

# MEMORANDUM

## COUNTY OF SAN MATEO PLANNING AND BUILDING DEPARTMENT

**DATE:** December 14, 2022  
**TO:** Planning Commission  
**FROM:** Planning Staff  
**SUBJECT:** EIR PROCEDURAL INFORMATION

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San Mateo County, as Lead Agency, is preparing a Draft Environmental Impact Report (DEIR) for the Cypress Point Affordable Housing Community Project. The project consists of the development of 71 affordable housing units, contained in 16 two-story buildings, and a community building. Five different building layouts and unit configurations, all with a maximum building height of 28 feet are proposed. The project will provide a mixture of one-, two-, and three-bedroom units, including a combination of two-story townhouses and Americans with Disabilities Act-accessible one-story flats. All units, except for the manager's apartment, will be affordable to households earning up to 80% of the Area Median Income. As part of the resident selection process, the project proposes to include a preference for individuals who live and/or work in the region for 75% of the units. Vehicular access to and from the project site will be provided by a new single driveway on Carlos Street. The Notice of Preparation for this project can be found at: [Cypress Point Affordable Housing Community Project - 2022 CDP Application](#).

### Purpose of the Scoping Session

The County is hosting this public scoping session to facilitate maximum public participation in the development of an Environmental Impact Report (EIR) for the Cypress Point Affordable Housing Community Project. This scoping session is being held pursuant to the California Environmental Quality Act (CEQA) to provide early consultation with the public on the EIR being prepared for this project.

The purpose of a public scoping session is to provide individuals and organizations an opportunity to give input on the scope and content of the environmental analysis to be contained in the EIR. Comments will be recorded and be made part of the formal EIR record. Questions raised by speakers at the session will be responded to through the EIR process and not during the meeting, as the purpose of the session is for the public to provide information and input to the County and the consultant under contract with the County to prepare the EIR.

Comments should be limited to the scope of environmental effects to be studied, rather than commenting on the merits of the project at this time. CEQA defines environmental effects as direct, indirect, and cumulative impacts to the natural and man-made

environment affected by the project. Effects analyzed under CEQA must be related to a physical change in the environment.

### Next Steps after the Public Scoping Session

Upon completion of the scoping process, all public comments will be organized and will be considered in the preparation of the DEIR. Once the DEIR has been completed, a 45-day public comment period will begin. Notice of availability of the DEIR for comment will be sent to any agencies, groups or individuals who request notification. The DEIR will be placed on the Planning Department's web site for ease of access. During the public comment period on the DEIR, the County will hold a public meeting to present the DEIR to the Planning Commission for their input and to provide an additional opportunity for public input. Public comments received during this 45-day period will be considered in the preparation of the Final EIR (FEIR).

### Final EIR

At the end of the 45-day comment period, the FEIR will be prepared. This document will incorporate public input as appropriate and will include a 'Response to Comments' section that will include a response to each public comment. It will be this document that the Planning Commission will consider for certification, in conjunction with the Planning Commission's consideration of the requested development permits required for this project.