



**NOTICE OF SCOPING SESSION FOR THE  
SAND HILL ROAD OFFICE AND HOTEL DEVELOPMENT  
PROJECT**

**ENVIRONMENTAL IMPACT REPORT**

**CITY OF MENLO PARK  
PLANNING DIVISION**

NOTICE IS HEREBY GIVEN that the Planning Division of the City of Menlo Park, California has scheduled a scoping meeting. At this meeting, members of the public will have an opportunity to comment on the issues to be analyzed in an Environmental Impact Report (EIR) for the following project:

**General Plan Amendment, Rezoning, Conditional Development Permit, and Environmental Review/The Board of Trustees of the Leland Stanford Junior University/2825 Sand Hill Road:** Request for a General Plan Amendment, Rezoning, and Conditional Development Permit to construct an approximately 165,000-square-foot hotel facility comprised of 120 guest rooms and related facilities, five extended stay villas, a restaurant, spa/fitness center, and approximately 100,000 square feet of office space in multiple buildings at a currently undeveloped property.

*The scoping session will be held at:*

*The William and Flora Hewlett Foundation  
Mariposa Conference Room, 1<sup>st</sup> Floor  
2121 Sand Hill Road, Menlo Park  
(Parking is available at the front and back of  
the building. Please enter through the main  
entrance.)  
Thursday, July 28, 2005, 7:00 p.m.*

At the Scoping Session, the City will receive comments about the content of the EIR for the project.

The Planning Division is also accepting written comments on items to be included in the EIR. Please send written comments to **Deanna Chow, Associate Planner, City of Menlo Park Community Development Department, Planning Division, 701 Laurel Street Menlo Park, CA, 94025 by August 15, 2005.**

The project application may be reviewed by the public on weekdays between the hours of 7:30 a.m. and 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday, with alternate Fridays closed, at the Department of Community Development, 701 Laurel Street, Menlo Park. **For more information, please contact Ms. Chow at (650) 330-6733 or [dmchow@menlopark.org](mailto:dmchow@menlopark.org).**

## Notice of Preparation

**To:** Responsible/Trustee Agency  
**From:** Menlo Park Community Development Department  
 701 Laurel Street  
 Menlo Park, CA 94025-3469

**Subject:** Notice of Preparation of a Draft Environmental Impact Report

<b>Project Title</b>	<b>File Number</b>
Sand Hill Road Hotel and Office Development	PLN2005-00029
<b>Project Proponent</b>	<b>APN(s)</b>
The Board of Trustees of the Leland Stanford Junior University	074-470-100
<b>Project Location</b>	
Western portion of the City of Menlo Park, at 2825 Sand Hill Road adjacent to the Sand Hill Road/Interstate 280 interchange	
<b>Project Description</b>	
<p>The subject property consists of approximately 21 acres of undeveloped grassland area on a west-facing hillside, surrounded on two sides by existing office buildings and on the third side by Interstate 280 (see Figure 1, Project Location Map). The proposed project includes construction of an approximate 165,000 square-foot hotel facility comprised of 120 guest rooms, five extended stay villas, a restaurant and spa/fitness center, and approximately 100,000 square feet of office space in multiple buildings. The project would include a new right-turn in and right-turn out driveway on Sand Hill Road. The project also would include expansion of the sanitary sewer district boundary (West Bay Sanitation District).</p> <p>The project would require 1) an amendment to the General Plan from Professional and Administrative Offices to Retail/Commercial, allowing for the proposed hotel and related facilities along with office space; 2) a rezoning from Administrative, Professional and Research District, Restrictive (C-1-C) to General Commercial – Conditional Development District (C-4-X), and 3) a Conditional Development Permit to establish specific uses and development regulations and review architectural designs.</p> <p>The City of Menlo Park will be the Lead Agency and will prepare an Environmental Impact Report for the project identified above. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approval for the project.</p> <p>Due to the time limits mandated by State law, your response must be sent at the earliest possible date but <i>not later than 30 days</i> after receipt of this notice. Please respond by August 15, 2005.</p> <p>Please send your response to Deanna Chow, Planner (contact person) at the City Community Development Department address shown above. We will need the name of a contact person in your agency.</p>	
<p><b>Prepared by:</b>          Deanna Chow, Planner          (650) 330-6733          Fax (650) 327-5403  <a href="mailto:dmchow@menlopark.org">dmchow@menlopark.org</a></p>	
_____ Signature	_____ Date

## **Project Description**

The project sponsor, The Board of Trustees of the Leland Stanford Junior University, is seeking to develop an approximately 21-acre triangular site of undeveloped grassland near the interchange of Sand Hill Road and Interstate 280 (2825 Sand Hill Road) in the western portion of the City of Menlo Park. The project site is located south of Sand Hill Road on a west-facing hillside surrounded by existing office buildings to the north and east and by Interstate 280 to the southwest.

The project sponsor proposes to amend the Menlo Park General Plan land use designation for the project site from Professional and Administrative Offices to Retail/Commercial, allowing for the combination of the proposed office uses and hotel component with related facilities, which is not expressly identified in the existing land use designation.

The proposed project would also rezone the project site from a Restrictive Administrative, Professional and Research District (C-1-C) to a General Commercial Conditional Development District (C-4-X). The proposed use and floor area ratio are consistent with a General Plan designation of Retail/Commercial and a zoning classification of General Commercial (C-4). Under the straight C-4 zoning requirements, the project would require a use permit for the new construction of the office, personal service and restaurant uses; and a use permit regardless of construction for the hotel and the provision of alcohol associated with the restaurant. The project would also require exceptions for the use permits under the C-4 zoning for parking requirements and building height based on proposed plans. Given the use permits and exception requirements, the project sponsor is requesting C-4-X (Conditional Development District) zoning rather than a C-4 zoning.

The project proposes to construct an approximately 165,000-square-foot hotel facility comprised of 120 guest rooms, five extended-stay villas, a restaurant, and spa/fitness center and to construct an approximately 100,000-square-foot multi-building office complex with at grade and underground parking. The site is owned by Stanford University and the hotel would be operated by Rosewood Hotels and Resorts.

The project would include extensive tree planting, landscaped courtyards, and decorative plant and landscape features. Pedestrian linkages between the office and hotel facilities will be emphasized.

## **Environmental Analysis**

The EIR will be prepared in accordance with the requirements of the California Environmental Quality Act (CEQA) of 1970, as amended. The City of Menlo Park will be the lead agency, in charge of preparing the Environmental Impact Report (EIR) on the Sand Hill Road Hotel and Office Development. The EIR is intended to be a full, public disclosure document, the purpose of which is to identify potentially significant environmental impacts of the proposed project and to recommend appropriate and feasible mitigation measures, before the City Council takes any actions on the project. The EIR will be comprehensive and examine all environmental issues as outlined below.

## **Potential Environmental Impacts**

### **Aesthetics**

The EIR will:

- Describe the existing visual setting and examine potential visual impacts of the proposed project at a variety of locations; these locations will include views from I-280 which is considered a scenic corridor as well as from Sand Hill Road and surrounding areas.
- Discuss the proposed project design in terms of potential light and glare considerations.

### **Air Quality**

The EIR will discuss:

- Potential sources and effects of odors and toxic air contaminants.
- Local and regional air quality impacts from project related traffic.
- The effects during construction, including potential dust emissions.
- Analysis of new emissions caused during occupation and use of the site.

### **Biological Resources**

The EIR will:

- Discuss the wetland in the northwest corner of the site and any habitat value of the wetland.
- Examine the potential for use of on site eucalyptus and grasslands by raptors.
- Examine the potential for state and federal listed species habitat.

### **Cultural and Historical Resources**

The EIR will review whether grading activities could disturb undiscovered cultural resources.

### **Soils/Geology**

The EIR will:

- Discuss whether the project would increase exposure of people in the vicinity to unmitigated seismic, soil, or slope instability hazards or to other hazardous geologic conditions.
- Analyze the seismic and soil stability effects on new structures as well as the potential impacts on infrastructure adjacent to the project.
- Discuss whether the project would result in substantial erosion or sedimentation from construction-related activities, such as excavation or grading, or from project design.

### **Hydrology/Water Quality**

The EIR will present information on the project's effects on:

- Major and minor drainages on, and in the vicinity of, the project site.
- Surface water quality resulting from site activities, such as increased turbidity from sedimentation, particularly during construction.

The EIR will also discuss the regulatory framework regarding stormwater runoff, water quality, National Pollutant Discharge Elimination System and the San Mateo County Stormwater Pollution Prevention Program.

## **Land Use, Zoning and Adopted Plans**

The EIR will discuss the consistency of the proposed project with applicable plans and policies adopted for the purpose of avoiding or mitigating environmental effects.

## **Noise**

The EIR will analyze the potential construction, operational, and traffic-related noise effects of the proposed project on sensitive receptors.

## **Population and Housing**

The EIR will discuss whether the proposed project would induce substantial population growth in the area.

## **Public Services**

The EIR will consider whether the increased demand for resources may result in the need for new or expanded facilities, which, in turn, could result in environmental impacts.

## **Traffic/Circulation/Transportation**

The EIR will examine:

- Total traffic generation entering and leaving the complex.
- Traffic changes on nearby roadway segments.
- Traffic congestion at local intersections and nearby freeway segments and ramps.
- The adequacy of site access and on-site circulation and parking.
- The right-turn in and right-turn out driveway on Sand Hill Road.

The traffic analysis will conform with the adopted Transportation Impact Analysis methodology if the proposed project would generate 100 or more a.m. or p.m. peak trips.

## **Utilities**

The EIR will discuss:

- Potential impacts generated by the proposed project for water, wastewater, and solid waste disposal.
- Solid waste volumes generated by the project in comparison to the capacity of the landfill.
- Expansion of the sanitary sewer district boundary.

## **Other Issues**

The EIR will discuss why the proposed project is not anticipated to result in any significant environmental effects related to the following:

- Agricultural resources
- Hazards and hazardous materials
- Mineral resources
- Recreation