



September 9, 2013

**VIA E-MAIL**

Planning Commission, Town of Atherton  
Herman Christensen, Chair  
Philip Lively, Eric Lane, Mary Widmer, and Paul Tonelli  
91 Ashfield Road  
Atherton, CA 94027

**Re: Request to Amend the Municipal Code Pertaining to Cartan Field**

To the Planning Commission:

Menlo School and Menlo College (collectively, the “Schools”) propose to amend Chapter 8 of the Municipal Code pertaining to the use Cartan Field. The Schools acquired the land and received a conditional use permit to construct and operate Cartan Field in 1965. Since then, Cartan Field has been continually used for athletic activities by both institutions.

The Schools are in the process of seeking a revision to the conditional use permit (CUP) to modernize and upgrade Cartan Field. The Town is processing that request and analyzing the potential environmental impacts of that proposal in an EIR.

1. Proposed Amendment To The Noise Ordinance

In addition to a revision to the CUP, the Schools are also requesting that the Town amend the Town’s noise ordinance, enacted in 1999, thirty-four years after Cartan Field was originally constructed. With certain exceptions, the ordinance caps noise levels at sixty dBA but recognizes that a number of socially desirable activities may exceed the basic noise regulations, including certain construction activities, operation of certain power gardening equipment, Little League games, and social gatherings. The proposed amendment for Cartan Field is similar to the provisions that the Town has already enacted pertaining to social gatherings and Holbrook-Palmer Park, which allow noise up to seventy-five dBA during specified time frames. (Municipal Code § 8.16.050.D (Social Gatherings) and G (Little League Field at Holbrook-Palmer Park.)

Specifically, the Schools request a new subsection H be added to section 8.16.050:

“H. Cartan Field. The noise from athletic activities at Cartan Field may periodically exceed the basic noise regulations between the hours of nine a.m. to seven p.m. weekdays and Saturdays, and ten a.m. to six p.m. Sundays, provided that noise levels shall not exceed seventy-five dBA when measured at any adjacent residential property. Vuvuzelas shall be prohibited at all times.”

2. Summary Of Outreach Efforts

The Schools have engaged in outreach efforts with their neighbors regarding their proposed plan for Cartan Field, including meetings on March 21, 2012, June 5, 2012, June 21, 2012, October 9, 2012, March 6, 2013, and August 29, 2013. The Schools will continue their outreach efforts as the proposed project moves forward.

In conclusion, the Schools respectfully request that the Planning Commission recommend approval of the proposed municipal code amendment. There are significant benefits (physical, mental, and social) that the Schools' athletic programs bring to their students and the community as a whole.

Sincerely,



David McAdoo



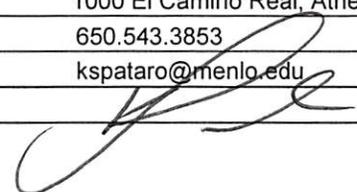
TOWN OF ATHERTON  
PLANNING COMMISSION APPLICATION

	TYPE OF APPLICATION	FEE	DEPOSIT	TOTAL
	Appeal	\$750.00	0	\$750.00
	Conditional Use Permit	\$1,919.00	\$2,000.00	\$3,919.00
	Environmental Impact Report	Actual cost		
	Exception Review	\$1,919.00	\$2,000.00	\$3,919.00
	Excessive Height Permit	\$1,919.00	\$2,000.00	\$2,919.00
	General Plan Amendment	\$3,534.00	\$2,500.00	\$6,034.00
	Heritage Tree Removal Permit	\$2,224.00	\$2,000.00	\$4,224.00
	Initial Review/Negative Declaration	\$3,534.00	\$2,000.00	\$5,534.00
	Lot Line Adjustment	\$1,596.00	2,500.00	\$4,096.00
	Lot Line Redesignation	\$2,242.00	\$2,000.00	\$4,242.00
	School Master Plan	\$750.00	0	\$750.00
	Tentative Parcel Map	\$2,242.00	\$2,500.00	\$4,742.00
	Final Parcel Map	\$1,273.00	\$2,500.00	\$3,773.00
	Variance	\$2,242.00	\$2,000.00	\$4,242.00
X	Zoning Ordinance Amendment	\$3,534.00	\$2,500.00	\$6,034.00
	Special Structures Permit	\$1,919.00	\$2,000.00	\$3,919.00

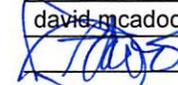
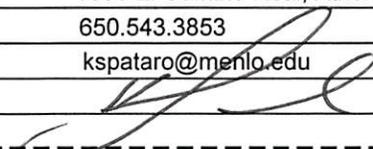
SITE ADDRESS: 1000 El Camino Real, Atherton, CA APN 070250190

Provide a brief description of the proposed project: Amend the Zoning Code to allow Cartan Field to be used for athletic activities.

**PROPERTY OWNER:**

Name: Menlo School, David McAdoo Menlo College, Keith Spataro  
 Mailing Address: 50 Valparaiso Avenue, Atherton, CA 94027 1000 El Camino Real, Atherton, CA 94027  
 Phone: 650.330.2000 650.543.3853  
 Email: david.mcadoo@menloschool.org kspataro@menlo.edu  
**Signature:**  

**APPLICANT:**

Name: Menlo School, David McAdoo Menlo College, Keith Spataro  
 Mailing Address: 50 Valparaiso Avenue, Atherton, CA 94027 1000 El Camino Real, Atherton, CA 94027  
 Phone: 650.330.2000 650.543.3853  
 Email: david.mcadoo@menloschool.org kspataro@menlo.edu  
**Signature:**  

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**FOR CITY COMPLETION:**

Amount Paid: \_\_\_\_\_ Received by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Date Scheduled: \_\_\_\_\_ Public Notice Date: \_\_\_\_\_ Appeal Deadline: \_\_\_\_\_  
 Project #: \_\_\_\_\_

**Prior to submittal, it is highly recommended you meet with Planning Staff to discuss your proposal and submittal requirements.**

**APPLICATION PROCEDURE:**

1. All submittal materials (see below) must be submitted by the deadline listed on the Planning Commission Calendar and the applicant shall pay all applicable fees the fourth Wednesday of each month at 6:00 pm in the Town Hall.
2. Staff will review the application for completeness and make a determination of whether the application is complete. If so, the item will be scheduled for the next *available* Planning Commission. Please note, this may not always be the next scheduled meeting. If the item is incomplete, the applicant will receive a letter indicating what needs to be completed. The item will not be scheduled until Staff makes a determination that the application is complete.
3. Staff will conduct a site visit.
4. Staff will send a public notice as required by law (10 days before hearing).
5. Staff will prepare a report (available the Friday before the meeting date) which will be reviewed at the Planning Commission Hearing.
6. The Planning Commission Hearing will be held on the scheduled date. At that time the property owner, applicants, and any other interested parties should speak on the proposal. The Planning Commission will either approve, deny, continue, or request modification of the project.
7. A Planning Commission decision will be effective 10 calendar days following the date of decision, during which time an appeal may be filed. The permit will be considered void if not used within one year.

**Submittal Requirements:**

1. Application form filled out **completely** and signed by the property owner.
2. A separate, thorough, written description of the request addressed to the Planning Commission. This should include description of request, reasons for request, any neighbor outreach conducted, other alternatives considered, etc.
3. Payment of the required fees and deposit. There is one fee required per approval. For instance if the request is for a Heritage Tree Removal Permit and a Special Structure Permit, two fees would be required. Upon approval of the Deputy Town Planner, one deposit may be taken in for multiple items.
4. Fifteen (15) copies of **full size plans to scale**, clearly drawn which includes the following;
  - A. Site Plan: Existing and proposed uses including all buildings, parking areas, driveways and heritage trees. Lot data (zoning district, lot size, allowed square footage and setbacks)
  - B. Floor plans
  - C. Elevations
5. One (1) set of plans reduced to 8 ½” by 11”
6. Conceptual Landscape plan (if required)
7. Arborist Report (if required)
8. Additional information as deemed necessary by staff to complete an application