



PLANNING & COMMUNITY ENVIRONMENT

CITY OF PALO ALTO
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August 19, 2016

Kathy Layendecker
Castilleja School
1310 Bryant Street
Palo Alto, CA 94301

Re: Addendum to Notice of Incomplete Letter of July 27, 2016 for CUP Application #16PLN-202

Dear Ms. Layendecker:

Thank you for meeting City staff on Tuesday the 16th, and for submitting the form and fee deposit for the Architectural Review application. The Architectural Review request allows the City to perform further work on the application with respect to the Master Plan proposal associated with the CUP application received June 30, 2016. At the meeting, staff noted a need for further consideration as to processing the CUP request related to the requested site changes. This addendum is to:

- formalize the August 16th discussion on the trajectory/timeline of the CEQA review process,
- alert you that additional documents will be necessary before a CEQA consultant can begin work,
- inform you that the CUP/DEE application is still incomplete as submitted, and
- inform you that the ARB application submitted August 16, 2016 is incomplete and follow-up comments on the master plan proposal will be prepared and forwarded to you.

The word 'incomplete' is meant to help the viewer understand the project is not actionable as submitted and additional documents or plan changes are needed prior to scheduling public hearings. The applications are bundled in the same review process timeline. Assuming the DEE is not proposed at this time for the Phase I below-grade parking, there is no need to update the notice boards posted around the site at this time. We will change them out once dates for public hearings are set.

CEQA Review Timeline and Source Documents

The City is awaiting a full response and estimate from a CEQA consultant. Meanwhile, below is a rough timeline for the five phases of the environmental review process:

(1) Project Initiation = August/September/October 2016 (includes receipt of applications, 30 day notice, hiring a consultant to assist with EIR preparation, consultant notice to proceed); (2) EIR Scoping = November/December 2016 (includes dissemination of an initial study and NOP for review and comment, a preliminary meeting at the ARB and a public scoping meeting at the PTC); (3) Draft EIR = Spring 2017 (includes dissemination of a Draft EIR for public review and comment, a meeting at the ARB, and the PTC, and possibly the City Council.) (4) Final EIR = Summer 2017 (includes preparation of the Final EIR and hearings at the ARB and PTC, leading to publication of the Final EIR and recommendations from both bodies); (5) City Council Decision = Fall 2017 (includes certification of the EIR as well as a decision on the project).

As noted in the July 27 letter (NOI), CEQA review is based upon source documents provided by the applicant plus any additional source documents the City determines must be prepared; the letter noted



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you need to prepare and submit a noise study, a geotechnical report, and construction timeline and logistics (school functions during construction). A consultant is now reviewing the scope and will provide a cost estimate and timeline for services during the environmental review process. As previously stated, the consultant will be asked to 'peer review' the traffic analysis submittals, and to prepare a site-wide Historic Resources Evaluation. NOI letter item #3 set forth additional tree-related documents Urban Forestry staff needs before providing an evaluation of the tree impacts. You should also have prepared and submit a preliminary grading plan to use as a CEQA source document. For the topic of aesthetics, a study of the project's visual compatibility with the neighboring single family residential homes and streetscape would help the City analyze aesthetic impacts anticipated from future implementation of the proposed master plan. Further information about site-wide lighting and nighttime building use related to future buildings would be helpful to a visual analysis.

Preliminary Architectural Review

The Preliminary Architectural Review process will be key to understanding the community and the ARB's take on the site planning and design issues, to learning additional studies needed for full ARB review, and to discuss your intention to request DEE(s) for height exceptions in project phases beyond phase 1 to create a more compatible street view. Additional drawings or studies will be helpful for this purpose. In the coming weeks, I will prepare a list of items needed to meet the checklist requirements for Architectural Review of Phase I, and suggested submittals for Preliminary Review of the overall site plan and DEE concept for varied rooflines for new buildings that have yet to be designed.

City Staff Comments

City staff who visited the site with you include Urban Forestry, Fire, Planning, Historic, and Transportation Divisions. Since transmitting the July 27, 2016 letter, I have transmitted comments I received from Public Works Engineering, Environmental Services, and Utilities Water/Gas/Wastewater. I am still awaiting comments from Transportation, Building and Utilities Electrical staff and will forward them to you when received. In the coming weeks, I may schedule another DRC meeting to continue several conversations that were begun during the last DRC meeting and site visits.

Parcel Map/Subdivision

The comments from Public Works Engineering received August 16th include nine comments to be addressed as part of the planning entitlement process. Comment #1 is a critical path comment as to potential additional process, regarding the original and existing lot pattern, potential merging of lots via parcel map or subdivision, and need to show easements and dedications. The other comments pertain to information needed for the entitlement process about off-site improvements, conceptual grading and draining plans, conceptual utility plan, and storm water treatment/bio-retention/hydrology plan.

Web Uploads

Several additional documents have been uploaded to the webpage since the original submittal. The page is at this URL: <http://www.cityofpaloalto.org/news/displaynews.asp?NewsID=3625&TargetID=319> I am now preparing Frequently Asked Questions and will upload those in the coming weeks.

Regards,



Amy French, AICP
Chief Planning Official