



COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

500 Castro Street, P.O. Box 7540
Mountain View, CA 94039-7540
650-903-6306 | MountainView.gov

October 25, 2023

Forest Linebarger
785 Castro Street Suite A
Mountain View, CA 94041

Re: **Development Review Permit, Heritage Tree Removal Permit, and Vesting Tentative Map
294-296 Tyrella Avenue
PL-2023-102 and PL-2023-103**

Dear Forest Linebarger:

Thank you for your second application submittal for a **Development Review Permit, Heritage Tree Removal Permit, and Vesting Tentative Map** to construct a 6-story, 85-unit residential apartment, a Heritage Tree Removal Permit to remove 8 Heritage trees and a vesting tentative map at **294-296 Tyrella Avenue**, an application the City received on **September 26, 2023**. After reviewing the application, the Planning Division has determined that your application is **incomplete** pursuant to the Permit Streamlining Act.

Compliance with the California Environmental Quality Act (CEQA)

The project requires an Initial CEQA checklist prior to making a CEQA determination to ensure no potential environmental impacts. Upon preliminary review, the following studies are expected to be required: confirmation of a utility impact study and a historic assessment. Public Works Staff is currently working on the utility impact study to ensure there's sufficient utilities to accommodate the increased units.

City staff will procure scopes and contracts with outside consultants for completion of the CEQA Checklist preparation. However, applicant has an option to prepare the historic assessment report and submit for staff consideration in preparation of the CEQA checklist or City staff can hire consultants to prepare the historic assessment as part of the CEQA checklist scope of work. Please confirm with City Staff whether the historic assessment will be completed by the applicant or be incorporated as part of the CEQA scope. Payment of the costs involved with this task are discussed below under *Additional Fees*.

Compliance with City Ordinances, Policies, and Guidelines

The City's review of the subject second application submittal focused on project completeness review. Once the City has deemed the project complete, the City will provide written analysis regarding the project's compliance with all objective standards and all applicable ordinances, policies, and guidelines within 30 days of the completeness determination. Please also note the

previously provided project compliance comments contained in the City's initial application review letter dated June 28, 2023.

Incomplete Items from all City Departments

The following are incomplete items that need to be provided in order to consider your application complete as indicated in the [City's Required Formal Application Checklist](#):

Planning Division – Krisha Penollar, Project Planner, (650) 903-6306 or krisha.penollar@mountainview.gov.

1. **Building Design and Elevations (Sheet A4.2 and A4.3):** Include dimensioned/detailed drawings and/or manufacturer specifications as not all dimensioned details/specifications are included. The following items are still missing:
 - a. Fabric awning manufacturer specification;
 - b. Dimensioned detail of fabric awning as only the metal awnings are shown; and
 - c. Dimensioned detail of steel fascia on cement plaster labeled as A and cement plaster on cement plaster labeled as D on Sheets A3.1 and A3.2. The two details appear to have differing dimensions, but it is unclear the dimensions of these features:



2. **Transportation Demand Management Program** prepared by a transportation professional. The TDM program must include a project description, project-level a.m./p.m peak hour trips. The submitted TDM program includes a project description, and program measures to reduce peak hour trips for 590 Castro Street, which is a mixed-use

commercial building and not relevant to this residential project. Per previous conversations, please submit a TDM program for the 85-unit project at 294-296 Tyrella Avenue as many of the content for this project is largely different than a commercial project in the downtown.

3. **Trash Management Plan for New Development:** Due to modifications to the site plan, the [Trash Management Plan for New Development worksheet](#) must be updated. Although a plan is provided showing the general trash layout in this submittal, the worksheet must be updated to confirm chute, container types, number of compactors, ways of obtaining containers, and to confirm project volume projections.
4. **Subdivision Application:** Sheet C-3 still includes a note for a “Lot line to be removed by lot line adjustment”, but other documents and sheet TM1 in the submittal indicate a Tentative Map, resulting in conflicting information about the map being requested. Please revise Sheet C-3 to clarify the proposed map application is a Tentative Map. If the project is a Tentative Map, the following items have not been provided on Sheet TM-1 and are needed to be shown:
 - a. The widths and approximate locations of all existing and proposed easements whether public or private and whether for roads, drainage, sewage, public utilities, bikeways or any other purpose;
 - b. Include a note showing proposed method of sewerage and sewage disposal;
 - c. Label name of adjoining property owners;
 - d. Show existing utility poles and anchors; and
 - e. Show size and species of all existing tree and their proposed disposition.

Public Works Department – Chong Hong, Senior Civil Engineer, (650) 903-6311 or chong.hong@mountainview.gov.

5. **Subdivision Application:** Please include the following information on Sheet C-3 in addition to the items identified above.
 - a. The widths and approximate locations of all existing and proposed easements whether public or private and whether for roads, drainage, sewage, public utilities, bikeways or any other purpose;
 - a. The names of adjoining property owners.

Housing Department – Anna Reynoso, (650) 903-6379 or anna.reynoso@mountainview.gov.

6. **Affordable Housing Compliance Plan:** Provide a parcel map and/or site maps indicating the proposed location within the development for both the BMR and Market Rate Units as this was not attached in the Affordable Housing Compliance Plan.

Respond in writing to each comment by marking this comment list or by providing a separate letter. Indicate which detail, plan, specification, or calculation shows the required information by use of 1) corresponding revision numbers and 2) bubble or highlights for easy reference.

Additional Information Associated with the Project

Additional Fee Requirements

Cost-Recovery Expenses: This project is classified as a cost-recovery project, as it requires staff time beyond the amount covered within the scope of the standard application fee. In addition to providing the standard application fees required for this project, your initial deposit will be charged for each hour of staff time spent on this project from entitlement review through construction completion, if approved. As funds run low, City staff will contact you for additional funds to be provided in order to continue the project review.

Consultant Costs: This project may require additional CEQA studies completed by an outside consultant for which additional fees will be required. The amount due to the City will be equal to the complete consultant contract cost plus a 15% City administrative fee. Once we have received a scope of work and cost amount from the consultant, we will speak with you about the cost, payment schedule, and timeline.

Timeline, Process and Resubmittal

As part of the development review process, you are encouraged to conduct a neighborhood meeting to gather public input; however, this is not a requirement and should be conducted solely by the applicant. Additionally, this project will be required to undergo design review with the Development Review Committee (DRC), and be reviewed at Administrative Zoning/Subdivision Committee and City Council public hearings. These meetings will be scheduled as the project moves forward through the review process; at minimum, notices for public hearings will be sent to property owners and tenants within 750' of the project site. Additionally, a project sign must be posted along each street frontage of the project site identifying the application request, along with contact information for the applicant and City staff. The sign template, along with detailed specifications, will be provided to you under a separate email once the project scope has been confirmed.

Once you have gathered the missing information and completed the necessary revisions to the application materials, please submit all revised materials electronically in .pdf format to the Planning Division for review at www.mountainview.gov/planning. All worksheets noted below are available on the Planning webpage: www.mountainview.gov/planningforms. Please submit the following:

- **Revised plans** – Submit revised project plans addressing the incomplete items and comments enclosed. To expedite review when submitting revised plans, please “cloud” each revision on the plan set.
- **Response to Comments** – Provide a response to City Department comments included and enclosed with this letter. Your response must note where (or how) you have addressed

each comment for each City Department or explain how you have responded to each issue raised in this letter. Some comments may be for reference only.

- **Site Visit** – Staff would like to arrange a visit to the project site to take photos of the existing site and building conditions, along with the surrounding area.

Conclusion

Please be advised that this summary does not constitute a final review. The proposed project may be subject to additional standard City conditions. Revisions to your plans may result in additional comments or requirements.

If the Planning Division does not receive a comprehensive response to this letter and any remaining fee payments within 90 calendar days, your application will be considered withdrawn due to inactivity and the project file will be closed with no further review or notification. If you chose to move forward with your project after closure of the file, a new application form, fee, and submittal materials will be required to be submitted to the Planning Division.

Thank you for the opportunity to review this application. If you have any questions, please contact me by phone at (650) 903-6306 or by email at krisha.penollar@mountainview.gov.

Sincerely,



Krisha Penollar
Project Planner