



ADMINISTRATIVE ZONING MEMORANDUM
Item No. 3.1

DATE: February 19, 2026

TO: George Schroeder, Planning Manager

FROM: Krisha Penollar, Senior Planner

SUBJECT: Recommendation for Zoning Permit No. PL-15514 at 747 West Dana Street (APN: 158-23-042)

On January 5, 2026, SHP Castro, LLC filed a request for a Provisional Use Permit to allow a 263 square foot ground floor office use expansion in a previously approved three-story commercial building on a 0.07-acre site. This project is located on the south side of Dana Street between Castro Street and Hope Street in the P(19) Downtown Precise Plan.

City staff has completed the review of the application, including a recommendation that the project is categorically exempt pursuant to Section 15301 (“Existing Facilities”) of the California Environmental Quality Act (CEQA) Guidelines 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 February 25, 2026, where a final action will be made.

Public notices were sent to all property owners within 750 feet of the project site and a newspaper of general circulation published a notice of the hearing per City Code Section 36.56.20.

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