APPENDIX B

NOP AND COMMENT LETTERS

NOTICE OF APPLICATION AND NOTICE OF PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT FOR THE BURGESS GYMNASIUM AND GYMNASTICS CENTER PROJECT CITY OF MENLO PARK

NOTICE OF APPLICATION

Notice is hereby given that the Planning Division of the City of Menlo Park, California received an application for the following:

The City of Menlo Park is proposing to construct a new 18,700-square-foot gymnastics facility at the location of the existing gymnasium and gymnastics building, and a new 26,900-square-foot gymnasium in an area of the park between the existing Recreation Center and Alma Street. This project will be referred to as the "Burgess Gymnasium and Gymnastics Center Project." Architectural Control and Environmental Review approvals are required for the project.

The application and associated environmental documents will be reviewed by the Planning Commission and reviewed and acted on by the City Council at public hearings. The dates of the public meetings and public hearings for review of the application and environmental documents have not yet been scheduled. Once the proposal is scheduled for specific meeting dates, subsequent notices will be mailed with specific information on the meeting dates, times and places.

NOTICE OF EIR PREPARATION

Notice is hereby given that the City of Menlo Park will be the Lead Agency and will prepare a focused Environmental Impact Report (EIR) for the Burgess Gymnasium and Gymnastics Center Project. The City is requesting comments on the scope and content of this EIR.

A Scoping Session and Planning Commission Study Session is scheduled for December 15, 2008 at 7:00 p.m., in the City Council Chambers, 701 Laurel Street. The Scoping Session is part of the EIR scoping process, during which the City solicits input from other agencies and the public on specific topics that they believe should be addressed in the environmental analysis. The format and general content of an EIR are described below. Please send comments on the scope of the EIR to **Lawrence M. Johmann, Senior Civil Engineer**, at the address listed on the third page of this letter. If you represent a public agency, we would like the views of your agency as to the scope and content of the environmental information that is germane to your agency's statutory responsibilities in connection with the proposed project. **Please provide comments by January 5, 2009.**

PROJECT LOCATION: The project includes two sites in Burgess Park, which is situated in the City of Menlo Park in San Mateo County, as shown in Figure 1. The park is adjacent to the Civic Center Complex, which contains the City of Menlo Park offices and administrative buildings. The existing Burgess Gymnasium and Gymnastics Center (a single structure containing both uses) is located at 501 Laurel Street, and for the purposes the EIR, is considered the north site. The south site is located on the southern portion of Burgess Park between the Recreation Center and Alma Street, and currently contains a landscaped and paved area.

PROJECT BACKGROUND: In November 2001, Menlo Park voters approved Measure T which issued a total of $38 million in general obligation bonds phased over several years for the renovation and expansion of City parks and recreation facilities. In 2007, the Parks and Recreation Commission recommended the reconstruction of the Burgess Gymnasium and Gymnastics Center as a priority project.

PROJECT DESCRIPTION: The City of Menlo Park, is proposing the Burgess Gymnasium and Gymnastics Center project (proposed project), which includes a new 18,700-square-foot gymnastics facility at the location of the existing gymnasium and gymnastics building at the north site, and a new 26,900-square-foot gymnasium in an area of the park between the existing Recreation Center and Alma Street at the south site. Figure 2 shows the proposed site plan for the new gymnasium and gymnastics facilities. The proposed project also includes the demolition of the existing 17,400-square-foot Gymnasium and Gymnastics Center.

The proposed 18,700-square-foot gymnastics center would be located at the north site, and would contain a large gymnastics room, a smaller pre-school tumbling room, mechanical and storage rooms, multipurpose room, lobby, restrooms, and locker and shower rooms. In addition, the gymnastics complex would include a covered picnic area to the south of the building.

The proposed 26,900-square-foot gymnasium would be located at the south site and would include two basketball courts, a lobby, offices, restrooms, and locker and shower rooms. The building would also feature a new plaza and covered entry, as well as a new drop-off zone located in the parking lot between the proposed building and the existing Recreation Center.

Vehicular access to the proposed gymnastics center would not be altered as part of the proposed project. The north site would continue to be accessible from Laurel Street and by the parking lot located immediately west of the site. The parking lot would continue to contain 158 parking spaces. The proposed gymnasium would not alter vehicular access or parking around the south site. This site would continue to be accessible from Alma Street, and 119 parking spots would continue to be provided in the parking lot located to the west of the south site. Development on the south site would remove a small portion of an approximately 34-foot wide internal road that is used for limited parking and for vehicle turn-around.

INTRODUCTION TO EIR: The purpose of an EIR is to inform decision-makers and the general public of the environmental effects of a proposed project. The EIR process is intended to provide environmental information sufficient to evaluate a proposed project and its potential to cause significant effects on the environment; examine methods of reducing adverse environmental impacts; and identify alternatives to the proposed project. The Burgess Gymnasium and Gymnastics Center Project EIR will be prepared and processed in accordance with the California Environmental Quality Act (CEQA) and the *CEQA Guidelines*. The EIR will include the following:

- Summary of the proposed project and its potential environmental effects;
- Description of the proposed project;
- Description of the existing environmental setting, potential environmental impacts of the project, and mitigation measures to reduce significant environmental effects of the project;
- Alternatives to the proposed project;
- Cumulative impacts; and
- CEQA conclusions.

PROBABLE ENVIRONMENTAL EFFECTS: The EIR will analyze whether the proposed project will have significant environmental effects in the following areas:

- Transportation, Circulation, and Parking

Additional subject areas may be analyzed based on responses to this NOP and/or findings of the analysis.

ENVIRONMENTAL EFFECTS NOT LIKELY TO REQUIRE FURTHER ANALYSIS: The project is not anticipated to result in significant environmental effects in the following areas:

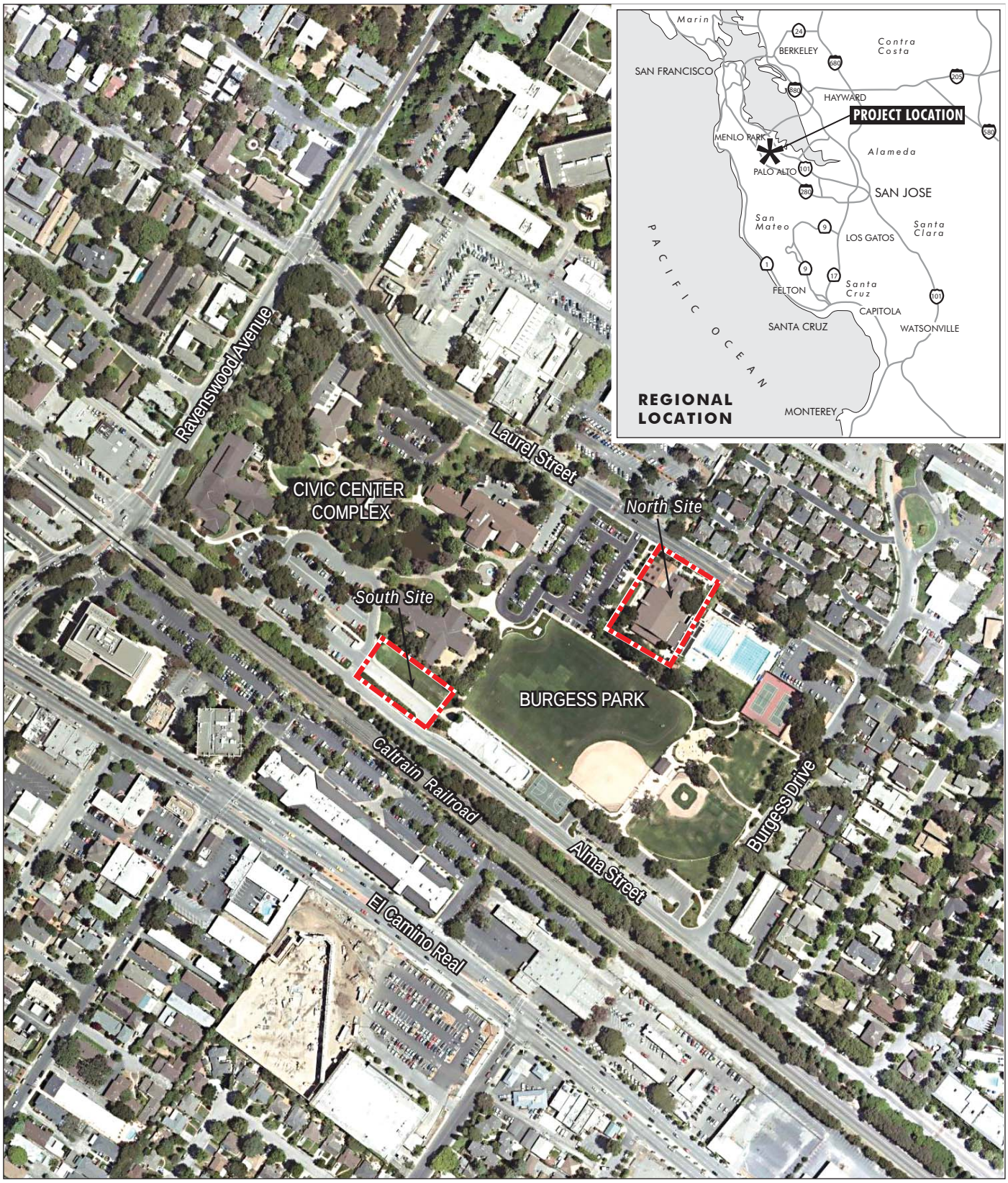
- Aesthetics; Agriculture Resources; Air Quality; Biological Resources; Cultural Resources; Geology and Soils; Hazards and Hazardous Materials; Hydrology and Water Quality; Land Use and Planning; Mineral Resources; Noise; Population and Housing; Public Services; Recreation; or Utilities and Service Systems.

An Initial Study has been prepared that address all of these other environmental topics and is available for review at the Engineering Division and on-line at http://www.menlopark.org/departments/pwk/cip/gym/index.html. As a result, a detailed analysis of these topics will not be included in the EIR.

LEAD AGENCY: City of Menlo Park
Engineering Division
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6742
Contact: Lawrence M. Johmann, Senior Civil Engineer

DATE: _____ **SIGNATURE:** _____
Lawrence M. Johmann, Senior Civil Engineer

Attachments
Figure 1: Project Vicinity and Aerial Photo of Project Sites
Figure 2: Proposed Conceptual Site Plan



LSA

FIGURE 1

N

0 175 350
FEET

PROJECT SITE

Burgess Gymnasium and Gymnastics Center Project
Project Location and
Aerial Photo of Project Sites

SOURCE: GOOGLE EARTH, 2008

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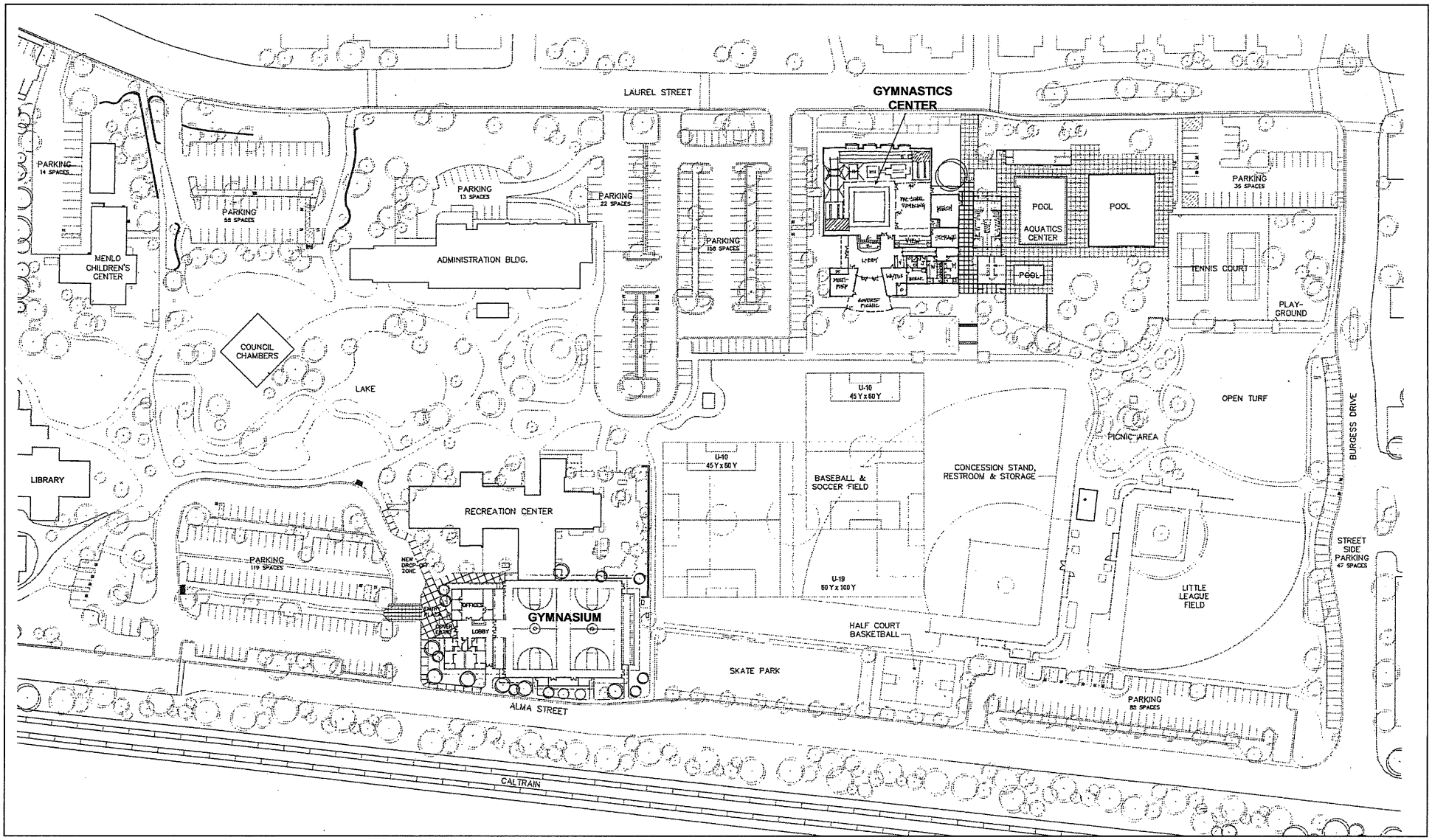

LSA

FIGURE 2

Burgess Gymnasium and Gymnastics Center Project

Proposed Conceptual Site Plan

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FEET

SOURCE: FIELD PAOLI, 2008.

I:\CMK0801 Burgess Gym\figures\NOP\Fig_2.ai (11/19/08)

STATE OF CALIFORNIA—BUSINESS, TRANSPORTATION AND HOUSING AGENCY ARNOLD SCHWARZENEGGER, Governor

DEPARTMENT OF TRANSPORTATION
111 GRAND AVENUE
P. O. BOX 23660
OAKLAND, CA 94623-0660
PHONE (510) 622-5491
FAX (510) 286-5559
TTY 711

Flex your power!
Be energy efficient!

November 25, 2008

SM082255
SM-82-0.691
SCH# 2008112082

Mr. Lawrence Johmann, P.E.
Planning Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Dear Mr. Johmann:

BURGESS GYMNASIUM AND GYMNASTICS CENTER – NOTICE OF PREPARATION

Thank you for including the California Department of Transportation (Department) in the early stages of the environmental review process for the Burgess Gymnasium and Gymnastics Center project. The following comments are based on the Notice of Preparation. As the lead agency, the City of Menlo Park is responsible for all project mitigation, including any needed improvements to state highways. The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures. This information should also be presented in the Mitigation Monitoring and Reporting Plan of the environmental document. Required roadway improvements should be completed prior to issuance of the Certificate of Occupancy. Since an encroachment permit is required for any work in the state right of way (ROW), and the Department will not issue a permit until our concerns are adequately addressed, we strongly recommend that the City work with both the applicant and the Department to ensure that our concerns are resolved during the CEQA process, and in any case prior to submittal of a permit application. Further comments will be provided during the encroachment permit process; see the end of this letter for more information regarding encroachment permits.

Traffic Impact Fees
Please identify traffic impact fees. Development plans should require traffic impact fees based on projected traffic and/or based on associated cost estimates for public transportation facilities necessitated by development. Please refer to the California Office of Planning and Research (OPR) *2003 General Plan Guidelines*, page 163, which can be accessed on-line at the following website: http://www.opr.ca.gov/index.php?a=planning/gpg.html

Scheduling and costs associated with planned improvements on Departmental ROW should be listed, in addition to identifying viable funding sources correlated to the pace of improvements for roadway improvements, if any. Please refer to the state OPR's *2003 General Plan Guidelines*, page 106.

Traffic Analysis

Please include the information detailed below in the Traffic Impact Study (TIS) to ensure that project-related impacts to state roadway facilities are thoroughly assessed. We encourage the City to coordinate preparation of the study with our office, and we would appreciate the opportunity to review the scope of work. The Department's *"Guide for the Preparation of Traffic Impact Studies"* should be reviewed prior to initiating any traffic analysis for the project; it is available at the following website:
http://www.dot.ca.gov/hq/traffops/developserv/operationalsystems/reports/tisguide.pdf

The TIS should include:

1. Site plan clearly showing project access in relation to nearby state roadways. Ingress and egress for all project components should be clearly identified. State ROW should be clearly identified.

2. Project-related trip generation, distribution, and assignment. The assumptions and methodologies used to develop this information should be detailed in the study, and should be supported with appropriate documentation.

3. Average Daily Traffic, AM and PM peak hour volumes and levels of service (LOS) on all significantly affected roadways, including crossroads and controlled intersections for existing, existing plus project, cumulative and cumulative plus project scenarios. Calculation of cumulative traffic volumes should consider all traffic-generating developments, both existing and future, that would affect study area roadways and intersections. *The analysis should clearly identify the project's contribution to area traffic and degradation to existing and cumulative levels of service. Lastly, the Department's LOS threshold, which is the transition between LOS C and D, and is explained in detail in the Guide for Traffic Studies, should be applied to all state facilities.*

4. Schematic illustration of traffic conditions including the project site and study area roadways, trip distribution percentages and volumes as well as intersection geometrics, i.e., lane configurations, for the scenarios described above.

5. The project site building potential as identified in the General Plan. The project's consistency with both the Circulation Element of the General Plan and the San Mateo County Congestion Management Agency's Congestion Management Plan should be evaluated.

6. *Mitigation should be identified for any roadway mainline section or intersection with insufficient capacity to maintain an acceptable LOS with the addition of project-related and/or cumulative traffic.* The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should also be fully discussed for all proposed mitigation measures.

7. Special attention should be given to the following trip-reducing measures:
   - Coordinating with samTrans, Caltrain and BART to increase transit/rail use by expanding routes and emphasizing express service to regional rail stations, and by providing bus shelters with seating at any future bus pullouts,
   - Providing transit information to all future project employees, visitors, and guests, and
   - Encouraging bicycle- and pedestrian-friendly design.

Encroachment Permit
Please be advised that work that encroaches onto the state ROW requires an encroachment permit that is issued by the Department. To apply, a completed encroachment permit application, environmental documentation, and five (5) sets of plans, clearly indicating state ROW, must be submitted to the address below. Traffic-related mitigation measures will be incorporated into the construction plans during the encroachment permit process. See the following website link for more information: http://www.dot.ca.gov/hq/traffops/developserv/permits/

M. Condie, Chief
Office of Permits
California DOT, District 4
P.O. Box 23660
Oakland, CA 94623-0660

Please forward a copy of the environmental document, along with the TIS, including Technical Appendices, and staff report to the address below as soon as they are available.

Sandra Finegan, Transportation Planner
Community Planning Office, Mail Station 10D
California DOT, District 4
P.O. Box 23660
Oakland, CA 94623-0660

Please feel free to call or email Sandra Finegan of my staff at (510) 622-1644 or sandra_finegan@dot.ca.gov with any questions regarding this letter.

Sincerely,

Lisa Carboni

LISA CARBONI
District Branch Chief
Local Development – Intergovernmental Review

c: Ms. Terry Roberts, State Clearinghouse

Land Services, 111 Almaden Blvd., Rm. 814, San Jose, CA 95115

December 30, 2008

City of Menlo Park
Engineering Division
701 Laurel St.
Menlo Park, CA 94025
Attn: Lawrence M. Johmann
Fax: 650.327.5497

Ref: NOP of EIR Review
Date: 2007
For: Burgess Gymnasium and Gymnastic Project
501 Laurel St., Menlo Park
PG&E File: SJ 181

Dear Mr. Johmann,

Thank you for this opportunity to comment on this Notice of Preparation of an Environmental Impact Report (EIR) for the above Project. PG&E has the following comments to offer:

PG&E owns and operates gas and electric facilities which are located within and adjacent to the proposed project. To promote the safe and reliable maintenance and operation of utility facilities, the California Public Utilities Commission (CPUC) has mandated specific clearance requirements between utility facilities and surrounding objects or construction activities. To ensure compliance with these standards, project proponents should coordinate with PG&E early in the development of their project plans. Any proposed development plans should provide for unrestricted utility access and prevent easement encroachments that might impair the safe and reliable maintenance and operation of PG&E's facilities.

The developers will be responsible for the costs associated with the relocation of existing PG&E facilities to accommodate their proposed development. Because facilities relocation's require long lead times and are not always feasible, the developers should be encouraged to consult with PG&E as early in their planning stages as possible.

Relocations of PG&E's electric transmission and substation facilities (50,000 volts and above) could also require formal approval from the California Public Utilities Commission. If required, this approval process could take up to two years to complete. Proponents with development plans which could affect such electric transmission facilities should be referred to PG&E for additional information and assistance in the development of their project schedules.

We would also like to note that continued development consistent with the City's General Plans will have a cumulative impact on PG&E's gas and electric systems and may require on-site and off-site additions and improvements to the facilities which supply these services. Because utility facilities are operated as an integrated system, the presence of an existing gas or electric transmission or distribution facility does not necessarily mean the facility has capacity to connect new loads.

Expansion of distribution and transmission lines and related facilities is a necessary consequence of growth and development. In addition to adding new distribution feeders, the range of electric system improvements needed to accommodate growth may include upgrading existing substation and transmission line equipment, expanding existing substations to their ultimate buildout capacity, and building new substations and interconnecting transmission lines. Comparable upgrades or additions needed to accommodate additional load on the gas system could include facilities such as regulator stations, odorizer stations, valve lots, distribution and transmission lines.

It is recommended that environmental documents for proposed development projects include adequate evaluation of cumulative impacts of utility systems, the utility facilities necessary to serve those developments and any potential environmental issues associated with extending utility service to the proposed project. This will assure the project's compliance with CEQA and reduce potential delays to the project schedule.

PG&E remains committed to working with the City to provide timely, reliable and cost effective gas and electric service to the planned area. We would also appreciate being copied on future correspondence regarding this subject as this project develops.

The California Constitution vests in the California Public Utilities Commission (CPUC) exclusive power and sole authority with respect to the regulation of privately owned or investor owned public utilities such as PG&E. This exclusive power extends to all aspects of the location, design, construction, maintenance and operation of public utility facilities. Nevertheless, the CPUC has provisions for regulated utilities to work closely with local governments and give due consideration to their concerns. PG&E must balance our commitment to provide due consideration to local concerns with our obligation to provide the public with a safe, reliable, cost-effective energy supply in compliance with the rules and tariffs of the CPUC.

Should you require any additional information or have any questions, please call me at (408) 282-7544.

Sincerely,

Alfred Poon

Alfred Poon
Land Agent
LRP-Southern Area, San Jose
Email: akp3@pge.com