



COMMUNITY DEVELOPMENT

NOTICE OF PREPARATION

TO:	Interested Agencies, Organization, and Individuals
FROM:	City of Menlo Park 701 Laurel Street Menlo Park, CA 94025
CONTACT:	Justin Murphy, Development Services Manager Phone: (650) 330-6725 Fax: (650) 327-5403 Email: jicmurphy@menlopark.org
SUBJECT:	Notice of Preparation of a Draft Environmental Impact Report for the 110 and 175 Linfield Drive Project
<p>As the Lead Agency, the City of Menlo Park will prepare a focused Environmental Impact Report (EIR) for the above-referenced project. The purpose of this Notice of Preparation (NOP) is to seek comments with specific detail about the scope and content of the environmental information to be evaluated in the EIR for the proposed project.</p> <p>An Initial Study (Environmental Checklist Form) for the proposed project is available online at www.menlopark.org and upon request by calling (650) 330-6725.</p> <p>The comment period is 30 days, from March 28, 2005 to April 26, 2005. Please send your response, including the name of a contact person, to Justin Murphy, Development Services Manager, at the address shown above by April 26, 2005 at 5:30 pm.</p>	
PROJECT TITLE: 110 and 175 Linfield Drive Project	
PROJECT LOCATION: 110 and 175 Linfield Drive	
PROJECT DESCRIPTION:	
<p>The project sites (5.36 acres total) are on Linfield Drive between Middlefield Road and Waverley Street. The sites are located generally across Linfield Drive from each other. The 2.07-acre 110 Linfield Drive site is north of Linfield Drive, and the 3.29-acre 175 Linfield Drive site is south of Linfield Drive. (In addition to the acreage within the site boundaries, the projects would affect 0.11 acre and 0.16 acre, respectively, of land within the Linfield Drive right of way. With this acreage, the total project area would be 5.63 acres.) The 110 Linfield Drive site is currently developed with a vacant, one-story, 17,500-square-foot masonry block building, a parking lot, and landscaped areas. The site is directly adjacent to and accessed from Homewood Place, a cul-de-sac along the site's western edge. The 175 Linfield Drive site is currently developed with a vacant, one-story 38,000-square-foot wood-framed office building, including a basement below the southeastern wing. The building is surrounded by a parking lot with driveways, and landscaped areas.</p>	

PROJECT DESCRIPTION: (cont.)

The project sponsors propose the following: to demolish the existing buildings on the project sites, remove 62 trees (including 50 heritage trees) and relocate 2 trees (including 1 heritage tree), construct 56 single-family detached homes (22 units at 110 Linfield and 34 units at 175 Linfield), construct private roads and guest parking spaces (18), provide about 32,250 square feet of landscaped common open space within the site boundaries and about 16,750 square feet of landscaped area within the Linfield right of way (a total of 49,000 square feet), and reduce the width of Linfield Drive along the projects' frontage.

In addition, the proposed projects involve the following applications:

1. Amendments to the General Plan Land Use Map to change the land use designations of the properties from Professional and Administrative Offices to Medium Density Residential
2. Amendments to the Zoning Map to change the zoning on the sites from C-1 (Administrative and Professional, Restrictive) to R-3-X (Medium-Density Residential – Conditional Development Permit)
3. Conditional Development Permits
4. Tentative Subdivision Maps
5. Narrowing the roadway along Linfield Drive
6. Heritage Tree Removal Permits

The proposed changes require a recommendation by the Planning Commission and approval by the City Council. For graphics showing the sites and project characteristics, please see the attachments to this Initial Study.

Justin Murphy, Development Services Manager	March 25, 2005