



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: August 27, 2013
Staff Report #: 13-146

Agenda Item #: I-6

INFORMATION ITEM: Update on the Draft Public Outreach and Development Agreement Negotiation Process for the SRI International Campus Modernization Project

This is an information item and does not require Council action.

OVERVIEW

The City is currently conducting the environmental review and processing the development application for the SRI Campus Modernization Project located at 333 Ravenswood Avenue. The previous staff reports, which provide more detailed background information, are available for review on the City-maintained project page accessible through the following link:

http://www.menlopark.org/projects/comdev_sri.htm

The remainder of this staff report focuses on updates to the Draft Public Outreach and Development Agreement Negotiation Process. The updated process includes the addition of five public meetings (inclusive of this meeting) associated with the requested abandonment of the Burgess Drive reserved Right-of-Way (ROW) and heritage tree removals. In addition, one meeting is proposed for removal during the Draft Environment Impact Report (EIR) process as a result of the addition of an alternative Commission meeting. The revised Draft Public Outreach and Development Agreement Negotiation Process is included as Attachment A, and the proposed changes are discussed in more detail below.

Process and Schedule Update

The Draft Public Outreach and Development Agreement Negotiation Process for the SRI Campus Modernization Project was reviewed and approved by the City Council at its regular meeting on June 11, 2013. This document provides an overall framework to guide the project review process, and is a living document intended to be updated as project review proceeds. Since Council review of the Draft Public Outreach and Development Agreement Negotiation Process in June, staff identified the need to add five meetings (inclusive of this meeting) and the potential to remove one meeting. Tonight's meeting is intended to share staff initiated changes to the process, and the net three additional meetings (with the exception of tonight's meeting) are specifically

related to the requested abandonment of the reserved Burgess Drive ROW, and requested heritage tree removals. These two project elements and the additional meetings are discussed in more detail below.

Abandonment of Reserved ROW

The application submittal includes a request for abandonment of reserved ROW for the extension of Burgess Drive to Middlefield Road. Burgess Drive currently terminates adjacent to the City Corporation Yard and an emergency vehicle access point at the southwest corner of the SRI Campus. The extension of Burgess Drive along the southern end of the SRI Campus was previously shown in the City's 1974 General Plan (formerly known as the Comprehensive Plan). The 1975 Conditional Development approval for the SRI Campus included a requirement that SRI make an offer of dedication for the City to extend Burgess Drive. A Parcel Map recorded in 1979 shows this dedication, which is 30 feet in width when adjacent to the USGS campus, and 60 feet in width when fully contained on the SRI Campus. The 1994 update of the General Plan eliminated the proposed extension of Burgess Drive, but SRI's offer of dedication remains in place. SRI would like to abandon the reservation of future ROW for consistency with the General Plan and due to conflicts with security/operational needs since the dedication would bifurcate the campus, and the presence of approximately 17 heritage trees within the reserved right-of-way.

The following additional meetings are included as an opportunity to further discuss this element of the project:

- **October 14, 2013, Bicycle Commission Meeting:** This meeting would provide an opportunity for the Bicycle Commission and public to learn more about the requested abandonment of reserved Burgess Drive ROW.
- **October 16, 2013, Transportation Commission Meeting:** Similar to the Bicycle Commission meeting, this meeting would provide an opportunity for the Transportation Commission and public to learn more about the requested abandonment of reserved Burgess Drive ROW.
- **November 12, 2013, City Council Meeting:** Meeting to review the requested abandonment of reserved Burgess Drive ROW, including discussion of potential policy implications associated with the requested abandonment.

Heritage Tree Removals

The application submittal identifies 520 existing heritage trees on the project site. As part of the redevelopment of the SRI Campus, the applicant seeks to remove approximately 96 heritage trees, in phases, as the site is redeveloped. Though the applicant has diligently tried to retain heritage trees to the maximum extent feasible, given the extensive existing on-site tree canopy, approximately one-fifth of the existing heritage trees are proposed for removal as part of the Project. Given the breadth of this request, staff felt it would be prudent for the Environmental Quality Commission (EQC) to review and provide feedback on the requested heritage tree removals, as well as the

Greenhouse Gas Emission section of the EIR. Specific details about this meeting are provided below:

- **Mid-2014, Environmental Quality Commission Meeting:** During the public review period for the Draft EIR the EQC would have the opportunity to provide feedback on the requested heritage tree removals. In addition, they would also have the opportunity to review and comment on the EIR Summary and Greenhouse Gas Emission section of the EIR. Similar to public, agency and organization comments on the EIR, formal comments that would be responded to in the Final EIR would need to be submitted by individuals Commissioners, in writing.

Given the addition of the EQC meeting, coupled with the previously scheduled Transportation Commission meeting and Public Outreach Meeting during the Draft EIR review period, staff is proposing the removal of the General Commissions meeting during this same time period. All Commissions, as well as the City Council and public are welcomed and encouraged to attend the Public Outreach Meeting during the EIR review period. If deemed necessary, additional Commission meetings can be added as the project review period continues.

The addition of these meetings would not extend the duration of Project processing, and would facilitate additional opportunities for the City Council, Environmental Quality Commission, Transportation Commission, Bicycle Commission, and public input on the SRI Campus Modernization Project specific to two important project components.

IMPACT ON CITY RESOURCES

The applicant is required to pay planning permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. The applicant is also required to bear the cost of the associated environmental review and fiscal analysis. For the environmental review and fiscal analysis, the applicant deposits money with the City and the City pays the consultants.

POLICY ISSUES

The proposed project will ultimately require the Council to consider certain land use entitlements. Staff will be identifying policy issues during the Council's review of the project such as abandonment of reserved Burgess Drive ROW and public benefit related to the Development Agreement. The City Council is scheduled to discuss the abandonment of reserved Burgess Drive ROW in November 2013 and negotiation of the Development Agreement is projected to commence after the release of the Draft EIR and Draft Fiscal Impact Analysis (FIA) in 2014.

ENVIRONMENTAL REVIEW

An EIR is being prepared for the project.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition, the City has prepared a project page for the proposal, which is available at the following address: http://www.menlopark.org/projects/comdev_sri.htm. This page provides 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.

ATTACHMENTS

- A. Draft Public Outreach and Development Agreement Negotiation Process, Dated August 27, 2013

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**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

| No. | Meeting Description | Notes / Timing | Method of Notification | Date Scheduled |
|--|---|---|--|----------------|
| <u>MILESTONE:</u> SRI submits preliminary application to commence environmental review on November 29, 2012 | | | | |
| 1. | City Council study session | April 2013 | Council agenda published Web site project page updated & email bulletin sent | 4/2/13 |
| 2. | City Council authorization for City Manager to enter into consultant contracts for environmental review and fiscal impact analysis and review of draft public outreach and development agreement negotiation process | Prior to environmental review and fiscal impact analysis kick-off | Council agenda published Web site project page updated & email bulletin sent | 6/11/13 |
| <u>MILESTONE:</u> Notice of Preparation issued for public review | | | | |
| 3. | Planning Commission EIR scoping session and study session | During Notice of Preparation comment period | Planning Commission agenda published Web site project page updated & email bulletin sent Mailed notice to all property owners and occupants within ¼ mile radius | 8/19/13 |
| 4. | City Council information item regarding proposed changes to the draft Public Outreach and Development Agreement Negotiation Process | During Notice of Preparation comment period | Council agenda published Web site project page updated & email bulletin sent | 8/27/13 |

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SRI Campus Modernization Project**

| No. | Meeting Description | Notes / Timing | Method of Notification | Date Scheduled |
|---|---|--|--|----------------|
| 5. | Bicycle Commission Meeting to provide an opportunity for the Bicycle Commission and public to learn more about the requested abandonment of reserved right-of-way | During the time period when the City is preparing the environmental review and fiscal analysis | Bicycle Commission agenda posted Web site project page updated & email bulletin sent | 10/14/13 |
| 6. | Transportation Commission Meeting to provide an opportunity for the Bicycle Commission and public to learn more about the requested abandonment of reserved right-of-way | During the time period when the City is preparing the environmental review and fiscal analysis | Transportation Commission agenda posted Web site project page updated & email bulletin sent | 10/16/13 |
| 7. | City Council review of the requested abandonment of reserved right-of-way | During the time period when the City is preparing the environmental review and fiscal analysis | Council agenda published Web site project page updated & email bulletin sent | 11/12/13 |
| 8. | City Council appointment of a Council subcommittee | Approximately one month prior to release of Draft EIR and Draft FIA | Council agenda published Web site project page updated & email bulletin sent | Early 2014 |
| MILESTONE: Draft Environmental Impact Report (EIR) and Draft Fiscal Impact Analysis (FIA) issued for public review in Mid 2014 | | | | |
| 9. | Public Outreach Meeting to inform the community about the proposed project and the documents available for review <i>(Note: Meeting is open to the public and may be attended by any or all Council Members or Commissioners)</i> | Prior to deadline for Draft EIR comments. (Meeting is not intended to receive comments, but to let people know how they can submit comments) | Postcard mailing to all property owners and occupants within ¼ mile radius Web site project page updated & email bulletin sent Email sent to all appointed commissioners | Mid 2014 |

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**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

| No. | Meeting Description | Notes / Timing | Method of Notification | Date Scheduled |
|-----|---|--|---|----------------|
| 10. | Environmental Quality Commission Meeting to review the Draft EIR summary, Greenhouse Gas Emissions chapter, the requested heritage tree removals, and to provide individual written comments | During Draft EIR review period | Environmental Quality Commission agenda posted Web site project page updated & email bulletin sent | Mid 2014 |
| 11. | Transportation Commission Meeting to review the Draft EIR summary and the Transportation chapter, and to provide individual written comments | During Draft EIR review period | Transportation Commission agenda posted Web site project page updated & email bulletin sent | Mid 2014 |
| 12. | Planning Commission public hearing regarding the Draft EIR and study session item to discuss Draft FIA and the project <i>(Outcome: Receive public comments on the Draft EIR – all comments will be responded to in the Final EIR)</i> <i>(Outcome: Commission reviews and comments on project proposal)</i> | After release of the Draft EIR and Draft FIA – towards the end of the 45-day review period for Draft EIR | Planning Commission agenda posted Public Hearing Notice published and mailed to project distribution area Web site project page updated & email bulletin sent | Mid 2014 |
| 13. | City Council study session to learn more about the project and identify any other information that is needed to ultimately make a decision on the project | After the close of the Draft EIR comment period | Council agenda published Web site project page updated & email bulletin sent | Mid 2014 |
| 14. | City Council regular item to consider feedback from the Commissions, discuss environmental impacts and mitigations, public benefit, fiscal impacts, development program and provide direction or parameters to guide development agreement negotiations | Approximately 2 weeks after the Council Study Session | Council agenda published Web site project page updated & email bulletin sent | Mid 2014 |

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**Public Outreach and Development Agreement Negotiation Process
SRI Campus Modernization Project**

| No. | Meeting Description | Notes / Timing | Method of Notification | Date Scheduled |
|--|---|---|--|----------------------|
| MILESTONE: Prepare Final EIR, Final FIA and negotiate a draft Development Agreement | | | | |
| MILESTONE: Publish Final EIR and Final FIA for public review in the end of 2014 and advertise through public notice in newspaper and email bulletin | | | | |
| 15. | City Council regular item to review business terms of development agreement | Late 2014 | Council agenda published Web site project page updated & email bulletin sent | Late 2014 |
| MILESTONE: Mail notice advertising future meeting dates | | | | |
| 16. | Planning Commission public hearing for recommendation on Final EIR, Final FIA, and requested land use entitlements and associated agreements | Approximately 3 weeks after Council review of the business terms of the Development Agreement. Public comment on the Final EIR and Final FIA should be submitted before the Commission meeting in order for the comments to be considered prior to the Commission's recommendation. | Planning Commission agenda published Public Hearing Notice published and mailed to project distribution area Web site project page updated & email bulletin sent | Late 2014/Early 2015 |
| 17. | City Council public hearing for review of Final EIR, Final FIA, and requested land use entitlements and agreements | Approximately 3 weeks after Planning Commission recommendation | Council agenda published Public Hearing Notice published and mailed to project distribution area Web site project page updated & email bulletin sent | Late 2014/Early 2015 |

DRAFT**Public Outreach and Development Agreement Negotiation Process****SRI Campus Modernization Project**

| No. | Meeting Description | Notes / Timing | Method of Notification | Date Scheduled |
|------------|--|--|---|-----------------------|
| 18. | City Council second reading of the Development Agreement and Rezoning Ordinances (consent item) | Next available Council meeting after first reading | Council agenda published Web site project page updated & email bulletin sent | Late 2014/Early 2015 |

Note: all dates tentative and subject to revision.

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