



COMMUNITY DEVELOPMENT PLANNING DIVISION

NOTICE OF PREPARATION

TO:	Interested Agencies, Organization, and Individuals
FROM:	City of Menlo Park, Community Development Department 701 Laurel Street Menlo Park, CA 94025
CONTACT:	Deanna Chow, Senior Planner Phone: (650) 330-6733 Fax: (650) 327-5403 Email: dmchow@menlopark.org
SUBJECT:	Notice of Preparation of a Draft Environmental Impact Report for the 321 Middlefield Road Project
<p>As the Lead Agency, the City of Menlo Park will prepare an 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) 330-6733.</p> <p>The comment period is 30 days, from May 4, 2006 to June 2, 2006. Please send your response, including the name of a contact person, to Deanna Chow, Senior Planner, at the address shown above by June 2, 2006 at 5:30 pm.</p>	
PROJECT TITLE: 321 Middlefield Road Project	
PROJECT LOCATION: 321 Middlefield Road, Menlo Park	
PROJECT DESCRIPTION:	
<p>The proposed project site is approximately 3.1 acres and located on the northwest corner of Middlefield Road and Linfield Drive. The site is currently developed with an existing 48,400-square foot general office building, parking lot, and mature landscaping. The applicant proposes to convert the existing general office use into medical office and other professional office uses, modify the exterior of the building, and remove 17 trees (including 11 heritage trees).</p> <p>The proposed project includes the following applications: 1) Use Permit: Conversion of an existing 48,400-square-foot building from general to medical and professional office use in the C-1 zoning district, which has no permitted uses; 2) Architectural Control: Review of associated exterior modifications to the building; 3) Heritage Tree Removal Permit: Remove 11 heritage trees and plant new trees; and 4) Environmental Review of the proposed project.</p> <p>The proposed changes require approval by the Planning Commission.</p>	
Deanna Chow, Senior Planner	May 3, 2006



COMMUNITY DEVELOPMENT PLANNING DIVISION

(650) 330-6702

ENVIRONMENTAL CHECKLIST FORM

1. **Project Title:**
321 Middlefield Road
2. **Lead Agency Name and Address:**
City of Menlo Park
Community Development Department
701 Laurel Drive
Menlo Park, CA 94025
3. **Contact Person and Phone Number:**
Deanna Chow, (650) 330-6733
4. **Project Location:**
321 Middlefield Road, Menlo Park, CA 94025
5. **Project Sponsor's Name and Address:**
Pollock Financial Group/ Allstate Insurance Co.
150 Portola Road
Portola Valley, CA 94028
(650) 529-0500 ext 117
6. **General Plan Designation:**
Professional and Administrative Offices
7. **Zoning:**
C-1 (Administrative and Professional, Restrictive)
8. **Description of the Project: (Describe the whole action involved, including, but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.)**

Commercial Office Renovation

The proposed project would retain the existing office building, which consists of approximately 48,400 square feet of commercial office space. The office space would be converted to use as offices for physicians, other medical-related businesses, and other professional office uses, rather than the existing administrative and general office uses. The renovation would include interior reconfiguration and remodeling, and the addition of showers, lockers and changing rooms. The exterior renovation would update the 1950s and 1960s building facades with contemporary colors, materials, and elements. It would include the removal of the old trellis, entry canopies, and covered loading bay. Improvements would include a new mansard roof and a new main entry on Middlefield Road. The existing enclosure for the ground-level chiller would be removed and replaced with landscape screening.

Development of the project would include the following elements:

- Interior remodeling.
- Addition of exterior elements, including a sloped roof form to complement the neighboring buildings and new exterior paint and stone finishes.
- Removal of 17 trees (including 11 heritage trees).
- Redevelopment of 39,540 square feet of landscaped open space, including 77 new trees.
- Construction of 95 additional on-site, uncovered parking spaces.
- Parking lot enhancement, re-paving, and reconfiguration of the on-site circulation patterns.
- Addition of public sidewalks.
- Addition of bicycle parking.
- New trash enclosure.
- New exterior and parking lot lighting.
- Addition of 94 new trees.

Access and Circulation

Vehicular Access and Internal Circulation

Vehicular access to the site is provided by an existing semi-circular drive off Middlefield Road. This is currently used as a formal entry for drop-off only and has no striped parking spaces. Two existing driveways off Linfield Drive provide access to the parking areas and the rear entrance to the building. Drivers arriving at the Middlefield Road entrance must go back onto Middlefield Road, turn right on Linfield Drive, and then turn right into the rear portion of the site to reach the on-site parking. With the proposed project, a connecting driveway would be provided on site to allow vehicle access from one part of the site to the other without returning to a public streets. The northerly access from Middlefield would be maintained and would connect to an on-site driveway with parking that would curve around to the rear of the site. Parking would be added along the new driveway, and ADA-accessible parking would be added near the front and rear entrances of the building. The southerly driveway cut on Middlefield Road (closest to the intersection of Linfield Drive and Middlefield Road) would be removed. The existing westerly driveway cut on Linfield Drive would also be removed.

Pedestrian Access

A public sidewalk would be provided within the City's right-of-way along the Linfield Drive and Middlefield Road frontages. Along Middlefield Road, several trees would be removed to allow the installation of the City's standard five-foot-wide sidewalk. An on-site concrete walk would be added to provide ADA access from the public sidewalk to the front door facing Middlefield Road. New street trees would be added to replace those removed for sidewalk installation.

Bicycle Access

Bicycle access would be from public streets. There is an existing Class II bicycle facility along Willow Road, three blocks south of the project site. Fifteen new bicycle lockers and racks would be added to the site to encourage riders for both intermittent and daily use. As noted above, the project would also include shower and changing rooms for men and women that could be used by those bicycling to the site.

Parking

Off-Street Parking

The project site currently has 139 parking spaces. The City's parking requirement for commercial office uses is five spaces per 1,000 square feet. The proposed project would include approximately 46,700 square feet of office space (excluding 1,700 square feet of the basement used for mechanical, electrical, and elevator equipment). Based on this ratio, the parking requirement would be 234 spaces. In order to meet this requirement, the proposed project will add 95 parking spaces by re-striping the existing parking lots and adding parking along the Middlefield and Linfield sides of the lot.

On-Street Parking

Currently there is no parking allowed along Middlefield Road. Parking is currently allowed along Linfield Drive, although there are no striped parking spaces. A separate project has proposed a plan for width reduction of Linfield Drive. If it were approved, approximately 16 marked parking spaces would be created, possibly on

either side, for a total of 32 spaces. The creation of these parking spaces is dependent upon the final Linfield Drive reconfiguration, which is not a part of this application. The proposed project does not rely on any street parking to meet the City's parking requirement. Parking-related impacts in this analysis are based only on the parking proposed as part of the project.

Landscaping

The site contains mature landscaping with many trees of various kinds. Of these, 17 trees, including 11 heritage trees, would be removed and 12 trees would be retained on site. As a part of the redevelopment of the project site, 94 new trees would be added. Five mature deodar cedars along Linfield Drive would be retained. Four mature liquidambar trees along Middlefield Road would be removed in order to accommodate the City of Menlo Park's required public sidewalk. Mature trees on adjacent properties that occur at the property line would be protected during construction and are expected to remain.

The project would include the provision of 39,540 square feet of landscaped common open space distributed throughout the site. The main common open space would be south of the building. The areas would be landscaped with turf grass and groundcovers, along with the trees and shrubs. In addition, vegetated swales would be added for the treatment of parking lot storm water run-off. The Property Manager for the project would be responsible for the maintenance of the common open space areas within the project site as well as the areas up to the curb within the adjacent public right-of-way.

Lighting

The site is currently lit with pole lights and building- and soffit-mounted fixtures. As part of the reconfiguration of the parking and landscape areas, new pole lights would be installed to provide adequate lighting for safe access to the building and parking areas. The light fixtures would be shielded to prevent light from spilling over onto adjacent properties. The Property Manager would be responsible for the maintenance of the lighting. Existing streetlights are expected to remain.

Demolition

The proposed project would require the demolition of the interior improvements of the building. All building walls, concrete floor slabs and roofs would remain. A new sloped metal canopy roof would be added. Some asphalt paving and landscaping would be removed to allow the configuration of the required parking. It is anticipated that the concrete and asphalt would be ground up and recycled, in accordance with the San Mateo County requirements for the recycling of construction materials.

Grading

Grading design would include the demolition of existing parking and driveway areas and creation of proper drainage for the new parking lots. All utilities are expected to remain in place. The building would remain at its existing ground floor elevation of 51.19 feet. All landscaping and drives would be sloped away from the building and their elevations would vary between 50.50 feet and 48.75 feet. It is anticipated that the on-site fine grading operations would reuse all cut material on site.

Drainage

Existing drainage on site consists of sheet flow to storm drain inlets in the parking lots and to gutters and storm drain inlets along Middlefield Road and Linfield Drive. The parking lot storm drain inlets currently connect to the existing 27-inch storm drain within the Linfield Drive right-of-way. The reconfigured parking lots would retain these connections. The project would maintain surface drainage away from the existing building. In the reconfigured parking areas, new vegetated swales would be added for the bio-filtration of storm water that falls on the paved areas to mitigate potential water quality impacts. The Property Manager would be responsible for the maintenance of all on-site storm drainage facilities.

The existing 10-year storm event peak flow (the City of Menlo Park design standard) from the project site is 3.5 cubic feet per second. Development of the proposed project would increase the impervious area on site. The applicant proposes to use the bioswales to provide detention for this increased runoff to maintain stormwater flows at the pre-project level. The applicant is preparing updated hydrology calculations. Hydrology will be addressed in the EIR.

According to FEMA maps, the site is located in Flood Zone X, subject to up to 12 inches of ponding in a 100-year storm event.

Utilities (Sanitary Sewer & Water)

A 5-inch sanitary sewer line and a 3-inch domestic water line serve the existing building. There is a 4-inch cast iron water line to the building for fire sprinklers. The sanitary sewer line connects to an 18-inch line in Middlefield Road. The water lines are connected to the water main in Middlefield Road. All three lines would remain in place to serve the proposed project.

Local Roadways

The project does not propose modifications to the local roadways, with the exception of the adjustments to the drive entrances off Middlefield Road and the elimination of one driveway entrance off Linfield Drive.

The City has entered into discussions about modifications and improvements to Linfield Drive that would be shared by several landowners and the City. This may include the narrowing of Linfield Drive or the addition of a median island and parking along the perimeter. The Linfield Drive streetscape design for these options has yet to be finalized and is not included as a part of this EIR.

Construction Schedule

Construction of the project would begin after the approval of the project by the City's Planning Commission and Building Department and would last approximately six months. During construction, the project contractor would be required to implement a dust control program. The program would be applied to all construction activities involving grading, excavation, use of unpaved areas for staging, extensive housing of materials or building demolition including measures from Table 2 of the Bay Area Air Quality Management District CEQA Guidelines as applicable and feasible. The project contractor would be required to comply with the City of Menlo Park's Noise Ordinance. Haul routes would be determined by the City of Menlo Park and would exclude the Linfield Oaks neighborhood. In addition, the project applicant would prepare, implement, maintain and monitor a storm water quality pollution prevention plan for construction activities.

Approvals

Development of the proposed project would require the following approvals:

- Conditional Use Permit to allow for the change from administrative office use to medical office use. The permit would require review and approval by the City of Menlo Park Planning Commission;
- Approval of heritage tree removal permits by the Planning Commission;
- Architectural Control for exterior modifications requiring review and approval by the Planning Commission; and
- Building permit to be issued by City of Menlo Park Building Department

9. Surrounding Land Uses and Setting: (Briefly describe the project's surroundings.)

The project site is located in the City of Menlo Park at 321 Middlefield Road. Menlo Park is in the southernmost part of San Mateo County and is bounded on the south by East Palo Alto and Palo Alto, on the east by the San Francisco Bay, on the north by Atherton and Redwood City, and on the west by Portola Valley and Woodside.

The project site is located at the corner of Linfield Drive and Middlefield Road. The project site (Assessor's parcel #062-421-050) encompasses 3.12 acres and is located on the west side of Middlefield Road and on the north side of Linfield Drive.

The properties to the north, west, and south of the project site are zoned C-1 and are developed with commercial office buildings and parking lots. The properties immediately to the west and southwest of the project site have been recently approved for a residential General Plan land use and zoning district. The property to the east, across Middlefield Road, is zoned R-1-S (Single Family Suburban Residential) and is a seminary. San Francisquito Creek is located approximately one-third of a mile south of the property.

10. Other public agencies whose approval may be required (e.g., permits, financing approval, or participation agreement):

Menlo Park Fire Protection District
West Bay Sanitary District
San Francisco Bay Regional Water Quality Control Board (RWQCB)

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

<input type="checkbox"/> Land Use and Planning	<input type="checkbox"/> Biological Resources	<input checked="" type="checkbox"/> Aesthetics
<input type="checkbox"/> Population and Housing	<input type="checkbox"/> Energy and Mineral Resources	<input type="checkbox"/> Cultural Resources
<input type="checkbox"/> Geological Problems	<input type="checkbox"/> Hazards	<input type="checkbox"/> Recreation
<input checked="" type="checkbox"/> Water	<input type="checkbox"/> Noise	<input checked="" type="checkbox"/> Mandatory Findings of Significance
<input type="checkbox"/> Air Quality	<input type="checkbox"/> Public Services	
<input checked="" type="checkbox"/> Transportation and Circulation	<input type="checkbox"/> Utilities and Service Systems	

DETERMINATION: (To be completed by the Lead Agency.)

On the basis of this initial evaluation:

<input type="checkbox"/> I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
<input type="checkbox"/> I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
<input checked="" type="checkbox"/> I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
<input type="checkbox"/> I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
<input type="checkbox"/> I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION , including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature	For the City of Menlo Park
Name, printed	Date

EVALUATION OF ENVIRONMENTAL IMPACTS:

- 1) A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A “No Impact” answer should be explained where it is based on project-specific factors as well as general standards (e.g., the project will not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
- 2) All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- 3) “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect is significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
- 4) “Potentially Significant Unless Mitigation Incorporated” applies where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level.
- 5) Earlier analysis may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
1. LAND USE AND PLANNING. Would the proposal:					
a. Conflict with general plan designation or zoning?				X	1,2,3
b. Conflict with applicable environmental plans or policies adopted by agencies with jurisdiction over the project?				X	1,2,3
c. Be incompatible with existing land use in the vicinity?				X	3
d. Affect agricultural resources or operations (e.g. impact to soils or farmlands, or impacts from incompatible land uses)?				X	4
e. Disrupt or divide the physical arrangement of an established community (including a low-income or minority community)?				X	1,2,3
EXPLANATION:					
<p>1a. According to the Menlo Park <i>General Plan</i>, the 321 Middlefield project site is designated for Professional and Administrative Offices and zoned C-1 (Administrative and Professional, Restrictive).[1,2] The proposed project would be consistent with the existing <i>General Plan</i> land use designation and zoning district.</p>					
<p>1b. Refer to 1a and to the other subsections of this checklist. As discussed elsewhere in the checklist, the project would not result in significant physical changes or issues in most environmental topic areas that could lead to policy inconsistencies. Therefore, the project would not conflict with most of the applicable environmental plans or policies adopted by agencies with jurisdiction over the projects. The checklist indicates that there could be significant impacts in the areas of traffic, water (storm drainage), and aesthetics; consistency with policies in those areas will be considered as part of the analysis in the EIR.</p>					
<p>1c. Existing land uses in the vicinity of the project site include office buildings, apartment buildings, and parking lots. The proposed project would reuse the existing structure but change the existing land use from administrative offices to medical and/or professional offices. Compatibility impacts related to noise are discussed in Section 10: Noise, and impacts related to air quality (including dust and odors) are discussed in Section 5: Air Quality.</p>					
<p>1d. According to the San Mateo <i>Important Farmlands Map</i>, the project site and adjacent sites are designated as Urban and Built-Up Land.[4] Furthermore, the project site is fully developed with a commercial building and paved parking lots and roadways. Therefore, the proposed project would not affect agricultural resources or operations.</p>					
<p>1e. Typically, this issue relates to the construction of, or placement of a dividing feature or barrier within an area of existing uses, such that the layout, land use pattern, or circulation within a community is affected. The project would reuse the existing structure and does not include the development of any additional structures. Therefore, the proposed project would not disrupt or divide the physical arrangement of an established community.</p>					

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
2. POPULATION AND HOUSING. Would the proposal:					
a. Cumulatively exceed official regional or local population projections?			X		5,6,7
b. Induce substantial growth in an area either directly or indirectly (e.g. through projects in an undeveloped area or major infrastructure)?			X		1,2,3,5
c. Displace existing housing, especially affordable housing?				X	3
EXPLANATION:					
<p>2a, b. Implementation of the proposed project could indirectly generate a minimal increase in population. According to the Association of Bay Area Governments (ABAG) Projections 2005, the population in the City of Menlo Park (and its Sphere of Influence) is expected to grow to 35,600 persons by 2010.[5] If the proposed project were to contribute to a cumulative increase in population, the result would still be below the ABAG-projected population. Other growth inducement issues will be addressed in the EIR.</p> <p>2b. The proposed project is not in an undeveloped area and would not alter or require alteration of existing infrastructure. The population attracted by the project, if any, would directly contribute to growth in Menlo Park, but the numbers would be small.</p> <p>2c. The project site is currently developed with an office building. Implementation of the proposed project would reuse the existing structure.</p>					

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
3. GEOLOGIC PROBLEMS. Would the proposal result in or expose people to potential impacts involving:					
a. Fault rupture?				X	8
b. Seismic ground shaking?			X		8
c. Seismic ground failure, including liquefaction?				X	8
d. Seiche, tsunami, or volcanic hazard?				X	9
e. Landslides or mudflows?				X	8
f. Erosion, changes in topography or unstable soil conditions from excavation, grading or fill?				X	8,10
g. Subsidence of the land?				X	8
h. Expansive soils?				X	8
i. Unique geologic or physical features?				X	10
EXPLANATION:					
<p>3a. The major active faults in the vicinity are the Monte Vista (which is within the Santa Cruz Mountains), San Andreas, and Hayward Faults, all of which are six miles or more from the project site. The project site is outside any Earthquake Fault Zone, as defined by the Alquist-Priolo Earthquake Fault Zoning Act, and no known active or potentially active fault exists on the project site. The probability of fault rupture at the site is low.[8]</p> <p>3b. Strong to very strong ground shaking from a moderate to large earthquake on one of the nearby faults is likely to be felt at the project site over the life of the project. However, the project is required to adhere to the current Uniform Building Code (UBC) regulations, which are intended to reduce seismic risks to an acceptable level. [8]</p> <p>3c. Sand layers at the project site are sufficiently dense and/or have sufficient cohesion to resist liquefaction. There is little to no potential for lateral spreading or differential compaction at the project site. [8]</p>					

3d. Seiches are waves in enclosed bodies of water. Tsunamis are large oceanic waves. A review of area maps show that the project site is not adjacent to any large enclosed bodies of water, and is over 10 miles from the Pacific Ocean. The United States Geologic Survey (USGS) map of California Volcanoes and Volcanics indicates that no volcanoes are within 50 miles of the project site.[9]

3e. The project site is flat and is not adjacent to any steep slopes. There is little to no potential for landslides or mudflows to occur at the project site.[8]

3f. The project site is flat and is not adjacent to any steep slopes. Therefore, there is little to no potential for impacts related to erosion, changes in topography or unstable soil conditions.[8,10]

3g. See **3c.** There is little to no potential for subsidence at the project site.[8]

3h. The project site is blanketed by about nine to 14 feet of very stiff to hard, moderately to highly expansive clay, which is subject to volume changes during seasonal fluctuations in moisture content. These volume changes can cause cracking of foundations, floor slabs, and sidewalks, as well as distortion to building frames. Measures taken during the existing structure's construction such as site preparation and grading techniques, specific foundation design, concrete slab-on-grade floors, a capillary moisture barrier, and adherence with UBC seismic design standards may require updating. Compliance with State and local regulations and policies governing development in areas having unstable soils, including, but not limited to, Chapter 18 of the UBC and the California Building Code (CBC) as defined in Title 24 of the California Code of Regulations, would be required as a condition of project approval. Therefore, impacts related to expansive soils would be less than significant.[44]

3i. There are no unique geologic or physical features on the project site, which has already been graded and developed.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
4. WATER. Would the proposal result in:					
a. Changes in absorption rates, drainage patterns, or the rate and amount of surface runoff?	X				3,11
b. Exposure of people or property to water related hazards such as flooding?	X				11,12
c. Discharge into surface waters or other alteration of surface water quality, e.g. temperature, dissolved oxygen or turbidity?			X		13,14
d. Changes in the amount of surface water in any water body?	X				11
e. Changes in currents, or the course or direction of water movements?	X				11
f. Change in the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations or through substantial loss of groundwater recharge capability?				X	11
g. Altered direction or rate of flow of groundwater?				X	11
h. Impacts to groundwater quality?				X	11
i. Substantial reduction in the amount of groundwater otherwise available for public water supplies?				X	11

EXPLANATION:

4a. Locally, the project site is located within the sub-watershed delineated by Middlefield Road, Ravenswood Avenue, the Caltrain tracks, and San Francisquito Creek. The storm drain system that drains runoff from the sub-watershed discharges into San Francisquito Creek at Middlefield Road.[11]

Existing drainage on site consists of sheet flow to storm drain inlets in the parking lots and to gutters and storm drain inlets along Middlefield Road and Linfield Drive. The parking lot storm drain inlets currently connect to the existing 27-inch storm drain within the Linfield Drive right-of-way and the 30-inch storm drain within the Middlefield Road right-of-way. The reconfigured parking lots would retain these connections. The project would maintain surface drainage away from the existing building. In the reconfigured parking areas, new vegetated swales would be added for the bio-filtration of storm water that falls on the paved areas to reduce potential water quality impacts. The Property Manager would be responsible for the maintenance of all on-site storm drainage facilities.

The 10-year storm event peak flow (the City of Menlo Park design standard) from the project site is 3.8 cubic feet per second. Development of the proposed project would increase the impervious area on site and could increase the peak flow. The increased surface runoff would be detained and treated on-site in bioswales to be located in landscaped areas in the parking lot; these bioswales would provide detention for this increased runoff to maintain stormwater flows at the pre-project level. The applicant is preparing updated hydrology calculations. Hydrology will be addressed in the EIR.

BKF Engineers conducted a citywide drainage study for the City of Menlo Park, with the purpose of identifying deficiencies in the existing storm drain system and developing a list of capital improvement projects and priorities related to these deficiencies. The study concluded that the Middlefield drainage system does not currently have sufficient flow capacity to handle the 10-year storm event. It is estimated that this system is capable of handling between 10 and 30 percent of the 10-year storm event, thereby indicating that the system floods at more frequent intervals than 10-year storms (more closely to the 2- and 3-year storm events).[11]

Problems in the system can be attributed to the insufficient capacity of the existing drainage infrastructure and the fact that Middlefield Road slopes away from San Francisquito Creek, causing flooding at the low points in the system. Additionally, during 10-year storm events, flows in San Francisquito Creek are near the top of the creek bank and thus limit flows in the storm drain line leading to the creek. Localized flooding occurs at Linfield Drive and Middlefield Road, Waverley Street and Linfield Drive, and Middlefield Road between Ravenswood Avenue and Oak Grove Avenue. During peak flows, Middlefield Road is closed in the vicinity of Menlo-Atherton High School.[11]

The citywide drainage study classified deficiencies in the Middlefield drainage system as Priority 2. Improvements identified as Priority 2 are intended to eliminate flooding that causes frequent closure of key roadways. The citywide drainage study recommended that a parallel storm drain be installed along Middlefield Road. The storm drain would connect to the recently constructed 48-inch diameter pipe and outfall at San Francisquito Creek. The proposed parallel storm drain would relieve flooding that requires road closures of Middlefield Road, Ravenswood Avenue, and Oak Grove Avenue. Funding for these improvements has not yet been allocated by the City.[11]

4b. Flood Insurance Rate Maps (FIRMs) produced by the Federal Emergency Management Agency (FEMA) indicate that the project site is located within the FEMA Flood Hazard Zone X and subject to up to 12 inches of ponding during a 100-year storm event.[12] As previously mentioned, the Middlefield Drainage System has been characterized as having inadequate flow conveyance capacity for the peak flow for the 10-year storm event, resulting in localized flooding along Linfield Drive. Improvements have been identified to address the issue but the improvements have not been funded.[11] Therefore, there could be localized flooding in the vicinity of the project site, potentially affecting the proposed project. Flooding hazards will be discussed in the EIR.

4c. The project site is located within the San Francisquito Creek watershed. San Francisquito Creek is considered the last riparian free-flowing creek and the last remaining run of steelhead trout (a federally listed threatened species) on the southern peninsula of San Francisco Bay. The creek is currently listed as impaired by the San Francisco Bay Regional Water Quality Control Board (RWQCB) due to excessive sediment and siltation. In October 2003, the RWQCB released the San Francisquito Creek Sediment Total Maximum Daily Load (TMDL) Project Plan. The primary water quality objectives of the plan were to reduce turbidity, sediment, suspended material, and settleable material in the watershed.[13]

The Clean Water Act (CWA) has nationally regulated the discharge of pollutants to waters of the United States from any point source since 1972. In 1987, amendments to the CWA added section 402(p), which established a framework for regulating non-point source

storm water discharges under the National Pollutant Discharge Elimination System (NPDES).[14] The Phase I NPDES storm water program regulates storm water discharges from major industrial facilities, large and medium-sized municipal separate storm sewer systems (those serving more than 100,000 persons), and construction sites that disturb five or more acres of land.

To comply with the CWA, San Mateo County and the 20 cities and towns in the County formed the San Mateo Countywide Stormwater Pollution Prevention Program (STOPPP). STOPPP holds a joint municipal NPDES permit from the San Francisco Bay Regional Water Quality Control Board (RWQCB). The permit includes a comprehensive plan to reduce the discharge of pollutants to creeks, San Francisco Bay, and the ocean to the maximum extent possible.

The project is required to comply with the Phase I NPDES program for construction activities. Construction activities that would be covered under the program include, but are not limited to: clearing, grading, excavation, and reconstruction of existing facilities involving removal and replacement that results in soil disturbance. The project applicant can obtain coverage under the NPDES program by filing a Notice of Intent (NOI) with the State Water Resource Control Board's Division of Water Quality Storm Water Permit Unit. Generally, a site is considered to be covered by the program upon filing the NOI and submitting the appropriate annual fee. The NOI must be submitted, and the permit obtained, before construction starts. In addition to submitting the NOI, the discharger must develop and implement a Storm Water Pollution Prevention Plan (SWPPP) for construction activities and develop and implement a monitoring and reporting plan. Any project disturbing one or more acres of soil would be required to have a SWPPP based on the State standards. The SWPPP is a documented step-by-step process that outlines the Best Management Practices (BMPs) that would be implemented during construction to prevent sediment, hazardous materials, and other pollutants from entering the formal storm drain system. With the implementation of these requirements by the project, construction-related impacts to water quality would be less than significant.[13]

Once the project has been constructed, non-point source (NPS) pollutants from the project site could have detrimental effects on downstream waters. NPS pollutants are washed by rainwater from residential areas, landscape areas, and streets and parking areas into the formal drainage network. The most common NPS pollutants are sediment and nutrients. Other common NPS pollutants include pesticides, salts, oil, grease, and heavy metals. Pollutants from the project site would likely be consistent with medical/professional office areas, parking lots, and roads, and would be similar to those generated by the existing office/administrative uses. They would likely consist mostly of oil, grease, petroleum hydrocarbons, metals, and possibly nutrients. NPS pollutants from site runoff could have detrimental effects on downstream waters and the water quality of San Francisquito Creek.

The City will require the applicants to implement Best Management Practices (BMPs) for water quality treatment to the maximum extent practicable, per the City's Grading and Drainage Plan Guidelines and Checklist.[15] This requirement has been incorporated into **Mitigation Measure 4.1** to reduce the potential water quality issues to a less-than-significant level.

4d-e. See response to **4a.**[11]

4f. The California Department of Water Resources (DWR) defines state groundwater basins based on geologic and hydrogeologic conditions. According to the DWR, the project site is located within the San Mateo Groundwater Subbasin. The subbasin is part of the larger Santa Clara Valley Groundwater Basin and is composed of alluvial fan deposits formed by tributaries to San Francisco Bay. This subbasin has a history of groundwater overdraft as early as the 1920s. Overdraft of the subbasin occurred until 1965 when supplemental surface supplies were delivered by the State of California from Hetch Hetchy Reservoir. Since 1965, imported surface water supplies have met approximately 90 percent of the demand in San Mateo County.

The California Water Service Company (CWSC) is the district agency responsible for providing water service for this area of Menlo Park. The CWSC's water supplies are derived from local reservoir water and purchases from the City of San Francisco. No groundwater wells would be required to serve the project site.

Generally, groundwater recharge occurs by infiltration of water from streams and by percolation of precipitation that falls directly on the ground. The proposed project would result in an increase in impervious surfaces at the project site. However, with implementation of the project drainage improvements, this increase would not impact groundwater recharge at the project site.

When compared to existing conditions, the proposed project would not result in the depletion of groundwater supplies nor result in a decrease in net recharge. No impacts to groundwater resources would occur. [11]

4g. See response to **4f.**

4h. See response to 4c.

4i. See response to 4f.

Mitigation Measure 4.1

The project applicant shall implement Best Management Practices for water quality treatment on the project site to the maximum extent practicable, per the City of Menlo Park Grading and Drainage Plan Guidelines and checklist. Specific guidelines that would apply to the project site include (but would not be limited to) #1 (use of on-site infiltration as much as possible as a means of handling roof and site drainage); #4 (Design of the site drainage so the storm water will flow to on-site lawn or pervious landscaped areas, or detention/retention and filtration systems through vegetated/grassed swales or underground pipes), #5 (drainage from roof downspouts to on-site lawn or pervious landscaped areas, or detention/retention and filtration systems through vegetated/grassed swales), and #11 (use of on-site infiltration, vegetated swales or other comparable BMPs prior to discharge). The BMPs shall be shown on the drainage plan and reviewed by the City.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
5. AIR QUALITY. Would the proposal:					
a. Violate any air quality standard or contribute to an existing or projected air quality violation?		X			1,2,3,16
b. Expose sensitive receptors to pollutants?		X			1,2,3,16
c. Alter air movement, moisture, or temperature, or cause any change in climate?				X	1,2,3,16
d. Create objectionable odors?				X	1,2,3,16

EXPLANATION:

5a-b. Construction and grading activities could generate emissions from sources such as on-site stationary equipment, heavy-duty construction vehicles, construction worker vehicles, and other energy use. Fugitive dust is the primary air pollutant emitted by these activities. Although the project’s construction-related emissions would be temporary in duration, in the absence of control measures, the emissions could be substantial. Implementation of **Mitigation Measure 5.1** would reduce fugitive dust emissions and other construction-related impacts to air quality to a less-than-significant level.

Operation of the project would generate emissions primarily from increased vehicular trips and heating-ventilation-air conditioning (HVAC) units. The Bay Area Air Quality Management District (BAAQMD) regulates the pollutants associated with these types of emissions, specifically reactive organic gases (ROG), oxides of nitrogen (NO_x), and particulate matter (PM₁₀).

During operation of the project, air quality impacts would primarily be the result of increased vehicular trips and heating-ventilation-air conditioning (HVAC) units. Implementation of the project would result in a total of 1,749 daily vehicle trips.¹ According to the BAAQMD screening criteria, projects generating more than 2,000 vehicle trips per day would require a detailed air quality analysis because their associated emissions would likely be above the BAAQMD significance thresholds of 80 pounds per day of reactive organic gases (ROG), nitrogen oxides (NO_x), and particulate matter (PM₁₀). Although the number of vehicle trips generated by the project is under the BAAQMD thresholds, the predicted mobile source and area source emissions of the project were calculated using the URBEMIS2002 computer program available from the California Air Resources Board (See Appendix). The URBEMIS2002 program found that the project would generate emissions of ROG, NO_x and PM₁₀ at levels well below the BAAQMD thresholds. These emissions are considered less than significant. The project is not anticipated to generate carbon monoxide (CO) in levels that exceed BAAQMD thresholds. [1,2,3,16]

¹ This number was obtained using the standard trip generation rate for office uses in the URBEMIS modeling program. It is higher than the 1,470 daily trips estimated in the traffic report because it includes existing as well as project-related trips. It therefore represents a conservative (high) basis for calculating project emissions and assessing potential impacts. Under CEQA, impacts are based on comparison to existing conditions.

5c. The project site is located in an area of the City that is completely built out with commercial and residential development. The project site is currently developed with a partially occupied office building and parking areas. The proposed project is similar in use and physical design to other uses in the area. Since the project would not include any new structures, changes in air movement, moisture, temperature or climate are not anticipated to occur. Therefore, impacts related to air movement, moisture, temperature or changes in climate would not be significant. [1,2,3,16]

5d. The project site is located in an area of the City that is completely built out with commercial and residential development. The proposed project is similar to other uses in the area. According to the BAAQMD, typical uses that may result in significant odor impacts include wastewater treatment plant, sanitary landfill, transfer station, composting facility, petroleum refinery, asphalt batch plant, chemical manufacturing, fiberglass manufacturing, painting/coating operations, rendering plant, and coffee roasters. The proposed project does not include these land uses, typical medical and professional office uses are not associated with nuisance odors. Thus, no significant air quality impacts related to odors would occur.[1,2,3,16]

Mitigation Measure 5.1

Basic Control Measures (for all construction sites)

- Water all active construction areas at least twice daily.
- Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard.
- Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites.
- Sweep daily (with water sweepers) all paved access roads, parking areas, and staging areas at construction sites.
- Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets.

Optional Measures (strongly encouraged at construction sites that are large in area, located near sensitive receptors, or which for any other reason may warrant additional emissions reductions)

- Install wheel washers for all exiting trucks and equipment, or wash off the tires or tracks of all trucks and equipment leaving the site.
- Install windbreaks, or plant trees/vegetative windbreaks at the windward side(s) of construction areas.
- Suspend excavation and grading activity when sustained winds exceed 25 mph.
- Limit the area subject to excavation, grading, and other construction activity at any one time.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
6. TRANSPORTATION/CIRCULATION. Would the proposal result in:					
a. Increased vehicle trips or traffic congestion?	X				17
b. Hazards to safety from design features (e.g. sharp curves or dangerous intersections) or incompatible uses (e.g. farm equipment)?			X		17
c. Inadequate emergency access or access to nearby uses?			X		17
d. Insufficient parking capacity on-site or off-site?			X		17
e. Hazards or barriers for pedestrians or bicyclists?			X		17
f. Conflicts with adopted policies supporting alternative transportation (e.g., bus turnouts, bicycle racks)?			X		17
g. Rail, waterborne or air traffic impacts?				X	3

EXPLANATION:

6a. DKS Associates prepared the Menlo Park Linfield Middlefield Willow Area-Wide Transportation Impact Analysis Final Report on March 2, 2006. The study was prepared according to the methodology recommended in the Transportation Impact Analysis (TIA)

Guidelines, prepared by the City of Menlo Park on August 14, 2002. The study evaluates traffic and transportation issues related to three proposed developments in the vicinity of the Linfield Oaks neighborhood. The three redevelopment projects are at 8 Homewood Place, 75 Willow Road, and the project site, 321 Middlefield Road. The existing offices at the project site and 75 Willow Road are partially occupied, which is taken into account in the traffic analysis. Traffic currently generated at the project site was subtracted from the estimation of gross project trips. The trip credits for the project site include Transportation Demand Management (TDM) measures to encourage alternative methods of transportation to and from the site. According to Table 5 of the DKS Associates report, the proposed project would generate a total of 74 net new AM peak hour trips, 135 net new PM peak hour trips, and 1,490 net new daily vehicle trips.

During the existing AM peak period, the northbound approach at Alma Street and Ravenswood Avenue (two-way stop controlled intersection) operates at an unacceptable Level of Service F. In addition, five study roadway segments currently serve a demand that is greater than the estimated daily capacity, based on roadway classification as outlined in the City of Menlo Park Circulation System Assessment (CSA) Document.

Under near-term conditions, without the proposed project, two intersections would not operate at acceptable levels of service: the northbound approach on Alma Street to Ravenswood Avenue during the AM peak hour and the intersection of El Camino Real and Ravenswood Drive during the PM peak hour. Similar to existing conditions, all but three study roadway segments would serve close to or greater than the estimated daily capacity for their respective classifications.

The DKS report does not analyze impacts from each project separately; the following analysis considers the three proposed projects together. The three projects would maintain the current levels of service standards at each of the study intersections with the exceptions of the intersection at Alma Street and Ravenswood Avenue during the AM peak period and at the intersection of El Camino Real and Ravenswood Drive during the PM peak period. The intersection of Alma Street and Ravenswood Avenue would operate at LOS F for the northbound approach. The addition of traffic to the east-west movement on Ravenswood Avenue would result in an increase of average delay to the northbound approach greater than the threshold of 0.8 seconds. During the PM peak hour, the intersection of El Camino Real and Ravenswood Avenue would continue to operate at the same LOS E as under the near-term conditions. However, the increase of average delay to the critical movements on local approaches would be greater than 0.8 seconds, which is considered a potentially significant impact.

The addition of daily traffic to local streets Linfield Drive, Waverley Street, and to several minor arterials such as Middlefield Road, Ravenswood Avenue, and Willow Road, would create potentially significant and unavoidable impacts due to these roadway segments already serving more vehicles than the recommended daily capacity. This is considered a potentially significant impact under the City's Transportation Impact Analysis Guidelines.

The transportation/circulation impacts, the adequacy of the project circulation system and parking, and impacts to pedestrians and cyclists, will be discussed in the EIR. [17]

6b. The project would not alter existing sight distances at nearby intersections or the project access driveways, which are considered adequate. The proposed project would improve turning movement safety at the intersection of Middlefield Road and Linfield Drive and at project access driveways by eliminating an existing driveway into the project site that is located close to the intersection. There would be no hazards to safety from incompatible uses such as farm equipment.

6c. The proposed project would not obstruct or alter any existing emergency vehicle route. Adequate emergency access will be provided by the project site plan.

6d. The parking requirements for the proposed project were evaluated based on the City of Menlo Park Municipal Code requirements and the expected parking demand. In accordance with the City's parking requirements, the proposed project is required to provide one parking space per 200 square feet of gross floor area. Given the proposed gross floor area of 46,700 square feet, 234 parking spaces (46,700 square feet times one parking space per 200 square feet of gross floor area) are required. The project proposes 227 standard parking stalls and seven handicapped parking stalls. Based on the Institute of Transportation Engineers (ITE) Parking General Manual (3rd Edition, 2004), the proposed project would have a demand of approximately 207 spaces during the peak period. The proposed parking supply is anticipated to meet the anticipated demand. [17]

6e. A new pedestrian sidewalk would be constructed along the project frontages on Linfield Drive and Middlefield Road. Outside the project site, pedestrians and bicyclists would be accommodated via the existing network of bike paths, sidewalks, crosswalks, and the local roadway network. The proposed project site is located within easy access to the existing sidewalks and bike lanes on Willow

Road as well as Middlefield Road. [17]

6f. Bus service in the project vicinity is provided by the San Mateo County Transit District (SamTrans), Caltrain, Santa Clara Valley Transportation Authority (VTA), and the Dumbarton Express Bus. Several routes serve the study area, with SamTrans lines 295, 296, and 83 almost adjacent to the project site. The bus routes serve Willow Road, Middlefield Road, Ravenswood Avenue, Laurel Street, and El Camino Real. The City of Menlo Park and Caltrain operate an employer shuttle service (Willow Road Area Shuttle) that connects the Linfield Oaks neighborhood and Menlo Park Caltrain Station. There are stops on Linfield Drive and Willow Road.

On-street bike lanes for both directions are provided on Middlefield Road, Willow Road, Laurel Street, and Ravenswood Avenue. Pedestrian crosswalks and signals are provided at all of the signalized study intersections. In the vicinity of the project site, there are sidewalks on the south-side of Linfield Drive along the 175 Linfield Drive frontage.

In the vicinity of the proposed project, there are Class II bicycle facilities on Willow Road, Ravenswood Avenue, and Middlefield Road. On Laurel Street, there is a Class III facility between Linfield Drive and Burgess Drive, which becomes a Class II facility north of Burgess Drive. A Class II bikeway is a marked bike lane that shares the right-of-way with a roadway or walkway. It is indicated by a continuous stripe on the pavement or may be separated by a continuous or intermittent low barrier, such as a curb. A Class III bikeway is a signed route, which provides a shared lane for bicycle use with pedestrian or motor vehicle traffic. [17]

6g. The proposed project does not involve transportation or circulation elements related to rail, waterborne, or air traffic.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
7. BIOLOGICAL RESOURCES. Would the proposal result in:					
a. Endangered, threatened or rare species or their habitats (including but not limited to plants, fish, insects, animals or birds)?		X			18,19
b. Locally designated species (e.g. heritage trees)?		X			20,21,22
c. Locally designated natural communities (e.g., oak forest, coastal habitat, etc.)?				X	18,19
d. Wetland habitat (e.g., marsh, riparian and vernal pool)?				X	14
e. Wildlife dispersal or migration corridors?				X	1

EXPLANATION:

7a. The entire site is developed and/or landscaped and does not contain suitable habitat for any special-status plant or wildlife species known to occur in the project region. Tree species occurring on the project site include American sweetgum (*Liquidambar styraciflua*), coast live oak (*Quercus agrifolia*), deodar cedar (*Cedrus deodara*), and various other trees planted as landscaping. Given the urban location of the project site, the scattered location of the existing trees, and the fact that the site is not adjacent to an area providing foraging habitat, use of the onsite trees as nesting habitat by special-status bird species is not expected.

However, the trees on the project site provide suitable nesting habitat for a variety of common bird species known to occur in the project area. Construction-related activities could result in the direct loss of active nests or the abandonment of active nests by adult birds during that year’s nesting season. Bird nests with eggs or young are protected under the Migratory Bird Treaty Act and the California Fish and Game Code.[18,19] **Mitigation Measures 7.1 through 7.3**, applied to the project when construction activities could disturb nests, would reduce the potential impact to a less-than-significant level.

7b. A Tree Survey Report and updates were prepared for the project by Barrie D. Coate and Associates.[20] (The Tree Survey Reports are on file and available for review at the City.) The survey reports provide information on the health, location, and type of trees on the project site and recommendations on their preservation.

There are 33 trees on the project site, 23 of which are “Heritage trees.” The project would remove 11 Heritage trees, leaving 12

Heritage trees on-site; no trees would be relocated.

The proposed project would be required to comply with the Menlo Park Heritage Tree Ordinance and the City's Heritage Tree Replacement procedures, which delineate the ratio of trees a developer must replace for every Heritage tree removed.[21] For commercial projects, applicants who are granted approval to remove a Heritage tree are required to replace lost Heritage trees on a 2:1 basis. However, City staff may exercise discretion on the size and number of trees an applicant may be required to install.[21]

Based on these ratios, the project would be required to plant 22 trees. Current landscape conceptual plans provided by the applicant show that the project could feasibly meet the tree planting requirements set by City staff. **Mitigation Measures 7.4 and 7.5** would require compliance with the City's tree planting requirements and would ensure that the impact would be less than significant.[22]

In addition, a tree protection and preservation plan was included in the survey report to assist in the protection of the trees during the demolition and construction of the proposed project.[20] **Mitigation Measure 7.5** would reduce the potential impacts from disturbance to a less-than-significant level.

7c. See response to 7a.

7d. The project site is developed; there is no riparian habitat or other sensitive natural communities on the project site and no aquatic features or other resources on the project site that are protected by Section 404 of the Clean Water Act.[14]

7e. The project site is in an urban area, is completely developed, and is bordered on all sides by urban/residential development. Consequently, the project site does not link two or more large regional open space areas and are not considered to be part of a regional wildlife movement corridor.[1]

Mitigation Measure 7.1

The applicant shall retain a qualified biologist (with selection to be approved by the City) to conduct nest surveys on the site prior to construction or site preparation activities occurring during the nesting/breeding season of native bird species (typically February through August). The survey area shall include all potential nesting habitat on the project site within 200 feet of the grading boundaries. If the 200-foot distance encompasses trees on adjacent properties, the biologist shall survey the trees using binoculars. The survey shall be conducted no more than 14 days prior to commencement of construction activities.

Mitigation Measure 7.2

If active nests of bird species protected by the Migratory Bird Treaty Act and/or the California Fish and Game Code (which, together, apply to all native nesting birds) are present in the construction zone or within 200 feet of this area, temporary construction fencing shall be erected within the project site at a minimum of 100 feet around the nest site. This temporary buffer may be greater depending on the bird species and construction activity, as determined by the biologist.[18,19]

Mitigation Measure 7.3

At the discretion of the biologist, clearing and construction within the fenced area shall be postponed or halted until juveniles have fledged and there is no evidence of a second nesting attempt. The biologist shall serve as a construction monitor during those periods when construction activities will occur near active nest areas to ensure that no inadvertent impacts on these nests will occur.

Mitigation Measure 7.4

The project applicants shall comply with the Menlo Park Heritage Tree Ordinance and the City's Heritage Tree Replacement procedures, and with the tree replacement ratios recommended by City staff. The final landscaping plans for the projects shall reflect compliance with the Ordinance and procedures, and the applicant shall demonstrate that the required number of trees have been planted prior to project occupancy.

Mitigation Measure 7.5

The project applicant shall adhere to the tree protection and preservation plan included in the Tree Survey Report prepared by Barrie D. Coate and Associates. The plan includes measures related to the tree protection zone (TPZ), pruning and brush clearance, fencing and signage, fertilization, pest and disease control, and tree health and maintenance (including root cutting).[20]

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
8. ENERGY AND MINERAL RESOURCES. Would the proposal result in:					
a. Conflict with adopted energy conservation plans?				X	23
b. Use non-renewable resources in a wasteful and inefficient manner?				X	23
c. Result in the loss of availability of a known mineral resource that would be of future value to the region and the residents of the state?				X	23
EXPLANATION:					
<p>8a-c. The proposed project site is developed with a commercial office building and parking. The project would reuse the existing structure and construct new parking areas. The energy demands of the proposed project would not conflict with any adopted energy conservation plans or use non-renewable resources in a wasteful and inefficient manner. With respect to mineral resources, the project site is currently developed and located in an urbanized area. There are no known significant mineral resources that would be affected by the proposed project. Per the City's Construction and Demolition Debris Recycling Ordinance, the project would be required to recycle approximately 65 percent of the debris.[23]</p>					

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
9. HAZARDS. Would the proposal involve:					
a. A risk of accidental explosion or release of hazardous substances (including, but not limited to: oil, pesticides, chemicals or radiation)?			X		24
b. Possible interference with an emergency response plan or emergency evacuation plan?				X	25,29
c. The creation of any health hazard or potential health hazard?			X		24
d. Exposure of people to existing sources of potential health hazards?			X		24
e. Increased fire hazard in areas with flammable brush, grass or trees?				X	25

EXPLANATION:

9a, c, d. The existing office building was built by the Allstate Insurance Company in 1950. The building was originally constructed with one story and concrete framing. In 1954, Allstate added a second-story concrete frame addition. In 1968, a one-story wood frame addition was added for a dining facility. Because of the age of the building, asbestos and lead-based paint may have been used during construction or renovation. Implementation of **Mitigation Measure 9.1** would ensure that potential impacts related to these materials would be less than significant.

The types of hazardous materials associated with the medical office would include cleaning and disinfectant chemicals such as bleach, ammonia, ethyl alcohol, and hydrogen peroxide; chemicals used for preservation of bio-samples; and bio-wastes such as blood, tissue, urine, and feces. All chemicals and medical waste materials would be stored, transported, and disposed of in accordance with all applicable federal, state, and local regulations, including the Occupational Safety and Health Act (OSHA) and the Medical Waste Management Act (MWMA; California Health and Safety Code Chapter 6.1), administered by the Contra Costa County Environmental Health Department. Therefore, project impacts related to the potential to create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials would be less than significant. Cleaning solvents, paints,

landscape fertilizers, and pesticides typically used in a commercial setting would also be used at the project site. The potential for accidental explosion or release of hazardous substances is low to none with typical commercial office uses of these products.

9b. The project would reuse the existing office building. Implementation of the project would not interfere with any City emergency response plans or an emergency evacuation plan. Emergency response and evacuation would fall under the jurisdiction of the Menlo Park Police Department and Menlo Park Fire Protection District.

9e. The project site is currently developed and surrounded by urban uses. The project would include landscaping typical of commercial office buildings. According to the Menlo Park Fire Protection District, the project site is not in a fire hazard area.[25]

Mitigation Measure 9.1

The applicant shall survey the building for the presence of asbestos and lead-based paint. If asbestos is found, the applicant shall comply with Bay Area Air Quality Management District Regulation 11, Rule 2 (Hazardous Materials, Asbestos Demolition, Renovation, and Manufacturing) when renovating the building. If lead-based paint is present, the applicant shall determine whether paint must be separated from the building materials (e.g., chemically or physically). The paint waste shall be evaluated independently from the building material to determine its proper management. According to the California Department of Toxic Substances Control, if paint is not removed from the building material during demolition (and is not chipping or peeling), the material could be disposed of as construction debris (a non-hazardous waste). The appropriate landfill operator shall be contacted in advance or determine any specific requirement they may have regarding the disposal of lead-based paint materials.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
10. NOISE. Would the proposal result in:					
a. Increase in existing noise levels?			X		1,17,26
b. Exposure of people to severe noise levels?		X			27,33

EXPLANATION:

10a. The Menlo Park *General Plan* Noise Element provides information on land use compatibility for community noise environments. Figure 4 from that report indicates that for office/professional use, an exterior L_{dn} (Day-Night Noise Level) of up to 70 dB(A) (A weighted decibels) is normally acceptable, an L_{dn} from 70-75 dB(A) is conditionally acceptable, and an L_{dn} of 75 dB(A) or higher is unacceptable.[1]

Two short-term (15-minute) noise measurements and one long-term (24-hour) noise measurement were taken to characterize existing noise levels at the project site. These measurements were taken during peak hours (between the hours of 4 PM and 6 PM). The short-term noise levels or “L_{eq}” (the average A-weighted sound level measured over a given time interval) are between 58.4 dB(A) along Linfield Drive (Site 1) and 63.1 dB(A) along Middlefield Road (Site 2). As a general rule, in areas where the noise environment is dominated by traffic, the L_{eq} during the peak hour is roughly equivalent to the L_{dn} at that location. Here, the existing L_{dn} at the project site was measured at 62.1 db(A) along Middlefield Road, which is below the conditionally acceptable threshold for community noise exposure. As noted below, future noise levels at the project site are not expected to be substantially different from the existing measured noise levels. For these reasons, the project would not be exposed to noise levels in excess of those established in the *General Plan*. [26]

The proposed project would involve the use of the existing building, which is similar in nature to other uses in the vicinity and would not significantly increase existing noise levels. However, the project could generate additional traffic that would add to traffic levels on roads in the area. As a general rule, in order to cause an appreciable change in noise levels, traffic levels must approximately double. A doubling of traffic levels would cause a 3 dB(A) increase, which is considered a perceptible change in noise. The proposed project would not double existing traffic on nearby roadways and would therefore not have a significant impact on noise levels.

The roadways that contribute most to existing noise levels in the area are Linfield Drive and Middlefield Road. Residences, which are considered noise-sensitive uses, are present southwest of the project site along Linfield Drive. Linfield Drive and Waverly Street currently serve 1,800 to 2,000 vehicles daily. The three proposed projects analyzed in the traffic report would add approximately 1,130 daily vehicles to Linfield Drive, west of Middlefield Road. The three projects would add approximately 724 net new daily vehicle trips

to Waverly Street. The cumulative traffic levels for the three projects would be well below the level at which traffic would double and would therefore be likely to cause a perceptible increase in noise levels. For these reasons, the proposed project would not contribute to a significant cumulative impact related to traffic noise.

For a discussion of construction noise, see **10b**.

10b. See **10a**. Construction activities for the proposed project could result in increased short-term noise levels. These noise levels would be temporary and would occur intermittently during the six-month construction process. Since the site is relatively flat and the amount of grading would be minor, the grading period (the noisiest period of construction) would be short in duration (30 to 45 days). In addition, the project would reuse all relocated material on-site and require no fill. Thus no noise from haul trucks would affect the area.

The closest sensitive receptors to the project site are residences to the southwest of the site. The homes are located approximately two blocks from the site and are separated from the site by several office buildings. In addition, residential development has been approved adjacent to the project site at 110 and 175 Linfield Drive; construction of that project has not begun, but could be underway or completed during construction of the proposed project. The Environmental Protection Agency (EPA) has compiled data on typical noise levels of construction equipment, which indicate that noise levels generated by heavy equipment can range from 76 dB(A) to 89 dB(A) at 50 feet.[27] Based on the types of equipment used, duration, and proximity, the construction activities of the proposed project could result in intermittent (outdoor) noise levels of up to 89 dB(A) at the nearest sensitive receptors. The applicants would be required to comply with the City of Menlo Park Noise Ordinance, which would limit noise levels from construction to 85 dB(A) or less, on weekdays only (construction noise is not allowed on holidays or weekends) between the hours of 8AM and 6PM.[33] In addition, **Mitigation Measure 10.1** identified below would require the applicants to use standard noise reduction control measures such as mufflers, use of silencers, shields, ducts, and engine enclosures. These are technically feasible measures that would reduce the noise levels of the construction equipment to 75 to 80 dB(A) at 50 feet. As with all construction equipment, noise levels would diminish rapidly with distance from the construction site at a rate of approximately 6 dB(A) per doubling of distance. Therefore, project construction noise impacts from activities on the site would be less than significant.

Mitigation Measure 10.1

The project applicant shall incorporate noise reduction measures into project construction activities. These measures may include, but shall not be limited to, the use of mufflers and other devices on equipment, locating stationary construction equipment away from sensitive receptors, shutting off idling equipment, notifying adjacent residences and businesses in advance of construction work, and installing temporary barriers around construction noise sources.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
11. PUBLIC SERVICES. Would the proposal have an effect upon, or result in a need for new or altered government services in any of the following areas:					
a. Fire protection?			X		25
b. Police protection?			X		29
c. Schools?				X	30,31
d. Maintenance of public facilities, including roads?				X	32
e. Other governmental services?				X	32

EXPLANATION:

11a. The Menlo Park Fire Protection District provides fire protection services to the project site. The firehouse nearest to the project site is Firehouse 1, which is also the District Headquarters. Firehouse 1 is located at 300 Middlefield Drive, less than one-quarter mile from the project site. In the event that Firehouse 1 could not respond to a fire call at the project site, Firehouse 6 on 700 Oak Grove Avenue would respond. Firehouse 1 has one fire engine, one ladder truck and one battalion chief vehicle. Typically, Firehouse 1 is staffed with nine-full-time firefighters each day. Firehouse 1 provides firefighting, emergency medical technician (EMT) and Advanced Life Support (ALS) paramedic services. According to the Fire District, Firehouse 1 would be able to provide fire protection services adequately to the project site with current staffing and equipment.[25]

11b. Police services to the project site are provided by the Menlo Park Police Department. The Police Department is located at 701 Laurel Street, and is less than a mile from the project site. The Police Department employs 50 sworn officers and 21 non-sworn staff (dispatchers, records officers, parking officers, code enforcement officers, evidence/traffic coordinators, a secretary and an administrative assistant). Equipment includes 21 patrol vehicles, one speed trailer, and one DUI trailer. According to the Police Department, they would be able to provide police services adequately to the project site with current staffing and equipment.[29]

11c. The project area is served by the Menlo Park City School District (the elementary school district) and the Sequoia Union High School District. The schools serving the project site include Laurel School (grades K-2), Encinal School (grades 3-5), Hillview School (grades 6-8), and Menlo Atherton High School (grades 9-12).[30] Project development would not directly generate additional students. Therefore, the proposed project would not result in significant impacts to school facilities.

11d-e. Maintenance of public facilities, including roadways and other governmental services, is provided to the project site by the City. The City of Menlo Park Public Works Department will continue to maintain the public roads (Middlefield Road and Linfield Drive) in the vicinity of the project site. The streets for the project on-site circulation would be private and the property manager would be responsible for maintaining them. [32]

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
12. UTILITIES AND SERVICE SYSTEMS. Would the proposal result in a need for new systems or supplies, or substantial alterations to the following utilities:					
a. Power or natural gas?			X		33
b. Communications systems?			X		3
c. Local or regional water treatment or distribution facilities?			X		34
d. Sewer or septic tanks?			X		3
e. Storm water drainage?					35; see Section 4
f. Solid waste disposal?			X		36
g. Local or regional water supplies?			X		34

EXPLANATION:

12a. Power and natural gas are currently provided to the project site by Pacific Gas and Electric Company (PG&E). Implementation of the proposed project would not substantially change the existing infrastructure, which would be sufficient to serve the project site.[33]

12b. Telephone service is currently provided to the project site by SBC and cable television service is provided by Comcast. Implementation of the proposed project would not substantially change the existing infrastructure, which would be sufficient to serve the project site.

12c. The project site is currently provided with water service by the California Water Service Company (CWSC) via a three-inch water main. The redevelopment of the site would have a minimal impact on water demand and the water distribution system, and the CWSC has the capacity to accommodate the proposed project. According to the CWSC, its demand is currently under the water supply allotment guarantees from the San Francisco Water Department.[34]

12d. The project site is currently being provided with sanitary sewer service by the West Bay Sanitary District (WBSD). Sanitary sewer flows are treated at the South Bayside Systems Authority (SBSA) treatment plant in Redwood Shores. According to WBSD, there is no existing or projected capacity issue associated with the Middlefield sewer system or at the South Bay Sanitary District plant.[36] An 18-inch sewer line in Middlefield Road would adequately serve the project site.[3]

12e. Refer to **Section 4: Hydrology and Water Quality.**

12f. Solid Waste services would be provided by BFI Peninsula. According to BFI Peninsula, there is sufficient capacity to provide solid waste services to the project site. However, the project would be required to comply with the City’s Construction and Demolition Debris Recycling and Salvage Requirements Ordinance and would be required to recycle approximately 65 percent of its debris.[36]

12g. Refer to **12c.**

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
13. AESTHETICS. Would the proposal:					
a. Affect a scenic vista or scenic highway?	X				1
b. Have a demonstrable negative aesthetic effect?			X		3
c. Create light or glare?			X		37

EXPLANATION:

13a. The proposed project site is not identified as part of a scenic vista or located in the vicinity of a scenic highway. The project site is developed with an office building and is located in a built-out urban area. Therefore, the project would not have a substantial adverse effect on a scenic vista.[1]

The impacts of tree removal will be considered in the context of their value as a scenic resource and their contribution to visual character in the EIR.

13b. See **13a.** In general, the visual character of the existing site is of an office building surrounded by parking lots and associated landscaping. The visual character of the surrounding land uses includes a mix of office buildings with parking lots, and residential developments with yards and driveways. Buildings in the area vary in height (one- and two-story) and mass.[3]

The proposed project would result in the reuse of the existing office building, which is similar in nature to other developments in the vicinity. The proposed structure would be two stories. The visual character of the project site would remain largely the same. Additionally, project design would be subject to approval from the Planning Department and Planning Commission. For these reasons, the project would not substantially degrade the existing visual character of the site and their surroundings.

13c. The project site is developed with a two-story office building that has exterior lighting (on the buildings and in the parking lots). In addition, street lighting contributes to light and glare in the project area. The proposed project would involve the reuse of the existing building with additional lighting placed throughout the site. Although the project site is an existing source of light and the project would use additional lighting on-site, the existing buildings next to the project are either office buildings or are separated from the site by fences and vegetation.[37] In addition, the proposed exterior lighting would include shielding and be down-directed to reduce spillage of light off site. For these reasons, the project would not create a new source of substantial light and glare that would adversely affect day or nighttime views.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
14. CULTURAL RESOURCES. Would the proposal:					
a. Disturb paleontological resources?		X			24,38
b. Disturb archaeological resources?		X			24,38
c. Affect historical resources?		X			24,38
d. Have the potential to cause a physical change which would affect unique ethnic cultural values?		X			24,38

e. Restrict existing religious or sacred uses within the potential impact area?		X			24,38
---	--	---	--	--	-------

EXPLANATION:

14a-e. The project site is located in an area of Menlo Park that is generally underlain by alluvium consisting of weathered, unconsolidated to moderately consolidated gravel, sand, and silt of the late Pleistocene age.[24] Typically, alluvium does not contain unique paleontological resources.

A records search conducted by the Northwest Information Center (NWIS), at Sonoma State University, indicated that there are no known archeological resources on the project site, and no known historic properties are located within the project area.[38] The project site has already been developed, so the likelihood of finding buried resources is reduced. However, construction activities such as minor excavation and grading could result in the discovery of previously unidentified archeological resources, which could have a significant impact. **Mitigation Measure 14.1**, involving standard recovery procedures should resources be found, would reduce the impact to a less-than-significant level.

The project site is completely developed and occupied by an office building. The project applicant would reuse the existing building and make minor modifications to the facade. Therefore, the project would not cause a physical change that would affect unique ethnic cultural values. Furthermore, the project site is not known to have any religious or sacred uses. The possibility that human remains could be discovered during excavation would be addressed by **Mitigation Measure 14.1**.

Mitigation Measure 14.1

If archeological resources such as chipped stone or groundstone, historic debris, building foundations, or human bone or any other indicators of cultural resources are discovered during ground-disturbing activities, construction activities shall halt and a qualified archeologist shall be consulted to assess the significance of the find. If any find is determined to be significant, representatives of the City, construction contractor, and the archaeologist shall meet to determine the appropriate course of action. In the event that human remains are discovered, an appropriate representative of the Native American groups and the County Coroner shall be notified and consulted, as required by state law. All cultural materials recovered as part of the monitoring program would be subject to scientific analysis, professional museum curation, and a report prepared according to current professional standards.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
15. RECREATION. Would the proposal:					
a. Increase the demand for neighborhood or regional parks or other recreational facilities?			X		32,39
b. Affect existing recreational opportunities?			X		32,38

EXPLANATION:

15a. According to the Community Services Department, the City of Menlo Park has approximately 50 acres of parkland (not including Bay Front Park) to serve its residents. The closest park to the project site is Burgess Park, approximately one-half mile to the west; the amenities include picnic areas, baseball fields, soccer pitch, a playground, tennis courts, gymnasium and a swimming pool. Currently, the City is renovating Burgess Park. The renovations will expand the park facilities to include three pools. [39]

According to City staff, the City has no formal park standards for California Environmental Quality Act (CEQA) review and there are no recreation fee requirements for commercial projects. The proposed project would not directly generate an increase in population. While employees working at the proposed project site could use City recreation facilities, the increase in number of users would be very small compared to existing conditions and could be accommodated by existing park facilities. Therefore, the project would not result in the need to acquire or develop new parks and recreational facilities; project impacts would be less than significant.

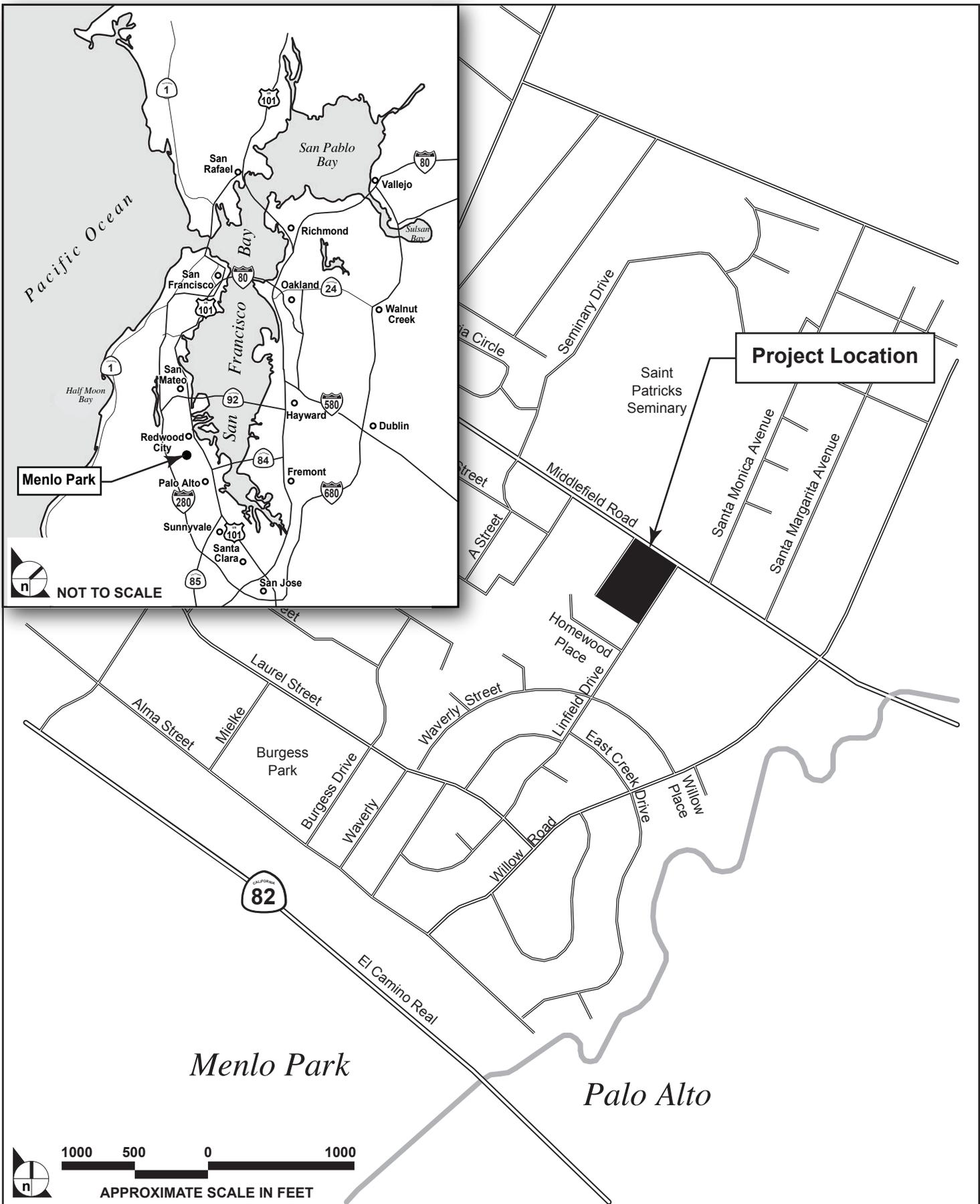
15b. Refer to **15a**.

ISSUES AND SUPPORTING INFORMATION SOURCES	POTENTIALLY SIGNIFICANT ISSUES	POTENTIALLY SIGNIFICANT UNLESS MITIGATION INCORPORATED	LESS THAN SIGNIFICANT IMPACT	NO IMPACT	SOURCES
16. MANDATORY FINDINGS OF SIGNIFICANCE.					
a. Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?			X		3,14,18,19, 20,21,22,24, 38
b. Does the project have the potential to achieve short-term, to the disadvantage of long-term, environmental goals?			X		3; see also sources for other checklist sections
c. Does the project have impacts that are individually limited, but cumulatively considerable? (“Cumulatively considerable” means the incremental effects of a project that are considerable when viewed in connection with the effects of the past projects, the effects of other current projects, and the effects of probable future projects.)	X				1,2,3,5,6,11, 14,17,20,25, 26,27,28,29, 30,32,33,34, 36,39
d. Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?			X		1,2,3,8,9,10, 17,24,25,26, 27,28,29
EXPLANATION:					
<p>16a. Refer to Section 7: Biological Resources and Section 14: Cultural Resources.</p> <p>16b. The proposed project would reuse the existing office building. The project site is already developed and impacts to existing environmental resources would be minimal.</p> <p>16c. Impacts that are individually limited but can be cumulatively considerable include impacts related to air pollutants, noise, population, public services, storm water/hydrology, aesthetics, public utilities, impacts to parks and recreation, and traffic. For discussion of these issues, please refer to Section 2: Population and Housing, Section 4: Water, Section 5: Air Quality, 6: Transportation/Circulation, 10: Noise, 11: Public Services, 12: Utilities and Service Systems and 15: Recreation. Cumulative traffic impacts will be addressed in the EIR; the other cumulative impacts would be less than significant.</p> <p>16d. Environmental effects that could cause substantial adverse effects on human beings either directly or indirectly include impacts related to Section 6: Transportation/Circulation. These impacts of the project would be addressed in the EIR.</p>					

17. SOURCE REFERENCES	
1	General Plan and General Plan Land Use Map
2	Menlo Park Zoning Map, November 1967, as amended
3	Project Plans (DES Architects and Engineers), March 2006
4	San Mateo County Important Farmlands Map
5	Association of Bay Area Governments (ABAG), <i>Projections 2005</i> , June 2005
6	Table E-1. City/County Population Estimates for 2005, California Department of Finance, January 1, 2004
7	Current List of Near-Term Development Projects, City of Menlo Park, June 28, 2005
8	Treadwell & Rollo Preliminary Geotechnical Investigation, 175 Linfield Drive, Menlo Park, August 9, 2002
9	USGS California Volcanoes and Volcanics Potential Area of Volcanic Hazards Map, 1989
10	Treadwell & Rollo, personal communication with John Gouchon, August 17, 2004
11	BKF Engineers, Storm Drainage Report Supporting 321 Middlefield Road Conditional Use Permit, February 8, 2005
12	FEMA Flood Insurance Rate Maps (FIRM)
13	White, Kelly, Questa Engineering, personal communication regarding water quality issues
14	Clean Water Act (CWA)
15	City of Menlo Park, Grading and Drainage Plan Guidelines and Checklist, February 2005
16	Bay Area Air Quality Management District (BAAQMD) CEQA Guidelines
17	Menlo Park Linfield Middlefield Willow Area-Wide Transportation Impact Analysis Draft Report, prepared by DKS Associates, March 2, 2006
18	Federal Migratory Bird Treaty Act
19	California Fish & Game Code
20	Barrie D. Coate and Associates, Tree Survey and Preservation Recommendations, November 2, 2004
21	Menlo Park Heritage Tree Ordinance & Heritage Tree Replacement Guidelines
22	Consultation with Justin Murphy, Development Services Manager, Community Development Department, via e-mail, August 20, 2004
23	City of Menlo Park Construction and Demolition Debris Recycling Ordinance
24	321 Middlefield Project Description, DES Architect + Engineers, Inc., December 30, 2005
25	Pimentel, Chris, Menlo Park Fire Protection District, personal communication with Impact Sciences, January 23, 2006
26	Noise Measurements taken by Impact Sciences staff, January 25, 2006
27	Environmental Protection Agency, typical noise level data
28	Menlo Park Noise Ordinance
29	Acker, Nicole, Menlo Park Police Department, personal communication with Impact Sciences, January 19, 2006
30	Menlo Park City School District website, http://www.mpcsd.k12.ca.us/ ; Sequoia Union High School District website, http://www.seq.org . Accessed January 19, 2006 and April 10, 2006
31	Residential Development Projects of 6 or More Dwelling Units in the City of Menlo Park, February 17, 2005
32	Stone, Pat, Menlo Park Public Works Department (DPW), personal communication (I) with Impact Sciences, January 25, 2006
33	Avanzato, Nora, Customer Service Representative, Pacific Gas and Electric, personal communication, January 19, 2006
34	Molder, Paul, California Water Service Company (CWSC), personal communication with Impact Sciences, January 19, 2006
35	Daniels, Peggy, West Bay Sanitary District, personal communication with Impact Sciences, January 25, 2006
36	Smith, Lisa, customer service agent, BFI Peninsula, personal communication with Impact Sciences, January 19, 2006
37	Visit to project area by Impact Sciences staff, January 25, 2006
38	Northwest Information Center, Sonoma State University, February 3, 2006
39	Stone, Pat, Menlo Park DPW, personal communication (II) with Impact Sciences, January 25, 2006

ATTACHMENTS

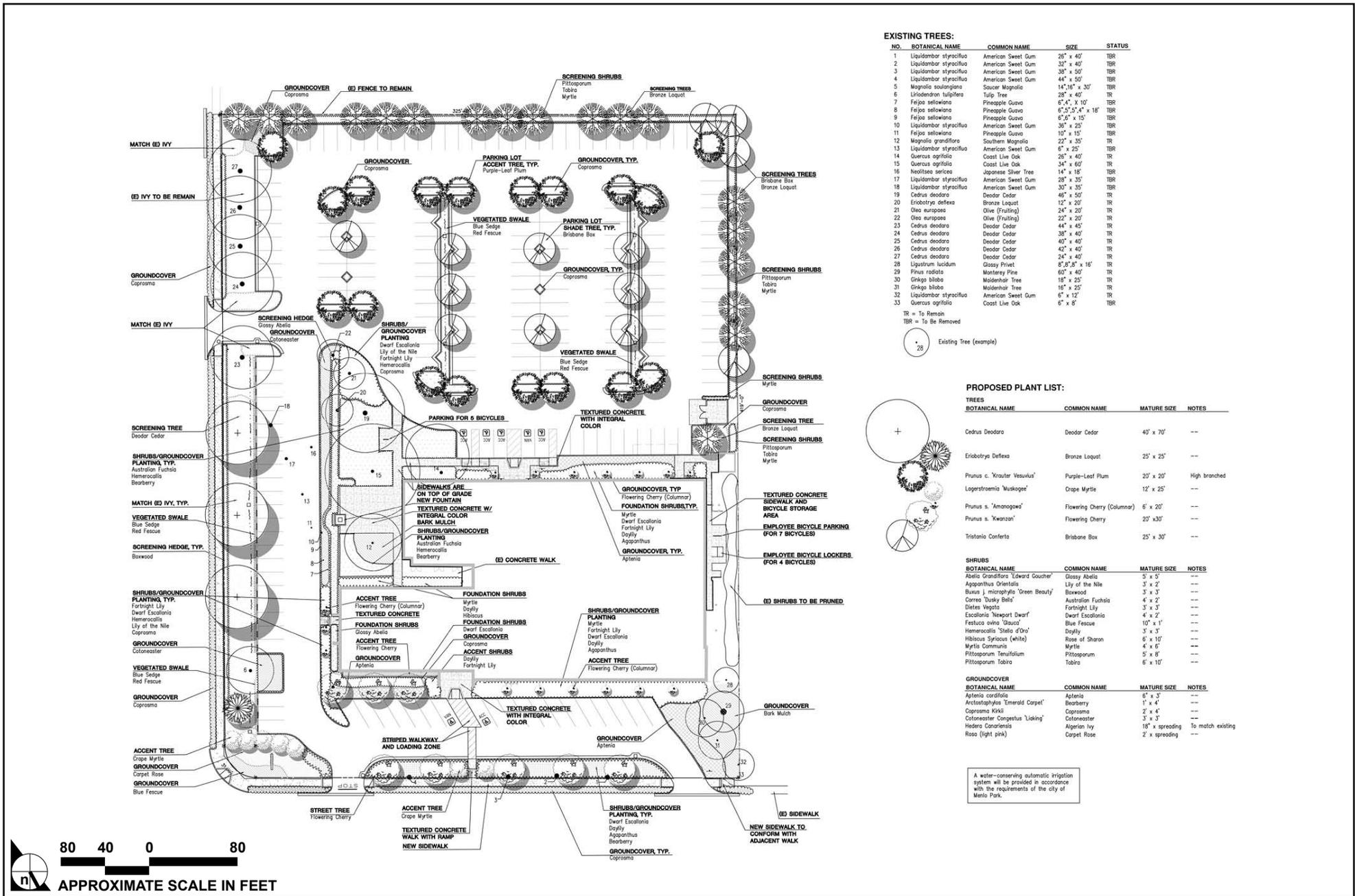
- Figure 3.0-1, Project Location
- Figure 3.0-2, Proposed Site Plan
- Figure 3.0-4, Landscape Plan



SOURCE: impact Sciences, Inc. – January 2006

FIGURE 3.0-1

Project Location



EXISTING TREES:

NO.	BOTANICAL NAME	COMMON NAME	SIZE	STATUS
1	Liquidambar styraciflua	American Sweet Gum	25' x 40'	TBR
2	Liquidambar styraciflua	American Sweet Gum	32' x 40'	TBR
3	Liquidambar styraciflua	American Sweet Gum	35' x 50'	TBR
4	Liquidambar styraciflua	American Sweet Gum	44' x 50'	TBR
5	Magnolia soulangeana	Saucer Magnolia	14'15" x 30'	TBR
6	Liriodendron tulipifera	Tulip Tree	28' x 40'	TR
7	Fajpa sellowiana	Pineapple Guava	6'4" x 10'	TBR
8	Fajpa sellowiana	Pineapple Guava	6'3"5"4" x 15'	TBR
9	Fajpa sellowiana	Pineapple Guava	6'6" x 15'	TBR
10	Liquidambar styraciflua	American Sweet Gum	36' x 25'	TBR
11	Fajpa sellowiana	Pineapple Guava	10' x 15'	TBR
12	Magnolia grandiflora	Southern Magnolia	22' x 35'	TR
13	Liquidambar styraciflua	American Sweet Gum	6' x 25'	TBR
14	Quercus agrifolia	Coast Live Oak	26' x 40'	TR
15	Quercus agrifolia	Coast Live Oak	34' x 60'	TR
16	Neolitsea sericea	Japanese Silver Tree	14' x 18'	TBR
17	Liquidambar styraciflua	American Sweet Gum	26' x 35'	TBR
18	Liquidambar styraciflua	American Sweet Gum	30' x 35'	TBR
19	Cedrus deodora	Deodar Cedar	46' x 50'	TR
20	Eriobotrya deflexa	Bronze Loquat	12' x 20'	TR
21	Olea europaea	Olive (Fruiting)	24' x 20'	TR
22	Olea europaea	Olive (Fruiting)	22' x 20'	TR
23	Cedrus deodora	Deodar Cedar	44' x 45'	TR
24	Cedrus deodora	Deodar Cedar	38' x 40'	TR
25	Cedrus deodora	Deodar Cedar	40' x 40'	TR
26	Cedrus deodora	Deodar Cedar	42' x 40'	TR
27	Cedrus deodora	Deodar Cedar	24' x 40'	TR
28	Liquidum lucidum	Glossy Privet	8'3"5" x 16'	TR
29	Pinus radiata	Monterey Pine	60' x 40'	TR
30	Ginkgo biloba	Moldenhar Tree	18' x 25'	TR
31	Ginkgo biloba	Moldenhar Tree	16' x 25'	TR
32	Liquidambar styraciflua	American Sweet Gum	6' x 12'	TR
33	Quercus agrifolia	Coast Live Oak	6' x 8'	TBR

TR = To Remain
TBR = To Be Removed



PROPOSED PLANT LIST:

TREES	BOTANICAL NAME	COMMON NAME	MATURE SIZE	NOTES
	Cedrus Deodora	Deodar Cedar	40' x 70'	--
	Eriobotrya Deflexa	Bronze Loquat	25' x 25'	--
	Prunus c. 'rauter Vesuvius'	Purple-Leaf Plum	20' x 20'	High branched
	Lagerstromia 'aukagee'	Crape Myrtle	12' x 25'	--
	Prunus s. 'amanogawa'	Flowering Cherry (Columnar)	6' x 20'	--
	Prunus s. 'kwanzan'	Flowering Cherry	20' x 30'	--
	Tristitia Conferta	Brisbane Box	25' x 30'	--

SHRUBS	BOTANICAL NAME	COMMON NAME	MATURE SIZE	NOTES
	Abelia Grandiflora 'Edward Goucher'	Glossy Abelia	5' x 5'	--
	Agapanthus Orientalis	Lily of the Nile	3' x 2'	--
	Buxus j. microphylla 'Green Beauty'	Bloxwood	3' x 3'	--
	Correa 'Dusky Bells'	Correa 'Dusky Bells'	4' x 2'	--
	Dietes Vegeta	Fortnight Lily	3' x 3'	--
	Escallonia 'Newport Dwarf'	Dwarf Escallonia	4' x 2'	--
	Festuca ovina 'Isaac'	Blue Fescue	10" x 1'	--
	Hemerocallis 'Stella d'Or'	Daylily	3' x 3'	--
	Hibiscus Syriacus (white)	Rose of Sharon	6' x 10'	--
	Myrica Communis	Myrtle	4' x 5'	--
	Pittosporum Tenuifolium	Pittosporum	5' x 8'	--
	Pittosporum Tobira	Pittosporum	6' x 10'	--

GROUNDCOVER	BOTANICAL NAME	COMMON NAME	MATURE SIZE	NOTES
	Aptenia cordifolia	Aptenia	6" x 3"	--
	Arctostaphylos 'Emerald Carpet'	Bearberry	1' x 4"	--
	Coprosma Kaki	Coprosma	2' x 4"	--
	Cotoneaster Congestus 'Liking'	Cotoneaster	3' x 3"	--
	Hedera Canariensis	Algerian Ivy	18" x spreading	To match existing
	Rosa (light pink)	Carpet Rose	2' x spreading	--

A water-conserving automatic irrigation system will be provided in accordance with the requirements of the city of Menlo Park.



SOURCE: DES Architects – February 2005

FIGURE 3.0-3

Proposed Landscaping Plan

APPENDIX

Air Emissions Calculations

URBEMIS 2002 For Windows 8.7.0

File Name: <Not Saved>
Project Name: 321 Middlefield
Project Location: San Francisco Bay Area
On-Road Motor Vehicle Emissions Based on EMFAC2002 version 2.2

SUMMARY REPORT
(Pounds/Day - Summer)

AREA SOURCE EMISSION ESTIMATES

	ROG	NOx	CO	S02	PM10
TOTALS (lbs/day,unmitigated)	0.13	0.01	0.73	0.00	0.00

OPERATIONAL (VEHICLE) EMISSION ESTIMATES

	ROG	NOx	CO	S02	PM10
TOTALS (lbs/day,unmitigated)	13.99	16.68	173.03	0.10	15.74

SUM OF AREA AND OPERATIONAL EMISSION ESTIMATES

	ROG	NOx	CO	S02	PM10
TOTALS (lbs/day,unmitigated)	14.11	16.69	173.75	0.10	15.75

URBEMIS 2002 For Windows 8.7.0

File Name: <Not Saved>
Project Name: 321 Middlefield
Project Location: San Francisco Bay Area
On-Road Motor Vehicle Emissions Based on EMFAC2002 version 2.2

DETAIL REPORT
(Pounds/Day - Winter)

AREA SOURCE EMISSION ESTIMATES (Winter Pounds per Day, Unmitigated)

Source	ROG	NOx	CO	S02	PM10
Natural Gas	0.00	0.01	0.01	0	0.00
Hearth	0.00	0.00	0.00	0.00	0.00
Landscaping - No winter emissions					
Consumer Prdcts	0.00	-	-	-	-
Architectural Coatings	0.01	-	-	-	-
TOTALS(lbs/day,unmitigated)	0.01	0.01	0.01	0.00	0.00

UNMITIGATED OPERATIONAL EMISSIONS

	ROG	NOx	CO	SO2	PM10
General office building	18.10	25.19	191.85	0.09	15.74
TOTAL EMISSIONS (lbs/day)	18.10	25.19	191.85	0.09	15.74

Includes correction for passby trips.
Does not include double counting adjustment for internal trips.

OPERATIONAL (Vehicle) EMISSION ESTIMATES

Analysis Year: 2007 Temperature (F): 40 Season: Winter

EMFAC Version: EMFAC2002 (9/2002)

Summary of Land Uses:

Unit Type	Acreage	Trip Rate	No. Units	Total Trips
General office building	1,749.00	trips/48400 sq. ft.	1.00	1,749.00
			Sum of Total Trips	1,749.00
			Total Vehicle Miles Traveled	10,332.55

Vehicle Assumptions:

Fleet Mix:

Vehicle Type	Percent Type	Non-Catalyst	Catalyst	Diesel
Light Auto	55.20	1.80	97.80	0.40
Light Truck < 3,750 lbs	15.10	3.30	94.00	2.70
Light Truck 3,751- 5,750	16.10	1.90	96.90	1.20
Med Truck 5,751- 8,500	7.10	1.40	95.80	2.80
Lite-Heavy 8,501-10,000	1.10	0.00	81.80	18.20
Lite-Heavy 10,001-14,000	0.40	0.00	50.00	50.00
Med-Heavy 14,001-33,000	1.00	0.00	20.00	80.00
Heavy-Heavy 33,001-60,000	0.90	0.00	11.10	88.90
Line Haul > 60,000 lbs	0.00	0.00	0.00	100.00
Urban Bus	0.10	0.00	0.00	100.00
Motorcycle	1.70	82.40	17.60	0.00
School Bus	0.10	0.00	0.00	100.00
Motor Home	1.20	8.30	83.30	8.40

Travel Conditions

	Residential			Commercial		
	Home-Work	Home-Shop	Home-Other	Commute	Non-Work	Customer
Urban Trip Length (miles)	11.8	4.6	6.1	11.8	5.0	5.0
Rural Trip Length (miles)	15.0	10.0	10.0	15.0	10.0	10.0
Trip Speeds (mph)	30.0	30.0	30.0	30.0	30.0	30.0
% of Trips - Residential	27.3	21.2	51.5			

% of Trips - Commercial (by land use)

General office building	35.0	17.5	47.5
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Changes made to the default values for Area

The landscape year changed from 2005 to 2007.

Changes made to the default values for Operations

The operational emission year changed from 2005 to 2007.

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URBEMIS 2002 For Windows 8.7.0

File Name: <Not Saved>
Project Name: 321 Middlefield
Project Location: San Francisco Bay Area
On-Road Motor Vehicle Emissions Based on EMFAC2002 version 2.2

DETAIL REPORT
(Pounds/Day - Summer)

AREA SOURCE EMISSION ESTIMATES (Summer Pounds per Day, Unmitigated)					
Source	ROG	NOx	CO	S02	PM10
Natural Gas	0.00	0.01	0.01	0	0.00
Hearth - No summer emissions					
Landscaping	0.11	0.00	0.72	0.00	0.00
Consumer Prdcts	0.00	-	-	-	-
Architectural Coatings	0.01	-	-	-	-
TOTALS(lbs/day,unmitigated)	0.13	0.01	0.73	0.00	0.00

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UNMITIGATED OPERATIONAL EMISSIONS

	ROG	NOx	CO	S02	PM10
General office building	13.99	16.68	173.03	0.10	15.74
TOTAL EMISSIONS (lbs/day)	13.99	16.68	173.03	0.10	15.74

Includes correction for passby trips.
Does not include double counting adjustment for internal trips.

OPERATIONAL (Vehicle) EMISSION ESTIMATES

Analysis Year: 2007 Temperature (F): 85 Season: Summer

EMFAC Version: EMFAC2002 (9/2002)

Summary of Land Uses:

Unit Type	Acreeage	Trip Rate	No. Units	Total Trips
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General office building 1,749.00 trips/48400 sq. ft. 1.00 1,749.00

Sum of Total Trips 1,749.00
Total Vehicle Miles Traveled 10,332.55

Vehicle Assumptions:

Fleet Mix:

Vehicle Type	Percent Type	Non-Catalyst	Catalyst	Diesel
Light Auto	55.20	1.80	97.80	0.40
Light Truck < 3,750 lbs	15.10	3.30	94.00	2.70
Light Truck 3,751- 5,750	16.10	1.90	96.90	1.20
Med Truck 5,751- 8,500	7.10	1.40	95.80	2.80
Lite-Heavy 8,501-10,000	1.10	0.00	81.80	18.20
Lite-Heavy 10,001-14,000	0.40	0.00	50.00	50.00
Med-Heavy 14,001-33,000	1.00	0.00	20.00	80.00
Heavy-Heavy 33,001-60,000	0.90	0.00	11.10	88.90
Line Haul > 60,000 lbs	0.00	0.00	0.00	100.00
Urban Bus	0.10	0.00	0.00	100.00
Motorcycle	1.70	82.40	17.60	0.00
School Bus	0.10	0.00	0.00	100.00
Motor Home	1.20	8.30	83.30	8.40

Travel Conditions

	Residential			Commercial		
	Home-Work	Home-Shop	Home-Other	Commute	Non-Work	Customer
Urban Trip Length (miles)	11.8	4.6	6.1	11.8	5.0	5.0
Rural Trip Length (miles)	15.0	10.0	10.0	15.0	10.0	10.0
Trip Speeds (mph)	30.0	30.0	30.0	30.0	30.0	30.0
% of Trips - Residential	27.3	21.2	51.5			
% of Trips - Commercial (by land use)						
General office building				35.0	17.5	47.5

Changes made to the default values for Land Use Trip Percentages

Changes made to the default values for Area

The landscape year changed from 2005 to 2007.

Changes made to the default values for Operations

The operational emission year changed from 2005 to 2007.