



EAST PALO ALTO DIRECTOR'S LEVEL READING REGULAR SESSION AGENDA

Thursday, July 17, 2025, 4:00 PM
EPA Government Center
2415 University Ave, First Floor
East Palo Alto, CA 94303

NOTICE

This meeting will be held virtually. The virtual portion of this Directors Hearing will be conducted in accordance with City of East Palo Alto Resolution adopted pursuant to Assembly Bill 361.

The public may participate in the Directors Hearing via Zoom Meeting may provide comments by emailing ajen@cityofepa.org, submitting a speaker card at the meeting, or using the **RAISE HAND** feature when the Director calls for public comment. Emailed comments should include the specific agenda item on which you are commenting.

Please click this URL to join

<https://us06web.zoom.us/j/6077127197?omn=81259546543>

Meeting ID: 607 712 7197

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

Meeting ID: 607 712 7197

International numbers available: <https://zoom.us/j/6077127197?omn=81259546543>

1. **PUBLIC HEARINGS**

- 1.1 **Major Temporary Use Permit to allow for the the continued use related to automated vehicles for a period of one year or 365 days under the same operator at 1990 Bay Road and 1775 Weeks Street**

Recommendation:

1. Approve a Major Temporary Use Permit (TUP25-014) to allow for the continued use related to automated vehicles for a period of one year or 365 days under the same operator at 1990 Bay Road and 1775 Weeks Street; and
2. Find that the project is categorically exempt pursuant to Section 15304(e) – Minor Temporary Use of Land of the California Environmental Quality Act (CEQA) guidelines.

2. ADJOURNMENT

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 this Directors Hearing which are not exempt from disclosure pursuant to the Public Records Act, that are distributed 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 Planning Director. Such documents may also be available on the East Palo Alto website 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 Directors Hearing packet may be reviewed by the public at the Tate Street Office. Any writings or documents pertaining to an open session item provided to the Director less than 72 hours prior to the meeting, shall be made available for public inspection at the front counter at the Tate Street Office, 1960 Tate Street, East Palo Alto, California 94303 during normal business hours. Information distributed to the Director the Directors Hearing becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

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: 7/14/25

ATTEST:

Alvin Jen
Associate Planner



CITY OF EAST PALO ALTO

Planning Division

1960 Tate Street • East Palo Alto, CA 94303

Tel: (650) 853-3185 • Fax: (650) 853-3179

Temporary Use Permit

Application #: TUP 25-014
Date: July 17, 2025
Issued By: Planning Division
Project Planner: Alvin Jen

I. Property Information:

Applicant/Owner:	JC Poetsch Advisors, Inc./HPI ASVRF 1175 Weeks, LLC / HPI ASVRF 1990 Bay, LLC
Location/ APN:	063-122-040 (1990 Bay Road) & 063-240- 420 (1175 Weeks Street)
General Plan Designation:	Office (1990 Bay Road) and General Industrial (1175 Weeks Street)
Zoning:	Waterfront Office (1990 Bay Road) and Ravenswood Employment Center (1175 Weeks Street)
Flood Zone:	AE (1990 Bay Road and 1175 Weeks Street)
Existing Use:	Temporary use - Automated testing of vehicles (TUP24-012)
CEQA Status:	Exempt, CEQA Categorical Exemption Section 15301 - Existing Facilities and 15304 (e) - Minor Temporary Use of Land
Public Notification:	Provided a radius mailing of owners within 300 feet of the subject sites on 7/7/2025

II. Project Description:

The applicant is proposing a Temporary Use Permit (TUP) to allow the continued use of two sites for activities related to automated vehicles for a period of one year (365 days) under the same operator. The proposal is for the testing and research of various technologies related to automated driving at 1175 Weeks Street and 1990 Bay Road, along with the necessary research and development to improve this emerging technology.

A Temporary Use Permit has been approved for this use since 2019. Most recently, it was approved last year under TUP 24-012 to allow this use for up to 365 days, with the current

permit set to expire on August 2, 2025. The proposed permit would allow this activity to continue for another year or up to 365 days.

In 2019, Lyft, Inc. (NYSE: LYFT) (“Lyft”) entered into lease agreements with the owners of 1175 Weeks Street and 1990 Bay Road, to use the sites for research and development activities related to automated driving, pursuant to City of East Palo Alto approvals granted under TUP 19-018, TUP 19-023, the TUP 19-023 Extension, TUP 21-011, TUP22-005, TUP23-013 and most recently, TUP 24-012. On July 13, 2021, Lyft’s autonomous division was acquired by Woven by Toyota, US, Inc., a subsidiary of Toyota Motor Corporation.

III. Findings and Decisions for Temporary Use:

According to the City of East Palo Alto Municipal Code (EPAMC) Section 18.94.070 (3), a Major Temporary Use Permit may be approved after providing notice to adjacent property owners and conducting a hearing by the Director.

EPAMC Section 18.94.080 requires the following findings to be made for approval of a Temporary Use Permit:

1. The operation of the requested temporary use at the location proposed and within the time period specified will not endanger, jeopardize, or otherwise constitute a menace to the public convenience, health, safety, or general welfare;

The proposed operation involves the testing of automated vehicles on properties located at 1990 Bay Road and 1175 Weeks Street Woven by Toyota, US, Inc. proposes to test six to ten automated vehicles and related technologies at these sites. The properties are surrounded by vacant land, natural preserve open space, and existing commercial/industrial uses. Testing will occur on-site at low speeds (0-25 mph) is from 7:00 AM to 6:00 PM, Monday through Friday.

The testing, consisting primarily of self-driving vehicles, is not expected to generate noise levels above the current ambient background. No high noise generating vehicles, such as heavy diesel trucks are proposed for use on site.

The sites are currently monitored by the California Regional Water Quality Control Board (RWQCB) due to contamination from prior industrial operations. As of July 7, 2025, the RWQCB has confirmed no concerns regarding the continued temporary use and no further mitigation measures are required.

The conditions of operation and approvals, required by the City of East Palo Alto Planning, Building, Environmental Programs, and Public Works Engineering Divisions, Menlo Park Fire Protection District, and City of East Palo Alto Police Department will ensure that the proposed operation does not jeopardize the public convenience, health, safety, or general welfare.

2. The operation of the requested temporary use will not be detrimental to adjoining

properties through the creation of excessive dust, light, noise, odor, or other objectionable characteristics.

The subject site would be used for the testing and research of automated vehicle technologies. Testing would occur on paved surfaces and would be conducted at low speeds (maximum of 25 miles per hour). The activity is not expected to generate significant noise or other nuisances. Operations would be limited to regular business hours on property zoned for office and industrial uses. The average operational noise will be in full compliance with the City's noise regulations, pursuant to Chapter 8.52 Noise Control of the EPAMC.

No after-hours testing requiring lighting is proposed, consistent with the previous permit (TUP24-012).

No ground disturbance or use of bright lighting is proposed. Therefore, the temporary use would not negatively impact adjoining properties through excessive dust, light, noise, odor, or other objectionable conditions.

3. The proposed parcel is adequate in size and shape to accommodate the temporary use without detriment to the enjoyment of other properties located adjacent to and in the vicinity of the subject parcel;

The subject site is of adequate size and shape to support the temporary use. The paved areas are sufficient to accommodate the vehicle testing without the need for any excavation. As such, the proposed use would not be detrimental to the enjoyment of other properties located adjacent to and in the vicinity of the subject parcel.

4. The proposed parcel is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate;

The subject site, served by Bay Road and Weeks Street, was improved to support the temporary use. Approximately six to ten vehicles would be brought to the site and returned each day to other facilities located around the Bay Area.

On average, no more than ten standard passenger cars, trucks, or multipurpose vehicles (sedans, SUVs, minivans, etc.) with a gross vehicle weight rating (GVWR) less than 4,536 KG (10,000 pounds), one mobile trailer/recreation vehicle (RV) with a gross weight of 26,000 pounds would access the site daily. This represents a limited traffic impact on the City's public right-of-way. As such, the proposed sites are adequate to accommodate the kind and quantity of traffic from the proposed project.

All testing and vehicle operations would occur on the larger parcel located at 1175 Weeks Street, which is more than sufficient to accommodate the proposed use and its functions. The building at 1990 Bay Road would primarily serve administrative and storage functions.

5. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the Director;

All required parking for the temporary use would be accommodated on-site. At 1175 Weeks Street, the applicant would provide six parking spaces, including one ADA compliant space and a loading space. At 1990 Bay Road, 11 standard parking spaces, including one ADA van-accessible space, will continue to be provided. No overflow parking onto public streets is anticipated.

6. The applicant agrees in writing to comply with any and all of the conditions imposed by the Review Authority in the approval of the Temporary Use Permit.

As a condition of approval, the applicant is required to provide, in writing, an acknowledgment agreeing to comply with all conditions imposed as part of for this Temporary Use Permit.

IV. Director's Hearing:

As required by the City of East Palo Alto Municipal Code Section 18.94.070, a public hearing for this item was held on July 17, 2025. Public notices were mailed and posted in compliance with the requirements of the Municipal Code.

Any discretionary decisions and the following conditions of approval are subject to appeal to the Planning Commission pursuant to EPAMC 18.94.110.

V. Conditions of Approval:

PLANNING DIVISION:

1. This temporary use permit approval is valid for a period of one year or 365 days and will lapse on August 2, 2026.
2. Approval of TUP 25-014 (hereinafter "this permit") is granted for approved plans dated June 17, 2025, on file with the Planning Division. Operations of the project shall conform to the plans, except as otherwise specified in these conditions. Any future adjustment or modification to the plans shall be considered by the Planning Manager, may require separate discretionary approval, and shall conform to all City, State, and Federal requirements, including subsequent City Code requirements or policies adopted by City Council.
3. Minor modifications to the approved plans or proposed uses may be approved administratively by the Planning Manager. Any major changes, as determined

by the Planning Manager, shall require review and approval from the Planning Manager at a new public hearing.

4. Failure to appeal this decision in a timely manner, or commencement of any activity related to the project, is understood to clarify the Developer's acceptance of all conditions and obligations imposed by this permit and waiving any challenge to the validity of the conditions and obligations stated therein.
5. If the Developer fails to comply with any of the conditions of this permit, the Developer, owner, or tenant shall be subject to permit revocation or enforcement actions pursuant to the City Code. All costs associated with any such actions shall be the responsibility of the Developer, owner, or tenant.
6. Developer shall obtain necessary permits prior to initiating any new construction or modifications authorized under this approval, including but not limited to encroachment permits and clearances from any State or local environmental agencies. Developer shall pay all requisite fees in effect at the time of plan submittal and/or issuance, as applicable.
7. Developer will be solely responsible to maintain and provide copies of a valid Flood Insurance certificate to the City during the tenure of this TUP.
8. This approval is valid for a period of 365 consecutive days and will lapse on August 2, 2026. No operations shall be performed on the subject site after August 2, 2026, unless this permit is renewed, extended or a separate permit is approved by Planning Division. All costs associated with the renewed, extended, or new permit shall be the responsibility of Developer.
9. Graffiti from any building or wall surface visible from the public street shall be removed within 72 hours of discovery in a manner which retains the existing color and texture of the building or wall surface as most practically feasible. Building materials and finishes amenable to graffiti removal shall be used to the extent feasible.
10. Developer shall defend, indemnify, and 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 permitted by Temporary Use Permit TUP25-014.
11. Developer shall comply with the requirements of the East Palo Alto Building Division, East Palo Alto Engineering Division, the Menlo Park Fire Protection District, and the East Palo Alto Police Department.

12. Developer shall acknowledge in writing all of the conditions of approval and must accept these conditions with full awareness of the responsibilities associated with each requirement prior to site usage.
13. The operational hours shall be from 7:00 AM to 6:00 PM, Monday through Friday.
14. The average operational noise during the operational hours originating from the 1175 Weeks Street and 1990 Bay Road sites will be in full compliance with the City of EPA noise ordinances pursuant to Chapter 8.52-Noise Control of the City of East Palo Alto Municipal Code
15. The temporary use shall be performed on the subject site. In no event shall the automated driving test be performed within the public right-of-way.
16. No permanent construction or lighting installation is allowed for the temporary use. Any modifications to the approved plans shall be approved by the Planning Division under subsequent permits with associated permit fees.
17. The site shall have adequate trash and recycling service bins. Trash storage areas (including recycling or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Litter and waste must be collected on-site daily.
18. A sign shall be posted on-site indicating a designated contact person and with contact information to address any neighbor complaints related to the operation of the Temporary Use Permit.
19. In the event of any type of emergency event impacting the site, the Developer shall cease operation immediately and may only continue operation after an assessment of the site has deemed safe for site usage by the Community Development Director or his/ her designee.
20. The site shall be cleaned up within sixty (60) days of the permit issuance and maintained for the life of the project including but not limited to the removal of on-site debris, weeds, and graffiti.
21. All K-Rail barriers, trash, debris, portal-potties, etc. placed for the temporary use shall be removed within fifteen (15) days after the site's operation is concluded. The site shall be cleaned up and restored back to the original condition in conformance with the Waterfront Office and Ravenswood Employment Center Zoning Districts standards.
22. In the event of any type of emergency event impacting the site, the Applicant shall cease operation immediately and may only continue operation after an

assessment of the site has deemed safe for site usage by the Community Development Director or his/ her designee.

23. Modifications or revocations of this temporary use permit are subject to Chapter 18.112 of the Development Code.
24. All appeals of discretionary decisions required as part of these conditions of approval are required to be appealed to the Planning Commission per the Development Code Regulations.
25. Countersign this Temporary Use Permit acknowledging the conditions and that the applicant will comply as stated in the Conditions of Approval.

BUILDING DIVISION:

26. 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.
27. Imprint the Conditions of Approval on the plans submitted for building permits.

PRIOR TO THE ISSUANCE OF BUILDING PERMIT

28. Approval of this Project does not relieve the Applicant from the applicable requirements of subsequent permits and approvals, including but not limited to the following as may be applicable:
 - a. Building Permit
 - b. Fire Permit
 - c. Security and/or police coordination
29. Maintain all fire lanes and site egress.
30. Maintain site in accordance with EPA Municipal Code Section 8.08.020

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

Joe Rossbach, MCP, CBO
Senior Inspector / Plans Examiner
City of East Palo Alto, | CEDD, Building Services
Tel: (650) 853-5908
Email: jrossbach@cityofepa.org

ENGINEERING DIVISION:

31. ENCROACHMENT PERMIT: If applicable, the property owner or representative shall obtain an encroachment permit from the Engineering Division prior to performing any work in the public right-of-way. See the link below for an application.
https://www.cityofepa.org/sites/default/files/fileattachments/public_works/page/3171/encroachment_permit_application_201902011229167360_201903251407548161.pdf.
32. CONSTRUCTION VEHICLES, EQUIPMENT, AND MATERIALS:
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.
33. 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.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/construction-best-practices/>.

EAST PALO ALTO POLICE DEPARTMENT:

34. There should be uniform lighting without glare during all hours of darkness to enable good observation by neighbors and patrol units after hours.
35. Landscaping shall be well maintained and trimmed so that visual observation is not hindered:
- Shrubs should be kept less than three feet in height and trees should be pruned to a height of 10 feet.
 - Walkways should be direct, follow natural pathways, and avoid blind corners.
 - Walkways and access points to open space should be illuminated and visible.
 - Graffiti should be removed in a timely manner.
36. The security company needs to have city business license and police permit in addition to a state license.
37. The applicant should submit a security plan to the police department that can be reviewed and require changes should there be:
- a. Excessive and/or unexplainable increase in calls for service
 - b. Excessive and/or preventable crimes committed at the residence and/or commercial space.
 - c. Numerous complaints of a valid nature
38. Signage: The Applicant shall:

- a. Post “No trespassing/Loitering” signs at entrances of parking lots and other appropriate places. Signs should be at least 2’ by 1’ in overall size, with white background and black 2” lettering. Section 9.08.010 of the East Palo Alto Municipal Code should be included as a reference for the no loitering signs.
- b. Post signs at all entrances to the parking area pursuant to section 22658(a) of the California Vehicle Code to assist management with removal of unwanted vehicles per the parking manager’s request.

MENLO FIRE PROTECTION DISTRICT:

A FIRE AND LIFE SAFETY INSPECTION SHALL BE PERFORMED PRIOR TO BEING OCCUPIED. PLEASE CONTACT BOB BLACH at (650) 688-8430 TO SET UP INSPECTION.

39. Alterations to the building that impact the Fire Alarm and/or Fire Suppression Systems shall require a deferred submittal with a minimum of two sets of plans and with specifications provided to the MPFD for review and approval prior to initiating work that would impact those systems. Only a qualified C-16 contractor working on a fire suppression system or C-10 licensed contractor working on a fire detection system can complete necessary work on those systems.
40. Address markers. All buildings shall have a permanently posted address, which shall be placed at each driveway entrance and be visible from both directions of travel along the road. Permanent addresses on new construction and substantial remodels shall be internally or externally illuminated from dusk to dawn. Addresses shall be posted at the beginning of construction and shall be maintained thereafter. The address shall be visible and legible from the road on which the address is located. Address signs along one-way roads shall be visible from both the intended direction of travel and the opposite direction.
41. The building Fire Sprinkler System shall be maintained operational at all times during alteration. When the renovation requires modification of a portion of a fire protection system, the remainder of the system shall be kept in service. CFC Section 3304.5, & NFPA 241 Section 10.8.
42. Sprinkler system to comply with NFPA 13 (2022 edition). Fire alarm system to comply with NFPA 72 (2022 edition). As amended by MPFPD.
43. A 2A10BC (minimum) Fire Extinguisher shall be located at or near exits and shall be placed so that the travel distance to a fire extinguisher shall not to exceed 75 feet. Verify with Fire Inspector at time of rough inspection to assist with placement of extinguisher(s).
44. Exit signs, emergency lighting, address posting, fire lane, marking, fire extinguishers and Knox Box location to be field verified by Fire Inspector.

45. A final inspection by the Fire Prevention Division is required.

46. Approved plans, approval letter and permit must be on site at the time of inspection.

Upon completion of work and prior to closing ceiling, contact Fire Inspector Bob Blach of the Menlo Park Fire Protection District at 650-688-8430 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.

APPROVED X

DENIED

By:

Alvin Jen
Associate Planner

cc'd
Elena Lee
Planning Manager

ACKNOWLEDGEMENT OF CONDITIONS

I have reviewed the conditions of approval and acknowledge to comply with all of the conditions imposed by the City of East Palo Alto Planning Division in the approval of the Temporary Use Permit.

HPI ASVRF 1175 Weeks, LLC / HPI ASVRF 1990 Bay, LLC
Property Owner or Designee

Jeff Poetsch

JC Poetsch Advisors, Inc.

JCPoetsch Advisors, Inc.
1028 Wilmington Way, Redwood City, CA 94062
phone (650) 207-4994 / e-mail jeffcp@earthlink.net

June 17, 2025

Ms. Elena Lee, Planning Director
Mr. Alvin Jen, Associate Planner
City of East Palo Alto
1960 Tate Street
East Palo Alto, CA 94303

RE: 1-Year Renewal to Temporary Use Permit (TUP) 24-012
1175 Weeks Street, East Palo Alto APN: 063-240-420
1990 Bay Road, East Palo Alto APN: 063-122-040

Dear Ms. Lee,

Pursuant to our discussions, with this letter are the supporting application and documentations requesting a one-year renewal to Temporary Use Permit (TUP) 24-012 issued on July 18, 2024.

Included with this submittal are:

Exhibit 1 - Universal Planning Application

Exhibit 2 - Operational Use Plan including

1. Exhibit A - Site Location Plan
2. Exhibit B - Zoning Map
3. Exhibit C-1 - 1990 Bay Road Site Plan
4. Exhibit C-2 - 1175 Weeks Street Site Plan
5. Exhibit D - 1990 Bay Road Floor Plan

Please note that in the Operation Use Plan we have requested **NO CHANGES**. As well, **NO** site modifications or tenant improvements are contemplated pursuant to this TUP renewal application.

Please let me know if you have any questions comments or concerns. We look forward to its continued occupancy of the site and providing the ongoing enhanced level of site security with this site usage.

Sincerely



Jeff Poetsch
President, JCPoetsch Advisors, Inc.

Cc: Woven by Toyota / Karen Yolangco
Harvest Properties / Blair Volkmann - Claire Wang



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189
planning@cityofepa.org www.cityofepa.org/planning

PROJECT INFORMATION	
1175 Weeks Street / 1990 Bay Road - East Palo Alto	063-240-420 / 063-122-040
Project Address	Assessor's Parcel Number (APN)
Renewal of TUP 24-012 which authorizes the use of the site and industrial building for the testing and research of various technologies related to automated driving and undertaking the necessary research and development to improve these emerging technologies.	
Project Description	

APPLICANT INFORMATION		
Name		Address
on behalf of Woven by Toyota, US, Inc		
Phone		Email

OWNER INFORMATION		
Name		Address 180 Grand Avenue, Suite 1400, Oakland, CA. 94610
HPI ASVRF 1175 Weeks, LLC / HPI ASVRF 1990 Bay, LLC		
Phone		Email

ARCHITECT INFORMATION		
Name		Address
Phone		Email

ENGINEER INFORMATION		
Name		Address
Phone		Email

APPLICATION TYPE – PART 1 (check boxes that apply)		
<input type="checkbox"/>	Administrative Design Review (Single story addition, new Single-family home, New guest house, medium projects with staff level approval , small projects)	<input type="checkbox"/> Sign Permit
<input type="checkbox"/>	Design Review with public hearing (medium project with public hearing , Major project ,	<input type="checkbox"/> Tree Removal Permit
<input type="checkbox"/>	Use Permit (Conditional, Special, Temporary)	<input type="checkbox"/> Variance
<input type="checkbox"/>	Mitigated or Negative Declaration (CEQA)	<input type="checkbox"/> CEQA Environment Impact report (EIR)
<input type="checkbox"/>	Subdivision – lot line adjustment or merger	<input type="checkbox"/> Planned Development Permit
<input type="checkbox"/>	Subdivision – Tentative Parcel Map (4 or fewer)	<input type="checkbox"/> Other _____
<input type="checkbox"/>	Subdivision – Tentative Tract Map (5 or more lots)	<input type="checkbox"/> Final Map
<input type="checkbox"/>	General Plan Amendment	<input type="checkbox"/> Specific Plan Amendment
<input type="checkbox"/>	Zone Change	<input type="checkbox"/> Zone Text Amendment
<input type="checkbox"/>	Streamlined Review (SB35)	<input type="checkbox"/> Streamlined Review (SB330)

FOR STAFF USE ONLY	
PERMIT NUMBER	DATE RECEIVED COMPLETE PACKET



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189
planning@cityofepa.org www.cityofepa.org/planning

APPLICATION TYPE – PART 2 (check the box that applies, include sq. ft. under applicable category)

Residential*	Commercial	Industrial	Mixed-Use	Retail	Other / Special Project **
		15,049 sq. ft.			

*See Housing requirement on page-3 checklist
**Detail of Other / Special project, specify type of project (Additional information may be required, See Stormwater Management) (check boxes that apply)

Gas Station	Automotive	Restaurant	Parking Lot (>5,000 sq. ft.)
-------------	------------	------------	------------------------------

STORMWATER MANAGEMENT (Check the boxes that apply)

1. Is combined area (existing + proposed) of impervious surface between 0-4,999 sq. ft.?	Yes	No
2. Is the combined area of uncovered parking lot, impervious surface 'equal to' or "greater than' 5,000 sq. ft. and less than 9,999 sq. ft.?	Yes	No
3. Is total proposed impervious surface is equal to or greater than 10,000 sq. ft.?	Yes	No
4. Does your project include uses such as gas station, automotive, restaurant, parking lot (over 5,000 sq. ft.)?	Yes	No

Additional information may be required if deemed necessary in the review process.

ADDITIONAL QUESTIONS (Check boxes that apply)

Does this Property currently have an Active Code Case?

Yes Specify Code number:	No X	Not Sure
-----------------------------	---------	----------

Properties with active code cases will need to comply with all requirements set forth by Code Enforcement. This includes scheduling 30-day inspections.

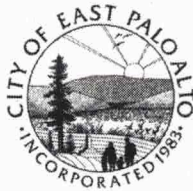
Does this project qualify for streamlining per Senate Bill SB35 (SB35?) (Check boxes that apply)

Yes Submit Checklist	No x
-------------------------	---------

Please complete the [SB35 Eligibility Checklist](#) and review supplemental submittal requirements.

SERVICE AREA COMPLIANCE

Note: Approval by these agencies may be required prior to the issuance of planning and building permits.
SEWER: The undersigned shall contact the East Palo Alto Sanitary Sewer District (EPASD) at (650) 325-9021 ([epasd.com](#)) or the West Bay Sanitary District at (650) 321-0384 ([westbaysanitary.org](#)) to determine the service purveyor. Prior to connecting sewer lines, the undersigned will contact underground service alert at [www.usanorth811.org](#)
WATER: The undersigned shall contact Palo Alto Mutual Water Company at (650) 322-6903, the O'Conner Tract Cooperative Water Company at (650) 321-2723 or the American Water at (650) 322-2083 to comply with any submittal requirements. Prior to connecting water lines, the undersigned will contact underground service alert listed above.
FIRE: Upon building submittal, two(2) additional plan sets will be provided directly to the Menlo Park Fire Prevention District (MPFPD) [www.menlofire.org](#)
SCHOOL: The undersigned acknowledges that payment of school impact fees may be required and will be paid upon issuance of Building or Public Works permit. Contact the Sequoia High School District to verify the amount of school fees.
FLOOD INSURANCE RATE MAP: The undersigned certifies that the property is NOT ☐ , is in the Special Flood Hazard Area ☐ , if known, per FEMA.
Acknowledgement (initial) ☐



UNIVERSAL PLANNING APPLICATION COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

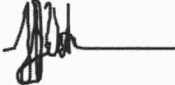
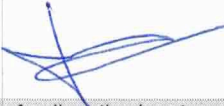
1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189

planning@cityofepa.org

www.cityofepa.org/planning

AFFIDAVIT OF OWNERSHIP

I hereby guarantee, as authorized agent for the applicant, owner, and project sponsors, that they individually or jointly assume full responsibility for all costs incurred by the City in processing this application. By signing below, the property owner consents that all information is true and accurate and to the processing of the application by the applicant and authorizes the applicant to comply with the requirements places on the application by the City. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Please sign this affidavit to acknowledge compliance with all requirements set forth.

	6/10/25		6-17-25
Property owner's signature	Date	Applicant's signature	Date



INDEMNIFICATION AGREEMENT

As part of the application, the applicant and/or property owner agree to defend, indemnify, and hold harmless the City of East Palo Alto, its agents, officers, council members, employees, boards, commissions and Commission from any and all claims, actions or proceedings brought against any of the foregoing individuals or entities, seeking to attack, set aside, void or annul any approval of the application or related decision, or the processing or adoption of any environmental documents or negative declarations which relate to the approval.

This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions, and Council. If for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of East Palo Alto shall have the right to appear and defend its interest in any litigation arising from the approval of the application or any related decision through its City Attorney or outside counsel selected by the City Attorney. The applicant shall be required to reimburse the City for attorney's fees incurred by the City in connection with the litigation.

I have read and agree with all the above.

	6/10/25		6-17-25
Property owner's signature	Date	Applicant's signature	Date



UNIVERSAL PLANNING APPLICATION
COMMUNITY AND ECONOMIC DEVELOPMENT
DEPARTMENT

1960 Tate Street, East Palo Alto, CA 94303 (650) 853-3189
planning@cityofepa.org www.cityofepa.org/planning

CHECKLIST

This chart serves as a tool for applicant to understand the general requirements for each application type. Please note that this is not an all-inclusive list of submittal items required as every project will vary case by case. If you have any questions or concerns, please contact the Planning Division.

All Projects require a Title Page and Digital Copy of Submittal Material
(Additional material may be required, depending on the specifics of project.)

Application Type	Operational Letter / Project Description	Site Plan	Grading and Drainage Plan	Impervious Surface Form	Building Elevations	Context Photos	Floor Plan	Landscape Plan	Lighting Plan	Tentative Map Plan	Plat Map (8.5 11)	Inclusionary Housing Plan Requirement*	Public Notice Package **	Additional Items ***
Administrative Use Permit	X			X	X	X	X	X	X		X			X
Conditional Use Permit	X	X		X	X	X	X	X	X		X		X	X
Administrative Design Review	X	X	X	X	X	X	X	X	X		X	X	X	X
Planning Commission Design Review	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lot Line Adjustment / Parcel Merger		X				X				X	X			X
Single Story Addition / conversion		X		X	X	X	X	X			X	X		X
Planned Development Permit	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Zone Change	X	X	X	X									X	X
Sign Permit		X			X	X			X					
Special Use Permit	X	X			X	X	X						X	
General Plan Amendment Specific Plan Amendment	X	X											X	X
Tree Removal Permit	X	X											X	X
Tentative Map. Parcel Map, Final Map	X	X								X	X		X	
Variance	X	X			X	X	X						X	X
Zoning Text Amendment Zoning Map Change	X	X											X	X
Appeal	X	X											X	X

Note: *(For residential projects only) All residential projects creating new dwelling units are required to provide, at a minimum, an Inclusionary Housing Plan and associated Fair Housing and Marketing Plan to comply with the City's Inclusionary Housing Program. Please refer to the Inclusionary Housing Guidelines on the City's website: <https://www.cityofepa.org/housing/page/inclusionary-housing>

** Depends on the scale of the project. See below.

*** Additional information may include, but not limited to: An Elevation Certificate (if property is in a Flood Zone), appraisal reports, estimate of construction costs (materials + labor), shadow study, material board, arborist reports, fiscal impact analysis report, housing needs assessment, material for online posting etc.

** PUBLIC NOTICING AND COMMUNITY OUTREACH REQUIREMENTS.

Projects are subject to East Palo Alto's Community Outreach requirements. Applications for certain project types require a public notice package as part of the submittal for the purpose of notifying the nearby property owners of the project.

The level of outreach is based on the scale of the project. Please see the link <https://www.ci.east-palo-alto.ca.us/planning/page/community-outreach-policy> for more details.

EXHIBIT 2
1175 Weeks Street / 1990 BAY ROAD -
OPERATIONAL USE PLAN
June 17, 2025

In 2019, Lyft, Inc. (NYSE: LYFT) (“Lyft”) entered into lease agreements with the owners of 1175 Weeks Street and 1990 Bay Road, to use these sites to undertake research and development activities related to automated driving pursuant to City of East Palo Alto approvals as obtained in TUP 19-018, TUP 19-023, TUP 19-023 Extension, TUP 21-011, TUP 22-005, TUP 23-013 and TUP 24-012. TUP 24-012 will expire on August 2, 2025.

On July 13, 2021, Lyft’s autonomous division was acquired by Woven Planet North America, Inc., a subsidiary of Toyota. Other than an assignment of the 1175 Weeks Street and 1990 Bay Road leases to Woven Planet, there were no changes to the site operations and site personnel. Essentially, this was nothing more than a “name change.” On August 9, 2022, the City of East Palo Alto approved TUP-22-005. During 2022 / 2023 Woven Planet changed its name to Woven by Toyota, US, Inc. On July 18, 2024, the City of East Palo Alto approved TUP-24-012.

This operational use plan provides the description of the sites and the 15,049 square foot industrial building, an identification and description of the adjacent lands; a description of the current use of the site and industrial building, a description of the site improvements undertaken in the last 5 years and details regarding intensity of site usage. Note, there are no changes to this operational use plan.

PROJECT NAME 1175 Weeks Street / 1990 Bay Road

LOCATION APN 063-240-420
APN 063-122-040

SITE OWNERS HPI ASVRF 1175 Weeks, LLC
HPI ASVRF 1990 Bay, LLC

APPLICANT JCPoetsch Advisors, Inc. - on behalf of Woven by Toyota, US, Inc.

OCCUPANCY Research & Development and Ancillary Administrative Use

PERMITTING BACKGROUND

- On August 30, 2019, the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 19-018 that provided among other things, the temporary use of the approved testing track on the 1175 Weeks Street property. In order to use the site, improvements were made to the site entry (Permit PW2019-0078), parking

spaces (including handicapped) were identified and striped, the test track area was resurfaced to level and eliminated paving deterioration, and the testing track area was striped.

- On February 14, 2020; the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 19-023 that provided among other things, the expanded temporary use of the approved testing track under TUP19-018 to include the adjacent property at 1990 Bay Road. In order to use the site, parking spaces (including handicapped) were identified and striped (BLD2019-0139), minor dips in the paving area were filled and the test track area was striped.
- On August 12, 2020, the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 19-023 Extension that provided among other things, the continued use of the approve testing track under TUP 19-018 and TUP 19-023 through August 30, 2021 as well as utilizing the existing industrial building located at 1990 Bay Road pursuant to obtaining any necessary building permits (for ADA and Parking requirements). In order to secure the Certificate of Occupancy for the industrial building, truncated domes were added to the building access ramps pursuant to ADA requirements (BLD2020-0064), and pursuant to fire inspections, additional fire extinguishers were added, emergency lighting was replaced where necessary, and fire alarm system was reset and monitored.
- On August 26, 2021, the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 21-011 that provided among other things the continued use of the property pursuant to the earlier Temporary Use Permit (TUP 19-023 Extension) for an additional 360 days.
- On August 9, 2022, the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 22-005 that provided among other things the continued use of the property pursuant to the Conditions of Approval of that TUP
- On July 20, 2023, the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 23-013 that provided among other things the continued use of the property pursuant to the Conditions of Approval of that TUP
- On July 18, 2024, the Planning Division of the City of East Palo Alto issued a Temporary Use Permit (TUP) 24-012 that provided among other things the continued use of the property pursuant to the Conditions of Approval of that TUP
- Planning Division Conditions of Approval #8 stipulated that site usage pursuant to the TUP will cease unless TUP 24-012 is renewed, extended or a separate permit is approved by the Planning Division. This application is a request to renew TUP 24-012.

SITE DESCRIPTION

1175 Weeks Street site comprise approximately 8.36 acres of vacant land located at the northeast end of Weeks Street across the street from the previously planned Primary School located to the south and adjacent to the Bay Trail and Don Edwards Preserve located to the east. The site consists of a single parcel. Historically, the site was used to manufacture various pre-fabricated concrete retaining walls and building structure curtain wall assemblies by the Jess Torres Construction Company. This usage continued until approximately 2016 when it was purchased by, EPA 1175 Weeks, LLC. The site was then purchased in March 2019 by HPI ASVRF 1175 Weeks LLC, a single asset limited liability company managed by Harvest Properties. Currently the site is operating as an autonomous vehicle test track and testing facilities pursuant to TUP 24-012 Extension that expires on August 2, 2025

1990 Bay Road site comprises an area of approximately 4.84 acres including a 15,049 industrial building. The site is located on the south side of Bay Road, across the street from the Corporate Yard of the City of East Palo Alto and the west side of the 2020 Bay site currently in planning review for the development of approximately 1.4 million square feet of office development. The site consists of a single parcel. Prior to use by Lyft, the site had been used by Truebeck Construction pursuant to TUP 19-019 for construction staging. Truebeck vacated the site in early November, 2019. Prior to that use the site has been vacant and unoccupied for many years after the closure of Catalytica. The site was purchased from Starlink Logistics in March 2019 by HPI ASVRF 1990 Bay LLC, a single asset limited liability company managed by Harvest Properties. Currently the site is operating as an autonomous vehicle test track and testing facilities pursuant to TUP 24-012 that expires on August 2, 2025.

PROPOSED USE / PROJECT DESCRIPTION

Pursuant to the authorization provided in TUP 19-018, TUP 19-023, TUP 19-023 Extension, TUP 21-011, TUP 22-005, TUP 23-013 and TUP 24-012, the applicant is testing and researching various technologies related to automated driving on the 1175 Weeks and the 1990 Bay Road sites and undertaking the necessary research and development to improve this emerging technology. These TUPs provided that test vehicles are typically be driven on to the site daily (approximately 6-10 vehicles). The testing team is usually comprised of approximately 6-10 engineers, technicians and drivers. The testing team is currently supported by the “mobile office / mobile command center” that is typically brought to the site each day and returned (as with the majority of the test vehicles) each day to other facilities located in the Bay Area. This mobile office provides the bathroom facilities for members of the testing team. Additionally, there are ADA compliant bathroom facilities in the 1990 Bay Road Industrial Building. Note that with the connection between 1990 Bay and 1175 Weeks, access to both parcels is predominantly from Bay Road now that the Bay Road improvements are completed.

Pursuant to TUP 21-011 Extension, TUP 22-005, TUP 23-013 and TUP 24-012, the applicant is also using the industrial building for administrative use, material storage, equipment testing, equipment maintenance, and bathroom facilities as noted above. Exhibit D-1 provides the existing site plan for the 1175 Weeks Street site - Exhibit D-2

provides the existing site plan for the 1990 Bay Road site including on-site parking. Exhibit E-1 provides an existing floor plan for the industrial building.

ZONING

The 1175 Weeks Street site is zoned for the Ravenswood Employment Center. Permitted land uses pursuant to the Updated Ravenswood / 4 Corners Specific Plan include research and development as well as maintenance and repair. The General Plan Designation is General Industrial.

The 1990 Bay Road site is zoned for the Waterfront Office. Permitted land uses pursuant to the Updated Ravenswood / 4 Corners Specific Plan include research and development as well as maintenance and repair. The General Plan Designation is Office.

Exhibit B provides the site location. Exhibit C provides the site location in the context of the current zoning map.

ADJACENT LAND USES

- North
 - 150 Tara: City of EPA Corporate Yard
Zoned Industrial Flex Overlay
 - 2020 Bay Vacant Land
Zoned Waterfront Office
- North West
 - 1923 Bay : Melvin Curtaccio /
Zoned Bay Road Central
- West
 - 1950 Bay EPACenter Arts
Zoned Bay Road Central, Ravenswood Employment
 - 2470 Pulgas Menlo Park Fire Department
Zoned Ravenswood Employment
 - 2450 Pulgas Borrmann Steel
Zoned Ravenswood Employment
 - 1250 Weeks Current Mixed Usage
Zoned Industrial Transition
- South
 - 1200 Weeks Vacant Land - (in application –The Primary School)
Zoned Urban Residential
- East
 - Bay Road PG&E Cooley Landing Substation
Zoned Waterfront Office
 - Bay Trail and Don Edwards Preserve - Zoned RM

OPERATING INFORMATION

- **Occupants:**

Industrial Building Usage - The industrial building is used for equipment storage and testing; autonomous vehicle and equipment staging; general administrative

use; and occasional storage of autonomous vehicles. These activities include testing of the various locational and safety equipment that is used by the automated vehicle technologies such as humidity and temperature cycling, shaker testing, and failure testing. Equipment is placed and replaced on the vehicles after equipment specific testing. Administrative uses include standard record maintenance and equipment evaluation specifications.

Test Track Usage - Engineers, technicians and drivers are engaged on the test track in the testing of automated driving technologies, authorized pursuant to the Temporary Use Permit (TUP 24-012) issued by the City of East Palo Alto

Summary The site is typically occupied by six (6) to ten (10) employees, but generally no more than sixteen (16) employees at one time, including engineers, technicians and drivers. Each evening, typically, many of the test vehicles are taken to a secure location necessary to protect the sensitive advanced technologies, however, some vehicles may remain on site in the building and the mobile command center may remain on site.

- **Hours of Operation:**

- Normal business hours of operation are 7:00am to 6:00pm weekdays. This aligns with the proposed hours of operation of the 2081 Bay Road site planned to be operated by United Hope Builders
- After hours testing that will require lighting will NOT be undertaken pursuant to this permit. If this is contemplated, a separate temporary use permit will be applied for which will include, as necessary, the appropriate lighting plan.

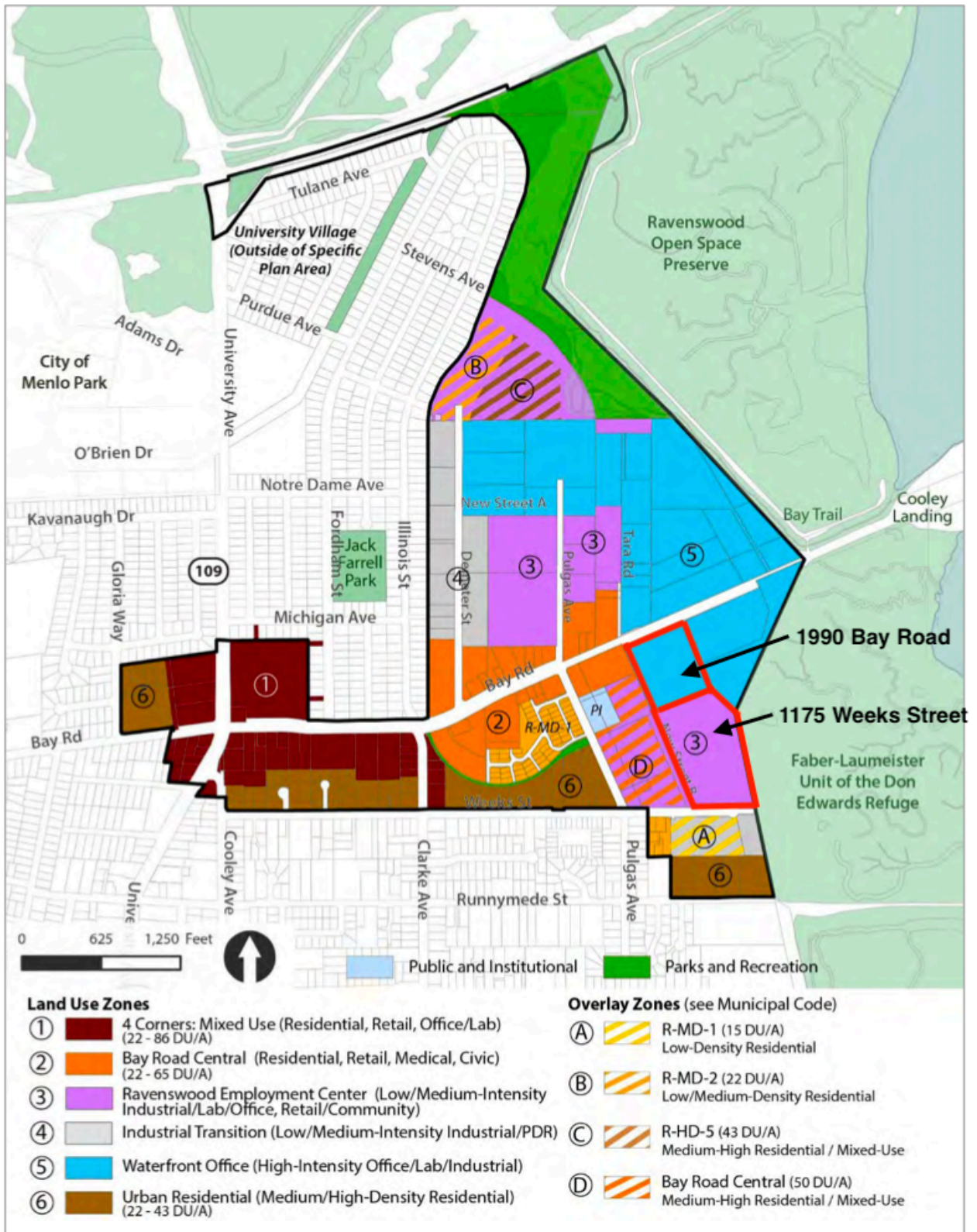
- **Transportation:** Employees working out of the site use a variety of transportation options such as individual cars, ride sharing solutions, cycling, and public transportation. With, on average, only approximately 16 on-site employees anticipated (which is inclusive of both the 1175 Weeks Street site and the 1990 Bay Road site), daily vehicle trips are, on average, approximately 40 trips per day with approximately 6 pm peak hour trips during a one-hour period.
- **Soil Contamination Considerations:** No site excavation or contamination exposure has been undertaken pursuant to these TUPs or will be with this requested extension.
- **Attractive Nuisance Considerations:** The Bay Road entrance and Week Street east of Pulgas have historically been subject to continual RV parking, garbage and refuse dumping. Regular site occupancy has helped to minimize these issues. With the site occupancy, the site is maintained to a higher standard than it was previously and applicant routinely cleans the area outside its premises.
- **Noise** - While equipment testing occurs within the industrial building, no noise from this testing is audible from the exterior of the building. Pursuant to the approved site Temporary Use permits, vehicle testing will be operated at low speed (0-25 mph) and will not generate any noise above current background levels. No high noise generation vehicles have been or will be used on site (e.g. no heavy diesel trucks).

The planning work currently underway by Harvest Properties to transform these two sites into a vibrant commercial center is just getting started. As such, without activities such as those currently underway on the site and proposed to be extended, the site would be vacant and non-productive. We hope you agree that the ongoing site usage and maintenance have provided an excellent deterrent to the vandalism that historically has plagued this area. The extension of this Temporary Use Permit is an appropriate temporary site usage and will hopefully be encouraged and supported by the City of East Palo Alto.

EXHIBIT A
Location Map



EXHIBIT B Zoning Map

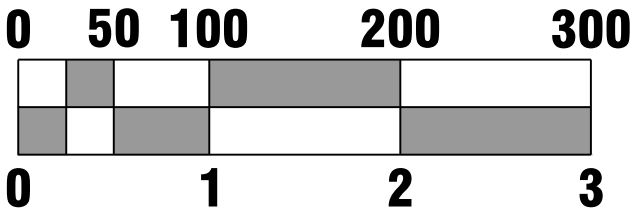


H:\985-Poetsch\985-018 Lyft - 1175 Weeks St. EPA\Engineering\Construction Drawings\C2.0 Site Use Schematic.dwg



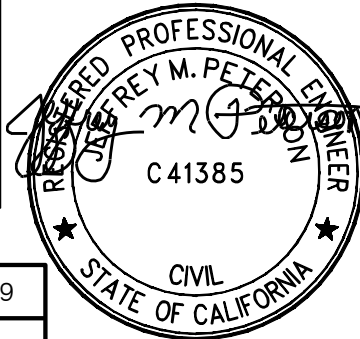
LEGEND

- EXISTING GRAVEL AREA
- EXISTING NATURAL AREA
- PROPOSED 20' ACCESS GRAVEL DRIVEWAY
- PROPOSED TEMPORARY DRIVEWAY
- SHIPPING CONTAINER (20' X 8')
- K-RAIL BARRIERS
- EX. WELL & BOLLARDS
- EXISTING STORMWATER RETENTION BERM
- EX. UTILITY POLE
- EXISTING STORMWATER RETENTION AREA



WILSEY HAM
Engineering, Surveying & Planning

3130 La Selva Street, Suite 100
San Mateo, CA 94403
650.349.2151
wilseyham.com

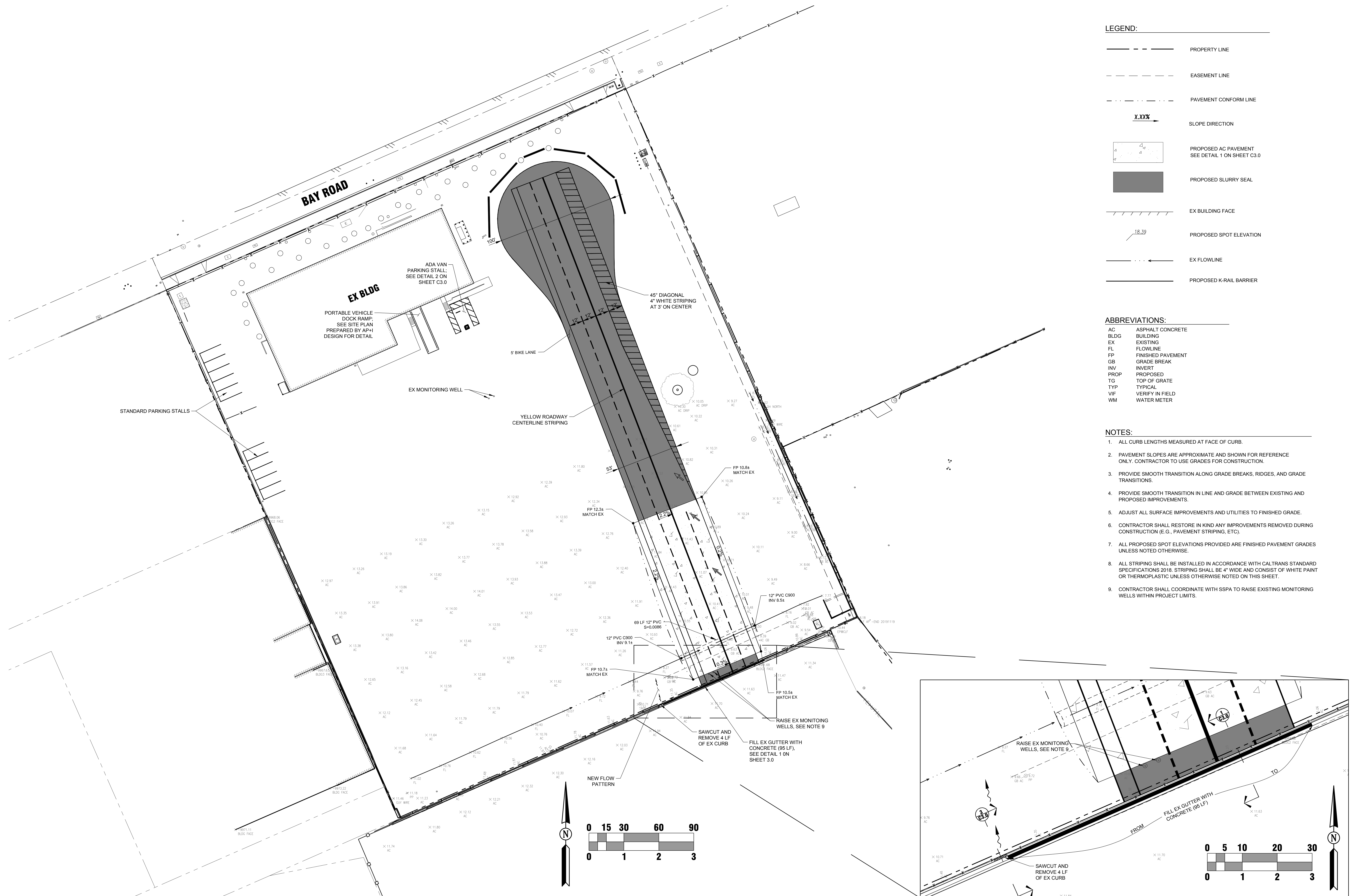


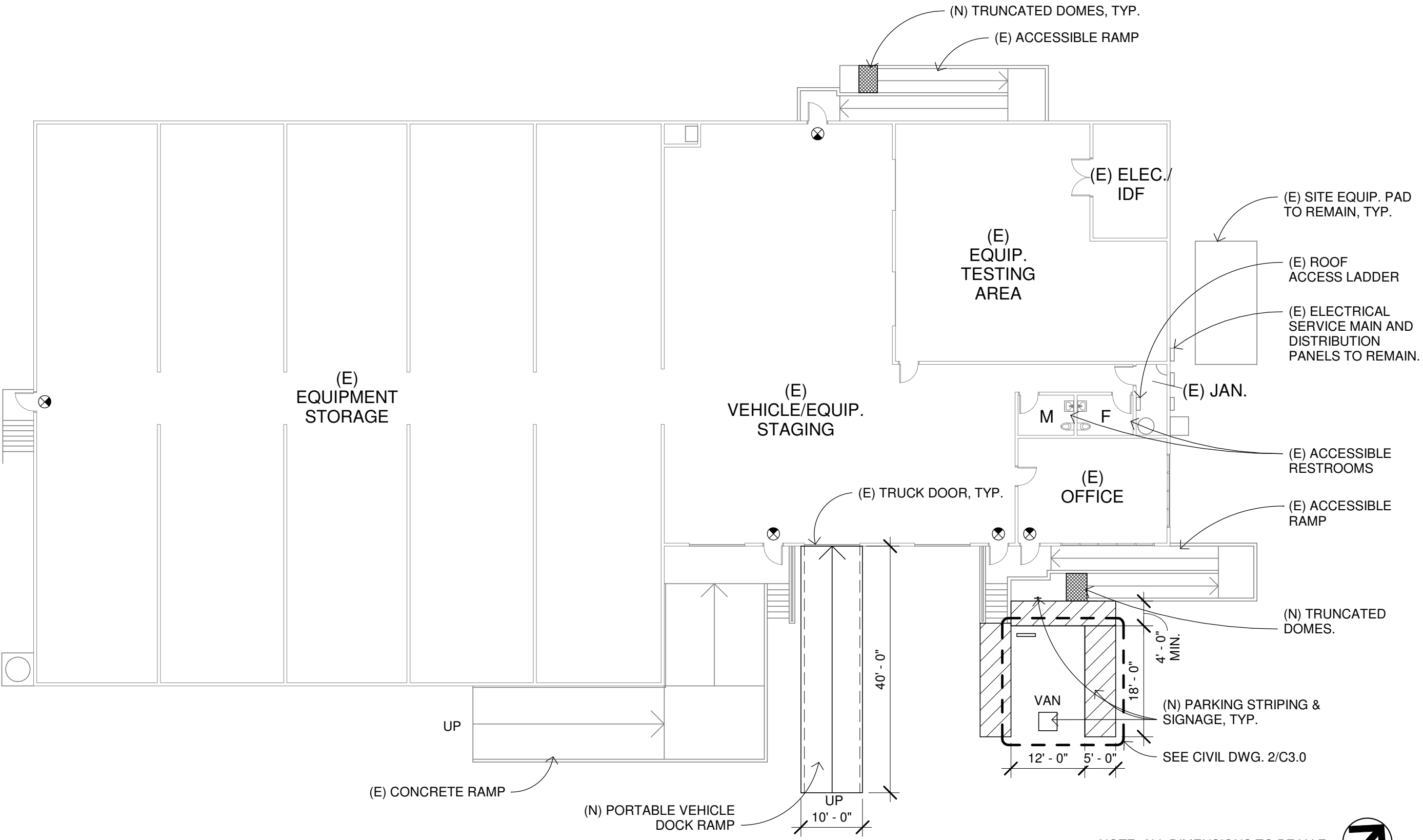
LYFT - EXISTING SITE PLAN
1175 WEEKS STREET, EAST PALO ALTO

SHEET C2.0 OF 3

1	05/30/2019	3	08/28/2019	5	10/19/2019
2	07/17/2019	4	09/06/2019		

JOB NO. 985-018			
Drawn	JAK	10/2019	SCALE: 1" = 100'
Checked	JMP	10/2019	DATE: 10/19/2019





NOTE: ALL DIMENSIONS TO BE V.I.F.



DATE: 05.19.2020
JOB NO.: 19370
SCALE: 1/16" = 1'-0"

PROPOSED FLOOR PLAN

LYFT

1990 BAY ROAD
EAST PALO ALTO, CA

PD.2