



**ADMINISTRATIVE ZONING MEMORANDUM**

**Item No. 3.1**

**DATE:** May 3, 2024

**TO:** Aaron Hollister, Deputy Zoning Administrator

**FROM:** Madelyn Faul, Junior Planner

**SUBJECT:** Recommendation for Zoning Permit No. PL-2024-015 at 382-384 Castro Street

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On January 25, 2024, Junaid Qurashi and Malika Junaid, for M.Designs Architects, filed a request for a Provisional Use Permit to allow a ground-floor office use in a formerly vacant existing 1,081 square foot commercial tenant space, expanding a previously approved ground-floor office use in the adjacent tenant space for a total 2,661 square foot office use; and a Planned Community Permit and Development Review Permit to construct a new trash enclosure for the expanded office use on a 0.12-acre site; and a determination that the project is categorically exempt pursuant to Section 15301 ("Existing Facilities") and Section 15303 ("New Construction or Conversion of Small Structures") of the CEQA Guidelines. This project is located on the west side of Castro St between W Dana St and California St in the P(19) Downtown Precise Plan.

City staff has completed the review of the application and is recommending approval based on the findings and conditions of approval in the attached report.

This item will be discussed at an Administrative Zoning public hearing on May 8, 2024, where a final action will be made.

Public notices were sent to all property owners within 750 feet of the project site.

Copies of all associated project documents are available for review at the Community Development Department, 500 Castro Street, First Floor, Mountain View, CA, 94041 or may be made available by contacting the project planner.

**Attachments:** Draft Findings Report  
Plan Set  
Business Description Letter