JCPoetsch Advisors, Inc.

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

June 16, 2023

Ms. Elena Lee, Planning Director City of East Palo Alto 1960 Tate Street East Palo Alto, CA 94303

RE: 1-Year Renewal to Temporary Use Permit (TUP) 22-005 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) 22-005 issued on August 9, 2022.

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**. 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 / Karissa Kashyap - Janina Sommer - Stacy Grubbs

Harvest Properties / Blair Volkmann - Kim Diamond

EXHIBIT 1



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 22-005 which authorizes the use of the site and industr	ial building for the testing and research of various technologies
related to automated driving and undertaking the necessary research a	nd development to improve these emerging technologies.
Project Description	
APPLICANT INFORMATION	

APPLICA	NIINFORMATION	
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 1	175 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	at apply)
Administrative Design Review (Single story addition, new Single-family home, New guest house, medium projects with staff level approval, small projects)	Sign Permit
Design Review with public hearing (medium project with public hearing, Major project,	Tree Removal Permit
Use Permit (Conditional, Special, Temporary)	Variance
Mitigated or Negative Declaration (CEQA)	CEQA Environment Impact report (EIR)
Subdivision – lot line adjustment or merger	Planned Development Permit
Subdivision – Tentative Parcel Map (4 or fewer)	Other
Subdivision – Tentative Tract Map (5 or more lots)	Final Map
General Plan Amendment	Specific Plan Amendment
Zone Change	Zone Text Amendment
Streamlined Review (SB35)	Streamlined Review (SB330)

FOR STAFF USE ONLY

PERMIT NUMBER	DATE RECEIVED COMPLETE PACKET



UNIVERSAL PLANNING APPLICATION COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

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

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cate	egor	у)									
	Resi	dential*		Commercial	Industrial 15,049 sq. ft.	Mixed- Use		Retail		Other / Special Project **	
*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.)											
STC	RM\	WATER M	IAN.	AGEMENT (Ch	eck the boxes that apply)		•	•	,	
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	3. Is	total pro	ose	ed impervious su	rface is equal to o	or greater th	nan 10,	000 sq. ft.	?		
	Y	'es						No			
	4. D	oes your	proj	ect include uses	such as gas stati	on, automo	tive, re	staurant, _l	parkin	g lot (over 5,000 sq.	
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				code cases will r ng 30-day inspe		th all requir	ements	s set forth	by Co	ode Enforcement.	
Doe	s thi	is project	qua	alify for streaml	ining per Senate	Bill SB35	(SB35	?) (Check be	oxes tha	at apply)	
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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.

Ma			
Property owner's signature	Date	Applicant's signature	Date

INDEMNIFICATION AGREEEMENT

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.

Ma -			
Property owner's signature	Date	Applicant's signature	Date
		-	



UNIVERSAL PLANNING APPLICATION COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

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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	Х	X	X	X		X			X
Conditional Use Permit	X	Х		Х	X	Х	Х	X	X		Х		X	X
Administrative Design Review	X	X	Х	Х	X	X	X	X	X		X	X	X	Х
Planning Commission Design Review	X	X	Х	X	Х	X	X	Х	X	X	X	Х	X	Х
Lot Line Adjustment / Parcel Merger		X				X				X	X			Х
Single Story Addition / conversion		X		Х	X	Х	X	X			X	х		х
Planned Development Permit	х	Х	х	Х	х	Х	Х	х	Х	Х	Х	Х	Х	х
Zone Change	Х	Х	Х	Х									X	Х
Sign Permit		Х			Х	Х			X					
Special Use Permit	Х	Х			Х	Х	Х						X	
General Plan Amendment Specific Plan Amendment	X	х											X	Х
Tree Removal Permit	X	Х											X	X
Tentative Map. Parcel Map, Final Map	X	х								Х	х		X	
Variance	X	X			X	X	X						X	X
Zoning Text Amendment Zoning Map Change	X	X											X	х
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

** 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.

^{**} 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.

EXHIBIT 2

1175 Weeks Street / 1990 BAY ROAD - OPERATIONAL USE PLAN

June 16, 2023 (rev)

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 and TUP-21-011. TUP-22-005 will expire on August 17, 2023.

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, here are not changes to the site operations and site personnel. Essentially, this is 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.

This operational use plan provides the description of the sites and the 15,049 square foot vacant 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 3 years and details regarding intensity of site usage. Note that other than the entity name change, 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

PERMITING 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 PW20190078), 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 (TUP19-023 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
- Planning Division Conditions of Approval #8 stipulated that site usage pursuant to the TUP will cease unless TUP 22-005 is renewed extended or a separate permit is approved by the Planning Division This application is a request to renew (TUP) 22-005.

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 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 TUP22-005 Extension that expires on August 17, 2023

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 TUP22-005 that expires on August 17, 2023.

PROPOSED USE / PROJECT DESCRIPTION

Pursuant to the authorization provided in TUP 19-018, TUP 19-023, TUP 19-023 Extension, TUP 21-011 and TUP 22-005, 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 and TUP 22-005, 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 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 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

o 150 Tara: City of EPA Corporate Yard

Zoned Industrial Flex Overlay

o 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

o 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 Residenttial

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.

<u>Test Track Usage</u> - 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 22-005) issued by the City of East Palo Alto

<u>Summary</u> 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 hours of operation of the 2081 Bay Road site 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





LEGEND

EXISTING GRAVEL AREA EXISTING NATURAL AREA PROPOSED 20' ACCESS GRAVEL DRIVEWAY



SHIPPING CONTAINER (20' X 8')

PROPOSED TEMPORARY DRIVEWAY

K-RAIL BARRIERS



EX. WELL & BOLLARDS

EXISTING STORMWATER RETENTION BERM



EX. UTILITY POLE

EXISTING STORMWATER RETENTION AREA



ATE OF CALIF

50 100 200 300 WILSEY ## HAM

Engineering, Surveying & Planning

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

JOB NO. 985-018

JAK 10/2019 SCALE: 1" = 100' Drawn **JMP** 10/2019 DATE: 10/19/2019 Checked

LYFT - EXISTING SITE PLAN

1175 WEEKS STREET, EAST PALO ALTO

SHEET (2.00 OF 3

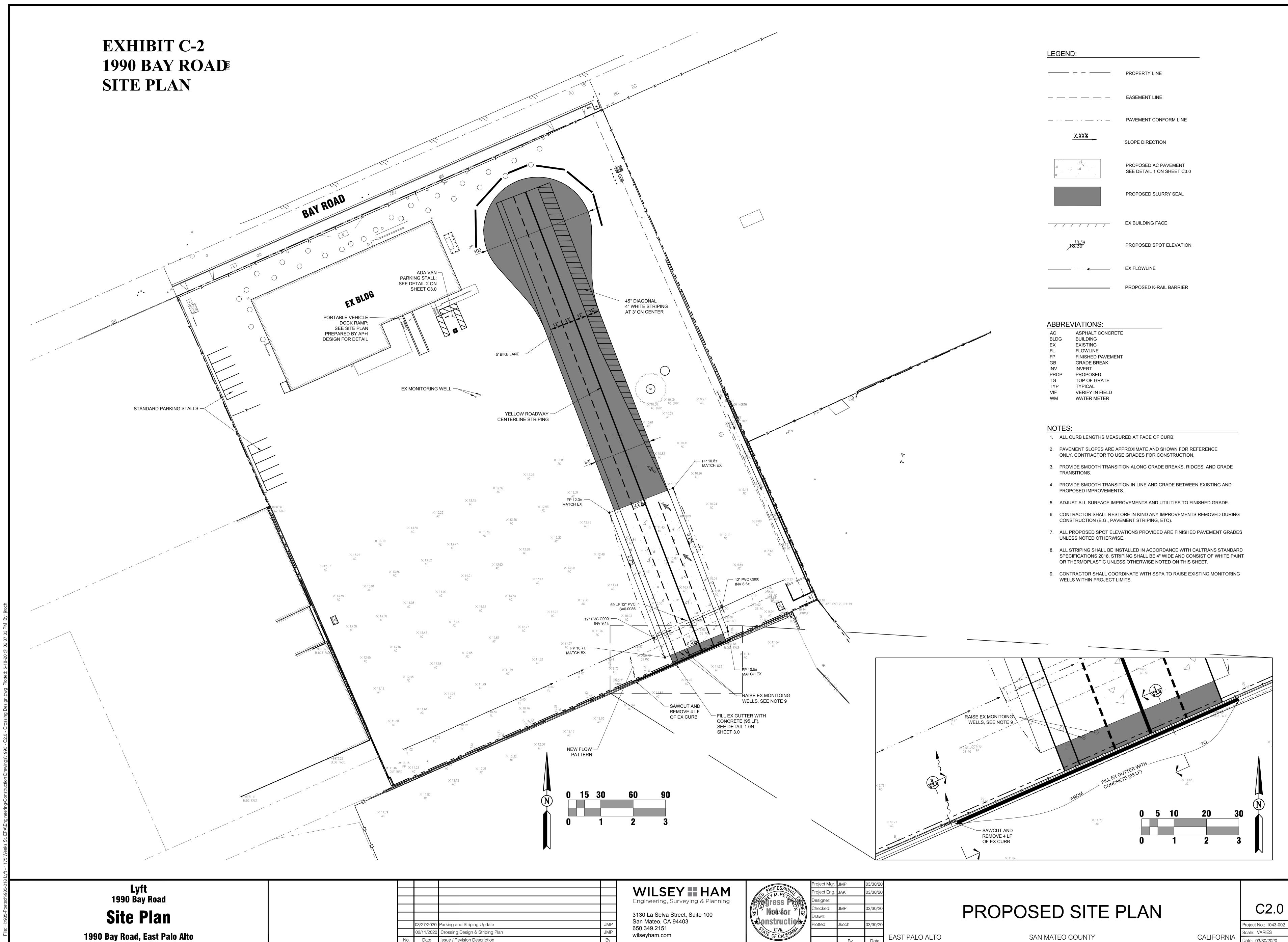
05/30/2019

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