moderate	
40	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	8.0	25	YES	16	18	Retain	3	Moderate	
41	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	5.0	16	YES	8	12	Retain	3	Moderate	
42	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	8.0	25	YES	14	18	Retain	3	Moderate	

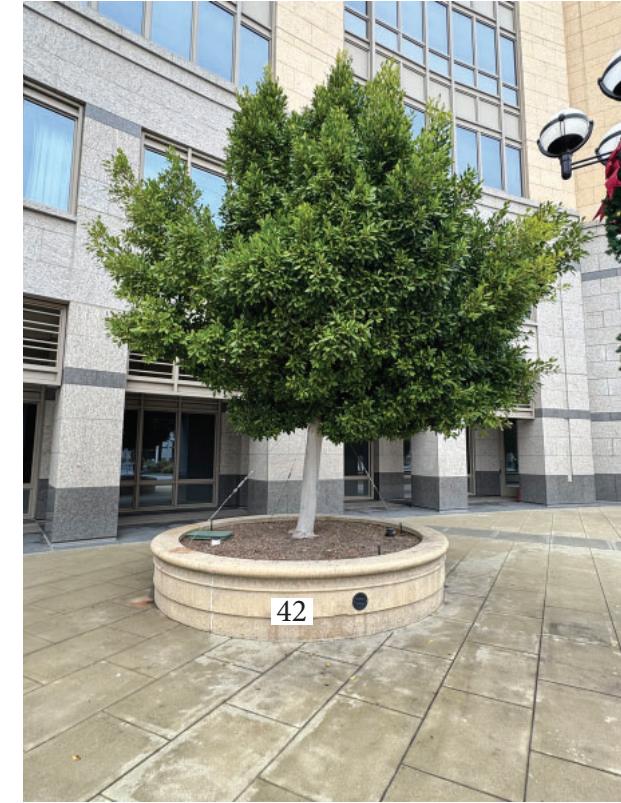
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<b>43</b>	<i>Ficus microcarpa 'Nitida'</i>	Ficus Indian laurel	6.0	19	YES	11	15	Retain	3	Moderate	
<b>44</b>	<i>Ficus microcarpa 'Nitida'</i>	Ficus Indian laurel	5.0	16	YES	11	15	Retain	3	Moderate	
<b>45</b>	<i>Ficus microcarpa 'Nitida'</i>	Ficus Indian laurel	5.0	16	YES	11	16	Retain	3	Moderate	
<b>46</b>	<i>Ficus microcarpa 'Nitida'</i>	Ficus Indian laurel	4.0	13	YES	11	15	Retain	3	Moderate	
<b>47</b>	<i>Ficus microcarpa 'Nitida'</i>	Ficus Indian laurel	4.0	13	YES	10	15	Retain	3	Moderate	



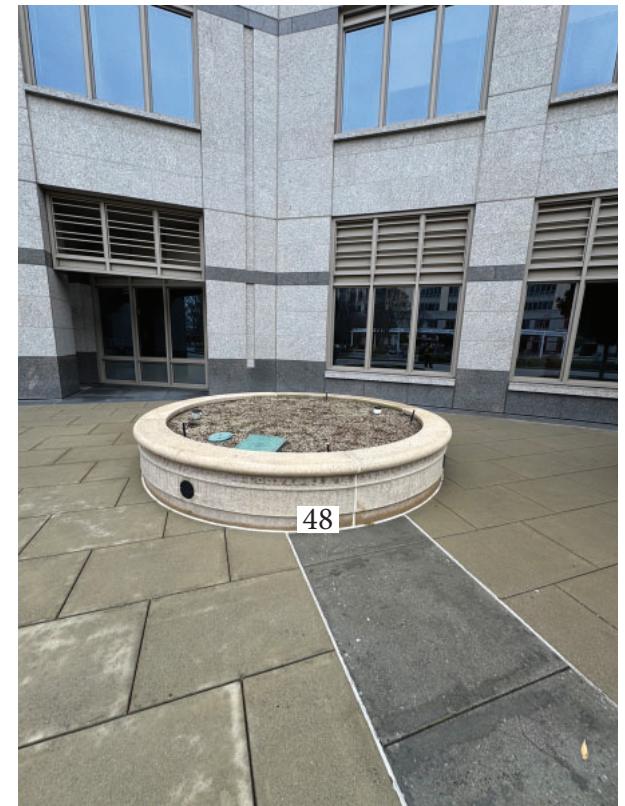




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**TABLE 3 - TREE APPRAISAL TABLE**  
**REPRODUCTION METHOD - TRUNK FORMULA TECHNIQUE**

TREE #	BOTANICAL NAME	COMMON NAME	DBH (IN)	SUBJECT TREE						REPLACEMENT TREE			CALCULATIONS			ADDITIONAL COSTS			
				CROSS-SECTIONAL AREA	HEALTH %	STRUCTURE %	FORM %	CONDITION %	FUNCTIONAL LIMITATIONS %	EXTERNAL LIMITATIONS %	LCNT	REPLACEMENT TREE DIAMETER (IN)	CROSS-SECTIONAL AREA	REPLACEMENT TREE COST	UNIT TREE COST	BASIC REPRODUCTION COST	DEPRECIATED REPRODUCTION COST	TOTAL ADDITIONAL COSTS	TOTAL REPRODUCTION COST - ROUNDED
1	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	8	6.283	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,600.00	\$ 802	\$ 600.00	\$ 1,400
2	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	10	7.854	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,000.00	\$ 1,003	\$ 600.00	\$ 1,600
3	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	11	8.639	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,200.00	\$ 1,103	\$ 600.00	\$ 1,700
4	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	11	8.639	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,200.00	\$ 1,103	\$ 600.00	\$ 1,700
5	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	5	3.927	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,000.00	\$ 501	\$ 600.00	\$ 1,100
6	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	8	6.283	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,600.00	\$ 802	\$ 600.00	\$ 1,400
7	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	9	7.069	70	70	75	72%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,800.00	\$ 826	\$ 600.00	\$ 1,400
8	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	10	7.854	70	70	75	72%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,000.00	\$ 917	\$ 600.00	\$ 1,500
9	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	9	7.069	70	70	75	72%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,800.00	\$ 826	\$ 600.00	\$ 1,400
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11	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	12	9.425	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,400.00	\$ 1,203	\$ 600.00	\$ 1,800
12	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	10	7.854	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,000.00	\$ 1,003	\$ 600.00	\$ 1,600
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21	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	10	7.854	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,000.00	\$ 1,003	\$ 600.00	\$ 1,600
22	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	7	5.498	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,400.00	\$ 702	\$ 600.00	\$ 1,300
23	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	10	7.854	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 2,000.00	\$ 1,003	\$ 600.00	\$ 1,600
24	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	9	7.069	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,800.00	\$ 902	\$ 600.00	\$ 1,500
25	<i>Lagerstroemia indica</i>	Crape Myrtle	15	11.781	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 3,375.00	\$ 973	\$ 600.00	\$ 1,600
26	<i>Lagerstroemia indica</i>	Crape Myrtle	10	7.854	70	60	50	60%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,250.00	\$ 614	\$ 600.00	\$ 1,200
27	<i>Lagerstroemia indica</i>	Crape Myrtle	14	10.996	70	60	50	60%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 3,150.00	\$ 860	\$ 600.00	\$ 1,500
28	<i>Lagerstroemia indica</i>	Crape Myrtle	9	7.069	70	60	50	60%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,025.00	\$ 553	\$ 600.00	\$ 1,200
29	<i>Lagerstroemia indica</i>	Crape Myrtle	18	14.137	70	60	50	60%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 4,050.00	\$ 1,106	\$ 600.00	\$ 1,700
30	<i>Lagerstroemia indica</i>	Crape Myrtle	13	10.210	70	60	50	60%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,925.00	\$ 799	\$ 600.00	\$ 1,400
31	<i>Lagerstroemia indica</i>	Crape Myrtle	16	12.566	70	60	50	60%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 3,600.00	\$ 983	\$ 600.00	\$ 1,600

1	<i>Carpinus betulus</i> 'Fastigata'	European Hornbeam	8	6.283	80	80	75	78%	80%	80%	24" Box	2	1.5708	\$ 400.00	\$ 254.65	\$ 1,600.00	\$ 802	\$ 600.00	\$ 1,400
32	<i>Lagerstroemia indica</i>	Crape Myrtle	12	9.425	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,700.00	\$ 778	\$ 600.00	\$ 1,400
33	<i>Lagerstroemia indica</i>	Crape Myrtle	13	10.210	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,925.00	\$ 843	\$ 600.00	\$ 1,400
34	<i>Lagerstroemia indica</i>	Crape Myrtle	10	7.854	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,250.00	\$ 648	\$ 600.00	\$ 1,200
35	<i>Lagerstroemia indica</i>	Crape Myrtle	17	13.352	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 3,825.00	\$ 1,102	\$ 600.00	\$ 1,700
36	<i>Lagerstroemia indica</i>	Crape Myrtle	14	10.996	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 3,150.00	\$ 908	\$ 600.00	\$ 1,500
37	<i>Lagerstroemia indica</i>	Crape Myrtle	15	11.781	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 3,375.00	\$ 973	\$ 600.00	\$ 1,600
38	<i>Lagerstroemia indica</i>	Crape Myrtle	12	9.425	70	60	60	63%	65%	70%	24" Box	2	1.5708	\$ 450.00	\$ 286.48	\$ 2,700.00	\$ 778	\$ 600.00	\$ 1,400
39	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	8	6.283	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 1,200.00	\$ 437	\$ 600.00	\$ 1,000
40	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	8	6.283	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 1,200.00	\$ 437	\$ 600.00	\$ 1,000
41	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	5	3.927	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 750.00	\$ 273	\$ 600.00	\$ 900
42	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	8	6.283	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 1,200.00	\$ 437	\$ 600.00	\$ 1,000
43	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	6	4.712	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 900.00	\$ 328	\$ 600.00	\$ 900
44	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	5	3.927	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 750.00	\$ 273	\$ 600.00	\$ 900
45	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	5	3.927	70	75	80	75%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 750.00	\$ 256	\$ 600.00	\$ 900
46	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	4	3.142	75	80	85	80%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 600.00	\$ 218	\$ 600.00	\$ 800
47	<i>Ficus microcarpa</i> 'Nitida'	Ficus Indian laurel	4	3.142	70	75	80	75%	65%	70%	24" Box	2	1.5708	\$ 300.00	\$ 190.99	\$ 600.00	\$ 205	\$ 600.00	\$ 800

Appraisal method - Guide for Plant Appraisal, 10th Edition - Council of Tree and Landscape Appraisers

Reproduction Method - Trunk Formula Technique

Source for replacement tree cost for like species listed above-Online, Devil Mountain Wholesale Nursery, GDNC Nursery, Central Wholesale Nursery

## Reproduction Method Trunk Formula Technique

Client name \_\_\_\_\_ Date \_\_\_\_\_ Case # \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

### Subject tree

Species \_\_\_\_\_

1. Trunk diameter\* (D) \_\_\_\_\_ @ \_\_\_\_\_
2. Cross-sectional area  $(\text{line 1})^2 \times 0.7854$  \_\_\_\_\_ in<sup>2</sup>
3. Condition rating \_\_\_\_\_ %  
Health \_\_\_\_\_  
Structure \_\_\_\_\_  
Form \_\_\_\_\_
4. Functional limitations \_\_\_\_\_ %
5. External limitations \_\_\_\_\_ %

### Replacement tree

Species \_\_\_\_\_

6. Trunk diameter\* (D) \_\_\_\_\_ @ \_\_\_\_\_
7. Cross-sectional area  $(\text{line 6})^2 \times 0.7854$  \_\_\_\_\_ in<sup>2</sup>
8. Replacement tree cost Source: \_\_\_\_\_ \$ \_\_\_\_\_

### Calculations

9. Unit tree cost (line 8 / line 7 or RPAC) \$ \_\_\_\_\_
10. Basic reproduction cost (line 2  $\times$  line 9) \$ \_\_\_\_\_
11. Depreciated reproduction cost<sup>†</sup> (line 10  $\times$  line 3  $\times$  line 4  $\times$  line 5) \$ \_\_\_\_\_

### Additional costs

Cleanup _____	\$ _____
Replacement tree installation _____	\$ _____
Aftercare _____	\$ _____
12. Total additional costs	\$ _____
13. Total reproduction cost (line 11 + line 12)	\$ _____
14. Rounded	\$ _____

\* Diameter and cross-sectional area may be replaced with plant area, volume, or height as appropriate.

<sup>†</sup> Apply depreciation if it is appropriate for the assignment.

# Exhibit E - Davey Tree Memo



Corporate Headquarters  
295 South Water Street, Suite 300  
Kent, OH 44240  
800-828-8312

Western Region Office  
5955 Capistrano Ave.  
Atascadero, CA 93422

Alvin Jen, Associate Planner

Planning Division

Direct: (650) 853-3128

<https://www.cityofepa.org/planning>

March 3, 2025

RE: Memo Regarding the Removal of Twenty-Eight Trees at 1900, 1950, & 2000 University Ave. - @nd Response

Dear Alvin,

Our ISA Board Certified Master Arborist (WE-7844BM) and ISA Qualified Tree Risk Assessor had the opportunity to review the arborist report for the removal of twenty-eight (28) trees for site development at the addresses above. Also reviewed was the site plan. The arborist report was updated on 2-4-25 to address initial comments. Below are comments on the updated report:

- The height on the trunk that the trunk diameter (DBH) was taken should be listed in the report. **Completed.**
- In the Tree Removal section, the number of trees planned for removal should be listed. Also, the actual box size of the replacement trees needs to be listed. **Summary not updated but Table 2 on pg 10 shows this.**
- In the *Tree Protection* section, *Grading/excavating*, it should be noted that any excavation done within the TPZ shall be done with hand tools, hydro-vac, or pneumatic air spade. Any roots 2" in diameter or more may only be cut after assessed and approved by the project arborist. **Completed.**
- The data table on pg. 11 needs abbreviations listed in the 'Notes' section defined. **Completed.**
- The canopy size should be clarified as 'radius' or 'diameter'. **Completed.**
- The methodology for the tree appraisals needs to be described in the report. **Completed**
  - Are they using the Trunk Formula Technique (TFT)? This would be the recommended technique in this situation. **Completed.**
  - The Largest Commonly Available Nursery Tree (LCANT) size is not defined, some are listed as 4" diameter, some are listed as 6" diameter, but the cost of the replacement tree does not change with the tree size. The replacement tree size and price need to be verifiable. **Completed.**
  - Clarify what 'Location percent' is. **Completed.**
  - If using the TFT, External and Functional limitations should be listed. **Completed.**



**Corporate Headquarters**  
295 South Water Street, Suite 300  
Kent, OH 44240  
800-828-8312

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5955 Capistrano Ave.  
Atascadero, CA 93422

- The appraised values seem low. Using the listed \$200 for a 4" and 6" diameter replacement tree is bringing the appraised values down. Please recalculate using a verifiable price for the LCANT. **Completed.**
- The report states that replanting 14 new trees is planned to partially mitigate the removals. The report should spell out the number of planned removals, how many will be planned to be replaced on a 1:1 ratio using comparable canopy size trees, and the in lieu (appraised value) of the remaining trees to be removed. **Completed.**
- Appraised value of all 28 trees to be removed is \$40,400.00
  - Fourteen new trees will be planted to mitigate half of the trees. Not all trees can be replaced 1:1 due to space restrictions.
  - Appraisal value of half the trees should be paid to the city to mitigate the other half: \$20,200.00

If you have any questions, please contact me at [Lori.Murphy@davey.com](mailto:Lori.Murphy@davey.com) or 916-899-7917.

Sincerely,

A handwritten signature in black ink that reads "Lori A. Murphy".

Lori Murphy, Associate Consultant  
ISA Board Certified Master Arborist WE-7844BM  
ISA TRAQ Qualified  
ASCA Registered Consulting Arborist #780

# Exhibit F- Hydrology Calculations

TABLE 1 - HYDROLOGY

## Pre-Development Hydrology

Surface	Area (sf)	Coeff.	C*A (sf)
Hardscape (Concrete, Pavers, Deck, DG)	9,263	0.90	8,337
Pool Basin	4,388	0.80	3,510
Landscape	7,667	0.10	767
<b>Total</b>	<b>21,318</b>	<b>0.592</b>	<b>12,620</b>

$$C_{ex} * A = 0.29 \text{ Acres}$$

$$I_{10} = 1.79 \text{ in/hr}$$

$$Q_{ex} = C_{ex} * I * A = 0.519 \text{ cfs}$$

## Post-Development Hydrology

Surface	Area (sf)	Coeff.	C*A (sf)
Hardscape (Concrete, Pavers, Deck, Roof)	10,416	0.90	9,374
Pool Basin	-	0.80	-
Landscape	10,992	0.10	1,099
<b>Total</b>	<b>21,408</b>	<b>0.489</b>	<b>10,469</b>

$$C_{pd} * A = 0.24 \text{ Acres}$$

$$I_{10} = 1.79 \text{ in/hr}$$

$$Q_{pd} = C_{pd} * I * A = 0.430 \text{ cfs}$$

## Exhibit G - Point Precipitation Frequency Estimates



## NOAA Atlas 14, Volume 6, Version 2

Location name: Palo Alto, California, USA\*

Latitude: 37.4591°, Longitude: -122.1424°

Elevation: 39 ft\*\*

\* source: ESRI Maps

\*\* source: USGS



## POINT PRECIPITATION FREQUENCY ESTIMATES

Sanja Perica, Sarah Dietz, Sarah Heim, Lillian Hiner, Kazungu Maitaria, Deborah Martin, Sandra Pavlovic, Ishani Roy, Carl Trypaluk, Dale Unruh, Fenglin Yan, Michael Yekta, Tan Zhao, Geoffrey Bonnin, Daniel Brewer, Li-Chuan Chen, Tye Parzybok, John Yarchoan

NOAA, National Weather Service, Silver Spring, Maryland

[PF tabular](#) | [PF graphical](#) | [Maps & aerials](#)

## PF tabular

Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	1.16 (1.03-1.33)	1.56 (1.37-1.78)	2.08 (1.82-2.38)	2.51 (2.18-2.89)	3.08 (2.63-3.67)	3.54 (2.96-4.28)	4.01 (3.29-4.96)	4.50 (3.59-5.70)	5.16 (3.97-6.78)	5.69 (4.25-7.69)
10-min	0.834 (0.738-0.954)	1.12 (0.984-1.27)	1.49 (1.31-1.70)	1.79 (1.57-2.07)	2.21 (1.88-2.63)	2.54 (2.12-3.07)	2.87 (2.35-3.55)	3.23 (2.57-4.08)	3.70 (2.85-4.85)	4.07 (3.04-5.51)
15-min	0.672 (0.596-0.768)	0.900 (0.792-1.03)	1.20 (1.06-1.38)	1.44 (1.26-1.67)	1.78 (1.52-2.12)	2.05 (1.71-2.48)	2.32 (1.90-2.86)	2.60 (2.08-3.29)	2.98 (2.30-3.92)	3.28 (2.46-4.44)
30-min	0.460 (0.406-0.526)	0.616 (0.544-0.704)	0.820 (0.724-0.942)	0.990 (0.866-1.14)	1.22 (1.04-1.45)	1.40 (1.17-1.70)	1.59 (1.30-1.96)	1.78 (1.42-2.25)	2.04 (1.57-2.68)	2.25 (1.68-3.04)
60-min	0.324 (0.287-0.371)	0.434 (0.383-0.496)	0.578 (0.510-0.663)	0.698 (0.610-0.805)	0.861 (0.732-1.02)	0.988 (0.826-1.20)	1.12 (0.915-1.38)	1.25 (1.00-1.59)	1.44 (1.11-1.89)	1.58 (1.18-2.14)
2-hr	0.241 (0.213-0.275)	0.321 (0.283-0.367)	0.423 (0.373-0.485)	0.506 (0.442-0.584)	0.616 (0.524-0.732)	0.699 (0.584-0.846)	0.783 (0.641-0.968)	0.868 (0.693-1.10)	0.982 (0.756-1.29)	1.07 (0.798-1.44)
3-hr	0.204 (0.180-0.233)	0.270 (0.239-0.309)	0.355 (0.313-0.407)	0.423 (0.370-0.488)	0.513 (0.436-0.609)	0.581 (0.485-0.702)	0.648 (0.530-0.800)	0.716 (0.572-0.906)	0.806 (0.621-1.06)	0.874 (0.653-1.18)
6-hr	0.151 (0.133-0.172)	0.197 (0.174-0.226)	0.257 (0.226-0.295)	0.305 (0.267-0.352)	0.368 (0.313-0.437)	0.416 (0.347-0.503)	0.463 (0.379-0.572)	0.511 (0.408-0.647)	0.575 (0.443-0.754)	0.623 (0.465-0.842)
12-hr	0.101 (0.089-0.116)	0.130 (0.115-0.148)	0.167 (0.148-0.192)	0.198 (0.173-0.229)	0.240 (0.204-0.286)	0.273 (0.228-0.330)	0.306 (0.250-0.378)	0.340 (0.271-0.431)	0.387 (0.297-0.507)	0.423 (0.316-0.572)
24-hr	0.059 (0.052-0.067)	0.074 (0.066-0.085)	0.095 (0.084-0.109)	0.112 (0.099-0.130)	0.136 (0.117-0.162)	0.155 (0.131-0.188)	0.175 (0.145-0.216)	0.196 (0.158-0.248)	0.225 (0.175-0.295)	0.248 (0.187-0.335)
2-day	0.037 (0.033-0.043)	0.047 (0.042-0.054)	0.060 (0.053-0.069)	0.070 (0.062-0.081)	0.085 (0.073-0.101)	0.096 (0.081-0.117)	0.108 (0.089-0.133)	0.120 (0.097-0.152)	0.136 (0.106-0.179)	0.149 (0.113-0.202)
3-day	0.029 (0.026-0.033)	0.036 (0.032-0.042)	0.046 (0.041-0.053)	0.054 (0.048-0.063)	0.065 (0.056-0.077)	0.073 (0.062-0.089)	0.082 (0.067-0.101)	0.090 (0.073-0.114)	0.102 (0.079-0.134)	0.111 (0.084-0.150)
4-day	0.024 (0.021-0.027)	0.030 (0.027-0.035)	0.038 (0.034-0.044)	0.045 (0.040-0.052)	0.054 (0.046-0.064)	0.061 (0.051-0.074)	0.067 (0.056-0.083)	0.074 (0.060-0.094)	0.084 (0.065-0.110)	0.091 (0.068-0.123)
7-day	0.017 (0.015-0.019)	0.022 (0.019-0.025)	0.028 (0.025-0.032)	0.033 (0.029-0.038)	0.039 (0.033-0.046)	0.044 (0.037-0.053)	0.048 (0.040-0.060)	0.053 (0.043-0.067)	0.059 (0.046-0.078)	0.064 (0.048-0.086)
10-day	0.013 (0.012-0.015)	0.017 (0.015-0.019)	0.022 (0.019-0.025)	0.025 (0.022-0.030)	0.030 (0.026-0.036)	0.034 (0.029-0.041)	0.038 (0.031-0.046)	0.041 (0.033-0.052)	0.046 (0.035-0.060)	0.049 (0.037-0.066)
20-day	0.008 (0.007-0.010)	0.011 (0.010-0.013)	0.014 (0.013-0.016)	0.017 (0.015-0.019)	0.020 (0.017-0.024)	0.022 (0.019-0.027)	0.025 (0.020-0.031)	0.027 (0.022-0.034)	0.030 (0.023-0.039)	0.032 (0.024-0.043)
30-day	0.007 (0.006-0.008)	0.009 (0.008-0.010)	0.011 (0.010-0.013)	0.013 (0.012-0.015)	0.016 (0.014-0.019)	0.018 (0.015-0.022)	0.020 (0.016-0.024)	0.021 (0.017-0.027)	0.023 (0.018-0.031)	0.025 (0.019-0.034)
45-day	0.005 (0.005-0.006)	0.007 (0.006-0.008)	0.009 (0.008-0.010)	0.011 (0.009-0.012)	0.013 (0.011-0.015)	0.014 (0.012-0.017)	0.016 (0.013-0.019)	0.017 (0.014-0.021)	0.019 (0.014-0.024)	0.020 (0.015-0.027)
60-day	0.005 (0.004-0.005)	0.006 (0.005-0.007)	0.008 (0.007-0.009)	0.009 (0.008-0.011)	0.011 (0.010-0.013)	0.012 (0.010-0.015)	0.014 (0.011-0.017)	0.015 (0.012-0.019)	0.016 (0.012-0.021)	0.017 (0.013-0.023)

<sup>1</sup> Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS).

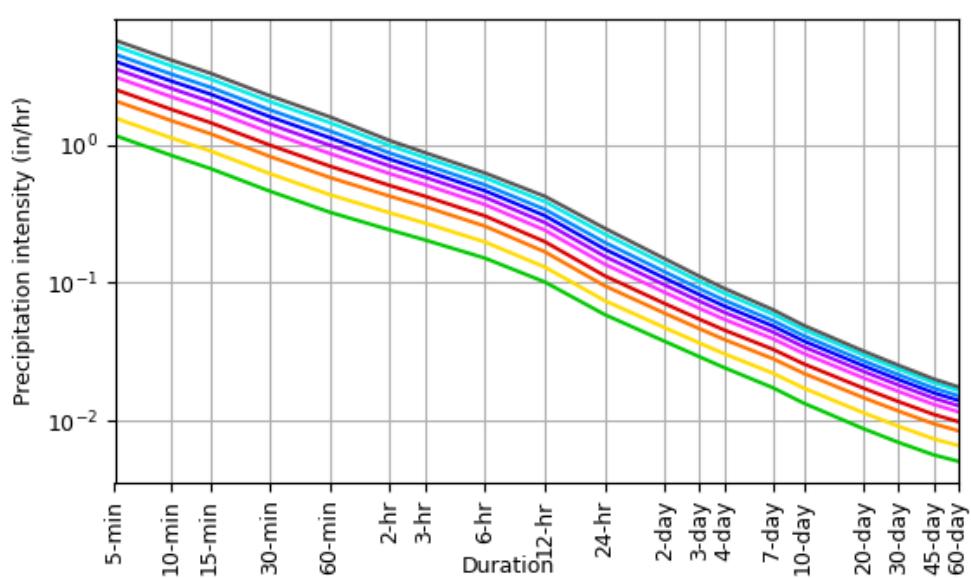
Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values.

Please refer to NOAA Atlas 14 document for more information.

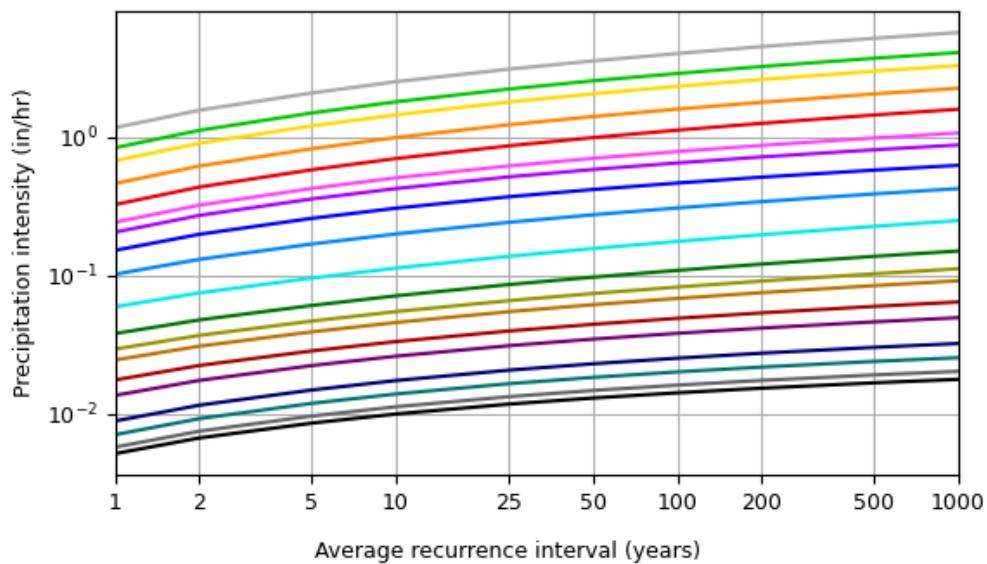
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## PF graphical

PDS-based intensity-duration-frequency (IDF) curves  
Latitude: 37.4591°, Longitude: -122.1424°



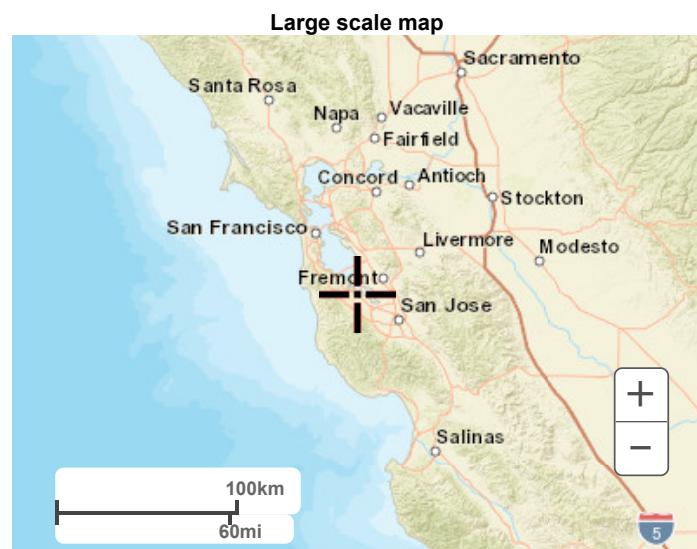
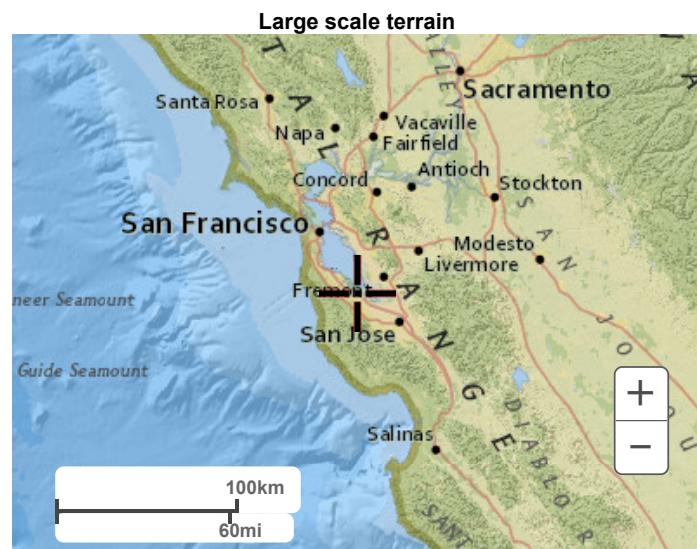
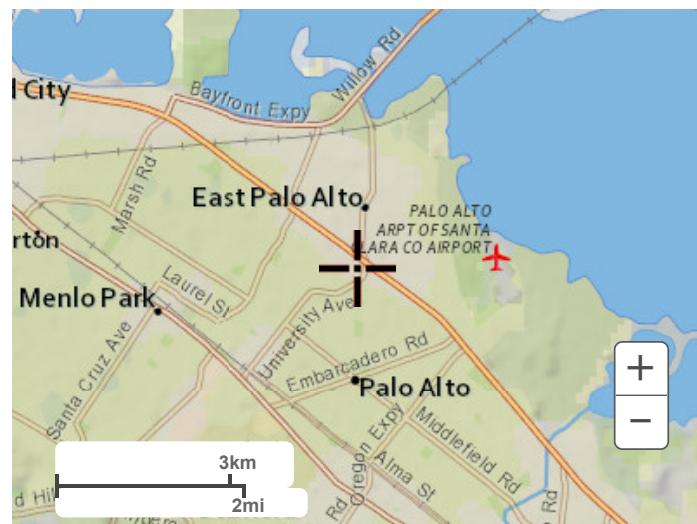
Average recurrence interval (years)
1
2
5
10
25
50
100
200
500
1000



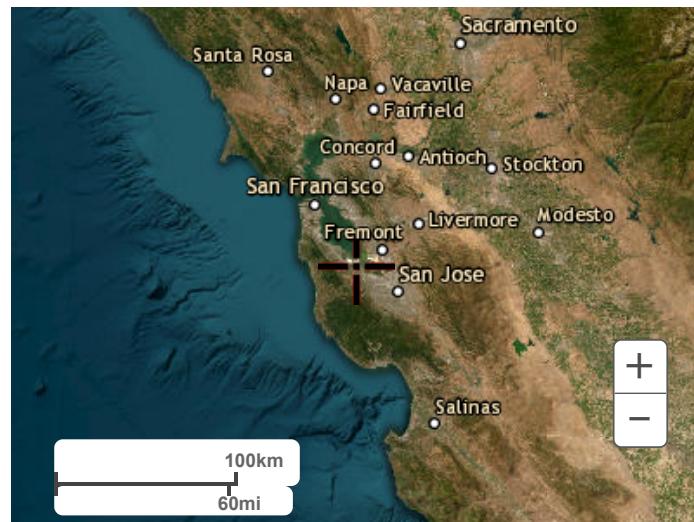
Duration	
5-min	2-day
10-min	3-day
15-min	4-day
30-min	7-day
60-min	10-day
2-hr	20-day
3-hr	30-day
6-hr	45-day
12-hr	60-day
24-hr	

## Maps & aerials

[Small scale terrain](#)



Large scale aerial



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