



PLANNING COMMISSION STUDY MEETING REPORT

FOR THE PLANNING COMMISSION
STUDY MEETING OF MARCH 3, 2003
AGENDA ITEM D1

LOCATION:	110 Linfield Drive and 175 Linfield Drive	APPLICANT:	Olive Hill Development and Taylor Woodrow Homes
EXISTING USE:	Office	PROPERTY OWNERS:	Olive Hill Development and Richard Burge et. al.
PROPOSED USE:	Residential	APPLICATION:	Study Meeting
EXISTING ZONING:	C-1 (Administrative and Professional, Restrictive)		
PROPOSED ZONING:	R-3-X (Apartment – Conditional Development)		

PROPOSAL

Olive Hill Development and Taylor Woodrow Homes, the applicant, is seeking initial input and direction from the Planning Commission on a proposal to demolish two office buildings totaling approximately 56,000 square feet located at 110 Linfield Drive and 175 Linfield Drive and to construct a total of 59 residential units on the two properties.

BACKGROUND

The City Council held a study session on August 27, 2002 to review a proposal to demolish two office buildings located at 110 and 175 Linfield Drive and to construct a total of 57 residential units. Prior to the study session, Olive Hill Development held a series of meetings with the greater Linfield Oaks neighborhood to obtain input into the development proposal. At the study session, the Council considered the following policy questions posed in the staff report:

- Is the Council comfortable with a General Plan change for the properties from Professional and Administrative Offices to Medium Density Residential?
- Is the Council comfortable with a Zoning Map change from C-1 to R-3?

- Is the Council comfortable with the X Conditional Development District and corresponding Conditional Development Permit as a mechanism to provide design flexibility?
- Is the Council comfortable with reduction of the paved roadway of Linfield Drive along the frontage of the 175 Linfield Drive property?

A majority of Council members expressed an affirmative response to these questions. With this direction, Olive Hill proceeded with the necessary steps to prepare a development application to the City of Menlo Park. Olive Hill decided to team with Taylor Woodrow Home in pursuing this project and submitted an application on January 16, 2003 for a total of 59 units.

On February 13, 2003, the City mailed reduced versions of the project plans and a notice of public meetings scheduled for this project to all property owners and occupants in the greater Linfield Oaks neighborhood. On February 27, 2003, the City held a community meeting to allow people to learn more about a proposed project and to obtain some feedback from the community. In addition to this Planning Commission meeting, the City will be conducting a number of meetings to review the proposal through the City's other Commissions and the City Council. Upcoming meetings in March are listed in Attachment H.

At this stage, staff has requested additional information from the applicant to complete the application submittal. The applicant is waiting to submit all of the requested material until they meet with various Commissions in the coming weeks. Therefore, staff has not had an opportunity to verify all of the information in the application materials.

ANALYSIS

A detailed "Project Description" prepared by the applicant is attached to this report (Attachment D). The appendices to the project description are extensive and therefore have been excluded at this time, but they are available for review upon request.

The applicant is proposing to redevelop two properties located on Linfield Drive between Middlefield Road and Waverley Street. The first property is located at 175 Linfield Drive, the former headquarters of Consolidated Freightways Shipping Company. The property is developed with an approximately 38,000-square-foot office building that is currently unoccupied. Olive Hill Development owns the property and intends to develop 36 single-family residences on individual lots. Twenty-eight of the units would be detached and eight units would be attached with a single common wall in a duet fashion. The eight attached residences are identified as Below Market Rate (BMR) units. Attachment E outlines how the applicant intends to meet the City's BMR requirements for the project. The BMR proposal requires review and a recommendation by the Housing Commission and review and approval by the City Council.

The second property is located across the street at 110 Linfield Drive and was most recently leased to the General Services Administration and occupied by the United States Geological Survey. The property is developed with an approximately 17,500-square-foot building. Olive Hill has a joint venture agreement with the Burge family, the current property owner, to develop 23 single-family residences on individual lots. Nineteen of the units would be

detached and four units would be attached with a single common wall in a duet fashion. The four attached residences are identified as Below Market Rate (BMR) units.

The 59 residential units range in size from 1,205 square feet to 2,319 square feet. There are eight different floor plans, each with two different elevation styles. The predominant architectural style is Craftsman. The maximum height of the structures ranges from approximately 26 feet to 27 feet. All of the units have two garages, 14 of which are in tandem. Guest parking is provided at a rate of one space for every two units.

The project would involve the removal of approximately 60 heritage trees and the relocation of approximately five heritage trees. Attachment F summarizes the Heritage Tree information. The proposal includes the planting of a total of 150 new trees, 115 of which would be of a species that would grow to a minimum mature height of 30 feet. Attachment G summarizes the proposed tree-planting plan, which is represented in the project plans. The proposed heritage tree removals/relocations and replacements will require review and a recommendation by the Environmental Quality Commission and review and approval by the City Council.

The project also involves a request for the City to vacate and abandon portions of the Linfield Drive and Homewood Place right-of-ways. Along the property frontages, the Linfield Drive right-of-way would be reduced from 80 feet to 37 feet and the paved roadway would be reduced from 60 feet to 36 feet. The Homewood Drive right-of-way would be reduced from 50 feet to 37 feet and the paved roadway would remain unchanged except for a bulb-out associated with one of the proposed tree relocations. The proposed roadway modifications require review and a recommendation by the Transportation Commission and review and approval by the City Council. The vacation and abandonment requires a three-step process with two reviews by the City Council and a Planning Commission finding of consistency with the General Plan.

The total area of the project site is 5.77 acres. This is comprised of 3.29 acres at 175 Linfield, 2.09 acres at 110 Linfield for a total of 5.38. The area associated with the proposed abandonment totals 0.39 acres.

The applicant is requesting the following as part of the development proposal:

- 1) **General Plan Amendment:** Change from Professional and Administrative Offices land use designation to Medium Density Residential land use designation;
- 2) **Rezoning:** Change from C-1 (Administrative and Professional District, Restrictive) to R-3-X (Apartment – Conditional Development District);
- 3) **Conditional Development Permit:** Establish specific development regulations and review architectural designs;
- 4) **Tentative Subdivision Map:** Create 59 lots and associated common areas;
- 5) **Street Abandonment:** Narrow portions of Linfield Drive and Homewood Place;

- 6) **Heritage Tree Permit:** Remove approximately 60 heritage trees and plant new trees; and
- 7) **Environmental Review** of the proposed project.

The proposed project would require changes to the General Plan and the Zoning Map for each property. For each property, the existing General Plan designation is Professional and Administrative Offices and the zoning is C-1 (Administrative and Professional District, Restrictive). The applicant is proposing to change the General Plan designation to Medium Density Residential and change the zoning classification to R-3 (Apartment District) to be consistent with the designation and classification of the adjacent residential properties along Waverley Street. Both the 110 Linfield Drive and 175 Linfield Drive properties are on the list of potential housing sites that the City Council authorized for study in the Housing Element and its Environmental Impact Report in September 2002.

The proposed gross density is approximately 10.2 dwelling units per acre, where a maximum of 18.5 dwelling units per acre is allowed in the R-3 district. The proposed floor area ratio is approximately 44 percent, where a maximum of 45 percent is allowed in the R-3 district. The proposed project does not meet all of the development regulations of the standard R-3 district, but the project is eligible for consideration of a Conditional Development Permit and the corresponding "X" Conditional Development District zoning overlay. A Conditional Development Permit allows for flexibility in meeting all development regulations, except for density and floor area ratio.

The General Plan Amendment, Rezoning, Conditional Development Permit, Tentative Subdivision Map and Environmental Review document would ultimately require review and recommendations by the Planning Commission and review and approval by the City Council at public hearings. The City Council would consider the recommendations of the Housing Commission, Environmental Quality Commission, and Transportation Commission along with the aforementioned recommendations by the Planning Commission.

PLANNING COMMISSION DISCUSSION

The applicant is requesting that the Planning Commission review the project plans, asks questions for clarifications, and provide feedback. In particular, the Planning Commission may wish to comment on 1) the primary policy issues raised under the Background section of the staff report and 2) project components such as density, overall site design, architectural style, etc.

ENVIRONMENTAL REVIEW

The proposed project requires environmental review pursuant to the California Environmental Quality Act. The level of environmental review will most likely be determined based on the results of a traffic study, which is being prepared. Preliminary analysis from the traffic study indicates that there will not be a significant traffic impact according the Transportation Impact Analysis Guidelines adopted by the City Council. Other topics that will be examined closely in the environmental review process are potential impacts to biological resources, aesthetics, utilities, schools, recreation, and noise. If the project has potentially significant impacts that

cannot be mitigated, then an Environmental Impact Report would be required. Otherwise, a Mitigated Negative Declaration will be prepared.

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PUBLIC NOTIFICATION

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition, notices were mailed to all property owners and occupants in the area roughly bounded by Middlefield Road to the east, San Francisquito Creek to the south, Alma Street to the west, and Ravenswood Avenue to the north.

ATTACHMENTS

- A. Location Map
- B. Project Plans (Landscape, Civil, Architectural)
- C. Tentative Subdivision Map
- D. Project Description (without appendices – available for review at City offices)
- E. BMR Proposal
- F. Tree Summary
- G. Proposed New Tree Palette
- H. 110 & 175 Linfield Project Review Schedule