



# MAJOR DEVELOPMENT PRE-APP WORKSHOP

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June 17, 2026, 5 to 7 pm  
Room 101, 455 County Center, Redwood City

Owner: ..... **Johanna Aeschliman and Beth Lee**  
Applicant: ..... **Peninsula School**  
File Number: ..... **PRE2025-00012**  
Location: ..... **920 Peninsula Way, Unincorporated Menlo Park**  
APN: ..... **062-181-050**

Project Description:  
**Major Development Pre-App Workshop**



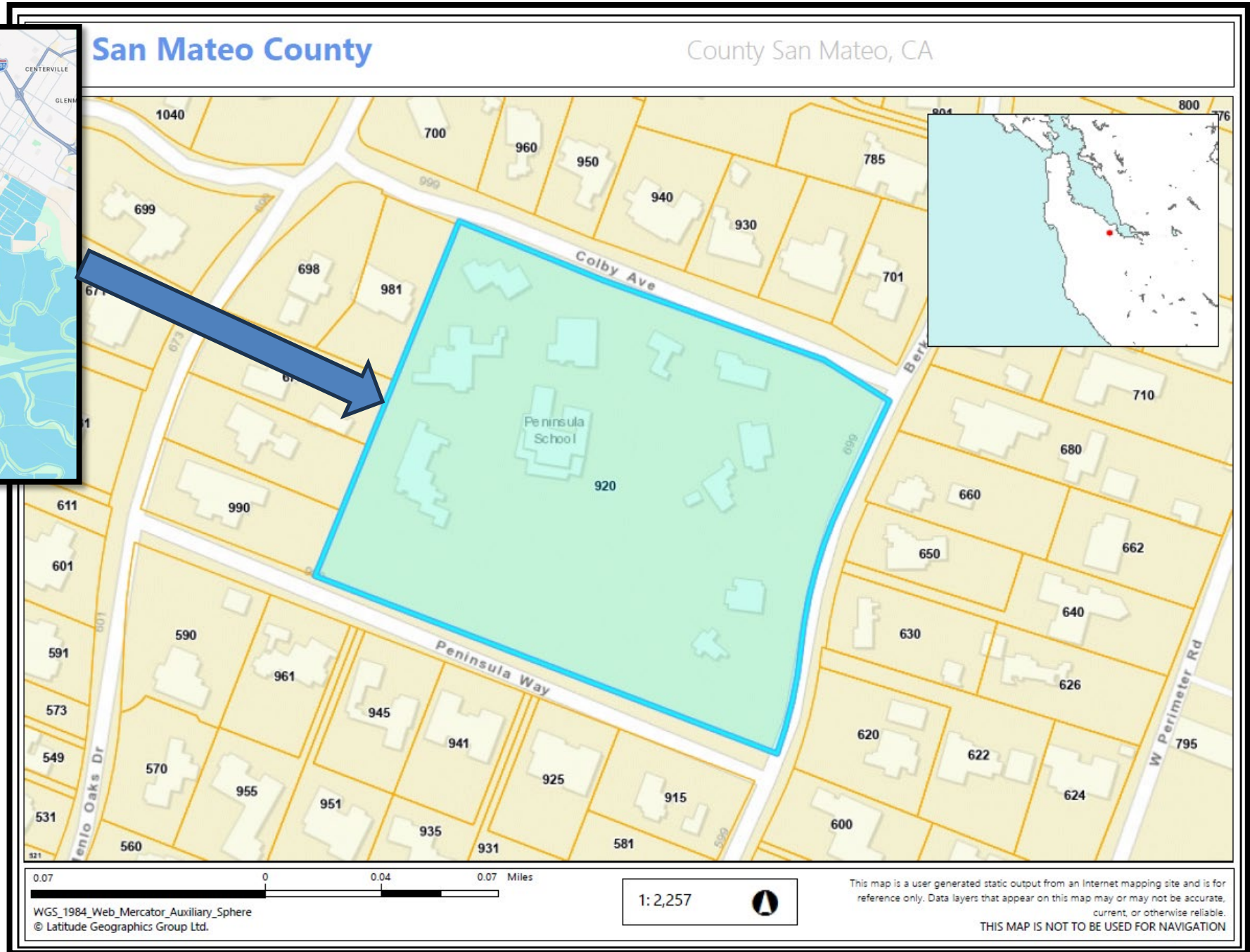
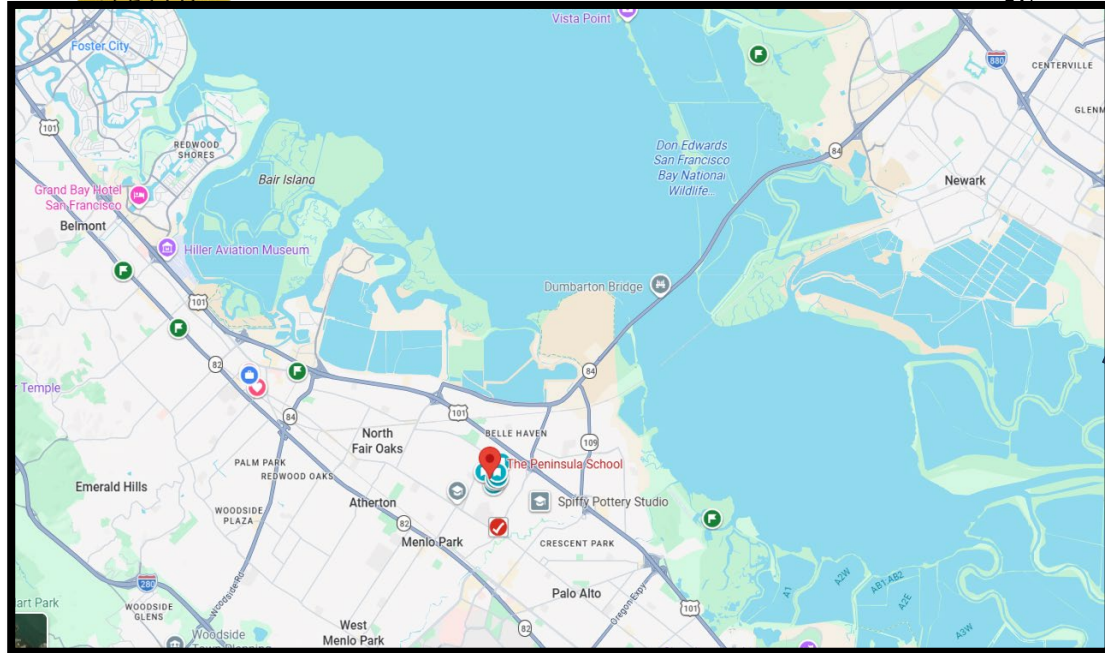
## FORMAT OF PRE-APP WORKSHOP



- **Purpose:** To provide applicant early feedback and public inputs. This is an informational meeting only and doesn't involve a decision.
- Presentation by County staff & Applicant
- Workshop is required by Section 6415 Zoning Regs (Major Development Pre-Application)
- This meeting will be recorded
- There will be a chance to speak in-person or remotely via Zoom after staff's and Applicant's presentation. In-person followed by people over Zoom
- Any communication received will be shared with the applicant



# LOCATION



**ZONING:**  
R-1/S-100 (Menlo Oaks)

**LOT AREA:**  
6.68 Acres,

R-1 Zoning allows a School with a Use Permit.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



## PROJECT DESCRIPTION

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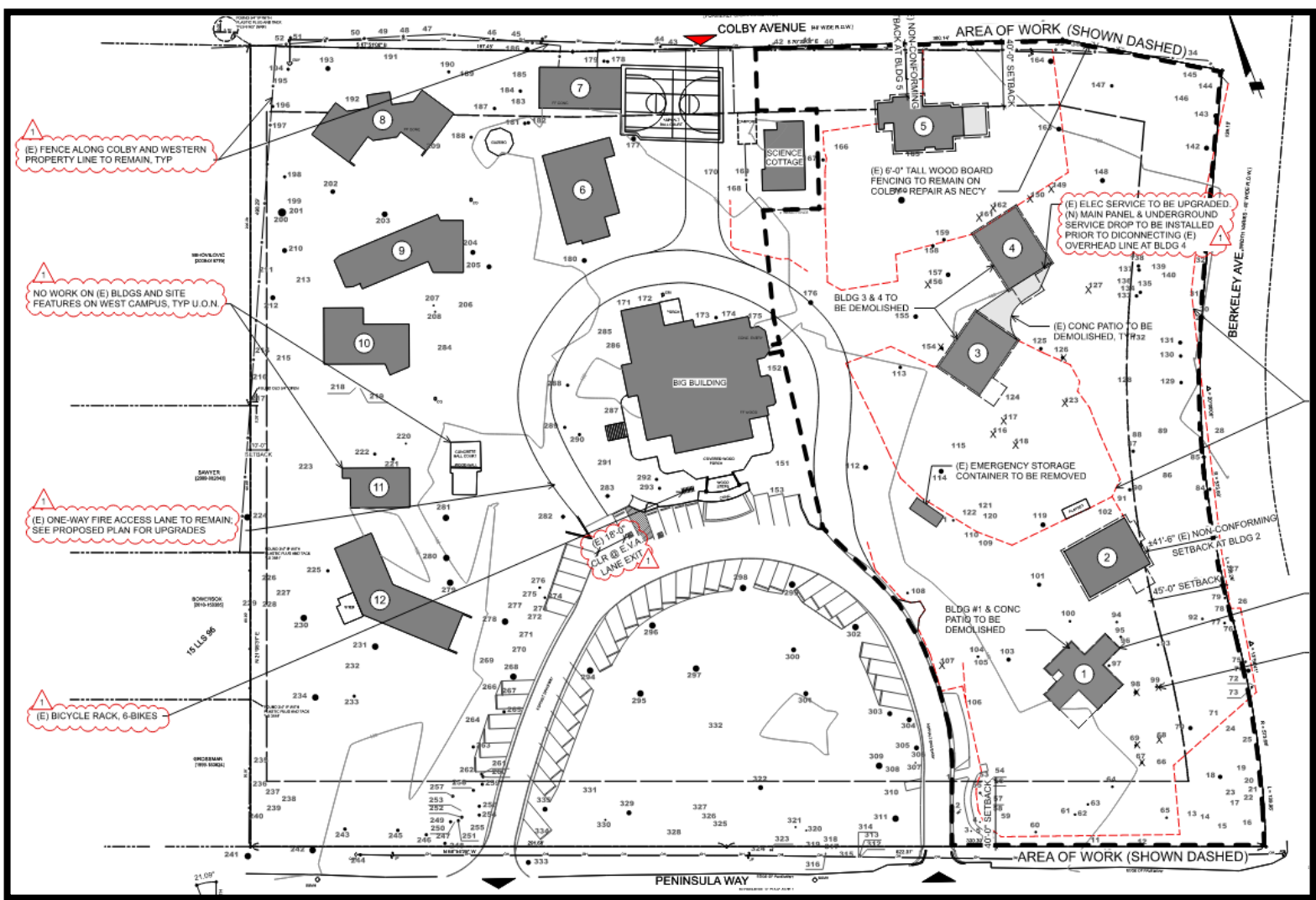
Major Development Pre-Application process for the Peninsula Schools East Side Campus remodel:

1. Amend Use Permit (UPX7D-1321) to increase the number of students from 240 to 286 as approved under UPX7D-1321 (an increase of 46 students). This was incorrectly noted as 63 students in the notice based on existing enrollment of 223 students.
2. Remove four (4) existing classrooms - Buildings 1, 2, 3, and 4 and build 6 new buildings (2 Preschool and 4 (K-2) Buildings) (a total of 8,010 sq. ft.)
  - Allow the construction at 40-foot setback from Berkeley Avenue (consistent with S-100 Zoning District)
3. Remove and replace fence along a portion of Peninsula Way, Berkeley Avenue and Colby Avenue with a new pedestrian gate along Berkeley Avenue.
4. Renovate and convert the existing nursery building (Building 5) into a multi-use teaching space.

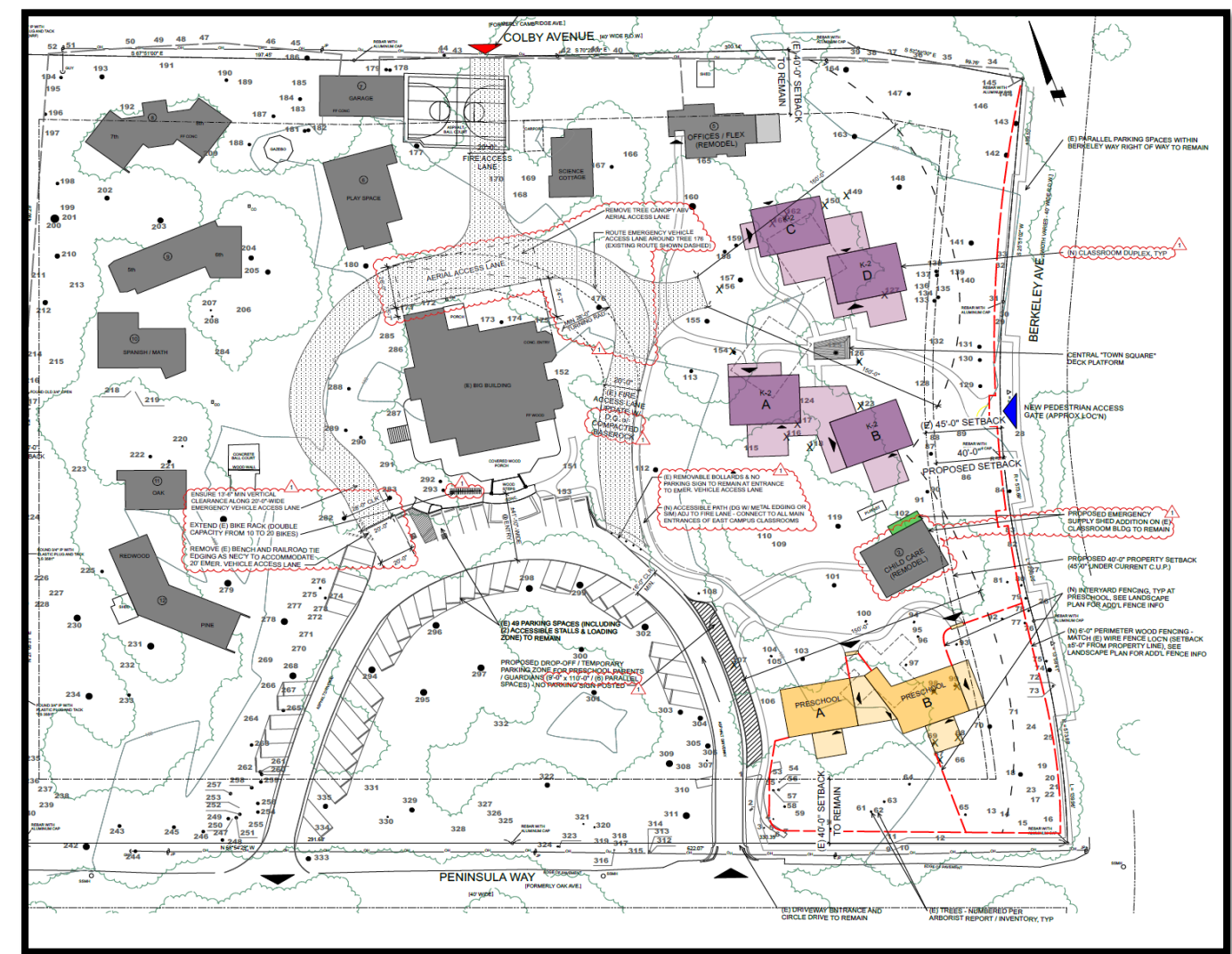
The project requires Protected Tree Removal Permits for the removal of 10 protected trees.



# EXISTING AND PROPOSED SITE PLAN



EXISTING



PROPOSED



## BACKGROUND HISTORY

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- Originally started as a school in 1925.
- First Use Permit was issued in 1960 (Z-376)- issued for 200 students
- Dec 7, 1973 (ZA-V-35-73)- Variance approved for a new high school building.
- UP Amended in 1973 (ZA-UP-69-74)/ZA-V35-73 (Variance)/ X7D-1321 - enrollment increased to 240 students.



## REVIEWING AGENCIES

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This is not a formal application, and **no decision will be made at or after this meeting**. A comprehensive review will be completed at the formal application stage (yet to be submitted):

- Department of Public Works** – A traffic Report is not submitted yet.
- Building – Drainage Division
- Building – Geotechnical Division
- Parks**
- Water District**
- Sewer District
- Menlo Park Fire
- MOTA**
- Historical Resources Advisory Board – No buildings proposed to be removed are historic



# PARKING DETAILS

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**EXISTING PARKING:** 35 Parking Spaces (2 accessible)

**PARKING REQUIRED:** 1 for each classroom, plus 1 for each 100 sq. ft. in the Auditorium, or any space so used.

## EXISTING PARKING

14 classrooms x 1 parking space	=	14 spaces
2051 sq. ft. auditorium	=	21 spaces
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35 spaces (Existing)		

Addition of 3 classrooms and no change to auditorium space.

## PROPOSED PARKING

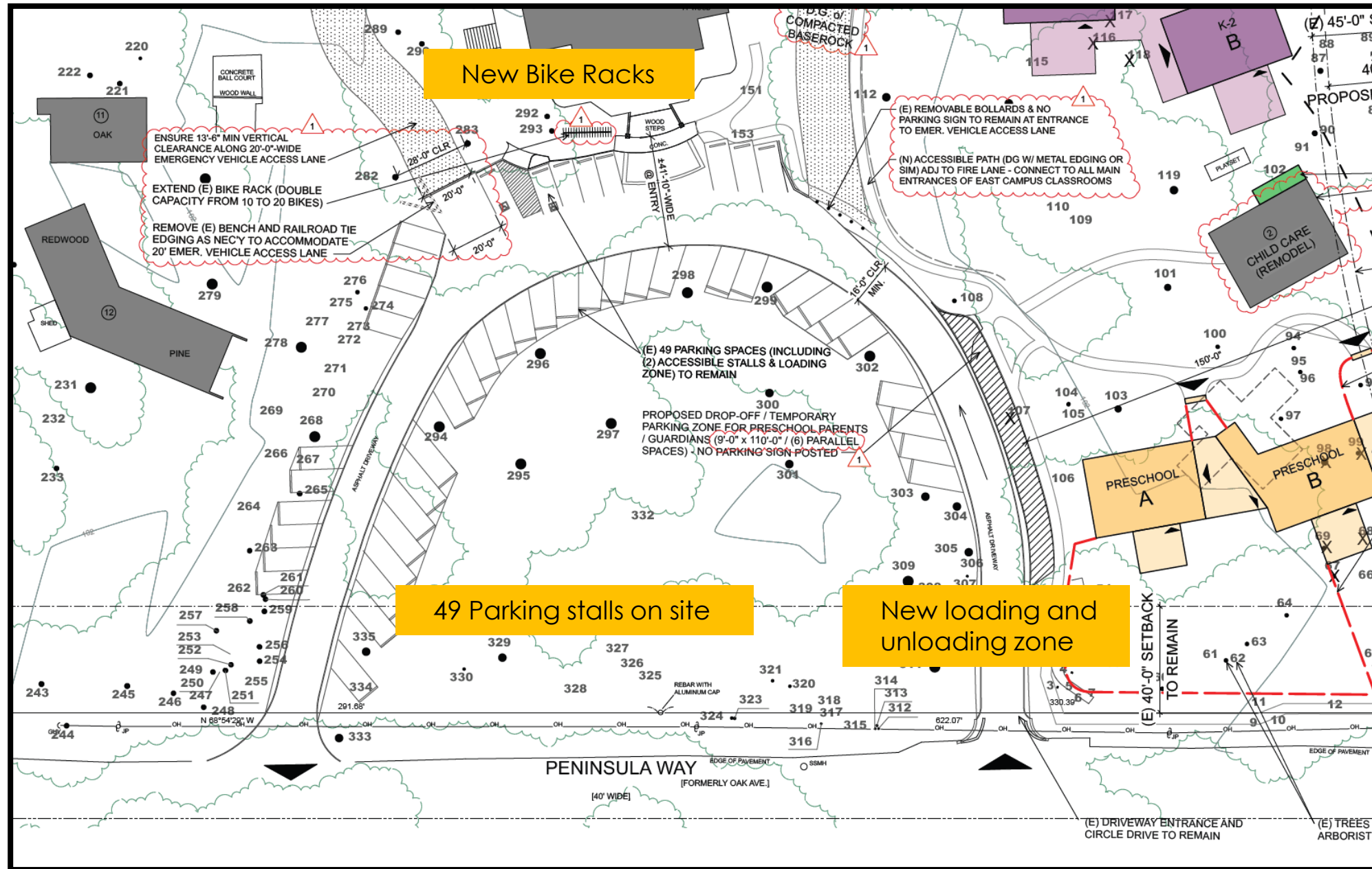
17 classrooms x 1 parking space	=	17 spaces
2051 sq. ft. auditorium	=	21 spaces
<hr/>		
38 spaces (Required)		

## PARKING PROVIDED:

49 Parking Spaces provided (including 2 Accessible spaces) with a new drop off zone.



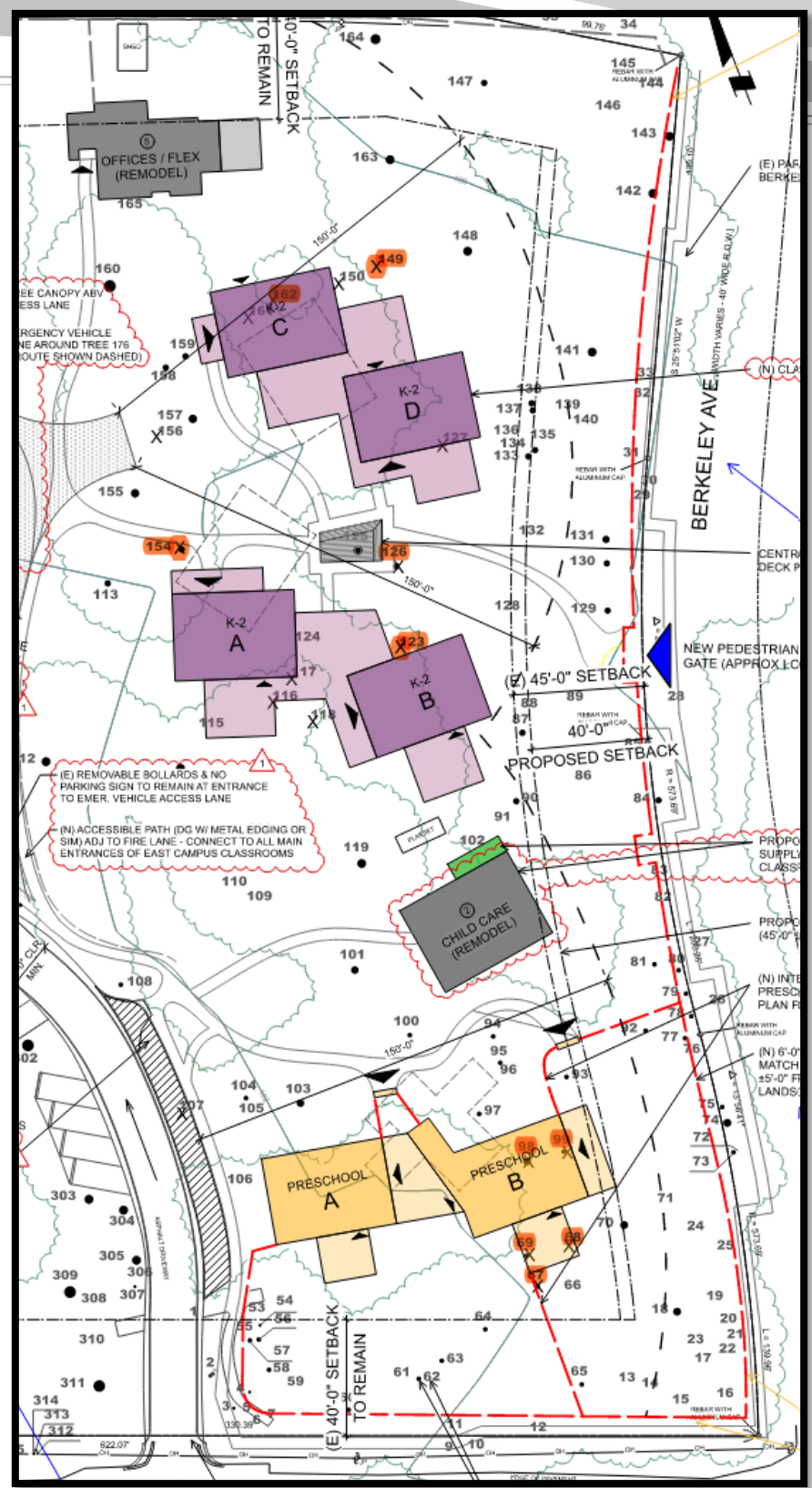
# PARKING AND CIRCULATION PLAN





Replacement planting confirmation received for 18 trees.

A total of 15 trees (at least) to be replanted (5 from previous applications + 10 from current application).



## REMOVED TREE LIST

TREE # (PER PLAN)	TREE DESCRIPTION (PER ARBORIST REPORT)
67.	Coast Live Oak; 14" Ø; 2/5 health; low suitability for preservation
68.	Coast Live Oak; 10" Ø; 3/5 health; low suitability for preservation
69.	Coast Live Oak; 16" Ø; 2/5 health; low suitability for preservation
98.	Coast Live Oak; 19" Ø; 4/5 health; moderate suitability for preservation
99.	Coast Live Oak; 14" Ø; 3/5 health; moderate suitability for preservation
107.	California Bay; 9" Ø; 3/5 health; low suitability for preservation
116.	Apple; 7" Ø; 3/5 health, moderate suitability for preservation
117.	Apricot; 12" Ø; 3/5 health; low suitability for preservation
118.	Apricot; 12" Ø; 3/5 health; low suitability for preservation
123.	Coast Live Oak; 10" Ø; 3/5 health; moderate suitability for preservation
126.	Coast Live Oak; 20" Ø; 3/5 health; low suitability for preservation
127.	Coast Redwood; 9" Ø; 3/5 health; low suitability for preservation
149.	Glossy Privet; 15" Ø; 2/5 health; low suitability for preservation
150.	Tree of Heaven; 6" Ø; 2/5 health; low suitability for preservation
154.	African Fern-pine; 18" Ø; 3/5 health; moderate suitability for preservation
156.	Glossy Privet; 6" Ø; 2/5 health; low suitability for preservation
161.	Avocado; 11" Ø; 2/5 health; low suitability for preservation
162.	Avocado; 15" Ø; 3/5 health; low suitability for preservation

### TREE REMOVAL SUMMARY:

- (7) Coast Live Oaks to be removed: 3 moderate suitability for preservation; 4 low suitability for preservation
- (1) Coast Redwood to be removed: low suitability for preservation
- (1) California Bay to be removed: low suitability for preservation
- (9) Non-native / invasives to be removed
- (317) Trees to remain - see arborist tree inventory report (2023)





## CEQA ANALYSIS

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The public workshop is exempt from the CEQA pursuant Sections 15061 (General Rule) and 15306 (Information Gathering), due to the fact that the required public workshop is solely for information gathering purposes and has no potential for causing any effect on the environment.



# NEXT STEPS AND PERMIT PROCESS

Letter from Pre-App Workshop including all neighbor comments

Applicant to consider comments received during Pre-App Process

**Submit Formal Application (within 2 years of this workshop)**

CEQA: Class 14 CEQA Exemption, Section 15314 for Minor additions to school

- Not increase original student count by more than 25% (240 to 286 students) – 19.1% increase
- Project cannot add more than 10 classrooms
- Future Staff to verify CEQA analysis

Planning Commission – Public Hearing

- Notice to 300' and Interested Parties
- 10-business day Appeal Period



# APPLICANT'S PRESENTATION





# PUBLIC PARTICIPATION



## **In-Person Participants**

Please state name and address.

When called, please limit your remarks to 5 minutes.

## **Zoom Participants**

Please state email address and name.

We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.

When the County staff starts the public comment period, click on “raise hand.” County staff will activate and unmute speakers in turn.

Speakers will be notified shortly before they are called to speak.

When called, please limit your remarks to 5 minutes.



## MAJOR DEVELOPMENT PRE-APP WORKSHOP



Comment Period open until June 26, 2026.  
Please send your comments via email with your address.

THANK YOU!

Sonal Aggarwal  
Planner III  
[Saggarwal@smcgov.org](mailto:Saggarwal@smcgov.org)  
County of San Mateo - Planning and  
Building Department