



# PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION  
MEETING OF APRIL 6, 2009  
AGENDA ITEM C1 AND D1

<b>LOCATION:</b>	<b>1300 El Camino Real</b>	<b>APPLICANT AND OWNER:</b>	<b>Sand Hill Property Company</b>
<b>EXISTING USE:</b>	<b>Vacant Auto Dealership</b>		
<b>PROPOSED USE:</b>	<b>Mixed Commercial</b>	<b>APPLICATIONS:</b>	<b>Rezoning, Planned Development Permit, Lot Merger and Subdivision, Below Market Rate (BMR) Housing Agreement, Heritage Tree Removal Permit, Environmental Review</b>
<b>EXISTING ZONING:</b>	<b>C-4(ECR) (General Commercial, Applicable to El Camino Real</b>	<b>PROPOSED ZONING:</b>	<b>P-D (Planned Development)</b>

## PROPOSAL

The applicant is proposing to demolish buildings associated with an existing vacant auto dealership and construct two commercial buildings totaling 110,065 square feet. The development would take place on an approximately 3.4-acre parcel located at 1300 El Camino Real.

The proposal will require review and recommendations by the Planning Commission on the Rezoning, Planned Development Permit, Lot Merger and Subdivision, and Environmental Review associated with the project. In addition, the proposal will require Housing Commission review and recommendation for a Below Market Rate (BMR) Housing Agreement to provide in-lieu fees associated with the City's BMR Housing

Program. The City Council will be the final decision-making body on these applications and the Heritage Tree Removal Permit.

## **BACKGROUND**

In late 2005, the applicant submitted an application for a mixed-use (commercial and residential) project, and work on the Draft Environmental Impact Report (DEIR) commenced. The project was put on hold at the applicant's request in late 2006. On March 13, 2007, the City Council held a study session on the mixed-use project and its relationship to the visioning efforts for El Camino Real. The City Council expressed an interest in completing the visioning effort prior to processing any potential General Plan Amendments for the El Camino Real corridor. Following the City Council meeting, the applicant decided to proceed with an application that would not require a General Plan Amendment and submitted the current application in July 2007. Given the extent of the changes to the proposal, the Notice of Preparation (NOP) for the DEIR was revised and re-circulated.

During the Planning Commission environmental review scoping session and project study session on August 20, 2007, Commissioners provided comments on the content to be discussed in the DEIR and the components of the proposal. Following the scoping and study session, the DEIR was prepared and the applicant refined the project plans to address staff and Planning Commission comments. A summary of the Planning Commission's comments are provided below and responses are provided in italics.

- Traffic, parking, and site access issues should be explored as part of the EIR process. *See Chapter 4e of the DEIR;*
- Immediate action should be taken to preserve the existing redwood trees along El Camino Real. *One of the redwood trees is proposed to be preserved, but the other redwood has been classified highly hazardous by the project arborist and is proposed for removal;*
- Parking should at a minimum comply with the administrative use-based standards. *The proposed number of parking spaces is proposed to be less than the administrative use-based standards. The applicant has elected to perform a parking study to determine the parking demands of the project. The parking study will be available prior to the release of the Final Environmental Impact Report (FEIR);*
- Retail loading areas and windows should be designed to be sensitive to adjacent residents. *A full height screen wall is provided to separate the loading area from adjacent residential units;*
- The EIR should consider an alternative with housing. *Two of the EIR alternatives include housing, and the applicant has prepared a full set of plans for an EIR alternative with housing;*
- Supportive of a commercial project at this site. *The primary project includes all commercial uses;*
- Supportive of having multiple proposed use options. *Two variants have been considered along with the primary project;*

- Supportive of the proposed height of the buildings. *The maximum height of the proposed buildings continues to be 40 feet;*
- Encouraged the developer to pursue Leadership in Energy and Environmental Design (LEED) Green Building certification of the buildings. *The applicant is pursuing LEED certification. This is discussed in more detail in the Project Design section of the report;*
- Encouraged bicycle parking. *At grade and below grade bicycle parking is proposed for both the office and retail uses;*
- Encouraged the addition of skylights and attractive stairwells to the parking garage. *Applicant is considering providing some skylights at the courtyard area and using an "open" stair design to garage at main entries along El Camino Real and Garwood Way;*
- Encouraged the consideration of functional windows. *Operable windows are being considered for the office uses;*
- Questioned the feasibility of incorporating housing into the project. *A mixed-use alternative plan has been prepared by the applicant;*
- Questioned where pedestrian connectivity would be provided. *A pathway has been proposed from El Camino Real that runs through the 1300 El Camino Real project site and would connect to the proposed pathway at the Derry project site (540-570 Derry Lane and 550-580 Oak Grove Avenue) that would connect to Garwood Way;*
- Questioned the screening and noise levels of the mechanical equipment. *Retail and office mechanical equipment will be fully screened by a mansard roof and be placed away from adjacent properties or alternative residential uses. Mechanical equipment would be required to comply with the Noise Ordinance;*
- Questioned the typical hours of operation and number of employees. *Because the uses aren't known at this time, this information cannot be provided;*
- Questioned what the proposed slope of the ramps would be. *The slopes of the parking garage ramps are labeled on the cross-sections; and*
- Requested material samples. *Samples will be provided at the Planning Commission meeting.*

Since the August 20, 2007 Planning Commission meeting, several public meetings have occurred. On August 28, 2007, an update on the review process for this project was included on the City Council's agenda as an information item. The Housing Commission reviewed the BMR Agreement on March 5, 2008 and recommended approval; however, due to changes to the project since that time, the Housing Commission will need to review a revised BMR Agreement. On April 22, 2008, the City Council discussed the consultant selection process for the preparation of a Fiscal Impact Analysis (FIA) for the project. The City Council determined that a staff-led review process was appropriate for the FIA consultant selection and authorized the City Manager to enter into a contract with Mundie & Associates for the preparation of a FIA on May 6, 2008. The FIA for this project will be available for public review no later than the release of the FEIR, and will be considered by the City Council during their review of the project.

## **PROCESS**

The purpose of the April 6, 2009 meeting on the proposed project is to give both the public and the Planning Commission an opportunity to comment both on the DEIR that has been prepared for the project and the project itself. Therefore, this staff report contains both a general description of the project and a summary of the issues discussed in the DEIR. The first part of the meeting will be to review and receive comments on the DEIR during the 45-day public comment review period. Comments received during the public hearing on the DEIR will be responded to as part of the Final Environmental Impact Report (FEIR). The response to comments in the FEIR will be reviewed at a subsequent Planning Commission meeting. The second component of the meeting will be a study session on the proposed project. The study session will focus on the proposed project, including uses, site design, architectural features, parking, and landscaping. Comments received on the proposed project can be considered by the applicant for inclusion within the project prior to the Planning Commission's recommendation on the project and FEIR, and the City Council action. No staff recommendation on the requested applications is being provided and no Planning Commission action will be taken at this time.

## **ANALYSIS**

### Existing Site

The proposed project site consists of two existing parcels, totaling approximately 3.4 acres. The existing buildings were formerly occupied by the Cadillac dealership and associated automobile storage. The site is situated in the middle of the block on the east side (based on an El Camino Real north-south orientation) of El Camino Real between Oak Grove Avenue and Glenwood Avenue (see Attachment A). The site is adjacent to the Derry property, 540-570 Derry Lane and 550-580 Oak Grove Avenue, which is located to the south, and the Glenwood Inn at 555 Glenwood Avenue, which is located to the north of the subject site. The Menlo Park Caltrain station is located southeast of the project site. Single- and multiple-family residential uses are located to the east of the railroad tracks.

### Project Proposal

The applicant is proposing to demolish all existing structures on the project site, merge the five existing legal lots, and construct 58,700 square feet of non-medical office space and 51,365 square feet of non-office space (e.g. retail, restaurant, fitness) in two commercial buildings at the site with 422 at-grade and below-grade parking spaces. The non-medical office uses would be located on the second floor of the building fronting on El Camino Real and on both floors of the building fronting on Garwood Way. The non-office uses would be located on the ground floor level of the building fronting on El Camino Real. The applicant has provided a project description letter that is included as Attachment C. Because the applicant cannot predict the exact tenant mix at this point in time, the environmental document considers the following project and variants.

### *Primary Project*

- Grocery Store/Major Retail tenant (51,365 square feet)
- Non-medical Office (58,700 square feet)

### *Variant 1*

- Grocery store/Market (15,000 square feet)
- Retail/Restaurant (11,365 square feet)
- Health and Fitness Club with associated massage (25,000 square feet)
- Non-medical Office (58,700 square feet)

### *Variant 2*

- Retail/Restaurant (26,365 square feet)
- Health and Fitness Club with associated massage (25,000 square feet)
- Non-medical Office (58,700 square feet)

In response to a request by the City Council, the applicant has prepared a mixed-use residential alternative plan set that is analyzed in the Alternatives section of the DEIR. The residential alternative would require similar entitlements as the proposed project, and is proposed to have a similar architectural style. The alternative would consist of 36 residential units, 58,700 square feet of non-medical office, and 22,895 square feet of retail/restaurant uses with 415 at-grade and below-grade parking spaces. This concept utilizes density bonus square footage as provided for in section 16.96.040 of the Zoning Ordinance.

### Rezoning and Planned Development Permit

The applicant is requesting to rezone the property from C-4 (ECR) to P-D (Planned Development). Rezoning to P-D allows a project to depart from the development regulations of the existing zoning district, with the exception of density and intensity (floor area ratio). The Zoning Ordinance states that:

The purpose of the P-D zone is to encourage the consolidation of smaller parcels into larger parcels to provide benefits to the city that could not otherwise be obtained. In order to obtain these benefits, the project plans should consider the inclusion of specific development controls to develop more usable open space, to provide efficient use of land, utilities, and circulation systems, to develop creative and integrated design and to allow for innovative and desirable mixed-use developments that are consistent with the density and intensity requirements of the pre-existing zoning designation, except as provided in Section 16.57.050, and with the aesthetic and environmental qualities of the community. (While the Zoning Ordinance currently reflects Ordinance 953, it is anticipated that Section 16.57.050 will be modified as part of the Derry settlement.)

The P-D Permit would establish the specific uses, development regulations, and architectural designs for this project. The following is a summary table comparing the development standards of the existing C-4(ECR) zoning and the requested P-D zoning.

The shading shows proposed development regulations that differ (building height and parking) from what is required under the existing C-4(ECR) zoning district. Additionally, the applicant is requesting the P-D Permit for this project to allow incidental personal services uses, the sale of alcohol and outdoor dining at restaurants and/or markets, and massage at private recreation uses as permitted uses.

### Development Regulation Comparison

	Proposed P-D District Development Standards	Existing C-4(ECR) District Development Standards
<b>Setbacks</b>		
<b>Front (El Camino Real)</b>	18 ft. min.	0 ft.
<b>Rear (Garwood Way)</b>	24 ft. min.	0 ft.
<b>Sides</b>	8 ft. min.	0 ft.
<b>Height</b>	40 ft. max.	30 ft. max.
<b>Floor Area Ratio (FAR)</b>		
<b>Office</b>	40%	40% max.
<b>Other</b>	35% additional	35% max. additional
<b>Total</b>	<u>75%</u> Requesting P-D permit instead of use permit	<u>75% max.</u> with use permit
<b>Coverage</b>	45%	None
<b>Paving</b>	30%	0% min.
<b>Landscaping</b>	25%	10% min.
<b>Parking</b>	3.8 spaces/1,000 sf* 422 spaces	6 spaces/1,000 sf 661 spaces

\*see the parking section for more detail

### Design and Materials

The architectural style for the project is described as “historic Spanish” and would mimic many features found in downtown Santa Barbara and Pasadena. While this architectural style is different from the nearby buildings along El Camino Real and Oak Grove Avenue, the architecture for this project would be similar to and compatible with the proposed architectural style of the recently approved Safeway complex and the proposed Derry Lane Mixed-Use Development. A mixture of low-pitched gabled roofs, textured stucco, stone veneer, red clay tile roofs, wood grid windows, and iron railings would characterize the project. The project would also feature outdoor courtyards with landscaping, fountains, and benches. Large glass storefronts and canvas and wood awnings would distinguish the retail portion of the project, and add a pedestrian scale. The second story would be stepped back from the ground level. A color and materials board will be available at the Planning Commission meeting.

The project is also proposing to be LEED-certified. The applicant is proposing to include green elements into the design of the project such as water efficient landscaping, ecologically-friendly heating, ventilating, and air conditioning systems (HVAC), and the use of materials that are rated at low levels of toxicity and/or are recycled or renewable.

The proposal also incorporates bicycle parking and lockers to promote alternative modes of transportation. A preliminary LEED checklist has been included as Attachment E.

### Heritage Trees, Landscaping, and Open Space

The applicant has submitted an arborist report (Attachment D) detailing the species, size, and conditions of the 42 trees on or near the subject parcel, including 14 heritage trees. The report determines the present condition and provides recommendations for tree preservation. The project would involve the removal of five heritage trees, including two on-site heritage trees and three off-site heritage trees. The on-site trees proposed for removal are a 45-inch coast redwood in the front of the property in very poor/hazardous condition and a 21-inch blackwood acacia in poor/potentially hazardous condition on the western property line. The applicant has already submitted an application to remove the 45-inch coast redwood, due to its hazardous condition. The proposed improvements for the Garwood Way right-of-way would require the removal of a 21-inch valley oak in fair condition, a 36-inch coast live oak that is dead, and a 38-inch coast live oak in very poor/hazardous condition. The removal of the heritage trees would require a Heritage Tree Permit and would require a two to one replacement ratio.

The project is proposing to provide approximately 37,400 square feet of landscaped area (25 percent) throughout the project. The outdoor courtyard would include decorative pavers, walkways, fountains, and planting areas. The courtyard is proposed between the two buildings and an outdoor dining area would be at the front right corner of the building fronting on El Camino Real. The applicant is proposing to plant a total of 56 trees on-site and 10 trees off-site, including two 48-inch London plane trees and two 24-inch box redwoods along the El Camino Real frontage to replace the two on-site heritage trees that are proposed for removal, and six 48-inch box tulip trees along the Garwood Way right-of-way to replace the three off-site trees that are proposed for removal. The landscape proposal includes multiple types of other tree species, including Chinese pistache, purpleleaf plum, aristocrat pear, marina arbutus, Southern magnolia, cajeput, Australian tea tree, evergreen pear, and Canary Island palm.

### Access and Parking

The applicant is currently proposing to construct 99 at-grade parking spaces and 324 below-grade parking spaces. A right-in, right-out entrance on El Camino Real and an entrance on Garwood Way would provide vehicular access to the surface parking lots for the site. Two ramps are proposed to access the below-grade parking areas. One would be adjacent to Garwood Way (south of the Garwood Way surface parking lot access point) and the other ramp would be accessed via the at-grade retail parking area off El Camino Real.

Unlike other zoning districts, the P-D zoning district does not have specific off-street parking requirements. The parking requirement for the C-4 zoning district is six spaces per 1,000 square feet of commercial gross floor area. With a total commercial gross

floor area of 110,065 square feet, the parking requirement would be 661 spaces. The applicant is proposing to provide 422 parking spaces or a ratio of approximately 3.8 spaces per 1,000 square feet. This would also equate to the office space having a parking ratio of 3.3 spaces per 1,000 sf and the retail/restaurant/service space having a parking ratio of 5 spaces per 1,000 square feet with a “sharing rate,” based on the different uses having varied parking needs throughout the day, of approximately seven percent.

The applicant has chosen to perform a parking study to support that adequate parking would be provided at the site. The parking study is currently being completed, and analyzes the primary project, the two project variants, and the residential alternative. The parking study compares the proposed parking to other nearby cities’ requirements, the Institute of Transportation Engineers (ITE) parking rates, and parking demand surveys conducted at several nearby sites. It also considers principles from the Urban Land Institute (ULI) *Shared Parking* publication. The parking study for this project will be available for review and discussed at a future Planning Commission meeting.

## **ENVIRONMENTAL REVIEW**

A DEIR has been prepared for the proposed project, and was released for public comment on March 23, 2009. The public comment period for the DEIR will end at the close of the business day on May 7, 2009. All written comments received, including verbal comments from this Planning Commission meeting, will be responded to in the Final Environmental Impact Report (FEIR), which will be prepared following the close of the 45-day review period. The FEIR will be available at least 10 days prior to the Planning Commission’s public hearing on the proposal. The Planning Commission will review the FEIR as part of the Commission’s recommendation to the City Council on the project.

The DEIR analyzes the potential impacts of the project across a wide range of impact areas. The DEIR determines that the 1300 El Camino Real project would have a less-than-significant impact without the need for mitigation on the following impact areas: land use and planning policy and population and housing. Other impact areas in the DEIR, including air quality; hydrology and water quality; geology, soils, and seismicity; noise; hazards; public services and utilities; cultural and paleontological resources; aesthetic resources; and global climate change, are identified as potentially less than significant with the adoption of specific mitigation measures. Many of these mitigation measures are typical and often included with larger development projects. A complete list of these mitigation measures is included in Table II-2 of the DEIR on pages 8 through 25.

The DEIR identifies that impacts to transportation would be potentially significant and unavoidable as a result of the project. These significant and unavoidable impacts are explained in more detail below.

### **Transportation**

The transportation analysis considers impacts to signalized and unsignalized intersections, roadway segments, transit, access and circulation, and parking. The analysis was based on 51,365 square feet of grocery store/market and 58,700 square feet of non-medical office. The primary project description would generate the largest number of trips, and therefore, was analyzed to provide a conservative analysis of transportation impacts.

Intersection Traffic Volumes

The transportation section analyzes 27 intersections located near the project area. Data was collected in late April and early May of 2006. The existing AM and PM peak hour traffic volumes at the studied intersections are shown in Figure IV.E-3 on page 93 of the DEIR. The transportation section considers the scenarios:

- Existing conditions;
- Near-term (2010) no project;
- Near-term with reoccupancy of the existing auto dealership;
- Near-term with the proposed project with the Garwood Way extension;
- Near-term with the proposed project without the Garwood Way extension;
- Long range (2017) no project;
- Long range with the proposed project with the Garwood Way extension; and
- Long range with the proposed project without the Garwood Way extension.

The following chart shows the intersections that are affected in the near and/or long term with the proposed project, descriptions of the impacts, and partial mitigation measures for the impacts. Because the identified mitigation measures would only partially mitigate the impacts, the traffic impacts would remain significant and unavoidable. Therefore, the City Council would be required to adopt a Statement of Overriding Consideration, if it determines that the project’s benefits outweigh the impacts. Other mitigation measures that were reviewed, but deemed infeasible are discussed in the DEIR.

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Intersection	Description of Impact	Partial Mitigation Measure(s)
1. Middlefield Road and Ravenswood Avenue	> 0.8 second increase in control delay for the critical movements during the AM peak hour	Transportation Demand Management (TDM) program, traffic impact fee (TIF), study of construction alternatives for safety and vehicle capacity improvements to the intersection of Middlefield Road and Ravenswood Avenue
2. Alma Street and Oak	> 0.8 second increase in control	TDM program, TIF

Grove Avenue	delay for the critical movements during the AM and PM peak hours	
3. Garwood Way/Merrill Street and Oak Grove Avenue	> 0.8 second increase in control delay for the critical movements during the AM and PM peak hours	TDM program, TIF, addition of a southbound right-turn lane as part of the Garwood Way extension improvements
4. Middlefield Road and Oak Grove Avenue (Town of Atherton)	LOS increased from C to E	TDM program
5. Middlefield Road and Marsh Road (Town of Atherton)	> 4.0 second increase in average delay for the critical movements	TDM program
6. Middlefield Road and Glenwood Avenue (Town of Atherton)	> 4.0 second increase in average delay for the critical movements	TDM program, applicant shall pay \$126,667 to the City as a partial contribution for the installation of a traffic signal and associated roadway improvements at the intersection of Middlefield Road and Encinal Avenue
7. Middlefield Road and Encinal Avenue (Town of Atherton)	> 4.0 second increase in average delay for the critical movements	TDM program, applicant shall pay \$126,667 to the City as a partial contribution for the installation of a traffic signal and associated roadway improvements at the intersection of Middlefield Road and Encinal Avenue
8. Glenwood Road/Valparaiso Avenue and El Camino Real	> 0.8 second increase in control delay for the critical movements during the PM peak hour and LOS increased from D to E	TDM program, TIF
9. Ravenswood Avenue/Menlo Avenue and El Camino Real	> 0.8 second increase in control delay for the critical movements during the AM and PM peak hours	TDM program, TIF, applicant shall submit plans for the construction of an additional dedicated northbound right turn lane and conversion of the existing northbound right turn lane into a through lane at the intersection of El Camino Real and Ravenswood Avenue

### Roadway Segment Volumes

The Menlo Park Transportation Impact Analysis Guidelines include a set of impact criteria for minor arterial, collector and local streets based on average daily traffic volume (ADT). To determine if there is an impact, the daily increase in traffic volumes associated with the proposal were compared to the City's impact criteria for its respective street type. The following chart shows the affected roadway segments, descriptions of the impacts, and partial mitigation measures for the impacts.

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Roadway Segment	Description of Impact	Partial Mitigation Measure(s)
1. Middlefield Road segment north of Glenwood Avenue	> 100 daily trip threshold for minor arterial streets	TDM program and TIF
2. Middlefield Road segment south of Oak Grove Avenue	minor arterial roadway with an ADT greater than 10,000 (50 percent capacity) but less than 18,000	TDM program and TIF

	becoming 18,000 or more	
3. Ravenswood Avenue segment east of Laurel Street	minor arterial roadway with an ADT greater than 10,000 (50 percent capacity) but less than 18,000 becoming 18,000 or more	TDM program and TIF
4. Oak Grove Avenue segments east and west of Laurel Street	> 50 daily trip threshold for collector roadways	TDM program and TIF
5. Glenwood Avenue segment west of Laurel Street	>12.5% ADT increase threshold for collector roadways	TDM program and TIF
6. Laurel Street segment north of Glenwood Avenue	> 25% ADT increase threshold for local residential streets	TDM program and TIF
7. Alma Street segment south of Oak Grove Avenue	> 25 daily trip threshold for local residential streets	TDM program and TIF
8. Garwood Way segment south of Glenwood Avenue	> 25% ADT increase threshold for local residential streets	TDM program and TIF

### Transportation Demand Management (TDM) Program and Traffic Impact Fee (TIF)

A TDM program has been identified as a partial mitigation measure to reduce the overall number of trips from the project. While the effectiveness of particular TDM measures varies depending on the development's location and surrounding transportation network, it is unlikely that the proposed TDM measure would result in enough project trip reductions to fully mitigate the project's significant impacts on intersections and roadway segment volumes. Additionally, the DEIR identifies a mitigation measure of payment of the TIF. Although implementation of this mitigation measure would provide the City with funding to be used towards traffic improvement projects, it would not reduce the impacts to a less than significant level.

### **CORRESPONDENCE**

The City issued a Notice of Preparation of the EIR and received comments from four agencies. The letters are included in Appendix A of the DEIR. The letters raised issues related to such items as traffic analysis, traffic circulation patterns, parking, train hazards, grade separation, cultural artifacts, and encroachment permits. These items have all been considered and addressed in the DEIR. Since the release of the DEIR, the City has not received any new correspondence on the environmental document or the project.

### **SUMMARY**

As stated earlier, the purpose of the April 6, 2009 Planning Commission public hearing is to allow both the public and the Planning Commission an opportunity to comment on both the DEIR and the project. No recommendation is being provided at this time, as the Planning Commission will have another opportunity at a subsequent public hearing to provide a recommendation to the City Council on this proposal. Public comments received on the DEIR during the review period and public hearing will be addressed through the Final EIR.

In regard to the DEIR prepared for this project, the Planning Commission may wish to discuss whether the potential environmental impacts have been adequately discussed

and addressed.

In terms of general comment areas regarding the project itself, the Planning Commission may wish to provide comments or direction on the proposed uses, the landscaping plan, the architectural design of the buildings, and access and parking improvements.

### Opportunities for Public Input

As the project progresses, there will be future opportunities for public input. The following public meetings are planned:

- Housing Commission meeting to review and make a recommendation on the revised BMR Agreement;
- Planning Commission Public Hearing to make recommendations on the FEIR, incorporating responses to comments on the DEIR, and the requested development applications;
- City Council Public Hearing on the FEIR and the requested development applications, including introduction of the ordinance to rezone the property; and
- City Council Meeting to adopt the ordinance to rezone the property.

The City has prepared a project page for the proposal, which is available at the following address: [http://www.menlopark.org/projects/comdev\\_1300ecr.htm](http://www.menlopark.org/projects/comdev_1300ecr.htm). This page will provide up-to-date information about the project, allowing interested parties to stay informed of its progress. The page allows users to sign up for automatic email bulletins, notifying them when content is updated.

### **RECOMMENDED MEETING REVIEW PROCEDURE**

1. Introduction by Staff
2. Commission Questions of Staff/Consultant/Applicant on DEIR
3. Public Comment on DEIR
4. Commission Comments on DEIR
5. Close the Public Hearing
6. Project Presentation by Applicant
7. Commission Questions of Staff/Applicant on Project Proposal and Plans
8. Public Comment on Project Proposal and Plans
9. Commission Comments on Project Proposal and Plans

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## **PUBLIC NOTICE & APPEAL PERIOD**

Public notification consisted of publishing a legal notice in the local newspaper and notification by mail of all property owners and occupants within the area bounded by the City's northerly boundary along El Camino Real between Valparaiso Avenue and Watkins Avenue, Felton Gables, Laurel Street, Ravenswood Avenue, the Caltrain right-of-way, Middle Avenue, and University Drive.

## **ATTACHMENTS**

- A. Location Map
- B. Project Plans (Primary Project)
- C. Project Plans (EIR Alternative)
- D. Project Description Letter
- E. Arborist Report by James McClenahan, dated January 22, 2008
- F. Preliminary LEED checklist

**Note:** Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

## **EXHIBIT TO BE PROVIDED AT MEETING**

Color and Materials Board

## **AVAILABLE FOR REVIEW AT THE CITY OFFICES**

Draft Environmental impact Report prepared by LSA Associates, Inc., dated March 2009

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