



# Ministerial Planning Review Approval Letter

TO: Kate Blessing-Kawamura, Eden Housing, 22645 Grand Street., Hayward, CA 4541  
 SUBJECT: 525 E Charleston Road [21PLN-00329]  
 DATE: March 8, 2022  
 FROM: Stan Ketchum, Consultant Planner

[MANAGER’S SIGNATURE]

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*Jodie Gerhardt*  
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3/8/2022

The project includes construction of a mixed-use building with 2,750 square feet of ground floor office for non-profit use and 50 units of 100 percent Affordable rental housing, 50 percent of which will be for residents with special needs, on a 0.78-acre site.

**Facts and Findings:**

1. The site has a zoning designation of PF (Public Facilities), which allows all uses that are “owned or leased, and operated or used, by the City of Palo Alto, the County of Santa Clara, the State of California, the government of the United States, the Palo Alto Unified School District, or any other governmental agency, or leased by any such agency to another party.” The office and housing uses will be located on land owned by Santa Clara County and leased to AbilityPath and Eden Housing and are therefore permitted uses per PAMC Chapter 18.28.
2. The application was submitted consistent with California Government Code Section 65650 (AB2162 - Supportive Housing Act), which requires ministerial review of qualifying supportive housing projects.
3. Staff has found the project to be in compliance with all but three (3) of the City’s objective development standards. In accordance with State Density Bonus Law and PAMC Section 18.15.050(c)(iv), a housing project providing 100 percent of the units, exclusive of manager’s unit, as affordable to lower income households, is eligible for four (4) concessions. With the following concessions, staff finds the project in compliance with the City’s objective development standards. The applicant has shown the following concessions will reduce the per unit cost of the development:
  - Required 35-foot transitional height - allow for a portion of the building within 150 feet of an R-1 zone to be 49 feet tall.
  - Lot Coverage - allow a 9% increase in lot coverage for a total lot coverage of 39%
  - Floor Area Ratio - Exceed 1:1 FAR limitation with a proposed FAR of 1.35:1

4. The applicant has also stated their project incorporates the following:
  - 19 parking spaces
  - On-site support services for residents including: computer learning center, community room, and laundry services
  - Communal outdoor courtyard including seating areas, raised vegetable beds for gardening by residents, and a meditative sensory garden and labyrinth
  - Dedicated indoor bike parking and a gated connection to the adjacent multi-use pathway connecting to Mitchel Park, Community Center and Library, and Magical Bridge Playground
  - Direct access to public transit

**Environmental Assessment:**

The project is exempt from CEQA pursuant to Guideline Section 15268.

**Approval and Standard Conditions:**

The application dated November 17, 2021 and plans dated January 21, 2022 were reviewed by the Architectural Review Board (ARB) on February 17, 2022. Based on comments from the ARB, staff and the community, the applicant submitted revised plans on March 4, 2022. This revised project meets all Planning objective standards, as noted above, and is therefore **approved** to submit for Building permits.

1. **CONFORMANCE WITH PLANS.** Construction and development shall conform to the approved plans entitled, "Mitchell Park Place, A Development for Eden Housing, 525 E. Charleston Road, Palo Alto, CA 94306" dated March 1, 2022 on file with the Planning Department, 250 Hamilton Avenue, Palo Alto, California except as modified by these conditions of approval.
2. **BUILDING PERMIT.** The applicant shall apply for a building permit and meet any and all objective requirements of the Planning, Fire, Public Works, and Building Departments.
3. **BUILDING PERMIT PLAN SET.** A copy of this cover letter and conditions of approval shall be printed on the second page of the plans submitted for building permit. Project plans submitted for Building permits shall incorporate the following changes:
  - a. Ensure transformer location in the parking lot is well screened and detailed
  - b. Finalize trash staging area to minimize line of sight impacts and move traffic control gate as needed.
4. **REVIEW EXPIRATION.** The project approval shall be valid for a period of two years from the original date of approval. Application for a one-year extension of this entitlement may be made prior to expiration.
5. **LANDSCAPE PLAN.** Plantings shall be installed in accordance with the approved plan set and shall be permanently maintained and replaced as necessary.
6. **NOISE PRODUCING EQUIPMENT.** All noise producing equipment shall be located outside of required setbacks, except they may project 6 feet into the required street side setbacks.

7. **NOISE REPORT AT BUILDING STAGE.** At the time of building permit issuance for new construction or for installation of any such interior or exterior mechanical equipment, the applicant shall submit an acoustical analysis by an acoustical engineer demonstrating projected compliance with the Noise Ordinance. The analysis shall be based on acoustical readings, equipment specifications and any proposed sound reduction measures, such as equipment enclosures or insulation, which demonstrate a sufficient degree of sound attenuation to assure that the prescribed noise levels will not be exceeded.
8. **PROJECT MODIFICATIONS.** All modifications to the approved project shall be submitted for review and approval prior to construction. If during the Building Permit review and construction phase, the project is modified by the applicant, it is the responsibility of the applicant to contact the Planning Division/project planner directly to obtain approval of the project modification. It is the applicant's responsibility to highlight any proposed changes to the project and to bring it to the project planner's attention.
9. **FINAL INSPECTION.** A Planning Division Final inspection will be required to determine substantial compliance with the approved plans prior to the scheduling of a Building Division final. Any revisions during the building process must be approved by Planning, including but not limited to; materials, landscaping and hard surface locations. Contact your Project Planner, Claire Raybould at [Claire.Raybould@CityofPaloAlto.org](mailto:Claire.Raybould@CityofPaloAlto.org) to schedule this inspection.
10. **INDEMNITY.** To the extent permitted by law, the Applicant shall indemnify and hold harmless the City, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the City for its actual attorneys' fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.
11. **SIGN APPROVAL NEEDED.** No signs are approved at this time. All signs shall conform to the requirements of Title 16.20 of the Palo Alto Municipal Code (Sign Code) and shall be subject to approval by the Director of Planning.
12. **TRASH ROOM.** The trash room shall be used solely for the temporary storage of refuse and recycling that is disposed on a regular basis and shall be closed and locked during non-business hours.
13. **PUBLIC UTILITY EASEMENT.** The applicant shall secure a public utilities easement for facilities installed on private property. The applicant's engineer shall obtain, prepare, record with the County of Santa Clara, and provide the Utilities Engineering Section with copies of the public utilities easement across the adjacent parcel(s) as is necessary to serve the development, prior to issuance of occupancy.