



MEMORANDUM

DATE: April 12, 2010

TO: Planning Commission

FROM: Thomas Rogers, Associate Planner
Community Development Department

RE: **Agenda Item A1: El Camino Real/Downtown Specific Plan**

The objectives of this study session are to:

- **Present an Overview of the Draft Plan**
The presentation will take approximately 45 minutes and will provide a relatively high-level overview of the document. The presentation is intended to summarize key aspects of the draft plan and to help users of the document focus their independent review. The presentation is the same as the one given at the April 7 and 11 open house events (*note: there may be some formatting or other minor changes to the presentation, but the substance will be the same*).
- **Highlight How Comprehensive Input Can Be Contributed**
This study session is informational and educational in purpose. However, comprehensive comments will be welcomed in May and June 2010, when the associated environmental and fiscal analyses will be available and a fuller understanding of the draft plan's projected impacts (both positive and negative) will be possible. The Planning Commission and City Council will each hold a public meeting during that period to receive public comment and provide direction. The project Oversight and Outreach Committee will also hold a public meeting during this period, although its meeting scope will be more limited, as that body is primarily charged with conducting community outreach and providing process oversight.
- **Relay How Community Members Can Obtain Copies of the Plan**
The draft plan is available in electronic form on the project page (<http://www.menlopark.org/specificplan>) and will also be available for review at City offices and the main library. An initial set of complementary hard copies is being distributed to the public at the open house events. Additional copies beyond this set will be available for purchase at cost.

Planning Commissioners are receiving hard copies of the draft plan with this memorandum, in advance of the study session.

- **Provide an Opportunity for Detail/Clarification Questions**
Staff will be available to answer questions from Commissioners on elements of the draft plan. In particular, Chapter E “Land Use + Building Character” may be of interest to the Planning Commission. Questions should be of the type to enhance the Commission’s understanding of the document (e.g., “How does <development standard X> work in <zoning district Y>?”) as opposed to value statements (e.g., “I do/don’t think that <plan element Z> is appropriate”). As noted earlier, the latter type of comment is requested for the May-June timeframe, when environmental and fiscal analyses will be available.

ATTACHMENTS

El Camino Real/Downtown Specific Plan – Draft (*distributed to Planning Commissioners only*)

EXHIBITS TO BE PROVIDED AT MEETING

- Presentation

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