EXHIBIT O

Woven Architecture
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MICRO COMMUNITIES
Conditional Use Permit –
Pre-Application Meeting
MEETING MINUTES

PHASE: Design
DATE: May 14, 2026

PROJECT: 25001
TIME: 10:30 AM

FILE: MM_051426
NEXT MTG: TBD
PREPARED BY: Brown

ATTENDED BY:

Kristin Woods - Program Manager, Youth & Family Services
Lia Salaverry - CoSF Director of Human Services
Nicholas Tharpe - Life Link Site Coordinator
Janelle Bohannon - Life Link Outreach Services Director
Barbara Felix, Woven Architecture
Daniel Esquibel – Inspections and Enforcement Div., Case Manager
A. George Terry – CoSF Land Use, Senior Planner
Joel Cruz-Haber – CoSF Land Use, Senior Planner
Stephanie Perea – CoSF Land Use, Planner
Benjamin Pfeifer – CoSF Public Works Dept., Parks Horticulturist
Levi Newell, CoSF Water Resource Analyst
Janice Biletnikoff, AIPC – Long Range Strategic Planner
Scott Overlie - CoSF Parks + Open Space Div, Project Manager
Leroy Pacheco - CoSF Contract Traffic Engineering Services
Zoe Isaacson – CoSF River and Watershed Manager
Geronimo Griego - CoSF Fire Marshal
Leah Yngve - CoSF MPO Senior Transportation Planner
Taylor Jurgens – CoSF Water Division, Engineer
Lawrence Rivera - CoSF Land Use Compliance Officer
Frank Ruybalid – CoSF, Asst. City Attorney
Maggie Moore - CoSF Planning Commission, City Planning Manager

DISTRIBUTION: *Minutes are deemed an accurate account of the meeting discussion and action unless documented notice otherwise is received within 4 days of distribution.*

DISCUSSION:

1) Project Overview + Site Description:
   a) Barbara Felix provided an overview of the Mirco Communities project at 2359 Richards Avenue and presented the site plan.
      i) The site is it located on Brenner Way between Genevieve Chavez Center and Fire Station No. 7 and is near the Forked Lightning Racket Club.
      ii) The site plan includes 36 living units (120 sq ft each), 3 community rooms (405 sq ft), two offices (120 sq ft), 3 ADA Bathrooms (100 sq ft), 4 Laundry rooms (100 sq ft), 4 Connex Storage (20' x40')

2) Community Needs + Initial Feedback
   a) Kristen discusses the long-term homelessness issue, noting that people are often unhoused for an average of 60 months.
      i) The community needs a safe place to transition from crisis mode to permanent housing.
      ii) The site includes laundry facilities, half baths, and two-stall hygiene units, all designed to be temporary structures.
      iii) Initial community meetings raised concerns about the site's proximity to the fire station and the need for a landscape buffer

3) Site Context + Community Concerns
   a) The site is near the Arroyo de los Chamisos, walking trail, disc golf course, and the skate park.
      i) An informal community meeting at the Genevieve Chavez Center had around 150-200 attendees, with concerns from the fire station about the site's proximity.
      ii) The site is in close proximity to an elementary, middle, and high school, initially considered for family units.
      iii) The site has existing utilities, including electricity, data, and sewer lines, and is 720 feet from the nearest fire hydrant.

4) Design + Infrastructure Details
    a) The site includes a 20-foot wide fire service lane for emergency access and continuous access for service vehicles.
    b) The design includes a perimeter fence, gates at the entry and exit, and a 15-foot setback around the site.
    c) The site will have a mix of accessible and non-accessible units, with 4 ADA-compliant units.
    d) The site includes a community garden, pet run, play area, and a large covered concrete area for outdoor activities.

5) Regulatory + Legal Considerations
    a) The site is currently classified as a group residential care facility, which limits it to 9-25 residents.
    b) The city is working to update the land use code to include micro communities as a permitted use.
    c) The project faces challenges with the 66-foot right of way and the need for temporary approval for development.
    d) The site's use classification and the need for a 15-foot landscape buffer are under review.

6) Parking + Accessibility
    a) The site includes parking for staff and facility vehicles, with a vehicle drop-off area for large city buses.
    b) The site will have a 10-foot minimum clearance between units for fire safety and first responder access.
    c) The site's parking and loading facilities will be designed to accommodate various needs, including food delivery and package drop-offs.
    d) The site's design will consider accessibility for people with special needs, including those using walkers or wheelchairs.

7) Future Development + Long-term Planning
    a) The site's long-term plan includes potential future uses, such as a park or other community space.
    b) The project aims to maximize immediate improvements while minimizing long-term infrastructure costs.
    c) The site's future development will be considered in the context of the city's master plan and strategic plan.
    d) The project team will explore potential future uses and improvements to ensure the site's long-term value to the community.

8) Next Steps
    a) The team will meet next week to discuss the project's logistics and planning details.
    b) The team will work with legal to update the land use code and address the group residential care facility definition.
    c) The team will continue to engage with the community and other stakeholders to refine the project's design and implementation.
    d) The team will explore potential future uses and improvements for the site to ensure its long-term value to the community.