

**CITY OF BELMONT
MEMORANDUM**



TO: Planning Commission

FROM: Jennifer Walker, Associate Planner

VIA: Carlos de Melo, Community Development Director

SUBJECT: June 20, 2006 Planning Commission Meeting – Agenda Item 7A
Study Session – Conditional Use Permit and Design Review for project located at
600 Clipper Drive, PA2006-0019

SUMMARY

The proposed Conditional Use Permit to reestablish a Detailed Development Plan and Design Review applications for the property located at 600 Clipper Drive are being brought forth to the Planning Commission as a study session item to allow Commissioners an opportunity to discuss the proposal and provide feedback on the proposed building uses, site design modifications, landscaping, and signage.

PROJECT DESCRIPTION

The applicant requests Conditional Use Permit and Design Review approval to reestablish a range of previously permitted uses, including multi-tenancy corporate and commercial offices, and medical offices with ancillary laboratory and/or outpatient services, within an existing 157,499 square-foot commercial office building. The proposal includes modifications to the existing parking lot and loading/drop off area as well as a new signage program.

ZONING/GENERAL PLAN DESIGNATION

The subject property is located in a PD (Planned Development) zoning district. According to Section 12.9 of the Zoning Code, amendments to (and in this case reestablishment of) an approved Detailed Development Plan require approval of a Conditional Use Permit. The site is designated as Mixed Use – East Belmont in the General Plan, and the existing and proposed uses are consistent with the General Plan designation.

PRIOR ACTIONS

The following is a chronological list of prior Planning actions:

- December 11, 1984 – Island Park Planned Development is adopted, and provides for a broad mix of commercial and residential uses for this area, including commercial and professional offices, retail and service centers, and offices with research and development, ancillary laboratory and testing facilities.

- November 16, 1993 – the Planning Commission approves a Conditional Use Permit, Design Review, Detailed Development Plan (DDP), and Grading Plan to allow the construction of the 157,500 square foot commercial office building for the subject site that was to be constructed in two phases.
- August 1993 – City Council adopts resolution to abandon a portion of Clipper Drive that formerly bisected the property.
- 1995 - Construction of Phase I consisting of the 118,735 square-foot building is completed.
- February 15, 1994 – Planning Commission approves a CUP revising the conditions of approval of the original CUP.
- 2000/2001 – The Planning Commission approves a Design review application for a 38,765 square-foot building addition (Phase II) and construction of said addition is completed.
- November 9, 2004 – City Council reviews Preliminary Design Review proposal for redevelopment of the project site with residential uses. The council does not concur with the proposal.
- July 28, 2005 – Community Development Director makes the determination that the original CUP is no longer valid because the building has been vacant for a period in excess of ninety days.

SITE CONDITIONS

The 8.6 acre parcel is currently developed with an approximately 157,499 square-foot three-story office building that is presently vacant, but was most recently occupied by Acera and Oral-B. The site also includes a 472 space parking lot and on-site landscaping.

The site is located at the northwesterly corner of Clipper Drive. Surrounding uses include residential properties (California Cottages/Farallons) to the east, the Belmont Sports Complex and Summerfield Suites to the south, and residential properties residing within Foster City to the north.

PROJECT ANALYSIS

The applicant is proposing to reestablish a range of uses for the existing 157,499 square-foot building so that the property owner may pursue new leasing opportunities for the presently vacant building. The applicant is also proposing to reconfigure the existing “L” shaped entry driveway to create a curved driveway that will accommodate drop-off activities. The driveway reconfiguration will not eliminate any existing parking spaces.

The project also involves modifications to the site landscaping near the reconfigured driveway. There are three existing trees that the applicant would like to remove and replace with eleven 24-inch box *Tristania Conferta* trees. A new planting area is also proposed near the entrance, adjacent to existing on-site parking spaces. No specific plant species are called out for the planter at this time.

The applicant is proposing to install seven exterior mounted lights onto the building that would improve visibility near and around the building. The location of these seven light fixtures is indicated on the site plan (sheet A1.2).

Finally, the applicant is also requesting Design Review approval of two new monument signs. The location of these signs and the sign elevation drawings have been provided on sheet A1.2. Both of the monument signs are proposed to be four feet tall and made of poured in place concrete. One of the monument signs would be oriented towards vehicles entering from Clipper Drive, while the other would be located near the southernmost driveway and is intended to provide an opportunity for a separate tenant to occupy the west tower (phase II).

PROJECT DATA

Criteria	Existing	Proposed	Required/ Max. Allowed
Lot Size	8.6 acres	No Change	N/A
Slope	<1%	No Change	N/A
FAR	0.420	No Change	0.480
Square Footage	157,499 sq. ft.	No Change	166,398 sq. ft.
Parking	472 spaces	No Change	459 spaces (Per DDP)
Building Setback from Clipper Drive	36.5 ft.	No Change	25 ft. (Per DDP)

DISCUSSION

Zoning Conformance - Conceptual and Detailed Development Plans

A Conceptual Development Plan is the core of a PD zone designation. PD designations are assigned only in response to a specific project application, and each PD-zoned site includes a Conceptual Development Plan. The CDP includes a schematic layout of, “land uses, location of buildings, structures and building groups...proposed circulation systems...proposed parks, playgrounds, school sites and other open spaces...proposed landscaping...any existing trees to be removed...proposed off-street parking”.¹

Detailed Development Plan (DDP) review for any established Planned Development-zoned property does not occur until after a CDP is approved. The DDP review focuses on “...elevations and perspective drawings of all proposed structures...location and type of plant materials...finished grades...off-street parking”.²

The approved CDP established a range of permitted uses and designated this lot to have an FAR of .480, or 166,398 sq. ft. for this subject site. The CDP also established maximum lot coverage, maximum building height, and general on-site parking standards. The previously approved DDP (1993) and CUP permitted a 157,500 square-foot building to be used for multi-tenancy corporate offices, and medical offices with ancillary laboratory and/or outpatient services, and research and development facilities. The applicants’ proposal to reestablish the previously permitted uses and to make minor site design modification complies with both the CDP and the DDP.

¹ Belmont Zoning Ordinance, Section 12.3A, excerpts
² Ibid., Section 12.5.A.6, excerpts

General Plan Conformance

The General Plan designates the project site as Mixed Use Area – East Belmont. The proposed office and commercial uses would not change the intended land use for the established Planned Development (broad mix of commercial uses, including commercial and professional offices), and would be in conformance with the mixed-use General Plan designation.

NEIGHBORHOOD OUTREACH

The applicant performed neighborhood outreach as detailed in the Neighborhood Outreach submittal provided for this report (attachment IV). The applicant reported sending a letter to all property owners within 300 feet of the site informing them of the request to re-establish office/commercial/biotechnology uses within the existing building. The applicant provided contact information and reports that no neighbors provided feedback. As of the writing of this report, staff has not received any responses to the public notice. The applicant appears to have achieved the outreach strategy tasks.

ENVIRONMENTAL CLEARANCE (CEQA)

The Island Park Mixed Development Final Environmental Impact Report was adopted March 28, 1989. Staff is bringing the current proposal to the Planning Commission as a study session item to get preliminary comments which does not require a CEQA determination to be made. An environmental determination will be made in a future public hearing when the project receives formal land use entitlements.

CONDITIONAL USE PERMIT & DESIGN REVIEW

Based on comments and feedback received at this study session, staff will prepare the required Conditional Use Permit and Design Review findings for the Planning Commission to review at a future public hearing. No findings or resolutions are required at this time.

ATTACHMENTS

- I. 300/500-foot Radius Map
- II. Neighborhood Outreach Materials
- III. Project plans/materials (Commission only)

CC: Applicant/Property Owner

PLEASE NOTE:

Attachments II and III are not included as part of this document – please contact the Community Development Department at (650) 595-7417 for further information on these attachments.