TO:       HONORABLE CITY COUNCIL
FROM:     CITY MANAGER
DEPARTMENT:  PLANNING AND
            COMMUNITY ENVIRONMENT
DATE:       DECEMBER 1, 2008
            CMR:453:08
REPORT TYPE:  CONSENT CALENDAR

SUBJECT: Request for Authorization for Vice Mayor to Send a Letter Requesting that the Board of Supervisors of the County of Santa Clara Extend the Public Review Period for the Draft Stanford Sustainable Development Study

RECOMMENDATION
Staff recommends that the City Council authorize the Vice Mayor to sign and transmit the attached letter (Attachment A) to the Board of Supervisors of the County of Santa Clara requesting an extension of the public review period for the draft Stanford University Sustainable Development Study (SDS) to allow time for formal review and comment by the Planning and Transportation Commission and City Council.

BACKGROUND
The Santa Clara County Planning Department released the draft Stanford University Sustainable Development Study (SDS) on November 3, 2008 for public review. The study was distributed in compact disk format to Council and the Planning and Transportation Commission (PTC) on November 13 and was made available to the public at City Hall, the Development Center and the City Libraries.

As explained in the County Planning Department’s staff report, completion and County approval of the SDS is a requirement of the adopted Stanford Community Plan (SCP) and General Use Permit (GUP). The County scheduled local public meetings of the Stanford Community Resource Group and the County Planning Commission at the Palo Alto Art Center on November 13 and 20, respectively, to provide opportunities for public review and comment prior to the County Board of Supervisors’ review at its regular meeting on December 9, 2008. The County’s schedule, however does not allow sufficient time for formal review and comment by the PTC and Council.

DISCUSSION
The draft letter (Attachment A) requests that the County Board of Supervisors postpone its review and action on the SDS until later in February 2009 in order to provide time for the PTC to review the
document on January 21 and transmit its comments to Council for consideration in early February. Additional time is needed due to the limited number of scheduled PTC and Council meetings during December and January. Staff has informed County Planning staff of this possible extension request and they indicated that it would not result in processing delays if it is granted.

**RESOURCE IMPACT**
There are no resource impacts of the staff recommendation, other than staff time to prepare materials for the Commission and Council meetings.

**ENVIRONMENTAL REVIEW**
The Council action to approve transmittal of a letter requesting a time extension for review of the Sustainable Development Study is not a project under Section 21065 of the California Environmental Quality Act (CEQA).

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**CITY MANAGER APPROVAL:**
James Keene
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City Manager

**ATTACHMENTS**
A. Draft Letter to Pete McHugh, Chair of the Board of Supervisors Dated December 2, 2008
B. Informational Memo Dated November 13, 2008 Transmitting the Stanford Sustainable Development Study to Council