



October 3, 2019

Mr. Patrick Heisinger, City Manager  
Mr. Guido Persicone, Planning Manager  
City of East Palo Alto  
1960 Tate Street  
East Palo Alto, CA 94303

RE: 965 Weeks Street, East Palo Alto, CA 94303  
APN: 063-232-230, 063-232-220-2, 063-232-210-3

Dear Patrick and Guido,

MidPen Housing Corporation (MidPen) and East Palo Alto Community Alliance and Neighborhood Development Organization (EPA CAN DO) is presenting this Operational Use Letter as part of the pre-application process with the City of East Palo Alto.

**PROJECT NAME** 965 Weeks Street  
**LOCATION** APN 063-232-230, 063-232-220-2, 063-232-210-3  
**SITE OWNER** City of East Palo Alto  
**APPLICANT** MidPen Housing Corporation and EPA CAN DO  
**OCCUPANCY** Residential

**SITE DESCRIPTION**

965 Weeks Street is a 2.52 acre site located between Clarke and Pulgas Avenues. The site is directly adjacent to the East Palo Alto Sanitary District at 901 Weeks Street and consists of three contiguous lots. Currently, 965 Weeks Street exists as unimproved vacant land.

**PROPOSED USE**

The site will be developed into 136 units of multifamily housing for low-income households with unit sizes ranging from studios to four-bedrooms.



## PROJECT DESCRIPTION

965 Weeks Street will be developed into a 250,000 square foot, 3 to 4-story residential building. The density will consist of 54 dwelling units per acre and units will span the entire site. The remaining surface area will be functional, landscaped open space. The project includes a 4-story concrete parking structure with five levels of parking that will be located on the western edge of the site and accommodate 213 vehicles and 77 bike parking spaces. The exterior of the garage will be wrapped with units on three sides and include solar panels for energy efficiency.

The City-owned 965 Weeks Street site represents a tremendous opportunity to meet the housing needs of East Palo Alto while adding civic vibrancy along Weeks Street. The site is located near City Hall, US-101, and many public transit options, including a future SamTrans Express Bus Route. It should be noted that MidPen and EPA CAN DO are currently working with the City of East Palo Alto, SamTrans, and San Mateo County to apply for State funding for express buses that will be within a 5 minute walk of the project site. 965 Weeks provides extensive open green space, easy access to the outdoors via the Rail Spur (adjacent to the site), and space for robust on-site services and amenities. The dimensions of the site, relatively long and narrow, make it imperative that the design approach is particularly responsive on the Weeks Street façade.

965 Weeks Street will include onsite amenities that provide residents with an improved quality of life. On site amenities will consist of; an education based afterschool program to increase academic performance, community room and kitchen to foster community building, outdoor play area for physical wellness, and laundry room to reduce off site trips. Additional amenities include the MidPen Resident Family Services Program that provide resources to all working-age adults and youth residents, regardless of income level. Adult services may include programs that help participants build resumes, better manage their assets, and advance in their educational and/or career goals. This includes computer training, literacy development, referrals to social services, benefits and resources, and volunteer opportunities and training. All residents will be provided with services that promote health and wellness and an improved quality of life including, mental health counseling, community services, and socialization events.

## ZONING

This site area is zoned as Urban Residential in accordance with the Ravenswood / 4 corners specific plan. Urban Residential zoning provides for medium density residential use. Note that directly north and west of the site are two separate land use districts, including 4 Corners and Bay Road Central. Additionally, to the east, across Clarke is the Ravenswood Employment Center zone.



**ADJACENT LAND USES**

- North City Owned | Multifamily  
Vacant land | Residential
- West: Multi-tenant Office  
Office
- East Single Family  
Residential
- South Single Family  
Residential

**OPERATING INFORMATION**

- **Occupants:** At full occupancy, MidPen and EPA CAN DO anticipate the building to have at minimum of 200 occupants.
- **Hours of Operation:** This building will be residential and have 136 households in residence, including one staff member living in the manager’s unit. There will also be property management and resident services office spaces, with services staff and property management staff occupying the offices during estimated business hours between 8am to 6pm on weekdays.
- **Transportation:** MidPen and EPA CAN DO expect occupants to use a variety of transportation options such as individual cars, cycling, and public transportation. Encouragement of transportation alternatives will be a key component of the operational management of the project.

Sincerely,

DocuSigned by:  
  
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Carlos Castellanos  
 Director of Housing Development  
 MidPen Housing Corporation