REGULAR MEETING AGENDA

Date: 3/14/2023
Time: 6:00 p.m.
Locations: Zoom.us/join – ID# 814 7839 7160 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time:
  city.council@menlopark.gov
  Please include the agenda item number you are commenting on.
- Access the meeting real-time online at:
  Zoom.us/join – Meeting ID 814 7839 7160
- Access the meeting real-time via telephone at:
  (669) 900-6833
  Meeting ID 814 7839 7160
  Press *9 to raise hand to speak

- Watch meeting:
  - Cable television subscriber in Menlo Park, East Palo Alto, Atherton, and Palo Alto:
    Channel 26
  - City Council Chambers

Note: City Council closed sessions are not broadcast online or on television and public participation is limited to the beginning of closed session.

Subject to Change: The format of this meeting may be altered or the meeting may be cancelled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

According to City Council policy, all meetings of the City Council are to end by midnight unless there is a super majority vote taken by 11:00 p.m. to extend the meeting and identify the items to be considered after 11:00 p.m.

Regular Session

A. Call To Order

B. Roll Call

C. Agenda Review

D. Report from Closed Session

E. Public Comment

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under public comment other than to provide general information.

F. Presentations and Proclamations

F1. Proclamation: Women's History Month
Not a California Environmental Quality Act (CEQA) project.

G. Consent Calendar

G1. Accept the City Council meeting minutes for February 14, 23, and 28, 2023 (Attachment)
Not a CEQA project.

G2. Adopt a resolution initiating the Menlo Park landscape assessment district proceedings for fiscal year 2023-24
(Staff Report #23-052-CC)
Not a CEQA project.

G3. Consider and adopt a resolution accepting the 2022 Housing Element annual progress report and annual housing successor report (Staff Report #23-053-CC)
Not a CEQA project.

G4. Authorize the city manager to execute a third amendment to the professional services agreement with the M-Group for the Housing Element Update project (Staff Report #23-056-CC)
Not a CEQA project.

G5. Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022 (Staff Report #23-061-CC)
Not a CEQA project.

G6. Authorize the Mayor to sign a letter of support on behalf of the City Council to State officials requesting their assistance regarding the property tax in-lieu of vehicle license fee shortfall backfill (Staff Report #23-062-CC)
Not a CEQA project.

G7. Authorize the city manager to execute an agreement with Nelson\Nygaard Consulting Associates to conduct a comprehensive shuttle study (Staff Report #23-063-CC)
Not a CEQA project.

G8. Adopt a resolution to update City Council Procedure CC-86-0001, “Naming and/or changing the name of facilities” (Staff Report #23-065-CC)
Not a CEQA project.

H. Public Hearing

H1. Consider the Planning Commission's recommendation to approve the vesting tentative map extension and adopt a resolution to approve a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue (Staff Report #23-054-CC) (Presentation)
Determine this action is consistent with the previously adopted Mitigated Negative Declaration for the project on October 27, 2020 per City Council Resolution No. 6595

H2. Introduce and waive the reading of an ordinance to amend Title 15 and Title 16 of the Menlo Park Municipal Code to comply with Senate Bill 9 for urban lot splits and two-unit developments (Staff Report #23-055-CC) (Presentation)
Not a CEQA project.

I. Regular Business

I1. Receive an overview of comments on the notice of preparation and confirm the scope and content of the environmental impact report to be prepared for the proposed Parkline master plan development, and authorize the city manager to enter into an environmental leadership act processing agreement (SB 7) with Lane Partners, LLC (Staff Report #23-057-CC)
Not a CEQA project.

I2. Amend the fiscal year 2022-23 budget and salary schedule (Staff Report #23-066-CC) (Presentation)
Not a CEQA project.

I3. Appropriate funds related to and supporting the Menlo Park Community Campus project (Staff Report #23-067-CC)(Presentation)
Not a CEQA project.

J. Informational Items

J1. City Council agenda topics: March 28 – April 4, 2023 (Staff Report #23-068-CC)
Not a CEQA project.

J2. Transmittal of city attorney billing (Staff Report #23-058-CC)
Not a CEQA project.

J3. Belle Haven School field redesign update – Ravenswood City School District (Staff Report #23-059-CC)
Not a CEQA project.

J4. Transmittal of background information on the City's 2023-2027 capital improvement plan (Staff Report #23-060-CC)
Not a CEQA project.

J5. City Councilmembers various standing and ad hoc subcommittees, and potential disbanding of inactive ad-hoc subcommittees (Staff Report #23-064-CC)
Not a CEQA project.

K. City Manager's Report

L. City Councilmember Reports

M. Adjournment

At every regular meeting of the City Council, in addition to the public comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during the City Council's consideration of the item.

At every special meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item.
For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or before, the public hearing.

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REGULAR MEETING MINUTES – DRAFT

Date: 2/14/2023
Time: 6:00 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Regular Session

A. Call To Order

Mayor Wolosin called the meeting to order at 6:05 p.m.

B. Roll Call

Present: Combs, Doerr, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

Staff pulled item G4.

The City Council pulled item G6.

D. Report from Closed Session

No reportable action.

E. Public Comment

- Kristen Gracia introduced themselves as the School District Superintendent.
- JT Faraji spoke on concerns related to policing and harassment.
- Eduardo Deras-Nava spoke on concerns related to policing and harassment.

F. Presentations and Proclamations

F1. Proclamation: Black History Month

Mayor Wolosin read the proclamation (Attachment).

F2. Presentation: Youth Poster Exhibition: "What Black History Means to Me"

Library and Community Services Director Sean Reinhart and Library and Community Services Supervisor Natalia Jones made the presentation (Attachment).

G. Consent Calendar

G1. Accept the City Council meeting minutes for January 10 and 24, 2023 (Attachment)

G2. Adopt a resolution to continue conducting the City's Council and advisory body meetings remotely due to health and safety concerns for the public and to authorize the use of hybrid meetings (Staff Report #23-025-CC)

G3. Authorize the city manager to execute the first amendment to the funding agreement with the Bohannon Development Company and adopt a resolution authorizing the city manager to execute deeds and easements for the Chrysler Pump Station (Staff Report #23-026-CC)

G4. Adopt a resolution supporting the City's shuttle program for application for the San Mateo County Shuttle Program fiscal year 2023-24 and 2024-25 and authorize the city manager to enter into funding agreements (Staff Report #23-027-CC)

Vice Mayor Taylor was recused and exited the meeting.

Staff provided an update on the resolution language and continued the item to the February 28 City Council meeting.

Vice Mayor Taylor rejoined the meeting.

G5. Approve the Environmental Quality Commission's annual work plan (Staff Report #23-034-CC)

G6. Adopt a resolution approving the City Council Community Funding Subcommittee's recommendations for 2022-23 community funding allocations (Staff Report #23-033-CC)

The City Council requested additional advertising for next year's community funding grants.

ACTION: Motion and second (Doerr/ Nash), to approve the consent calendar with the exception of item G4., passed unanimously.

H. Public Hearing

H1. Adopt a resolution to abandon two ten-foot wide public utility easements along the northeasterly side (rear) of properties at 1701 Bay Laurel Drive and 1715 Bay Laurel Drive; determine this action is categorically exempt under California Environmental Quality Act Guidelines Section 15305 Class 5 exemption for minor alterations in land use limitations (Staff Report #23-028-CC)

Associate Engineer Edress Rangeen made the presentation (Attachment).

Mayor Wolosin opened the public hearing.

- Peter Baltay spoke in support of public utility easements abandonment.
- Peter Rottier spoke in support of public utility easements abandonment.

Mayor Wolosin closed the public hearing.

The City Council received clarification on the owner of the easement.

ACTION: Motion and second (Combs/ Taylor), to adopt a resolution to abandon two ten-foot wide public utility easements along the northeasterly side (rear) of the properties at 1701 Bay Laurel Drive and 1715 Bay Laurel Drive and determine this action is categorically exempt under California Environmental Quality Act (CEQA) Guidelines Section 15305 Class 5 exemption for minor alterations in land use limitations, passed unanimously.

I. Regular Business

I1. Provide direction on the preferred bikeway design for Middle Avenue and adopt a resolution to install no parking zones on Middle Avenue; determine this action is statutorily exempt as defined by Public Resource Code Section 21080.25 (Staff Report #23-032-CC)

Assistant Public Works Director Hugh Louch made the presentation (Attachment).

- Alex and Peter spoke in support of the Option 1 bike lane project.
- Corey Binns spoke in support of the Option 1 bike lane project.
- Matthew Rascoff spoke in support of the Option 1 bike lane project (Attachment).
- Lucy Padrez spoke in support of the Option 1 bike lane project as a pilot.
- Sofia and Eloisa Visser spoke in support of the Option 1 bike lane project.
- Carmen Visser spoke in support of the Option 1 bike lane project.
- Emily and William Bailard spoke in support of the Option 1 bike lane project.
- Sam and Kalum Schroeder spoke in support of the Option 1 bike lane project.
- Brian McCarthy spoke in opposition of the removal of all parking on Middle Avenue.
- Dan Hilberman spoke in support of bike lanes on Middle Avenue.
- Bill Kirsch spoke in support of the Option 1 bike lane project as a pilot.
- Jacqui Cebrian spoke in support of the Option 1 bike lane project.
- Gregory Faris spoke in support of the Option 1 bike lane project.
- Jonathan Cloe spoke in support of the Option 1 bike lane project.
- Jeanne Marie requested clarification on Middle Avenue current size when adding a bike line and “dooring” related to Option 2.
- Katie Behroozi spoke in support of the Option 1 bike lane project.
- Mical Brenzel spoke in opposition of the removal of all parking on Middle Avenue and in support of Options 2 or 3.
- Mel van Londen spoke in support of the Option 1 bike lane project.
- Philipp Weitershausen spoke in support of the Option 1 bike lane project.
- Burcin Baytekin spoke in support of the Option 1 bike lane project.
- Hilary Kushins spoke in support of the Option 1 bike lane project.
- Brandan Visser spoke in support of the Option 1 bike lane project.
- Jenny Michel spoke in support of a bike lane project pilot.
- Aaron Meyers spoke in opposition of the removal of all parking on Middle Avenue.
- Sandy Napel spoke in support of a bike lane project.
- Adina Levin spoke in support of the Option 1 bike lane project.
- Ross Silverstein spoke in support of the Option 1 bike lane project.
- Pamela Sperli spoke in opposition of the removal of all parking on Middle Avenue.
- Kealai Lee spoke in support of timed parking on Middle Avenue and in opposition of the removal of all parking on Middle Avenue.
- Sally Cole spoke in support of the Option 1 bike lane project.

- Neil Wahls spoke in support of the Option 2 bike lane project with revisions for safety and accessibility.
- Cindy Kin spoke in support of the Option 1 bike lane project.
- John Hamilton spoke in opposition of the removal of all parking on Middle Avenue and in support of a bike lane pilot for Options 2 or 3.
- Peter Lee spoke in support of the Option 2 bike lane project.
- Peter Olson spoke in opposition of the removal of all parking on Middle Avenue and in support of Option 3.

The City Council took a recess at 8:19 p.m.

The City Council reconvened at 8:29 p.m.

The City Council received clarification on City Council action timeline, other approved projects, parking permits, speed limit reduction timeline, adding a crosswalk at Middle Avenue and Yale Road, cost of a bike lane pilot versus no pilot, enforcement of parking and bike lanes, and protected bike lane options.

The City Council discussed the impacts of the removal of parking to residents on Middle Avenue, Blake Street at Middle Avenue closure and parking access, enforcement, parking and mitigations for the apartments and church on Middle Avenue, timed parking options at the church, combining managing and bidding for projects, Nealon Park zoning, adding a crosswalk across from the Nealon Park tennis court, flashing beacon at Arbor Road, additional bike parking, and prioritizing crosswalks on Willow Road.

The City Council directed staff to explore a crosswalk at Yale Road, 908 Middle Avenue, and tennis courts at Nealon Park, restriping of Nealon Park parking lot in coordination with Little House, explore revisions to the municipal code for overnight parking restrictions in parks, loading zone or timed parking in front of Nealon Park, additional bike parking, parking permit program for Middle Avenue residents, expediting the flashing beacon at Arbor Road, and expediting as much as possible the speed reduction on Middle Avenue.

ACTION: Motion and second (Nash/ Doerr), to adopt a resolution to install no parking zones on Middle Avenue and implement Option 1 as a pilot, passed 3-2 (Combs and Taylor dissenting).

I2. Preliminary considerations for selecting an aquatics operator for the Burgess Pool and the future Menlo Park Community Campus aquatics center (Staff Report #23-036-CC)

Library and Community Services Director Sean Reinhart and Library and Community Services Supervisor Tricia Mullan made the presentation (Attachment).

- Michael Ross spoke in support of an agreement with Team Sheeper Inc. (Sheeper).
- Juliana Morow spoke in support of an agreement with Sheeper.
- Jenny Roost spoke in support of an agreement with Sheeper.
- Bob Hubbell spoke in support of an agreement with Sheeper.
- Stephane Mouradian spoke in support of an agreement with Sheeper.
- Tricia Barr spoke in support of an agreement with Sheeper.
- Cameron Wessel spoke in support of an agreement with Sheeper.
- Adina Levin spoke in support of considering the needs of the communities in Menlo Park when

considering the pool operator.

- Eric Filseth spoke in support of an agreement with Sheeper.
- Janet Davis spoke in support of reduced pricing and more equitable lane availability.
- Burcin Baytekin spoke in support of an agreement with Sheeper.
- Tom McRae spoke on Solo Aquatics' experience in Menlo Park and working with Sheeper.

The City Council took a recess at 10:55 p.m.

The City Council reconvened at 10:59 p.m.

ACTION: By acclamation, the City Council continued the meeting beyond 11 p.m.

The City Council received clarification on how proposals were rated/audited, how providers can prioritize resident access, programming structuring/restructuring for residents.

The City Council discussed a City operated aquatics program, survey on resident needs and desired programming, low fees for residents and higher fees for non-residents.

The City Council directed the following for consideration of a pool operator:

- User fees and resident prioritization
- Free swim versus competitive/structured programs
- Lane hours for programs
- Schedule of pool activities
- Ad-hoc subcommittee to assist with negotiations
- Clarity on revenue shares
- Clarification on the disruption that transitioning to a new operator could entail
- Reconsideration of items on individual proposals

I3. Direction on Finance and Audit Committee composition (Staff Report #23-029-CC)

City Clerk Judi Herren made the presentation (Attachment).

The City Council discussed options for the composition of the Finance and Audit Committee (FAC).

The City Council directed staff to proceed with Option 3 and return to the City Council if unable to fill seven resident member seats to consider a reduction in membership to five.

J. Informational Items

J1. City Council agenda topics: February 28 – March 14, 2023 (Staff Report #23-035-CC)

J2. Proposed cultural and community events grant program (Staff Report #23-030-CC)

- Adina Levin spoke in support of a cultural and community events grant program and requested clarification.

The City Council requested this be held and discussed during the budget process.

J3. Transmittal of city attorney billing (Staff Report #23-031-CC)

J4. Police department quarterly update – Q4 September 2022 – December 2022 (Staff Report #23-037-CC)

K. City Manager's Report

City Manager Justin Murphy reported out on the March 18 City Council goal setting meeting and current advisory body recruitment through April 7.

L. City Councilmember Reports

City Councilmember Doerr reported on office hours every Tuesday from 8 a.m. – 9:30 a.m. at the Woodside Bakery.

City Councilmember Combs requested a future agenda item related to Animal Control.

Mayor Wolosin reported out on the Local Policy Maker Group (LPMG) meeting.

Vice Mayor Taylor reported out Menlo Park Community Campus working group, Reimagining Public Safety Subcommittee, San Francisco Airport/Community Roundtable, South Bayside Waste Management Authority (RethinkWaste), and City/County Association of Government meetings (Attachment).

City Councilmember Nash reported out on Mayor Wolosin's appointment as the LGMP Vice Chair.

M. Adjournment

Mayor Wolosin adjourned the meeting at 11:40 p.m.

Judi A. Herren, Assistant to the City Manager/ City Clerk

EMERGENCY MEETING MINUTES – DRAFT

Date: **2/23/2023**
Time: **5:00 p.m.**
Locations: **Teleconference**

Emergency Session

A. Call To Order

Mayor Wolosin called the meeting to order at 5:05 p.m.

B. Roll Call

Present: Combs, Doerr, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Emergency Business

C1. Discussion and direction regarding power outages from recent wind storm and associated health, safety and welfare risks

City Manager Justin Murphy introduced the item.

- Ali Ardalan spoke in support of improving communications.
- Heather Leitch spoke in support of the City's relief centers.
- James Pistorino requested information on the down tree on Coleman Avenue and in support of undergrounding electrical power.
- Skip Hilton spoke in support of a postmortem report on communication with residents, City, and Pacific Gas and Electric Company (PG&E).
- Martin Rosenblum spoke on concerns with PG&E communications and services.
- Anna spoke in support of the removal of dangerous trees to alleviate future outages.
- Miyko Harris-Parker spoke in support of stop signs at all disabled traffic lights.
- Kathleen Gilles requested clarification on communications to people without power.
- David Axelrod spoke in support of organizing residents to communicate and help each other out.
- Stephanie Simon requested clarification on communications to people without power.
- Margaret Spak spoke in support of utilizing Community Emergency Response Team (CERT) program involvement with future City emergencies.
- Tom Prussing spoke in support of utilizing of MPC Ready involvement with future City emergencies.

The City Council received clarification on current PG&E outages in the City and the cause of outages, how the City is communicating with residents without power, order of power restoration, declaring an emergency, and stop signs outside of City jurisdictions for intersections without power.

The City Council discussed prioritizing City services to those without power and how to communicate with them, impacts from inconsistent information and updates from PG&E, reverse 9-1-1 calls for those without internet access and written communications (e.g., flyers) and door-to-door, partnering with citizen organizations to assist with communications, extending open hours at City facilities, and extending the hotel voucher deadline.

The City Council took a recess at 6:32 p.m.

The City Council reconvened at 6:44 p.m.

The City Council directed communications using street feedback signs, keeping warming centers located at the Belle Haven Library and Main Library open until midnight, and a bilingual City flyer with information related to the power outages.

D. Adjournment

Mayor Wolosin adjourned the meeting at 6:57 p.m.

Judi A. Herren, Assistant to the City Manager/City Clerk

SPECIAL AND REGULAR MEETING MINUTES – DRAFT

Date: 2/28/2023
Time: 5:30 p.m.
Locations: Teleconference and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Mayor Wolosin called the meeting to order at 6:06 p.m.

B. Roll Call

Present: Combs, Doerr, Nash, Taylor, Wolosin
Absent: None
Staff: City Manager Justin I. C. Murphy, City Attorney Nira F. Doherty, Assistant to the City Manager/City Clerk Judi A. Herren

C. Agenda Review

The City Council pulled item G5.

D. Public Comment

- Harvey McKeon Nor Cal Carpenters Union representative spoke in support of the recent adoption of the Housing Element with the included labor language.

E. Presentations and Proclamations

E1. Proclamation: Recognizing Fran Dehn

- Ray Mueller spoke on the accomplishments of Fran Dehn.
- Mark Flegel spoke on the accomplishments of Fran Dehn.
- Kathleen Daly spoke on the accomplishments of Fran Dehn.

Mayor Wolosin read the proclamation (Attachment).

Fran Dehn accepted the proclamation.

F. Study Session

F1. Provide direction on the development of a “Streetaries” outdoor dining program including program elements, design standards, fee schedule and street closures (Staff Report #23-050-CC)

Assistant City Manager Stephen Stolte and HdL Companies representative Kirstin Hinds made the presentation (Attachment).

- Sandra Ferer spoke in support of continuing the Ryans Lane street closure.
- Erkan Akkaya spoke in support of continuing the Ryans Lane street closure.
- Mark Flegel spoke in support of outdoor dining and the continued street closures.
- Cheri Zaslawsky spoke in opposition of the proposed plan to alter the current Downtown street closures.
- James Pistorino spoke in support of the current Downtown street closures and in opposition of permit fees.
- Adina Levin spoke in support of the current Downtown street closures.
- Cecile Aurrier spoke in support of revitalizing the Downtown and on the street closures.
- Perla Ni spoke in support of the current Downtown street closures and concerns on consultants and costs.
- Adrian Brandt spoke in support of the current Downtown street closures.

The City Council received clarification on options on Santa Cruz Avenue impacts to parking, parking stall limits in front of Walgreens, replacing platforms with ramps for street access, number of businesses required to modify if design standards change, permit fees, number of business closures on Santa Cruz Avenue, updates to the City's Municipal Code requirements and enforcement, the noise ordinance, impacts to overhead structure compared to base structure through a code adoption process, and neighbor construction impacts to Carpaccio's outdoor dining on Ryans Lane.

The City Council discussed the permitting process, continuing streetaries, considering other businesses wanting to utilize streetaries, bike lanes and impacts to Bon Marché street market, communications with property owners, fee schedule, and amending the General Plan.

The City Council directed retaining the street closures, pursuing a bike lane, the need for attention on retail as well as restaurants, improving aesthetics, ensuring bike and pedestrian safety, adding revitalization of Downtown on the capital improvement program list, conducting the necessary studies (General Plan Circulation Element and California Environmental Quality Act), and a long-term plan for the picnic tables and seating in front of Walgreens.

F2. Provide direction on whether to pursue fully grade separated alternatives for Caltrain grade separation project (Staff Report #23-048-CC)

Assistant Public Works Director Hugh Louch and AECOM representatives made the presentation (Attachment).

- Adina Levin spoke in opposition of the hybrid with multiple depressed streets and in support of the fully elevated alternative.
- Adrian Brandt spoke in support of full elevation grade separation.
- Elliot Krane requested clarification on impacts of re-routing the Caltrain right-of-way (ROW) and flood mitigation efforts.
- Pam Jones spoke in support of full elevation grade separation.

The City Council received clarification on impacts of re-routing Caltrain ROW and temporary tracks, flooding mitigations (e.g., pumps), costs related to elevated structures, and viaducts versus walls for fully elevated option.

The City Council discussed other cities projects, elevated options, aesthetics (e.g., viaducts) cost

options, fully elevated noise, and resident privacy impacts from a fully elevated project.

The City Council directed staff to pursue the previously approved hybrid alternative of partially raising the railroad tracks and partially lowering the cross streets.

The City Council took a recess at 9:12 p.m.

The City Council reconvene at 9:21 p.m.

G. Consent Calendar

G1. Accept the City Council meeting minutes for January 31 and February 7, 2023 (Attachment)

G2. Award a construction contract to Anderson Pacific Engineering Construction, Inc. for the Chrysler Stormwater Pump Station Improvement project (Staff Report #23-038-CC)

- Harvey McKeon Nor Cal Carpenters Union representative requested the City Council continuing this item until more information can be provided on protocols on accepting the lowest bid.

The City Council received clarification on the choice of Anderson Pacific as the second lowest bidder.

G3. Authorize the city manager to enter into a contract with Rincon Consultants Inc. to prepare the environmental analysis for the proposed Life Sciences development project at 980-1030 O'Brien Drive for the amount of $137,459 and future augments as may be necessary to complete the environmental review for the proposed project (Staff Report #23-039-CC)

G4. Award a construction contract to Radius Earthwork Inc. for the Ravenswood Avenue Resurfacing project (Staff Report #23-040-CC)

The City Council discussed continuing the pilot to the other side of El Camino Real, advocating for quiet asphalt on all projects (not just City projects), and Caltrans striping.

ACTION: Motion and second (Wolosin/ Nash), award a $802,590 construction contract, with rubberized asphalt per bid alternate A, to Radius Earthwork Inc., approve contingency in the amount of $121,000 (held by the City), approve construction administration fees in the amount of $150,000, passed 4-1 (Combs dissenting).

G5. Adopt a resolution supporting the City's shuttle program for application for the San Mateo County Shuttle Program fiscal year 2023-24 and 2024-25 and authorize the city manager to enter into funding agreements (Staff Report #23-041-CC)

Vice Mayor Taylor was recused from item G5. and exited the meeting.

ACTION: Motion and second (Combs/ Doerr), to adopt a resolution in support of the Citywide shuttle program, for the San Mateo County Transportation Authority Shuttle Program fiscal years 2023-24 and 2024-25 to continue funding for operations and administration of the program and authorize the city manager to enter into necessary funding agreements and any subsequent amendments within the budgeted amounts with grant agencies, passed 4-0 (Taylor recused).

Vice Mayor Taylor rejoined the meeting.

G6. Adopt a resolution to accept and appropriate a San Mateo County 2023 Summer Enrichment Grant in the total amount of $13,000 to support and expand summer camp enrichment programs for children at the Belle Haven Youth Center (Staff Report #23-046-CC)

ACTION: Motion and second (Combs/ Doerr), to approved the consent calendar with the exception of items G4. and G5., passed unanimously.

H. Regular Business

H1. Identify a preferred aquatics operator and authorize the city manager to negotiate an agreement for an aquatics operator at Burgess Pool and the future Menlo Park Community Campus aquatics center; and form an ad hoc City Council subcommittee to advise the agreement negotiation process (Staff Report #23-047-CC)

Library and Community Services Director Sean Reinhart made the presentation (Attachment).

- Eric Kahuen spoke in support of examining a City administered pool.
- Juliana Morrow spoke in support of an agreement with Team Sheeper Inc. (Sheeper).
- Michael Rothenberg spoke in support of an agreement with Sheeper.
- Cindy Akard spoke in support of an agreement with Sheeper.
- Janet Davis spoke in support of more elderly and disabled classes.
- Stephane Mouradian spoke in support of an agreement with Sheeper.
- Michele Santo-Renya spoke in support of an agreement with Sheeper.
- Ana Pedros spoke in support of an agreement with Sheeper.
- Rafael de la Vega spoke in support of an agreement with Sheeper.

The City Council received clarification on programming at both pools, Menlo Park Community Campus (MPCC) programming timeline, and the negotiating process.

The City Council discussed the received bids/proposals, City administered pools, prioritizing resident's needs, and two operators; one for Burgess and one for MPCC.

The City Council took a recess at 10:30 p.m.

The City Council reconvene at 10:44 p.m.

ACTION: Motion and second (Combs / Doerr), to identify request for proposals (RFP) respondent, Team Sheeper, Inc., as the preferred aquatics operator for Burgess Pool and the MPCC aquatics center and; authorize the city manager to enter negotiations with Team Sheeper, Inc., for a draft aquatics operator agreement at Burgess Pool and the future MPCC aquatics center, to take effect September 1, at terms in accordance with City Council's direction regarding desired elements of the aquatics program and as specified in the RFP, passed 3-2 (Taylor and Nash dissenting) .

ACTION: Motion and second (Wolosin/ Combs), to create an ad hoc subcommittee to advise and support City staff during the agreement negotiation process and appointing City Councilmember Nash and Vice Mayor Taylor, passed unanimously.

ACTION: By acclamation, the City Council extended the meeting beyond 11 p.m.

H2. Appoint a City Council liaison to the Finance and Audit Committee (Staff Report #23-045-CC)

City Clerk Judi Herren introduced the item.

ACTION: Motion and second (Taylor/ Wolosin), to appoint City Councilmember Doerr as the Finance and Audit Committee liaison, passed unanimously.

I. City Council Initiated Items

I1. Direction on City Council role in San Mateo County related animal control efforts (Staff Report #23-042-CC)

The City Council discussed the city attorney and City staff providing information on how the City can and cannot engage with animal control matters handled by San Mateo County.

ACTION: Motion and second (Combs/ Wolosin), to direct the city manager to prepare a formal staff report for further City Council consideration as resources are available, passed unanimously.

J. Informational Items

J1. City Council agenda topics: March 14 – 28, 2023 (Staff Report #23-051-CC)

J2. Annual City Council priority setting workshop March 18, 2023 (Staff Report #23-043-CC)

J3. Proposed process and timeline to develop a focused addendum to the Parks and Recreation Facilities Master Plan to include pickleball (Staff Report #23-044-CC)

J4. Expiration of local emergencies (Staff Report #23-049-CC)

K. City Manager's Report

City Manager Justin Murphy reported out on Ravenswood Avenue restriping for the bike lane pilot and the restriping on the Caltrans portion of Willow Road from Highway 101/Newbridge Street to Bayront Expressway.

L. City Councilmember Reports

None.

M. Closed Session

M1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Tobias Kunze and Liliana Kunze Briseno v. City of Menlo Park (Case No. 3-CIV-00590)

N. Adjournment to Closed Session

Mayor Wolosin adjourned to closed session at 11:16 p.m.

Mayor Wolosin adjourned the meeting at 11:56 p.m.

Judi A. Herren, Assistant to the City Manager/City Clerk

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-052-CC**

Consent Calendar: **Adopt a resolution initiating the Menlo Park landscape assessment district proceedings for fiscal year 2023-24**

Recommendation

Staff recommends that the City Council initiate the Menlo Park landscape assessment district proceedings for fiscal year 2023-24 and adopt a resolution (Attachment A) describing the improvements and directing preparation of the engineer's report.

Policy Issues

The recommendation does not represent any change to the existing City policy. Pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California and Proposition 218, the City Council conducted proceedings for the formation of the City of Menlo Park landscape assessment district. The landscape assessment district requires an annual review of the levied assessment.

Background

In 1982, the Menlo Park citizens approved Measure N, an advisory measure for the City to form an assessment district to care for the City's street tree infrastructure. The Menlo Park landscape assessment district was subsequently formed in 1983.

Before 1990, property owners were responsible for all sidewalk and parking strip repair damaged by City street trees. In some cases, the lump-sum cost of removing and replacing the damaged public infrastructure was a financial burden. Thus, in 1990, an additional assessment was established and combined with the landscape assessment district to fund the repair of sidewalks and parking strips damaged by City trees. Financing through an assessment, to be levied on an annual basis, was determined to be more cost-effective and less burdensome to property owners than a large lump-sum payment. Sidewalk and parking strip damage that is not caused by City street trees is the responsibility of property owners per Chapter 13.08 of the Municipal Code.

In fiscal year 1998-99, the City reauthorized the landscape assessment district through a mailed ballot, as required by Proposition 218. Each year, the City goes through a process to approve the levying of annual landscape assessment district fees. The attached resolution is the first step in the process to establish assessments for the coming fiscal year.

Analysis

Landscape assessment district scope of work

The scope of work for the landscape assessment district is not proposed to change from the fiscal year 2022-23 program and includes the following:

- Maintaining and servicing City street trees, including the cost of repair, removal, and/or replacement;
- Providing for the life, growth, health and beauty of City landscaping, including cultivation, trimming, spraying, fertilizing, and/or treating for disease or injury;
- Removing trimmings, rubbish, debris and other solid waste, and providing water for the irrigation; and
- Installing, constructing, and/or maintaining curbs, gutters, sidewalks, and parking strips damaged by City street trees.

Assessment engineer's report

The first step in the annual landscape assessment district proceedings is the preparation of the engineer's report. Staff has selected SCI Consulting Group to complete the engineering work for the fiscal year 2023-24 report. The firm has extensive background and knowledge of the City's landscape assessment district, a successful track record with the City preparing the engineer's report since 1998, and experience with Proposition 218 requirements. The scope of services includes identification and verification of parcels within the district, allocation of the estimated cost of improvements and expenses to said parcels, determination of assessment amounts, preparation of assessment rolls, developing the engineer's report, facilitating assessment proceedings and general project administration.

Table 1 outlines the tentative schedule for the annual levy administration.

Table 1: Schedule for assessment

Date	Tasks
March 14	City Council initiates the landscape assessment district proceedings and adopts a resolution describing the improvements and directing preparation of the engineer's report
May 2023	Completion and filing of the engineer's report
May 2023	City Council adopts 1) a resolution giving preliminary approval of the Engineer's Report, and 2) a resolution of intention to order the levy and collection of the annual assessment and scheduling of the public hearing
June 2023	City Council holds a public hearing to consider adoption of a resolution overruling protests, ordering improvements, confirming the assessment diagram, and ordering the levy and collection of assessments
July 2023	Submittal of assessments to the County Assessor's Office
October 2023	City review and confirmation of final levies to be collected by the County
January 2024	Verification of assessment receipts, levies and delinquencies

The City maintains a map of sidewalk repair locations and information about how to report a section in need of repair (Attachment B.)

Impact on City Resources

The estimated cost of the assessment engineering services and preparation of the engineer's report is $12,000. There are sufficient funds in the landscape assessment district budget to fund this expense.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Resolution
B. Hyperlink – sidewalk repair project website: menlopark.gov/Government/Departments/Public-Works/Maintenance-Division/Sidewalk-repair-program

Report prepared by:
Joanna Chen, Management Analyst II

Report reviewed by:
Tanisha Werner, Assistant Public Works Director

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK DESCRIBING IMPROVEMENTS AND DIRECTING PREPARATION OF THE ENGINEER'S REPORT FOR THE CITY OF MENLO PARK LANDSCAPE ASSESSMENT DISTRICT FOR FISCAL YEAR 2023-24

WHEREAS, in 1982, the Menlo Park citizens voted for Measure N, an advisory measure for the City to form an assessment district to care for the City's street tree infrastructure and the Menlo Park landscape assessment district was subsequently formed in 1983; and

WHEREAS, prior to 1990, property owners were responsible for all sidewalk and parking strip repair damaged by City street trees; and

WHEREAS, in fiscal year 1990, an additional assessment was established and combined with the landscape assessment district to fund the repair of sidewalks and parking strips damaged by City trees; and

WHEREAS, in fiscal year 1998-99, City reauthorized the landscape assessment district through a mailed ballot, as required by Proposition 218.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park:

1. This City Council did, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2, Division 15 of the Streets and Highways Code of the State of California, conduct proceedings for the formation of the City of Menlo Park Landscaping District and for the levy and collection of assessments for fiscal year 1983-84, and did, on May 10, 1983, pursuant to proceedings duly had, adopt its Resolution No. 3417-F, A Resolution Overruling Protests and Ordering the Formation of an Assessment District and the Improvements and Confirming the Diagram and Assessment.
2. The public interest, convenience, and necessity require, and it is the intention of said City Council to undertake proceedings for, the levy and collection of assessments upon the several lots or parcels of land in said District for the construction or installation of improvements, including the maintenance or servicing, or both, thereof for the fiscal year 2023-24.
3. The improvements to be constructed or installed include the maintenance and servicing of street trees, the cost of repair, removal, or replacement of all or any part thereof, providing for the life, growth, health, and beauty of public landscaping, including cultivation, trimming, spraying, fertilizing, or treating for disease or injury, the removal of trimmings, rubbish, debris, and other solid waste, and water for the irrigation thereof, and the installation or construction, including the maintenance and servicing thereof, of curbs, gutters, sidewalks, and parking strips.
4. The costs and expenses of said improvements, including the maintenance or servicing, or both, thereof, are to be made chargeable upon said District, the exterior boundaries of which District are the composite and consolidated area as more particularly shown on a map (Exhibit A) thereof on file in the office of the Engineering Division of the City of Menlo Park to which reference is hereby made for further particulars. Said map indicates by a boundary line the extent of the territory included in said District and of any zone thereof and shall govern for all details as to the extent of the assessment district.

5. The Assessment Engineer is hereby directed to prepare and file with said City Clerk a report, in writing, referring to the assessment district by its distinctive designation, specifying the fiscal year to which the report applies, and with respect to that year, presenting the following:
   a. Plans and specifications of the existing improvements and for proposed new improvements, if any, to be made within the assessment district or within any zone thereof;
   b. An estimate of the costs of said proposed new improvements, if any, to be made, the costs of maintenance or servicing, or both, thereof, and of any existing improvements, together with the incidental expenses in connection therewith;
   c. A diagram showing the exterior boundaries of the assessment district and of any zones within said district and the lines and dimensions of each lot or parcel of land within the district as such lot or parcel of land is shown on the County Assessor's map for the fiscal year to which the report applies, each of which lots or parcels of land shall be identified by a distinctive number or letter on said diagram; and
   d. A proposed continued assessment of the total amount of the estimated costs and expenses of the proposed new improvements, including the maintenance or servicing, or both, thereof, and of any existing improvements upon the several lots or parcels of land in said district in proportion to the estimated benefits to be received by such lots or parcels of land respectively from said improvements, including the maintenance or servicing, or both, thereof, and of the expenses incidental thereto.
6. The Office of the Public Works Director of said City is hereby, designated as the office to answer inquiries regarding any protest proceedings to be had herein, and may be contacted during regular office hours by calling 650-330-6740.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the fourteenth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

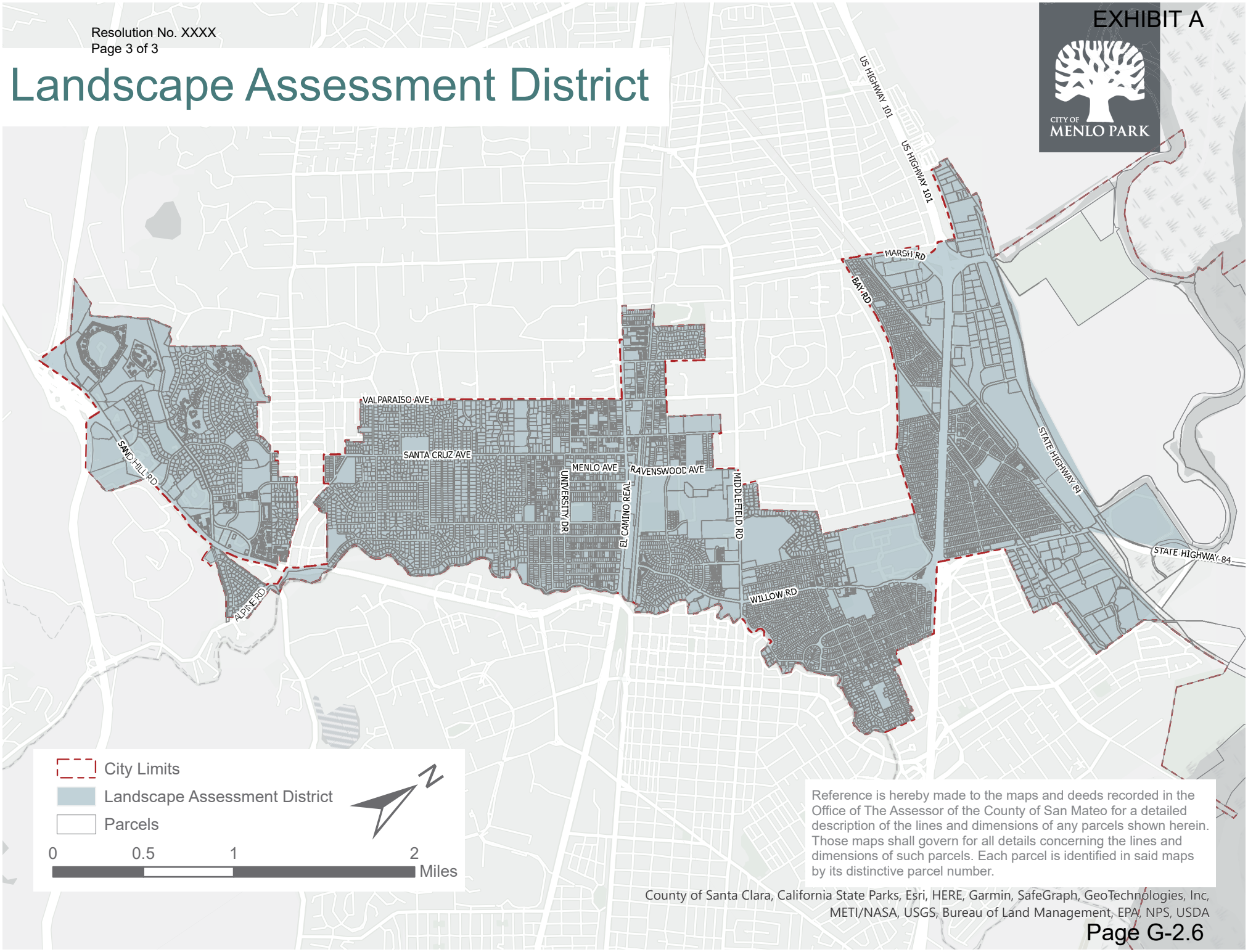
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ of March, 2023.

_____
Judi A. Herren, City Clerk

Exhibits:
A. Landscape Assessment District map

EXHIBIT A

Landscape Assessment District



Reference is hereby made to the maps and deeds recorded in the Office of The Assessor of the County of San Mateo for a detailed description of the lines and dimensions of any parcels shown herein. Those maps shall govern for all details concerning the lines and dimensions of such parcels. Each parcel is identified in said maps by its distinctive parcel number.

County of Santa Clara, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, USDA

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-053-CC**

Consent Calendar: **Consider and adopt a resolution accepting the 2022 Housing Element annual progress report and annual housing successor report**

Recommendation

Staff recommends that the City Council adopt a resolution accepting the 2022 Housing Element annual progress report (APR) and the annual housing successor report, and authorize staff to transmit the documents to the California Governor's Office of Planning and Research (OPR) and the California Department of Housing and Community Development (HCD.) The resolution, including the APR and annual housing successor report, is included as Attachment A.

Policy Issues

California Government Code Section 65400 requires the preparation and submittal of an APR to OPR and HCD by April 1 of each year. The APR documents past housing-related activities and may identify the timing of upcoming activities, but does not authorize the implementation of new or modified programs, or the expenditure of funds.

Background

Every city and county in California is required to prepare an annual report on the status and progress of implementing the jurisdiction's adopted housing element for the 2015 to 2023 planning period (also referred to as the 5th Cycle) using forms and definitions adopted by HCD (Attachment B.) The APR is due by April 1 each year and documents the status of housing-related activities from the previous calendar year. This year's report evaluates the progress of implementation programs and housing development applications and production for the period between January 1, 2022 and December 31, 2022, which is the final year of the 5th Cycle.

On February 27, the Planning Commission unanimously approved a resolution recommending the City Council accept the 2022 APR (4-0; Barnes and Harris absent, one vacancy) and indicated satisfaction with the City's progress in housing permitting and development over the course of the 5th Cycle and expressed appreciation for staff's work on the residential development projects over the years. The Housing Commission was scheduled to discuss the APR at its March 1, regular meeting, but the meeting was canceled due to lack of a quorum. Staff advised Housing Commissioners that they may provide individual comments during public comment at the Planning Commission and City Council hearings. At this time, no verbal or written comments have been received from Housing Commissioners.

On January 31, the City Council adopted a Housing Element update for the 2023 to 2031 planning period (6th Cycle.) Future APRs will track progress and implementation of the recently-adopted Housing Element.

Analysis

This staff report highlights key accomplishments from 2022. A broader assessment of the status of implementation programs and housing production from 2022 is provided in the APR (Attachment A, Exhibit A.) The APR is a document that reflects the past year's housing-related efforts; it is not intended to establish current or future work priorities for staff. Future work on Housing Element implementation programs was recently set with the adoption of the 6th Cycle Housing Element.

Accomplishments and milestones

The following sections outline multiple activities and accomplishments that occurred during the 2022 APR reporting period.

Housing program updates

During the 2022 APR reporting period, preparation of the 6th Cycle Housing Element update and engagement with the community to gather feedback on housing-related goals, policies, and programs was one of the City's primary efforts. As part of that focus, the City performed an evaluation of the progress of housing programs from the 5th Cycle planning period. Below are several highlighted programs from the 5th Cycle with major updates in 2022:

- *Housing Element program H1.H (Utilize the City's below market rate (BMR) housing fund)* requires the City to administer and advertise every two years the availability of funds in the BMR housing fund through a notice of funding availability (NOFA.) The objective of the NOFA is to support the acquisition, rehabilitation, preservation or new construction of housing that will provide long-term affordability. The funding is intended to fill the financing gap between projected total development costs and other available funding sources. The City released a NOFA with an amount of $1.5 million to $2 million in December 2022. The NOFA received three proposals which are being reviewed by City staff and anticipated for Housing Commission review in the first half of 2023.
- *Housing Element program H1.I (Work with nonprofits on housing)* requires the City to maintain a working relationship with nonprofit housing sponsors. In 2022, City staff continued to meet with affordable housing developers, housing service providers, organizations advocating for affordable housing opportunities for people with disabilities, and other organizations, and incorporated feedback and recommendations into the development of the 6th Cycle Housing Element. In addition, the City partnered with Climate Resilient Communities (CRC) to assist in community engagement and outreach efforts in the historically underserved Belle Haven neighborhood and citywide as part of the 6th Cycle Housing Element update process. Simultaneous with the 6th Cycle Housing Element update and throughout 2022, the City has also been coordinating with MidPen Housing to support a 62-unit affordable housing development (60 units for rent and two units for property manager/staff) on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element and would provide affordable housing for veterans and their families at the extremely low income and very low income levels.
- *Housing Element program H2.C (Amend the Zoning Ordinance to protect existing housing)* requires the City to protect existing rental housing as part of infill implementation and other Zoning Ordinance changes. Recent state laws such as the Housing Crisis Act of 2019 (Senate Bill (SB) 330) and the Housing Accountability Act (HAA) are adhered to by the City to protect and support housing development. Throughout 2022, the City also studied other amendments to the Zoning Ordinance to protect existing housing and address residential displacement impacts, which will be implemented as part of the 6th Cycle Housing Element update (Program H2.B – Amend the Zoning Ordinance to Protect

Existing Housing.)

- *Housing Element program H4.J (Consider surplus city-owned land for housing)* requires the City to identify opportunities for housing as they arise. Throughout 2022, as part of the 6th Cycle Housing Element update, redevelopment of City-owned parking lots for affordable housing in the downtown area was discussed in public meetings facilitated by City staff and ultimately adopted as Program H4.G (prioritize affordable housing on city-owned parking lots downtown) for the 2023 to 2031 planning period. Program H4.G describes a City-led process to promote housing development on underutilized City-owned parking lots in downtown. For any surplus City-owned lands, the City will adhere to procedures consistent with the Surplus Lands Act to provide affordable housing developers a first right of refusal (Assembly Bill (AB) 1486.)

Housing production

As part of HCD's statewide determination summary for SB 35 (the Housing Accountability and Affordability Act), Menlo Park is one of only 38 jurisdictions in California that met its pro-rated lower (very low- and low-) and above moderate-income Regional Housing Needs Allocation (RHNA) for the previous 2021 reporting period, and is one of few jurisdictions that produced sufficient amounts of housing annually to meet its housing targets since SB 35 became effective January 1, 2018. This means that Menlo Park is not currently subject to SB 35, which created a streamlined approval process for housing when a jurisdiction is not meeting its RHNA. This determination will reset with the new Housing Element cycle.

In 2022, the City issued building permits for 837 net new dwelling units, which is a 771.9 percent increase above the 2021 total (96 net new units.) The large increase in unit production can be attributed primarily to the following factors:

- Menlo Portal (110 Constitution Drive) and Menlo Uptown (141 Jefferson Drive), two large mixed-use Bayfront projects, were entitled in 2021 and received building permits in 2022 for a combined 776 units. The approved building permits for Menlo Portal will result in the construction of an apartment building with 335 new multifamily residential units. The building permits for Menlo Uptown will allow the construction of two apartment buildings with a total of 441 new multifamily residential units. Building permits for an additional 42 attached single-family townhome units associated with the Menlo Uptown project are under review and have not been included in the 2022 APR. Both projects include BMR inclusionary units that contribute to the city's RHNA for units affordable to very low, low and moderate income households. The Menlo Portal project includes three very low income units, 14 low income units, and 31 moderate income units. The multifamily portion of the Menlo Uptown project includes seven very low income units, 23 low income units, and 31 moderate income units.
- The city saw record growth in accessory dwelling unit (ADU) building permits, with 56 ADUs permitted in 2022. This is an increase of 55.6 percent above the 2021 total (36 net new ADUs), which was the previous record. The continued growth in ADUs across the city is likely due to state laws intended to streamline the ADU approval process by relaxing applicable zoning requirements and removing discretionary review requirements in most cases, and the City's promotion of ADUs as a strategy to provide a variety of housing options in the community.

As a result of the units listed above and building permit issuance for five net new single-family residences, Menlo Park has achieved over 100 percent of its 5th Cycle RHNA allocation for very low, low and above moderate units, as shown in Table 1 below. A record 81 units affordable to moderate income households were permitted in 2022, which brought the city's housing production to 72 percent of the 5th Cycle RHNA target for moderate income units; in 2021, only 15.4 percent of the 5th Cycle RHNA moderate income target had been completed.

Table 1: 5th Cycle RHNA (2015-2023) Progress (Net New Units)					
	Very low	Low	Moderate	Above moderate	Total new housing units
5th Cycle RHNA allocation	233	129	143	150	**655**
Net new units through 2021	217	91	22	1,182	**1,512**
2022 Net new units	27	53	81	676	**837**
Total net new units (2015-2022)	244	144	103	1,858	**2,349**
Percent complete	104.7%	111.6%	72.0%	1,238.7%	**n/a**

Although building permits are the only metric used for the purposes of determining progress toward RHNA (fields 7, 8 and 9 in APR Table A2), the APR form also includes data on new housing units that have either received entitlements or a certificate of occupancy during the reporting period. In 2022, the City Council and Planning Commission entitled 1,900 net new units. The majority of the units are associated with the Willow Village project (1,730 units) and the Menlo Flats (165 Jefferson Drive) project (158 units.) At this time, building permits have not been issued for the two projects, and they do not appear in Table 1 of this staff report. These units would count toward the city's RHNA progress during the year(s) in which building permits are issued.

While housing production during the past seven years of the planning period has exceeded the city's regional housing needs assessment of 655 units, the City continues to seek opportunities to increase housing production and is focused on preparing to meet its requirement of 2,946 units, including 1,490 units of affordable housing across different income categories, for the 6th Cycle (2023 to 2031.)

Annual housing successor report

As part of the 2011 Budget Act, the dissolution of California redevelopment agencies (RDAs) took effect February 1, 2012 and eliminated the use of property tax revenues as a funding source for affordable housing. In accordance with SB 341, passed in 2013, housing successor agencies of former RDAs must provide an annual report that details compliance with the expenditure limitations detailed in state law. The report (Attachment A, Exhibit B) is required to be submitted to HCD annually by April 1, which is the same due date as the APR. The City of Menlo Park is identified as the successor agency to the former Menlo Park RDA.

For the fiscal year ending June 30, 2022, the low and moderate income housing asset fund had a cash balance of $1,363,032 and a fund balance of $6,679,365. The fund received $7,043 from housing loans and $78,424 for interest earned on cash in the fund.

The housing successor does not have any interests in real property acquired by the former RDA. The last remaining real property acquired by the former RDA was sold in August 2013 and the proceeds were remitted to the County of San Mateo. The housing successor also does not have any remaining housing replacement or production obligations.

Next steps

In 2023, the City will begin implementation of the programs developed for the 6th Cycle Housing Element. The City will focus on completing zoning changes associated with providing new or increased housing potential on opportunity sites and across zoning districts identified in the 6th Cycle Housing Element. Additionally, Program H4.G, which includes a feasibility study of City-owned downtown parking lots for affordable housing development, was identified as a major priority and will begin in 2023.

Impact on City Resources

There are no impacts on City resources aside from staff time spent preparing the APR and housing successor report. Implementation of certain housing programs may have impacts on staffing resources and/or projects and priorities, which would be considered as part of the City's annual budget process.

Environmental Review

The Housing Element APR and housing successor report are not considered a project under the California Environmental Quality Act (CEQA.) Implementation of individual housing programs may be subject to CEQA, and would be evaluated on a case-by-case basis.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Draft City Council resolution accepting the 2022 Housing Element APR
B. Hyperlink – Adopted Housing Element for the 2015-2023 planning period: menlopark.gov/files/sharedassets/public/community-development/documents/adopted-housing-element-2015-2023_20141202185715361 9.pdf

Report prepared by:
Tom Smith, Principal Planner
Calvin Chan, Senior Planner

Report reviewed by:
Deanna Chow, Assistant Community Development Director

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, CALIFORNIA, ACCEPTING THE HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE CALENDAR YEAR 2022 AND THE ANNUAL HOUSING SUCCESSOR REPORT, AND AUTHORIZING STAFF TO SUBMIT THE REPORTS TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, California Government Code Sections 65400(2) requires the Planning Division to provide an annual report to the City Council, the Governor's Office of Planning and Research (OPR), and the state Department of Housing and Community Development (HCD) regarding progress toward implementation of the Housing Element of the City's General Plan; and

WHEREAS, Senate Bill 341 requires housing successor agencies of former California redevelopment agencies (RDAs) to provide an annual report that details compliance with the expenditure limitations set forth in state law, and the City of Menlo Park is the successor agency to the former Menlo Park Redevelopment Agency; and

WHEREAS, Planning staff has prepared an annual progress report and annual housing successor report (Exhibits A and B), utilizing the prescribed forms and instructions provided by HCD and state law; and

WHEREAS, the Planning Commission reviewed the Housing Element annual progress report on February 27, 2023 and recommended that the City Council accept the annual progress report; and

WHEREAS, the Housing Commission was to review and provide a recommendation on the Housing Element annual progress report at its March 1, 2023 regular meeting but a quorum could not be obtained, and so commissioners were notified of the opportunity to provide individual public comment at the February 27, 2023 Planning Commission meeting and the March 14, 2023 City Council meeting; and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park, based on substantial evidence in the administrative record of proceedings and pursuant to its independent review and consideration, does hereby accept the annual progress report on the Housing Element for the calendar year 2022 and the annual housing successor report, attached and incorporated by reference herein, and authorizes staff to forward the reports to OPR and HCD pursuant to Government Code Section 65400(2) and SB 341.

SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the fourteenth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of March, 2023.

_____
Judi A. Herren, City Clerk

Exhibits:
A. 2022 Housing Element annual progress report
B. 2022 annual housing successor report

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Notes
1					2	3	4	5						6	7	8	9	10		11	12
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddi the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions reqested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*
Summary Row: Start Data Entry Below								0	7	0	8	0	10	3	28	0	0					
	071-202-050	1750 Bay Laurel Drive		BLD2022-00009	ADU	R	1/3/2022				1				1			No	No	No	Approved	
	062-404-220	411 Waverley Street		BLD2022-00020	ADU	R	1/4/2022		1						1			No	No	No	Approved	
	071-175-070	725 Evergreen Street		BLD2022-00054	ADU	R	1/7/2022		1						1			No	No	No	Approved	
	071-301-210	973 Roble Avenue		BLD2022-00213	ADU	R	1/25/2022						1		1			No	No	No	Approved	
	071-411-440	450 Blake Street		BLD2022-00445	ADU	R	2/14/2022		1						1			No	No	No	Approved	
	071-043-040	1221 Cotton Street		BLD2022-00555	ADU	R	2/23/2022		1						1			No	No	No	Approved	
	063-441-330	277 O'Connor Street		BLD2022-00651	ADU	R	3/7/2022						1		1			No	No	No	Approved	
	074-112-110	2171 Clayton Drive		BLD2022-00675	ADU	R	3/8/2022							1	1			No	No	No	Approved	
	071-331-030	671 Live Oak Avenue		BLD2022-00709	ADU	R	3/10/2022				1				1			No	No	No	Approved	
	071-241-030	755 Hermosa Way		BLD2022-00856	ADU	R	3/24/2022						1		1			No	No	No	Approved	
	071-231-270	740 Olive Street		BLD2022-00881	ADU	R	3/28/2022				1				1			No	No	No	Approved	
	071-180-730	491 Middle Court		BLD2022-00965	ADU	R	4/4/2022				1				1			No	No	No	Approved	
	071-113-100	905 Sherman Avenue		BLD2022-01023	ADU	R	4/11/2022				1				1			No	No	No	Approved	
	062-501-050	40 Gloria Circle		BLD2022-01168	ADU	R	4/21/2022						1		1			No	No	No	Approved	
	074-260-620	1000 Siskiyou Drive		BLD2022-01523	ADU	R	6/1/2022							1	1			No	No	No	Approved	
	071-133-010	775 Oak Knoll Drive		BLD2022-02079	ADU	R	7/28/2022				1				1			No	No	No	Approved	
	062-501-080	275 Gloria Circle		BLD2022-00153	ADU	R	1/19/2022						1		1			No	No	No	Approved	
	071-161-220	2 Wood Lane		BLD2022-00268	ADU	R	1/31/2022		1						1			No	No	No	Approved	
	071-180-840	1690 Oak Avenue		BLD2022-00530	ADU	R	2/22/2022				1				1			No	No	No	Approved	
	071-063-210	1360 Garden Lane		BLD2022-00541	ADU	R	2/23/2022						1		1			No	No	No	Approved	
	063-452-160	1435 Woodland Avenue		BLD2022-00715	ADU	R	3/10/2022						1		1			No	No	No	Approved	
	113-940-010	1965 Menalto Avenue		BLD2022-00920	ADU	R	3/31/2022				1				1			No	No	No	Approved	
	071-061-160	1125 San Mateo Drive		BLD2022-00956	ADU	R	4/4/2022						1		1			No	No	No	Approved	
	071-014-200	1355 Delfino Way		BLD2022-00962	ADU	R	4/4/2022		1						1			No	No	No	Approved	
	062-352-290	108 Laurel Avenue		BLD2022-01306	ADU	R	5/5/2022		1						1			No	No	No	Approved	
	071-014-080	1390 Delfino Way		BLD2022-01768	ADU	R	6/23/2022						1		1			No	No	No	Approved	
	071-221-120	5 Bolton Place		BLD2022-01901	ADU	R	7/11/2022						1		1			No	No	No	Approved	
	062-272-760	269 Willow Road		BLD2022-01003	SFD	O	4/7/2022							1	1			No	No	No	Approved	

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								
1					2	3	4							5	6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							123	0	89	0	122	0	1566		1900
	061-422-400	1550 El Camino Real		PLN2019-00082	5+	R			1				7	1/10/2022	8
	062-272-760	269 Willow Road		PLN2021-00024	SFD	O							1	1/10/2022	1
	062-065-050	811 Bay Road		PLN2021-00052	SFD	O							2	3/30/2022	2
	071-433-140	135 El Camino Real			SFA	R							1	9/12/2022	1
	055-440-010	1350 Willow Road	Willow Village	PLN2017-00064	5+	R	119		76		117		1418	12/6/2022	1730
	071-381-130	1205 Middle Avenue		BLD2018-01060	ADU	R									0
	074-260-600	1020 Siskiyou Drive		BLD2021-00193	ADU	R									0
	071-213-010	1080 Cotton Street		BLD2021-00510	ADU	R									0
	062-041-100	1037 Oakland Avenue		BLD2021-01909	ADU	R									0
	062-402-140	4 Manor Place		BLD2021-01979	ADU	R									0
	071-393-090	263 Princeton Road		BLD2021-02218	ADU	R									0
	055-331-180	341 Terminal Avenue		BLD2021-02378	ADU	R									0
	074-351-020	2240 Avy Avenue		BLD2021-02467	ADU	R									0
	071-051-100	1260 Hermosa Way		BLD2021-02551	ADU	R									0
	071-222-040	7 Cheryl Place		BLD2021-02612	ADU	R									0
	071-370-260	1 Maywood Lane		BLD2021-02643	ADU	R									0
	062-351-170	219 Laurel Avenue		BLD2021-02752	ADU	R									0
	071-123-080	1870 Oakdell Drive		BLD2021-03464	ADU	R									0
	071-394-110	275 Yale Road		BLD2021-03505	ADU	R									0
	071-202-050	1750 Bay Laurel Drive		BLD2022-00009	ADU	R									0
	062-404-220	411 Waverley Street		BLD2022-00020	ADU	R									0
	071-175-070	725 Evergreen Street		BLD2022-00054	ADU	R									0
	071-301-210	973 Roble Avenue		BLD2022-00213	ADU	R									0
	071-411-440	450 Blake Street		BLD2022-00445	ADU	R									0
	071-043-040	1221 Cotton Street		BLD2022-00555	ADU	R									0
	063-441-330	277 O'Connor Street		BLD2022-00651	ADU	R									0
	074-112-110	2171 Clayton Drive		BLD2022-00675	ADU	R									0
	071-331-030	671 Live Oak Avenue		BLD2022-00709	ADU	R									0
	071-241-030	755 Hermosa Way		BLD2022-00856	ADU	R									0
	071-231-270	740 Olive Street		BLD2022-00881	ADU	R									0
	071-180-730	491 Middle Court		BLD2022-00965	ADU	R									0
	071-113-100	905 Sherman Avenue		BLD2022-01023	ADU	R									0
	062-501-050	40 Gloria Circle		BLD2022-01168	ADU	R									0
	074-260-620	1000 Siskiyou Drive		BLD2022-01523	ADU	R									0
	071-133-010	775 Oak Knoll Drive		BLD2022-02079	ADU	R									0
	062-053-190	1020 Berkeley Avenue		BLD2019-01165	ADU	R									0
	071-214-070	916 Hermosa Way		BLD2021-00750	ADU	R									0
	062-271-410	237 Santa Margarita Avenue		BLD2021-00791	ADU	R									0
	062-332-350	675 Woodland Avenue		BLD2021-02015	ADU	R									0
	062-312-130	316 McKendry Drive		BLD2021-02377	ADU	R									0
	062-063-010	703 Bay Road		BLD2021-02501	ADU	R									0
	071-211-220	1555 Santa Cruz Avenue		BLD2021-02575	ADU	R									0
	071-431-100	836 Harvard Avenue		BLD2021-02674	ADU	R									0
	062-452-110	61 Willow Road		BLD2021-02705	ADU	R									0
	062-384-170	635 Central Avenue		BLD2021-02745	ADU	R									0
	071-223-050	1005 Windsor Drive		BLD2021-02748	ADU	R									0
	061-021-640	923 Theresa Court		BLD2021-02897	ADU	R									0
	071-111-210	1017 Louise Street		BLD2021-02948	ADU	R									0
	071-261-150	1131 Saxon Way		BLD2021-03071	ADU	R									0
	062-332-090	236 Lexington Drive		BLD2021-03417	ADU	R									0
	062-501-080	275 Gloria Circle		BLD2022-00153	ADU	R									0
	071-161-220	2 Wood Lane		BLD2022-00268	ADU	R									0
	071-180-840	1690 Oak Avenue		BLD2022-00530	ADU	R									0
	071-063-210	1360 Garden Lane		BLD2022-00541	ADU	R									0
	063-452-160	1435 Woodland Avenue		BLD2022-00715	ADU	R									0
	113-940-010	1965 Menalto Avenue		BLD2022-00920	ADU	R									0
	071-061-160	1125 San Mateo Drive		BLD2022-00956	ADU	R									0
	071-014-200	1355 Delfino Way		BLD2022-00962	ADU	R									0
	062-352-290	108 Laurel Avenue		BLD2022-01306	ADU	R									0
	071-014-080	1390 Delfino Way		BLD2022-01768	ADU	R									0
	071-221-120	5 Bolton Place		BLD2022-01901	ADU	R									0
	055-236-020	110 Constitution Drive	Menlo Portal	BLD2021-02268	5+	R									0
	055-242-140	141 Jefferson Drive	Menlo Uptown	BLD2021-00890	5+	R									0
	062-073-300	1105 Hollyburne Avenue		BLD2019-01079	SFD	O									0
	071-404-160	824 Partridge Avenue		BLD2021-02297	SFD	O									0
	062-272-760	269 Willow Road		BLD2022-01003	SFD	O									0
	071-413-120	661 Partridge Avenue		BLD2020-00710	SFD	O									0
	055-242-090	165 Jefferson Drive	Menlo Flats	BLD2020-00004	5+	O	4		12		5		137	3/28/2022	158
	062-215-030	323 Haight Street		BLD2019-01640	ADU	R									0
	062-237-150	104 Haight Street		BLD2019-01770	ADU	R									0
	062-092-040	1110 Madera Avenue		BLD2020-00721	ADU	R									0
	063-441-470	313 O'Connor St		BLD2020-00929	ADU	R									0
	071-214-060	930 Hermosa Way		BLD2020-01548	ADU	R									0
	055-272-250	247 Hedge Road		BLD2020-02077	ADU	R									0
	062-092-080	1120 Madera Avenue		BLD2020-02477	ADU	R									0
	071-222-030	8 Cheryl Place		BLD2020-02547	ADU	R									0
	055-272-180	219 Hedge Road		BLD2020-03388	ADU	R									0
	063-430-740	342 O'Connor Street		BLD2021-00026	ADU	R									0
	071-412-140	641 College Avenue		BLD2021-00318	ADU	R									0
	071-172-150	1745 Stanford Avenue		BLD2021-00640	ADU	R									0
	062-354-270	1911 Menalto Avenue		BLD2021-00978	ADU	R									0
	062-354-260	1909 Menalto Avenue		BLD2021-00979	ADU	R									0
	071-232-170	520 Hobart Street		BLD2021-01183	ADU	R									0
	071-401-040	445 University Drive		BLD2021-01353	ADU	R									0
	061-022-010	943 Timothy Lane		BLD2021-01600	ADU	R									0
	062-341-300	303 Robin Way		BLD2021-01689	ADU	R									0
	071-382-330	1290 Bay Laurel Drive		BLD2021-01691	ADU	R									0
	071-180-360	501 Fanita Way		BLD2021-02315	ADU	R									0
	062-303-160	611 Woodland Ave		PLN2019-00020	SFD	O									0
	071-293-080	1010 Mallet Court		PLN2019-00071	SFD	O									0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Building Permits								
			7							8	9
Current APN	Street Address	Project Name+	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
			10	17	37	16	63	18	676		837
061-422-400	1550 El Camino Real										0
062-272-760	269 Willow Road										0
062-065-050	811 Bay Road										0
071-433-140	135 El Camino Real										0
055-440-010	1350 Willow Road	Willow Village									0
071-381-130	1205 Middle Avenue					1				7/28/2022	1
074-260-600	1020 Siskiyou Drive					1				2/10/2022	1
071-213-010	1080 Cotton Street			1						1/6/2022	1
062-041-100	1037 Oakland Avenue								1	2/1/2022	1
062-402-140	4 Manor Place							1		7/21/2022	1
071-393-090	263 Princeton Road					1				1/6/2022	1
055-331-180	341 Terminal Avenue								1	1/24/2022	1
074-351-020	2240 Avy Avenue			1						3/31/2022	1
071-051-100	1260 Hermosa Way			1						4/7/2022	1
071-222-040	7 Cheryl Place							1		1/21/2022	1
071-370-260	1 Maywood Lane					1				8/24/2022	1
062-351-170	219 Laurel Avenue					1				2/15/2022	1
071-123-080	1870 Oakdell Drive			1						4/13/2022	1
071-394-110	275 Yale Road			1						4/5/2022	1
071-202-050	1750 Bay Laurel Drive					1				7/1/2022	1
062-404-220	411 Waverley Street			1						3/21/2022	1
071-175-070	725 Evergreen Street			1						7/14/2022	1
071-301-210	973 Roble Avenue							1		7/21/2022	1
071-411-440	450 Blake Street			1						7/18/2022	1
071-043-040	1221 Cotton Street			1						8/16/2022	1
063-441-330	277 O'Connor Street							1		9/1/2022	1
074-112-110	2171 Clayton Drive								1	10/5/2022	1
071-331-030	671 Live Oak Avenue					1				6/27/2022	1
071-241-030	755 Hermosa Way							1		12/14/2022	1
071-231-270	740 Olive Street					1				8/31/2022	1
071-180-730	491 Middle Court					1				11/7/2022	1
071-113-100	905 Sherman Avenue					1				10/25/2022	1
062-501-050	40 Gloria Circle							1		12/9/2022	1
074-260-620	1000 Siskiyou Drive								1	10/13/2022	1
071-133-010	775 Oak Knoll Drive					1				11/23/2022	1
062-053-190	1020 Berkeley Avenue			1						2/16/2022	1
071-214-070	916 Hermosa Way								1	9/29/2022	1
062-271-410	237 Santa Margarita Avenue			1						1/7/2022	1
062-332-350	675 Woodland Avenue							1		7/22/2022	1
062-312-130	316 McKendry Drive					1				5/5/2022	1
062-063-010	703 Bay Road			1						1/6/2022	1
071-211-220	1555 Santa Cruz Avenue							1		1/10/2022	1
071-431-100	836 Harvard Avenue							1		1/21/2022	1
062-452-110	61 Willow Road							1		3/14/2022	1
062-384-170	635 Central Avenue					1				3/4/2022	1
071-223-050	1005 Windsor Drive					1				9/27/2022	1
061-021-640	923 Theresa Court			1						1/13/2022	1
071-111-210	1017 Louise Street							1		5/23/2022	1
071-261-150	1131 Saxon Way							1		6/16/2022	1
062-332-090	236 Lexington Drive			1						10/19/2022	1
062-501-080	275 Gloria Circle							1		5/25/2022	1
071-161-220	2 Wood Lane			1						7/5/2022	1
071-180-840	1690 Oak Avenue					1				8/30/2022	1
071-063-210	1360 Garden Lane							1		6/13/2022	1
063-452-160	1435 Woodland Avenue							1		8/17/2022	1
113-940-010	1965 Menalto Avenue					1				9/6/2022	1
071-061-160	1125 San Mateo Drive							1		5/27/2022	1
071-014-200	1355 Delfino Way			1						5/23/2022	1
062-352-290	108 Laurel Avenue			1						11/30/2022	1
071-014-080	1390 Delfino Way							1		11/16/2022	1
071-221-120	5 Bolton Place							1		11/14/2022	1
055-236-020	110 Constitution Drive	Menlo Portal	3		14		31		287	3/18/2022	335
055-242-140	141 Jefferson Drive	Menlo Uptown	7		23		31		380	4/4/2022	441
062-073-300	1105 Hollyburne Avenue								1	3/8/2022	1
071-404-160	824 Partridge Avenue								1	3/16/2022	1
062-272-760	269 Willow Road								1	8/22/2022	1
071-413-120	661 Partridge Avenue						1		1	5/5/2022	2
055-242-090	165 Jefferson Drive	Menlo Flats									0
062-215-030	323 Haight Street										0
062-237-150	104 Haight Street										0
062-092-040	1110 Madera Avenue										0
063-441-470	313 O'Connor St										0
071-214-060	930 Hermosa Way										0
055-272-250	247 Hedge Road										0
062-092-080	1120 Madera Avenue										0
071-222-030	8 Cheryl Place										0
055-272-180	219 Hedge Road										0
063-430-740	342 O'Connor Street										0
071-412-140	641 College Avenue										0
071-172-150	1745 Stanford Avenue										0
062-354-270	1911 Menalto Avenue										0
062-354-260	1909 Menalto Avenue										0
071-232-170	520 Hobart Street										0
071-401-040	445 University Drive										0
061-022-010	943 Timothy Lane										0
062-341-300	303 Robin Way										0
071-382-330	1290 Bay Laurel Drive										0
071-180-360	501 Fanita Way										0
062-303-160	611 Woodland Ave										0
071-293-080	1010 Mallet Court										0

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier			Affordability by Household Incomes - Certificates of Occupancy								
			10							11	12
Current APN	Street Address	Project Name*	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness
			0	9	0	9	0	7	4		29
061-422-400	1550 El Camino Real										0
062-272-760	269 Willow Road										0
062-065-050	811 Bay Road										0
071-433-140	135 El Camino Real										0
055-440-010	1350 Willow Road	Willow Village									0
071-381-130	1205 Middle Avenue										0
074-260-600	1020 Siskiyou Drive										0
071-213-010	1080 Cotton Street										0
062-041-100	1037 Oakland Avenue										0
062-402-140	4 Manor Place										0
071-393-090	263 Princeton Road										0
055-331-180	341 Terminal Avenue										0
074-351-020	2240 Avy Avenue										0
071-051-100	1260 Hermosa Way										0
071-222-040	7 Cheryl Place										0
071-370-260	1 Maywood Lane										0
062-351-170	219 Laurel Avenue										0
071-123-080	1870 Oakdell Drive			1						10/28/2022	1
071-394-110	275 Yale Road			1						9/28/2022	1
071-202-050	1750 Bay Laurel Drive										0
062-404-220	411 Waverley Street										0
071-175-070	725 Evergreen Street										0
071-301-210	973 Roble Avenue										0
071-411-440	450 Blake Street										0
071-043-040	1221 Cotton Street										0
063-441-330	277 O'Connor Street										0
074-112-110	2171 Clayton Drive										0
071-331-030	671 Live Oak Avenue										0
071-241-030	755 Hermosa Way										0
071-231-270	740 Olive Street										0
071-180-730	491 Middle Court										0
071-113-100	905 Sherman Avenue										0
062-501-050	40 Gloria Circle										0
074-260-620	1000 Siskiyou Drive										0
071-133-010	775 Oak Knoll Drive										0
062-053-190	1020 Berkeley Avenue			1						3/3/2022	1
071-214-070	916 Hermosa Way										0
062-271-410	237 Santa Margarita Avenue										0
062-332-350	675 Woodland Avenue										0
062-312-130	316 McKendry Drive										0
062-063-010	703 Bay Road			1						12/6/2022	1
071-211-220	1555 Santa Cruz Avenue							1		9/13/2022	1
071-431-100	836 Harvard Avenue										0
062-452-110	61 Willow Road							1		11/14/2022	1
062-384-170	635 Central Avenue										0
071-223-050	1005 Windsor Drive										0
061-021-640	923 Theresa Court										0
071-111-210	1017 Louise Street										0
071-261-150	1131 Saxon Way										0
062-332-090	236 Lexington Drive										0
062-501-080	275 Gloria Circle										0
071-161-220	2 Wood Lane										0
071-180-840	1690 Oak Avenue										0
071-063-210	1360 Garden Lane										0
063-452-160	1435 Woodland Avenue										0
113-940-010	1965 Menalto Avenue					1				12/12/2022	1
071-061-160	1125 San Mateo Drive										0
071-014-200	1355 Delfino Way										0
062-352-290	108 Laurel Avenue										0
071-014-080	1390 Delfino Way										0
071-221-120	5 Bolton Place										0
055-236-020	110 Constitution Drive	Menlo Portal									0
055-242-140	141 Jefferson Drive	Menlo Uptown									0
062-073-300	1105 Hollyburne Avenue										0
071-404-160	824 Partridge Avenue										0
062-272-760	269 Willow Road										0
071-413-120	661 Partridge Avenue										0
055-242-090	165 Jefferson Drive	Menlo Flats									0
062-215-030	323 Haight Street					1				10/4/2022	1
062-237-150	104 Haight Street					1				8/4/2022	1
062-092-040	1110 Madera Avenue					1				3/20/2022	1
063-441-470	313 O'Connor St					1				10/17/2022	1
071-214-060	930 Hermosa Way					1				7/11/2022	1
055-272-250	247 Hedge Road					1				6/15/2022	1
062-092-080	1120 Madera Avenue			1						4/26/2022	1
071-222-030	8 Cheryl Place			1						1/13/2022	1
055-272-180	219 Hedge Road			1						6/9/2022	1
063-430-740	342 O'Connor Street			1						6/28/2022	1
071-412-140	641 College Avenue							1		3/31/2022	1
071-172-150	1745 Stanford Avenue							1		4/19/2022	1
062-354-270	1911 Menalto Avenue							1		6/2/2022	1
062-354-260	1909 Menalto Avenue							1		5/10/2022	1
071-232-170	520 Hobart Street							1		10/6/2022	1
071-401-040	445 University Drive			1						1/12/2022	1
061-022-010	943 Timothy Lane								1	3/23/2022	1
062-341-300	303 Robin Way								1	6/24/2022	1
071-382-330	1290 Bay Laurel Drive					1				6/24/2022	1
071-180-360	501 Fanita Way					1				3/1/2022	1
062-303-160	611 Woodland Ave								1	8/4/2022	1
071-293-080	1010 Mallet Court								1	2/14/2022	1

Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier				Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
			13	14	15	16	17	18	19	20			21	22	23	24
Current APN	Street Address	Project Name*	How many of the units were Extremely Low Income?*	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (If affordable in perpetuity, enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			82	0						0		0				
061-422-400	1590 El Camino Real			N			INC		55							
052-272-760	209 Willow Road			N												
062-055-050	811 Bay Road			N												
071-433-140	135 El Camino Real			N												
055-440-010	1350 Willow Road	Willow Village	82	N			INC		55							
071-381-130	1205 Middle Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-260-600	1020 Siskiyou Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-213-010	1080 Colton Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-041-100	1037 Oakland Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-402-140	4 Manor Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-393-090	263 Princeton Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
055-331-180	341 Terminal Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-351-020	2240 Ary Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-051-100	1260 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-222-040	7 Cheryl Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-370-260	1 Maywood Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-351-170	219 Laurel Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-123-080	1870 Oakdell Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-394-110	275 Yale Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-202-090	1750 Bay Laurel Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-404-220	411 Waverley Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-175-070	725 Evergreen Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-301-210	973 Roble Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-411-440	450 Blake Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-043-040	1221 Colton Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
063-441-330	277 O'Connor Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-112-110	2171 Claydon Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-331-030	671 Live Oak Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-241-030	755 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-231-270	740 Olive Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-180-730	491 Middle Court		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-113-100	905 Sherman Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-501-090	40 Gloria Circle		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
074-260-620	1000 Siskiyou Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-133-010	775 Oak Knoll Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-053-190	1020 Berkeley Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-214-070	916 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-271-410	237 Santa Margarita Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-332-390	675 Woodland Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-312-130	316 McKendry Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-063-010	703 Bay Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-211-220	1955 Santa Cruz Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-433-100	836 Harvard Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-452-110	61 Willow Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
062-384-170	635 Central Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								
071-223-090	1005 Windsor Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.								

061-021-640	923 Theresa Court		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-111-210	1017 Louise Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-261-190	1131 Saxon Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-332-090	236 Lexington Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-301-080	275 Gloria Circle		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-161-220	2 Wood Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-180-840	1690 Oak Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-063-210	1360 Garden Lane		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
063-452-160	1435 Woodland Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
113-940-010	1965 Menalto Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-061-160	1125 San Mateo Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-014-200	1355 Delfino Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-352-290	108 Laurel Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-014-080	1390 Delfino Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-221-120	5 Bolton Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
055-236-020	110 Constitution Drive	Menlo Portal	0	N			INC		55				4.7%		1	Development Standards Modification	Yes
055-242-140	141 Jefferson Drive	Menlo Uptown	0	N			INC		55								
062-073-310	1105 Hollyburne Avenue		0	N													
071-104-190	824 Partridge Avenue		0	N													
062-272-760	269 Willow Road		0	N													
071-413-120	661 Partridge Avenue		0	N			INC		1000								
055-242-090	165 Jefferson Drive	Menlo Flats	0	N			INC		55								
062-215-030	323 Haight Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-237-190	104 Haight Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-092-040	1110 Madera Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
063-441-470	313 O'Connor St		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-214-080	930 Hermosa Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
055-272-250	247 Hedge Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-092-080	1120 Madera Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-222-030	8 Cheryl Place		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
055-272-180	219 Hedge Road		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
063-430-740	342 O'Connor Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-412-140	641 College Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-172-190	1745 Stanford Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-354-270	1911 Menalto Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-354-260	1909 Menalto Avenue		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-232-170	520 Hobart Street		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-401-040	445 University Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
061-022-010	943 Timothy Lane		0	N				Second Unit (SU) affordability is consistent with theHousing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-341-300	303 Robin Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-382-330	1290 Bay Laurel Drive		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
071-180-360	501 Fenita Way		0	N				Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.									
062-303-160	611 Woodland Ave		0	N													
071-293-080	1010 Mallet Court		0	N													

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1		2									3	4
Income Level		**RHNA Allocation by Income Level**		**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	233	-	84	42	-	-	-	-	58	10	-	244	-
	Non-Deed Restricted		-	1	3	8	9	1	-	11	17	-		
Low	Deed Restricted	129	-	20	-	2	1	14	13	-	37	-	144	-
	Non-Deed Restricted		-	2	4	4	5	2	13	11	16	-		
Moderate	Deed Restricted	143	-	-	-	-	2	6	-	-	63	-	103	40
	Non-Deed Restricted		-	-	-	1	1	1	-	11	18	-		
Above Moderate		150	-	712	17	20	26	172	230	5	676	-	1,858	-
Total RHNA		**655**												
Total Units			**-**	**819**	**66**	**35**	**44**	**196**	**256**	**96**	**837**	**-**	**2,349**	**40**

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5		2015	2016	2017	2018	2019	2020	2021	2022	2023	6	7
	Extremely low-Income Need											**Total Units to Date**	**Total Units Remaining**
Extremely Low-Income Units*	117		7	-	-	-	-	-	-	-	-	**7**	**110**

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This was completed annually as part of the City Council's work plan process, taking into consideration the yearly Housing Element review.
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD	Annually	Annual review for the 2021 calendar year was accepted by the City Council on March 22, 2022 and submitted to HCD. Using forms provided by HCD, the 2022 annual review was completed by staff between January and February 2023, and public reviews were conducted by the Housing Commission, Planning Commission, and City Council in February and March 2023.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program H1.D)	Ongoing	Materials are available at Menlo Park City Hall and on the City's website. In 2022, fair housing and legal services referrals were provided by phone, email, and through in-person appointments to Project Sentinel, Community Legal Services of East Palo Alto, Legal Aid Society of San Mateo County, and the San Mateo County Department of Housing. Fair housing and legal services information was updated and available on the City website. A total of six complaints were filed and resolved in Menlo Park between 2013 and 2020, which is the time range of information available from the federal Office of Fair Housing and Equal Opportunity. A total of two complaints were filed and resolved in Menlo Park through the California Department of Fair Employment and Housing between 2018 and 2022.

H1.D Provide Information on Housing Programs	**Obtain and distribute materials at public locations; conduct staff training**	**Annually**	**In addition to the materials hosted on the City's website, staff provided assistance to community members via phone, email, and in person as requested. Materials were available at Menlo Park City Hall. In 2022, the Housing Commission conducted nine public meetings virtually as a result of the COVID-19 pandemic and transitioned to a hybrid meeting format to provide additional formats for public engagement for the final two meetings of 2022.** **In 2022, as part of the 2023-2031 Housing Element Update, City staff generated and distributed flyers with housing resources in both English and Spanish. The flyers were made available at Housing Element Update events, City Hall, and the Project Galleries for the Housing Element Update at the Main Library and the Belle Haven Branch Library.**
H1.E Undertake Community Outreach When Implementing Housing Element Programs	**Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)**	**Consistent with program timelines**	**In 2022, housing-related materials and information were primarily available on the City's website and by request at City Hall. Agendas and notices are also posted on the City's website and at City Hall. The public may opt-in to an email subscription to receive Housing Commission agendas and general updates. Housing Commission meetings are conducted monthly. In 2022, the Housing Commission conducted nine public meetings. Additional public outreach is conducted based on program type. The Housing Commission's most recent annual work plan was approved by City Council on January 24, 2023.** **In 2022, as part of the 2023-2031 Housing Element Update, the City continued to conduct extensive community outreach in the development of Housing Element policies and programs (e.g., public meetings, pop-up events, focus groups, interviews, citywide mailers and surveys, and door-to-door outreach). The City partnered with local non-profits to extend outreach and engagement, particularly to groups that traditionally have been less involved and represented in local planning.**

H1.F Work with the San Mateo County Department of Housing	**Coordinate with County efforts to maintain and support affordable housing**	**Ongoing**	**Continued participation and coordination has occurred as part of the countywide 21 Elements organization. Working with the County Department of Housing and other jurisdictions on housing-related topics, such as accessory dwelling units, and coordination in implementing Housing Element programs and developing the updated 6th Cycle Housing Element.**
H1.G Adopt an Anti-Discrimination Ordinance	**Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed**	**2016**	**Complete. On August 6, 2018, the City Council approved an anti-discrimination ordinance.**
H1.H Utilize the City's Below Market Rate (BMR) Housing Fund	**Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households**	**Ongoing**	**In May 2021, the City Council authorized $1.2 million from the BMR housing fund to support Habitat for Humanity Greater San Francisco's proposal to create a Homeownership Preservation Program. The program will assist low income homeowners in Menlo Park with major repairs and rehabs that address acute safety issues and enable homeowners to age in place and remain in the community they have been a part of for many years. In December 2022, staff released a NOFA with an amount of $1.5 million to $2 million and received three proposals, which are being reviewed by City staff and anticipated for Housing Commission review in the first half of 2023.**

H1.I Work with Non-Profits on Housing	**Maintain a working relationship with non-profit housing sponsors**	**Ongoing**	**The Council approved the establishment of a community housing fund in 2019, originally known as the Tenant Assistance Program (TAP), administered by a local nonprofit, Samaritan House San Mateo. Samaritan House, with support from the City, has continued to offer financial assistance to lower income tenants experiencing hardships and/or potential displacement. In October 2021, the City Council approved $250,000 in American Rescue Plan funds to increase funding for the program, which was renamed from TAP to the Housing Assistance Program. In March 2022, the City disbursed $250,000 in additional funding for the program. In addition to the remaining $4,000 of the $100,000 of initial funding, Samaritan House distributed a total of approximately $25,237 of the program's additional $250,000 funding allocation in 2022, which assisted 8 households comprised of 19 individuals in remaining stably housed while experiencing financial hardship and economic instability.** **Separately, during the development of the 2023-2031 6th Cycle Housing Element update, City staff met with affordable housing developers, housing service providers, organizations advocating for affordable housing opportunities for people with disabilities, and other organizations, and incorporated feedback and recommendations into the development of the 2023-2031 6th Cycle Housing Element. In addition, the City partnered with Climate Resilient Communities (CRC) to assist in community engagement and outreach efforts in the historically underserved Belle Haven neighborhood and citywide as part of the 6th Cycle Housing Element update process.Simultaneous with the 6th Cycle Housing Element update and throughout 2022, the City has been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element.**

H1.J Update the Housing Element	**Assure consistency with SB 375 and Housing Element law**	**2023**	**Completed. The City Council adopted the 2015-2023 5th Cycle Housing Element on April 1, 2014, and it was certified by HCD on April 16, 2014. More recently, after approximately 19 months of outreach efforts, public meetings, and communications with HCD staff, the City Council adopted the 2023-2031 6th Cycle Housing Element on January 31, 2023, and it was submitted to HCD for certification on February 8, 2023.**
H1.K Address Rent Conflicts	**Resolve rent conflicts as they arise**	**Ongoing**	**In November 2019, the City Council passed an urgency ordinance to enact state law AB 1482 locally prior to the January 1, 2020 effective date, enacting rent increase and just cause protections. In 2022, the City has continued to be an informational resource for local tenants unfamiliar with new state laws. Informative material is available on the City's website, including contact information for free legal services.**
H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments	**Comply with Government Code Section 65589.7**	**2015 and 2020 (as part of Urban Water Management Plan updates)**	**Complete. This program was finalized in February 2014 through City Council resolution number 6187, which grants priority for water service allocations to proposed housing developments with units affordable to lower income households in the Menlo Park Municipal Water District service area. In the first half of 2023, the City anticipates adoption of an updated resolution for priority water service for affordable housing developments.**
H1.M Lobby for Changes to State Housing Element Requirements	**Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)**	**Ongoing**	**The City continues to participate in the 21 Elements organization to review, discuss, analyze, collaborate, and provide comment on various housing and planning-related legislation for San Mateo County jursidictions.**
H2.A Adopt Ordinance for "At Risk" Units	**Protect existing affordable housing**	**2016**	**There are no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents. In 2021, the City did exercise its right to purchase two BMR ownership units. The City's purchase preserves the units and allows the City to identify and sell the unit to a new BMR buyer. Throughout 2022, the City progressed the purchase and made initial steps towards an upcoming sale in 2023.**

H2.B Promote Energy Efficient/Renewable Programs	**50 or more homes and businesses participating in a program**	**Establish policy and programs by 2017; Participation rate by 2022**	**An estimated 98% of residents and businesses are served by Peninsula Clean Energy (PCE) that provides greenhouse gas free (fossil fuel free) electricity to homes and businesses in Menlo Park. Menlo Park continues to participate and promote regional energy efficiency/renewable energy regional programs, such as the Bay Area Regional Energy Network (BayREN). The city also requires all new buildings to be all-electric with no to little natural gas (fossil fuel) usage to capitalize on PCE's clean electricity offerings and support the City in meeting its 2030 Climate Action Plan goal to be carbon neutral by 2030.**
H2.C Amend the Zoning Ordinance to Protect Existing Housing	**Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes**	**Consider as part of the City's General Plan Update (2014-2017)**	**The zoning ordinance efforts during the ConnectMenlo general plan update process focused on the creation of new housing in an area that previously did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintain the City's housing stock. This is an ongoing item staff will evaluate along with other housing priorities.** **Recent State laws such as the Housing Crisis Act of 2019 (SB 330) and the Housing Accountability Act are adhered to by the City to protect and support housing development. Throughout 2022, the City also studied as part of the 6th Cycle Housing Element Update other amendments to the Zoning Ordinance to protect existing housing and address residential displacement impacts (Program H2.B).**
H2.D Assist in Implementing Housing Rehabilitation Programs	**Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)**	**2015-2023**	**The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations. The City continues to service existing loans in the portfolio.**
H3.A Zone for Emergency Shelter for the Homeless	**Amend the Zoning Ordinance**	**2014; concurrent with RHNA 5 Housing Element Update**	**Complete. An ordinance was adopted in April 2014 that identifies the location of an overlay to allow an emergency shelter for the homeless as a use by right and includes standards consistent with State law as established in SB2.**
H3.B Zone for Transitional and Supportive Housing	**Amend the Zoning Ordinance**	**2014; concurrent with RHNA 5 Housing Element Update**	**Complete. An ordinance was adopted in April 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.**

H3.C Adopt Procedures for Reasonable Accommodation	**Amend the Zoning Ordinance and/or modify administrative procedures; create public handout**	**2014; concurrent with RHNA 5 Housing Element Update**	**Complete. An ordinance was adopted in April 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to housing.**
H3.D Encourage Rental Housing Assistance Programs	**Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)**	**2015-2023**	**There were approximately 240 housing vouchers issued for incorporated Menlo Park in 2022, which assist a total of 406 individuals. Of the total, 192 households include elderly or disabled persons and 49 are households with children. This information is supplied to the City by the County of San Mateo's Department of Housing.**
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	**Coordinate in the construction of homeless facility (if determined feasible)**	**Longer term program as the opportunity arises**	**There are no plans for a specific facility in Menlo Park at this time, however, in 2022, San Mateo County initiated the Working Together to End Homelessness initiative. In 2022, the County broke ground on a new 240-bed navigation center in nearby Redwood City. The project will offer temporary housing as well as services for the unhoused. The City continues to collaborate with other jurisdictions to house people experiencing homelessness, including the Project Homekey program and multi-jurisdictional navigational centers.**
H3.F Assist in Providing Housing for Persons Living with Disabilities	**Provide housing and services for disabled persons**	**Ongoing**	**Continued participation and coordination has occurred as part of the countywide 21 Elements organization and with the County Department of Housing and other jurisdictions on housing-related topics such as reasonable accommodation, visitability, and other relevant topics. Participation in the County's Home For All initiative has continued and aims to identify housing needs for all sectors of the community. The City also supports the activities of local non-profit housing providers, such as HIP Housing, whom provide services for disabled persons.**
H3.G Develop Incentives for Special Needs Housing	**Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities**	**Consider as part of the City's General Plan Update (2014-2017)**	**Complete. The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to a 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.**

H3.H Continue Support for Countywide Homeless Programs	**Support housing and services for the homeless and at-risk persons and families**	**Ongoing**	**In 2022, the City focused on identifying policies and programs to meet the needs of people who are experiencing homelessness. New programs prepared as part of the 6th Cycle Housing Element include H3.G, which includes a range of revisions to the City's code such as explicitly allowing transitional and supportive housing in all residential zones, allowing group homes in all residential zones, allowing for low barrier navigation centers in mixed use and non-residential districts, and providing multilingual information on housing programs to extend the reach of helpful information to assist in securing housing.** **City staff participate in monthly meetings with LifeMoves Homeless Outreach Team, where various city officials meet with outreach services to discuss cases of housed individuals and joint-response strategies. City staff work closely with community based organizations and the San Mateo County Human Services Agency to coordinate outreach and referral services, with the goal of ending homelessness in Menlo Park.**
H3.I Work with the Department of Veterans Affairs on Homeless Issues	**Coordination in addressing the needs of the homeless**	**2014; ongoing thereafter**	**The Veteran Affairs Medical Center in Menlo Park awarded a project proposal to local non-profit housing developer, MidPen Housing. On November 15, 2022 MidPen Housing submitted a study session application for a 62-unit development designed for veterans who are homeless or at risk of immiment homelessness. The project is being reviewed by City staff and is anticipated to be discussed by the Planning Commission in the first quarter of 2023.**
H4.A Modify R-2 Zoning to Maximize Unit Potential	**Amend the Zoning Ordinance to minimize underutilization of R-2 development potential**	**Consider as part of the City's General Plan Update (2014-2017)**	**Staff plan to revisit modifications to the R-2 in the future and assess the utilization of the allowed density for this zoning district.**
H4.B Implement Inclusionary Housing Regulations	**Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park**	**Ongoing**	**In March 2022, the City adopted updates to the Below Market Rate housing Program Guidelines, including changes to the purchase and rental interest list eligibility criteria and general programming-related descriptions. The updates support increasing the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County.**
H4.C Modify BMR Guidelines	**Amend the Zoning Ordinance to require affordable units in market rate developments**	**2015**	**As described above, In March 2022, the City adopted updates to the Below Market Rate housing Program Guidelines, including changes to the purchase and rental interest list eligibility criteria and general programming-related descriptions. The updates support increasing the housing supply for households that have extremely low, very low, low and moderate incomes compared to the median income for San Mateo County.**

H4.D Update the BMR Fee Nexus Study	**Update to fees consistent with the nexus of potential impacts on affordable housing need**	**2015**	**The City participated in the 21 Elements BMR nexus fee study in 2016 and 2017. There were no changes made to housing impacts fees as a result of the study. In 2020, BAE Urban Economics, Inc. completed its study known as the Inclusionary Housing Feasibility Analysis. As a result of the COVID-19 pandemic and changing economic conditions, staff will be re-evaluating recommended updates from both the nexus fee study and inclusionary housing feasibility analysis. Throughout 2022, as part of the 2023-2031 Housing Element Update, the City continued to assess the BMR Fee Nexus Study. The City will continue to assess this Study as part of the 6th Cycle Housing Element.**
H4.E Modify Second Dwelling Unit Development Standards and Permit Process	**Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.**	**2014; ongoing thereafter**	**In 2022, 56 building permits were issued for new accessory dwelling units (ADUs).The number of new ADUs for the 2022 calendar year exceeded the total target of 40 units for the 2015-2023 planning period.**
H4.F Establish a Process and Standards to Allow the Conversion of Accessory Buildings and Structures to a Secondary Dwelling Unit	**Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)**	**2014; review the effectiveness of the ordinance in 2015**	**Given changes in state law effective January 1, 2020, an urgency ordinance was passed by City Council on February 25, 2020 to ensure the City's ordinance complies with state law. As permitted by the City's zoning ordinance, conversion may include complete demolition of the existing accessory building and reconstruction of an ADU in the same footprint.**
H4.G Implement First-Time Homebuyer Program	**Provide referrals**	**2015-2023**	**The City is referring first time homebuyers to HEART of San Mateo County for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D. The City continues to maintain a BMR ownership interest list for other potential BMR unit sale and resale opportunities as they occur.**
H4.H Work with Non-Profits and Property Owners on Housing Opportunity Sites	**Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites**	**Ongoing**	**Throughout 2022, the City has been coordinating with MidPen Housing to support a 62-unit affordable housing development on approximately two acres of the Menlo Park Veterans Affairs (VA) Medical Center campus at 795 Willow Road. The site is included as Housing Opportunity Site #64 in the 6th Cycle Housing Element.** **The City will continue to identify partnership opportunities that further the development of affordable units in Menlo Park.**

H4.I Create Multi-Family and Residential Mixed Use Design Guidelines	**Adopt design guidelines for multi-family and mixed use housing developments**	**Consider as part of the City's General Plan Update (2014-2017)**	**As part of the General Plan and M-2 Area Zoning Update in 2016, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The zoning district includes design standards, which include a number of provisions addressing building modulation, height variation, site design, and open space requirements.**
H4.J Consider Surplus City-Owned Land for Housing	**Identify opportunities for housing as they arise**	**Consider as part of the City's General Plan Update (2014-2017)**	**Throughout 2022, as part of the 2023-2031 Housing Element Update, redevelopment of City-owned parking lots for affordable housing in the downtown area was discussed in public meetings facilitated by City staff and ultimately adopted as Program H4.G for the 2023-2031 planning period. Program H4.G describes a City-led process to promote housing development on underutilized City-owned parking lots in downtown. For any City-owned surplus lands identified, the City will adhere to procedures consistent with the Surplus Lands Act to provide affordable housing developers a first right of refusal (AB 1486).**
H4.K Work with the Fire District	**Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments**	**2014 (in progress)**	**The Menlo Park Fire Protection District (MPFPD) adopted an ordinance amending the 2022 California Fire Code on November 15, 2022. The ordinance includes greater requirements for built-in automatic fire sprinkler protection systems in buildings, adds fire alarm maintenance requirements, and sets minimum fire-flow requirements for buildings, among other amendments. The City Council approved a resolution ratifying the MPFPD amendments on December 6, 2022.**
H4.L Coordinate with School Districts to Link Housing with School District Planning Activities	**Coordinate and consider school districts long-range planning, resources and capacity in planning for housing**	**Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014-2017)**	**Throughout 2022, as part of the 2023-2031 Housing Element Update, the City engaged with school districts in outreach efforts (e.g., focus groups) to collect feedback on how to improve linkages between housing and school district planning activities. A fiscal impact analysis was commissoned by the City to provide analysis and findings related to the fiscal impacts that construction of units in the Housing Element would have on the school districts that serve Menlo Park. Further, Housing Opportunity Site #38 (former Flood School Site) is a vacant site in Menlo Park that the City included in the Housing Element to acknowledge a potential future affordable housing development.**
H4.M Review the Subdivision Ordinance	**Modify the Subdivision Ordinance as needed**	**Consider as part of the City's General Plan Update (2014-2017)**	**No activity to date.**

H4.N Create Opportunities for Mixed Use Development	**Conduct study and establish regulations to allow housing in commercial zones**	**Consider as part of the City's General Plan Update (2014-2017)**	**As part of the General Plan and M-2 Area Update approval in December 2016, the Council adopted zoning amendments to the C-2-B zoning district to allow residential uses to create mixed-use opportunities in key areas along the Willow Road Corridor and created the R-MU zoning district. A number of properties that were previously zoned for commercial and industrial uses were rezoned with the new zoning district to create opportunities for higher density housing and mixed use developments. Consideration of the amended C-2-B and the new R-MU zoning districts will continue on an as-needed basis.**
H4.O Review Transportation Impact Analysis Guidelines	**Modify Transportation Impact Analysis (TIA) guidelines**	**Consider as part of the City's General Plan Update (2014-2017)**	**In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan (TMP) was a high priority. A consultant team was hired in 2017 to lead the TMP effort and an 11-member City-led Oversight and Outreach Committee (OOC) was formed to help guide the process. In 2019, the City Council added an update of the Transportation Impact Analysis (TIA) Guidelines to their work plan. In early 2020, the City Council provided feedback on the approach to modify the TIA guidelines. An updated version of the TIA Guidelines was adopted by City Council on June 16, 2020. On January 11, 2022, the City Council updated the TIA Guidelines to reflect the latest vehicle miles traveled thresholds.**
H4.P Update Parking Stall and Driveway Design Guidelines	**Modify Parking Stall and Driveway Design Guidelines**	**2014**	**In 2017, the City began a preliminary review of the parking stall and driveway design guidelines. Review of these guidelines is still underway.**
H4.Q Achieve Long-Term Viability of Affordable Housing	**Establish project management and other ongoing project coordination needs**	**As developments are proposed and ongoing thereafter**	**HouseKeys is the program administrator for Menlo Park's BMR housing program. HouseKeys, a registered non-profit organization, provides home ownership, rental and finance programs on behalf of multiple Bay Area municipalities. As the BMR housing administrator for Menlo Park, HouseKeys assists in providing housing opportunities to income eligible households. HouseKeys provides a web-based software platform created to help eligible households manage program guidelines, find housing opportunities, and navigate the application process.**

H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	**Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed**	**2014**	**In October 2015, the City Council approved the removal of on-street parking along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Two parcels along Haven Avenue that were identified as housing opportunity sites in the Housing Element were redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor. Bike lanes along a portion of Haven Avenue have been installed. The City is working with Caltrans to complete the remaining portion by 2023.**
H4.S Explore Creation of a Transportation Management Association	**Explore creation of a Transportation Management Association**	**Consider as part of the City's General Plan Update (2014-2017)**	**In April 2019, the City released a joint request for proposals (RFP) with the City of Foster City to solicit bids from prospective firms to assist with Transportation Management Association (TMA) feasibility studies. Two independent contracts were awarded to Steer Group to conduct the studies, with the City of Menlo Park awarding Steer Group's contract in July 2019. The initial phase of work included data collection and analysis, along with stakeholder outreach and surveying. A progress report was presented to the City Council on February 25, 2020. On July 16, 2020, an options analysis was presented to the City Council and direction was given to further investigate the citywide and sub-regional TMA options. Although the original completion date of the feasibility study was July 2020, it was extended to account for the COVID-19 pandemic changing commute patterns, along with the operational start of a sub-regional TMA, Manzanita Transit, in November 2020. Due to the unknowns from the COVID-19 pandemic and the start of Manzanita Transit, the study pivoted from pursuing the creation of a new TMA to leveraging existing resources and organizations such as Commute.org and Manzanita Transit. Accounting for these latest regional updates, Steer Group conducted a detailed analysis on the two options to identify how to structure a potential TMA. A draft Final Report was shared with the City Council and the Complete Streets Commission in April 2021 to garner feedback. The Final Report and recommendation was approved by City Council in October 2021, with the goal of accomplishing short and long term report recommendations over the next few years. One of the short-term recommendations was achieved in January 2022, when the City Council approved a resolution formalizing the City's membership into Commute.org.**

H4.T Explore Pedestrian and Bicycle Improvements	**Coordinate with Redwood City on potential pedestrian and bicycle improvements**	**Consider as part of the City's General Plan Update (2014-2017)**	**In November 2020, the City adopted the Transportation Master Plan that now serves as an update to the City's previous Sidewalk Master Plan and Comprehensive Bicycle Development Plan. In 2022, the City completed new pedestrian facilities on Sharon Road as part of the plan implementation.**

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Very Low Income**	**Low Income**	**Moderate Income**	**Above Moderate Income**	**Description of Commercial Development Bonus**	**Commercial Development Bonus Date Approved**
Summary Row: Start Data Entry Below									

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

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Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2
Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Above Moderate RHNA		Notes
1					2	3	4							5		6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below																

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G

Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	Menlo Park	
Reporting Period	2022 (Jan. 1 - Dec. 31)	

NOTE: This table is meant to contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For San Mateo County jurisdictions, please format the APN's as follows:999-999-999

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21.
Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: + indicates an optional field

Cells in grey contain auto-calculation formulas

Table I

Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)

Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Activity**	**Date**	**Very Low Income**	**Low Income**	**Moderate Income**	**Above Moderate Income**	**Notes**
Summary Row: Start Data Entry Below										
074-573-090	2300 Tioga Drive		SUB2022-0004	Application for Parcel Map for Lot Split	5/23/2022					Request to split one lot into two lots

Jurisdiction	Menlo Park	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low- Income Deed Restricted**	**Very Low- Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate- Income Deed Restricted**	**Moderate- Income Non Deed Restricted**	**Above Moderate- Income**	**Total Additional Beds Created Due to Density Bonus**	**Notes**
Summary Row: Start Data Entry Below														

Jurisdiction	Menlo Park	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	10
	Non-Deed Restricted	17
Low	Deed Restricted	37
	Non-Deed Restricted	16
Moderate	Deed Restricted	63
	Non-Deed Restricted	18
Above Moderate		676
Total Units		**837**

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	1	0	0
SFD	3	5	2
2 to 4	0	0	0
5+	1896	776	0
ADU	0	56	27
MH	0	0	0
Total	**1900**	**837**	**29**

Housing Applications Summary	
Total Housing Applications Submitted:	28
Number of Proposed Units in All Applications Received:	28
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

CITY OF MENLO PARK

April 1, 2023

City of Menlo Park, Housing Successor for the
former City of Menlo Park Redevelopment Agency
701 Laurel Street, Menlo Park, CA 94025
650-330-6640
menlopark.gov

Senate Bill 341 Annual Housing Successor Report
for the Fiscal Year Ending June 30, 2022

During the fiscal year, the Low and Moderate Income Housing Asset Fund received $86,067 in amounts deposited. It received $7,043 from housing loans and $78,424 for interest earned on cash in the fund. There are no amounts deposited for items listed on the Recognized Obligation Payment Schedule.

On June 30, 2022, the Low and Moderate Income Housing Asset Fund had a cash balance of $1,363,032 and a fund balance of $6,679,365. There are no amounts held for items listed on the Recognized Obligation Payment Schedule.

During the fiscal year, the fund spent $2,250 in combined expenditures to administer housing loans for preserving the long-term affordability of housing units.

Values as of June 30, 2022:

Real property	$0
Loans receivable	$5,681,927
Total	$5,681,927

There were no funds transferred during the fiscal year. The Low and Moderate Income Housing Asset Fund does not have any projects on the Recognized Obligation Payment Schedule and will not have any transfers into or out of the fund in the foreseeable future.

The Low and Moderate Income Housing Asset Fund does not have any projects for which the housing successor holds or receives property tax revenue pursuant to the Recognized Obligation Payment Schedule.

As of June 30, 2022, the Housing Successor does not have interests in real property acquired by the former redevelopment agency. The last remaining real property acquired by the former redevelopment agency was sold in August 2013 and the proceeds were remitted to the County of San Mateo.

As of June 30, 2022, the Housing Successor does not have any remaining obligations.

With the limited funds, the Housing Successor is only providing maintenance on low and moderate income housing loans.

As of June 30, 2022, the Low and Moderate Income Housing Fund does not foresee any loan repayments.

The former redevelopment agency area does not contain any deed-restricted senior rental housing.

As of June 30, 2022, the Low and Moderate Income Housing Fund does not have any excess surplus.

As of June 30, 2022, the Low and Moderate Income Housing Fund has no inventory of homeownership units.

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-056-CC**

Consent Calendar: **Authorize the city manager to execute a third amendment to the professional services agreement with the M-Group for the Housing Element Update project**

Recommendation

Staff recommends the City Council authorize the city manager to execute an amendment to the professional services agreement with the M-Group for the Housing Element update (Attachment A), in the amount of $75,414 for a total contract amount of $1,547,466 and extend the contract for an additional period of one year, ending June 30, 2024. The city manager's authorization is subject to approval of a budget appropriation.

Policy Issues

Under California law, every jurisdiction in the State is required to update its housing element every eight years and have it certified by the California Department of Housing and Community Development (HCD.) On January 31, the City Council adopted the City's 2023-2031 Housing Element, which was updated for compliance with State law and includes goals, policies and implementing programs to facilitate the construction of new housing and preservation of existing housing to meet the needs across all income levels in the City. Similarly, the City has obligations to meet State law requirements to update the City's Safety Element for compliance with SB 379 and the preparation of an Environmental Justice Element per SB 1000.

Background

The Housing Element for the 2023-2031 planning period, the preparation of the City's first Environmental Justice Element, and the Safety Element update, collectively known as the Housing Element update project, is one of the City Council's top five project priorities. The project has been a multiyear effort led in combination by staff and a team of consultants managed by the M-Group, who was selected following a request for qualification (RFQ) and request for proposals (RFP) process. On March 23, 2021, the City Council authorized the city manager to negotiate a scope of work and fee not to exceed $982,000, and execute a professional services contract agreement with the M-Group. Given the complex, technical, and fast pace of the project, the project is supported by a variety of specialized subconsultants. Table 1 below identifies the consultant team members and their primary role for the project.

Table 1: Consultant team	
Consultant	**Project component**
M-Group	Lead consultant; Housing Element, Environmental Justice Element and Safety Element
ESA	Environmental impact report and water supply assessment
Hexagon	Transportation analysis for environmental review
BAE	Fiscal impact analysis, Affirmatively Furthering Fair Housing (AFFH) analysis and school construction cost estimates
ChangeLab Solutions	Environmental Justice policy and engagement advisor
Climate Resilient Communities	Lead public engagement and outreach for the Environmental Justice and Safety Elements
Karen Warner Associates*	Technical advisory on Housing Element

*Proposed subconsultant as part of contract amendment

On March 22, 2022, the City Council authorized the city manager to execute an amendment to the agreement and appropriated funds for a total contract amount of $1,472,052. The amended scope and fee provided the following: 1) strengthened community outreach and engagement by adding Climate Resilient Communities, a community-based organization with an established relationship in the Belle Haven community, as a partner to lead outreach and engagement on the Environmental Justice and Safety Elements, 2) augmented data and technical review, and 3) additional project coordination. The city manager administratively approved a second amendment, which extended the contract period by six months to the end of the fiscal year 2022-2023 in recognition that the work on the Housing Element update would continue past the end of 2022.

Analysis

The project team has continued to diligently work on the Housing Element update and reached a number of key milestones this past year, including submitting the draft Housing Element to HCD for initial review and comment, circulating the subsequent environmental impact report (EIR), conducting additional outreach and engagement, including an Environmental Justice and Safety Element survey, and releasing the draft Environmental Justice Element and Safety Element update documents for review and comment. Most recently, the City Council adopted the Housing Element and certified the EIR January 31. In early February, two community meetings, one in English and one in Spanish, were held to engage in dialogue with the community in small group discussions to receive feedback on the draft Environmental Justice and Safety Elements. The project team continues to work on these efforts and the zoning implementation for the Housing Element. These components of the project were bifurcated from the Housing Element to focus on finalizing the Housing Element to meet the state-mandated deadline while allowing additional time and attention for further zoning discussions and review of the draft Environmental Justice and Safety Elements documents.

Consultant services scope and fee

Staff is requesting a scope and fee amendment for the Housing Element update in the amount of $75,414 for a total contract amount of $1,547,466 and to extend the agreement for an additional year through the end of fiscal year 2023-24. The amount of preparation, additional information, revisions, and anticipated work have required the consultant team to seek additional resources to perform tasks beyond the original scope to meet deadlines and regulatory compliance in three primary areas: 1) environmental review, 2) environmental justice and 3) Housing Element adoption. Specifically, the proposed contract amendment

would support the augmented work that was performed by ESA to coordinate the completion of the water supply assessment (WSA) with outside agencies and the additional work on the EIR and Final EIR. To assist with responding to HCD's comment letter and finalization of the Housing Element, the M-Group brought on a new subconsultant, Karen Warner, to the team. She is a housing consultant who has expertise in Housing Elements and success with certification of the 6th cycle Housing Elements in Southern California. Ms. Warner will also assist with coordination with HCD during the certification process. The proposed amendment also includes additional support from ChangeLab Solutions who has been valuable in advising on the preparation of the draft Environmental Justice Element and presenting at community meetings. The proposed scope and budget also includes an optional task/contingency budget of $5,000 for ESA to provide a limited amount of environmental review technical assistance as part of future zoning discussions, if needed. The proposed scope and fees by consultant are provided in more detail in Attachment A and summarized below in Table 2 below.

Table 2: Proposed scope and budget amendments

Consultant	Original budget + amendment	Proposed budget augment	Optional tasks	Total budget with optional tasks
Prime consultant				
M-Group	$711,037	No change		$711,037
Subconsultants				
ESA	$318,060	$19,600	$5,000	$342,660
Hexagon	$97,250	No change		$97,250
BAE	$56,395	No change		$56,395
ChangeLab Solutions	$41,070	$20,000		$61,070
Climate Resilient Communities (CRC)	$186,318	No change		$186,318
Karen Warner	N/A	$25,000		$25,000
M-Group 9% contract management fee	$61,922	$5,814		$67,736
	$1,472,052	**$70,414**	**$5,000**	**$1,547,466**

Budget appropriation

The proposed contract amendment would also require the City Council to approve a budget amendment for the requested amount of $75,414 through the mid-year 2022-23 budget review. This review is also being considered by the City Council at its March 14, meeting under a separate agenda item. Should the City Council approve the scope and fee amendment to the contract, it would be contingent upon the City Council appropriating money from the unassigned fund balance (fund 100) through the mid-year budget for the project.

Impact on City Resources

As part of the fiscal year 2020-21 budget, the City Council appropriated $1.5 million from the general fund to support the Housing Element update, which is a City Council priority. Staff is proposing to use the full $1.5 million budget, in addition to the proposed augmentation. The total M-Group contract amount would be $1,547,466.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. The City Council adopted Resolution No. 6808 and certified the EIR for the Housing Element

update January 31.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Third amendment to the contract with M-Group for Housing Element update

Report prepared by:
Deanna Chow, Assistant Community Development Director

Report reviewed by:
Justin Murphy, City Manager

AGREEMENT AMENDMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

Amendment #: 3223.3

**AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND METROPOLITAN PLANNING GROUP (M-GROUP)**

THIS THIRD AMENDMENT is made and entered into this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and METROPOLITAN PLANNING GROUP (M-GROUP), hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 4 Compensation and Payment of Agreement No. 3223, ("Agreement"), Section 4A Compensation and Payment [amendment to section] to read as follows"

   "CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $1,547,466 (an amendment of $75,414 [982,000 + 490,052 + 75,414]) as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable."

2. Pursuant to Section 24 Term of Agreement of Agreement No. 3223, ("Agreement"), Section 24 Term of Agreement [amendment to section] to read as follows"

   "This agreement shall remain in effect for the period of May 10, 2021 through June 30, 2024, unless extended, amended, or terminated in writing by City."

Except as modified by this Amendment, all other terms and conditions of Agreement No. 3223, 3223.1 and 3223.2 remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

SIGNATURE PAGE TO FOLLOW

FOR FIRST PARTY:

Signature	Date
Printed name	Title
Tax ID#	

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney	Date

FOR CITY OF MENLO PARK:

Justin I.C. Murphy, City Manager	Date

ATTEST:

Judi A. Herren, City Clerk	Date

MEMORANDUM

Date: March 9, 2023

To: Deanna M. Chow, Assistant Community Development Director, City of Menlo Park

From: Geoff I. Bradley, AICP, Principal, M-Group

Subject: Housing Element Update – Budget Amendment

This is an updated budget amendment request, addressing the Housing Element Update. It covers the Water Supply Assessment, Draft EIR, Environmental Justice Element, and HCD Adoption.

Water Supply Assessment & Draft EIR – 100% Complete
The WSA is fully complete and has been approved by both relevant agencies. Our sub-consultant, ESA, requested a budget augment to cover the Water Supply Assessment (WSA) and the Draft EIR. Based on the completed work, ESA will require additional budget to cover an existing overrun and to complete the WSA task. In addition to the $7,360 in additional costs already expended, ESA estimates that up to 80 additional labor hours may be required.

The cost for this additional effort would be $12,300. When combined with the amount already expended, the total augment request for this task would be **$19,600**.

Environmental Justice Element – In Progress
ChangeLab Solutions will also assist by participating in public meetings to give presentations and address questions about grounding the General Plan update in the most current and effective approaches to building healthy and equitable communities as well as by providing support for revising the draft **Environmental Justice Element**.

In collaboration with M-Group and City Staff, ChangeLab Solutions will prepare and present slides on environmental justice at a Community Meeting on 2/9/23. The content of the slides will be focused on the definition of environmental justice, CA state requirements for addressing environmental justice in General Plans, environmental justice conditions present in Menlo Park, and potential strategies to address those environmental justice conditions.

M-Group will be responsible for setting deadlines and coordinating City Staff's review of slide deck material as required. ChangeLab Solutions will attend, present, and be available to answer questions about these topics at the Community Meeting on 2/9/23. ChangeLab Solutions will provide consultation and support to help M-Group revise the draft Environmental Justice Element in response to community feedback.

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This may include 1) reviewing an M-Group-prepared written summary of community feedback 2) providing suggestions for how to organize and integrate that feedback into the draft Environmental Justice Element and 3) suggesting new or revised goals and policy concepts for M-Group's consideration.

ChangeLab Solutions will participate in virtual meetings with M-Group and City staff to prepare for up to two Planning Commission, City Council, or Joint Study Sessions. ChangeLab Solutions will review and comment on Study Session packet materials produced by M-Group and/or City staff.

ChangeLab will attend study sessions with enough advance notice. ChangeLab's participation will be focused on listening and learning. ChangeLab will not be responsible for leading or facilitating study sessions. ChangeLab requests that study session dates are shared at least 3 weeks in advance of the meeting to ensure our staff is available to attend.

ChangeLab Solutions will participate in virtual meetings with M-Group and City staff to prepare for up to two Planning Commission and/or City Council Adoption Hearings. ChangeLab Solutions will review and comment on Adoption Hearing packet materials produced by M-Group and/or City staff.

ChangeLab will attend adoption hearings with enough advance notice. ChangeLab's participation will be focused on listening and learning. ChangeLab will not be responsible for leading or facilitating adoption hearings. ChangeLab requests that adoption hearing dates are shared at least 3 weeks in advance of the meeting to ensure our staff is available to attend.

HCD Adoption – In Progress

M-Group recommended adding a sub-consultant to help finalize the HEU and secure HCD certification. Based on her recent experience in gaining HCD compliance on seven 6th cycle housing elements in the SCAG region, Karen Warner will consult with M-Group staff in responding to HCD's October 21, 2022, comment letter on Menlo Park's draft Housing Element, and:

- Participate in meetings with staff to discuss recommended revisions.
- Review the revised Housing Element prior to resubmittal to HCD.

To the extent the City receives a second review letter from HCD identifying outstanding compliance issues, Karen will support M-Group staff in working informally with HCD to develop acceptable responses to gain compliance. Karen's agreement is not to exceed 125 hours at a rate of $200 per hour.

Karen is approximately 75% done with the Adoption phase, has billed $4,400, has $14,000 pending to be billed, and expects to be engaged with the HCD to finalize the adoption of the housing element. We anticipate approximately 30 hours remaining to assist with the additional HCD review and revision process for the Housing Element certification. This is reflected in Task 10.1 in the below chart.

Budget Amendment: Housing & EJ Elements

	Status	Task Description	Amendment
Sub: ChangeLab Solutions	New / Ongoing	Environmental Justice Element	$20,000
Sub-Consultant: ESA	100% Complete	Task 9.2: WSA by ESA	$19,600
Sub-Consultant: KW	75% Progress	Task 10: Adoption (KW)	$18,400
Sub-Consultant: KW	Ongoing	Task 10.1: HE Certification (KW)	$6,600
Nine percent Sub Fee	Admin Fee	Sub-Consultant Admin Fee	$5,814
Amendment			**$70,414**
Contingency: ESA	City Discretion	CEQA / Rezoning Discussion	**$5,000**

We have factored in a contingency for ESA's input on CEQA related to potential zoning changes. Please contact me with any questions or concerns.

Sincerely,

GEOFF I. BRADLEY, AICP
Principal + President

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AGREEMENT AMENDMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

CITY OF MENLO PARK

Amendment #: 3223.2

**AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND METROPOLITAN PLANNING GROUP (M-GROUP)**

THIS SECOND AMENDMENT is made and entered into this 10/19/2022, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and METROPOLITAN PLANNING GROUP (M-GROUP), hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 24 Term of Agreement of Agreement No. 3223, ("Agreement"), Section 24 Term of Agreement [amendment to section] to read as follows"

   "This agreement shall remain in effect for the period of May 10, 2021 through June 30, 2023 unless extended, amended, or terminated in writing by CITY."

Except as modified by this Amendment, all other terms and conditions of Agreement No. 3223 and 3223.1 remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

SIGNATURE PAGE TO FOLLOW

FOR FIRST PARTY:

DocuSigned by:
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Signature

10/18/2022
Date

Geoff Bradley
Printed name

President
Title

Tax ID#
Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
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Nira F. Doherty, City Attorney

10/18/2022
Date

FOR CITY OF MENLO PARK:

DocuSigned by:
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Justin I.C. Murphy, City Manager

10/19/2022
Date

ATTEST:

DocuSigned by:
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Judi A. Herren, City Clerk

10/19/2022
Date

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AGREEMENT AMENDMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

CITY OF MENLO PARK

Amendment #: 3223.1

**AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND METROPOLITAN PLANNING GROUP (M-GROUP)**

THIS FIRST AMENDMENT is made and entered into this 5/23/2022, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and METROPOLITAN PLANNING GROUP (M-GROUP), hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 4 Compensation and Payment of Agreement No. 3223, ("Agreement"), Section 4A Compensation and Payment [amendment to section] to read as follows"

   "CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $1,472,052 (an amendment of $490,052) as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable."

Except as modified by this Amendment, all other terms and conditions of Agreement No. 3223 remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

SIGNATURE PAGE TO FOLLOW

FOR FIRST PARTY:

DocuSigned by:
Geoff Bradley
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Signature

5/23/2022
Date

Geoff Bradley
Printed name

President
Title

20-5205208
Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
Nira Doherty
44FFE23C8E6B458...

Nira F. Doherty, City Attorney

5/23/2022
Date

FOR CITY OF MENLO PARK:

DocuSigned by:
Justin Murphy
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Justin I.C. Murphy, Interim City Manager

5/23/2022
Date

ATTEST:

DocuSigned by:
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Judi A. Herren, City Clerk

5/23/2022
Date

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M-GROUP *a new design on urban planning*
policy planning • urban design • environmental review • historic preservation • community engagement • staffing solutions

MEMORANDUM

Date: March 17, 2022

To: Deanna Chow, Assistant Community Development Director

From: Geoff I. Bradley, AICP, Principal, M-Group

Subject: **Menlo Park Housing Element Update – Budget Augment Request**

This memo is updated and supersedes the previous budget request memos dated August 10, 2021, September 17, 2021, and December 6, 2021.

As M-Group moves forward with this multi-faceted project, we are seeing where task budgets are being exceeded due to unanticipated levels of effort required and out of scope tasks and meetings.

As indicated in the prior budget memos the following efforts have occurred outside the original scope of work or involved significantly more effort than planned for:

1) City Council Kick-off Meeting on May 25, 2021
2) Additional CEOC & Subcommittee meetings
3) Multiple reviews of documents including the city-wide housing survey
4) Additional Focus Groups and Pop-up events
5) Weekly project management meetings (every 2 weeks anticipated in scope)
6) Policy focused Housing Commission meeting (November 17, 2021)
7) Anticipated additional Commission and Council meetings as needed
8) Addition of a Community Based Organization to the project team
9) City request for Level of Service traffic analysis not required by CEQA

As a result, we find the need to request additional budget in the following tasks:

<u>M-Group Budget Augment</u>

Task 1.1 – Project Kick off meeting. This task was envisioned for a traditional kick off meeting with city staff but was used to cover a meeting with the City Council as well as the city staff meeting. We request an additional budget to cover this overage. Request: **$5,856**

Task 1.2 – Updates to HC & PC. This task has exceeded the budgeted amount in an effort to cover a policy focused meeting with the Housing Commission, we request additional budget to cover the overage for the report, presentation and meeting time. Request: **$2,626.**

Task 1.4 – Project Management & Coordination. This task has exceeded the budgeted amount only part way through the project. We request this budget be increased to account for the numerous weekly meetings on a variety of topics (scope assumed one meeting every two weeks) as well as higher than expected project management time required.

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We have also provided a variety of Spanish translations, including presentations, flashing solar signs and survey handouts. Additionally, M-Group staff is helping to record the Spanish version of meetings. This task budget increase would be to cover both the overages and an additional anticipated work through the project's completion. Request: **$49,000**

Task 2.1 – CEOC Meetings (4) meetings and (2) CEOC subcommittee meetings. The time required for staff reports, presentations and meeting attendance has greatly exceeded what we expected for a committee of this type. M-Group has worked closely with staff for seven planned meetings and six attended due to a last minute cancellation due to lack of quorum. We request a budget increase to account for the expanded effort. Request: **$18,000.**

Task 2.3 – Community Engagement Plan. This task has exceeded the budgeted amount to address needed updates based on staff and CEOC input. Request: **$3,269**

Task 2.4 – Update Master Contact List. In response to expanded outreach efforts management of the Master Contact list has exceeded the budgeted amount. This task budget increase is to cover current overages and an anticipated additional work to maintain the list. Request: **$2,249**

Task 2.9 – General Survey. This task is over budget by which we request as a budget increase. The survey required numerous revisions and. We also assigned one of our Spanish speaking planners to support us in this effort including other on-going outreach efforts. Request: **$6,915**

Task 2.11 – Focus Groups. This task has expanded from five (5) focus groups to seven (7). We request a task budget increase consistent with the original budget's cost per meeting**.** Request**: $7,320**

Task 2.12 – Interviews and Small Group Meetings. This task shifted from up to twenty-four (24) phone and/or video conference interviews to 14 small group interviews with additional outreach and coordination. We request a task budget increase to cover current overages. Request: **$5,658**

Task 2.13 – Community Meetings. Originally this task covered five (5) general outreach meetings, one for each council district. However, this task shifted to providing (6) city-wide meetings organized by topic and project process. Request: **$16,888**

Task 2.14 – Project Gallery. This task increase would cover budget overages and an additional anticipated work required for coordination at the two gallery locations. Request: **$2,700**

Task 2.15 – Farmers' Market Pop-ups. This task has expanded from four (4) to eight (8) separate pop-up events and are requiring more staff people than anticipated due to the multiple simultaneous locations. We request an additional budget for this task to cover existing overages and an additional budget for additional events. Request: **$9,296**

Task 2.18 – Coordination with Community Based Organization. In anticipation of a Community Based Organization (Climate Resilient Communities or CRC) partnering with the City to lead additional outreach efforts, this increase would cover M-Group services relating to those efforts. This includes document preparation and review, as well as staff attendance at outreach events. Request: **$9,500**

Tasks 3.3 & Task 3.4 – Planning Commission and City Council Meetings. Extensive work for the preparation of staff reports and presentations was required for the October 4, 2021, joint meeting with the Planning Commission and Housing Commission, as well as the October 26, 2021, and December 8, 2021, City Council meeting. Request: **$18,768** and **$8,348** for Tasks 3.3 and 3.4, respectively.

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Task 3.5 – Planning Commission Preferred Land Use Concept. This task exceeded the budget due to revisions to the Planning Commission Land Use Concepts in preparation of the October 26 City Council meeting. Request: **$3,855**

Tasks 4.6 & 4.7 – Compile and use GIS for Site Selection & AFFH. These tasks required more hours than planned due to the new requirements for fair housing as it affects the location of new housing. Here are some of the recent examples of GIS work required: *Mapping all access maps (transit, employment, food, healthcare, park, school), AFFH data maps (median income, race demographics, TCAC Opportunity Areas), and Safety Element Maps (Earthquake Hazard, Evac Routes, FEMA Flood Hazard, Fire Hazard, Hazardous Waste, Sea Level Rise).* Request: **$1,258** and **$10,119** to Tasks 4.6 and 4.7, respectively.

Task 4.14 – General GIS Mapping Services. This is a new task that addresses the general GIS Mapping Services that M-Group will provide in completing the project documents. The requested amount reflects time to prepare, edit and finalize additional maps. Request: **$2,900**

Tasks 7.1 & 7.2 – Draft plans to Planning Commission and Joint HC & PC Meeting. Based on the experience of preparing for prior meetings and resulting budget overages; an increase in budget is proposed for Tasks 7.1 and 7.2, respectively. Request: **$2,000** per task.

Task 8 – Hexagon Transportation Services. Per the request of City staff, Hexagon Transportation Services is including a Level of Service (LOS) analysis. Request: **$33,000** (plus 9% contract management fee).

Tasks 9.12, 9.13, 10.2, & 10.4 – NOP/Scoping Meeting, Draft EIR at Planning Commission, PC Adoption Hearing, Council Adoption Hearings (2). Collectively these tasks reflect the remaining formal meetings anticipated in the approved budget. Based on the experience of preparation and attendance efforts for prior meetings the budget augment includes the following additional increases: **$1,000** for Task 9.12, **$3,000** for Task 9.13, **$1,000** for Task 10.2, and **$4,000** for Task 10.4

Optional Augments. In the event that the City anticipates additional meetings with the community, Housing Commission, Planning Commission, and City Council an optional augment of included in the proposed budget. This amount would cover the cost of two of each meeting type. Cost per meeting type is as follows: Community Meeting ($4,200), Housing Commission ($5,000), Planning Commission ($6,000), and City Council ($6,000). Request: **$42,400**

In summary, M-Group is requesting **$197,525** base budget increase. This will provide for past budget overages as well as future work to project completion. This budget proposal has been prepared in anticipation of future efforts and to accommodate changes to the previously approved project scope. Should the City desire to provide greater flexibility for additional public meetings, an additional **$42,400** optional budget is included. This would be a total budget augment for M-Group of **$239,925.**

Subconsultants - Additional Work

In addition to M-Group's work several subconsultant scope additions are proposed:

ChangeLab Solutions. (Task 2.17) This task increase for **$8,610** which includes participation of ChangeLab Solutions in Community Workshop #6, focused on Environmental Justice and Safety policies, and up to two study sessions with the Planning Commission or City Council. An additional augment of **$2,460** noted in the 'Optional' increases category below would cover ChangeLab Solutions' participation in an additional two (2) public meetings, either with the Planning Commission or City Council. Please see attached scope of work. (No Contract Management Fee).

Climate Resilient Communities (CRC) (Task 2.18)

CRC will lead outreach efforts on Safety and Environmental Justice. CRC's budget request is **$186,318** (plus 9% Contract Management Fee). Please see attached scope of work for more details.

Hexagon Transportation Services. (Task 8)
Per the request of City staff, Hexagon Transportation Services is including a Level of Service (LOS) analysis in addition to the VMT analysis included in the current budget. The additional LOS analysis would increase the budget for this task by **$33,000** (plus 9% Contract Management Fee). Please attached scope of work.

Total Contract Augment
Total Contract amendment **$490,052.**

Please see below for the summary of this request:

Task No.	Task	Budget Augment Request
1.1	Project Kick off meeting	$5,856
1.2	Updates to HC & PC	$2,626
1.4	Project Management & Coordination	$49,000
2.1	CEOC Meetings	$18,000
2.3	Community Engagement Plan	$3,269
2.4	Update Master Contact List	$2,249
2.9	General Survey	$6,915
2.11	Focus Groups	$7,320
2.12	Interviews/Small Group Meetings	$5,658
2.13	Community Meetings	$16,888
2.14	Project Gallery	$2,700
2.15	Farmers' Market Pop-ups	$9,296
2.18	Partner with Community Based Org.	$9,500
3.3	Planning Commission	$18,768
3.4	City Council	$8,348
3.5	PC Preferred Land Use Concept	$3,855
4.6	Compile GIS Shapefiles for Analysis	$1,258
4.7	Use of GIS for Site Selection & AFFH	$10,119
4.14	General GIS Mapping Services	$2,900
7.1	Draft plans to PC	$2,000
7.2	Joint HC & PC Meeting	$2,000
9.12	NOP/Scoping Meeting	$1,000
9.13	Draft EIR at Planning Commission	$3,000
10.2	PC Adoption Hearing	$1,000
10.4	Council Adoption Hearings (2)	$4,000
SUB-TOTAL		**$197,525**
*Optional	As Needed Public Meetings (2 of each type)	$42,400
M-Group TOTAL		**$239,925**

2.17	ChangeLab Solutions (CLS)	$8,610

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***Optional**	**As Needed Public Meetings (2 w/CLS)**	$2,460
2.18	**Climate Resilient Communities (CRC)**	$186,318
8.0	**Hexagon – Transportation Analysis**	$33,000
	9% contract management fee	*$19,739*
Subconsultant Subtotal		**$250,127**
Total Budget Augment		**$490,052**

Thank you for your consideration and please do not hesitate to contact me with any questions or concerns.

Attachment A: Budget Augment No. 1
Attachment B: Overall Budget
Attachment C: ChangeLab Solutions scope of work
Attachment D: Hexagon scope of work
Attachment E: CRC scope of work

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ATTACHMENT A – Budget Augment No. 1

Task No.	Task	Budget Augment Request
1.1	Project Kick off meeting	$5,856
1.2	Updates to HC & PC	$2,626
1.4	Project Management & Coordination	$49,000
2.1	CEOC Meetings	$18,000
2.3	Community Engagement Plan	$3,269
2.4	Update Master Contact List	$2,249
2.9	General Survey	$6,915
2.11	Focus Groups	$7,320
2.12	Interviews/Small Group Meetings	$5,658
2.13	Community Meetings	$16,888
2.14	Project Gallery	$2,700
2.15	Farmers' Market Pop-ups	$9,296
2.18	Partner with Community Based Org.	$9,500
3.3	Planning Commission	$18,768
3.4	City Council	$8,348
3.5	PC Preferred Land Use Concept	$3,855
4.6	Compile GIS Shapefiles for Analysis	$1,258
4.7	Use of GIS for Site Selection & AFFH	$10,119
4.14	General GIS Mapping Services	$2,900
7.1	Draft plans to PC	$2,000
7.2	Joint HC & PC Meeting	$2,000
9.12	NOP/Scoping Meeting	$1,000
9.13	Draft EIR at Planning Commission	$3,000
10.2	PC Adoption Hearing	$1,000
10.4	Council Adoption Hearings (2)	$4,000
	Subtotal	**$197,525**
*Optional	Optional Public Meetings (2 of each)	$42,400
	M-Group Subtotal	**$239,925**

2.17	ChangeLab Solutions (CLS)	$8,610
*Optional	Optional Public Meeting (2 w/CLS)	$2,460
2.18	Climate Reslient Communities (CRC)	$186,318
8.0	Hexagon – Transportation Analysis	$33,000
	9% Subconsultant Fee	*$19,739*
	Subconsultant Subtotal	**$250,127**

TOTAL BUDGET AUGMENT REQUEST		**$490,052**

ATTACHMENT B – Overall Budget

Consultant	Original Budget (sub fees incl. in M-Group)	4.16.22 Budget Augment	Total New Budget
M-Group	$ 513,295	$ 239,925	$ 753,220
ESA	$ 318,060	$ 0	$ 318,060
Hexagon	$ 64,250	$ 33,000	$ 97,250
9% sub fee	-	$ 2,970	$ 2,970
BAE	$ 56,395	-	$ 56,395
9% sub fee	-	-	-
ChangeLabs	$ 30,000	$ 11,070	$ 41,070
9% sub fee	-	-	-
Climate Resilient Comm.	-	$ 186,318	$ 186,318
9% sub fee	-	$ 16,769	$ 16,769
	$ 982,000	$ 490,052	$ 1,472,052

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ChangeLab Solutions

2201 Broadway, Suite 502
Oakland, CA 94612
510.302.3380
changelabsolutions.org

March 11, 2022

To: Geoff I. Bradley, AICP, Principal & President, M-Group
Sung H. Kwon, MCRP MBA AICP, Principal Planner, M-Group
From: Erik Calloway, Managing Director, ChangeLab Solutions
CC: Myla Howard, Development Manager, ChangeLab Solutions
Subject: City of Menlo Park Housing Element Update: Community Engagement & Policy Consultation

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ChangeLab Solutions is pleased to submit this scope proposal to M-Group for additional services related to the Menlo Park Housing Element update. ChangeLab Solutions will assist by participating in public meetings to give presentations and address questions about grounding the General Plan update in the most current and effective approaches to building healthy and equitable communities.

ABOUT CHANGELAB SOLUTIONS

ChangeLab Solutions is a nonprofit based in Oakland, California that works across the state and nation to advance equitable laws and policies that ensure healthy communities for all. The firm's multidisciplinary team of over 50 lawyers, planners, policy analysts, and other professionals works with community-based organizations, advocacy groups, state, local, and tribal governments, and anchor institutions to create thriving communities. ChangeLab Solutions holds a strong record of nearly 25 years of experience in building the capacity of diverse stakeholders to engage in policy and planning processes to create lasting systemic change.

ChangeLab Solutions works at the intersection of community engagement, equity-forward and context-sensitive policy and planning solutions, and innovative state and local legal interventions. Their services include convening diverse stakeholders and community members, undertaking in-depth legal research, developing model policies and planning documents, providing technical assistance, and delivering trainings. ChangeLab Solutions holds longstanding relationships with stakeholders and communities across California and is trusted for their evidence-based, community-centered solutions and vast array of expertise across a range of topic areas including land use, sustainability, housing, transportation, food systems, good governance, tobacco control, child care and schools, and more.

PROJECT UNDERSTANDING AND OBJECTIVE

ChangeLab Solutions understands that M-Group is assisting the City of Menlo Park to update the Housing Element of the City's General Plan. As part of this update, the city is also preparing an Environmental Justice Element pursuant to the requirements of CA Senate Bill No. 1000 (SB1000). ChangeLab Solutions will provide technical assistance to this process to help ensure the updated Housing Element and Environmental Justice Element meet the following objectives stated in SB1000:

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> "(h) (1) An environmental justice element, or related goals, policies, and objectives integrated in other elements, that identifies disadvantaged communities within the area covered by the general plan of the city, county, or city and county, if the city, county, or city and county has a disadvantaged community. The environmental justice element, or related environmental justice goals, policies, and objectives integrated in other elements, shall do all of the following:
>
> > (A) Identify objectives and policies to reduce the unique or compounded health risks in disadvantaged communities by means that include, but are not limited to, the reduction of pollution exposure, including the improvement of air quality, and the promotion of public facilities, food access, safe and sanitary homes, and physical activity.
> >
> > (B) Identify objectives and policies to promote civic engagement in the public decisionmaking process.
> >
> > (C) Identify objectives and policies that prioritize improvements and programs that address the needs of disadvantaged communities."

SCOPE OF WORK:

Additional Task 1: Environmental Justice Support for Community Meeting #6

In collaboration with M-Group and City Staff, ChangeLab Solutions will prepare and present slides on environmental justice at Community Meeting #6. The content of the slides will be focused on the definition of environmental justice, CA state requirements for addressing environmental justice in General Plans, environmental justice conditions present in Menlo Park, and potential strategies to address those environmental justice conditions. M-Group will be responsible for setting deadlines and coordinating City Staff's review of slide deck material as required. ChangeLab Solutions will attend, present, and be available to answer questions about these topics at Community Workshop #6.

TASK 1 BUDGET

Environmental Justice Support for Community Meeting #6	**$6,150**

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Additional Task 2: Planning Commission and/or City Council Study Sessions

ChangeLab Solutions will review study session packet materials produced by M-Group and/or City staff to help prepare for up to two Planning Commission and/or City Council Study Sessions. Additionally, ChangeLab Solutions will attend up to two Planning Commission, City Council, or Joint Study Sessions. At these meetings, ChangeLab Solutions will be available to answer questions about goals and policies in the public review draft general plan that advance community health and equity, as well as questions about how the public review draft general plan meets the requirements of SB1000. Please share study session dates with ChangeLab Solutions at least 3 weeks in advance of the meeting to ensure our staff is available to attend.

TASK 2 BUDGET

(2) x Study Sessions	**$2,460**

Optional Additional Task 3: Planning Commission and/or City Council Adoption Hearings

ChangeLab Solutions will review adoption hearing packet materials produced by M-Group and/or City staff to help prepare for up to two Planning Commission and/or City Council Adoption Hearings. Additionally, ChangeLab Solutions will attend up to two Planning Commission and/or City Council adoption hearings. At these hearings, ChangeLab Solutions will be available to answer questions about goals and policies in the public review draft general plan that advance community health and equity, as well as questions about how the public review draft general plan meets the requirements of SB1000. Please share study session dates with ChangeLab Solutions at least 3 weeks in advance of the meeting to ensure our staff is available to attend.

TASK 3 BUDGET

(2) x Adoption Hearings	**$2,460**

TOTAL ADDITIONAL SERVICES BUDGET

The total cost for completion of Additional Tasks 1-2 is $8,610. The total cost for completion of Additional Tasks 1, 2, and optional Task 3 is $11,070. ChangeLab Solutions strongly prefers to be compensated upon completion of the deliverables, versus on an hourly basis.

TIMELINE

The timeline, scope of services, and budget for this project is subject to mutual agreement between ChangeLab Solutions and M-Group.

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HEXAGON TRANSPORTATION CONSULTANTS, INC.

March 2, 2022

Mr. Sung Kwon
M-Group
51 E. Campbell Avenue #1247
Campbell, Ca 95009

Re: Additional Service #1 for the Menlo Park Housing Element Update.

Dear Mr. Kwon:

Hexagon Transportation Consultants, Inc. is pleased to submit this additional service proposal to conduct a level of service analysis for the Menlo Park Housing Element Update. Although level of service is no longer used in determining environmental impacts related to transportation, the analysis is still needed to ensure conformance with City's performance policies. The level of service analysis will supplement the EIR analysis in determining adverse effects to key intersections in Menlo Park. The following tasks would be needed to complete the analysis:

1. ***Identification of Study Intersections.*** Hexagon will work with City staff to identify a list of key intersections to study based on the proposed sites and development intensities. This scope assumes 30 study intersections. Additional study intersections would require additional budget and will be analyze upon authorization.

2. ***Data Collection.*** It is assumed that the City's 2019 data collection effort included AM (7:00 – 9:00 AM) and PM (4:00 – 6:00 PM) peak-hour traffic volumes for all study intersections. This scope does not include collection of new intersection turning movement data.

3. ***Evaluation of Existing Conditions.*** Existing traffic conditions will be evaluated based on existing AM and PM peak-hour traffic volumes at the study intersections. The existing traffic conditions will be analyzed using the *Highway Capacity Manual 6th Edition* methodology, implemented in the Vistro software. Hexagon will utilize the citywide Vistro file to conduct the study. It is assumed that signal timing data for all study intersections contained in the Vistro file is correct. This scope does not include conducting field work to ascertain signal timing and phasing details.

4. ***Evaluation of Near-Term Conditions.*** Hexagon will utilize the City of Menlo Park travel demand model to forecast intersection traffic volumes under near-term (year 2031) conditions without the additional Housing Element development. The Vistro model will be used to evaluate AM and PM peak hour intersection levels of service under cumulative conditions.

5. ***Evaluation of Cumulative Conditions.*** Hexagon will utilize the City of Menlo Park travel demand model to forecast intersection traffic volumes under cumulative (year 2040) conditions without the additional Housing Element development. The Vistro model will be used to evaluate AM and PM peak hour intersection levels of service under cumulative conditions.

100 Century Center Court, Suite 501 · San Jose, California 95112 · phone 408.971.6100 · fax 408.971.6102 · www.hextrans.com

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6. ***Trip Generation, Distribution, and Assignment.*** Hexagon will group the potential HEU sites into up to 8 subareas and estimate trip generation for each subarea individually using trip rates from the Institute of Transportation Engineers' *Trip Generation, 11th Edition*. Hexagon will utilize the travel demand model to inform the distributions for each subarea's trips on roadways immediately adjacent to the subareas. Hexagon will assign traffic to the study intersections based on the trip generation and distribution assumptions. The trip generation, distribution and assignment results will be provided to City staff for review and authorization before conducting the tasks below.
7. ***Evaluation of with Project Conditions.*** Trips generated by each subarea in Task 6 above will be added onto the near-term and cumulative volumes derived in Task 4 and Task 5 to generate with-project conditions traffic volumes under near-term and cumulative conditions. The Vistro model will be used to evaluate AM and PM peak hour intersection levels of service under the with-project conditions. The LOS results will be compared to the relative no-project conditions to determine intersection non-compliance based on City's TIA guidelines.
8. ***Description of Deficiencies and Recommendations.*** Based on the results of the level of service calculations, intersection non-compliance resulting from the Housing Element Update will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications that might be feasible to address deficiencies.
9. ***Report.*** Our findings and recommendations will be added to our traffic study report for this project. Hexagon will respond to editorial comments on the draft and prepare a final report.

This additional work will require $33,000 of additional budget. Including our current budget of $64,250, this additional service proposal would bring the total budget to $97,250. All other provisions of our existing contract remain in effect. Please authorize the additional services by sending Hexagon a signed copy of this letter. We look forward to continuing work with you on this project.

Sincerely,

HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary Black, AICP
President

Approved by:

M-Group
Authorized Signature

Printed Name

Date

ATTACHMENT E – CRC Scope of Work

Climate Resilient Communities (CRC) Proposal

Climate Resilient Communities (CRC) is a community-based organization working hand-in-hand with the Peninsula's underrepresented communities by empowering community voices to implement climate solutions that bring about unity, resilience, and justice. Recognizing that in the Bay Area, as throughout the world, under-resourced communities are disproportionately vulnerable to the impacts of climate change, we work to support the frontline communities of East Palo Alto, North Fair Oaks, and Belle Haven through community action and engagement.

We emphasize community-based approaches to organizing and advocacy in relation to environmental justice. Through education and advocacy, CRC engages community members to encourage community action around climate change in the hopes of building resilience in the face of widespread changes and disasters, many of which will disproportionately affect those who CRC engages with.

Through the leadership of the City and the Climate Change Community Team, CRC will implement a robust, multifaceted community outreach and engagement program to evaluate community values and priorities for EJ and Safety Element strategies and policies. The information gained through this community outreach and engagement will be utilized to inform technical and environmental analysis, and to inform the final EIR recommendations.

A key feature of the community engagement will include the Belle Haven Climate Change Community Team (CCCT) that is currently being established. Modeled off of similar groups that CRC has helped to establish and manage in North Fair Oaks and East Palo Alto, the CCCT is comprised of motivated residents, community service providers, faith-based leaders, business owners, community-based organization and city affiliates. Together, this group aims to identify local vulnerabilities and learn how the community can be better prepared to face the impacts of climate change. While CRC facilitates the group, the team remains at its core, community-driven and community-led.

In East Palo Alto, the CCCT voices the climate and sea level related concerns of the EPA community and coordinates efforts to meet those needs, such as conducting a Climate Change Community Survey, exploring residents' attitudes about climate change and its impacts; and the development of a Community Vulnerability Assessment pilot project, the findings of which the CCCT presented to the City Council to advocate for climate change priorities and to showcase practical, community-developed solutions to flooding, water security, and food security. The North Fair Oaks Climate Ready Team advocated and received funding to support a tree planting project to combat the urban heat island effect. The development of the Belle Haven team is already in progress, and team members thus far identified include representatives of the Neighborhood Association, Belle Haven Community Development Fund, Boys and Girls Club, Ravenswood School District, MPC Ready, Belle Haven Action, Boys and Sequoia Union High District, Menlo Spark, Sharper Image, Fit to Core Training, Community Gardens, and Menlo Together.

Through this work as well as other projects, CRC has extensive experience building information distribution channels through local CBOs and community events. We are adept at conducting surveys and focus groups, specializing in outreach to historically excluded communities. Just last year, CRC worked with the County of San Mateo to conduct community outreach and convene workshops to inform their local hazard mitigation plan. We convened more than 60 hard-to-reach residents from three communities (East Palo Alto, Belle Haven, and North Fair Oaks). In collaboration with the County's

Office of Sustainability, we facilitated a workshop and held focus group discussions in Spanish and English in the summer of 2021. Although many workshops often try to offer simultaneous translation for workshops, we have found that non-native English speakers are far more likely to participate when immersed in a workshop hosted solely in their language. In this kind of culturally appropriate setting, residents are more comfortable expressing themselves. We took rigorous notes throughout the process and documented points of discussion in order to return a report on the findings of the focus group, identifying specific community priorities, to the County. We compensated attendees for their time and expertise.

Focus groups were also a critical part of the Vulnerability Assessment project in East Palo Alto with CalTrans and the County of San Mateo. We were able to convene four separate focus groups composed of people from our communities. As with all of our projects, we ensured that these groups were culturally and linguistically appropriate, convening a group of youth, a group of Pacific Islanders who had access to Samoan and Tongan translation, a group of Black residents, and a group of Latino residents. CRC conducted the outreach to assemble these groups, facilitated the conversation, noted important themes, and summarized the content for the County. In doing so, we had an opportunity to educate these community members about some of the threats climate change can pose to them and built their confidence and capacity to participate in these conversations.

In partnership with the City of Menlo Park and M-Group, Climate Resilient Communities' proposed engagement plan will capture the interconnected and interdependent nature of people, transportation, housing, and ecology in Menlo Park concentrating on the communities of concern. In particular, CRC will gather the lived experiences of historically marginalized people to develop a comprehensive set of goals and policies aimed to reduce exposure to environmental and health hazards as instructed by SB1000.

Given the need and requirements to fully engage the community, CRC proposes a plan as follows:

Phase 1: Community Outreach and Engagement before the release of the draft Environmental Justice and Safety Elements.

Climate Resilient Communities (CRC) will lead and manage all outreach and communication to achieve deliverables in collaboration with the City and M-Group.

Task A. Collaborate with the CCCT and other Community Based Organizations (CBOs) to refine the proposed outreach approach and methodology.

To engage with communities effectively, CRC will work with the CCCT to co-develop outreach activities and strategies that will ensure community buy-in and commitment to the project. These activities will include the Community Kick-Off Workshop, focus groups, and a survey specific to the drafting of policies for Menlo Park's Environmental Justice and Safety Elements.

CRC will also subcontract with three CBOs within the Belle Haven community to assist with the proposed focus groups and surveys. The Belle Haven CCCT will assist in this effort by recommending CBOs for consideration by CRC who will manage their work and provide a Memorandum of Understanding between the CBOs and CRC for the services. The CRC will work with CBO partners to leverage their expertise in culturally and linguistically competent community outreach and relationships of trust with the communities they serve to ensure they engage with the EJ and Safety Element process. Proposed community-based organization (CBO) partners include Boys and Girls Club, Belle Haven Action and Community Gardens. This approach was successfully implemented by CRC in East Palo Alto to build community participation and

trust during a Community Vulnerability Assessment pilot project funded by the County of San Mateo Office of Sustainability and Caltrans in 2019.

Deliverables: CRC will provide a community outreach and engagement plan developed with feedback from the Belle Haven CCCT. Activities will include but not be limited to: a community workshop and focus group meetings (both online and in-person depending on health conditions related to Covid-19) that are targeted to critical key stakeholders and demographics; survey questions and input collection methods (both online and in-person) and a detailed timeline and/or event sequence that is tied to specific project deliverables. To achieve this, CRC will coordinate directly with the CCCT and facilitate CCCT monthly meetings. CRC will provide a summary of any CCCT feedback from their monthly meetings to M-Group within one week of the meeting. In consultation with CCCT, CRC will refine the identification of focus group participants, as well as identify three Community Based Organizations (CBOs) that will further assist in outreach efforts. CRC will prepare and submit an MOU to the City for each selected CBO.

Total costs for CCCT Coordination and Outreach Plan: $12,250. This covers personnel costs, including attendance, preparation of any materials, MOU efforts/coordination with CBOs, and creating meeting summaries for M-Group.

Task B. Conduct a Community Workshop focused on the Environmental Justice and Safety Element

The goal of this workshop is to convene community residents and leaders to build understanding and advocacy capacity around environmental justice and safety issues within the community. The subjects will be explained within the context of the Environmental Justice and Safety elements and the General Plan updating process. Residents will be shown what actions they can take in the planning process and on other fronts to advocate for amelioration of their environmental justice concerns. Secondly, the workshop will offer an opportunity to confirm the existing environmental justice and safety issues identified by CalEnviroScreen data analysis (as summarized in the neighborhood profiles), identify gaps, ground-truth the observations, and determine some immediate community priorities.

Deliverables: M-Group to provide draft presentation materials. CRC will compile presentation materials and finalize for the workshop. CRC will provide final materials to M-Group and the City for review in advance of the workshop. CRC will lead the workshop, obtain sign in/participation records, and provide an outcome summary.

Total Cost of Meeting: $15,565. This covers personnel costs (prep, attendance, summary), food costs and gift card costs.

Task C. Conduct 3 Focus Groups

CRC will develop and implement 3 focus groups to engage with community residents and leaders on environmental justice issues to further identify priorities and to receive extensive guidance on potential policies, programs, and investment solutions to include in the Environmental Justice and Safety elements. Rooted in an understanding that those closest to the problems are often closest to the solutions, CRC will develop and implement three focus groups, as recommended by the CCCT, to address multicultural and language barriers to meet residents where they are. In collaboration with the CBOs, CRC will lead distinct focus groups for the LatinX community in Spanish, an English-speaking group and either a youth group or a group

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for elderly residents. CRC will seek guidance from the CCCT to finalize the selection of focus groups for this process.

Deliverables: CRC and CBO partners will facilitate the focus group meetings and outreach. Prior to meetings or notification of meetings, CRC will provide draft outreach materials for review to M-Group and the City. CRC will provide a summary of findings in a report to M-Group.

Cost per Meeting: $14,793.33. This covers personnel costs, CBO costs, translation costs, printing, food costs and gift card costs.
Total Cost of all 3 Meetings: $44,380. This covers personnel costs, CBO costs, translation costs, printing, food costs and gift card costs.

Task D. Prepare and Distribute Survey
This task will augment, acknowledge, and respond to community feedback from the previous city-wide survey. CRC will conduct an Environmental Justice/Safety Elements survey to more deeply engage and solicit input from our residents suffering environmental injustices. The survey will seek to get community wide input on Environmental Justice and Safety element issues and affirm priorities and policies that emerged from the Environmental Justice Community Workshop and community focus groups. CRC will lead the development and implementation of the survey with guidance from the CCCT and support as needed from the City and M-Group. CRC will work directly with the Belle Haven CCCT to finalize survey questions and survey methodology. The survey will include comprehensive qualitative and quantitative elements and robust demographic and socioeconomic profiles of respondents. Responses will be analyzed with statistical rigor. Building off our previous collaboration with the Climate Change survey in East Palo Alto, CRC will subcontract to bring City Systems onboard to assist with the EJ and Safety Element Survey.

City Systems will assist CRC in facilitation of meetings with the Belle Haven CCCT and other community stakeholders to co-design the survey questionnaire, based on stakeholder-identified gaps in understanding of community awareness, concerns, and priorities regarding environmental justice and hazards. Second, City Systems will assist in preparing digital and paper-based survey forms, collaborating with other partners to provide all necessary translation of materials. Third, City Systems will prepare an online performance tracking tool that will enable volunteer surveyors to be assigned specific census blocks in which to conduct door-to-door outreach and log real-time progress. Using 2020 Decennial Census data, the tool will enable targeting of outreach efforts in specific blocks so as to align the demographic distribution of responses as much as possible with the population distribution. Fourth, City Systems will lead data cleaning and analysis, including the tabulation of responses by demographic and socioeconomic characteristics. These anonymized results will be disseminated in the form of static graphics as well as an interactive web dashboard. Fifth, City Systems will be available to assist CRC to give presentations about the survey results with community stakeholders, as needed.

Deliverables: CRC, in coordination with City Systems, the CBOs, and CCCT will craft and administer the survey questions. Prior to administering the survey CRC will provide a draft for review to M-Group and the City. CRC will also coordinate with City Systems to provide a final Survey report to M-Group and City of Menlo Park. CRC will also provide a signed MOU by City Systems for their services to the City for approval.

Total Cost: $53,650. Covers personnel costs, City Systems costs, CBO costs, translation, printing and mail costs, and gift card costs for survey completion and lottery.

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Task E. Provide a final summary report of outreach efforts to M-Group and the City.
CRC will prepare a final summary of the community outreach and engagement efforts with key outcomes collected and shared in summary form in a final report delivered to M-Group and the City.

Deliverables: CRC will provide a summary report of the outreach efforts (workshop, focus groups, and survey outreach efforts) to the City and M-Group for the purpose of drafting the Environmental Justice and Safety Elements.

Total Cost: $7,433. Covers personnel costs.

Phase 2: Outreach after the release of the draft EIR and EJ and Safety Elements

Task A. Coordinate with CCCT on messaging for the delivery of draft EIR and Environmental Justice & Safety Elements
CRC will present findings and the draft EIR and Elements to the CCCT in collaboration with the City and M-Group.

Deliverables: CRC to provide a memo with recommendations on how to share documents with the community based on feedback and conversations with the CCCT.

Total Costs: $15,075. Covers personnel costs, including attendance, preparation of materials, and summaries for M-Group.

Task B. Get feedback from Community through outreach events

CRC will coordinate with M-Group and the City to present the draft EIR and Environmental and Safety Elements to the community over three community meetings or workshops. CBOs will support the outreach with culturally and linguistically appropriate messaging for the population they serve.

Deliverables: CRC will conduct three meetings or workshops with the community on various documents related to the drafts EJ and Safety Elements. CRC will provide final materials to M-Group and the City for review in advance of the events. CRC will then provide summary reports of the community outreach and engagement efforts to M-Group and the City.

Cost per Meeting: $7,048.33. This covers personnel costs (preparation, attendance, and creation of summaries for M-Group), translation costs, printing, food costs and gift card costs.
Total Cost of all 3 Meetings: $21,145. This covers personnel costs (preparation, attendance, and creation of summaries for M-Group), translation costs, printing, food costs and gift card costs.

Work Plan and Preliminary Timeline

Task Description	Projected Time (2022)
1) CCCT Meetings	Monthly meetings from March-December
2) EJ Community Workshop	Week of March 28th (Potential Date: March 31st)
3) Focus Groups	Mid-April, Submit report of findings in late-April

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4) EJ/Safety Elements Survey	Begins following Mid-May focus groups and will continue through the end of June. Preliminary findings of survey at the end of May. Survey Final Report submission at the end of June.
5) Community Engagement to respond to Draft EJ/Safety Elements in advance of adoption hearings	June - October

Proposed Budget for EJ and Safety Element Community Engagement		
Item	**Description**	**Cost**
Phase 1		
Task A: Outreach Strategy and CCCT Coordination		
Executive Director	Execution of Deliverables, 100 hrs @ $63/hr	$6,300
Outreach Coordinator	Execution of Deliverables, 120 hrs @ $30/hr	$3,600
Program Manager	Execution of Deliverables, 50 hrs @ $47/hr	$2,350
Subtotal Task A		*$12,250*
Task B: Community Workshop		
Executive Director	Execution of Deliverables, 80 hrs @ $63/hr	$5,040
Outreach Coordinator	Execution of Deliverables, 100 hrs @ $30/hr	$3,000
Program Manager	Execution of Deliverables, 75 hrs @ $47/hr	$3,525
Translation of Materials	3 hours X $80/hr (4 languages)	$320
Interpreter at Meeting	3 hours X $80/hr	$480
Gift Cards for Workshop attendees	40 attendees X $50	$2,000
Food	40 attendees X $20	$800
Notification Materials	Printing	$400
Subtotal Task B		*$15,565*
Task C: Focus Groups		
Executive Director	Execution of Deliverables, 50 hrs @ $63/hr	$3,150
Outreach Coordinator	Execution of Deliverables, 150 hrs @ $30/hr	$4,500
Program Manager	Execution of Deliverables, 90 hrs @ $47/hr	$4,230
CBO partnerships	Personnel time for outreach and consultation, $7,500 each X 3	$22,500
Translation of Materials	3 hours X $80/hr (4 languages)	$240
Interpreter at Meeting	12 hours X $80/hr	$960
Gift Cards for (3) Focus Groups	40 attendees X $50 X 3 groups	$6,000
Food for (3) Focus Groups	40 attendees X $20 X 3 groups	$2,400
Notification Materials	Printing	$400
Subtotal Task C		*$44,380*
Task D: Survey		

Executive Director	Execution of Deliverables, 100 hrs @ $63/hr	$6,300
Outreach Coordinator	Execution of Deliverables, 100 hrs @ $30/hr	$3,000
Program Manager	Execution of Deliverables, 100 hrs @ $47/hr	$4,700
CBO partnerships	Personnel time for outreach and consultation, $7,500 each X 3	$22,500
Translation of Materials	3 hours X $80/hr (4 languages)	$240
Interpreter at Meeting	2 hours X $80/hr	$160
Consultant (City Systems) For survey	110 hours X $125/hr	$13,750
Mailing of Postcards for Survey	Mailing Post	$500
Lottery associated with Survey	10 X $100 gift Card	$1,000
Survey Gift Cards	300 surveys X $5	$1,500
Subtotal Task D		*$53,650*
Task E: Final Summary		
Executive Director	Execution of Deliverables, 61 hrs @ $63/hr	$3,843
Outreach Coordinator	Execution of Deliverables, 10 hrs @ $30/hr	$300
Program Manager	Execution of Deliverables, 70 hrs @ $47/hr	$3,290
Subtotal Task E		*$7,433*
Subtotal Phase 1		***$133,278***
Phase 2		
Task A: Outreach Strategy and CCCT Coordination		
Executive Director	Execution of Deliverables, 115 hrs @ $63/hr	$7,245
Outreach Coordinator	Execution of Deliverables, 120 hrs @ $30/hr	$3,600
Program Manager	Execution of Deliverables, 90 hrs @ $47/hr	$4,230
Subtotal Task A		*$15,075*
Task B: Community Workshops/Meetings x3		
Executive Director	Execution of Deliverables, 50 hrs @ $63/hr	$3,150
Outreach Coordinator	Execution of Deliverables, 120 hrs @ $30/hr	$3,600
Program Manager	Execution of Deliverables, 85 hrs @ $47/hr	$3,995
Translation of Materials	10 hours (for 4 languages) X $80/hr	$800
Interpreter at Meeting	10 hours X $80/hr	$800
Gift Cards for Workshop attendees	40 people X $50 X 3 meetings	$6,000
Food	40 people X $20 X 3 meetings	$2,400

Notification Materials	Printing	$400
Subtotal Task B		*$21,145*
Subtotal Phase 2		***$36,220***
Indirect Cost		
Overhead	10% Overhead Cost	$16,820
Total		**$186,318**

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CONSULTANT AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

Agreement #: 3223

**AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND METROPOLITAN PLANNING GROUP (M-GROUP)**

THIS AGREEMENT made and entered into at Menlo Park, California, this 6/14/2021, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and METROPOLITAN PLANNING GROUP (M-GROUP), hereinafter referred to as "FIRST PARTY."

WITNESSETH:

WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: Housing element update

WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:

1. SCOPE OF WORK

In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.

2. SCHEDULE FOR WORK

FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents.

FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.

3. PROSECUTION OF WORK

FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).

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4. COMPENSATION AND PAYMENT

A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $982,000 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.

B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.

C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.

D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.

B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.

C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.

E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.

F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.

B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

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7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a skillful manner usual to the profession. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Deanna Chow
Community Development
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-6733
dmchow@menlopark.org

Notices required to be given to FIRST PARTY shall be addressed as follows:
Geoff Bradley
Metropolitan Planning Group (M-Group)
307 Orchard City Drive, Suite 10
Campbell, CA 9500
408-340-5642
GBradley@m-group.us

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

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11. INSURANCE

A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.

B. There shall be a contractual liability endorsement extending the FIRST PARTY's coverage to include the contractual liability assumed by the FIRST PARTY pursuant to this agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any pending change to the policy. All certificates shall be filed with the City.

1. Workers' compensation and employer's liability insurance:
   The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
2. Liability insurance:
   The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from any and all claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars ($1,000,000) per occurrence and one million dollars ($1,000,000) in aggregate, or one million dollars ($1,000,000) combined single limit bodily injury and property damage for each occurrence. FIRST PARTY shall provide the CITY with acceptable evidence of coverage, including a copy of all declarations of coverage exclusions. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars ($1,000,000) for each accident combined single limit or not less than one million dollars ($1,000,000) for any one (1) person, and one million dollars ($1,000,000) for any one (1) accident, and Three Hundred Thousand Dollars, ($300,000) property damage.
3. Professional liability insurance:
   FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars ($1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.

E. Before the execution of this agreement, any deductibles or self-insured retentions must be declared to and approved by CITY.

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12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:

   1. Immediately discontinue all services affected (unless the notice directs otherwise); and
   2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.

B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of FIRST PARTY to fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby.

D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.

E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.

F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

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17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.

B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

In the event that suit or arbitration is brought to enforce the terms of this agreement, the prevailing party shall be entitled to litigation costs and reasonable attorneys' fees. The Dispute Resolution provisions are set forth on Exhibit "B," ‘Dispute Resolution’ attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of May 10, 2021 through January 31, 2023 unless extended, amended, or terminated in writing by CITY.

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25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

DocuSigned by:
Geoff Bradley
C006EBC3FB304D1...
Signature — 6/3/2021 Date

Geoff Bradley
Printed name — President Title

20-525208
Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
Nira Doherty
44FFE23C8E6B458...
Nira F. Doherty, City Attorney — 6/14/2021 Date

FOR CITY OF MENLO PARK:

DocuSigned by:
Starla Jerome-Robinson
6BD907BD261744C...
Starla Jerome-Robinson, City Manager — 6/14/2021 Date

ATTEST:

DocuSigned by:
39280A20D0BE491...
Judi A. Herren, City Clerk — 6/14/2021 Date

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EXHIBIT "A" – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY's Community Development Department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY shall pay FIRST PARTY an all-inclusive fee not-to-exceed $982,000 as described in Exhibit A-1, Scope of Services – "Menlo Park Housing & Environmental Justice Elements Budget". All payments, shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the CITY determines that the quantity or quality of the work performed is unacceptable.

FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and serviced incurred by FIRST PARTY and used in carrying out or completing the work.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such

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supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Assistant Community Development Director.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount;
Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

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EXHIBIT "B" - DISPUTE RESOLUTION

B1.0 All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:

B2.0 Mediation

B2.1 The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator's fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.

B3.0 Arbitration

B3.1 Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.

B3.2 The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:

B3.3 Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.

B3.4 The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years' experience in construction litigation.

B3.5 All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.

B3.6 The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.

B3.7 Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.

B3.8 The prevailing party shall be awarded reasonable attorneys' fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.

B3.9 Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.

B3.10 The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.

DocuSign Envelope ID: 9BFC19CA-4C0B-46CD-B0A8-513D1CA0DE04

WORK PLAN OVERVIEW

The process to develop the Housing and Environmental Justice Elements update is comprised of ten major task items which are further detailed by subtasks, optional tasks, and deliverables. The Scope, Budget and Schedule are all structured on the following 10 major tasks:

TASK 1 - Project Administration
TASK 2 - Community Outreach & Engagement
TASK 3 - Housing Element and Related Work
TASK 4 - Environmental Justice and Safety Element
TASK 5 - Environmental, VMT and Fiscal Reviews
TASK 6 – Fiscal Analysis
TASK 7 – Public Review of Documents
TASK 8 – Transportation Analysis
TASK 9 – Environmental Analysis
TASK 10 – Adoption & Certifications

TASK 1 | PROJECT ADMINISTRATION

Task 1.1. Project Kick-off Meeting with City Council

M-Group will present a kick-off meeting with the City Council to over the approach to the Housing Element. M-Group will present the draft community outreach plan, schedule, and roles & expectations for the decision-making bodies.

Deliverable(s): Kick-off meeting presentation

Task 1.2. Housing Element Update to Housing Commission and Planning Commission

After the kick-off meeting with the City Council, M-Group with City staff will provide an update to the Housing Commission and the Planning Commission on the Housing Element project. It is anticipated the community outreach will commence after the establishment of the Community Engagement and Outreach Committee.

Deliverable(s): One (1) Housing Commission Update Presentation
One (1) Planning Commission Update Presentation

Task 1.3. Finalize and Update Schedule

M-Group will prepare a detailed schedule with milestones and dates for completion of tasks. Monthly updates will also be provided in the schedule. In the event of project delays, we will advise the City's project manager on the strategies to correct and mitigate. The schedule will reflect tasks and milestones for City Council adoption of the Housing Element by December 15, 2022, and related project components.

Deliverable(s): One (1) final Schedule in MS Excel

Task 1.4. Project Management and Coordination

M-Group will communicate with City staff via telephone, video conferencing, and email throughout the project to ensure objectives and milestones are being achieved. It is assumed that there will be regular meetings (approximately every two weeks) with Planning staff, including staff with other departments and organizations. M-Group will provide regular email progress reports to the City project manager. M-Group and City staff will maintain an online file transfer folder on Box (or other agreed-to platform) for all project materials, which will be accessible to City staff and consultants. We will coordinate with 21 Elements to ensure a cohesive product.

Deliverable(s): Bi-weekly meetings or phone calls with City staff (1 hour)
Other scheduled calls/meetings
Agendas for calls/meetings with City staff (electronic copies in PDF)
Call summaries with follow up items (electronic copies in PDF), M-Group staff will type notes during meetings
Set up document sharing folder

DocuSign Envelope ID: 9BFC19CA-4C0B-46CD-B0A8-513D1CA0DE04

Task 1.5. Coordination with HCD

M-Group will coordinate with HCD for the adoption of the housing element throughout the project. M-Group will utilize any HCD consultation work completed by 21 Elements.

Deliverable(s): Written call summaries or correspondence with HCD (electronic copies in PDF)

TASK 2 | COMMUNITY OUTREACH & ENGAGEMENT

M-Group is dedicated to effective community outreach and engagement. We use proven methods and are always developing new tools for engagement, including online tools, videos and physical exercises to broadcast and elicit ideas. We are assuming that initial outreach for this plan will be conducted virtually due to the Covid-19 pandemic. Our outreach approach draws from experience leading and facilitating complex planning processes as well as serving as City staff. Visual tools for envisioning changes to the City will be developed graphically for understanding by everyone. The core team are seasoned facilitators of public meetings who will tailor the approach to speak to a range of audiences through multiple media.

Focused and meaningful community engagement is an integral part of the Housing Element Update process both because it leads to a higher-quality, implementable plan, and because it's required by the State. Government Code 65583(c)(7) requires: "The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort." This is a crucial component towards developing inclusive and equitable housing strategies.

M-Group will develop a tailored community outreach program designed to reach all segments of the community, including disadvantaged people and others who find it challenging to engage with local government. Our comprehensive outreach approach could include but is not limited to community-wide and focus group meetings, website materials, online surveys, and other techniques to ensure broad participation of the affected public, including language interpretation and translated materials.

The following table summarizes the plan to ensure various groups are engaged in the process.

Outreach strategies

Group	Strategy
Monolingual speakers	• Flyers, Survey, and Website provided in Spanish • Individual Phone calls with translation services • Website with translation to a variety of languages • Partner with local advocacy groups on translation services
Lower income groups	• Flyers and outreach materials provided to Social Service Providers and advocacy groups. • Partner with Religious Organizations as many of these organizations represent a diverse group of people
People of color	• Have community outreach meetings in all neighborhoods/Council Districts • Partner with specific local advocacy groups to spread message • Involve local advocacy groups in the public outreach process. This allows for a higher level of trust when the advocacy groups are part of the outreach effort. • Partner with local advocacy groups for translation services
Renters	• Obtain multifamily building addresses from the San Mateo County Assessors office to provide outreach to renters. • Obtain single family home addresses which are not owner occupied. This will list will provide house rentals. • Develop a list of ADU addresses to also add to the renters list. • City Staff can mail bilingual flyers to these addresses

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Students	• Flyers will be provided to local schools to assist with reaching families with young children. • Flyers will be distributed to the local libraries • Flyers will be distributed to local universities and community colleges.
Families with young children	• Flyers will be provided to local schools to assist with reaching families with young children. • Flyers provided to daycare facilities • Flyers will be distributed at the local Farmers' Markets
Seniors	• Flyers will be distributed to senior centers, senior living facilities, and local community colleges with adult learning classes. • Flyers will be distributed to the local libraries
Veterans	• Provide information to the local US Department of Veteran Affairs
Physically disabled	• Ensure that all in person meetings are handicap accessible and have handicap parking.
Hearing Impaired	• Provide closed captioning for virtual meetings and sign language translator on-request at in-person meetings
Visually impaired	• Encourage the use of "Be My Eyes" app

Task 2.1. Housing Element Community Engagement and Outreach Committee (CEOC) Meetings

Introduction/Training

M-Group and City staff will begin Community Engagement and Outreach (CEOC) meetings by conducting an online training session with the CEOC. There will be time for introductions so that the group will be able to meet each other, City staff, and M-Group consultants.

We will go over expectations for this group and provide guidance on meeting and communication protocols outlined in the Brown Act, as necessary. We will also explain how community outreach and their role as an advisory group will fit into the overall project.

Tour of Menlo Park Neighborhoods

City staff and M-Group will provide a tour of various neighborhoods in Menlo Park. The purpose of this tour is to ensure that all members have an awareness of issues in each of the various neighborhoods throughout Menlo Park. This tour is also intended for all members to meet in person to further build the relationship prior to providing feedback to City staff and project consultants. This will also help the group get to know each other better before delving into the meetings and discussions.

Due to Covid-19, it is expected that everyone will drive individual cars to each tour location. Everyone will also be required to wear masks and maintain proper social distancing from each other.

Monthly Meetings

It is anticipated that the group will meet monthly from approximately June 2021 to November 2021 or as necessary to cover the period of active community engagement for the project. The purpose of the monthly meetings is for the advisory group to discuss outreach events and provide feedback, course corrections and suggestions. As a body subject to the Brown Act, these meetings will be open to the public; and a public comment period will be provided.

At these meetings, the project consultant will provide a status update on the community engagement program and an outline of the planned outreach events for the month. The advisory group can provide feedback and suggestions on the planned events.

Project consultants will provide summary notes for each monthly meeting.

Community Engagement Plan Review

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The advisory group will review and provide comments on the community engagement plan. Affirmatively Furthering Fair Housing will be a strong focus of the draft community engagement plan. Members of the public who attend this meeting will also be given the opportunity to provide suggestions on the plan.

Deliverable(s): One (1) Training Session
One (1) Walking Tour
Monthly reports to the Community Outreach Advisory Group
Meeting Notes

Task 2.2. City Council Housing Subcommittee Updates

M-Group along with City staff will provide periodic updates the City Council Housing Subcommittee. We anticipate three (3) update meetings with the City Council Housing Subcommittee. The first meeting will mostly consist of M-Group and City staff asking the subcommittee about priorities for the Housing Element Update.

Deliverable(s): Five (5) update meetings to the City Council Housing Subcommittee
Meeting Notes

Task 2.3. Community Engagement Plan

In collaboration with City staff, M-Group will draft an innovative and inclusive community engagement plan that emphasizes contacting groups that are traditionally under-represented in a public outreach process, such as non-English language speakers, disadvantaged communities, evening-time workers, people of color, renters, students, small businesses, seniors, families with young children, and other groups. The outreach will address affirmatively furthering fair housing (AFFH) opportunities and environmental justice. M-Group will use web-based tools to supplement outreach as part of community engagement. M-Group will work with the City to provide outreach and community engagement that accommodates traditionally hard-to-reach populations within the community.

For all community engagement and public meetings, M-Group will facilitate meetings, as needed, and produce relevant display materials and handouts for the public meetings in English and Spanish. M-Group will also create detailed written meeting notes for distribution. City staff will be responsible for scheduling, coordinating, noticing, facilities, and set-up for the public meetings. The Community Engagement Plan will include a list and all planned outcomes of all expected meetings, events, and activities.

Deliverable(s): One (1) electronic copy (MS Word) of the Community Engagement Plan
One (1) electronic copy (PDF) general fact sheets
Attend at One (1) Joint Housing Commission/Planning Commission Meeting

Task 2.4. Master Contact List

M-Group will develop and maintain a master contact list for the distribution of materials, meeting notices and announcements. As part of the Master Contact List, we anticipate providing information to various organizations and request that they further distribute information to their individual contact lists. The list will include the Housing Authority of the County of San Mateo, Housing Advocates, Schools, Libraries, Recreation Center, Religious Organizations (in and near Menlo Park), Community Groups, Major Employers, Senior Centers, and Survey respondents.

Deliverable(s): One (1) master contact list in MS excel format

Task 2.5. Partner with Local Non-Profit Community Groups

As part of the overall outreach approach, M-Group will partner with local non-profit community groups and involve them in the outreach program. We would also ask for their assistance with translation services.

Deliverable(s): Involve non-profit community groups in the outreach process

Task 2.6. Social Media

M-Group will create and maintain a Facebook Page in English and Spanish for this project. M-Group will also maintain a Twitter account in English and Spanish for this project. We will periodically provide updates on these social media platforms regarding outreach and project milestones.

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Deliverable(s): Two (2) Facebook page (English and Spanish)
Two (2) Twitter accounts (English and Spanish)

Task 2.7. Electronic Media

M-Group will develop email blasts and social media blurbs to provide consistent communication with individuals on the master contact list.

Deliverable(s): Various email blasts and social media blurbs

Task 2.8. Print Media/PDF Utilization

M-Group will utilize flyers prepared by 21 Elements. M-Group assumes 21 Elements will provide flyers in English and Spanish. M-Group assumes that the City will mail out the Flyers or print out hard copies to be distributed to various organizations. Flyers will be used in the following ways:

- M-Group will work with City staff to obtain multifamily building addresses from the San Mateo County Assessor's office to provide outreach to renters. City staff can mail flyers to these renters.
- M-Group will work with City staff to obtain single-family home addresses which are not owner occupied. This will list will show addresses house rentals. City staff can mail flyers to these renters.
- M-Group will work with City staff to get a list of known ADU address to also add to the renters list. City staff can mail flyers to these renters.
- Provided to local schools to assist with reaching families with young children.
- Distributed to senior centers, senior living facilities, and local community colleges with adult learning classes.
- Distributed to the local libraries to be provided to their mailing lists.
- Provided to all religious organizations, as religious organizations can have a spectrum of economic classes.
- Provided to the local US Department of Veteran Affairs
- Provided to Major Employers
- Provided to Daycare Facilities
- Provided to Park and Recreation List
- Provided to Social Service Providers
- Distributed to all individuals and organizational contacts in our Master Contact List.
- Provided to all City facilities including the Belle Haven Neighborhood Service Center
- Boys and Girls Club of the Peninsula (Belle Haven)

M-Group will utilize Posters (in English and Spanish) provided by 21 Elements. We assume City staff can print posters and assist with distributing posters to the following places: Grocery Stores, Goodwill, Walgreens, Menlo Park Library, Post Office, Local Hospitals and Clinics.

Deliverable(s): Assist City staff with various tasks regarding the distribution of print material

Task 2.9. General Survey

M-Group will develop a survey in conjunction with City staff to gain information about the community, housing needs, housing related concerns, and issues that may not be readily evident. This survey will be provided in English and Spanish (with other languages upon request). Results of the survey will be available on the website.

Deliverable(s): One (1) electronic survey (In English and Spanish)

Task 2.10. Housing Introduction Seminar

M-Group will provide a Housing Introduction Seminar online for people who want to understand Housing Issues in Menlo Park. This would be done in conjunction with 21 Elements. This seminar would also outline the major themes of the housing element update.

Deliverable(s): One (1) virtual housing introduction seminar

Task 2.11. Focus Groups

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M-Group will work with City staff to identify appropriate community groups or other interest groups to engage as focus groups early in the planning process. We will conduct up to five (5) focus groups for groups up to ten participants as part of the Community Engagement at the beginning of the outreach program. One of the focus groups will include the San Mateo County Housing Authority and housing advocates. Meetings will be visually recorded and facilitated in Miro, an online whiteboarding tool. Real-time polling can be used in these stakeholder meetings.

Deliverable(s): Five (5) Focus Groups
Notes for each stakeholder meeting

Task 2.12. Individual Interviews (and/or small group meetings)

M-Group will conduct up to twenty-four (24) phone and/or video conference interviews as part of the community outreach. Individual interviews provides for communication with people who may have a difficulty speaking English, and translation services can be provided. Individual phone calls can provide flexibility when contacting people with disabilities. In addition, individuals without reliable internet access may be able to provide comment over the phone.

Deliverable(s): Up to twenty-four (24) individual interviews, with translation services
One (1) electronic copy (MS Word) of the notes for each interview

Task 2.13. General Outreach Meetings by Council District

M-Group will conduct up to five (5) general outreach meetings, one for each council district. Possible locations for outdoor outreach meetings could include: Government centers, farmers' markets, parks/outdoor public spaces, schools, community centers, and libraries.

Deliverable(s): Up to five (5) general outreach meetings, with translation services
One (1) electronic copy (MS Word) of the notes for each meeting interview

Task 2.14. Project Gallery (Main Library & Belle Haven Library)

M-Group will work with City staff to prepare a gallery in a large conference room in the Library or other publicly accessible space (that is handicap accessible) or large room for the project. This would allow people to come and understand the project without internet access. This Gallery will have maps, a project website kiosk, a survey kiosk, comment box, posters, and project schedule. In addition, educational videos from the housing symposium can be provided. People would be able to come as go as is convenient for them during the hours of operation.

Deliverable(s): Assist City staff with setting up and maintaining two project gallery spaces, one in the main library and one in the Belle Haven neighborhood.

Task 2.15. Farmers' Market Pop-up Booth

M-Group will host four (4) Downtown Farmers' Market Pop-up booths. The pop-up booths will provide flyers, posters and other information about the housing element update and the outreach program. As an option (not included in this scope), additional pop-ups can be coordinated with the Menlo Park Chamber of Commerce events. To the extent the Belle Haven Market has transitioned to a drive-thru mobile farmers' market, we would collaborate an appropriate method to participate with them.

Deliverable(s): Host four (4) pop-up booths at the farmers' markets

Task 2.16. Webpage (optional)

M-Group will create and maintain a project web page that collects all comments, GIS resources, project documents, current activities/calendars, surveys, and links to related agencies and non-profits. The webpage will be designed to receive comments from the public throughout the Housing Element Update process, including the Public Review Draft of the Housing Element and Environmental Documents. M-Group will also create and maintain an email distribution list (master contact list) for providing project updates as outlined in Task 2.3.

Deliverable(s): One (1) webpage (in English and Spanish)

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Task 2.17. Non-Profit Policy and Engagement Technical Support (optional)

M-Group will partner with a Bay Area based non-profit (i.e., ChangeLab Solutions) to provide technical support and recommendations on community engagement and policy issues. This additional member of the consulting team will assist in making recommendations to ensure that the policy making, and community engagement has a strong grounding in the most current and effective strategies for healthy and equitable community building.

Deliverable(s): Technical support, on-going as needed.

TASK 3 | LAND USE STRATEGY

Task 3.1. Preliminary Land Use Strategies Descriptions with Housing Commission

M-Group in conjunction with 21 Elements, will provide an overview of site selection and specific strategies to implement the RHNA allocation. We will outline different type of site selection options could including:

- Analyze ConnectMenlo Zoning Changes
- 5th Cycle site Reuse
- Accessory Dwelling Units
- Consider Downtown Parking Lots
- Increased housing opportunities in the El Camino Real/Downtown Specific Plan Area
- Housing opportunities at Religious Facilities per AB 1851 (new state law)
- Convert Commercial Zoning to Mixed-Use
- Consider micro units on sites less than 0.5 acre
- Increase housing opportunities in single family residential areas

We anticipate that the Housing Commission and the public will provide comment and feedback on the strategies presented.

Deliverable(s): Presentation at a special Housing Commission meeting for Land Use Strategies

Task 3.2. Housing Workshop

M-Group will develop and lead a housing meeting that would allow people to provide input on where housing should go. This meeting will not be about what the options are, rather this meeting will give people the opportunity to place housing units on the various sites with the strategies outlined at the Housing Commission meeting. We will use online tools such as "Maptionnaire Community Engagement Platform" to gain location-based feedback. We will summarize the comments at the end of the public workshop.

Deliverable(s): One (1) Community Workshop via video conference call, electronic agenda (pdf), and notes (MS Word) from the workshop

Task 3.3. Land Use Meeting with Planning Commission

M-Group present findings of the housing workshop to the Planning Commission. Comments from the Planning Commission would help form the three land use alternatives.

Deliverable(s): One (1) Planning Commission Meeting via video conference call, electronic agenda (pdf), and notes (MS Word) from the workshop

Task 3.4. Preliminary Land Use Alternatives: City Council

Based on the comments from the Housing Workshop and Planning Commission meeting, M-Group will prepare three (3) Draft Land Use Alternatives. These three (3) land use alternatives will be developed in conjunction with the Community Outreach and information provided by 21 Elements. Each land use alternative will have pros and cons for each alternative, a summary of total units achieved, zoning changes, and land use changes that would be required. This meeting would allow the City Council and the Public to provide feedback on the three alternatives. These alternatives would be adjusted appropriately for the Planning Commission Decision on the preferred land use alternative.

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Deliverable(s): One (1) City Council Meeting via video conference call, electronic agenda (pdf), and notes (MS Word)

Task 3.5. Preferred Land Use Concept: Planning Commission Meeting

Based feedback on form the City Council Meeting, M-Group will provide three (3) land use alternatives for the Planning Commission. Each land use alternative will have pros and cons for each alternative, a summary of total units achieved, zoning changes, and land use changes that would be required. In addition, our team will provide fiscal and VMT considerations for each alternative to assist with the decision making.

Deliverable(s): M-Group will assist in the facilitation of a PC workshop to decide on which land use concept to move forward on as the project description

Task 3.6. Objective Design Standards (Optional)

M-Group will prepare Objective Design Standards as needed for sites that are designated for by-right development. These Objective Design Standards could also potentially be weaved into an update for the Menlo Park El Camino Real/Downtown Specific Plan. Updating the Menlo Park El Camino Real/Downtown Specific Plan would require additional budget.

Subtask 3.6.1 Document Review

M-Group will review the General Plan and Zoning Regulations, as well as any other documents identified by City staff. This task will also include field visits and a physical survey of existing housing developments, following all relevant San Mateo County Covid-19 related safety requirements, as well as a review of recent developments in Menlo Park and neighboring communities. Based on a review of these documents and a survey debriefing, M-Group will develop a list of existing design guidance for which objective standards need to be developed. Where necessary, M-Group will develop potential solutions, illustrated by graphic representation and/or recommended development metrics.

Subtask 3.6.2 Staff Meetings

After the land use alternative is chosen, M-Group will work with City staff during a series of up to three (3) meetings to review and discuss how objective development standards would be developed.

Subtask 3.6.3 Stakeholder Meetings

M-Group will hold up to five (5) outreach stakeholder meetings on the objective design standards.

Subtask 3.6.4 Public Review Draft of Objective Design Standards

After receiving comments from City staff, M-Group will provide a public review draft of the Objective Design Standards for review at a joint Housing Commission/Planning Commission meeting.

Subtask 3.6.5 Final Draft of Objective Design Standards

Based on comments and direction from this meeting, M-Group will provide revisions for adoption of Objective Design Standards for City Council Review. M-Group anticipates that the Objective Design Standards will move forward after the adoption of the Housing Element.

Deliverable(s):
Three (3) meetings with City staff
Five (5) stakeholder meetings
Attendance at One (1) joint Housing Commission/Planning Commission Meeting
Draft Objective Design Standards
Final Objective Design Standards

TASK 4 | HOUSING ELEMENT

Task 4.1. Document Review

M-Group will review all applicable City, regional, and State documents pertaining to the Housing Element update, including but not limited to the City's Comprehensive Plan, Coordinated Area Plans, Zoning Ordinance, building codes, State Memos regarding Housing Element Requirements/Affirmative Furthering Fair Housing (AFFH), and

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any other City of Menlo Park and State housing policies and programs. We will provide a memo of documents that will need to be updated.

Deliverable(s): One (1) electronic Memo (PDF) outlining documents that need to be updated

Task 4.2. List of Current General Plan Policies and Programs

M-Group will develop a word document of all current General Plan (Connect Menlo) policies and programs by chapter. We will refer to this list for internal consistency with the General Plan and to note if any current General Plan policies needs changes or revisions. The 2015-2023 Housing Element Policies and Programs will be part of this General Plan Policies and Programs list and will be analyzed as part of the 6th Cycle Housing Element Update.

Deliverable(s): One (1) word document of the current General Plan (Connect Menlo) policies and programs

Task 4.3. Review and Evaluation of Current Housing Element

M-Group will work closely with the City staff and 21 Elements to determine the status, effectiveness, and appropriateness of the 2015–2023 Housing Element and the entire General Plan. M-Group will review and evaluate the current 2015-2023 Housing Element and Housing Work Plan to:

- Evaluate the status, effectiveness, and appropriateness of the current housing policies and programs and identify any barriers to implementation
- Evaluate the existing Housing Element in relation to current State housing laws and identify any omissions or deficiencies
- Preliminary analysis on General Plan policies to combat housing discrimination in compliance with the recently adopted affirmatively furthering fair housing state law

Deliverable(s): One (1) electronic copy (PDF) Baseline Report that summarizes the findings and identifies missing information, revisions needed, and critical issues requiring further analysis.

Task 4.4. Review the City's RHNA Allocation

M-Group will review the City of Menlo Park's RHNA allocation. This will include an analysis of previous RHNA construction, existing goals and policies, housing needs and projected needs, and an opportunities and constraints analysis. This will also include preliminary analysis on General Plan policies to combat housing discrimination in compliance with the recently adopted AFFH state law. M-Group will integrate 21 Elements templates and information as a starting point for this review.

Deliverable(s): One (1) Baseline Review report in MS Word and PDF

Task 4.5. Review City's Vacant and Underutilized Land Inventory

M-Group will review the City's vacant and underutilized land inventory based on the 21 Elements inventory. We will augment this information as necessary. The zoning designations, land use designations, and development capacity will be also be assessed.

Deliverable(s): One (1) Electronic table of the vacant and underutilized sites in MS Excel. This table will note Assessor's Parcel Number (APN), address, size of the parcel, address, Zoning Designation, Land Use Designation, description of existing use, availability of utilities, whether the site is publicly owned or leased, number of units that can currently be accommodated, income category anticipated to accommodate, and whether the site was identified in a previous planning period
One (1) Digital shapefile (ArcGIS) showing each vacant and underutilized site

Task 4.6. Compile GIS Shapefiles for Analysis

M-Group will compile various GIS shapefiles for analysis. Shapefiles will include the 5th Cycle Reuse sites, Infrastructure, Zoning, Creeks, Roads, and Fire Hazard areas. These shapefiles will be provided on the City GIS portal. M-Group will keep a local copy of these shapefiles for our internal processes including site selection and land use alternative development.

DocuSign Envelope ID: 9BFC19CA-4C0B-46CD-B0A8-513D1CA0DE04

Deliverable(s): No specific deliverable

Task 4.7. Use of GIS for Site Selection in the context of AFFH

M-Group will use GIS to ensure lower-income housing sites are not concentrated in low-resourced areas (lack of access to high performing schools, proximity to jobs, location disproportionately exposed to pollution or other health impacts) or areas of segregation and concentrations of poverty. We will also assess:

- Proximity to transit.
- Access to high performing schools and jobs.
- Access to amenities, such as parks and services.
- Access to health care facilities and grocery stores.
- Available locational scoring criteria for Low-income Housing Tax Credit (TCAC) Program funding
- Proximity to available infrastructure and utilities.

Deliverable(s): No specific deliverable

Task 4.8. Prepare Land Use Options in GIS

M-Group will provide the three (3) land use options and the preferred land use option in GIS link so that interested persons can see the options. The preferred land use option will also be provided. These shapefiles will be made available for the City GIS portal.

Deliverable(s): Three (3) land use option shapefiles
One (1) chosen land use option shapefile

Task 4.9. Site Inventory and Regional Housing Needs Allocation (RHNA)

M-Group, in conjunction with information provided by 21 Elements, will prepare a site inventory, map, and analysis clearly illustrating the City's capacity to accommodate the new RHNA. The inventory will identify appropriately zoned sites with necessary infrastructure and services. In keeping with state law, we will document each parcel's realistic capacity and prepare a map showing all identified sites. M-Group will compare the inventory of available land to the RHNA and draft the adequate sites analysis to clearly describe how the City will accommodate the needs of households at all income levels. The Housing Element Land Inventory and Identification of Sites shall be prepared through the lens of affirmatively furthering fair housing.

M-Group will, as needed, incorporate RHNA figures and data calculations as provided by the Association of Bay Area Governments (ABAG) and current demographic data. We will provide the Adequate Sites table and analysis for the Housing Element Update, which will include: analysis of housing opportunities, along with an "adequate sites analysis" showing the relationship between the City's RHNA allocation and the City's dwelling unit capacity, availability of potential housing sites based on zoning, infrastructure, and General Plan policies, requirements, and limitations. M-Group will also work with City staff and 21 Elements to identify potential zoning strategies to address need for additional housing unit capacity.

We will work with the City to determine viable sites based on new State Law requirements, requiring additional analysis for sites smaller than one-half acre, larger than 10 acres, and underutilized sites. We will also identify sites included in the past two housing element cycles that per AB 1397 are now required to allow affordable housing "by-right" in order to continue to count these sites in the inventory. No annexations will be analyzed as part of the site inventory and RHNA allocation.

If sites under one-half acre need to be utilized to meet the RHNA allocation, we can review the potential for micro units allow for an adequate density on a particular site. We will prepare a conceptual design to determine minimum lot widths. We will review parking standards and the potential need for tiny home building code allowances (such as the use of ship ladders and lower ceiling heights) to provide flexibility in the design. In addition, we will use walking score ranking to further determine suitability of individual sites for micro units. Additional options can be reviewed as needed.

In terms of affirmatively furthering fair housing, the identified sites will be assessed for the ability to replace segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity. Site selection will ensure that sites zoned to accommodate

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housing for lower-income households are not concentrated in lower resource areas and segregated, concentrated areas of poverty, but rather dispersed throughout the community, including in areas with access to greater resources, amenities, and opportunity.

Where sites zoned to accommodate housing for lower-income households are located in lower resource areas and segregated concentrated areas of poverty, incorporating policies and programs in the housing element that are designed to remediate those conditions, including place-based strategies that create opportunity in areas of disinvestment (such as investments in enhanced infrastructure, services, schools, jobs, and other community needs).

Opportunity Sites

- Listing of properties will be identified by:
  - ✓ Address
  - ✓ Assessor Parcel Number
  - ✓ Size of Parcel
  - ✓ General plan land use designation
  - ✓ Zoning designation
  - ✓ For non-vacant sites, a description of the existing use of each parcel
  - ✓ Whether the site is publicly owned or leased
  - ✓ Number of dwelling units that the site can realistically accommodate. (including detailing number of units by income category)
  - ✓ Whether the parcel has available or planned and accessible infrastructure
  - ✓ The RHNA income category the parcel is anticipated to accommodate
  - ✓ If the parcel was identified in a previous planning period site inventory
- The site inventory will be prepared using the standards, form, and definitions adopted by HCD.
- If a site included in the inventory is owned by the city or county, the housing element will include a description of whether there are any plans to sell the property during the planning period and how the jurisdiction will comply with the Surplus Land Act
- Vacant sites zoned for nonresidential use that allow residential development, residentially zoned sites that are capable of being developed at a higher density (non-vacant sites, including underutilized sites), Sites owned or leased by a city, county, or city and county, Sites zoned for nonresidential use that can be redeveloped for residential use and a program is included to rezone the site to permit residential use.
- General description of environmental constraints to the development of housing.
- General description of infrastructure (planned/available) including water, sewer, and other dry utilities, including availability and access to distribution facilities.
- For non-vacant sites, specify the additional development potential for each site within the planning period and explain the methodology to determine development potential. If Menlo Park relies on non-vacant sites to accommodate 50% or more of its housing need for lower-income households, the "existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period."
- Sites identified for housing development that currently or within the last five years contained residential units occupied by lower-income households, or were subject to an affordability requirement or local rent control policy, must be replaced one-for-one with units affordable to the same or lower income levels.
- Demonstration of zoning to accommodate the housing need for lower-income households.
- Determination of the consistency with affirmatively furthering fair housing (AB 686)
- Map of sites will be included in the inventory.

RHNA Considerations

- Number of units built (i.e., building permits issued) between the start of the projection period (June 30, 2022) and the deadline for adopting the housing element (January 15, 2023) - (optional).
- Number of units proposed using alternative provisions such as rehabilitation, conversion, preservation, or accessory dwelling units (optional).
- Analysis of whether inventory provides for a variety of housing types (Multifamily rental housing, Factory-built housing, Mobile homes, Housing for agricultural employees, Emergency Shelters, Transitional and supportive housing).

DocuSign Envelope ID: 9BFC19CA-4C0B-46CD-B0A8-513D1CA0DE04

- Replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity.
- Determination of Adequate Sites.
- Site suitability for lower-income RHNA based HCD best practices
- No Net Loss will be addressed as part of the analysis.

Junior ADUs/ADU's (in conjunction with 21 Elements)

- Analysis of JADU/ADU to meet RHNA numbers, including a description of zoning available to permit ADU/JADUs, development standards and analysis of potential constraints on the development of ADUs. This analysis will also include a plan that incentivizes and promotes the creation of ADUs that can offer affordable rents for very low, low-, or moderate-income households and potential for state grants and financial incentives connected with the planning, construction and operation of affordable ADUs. (Gov. Code § 65583 and Health and Safety Code § 50504.5.)
- The ADU calculation will include a three-part approach: 1) development trends, 2) anticipated affordability (provided by 21 Elements) and 3) resources and incentives. Development trends will consider ADUs permitted in the prior planning period and may also consider more recent trends. M-Group will utilize a rent survey in assessing the potential for ADU/JADUs and affordability. M-group will also describe resources, incentives, policies, programs to encourage ADU/JADUs. (Common approaches include rent surveys of ADUs, using rent surveys and square footage assumptions and data available through the APR pursuant to Government Code section 65400. Resources and incentives include policies and programs to encourage ADUs, such as prototype plans, fee waivers, expedited procedures and affordability monitoring programs.)
- The housing element will include a description of zoning available to permit ADUs, including development standards and analysis of potential constraints on the development of ADUs. M-Group will include programs as appropriate to address identified constraints. In addition, we will include a plan that incentivizes and promotes the creation of ADUs that can offer affordable rents for very low, low-, or moderate-income households and requires the California Department of Housing and Community Development to develop a list of state grants and financial incentives in connection with the planning, construction.

Deliverable(s): Site Inventory Analysis will be included in the Administrative Draft Housing Element
Map of sites will be included in the Administrative Draft Housing Element

Task 4.10. Housing Needs Assessment

M-Group will review the Housing Needs Assessment (including special needs) analysis provided by 21 Elements. M-Group will provide a memo with the noting the results of the review and if applicable noting any informational gaps that may need to be filled, particularly in the realm of affirmatively furthering fair housing (AFFH). Specific AFFH components include:

- An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs within the jurisdiction, including displacement risk.
- An assessment of the contributing factors for the fair housing issues
- An identification of the jurisdiction's fair housing priorities and goals, giving highest priority to those factors identified in clause (iii) that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights compliance, and identifying the metrics and milestones for determining what fair housing results will be achieved.
- Strategies and actions to implement those priorities and goals, which may include, but are not limited to, enhancing mobility strategies and encouraging development of new affordable housing in areas of opportunity, as well as place-based strategies to encourage community revitalization, including preservation of existing affordable housing, and protecting existing residents from displacement.
- A summary of fair housing issues in the jurisdiction and an assessment of the jurisdiction's fair housing enforcement and outreach capacity.
- An assessment of the contributing factors for the fair housing issues: Recommended Housing Element Sections.
- An identification of the jurisdiction's fair housing priorities and goals, with priority to those factors identified that limit or deny fair housing choice or access to opportunity, or negatively impact fair housing or civil rights

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compliance. This requirement includes identification of metrics and milestones for determining what fair housing results will be achieved.

Deliverable(s): One (1) electronic memo in MS Word or PDF format reviewing the housing needs assessment

Task 4.11. Potential Governmental and Non-Governmental Constraints

M-Group will review the Governmental and Non-Governmental Constraints provided by 21 Elements as an extension of City staff. M-Group will provide a memo noting any informational gaps that may need to be filled.

Deliverable(s): One (1) electronic memo in MS Word or PDF format reviewing the Governmental and Non-Governmental Constraints

Task 4.12. At-Risk Units

M-Group will provide an inventory and analysis of existing affordable units at risk of converting to market-rate during the planning period. This will include:

- At-risk Units: Inventory of at-risk units (10 years from the housing element due date)
- Estimate of replacement versus preservation costs
- Identification of qualified entities and assess risk of loss
- Identification of potential funding

BAE will provide replacement construction cost estimates of at-risk housing as part of Task 5.24.

Deliverable(s): This analysis will be included in the administrative draft housing element

Task 4.13. Housing Objectives, Policies, and Programs

M-Group will work with City staff (and 21 Elements) to prepare the 2023–2031 Housing Implementation Program. This will involve updating goals, policies, programs, and quantified objectives (pursuant to Government Code Sections 65583 et seq.) to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. A statement of the community's goals, quantified objectives, and policies relative to the maintenance, preservation, improvement, and development of housing will be provided. In addition, M-Group will work with 21 Elements on the Missing Middle Analysis.

Programs will describe specific steps for implementation and will identify a time frame and responsible department. Programs will include, but not be limited to, a schedule of actions during the planning period; quantifiable objectives and programs to address housing needs for all income levels, the elderly, veterans, and populations with disabilities, special needs, or experiencing homelessness; and meaningful actions to affirmatively further fair housing. Objectives, Programs, and Policies will reflect community values and needs. Strategies and actions to implement those priorities and goals identified in the housing needs assessment may include, but are not limited to:

- Enhancing mobility strategies and promoting inclusion for protected classes
- Encouraging development of new affordable housing in high-resource areas
- Place-based strategies to encourage community revitalization, including preservation of existing affordable housing
- Protecting existing residents from displacement

M-Group will address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, fostering and maintaining compliance with civil rights, and must affirmatively further fair housing.

<u>General Housing Issues</u>

- All new state requirements since the adoption of the existing Housing Element
- Consistency and compliance with the rest of the City General Plan elements and community goals
- Development controls and regulatory incentives

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- Working to provide housing opportunities for all county residents, including the elderly, veterans, those with disabilities, the homeless, and other special needs groups.
- Fair housing programs
- Facilitating development of adequate housing and infrastructure to meet the needs of low- and moderate-income households in keeping with the regional fair share allocation
- Mitigating any governmental constraints to providing and improving housing
- Programs to rezone and any other programs needed to address a shortfall of sites to accommodate the regional housing need, if applicable, and any programs included pursuant to Section 65583.2(h) and (i) or carryover obligation pursuant to Section 65584.09.
- Quantified Objectives and Housing Programs: Provide statement of quantified objectives; Maximum number of units, by income group, including extremely low-income of: New construction; Rehabilitation; and Conservation.
- Programs to rezone and any other programs needed to address a shortfall of capacity for housing for farmworkers that could not be accommodated on sites identified in the inventory, if applicable.
- If applicable, programs to facilitate a variety of housing types, including multifamily rental, factory-built housing, mobile homes, housing for agricultural employees, supportive housing, single room occupancy, emergency shelters and transitional and supportive housing.
- Program(s) to promote housing opportunities for all persons. M-Group will update financial and programmatic resources available for affordable housing programs and removal of identified constraints, including local and state funding programs, as well as private sector resources. M-Group will assess current and potential housing programs to recommend future programs that will support the City's housing objectives.
- Program(s) to preserve at-risk units.
- A program that promotes and affirmatively furthers fair housing opportunities and fair choice throughout the community for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (FEHA), Government Code Section 65008, and any other state and federal fair housing and planning law.

<u>Affordable housing</u>

- Sources of affordable housing funding
- Preserving and improving existing affordable housing
- Transitional/Supportive Housing
- Inclusionary Housing (Menlo Park's Affordable Impact fee and Inclusionary Ordinance)
- Schedule of specific actions
- Timeline for implementation with a beneficial impact in the planning period; and Identification of agencies and officials responsible for implementing each program.
- Programs to assist in the development of housing for extremely low, very low, low and moderate-income households.
- Programs to address governmental constraints and, where appropriate and legally possible, to remove constraints to the maintenance, improvement and development of housing including JADU/ADUs. This will also include an analysis of Menlo Park's JADU/ADU compliance.
- Program(s) to conserve and improve the condition of the existing affordable housing stock.

<u>Other Requirements</u>

In addition to the program analysis, M-Group will provide the following analysis as required by State Law:

- Description of general plan consistency and zoning consistency.
- Analysis of construction, demolition, and conversion of housing for lower-income households.
- Water and Sewer Priority Analysis.
- An assessment of how Menlo Park will comply with the Housing accountability act.
- An inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development.

Deliverable(s): This analysis will be included in the Administrative Draft Housing Element

TASK 5 | ADMINISTRATIVE DRAFT DOCUMENTS

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M-Group will prepare an Administrative Draft Housing Element (2023-2031) with an implementation program that includes, but not limited to, a schedule of actions during the planning period; quantifiable objectives and programs to address housing needs for all income levels, the elderly, veterans, and populations with disabilities, special needs, or experiencing homelessness; and meaningful actions to affirmatively further fair housing. In addition, M-Group will update the Safety Element, create an Environmental Justice Element, and update the Land Use Element. These updates will follow the timeline of the housing element update. Staff will provide the existing documents in electronic format so amendments and new sections will match the format of the General Plan.

Task 5.1. Administrative Draft Housing Element

M-Group will update the Goals, Policies, and Implementing Programs in the current Housing Element along with the housing need, opportunities, and constraints analysis. The Housing Element shall contain programs specific to the unique needs and challenges facing the City of Menlo Park, and shall satisfy the applicable requirement of the State Housing Law.

Deliverable(s): One (1) electronic copy (PDF and MS Word) of the Administrative Draft Housing Element

Task 5.2. Administrative Draft Land Use Element

Based on the RHNA allocation and the results of the public outreach program, a change to the land use map and changes to the land use densities may be required. M-Group will make those changes, as necessary for one (1) land use concept. M-Group will update Land Use Policies as necessary.

Deliverable(s): One (1) electronic copy (PDF and MS Word) of the Administrative Draft Land Use and Circulation Element (Connect Menlo)
One (1) electronic copy (pdf) of the new land use map, as necessary

Task 5.3. Administrative Draft Zoning Ordinance and Zoning Map

M-Group will provide one administrative draft of the changes to the zoning map and zoning text for the chosen land use plan. M-Group will revise the Zoning Text and Map per City staff comments. M-Group staff will attend one Planning Commission Hearing and one City Council Hearing for the adoption of the revised Zoning Code and Zoning Map.

Deliverable(s): One (1) electronic Copy (MS Word) of draft ordinance language and map

Task 5.4. Administrative Draft Environmental Justice Element (SB 1000)

As of January 1, 2018, cities and counties are required to either adopt an Environmental Justice Element in their General Plan or integrate environmental justice policies and goals into the elements of the General Plan "upon the adoption or next revision of two or more elements concurrently" (Government Code Section 65302[h][2]). With the update to the Safety Element and Housing Element, an Environmental Justice Element or environmental justice policies integrated into the General Plan is required. The City has elected to prepare a stand-alone element. The environmental justice element will be reviewed with the General Plan for internal consistency.

There are disadvantaged communities adjacent to Menlo Park. In addition, we are aware of the investment and disinvestment study done for the areas near the Facebook campus, in particular in the Belle Haven neighborhood.

Subtask 5.4.1. Existing Conditions Memo

As part of this document review task, we will use available online resources to research the underlying issues of pollution exposure, chronic health problems, and other factors leading to the identification of local disadvantaged communities.

As part of preparing the Environmental Justice Element, M-Group will conduct a comprehensive analysis regarding environmental pollution exposure. Using CalEnviroScreen and other available resources. We will research the social, economic, and pollution data sets. We will review other environmental and health databases and resources to identify indicators measuring city-wide inclusivity and equity, as well as underlying socio-economic variables including home purchasing power, unemployment rate, educational attainment, and poverty levels.

This memo will also note Environmental Justice element requirements. The background information will be consolidated into a memorandum with a text summary and map information. The memorandum will be submitted

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electronically to the City for staff review. The City will be responsible for collecting all staff comments into a single document using Microsoft Word's track changes function. This scope and budget assume two rounds of comments and revisions with City staff. M-Group will incorporate these comments into the Environmental Justice Element.

Subtask 5.4.2. Environmental Justice Element

M-Group will prepare an Environmental Justice Element. We anticipate that policy will focus on strategies to reduce pollution exposure and environmental burdens affecting low-income and minority populations, together with improving air quality and minimizing impacts on sensitive population groups. We will also look at collaborative policies (e.g., coordination and funding agreements with other public agencies) to encourage greater access to education and job skills training at all age levels. Goals and polices will address the full range of environmental justice issues of relevance to Menlo Park, cross referencing as appropriate environmental justice concerns that may already be addressed in other General Plan elements. We anticipate Environmental Justice Element topics will encompass:

- Pollution exposure
- Food access
- Access to public parks and other community facilities
- Physical activity and residents' health
- Public transit access
- Reduced impacts of climate change
- Education
- Adequate housing (to parallel policies in the updated Housing Element being prepared during the same time period)
- Civic engagement in decision making

As part of our outreach strategy, M-Group will include the following for Environmental Justice:

- Hold a synchronous community meeting/open house (virtual or in parson) focused on EJ issues if in person- encourage local folks to attend, but make it open to the community at large and publicize it well (with Spanish Translation)
- Create an online, asynchronous open house that mirrors the "live" community event (with Spanish Translation)
- Information about how to engage in the GP process and the EJ element will be in the flyer Task 2.7 (with Spanish translation)
- The survey will include questions for specific neighborhoods, that covers EJ questions focused on direct experience and challenges/vision for the future for these specific neighborhoods. (with Spanish translation)
- Include a QR code to the survey in the mailer
- Post posters around the neighborhoods with the QR code and information about the planning process trying to get folks to participate ((with Spanish translation)
- Offer a gift card drawing (i.e. 5-10 $25 gift cards) to encourage people to participate

The farmers' market pop-up will have Environmental Justice related material.

M-Group will prepare an administrative draft Environmental Justice Element, submitted electronically to the City for staff review. The City will be responsible for collecting all City staff comments into a single document using Microsoft Word's track changes function, from which M-Group will revise the administrative draft.

Deliverable(s): One (1) electronic copy (PDF and MS Word) Existing Conditions /Environmental Justice Element requirements Memo (electronic)
One (1) electronic copy (PDF and MS Word) Administrative Draft Environmental Justice Element

Task 5.5. Administrative Draft Safety Element (SB 379)

M-Group will update the City's Safety Element to bring it into compliance with recent changes in California General Plan law and to be consistent with SB 379. The safety element will be reviewed with the General Plan for internal consistency. In addition to the safety element, M-Group will provide a memo of safety element requirements.

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Residential Development Evacuation Routes

SB 99 now requires jurisdictions to review the Safety Element upon the next update of the Housing Element on or after January 1, 2020 and update as necessary to identify residential developments in any hazard area identified in the safety element that do not have at least two emergency evacuation routes. M-Group will work with City staff and local emergency service providers to identify any such developments and create a map of residential developments that do not have at least two evacuation routes. This map will be included in the Safety Element, along with policies and actions to direct future efforts and funding to provide the necessary evacuation routes for the identified communities.

Climate Adaptation and Resiliency

As required by SB 379, M-Group will address climate adaptation in the Safety Element. M-Group will create a short, easily digestible "state of the science" about historic and future climate hazards, such as flooding and drought, extreme heat events, and wildfires in Menlo Park. Using this climate-related hazard data, M-Group will first prepare a vulnerability assessment describing the potential impacts of climate change on vulnerable physical assets and populations.

The vulnerability analysis will seek to uncover a broad range of direct and indirect climate impacts across key sectors, including infrastructure, buildings, natural systems, economic assets, and populations. The analysis will identify key sectors and their assets exposed to climate hazards, assess the sensitivity and adaptive capacity of each sector, and evaluate the vulnerability of each consistent with the California Adaptation Planning Guide and in alignment with SB 379.

The vulnerability assessment will combine qualitative and quantitative analysis. M-Group will map Menlo Park's critical infrastructure (e.g., roads and highways, railways, water systems), sensitive population groups and disadvantaged communities (none in Menlo Park), parks and open space areas, and other key assets to better understand exposure to each climate hazard. This spatial/quantitative analysis will be combined with an assessment of existing plans and efforts underway to minimize the impacts of climate change to ascertain vulnerability. Where possible, the relative vulnerability will be mapped for each asset category, using maps in combination with text and tables that provide insight into the vulnerabilities.

The vulnerability assessment will help Menlo Park develop a strong basis for understanding the implications for adaptation planning and will help identify goals, objectives, and actions to include in the General Plan's Safety Element, among others.

Adaptation and Resilience Strategy

M-Group will develop a set of policies and actions guided by the Vulnerability Assessment that will improve resiliency and reduce or eliminate risks from natural hazards in Menlo Park. M-Group will work closely with City staff to ensure resilience policies and strategies are effective and implementable.

The Adaptation and Resilience Strategy will include suggested projects, programs, and funding sources for natural hazard mitigation and response. The strategy will be developed in coordination with City staff, including the Public Works and Community Development Department, local emergency response providers, State Board of Forestry and Fire Protection, and elected officials.

The Administrative Draft Safety Element will be provided to the California Geological Survey of the Department of Conservation and the State Board of Forestry and Fire Protection for review and comment.

Outreach & Engagement

M-Group will host up to five (5) meetings regarding safety element topics including sea level rise & adaption.

These meetings will focus on providing information and obtaining feedback from the community.

Deliverable(s):

One (1) electronic memo noting safety element requirements
One (1) electronic copy (MS Word) of the Administrative Draft Safety Element
One (1) complete PDF copy of the Administrative Draft Safety Element
Up to Five (5) meetings for various safety element topics

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Up to Five (5) PowerPoint presentations, one for each meeting

TASK 6 | FISCAL ANALYSIS

Task 6.1. BAE: Kick-off Meeting

BAE will attend a kick-off meeting with City staff and the rest of the consultant team to discuss project expectations regarding coordination, reporting, deliverables, community engagement, and relevant information. As a part of this task, BAE will review relevant documents and other background information pertaining to the Housing Element Update and the related fiscal impact analysis.

Deliverable(s): Attendance at one (1) kick-off meeting

Task 6.2. BAE: Public Study Sessions and/or Hearings

BAE will attend up to six public study sessions and hearings (e.g., Housing Commission, Planning Commission, and City Council meetings) related to the Housing Element Update. BAE will present findings, respond to questions, and receive comments related to the fiscal impact analysis and affirmatively furthering fair housing analysis, and will prepare presentation materials as needed.

Deliverable(s): Attendance at six (6) public study sessions/hearings

Task 6.3. BAE: Affirmatively Furthering Fair Housing (AFFH) Data and Analysis

BAE will assist with the preparation of the Housing Element by conducting analysis to address the new requirements under AB 686 to affirmatively furthering fair housing. This will include analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends, racially or ethnically concentrated areas of poverty, disparities in access to opportunity, and disproportionate housing needs within the jurisdiction, including displacement risk.

BAE will also request information on fair housing complaints from the HUD Office of Fair Housing and Equal Opportunity and the California Department of Fair Employment and Housing, as well as any information available from local fair housing service providers. BAE will also request information regarding hate crimes from the Federal Bureau of Investigations and the Menlo Park Police Department. BAE will also request information from the City of Menlo Park regarding the availability of fair housing services, education, and outreach, and will review the most recent Assessment of Fair Housing for the City.

Based on the findings from this analysis, BAE will provide input on the Housing Element sites inventory and policies and programs to address affirmatively furthering fair housing requirements. This analysis will also inform the Environmental Justice Element of the General Plan.

Deliverable(s): Meetings and memo to convey input

Task 6.4. BAE: Cost to Replace At-Risk Units

BAE will estimate the total cost of producing new rental housing to replace any assisted units that are identified as being at risk of conversion from low-income use during the next ten years, as well as the cost to preserve these units. BAE will review applications submitted to the California Tax Credit Allocation Committee (TCAC) to identify new construction and rehabilitation projects in or near Menlo Park that are comparable in size and rent levels to any units that are at risk of conversion. BAE will review the construction cost information provided in the TCAC applications for these projects to identify the typical cost associated with replacing or preserving units similar to those that are at risk of conversion.

Deliverable(s): Provided as part of the administrative draft housing element

Task 6.5. BAE: Fiscal Impact Analysis

BAE will conduct a fiscal impact analysis that will provide a detailed estimate of the net fiscal impacts that each land use strategy will have on the City of Menlo Park as well as key special districts that serve the areas that would be affected by each strategy. This analysis will evaluate the revenue and cost implications of up to three (3) land use strategy alternatives for the City, the Menlo Park Fire Protection District, the school districts that

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serve Menlo Park, the San Mateo Community College District, the San Mateo County Office of Education, the Midpeninsula Regional Open Space District, and the Sequoia Healthcare District.

BAE will estimate the General Fund revenues that each land use strategy will generate for the City of Menlo Park on an annual basis, including property tax, sales tax, business license fees, utility user tax, franchise fees, and any other applicable revenues. In addition, BAE will estimate one-time revenue from the impact fees that would apply to the development associated with each land use strategy. BAE will also estimate the annual City of Menlo Park General Fund operating expenditures associated with providing City services under each land use strategy, including police, public works, recreation and library services, and general government services. The analysis of operating costs will identify fixed and variable City service costs to determine the portion of City service costs that would need to increase to maintain current service levels as the City's population grows. Fiscal impacts will be presented in current dollars on a net annual and cumulative basis over a 20-year period.

BAE will also estimate the property tax revenue and other revenue sources that each land use strategy will generate for the special districts that serve Menlo Park, as well as General fund operating expenditures for special districts that provide services to the City. This analysis will focus on annual operating revenues and expenditures rather than one-time capital costs. For the school districts, BAE will estimate the cost to serve new elementary, middle, and high school students resulting from each strategy based on each school district's estimated student generation rates. If requested by City staff, BAE will conduct phone interviews or prepare questionnaires to contact representatives from the Menlo Park Fire Protection District and the school districts that serve Menlo Park to assess existing capacity, potential facility and equipment needs, and the potential impact of each land use strategy.
BAE will prepare and submit a Draft Fiscal Impact Analysis report that will include a concise and highly accessible executive summary. Following receipt of a single set of consolidated comments on the draft report, BAE will make modifications to the draft report as needed and prepare a draft for public review.

Deliverable(s): One (1) administrative draft electronic Fiscal Impact Analysis Report in MS Word
One (1) final electronic Fiscal Impact Analysis Report in MS Word

Task 6.6. BAE: Estimate School Construction Costs

BAE will provide a high-level estimate of the cost to construct any new public school facilities that would be needed to serve the public school students that each land use strategy alternative will generate. BAE will rely on the DEIR to determine the total number of public school students that each land use strategy will generate and the extent to which any increase in students would necessitate construction of new public school facilities, based upon information to be requested from the school district regarding existing school facilities capacity, facility needs, and estimated costs. If necessary, BAE will collect and analyze information on recently-constructed public schools and public school expansion projects in the region to develop an estimate of the approximate range of construction costs per student served. Based on these data, BAE will provide a total estimated range of the incremental cost associated with constructing the school facilities that would be needed for each land use strategy alternative. This analysis will focus on the range of typical per-student costs, rather than determining the specific types and locations of school facilities needed (e.g., school expansion or construction of a new school site) or the total cost to construct any specific facility.

Deliverable(s): This will be integrated into the Fiscal Analysis

TASK 7 | PUBLIC REVIEW OF DOCUMENTS

Task 7.1. Draft Environmental Justice and Safety Elements to Planning Commission

M-Group will present the preliminary draft Environmental Justice Element, Safety Element to the Planning Commission for review and comment.

Deliverable(s): One (1) Planning Commission Meeting via video conference call, electronic agenda (pdf), and notes (MS Word)

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Task 7.2. Draft Housing Element, Land Use Element, and Municipal Code Update

M-Group will present the preliminary draft *Housing Element, Land Use Element, and Municipal Code Update* to the Planning Commission for review and comment.

Deliverable(s): One (1) Joint Housing Commission/Planning Commission Meeting via video conference call, electronic agenda (pdf), and notes (MS Word)

Task 7.3. Public Review Draft Housing Element, Safety Element, Environmental Justice Element, Land Use Element, and Municipal Code Update (Joint Housing Commission/Planning Commission)

City staff will provide M-Group with comments on the Administrative Draft within 21 calendar days for preparation of the Public Review Draft. M-Group will provide two (2) rounds of edits based on City staff review of the Public Review Draft Housing Element, Safety Element, Environmental Justice Policies, Land Use and Community Design Element, and Municipal Code Update based on City staff comments and Housing Commission/Planning Commission.

Deliverable(s): One (1) electronic copy of the Draft Housing Element (PDF and MS Word) provided to City staff and HCD. City staff will provide copies to the City Council, Planning Commission for review and comment

Task 7.4. Final Draft Housing Element, Environmental Justice Element, Safety Element, Land Use Element, and Municipal Code Update

In response to comments from public review and HCD, M-Group will amend the Public Review Draft Documents and provide the Final Draft Documents (Housing Element, Environmental Justice Element, Safety Element, Land Use Element, and Zoning Code/Map changes). This will be used as the project description for the CEQA Analysis.

Deliverable(s): One (1) electronic copy of the Final Documents (PDF and MS Word)

TASK 8 | TRANSPORTATION ANALYSIS

Task 8.1. Hexagon: Travel Demand Model

Pursuant to SB 743, Vehicle-Miles Traveled (VMT) replaces intersection LOS as the transportation impact criteria for CEQA purposes. VMT is calculated by the multiplication of the project trip generation and the average trip length. Hexagon proposes to utilize the Connect Menlo Travel Demand Model to conduct the VMT analysis. The model uses socioeconomic inputs and various mathematical models to estimate project trip generation and average trip length.

Deliverable(s): No specific deliverable

Task 8.2. Hexagon: With-Project Land Use and Roadway Network

Hexagon will rely on City staff to provide input on the locations and numbers of households as well as any potential roadway network improvements to be analyzed under the "with-project" scenario. Hexagon will convert this information into model-ready inputs for evaluation.

Deliverable(s): Memo documenting decisions

Task 8.3. Hexagon: Evaluation of 3 Preliminary Alternatives

Hexagon will evaluate 3 preliminary HEU alternatives. Hexagon will set up the model inputs (land use, roadway network) specific for the 3 alternatives based on City staff input. VMT analysis will be run for existing and cumulative scenarios with and without the project, separately for all 3 alternatives. Hexagon will document our findings in a memorandum.

Deliverable(s): One (1) electronic memo outlining analysis of the three preliminary land use alternatives

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Task 8.4. Hexagon: VMT Analysis

Existing VMT and Existing plus project VMT will be evaluated. A VMT impact discussion will be provided based on City's VMT impact criteria. Cumulative no project and Cumulative plus project VMT will also be evaluated. A Cumulative VMT impact discussion will also be provided as necessary.

Deliverable(s): This task will be completed as part of the traffic impact analysis report

Task 8.5. Hexagon: Bicycle, Pedestrian and Transit Facilities

Hexagon will qualitatively evaluate the proposed Housing Element Update's potential impacts on City's existing and planned bicycle, pedestrian, and transit facilities. Hexagon will also identify any potential conflicts with City's adopted policies on bicycle, pedestrian, and transit facilities. Potential mitigation strategies would be identified in coordination with City staff.

Deliverable(s): This task will be completed as part of the traffic impact analysis report

Task 8.6. Hexagon: Potential Mitigation Strategies

If the analysis identifies potential VMT impacts, Hexagon will coordinate with City staff to determine the appropriate mitigation strategies to eliminate the potential VMT impacts.

Deliverable(s): This task will be completed as part of the traffic impact analysis report

Task 8.7. Hexagon: Meetings

The fee estimate includes Hexagon staff attendance at five staff meetings in connection with the project. Attendance at public hearings is not part of the main scope.

Deliverable(s): Attendance at five (5) meetings with City staff and M-Group

Task 8.8. Hexagon: Traffic Impact Assessment

Hexagon will summarize findings and a write-up of the existing multimodal transportation conditions will also be included. Hexagon Transportation Consultants will respond to editorial comments on the draft and prepare a final TIA report.

Deliverable(s): One (1) electronic draft traffic impact analysis report
One (1) electronic final traffic impact analysis report

Task 8.9. Hexagon: Data Provisions for Other EIR Analysis

Hexagon staff will provide any requested transportation data to other EIR consultants.

Deliverable(s): No specific deliverable

Task 8.10. Hexagon: Response to EIR Comments

Hexagon will respond to transportation-related comments on the Draft EIR.

Deliverable(s): Assistance to response to comments regarding transportation

TASK 9 | ENVIRONMENTAL ANALYSIS

ESA's proposed scope of work for the environmental review component of the Housing Element Update (HEU), which expands on the scope of work outlined in the RFP. In addition, this section summarizes the general approach to the EIR, as well as the interrelatedness of the various HEU components. The EIR will also need to make note of several streamlined processes that have derived from changes to state law since the last cycle.

The City is fortunate in that it has a recently certified EIR for its 2016 General Plan. The General Plan EIR and its supporting studies will form the basis for much of the HEU EIR's environmental setting, so it therefore seems reasonable to present the HEU EIR as a Subsequent EIR to the 2016 General Plan EIR. Where necessary, the

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information in the General Plan EIR would need to be updated to consider changed conditions and revised regulatory requirements.

Task 9.1. ESA: Project Initiation and Data Collection

We recognize that a number of scenarios are likely to be developed as part of the HEU process. The development of those scenarios will be undertaken as part of the various tasks outlined elsewhere in this proposal. For purposes of the EIR, we assume that the EIR process will not formally commence until those scenarios have been defined and vetted with City decision-makers and the Menlo Park community. We would assume that the following component of the HEU to be essentially settled prior to commencement of work on the project description and the EIR in general:

- Identification of housing opportunity sites;
- Identification of distribution scenarios (alternatives) for additional housing; and
- Identification of amendments to the General Plan's Housing Element, as well as amendments to other elements within the General Plan (Safety, Land Use, new Environmental Justice Element).

To begin the process, ESA will attend the project kickoff meeting with City staff and the rest of the project team. It is expected that all meetings would occur via teleconference. With respect to the EIR, subjects for discussion at the meeting will include, but not be limited to:

- Identify any prior environmental documentation that may be relevant to the HEU, most notably the 2016 General Plan EIR;
- Identify project databases, sources of information, and key contacts;
- Establish and confirm the scope of work, level of analysis, structure of the EIR, budget, schedule, and communication protocols; and
- Identify key issues known to be of concern to agencies, interest groups, and the public.

We assume that the City will provide any site-specific studies prepared to date, exhibits, project description details, and materials for development of the environmental document at the kick-off meeting. If additional data is required, ESA will submit a memo detailing data needs to the City with recommendations on how best to fill them.

Deliverable(s): Attendance at One (1) kick-off meeting
One (1) electronic memo (MS Word) detailing data needs

Task 9.2. ESA: Prepare Project Description and Alternatives

At the conclusion of the scenario vetting process, and in concert with City staff and the project team, ESA will prepare a draft project description technical memorandum for City review, which will include: relevant maps; a description of the regional and local setting; the housing element history; project objectives; planning context; population and housing characteristics and trends; opportunity sites; General Plan and/or zoning text/map revisions; potential alternative scenarios; and other information important to provide an understanding the proposed project. The project description will be used as the basis for preparing the Draft Program EIR. Upon receipt of the City's consolidated comments, ESA will make necessary changes to the project description and submit it for the City's final review and approval. ESA assumes that two iterations of the project description will be required and that required technical analyses will begin immediately after receipt of the City's comments on the draft.

Deliverable(s): One (1) electronic copy of the technical memorandum outlining planning and growth assumptions, detailed project description, and alternatives to be analyzed in the Program EIR

Task 9.3. ESA: Prepare Notice of Preparation

ESA will prepare a Notice of Preparation (NOP) that will build from the project description developed as part of Task 5.2 to describe the proposed HEU and the scope of the Program EIR. The NOP will be supported by maps and figures, as appropriate. The NOP will include:

- A description of the HEU and the environmental setting;
- Applicable maps and figures;
- An overview of the topics that will be evaluated in the EIR; and

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- An overview of the environmental review and approval processes, including announcement of a public scoping meeting.

ESA will submit an electronic version of the NOP for City review. Upon receipt of the City's consolidated comments, ESA will make necessary changes to the NOP and submit for the City's final review and approval. We assume that the City will be responsibility for circulation of the NOP to area stakeholders, though ESA can submit the NOP to the State Clearinghouse through our Sacramento office.

Deliverable(s): One (1) electronic copy of the Administrative Draft NOP package
One (1) electronic copy of the NOP package for 30-day public review; and Submittal of NOP package to the State Clearinghouse, if requested by the City

Task 9.4. ESA: Conduct Scoping Meeting

ESA will attend an NOP scoping meeting held before the Planning Commission. ESA staff will assist in the preparation of a presentation that will provide an overview of the HEU and the CEQA process. Upon completion of the NOP comment period, we will prepare and submit a scoping report that summarizes the comments and identifies substantive issues warranting additional evaluation in the EIR.

Deliverable(s): Assistance with preparation of meeting presentation
One (1) electronic copy of a scoping report that summarizes comments and responses

Task 9.5. ESA: Conduct Agency Consultation

ESA will informally consult with agencies that provided substantive comments on the NOP. Much of this work would already occur as part of the EIR's preparation, but this task will provide the opportunity to receive more detailed guidance from relevant agencies. Of particular interest will be likely input received from neighboring jurisdictions, utility and service providers, Caltrans, and transit providers.

Deliverable(s): One (1) electronic copy of summarized meeting notes from each meeting/call

Task 9.6. ESA: Prepare Administrative Draft Program EIR

ESA will prepare an Administrative Draft Program EIR in compliance with local requirements, CEQA requirements (Public Resources Code 21000 et. seq), and the State CEQA Guidelines (California Code of Regulations, Section 15000 et. seq).

The scope of the environmental impact analyses in the Draft EIR will utilize the standard list of environmental topics and checklist questions contained within Appendix G of the CEQA Guidelines. Thresholds of significance will be discussed and confirmed with the City prior to the commencement of work. Topics

Aesthetics

ESA will discuss the visual character of the City and the potential visual and aesthetics impacts to surrounding land uses as a result of implementation of the HEU.

Agricultural and Forestry Resources

There are currently no agricultural or forestry resources in the City. Thus, we anticipate that there would be no impact.

Air Quality

ESA will assess the criteria air pollutant emissions likely to derive from implementation of the HEU. The section will include a description of the existing air quality setting for the area. We will present relevant regulatory background information, addressing the federal Clean Air Act, the California Clean Air Act, and BAAQMD regulations, and policies that could affect the HEU or the air quality analysis presented in the EIR. The air quality assessment will meet the CEQA requirements of the Bay Area Air Quality Management District (BAAQMD) and will be evaluated for consistency with the Bay Area Clean Air Plan: Spare the Air, Cool the Climate (2017 Clean Air Plan).

To the extent required and practicable in a program-level analysis, we will estimate criteria air pollutant emissions from mobile, stationary, and area sources. Emissions will be compared to BAAQMD thresholds for criteria air pollutants. ESA will evaluate local carbon monoxide emissions first based on BAAQMD traffic volume screening

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criteria and, if necessary, based on modeling to compare to the 1- and 8-hour California standards of 20 ppm and 9 ppm, respectively. We will also evaluate potential odor emissions qualitatively by considering the screening level distances and typical odor sources. However, in general, the uses proposed as part of the HEU are not anticipated to generate substantial odors. If potentially significant impacts are identified related to criteria pollutants or odors, we will develop programmatic mitigation measures to address and reduce the significant impacts.

Pursuant to the recent Friant Ranch decision, the EIR will qualitatively discuss health consequences of ozone precursor emissions that would be associated with the proposed HEU. The explanation will discuss the level of detail needed to provide a meaningful analysis, and contrast that to the programmatic nature of the EIR and the available information and assumptions being used in the analysis.

Because of the location and potential future land uses for the HEU, in terms of residences and other sensitive receptors, a project-level and cumulative assessment of health risks associated with emissions of toxic air contaminants (TAC) will be completed to compare the risks resulting from the project to BAAQMD thresholds, as described below.

Health Risk Assessment

ESA will conduct a refined health risk assessment (HRA) to determine health risks and hazards resulting from TAC emissions from construction and operation of (stationary and mobile sources) of new development under the HEU at full buildout. We will estimate health risks from Diesel Particulate Matter (DPM), and annual average exhaust and dust particulate matter (PM2.5) concentrations at off-site sensitive receptor locations within 1,000 feet of potential HEU opportunity site boundaries. TAC sources are anticipated to include off-road construction equipment, on-road diesel haul trucks, operational vehicle traffic, and operational heavy-duty diesel truck traffic. The HRA will be conducted following methods in BAAQMD's Health Risk Screening Analysis Guidelines and in the Office of Environmental Health Hazard Assessment (OEHHA) Air Toxics Hot Spots Program Guidance. The AERMOD model requires numerous inputs, such as general meteorological data, source parameters, topographical data, and receptor characteristics. Where project-specific information is not available, ESA will use default parameter sets that are designed to produce conservative (i.e., overestimates of) air concentrations. If necessary, ESA will identify mitigation measures to reduce off-site and on-site health risks.

Cumulative Health Risk Assessment

ESA will also prepare a cumulative HRA for the project. For the cumulative HRA, ESA will conduct a survey of the land uses and other TAC emission sources surrounding the potential development areas to determine the potential nearby sources of PM2.5 and TACs, such as Highway 24 and other major roadways, and any reasonable and foreseeable future developments in the area. ESA will use internet sources including Google Earth, Google Maps, and data from the BAAQMD to survey major sources of PM2.5 and TACs within 1,000 feet of the potential development sites. ESA will rely primarily on the BAAQMD screening tools for permitted stationary sources and highways within the project area to identify nearby sources of TACs and their associated health risks.

Consistent with the BAAQMD Guidelines, ESA will calculate the cumulative lifetime excess cancer risks and annual average PM2.5 concentrations from the project (construction and operation). We will also assess the background cumulative sources in the surrounding area that are within a 1,000-foot radius of the potential development areas. Health risks will be calculated at the Maximally Exposed Individual Sensitive Receptor (MEISR) location for existing off-site receptors. The MEISR will be determined in the project-level HRA described above. If necessary, ESA will identify mitigation measures to reduce cumulative health risks at onsite and offsite receptors.

Biological Resources

The City is generally already developed and is surrounded by areas of existing development. As a result, the HEU is expected to have a minimal effect on local biological resources. Areas of sensitivity within the City limits, such as the wetlands of San Francisco Bay, are assumed to be unavailable for development, and are thus unlikely to be impacted by implementation of the HEU. Key issues that are anticipated, which are common to many urban build projects, include potential effects to nesting birds during construction, the potential effects to wetlands and other waters of the U.S. for parcels near drainages, and consistency with the City's Heritage Tree Ordinance. As part of the analysis in the Program EIR, we will:

- Verify existing biological studies relating to the project area and determine the applicability of the biological analysis in other planning and site-specific CEQA documents for the region.

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- Consult with the California Department of Fish and Wildlife California Natural Diversity Database, as well as California Native Plant Society publications.
- Obtain additional information on special-status species, natural communities of concern, and permit requirements through the U.S. Fish and Wildlife Service "Information for Planning and Consultation" (IPaC) online system.
- Summarize and evaluate federal, state, and local policies and regulations as they pertain to biological resources in the area.
- Identify any potentially significant impacts to biological resources, and recommend measures that would reduce impacts to less-than-significant.

Cultural Resources

Portions of the City are located in an area known for a high sensitivity for prehistoric archaeological resources; numerous burials and occupation sites have been identified in Menlo Park. The City also contains numerous local historic built-environment resources, some of which have been listed on national and state registers. Therefore, consistent with General Plan Goal OSC-3: Protect and Enhance Historic Resources, and Policy LU-7.8: Cultural Resource Preservation, the Program EIR will characterize potential impacts to archeological resources, historic architectural resources, human remains, and tribal resources.

ESA will provide measures to avoid, minimize, or mitigate potential impacts to these types of resources. Mitigation measures could include project planning requirements to avoid areas of high archaeological sensitivity; requirements for subsurface investigations in known sensitive areas to identify resources prior to project construction; monitoring during construction; and data recovery efforts through scientific research and/or consultation with Native American tribes. For historic resources, in addition to compliance with the Secretary of the Interior's Standards, mitigations may include additional resource surveys and evaluations, documentation and interpretation plans, and building relocation. As part of the Program EIR's preparation, ESA will:

- Review City documents and conduct a records search at the Northwest Information Center of the California Historical Resources Information System to identify known cultural resources in the planning area;
- Identify areas of archaeological and historic sensitivity utilizing existing planning documents, geologic maps, soil studies, historic maps, and previous archaeological and historic studies;
- For historic architectural resources, the effort above will be augmented with a reconnaissance-level survey to assess the architectural character of the area and relative potential for additional historic resources; no formal survey ("DPR" forms) will be prepared.
- Contact the Native American Heritage Commission to request information on any known sacred sites within the vicinity of the planning area and to request a list of contacts for Native American tribes who may have an interest in the planning area. In compliance with Assembly Bill 52 and Senate Bill 18, on behalf of the City, ESA can prepare a certified letter to each of the NAHC-listed contacts, requesting information/comments regarding any Native American cultural resources that may be of concern.
- Identify any potentially significant impacts to cultural resources, and recommend measures that would reduce impacts to less-than-significant.

Energy

ESA will consider the increase in energy resources associated with the implementation of the HEU. This analysis will consider the potential for any significant direct, indirect, and cumulative energy impacts, and associated mitigation measures. The section will be closely coordinated with the project description and GHG analysis to ensure the project and associated environmental effects are consistently characterized.

Geology, Paleontology, and Mineral Resources

The key geology issues of concern in the region are the presence of nearby active and potentially active faults. The San Andreas Fault, located just west of the City, has had destructive earthquakes in historic time, as have other nearby regional faults. In addition, areas of high liquefaction potential are present in areas of the City near San Francisco Bay and San Francisquito Creek. As part of the Program EIR's preparation, ESA will:

- Review reports, maps, and data published by the USGS, CGS, Natural Resources Conservation Service, and other sources to identify and summarize geologic, seismic, and soil conditions, and paleontological resources within the program area and develop a comprehensive understanding of the potential risks from seismic events, unstable soils, and other CEQA Appendix G criteria.

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- Identify the relevant regulations and codes that would apply to construction and operation of projects within the program, and determine the manner and extent to which compliance would address potential impacts.
- Describe methods to manage stormwater to prevent erosion; and determine if, where, and to what extent geologic hazards to structures would remain after compliance with building codes and geotechnical recommendations.
- Identify which, if any, impacts are significant, and present mitigation, where applicable and feasible, to reduce the impacts to below applicable significance thresholds.

Greenhouse Gas Emissions

The Greenhouse Gas Emissions (GHG) section will include the current setting, regulatory background, impact analyses, consistency with applicable GHG significance thresholds and guidance, and mitigation. Short-term emissions due to construction and long-term operational emissions will be evaluated using CalEEMod and other tools. The information contained in the project transportation and traffic analysis will be used to estimate transportation-related GHG emissions. The evaluation will also consider other aspects of construction and operation of likely new housing, including energy consumption, water consumption, and solid waste generation, that would contribute to emissions.

The project's GHG emissions will be compared to applicable GHG significance thresholds and BAAQMD CEQA guidance for assessing emissions from land development and stationary sources. Additionally, the project will be assessed for consistency with the state's 2017 Climate Change Scoping Plan Update for achieving the statewide GHG target mandated by SB 32, the San Francisco Bay Area's Sustainable Communities Strategy/Regional Transportation Plan (Plan Bay Area 2040), the San Mateo County Climate Action Plan, and the City's Climate Action Plan. If applicable, ESA will identify measures to mitigate any adverse impacts.

Hazards and Hazardous Materials

The primary hazards and hazardous materials issues would be previous uses of the properties where development could occur under the HEU, as well as nearby properties, and whether any residual contamination may be present that would affect the construction or operation of projects within the program. Numerous sites within the City have undergone cleanup treatments, several are currently undergoing treatment, and several others have had restrictions placed on them which may limit the types of future development that can occur. These types of occurrences are not unusual in an urban area, but they can interfere with future development opportunities. Portions of the City's southern perimeter are also adjacent to fire hazard severity zones.

ESA will discuss the potential for amendments of the City's Safety Element pursuant to Government Code Section 65302.15(b) with City staff and will address the potential hazards and hazardous materials-related impacts of the proposed HEU and any concurrent general plan amendments in accordance with CEQA requirements. As part of this effort, ESA will:

- Describe the setting of environmental conditions using available information, with a focus on the housing opportunity sites.
- Identify the relevant regulations and codes that would apply to construction and operation of the program, and determine the manner and extent to which compliance would address potential impacts.
- Identify which, if any, impacts are significant, and present mitigation, where applicable and feasible, to reduce the impacts to below applicable thresholds.

Hydrology and Water Quality

The key hydrology and water quality issues of concern for the HEU would be water quality impacts during construction, and the presence of 100- and 500-year FEMA flood hazard zones within the City. As part of this effort, ESA will:

- Review reports, maps, and data published by the state, county, FEMA, and other sources to identify and summarize hydrologic and water quality conditions in the program area, with a focus on the housing opportunity sites.
- Identify the relevant regulations and codes that would apply to construction and operation of projects within the program, and determine the manner and extent to which compliance would address potential impacts. This will include discussing how the state Construction General Permit, local MS4 permit, and low impact development (LID) requirements would address erosion and runoff issues. The degree to which such requirements will reduce potential effects and any additional actions that might be required will receive careful consideration.

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- Describe program methods to manage stormwater, and determine if, where, and to what extent impacts would remain after compliance with standard codes and geotechnical recommendations.
- Identify which, if any, impacts are significant, and present mitigation, where applicable and feasible, to reduce the impacts to below applicable thresholds.

Land Use and Planning

The analysis of land use impacts will evaluate the HEU's consistency with existing land use plans and zoning. This section will discuss the existing land use and planning setting and the potential for environmental impacts associated with the HEU and identify mitigation measures, where appropriate. It will also discuss the General Plan Amendment associated with implementation of the HEU and identify any potential environmental issues.

Noise and Vibration

The analysis will focus on noise and vibration levels generated by construction activities as well as from increases in traffic volumes due to potential build-out under the HEU. Noise and vibration levels will be determined relative to the City's applicable noise level criteria in Chapter 8.06 of the City's Municipal Code and General Plan Noise Element.

ESA will prepare a noise analysis that will describe the noise impacts resulting from construction and on-site noise levels associated with existing and future traffic on local roadways, as well as noise from Caltrain operations. ESA will compile an inventory of existing long-term noise data from the 2016 General Plan EIR and other recent CEQA documents for developments within the City to the extent possible. Traffic noise on local streets generated by vehicles will be quantitatively assessed using algorithms of the federal Transportation Noise Model. The noise analysis will identify nearby sensitive receptors—primarily residences—and assess impacts on these receptors. The analysis will also provide estimations of potential exposure to noise and vibration levels at various distances from construction and transportation sources; any findings of impact; and the need for any mitigation measures, if necessary.

Population and Housing

The HEU will include programs to increase housing within the City and, as a result, it is anticipated that population would increase. ESA will evaluate the potential for the HEU to directly or indirectly induce population, housing, and employment growth within the City. The evaluation will rely on information within the General Plan, other City sources, Census data, and projections provided by ABAG, and will evaluate the HEU's effects, particularly those that would translate to significant physical impacts on the environment.

Public Services and Recreation

The HEU would include programs that could increase population growth and demand for public services, including fire protection, police protection, schools, parks, and other public facilities such as libraries. ESA will evaluate whether the expansion of these services under the HEU would result in any direct or indirect physical changes to the environment.

Transportation and Circulation

Using the vehicle miles traveled (VMT) and transportation impact analysis prepared by Hexagon Transportation Consultants, ESA will prepare the Transportation/Traffic section of the EIR. The analysis of transportation impacts will be conducted consistent with the City's adopted VMT methodology and thresholds. As an optional task, Hexagon can provide an intersection LOS analysis in a stand-alone report, separate from the environmental impact analysis, that could be used to evaluate conformance with the City's performance policies.

The analysis of Transportation/Traffic Impacts will include the following analysis topics:

- Impacts attributable to vehicle miles traveled (VMT) generated by the project, consistent with the City's adopted VMT methodology and thresholds. Hexagon will conduct the VMT analysis based on the ConnectMenlo Travel Demand Model.
- Impacts to bicycling, walking and transit.
- Comparison of transportation impacts for up to three scenarios.

Where potentially significant transportation impacts are identified, the Transportation/Traffic section will identify feasible mitigations which could include transportation demand management (TDM) measures to reduce VMT.

Tribal Cultural Resources

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As stated previously under Cultural Resources, ESA will assist the City in preparing AB 52 letters. ESA assumes that the City will conduct consultation with tribal representatives who have requested notification of projects within the City. Effects of the HEU on identified resources will be evaluated.

Utilities and Service Systems

The HEU would include proposed programs that could increase population growth and demand for utilities and services systems, including water, wastewater, stormwater drainage, electric power, natural gas, telecommunication systems, and solid waste. ESA will evaluate whether any direct or indirect physical changes to the environment would result as to utilities and service systems. No Water Supply Assessment (WSA) will be prepared, however ESA will consult with several service providers regarding water and wastewater services to the City.

Wildfire

According to the City 2016 General Plan EIR, portions of the City's southern perimeter are also to moderate and high fire hazard severity zones in a State Responsibility Area. ESA will evaluate whether the implementation of the HEU would result in any direct or indirect physical changes to the environment. (Also see Hazards and Hazardous Materials section above.)

Alternatives

In addition to the No Project Alternative, the EIR will evaluate up to three additional alternative development scenarios. The analysis will be qualitative for most issues, but will be quantified for issues where it is reasonable to do so (i.e., air quality, transportation). The selection of alternatives for inclusions in the EIR will occur in coordination with the City, and will be primarily directed towards alternatives that anticipate potential policy options that could lessen identified significant impacts associated with the HEU.

Deliverable(s): One (1) electronic copy of the Administrative Draft EIR

Task 9.7. ESA: Prepare Public Draft Program EIR

ESA will revise the Administrative Draft Program EIR to reflect the City's recommended changes, and will prepare a Final Screencheck EIR for final review by the City prior to public circulation. After any minor changes, this version of the document will constitute the Public Draft Program EIR and will be distributed for a 45-day public review period.

ESA will prepare the Notice of Completion (NOC) and Notice of Availability (NOA), and will assist the City in distributing the Draft Program EIR to the public. Per the requirements of the RFP, ESA staff will participate in a public hearing during the Draft EIR's circulation period.

Deliverable(s): Fifteen (15) hard copies of the Draft Program EIR
One (1) electronic copy of the Draft Program EIR

Task 9.8. ESA: Prepare Responses to Comments

We assume that a moderate number of comments will be received, and that the draft responses will be able to be prepared per the schedule and budget provided. ESA will review the comments and coordinate with the City to discuss issues raised and establish an approach for responding to comments. If the number or complexity of comments cannot be responded to with the time and budget provided, we will share this information with the City and discuss additional schedule and budget requirements, if needed. ESA will then prepare a draft response to comments document and submit it to the City for review.

Deliverable(s): One (1) electronic copy of the draft response to comments

Task 9.9. ESA: Prepare Final Program EIR, Findings, and Mitigation Monitoring and Reporting Plan

ESA will prepare a Final Program EIR and Mitigation Monitoring and Reporting Plan (MMRP)The Final EIR will consist of:

- Comment letters received during the public review period, with responses.

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- Any changes, corrections, or modifications to the Draft Program EIR resulting from the comments received (one round of City review assumed).

The draft MMRP will contain a list of mitigation measures to be adopted as part of project implementation, identify responsible parties for mitigation implementation, as well as those responsible for monitoring and enforcement (one round of City review assumed).

- A summary of findings, as required by CEQA (one round of City review assumed). It is assumed that the City will prepare any accompanying resolutions to the findings and the adoption of the HEU.
- ESA will also prepare a Notice of Determination (NOD), for delivery to the County Clerk and the State Clearinghouse.
- The ESA project director and project manager will attend one public hearing as part of the EIR's certification process.

Deliverable(s): Five (5) hard copies of the draft Final Program EIR, Findings, and MMRP Notice of Determination
One (1) electronic copy of the draft Final Program EIR, Findings, and MMRP Notice of Determination

Task 9.10. ESA: Project Coordination Meetings and Project Management

ESA's Project Manager will be the task leader for all tasks identified in this scope of work, and will oversee preparation of each component of the environmental analysis, coordinating interaction between the City and ESA staff. ESA's Project Director and Project Manager will be available to work with the City on the strategy and design of the CEQA process and documents, and will provide internal quality control for the environmental document.

For purposes of budgeting for this task, we have considered the overall project duration (12 months) and have assumed a set number of meetings during that period, together with a monthly hourly average for project management purposes. We have assumed that all of the project team meetings will occur via video or teleconference. We have assumed that meetings will occur on a monthly basis (12 months), though we recognize that during certain periods more frequent meetings may be required. To that end, we have provided budget for up to 16 meetings with up to 4 hours allotted for each to account for preparation, meeting, and coordination time. We have also provided time to account for occasional attendance by ESA's project director and technical specialists as the need arises. For purposes of general project management duties, we have allotted 6 hours monthly for this purpose.

Deliverable(s): Attendance at sixteen (16) meetings including a kick-off meeting

Task 9.11. ESA: Water Supply Assessment

Water supply planning requires reviewing and identifying adequate available water supplies necessary to meet the demand generated by the changes associated with the Housing Element Update, as well as the cumulative demand over the next 20 years, under a range of water year conditions. Tasks within this effort include: 1) Analysis of past, current, and projected water demand; 2) Past, current, and projected water supply; 3) Consideration of variability in demand and supply based upon hydrologic conditions; and 4) Identification of potential water shortages. If it is determined that are insufficient supplies to meet demand over the next 20 years, the City will need to identify where those water supplies will come from.

Finally, according to Section 10910 (f) of the Water Code, if groundwater is identified as a possible source, a description of the groundwater basin or basins from which the proposed Project will be supplied must be included in the WSA. This includes an analysis of the amount and location of past and current groundwater pumping, as well as the amount and location of groundwater projected to be pumped to meet the future water demand associated with the Housing Element Update, as well as the projected cumulative demand, based on "information that is reasonably available, including, but not limited to, historic use records, groundwater adjudications, groundwater management plans, etc."

The water demand associated with Housing Element Update will be calculated and added to existing water

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demands and the demands that were projected in the 2015 UWMP. In addition, since the UWMP is currently being updated, to the extent feasible and available, updated water supply and demand projections that will be included in the 2020 UWMP will be reviewed and used in this WSA.

Task 9.11.1. Prepare Administrative Draft WSA

The WSA will be prepared consistent with the requirements of the Water Code. ESA will review existing information including MPMWD's 2015 UWMP, data from the other water purveyors for the City, if applicable and available data/information from the current version of the 2020 UWMP. This task includes the following sub-tasks:

- Determine available water supplies for the region and service areas, then summarize this information according to the source of the supply.
- Determine what the future demand will be in the service area in terms of number and types of connections, as well as the expected demand per class of connection. Develop an analysis of projected water supplies over the next 20 years based on projections contained within MPMWD's 2015 UWMP and the other water purveyors. This analysis will include consideration of water source reliability in terms of water supply and water quality, as well as availability during wet, normal and dry years, as well as multiple dry years. This analysis will include a discussion of water supplies that meet the requirements these under the guidelines of SB 610.
- Identify reasonable alternative sources of water (if available) to meet any recognized shortfalls between projected supply and demand, as well as a description of recommended future studies or actions needed to identify and/ or acquire additional water.
- Determine the number and types of water service connections associated with the proposed Project, as well as the additional demand generated within the City's local service area, and allocate water demand to various types of service connections.
- Carry the demand analysis out for a projected twenty-year period in 5-year increments beginning in 2020 through 2040, and present this information in a tables for easy comparison purposes.
- Conduct an assessment of the potential demand versus the available supplies as identified in the above tasks and present this information in a technical report, the WSA.

Task 9.11.2. Prepare Draft and Final Water Supply Assessment

The draft version of the WSA will be prepared based on task 1 and its subtasks as presented above. Tables and figures will be developed based on existing information as gathered, reviewed and compiled based on task 5.27.1 above. Following preparation of the Admin Draft WSA, ESA will prepare the draft and final WSA which will include the following:

- Based on one consolidated set of comments from reviewers, ESA will incorporate any corrections or revisions and prepare a Draft version of the WSA. It is assumed that any comments on the Draft version will be editorial and no new analysis will be required.
- Based on one consolidated set of comments from City staff on the Draft WSA, ESA will incorporate any corrections/revisions and prepare a Final WSA for review prior to publication. It is assumed that any comments on the Final WSA will be editorial and no new analysis will be required.

The Final WSA will be provided to the City for adoption. It is expected that the information contained in the WSA will also be available for use in the CEQA review process and the Final WSA will be appended to the EIR.

Deliverable(s): One (1) electronic copy of the Administrative Draft WSA
One (1) electronic copy (PDF) of the Draft and Final WSA and findings

Task 9.12. M-Group: NOP/Scoping Meeting at Planning Commission

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M-Group will attend one Planning Commission meeting for the Notice of Preparation.

Deliverable(s): One (1) Planning Commission Meeting via video conference call, electronic agenda (pdf), and notes (MS Word)

Task 9.13. M-Group: Draft EIR at Planning Commission

M-Group will attend one Planning Commission meeting for the Draft EIR.

Deliverable(s): One (1) Planning Commission Meeting via video conference call, electronic agenda (pdf), and notes (MS Word)

TASK 10 | ADOPTION & CERTIFICATION

Task 10.1. Housing Commission Meeting (Final Adoption Review)

M-Group will attend one (1) Housing Commission meeting for the recommendation of adoption of the Housing Element and General Plan Amendments. M-Group staff members will be available for each meeting. M-Group will prepare a presentation for the meeting. M-Group will make minor changes to the documents as necessary for this meeting. It is assumed the City staff will prepare staff reports, prepare and distribute notices, and schedule the meeting.

Deliverable(s): One (1) Housing Commission meeting attendance by M-Group staff members
One (1) PowerPoint presentation

Task 10.2. Planning Commission Meeting (Final Adoption Recommendation)

M-Group will attend one (1) Planning Commission meetings for the recommendation of adoption of the Housing Element and General Plan Amendments. M-Group staff members will be available for each meeting. M-Group will prepare a presentation for the meeting. M-Group will make minor changes to the documents as necessary for this meeting. It is assumed the City staff will prepare staff reports, prepare and distribute notices, and schedule the meeting.

Deliverable(s): One (1) Planning Commission meetings attended by M-Group staff members
One (1) PowerPoint presentation

Task 10.3. City Council Meetings (Final Adoption)

M-Group will attend two (2) City Council meetings for the adoption of the Housing Element, General Plan Elements, and Zoning Changes. M-Group staff members will be available for each meeting. M-Group will make minor changes to the documents as necessary for this meeting. M-Group will prepare a presentation for each meeting. It is assumed the City staff will prepare staff reports, prepare and distribute notices, and schedule the meetings.

Deliverable(s): Two (2) City Council meetings attendance by three (3) M-Group staff members
Two (2) PowerPoint presentations

Task 10.4. HCD Certification

M-Group shall follow through with assisting the City (in coordination with 21 Elements) in obtaining HCD certification of the Housing Element following its adoption by the City. M-Group will work closely with the City and HCD to ensure the City meets State requirements and will recommend any modifications to the Housing Element, if required, to obtain certification.

Deliverable(s): One (1) Cover letter summarizing changes and final Housing Element for certification

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MENLO PARK HOUSING & ENVIRONMENTAL JUSTICE ELEMENTS BUDGET Updated May 7, 2021		M-GROUP								
	Task Number / Description	Geoff Bradley, PIC/Proj. Manager	Sung Kwon, Dep. Project Manager	Christina Paul, Comm. Engage. Lead	Payal Bhagat, Principal Planner	Justin Shiu, Senior Planner	Associate Planner	Assistant Planner	M-Group Hours (without optional items)	Subtotal (without optional items)
	Hourly Billing Rate	$250	$165	$165	$165	$145	$125	$95		
TASK 1 | PROJECT ADMINISTRATION										
1.1	Project Kick-off meeting	4	4	4	0	0	10	0	22	$3,570
1.2	Updates to the Housing Commission and Planning Commission	8	8	8	0	0	8	0	32	$5,640
1.3	Finalize and Update Schedule	4	8	4	0	0	10	0	26	$4,230
1.4	Project Management and Coordination	80	70	30	0	0	32	0	212	$40,500
1.5	Coordination with HCD	20	24	0	0	0	8	0	52	$9,960
	Task 1 Subtotal:	***116***	***114***	***46***	***0***	***0***	***68***	***0***	**344**	**$63,900**
TASK 2 | COMMUNITY OUTREACH & ENGAGEMENT										
2.1	CEOC Meetings	40	40	12	0	0	28	0	120	$22,080
2.2	City Council Subcommittee Updates	6	6	0	0	0	20	0	32	$4,990
2.3	Community Engagement Plan	2	8	42	0	10	0	0	62	$10,200
2.4	Provide updates to the Master Contact List	0	0	0	0	0	0	8	8	$760
2.5	Partner with Local Non-Profit Community Groups	2	12	4	0	0	18	18	54	$7,100
2.6	Social Media	0	4	8	0	0	24	32	68	$8,020
2.7	Electronic Media (email content)	2	6	2	0	0	16	28	54	$6,480
2.8	Print Media/ PDF Utilization	0	6	4	0	0	16	24	50	$5,930
2.9	General Survey	2	8	2	0	16	10	24	62	$8,000
2.10	Housing Introduction Seminar	2	4	16	0	0	20	30	72	$9,150
2.11	Focus Groups	4	8	4	0	24	24	12	76	$10,600
2.12	Individual Interviews (or small group meetings)	2	4	0	0	0	4	24	34	$3,940
2.13	General Outreach Meetings by Council District	8	20	0	0	0	20	20	68	$9,700
2.14	Project Gallery	2	4	12	0	0	14	0	32	$4,890
2.15	Farmers' Market Pop-Up Booth	4	8	0	0	0	12	12	36	$4,960
2.16	*Standalone Project Website (Optional - See Below for Cost)*									
2.17	*Non-Profit Policy & Engagement Advisor (See Below for Cost)*									
	Task 2 Subtotal:	***76***	***138***	***106***	***0***	***50***	***226***	***232***	***828***	**$116,800**
TASK 3 | LAND USE STRATEGY										
3.1	Preliminary Land Use Strategies: Housing Commission	8	20	0	12	0	32	0	72	$11,280
3.2	Housing Workshop	4	8	20	0	12	12	4	60	$9,240
3.3	Land Use Meeting: Planning Commission	8	24	0	0	0	52	0	84	$12,460
3.4	Preliminary Land Use Alternatives: City Council	8	24	0	0	0	40	0	72	$10,960
3.5	Preferred Land Use Concept: Planning Commission	4	16	0	0	0	24	0	44	$6,640
3.6	*Objective Design Standards (Optional - See Below for Cost)*									
	Task 3 Subtotal:	***32***	***92***	***20***	***12***	***12***	***160***	***4***	***332***	**$50,580**
TASK 4 | HOUSING ELEMENT										
4.1	Document Review	0	12	0	0	0	8	8	28	$3,740
4.2	List of Current General Plan Policies and Programs	0	2	0	0	0	8	0	10	$1,330
4.3	Review and Evaluation of Current Housing Element	4	12	0	8	0	16	0	40	$6,300
4.4	Review City's RHNA Allocation	2	4	0	0	0	8	0	14	$2,160
4.5	Review City's Vacant and Underutilized Land Inventory	0	8	0	2	20	32	0	62	$8,550
4.6	Compile GIS Shapefiles for Analysis	0	2	0	0	0	24	0	26	$3,330
4.7	Use of GIS for Site Selection & AFFH	0	16	0	0	0	40	0	56	$7,640
4.8	Prepare Land Use Options in GIS	8	32	0	0	0	46	16	102	$14,550
4.9	Site Inventory and RHNA	8	16	0	6	16	44	0	90	$13,450
4.10	Housing Needs Assessment	2	24	0	0	16	42	12	96	$13,170
4.11	Potential Governmental and Non-Governmenal Constraints	2	16	0	0	20	24	0	62	$9,040
4.12	At-Risk Units	2	16	0	0	0	16	0	34	$5,140
4.13	Housing Objectives, Policies, and Programs	18	22	0	10	24	40	32	146	$21,300
	Task 4 Subtotal:	***46***	***182***	***0***	***26***	***96***	***348***	***68***	***766***	**$109,700**
TASK 5 | ADMINISTRATIVE DRAFT DOCUMENTS										
5.1	Admin. Draft Housing Element	10	30	0	12	26	40	0	118	$18,200
5.2	Admin. Draft Land Use Element	8	14	0	12	20	40	0	94	$14,190
5.3	Admin. Zoning Ordinance and Zoning Map	6	20	0	16	18	40	0	100	$15,050
5.4	Admin. Draft Environmental Justice Element	12	22	0	0	16	40	0	90	$13,950
5.5	Admin. Draft Safety Element	8	12	0	0	24	32	0	76	$11,460
	Task 5 Subtotal:	***44***	***98***	***0***	***40***	***104***	***192***	***0***	***478***	**$72,850**
TASK 6 | FISCAL ANALYSIS										
	See Below (Subconsultant Technical Studies) for detail									
TASK 7 | PUBLIC REVIEW OF DOCUMENTS										
7.1	Draft EJ & Safety Element to Planning Commission	4	8	0	0	0	12	0	24	$3,820
7.2	Joint HC & PC Meeting on Admin. Draft Housing, Land Use Elements + Zoning Code and Map	4	8	0	0	0	12	0	24	$3,820
7.3	Public Review Draft Housing, Safety, Environmental Justice, Land Use Elements + Zoning Code and Map	8	24	0	0	0	40	0	72	$10,960
7.4	Final Draft Housing, Safety, Environmental Justice, Land Use Elements + Zoning Code and Map	2	8	0	0	0	32	16	58	$7,340
	Task 7 Subtotal:	***18***	***48***	***0***	***0***	***0***	***96***	***16***	***178***	**$25,940**
TASK 8 |TRANSPORTATION ANALYSIS										
	See Below (Subconsultant Technical Studies) for detail									
TASK 9 |ENVIRONMENTAL ANALYSIS										
9.12	NOP/Scoping Meeting at Planning Commission (M-Group)	4	4	0	0	0	0	0	8	$1,660
9.13	Draft EIR at Planning Commission (M-Group)	4	4	0	0	0	0	0	8	$1,660
	Task 9 Subtotal:	***8***	***8***	***0***	***0***	***0***	***0***	***0***	***16***	**$3,320**
TASK 10 | ADOPTION										
10.1	Housing Commission Adoption Meeting	8	8	0	0	0	4	4	24	$4,200
10.2	Planning Commission Adoption Meeting	8	8	0	0	0	4	4	24	$4,200
10.3	City Council Adoption Meetings (2)	16	16	0	0	0	4	8	44	$7,900
10.4	HCD Certification	10	40	0	0	0	0	0	50	$9,100
	Task 10 Subtotal:	***42***	***72***	***0***	***0***	***0***	***12***	***16***	***142***	**$25,400**
	Project Subtotal (hours + budget)	*382*	*752*	*172*	*78*	*262*	*1,102*	*336*	*3,084*	***$468,490***
	Direct Costs (extra printing, postage, fees)									*$2,622*
	M-Group Subtotal									***$471,112***
										Total Cost
SUBCONSULTANTS										
Task 2.17	*ChangeLab Solutions - Non-Profit Policy & Engagement Advisor*									*$30,000*
Task 6	*BAE - AFFH support and Fiscal Impact Analysis*									*$49,920*
Task 6	*BAE - Estimate School Construction Costs*									*$6,475*
Task 8	*Hexagon - Transportation (VMT) Analysis*									*$64,250*
Task 9	*ESA - Environmental Impact Report*									*$295,990*
Task 9	*Water Supply Assessment (if needed)*									*$22,070*
									Subtotal all Subconsultants	***$468,705***
									9% Contract Management Fee	*$42,183*

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		Subtotal all Subconsultants Including 9% Contract Mgmt. Fee	***$510,888***
Project Total (without Optional Items)			**$982,000**
OPTIONAL TASKS			
Task 2.16	Standalone Project Website		*$10,000*
Task 3.6	Objective Design Standards		*$90,000*
		Subtotal for all Optional Items	**$100,000**
Project Total (with all Optional Items)			**$1,082,000**

NOTES

1. M-Group reserves the right to re-allocate hours and include assistance from other planners within M-Group to complete the tasks, as necessary, but within the total budget.
2. Cost Proposal is for a Fixed-Fee Contract with monthly invoicing based on percentage task completion.
3. Travel time and expenses have been factored into the budget.
4. Unexpected issues out of scope or extended timeline out of the control of M-Group may necessitate the need for additional budget.

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CITY OF MENLO PARK

STAFF REPORT

City Council
Meeting Date: **3/22/2022**
Staff Report Number: **20-055-CC**

Regular Business: Authorize the city manager to execute an amendment to the professional services agreement with the M-Group for the Housing Element Update project and appropriate funds

Recommendation

Staff recommends the City Council authorize the city manager to execute an amendment to the professional services agreement with the M-Group for the Housing Element Update (Attachment A), in the amount of $ $490,052 for a total contract amount of $1,472,052 and appropriate $1,423,785 from unassigned fund balance in the general fund.

Policy Issues

Under California law every jurisdiction in the State is required to update its housing element every eight years and have it certified by the California Department of Housing and Community development (HCD.) The Housing Element must be consistent with the City's General Plan and updated for compliance with State law and include goals, policies and implementing programs to facilitate the construction of new housing and preservation of existing housing to meet the needs across all income levels in the City. Similarly, the City has obligations to meet State law requirements to update the City's Safety Element for compliance with SB 379 and the preparation of an Environmental Justice Element per SB 1000. The proposed contract amendment would support the work needed to prepare the documents necessary to meet the requirements and the technical studies to help inform members of the public and decision-makers about the potential environmental and fiscal impacts associated with the project.

Background

In recognition of the state-mandated timeline, the complexity and the importance of the Housing Element process and its related work, the City Council unanimously identified the Housing Element Update as one of its top five project priorities in August 2020 for fiscal year 2020-21. Subsequently, the City Council amended the fiscal year 2020-21 budget by $1.69 million, including $1.5 million for the project components and the remaining funds for partial-year funding for 2.0 full-time equivalent personnel. The City was able to successfully recruit a senior planner to assist with the project, but the Community Development Director position has remained vacant. The City Council has continued to express support for the Housing Element Update as a top City priority.

In December 2020, staff issued an initial request for qualifications (RFQ) to seek a "prime consultant" to work with the City to assemble and manage a team of qualified consultants to accomplish the project. The RFQ was followed by a request for proposals (RFP) from two qualified firms and on March 23, 2021, after recommendation from two Housing Element interview panels, the City Council authorized the city manager to negotiate a scope of work and fee not to exceed $982,000, and execute a professional services agreement with the M-Group for the Housing Element update. The executed contract is included as

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Attachment B. Table 1 below identifies the consultant team members and their primary role for the project.

Table 1: Consultant team	
Consultant	**Project component**
M-Group	Lead consultant; Housing Element, Environmental Justice Element and Safety Element
ESA	Environmental impact report and water supply assessment
Hexagon	Transportation analysis for environmental review
BAE	Fiscal impact analysis, Affirmatively Furthering Fair Housing (AFFH) analysis and school construction cost estimates
ChangeLab Solutions	Environmental Justice policy and engagement advisor
Climate Resilient Communities*	Lead public engagement and outreach for the Environmental Justice and Safety Elements

*Proposed subconsultant as part of contract amendment

In addition to the contract with the M-Group, the City has also engaged the services of other vendors to support the Housing Element Update. These services include printing and mailing citywide newsletters and simulcast Spanish interpretation at many of our virtual community meetings. The City works directly with these vendors and the fees for services are within the city manager's contracting authority.

Analysis

The Housing Element Update is a complex, technical, and fast-moving project in order to meet state-mandated requirements and deadlines. The original scope of work and budget includes a considerable amount of work for the consultant team and the team has accomplished a number of milestones in the past 10 months, including robust outreach, identification of potential housing opportunity sites, land use strategies, and policy themes to meet the City's RHNA, and completion of the notice of preparation (NOP) to initiate the environmental review process. M-Group, the prime consultant, and the subconsultant team have remained committed to the project and responsive to meeting the project needs. As identified previously, this has required the consultants to perform tasks outside of the original scope and budget, and additional consultant resources to meet the demand and timeline of the project. The continued pace and expectations for the project would also require adjustments to the contract to complete the project by the State-mandated deadline. Staff is requesting a scope and budget amendment to M-Group's professional service agreement for the Housing Element Update in the amount of $490,052 for a total contract amount of $1,472,052. Of this proposed budget augment, $44,860 would be for optional tasks for additional meetings, if needed. Staff is recommending the optional tasks at this time to provide flexibility and be timely in responding to meeting needs. The proposed scope and fees by consultant are provided in more detail in Attachment A and summarized below in Table 2 below.

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Table 2: Proposed scope and budget amendments				
Consultant	**Original budget**	**Proposed budget augment**	**Optional tasks**	**Total budget with optional tasks**
Prime consultant				
M-Group	$471,112	$197,525	$42,400	$711,037
Subconsultants				
ESA	$318,060	No change		$318,060
Hexagon	$64,250	$33,000		$97,250
BAE	$56,395	No change		$56,395
ChangeLab Solutions	$30,000	$8,610	$2,460	$41,070
Climate Resilient Communities (CRC)	N/A	$186,318		$186,318
M-Group 9% contract management fee	$42,183	$19,739*		$61,922
	$982,000	**$445,192**	**$44,860**	**$1,472,052**

*Applied to Hexagon and CRC

Consultant services scope and budget

The proposed amendments are generally categorized into three areas: 1) community outreach and engagement, 2) data and technical review and 3) project administration.

Community engagement

A key component of the Housing Element Update is community engagement and outreach. Over the past 10 months, the project team has conducted extensive outreach and engaged with the community members and other stakeholders across multiple touchpoints, including community, Commission and City Council meetings, smaller focus group discussions, pop up events and both print and digital media. These opportunities offered interested persons ways to learn about the project and/or provide their input. The requested budget includes tasks that have been performed to support these efforts. The proposed budget also includes work expected to occur during the remainder of the project and would strengthen the engagement and outreach efforts.

At the February 8, 2022 meeting, the City Council provided direction to staff to collaborate with a community based organization (CBO) to lead the outreach and engagement for the Environmental Justice and Safety Elements. In response, the project team is proposing to partner with Climate Resilient Communities (CRC.) CRC is a CBO focused on serving the underrepresented and empowering communities to implement climate solutions that bring unity and resilience. CRC was identified for their work in nearby communities of East Palo Alto and North Fair Oaks and more importantly, for their established relationships with the Belle Haven community, which is the primary area for the focus of the Environmental Justice element. CRC would be a new subconsultant to the M-Group and their proposed scope of work would be conducted in two primary phases: 1) community outreach and engagement before the release of the draft Environmental Justice and Safety Elements, 2) outreach after the release of the draft environmental impact report (EIR) and Environmental Justice and Safety Elements. Their scope includes an intense series workshops, focus groups, and a survey to further engage and solicit input from residents suffering from environmental injustices.

A key feature of the community engagement will include the Belle Haven Climate Change Community Team (CCCT), which is currently being established and would be comprised of residents, community service providers, faith-based leaders, business owners, community-based organizations and city affiliates. The CCCT conducted its first meeting on March 16 and is expected to have monthly meetings from March to December to support the work effort. While CRC facilitates the group, the CCCT would be community-

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driven and community-led. CRC will also partner with additional CBOs through the engagement process and a consultant (City Systems) to conduct a survey. CRC's proposal is $186,318, which is a considerable portion of the proposed budget amendment, and would include personnel and subconsultants, translation of materials and interpretation at meetings, printing and mailing, as well as funding for food at meetings, gift cards for workshop and focus groups attendees, survey participants, and overhead costs. CRC would be the lead for all outreach and engagement related to the Environmental Justice and Safety Elements with M-Group and staff having limited roles, although some support and coordination will be needed. M-Group anticipates an additional $10,000 would be needed to support the CBO efforts. CRC has been collaborating with M-Group and staff on the preparations for an upcoming community meeting regarding the Environmental Justice and Safety Elements planned for April 5.

Data and technical review
The Housing Element Update has new technical and site inventory requirements. Given the complexity of the analysis and various considerations based upon feedback at City Council, Commission and community meetings, additional geographic information system (GIS) analysis for the land use inventory and mapping were performed and is anticipated to be needed to finalize maps for the final documents.

Staff is also requesting additional funding to support the preparation of a level of service (LOS) traffic analysis from Hexagon. While LOS is no longer an environmental threshold as part of the California Environmental Quality Act (CEQA), the City's Transportation Impact Analysis (TIA) Guidelines requires an LOS analysis, unless exempt. Given the programmatic analysis of the Housing Element and the lack of any specific residential development project details, the LOS analysis would be at a higher level than typical, but still would be helpful as another point of information. The cost of the LOS analysis is $30,000.

ChangeLab solutions was brought on as part of the initial consultant team as a policy advisor for the preparation of the Environmental Justice Element. The proposed budget augmentation is to support the preparation and attendance at the upcoming community meeting planned for April 5 on the topic of Environmental Justice and two subsequent Planning Commission and/or City Council study sessions. There is an optional task for two additional Planning Commission and/or City Council meetings to support the adoption of the Environmental Justice element, and staff recommends that the optional tasks for a total of $11,070 be approved as part of the proposed budget.

Project Administration
A project of this scale requires close collaboration and coordination. The project team meets routinely once a week, in addition to topic-specific calls to discuss various work products and/or tasks. These meetings are important to keep the project advancing on the aggressive timeline, and an $49,000 is requested. In addition, the M-Group has assisted with a variety of Spanish translations, including presentations and proofreading newsletters, as well as and anticipates that additional time beyond what was originally budgeted will be needed for the remainder of Commission and City Council meetings. The proposed scope also includes an optional task for additional community, Commission, and City Council meetings in the event that the meetings are needed to support or review the project beyond what is already planned. The cost associated with this optional item is $42,400. Staff would recommend that the additional $42,400 be used as a contingency budget to support any unforeseen tasks rather than solely for additional meetings. Staff believes that providing for this flexibility now would be helpful to prevent delays in the work. The M-Group as the prime consultant is also the project manager and responsible for coordinating all of the subconsultant work. A nine percent management fee is applied to the proposed subconsultant work, for a total of approximately $20,000. M-Group did not apply the management fee to ChangeLab Solution's proposed scope.

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Budget appropriation

As part of the fiscal year 2020-21 budget, the City Council appropriated $1.5 million from the General Fund to support the Housing Element Update. The original M-Group professional services agreement amount was $982,000, which was encumbered that fiscal year. The remaining budget was anticipated to be left unassigned, but available for work on the Housing Element Update. With the proposed augmentations, the total contract amount would be $1,472,052, which would be within the allocated $1.5 budget.

As part of the fiscal year 2021-22 budget, any remaining contract amount and budgeted amount would typically be carried forward if a project is still active. In this case, the carryover would have been $905,785, for the contract and $518,000 as part of the unassigned $1.5 million budget. However, staff has determined that these funds were inadvertently not transferred, resulting in the Housing Element without a formal budget. The team has continuously worked to not delay the project while the budget was reviewed in more detail. To help with payments of invoices, funds from the General Capital Fund have been temporarily assigned to this project. An appropriation is now needed to support the Housing Element work that has been performed and to complete the contract. Staff is requesting the City Council appropriate funding from the unassigned fund balance (fund 100) to the general fund CIP (fund 501) to account for paid invoices and for future work associated with the proposed budget augmentation. The total appropriation would be $1,423,785 to restore the original $1.5 million budget from fiscal year 2020-21.

The City has been awarded two grants (Local Early Action Planning (LEAP) and Regional Early Action Planning (REAP)) totaling $190,491 for qualifying work on the Housing Element. In addition, the City was awarded a SB 2 grant for $160,000, which approximately $75,000 of the funds could be used to support zoning regulation amendments that reduce barriers to maximizing density and development. As part of the Housing Element, consideration will be given to potential zoning amendments in the El Camino Real/Downtown Specific Plan area that would help foster the production of housing. These grant funds totaling $265,491 could help offset the $1.5 million budget allocated to the Housing Element.

Impact on City Resources

As part of the fiscal year 2020-21 budget, the City Council appropriated $1.5 million from the general fund to support the Housing Element Update, which is a City Council priority. Staff is seeking use of the full $1.5 million budget to support work for the completion of the Housing Element Update. The total M-Group contract amount would be $1,472,052. The remainder of the $1.5 million would be used to support services such as the newsletter production and mailing, court reporter for the EIR public hearing and other support services. The budget appropriation would need to amend the fiscal year 2021-22 budget by $1,423,785.

Environmental Review

This action is not a project within the meaning of the CEQA Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment. An EIR is being prepared to evaluate the Housing Element Update.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

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Attachments

A. First amendment to contract with M-Group for Housing Element Update
B. Executed contract with M-Group for Housing Element Update

Report prepared by:
Deanna Chow, Assistant Community Development Director

Report reviewed by:
Justin Murphy, Interim City Manager

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-061-CC**

Consent Calendar: **Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022**

Recommendation

The Finance and Audit Committee (FAC) and staff recommend City Council receive and file the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022.

Policy Issues

The City is required to issue audited financial statements by independent auditors on an annual basis. Management is responsible for preparing the annual financial statements, which are subsequently audited by an independent auditor that reports to the City Council. This package of reports fully transmits the documents required by California State law, bond covenants, granting agencies and generally accepted accounting principles.

Background

The City contracted with the firm Lance, Soll & Lungard, LLP ("LSL," Certified Public Accountants) in 2019 to perform an audit of our financial records and render an opinion in accordance with auditing standards generally accepted in the United States. The LSL contract covers a three-year engagement with this being their final year. The goal of a financial statement audit is to provide reasonable assurance from an independent source that the information presented in the statements is reliable. Last year's ACFR received the distinguished Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) program, and staff feels confident this year's report will meet these standards. To receive this award, a government must publish an easily readable and efficiently organized ACFR that satisfies both Governmental Accounting Standards Board (GASB) 34 and applicable legal requirements.

Analysis

Considering the lasting impacts of the novel coronavirus during the fiscal year 2021-22, the City of Menlo Park presents in good financial position. As of June 30, 2022, the City's net position, an indicator of its overall financial state, increased by $28.18 million to $529.93 million. The General Fund's unrestricted fund balance decreased by $4.0 million down to $34.2 million, compared to a final adopted budget deficit of $7.9 million (see Required Supplementary Information on page 81, Attachment A.) Detailed analysis of the City's financial position is included in the ACFR (Attachment A); specifically, in the management discussion and analysis (MD&A) beginning on Page 8.

Based on their annual independent audit, the auditor rendered an unmodified "clean" opinion on the City's

financial statements for the fiscal year ended June 30, 2022. In their opinion, "the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City."
The auditors are also required to issue a report on internal controls for the City. In their report on internal controls, beginning on Page 1 of the Independent auditor's report (Attachment B), the auditor found that the City has one material weakness and one significant deficiency in internal controls that could have a material impact on the accuracy of the financial statements.
A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.
A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

These deficiencies were mainly caused by challenges implementing new accounting standards coupled with turnover of key staff resources. Management provided a response to the findings in this report and are taking corrective action to tighten internal controls in these areas. The report on internal control is included in the Independent auditor's report (Attachment B), along with Measure A Transportation Fund, Measure W Transportation Fund, and Belle Haven Child Development Center reports (Attachments C-E, respectively.)

In addition to the ACFR, an agency is required to have a single audit when it expends $750,000 or more in Federal grants. During the fiscal year ended June 30, 2022, the City expended approximately $1.37 million in federal funds. The separate Single Audit Report is anticipated to be presented to the FAC and City Council in April 2023.

Finance and Audit Committee review
The FAC held a special meeting March 6, 2023, to review the final draft ACFR. Based on this review, the FAC voted to recommend receipt of the final approved ACFR by City Council.

Impact on City Resources
The independent auditing services is a covered expense within the City's fiscal year 2022-23 approved budget.

Public Notice
Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments
A. Hyperlink – City of Menlo Park, California, ACFR for the fiscal year ended June 30, 2022: menlopark.gov/ACFR
B. Independent auditor's report on internal controls for the year ended June 30, 2022
C. Measure A Transportation Fund report for the year ended June 30, 2022
D. Measure W Transportation Fund report for the year ended June 30, 2022
E. Belle Haven Child Development Center report for the year ended June 30, 2022

Report prepared by:
Adrian Patino, Management Analyst II

Report reviewed by:
Ying Chen, Senior Accountant
Rani Singh, Interim Finance and Budget Manager
Marvin Davis, Interim Finance Director
Brittany Mello, Administrative Services Director

LSL

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Menlo Park, California (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 6, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2022-001 that we consider to be material weaknesses. We consider the following deficiencies, described on the accompanying schedule of findings and questioned costs, to be significant deficiencies: 2022-002.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.* These items are described as findings 2022-001 and 2022-002 on the accompanying schedule of findings and responses.

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

City of Menlo Park, California's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. The City's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Brea, California
March 6, 2023

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

SCHEDULE OF FINDINGS AND RESPONSES

Reference No.: 2022-001 – Final Reconciliation Process

Evaluation of Finding:
Material weakness.

Criteria:
Management is responsible for the preparation and fair presentation, as well as the accuracy of its financial statements, including disclosures in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

Condition:
During the audit, we found the following conditions that resulted in significant audit adjustments to the financial statements:

Accuracy in External Financial Reporting
The year-end closing process did not ensure that account balances were reconciled and accurate in advance of the audit requiring adjusting journal entries to correct the final financial statements. It appears these errors were primarily caused by the trial balance being prepared from data that was not always complete. The more significant entries identified include:

- Adjustments to record assets not properly capitalized.
- Adjustments to record cash appropriately.

Effect or Potential Effect of Condition:
Cash would have been understated as of June 30, 2022.
Capital Assets would have been understated for fiscal year 2022 and expenses would have been overstated.

Recommendation:
The City should include in their year-end close process a review of capital assets not being depreciated to ensure they have not been placed in service. The City should also consider using a software solution for the tracking of all capital assets. The City should perform regular bank reconciliations to ensure proper accounting of cash.

Client Response:
The City experienced turnover of key accounting staff which caused difficulty in reconciling cash and recording fixed assets. Also, the City struggled with implementation of the new GASB 87 accounting standard for leases. The City is purchasing GASB 87 software to assist with its lease accounting. The City is meeting on a monthly basis to ensure cash is reconciled timely and accurately.

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

Reference Number: 2022-002 – Correcting Journal Entries

Evaluation of Finding:
Significant Deficiency

Condition:
During the course of the audit, the City of Menlo Park provided numerous correcting journal entries. These ranged from closing entries that were improperly not included in the financial records provided for the audit to corrections of material errors.

Criteria:
The City of Menlo Park should ensure that the general ledger and other financial records are complete, accurate and reviewed in a timely manner.

Cause of Condition:
Due to staffing changes at the City of Menlo Park, there are areas which are not being properly reviewed for completeness and accuracy.

Effect or Potential Effect of Condition:
The potential effect of the City of Menlo Park not posting journal entries varies by journal entry, but the management of the City should strive to ensure the accuracy and completeness of the financial information.

Recommendation:
The City of Menlo Park should review the year-end close process and update with improved procedures that will help ensure the accuracy and completeness of the information under audit.

Management's Response and Corrective Action:
The City experienced turnover of key accounting staff which caused difficulty in adjusting its accounts in a timely manner. The City is aware that adjusting entries after a completed trial balance frustrates the audit process and delays the completed ACFR. The City is implementing an end of year audit timeline to ensure all adjustments are entered before providing a trial balance ready for audit.

CITY OF MENLO PARK, CALFORNIA
MEASURE A TRANSPORTATION FUND

FOR THE YEAR ENDED JUNE 30, 2022

INDEPENDENT ACCOUNTANTS' REPORT ON SCHEDULE OF RECEIPTS AND DISBURSEMENTS

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CITY OF MENLO PARK
MEASURE A TRANSPORTATION FUND

INDEPENDENT ACCOUNTANTS'
REPORT ON SCHEDULE OF
RECEIPTS AND DISBURSEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2022

CITY OF MENLO PARK
MEASURE A TRANSPORTATION FUND

INDEPENDENT ACCOUNTANTS'
REPORT ON SCHEDULE OF
RECEIPTS AND DISBURSEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2022

TABLE OF CONTENTS

Page

Independent Accountants' Report....1

Schedule of Receipts and Disbursements....4

Management Report on Compliance with the Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes....5

INDEPENDENT ACCOUNTANTS' REPORT

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

Opinions

We have examined management's assertion, included in the accompanying Management's Report on Compliance with the *Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes* (Agreement) between the City of Menlo Park (City) and the San Mateo County Transportation Authority entered into on June 19, 1989, that the City complied with the requirements of the Agreement during the year ended June 30, 2022. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on management's assertion on the City's compliance based upon our examination.

In our opinion, management's assertion that the City complied with the aforementioned requirements for the fiscal year ended June 30, 2022, is, in all material respects, fairly stated.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's government programs.

Auditor's Responsibilities for the Audit of Compliance

Our responsibility is to express opinions on compliance with the requirements described in the Agreement based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards and the Agreement require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a material effect on the City's local program. An audit includes examining, on a test basis, evidence about

the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Agreement, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Agreement, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency* in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes*. Accordingly, this communication is not suitable for any other purpose

Lance, Soll & Lunghard, LLP

Sacramento, California
January 31, 2023

CITY OF MENLO PARK MEASURE A TRANSPORTATION FUND

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2022

Receipts:		
Sales and Use Taxes	$	1,169,105
Interest Income		(21,529)
Total receipts	**$**	**1,147,576**
Disbursements:		
Multi-modal management	$	278
Streets		276,415
Transportation demand management program		526,684
Total disbursements	**$**	**803,377**
Receipts over disbursements	$	344,199

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CITY OF MENLO PARK

January 31, 2023

San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070

RE: Management's Report on Compliance with the Agreement for Distribution of San Mateo County Measure A

To whom it may concern,

The City of Menlo Park (the "City") is responsible for complying with the Agreement for Distribution of San Mateo County Measure A Funds for Local Transportation Purposes (the "Agreement") between the City and the San Mateo County Transportation Authority entered into on August 18, 1989, and amended on June 17, 2009. The Agreement states that in return for receiving an annual allocation of a specified portion of the retail transaction and use tax approved by Measure A – San Mateo County Expenditure Plan (the "Measure"), the City, in use of these funds, shall "refrain from substituting funds provided to it pursuant to this Agreement for property tax funds which are currently being used to fund existing local transportation programs and limit the use of said funds to the improvement of local transportation, including streets and road improvements."

With respect to compliance with the Agreement, management attests to the following for the year ended June 30, 2022:

- Management is responsible for establishing and maintaining effective internal controls with respect to compliance with the Agreement;
- Management is responsible for complying with the Agreement;
- Management has evaluated the City's compliance with requirements of the Agreement; and
- All transactions, as summarized in the attached Schedule of Receipts and Distributions for the fiscal year ended June 30, 2022, are in compliance with the Agreement.

Sincerely,

DocuSigned by:
Justin Murphy
C542D394801C47D...

Justin I. C. Murphy
City Manager

CITY OF MENLO PARK, CALFORNIA
MEASURE W TRANSPORTATION FUND

FOR THE YEAR ENDED JUNE 30, 2022

INDEPENDENT ACCOUNTANTS' REPORT ON SCHEDULE OF RECEIPTS AND DISBURSEMENTS

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CITY OF MENLO PARK
MEASURE W TRANSPORTATION FUND

INDEPENDENT ACCOUNTANTS'
REPORT ON SCHEDULE OF
RECEIPTS AND DISBURSEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2022

TABLE OF CONTENTS

Page

Independent Accountants' Report....1

Schedule of Receipts and Disbursements....4

Management Report on Compliance with the Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes....5

INDEPENDENT ACCOUNTANTS' REPORT

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

Opinions

We have examined management's assertion, included in the accompanying Management's Report on Compliance with the *Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes* (Agreement) between the City of Menlo Park (City) and the San Mateo County Transportation Authority entered into on October 7, 2020, that the City complied with the requirements of the Agreement during the year ended June 30, 2022. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on management's assertion on the City's compliance based upon our examination.

In our opinion, management's assertion that the City complied with the aforementioned requirements for the fiscal year ended June 30, 2022, is, in all material respects, fairly stated.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion. Our audit does not provide a legal determination of the City's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City's government programs.

Auditor's Responsibilities for the Audit of Compliance

Our responsibility is to express opinions on compliance with the requirements described in the Agreement based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards and the Agreement require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a material effect on the City's local program. An audit includes examining, on a test basis, evidence about

the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Agreement, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Agreement, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency* in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

To the Honorable Mayor and Members of the City Council
City of Menlo Park, California

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes*. Accordingly, this communication is not suitable for any other purpose

Lance, Soll & Lunghard, LLP

Sacramento, California
January 31, 2023

CITY OF MENLO PARK MEASURE W TRANSPORTATION FUND

SCHEDULE OF RECEIPTS AND DISBURSEMENTS
FOR THE YEAR ENDED JUNE 30, 2022

Receipts:		
Other Governmental	$	618,718
Interest Income		(26,730)
Total receipts	**$**	**591,988**
Disbursements:		
Streets	$	72,500
Total disbursements	**$**	**72,500**
Receipts over disbursements	$	519,488

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CITY OF MENLO PARK

January 31, 2023

San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070

RE: Management's Report on Compliance with the Agreement for Distribution of San Mateo County Measure W

To whom it may concern,

The City of Menlo Park (the "City") is responsible for complying with the Agreement for Distribution of San Mateo County Measure W Funds for Local Transportation Purposes (the "Agreement") between the City and the San Mateo County Transportation Authority entered into on October 7, 2019. The Agreement states that in return for receiving an annual allocation of a specified portion of the retail transactions and use tax approved by Measure W (the "Measure"), the City will use Measure W funds to supplement current public transportation investments and will invest W funds with guidance from the Congestion Relief Plan (Core Principles).

With respect to compliance with the Agreement, management attests to the following for the year ended June 30, 2022:

- Management is responsible for establishing and maintaining effective internal controls with respect to compliance with the Agreement;
- Management is responsible for complying with the Agreement;
- Management has evaluated the City's compliance with requirements of the Agreement; and
- All transactions, as summarized in the attached Schedule of Receipts and Distributions for the fiscal year ended June 30, 2022, are in compliance with the Agreement.

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Sincerely,

DocuSigned by:
Justin Murphy
C542D394801C47D...

Justin I. C. Murphy
City Manager

CITY OF MENLO PARK, CALIFORNIA
BELLE HAVEN CHILD DEVELOPMENT CENTER

FINANCIAL STATEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2022

CITY OF MENLO PARK, CALIFORNIA
BELLE HAVEN CHILD DEVELOPMENT CENTER

FINANCIAL STATEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2022

CITY OF MENLO PARK, CALIFORNIA
BELLE HAVEN CHILD DEVELOPMENT CENTER

FINANCIAL STATEMENTS

FOR FISCAL YEAR ENDED JUNE 30, 2022

TABLE OF CONTENTS

Page(s)

General Information i

Independent Auditors' Report 1

FINANCIAL STATEMENTS

Balance Sheet 4

Statement of Revenues, Expenditures and Changes in Fund Balance 5

Notes to Basic Financial Statements 6

SUPPLEMENTARY INFORMATION:

Schedule of Expenditures by State Category 9

Audited Final Attendance and Fiscal Report for Child Development Programs 10

Schedule of Reimbursable Administrative Costs 16

Schedule of Renovation and Repair Expenditures Utilizing Contract Funds 17

Schedule of Equipment Expenditures Utilizing Contract Funds 18

Summary of Meals Reported 19

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* 22

Independent Auditors' Report on Compliance 24

Schedule of Findings and Questioned Costs 27

Schedule of Prior Year Findings and Questioned Costs 28

Name of Agency

City of Menlo Park
Belle Haven Child Development Center
410 Ivy Drive
Menlo Park, California
(650) 330-2270

Program Numbers

41-2184-00-23254-0
41-2184-00-13609-0
41-2184-00-23038-0
41-2184-00-15136-0

Type of Agency

Public Agency of the City of Menlo Park

Director of Community Services

Sean Reinhart

Interim Finance Director

Marvin Davis

City Manager

Justin Murphy

Period Covered

The Fiscal Year Ended June 30, 2022

Days of Operation

244

Hours of Operation

7:30AM to 5:30 PM

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the City of Menlo Park (City) Belle Haven Child Development Center (Child Development Center) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Child Development Center's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Child Development Center, as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards* and issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and the Child Development Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Child Development Center's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Child Development Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Child Development Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Responsibilities

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

To the Honorable Mayor and Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Child Development Center's basic financial statements. The accompanying supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Other Information

As discussed in Note 1, the financial statements of the Child Development Center are intended to present the financial position and the changes in financial position of only that portion of the Child Development Fund's information of the City of Menlo Park (City) that is attributable to the transactions of the Child Development Center. They do not purport to, and do not, present fairly the financial position of the City as of June 30, 2022, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2022 on our consideration of the Child Development Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Child Development Center's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Child Development Center's internal control over financial reporting and compliance.

Lance, Soll & Lunghard, LLP

Sacramento, California
December 15, 2022

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

BALANCE SHEET
JUNE 30, 2022

ASSETS		
Cash	$	79,113
Federal support receivable - food service		9,114
State support receivable - child development		130,658
Total Assets	**$**	**218,885**
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES		
Liabilities:		
Accounts Payable	$	10,883
Accrued Payroll		46,542
Due to the City		471,223
Total Liabilities		**528,648**
Fund Balance:		
Unassigned		(309,763)
Total Fund Balance		**(309,763)**
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	**$**	**218,885**

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2022

Revenues:		
Federal Support		
Food service	$	61,367
State Support		
Child development		1,250,561
Parent fees		
Non Certified		39,470
Other Revenue- CRRSA		30,000
Other Revenue- QRIS		14,256
Reimbursement Revenue		1,148
Total Revenues		**1,396,802**
Expenditures:		
Salaries		
Certified teachers		432,970
Institutional aides		510,581
Employee benefits		434,296
Food services		67,063
Instructional materials and supplies		21,060
Utilities		18,531
Miscellaneous operating expense		106
Professional services		850
Total Expenditures		**1,485,457**
Revenues Over/(Under) Expenditures		(88,655)
Fund Balance:		
Beginning of Year		**(221,108)**
End of Year	**$**	**(309,763)**

Note 1: Summary of Significant Accounting Policies

a. Reporting Entity

The accompanying financial statements of the City of Menlo Park (City) Belle Haven Child Development Center (Child Development Center) include the financial activities of the City's preschool age childcare center. The financial operations of the Center are accounted for in the General Fund of the City.

The accompanying financial statements are not intended to present the financial position or results of operations of the City.

b. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus, wherein only current assets and current liabilities generally are included on the balance sheet. Operating statements of governmental funds present increases (revenues and other financing sources) and decreasing (expenditures and other financing uses) in net current assets.

The Child Development Center's financial activities are accounted for using the modified accrual basis of accounting wherein revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Revenues considered susceptible to accrual include charges for services, federal and state grants and interest. Expenditures are recognized in the accounting period in which the liability is incurred, if measurable.

c. Cash and Investments

All Child Development Center monies are invested in a cash and investment pool, whereby funds can spend cash at any time without prior notice or penalty.

d. Program Funding Terms & Conditions

In accordance with the applicable requirements from the Funding Terms & Conditions of the California State Preschool Program (Grant Program):

1. Interest expense is only allowable as a reimbursable cost in certain circumstances when it has been preapproved by the administering state department or relates to the lease, purchase, acquisition, or repair or renovation of early learning and cash facilities owned or leased by the contractor. No interest expense was claimed to a child development contract for the year ended June 30, 2022.
2. All expenses claimed for reimbursement under a related rent transaction must be supported by a fair market rental estimate from an independent appraiser, licensed by the California Office of Real Estate Appraisers. There were no related party rent expenses claimed for the year ended June 30, 2022.
3. Bad debt expense is unallowable unless it relates to uncollectible family fees where documentation of adequate collection attempts exists. No bad debt expense was claimed to a child development contract for the year ended June 30, 2022

Note 2: Cash

The cash balance for the Child Development Center is held in the City's cash and investment pool. The City maintains a cash and investment pool in order to facilitate the management of cash. Interest is allocated to its various funds based upon average cash balances. Investments held in the City's cash management pool are available on demand to the Child Development Center and are stated at fair value. Information regarding categorization of investments can be found in the City's financial statements.

Note 3: Child Development Contracts

The Child Development Center contracts with the California State Department of Education to conduct a child development program. Program reimbursement is the lesser of allowable costs incurred and a maximum funding amount, which is based on average daily enrollment and days of operation. For the year ended June 30, 2022, the Center earned $1,250,561 of the maximum reimbursable amount of $1,390,376.

The Program had the following grant expenditures and corresponding grant receipts for the fiscal year ending June 30, 2022:

Contract Number	Award Amount	Grant Expenditures	Grant Revenue Received	Amount Due From/(To) State
CSPP-1519	1,390,376	1,250,561	1,119,903	130,658
	$ 1,390,376	$ 1,250,561	$ 1,119,903	$ 130,658

Note 4: Food Service Contract

Under a separate contract, the California State Department of Education provided cost reimbursement support for food services. The following is an analysis of the support of the food service program and receivable of the year ended June 30, 2022.

Cash Received During Year	Current Year Receivable	Total Revenue
$ 52,253	$ 9,114	$ 61,367
$ 52,253	$ 9,114	$ 61,367

Note 5: Schedule of State and Federal Awards

Grantor	Federal CFDA Number	Grantor's Number	Award Amount			Expenditures		
			Federal	State	Total	Federal	State	Total
U.S. Department of Agriculture								
Passed through California Department of Education								
Child Care Meals Program- 2021	10.558	N/A	$ 15,113	$ -	$ 15,113	$ -	$ -	$ -
Child Care Meals Program- 2022	10.558	N/A	43,887	2,367	46,254	43,887	2,367	46,254
			59,000	2,367	61,367	43,887	2,367	46,254
U.S. Department of Health and Human Services								
Passed through California Deparement of Education								
Child Development Program- 2022	N/A	CSPP-1519	-	1,250,561	1,250,561	-	1,250,561	1,250,561
			-	1,250,561	1,250,561	-	1,250,561	1,250,561
Total State and Federal			$ 59,000	$ 1,252,928	$ 1,311,928	$ 43,887	$ 1,252,928	$ 1,296,815

Note 6: Schedule of Administrative Costs

Total administrative costs for administrative salaries and audit services were $26,152 for the year ended June 30, 2022. These costs were funded by the General Fund and are not required to be paid back. As such, they are not recognized as expenses in the financial statements.

Note 7: Contributed Space

The City provides the facility space at no cost to the Child Development Center.

Note 8: Contingencies and Commitments

Grants – The Child Development Center participates in a number of Federal and State programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to a noncompliance with grantor program regulations, the Child Development Center may be required to reimburse the grantor government. As of June 30, 2022, some amounts of grant expenditures have not been audited, but the Child Development Center believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on the Child Development Center.

COVID-19 National Health Emergency – On March 15, 2020, the Child Development Center's operations were impacted by the COVID-19 national health emergency which resulted in shelter in place orders by national, state and county health departments. Once reopened, the Child Development Center implemented customer and staff safety procedures based on recommendations from the health departments and industry specialists. The Child Development Center's operations were impacted due to the operations requiring in-person attendance, and therefore could no longer take place once the emergency orders became effective. The Child Development Center's revenue has been significantly impacted by the health emergency. The Child Development Center continues to evaluate the impact of this health emergency on the Child Development Center's operations.

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

STATEMENT OF EXPENDITURES BY STATE CATEGORIES
FOR THE YEAR ENDED JUNE 30, 2022

Expenditure Codes		Reimbursable	Non-Reimbursable
	Certified Salaries:		
1000	Teacher's salaries	$ 432,970	$ -
	Classified Salaries:		
2000	Salaries of instructional aides for direct teaching assistance	510,581	-
	Employee Benefits:		
3000	Old age, survivors, disability and health insurance	434,296	-
	Books, Supplies, and Equipment Repayment:		
4200	Instructional materials and supplies	6,107	14,953
4710	Food services	66,969	94
	Contracted Services and Other Operating Expenses:		
5500	Utilities	18,531	-
5100	Audit and miscellaneous services	-	850
5800	Miscellaneous	106	-
Total Expenditures		**$ 1,469,560**	**$ 15,897**

Contractor Name: City of Menlo Park Belle Haven Child Development Center

Contract Number: CSPP 1519

Fiscal Year Ended: June 30, 2022

Vendor Code: 2184

California Department of Education
Audited Enrollment, Attendance and Fiscal Report for California State Preschool Program

Section 1 – Number of Counties Where Services are Provided

Number of counties where the agency provided services to certified children (Form 1): **1**

Number of counties where the agency provided mental health consultation services to certified children (Form 2): **0**

Number of counties where the agency provided services to non-certified children (Form 3): **1**

Number of counties where the agency provided mental health consultation services to non-certified children (Form 4): **0**

Total enrollment and attendance forms to attach: **4**

Note: For each of the above categories, submit one July-December form and one form for each service county for January-June.

Section 2 – Days of Enrollment, Attendance and Operation

Enrollment and Attendance Form Summary	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Total Certified Days of Enrollment	11,047		11,047	
Total Certified Days of Enrollment with Mental Health Consultation Services	244		244	
Days of Attendance (including MHCS)	10,478		10,478	N/A
Total Non-Certified Days of Enrollment	949		949	
Total Non-Certified Days of Enrollment with Mental Health Consultation Services			0	

Days of Operation	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Days of Operation	244		244	N/A

Section 3 – Revenue

Restricted Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Child Nutrition Programs	61,368	(1)	61,367
County Maintenance of Effort (EC Section 8279)			0
Other: American Rescue Plan Act (ARPA)	30,000		30,000
Other: Reimbursement revenue	1,148		1,148
TOTAL RESTRICTED INCOME	**92,516**	**(1)**	**92,515**

Transfer from Reserve	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Transfer from Reserve			0

Other Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Waived Family Fees for Certified Children	51,030		51,030
Interest Earned on Child Development Apportionment Payments			0
Fees for Non-Certified Children	39,470		39,470
Unrestricted Income: Head Start			0
Other:			0
Other:			0

Contractor Name: City of Menlo Park Belle Haven Child Development Center **Contract Number: CSPP 1519**

Section 4 - Reimbursable Expenses

Cost Category	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Direct Payments to Providers (FCCH only)			0
1000 Certificated Salaries	429,651	3,319	432,970
2000 Classified Salaries	511,313	(732)	510,581
3000 Employee Benefits	434,323	(27)	434,296
4000 Books and Supplies	69,026	4,050	73,076
5000 Services and Other Operating Expenses	18,531	106	18,637
6100/6200 Other Approved Capital Outlay			0
6400 New Equipment (program-related)			0
6500 Equipment Replacement (program-related)			0
Depreciation or Use Allowance			0
Start-up Expenses (service level exemption)			0
Indirect Costs (include in Total Administrative Cost)			0
TOTAL REIMBURSABLE EXPENSES	**1,462,844**	**6,716**	**1,469,560**

Does the agency have an indirect cost rate approved by its cognizant agency (Select YES or NO)? ☐ Yes ☑ No

Approved Indirect Cost Rate: 1.7 %

Specific Items of Reimbursable Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Administrative Cost (included in Reimbursable Expenses)	26,152		26,152
Total Staff Training Cost (included in Reimbursable Expenses)			0

☐ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 4.

Contractor Name: City of Menlo Park Belle Haven Child Development Center **Contract Number: CSPP 1519**

Section 5 - Supplemental Funding

Supplemental Revenue	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Enhancement Funding			0
Other: QRIS Block Grants	14,256		14,256
Other:			0
TOTAL SUPPLEMENTAL REVENUE	**14,256**	**0**	**14,256**

Supplemental Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
1000 Certificated Salaries			0
2000 Classified Salaries			0
3000 Employee Benefits			0
4000 Books and Supplies			0
5000 Services and Other Operating Expenses			0
6000 Equipment / Capital Outlay			0
Depreciation or Use Allowance			0
Indirect Costs			0
Non-Reimbursable Supplemental Expenses		15,697	15,697
TOTAL SUPPLEMENTAL EXPENSES	**0**	**15,697**	**15,697**

Contractor Name: City of Menlo Park Belle Haven Child Development Center **Contract Number: CSPP 1519**

Section 6 - Summary

Description	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Certified Days of Enrollment (including MHCS)	11,291	0	11,291
Days of Operation	244	0	244
Days of Attendance (including MHCS)	10,478	0	10,478
Total Certified Adjusted Days of Enrollment	N/A	N/A	0.0000
Total Non-Certified Adjusted Days of Enrollment	N/A	N/A	0.0000
Restricted Program Income	92,516	(1)	92,515
Transfer from Reserve	0	0	0
Interest Earned on Apportionment Payments	0	0	0
Direct Payments to Providers	0	0	0
Start-up Expenses (service level exemption)	0	0	0
Total Reimbursable Expenses	1,462,844	6,716	1,469,560
Total Administrative Cost	26,152	0	26,152
Total Staff Training Cost	0	0	0
Non-Reimbursable Cost (State Use Only)	N/A	N/A	

Section 7 – Auditor's Assurances

Independent auditor's assurances on agency's compliance with the contract funding terms and conditions and program requirements of the California Department of Education, Early Education Division:

Eligibility, enrollment and attendance records are being maintained as required (Select YES or NO): ☑ Yes ☐ No

Reimbursable expenses claimed in Section 4 are eligible for reimbursement, reasonable, necessary, and adequately supported (Select YES or NO): ☑ Yes ☐ No

Section 8 – Comments

Include any comments in the comment box. If necessary, attach additional sheets to explain adjustments.

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SCHEDULE OF REIMBURSABLE ADMINISTRATIVE COSTS
FOR THE YEAR ENDED JUNE 30, 2022

Reimbursable Administrative Costs	CSPP-1519
Salaries	$ -
Services and other operating expenses	-
Total	**$ -**

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SCHEDULE OF RENOVATION AND REPAIR EXPENDITURES UTILIZING CONTRACT FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

Expenditures Under $10,000 Unit Cost		Expenditures Over $10,000 Unit Cost With CCD Approval		Expenditures Over $10,000 Unit Cost Without CCD Approval	
Cost	**Item**	**Cost**	**Item**	**Cost**	**Item**
$ -	None	$ -	None	$ -	None

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SCHEDULE OF EQUIPMENT EXPENDITURES UTILIZING CONTRACT FUNDS
FOR THE YEAR ENDED JUNE 30, 2022

Expenditures Under $7,500 Unit Cost		Expenditures Over $7,500 Unit Cost With CCD Approval		Expenditures Over $7,500 Unit Cost Without CCD Approval	
Cost	**Item**	**Cost**	**Item**	**Cost**	**Item**
$ -	None	$ -	None	$ -	None

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SUMMARY OF MEALS REPORTED
FOR THE YEAR ENDED JUNE 30, 2022

	Meals			Federal		State			
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Cash In Lieu	Meal Reimbursement
July 2021									
Breakfast									
Full price/base rate	150	-	150	0.3300	$ 49	0.0000	$ -	0.0000	$ -
Reduced price	80	-	80	1.6700	134	0.0000	-	0.0000	-
Free	344	-	344	1.9700	678	0.0000	-	0.0000	-
Lunch									
Full price/base rate	153	-	153	0.3500	54	0.0000	-	0.2600	40
Reduced price	83	-	83	3.2600	271	0.0000	-	0.2600	22
Free	354	-	354	3.6600	1,296	0.0000	-	0.2600	92
Supplement									
Full price/base rate	119	-	119	0.0900	11	0.0000	-	0.0000	-
Reduced price	64	-	64	0.5000	32	0.0000	-	0.0000	-
Free	274	-	274	1.0000	274	0.0000	-	0.0000	-
					$ 2,799		$ -		$ 154
August 2021									
Breakfast									
Full price/base rate	184	-	184	0.3300	$ 61	0.0000	$ -	0.0000	$ -
Reduced price	99	-	99	1.6700	165	0.0000	-	0.0000	-
Free	424	-	424	1.9700	835	0.0000	-	0.0000	-
Lunch									
Full price/base rate	187	-	187	0.3500	65	0.0000	-	0.2600	49
Reduced price	101	-	101	3.2600	329	0.0000	-	0.2600	26
Free	431	-	431	3.6600	1,577	0.0000	-	0.2600	112
Supplement									
Full price/base rate	149	-	149	0.0900	13	0.0000	-	0.0000	-
Reduced price	81	-	81	0.5000	41	0.0000	-	0.0000	-
Free	345	-	345	1.0000	345	0.0000	-	0.0000	-
					$ 3,431		$ -		$ 187
September 2021									
Breakfast									
Full price/base rate	213	-	213	0.3300	$ 70	0.0000	$ -	0.0000	$ -
Reduced price	114	-	114	1.6700	190	0.0000	-	0.0000	-
Free	490	-	490	1.9700	965	0.0000	-	0.0000	-
Lunch									
Full price/base rate	211	-	211	0.3500	74	0.0000	-	0.2600	55
Reduced price	113	-	113	3.2600	368	0.0000	-	0.2600	29
Free	486	-	486	3.6600	1,779	0.0000	-	0.2600	126
Supplement									
Full price/base rate	162	-	162	0.0900	15	0.0000	-	0.0000	-
Reduced price	87	-	87	0.5000	44	0.0000	-	0.0000	-
Free	373	-	373	1.0000	373	0.0000	-	0.0000	-
					$ 3,878		$ -		$ 210
October 2021									
Breakfast									
Full price/base rate	281	-	281	0.3300	$ 92	0.0000	$ -	0.0000	$ -
Reduced price	140	-	140	1.6700	234	0.0000	-	0.0000	-
Free	439	-	439	1.9700	865	0.0000	-	0.0000	-
Lunch									
Full price/base rate	281	-	281	0.3500	98	0.0000	-	0.2600	73
Reduced price	140	-	140	3.2600	456	0.0000	-	0.2600	36
Free	438	-	438	3.6600	1,603	0.0000	-	0.2600	114
Supplement									
Full price/base rate	191	-	191	0.0900	17	0.0000	-	0.0000	-
Reduced price	95	-	95	0.5000	48	0.0000	-	0.0000	-
Free	297	-	297	1.0000	297	0.0000	-	0.0000	-
					$ 3,710		$ -		$ 223
November 2021									
Breakfast									
Full price/base rate	230	-	230	0.3300	$ 76	0.0000	$ -	0.0000	$ -
Reduced price	115	-	115	1.6700	192	0.0000	-	0.0000	-
Free	360	-	360	1.9700	709	0.0000	-	0.0000	-
Lunch									
Full price/base rate	230	-	230	0.3500	81	0.0000	-	0.2600	60
Reduced price	115	-	115	3.2600	375	0.0000	-	0.2600	30
Free	359	-	359	3.6600	1,314	0.0000	-	0.2600	93
Supplement									
Full price/base rate	175	-	175	0.0900	16	0.0000	-	0.0000	-
Reduced price	88	-	88	0.5000	44	0.0000	-	0.0000	-
Free	274	-	274	1.0000	274	0.0000	-	0.0000	-
					$ 3,081		$ -		$ 183

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SUMMARY OF MEALS REPORTED
FOR THE YEAR ENDED JUNE 30, 2022

	Meals			Federal		State			
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Cash In Lieu	Meal Reimbursement
CITY OF MENLO PARK									
GENERAL CHILD DEVELOPMENT PROGRAM									
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED									
YEAR ENDED JUNE 30, 2006									
	Meals			Federal		State			
	Reported	Adjustments	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Cash In Lieu	Meal Reimbursement
December 2021									
Breakfast									
Full price/base rate	189	-	189	0.3300	$ 63	0.0000	$ -	0.0000	$ -
Reduced price	95	-	95	1.6700	159	0.0000	-	0.0000	-
Free	295	-	295	1.9700	581	0.0000	-	0.0000	-
Lunch									
Full price/base rate	189	-	189	0.3500	66	0.0000	-	0.2600	49
Reduced price	94	-	94	3.2600	306	0.0000	-	0.2600	24
Free	295	-	295	3.6600	1,080	0.0000	-	0.2600	77
Supplement									
Full price/base rate	139	-	139	0.0900	13	0.0000	-	0.0000	-
Reduced price	69	-	69	0.5000	35	0.0000	-	0.0000	-
Free	217	-	217	1.0000	217	0.0000	-	0.0000	-
					$ 2,520		$ -		$ 150
January 2022									
Breakfast									
Full price/base rate	143	-	143	0.3300	$ 47	0.0000	$ -	0.0000	$ -
Reduced price	71	-	71	1.6700	119	0.0000	-	0.0000	-
Free	223	-	223	1.9700	439	0.0000	-	0.0000	-
Lunch									
Full price/base rate	142	-	142	0.3500	50	0.0000	-	0.2600	37
Reduced price	71	-	71	3.2600	231	0.0000	-	0.2600	18
Free	221	-	221	3.6600	809	0.0000	-	0.2600	57
Supplement									
Full price/base rate	107	-	107	0.0900	10	0.0000	-	0.0000	-
Reduced price	54	-	54	0.5000	27	0.0000	-	0.0000	-
Free	167	-	167	1.0000	167	0.0000	-	0.0000	-
					$ 1,899		$ -		$ 112
February 2022									
Breakfast									
Full price/base rate	244	-	244	0.3300	$ 81	0.0000	$ -	0.0000	$ -
Reduced price	122	-	122	1.6700	204	0.0000	-	0.0000	-
Free	382	-	382	1.9700	753	0.0000	-	0.0000	-
Lunch									
Full price/base rate	244	-	244	0.3500	85	0.0000	-	0.2600	63
Reduced price	122	-	122	3.2600	398	0.0000	-	0.2600	32
Free	381	-	381	3.6600	1,394	0.0000	-	0.2600	99
Supplement									
Full price/base rate	181	-	181	0.0900	16	0.0000	-	0.0000	-
Reduced price	91	-	91	0.5000	46	0.0000	-	0.0000	-
Free	284	-	284	1.0000	284	0.0000	-	0.0000	-
					$ 3,261		$ -		$ 194
March 2022									
Breakfast									
Full price/base rate	339	-	339	0.3300	$ 112	0.0000	$ -	0.0000	$ -
Reduced price	170	-	170	1.6700	284	0.0000	-	0.0000	-
Free	530	-	530	1.9700	1,044	0.0000	-	0.0000	-
Lunch									
Full price/base rate	338	-	338	0.3500	118	0.0000	-	0.2600	88
Reduced price	170	-	170	3.2600	554	0.0000	-	0.2600	44
Free	530	-	530	3.6600	1,940	0.0000	-	0.2600	138
Supplement									
Full price/base rate	251	-	251	0.0900	23	0.0000	-	0.0000	-
Reduced price	126	-	126	0.5000	63	0.0000	-	0.0000	-
Free	392	-	392	1.0000	392	0.0000	-	0.0000	-
					$ 4,530		$ -		$ 270
April 2022									
Breakfast									
Full price/base rate	372	-	372	0.3300	$ 123	0.0000	$ -	0.0000	$ -
Reduced price	153	-	153	1.6700	256	0.0000	-	0.0000	-
Free	492	-	492	1.9700	969	0.0000	-	0.0000	-
Lunch									
Full price/base rate	372	-	372	0.3500	130	0.0000	-	0.2600	97
Reduced price	152	-	152	3.2600	496	0.0000	-	0.2600	40
Free	490	-	490	3.6600	1,793	0.0000	-	0.2600	127
Supplement									
Full price/base rate	257	-	257	0.0900	23	0.0000	-	0.0000	-
Reduced price	105	-	105	0.5000	53	0.0000	-	0.0000	-
Free	338	-	338	1.0000	338	0.0000	-	0.0000	-
					$ 4,181		$ -		$ 264

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SUMMARY OF MEALS REPORTED
FOR THE YEAR ENDED JUNE 30, 2022

	Meals			Federal		State			
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Cash In Lieu	Meal Reimbursement
CITY OF MENLO PARK									
GENERAL CHILD DEVELOPMENT PROGRAM									
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED									
YEAR ENDED JUNE 30, 2006									
	Meals			Federal		State			
	Reported	Adjustments	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Cash In Lieu	Meal Reimbursement
May 2022									
Breakfast									
Full price/base rate	418	-	418	0.3300	$ 138	0.0000	$ -	0.0000	$ -
Reduced price	171	-	171	1.6700	286	0.0000	-	0.0000	-
Free	551	-	551	1.9700	1,085	0.0000	-	0.0000	-
Lunch									
Full price/base rate	418	-	418	0.3500	146	0.0000	-	0.2600	109
Reduced price	171	-	171	3.2600	557	0.0000	-	0.2600	44
Free	550	-	550	3.6600	2,013	0.0000	-	0.2600	143
Supplement									
Full price/base rate	303	-	303	0.0900	27	0.0000	-	0.0000	-
Reduced price	124	-	124	0.5000	62	0.0000	-	0.0000	-
Free	400	-	400	1.0000	400	0.0000	-	0.0000	-
					$ 4,714		$ -		$ 296
June 2022									
Breakfast									
Full price/base rate	303	-	303	0.3300	$ 100	0.0000	$ -	0.0000	$ -
Reduced price	124	-	124	1.6700	207	0.0000	-	0.0000	-
Free	400	-	400	1.9700	788	0.0000	-	0.0000	-
Lunch									
Full price/base rate	302	-	302	0.3500	106	0.0000	-	0.2600	79
Reduced price	124	-	124	3.2600	404	0.0000	-	0.2600	32
Free	398	-	398	3.6600	1,457	0.0000	-	0.2600	103
Supplement									
Full price/base rate	226	-	226	0.0900	20	0.0000	-	0.0000	-
Reduced price	93	-	93	0.5000	47	0.0000	-	0.0000	-
Free	299	-	299	1.0000	299	0.0000	-	0.0000	-
					$ 3,428		$ -		$ 214
Adjustments					-		-		-
GRAND TOTAL			25,903		$ 41,432		$ -		$ 2,457

* The adjustments are due to the resubmitted claims for reimbursement that were changed as a result of the recalculation of the fixed percentage enrollment subsequent to the end of the fiscal year.

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor and Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the City of Menlo Park (City) Belle Haven Child Development Center (Child Development Center) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Child Development Center's basic financial statements, and have issued our report thereon dated December 15, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Child Development Center's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Child Development Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Child Development Center's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Child Development Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Honorable Mayor and Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Sacramento, California
December 15, 2022

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ON INTERNAL CONTROL OVER COMPLIANCE

To the Honorable Mayor and Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

Opinions

We have audited the compliance of the California State Preschool and the Child Adult Food Care Programs of the Belle Haven Child Development Center (the Child Development Center), with the types of compliance requirements described in the *CDSS Audit Guide* issued by the California Department of Social Services, August 2022*,* for the year ended June 30, 2022.

In our opinion, the Child Development Center complied, in all material respects with the compliance requirements referred to above that are applicable to the Child Development Center for the year ended June 30, 2022.

Basis for Opinions

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Guide. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report. We are required to be independent of the City and the Child Development Center and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion. Our audit does not provide a legal determination of the Child Development Center's compliance with the compliance requirements referred to above..

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Child Development Center's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our responsibility is to express opinions on compliance with the requirements described in the CDSS Audit Guide based on our audit. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in the Government Auditing Standards, issued by the Comptroller General of the United States, and the Guide. Those standards and the Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a material effect on the Child Development Center's Programs. An audit includes examining,

on a test basis, evidence about the Child Development Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Child Development Center's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Child Development Center's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Child Development Center's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be a material weakness, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that have not been identified. Additionally, we did not identify deficiencies in internal control over compliance that we consider to be significant deficiencies

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

To the Honorable Mayor and Members of the City Council
Belle Haven Child Development Center
City of Menlo Park, California

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Lance, Soll & Lunghard, LLP

Sacramento, California
December 15, 2022

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SUMMARY OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

No current year findings.

CITY OF MENLO PARK
BELLE HAVEN CHILD DEVELOPMENT CENTER

SUMMARY OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021

No prior year findings.

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-062-CC**

Consent Calendar: **Authorize the Mayor to sign a letter of support on behalf of the City Council to State officials requesting their assistance regarding the property tax in-lieu of vehicle license fee shortfall backfill**

Recommendation

Staff recommends the City Council authorize the Mayor to sign a letter of support on behalf of the City Council to State officials requesting their assistance in getting the property tax in-lieu of vehicle license fee shortfall backfill included in the Governor's May revise budget.

Policy Issues

There are no policy issues related to this item.

Background

The vehicle license fee (VLF) "Swap" was an integral part of the 2004 State Budget Compromise (SB 1096.) Under the terms of this compromise, the State permanently reduced VLF revenues to cities and counties by 67.5 percent, and also shifted $1.3 billion in local property taxes to pay the State's school funding obligation for two fiscal years. Through these actions, counties and cities gave up significant revenues to address the State's budget deficit. In exchange, the State guaranteed counties and cities an in-lieu VLF payment that is adjusted annually by the growth in property tax. The VLF Swap legislation identified two sources of funding to pay the State's in-lieu VLF obligation: (1) Educational Revenue Augmentation Fund (ERAF) distributions to non-basic aid schools, and (2) property tax revenues of non-basic aid schools. The State would then backfill those losses by the schools to ensure minimum funding obligations were met. In recent years, as more school districts within San Mateo County have moved into basic aid status (i.e., when local property taxes meet or exceed its revenue limit), there has not been funding available to fulfill the State's in-lieu VLF obligation, which has resulted in a shortfall. For fiscal year 2021-22, the Countywide shortfall was approximately $32.9 million, which resulted in an $830,070 shortfall for the City. When these shortfalls have occurred in the past, the State has made the County and its cities whole by reimbursing the shortfalls 14 months after the fiscal year in which the shortfall occurred through special appropriations in the State budget.

Analysis

The backfill for the 2021-22 VLF shortfall was not included in the initial release of the 2023-24 State budget. As such, San Mateo County and its cities are initiating efforts to advocate for this funding to be included in the Governor's May revise budget. One of the initial steps in this process is to send letters to State officials requesting their assistance in getting the VLF shortfall backfill included in the May revise. The draft letter to be signed by Mayor Wolosin and sent on behalf of the City is included as Attachment A. Staff is also

requesting authorization from the City Council to send any additional letters from the Mayor on behalf of the City to the State delegation or other stakeholders, as requested by the County on this issue.

Impact on City Resources

There is no direct budget impact for authorizing the Mayor to sign this letter of support. However, should the State not include backfill funding to address the fiscal year 2021-22 VLF shortfall, the City would not receive $830,070 in revenues.

Environmental Review

This administrative action is not a project subject to California Environmental Quality Act (CEQA), because it is an organization or administrative activity that will not result in direct or indirect physical changes in the environment (CEQA Guidelines Section 15378(b)(5.))

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Letter to State delegation

Report prepared by:
Rani Singh, Interim Finance and Budget Manager

Report reviewed by:
Marvin Davis, Interim Finance Director
Brittany Mello, Administrative Services Director

March 15, 2023

The Honorable Josh Becker
California State Senate
1021 0 Street, Suite 7250
Sacramento, CA 95814-4900

The Honorable Marc Berman
California State Assembly
1021 0 Street, Suite 6130
Sacramento, CA 95814

The Honorable Diane Papan
California State Assembly
1021 0 Street, Suite 4220
Sacramento, CA 95814

RE: Property Tax in-lieu of Vehicle License Fee

Dear Senator Becker, Assemblymember Berman, and Assemblymember Papan:

On behalf of the City of Menlo Park, we respectfully request your assistance securing $32,898,051 in in-lieu Vehicle License Fee (VLF) shortfall funding due to the County of San Mateo and its cities for fiscal year (FY) 2021-22 through the state budget process. Of the total, the City of Menlo Park is due $830,070.

Historically, the State has made counties and cities whole by reimbursing in-lieu VLF shortfalls through a special appropriation in the State budget. This appropriation ensures that all counties and cities receive their full in-lieu VLF payment required by law. Unfortunately, an appropriation to cover San Mateo County's shortfall for the fiscal year 2021-22 was not included in the Governor's January Budget this year.

As background, the State's in-lieu VLF payment obligation arises from the VLF "Swap," which was an integral part of the 2004 Budget Compromise. Under the terms of that compromise, the State permanently reduced the annual VLF rate, which significantly decreased counties' and cities' revenues and, for two fiscal years, shifted an additional $1.3 billion in property taxes away from counties, cities, and special districts to pay the State's school funding obligations and address the State's budget deficit. In exchange, the State guaranteed counties and cities an "in-lieu" VLF

payment for the lost revenues. This ongoing in-lieu VLF obligation is adjusted annually based on growth in the assessed value of property within local agency boundaries (Rev. & Tax. Code§ 97.70).

In San Mateo County, the direct funding sources identified in the statute are insufficient to cover the full amount of the in-lieu VLF payment, causing a funding shortfall. The shortfall specifically arises because there are insufficient funds from Educational Revenue Augmentation Fund (ERAF) and property taxes of the relatively few non-basic aid schools in San Mateo County to cover the State's total payment obligation. (The State backfills the school districts, so they do not suffer any loss from the in-lieu VLF payment.) As a result, these shortfalls are beyond the counties' and cities' control and cause cash flow issues and significant fiscal harm until reimbursed by the State.

Failure to make the full in-lieu VLF payment will cause significant financial harm to San Mateo County and cities such as Menlo Park, which rely on these revenues to fund core services such as police, libraries, parks, streets, traffic and transportation. It would also be contrary to the 2004 Budget Compromise in which these payments were guaranteed in exchange for substantial financial contributions by local governments. Failure to provide the total payment would severely impact local budgets and services that depend on these funds.

For these reasons, the City of Menlo Park requests your assistance in ensuring that the $32,898,051 in FY 2021-22 VLF in-lieu shortfall due to the County of San Mateo and its 20 cities is included in this year's budget to ensure there is no adverse fiscal impact on our local governments.

We appreciate your consideration of this critical request.

Sincerely,

Jen Wolosin
Mayor

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-063-CC**

Consent Calendar: **Authorize the city manager to execute an agreement with Nelson\Nygaard Consulting Associates to conduct a comprehensive shuttle study**

Recommendation

Staff recommends that the City Council authorize the city manager to execute an agreement with Nelson\Nygaard Consulting Associates to conduct a comprehensive shuttle study (Attachment A.)

Policy Issues

This project is consistent with the General Plan policies CIRC-5.1, 5.2 and programs CIRC-5.A, 5.B to support local and regional transit that is efficient, frequent, convenient and safe. These policies seek to promote the use of public transit and to promote the use of alternatives to the single-occupant automobile.

Background

The City of Menlo Park shuttle program includes two community shuttles – the M1-Crosstown and Shoppers' shuttles – and two commuter shuttles, the M3-Marsh Road and M4-Willow Road shuttles. While the names and routes have changed over the years, these shuttles have provided free service to residents and visitors for over 20 years. The Marsh and Willow shuttles began operating in 1989 to connect Caltrain with business parks east of US Highway 101. The M1-Crosstown shuttle (and its precursor the Midday shuttle) began connecting Belle Haven and downtown in 1998, while the Shoppers' shuttle began offering door-to-door service in 2001.

Over the last few years, ridership on shuttles has declined due to several factors, including changing demographics and travel patterns, the rise of technology companies offering private shuttles, increased use of rideshare services, and especially the COVID-19 pandemic and new work-from-home policies.

This study was initiated based on these factors, and the need to evaluate the City's shuttle program to best serve riders along with being cost-efficient. In addition, recently approved residential developments in the Bayfront area will create new transit demand. The COVID-19 pandemic demonstrated two challenges for transit usage. First, it underscored the critical need for shuttles and transit for anyone who must travel for work, or for essential tasks such as grocery shopping and medical appointments. Conversely, many workers are now able to work from home, reducing ridership on the commuter shuttles and other transit systems. The comprehensive shuttle study will help to address these issues and look at ways to reduce reliance on single occupant vehicles.

The City successfully applied and was awarded a grant from the California Department of Transportation's (Caltrans) Sustainable Transportation Planning Grant Program that offers funding for transportation plans and studies that support objectives such as sustainability, accessibility, safety, economy, health and social equity. The City's shuttle program delivers on these objectives for both residents and visitors, enabling

accessibility, independence and quality of life.

A call for projects was released by Caltrans in fall 2021, with a deadline of October 27, 2021. On October 12, 2021, the City Council adopted Resolution No. 6672 to authorize the City to pursue a Sustainable Transportation Planning Grant and execute a grant agreement with Caltrans. In spring 2022, the City was notified that our grant request was successful.

Following the successful award, the City entered into a Restricted Grant Agreement (RGA) with Caltrans, which was executed in November 2022. The agreement allowed the City to proceed to release a request for proposals (RFP) from prospective consultants to conduct the comprehensive shuttle study. The funding from Caltrans allows for program cost reimbursements through February 2025.

Analysis

Staff issued a RFP for the comprehensive shuttle study in November 2022 and received five proposals from the following consultants:

- CHS Consulting Group
- Fehr & Peers
- Kittelson & Associates
- Nelson\Nygaard Consulting Associates
- Via Mobility, LLC

All five firms had some previous experience with shuttle planning studies for cities in California. Each proposal was evaluated based on the criteria in the RFP, including:

- Direct experience leading evaluations or proposing service improvements of shuttles or transit;
- Experience conducting demographic and travel analyses;
- Capability leading equitable outreach with diverse community members;
- Ability to perform the specific tasks;
- Qualifications of the specific individuals who will work on the project;
- Appropriateness of the proposed methods or techniques to be used in the study;
- Reasonableness of the schedule to complete each task element; and
- Overall cost of the proposal.

Based on this evaluation, the top two firms (Nelson\Nygaard Consulting Associates and Fehr & Peers) were invited to interview for the project with a panel from the City's Public Works and Library and Community Services departments. Each firm provided a short presentation about their approach and responded to a fixed set of questions from the panel. At the conclusion of the process, the panel reviewed the interviews and recommended Nelson\Nygaard Consulting Associates as the preferred firm to complete the comprehensive shuttle study. Nelson\Nygaard Consulting Associates was chosen because their proposal provided the best combination of staff qualifications, team experience, and schedule and budget. The Nelson\Nygaard team has conducted shuttle improvement plans and implementation of fixed-route and on-demand shuttle services in similar communities.

The following schedule and milestones are anticipated for the comprehensive shuttle study:

- April 2023: Notice to proceed
- Spring 2023: Analysis of current travel, service patterns
- Summer 2023: Develop shuttle service alternatives
- Late fall 2023: Draft report released

- Spring 2024: Conclude study, adoption of final report

The study includes community outreach throughout the process, focused on engaging with the key residents, business, and visitors that the shuttle system serves or could serve better, including: (1) residents of underserved communities, (2) employers and employees in the Bayfront area, and (3) the general public. The engagement process will include co-creation meetings that enable members of the public to actively participate in the design of the study, surveys and a technical advisory committee. Materials will be prepared and meetings will be conducted in English and Spanish to ensure that we are reaching a wide range of City residents.

Impact on City Resources

The total budget for this project is $179,000, with $153,000 in grant funding from Caltrans and $26,000 as the local City match drawn from Measure A funds. The proposed Nelson\Nygaard Consulting Associates agreement is for $154,276. The remaining $24,724 will cover City staff time for project administration and participation in project activities.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Agreement with Nelson\Nygaard Consulting Associates

Report prepared by:
Nicholas Yee, Associate Transportation Planner

Report reviewed by:
Hugh Louch, Assistant Public Works Director – Transportation

PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6620

	Agreement #:
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND NELSON\NYGAARD CONSULTING ASSOCIATES, INC.	
THIS AGREEMENT made and entered into at Menlo Park, California, this _____, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and NELSON\NYGAARD CONSULTING ASSOCIATES, INC., hereinafter referred to as "FIRST PARTY."	
WITNESSETH: WHEREAS, CITY desires to retain FIRST PARTY to provide certain professional services for CITY in connection with that certain project called: Comprehensive study/evaluation of the City-owned shuttle program WHEREAS, FIRST PARTY is licensed to perform said services and desires to and does hereby undertake to perform said services. NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND CONDITIONS of each of the parties hereto, it is hereby agreed as follows:	
1. SCOPE OF WORK	
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services as set forth in Exhibit "A," Scope of Services.	
2. SCHEDULE FOR WORK	
FIRST PARTY's proposed schedule for the various services required pursuant to this agreement will be as set forth in Exhibit "A," Scope of Services. CITY will be kept informed as to the progress of work by written reports, to be submitted monthly or as otherwise required in Exhibit "A." Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events beyond the control of the other, or the other's employees and agents. FIRST PARTY shall commence work immediately upon receipt of a "Notice to Proceed" from CITY. The "Notice to Proceed" date shall be considered the "effective date" of the agreement, as used herein, except as otherwise specifically defined. FIRST PARTY shall complete all the work and deliver to CITY all project related files, records, and materials within one month after completion of all of FIRST PARTY's activities required under this agreement.	
3. PROSECUTION OF WORK	
FIRST PARTY will employ a sufficient staff to prosecute the work diligently and continuously and will complete the work in accordance with the schedule of work approved by the CITY. (See Exhibit "A," Scope of Services).	

4. COMPENSATION AND PAYMENT

A. CITY shall pay FIRST PARTY an all-inclusive fee that shall not exceed $154,276 as described in Exhibit "A," Scope of Services. All payments shall be inclusive of all indirect and direct charges to the Project incurred by FIRST PARTY. The CITY reserves the right to withhold payment if the City determines that the quantity or quality of the work performed is unacceptable.

B. FIRST PARTY's fee for the services as set forth herein shall be considered as full compensation for all indirect and direct personnel, materials, supplies and equipment, and services incurred by FIRST PARTY and used in carrying out or completing the work.

C. Payments shall be monthly for the invoice amount or such other amount as approved by CITY. As each payment is due, the FIRST PARTY shall submit a statement describing the services performed to CITY. This statement shall include, at a minimum, the project title, agreement number, the title(s) of personnel performing work, hours spent, payment rate, and a listing of all reimbursable costs. CITY shall have the discretion to approve the invoice and the work completed statement. Payment shall be for the invoice amount or such other amount as approved by CITY.

D. Payments are due upon receipt of written invoices. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges.

5. EQUAL EMPLOYMENT OPPORTUNITY

A. FIRST PARTY, with regard to the work performed by it under this agreement shall not discriminate on the grounds of race, religion, color, national origin, sex, handicap, marital status or age in the retention of sub-consultants, including procurement of materials and leases of equipment.

B. FIRST PARTY shall take affirmative action to insure that employees and applicants for employment are treated without regard to their race, color, religion, sex, national origin, marital status or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship.

C. FIRST PARTY shall post in prominent places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

D. FIRST PARTY shall state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, marital status or handicap.

E. FIRST PARTY shall comply with Title VI of the Civil Rights Act of 1964 and shall provide such reports as may be required to carry out the intent of this section.

F. FIRST PARTY shall incorporate the foregoing requirements of this section in FIRST PARTY's agreement with all sub-consultants.

6. ASSIGNMENT OF AGREEMENT AND TRANSFER OF INTEREST

A. FIRST PARTY shall not assign this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the CITY thereto, provided, however, that claims for money due or to become due to the FIRST PARTY from the CITY under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of an intended assignment or transfer shall be furnished promptly to the CITY.

B. In the event there is a change of more than 30 percent of the stock ownership or ownership in FIRST PARTY from the date of this agreement is executed, then CITY shall be notified before the date of said change of stock ownership or interest and CITY shall have the right, in event of such change in stock ownership or interest, to terminate this agreement upon notice to FIRST PARTY. In the event CITY is not notified of any such change in stock ownership or interest, then upon knowledge of same, it shall be deemed that CITY has terminated this agreement.

7. INDEPENDENT WORK CONTROL

It is expressly agreed that in the performance of the service necessary for compliance with this agreement, FIRST PARTY shall be and is an independent contractor and is not an agent or employee of CITY. FIRST PARTY has and shall retain the right to exercise full control and supervision of the services and full control over the employment, direction, compensation and discharge of all persons assisting FIRST PARTY in the performance of FIRST PARTY's services hereunder. FIRST PARTY shall be solely responsible for its own acts and those of its subordinates and employees.

8. CONSULTANT QUALIFICATIONS

It is expressly understood that FIRST PARTY is licensed and skilled in the professional calling necessary to perform the work agreed to be done by it under this agreement and CITY relies upon the skill of FIRST PARTY to do and perform said work in a with the professional skill and care usual to the profession practicing in the same or similar locality under the same or similar circumstances (the "Standard of Care"). Notwithstanding any clause in this Agreement or its exhibits to the contrary, the FIRST PARTY disclaims all express or implied warranties and guarantees with respect to the performance of professional services, and it is agreed that the quality of such services shall be judged solely as to whether the FIRST PARTY performed its services consistent with the Standard of Care. The acceptance of FIRST PARTY's work by CITY does not operate as a release of FIRST PARTY from said understanding.

9. NOTICES

All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid or by overnight courier service. Notices required to be given to CITY shall be addressed as follows:

Nicole H. Nagaya
Public Works
City of Menlo Park
701 Laurel St.
Menlo Park, CA 94025
650-330-6740
PWDirector@menlopark.gov

Notices required to be given to FIRST PARTY shall be addressed as follows:
Jon Watts
Nelson\Nygaard Consulting Associates, Inc.
1222 22nd Street NW, Suite 200
Washington, DC 20037
jwatts@nelsonnygaard.com

Provided that any party may change such address by notice, in writing, to the other party and thereafter notices shall be addressed and transmitted to the new address.

10. HOLD HARMLESS

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code. The foregoing indemnity obligation and any indemnity in the attached exhibits shall not require FIRST PARTY to

provide an upfront defense against claims involving its professional services, but the FIRST PARTY shall reimburse reasonable defense costs and the CITY's damages only to the extent those costs are caused by the FIRST PARTY's professional negligence

11. INSURANCE

A. FIRST PARTY shall not commence work under this agreement until all insurance required under this Section has been obtained and such insurance has been approved by the City, with certificates of insurance evidencing the required coverage.

B. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the CITY, at the address shown in Section 9, of any pending cancellation of the policy. FIRST PARTY shall notify CITY of any change to insurance or limits required by this Agreement. All certificates shall be filed with the City.

1. Workers' compensation and employer's liability insurance:
   The FIRST PARTY shall have in effect during the entire life of this agreement workers' compensation and Employer's Liability Insurance providing full statutory coverage. In signing this agreement, the FIRST PARTY makes the following certification, required by Section 18161 of the California Labor Code: "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of the work of this agreement" (not required if the FIRST PARTY is a Sole Proprietor).
2. Liability insurance:
   The FIRST PARTY shall take out and maintain during the life of this agreement such Bodily Injury Liability and Property Damage Liability Insurance (Commercial General Liability Insurance) on an occurrence basis as shall protect it while performing work covered by this agreement from claims for damages for bodily injury, including accidental death, as well as claims for property damage which may arise from the FIRST PARTY's operations under this agreement, whether such operations be by FIRST PARTY or by any sub-consultant or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall be not less than one million dollars ($1,000,000) combined single limit per occurrence for bodily injury and property damage, one million dollars ($1,000,000) in general aggregate and one million dollars products/completed operations aggregate. FIRST PARTY shall provide the CITY with acceptable evidence of coverage. FIRST PARTY shall maintain Automobile Liability Insurance pursuant to this agreement in an amount of not less than one million dollars ($1,000,000) for each accident combined single limit.
3. Professional liability insurance:
   FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against damages to the extent caused by the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars ($1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

C. CITY and its subsidiary agencies, and their officers, agents, employees and servants shall be named as additional insured on any such policies of Commercial General Liability and Automobile Liability Insurance, (but not for the Professional Liability and workers' compensation/employer's liability), which shall also contain a provision that the insurance afforded thereby to the CITY, its subsidiary agencies, and their officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy, and that if the CITY, its subsidiary agencies and their officers and employees have other insurance against a loss covered by a policy, such other insurance shall be excess insurance only.

D. In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished below the required limits or canceled, CITY, at its option, may, notwithstanding any other provision of this agreement to the contrary, immediately declare a material breach of this agreement and suspend all further work pursuant to this agreement.

12. PAYMENT OF PERMITS/LICENSES

Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

13. RESPONSIBILITY AND LIABILITY FOR SUB-CONSULTANTS AND/OR SUBCONTRACTORS

Approval of or by CITY shall not constitute nor be deemed a release of responsibility and liability of FIRST PARTY or its sub-consultants and/or subcontractors for the accuracy and competency of the designs, working drawings, specifications or other documents and work, nor shall its approval be deemed to be an assumption of such responsibility by CITY for any defect in the designs, working drawings, specifications or other documents prepared by FIRST PARTY or its sub-consultants and/or subcontractors.

14. OWNERSHIP OF WORK PRODUCT

Work products of FIRST PARTY for this project, which are delivered under this agreement or which are developed, produced and paid for under this agreement, shall become the property of CITY. The reuse of FIRST PARTY's work products by City for purposes other than intended by this agreement shall be at no risk to FIRST PARTY.

15. REPRESENTATION OF WORK

Any and all representations of FIRST PARTY, in connection with the work performed or the information supplied, shall not apply to any other project or site, except the project described in Exhibit "A" or as otherwise specified in Exhibit "A."

16. TERMINATION OF AGREEMENT

A. CITY may give thirty (30) days written notice to FIRST PARTY, terminating this agreement in whole or in part at any time, either for CITY's convenience or because of the failure of FIRST PARTY to fulfill its contractual obligations or because of FIRST PARTY's change of its assigned personnel on the project without prior CITY approval. Upon receipt of such notice, FIRST PARTY shall:

   1. Immediately discontinue all services affected (unless the notice directs otherwise); and
   2. Deliver to the CITY all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated or produced by FIRST PARTY in performing work under this agreement, whether completed or in process.

B. If termination is for the convenience of CITY, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.

C. If the termination is due to the failure of FIRST PARTY to materially fulfill its agreement, CITY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, FIRST PARTY shall be liable to CITY for any reasonable additional cost occasioned to the CITY thereby caused by the FIRST PARTY's professional negligence and material breach.

D. If, after notice of termination for failure to fulfill agreement obligations, it is determined that FIRST PARTY had not so failed, the termination shall be deemed to have been effected for the convenience of the CITY. In such event, adjustment in the contract price shall be made as provided in Paragraph B of this Section.

E. The rights and remedies of the CITY provided in this Section are in addition to any other rights and remedies provided by law or under this agreement.

F. Subject to the foregoing provisions, the CITY shall pay FIRST PARTY for services performed and expenses incurred through the termination date.

17. INSPECTION OF WORK

It is FIRST PARTY's obligation to make the work product available for CITY's inspections and periodic reviews upon request by CITY.

18. COMPLIANCE WITH LAWS

It shall be the responsibility of FIRST PARTY to comply with all State and Federal Laws applicable to the work and services provided pursuant to this agreement, including but not limited to compliance with prevailing wage laws, if applicable.

19. BREACH OF AGREEMENT

A. This agreement is governed by applicable federal and state statutes and regulations. Any material deviation by FIRST PARTY for any reason from the requirements thereof, or from any other provision of this agreement, shall constitute a breach of this agreement and may be cause for termination at the election of the CITY.

B. The CITY reserves the right to waive any and all breaches of this agreement, and any such waiver shall not be deemed a waiver of any previous or subsequent breaches. In the event the CITY chooses to waive a particular breach of this agreement, it may condition same on payment by FIRST PARTY of actual damages occasioned by such breach of agreement.

20. SEVERABILITY

The provisions of this agreement are severable. If any portion of this agreement is held invalid by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect unless amended or modified by the mutual consent of the parties.

21. CAPTIONS

The captions of this agreement are for convenience and reference only and shall not define, explain, modify, limit, exemplify, or aid in the interpretation, construction, or meaning of any provisions of this agreement.

22. LITIGATION OR ARBITRATION

The Dispute Resolution provisions are set forth on Exhibit "B," ‘Dispute Resolution’ attached hereto and by this reference incorporated herein.

23. RETENTION OF RECORDS

Contractor shall maintain all required records for three years after the City makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the City, a federal agency, and the state of California.

24. TERM OF AGREEMENT

This agreement shall remain in effect for the period of March 14, 2023 through June 30, 2024 unless extended, amended, or terminated in writing by CITY.

25. ENTIRE AGREEMENT

This document constitutes the sole agreement of the parties hereto relating to said project and states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between parties not expressly stated in this document are not binding. All modifications, amendments, or waivers of the terms of this agreement must be in writing and signed by the appropriate representatives of the parties to this agreement.

26. STATEMENT OF ECONOMIC INTEREST

Consultants, as defined by Section 18701 of the Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations, are required to file a Statement of Economic Interests with 30 days of approval of a contract services agreement with the City of its subdivisions, on an annual basis thereafter during the term of the contract, and within 30 days of completion of the contract.

Based upon review of the Consultant's Scope of Work and determination by the City Manager, it is determined that Consultant IS NOT required to file a Statement of Economic Interest. A statement of Economic Interest shall be filed with the City Clerk's office no later than 30 days after the execution of the agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

FOR FIRST PARTY:

Signature _____ Date _____

Printed name _____ Title _____

Tax ID# _____

APPROVED AS TO FORM:

Nira F. Doherty, City Attorney _____ Date _____

FOR CITY OF MENLO PARK:

Justin I.C. Murphy, City Manager _____ Date _____

ATTEST:

Judi A. Herren, City Clerk _____ Date _____

EXHIBIT "A" – SCOPE OF SERVICES

A1. SCOPE OF WORK

FIRST PARTY agrees to provide consultant services for CITY's Public Works department. In the event of any discrepancy between any of the terms of the FIRST PARTY's proposal and those of this agreement, the version most favorable to the CITY shall prevail. FIRST PARTY shall provide the following services:

Provide general consultant services for projects as determined by the CITY. The detailed scope of work for each task the CITY assigns the consultant shall be referred to as Exhibit A -1, which will become part of this agreement. A notice to proceed will be issued separately for each separate scope of work agreed to between the CITY and FIRST PARTY.

FIRST PARTY agrees to perform these services as directed by the CITY in accordance with the standards of its profession and CITY's satisfaction.

A2. COMPENSATION

CITY hereby agrees to pay FIRST PARTY at the rates to be negotiated between FIRST PARTY and CITY as detailed in Exhibit A-1. The actual charges shall be based upon (a) FIRST PARTY's standard hourly rate for various classifications of personnel; (b) all fees, salaries and expenses to be paid to engineers, consultants, independent contractors, or agents employed by FIRST PARTY; and shall (c) include reimbursement for mileage, courier and plan reproduction. The total fee for each separate Scope of Work agreed to between the CITY and FIRST PARTY shall not exceed the amount shown in Exhibit A-1.

FIRST PARTY shall be paid within thirty (30) days after approval of billing for work completed and approved by the CITY. Invoices shall be submitted containing all information contained in Section A5 below. In no event shall FIRST PARTY be entitled to compensation for extra work unless an approved change order, or other written authorization describing the extra work and payment terms, has been executed by CITY before the commencement of the work.

A3. SCHEDULE OF WORK

FIRST PARTY'S proposed schedule for the various services required will be set forth in Exhibit A-1.

A4. CHANGES IN WORK -- EXTRA WORK

In addition to services described in Section A1, the parties may from time to time agree in writing that FIRST PARTY, for additional compensation, shall perform additional services including but not limited to:

- Change in the services because of changes in scope of the work.
- Additional tasks not specified herein as required by the CITY.

The CITY and FIRST PARTY shall agree in writing to any changes in compensation and/or changes in FIRST PARTY's services before the commencement of any work. If FIRST PARTY deems work he/she has been directed to perform is beyond the scope of this agreement and constitutes extra work, FIRST PARTY shall immediately inform the CITY in writing of the fact. The CITY shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the CITY determines that such work does constitute extra work, it shall provide compensation to the FIRST PARTY in accordance with an agreed cost that is fair and equitable. This cost will be mutually agreed upon by the CITY and FIRST PARTY. A supplemental agreement providing for such compensation for extra work shall be negotiated between the CITY and the FIRST PARTY. Such supplemental agreement shall be executed by the FIRST PARTY and may be approved by the City Manager upon recommendation of the Transportation Demand Management Coordinator.

A5. BILLINGS

FIRST PARTY's bills shall include the following information: A brief description of services performed, project title and the agreement number; the date the services were performed; the number of hours spent and by whom; the current contract amount; the current invoice amount;
Except as specifically authorized by CITY, FIRST PARTY shall not bill CITY for duplicate services performed by more than one person. In no event shall FIRST PARTY submit any billing for an amount in excess of the maximum amount of compensation provided in Section A2.

The expenses of any office, including furniture and equipment rental, supplies, salaries of employees, telephone calls, postage, advertising, and all other expenses incurred by FIRST PARTY in the performances of this agreement shall be incurred at the FIRST PARTY's discretion. Such expenses shall be FIRST PARTY's sole financial responsibility.

EXHIBIT “B” - DISPUTE RESOLUTION

B1.0 All claims, disputes and other matters in question between the FIRST PARTY and CITY arising out of, or relating to, the contract documents or the breach thereof, shall be resolved as follows:

B2.0 Mediation

B2.1 The parties shall attempt in good faith first to mediate such dispute and use their best efforts to reach agreement on the matters in dispute. After a written demand for non-binding mediation, which shall specify in detail the facts of the dispute, and within ten (10) days from the date of delivery of the demand, the matter shall be submitted to a mutually agreeable mediator. The Mediator shall hear the matter and provide an informal opinion and advice, none of which shall be binding upon the parties, but is expected by the parties to help resolve the dispute. Said informal opinion and advice shall be submitted to the parties within twenty (20) days following written demand for mediation. The Mediator’s fee shall be shared equally by the parties. If the dispute has not been resolved, the matter shall be submitted to arbitration in accordance with Paragraph B3.1.

B3.0 Arbitration

B3.1 Any dispute between the parties that is to be resolved by arbitration as provided in Paragraph B2.1 shall be settled and decided by arbitration conducted by the American Arbitration Association in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, as then in effect, except as provided below. Any such arbitration shall be held before three arbitrators who shall be selected by mutual agreement of the parties; if agreement is not reached on the selection of the arbitrators within fifteen (15) days, then such arbitrator(s) shall be appointed by the presiding Judge of the court of jurisdiction of the agreement.

B3.2 The provisions of the Construction Industry Arbitration Rules of the American Arbitration Association shall apply and govern such arbitration, subject, however to the following:

B3.3 Any demand for arbitration shall be writing and must be made within a reasonable time after the claim, dispute or other matter in question as arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such claim, dispute or other matter would be barred by the applicable statute of limitations.

B3.4 The arbitrator or arbitrators appointed must be former or retired judges, or attorneys at law with last ten (10) years’ experience in construction litigation.

B3.5 All proceedings involving the parties shall be reported by a certified shorthand court reporter, and written transcripts of the proceedings shall be prepared and made available to the parties.

B3.6 The arbitrator or arbitrators must be made within and provide to the parties factual findings and the reasons on which the decisions of the arbitrator or arbitrators is based.

B3.7 Final decision by the arbitrator or arbitrators must be made within ninety (90) days from the date of the arbitration proceedings are initiated.

B3.8 The prevailing party shall be awarded reasonable attorneys’ fees, expert and non-expert witness costs and expenses, and other costs and expenses incurred in connection with the arbitration, unless the arbitrator or arbitrators for good cause determine otherwise.

B3.9 Costs and fees of the arbitrator or arbitrators shall be borne by the non-prevailing party, unless the arbitrator or arbitrators for good cause determine otherwise.

B3.10 The award or decision of the arbitrator or arbitrators, which may include equitable relief, shall be final, and judgment may be entered on it in accordance with applicable law in any court having jurisdiction over the matter.

PROJECT WORK PLAN/APPROACH

Project Understanding

The Menlo Park shuttle system is unique due to the types of service it provides—including community, commuter, and paratransit service that serves diverse community needs—and the demographics of the City. The complexity of service is paralleled by a complex funding environment for shuttle service in the region as the pandemic ends and we enter a new normal for riders. The challenge we see in this project is how to meet the needs of the community—which includes businesses large and small, older, disabled, and low-income residents, and current and future users of the system—within a constrained funding environment.

The project approach is based on a 12-month project schedule beginning with a formal kickoff meeting with City staff in March, and then continuing through February of 2024. The project cadence is based on three (3) phases of public engagement. Phase 1, scheduled for late spring, will introduce the project to the community and gather feedback on what the public wants to see in their shuttle system. Phase 2 begins in late summer and will introduce the community to potential shuttle alternatives and gather their input on those options. In early 2024, in Phase 3, our team will introduce the public to the recommended alternative for the Menlo Park Shuttle and accept feedback to inform the final recommendation to the City.

The project team will focus on providing technical analysis on the current system operations, funding, and demographics to identify challenges and opportunities. In addition to shuttle service recommendations, we will also explore the suitability of non-traditional transit options such as microtransit and ride-hailing partnerships. We will develop a plan that supports Menlo Park's mobility and sustainability goals, while being mindful of the funding environment, to ensure the long-term financial sustainability of the shuttle system.

One of Nelson\Nygaard's core strengths is our ability to clearly communicate a vision for transit operations, as well as who the shuttle system serves. We understand that as the study progresses, it will be necessary to be clear about who the intended market(s) are for the service and demonstrate the reasoning behind changes to the system in terms of benefits, costs, and projected ridership. Our in-house visual communications team is skilled at developing reader-friendly, graphically rich materials, including detailed guides to service changes, so that changes are clear and intuitive for riders.

It is both an uncertain and critical time for transit planning, due to the lasting effects of the COVID-19 pandemic. While we do not know what the long-term impacts of COVID-19 will be, some of those impacts will become clearer over the course of this project. We will be watchful and adaptive, leveraging our knowledge of national best practices and solutions that we monitor and develop with other clients in cities across the country.

Work Plan

Task 0. Kickoff Meeting and Final Scope/Schedule

0.1 Work Plan

In preparation for the project kickoff meeting, we will develop a draft work plan to guide and manage the project. This document will include a plan for accomplishing goals and objectives and consist of the following elements:

- Detailed description of each task and deliverable
- Organization chart with roles/responsibilities and contact information
- Project timeline with durations for tasks and dates for meetings and deliverables
- Initial data request

A draft work plan will be submitted prior to the kickoff meeting. We will discuss the work plan at the kickoff meeting and submit a final work plan after the kickoff meeting.

0.2 Kickoff Meeting

Nelson\Nygaard will convene a kickoff meeting to bring together City staff and key members of the consultant team. This meeting serves several purposes:

- Discuss project objectives, priorities, and expectations
- Discuss local issues and sensitivities, as well as challenges and opportunities
- Discuss community engagement activities and audiences
- Refine elements of the draft work plan

Nelson\Nygaard will submit a draft agenda to City staff for review prior to the meeting and provide a meeting summary after the meeting.

0.3 Biweekly Meetings and Monthly Progress Reports

One of our tried-and-true project management strategies for all projects is to schedule biweekly conference calls between the client and our team's project manager. Biweekly meetings provide an opportunity to check in and make sure the project is progressing as anticipated. Nelson\Nygaard will submit biweekly meeting agendas in advance of each call and deliver meeting notes within five days of each meeting. We will also submit monthly progress reports along with invoices to formally document project activities.

Task 0 Deliverables:

- Work Plan and Schedule
- Kickoff Agenda and Summary
- Biweekly Meeting Agendas and Notes
- Monthly Progress Reports

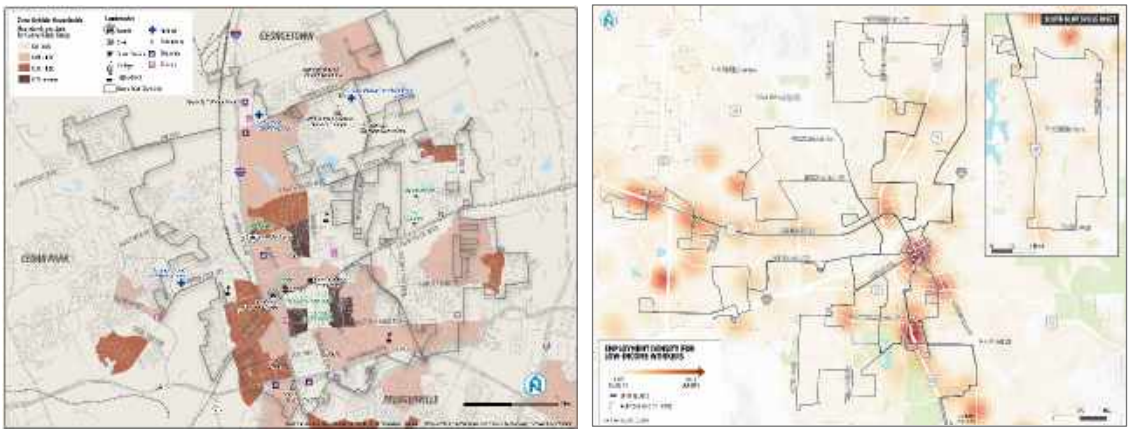
Task 1: Study Area Demographics, Activity Centers, and Travel Analysis

1.1 Summary of Existing Transportation Ecosystem

Nelson Nygaard will inventory the existing transportation options in Menlo Park and identify key transportation nodes, trip generators, and service providers including SamTrans bus routes, Caltrain service, and shuttles operated by private employers, such as Facebook, that serve the City. The goal of this process is to create a snapshot of the transportation ecosystem in Menlo Park to help in our analysis of existing shuttle services.

This analysis will include identifying major trip generators from existing land uses, entitled developments, and planned developments, including:

- Major employers
- Transportation Analysis Zones with high concentrations of underserved communities
- Educational institutions, libraries, schools, and colleges
- Medical facilities
- Major shopping destinations
- Senior centers and recreation centers
- Major housing areas



Sample Zero-Vehicle Household and Low-Income Household Maps

1.2 Analysis of Community and Commuter Shuttle Service

Our work in Task 1.2 will be oriented toward developing a comprehensive understanding of Menlo Park's shuttle services. As a starting point in our evaluation, we will analyze a wide range of characteristics at the system level, including but not limited to:

- Historical ridership trends
- Service availability (days, span, headways)
- Regional connectivity
- Service hours
- Peak vehicles
- Supporting capital facilities

- Service change and implementation history
- A timeline of COVID-19 actions and policy changes

These data and information will be summarized in a concise narrative with intuitive and visually appealing graphics.

Nelson\Nygaard will then develop detailed profiles for each shuttle route. Route profiles will cover a number of topics, including but not limited to:

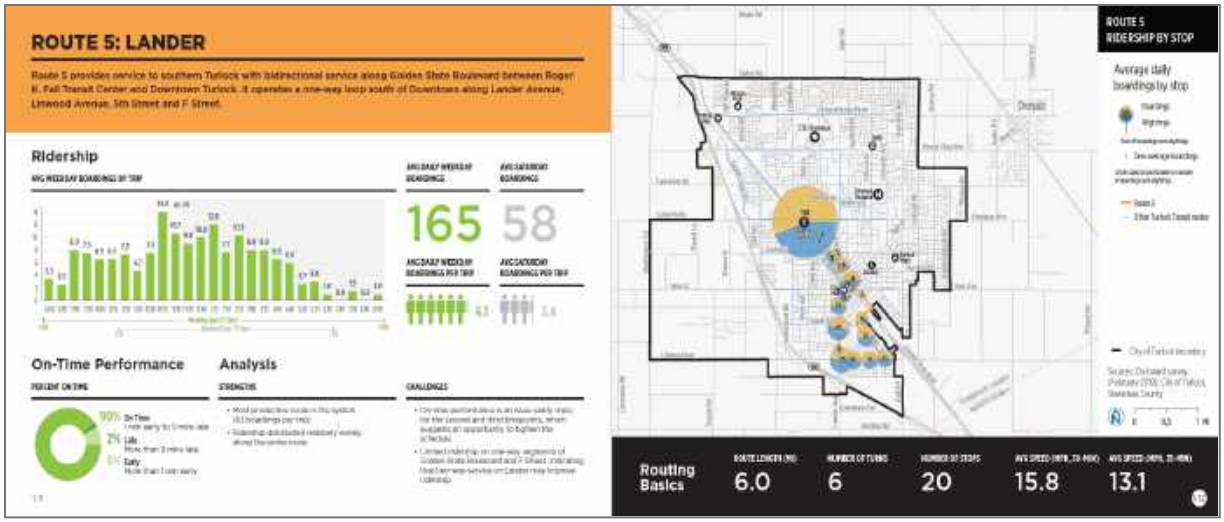
- A description of the route alignment
- Major markets and destinations served
- A stop-spacing assessment
- Ridership maps using automatic passenger counter (APC) data
- Ridership productivity by service level
- Charts depicting ridership by direction and trip
- On-time performance
- Average running times by segment
- An overall assessment of the strengths and weaknesses
- An initial list with descriptions of potential improvements

The major purpose of the individual route evaluations is to develop an in-depth understanding of strengths and weaknesses and potential improvements. An understanding of strengths and weaknesses is important to maintaining strengths and fixing weaknesses. The initial list and descriptions of potential improvements will address the weaknesses and be used as "building blocks" to develop the improvement scenarios.

In addition, we will collaborate with City staff to design an on-board survey (as part of Task 2.2) specifically for shuttle riders.

The consultant team will also review the information amenities available to residents, employees, and visitors of the shuttle system. This review will include:

- Marketing materials and methods (brochures, website, digital brochures, and maps)
- Real time information (online shuttle tracker, text alert system, email/telephone to respond to questions and feedback)
- Shuttle stop amenities (signs, schedule holders, benches, shelters)



Sample Route Profile

1.3 Travel Demand Analysis

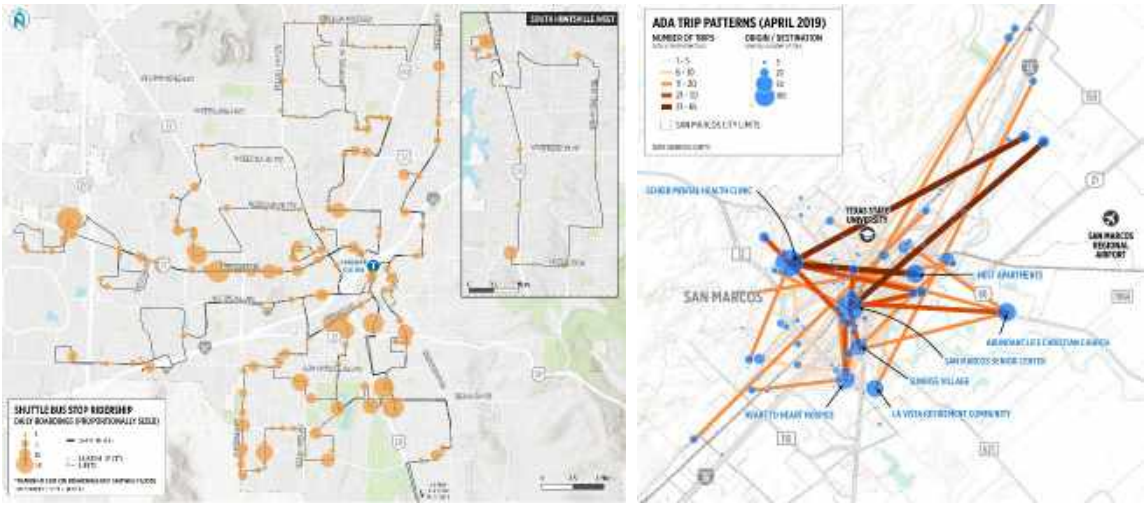
The project team will work with the City to document travel patterns to and from major trip generators in the city to develop the travel demand model that will be used to inform future service alternatives. Nelson\Nygaard will use travel data from Streetlight, the city's travel demand model, and our own internal transit propensity algorithm to create a comprehensive picture of where people are going and how improved transportation options could help.

Understanding existing and future markets for transit is a fundamental part of identifying service gaps. Using the most recent American Community Survey Census data, Nelson\Nygaard will develop maps depicting population and employment densities, as well as the spatial distribution of various demographic and socio-economic groups to highlight areas of high transit propensity.

Through the use of existing documents and the collective knowledge of staff, Nelson\Nygaard will identify and map destinations such as employment centers, shopping centers, major grocery stores, social services, medical facilities, and educational institutions.

Nelson\Nygaard will also analyze and map data from the U.S. Census Longitudinal Employer-Household Dynamics (LEHD) to better understand employment travel patterns and the origins and destinations of low-income employees. Nelson\Nygaard will also use travel data to examine travel flows from the study area to the rest of the region.

Nelson\Nygaard will overlay existing routes over these maps to compare existing services with respect to transit demand. From these comparisons, Nelson\Nygaard will assess where transit market opportunities exist, particularly those which are unserved or underserved.



Sample Fixed-Route and Paratransit Ridership Activity Maps

Task 1 Deliverables:

- Technical Memo: Summary of Existing Transportation Ecosystem
- Technical Memo: Analysis of Community and Commuter Shuttle Service
- Technical Memo: Travel Demand Analysis

Task 2: Community Outreach

Task 2 will be led by Circlepoint. Circlepoint will build upon recent public and stakeholder engagement for Reimagine SamTrans (SamTrans Comprehensive Operational Analysis), the Dumbarton Rail Corridor Project Alternatives Analysis, and other relevant transit and micro-transit projects, to create and implement a robust, inclusive, and equitable public engagement program for the Comprehensive Evaluation of the Menlo Park Shuttle.

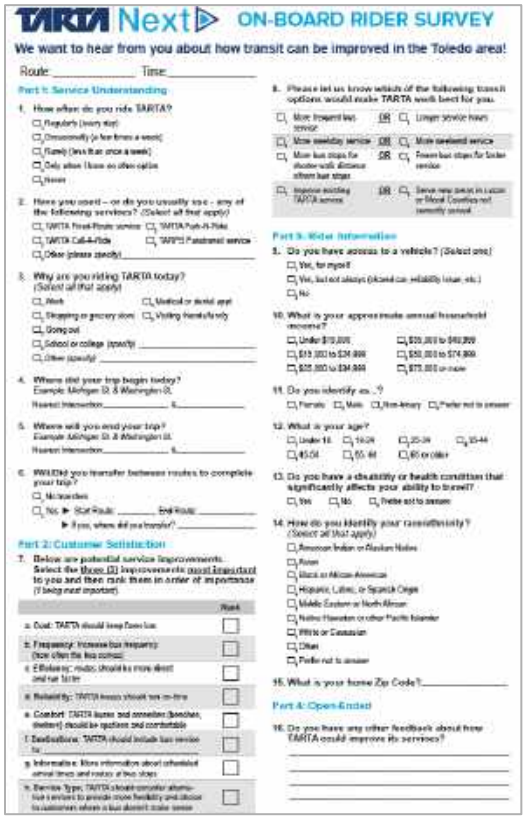
Although we will further define the City's goals and objectives for public engagement and "how to measure success," especially as it pertains to the engagement of Equity Priority Communities, we understand that the overall purpose of the project and of public engagement regarding shuttle service is ultimately to enable the shuttle to better serve the current needs of various ridership and community groups. In addition to seeking community and commuter input on potential shuttle improvements, we envision an opportunity to educate new and potential shuttle riders about the service in support of rebuilding ridership.

The subtasks below are subject to improvement and refinement upon further collaboration with the City.

2.1 Draft and Final Public Engagement Plan

The Public Engagement Plan will further confirm and define the City's objectives for public engagement and identify specific barriers and best practices for engaging Equity Priority Communities (building upon our previous outreach in Menlo Park for the Dumbarton Rail

Corridor Project)to identify the most effective communications tools and engagement forums for reaching members of transit-dependent/underserved communities, as well as commuters who rely on Shuttle service to access employers in the burgeoning Bayfront neighborhood.


TARTA Next ON-BOARD RIDER SURVEY
We want to hear from you about how transit can be improved in the Toledo area!

Example On-Board Survey

Key elements of the Public Engagement Plan will include:

- Goals/objectives and metrics
- Project messaging tailored to specific audiences through a simple, relatable messaging that underlines the value of participation in the planning process to community members
- Recommendations for effective communications tools and existing employer and community engagement forums that can be strategically leveraged to reach wide audiences through their preferred communications channels ("reaching people where they are": at shuttle stops, on board, and at employment and community centers, as well by making the project accessible based on language, cultural, and socio-economic realities)
- An actionable public engagement implementation plan that outlines the communications methods, forums, and timelines for public engagement, as well as roles and responsibilities

To be determined:

- Phone interviews with community representatives and key stakeholders to help inform messaging and communications strategies and specific language needs
- A CBO engagement plan that would outline the key responsibilities of a CBO partner(s) to serve in a meaningful role in developing and implementing the Public Engagement Plan, and in a co-creation process

2.2 On-Board Rider Survey

For rider surveys in normal times, we would randomly sample runs and assign staff to work on-board buses, speaking with riders, asking them to complete a survey, providing pens, and retrieving completed surveys. This method involves a great deal of face-to-face interaction and is very effective in collecting statistically sound data. If we are unable to conduct an on-board survey using this method due to the ongoing pandemic, we propose conducting surveys on select routes and at key bus stops.

We recently conducted an on-board survey in Commerce with appropriate personal protective equipment (PPE) and limited handling of paper. Passengers boarding buses were asked to

complete the survey and drop it in a collection box upon exiting the bus. Passengers waiting at bus stops were asked to hand the survey back upon completion.

The on board survey will be available in English, Spanish and Chinese. A chance to win a drawing for multiple gift cards will provide an incentive to participate. The survey will also be made available online and accessible by a simple URL or a QR code.

A second online survey will seek feedback from riders and non-riders on initial service alternatives. We will also coordinate with City staff to promote the project website/webpage and online surveys through existing social media accounts.

2.3 Technical Advisory Committee

Nelson\Nygaard will collaborate with Menlo Park staff to identify stakeholder representatives that will provide technical insight into the transit needs. Each round of stakeholder outreach will consist of one (1) meeting during each phase of the project, to inform, educate, and listen, and to guide future phases of the evaluation.

The first round of meetings will include a presentation summarizing project goals and initial findings, followed by a group discussion. Topics to be covered include:

- Perceptions about strengths/weaknesses of existing transit services
- Transit needs and/or opportunities
- Benefits of expanding and/or enhancing local and regional transit services
- Highest priorities for improving transit services

The second round of stakeholder discussions will include a presentation of initial service alternatives, followed by a group discussion. The third round of stakeholder outreach will focus on service recommendations and potential partnership opportunities.

2.4 Virtual workshops (3), Pop-ups/tabling (6)

Circlepoint will build upon the approved recommendations in the Public Engagement Plan, as well as input from our CBO partner(s) and other stakeholders, to plan and implement three rounds of public outreach. As we did for the Suisun City Community-Based Transportation Plan, we envision a combination of online, in-person and hybrid engagement methods, as outlined in the Table below.

Outreach activities may include pop-up events at shuttle stops, employment centers, shopping centers, schools, and other places where commuters/community members/and Bayfront residents currently access shuttle service.

We will also identify opportunities for conducting community-wide online engagement events, such as telephone and virtual town halls, focus groups/small group meetings, phone interviews, and other forums of outreach that will serve as opportunities to educate the community about Shuttle Transit Plan, as well as to seek their input during the three rounds of public outreach.

2.5 Co-Creation Sessions

In cooperation with community-based organizations identified by the City, Nelson\Nygaard will facilitate two (2) co-creation sessions during the Alternatives development process. These workshops will engage the community on the challenges, opportunities, and tradeoffs inherent to transit planning.

- Inform current and potential riders of the study and service analysis findings
- Obtain feedback regarding existing transit services
- Identify potential transportation service needs or opportunities

Route Planning Workshop Toledo

2.6 Marketing Materials

Based on the approved recommendations in the Public Engagement Plan, we will develop a simple creative brief that will define a consistent look and feel for all marketing and communications materials based on the City's design guidelines.

We also develop a communications tool kit, which will include "plug and play" materials that can be broadly distributed by the City, employers, CBOs, the shuttle service, elected officials, and other stakeholders to inform community members, commuters, and other target audiences about opportunities to provide input on how to improve future shuttle service.

Tool kits may include website content, e-newsletter and eblast content, three NextDoor postings, a flyer template and content, and social media content. The tool kit may also include a list of venues/events for pop-up tabling, facilitation guidelines, and other tools that would enable the CBO(s) and other outreach partners to conduct in-person outreach in collaboration with the project team and/or door-to-door.

Task 2 Deliverables:

- Public Engagement Plan
- On-Board Survey and Summary
- Online Survey and Summary
- Public Meeting Materials and Summaries
- Co-Creation Session Materials and Summaries
- Technical Advisory Committee Presentations and Summaries

Task 3: Assessment of Shuttle Service Improvements

3.1 Service Alternatives

To determine the best way to improve individual routes and overall connectivity, Nelson\Nygaard will develop and vet different service alternatives that will represent different approaches with each alternative, including changes, such as:

- Route realignments to provide more effective, efficient, and attractive service
- Changes to frequencies to match service with demand and facilitate connections
- Revised service spans to maximize access to employment, education, and basic needs
- Potential service to new areas identified as transit-supportive in the travel demand analysis

Example Service Alternatives

- Improved service coordination to facilitate transfers and reduce wait times
- Impacts on greenhouse gas emissions and potential reduction of auto trips

Nelson\Nygaard will package service alternatives in formats that are easy to understand using maps and written descriptions, while at the same time describing the critical elements of each alternative, including specific improvements, community benefits, and potential negative impacts.

Service alternatives should be developed to represent different combinations of approaches, rather than entire packages that would need to be selected as a whole. Instead, the purpose would be to determine which individual projects or combinations of projects in each scenario will generate the highest levels of support, and then subsequently combine the best elements of each scenario into the final recommendations. Initial service alternatives will be presented to City staff and refined, prior to being shared with stakeholders and the public.

3.2 Service Recommendations

Following public outreach and input on the initial alternatives, Nelson\Nygaard will develop service enhancement and expansion recommendations in close collaboration with community stakeholders. Nelson\Nygaard will also detail the following characteristics of each service recommendation:

- Route alignment or service zone
- Days of operation
- Service span
- Headways or anticipated wait time
- Vehicle and driver requirements

- Market(s) served
- Associated infrastructure needs
- Service impacts on communities of concern

After finalizing financial assumptions, Nelson\Nygaard will develop short- and long-range service recommendations. Service recommendations will include a five-year service implementation plan that will identify actions, service details, and phasing. A simplified version of the implementation plan will also be developed in a graphic format that is easy for the public to comprehend.

Task 3 Deliverables:

- Technical Memorandum summarizing data research, community feedback, proposed alternatives, and a roadmap for planning/operating recommended shuttle system alternatives

Task 4: Shuttle Fee Assessment

The Nelson Nygaard project team will leverage experience with other Bay Area cities to research peer city development fees assessed for commuter shuttles. The goal of this analysis would be to better understand how other cities have adjusted fees in light of the pandemic and the resulting reduction in riders commuting to offices. A key part of this analysis would be how effective services funded by these fees have been in encouraging shuttle ridership and reducing automotive trips. Another area of the analysis is how fees fit into comprehensive travel demand management policies for those cities.

Task 4 Deliverables:

- Memorandum summarizing research on other Bay Area shuttle development fees, with recommendations on changes if beneficial

Task 5: Funding Opportunities and Partnerships

Building upon our experience working with cities, counties, and transit agencies in California and around the country, Nelson\Nygaard will provide a summary of federal, state, local, and regional grant programs that can support investments in shuttle service, infrastructure, and vehicles. We understand that public-private partnerships between governments and businesses are key components of successful shuttle services. The pandemic has changed the funding landscape and created uncertainty for the future of shuttle and transit services. We will provide examples of public-private partnerships that have been successful around the country and compare them with the current funding model for the shuttle system. We will leverage our experience working with public funders—such as the Metropolitan Transportation Commission (MTC), the Bay Area Air Quality Management District (BAAQMD), the San Mateo County Transportation Authority (TA), and our work developing shuttle and TDM plans with major employers—to draft a sustainable path forward for the shuttle system, including best- and worst-case funding scenarios, that can inform implementation.

Task 5 Deliverables:

- Memorandum summarizing the financing opportunities for maintaining and expanding the public shuttle system

Task 6: Draft and Final Report

The draft report will compile analysis, findings, and recommendations developed in previous tasks. The report will likely consist of the following chapters:

- Executive Summary
- Existing Conditions
- Current and Future Travel Analysis
- Service Alternatives
- Community Outreach and Input Summary
- Service Recommendations
- Shuttle Fee Assessment
- Funding Opportunities and Partnerships

An electronic copy of the draft report will be submitted to City staff for review and comment. Based upon one set of non-conflicting comments from staff, Nelson\Nygaard will revise the draft report and produce a final report. Nelson\Nygaard will deliver the final report in electronic format along with all supporting analysis and graphic files.

Nelson\Nygaard will provide all data collected to the City in a usable and formatted table for the City's future use. We will also provide all maps, graphics, and charts used in the report and presentations for the City's future use. All items provided will be named and/or labeled for easy identification.

Task 6 Deliverables:

- Draft Report and Final Report

Task 7: Board Review/Approval (Complete Streets Commission and City Council)

The project team will work with the City to present the final report to the Complete Streets Commission and City Council. The presentation to the Complete Streets Commission will gather final feedback before presentation to the City Council for adoption of the final report.

Task 7 Deliverables:

- Presentation materials

PROJECT SCHEDULE

We anticipate that this work will begin in March 2023 and conclude in March 2024. We are also able to accelerate or decelerate the timeline to accommodate the City's schedule. Our proposed project schedule is detailed below in Figure 1.

Figure 1 Project Schedule

| | | 2023 | | |

COST PROPOSAL

The total fee for this project is **$154,276** including all tasks in the expanded scope presented in this proposal. The budget below shows a detailed breakdown of costs by task and hours by staff.

We prefer to work on a time and materials basis. We will provide monthly written progress reports that describe the work accomplished, as well as any issues or exceptions to our contracted schedule. Progress payments to be made monthly will not exceed the maximum budgeted amount. Additional work not included in our scope of services will only be undertaken with prior written notice, at additional cost.

Figure 2 Cost Proposal

		Nelson\Nygaard Labor Costs								Subconsultant Costs													
										Circlepoint													
		Naomi Armenta	Marvin Ranaldson	Alejo Alvarado	Jessica Cignarella	Sneh Salot	Jungwha Yuh										Circlepoint Labor						
		Associate Principal	Associate 2	Associate 1	Associate Principal	Associate 1	Senior Designer 1			Principal	Project Manager	Associate	Assistant/ Coordinator	Art Director	Sr. Web/ Graphics	Project Accounting Mgr.							
	Base Rate	185.00	135.00	115.00	185.00	115.00	155.00	NN Labor															
	Total Billing Rate	$185.00	$135.00	$115.00	$185.00	$115.00	$155.00	Hours	Cost	$271.37	$161.55	$115.34	$101.77	$173.00	$161.00	$157.73	Hours	Cost	Total Labor Hours	Total Labor Costs	Total Travel Expenses	Total Misc. Expenses	Total Direct Expenses	Total Costs
Task	**Description**																						
0	**Kickoff meeting and Final Scope/Schedule**																						
0.1	Work Plan	4	8	12	2	8		34	$4,490								0	$0	34	$4,490				$4,490
0.2	Kickoff meeting	4	4	4		4		16	$2,200	1	2						3	$594	19	$2,794				$2,794
0.3	Bi-Weekly Meetings and Monthly Progress Reports	12	20	30	8	20		90	$12,150	3	6	-	-	-	-	6	15	$2,730	105	$14,880				$14,880
	Task Total	20	32	46	10	32	0	140	$18,840	4	8	0	0	0	0	6	18	$3,324	158	$22,164		$0	$0	$22,164
1	**Study Area Demographics, Activity Centers, and Travel Analysis**																						
1.1	Summary of Existing Transportation Ecosystem	4	12	12	4	12	6	50	$6,790								0	$0	50	$6,790				$6,790
1.2	Analysis of Community and Commuter Shuttle Service	4	12	10	12	3	2	43	$6,385								0	$0	43	$6,385				$6,385
1.3	Travel Demand Analysis	4	24			12		40	$5,360								0	$0	40	$5,360				$5,360
	Task Total	12	48	22	16	27	8	133	$18,535	0	0	0	0	0	0	0	0	$0	133	$18,535	$0	$0	$0	$18,535
2	**Community Outreach**																						
2.1	Draft and Final Public Engagement Plan	2	2	2	2			8	$1,240	4	8	40	-	-	-		52	$6,991	60	$8,231				$8,231
2.2	Draft On-Board Rider Survey	2	2	8	2			14	$1,930	-	-	-	-	-	-		0	$0	14	$1,930				$1,930
2.3	Technical Advisory Committee (virtual)	8	8	8	6	10		40	$5,740								0	$0	40	$5,740				$5,740
2.4	Virtual workshops (3), Pop-ups/tabling (6)	4	8	12		16		40	$5,040	6	20	55	51	0	0	0	132	$16,393	172	$21,433				$21,433
2.5	Co-Creation Sessions (2)	6	16	12	12	12		58	$8,250								0	$0	58	$8,250				$8,250
2.6	Development of Marketing Materials		2				6	8	$1,200	2	11	28	0	4	12	0	56	$8,035	64	$9,235				$9,235
	Task Total	22	38	42	22	38	6	168	$23,400	12	39	123	51	4	12	0	240	$31,420	408	$54,820	$5,800	$3,100	$8,900	$63,720
3	**Assessment of Shuttle Service Improvements**																						
3.1	Development of Service Alternatives	4	16	8	16	20	4	68	$9,700								0	$0	68	$9,700				$9,700
3.2	Service Recommendations	4	12	6	12	16		50	$7,110								0	$0	50	$7,110				$7,110
	Task Total	8	28	14	28	36	4	118	$16,810	0	0	0	0	0	0	0	0	$0	118	$16,810	$0	$0	$0	$16,810
4	**Shuttle Fee Assessment**																						
4.1	Shuttle Fee Assessment	6	18	12	2	12		50	$6,670								0	$0	50	$6,670				$6,670
	Task Total	6	18	12	2	12	0	50	$6,670	0	0	0	0	0	0	0	0	$0	50	$6,670	$0	$0	$0	$6,670
5	**Funding Opportunities and Partnerships**																						
5.1	Funding Opportunities and Partnerships	12	18	8	4	12		54	$7,690								0	$0	54	$7,690				$7,690
	Task Total	12	18	8	4	12	0	54	$7,690	0	0	0	0	0	0	0	0	$0	54	$7,690	$0	$0	$0	$7,690
6	**Draft and Final Report**																						
6.1	Draft Report	6	6	6	6	10	2	36	$5,180								0	$0	36	$5,180				$5,180
6.2	Final Report	4	8	8	4	8		32	$4,400								0	$0	32	$4,400				$4,400
	Task Total	10	14	14	10	18	2	68	$9,580	0	0	0	0	0	0	0	0	$0	68	$9,580	$0	$0	$0	$9,580
7	**Board Review/Approval**																						
7.1	Presentation for Board review	2	4	6	2			14	$1,970								0	$0	14	$1,970				$1,970
7.2	Board presentations	4	12	8		8		32	$4,200								0	$0	32	$4,200				$4,200
	Task Total	6	16	14	2	8	0	46	$6,170	0	0	0	0	0	0	0	0	$0	46	$6,170	$1,200	$0	$1,200	$7,370
	TOTAL HOURS	**96**	**212**	**172**	**94**	**183**	**20**	**777**	**107,695**	**16**	**47**	**123**	**51**	**4**	**12**	**6**	**258**		**1,035**	**142,439**				
	TOTAL LABOR COST	**$17,760**	**$28,620**	**$19,780**	**$17,390**	**$21,045**	**$3,100**		**$107,695**	**$4,342**	**$7,512**	**$14,129**	**$5,190**	**$692**	**$1,932**	**$946**		**$34,744**		**$142,439**	**$7,000**	**$3,100**	**$10,100**	**$152,539**
	SUBCONSULTANT MARKUP								**$1,737**											**$1,737**				**$1,737**
	TOTAL COSTS																	**$34,744**						**$154,276**

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-065-CC**

Consent Calendar: **Adopt a resolution to update City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities"**

Recommendation

City staff recommends that City Council adopt a resolution (Attachment A) updating City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities" (Attachments B and C.)

Policy Issues

City Council Procedure #CC-86-0001, "Naming and/or changing the name of facilities" (Naming Policy) was adopted February 25, 1986, and provides guidance on the naming of City-owned facilities.

Background

City Council January 24 reviewed proposed revisions to the Naming Policy and directed staff to prepare a City Council resolution to adopt the policy revisions as proposed (Attachment D.)

Analysis

Revisions to the Naming Policy

The draft revised Naming Policy is included with this report as Attachment A Exhibit A (with additions in underline, deletions in ~~strikethrough~~) and Attachment C (clean version with all revisions incorporated.) City Council January 24 directed revisions to City Council Procedure CC-86-0001 to:

- Align the policy with current City Council expectations and community interests regarding the naming and/or dedication of public facilities operated by the City
- Establish criteria and procedures for the naming, renaming, and/or dedication of public facilities, including major programs that are housed together in multiservice facilities like the MPCC
- Establish criteria for recognizing individuals and/or groups who donate toward the costs of new and/or renovated public facilities
- Refer the criteria and procedures for smaller-scale commemorative amenities in City parks, for example memorial plaques on park benches, to the Parks and Recreation Commission (PRC) work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC.

Menlo Park Community Campus (MPCC) facility naming process

On January 24, City Council identified a process to identify:

- A name and/or dedication for the overall MPCC facility
- Names and/or dedications for each of the five major programs (community center, public library, senior

center, youth center and aquatics center) housed in the MPCC facility
- Recognitions for individuals and/or groups who donate toward the costs of the opening day furnishings, equipment, books, public art, and other amenities in the MPCC facility.

MPCC naming process timeline update

City Council January 24 identified a timeline for the MPCC facility naming process. Due to the impacts of the recent widespread power outages in Menlo Park, which may have prevented some community members from attending the Parks and Recreation Commission (PRC) study session February 22, staff recommends extending the overall timeline by approximately four additional weeks, as follows:

- March 14 – City Council reviews and adopts revisions to the existing City Council Procedure CC-86-0001 (Naming Policy; 1986), or reaffirms the current Naming Policy if no revisions are desired.
- March 22 – PRC and Library Commission (LC) jointly convene a public study session to consider additional input from the community, City Council direction and the Naming Policy.
- April 26 – PRC and LC convene a public meeting to consider all community input received, City Council direction and the Naming Policy, then recommends to City Council up to 3 potential names and/or dedications for the overall facility, and up to 3 potential names and/or dedications for each of the five major programs that will be housed within the new facility.
- May – City Council reviews the PRC's and LC's recommendations and hears additional public input, then selects a name and/or dedication for the overall facility, and selects names and/or dedications for each of the five major programs that will be housed therein.

Impact on City Resources

There are no substantive direct impacts to the City's General Fund associated with the requested City Council action.

Environmental Review

The requested action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices directly to project email and text update subscribers from the project page (Attachment E.)

Attachments

A. Resolution
B. Draft revised City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities" – clean version with all revisions incorporated
C. Hyperlink – January 24 City Council staff report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230124-city-council-agenda-packet.pdf#page=95
D. Hyperlink – project page: menlopark.gov/communitycampus

Report prepared by:
Sean S. Reinhart, Library and Community Services Director

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK REVISING CITY COUNCIL PROCEDURE CC-86-0001, "NAMING AND/OR CHANGING THE NAME OF FACILITIES"

WHEREAS, City Council Procedure #CC-86-0001, "Naming and/or changing the name of facilities" (Naming Policy) was adopted February 25, 1986, and provides guidance on the naming of City-owned facilities, and

WHEREAS, the Naming Policy has not been revised since its adoption in 1986, and

WHEREAS, to align the policy with current City Council expectations and community interests regarding the naming and/or dedication of public facilities operated by the City, and

WHEREAS, to establish criteria and procedures for the naming, renaming, and/or dedication of public facilities, including major programs that are housed together in multiservice facilities, and

WHEREAS, to establish criteria for recognizing individuals and/or groups who donate toward the costs of new and/or renovated public facilities, and

WHEREAS, to refer the criteria and procedures for smaller-scale commemorative amenities in City parks, for example memorial plaques on park benches, to the Parks and Recreation Commission (PRC) work plan with quarterly reporting to the City Council including any commemorative amenity requests reviewed by the PRC,

NOW, THEREFORE, BE IT RESOLVED, by the Menlo Park City Council that City Council Procedure #CC-86-0001 Naming and/or changing the name of facilities (Naming Policy) is hereby revised as shown in Exhibit A (additions in underline, deletions in ~~strikethrough~~).

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the fourteenth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this March day of __, 2023.

_____

Judi A. Herren, City Clerk

Exhibits:

A. Red line City Council Procedure #CC-86-0001, “Naming and/or changing the name of facilities”

EXHIBIT A

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Procedure #CC-~~86-0001~~XXX
Adopted ~~February 25, 1986~~
Resolution No. XXXX

Purpose and ~~S~~scope

From time to time the City has the opportunity to name and/or dedicate a new facility, or the individual programs or components within a new facility, or is requested to ~~change the~~ rename ~~of~~ and/or rededicate a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these opportunities and requests, and to provide ~~better~~ guidelines to the public, the City ~~does hereby~~has adopted the following ~~policy guidelines~~ procedure and criteria for the naming and/or dedication of facilities.

1. It shall be the policy of the City not to change the name of any existing ~~recreation and park~~ City facility, particularly one whose name has City, regional or national significance, unless there ~~is~~ are the most extraordinary circumstances of City, regional or ~~National~~ national interest and no other new facility can so be designated.

2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and, when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet ~~unrecognized~~under-recognized by the City.

3. At the direction of the City Council, ~~T~~the Parks and Recreation Commission, after considering inputs from the community, ~~will~~ may recommend to the City Council names and/or dedications for ~~new~~ parks, playgrounds, athletic fields, park paths, tennis courts, ~~flower beds~~public gardens, recreation buildings and ~~miscellaneous~~ related facilities. For all other City facilities, City Council will consider inputs from the community and identify names and/or dedications in a manner consistent with the purpose and intent of this procedure.

~~3.~~4. The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:
   - A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
   - Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
   - A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
   - ~~ethnic or other n~~National, regional or community groups ~~not yet honored in some fashion, who~~ that have made significant contributions to the ~~City and/or the Park and Recreation Department~~Menlo Park community and have not been previously honored in a meaningful way by the City.

~~4. It shall be the policy of the City generally to encourage plaques commemorating donations including tree memorials, horticultural collections or plant materials.~~

~~5. Where appropriate to the facility, the City encourages the donation of memorial benches.~~

~~6.~~5. ~~At those facilities having recreation buildings, t~~The City Council from time to time may authorize a dedication, ~~placing of a~~ memorial plaque, or other recognition ~~inside a building when that~~in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.

~~7.~~6. For other than naming and/or dedicating a new facility and its individual programs or components, it is the policy of the City to take no action until at least six months from the receipt of a suggested ~~name change~~renaming or ~~the adoption of these policies~~rededication.

Procedure history

Action	Date	Notes

Procedure adopted	February 25, 1986	City Council adopted
Procedure reviewed	January 27, 1998	City Council reviewed and made no revisions

NAMING AND/OR CHANGING THE NAME OF FACILITIES

City Council Procedure #CC--XXX
Adopted Resolution No. XXXX

Purpose and scope

From time to time the City has the opportunity to name and/or dedicate a new facility, or the individual programs or components within a new facility, or is requested to rename and/or rededicate a previously designated park, playground, building or other unit under the City's jurisdiction.

In order to formalize the City's consideration of these opportunities and requests, and to provide guidelines to the public, the City has adopted the following procedure and criteria for the naming and/or dedication of facilities.

1. It shall be the policy of the City not to change the name of any existing City facility, particularly one whose name has City, regional or national significance, unless there are the most extraordinary circumstances of City, regional or national interest and no other new facility can so be designated.

2. The existing place names within Menlo Park shall be deemed to have historic significance to the City. The City will modify existing place names only with the greatest reluctance and, when naming or dedicating facilities in honor of a person or persons, only to commemorate a person or persons who have made major, overriding contributions to the City and whose distinctions are as yet under-recognized by the City.

3. At the direction of the City Council, the Parks and Recreation Commission, after considering inputs from the community, may recommend to the City Council names and/or dedications for parks, playgrounds, athletic fields, park paths, tennis courts, public gardens, recreation buildings and related facilities. For all other City facilities, City Council will consider inputs from the community and identify names and/or dedications in a manner consistent with the purpose and intent of this procedure.

4. The naming, dedication, renaming and/or rededication of City facilities will recognize and take into consideration the following criteria:
   - A clear and compelling connection to significant local places, communities, neighborhoods, history, geographical features, people, achievements, events, and/or other attributes of the City and community of Menlo Park
   - Inclusion, belonging, access, fairness, and justice for the entire Menlo Park community and all of the people who are part of it
   - A deceased person (no sooner than five years after death) who made major, overriding contributions to the City and community of Menlo Park and whose distinctions are as yet under-recognized by the City
   - National, regional or community groups that have made significant contributions to the Menlo Park community and have not been previously honored in a meaningful way by the City.

5. The City Council from time to time may authorize a dedication, memorial plaque, or other recognition in or on a facility that is closely identified with a person or group, or to recognize individuals and/or groups who have donated to the facility and/or individual programs or components within it, but the policy of the City is to retain the historic name of the facility.

6. For other than naming and/or dedicating a new facility and its individual programs or components, it is the policy of the City to take no action until at least six months from the receipt of a suggested renaming or rededication.

Procedure history

Action	Date	Notes
Procedure adopted	February 25, 1986	City Council adopted
Procedure reviewed	January 27, 1998	City Council reviewed and made no revisions

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-054-CC**

Public Hearing: **Consider the Planning Commission's recommendation to approve the vesting tentative map extension and adopt a resolution to approve a two-year extension of a vesting tentative map to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, at 201 El Camino Real, and two townhouses on the second lot in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue**

Recommendation

Staff recommends that the City Council consider the Planning Commission's recommendation to approve a tentative map extension request and adopt a resolution to approve a two-year extension of a vesting tentative map associated with a major subdivision to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and up to three retail spaces on one lot in the SP-ECR/D zoning district, and two townhouses on the second lot in the R-3 (Apartment) zoning district (Attachment A.)

Policy Issues

The proposed project requires the City Council to consider whether the previously approved vesting tentative map should be extended for two years.

Background

Site location

Using El Camino Real in an east to west orientation, the project site is located at the southwest corner of El Camino Real and Cambridge Avenue, and is bounded by Cambridge Avenue to the east and El Camino Real to the north. The project site consists of two legal parcels that are located within the El Camino Real/Downtown Specific Plan area, zoned SP-ECR/D, a portion of Alto Lane to be abandoned between these two parcels, and a third legal parcel that is located outside the Specific Plan area and zoned R-3.

The project's vesting tentative map and conditions of approval are provided as Exhibits A and B, respectively, within Attachment A. A location map is provided as Attachment B.

Uses to the south of the project site include mostly single- and multi-family residential developments. Nearby uses along El Camino Real include restaurant, office, and service station uses along the southern side of the street, and the 500 El Camino Real mixed-use development on the northern side of the street, which is nearing completion of the construction phase and is approved for office, residential and retail/restaurant uses.

Proposed project

The previously approved project includes the demolition of the existing on-site commercial and multi-family residential buildings and construction of a new three-story, mixed-use building with below-grade parking and two detached two-story townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors and be located on the parcel addressed 201-211 El Camino Real. Two detached townhouses would be located on the parcel adjacent to the mixed-use building, at 612 Cambridge Avenue.

The mixed-use building would have a J-shaped footprint with a landscaped courtyard along the rear of the mixed-use building, near the townhouses. The proposed site layout is designed with Cambridge Avenue as the primary access, with one driveway leading to the mixed-use building's main entrance and to the underground parking levels. A public paseo would be located between the mixed-use building and the townhomes, providing public access through the project site in a similar capacity as the existing Alto Lane (to be abandoned through the vesting tentative map.) Select project plan sheets from the previous City Council approval are included in Attachment C.

Staff has been made aware of code enforcement issues at the project site related to trespassing/transient activity and refuse. Staff has discussed these issues with the project representative and been informed that they are in the process of remedying these issues. The requested tentative map extension should be reviewed independently of these code enforcement issues. Staff will continue to work with the applicant to remedy the current issues and secure the site until future redevelopment occurs.

Project history

On October 27, 2020, the City Council adopted the following four resolutions:

- A resolution adopting findings required by the California Environmental Quality Act (CEQA), adopting the initial study and mitigated negative declaration (MND), and the mitigation, monitoring and reporting program;
- A resolution approving findings and conditions for the architectural control, a use permit and a vesting tentative map;
- A resolution ordering the vacation and abandonment of Alto Lane, public right-of-way adjacent to the property at 201-211 El Camino Real and 239-251 El Camino Real; and
- A resolution approving the below market rate (BMR) housing agreement between the City of Menlo Park and Hu-Hantwo, LLC for the proposed project.

On November 24, 2021, the community development director approved a one-year extension for the use

permit request based on conditions not of the applicant's making, including economic constraints due to the pandemic. The applicant applied for building permits for the project before the October 27, 2022 use permit extension deadline, allowing the use permit to remain valid.

Following the October 2020 approval, the ownership changed from Hu-Hantwo, LLC to 201 El Camino Real LLC, but the same architecture firm is working on this project.

Planning Commission review and recommendation

At its meeting December 5, 2022, the Planning Commission recommended approval of a two-year extension of the vesting tentative map based on the following findings:

1. The proposed vesting tentative map extension does not modify any of the original vesting tentative map's design, and therefore, all of the findings made on the original vesting tentative map (City Council Resolution No. 6595) are still valid and apply to this extension;
2. All conditions of approval in City Council Resolution No. 6595, not otherwise modified by this resolution, are still in effect;
3. The extension of vesting tentative map expiration by two years would allow the applicant to secure financing for the project and allow the approved project to be implemented; and
4. A MND was adopted for the project by City Council October 27, 2020. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

Analysis

On October 19, 2022, the applicant submitted an application requesting an extension of the vesting tentative map by two years. The City Council is the final decision making body on the vesting tentative map extension. On December 5, 2022, the Planning Commission adopted a resolution (Attachment D) recommending the City Council approve a two-year extension for the vesting tentative map. If the City Council approves the extension of the vesting tentative map, it would expire October 27, 2024.

Vesting tentative map extension

The City Council's 2020 approval of the project included a vesting tentative map associated with a major subdivision, including parcel management (e.g., lot merger, lot line adjustments), and a right-of-way abandonment. The existing 201 El Camino Real parcel, a portion of Alto Lane, and the associated parking lot would be merged to enable the proposed development. The abandonment of Alto Lane would allow for the development of the mixed-use building, since Alto Lane would cut through the footprint of the proposed building. The abandonment also would allow for the two Specific Plan parcels to be merged to facilitate the proposed mixed-use building. The condominium subdivision would allow the individual residential units to be bought or sold independently. A lot line adjustment between the subject property and the adjacent property at 239-251 El Camino Real would also occur, but there would be no change in overall square footage of the respective parcels, when including the abandoned Alto Lane area.

The applicant is now requesting an extension of the vesting tentative map by two years, which the

applicant indicates is needed to secure additional permitting with other agencies, along with contract assignments necessary for the project. The applicant is not proposing any changes to the approved vesting tentative map. Staff believes that extending the expiration date would be reasonable, as this would be consistent with the City Council's overall approval of the project and would allow continued implementation of the project. The map extension is necessary to allow for the parcel management items to abandon Alto Lane and merge the Specific Plan parcels to enable the construction of the proposed mixed-use building. The extension would be consistent with Policies H4.4 (Mixed-Use Housing), H4.7 (Infill Housing Adjacent to Downtown), and H7.1 (Housing Design) by enabling a mixed-use development and creating future home ownership opportunities in the El Camino Real/Downtown Specific Plan and adjacent areas. All conditions of approval from the October 27, 2020 approval would continue to apply, but the expiration date of the vesting tentative map would be extended to October 27, 2024. The conditions of approval from the October 27, 2020 City Council meeting are included as Attachment E for reference.

Conclusion

Staff believes the request to modify the expiration date of the vesting tentative map by two years is appropriate, as it would allow the applicant to secure additional permitting with other agencies, along with the necessary construction contracts for the project. The approval of the revision to the vesting tentative map would allow the approved project to be comprehensively implemented which includes 14 residential units, one restaurant unit, and up to three retail units, with rights reserved to convert all residential units from rental to for-sale. Staff and the Planning Commission recommend that the City Council adopt a resolution approving the extension of the vesting tentative map by two years.

Impact on City Resources

The project sponsor is required to pay planning, building and public works permit fees, based on the City's master fee schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

State CEQA Guidelines Section 15162 (Subsequent environmental impact reports and Negative Declarations) provides that when an environmental impact report (EIR) has been certified or negative declaration adopted for a project, no subsequent EIR or Negative Declaration shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State CEQA Guidelines Section 15162(a)(3.) An initial study and MND, collectively referred to as the MND, was prepared for the project and adopted October 27, 2020 by the City Council. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review beyond the impacts and issues already disclosed and analyzed in the MND. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

Attachments

A. Draft resolution to extend the expiration date of an approved vesting tentative map
B. Location map
C. Select project plans
D. Planning Commission Resolution No. 2022-38
E. City Council Resolution No. 6595

Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings, and exhibits are available for public viewing at the community development department.

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Kyle Perata, Planning Manager
Deanna Chow, Assistant Community Development Director

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK TO APPROVE A TWO-YEAR EXTENSION OF A VESTING TENTATIVE MAP ASSOCIATED WITH A MAJOR SUBDIVISION TO MERGE THE EXISTING SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) LOTS, ABANDON A PORTION OF ALTO LANE, AND CREATE A TWO-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES, WITH 12 RESIDENTIAL UNITS, ONE RESTAURANT SPACE AND UP TO THREE RETAIL SPACES ON ONE LOT IN THE SP-ECR/D ZONING DISTRICT, AND TWO TOWNHOUSES ON THE SECOND LOT IN THE R-3 (APARTMENT) ZONING DISTRICT

WHEREAS, on October 27, 2020, the City approved a vesting tentative map associated with a major subdivision to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot in the SP-ECR/D zoning district, and two townhouses on the second lot in the R-3 (Apartment) zoning district (collectively, the "Project") from Ray Parkinson ("Applicant"), on behalf of the property owner Hu-Hantwo, LLC ("Owner"), located at 201-211 El Camino Real (APN 071-431-200), the unaddressed property with an APN of 071-413-370, a portion of Alto Lane, and 612 Cambridge Avenue (APN 071-413-380) ("Property"). The vesting tentative map is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the Property is located in the El Camino Real/Downtown Specific Plan (SP-ECR/D) zoning district and the El Camino Real South West (ECR SW) sub-district, which supports a variety of uses including restaurant, retail, and residential uses; and

WHEREAS, on October 19, 2022, the City received an application requesting a two-year extension of the above referenced vesting tentative map which is depicted in Exhibit A; and

WHEREAS, the proposed vesting tentative map extension complies with all objective standards of the SP-ECR/D district and ECR SW sub-district and furthers the original purposes of the project approvals by allowing the applicant to secure agency permitting and project contracting for the project and allow the approved project to be implemented; and

WHEREAS, the proposed vesting tentative map extension and the approved project are consistent with the current General Plan and the recently adopted Housing Element, specifically Policies H4.4 (Mixed-Use Housing), H4.7 (Infill Housing Adjacent to Downtown), and H7.1 (Housing Design), by enabling a mixed-use development and creating future home ownership opportunities in the El Camino Real/Downtown Specific Plan and adjacent areas; and

WHEREAS, the findings and conditions for the vesting tentative map extension would ensure that all City requirements are applied consistently and correctly as part of the project's implementation; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the approval of the vesting tentative map extension is consistent with the City Council's approval of the project and allows the project to be implemented comprehensively; and

WHEREAS, the Project requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the City had previously prepared and adopted an Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, for the project; and

WHEREAS, State CEQA Guidelines Section 15162 (Subsequent environmental impact reports and Negative Declarations) provides that when an environmental impact report (EIR) has been certified or negative declaration adopted for a project, no subsequent EIR or Negative Declaration shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record, that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State California Environmental Quality Act (CEQA) Guidelines Section 15162(a)(3.); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, after public notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on December 5, 2022, whereat all persons interested therein might appear and be heard. After closing the public hearing, the Planning Commission considered all pertinent information, documents, exhibits, and all other evidence in the public record on the request; and adopted Planning Commission Resolution No. 2022-38 to recommend approval of extension of the vesting tentative map to the City Council; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on March 14, 2023 whereat all persons interested therein might appear and be heard; and

WHEREAS, the City Council of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the findings and conditions for the extension of the vesting tentative map; and

WHEREAS, the City Council has considered the extension of the vesting tentative map to be in compliance with the Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, that was prepared for the project and adopted on October 27, 2020 by the City Council. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review beyond the impacts and issues already disclosed and analyzed in the MND. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park, independently, after reviewing all of the evidence before it, holding a public hearing, and

considering the Planning Commission's recommendation, hereby approves a two year extension of the vesting tentative map, which vesting tentative map is attached hereto as Exhibit A, and associated conditions, which are attached hereto as Exhibit B, and incorporated herein by this reference, based upon the following findings.

1. The proposed vesting tentative map extension does not modify any of the original Vesting Tentative Map's design, and therefore, all of the findings made on the original Vesting Tentative Map (City Council Resolution No. 6595) are still valid and apply to this extension; and
2. All conditions of approval in City Council Resolution No. 6595, not otherwise modified by this resolution, are still in effect.
3. The extension of vesting tentative map expiration by two years would allow the applicant to secure financing for the project and allow the approved project to be implemented, is appropriate.
4. State CEQA Guidelines Section 15162 (Subsequent EIRs and Negative Declarations) provides that when an EIR has been certified or negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record, that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State CEQA Guidelines Section 15162(a)(3). A MND was adopted for the project by City Council on October 27, 2020. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

SEVERABILITY
If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the fourteenth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

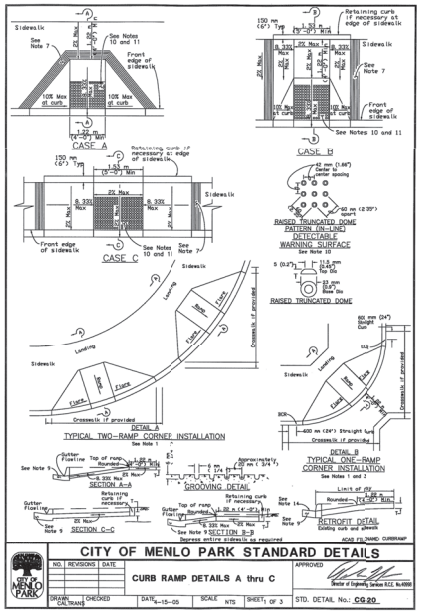
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ of March, 2023.

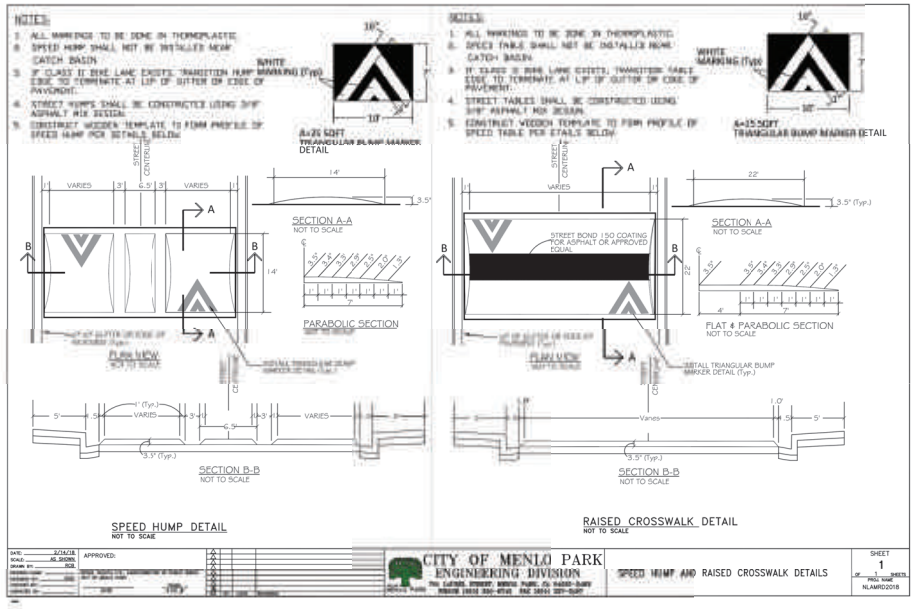
_____
Judi A. Herren, City Clerk

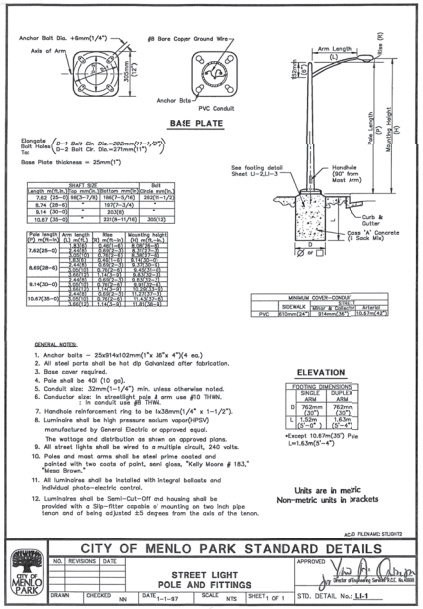
Exhibits

A. Vesting tentative map
B. Conditions of approval

EXHIBIT A







NOT FOR CONSTRUCTION

SHERWOOD DESIGN ENGINEERS
2548 Mission Street
San Francisco, CA 94110
www.sherwooddesignengineers.com

201 EL CAMINO REAL
at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

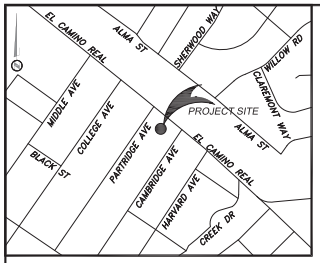
SHEET TITLE
CITY DETAILS

REVISIONS:

CHECKED: CB
PLOT DATE: JULY 24, 2020

PROJ NO.: 17-214
ISSUED: 07/24/2020
DWG. SCALE: NTS
DRAWN BY: AK

SHEET NO.
C8.0



VICINITY MAP
NOT TO SCALE

SERVICE PROVIDERS

PARKS & RECREATION DISTRICT
CITY OF MENLO PARK (650) 330-2267

SCHOOL DISTRICT
LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
(650) 854-6311
MENLO PARK CITY SCHOOL DISTRICT
(650) 321-7140
REDWOOD CITY SCHOOL DISTRICT
(650) 482-2200
SEQUOIA UNION HIGH SCHOOL DISTRICT
(650) 369-1411
MENLO SCHOOL
(650) 330-2001
MENLO COLLEGE
(800) 556-3656

WATER
CAL WATER (650) 561-9709

SANITARY SEWER
WEST BAY SANITARY DISTRICT
(650) 321-0384

STORM DRAIN
SFPUC WATER (650) 872-5900

UTILITY
STANFORD UNIVERSITY UTILITY
(650) 444-9203

SOLID WASTE
RECOLOGY SAN MATEO COUNTY (650) 595-3900

GAS
PG&E (800) 743-5000

ELECTRIC
PG&E (800) 743-5000

POLICE DEPARTMENT
MENLO PARK POLICE (650) 330-6300

FIRE DEPARTMENT
MENLO PARK FIRE DISTRICT-STATION 3
(650) 688-8400

COMMUNICATIONS
AT&T (800) 241-3624
COMCAST (888) 824-8399
LEVEL3COMM (877) 366-8344 EX: 3
MCI WORLDCOMM (800) 624-9675
SPRINT (800) 521-0579
QWEST COMM (800) 283-4237
TELEPORT COMM (800) 241-3624
TPX COMMUNICATIONS (925) 726-5974
WAVE BROADBAND (888) 317-0488
ZAYO GROUP (888) 267-1063

201 EL CAMINO REAL

ASSESSOR'S PARCEL NUMBER
APN: 071-413-380
APN: 071-413-370
APN: 071-413-200

PROPERTY OWNER/DEVELOPER
HU-HANTWO LLC
86 MICHAELS WAY
ATHERTON, CA 94027

CIVIL ENGINEER
SHERWOOD DESIGN ENGINEERS
58 MAIDEN LANE, 3RD FLOOR
SAN FRANCISCO, CA 94108
415-677-7300

SURVEYOR
MARK THOMAS
3000 OAK ROAD, SUITE 650
WALNUT CREEK, CA 94597
ATTN: TRAVIS BOHAN
TBOHAN@MARKTHOMAS.COM

LOT AREA
TOTAL(GROSS): 0.59± AC

NUMBER OF PARCELS
3 EXISTING PARCELS

EXISTING ZONING
R3, SP-ECR-D

FLOOD ZONING
ZONE X (AREA OF MINIMAL FLOOD HAZARD)
PER FEMA MAP NO. 06081C0308E
EFFECTIVE DATE 10/16/2012

EXISTING LAND USE
GENERAL PLAN
DESIGNATION
CC, PR

PROPERTY DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOTS 69, 70, 71 AND 72, BLOCK 7, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "MAP NO. 2 STANFORD PARK MENLO PARK, SAN MATEO COUNTY, CALIFORNIA", FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON APRIL 2, 1913 IN BOOK 8 OF MAPS, AT PAGE 46.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE STATE OF CALIFORNIA FOR HIGHWAY PURPOSES BY DEED RECORDED FEBRUARY 4, 1930 IN BOOK 452, PAGE 399, OFFICIAL RECORDS.

ALSO THAT PORTION OF ALTO LANE (20 FOOT WIDE) WITHIN ABOVE SAID BLOCK 7, LYING ADJOINING AND BETWEEN LOT 70 AND LOTS 71-74 INCLUSIVE. (TO BE VACATED PER SEPARATE DOCUMENT)

PROJECT DESCRIPTION

THE PURPOSE OF THIS PROJECT IS TO CREATE A 2-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES. THE FIRST SHALL INCLUDE 12 RESIDENTIAL UNITS, 1 RESTAURANT, AND NO MORE THAN 3 RETAIL SPACES. THE SECOND SHALL HAVE 2 TOWNHOUSES.

SHEET INDEX

C0.0 TENTATIVE MAP COVER SHEET
C0.1 PARCEL PLAN
C0.2 PROPOSED LOT LINE ADJUSTMENT
C0.3 TOPOGRAPHICAL BOUNDARY SURVEY
C1.0 PROPOSED SITE PLAN
C1.1 AREA PLAN - UNDERGROUND
C1.2 AREA PLAN - 1ST FLOOR
C1.3 AREA PLAN - 2ND FLOOR
C1.4 AREA PLAN - 3RD FLOOR
C1.5 AREA PLAN - TOWNHOUSE
C1.6 FIRST FLOOR PLAN - MIXED-USE
C1.7 SECOND FLOOR PLAN - MIXED-USE
C1.8 THIRD FLOOR PLAN - MIXED-USE
C1.9 GARAGE LEVEL 1
C1.10 GARAGE LEVEL 2
C1.11 TOWNHOUSE #1 FLOOR PLANS
C1.12 TOWNHOUSE #2 FLOOR PLANS
C1.13 BUILDING SECTIONS
C1.14 BUILDING SECTIONS
C1.14 BUILDING SECTIONS
C1.16 BUILDING SECTIONS
C1.17 BUILDING SECTIONS
C2.0 CIRCULATION PLAN
C2.1 GARAGE VEHICLE TURNING
C2.2 FIRE ACCESS PLAN
C3.0 SITE AND GRADING PLAN - PRIVATE AND ONSITE
C3.1 UTILITY AND RELOCATION - PRIVATE AND ONSITE
C4.0 SITE AND GRADING PLAN - PUBLIC AND OFFSITE
C4.1 UTILITY AND RELOCATION - PUBLIC AND OFFSITE
C5.0 STORMWATER MANAGEMENT PLAN
C6.0 EROSION CONTROL PLAN
JT1 JOINT TRENCH CONCEPTUAL COMPOSITE
L1.0 LANDSCAPE PLAN
L2.0 PLANT LIST AND IMAGES
L3.0 WATER USE CALCULATIONS

BASIS OF BEARINGS

THE BEARINGS SHOWN ARE BASED ON NAD83 GRID BEARINGS AS ESTABLISHED FOR THE CENTERLINE OF CAMBRIDGE ROAD. TO MATCH THE RECORD BEARINGS OF N32°52'E, PER STANFORD PARK MAP NO. 2, FILED IN BOOK 8 OF MAPS, PAGE 46, SAN MATEO COUNTY RECORDS, ROTATE THE BEARINGS 1°20'53" COUNTER-CLOCKWISE.

NOTES

1. MARK THOMAS RELIED UPON CHICAGO TITLE COMPANY PRELIMINARY TITLE REPORT, ORDER NO. FWTO-4071400065-JJ, DATED MARCH 14, 2014, AS TITLE REFERENCE. EASEMENTS REFERENCED WITHIN SAID REPORT MAY AFFECT PROPERTY.

2. UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSED UTILITY.

3. TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOL SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZE OF TREE TRUNKS CAN ONLY BE CONSIDERED AS APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES WITH TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELD CREW.

4. THIS TENTATIVE PARCEL MAP MERGES & RESUBDIVIDES EXISTING PARCELS OWNED BY HU-HANTWO LLC.

5. PARCEL DIMENSIONS AND ACREAGES ARE APPROXIMATE.

6. PARCEL LINES AND AREAS MAY BE ADJUSTED AT THE TIME OF THE FINAL PARCEL MAP PROVIDED NO NEW ADDITIONAL PARCELS ARE CREATED, SUBJECT TO THE APPROVAL OF THE CITY OF MENLO PARK.

7. PURSUANT TO GOVERNMENT CODE SECTION 66456.1. THE SUBDIVIDER MAY FILE MULTIPLE FINAL MAPS BASED UPON THIS TENTATIVE PARCEL MAP. THE FILING OF A FINAL MAP ON A PORTION OF THIS TENTATIVE MAP SHALL NO INVALIDATE ANY PART OF THIS TENTATIVE PARCEL MAP.

8. EASEMENTS TO ACCOMMODATE NEW PUBLIC UTILITY IMPROVEMENTS, ACCESS REQUIRED FOR PARCEL DEVELOPMENT, OR OTHER SIMILAR MAPPING REQUIREMENTS NEEDED TO ACCOMPLISH THE FINAL DESIGN MAY BE ADDED PRIOR TO EACH FINAL MAP BASED ON THIS TENTATIVE PARCEL MAP.

9. ALL EXISTING RIGHT OF WAYS SHOWN WITHIN THE PROJECT LIMIT BOUNDARY ARE TO BE VACATED PER GOVERNMENT SECTION 66499.20, UNLESS OTHERWISE NOTED.

10. ALL STREET SIGNAGE AND STRIPING TO BE REPLACED TO THE SATISFACTION OF THE TRANSPORTATION MANAGER OF CITY OF MENLO PARK.

11. PER INSTRUMENT NUMBER 84083442 (TITLE REPORT EXCEPTION NUMBER 4), LOT 70 IS SUBJECT TO A PARKING EASEMENT TO BENEFIT LOT 69. EASEMENT WILL TERMINATE IF BUILDING ON LOT 69 IS REMOVED.

LEGEND

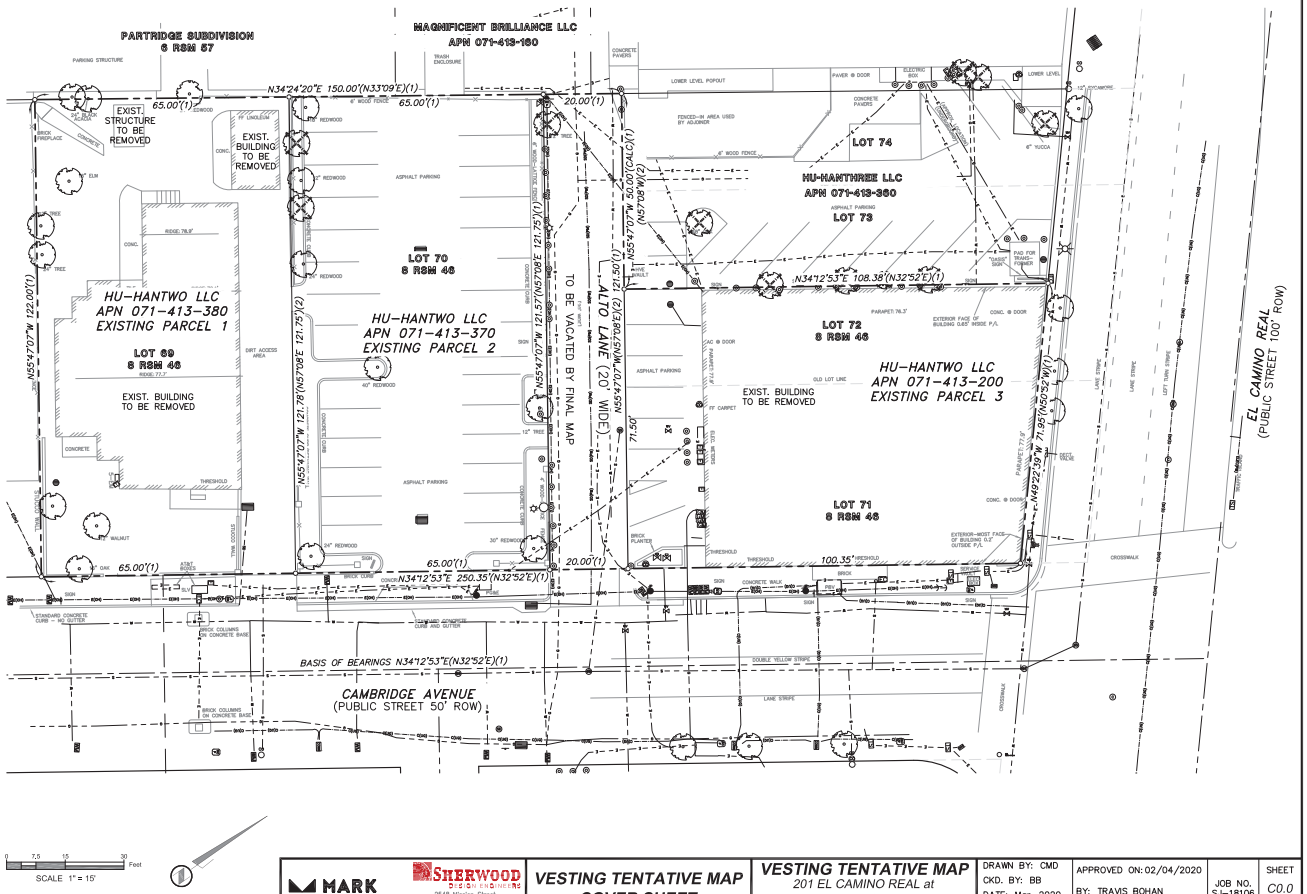
- AREA DRAIN
- BACKFLOW ASSEMBLY
- BOLLARD
- COMMUNICATIONS BOX
- COMMUNICATIONS MANHOLE
- DIMENSION POINT, NOTHING FOUND OR SET
- ELECTRICAL BOX
- ELECTRICAL METER
- ELECTROLIER
- FIRE DEPARTMENT CONNECTION
- FIRE HYDRANT
- GAS METER
- GUY ANCHOR
- HANDICAP PARKING SIGN
- JOINT POLE
- LIGHT POLE
- NO PARKING SIGN
- POWER POLE
- SEWER CLEANOUT
- SEWER MANHOLE
- SIGN
- SPEED LIMIT SIGN
- STORM DRAIN INLET
- STORM DRAIN MANHOLE
- TRAFFIC SIGNAL
- TRAFFIC SIGNAL BOX
- TRAFFIC SIGNAL AND ELECTROLIER
- TREE
- TREE TO BE REMOVED
- WATER METER
- WATER VALVE
- (1) STANFORD PARK, 8 MAPS, PAGE 46

LEGEND

- BUILDING FOOT PRINT (EXISTING)
- COMMUNICATIONS LINE UNDERGROUND
- TOP FACE OF CURB
- TOP BACK OF CURB
- ELECTRIC LINE OVER HEAD
- ELECTRIC LINE UNDERGROUND
- FENCE
- GAS LINE
- SANITARY SEWER LINE
- STORM DRAIN LINE
- STRIPING
- WATER LINE
- PROJECT LIMITS
- RIGHT OF WAY
- PROPERTY LINE
- CENTERLINE
- CONCRETE EDGE
- EDGE OF PAVEMENT
- WALL
- LIP OF GUTTER

ABBREVIATIONS

AC	ASPHALTIC CONCRETE
CONC	CONCRETE
FF	FINISHED FLOOR
OH	OVERHEAD ELECTRICAL
PBV	PACIFIC BELL VAULT
ROW	RIGHT OF WAY
SLV	SIGNAL VAULT



SCALE 1" = 15'

SURVEYOR'S STATEMENT

THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS ACT IN NOVEMBER, 2018

LICENSED LAND SURVEYOR
TRAVIS TIMOTHY BOHAN
No. 8965
STATE OF CALIFORNIA

MARK THOMAS
3000 OAK ROAD, SUITE 650
WALNUT CREEK, CA 94597

TRAVIS TIMOTHY BOHAN LS 8965

11/12/19
DATE

MARK THOMAS
SHERWOOD DESIGN ENGINEERS
2548 Mission Street
San Francisco, CA 94110
www.sherwoodengineers.com

VESTING TENTATIVE MAP COVER SHEET

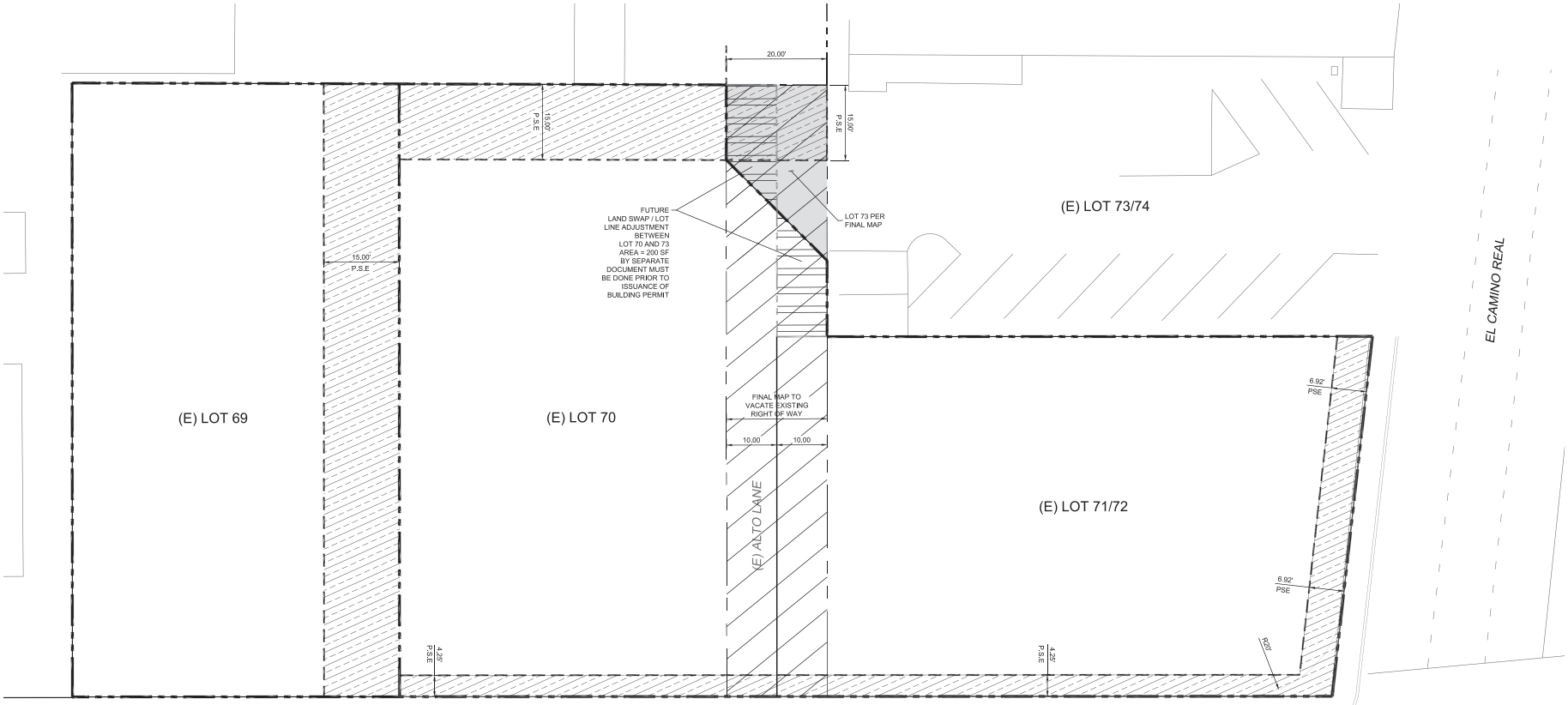
VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: CMD
CKD. BY: BB
DATE: Mar. 2020
SCALE: 1"=15'

APPROVED ON: 02/04/2020
BY: TRAVIS BOHAN
L.S. NO. 8965

JOB NO. SJ-18106

SHEET C0.0



LEGEND

PROPERTY LINE

EASEMENT LINE

EXISTING CITY ROW TO BE VACATED WITH FUTURE LOT LINE ADJUSTMENT TO LOT 73

EXISTING CITY ROW TO BE VACATED TO LOT 70

PUBLIC SERVICES EASEMENT (P.S.E)

	Existing	Proposed	
	Area (SF)	Area (SF)	P.S.E (SF)
Lot 69	7,923	7,923	1,827
Lot 70	7,909		
Lot 71/72	7,462	17,302	2,170
Alto Lane	2,431		
Subtotal	**25,725**	**25,225**	**3,997**
Lot 73/74 (Adjacent Property)	0	500	300
			4,297
Total	**25,725**	**25,725**	

NOT FOR CONSTRUCTION

0 5' 10' 20'

MARK THOMAS | SHERWOOD DESIGN ENGINEERS, 2548 Mission Street, San Francisco, CA 94110, www.sherwoodengineers.com

PARCEL PLAN

VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

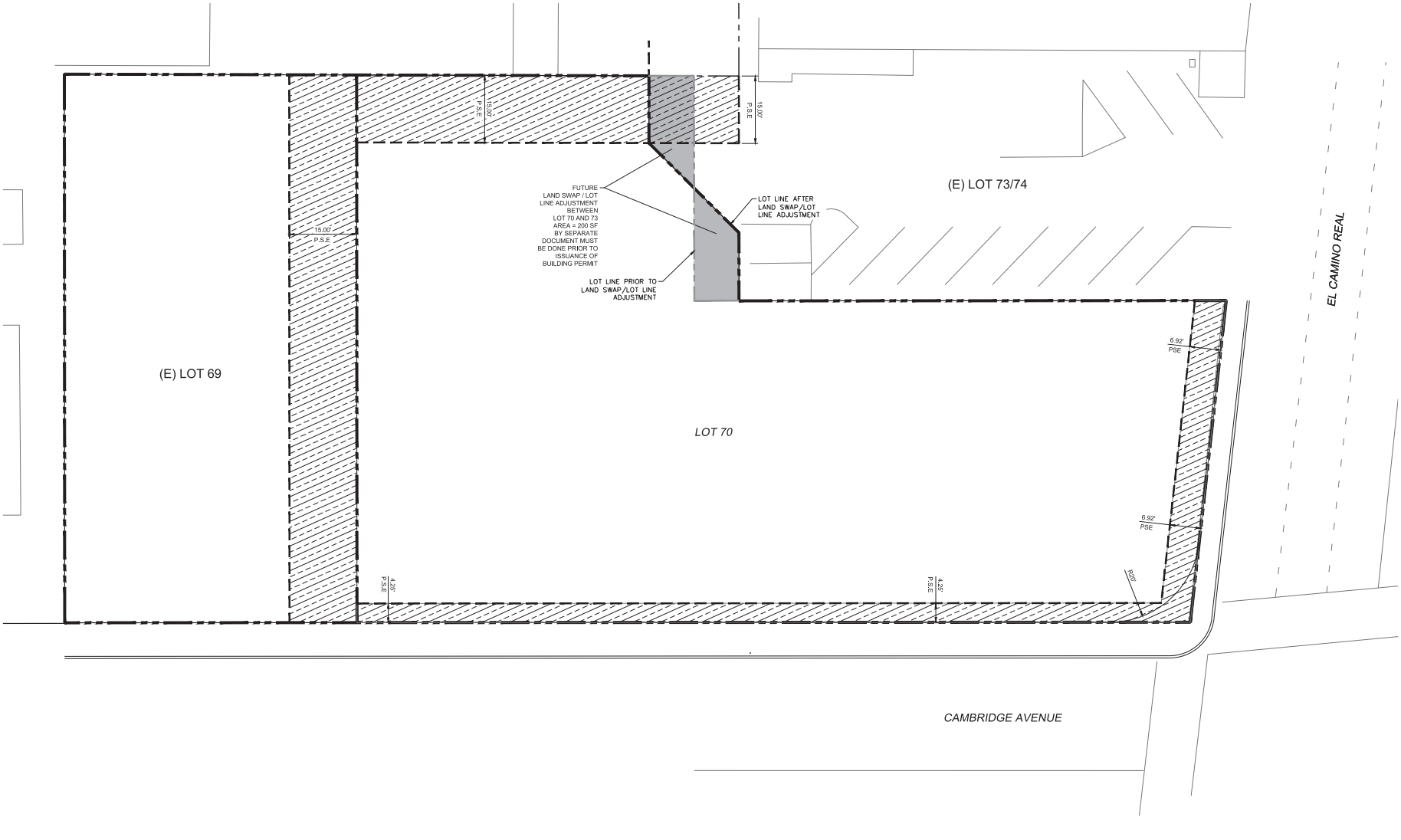
DRAWN BY: AK/TS
CKD. BY: CB
DATE: MARCH 2020
SCALE: 1" = 10'

APPROVED ON:
BY: JOHN LEYS
P.E. NO. C-72828

JOB NO. 17-214

SHEET C0.1

P:\2017\17-214_201_Camino\04_Design\01_CAD\01_SD\C0101PARC.dwg,C0.1 PARCEL PLAN,Tina Stimpson: 3/30/2020 4:22:58 PM,ARCH expand D (36.00 x 24.00 Inches),1:1



NOT FOR CONSTRUCTION

MARK THOMAS

SHERWOOD Design Engineers
2540 Mariposa Street
San Francisco, CA 94110
www.sherwoodengineers.com

LOT LINE ADJUSTMENT

VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: AK/TS
CKD. BY: CB
DATE: MARCH 2020
SCALE: 1" = 10'

APPROVED ON:
BY: JOHN LEYS
P.E. NO. C-72828

JOB NO. 17-214

SHEET C0.2

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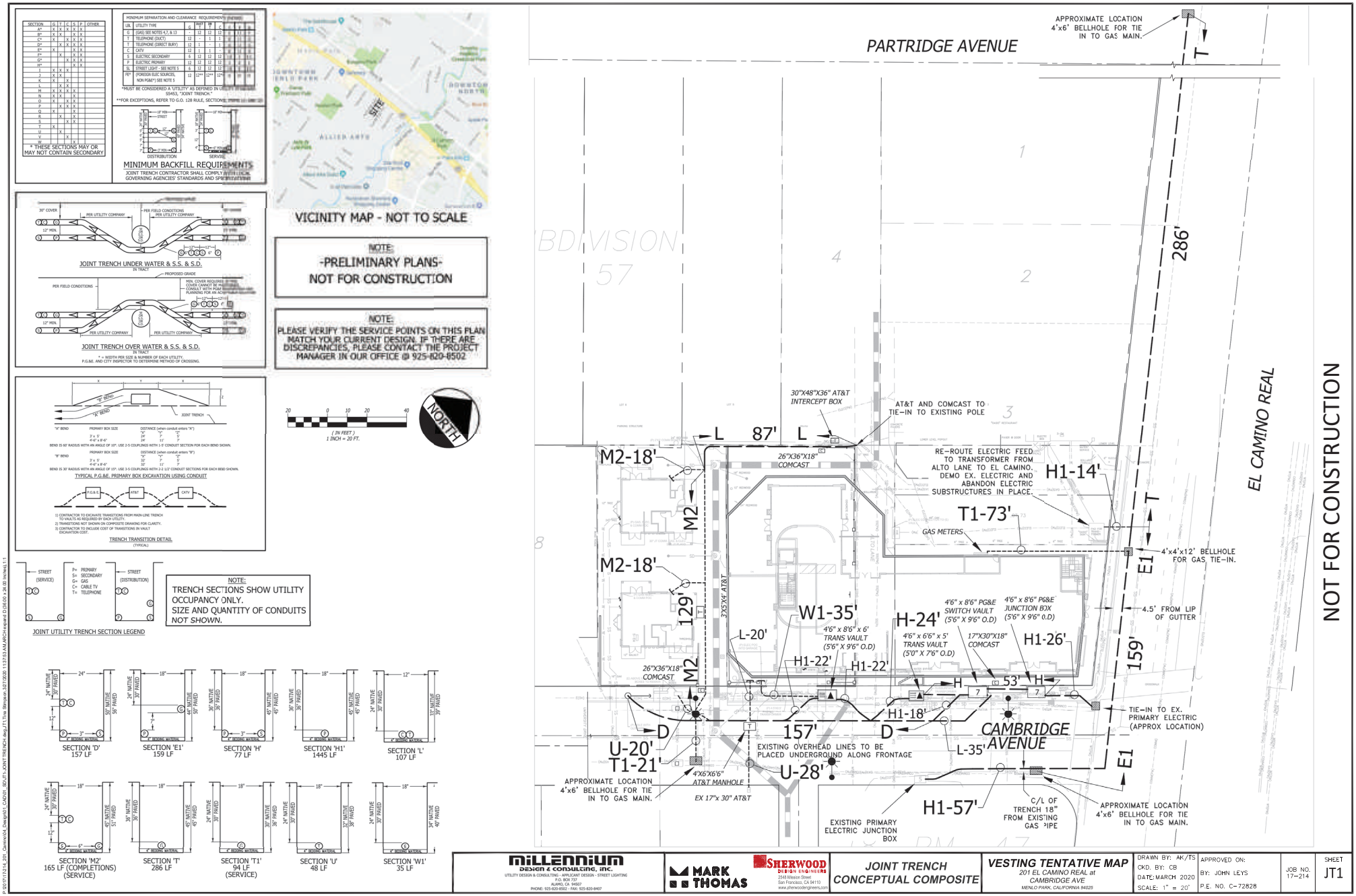


SECTION	G	T	C	S	P	OTHER
A*	X	X	X	X	X	
B*	X	X		X	X	
C*	X		X	X	X	
D*		X	X	X	X	
E*	X			X	X	
F*		X		X	X	
G*			X	X	X	
H*			X	X	X	
I	X	X	X			
J	X	X				
K	X		X			
L		X	X			
M	X	X	X	X		
N	X	X		X		
O	X		X	X		
P		X	X	X		
Q	X			X		
R		X		X		
S			X	X		
T	X					
U		X				
V			X			
W				X		

* THESE SECTIONS MAY OR MAY NOT CONTAIN SECONDARY

MINIMUM SEPARATION AND CLEARANCE REQUIREMENTS (inches)

UR	UTILITY TYPE	G	WATER M	T	CB S*	C
G	(GAS) SEE NOTES 4,7, & 13	-	12	12	12	6
T	TELEPHONE (DUCT)	12	-	3	3	6
T	TELEPHONE (DIRECT BURY)	12	1	-	3	6
C	CATV	12	1	1	-	6
S	ELECTRIC SECONDARY	6	12	12	12	6
P	ELECTRIC PRIMARY	12	12	12	12	6
SL	STREET LIGHT - SEE NOTE 5	6	12	12	12	6
FP	POWER(ELEC SOURCES, NON PG&E*) SEE NOTE 5	12	12**	12**	12	6

*MUST BE CONSIDERED A "UTILITY" AS DEFINED IN UTILITY CODE SECTION 50453, "JOINT TRENCH."

**FOR EXCEPTIONS, REFER TO G.O. 128 RULE, SECTION(S)

MINIMUM BACKFILL REQUIREMENTS

JOINT TRENCH CONTRACTOR SHALL COMPLY WITH LOCAL GOVERNING AGENCIES' STANDARDS AND SPECIFICATIONS

VICINITY MAP - NOT TO SCALE

NOTE:
-PRELIMINARY PLANS-
NOT FOR CONSTRUCTION

NOTE:
PLEASE VERIFY THE SERVICE POINTS ON THIS PLAN MATCH YOUR CURRENT DESIGN. IF THERE ARE DISCREPANCIES, PLEASE CONTACT THE PROJECT MANAGER IN OUR OFFICE @ 925-820-8502

JOINT TRENCH UNDER WATER & S.S. & S.D.

JOINT TRENCH OVER WATER & S.S. & S.D.

TYPICAL P.G.&E. PRIMARY BOX EXCAVATION USING CONDUIT

TRENCH TRANSITION DETAIL (TYPICAL)

JOINT UTILITY TRENCH SECTION LEGEND

NOTE:
TRENCH SECTIONS SHOW UTILITY OCCUPANCY ONLY.
SIZE AND QUANTITY OF CONDUITS NOT SHOWN.

SECTION 'D' 157 LF
SECTION 'E1' 159 LF
SECTION 'H' 77 LF
SECTION 'H1' 1445 LF
SECTION 'L' 107 LF
SECTION 'M2' 165 LF (COMPLETIONS) (SERVICE)
SECTION 'T' 286 LF
SECTION 'T1' 94 LF (SERVICE)
SECTION 'U' 48 LF
SECTION 'W1' 35 LF

MILLENNIUM DESIGN & CONSULTING, INC.
UTILITY DESIGN & CONSULTING - APPLICANT DESIGN - STREET LIGHTING
P.O. BOX 737
ALAMO, CA 94507
PHONE: 925-820-8502 - FAX: 925-820-8407

MARK THOMAS

SHERWOOD DESIGN ENGINEERS
2548 Mission Street
San Francisco, CA 94110
www.sherwoodengineers.com

JOINT TRENCH CONCEPTUAL COMPOSITE

VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: AK/TS
CKD. BY: CB
DATE: MARCH 2020
SCALE: 1" = 20'

APPROVED ON:
BY: JOHN LEYS
P.E. NO. C-72828

JOB NO. 17-214

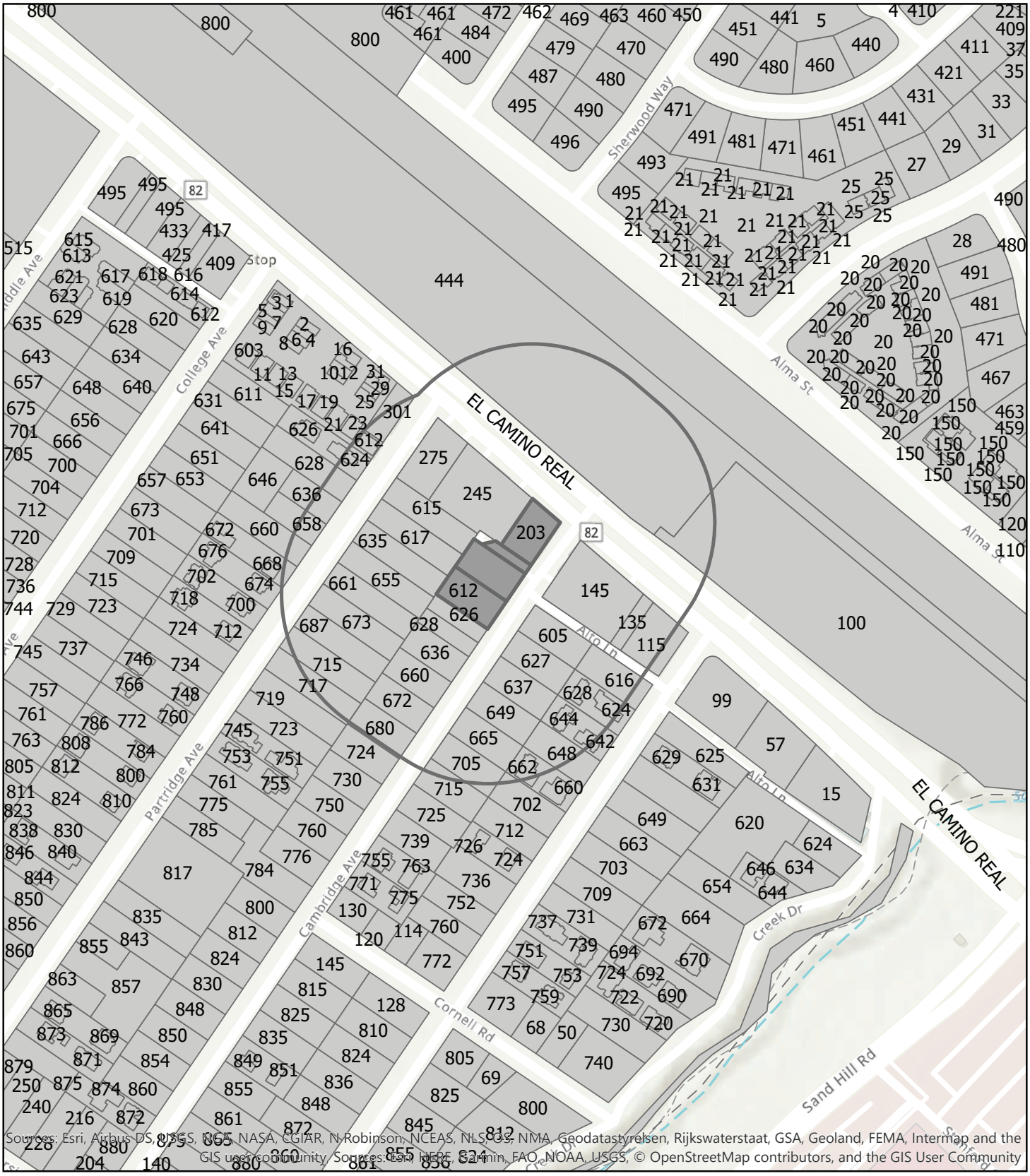
SHEET JT1

P:\2017\17-214_201_Camino\04_Design\01_CAD\01_SD\JT1-JOINT TRENCH.dwg,JT1 Tina Bingham 3/27/2020 11:37:53 AM,ARCH expand D (36.00 x 24.00 inches),1:1

LOCATION: 201 El Camino Real and 612 Cambridge Avenue	**APPLICATION:** SUB2022-00008	**APPLICANT:** Ray Parkinson	**OWNER:** HuHan Two, LLC

PROJECT CONDITIONS – VESTING TENTATIVE MAP EXTENSION:

1. The vesting tentative map extension shall be subject to all conditions that were included in the City's Council's October 27, 2020 approval of the vesting tentative map and associated entitlements, except that the expiration date of the vesting tentative map is extended to October 27, 2024.



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

CITY OF MENLO PARK

LOCATION MAP

201 El Camino Real and 612 Cambridge Avenue

Scale: 1:3,000 Drawn By: MAP Checked By: CDS Date: 1/24/2023

N

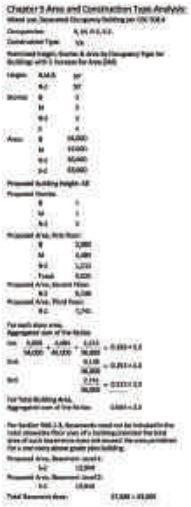
201 EL CAMINO REAL & 612 CAMBRIDGE AVENUE

MENLO PARK, CA 94025

DRAWING INDEX

Architectural	
A-0.0	COVER SHEET
A-0.1a	CONDITIONS OF APPROVAL
A-0.1b	EXISTING STREET VIEWS OF NEIGHBORHOOD
A-0.2a	EXISTING/ DEMO SITE PLAN
A-0.2b	EXISTING FLOOR PLAN - 612 CAMBRIDGE AVE.
A-1.0	VICINITY SITE PLAN
A-1.1	PROPOSED SITE PLAN
A-1.2	AREA PLAN - UNDERGROUND
A-1.3a	AREA PLAN & COVERAGE - 1ST FLOOR
A-1.3b	AREA POLYGON DIAGRAM - 1ST FLOOR
A-1.4a	AREA PLAN - 2ND FLOOR
A-1.4b	AREA POLYGON DIAGRAM - 2ND FLOOR
A-1.5a	AREA PLAN - 3RD FLOOR
A-1.5b	AREA POLYGON DIAGRAM - 3RD FLOOR
A-1.6a	AREA PLAN TOWNHOUSE
A-1.6b	AREA POLYGON DIAGRAM & LOT COVERAGE - TOWNHOUSE
A-1.7	BUILDING FACADE MODULATIONS
A-1.7a	STOREFRONT AREA CALCULATION
A-1.8	FIRE ANALYSIS - UNPROTECTED OPENINGS
A-3.1	1ST FLOOR PLAN
A-3.2	2ND FLOOR PLAN
A-3.3	3RD FLOOR PLAN
A-3.4	GARAGE LEVEL 1
A-3.5	GARAGE LEVEL 2
A-3.6	TOWNHOUSE #1 FLOOR PLANS
A-3.7	TOWNHOUSE #2 FLOOR PLANS
A-3.8	ROOF PLAN
A-4.1	PROPOSED STREET SCAPE VIEWS
A-4.2	ELEVATIONS - MIXED-USE
A-4.3	ELEVATIONS - MIXED-USE
A-4.4	ELEVATIONS - TOWNHOUSE 1
A-4.5	ELEVATIONS - TOWNHOUSE 2
A-5.1	BUILDING SECTIONS
A-5.2	BUILDING SECTIONS
A-5.3	BUILDING SECTIONS
A-5.4	BUILDING SECTIONS
A-5.5	BUILDING SECTIONS
A-5.6	BUILDING PROFILE
A-6.0	3D VIEWS 1
A-6.1	3D VIEWS 2
A-6.2	RENDERED STREET VIEW OF EL CAMINO REAL & CAMBRIDGE FRONTAGES
A-6.3	RENDERED STREET VIEW OF PROPOSED CAMBRIDE AVE. FRONTAGE
A-6.4	RENDERED STREET VIEW OF PROPOSED ENTRY
A-6.5	COLORS AND MATERIALS
A-6.6	MATERIALS AND DETAILS
A-6.7	MATERIALS AND DETAILS
A-6.7b	DETAILS
A-6.8	AC CONDENSER SPECS & SIGNAGE
A-6.9	WINDOW & DOOR IMAGES
A-7.1	TRASH-RECYCLING ENCLOSURE AND CAR STACKERS
A-7.2	COLOR & MATERIAL BOARD - GREENSCREEN WALL
LEED-1.0	LEED BUILDING INFO
RCP-1.1	LIGHTING PHOTOMETRICS
RCP-1.2	LIGHTING PHOTOMETRICS
RCP-1.3	LIGHTING PHOTOMETRICS
BMP-1	BEST MANAGEMENT PRACTICES - STORMWATER
BMP-2	BEST MANAGEMENT PRACTICES - EROSION CONTROL
Civil-Survey	
C0.1	TOPOGRAPHIC AND BOUNDARY SURVEY
C1.0	PARCEL PLAN
C2.0	CIRCULATION PLAN
C2.1	GARAGE VEHICLE TURNING
C2.2	FIRE ACCESS PLAN
C3.0	SITE AND GRADING PLAN - PRIVATE AND ONSITE
C3.1	SITE AND GRADING PLAN - PUBLIC AND OFFSITE
C4.0	UTILITY AND RELOCATION PLAN - PRIVATE AND ONSITE
C4.1	UTILITY AND RELOCATION PLAN - PUBLIC AND OFFSITE
C5.0	STORMWATER MANAGEMENT PLAN
C6.0	EROSION CONTROL
C7.0	CONSTRUCTION PHASING PLAN
C8.0	CITY DETAILS
TENTATIVE MAP (UNDER SEPERATE COVER)	
EXH-1	VESTING TENTATIVE MAP
EXH-2	PARCEL PLAN
TM-1of2	LOT LINE ADJUSTMENT
Joint Trench	
JT1	JOINT TRENCH
Landscape	
L1.0	LANDSCAPE PLAN
L1.1	LANDSCAPE IMAGES
L2.0	PLANT LIST AND IMAGES
L3.0	WATER USAGE CALCULATIONS
Tree Protection	
T-1	TREE DISPOSITION PLAN
T-2	ARBORIST REPORT & TREE PROTECTION SPECIFICATIONS
T-3	TREE PROTECTION SPECIFICATIONS

Total Sheets: 81



Planning Permit #: PLN2018-00061

APN/Parcel ID: 071-413-200, 370, 380

General Notes:
The project is subject to the California Building Standards Code at the time of Building permit application.
The project is subject to the California Green Building Standards Code (Cal Green) in effect at the time of Building permit submittal and any local amendments to the Code. Other forms of green building checklist will not be accepted in-lieu of the Cal Green requirements.
All deferred submittals other than trusses are to be approved by the Building Official prior to Building Permit application.

MEP Notes:
All sanitary sewer lines shall have a slope of 2% unless otherwise approved by the Building Official.
All sanitary sewer lines will gravity feed to the sewer mains in the public right of way unless otherwise approved by the Building Official.
HVAC equipment Shall not exceed the threshold levels as established in Chapter 8.06 of the City of Menlo Park Municipal Code.
Do not run condensate water run into the storm drain systems.

Parking Calculations:

Pure Floor Area by use:

1st Floor			2nd Floor			3rd Floor		
Residential	393.1		Residential	8,646.6	sf	Residential	7,179.0	sf
Retail	5,875.6	sf						
Restaurant	1,200.0	sf						

Total Pure Square Footage by use:			Percentage of Pure Floor Area:
Pure Res SF	16,218.7	sf	69.63%
Pure Retail SF	5,875.6	sf	25.22%
Pure Restaurant	1,200.0	sf	5.15%
Total Pure SF	23,294.3	sf	

Shared Common Area, including Staircase 1, Elevator, Common Circulation and Common Lobby

Shared Common	841.6	sf

Allocation of Shared Common Area as a Percentage of Pure Floor Area

Residential	586.0	sf
Retail	212.3	sf
Restaurant	43.4	sf

Total area for parking calculation, Pure floor area plus allocation of common area.

Use:			Ratio:		Required Parking:	
Retail	6,087.9	sf	4/1000	24.35		
Restaurant	1,243.4	sf	6/1000	7.46		
				31.81	Rounded up ->	32.0
Residential	12	Units	1.85/Unit	22.20	Rounded up ->	23.0
612 Cambridge	2	Townhomes	2 per unit	4.00	Rounded up ->	4.0
					Required Parking:	**59.0**

201 El Camino Real, Menlo Park, CA

Zoning Analysis

Zoning:	201 El Camino Real		ECR SW			Proposed Use: Retail, Restaurant, Residential	
Site Area:	17,302	sf*					
PERMITTED DEVELOPMENT INTENSITY						PROPOSED INTENSITY	
	BASE ZONING		PERMITTED WITH PUBLIC BENEFIT			PROPOSED CONSTRUCTION:	
						Proposed Gross Floor Area:	25,282.5 s.f.
Max FAR for all Uses:	1.1		1.5			Proposed Total FAR:	1.46 <1.5
Permitted Floor Area:	19,032.2	s.f.	25,953.0	s.f.		Proposed Res. Units:	12 Units
						Proposed Density:	30.00 Units/acre
						Proposed Floor Areas:	
						Restaurant:	1,200.0 s.f.
Permitted Density:	25	Units/acre	40	Units/acre		Retail:	5,875.6 s.f.
# Res. Units:	9	Units	15	Units		Common Circulation:	841.6 s.f.
						Residential Floor Area:	17,365.3 s.f.
BMR Housing:							
BMR requirement:	1 or in-lieu fee		1.5			BMR Units Proposed:	2 Units

* The lot area of the R-3 zoned 612 Cambridge parcel is not included in the lot area for these calculations.
** Residential Floor Area includes floor area on all three levels.

Setbacks:	Front	7'				Front	7'
	Right Side	5'				Right Side	5'
	Left Side	7'				Left Side	7'
	Rear:	20'				Rear:	20'
Height Limit:	Building height	38'				Building height:	38'
	Parapet height	42'				Parapet Height:	39' -5.25"
	Elevator/ Stairs	52'				Elevator/ Stairs	46'-2.5"

Open Space Minimum:		30%				Private Open Space	1,457.6 s.f.
						Common Open Space	6,599.9 s.f.
Minimum Required		5,190.6 s.f.				Total Provided:	8,057.5 s.f.

Required Vehicle Parking:		**Proposed Vehicle Parking:**			
Refer to Parking Calculation table on this sheet for a detailed analysis of required parking for each use.		Level 1:	21	cars, standard stalls	*Includes Common Circulation area allocated as a percentage by use
		Level 2:	10	cars, standard stalls	
		Level 2:	28	cars, stacker units	
Total parking required:	59 Cars	Total:	59		
ADA Parking Required:				EV Charging Station Requirements:	
Commercial: 2 Spaces Required				Of Commercial Parking, 32 Space:	
1 Van Accessible				EVSE Installed (10%) 4 Required	
1 Standard Accessible				EV Spaces Ready (15%) 5 Required	
Residential: 1 Space Required:					
1 Van Accessible				Residential: 1 EV Space per unit. 14 Total Required	
				Of which 15% to be EVCS Installed: 3 Required	
				Balance of EV Spaces Ready: 11 required	

Required Bike Parking:				Req.		
Restaurant	Long Term; 1 per 12,000 sf:	(min. 2)		2	Total Required	Total Proposed
	Short Term; 1 per 2,000 sf:	(min. 2)		6	18 Long Term	18 Long Term
Retail	Long Term; 1 per 12,000 sf	(min. 2)		2	10 Short Term	20 Short Term
	Short Term; 1 per 5,000 sf:	(min. 2)		2		
Residential, Multi Family:	Long Term; 1 per unit:			14		
	Short Term; 1 per 10 units:			2		

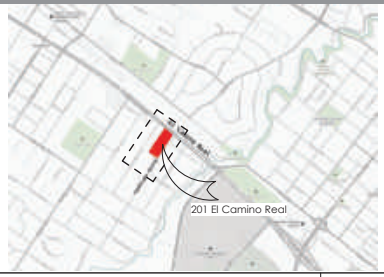
612 Cambridge Ave, Menlo Park, CA

Zoning Analysis

Zoning:	612 Cambridge		R-3		Proposed Used: 2 Residential Townhomes	
Site Area:	7923	sf				
PERMITTED DEVELOPMENT INTENSITY					PROPOSED INTENSITY	
Max Density:	2	units			Proposed Density:	2 units
Maximum FAR	0.45				Proposed FAR	0.450
Maximum Floor Area:	3,565	sf			Proposed Floor Area:	3,564.0 44.98%
Maximum Lot Coverage	2,377	sf			Proposed Lot Coverage	2,211.8 27.92%
Min. Required Open Space:	3,962	sf			Open Space Provided:	5,711 72.08%
Maximum Height:	35	ft			Proposed Height:	25' - 6"
Parking requirement:	2	Per Unit				
Total Parking Required:	4				Parking provided:	4 ***

***Townhouse parking provided in garage at 201 El Camino Real

VICINITY MAP



PROJECT TEAM

HISTORICAL STUDY:
Urban Programmers
10710 Ridgeview Ave.
San Jose, CA 95127
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Email: bbamburg@usa.net

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Phone: (415) 392-9688
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Email: xmejia@earthsystems.com

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, CA 94
Phone: ( ) -
Mobile:
Email:

ARCHITECT: EID Architects
Environmental Innovations in Design
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Palo Alto, CA 94306-2225
Phone: (650) 226-8770
Mobile: (650) 793-2856
Email: stuart@EIDarchitects.com

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Advanced Tree Care
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Mobile: (650) 537-0175
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Alamo, CA 94507
Phone: (925) 820-8502
Mobile: (925) 783-4300
Email: alfred@jointutility.com

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Mobile:
Email: steve.atkinson@arentfox.com

GENERAL CONTRACTOR:
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Phone:
Mobile:
Email:

OWNER:
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Atherton, CA 94027
Phone:
Mobile: (202) 550-0045
Email: yihanhu@stanford.edu

9/30/2020 12:53:03 PM

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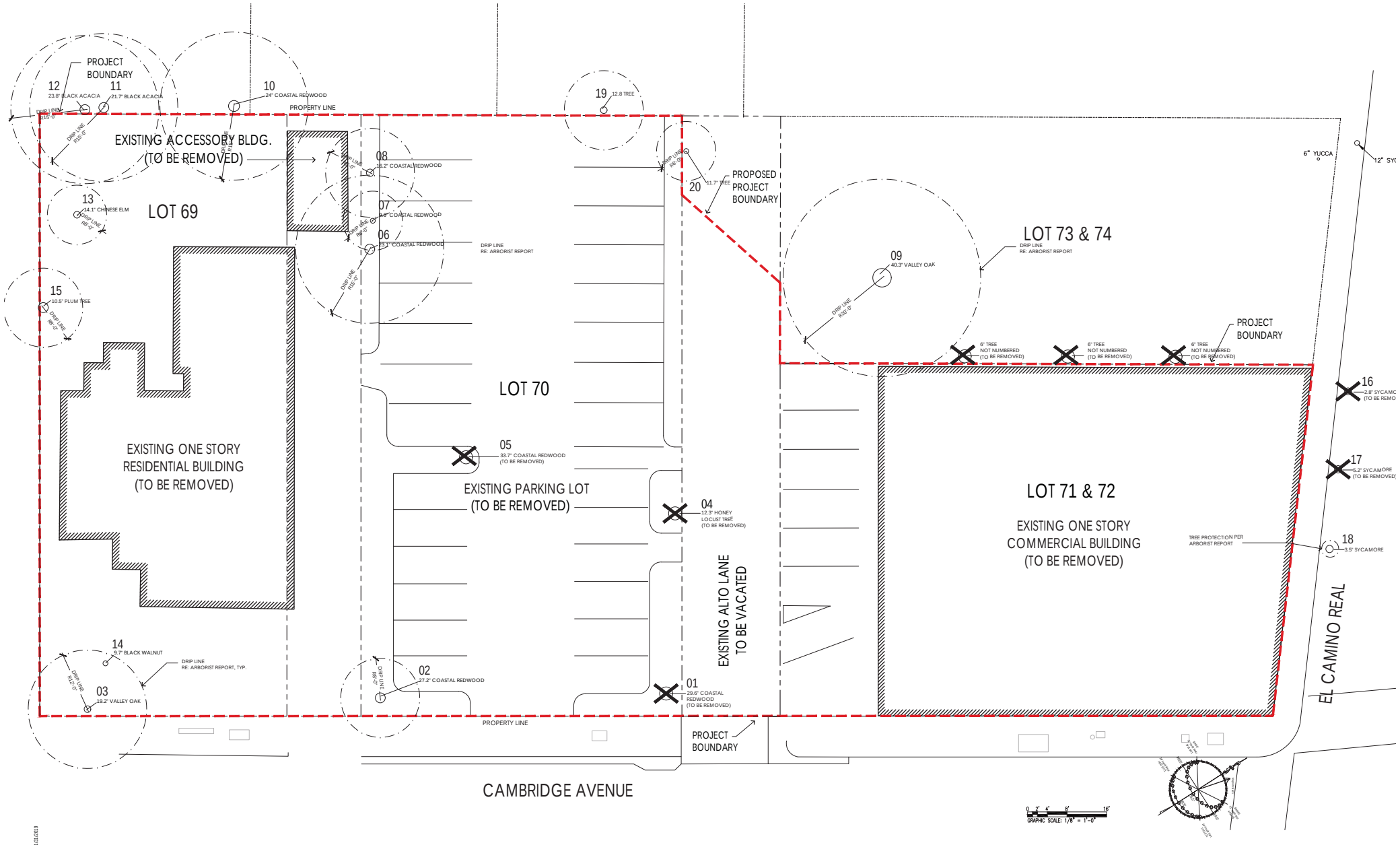
DATE 09/11/2020

201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE: COVER SHEET

SHEET NUMBER: A-0.0

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM



PRINT DATE: 1/31/2019

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DATE
08/10/2020

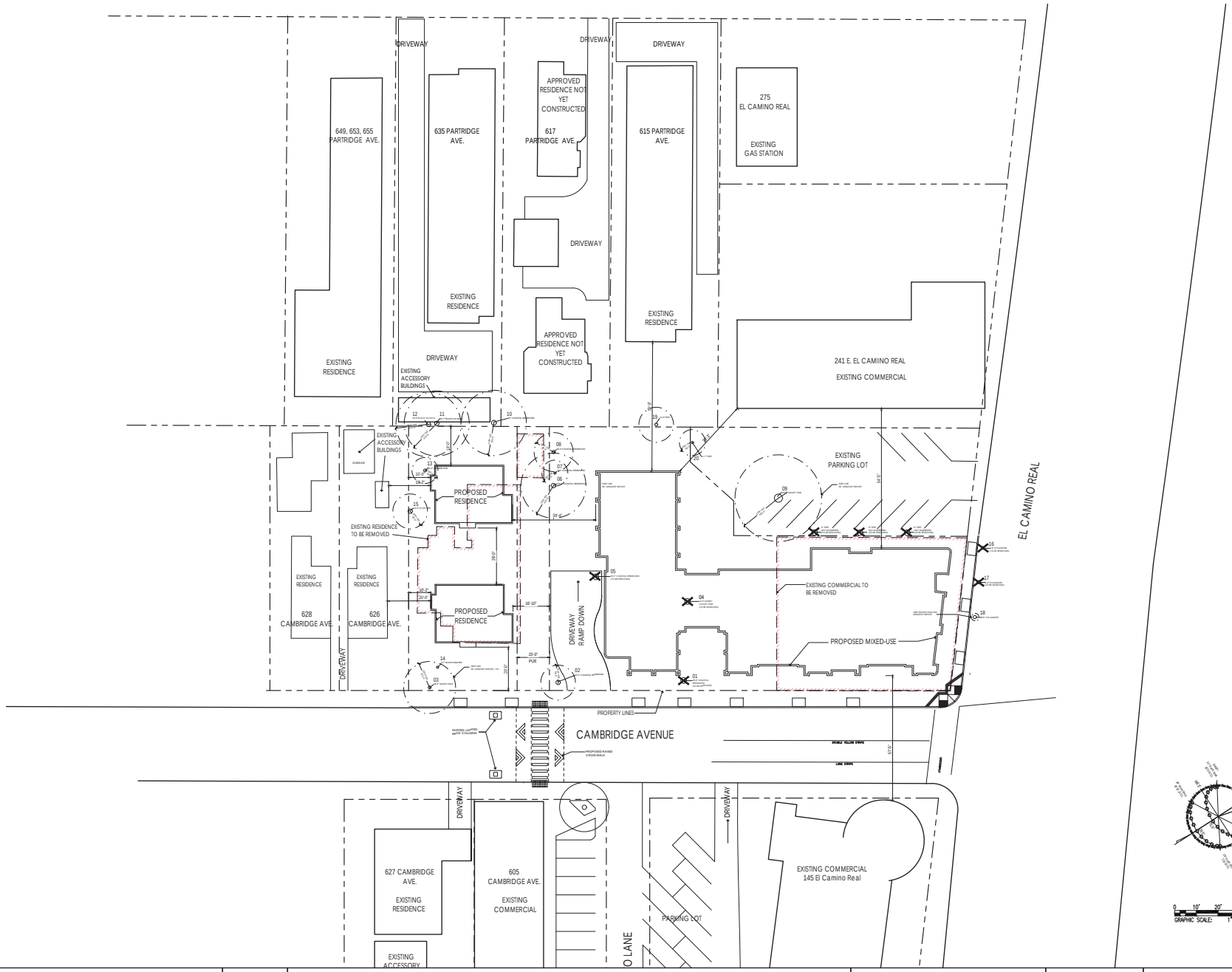
201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
EXISTING/DEMO
SITE PLAN

SHEET NUMBER
A-0.2a

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM

EID ARCHITECTS



PRINT DATE: 1/31/2019

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DATE
08/10/2020

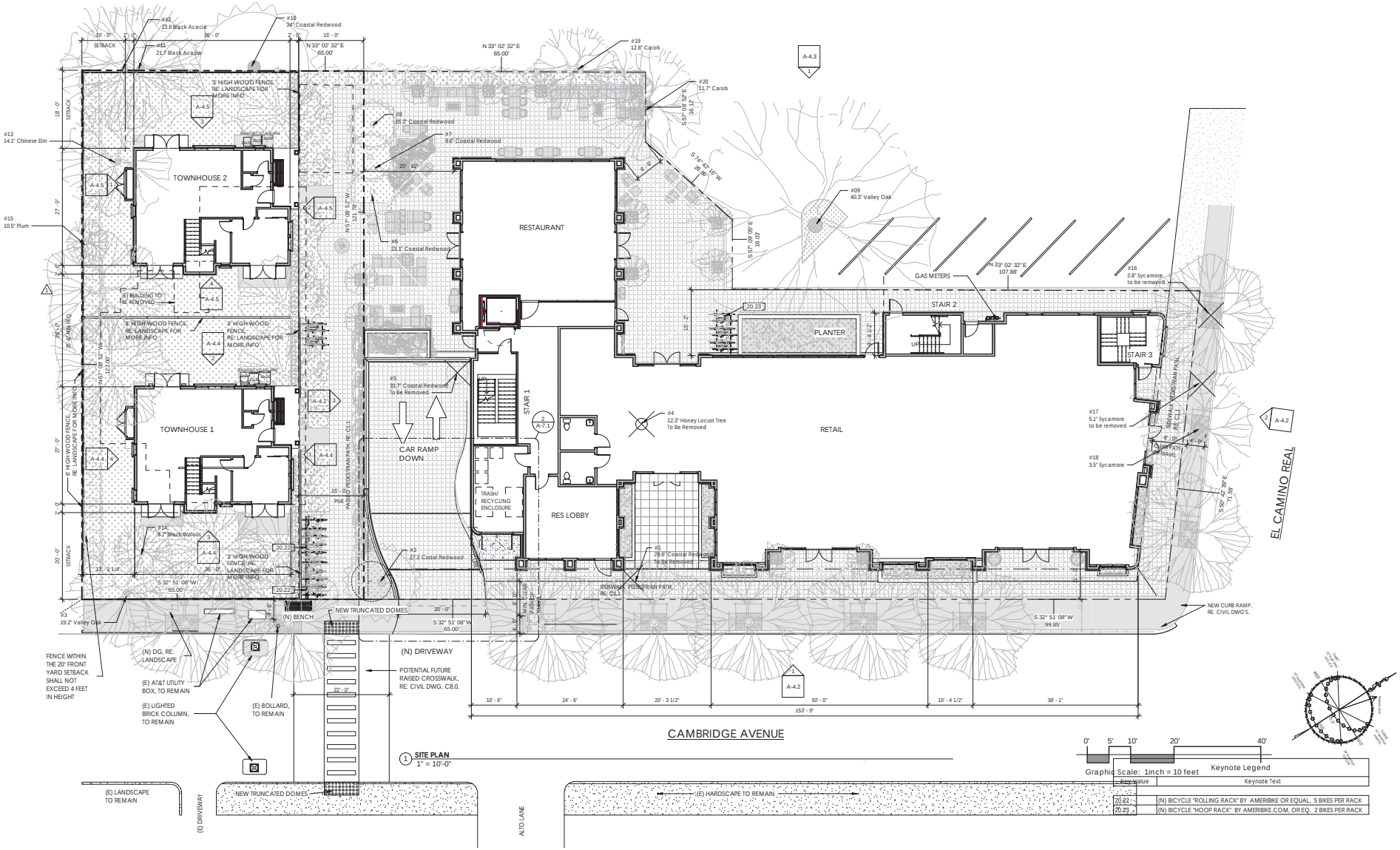
201 EL CAMINO REAL - 612 CAMBRIDGE AVE

MENLO PARK, CALIFORNIA 94025

SHEET TITLE
VICINITY SITE PLAN

SHEET NUMBER
A-1.0

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM



9/30/2020 11:53:13 AM

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DATE
09/11/2020

201 EL CAMINO REAL - 612 CAMBRIDGE AVE

MENLO PARK, CALIFORNIA 94025

SHEET TITLE
PROPOSED SITE PLAN

SHEET NUMBER
A-1.1

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM

EID ARCHITECTS

② CAMBRIDGE STREETSCAPE
12" = 1'-0"

① EL CAMINO STREETSCAPE
12" = 1'-0"

8/7/2020 03:53:41 PM

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DATE
08/10/2020

201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
PROPOSED STREET SCAPE VIEWS

SHEET NUMBER
A-4.1

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM

EID ARCHITECTS

8/7/2020 04:05:19 PM

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DATE
08/10/2020

201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
RENDERED STREET VIEW OF EL CAMINO REAL & CAMBRIDGE FRONTAGES

SHEET NUMBER
A-6.2

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM

EID ARCHITECTS

8/7/2020 04:05:19 PM

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DATE
08/10/2020

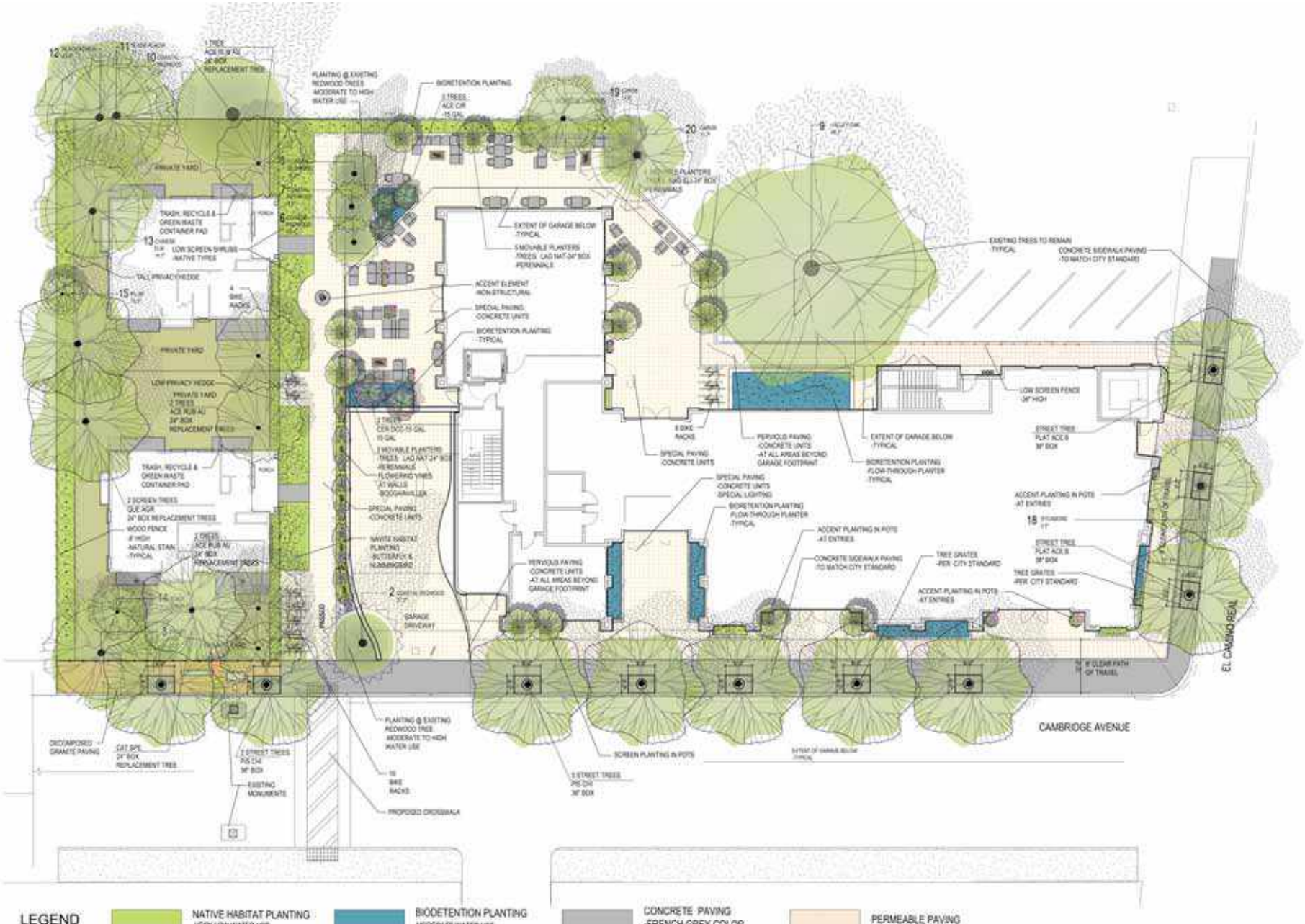
201 EL CAMINO REAL - 612 CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
RENDERED STREET VIEW OF PROPOSED CAMBRIDE AVE. FRONTAGE

SHEET NUMBER
A-6.3

ENVIRONMENTAL INNOVATIONS IN DESIGN
412 OLIVE AVE. PALO ALTO, CA 94306
PHONE: 650-226-8770 WWW.EIDARCHITECTS.COM

EID ARCHITECTS


EL CAMINO REAL
CAMBRIDGE AVENUE
LEGEND
NATIVE HABITAT PLANTING
VERY LOW WATER USE
HYDROZONE 1
REDWOOD PLANTING
HYGH WATER USE
HYDROZONE 5
BIODETENTION PLANTING
MODERATE WATER USE
HYDROZONE 4
PRIVATE YARD
VERY LOW WATER USE
HYDROZONE 5
CONCRETE PAVING
-FRENCH GREY COLOR
DECOMPOSED GRANITE
PAVING
-TAN COLOR
PERMEABLE PAVING
-CONCRETE UNITS
SPECIAL PAVING
-CONCRETE UNITS
SCALE: 1"=10'
DATE
05-11-2020
201 EL CAMINO REAL
MENLO PARK, CALIFORNIA 94025
SHEET TITLE
LANDSCAPE PLAN
SHEET NUMBER
L1.0

DocuSign Envelope ID: BAC0ABD3-95BE-4137-9974-531E0C08148A

PLANNING COMMISSION RESOLUTION NO. 2022-38

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK RECOMMENDING THAT THE CITY COUNCIL APPROVE A TWO-YEAR EXTENSION OF A VESTING TENTATIVE MAP ASSOCIATED WITH A MAJOR SUBDIVISION TO MERGE THE EXISTING SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) LOTS, ABANDON A PORTION OF ALTO LANE, AND CREATE A TWO-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES, WITH 12 RESIDENTIAL UNITS, ONE RESTAURANT SPACE AND NO MORE THAN THREE RETAIL SPACES ON ONE LOT IN THE SP-ECR/D ZONING DISTRICT, AND TWO TOWNHOUSES ON THE SECOND LOT IN THE R-3 (APARTMENT) ZONING DISTRICT.

WHEREAS, on October 27, 2020, the City approved a vesting tentative map associated with a major subdivision to merge the existing SP-ECR/D (El Camino Real/Downtown Specific Plan) lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot in the SP-ECR/D zoning district, and two townhouses on the second lot in the R-3 (Apartment) zoning district (collectively, the "Project") from Ray Parkinson ("Applicant"), on behalf of the property owner HuHan Two, LLC ("Owner"), located at 201-211 El Camino Real (APN 071-431-200), the unaddressed property with an APN of 071-413-370, a portion of Alto Lane, and 612 Cambridge Avenue (APN 071-413-380) ("Property"). The vesting tentative map is depicted in and subject to the development plans and documents which are attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the Property is located in the El Camino Real/Downtown Specific Plan (SP-ECR/D) zoning district and the El Camino Real South West (ECR SW) sub-district, which supports a variety of uses including restaurant, retail, and residential uses; and

WHEREAS, on October 19, 2022, the City received an application requesting a two-year extension of the above referenced vesting tentative map which is depicted in Exhibit A; and

WHEREAS, the proposed vesting tentative map extension complies with all objective standards of the SP-ECR/D district and ECR SW sub-district and furthers the original purposes of the project approvals by allowing the applicant to secure agency permitting and project contracting for the project and allow the approved project to be implemented; and

WHEREAS, the findings and conditions for the vesting tentative map extension would ensure that all City requirements are applied consistently and correctly as part of the project's implementation; and

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WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the approval of the vesting tentative map extension is consistent with the City Council's approval of the project and allows the project to be implemented; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the City had previously prepared and adopted an Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, for the project; and

WHEREAS, State CEQA Guidelines Section 15162 (Subsequent environmental impact reports and Negative Declarations) provides that when an environmental impact report (EIR) has been certified or negative declaration adopted for a project, no subsequent EIR or Negative Declaration shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record, that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State California Environmental Quality Act (CEQA) Guidelines Section 15162(a)(3.); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on December 5, 2022, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding Project; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

BE IT FURTHER RESOLVED that the Planning Commission finds that the above recitals together with the staff report and the application materials, including without limitation, the adopted MND, and all other documents, oral and written testimony, and materials in the City's file for the applications and the Project, and all adopted and applicable City planning documents related to the Project and the Project Site and all associated approved or certified environmental documents, have together served as an adequate and appropriate evidentiary basis for the recommendations set forth in this resolution.

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BE IT FURTHER RESOLVED that the Planning Commission makes the following findings and recommendations:

1. The proposed vesting tentative map extension does not modify any of the original Vesting Tentative Map's design, and therefore, all of the findings made on the original Vesting Tentative Map (City Council Resolution No. 6595) are still valid and apply to this extension; and
2. All conditions of approval in City Council Resolution No. 6595, not otherwise modified by this resolution, are still in effect.
3. The extension of vesting tentative map expiration by two years would allow the applicant to secure financing for the project and allow the approved project to be implemented, is appropriate.
4. State CEQA Guidelines Section 15162 (Subsequent EIRs and Negative Declarations) provides that when an EIR has been certified or negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines, on the basis of substantial evidence in light of the whole record, that there are new significant environmental effects due to a change in the project or circumstances, or there is new information of substantial importance as identified in State CEQA Guidelines Section 15162(a)(3). A MND was adopted for the project by City Council October 27, 2020. The extension of time for a tentative map does not involve any physical changes in the environment and hence does not have the potential for causing a significant effect on the environment. No potential new impacts related to the Project have been identified that would necessitate further environmental review. No other special circumstances exist that would create a reasonable possibility that the Project will have a significant adverse effect on the environment. Therefore, no further environmental review is required.

Severability.
If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Acting Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on December 5, 2022, by the following vote:

AYES: DeCardy, Do, Riggs, Schindler, Tate

NOES: None

ABSENT: Barnes, Harris

ABSTAIN: None

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IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 5th day of December, 2022

DocuSigned by:
Corinna Sandmeier
2C12F0CE92BC45A...

Corinna Sandmeier
Acting Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval

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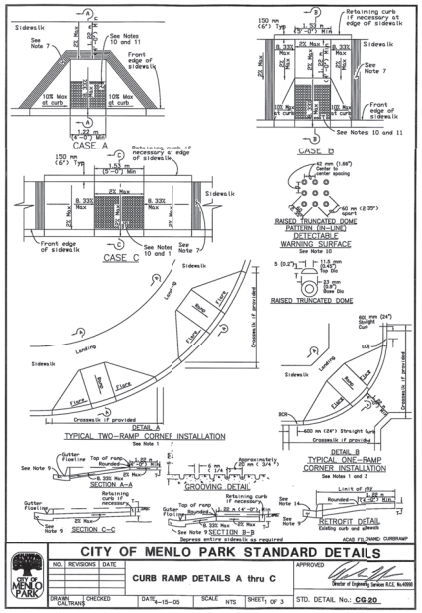
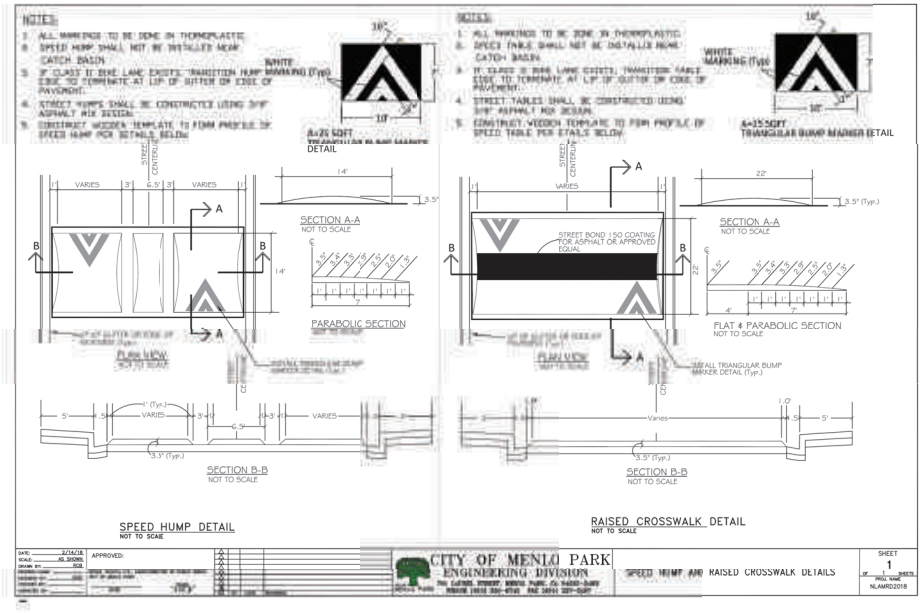
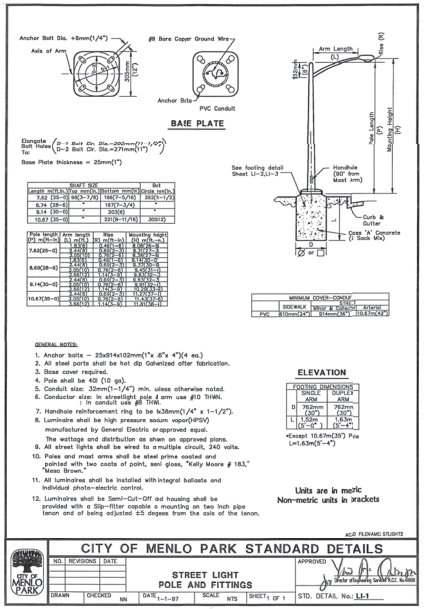
EXHIBIT A







NOT FOR CONSTRUCTION

STEINWOOD DESIGN ENGINEERING
2548 Mission Street
San Francisco, CA 94110
www.steinwooddesign.com

201 EL CAMINO REAL
at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

SHEET TITLE
CITY DETAILS

REVISIONS:

CHECKED: CB
PLOT DATE: JULY 24, 2020

PROJ NO.: 17-214
ISSUED: 07/24/2020
DWG. SCALE: NTS
DRAWN BY: AK

SHEET NO.
C8.0

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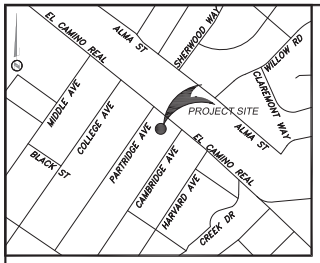


VICINITY MAP
NOT TO SCALE

SERVICE PROVIDERS

PARKS & RECREATION DISTRICT
CITY OF MENLO PARK (650) 330-2267

SCHOOL DISTRICT
LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
(650) 854-6311
MENLO PARK CITY SCHOOL DISTRICT
(650) 321-7140
REDWOOD CITY SCHOOL DISTRICT
(650) 482-2200
SEQUOIA UNION HIGH SCHOOL DISTRICT
(650) 369-1411
MENLO SCHOOL
(650) 330-2001
MENLO COLLEGE
(800) 556-3656

WATER
CAL WATER (650) 561-9709

SANITARY SEWER
WEST BAY SANITARY DISTRICT
(650) 321-0384

STORM DRAIN
SFPUC WATER (650) 872-5900

UTILITY
STANFORD UNIVERSITY UTILITY
(650) 444-9203

SOLID WASTE
RECOLOGY SAN MATEO COUNTY (650) 595-3900

GAS
PG&E (800) 743-5000

ELECTRIC
PG&E (800) 743-5000

POLICE DEPARTMENT
MENLO PARK POLICE (650) 330-6300

FIRE DEPARTMENT
MENLO PARK FIRE DISTRICT-STATION 3
(650) 688-8400

COMMUNICATIONS
AT&T (800) 241-3624
COMCAST (888) 824-8399
LEVEL3COMM (877) 366-8344 EX: 3
MCI WORLDCOMM (800) 624-9675
SPRINT (800) 521-0579
QWEST COMM (800) 283-4237
TELEPORT COMM (800) 241-3624
TPX COMMUNICATIONS (925) 726-5974
WAVE BROADBAND (888) 317-0488
ZAYO GROUP (888) 267-1063

201 EL CAMINO REAL

ASSESSOR'S PARCEL NUMBER
APN: 071-413-380
APN: 071-413-370
APN: 071-413-200

PROPERTY OWNER/DEVELOPER
HU-HANTWO LLC
86 MICHAELS WAY
ATHERTON, CA 94027

CIVIL ENGINEER
SHERWOOD DESIGN ENGINEERS
58 MAIDEN LANE, 3RD FLOOR
SAN FRANCISCO, CA 94108
415-677-7300

SURVEYOR
MARK THOMAS
3000 OAK ROAD, SUITE 650
WALNUT CREEK, CA 94597
ATTN: TRAVIS BOHAN
TBOHAN@MARKTHOMAS.COM

LOT AREA
TOTAL(GROSS): 0.59± AC

NUMBER OF PARCELS
3 EXISTING PARCELS

EXISTING ZONING
R3, SP-ECR-D

FLOOD ZONING
ZONE X (AREA OF MINIMAL FLOOD HAZARD)
PER FEMA MAP NO. 06081C0308E
EFFECTIVE DATE 10/16/2012

EXISTING LAND USE
GENERAL PLAN
DESIGNATION
CC, PR

PROPERTY DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF MENLO PARK, COUNTY OF SAN MATEO, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

LOTS 69, 70, 71 AND 72, BLOCK 7, AS DELINEATED UPON THAT CERTAIN MAP ENTITLED "MAP NO. 2 STANFORD PARK MENLO PARK, SAN MATEO COUNTY, CALIFORNIA", FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SAN MATEO, STATE OF CALIFORNIA, ON APRIL 2, 1913 IN BOOK 8 OF MAPS, AT PAGE 46.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE STATE OF CALIFORNIA FOR HIGHWAY PURPOSES BY DEED RECORDED FEBRUARY 4, 1930 IN BOOK 452, PAGE 399, OFFICIAL RECORDS.

ALSO THAT PORTION OF ALTO LANE (20 FOOT WIDE) WITHIN ABOVE SAID BLOCK 7, LYING ADJOINING AND BETWEEN LOT 70 AND LOTS 71-74 INCLUSIVE. (TO BE VACATED PER SEPARATE DOCUMENT)

PROJECT DESCRIPTION

THE PURPOSE OF THIS PROJECT IS TO CREATE A 2-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES. THE FIRST SHALL INCLUDE 12 RESIDENTIAL UNITS, 1 RESTAURANT, AND NO MORE THAN 3 RETAIL SPACES. THE SECOND SHALL HAVE 2 TOWNHOUSES.

SHEET INDEX

C0.0 TENTATIVE MAP COVER SHEET
C0.1 PARCEL PLAN
C0.2 PROPOSED LOT LINE ADJUSTMENT
C0.3 TOPOGRAPHICAL BOUNDARY SURVEY
C1.0 PROPOSED SITE PLAN
C1.1 AREA PLAN - UNDERGROUND
C1.2 AREA PLAN - 1ST FLOOR
C1.3 AREA PLAN - 2ND FLOOR
C1.4 AREA PLAN - 3RD FLOOR
C1.5 AREA PLAN - TOWNHOUSE
C1.6 FIRST FLOOR PLAN - MIXED-USE
C1.7 SECOND FLOOR PLAN - MIXED-USE
C1.8 THIRD FLOOR PLAN - MIXED-USE
C1.9 GARAGE LEVEL 1
C1.10 GARAGE LEVEL 2
C1.11 TOWNHOUSE #1 FLOOR PLANS
C1.12 TOWNHOUSE #2 FLOOR PLANS
C1.13 BUILDING SECTIONS
C1.14 BUILDING SECTIONS
C1.14 BUILDING SECTIONS
C1.16 BUILDING SECTIONS
C1.17 BUILDING SECTIONS
C2.0 CIRCULATION PLAN
C2.1 GARAGE VEHICLE TURNING
C2.2 FIRE ACCESS PLAN
C3.0 SITE AND GRADING PLAN - PRIVATE AND ONSITE
C3.1 UTILITY AND RELOCATION - PRIVATE AND ONSITE
C4.0 SITE AND GRADING PLAN - PUBLIC AND OFFSITE
C4.1 UTILITY AND RELOCATION - PUBLIC AND OFFSITE
C5.0 STORMWATER MANAGEMENT PLAN
C6.0 EROSION CONTROL PLAN
JT1 JOINT TRENCH CONCEPTUAL COMPOSITE
L1.0 LANDSCAPE PLAN
L2.0 PLANT LIST AND IMAGES
L3.0 WATER USE CALCULATIONS

BASIS OF BEARINGS

THE BEARINGS SHOWN ARE BASED ON NAD83 GRID BEARINGS AS ESTABLISHED FOR THE CENTERLINE OF CAMBRIDGE ROAD. TO MATCH THE RECORD BEARINGS OF N32°52'E, PER STANFORD PARK MAP NO. 2, FILED IN BOOK 8 OF MAPS, PAGE 46, SAN MATEO COUNTY RECORDS, ROTATE THE BEARINGS 1°20'53" COUNTER-CLOCKWISE.

NOTES

1. MARK THOMAS RELIED UPON CHICAGO TITLE COMPANY PRELIMINARY TITLE REPORT, ORDER NO. FWTO-4071400065-JJ, DATED MARCH 14, 2014, AS TITLE REFERENCE. EASEMENTS REFERENCED WITHIN SAID REPORT MAY AFFECT PROPERTY.

2. UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSED UTILITY.

3. TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOL SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZE OF TREE TRUNKS CAN ONLY BE CONSIDERED AS APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES WITH TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELD CREW.

4. THIS TENTATIVE PARCEL MAP MERGES & RESUBDIVIDES EXISTING PARCELS OWNED BY HU-HANTWO LLC.

5. PARCEL DIMENSIONS AND ACREAGES ARE APPROXIMATE.

6. PARCEL LINES AND AREAS MAY BE ADJUSTED AT THE TIME OF THE FINAL PARCEL MAP PROVIDED NO NEW ADDITIONAL PARCELS ARE CREATED, SUBJECT TO THE APPROVAL OF THE CITY OF MENLO PARK.

7. PURSUANT TO GOVERNMENT CODE SECTION 66456.1. THE SUBDIVIDER MAY FILE MULTIPLE FINAL MAPS BASED UPON THIS TENTATIVE PARCEL MAP. THE FILING OF A FINAL MAP ON A PORTION OF THIS TENTATIVE MAP SHALL NO INVALIDATE ANY PART OF THIS TENTATIVE PARCEL MAP.

8. EASEMENTS TO ACCOMMODATE NEW PUBLIC UTILITY IMPROVEMENTS, ACCESS REQUIRED FOR PARCEL DEVELOPMENT, OR OTHER SIMILAR MAPPING REQUIREMENTS NEEDED TO ACCOMPLISH THE FINAL DESIGN MAY BE ADDED PRIOR TO EACH FINAL MAP BASED ON THIS TENTATIVE PARCEL MAP.

9. ALL EXISTING RIGHT OF WAYS SHOWN WITHIN THE PROJECT LIMIT BOUNDARY ARE TO BE VACATED PER GOVERNMENT SECTION 66499.20, UNLESS OTHERWISE NOTED.

10. ALL STREET SIGNAGE AND STRIPING TO BE REPLACED TO THE SATISFACTION OF THE TRANSPORTATION MANAGER OF CITY OF MENLO PARK.

11. PER INSTRUMENT NUMBER 84083442 (TITLE REPORT EXCEPTION NUMBER 4), LOT 70 IS SUBJECT TO A PARKING EASEMENT TO BENEFIT LOT 69. EASEMENT WILL TERMINATE IF BUILDING ON LOT 69 IS REMOVED.

LEGEND

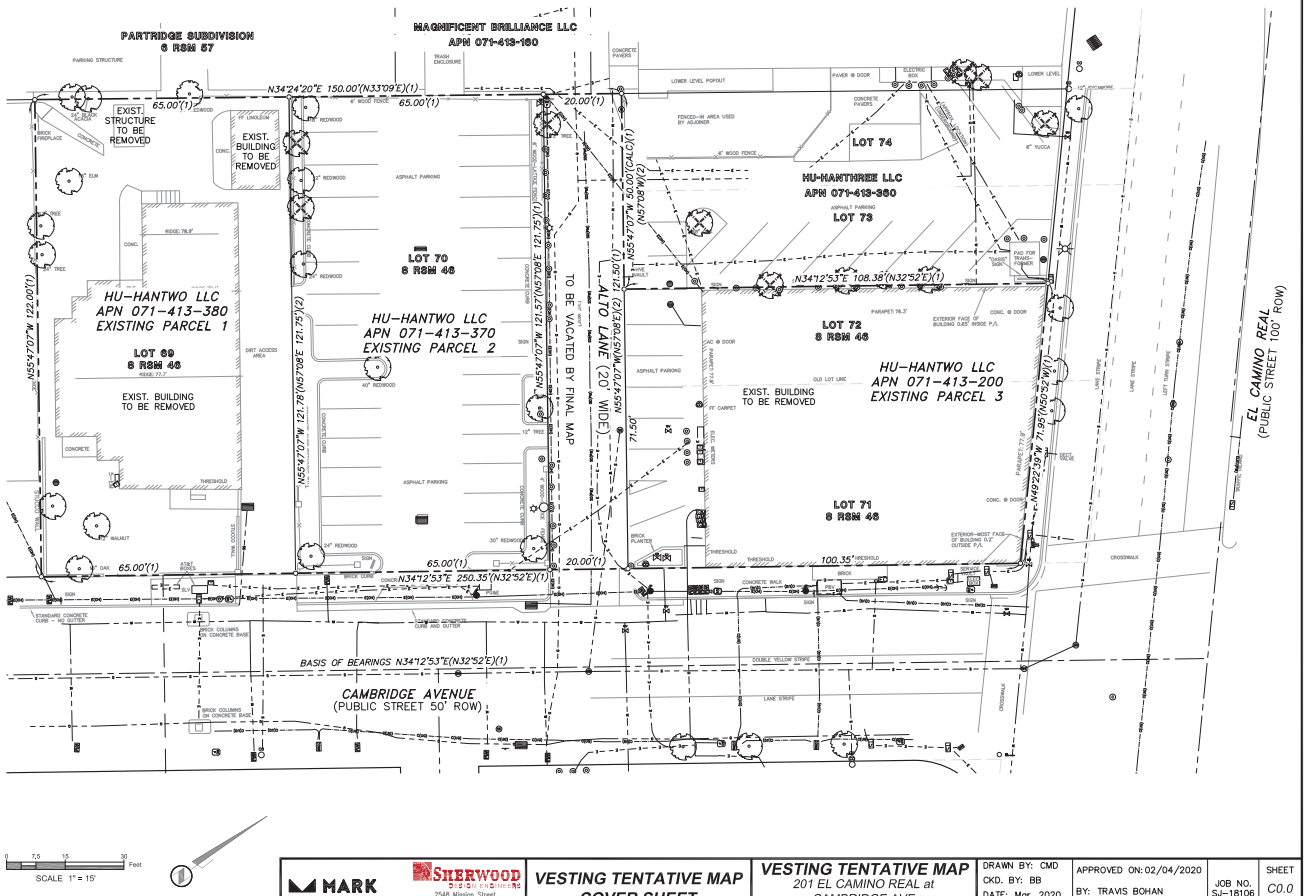
- AREA DRAIN
- BACKFLOW ASSEMBLY
- BOLLARD
- COMMUNICATIONS BOX
- COMMUNICATIONS MANHOLE
- DIMENSION POINT, NOTHING FOUND OR SET
- ELECTRICAL BOX
- ELECTRICAL METER
- ELECTROLIER
- FIRE DEPARTMENT CONNECTION
- FIRE HYDRANT
- GAS METER
- GUY ANCHOR
- HANDICAP PARKING SIGN
- JOINT POLE
- LIGHT POLE
- NO PARKING SIGN
- POWER POLE
- SEWER CLEANOUT
- SEWER MANHOLE
- SIGN
- SPEED LIMIT SIGN
- STORM DRAIN INLET
- STORM DRAIN MANHOLE
- TRAFFIC SIGNAL
- TRAFFIC SIGNAL BOX
- TRAFFIC SIGNAL AND ELECTROLIER
- TREE
- TREE TO BE REMOVED
- WATER METER
- WATER VALVE
- (1) STANFORD PARK, 8 MAPS, PAGE 46

LEGEND

- BUILDING FOOT PRINT (EXISTING)
- COMMUNICATIONS LINE UNDERGROUND
- TOP FACE OF CURB
- TOP BACK OF CURB
- ELECTRIC LINE OVER HEAD
- ELECTRIC LINE UNDERGROUND
- FENCE
- GAS LINE
- SANITARY SEWER LINE
- STORM DRAIN LINE
- STRIPING
- WATER LINE
- PROJECT LIMITS
- RIGHT OF WAY
- PROPERTY LINE
- CENTERLINE
- CONCRETE EDGE
- EDGE OF PAVEMENT
- WALL
- LIP OF GUTTER

ABBREVIATIONS

AC	ASPHALTIC CONCRETE
CONC	CONCRETE
FF	FINISHED FLOOR
OH	OVERHEAD ELECTRICAL
PBV	PACIFIC BELL VAULT
ROW	RIGHT OF WAY
SLV	SIGNAL VAULT



SURVEYOR'S STATEMENT

THIS SURVEY WAS MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS ACT IN NOVEMBER, 2018

LICENSED LAND SURVEYOR
TRAVIS TIMOTHY BOHAN
No. 8965
STATE OF CALIFORNIA

MARK THOMAS
3000 OAK ROAD, SUITE 650
WALNUT CREEK, CA 94597

TRAVIS TIMOTHY BOHAN LS 8965

11/12/19
DATE

MARK THOMAS
SHERWOOD DESIGN ENGINEERS
2548 Mission Street
San Francisco, CA 94110
www.sherwoodengineers.com

VESTING TENTATIVE MAP COVER SHEET

VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: CMD
CKD. BY: BB
DATE: Mar. 2020
SCALE: 1"=15'

APPROVED ON: 02/04/2020
BY: TRAVIS BOHAN
L.S. NO. 8965

JOB NO. SJ-18106

SHEET C0.0

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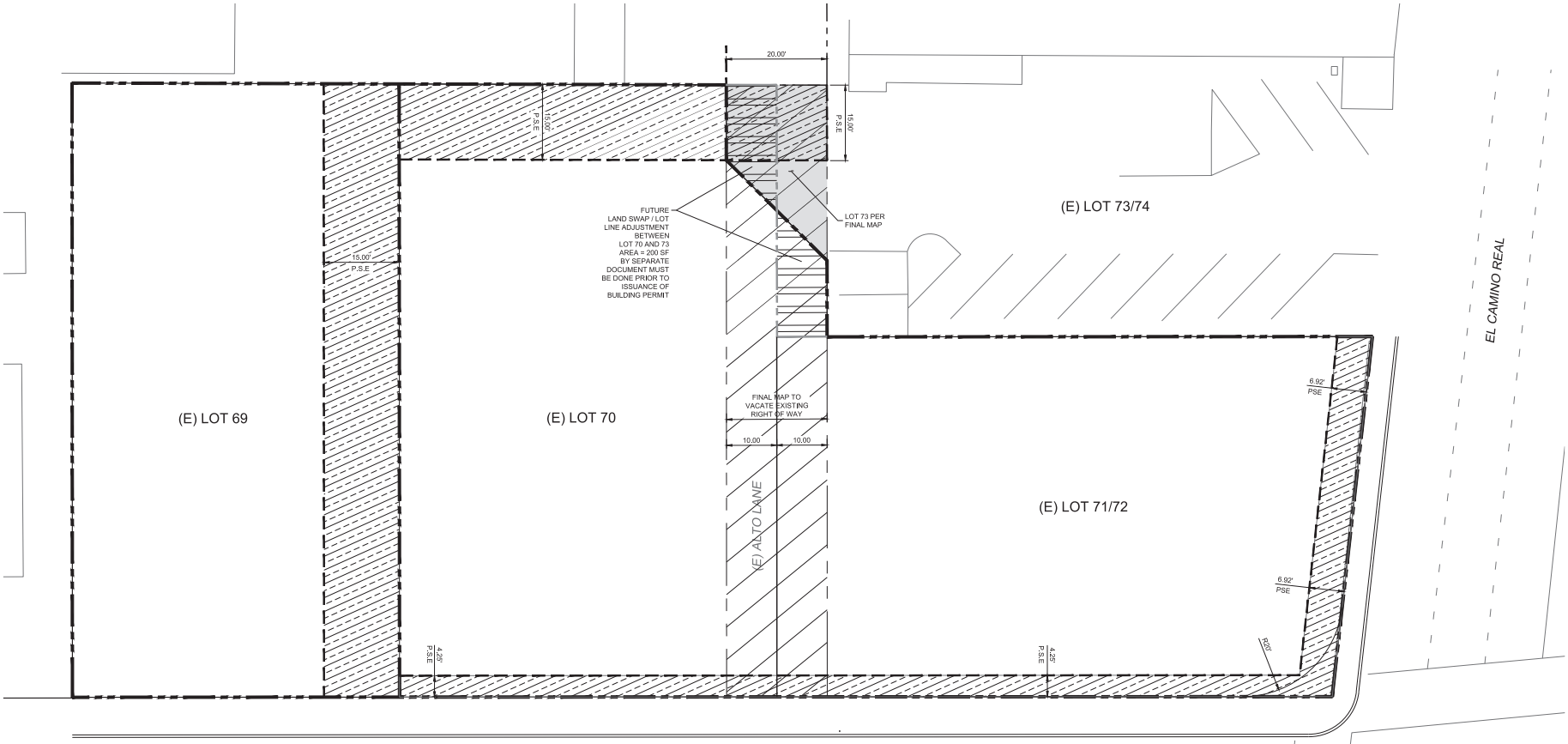

NOT FOR CONSTRUCTION

LEGEND

- PROPERTY LINE
- EASEMENT LINE
- EXISTING CITY ROW TO BE VACATED WITH FUTURE LOT LINE ADJUSTMENT TO LOT 73
- EXISTING CITY ROW TO BE VACATED TO LOT 70
- PUBLIC SERVICES EASEMENT (P.S.E)

	Existing	Proposed	
	Area (SF)	Area (SF)	P.S.E (SF)
Lot 69	7,923	7,923	1,827
Lot 70	7,909		
Lot 71/72	7,462	17,302	2,170
Alto Lane	2,431		
Subtotal	**25,725**	**25,225**	**3,997**
Lot 73/74 (Adjacent Property)	0	500	300
			4,297
Total	**25,725**	**25,725**	

0 5' 10' 20'

MARK THOMAS

SHERWOOD Design Engineers
2540 Mariposa Street
San Francisco, CA 94110
www.sherwoodengineers.com

PARCEL PLAN

VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: AK/TS
CKD. BY: CB
DATE: MARCH 2020
SCALE: 1" = 10'

APPROVED ON:
BY: JOHN LEYS
P.E. NO. C-72828

JOB NO. 17-214

SHEET C0.1

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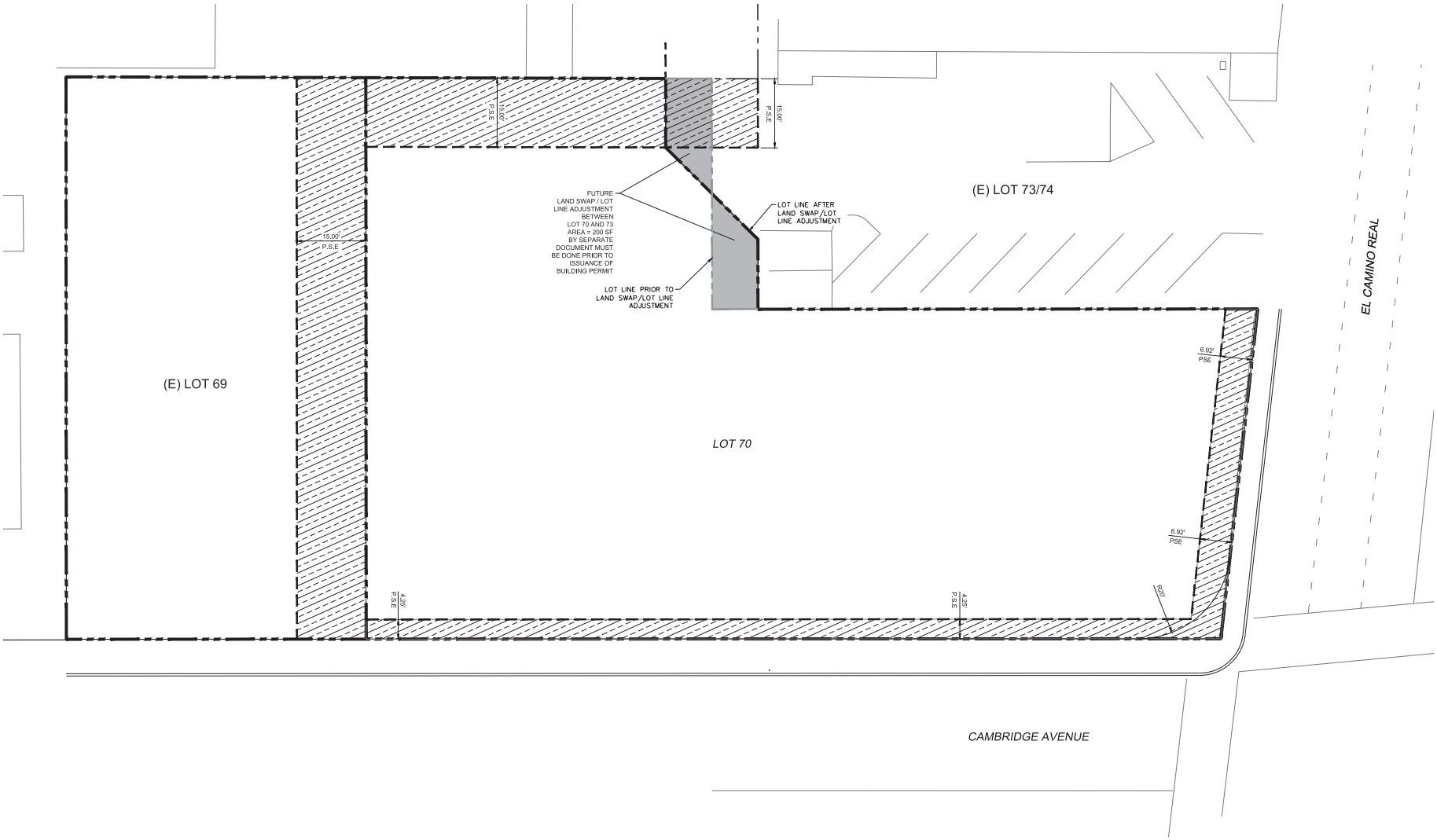

NOT FOR CONSTRUCTION

MARK THOMAS

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2540 Mariposa Street
San Francisco, CA 94110
www.sherwoodengineers.com

LOT LINE ADJUSTMENT

VESTING TENTATIVE MAP
201 EL CAMINO REAL at CAMBRIDGE AVE
MENLO PARK, CALIFORNIA 94025

DRAWN BY: AK/TS
CKD. BY: CB
DATE: MARCH 2020
SCALE: 1" = 10'

APPROVED ON:
BY: JOHN LEYS
P.E. NO. C-72828

JOB NO. 17-214

SHEET C0.2

DocuSign Envelope ID: BAC0ABD3-95BE-4137-9974-531E0C08148A

SECTION	G	T	C	S	P	OTHER
A*	X	X	X	X	X	
B*	X	X		X	X	
C*	X		X	X	X	
D*		X	X	X	X	
E*	X			X	X	
F*		X		X	X	
G*			X	X	X	
H*			X	X	X	
I	X	X	X			
J	X	X				
K	X		X			
L		X	X			
M	X	X	X	X		
N	X	X		X		
O	X		X	X		
P		X	X	X		
Q	X			X		
R		X		X		
S			X	X		
T	X					
U		X				
V			X			
W				X		

* THESE SECTIONS MAY OR MAY NOT CONTAIN SECONDARY

MINIMUM SEPARATION AND CLEARANCE REQUIREMENTS (INCHES)

LN	UTILITY TYPE	G	DUCT T	OR T	C
G	(GAS) SEE NOTES 4,7, & 13	-	12	12	12
T	TELEPHONE (DUCT)	12	-	1	1
T	TELEPHONE (DIRECT BURY)	12	1	-	1
C	CATV	12	1	1	-
S	ELECTRIC SECONDARY	6	12	12	12
P	ELECTRIC PRIMARY	12	12	12	12
SL	STREET LIGHT - SEE NOTE 5	6	12	12	12
FO*	FOREIGN ELEC SOURCES, NON PG&E*) SEE NOTE 5	12	12**	12*	0

*MUST BE CONSIDERED A "UTILITY" AS DEFINED IN UTILITY CODE SECTION 50453, "JOINT TRENCH."

**FOR EXCEPTIONS, REFER TO G.O. 128 RULE, SECTION 0, TYPE 10, 11, OR 12

MINIMUM BACKFILL REQUIREMENTS

JOINT TRENCH CONTRACTOR SHALL COMPLY WITH LOCAL GOVERNING AGENCIES' STANDARDS AND SPECIFICATIONS

VICINITY MAP - NOT TO SCALE

NOTE:
-PRELIMINARY PLANS-
NOT FOR CONSTRUCTION

NOTE:
PLEASE VERIFY THE SERVICE POINTS ON THIS PLAN MATCH YOUR CURRENT DESIGN. IF THERE ARE DISCREPANCIES, PLEASE CONTACT THE PROJECT MANAGER IN OUR OFFICE @ 925-820-8502

JOINT TRENCH UNDER WATER & S.S. & S.D.

JOINT TRENCH OVER WATER & S.S. & S.D.

TYPICAL P.G.&E. PRIMARY BOX EXCAVATION USING CONDUIT

TRENCH TRANSITION DETAIL (TYPICAL)

JOINT UTILITY TRENCH SECTION LEGEND

NOTE:
TRENCH SECTIONS SHOW UTILITY OCCUPANCY ONLY.
SIZE AND QUANTITY OF CONDUITS NOT SHOWN.

SECTION 'D' 157 LF

SECTION 'E1' 159 LF

SECTION 'H' 77 LF

SECTION 'H1' 1445 LF

SECTION 'L' 107 LF

SECTION 'M2' 165 LF (COMPLETIONS) (SERVICE)

SECTION 'T' 286 LF

SECTION 'T1' 94 LF (SERVICE)

SECTION 'U' 48 LF

SECTION 'W1' 35 LF

PARTRIDGE AVENUE

APPROXIMATE LOCATION 4'x6' BELLHOLE FOR TIE IN TO GAS MAIN.

T

286'

EL CAMINO REAL

NOT FOR CONSTRUCTION

30"X48"X36" AT&T INTERCEPT BOX

AT&T AND COMCAST TO TIE-IN TO EXISTING POLE

L 87' L

M2-18'

26"X36"X18" COMCAST

RE-ROUTE ELECTRIC FEED TO TRANSFORMER FROM ALTO LANE TO EL CAMINO. DEMO EX. ELECTRIC AND ABANDON ELECTRIC SUBSTRUCTURES IN PLACE.

H1-14'

T1-73'

GAS METERS

E1

4'x4'x12' BELLHOLE FOR GAS TIE-IN.

M2

M2-18'

129'

3"X5"X4" AT&T

W1-35'

4'6" x 8'6" x 6' TRANS VAULT (5'6" X 9'6" O.D)

H-24'

4'6" x 8'6" PG&E SWITCH VAULT (5'6" X 9'6" O.D)

4'6" x 8'6" PG&E JUNCTION BOX (5'6" X 9'6" O.D)

4.5' FROM LIP OF GUTTER

L-20'

4'6" x 6'6" x 5' TRANS VAULT (5'0" X 7'6" O.D)

17"X30"X18" COMCAST

H1-26'

159'

H1-22' H1-22'

26"X36"X18" COMCAST

M2

H 53' H

H1-18'

TIE-IN TO EX. PRIMARY ELECTRIC (APPROX LOCATION)

D D

157'

CAMBRIDGE AVENUE

U-20'

T1-21'

EXISTING OVERHEAD LINES TO BE PLACED UNDERGROUND ALONG FRONTAGE

L-35'

E1

U-28'

APPROXIMATE LOCATION 4'x6' BELLHOLE FOR TIE IN TO GAS MAIN.

4'X6'X6'6" AT&T MANHOLE

EX 17"x 30" AT&T

H1-57'

C/L OF TRENCH 18" FROM EXISTING GAS PIPE

EXISTING PRIMARY ELECTRIC JUNCTION BOX

APPROXIMATE LOCATION 4'x6' BELLHOLE FOR TIE IN TO GAS MAIN.

20 0 10 20 40

(IN FEET)
1 INCH = 20 FT.

NORTH

MILLENNIUM DESIGN & CONSULTING, INC. UTILITY DESIGN & CONSULTING - APPLICANT DESIGN - STREET LIGHTING P.O. BOX 737 ALAMO, CA 94507 PHONE: 925-820-8502 - FAX: 925-820-8407	MARK THOMAS 2548 Mason Street San Francisco, CA 94110 www.sherwoodengineers.com	JOINT TRENCH CONCEPTUAL COMPOSITE	VESTING TENTATIVE MAP 201 EL CAMINO REAL at CAMBRIDGE AVE MENLO PARK, CALIFORNIA 94025

DRAWN BY: AK/TS CKD. BY: CB DATE: MARCH 2020 SCALE: 1" = 20'	APPROVED ON: BY: JOHN LEYS P.E. NO. C-72828	JOB NO. 17-214	SHEET JT1

DocuSign Envelope ID: BAC0ABD3-95BE-4137-9974-531E0C08148A

EXHIBIT B

ENVIRONMENTAL | EID ARCHITECTS | INNOVATIONS

201 El Camino Real & 612 Cambridge Avenue

Major Subdivision Map Revisions

Request for Extension

We are writing to request an extension for the Major Subdivision Map Revisions for the project approved by City Council on October 27, 2020. (PLN2018-00061) associated with the construction of a mixed-use project at 201 El Camino Real and Townhomes at 612 Cambridge Avenue. Per the Development Permit Application & Agreement To Pay Fees submitted on 04/08/2022, we are requesting a twenty-four month extension (after 10/27/2022) for the Planning Approval and Building Permit Submittal (PLN2018-00061).

We are requesting this extension to allow additional time for the plan check review of the construction documents and permit issuance that is necessary before construction can commence on the project. The project team is diligently working to advance the various associated permit processes and interconnected contract assignments with City Departments, PG&E, Caltrans, AT&T, various joint trench, demolition subcontractors and general contractors, etc; and, due to delays related to Covid19 and subsequent variants which caused extenuating circumstances throughout the building industry, the project will need additional time requested to assist the construction process.

Construction documents have been completed and have been submitted to the city for plan check review for the mixed-use building at 201 El Camino Real (**BPA2022-02658),** and for the two detached single-family Townhomes at 612 Cambridge Avenue. (**BLD2022-02665 & BPA2022-02663).**

The two Heritage trees that were approved to be removed as part of the approved project have been removed under permit HTR2019-00024.

No further community outreach has occurred after the City Council approval on 10/27/2022.

Sincerely,

STUART WELTE, AIA, LEED ap, ICC
EID ARCHITECTS
dir 650.793.2856

DocuSign Envelope ID: BAC0ABD3-95BE-4137-9974-531E0C08148A

LOCATION: 201 El Camino Real and 612 Cambridge Avenue	**APPLICATION:** SUB2022-00008	**APPLICANT:** Ray Parkinson	**OWNER:** HuHan Two, LLC

PROJECT CONDITIONS – VESTING TENTATIVE MAP EXTENSION:

1. The vesting tentative map extension shall be subject to all conditions that were included in the City's Council's October 27, 2020 approval of the vesting tentative map and associated entitlements, except that the expiration date of the vesting tentative map is extended to October 27, 2024.

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RESOLUTION NO. 6595

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROVING FINDINGS AND CONDITIONS FOR ARCHITECTURAL CONTROL, A USE PERMIT, AND A VESTING TENTATIVE MAP FOR THE PROJECT LOCATED AT 201-211 EL CAMINO REAL AND 612 CAMBRIDGE AVENUE

WHEREAS, the City of Menlo Park ("City") has received an application from HuHan Two, LLC ("Applicant"), for architectural control, use permit and a vesting tentative map to merge existing SP-ECR/D lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant and no more than three retail spaces on one lot, and two townhouses on the second lot by constructing on the property located at 201-211 El Camino Real and 612 Cambridge Avenue ("Project"); and

WHEREAS, the findings and conditions for the Architectural Control, Use Permit, and Vesting Tentative Map would ensure that all City requirements are applied consistently and correctly as part of the project's implementation; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on October 5, 2020 whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the findings and conditions for Architectural Control, Use Permit, and Vesting Tentative Map; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on October 27, 2020 whereat all persons interested therein might appear and be heard; and

WHEREAS, the City Council reviewed the project on October 27, 2020, and found the project to be within the scope of the project covered by an Initial Study and Mitigated Negative Declaration (IS/MND), which was circulated for public review between September 3, 2020 and October 2, 2020; and

WHEREAS, the City Council of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the findings and conditions for Architectural Control, Use Permit, and Vesting Tentative Map.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the Architectural Control, Use Permit, and Vesting Tentative Map for the Project and the findings and conditions attached hereto as Exhibit A and incorporated herein by this reference.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the twenty-seventh day of October, 2020, by the following votes:

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AYES: Carlton, Combs, Mueller, Nash, Taylor

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-seventh day of October, 2020.

DocuSigned by:

39280A20D0BE491...

Judi A. Herren, City Clerk

DocuSign Envelope ID: 2DBE6131-9442-4689-B1A9-69D9CB0DF143

EXHIBIT A

201-211 El Camino Real and 612 Cambridge Avenue – Recommended Actions

LOCATION: 201-211 El Camino Real and 612 Cambridge Avenue	**PROJECT NUMBER:** PLN2018-00061	**APPLICANT:** Steve Atkinson	**OWNER:** HuHan Two, LLC

PROPOSAL: Request for architectural control, a use permit, a vesting tentative map, a below market rate (BMR) housing agreement, and environmental review for demolition of an existing commercial building and a multifamily residential building and the construction of a new three-story, mixed-use building with a below-ground parking structure and two townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 201-211 El Camino Real. The two townhouses would be constructed on a substandard lot with respect to lot width located in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue. A vesting tentative map is requested to merge the existing SP-ECR/D lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot, and two townhouses on the second lot. The proposal includes a request for a Public Benefit Bonus, with the benefit consisting of rounding up a fractional BMR unit requirement to a full BMR unit for a total of two on-site BMR units. The project also requires Planning Commission review for consistency with the General Plan related to the proposed vacation of Alto Lane, a public right-of-way adjacent to 201-211 El Camino Real and 239-251 El Camino Real. A portion of the abandoned public right-of-way would go to the adjacent property owners at 201-211 El Camino Real and 239-251 El Camino Real. An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for the proposed project in accordance with the California Environmental Quality Act (CEQA).

DECISION ENTITY: City Council	**DATE:** October 27, 2020	**ACTION:** TBD

VOTE: TBD (Carlton, Combs, Mueller, Nash, Taylor)

ACTION:

1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:

    a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State California Environmental Quality Act Guidelines;

    b. The Planning Commission has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period;

    c. Based on the Initial Study prepared for the Mitigated Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment; and

    d. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program, which is approved as part of this finding.

2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:

    a. The general appearance of the structure is in keeping with the character of the neighborhood. The proposed exterior materials and finishes would be high quality in nature and would reinforce the neighborhood compatibility. The scale variation enables a smooth and cohesive transition from the denser and taller mixed use building to the shorter townhouses and lower density neighborhood along Cambridge Avenue.

    b. The development will not be detrimental to the harmonious and orderly growth of the City. The construction and ongoing occupation of the site would proceed in accordance with all applicable City requirements and procedures, as verified in these conditions of approval. The

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LOCATION: 201-211 El Camino Real and 612 Cambridge Avenue	**PROJECT NUMBER:** PLN2018-00061	**APPLICANT:** Steve Atkinson	**OWNER:** HuHan Two, LLC

PROPOSAL: Request for architectural control, a use permit, a vesting tentative map, a below market rate (BMR) housing agreement, and environmental review for demolition of an existing commercial building and a multifamily residential building and the construction of a new three-story, mixed-use building with a below-ground parking structure and two townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 201-211 El Camino Real. The two townhouses would be constructed on a substandard lot with respect to lot width located in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue. A vesting tentative map is requested to merge the existing SP-ECR/D lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot, and two townhouses on the second lot. The proposal includes a request for a Public Benefit Bonus, with the benefit consisting of rounding up a fractional BMR unit requirement to a full BMR unit for a total of two on-site BMR units. The project also requires Planning Commission review for consistency with the General Plan related to the proposed vacation of Alto Lane, a public right-of-way adjacent to 201-211 El Camino Real and 239-251 El Camino Real. A portion of the abandoned public right-of-way would go to the adjacent property owners at 201-211 El Camino Real and 239-251 El Camino Real. An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for the proposed project in accordance with the California Environmental Quality Act (CEQA).

DECISION ENTITY: City Council	**DATE:** October 27, 2020	**ACTION:** TBD

VOTE: TBD (Carlton, Combs, Mueller, Nash, Taylor)

ACTION:

sequencing of the public service easement at the start of the project would ensure that all development occurs with appropriate reference to the required utility relocations.

c. The development will not impair the desirability of investment or occupation in the neighborhood. The project shall provide retail and restaurant components to retain some of the existing commercial uses on site.

d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking. Parking agreements shall be arranged to ensure both properties are granted the required parking for each component of the project.

e. The development is consistent with the El Camino Real/Downtown Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet.

3. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.

4. Make findings that the proposed major subdivision is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act.

5. Approve the Below Market Rate Rental Housing Agreement.

6. Approve the architectural control, use permit, and vesting tentative map subject to the following ***standard*** conditions:

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LOCATION: 201-211 El Camino Real and 612 Cambridge Avenue	**PROJECT NUMBER:** PLN2018-00061	**APPLICANT:** Steve Atkinson	**OWNER:** HuHan Two, LLC

PROPOSAL: Request for architectural control, a use permit, a vesting tentative map, a below market rate (BMR) housing agreement, and environmental review for demolition of an existing commercial building and a multifamily residential building and the construction of a new three-story, mixed-use building with a below-ground parking structure and two townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 201-211 El Camino Real. The two townhouses would be constructed on a substandard lot with respect to lot width located in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue. A vesting tentative map is requested to merge the existing SP-ECR/D lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot, and two townhouses on the second lot. The proposal includes a request for a Public Benefit Bonus, with the benefit consisting of rounding up a fractional BMR unit requirement to a full BMR unit for a total of two on-site BMR units. The project also requires Planning Commission review for consistency with the General Plan related to the proposed vacation of Alto Lane, a public right-of-way adjacent to 201-211 El Camino Real and 239-251 El Camino Real. A portion of the abandoned public right-of-way would go to the adjacent property owners at 201-211 El Camino Real and 239-251 El Camino Real. An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for the proposed project in accordance with the California Environmental Quality Act (CEQA).

DECISION ENTITY: City Council	**DATE:** October 27, 2020	**ACTION:** TBD

VOTE: TBD (Carlton, Combs, Mueller, Nash, Taylor)

ACTION:

a. The applicant shall be required to apply for a building permit within one year from the date of approval (by October 27, 2021) for the use permit to remain in effect.

b. Development of the project shall be substantially in conformance with the plans prepared by EID Architects, consisting of 81 plan sheets, dated received on September 30, 2020, and recommended for approval by the City Council on October 27, 2020, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

c. Minor modifications to building exteriors and locations, fence styles and locations, signage, and significant landscape features may be approved by the Community Development Director or designee, based on the determination that the proposed modification is consistent with other building and design elements of the approved Architectural Control and will not have an adverse impact on the character and aesthetics of the site. The Director may refer any request for revisions to the plans to the Planning Commission for architectural control approval. A public meeting could be called regarding such changes if deemed necessary by the Planning Commission.

d. Minor modifications where the Community Development Director determines the modifications are more substantive than the changes outlined in 7c. may be approved by the Community Development Director, provided the modifications are determined to be consistent with the building and design elements of the approved project, subject to notification of the Planning Commission. A member of the Planning Commission may request to discuss these modifications on the next agenda.

e. Major modifications to the development plan which involve material changes, or expansion or intensification of development may be allowed subject to obtaining an architectural control permit from the Planning Commission.

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LOCATION: 201-211 El Camino Real and 612 Cambridge Avenue	**PROJECT NUMBER:** PLN2018-00061	**APPLICANT:** Steve Atkinson	**OWNER:** HuHan Two, LLC

PROPOSAL: Request for architectural control, a use permit, a vesting tentative map, a below market rate (BMR) housing agreement, and environmental review for demolition of an existing commercial building and a multifamily residential building and the construction of a new three-story, mixed-use building with a below-ground parking structure and two townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 201-211 El Camino Real. The two townhouses would be constructed on a substandard lot with respect to lot width located in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue. A vesting tentative map is requested to merge the existing SP-ECR/D lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot, and two townhouses on the second lot. The proposal includes a request for a Public Benefit Bonus, with the benefit consisting of rounding up a fractional BMR unit requirement to a full BMR unit for a total of two on-site BMR units. The project also requires Planning Commission review for consistency with the General Plan related to the proposed vacation of Alto Lane, a public right-of-way adjacent to 201-211 El Camino Real and 239-251 El Camino Real. A portion of the abandoned public right-of-way would go to the adjacent property owners at 201-211 El Camino Real and 239-251 El Camino Real. An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for the proposed project in accordance with the California Environmental Quality Act (CEQA).

DECISION ENTITY: City Council	**DATE:** October 27, 2020	**ACTION:** TBD

VOTE: TBD (Carlton, Combs, Mueller, Nash, Taylor)

ACTION:

f. Prior to building permit issuance, the applicant shall comply with all Sanitary District, California Water Company, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

g. Prior to Final Map approval, the applicant shall submit plans for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, 5) tree protection fencing, and 6) construction vehicle parking. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.

h. Prior to building permit issuance, the applicant shall submit plans for construction related parking management, construction staging, material storage and Traffic Control Handling Plan (TCHP) to be reviewed and approved by the City. The applicant shall secure adequate parking for any and all construction trades, until the parking podium is available on the project site. The plan shall include construction phasing and anticipated method of traffic handling for each phase.

i. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Advanced Tree Care, dated received August 10, 2020.

j. Prior to Final Map approval, the applicant shall submit an updated Storm Water Management plan with review of third party engineer’s certification.

k. Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality, in accordance with the approved Stormwater Pollution Prevention Plans.

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201-211 El Camino Real and 612 Cambridge Avenue – Recommended Actions

LOCATION: 201-211 El Camino Real and 612 Cambridge Avenue	**PROJECT NUMBER:** PLN2018-00061	**APPLICANT:** Steve Atkinson	**OWNER:** HuHan Two, LLC

PROPOSAL: Request for architectural control, a use permit, a vesting tentative map, a below market rate (BMR) housing agreement, and environmental review for demolition of an existing commercial building and a multifamily residential building and the construction of a new three-story, mixed-use building with a below-ground parking structure and two townhouses. The mixed-use building would consist of retail and restaurant uses on the first floor and 12 residential units on the second and third floors in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 201-211 El Camino Real. The two townhouses would be constructed on a substandard lot with respect to lot width located in the R-3 (Apartment) zoning district, at 612 Cambridge Avenue. A vesting tentative map is requested to merge the existing SP-ECR/D lots, abandon a portion of Alto Lane, and create a two-lot subdivision for condominium purposes, with 12 residential units, one restaurant space and no more than three retail spaces on one lot, and two townhouses on the second lot. The proposal includes a request for a Public Benefit Bonus, with the benefit consisting of rounding up a fractional BMR unit requirement to a full BMR unit for a total of two on-site BMR units. The project also requires Planning Commission review for consistency with the General Plan related to the proposed vacation of Alto Lane, a public right-of-way adjacent to 201-211 El Camino Real and 239-251 El Camino Real. A portion of the abandoned public right-of-way would go to the adjacent property owners at 201-211 El Camino Real and 239-251 El Camino Real. An Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for the proposed project in accordance with the California Environmental Quality Act (CEQA).

DECISION ENTITY: City Council	**DATE:** October 27, 2020	**ACTION:** TBD

VOTE: TBD (Carlton, Combs, Mueller, Nash, Taylor)

ACTION:

l. Prior to issuance of a building permit, the final, signed BMR agreement shall be recorded with the County of San Mateo and a conformed copy shall be submitted to the Planning Division.

7. Approve the architectural control, use permit and vesting tentative map subject to the following ***project-specific*** conditions:

   a. The applicant shall address all Mitigation, Monitoring, and Reporting Program (MMRP) requirements as specified in the MMRP. Failure to meet these requirements may result in delays to the building permit issuance, stop work orders during construction, and/or fines.

   b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an updated LEED Checklist, subject to review and approval of the Planning Division. The Checklist shall be prepared by a LEED Accredited Professional (LEED AP). The LEED AP shall submit a cover letter stating their qualifications, and confirm that they have prepared the Checklist and that the information presented is accurate. Confirmation that the project conceptually achieves LEED Silver certification shall be required before issuance of the building permit. Prior to final inspection of the building permit or as early as the project can be certified by the United States Green Building Council, the project shall submit verification that the development has achieved final LEED Silver certification.

   c. Covenants, Conditions & Restrictions (CC&Rs) will be required for the development as a whole (two properties), addressing overlapping topics such as shared parking and access, stormwater treatment areas, and storm drains. CC&R's need to be submitted, reviewed by Planning, Public Works, and the City Attorney prior to final map approval or building permit issuance. Easements, deed restrictions, or other alternate mechanisms may be used for these requirements, as specified by the City Attorney. The CC&R shall be recorded prior to final inspection.

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d. The parking garage gates shall remain open while businesses are in operation hours, in order to limit the potential for vehicles blocking the sidewalk while waiting for the gate to open. The Transportation Manager may adjust these times if requested in the future, provided that the applicant demonstrates that pedestrian safety will not be compromised.

e. Dedication of Public Service Easements will be required prior to final occupancy as part of the Final Map or separate instrument to accommodate a 12-foot wide sidewalk along the El Camino Real and Cambridge Avenue frontages.

f. One parking stacker in the parking garage, comprising two parking spaces, shall be dedicated specifically for the use of an owner or employee of the respective commercial use.

g. Prior to issuance of building permit, the applicant shall submit the El Camino Real/Downtown Specific Plan Preparation Fee, which is established at $1.13/square foot for all net new development. For the subject proposal, the fee is estimated at $1,215.88 ($1.13 x 1,076 net new square feet).

h. Engineering-specific Conditions, subject to review and approval of the Engineering Division except as otherwise noted:

   i. Within two years from the date of approval of the vesting tentative map, the applicant shall submit a Final Map for City approval.

   ii. The applicant shall adhere to the Subdivision Map Act and Chapter 15 of the City's Municipal Code.

   iii. Prior to Final Map approval, the new public service easement (PSE) shall be dedicated and all utilities from Alto Lane shall be relocated to the new PSE to the satisfaction of City and utility companies.

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iv. Prior to Final Map approval, the Alto Lane public right-of-way shall be vacated.

v. Prior to Final Map approval, the applicant shall submit engineered off-site Improvement Plans (including specifications & engineers cost estimates), for approval by the Engineering Division, showing the infrastructure necessary to serve the project. The Improvement Plans shall include, but are not limited to, all engineering calculations necessary to substantiate the design, proposed roadways, drainage improvements, utilities, traffic control devices, retaining walls, sanitary sewers, and storm drains, pump/lift stations, street lightings, common area landscaping and other project improvements. All public improvements shall be designed and constructed to the satisfaction of the Engineering Division. During the design phase of the construction drawings, all potential utility conflicts shall be potholed with actual depths recorded on the improvement plans submitted for City review and approval. The Off-Site Improvement plans shall include removal and replacement of any damaged and significantly worn sections of frontage improvements. The sidewalk along the project frontages on El Camino Real and Cambridge Avenue shall be City standard concrete sidewalk.

vi. A Caltrans encroachment permit for work along El Camino Real is required. This permit must be secured prior to City of Menlo Park issuance of encroachment permit for public improvements.

vii. Prior to Final Map approval, the applicant shall submit a Grading and Drainage Plan for review and approval. Post-construction runoff into the storm drain shall not exceed pre-construction runoff levels. A Hydrology Report will be required to the satisfaction of the Engineering Division. Slopes for the first 10 feet perpendicular to the structure must be five percent minimum for pervious surfaces and two percent minimum for impervious surfaces, including roadways and parking areas, as required by CBC §1804.3.

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Discharges from the garage ramp and underground parking areas are not allowed into the storm drain system. Discharge must be treated with an oil/water separator and must connect to the sanitary sewer system. This will require a permit from West Bay Sanitary District.

viii. Prior to Final Map approval, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering, and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

ix. If construction is not complete by the start of the wet season (October 1 through April 30), the applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.

x. Prior to Final Map approval, the applicant shall submit a heritage street tree preservation plan, detailing the location of and methods for all tree protection measures.

xi. Prior to Final Map approval, the applicant shall pay all applicable engineering fees, including Recreation-in-lieu fee of $940,800.00 ($78,400.00 per residential unit) in accordance with City requirements and the latest approved Master Fee Schedule.

xii. Prior to issuance of each building permit, the applicant shall pay the applicable Building Construction Street Impact Fee in effect at the time of payment to the satisfaction of the Public Works Director. The current fee is calculated by multiplying the valuation of the construction by 0.0058.

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ACTION:

xiii. Prior to Final Map approval, the applicant shall submit plans for street light design per City standards, at locations approved by the City. All street lights along the project frontages shall be painted Mesa Brown and upgraded with LED fixtures compliant with PG&E standards.

xiv. Prior to Final Map approval, the applicant shall enter into a Subdivision Improvement Agreement and provide a performance bond for the completion of the off-site improvements as shown on the approved project improvement plans. The applicant shall obtain an encroachment permit, from the appropriate reviewing jurisdiction, prior to commencing any work within the right-of-way (ROW) or public easements.

xv. All agreements shall run with the land and shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.

xvi. Street trees shall be from the City-approved street tree species or to the satisfaction of City Arborist. Irrigation within public right of way shall comply with City Standard Details LS-1 through LS-19.

xvii. Prior to Final Map approval, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44).

xviii. All public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division prior to building permit final inspection.

xix. Prior to final inspection, the applicant shall submit a landscape audit report.

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ACTION:

xx. The Applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD and Adobe PDF formats to the Engineering Division prior to Final Occupancy.

xxi. Prior to Final Map approval, the applicant shall submit a draft “Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement” with the City subject to review and approval by the Engineering Division. The property owner will be responsible for the operation and maintenance of stormwater treatment measures for the project.

xxii. Prior to issuance of the building permit, the owner/applicant shall submit design to demonstrate the proposed shoring tie-back/soil nails system does not adversely affect any existing or future utilities and/or any other City infrastructure, to the satisfaction of the Engineering Division. I-beams and appurtenances associated with the shoring plan, other than tie-back cables/soil nails, cannot be placed in the ROW.

xxiii. Prior to issuance of the building permit, the owner/applicant shall enter into a Tie-Back Agreement with the City and pay the associated fees for the tie-backs encroaching and remaining into the right of way associated with the project in a form approved by the City Attorney, which agreement shall be recorded and shall be binding on future owners of the property. Notarized agreements will be required between the project and the adjacent property owners if the project plans to tie-back encroaching into a private property.

xxiv. Prior to issuance of the building permit, the applicant shall install reference elevation/benchmarks to monitor ground movement in the vicinity of the shoring system at the existing curbs of El Camino Real and Cambridge Avenue before, during and after excavations. The benchmarks shall be surveyed by a licensed surveyor and tied to an existing city monument or benchmark. The benchmarks shall be monitored

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for horizontal and vertical displacement of public improvements. Tie-back system shall comply with the City's Tie-Back Guidelines.

xxv. The streets adjoining the project shall receive an asphalt concrete overlay at the completion of improvements as shown on the vesting tentative map. Existing striping, markings, and legends shall be replaced in kind, or as modified by the City Engineer.

xxvi. Prior to final inspection, the applicant shall submit a maintenance agreement for non-standard improvements within the public right-of-way.

xxvii. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.

i. Transportation-specific Conditions, subject to review and approval of the Transportation Division except as otherwise noted:

i. Prior to issuance of building permit, the applicant shall submit all relevant transportation impact fees (TIF), subject to review and approval of the Transportation Division. The TIF is estimated to be $71,314.50. This is calculated by subtracting the existing TIF value of $101,728.34 from the proposed TIF value of $173,042.84. Please note this fee is updated annually on July 1st based on the Engineering News Record Bay Area Construction Cost Index. Fees are due before a building permit is issued.

201 EL CAMINO REAL AND 612 CAMBRIDGE AVENUE PROJECT

March 14, 2023 Staff Presentation

PROPOSED PROJECT

PROJECT TIMELINE

- Original project approval on October 27, 2020
- Application to extend two-year vesting tentative map deadline submitted prior to October 27, 2022 deadline
- Vesting tentative map request recommended for approval by Planning Commission on December 5, 2022
- Vesting tentative map request to receive City Council action today, March 14, 2023
  - There are no map changes proposed to the map approved on 10/27/2020, but the drawings are available in the staff report.

THANK YOU

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-055-CC**

Public Hearing: **Introduce and waive the reading of an ordinance to amend Title 15 and Title 16 of the Menlo Park Municipal Code to comply with Senate Bill 9 for urban lot splits and two-unit developments**

Recommendation

The Planning Commission and staff recommend that the City Council introduce an ordinance amending Titles 15 and 16 of the Menlo Park Municipal Code to make City regulations consistent with applicable California law regarding urban lot splits and two-unit developments on single-family-zoned parcels. The proposed ordinance is included as Attachment A, and the Planning Commission resolution is included as Attachment B.

Policy Issues

The Zoning Ordinance (Title 16) and Subdivision Ordinance (Title 15) amendments make modifications to the Municipal Code in compliance with Senate Bill 9 (The California H.O.M.E Act.) The City Council adopted the 2023-2031 Housing Element January 31, 2023. The proposed ordinance is consistent with Policies H4.2 (Housing to Address Local Housing Needs) and H4.4 (Variety of Housing Choices), and fulfills program H7.B (Develop and Adopt Standards for SB 9 Projects.) If the City does not have an ordinance in place relating to urban lot splits and two-unit developments when an application is submitted to subdivide a single-family-zoned parcel or develop a two-unit project, the local agency must accept the application and approve or disapprove the application ministerially without discretionary review pursuant to Government Code §66411.7(a) and §65852.21(a), and would only be able to enforce standards included in the statute, which are relatively limited in scope. Adoption of an ordinance would allow the City to apply objective development standards that suit the City's specific needs.

Background

Senate Bill 9 (SB 9) became effective January 1, 2022. The law adds §65852.21, and §66411.7 to the Government Code to allow for housing developments containing no more than two residential units within a single-family residential zone and urban lot splits, with some exceptions. A link to the Statute language is included as Attachment C. In December 2021 the City Council voted affirmatively to adopt a resolution directing the City Manager and City Attorney to draft interim guidelines for the implementation of SB 9. In January 2022, staff published a set of guidelines (Attachment D) providing interim development standards while staff developed an SB 9 ordinance.

In general, SB 9 is intended to increase the housing stock in urbanized areas where single-family zoning districts may have otherwise precluded higher density developments. SB 9 provides another strategy to address the housing crisis. The urban lot split and two-unit development regulations would apply to all single-family zoning districts within the city, and would allow up to four primary dwelling units where one primary dwelling unit was previously allowed. This would be an allowed increase of one total dwelling unit

over existing zoning regulations relating to accessory dwelling units (ADUs), where up to three dwelling units are allowed on a single-family-zoned property (one primary dwelling unit and up to two ADUs/JADUs.) The SB 9 regulations are intended to work in concert with existing ADU laws to allow flexibility in the size and type of housing units available in the city. However, per SB 9, the City may include a provision in the implementing ordinance that limits housing developments to four units on an existing single-family lot. Finally, similar to the City's regulations for ADUs, new units developed under the SB 9 regulations would not be permitted to be used as short-term rentals (e.g., Airbnb), and any rental of a unit developed under SB 9 would be for a term longer than 30 days. Table 1, below outlines the type and number of units that would be allowed under current single-family zoning with ADU laws and under SB 9.

Table 1: Number of units per single-family lot

	Primary residence	Second primary residence	ADUs	Maximum number of housing units per existing single-family lot
Typical single-family lot	Yes	No	Up to two (one attached and one detached)	3
SB 9 - no lot split	Yes	Yes	If primary units are attached (e.g., duplex), up to two detached ADUs. If primary units are detached, one attached or detached ADU	3-4
SB 9 – with lot split	Yes	Yes	If two primary residences are built on a new lot, no ADUs are allowed. If one primary unit is constructed, one ADU would be allowed	4

Senate Bill 9 minimum requirements

Urban lot splits.

State law imposes certain standards on the subdivision of a single-family-zoned property under SB 9. Generally, urban lot splits are intended to create no more than two new single-family lots of approximately equal size. Therefore, lots subdivided under SB 9 must be a minimum of 40 percent of the original lot area and have a minimum lot size of 1,200 square feet unless the local jurisdiction adopts a smaller minimum lot size. Local jurisdictions may implement additional objective subdivision standards, provided that the regulations would not preclude the development of two dwelling units of at least 800 square feet in size.

SB 9 exempts some properties from the urban lot split provisions. Properties subject to certain types of hazards (e.g., fire or flooding) are prohibited from being subdivided, unless the local jurisdiction has adopted standards, such as compliance with Federal Emergency Management Agency (FEMA) standards for developments in the flood zone that would reduce the risk of these hazards. Additionally, lots that are subject to local rent control measures or Below Market Rate (BMR) housing deed restrictions are prohibited from being subdivided under SB 9. SB 9 is intended to protect renter-occupied housing, and therefore, lots with dwelling units that have been renter-occupied within the last three years may not be subdivided.

Finally, urban lot splits are intended to be initiated by individual property owners, not real estate developers, so SB 9 includes a requirement for the applicant to sign an affidavit stating that they intend to occupy one of the units as their primary residence for a minimum of three years.

Two-unit developments (also known as "urban duplexes.")
SB 9 also establishes the following minimum development standards for two-unit developments:
1. Floor area limit (FAL) of at least 1,600 square feet (two 800-square-foot units);
2. Four-foot side and rear setbacks; and
3. No more than one required parking space per unit unless the parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of §21155 of the Public Resources Code, or a major transit stop, as defined in §21064.3 of the Public Resources Code, or there is a car share vehicle located within one block of the parcel.

The City may not impose objective zoning standards, objective subdivision standards, and objective design standards that would have the effect of physically precluding the construction of up to two units or that would physically preclude either of the two units from being at least 800 square feet in floor area.

Planning Commission review
On July 25, 2022, the Planning Commission conducted a study session to review preliminary design and development standards to include in an SB 9 implementing ordinance. Staff sought feedback from the Commission on standards including floor area and building coverage limits, setbacks and stepbacks, as well as other design and materials elements. For a detailed discussion on the changes incorporated into the draft ordinance, please see the staff report for the January 9 Planning Commission meeting (Attachment E.)

On January 9, the Planning Commission reviewed the draft SB 9 ordinance, which included several changes to the proposed regulations based on feedback from the July 2022 study session. The Planning Commission recommended (4-2, with one vacancy) that the City Council approve the proposed amendments to Title 15 and Title 16 with the following amendments:
- Include a provision in the Subdivision Ordinance (Title 15) to allow for administrative approval of condominium subdivision maps for two-unit projects.

Planning Commission discussion on design standards
During the discussion on the proposed zoning standards, the Planning Commission contemplated more rigorous design standards than those recommended by staff. The Commission did not reach consensus on whether additional design standards should be included in the ordinance. Some commissioners argued that additional design standards that are not already in the Zoning Ordinance would be unfair and cumbersome for those seeking to develop under the SB 9 standards, which could disincentivize creation of new units. Other commissioners argued that design standards would be a benefit, stating that it would help applicants design residences that more appropriately fit single-family neighborhoods given the potential for increased density in zoning districts where lower densities have historically been assumed, and could be used for all single-family projects throughout the City given the current absence of any design standards in single-family zoning districts.

Although additional amendments to the ordinance regarding design standards were not included as part of the recommendation to City Council, the adopted Planning Commission resolution includes recitals recommending the City Council consider the applicability of design standards specifically for SB 9 projects, then, more broadly, design guidelines for all single-family projects. Design guidelines may be more subjective in nature than objective design standards, and would not be enforceable in SB 9 projects, but could provide similar guidance for designing non-SB 9 single-family projects. Some commissioners were concerned about creating additional design standards, resulting in two votes against the language in the resolution.

Analysis

The proposed ordinance would amend Title 15 to implement SB 9 urban lot split requirements, allowing the subdivision of one single-family zoned lot into two single-family zoned lots when specific criteria have been met. Chapter 15.31 would detail the process by which an applicant can apply for an urban lot split, and the process the City would take to review, approve and record the lot split. The urban lot split chapter would include the same standards, such as minimum lot size and dimensions, as the Zoning Ordinance standards.

Consistent with the Planning Commission's recommendation, the proposed amendments to the Subdivision Ordinance have been updated to include a provision allowing administrative approval of condominium subdivisions for SB 9 projects. Allowing condominium subdivisions would permit primary residences created under SB 9 to be sold separately, providing more ownership opportunities for moderately-sized units. The proposed ordinance has been updated to include a new section in Chapter 15.34 (Condominiums) which reads as follows:

Section 15.34.035:
(a.) Two-Unit Housing Developments approved under Chapter 16.77 may be subdivided into condominium units provided that there may not be more than two condominium units per parcel. The condominium subdivision may be approved administratively by the Director of Public Works or their designee without the approval of the City Council or Planning Commission.

(b.) A proposed condominium may be approved, disapproved, or conditionally approved by the Director of Public Works or their designee. If the Director of Public Works or their designee determines that the parcel map meets all existing building codes and zoning ordinances, complies with the city's General Plan, and the housing element thereof, and this chapter, and complies with the Subdivision Map Act, then approval shall be granted.

Proposed Menlo Park standards for two-unit developments
Government Code § 65852.21 allows local jurisdictions to establish objective design standards provided that in no case shall the standards physically preclude an applicant from constructing two dwelling units of at least 800 square feet, or in the case of an urban lot split, two 800-square-foot units on each of the two new lots. Staff has developed objective standards to comply with the provisions of Government Code §65852.21, which would be incorporated into the Zoning Ordinance (Title 16) as a new chapter (Chapter 16.77.) A hyperlink to the staff report from the January 9, 2023 Planning Commission meeting, which includes a detailed summary and analysis of the proposed zoning standards and example diagrams illustrating potential developments is included as Attachment E. Table 2 below summarizes the topics discussed in the Planning Commission staff report.

Table 2: Summary of standards discussed in Planning Commission staff report	
Topic	**Key standards**
Lot dimensions	Minimum 1,200 square foot lot area. Side by side lot splits must be 50-50 for lots less than 65 feet in width and may be split 60-40 if wider than 65 feet.
Setbacks and stepbacks	Four-foot side and rear setbacks on first floor. Second floor must be stepped back to side setback of underlying zoning district.
FAL and maximum building coverage	Maximum FAL of 56 percent of lot area for lots less than 5,000 sf in area. Building coverage depend on one- or two-story development.
Unit size	Maximum unit size of 60 percent of maximum floor area limiFLAt on lots where FAL is greater than 2,000 square feet. Maximum unit size of FAL minus 800 square feet for lots where FAL is less than 2,000 square feet.
Parking	One uncovered space per unit unless exempt under state law. One parking space may be located in front setback and may be in tandem with other required spaces.
Building massing	Rear daylight plane established. Establishes daylight plane at 14 feet for both one- and two-story development.
Privacy and architectural design	Mandates minimum sill heights of three feet for second-story and stairwell windows.

Comparison to accessory dwelling units (ADUs)

State mandated regulations for SB 9 units are similar to recent updates to ADU laws which allow ADUs to be 800 square feet in size, 16 feet tall, with a four-foot rear and side setback. However, there are differences between the proposed ordinance implementing SB 9 standards and the standards in Chapter 16.79 (Accessory Dwelling Units) of the Zoning Ordinance, which regulates ADUs. Dependent on an applicant's goals for their property, application of ADU standards or SB 9 may be more appropriate. Table 3 below highlights key differences between ADU regulations and proposed regulations in the proposed ordinance.

Table 3: ADU and SB 9 regulation comparison		
	ADU	**SB 9**
Maximum height	16 feet*	28 feet (in most cases)
Daylight plane	None	14 feet, in at 45-degree angle
Side and rear setback (ground floor)	4 feet (state mandated)	4 feet (state mandated)
Side and rear stepback (second floor)	None, however a second floor is generally infeasible given height limit	Setback of underlying zoning district (varies)
Able to be sold separately	No (state mandated)	Yes (proposed)
Maximum unit size	800 or 1,000 square feet	60% of maximum FAL (may be larger than 1,000 square feet)

This is the existing standard in the Menlo Park Municipal Code. New State laws, effective January 2023, may require additional amendments to Chapter 16.77 to increase the maximum height limit to 18 feet.

Design standards

Creation of design guidelines for single-family residences and/or modification to the requirement for a use permit to build a new residence on a substandard lot has been a topic of interest and intermittently included in the City Council work plan since the early 2000s. In the context of SB 9, any design standards would need to be objective in nature in order to be enforceable. The Planning Commission's resolution extends beyond the scope of SB 9, with the intent being to develop design standards/guidelines that would be applied to all single-family developments, not just SB 9 projects. The Municipal Code could be amended in the future to add additional design standards, however, this would be a separate action and the City Council would need to provide staff formal direction and resources to initiate the development of design standards/guidelines that suit the community. The City Council may wish to consider the item through its upcoming priority setting March 18.

Conclusion

The recommended standards would bring local regulations into consistency with the State law, develop local regulations to implement SB 9, and support the City's existing policies to continue to provide a mix of housing types to address local housing needs. The proposed development standards have been updated to reflect feedback provided by the Planning Commission and the community at the July 25, 2022, study session and January 9 public hearing. The Planning Commission and staff recommend that the City Council approve an ordinance amending Titles 15 and 16 of the Menlo Park Municipal Code (Attachment A) to bring the City into compliance with Senate Bill 9. If the City Council introduces the ordinance March 14, staff would prepare the ordinance for adoption at the next regular meeting, which is currently scheduled for March 28.

Impact on City Resources

This consistency update is being accommodated within the existing budgets of the Planning Division, Engineering Division and City Attorney, and is not expected to otherwise affect City resources.

Environmental Review

The proposed ordinance amendment is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Government Code §65852.21(j) and §66411.7(n), as this action is to adopt an ordinance to implement the requirements of §65852.21 and §66411.7 of the Government Code.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper.

Attachments

A. Draft ordinance of the City Council of the City of Menlo Park Adding Chapter 15.31 [Urban Lot Splits] to Title 15 [Subdivisions] and Chapter 16.77 [Two-Unit Developments] to Title 16 [Zoning] of the Menlo Park Municipal Code to Conform to Changes in State Law
B. Planning Commission resolution recommending approval of the draft SB 9 ordinance
C. Hyperlink – SB 9: leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB 9
D. Hyperlink – SB 9 Interim Guidance: menlopark.gov/Government/Departments/Community-

Development/Planning-Division/SB-9-interim-guidance

E. Hyperlink – January, 9, 2023 Planning Commission Staff Report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/planning-commission/2023-meetings/agendas/20230109-planning-commission-agenda-packet.pdf

Report prepared by:
Chris Turner, Associate Planner

Report reviewed by:
Kyle Perata, Planning Manager
Mary Wagner, Assistant City Attorney

ORDINANCE NO. XXXX

ORDINANCE OF THE CITY OF MENLO PARK ADDING CHAPTER 16.77 (TWO-UNIT HOUSING DEVELOPMENTS) TO TITLE 16 (ZONING) AND CHAPTER 15.31 (URBAN LOT SPLITS) TO TITLE 15 (SUBDIVISIONS) OF THE MENLO PARK MUNICIPAL CODE, TO IMPLEMENT GOVERNMENT CODE SECTIONS 66411.7 AND 65852.21 (SENATE BILL 9) RELATED TO TWO-UNIT HOUSING DEVELOPMENTS AND URBAN LOT SPLITS

WHEREAS, SB-9 (Chapter 162, Statutes of 2021) enacted sections 66411.7 and 65852.21 to the Government Code, effective January 1, 2022; and

WHEREAS, these provisions require the City to provide ministerial approval of urban lot splits, ("Urban Lot Splits") and the construction of up to two residential dwelling units ("Two-Unit Developments") on each single-family residential zoned lot within the City, subject to certain limitations; and

WHEREAS, Government Code section 66411.7(a) limits eligibility of Urban Lot Splits by size and proportionality; and

WHEREAS, Government Code sections 66411.7(a)(3)(C) and 65852.21(a)(2) limit Urban Lot Splits and Two-Unit Developments, respectively, to sites that are not located on or within certain farmland, wetlands, very high fire hazard severity zones, hazardous waste sites, earthquake fault zones, special flood hazard areas, regulatory floodways, lands identified for conservation, habitats for protected species, and historic properties, unless projects on such sites meet specified conditions; and

WHEREAS, Government Code sections 66411.7(a)(3)(D) and 65852.21(a)(3) through (a)(5) limit eligibility of an Urban Lot Split and a Two-Unit Development, respectfully, that proposes to demolish or alter housing subject to affordability restrictions, housing subject to rent or price controls, housing that has been occupied by a tenant in the last three years, housing that has been withdrawn from rent or lease within the past 15 years, and housing that requires demolition of existing structural walls unless authorized by local ordinance or has not been tenant-occupied within the past 3 years; and

WHEREAS, Government Code sections 65852.21(a)(6) and 66411.7(a)(3)(E) allow a city to deny an Urban Lot Split for properties within a historic district or listed on the State's Historic Resource Inventory or within a site that is designated or listed as a city or county landmark or historic property or district pursuant to a city or county ordinance; and

WHEREAS, Government Code sections 66411.7(c) and 65852.21(b) allow a city to establish objective zoning standards, objective subdivision standards, and objective design review standards for Urban Lot Splits and Two-Unit Developments, respectively, subject to limits within state law; and

WHEREAS, such objective zoning standards, objective subdivision standards, and objective design review standards may not have the effect of "precluding the construction of two units on either of the resulting parcels from an Urban Lot Split or that would result in a unit size of less than 800 square feet" for a Two-Unit Development; and

WHEREAS, Government Code sections 66411.7 and 65852.21 allow a city to deny a proposed Two-Unit Development or Urban Lot Split, respectively, if the project would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of section 65589.5, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact; and

WHEREAS, pursuant to Government Code sections 65852.21(j) and 66411.7(n), the City may adopt an ordinance to implement the provisions of Government Code sections 65852.21 and 66411.7, and such an ordinance shall not be considered a project under the California Environmental Quality Act ("CEQA"); and

WHEREAS, at a duly and properly noticed public hearing held on January 9, 2023, the Planning Commission considered the proposed amendments to add Municipal Code Chapter 15.31 (Urban Lot Splits), add Chapter 16.77 (Two-Unit Housing Developments), add Section 16.79.140 (Accessory Dwelling Units), and add Section 15.34.035 (Administrative action for urban lot split projects) as more fully described herein and below, and in making its recommendations to the City Council, recommended the City Council find the proposed amendments are not a project under the California Environmental Quality Act (CEQA) pursuant to Government Code sections 65852.21(j) and 66411.7(n); and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend that the City Council of the City of Menlo Park make findings that the proposed ordinance to add Municipal Code Chapter 15.31 (Urban Lot Splits), add Chapter 16.77 (Two-Unit Housing Developments), add Section 16.79.140 (Accessory Dwelling Units), and add Section 15.34.035 (Administrative action for urban lot split projects) is in compliance with all applicable State regulations and the City General Plan, and adopt an ordinance approving the amendments to modify the Municipal Code Chapter; and

WHEREAS, the City Council desires to implement objective standards and an application process for projects undertaken pursuant to Government Code Sections 65852.21 and 66411.7 by the adoption of such an ordinance;

BE IT ORDAINED by the City of Menlo Park as follows:

Section 1. The above findings are adopted and incorporated herein.
Section 2. Chapter 16.77 (Two-Unit Housing Developments) is added to Title 16 (Zoning) of the Menlo Park Municipal Code as set forth below.

CHAPTER 16.77
TWO-UNIT HOUSING DEVELOPMENTS

16.77.010 Purpose and Intent

The purpose of this chapter is to provide procedures and development standards for the establishment of Two-Unit Housing Developments pursuant to Government Code section 65852.21. To accomplish this purpose, the regulations outlined herein are determined to be necessary for the preservation of the public health, safety and general welfare, and for the promotion of orderly growth and development.

16.77.020 Definitions

A. Two-unit housing development. A Two-Unit Housing Development is a development containing no more than two primary dwelling units and which development either (1) proposes two new units, or (2) proposes to add one new unit to one existing unit.
B. Zero lot line development. A zero lot line development is development with two separate structures on adjacent lots that are constructed with no required yard. Structures in a zero lot line development are not structurally attached and are required to meet applicable fire rating requirements.

16.77.030 Filing, Processing, and Action

A. Ministerial review. A Two-Unit Housing Development shall be ministerially approved, without discretionary review or hearing, if the proposed housing development meets all provisions of this chapter.
B. The City shall act on a building permit application for a Two-Unit Housing Development within 60 days of receipt of a complete application. If the applicant requests a delay in writing, the sixty-day time period shall be tolled for the period of the delay. The City has acted on the application if it:
    1. Approves or denies the building permit for the Two-Unit Development; or
    2. Informs the applicant in writing that changes to the proposed project are necessary to comply with this chapter or other applicable laws and regulations.
C. Two-unit housing developments that do not meet the standards set forth in this chapter, may be approved subject to granting of a use permit per Chapter 16.82. A use permit may not be granted to exceed the maximum unit size.
D. Adverse impact upon health and safety. A proposed Two-Unit Housing Development shall be denied if the Building Official makes a written finding, based upon a preponderance of the evidence, that the proposed Two-Unit Housing Development would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5 of the Government Code, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.
E. Limitations on approval. A proposed Two-Unit Housing Development shall not be eligible for approval pursuant to this Chapter if any of the following circumstances apply:
    1. The Two-Unit Housing Development would require demolition or alteration of “protected housing.” Protected housing includes:
        i. Housing that is subject to a recorded covenant, ordinance or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
        ii. Housing that is subject to rent control through valid local rent control provisions.
        iii. Housing that has been occupied by a tenant in the last 3 years
    2. The Two-Unit Housing Development would be located on a parcel on which the owner has withdrawn it from renting or leasing under Section 7060 of the Government Code within 15 years preceding the development application (i.e. an exit of the rental housing business pursuant to the Ellis Act).
    3. The Two-Unit Housing Development would be located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a city or county landmark or historic property or district.
    4. The Two-Unit Housing Development would be located in any of the specified designated areas set forth in subparagraphs (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4 of the California Government Code.

16.77.040 Development Standards

The following objective development standards shall apply to Two-Unit Housing Developments. In addition to these standards, all provisions of the California Building Standards Code, applicable provisions of the Menlo Park Municipal Code shall apply to Two-Unit Housing Developments.

A. General Standards
   1. Two-Unit Housing Developments may either be detached or attached, as long as attached structures meet building code safety standards and are sufficient to allow separate conveyance.
   2. Two-Unit Housing Developments shall be permitted in all single family residential zones including the following single-family districts and any future single-family zoning districts that may be created:

R-1-U	Single Family Urban Residential
R-1-U (LM)	Single Family Urban Residential (Lorelei Manor)
R-1-S	Single Family Suburban Residential
R-1-S (FG)	Single Family Suburban Residential (Felton Gables)
R-E	Residential Estate
R-E-S	Residential Estate Suburban

   The provisions of this Chapter shall be applicable to properties with the (X) designation within these zoning districts.

   3. Short term rentals prohibited. The rental of any Two-Unit Housing Development shall be for a term of longer than thirty (30) days.
   4. Utility connections. Each unit in a Two-Unit Housing Development shall be served by separate water, sewer and electrical utility connections which connect each unit directly to the utility.
   5. Accessory dwelling units.
      i. As more fully set forth in section 16.79.140, accessory dwelling units and junior accessory dwelling units shall not be permitted on parcels that utilize the authority of this Chapter and Chapter 15.31 (Urban Lot Splits).

B. Objective development standards.

Lot area

Subject to urban lot split subdivision standards, the minimum lot size shall be no less than 40 percent of the initial lot size and at least 1,200 square feet.

In the event of a panhandle subdivision, the panhandle shall count towards the overall lot area.

Lot dimensions

For side-by-side urban lot splits, the minimum lot width shall be as follows:

For properties with an existing width of less than sixty-five feet (65’), the subdivided lot width shall be 50 percent of the original lot width.

For properties with a lot width of sixty-five feet (65') or greater, the subdivided lot width shall be at least 40 percent of the initial lot width.

Subject to urban lot split subdivision standards, the panhandle width shall be a minimum of 20 feet for panhandle lots.

Minimum yards

Ground floor yards:

Front: The required front yard per the underlying zoning district shall apply, unless the front property line is located at a newly-created lot line on a panhandle lot, where the minimum required front yard shall be four feet (4').

Side: Four feet (4'), unless the side property line abuts a newly-created panhandle, in which case there is no required side yard.

Rear: Four feet (4')

No yards shall be required for an existing structure, or a structure constructed in the same location and to the same dimensions as an existing structure.

No yards shall be required for zero-lot line developments at newly-created interior lot lines.

Second floor yards (step back):

All second floor yards shall be equal to the applicable yards of the underlying zoning district, with the exception of required yards for new interior lot lines where the second floor yard shall be a minimum of four feet (4'). No second floor yard shall be required for connected structures at newly-created interior lot lines.

Corner lots:

In the event that a corner lot is subdivided along the street-side property line as defined by Section 16.04.400, creating a new front property line along an existing street side property line, the following setback standards shall apply:

Ground floor yards:

Front: Twelve feet (12')
Rear: Four feet (4')
Side: Four feet (4')

Second floor yards:

Front: Twelve feet (12')
Rear: Ten feet (10')
Side: side setback applicable to the underlying zoning district

No yards shall be required for zero-lot line developments at newly-created interior lot lines.

Floor area limit (FAL)

Lots less than five thousand (5,000) square feet with an existing residence:

FAL shall be the square footage of the existing residence plus eight hundred (800) square feet.

Lots Less than five thousand (5,000) square feet with two new residences:
FAL shall be one thousand, six hundred (1,600) square feet or fifty-six percent (56%) of the lot area, whichever is greater.

Lots of five thousand (5,000) square feet or greater:
FAL shall be equal to the floor area limit of the underlying zoning district.

For purposes of calculating the floor area limit, the area of a panhandle or access easement shall not be included in the lot size.

The maximum second floor FAL shall be fifty percent (50%) of the maximum FAL allowed on the property.

Minimum and maximum primary dwelling unit floor area
The minimum size of a primary dwelling unit created pursuant to this Chapter shall be eight hundred (800) square feet.

Lots with a FAL of less than two thousand square feet:
The maximum square footage of a primary dwelling unit shall not exceed the maximum FAL minus eight hundred (800) square feet.

Lots with a FAL of two thousand square feet or greater:
The maximum square footage of a primary dwelling unit shall not exceed sixty percent (60%) of the maximum allowable FAL.

Maximum building coverage
One-story development:
Building coverage shall be the maximum building coverage calculated for the underlying zoning district or Floor Area Limit (FAL) plus two hundred (200) square feet, whichever is greater.

Two-story development:
Building Coverage shall be one thousand (1,000) square feet or thirty percent (30%) of the lot area, whichever is greater.

Maximum height of structures
The maximum height of residential structures shall be twenty-eight feet (28’).

Daylight plane
A daylight plane shall begin at a horizontal line fourteen feet (14’) directly above the grade of each side and rear setback line of each lot and shall slope inwards at a forty-five (45) degree angle, except that no daylight plane shall be required for connected structures at newly-created interior lot lines and at a newly-created rear property lines.

As used in this section, "grade of the side setback line" means the average grade of the highest and lowest points of the natural grade of the portion of the lot directly below the side setback line.

Gable and Dormer Intrusions. Gables and dormers may intrude into the daylight plane of a lot that is ten thousand (10,000) square feet or less. The permitted intrusion for a four-foot required setback shall be ten feet (10’). Gables and dormers may intrude into the daylight

plane on one (1) side of a lot only. The gable or dormer must not extend beyond a triangle described as follows:

(A) The base of the triangle is the line formed by the intersection of the building wall with the daylight plane;
(B) The aggregate length of the bases of all triangles intruding into a daylight plane shall not exceed thirty feet (30'); and
(C) The triangle must be entirely within the maximum building height.

Off-street parking
One uncovered parking space shall be required for each unit, except where parking is exempt under the following conditions:

1. The parcel is located within one-half mile walking distance of either a high-quality transit corridor, as defined in subdivision (b) of Section 21155 of the Public Resources Code, or a major transit stop, as defined in Section 21064.3 of the Public Resources Code.
2. There is a car share vehicle located within one block of the parcel.

Required parking spaces may be located in the required yards, with a maximum of one parking space located within the required front yard. Required parking spaces may be located in tandem with other required parking spaces. If the required parking space is located in a garage or carport, the area of the covered parking shall count towards the maximum permitted floor area limit, maximum unit size, and maximum building coverage.

The minimum width of a driveway serving up to two units shall be ten feet (10’). A driveway serving three or more units shall have a minimum width of sixteen feet (16’).

Front yard paving and landscaping
Paved area for driveway and uncovered parking shall not to exceed 40 percent of front yard setback area. The maximum paved width for driveway and uncovered parking in front yard setback shall not exceed 20 feet regardless of lot frontage width.

A minimum of fifty percent (50%) of front yard setback area shall be landscaped. Landscaping may include paved walkways provided that a vegetated strip of not less than one foot is provided between a driveway and paved walkway. Paved walkways shall be constructed of decorative pavers or other material different than the driveway material.

Design and materials
If stucco is proposed it shall be steel trowel smooth stucco texture or steel trowel smooth Santa Barbara texture (i.e., sand, dash and similar textures would not meet this standard). Stucco may be painted or use integral color.

Windows with divisions (i.e., grids) shall be simulated true divided lite or true divided lite with interior and exterior muntins and spacer bars between panes.

Second floor window sills facing interior side or rear property lines shall be a minimum of three feet (3’) from the interior floor line.

Windows at stair landings along interior lot lines shall have obscure glazing below five feet or sills at 5 feet or greater above the landing. Permanent architectural screens may substitute for obscure glazing.

Balconies shall comply with the balcony setbacks outlined in Chapter 16.60.

C. Exceptions to development standards. Notwithstanding subsection B of this section, all development standards shall be subject to the following exceptions:
   1. Where each of the units of a Two-Unit Housing Development is no greater than eight hundred (800) square feet in size with side and rear setbacks of at least four (4) feet, the Two-Unit Housing Development shall be permitted regardless of any development standard that would prevent construction of the units.
   2. No setback shall be imposed for a Two-Unit Housing Development constructed in the same location and to the same dimensions as an existing structure.

Section 3. Chapter 15.31 (Urban Lot Splits) is added to Title 15 (Subdivisions) of the Menlo Park Municipal Code to read as follows:

CHAPTER 15.31
URBAN LOT SPLITS

15.31.010 Purpose and Intent

It is the purpose of this Chapter to provide procedures necessary for the implementation of section 66411.7 of the Government Code pertaining to Urban Lot Splits. To accomplish this purpose, the regulations outlined herein are determined to be necessary for the preservation of the public health, safety and general welfare, and for the promotion of orderly growth and development.

15.31.020 Definitions

A. Urban lot split. The subdivision of a parcel within a residential single-family zone into no more than two parcels pursuant to the authority set forth in section 66411.7 of the Government Code

15.31.030 Filing, Processing, and Action

A. Ministerial review. An Urban Lot Split shall be ministerially approved, without discretionary review or hearing, if the proposed housing development meets all provisions of this chapter and conforms to all applicable objective requirements of the Subdivision Map Act (Division 2) commencing with section 66410 of the Government Code.
B. The city engineer may require additional information, as may be required to determine eligibility as an Urban Lot Split, per SB 9.
C. Applicants for urban lot splits shall submit a parcel map application.
   1. Applications shall include, at a minimum, all of the following items as one complete package prior to City Engineer accepting the Parcel map for review:

i. An affidavit from the applicant stating the applicant intends to occupy one of the housing units created through an Urban Lot Split as the applicant's principal residence for a minimum of three years from the date of the approval of the urban lot split. An affidavit shall not be required if the applicant is a community land trust or qualified nonprofit corporation under Sections 214.15 or 402.1 of the Revenue and Taxation Code.
ii. A parcel map fee in the amount set forth in the City of Menlo Park Master Fee Schedule
iii. All documents used to complete the map, including:
1. Current title report dated within two months of the initial submittal date
2. Easement deed
3. Grant deed
4. Filed Maps
5. Soils report
6. Guarantee of title
7. Improvement plans
8. Survey traverse calculations
iv. Identification of electronic computer closures for all circuits shown on map.

2. Parcel maps for Urban Lot Splits shall not be conditioned on dedication of right of way or construction of offsite improvements.

D. The City shall act on a parcel map application for an Urban Lot Split within 50 days of receipt of a complete application. If the applicant requests a delay in writing, the 50-day time period shall be tolled for the period of the delay. The City has acted on the application if it:
1. Approves or denies a Parcel Map application for an Urban Lot Split; or
2. Informs the applicant in writing that changes to the proposed project are necessary to comply with this Chapter or other applicable laws and regulations.

E. Adverse impact upon health and safety. A proposed Urban Lot Split shall be denied if the Building Official makes a written finding, based upon a preponderance of the evidence, that the proposed Two-Unit Housing Development would have a specific, adverse impact, as defined and determined in paragraph (2) of subdivision (d) of Section 65589.5 of the Government Code, upon public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

F. Limitations on approval. A proposed Urban Lot Split shall not be eligible for approval pursuant to this Chapter if any of the following circumstances apply:
1. The proposed Urban Lot Split would require demolition or alteration of "protected housing." Protected housing includes:
i. Housing that is subject to a recorded covenant, ordinance or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income.
ii. Housing that is subject to rent control through valid local rent control provisions.
iii. A parcel on which the owner of residential real property has withdrawn accommodations from rent or lease pursuant to Section 7060 of the Government Code within 15 years preceding the development application (i.e. an exit of the rental housing business pursuant to the Ellis Act).
iv. Housing that has been occupied by a tenant in the last 3 years.
2. The parcel to be subdivided is located within a historic district, is included on the State Historic Resources Inventory, or is within a site that is legally designated or listed as a city or county landmark or historic property or district.
3. The parcel to be subdivided satisfies the requirements of subsections (B) to (K), inclusive, of paragraph (6) of subdivision (a) of Section 65913.4 of the California Government Code.

4. The parcel to be subdivided has been established through prior exercise of an Urban Lot Split pursuant to this Chapter.
5. Neither the owner of the parcel to be subdivided nor any person acting in concert with the owner has previously subdivided an adjacent parcel using an Urban Lot Split pursuant to this Chapter. "Acting in concert" means the owner, or a person acting as an agent or representative of the owner, knowingly participated with another person in joint activity or parallel action toward a common goal of subdividing the adjacent parcel.

G. Density bonus projects
1. Notwithstanding the authority set forth in Government Code section 65915 et seq., the City shall not permit more than two units on a parcel created through an Urban Lot Split.

H. Certification and recordation:
1. The applicant shall submit the original mylars of the parcel map and pay all applicable City fees and any recording fee (as required by the county recorder) to the city engineer for certification. If the parcel map is in compliance with the Subdivision Map Act (Cal. Gov. Code section 66410 et seq.) and all applicable laws and regulations, the city engineer will certify the parcel map and transmit the same to the city clerk for submittal to the officer of the Recorder Clerk of San Mateo County.

15.31.040 Development Standards

A. General standards
1. Urban lot splits shall be permitted in all single family residential zones including:

R-1-U	Single Family Urban Residential
R-1-U (LM)	Single Family Urban Residential (Lorelei Manor)
R-1-S	Single Family Suburban Residential
R-1-S (FG)	Single Family Suburban Residential (Felton Gables)
R-E	Residential Estate
R-E-S	Residential Estate Suburban

The provisions of this Chapter shall be applicable to properties with the (X) designation within these zoning districts.

2. Uses created through an urban lot split shall be limited to residential uses.
3. Short term rentals prohibited. The rental of any unit created through an Urban Lot Split shall be for a term of longer than thirty (30) days.
4. Accessory dwelling units.
   i. As more fully set forth in section 16.79.140, accessory dwelling units and junior accessory dwelling units shall not be permitted on parcels created through an Urban Lot Split pursuant to this Chapter.

B. Objective development standards.

Lot area

Subject to urban lot split subdivision standards, the minimum lot size shall be no less than 40 percent of the initial lot size and at least 1,200 square feet.

In the event of a panhandle subdivision, the panhandle shall count towards the overall lot area.

Lot dimensions

For side-by-side urban lot splits, the minimum lot width shall be as follows:

For properties with an existing width of less than sixty-five feet (65'), the subdivided lot width shall be 50 percent of the original lot width.

For properties with a lot width of sixty-five feet (65') or greater, the subdivided lot width shall be at least 40 percent of the initial lot width.

Subject to urban lot split subdivision standards, the panhandle width shall be a minimum of 20 feet for panhandle lots to allow development on the parcel to comply with all applicable property access requirements under the California Fire Code section 503 (Fire Apparatus Access Roads) and California Code Regulations Title 14, section 1273.00 et seq.

Minimum yards

Ground floor yards:

Front: The required front yard per the underlying zoning district shall apply, unless the front property line is located at a newly-created lot line on a panhandle lot, where the minimum required front yard shall be four feet (4').

Side: Four feet (4'), unless the side property line abuts a newly-created panhandle, in which case there is no required side yard.
Rear: Four feet (4')
No yards shall be required for an existing structure, or a structure constructed in the same location and to the same dimensions as an existing structure.

No yards shall be required for zero-lot line developments at newly-created interior lot lines.

Lots created through the authority of this chapter shall have access to or adjoin the public right-of-way, sufficient to allow development on the parcel to comply with all applicable property access requirements under the California Fire Code section 503 (Fire Apparatus Access Roads) and California Code Regulations Title 14, section 1273.00 et seq.

C. Exceptions to development standards. Notwithstanding subsection B of this section, all development standards shall be subject to the following:
   1. Any standards that would have the effect of physically precluding the construction of two units on either of the resulting parcels or that would result in a unit size of less than 800 square feet, shall not be imposed.
   2. No setback shall be imposed for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.
   3. Correction of any legal nonconforming zoning condition shall not be required as a condition of approval of an Urban Lot Split.

Section 4. Section 16.79.140 is added to Chapter 16.79 (Accessory Dwelling Units) of Title 16 (Zoning) of the Menlo Park Municipal Code to read as follows:

16.79.140 Two-Unit Housing Developments and Urban Lot Splits (SB 9).

(a). Pursuant to the authority provided by section 65852.21(f) of the Government Code, no accessory dwelling unit or junior accessory dwelling unit shall be permitted on any lot in a single-family zoning district if: 1) an Urban Lot Split has been approved

pursuant to Chapter 15.31; and 2) a Two-Unit Housing Development has been approved for construction pursuant to Chapter 16.77 herein.

(b). Accessory Dwelling Units and Junior Accessory Dwelling Units shall be permitted on lots with Two-Unit Housing Developments, subject to the provisions of this Chapter, and where the lot has not been created through an Urban Lot Split pursuant to Chapter 15.31.

Section 5: Section 15.34.035 (Administrative action for urban lot split projects) is added to Chapter 15.34 (Condominiums) of the Menlo Park Municipal Code to read as follows:

(a). Two-Unit Housing Developments approved under Chapter 16.77 may be subdivided into condominium units provided that there may not be more than two condominium units per parcel. The condominium subdivision may be approved administratively by the Director of Public Works or their designee without the approval of the City Council or Planning Commission.

(b). A proposed condominium may be approved, disapproved, or conditionally approved by the Director of Public Works or their designee. If the Director of Public Works or their designee determines that the parcel map meets all existing building codes and zoning ordinances, complies with the city's General Plan, and the housing element thereof, and this chapter, and complies with the Subdivision Map Act, then approval shall be granted.

Section 6: Environmental Review.
The City Council finds and determines that enactment of this Ordinance is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Government Code sections 65852.21(j) and 66411.7(n), as this action is to adopt an ordinance to implement the requirements of sections 65852.21 and 66411.7 of the Government Code.

Section 7: Effective Date.
This Ordinance shall be in full force and effect thirty (30) days from its passage and adoption.

Section 8: Severability.
The City Council hereby declares every section, paragraph, sentence, cause, and phrase of this ordinance is severable. If any section, paragraph, sentence, clause, or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses, or phrases.

Section 9: Certification.
The City Clerk shall cause this ordinance to be posted and/or published in the manner required by law.

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INTRODUCED on the fourteenth day of March, 202.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the __ day of __, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

_____
Jen Wolosin, Mayor

ATTEST:

_____
Judi A. Herren, City Clerk

PLANNING COMMISSION RESOLUTION NO. 2022-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK RECOMMENDING CITY COUNCIL ADOPT AN ORDINANCE ADDING CHAPTER 16.77 (TWO-UNIT HOUSING DEVELOPMENTS) TO TITLE 16 (ZONING) AND CHAPTER 15.31 (URBAN LOT SPLITS) TO TITLE 15 (SUBDIVISIONS) OF THE MENLO PARK MUNICIPAL CODE, TO IMPLEMENT GOVERNMENT CODE SECTIONS 66411.7 AND 65852.21 (SENATE BILL 9) RELATED TO TWO-UNIT HOUSING DEVELOPMENTS AND URBAN LOT SPLITS

WHEREAS, Senate Bill 9 (SB9) was signed by the Governor in 2021 and became effective on January 1, 2022; and

WHEREAS, SB 9 adds sections § 65852.21, and § 66411.7 to the Government Code to allow for housing developments containing no more than two residential units within a single-family residential zone and urban lot splits; and

WHEREAS, In December 2021 the City Council voted affirmatively to adopt a resolution directing the City Manager and City Attorney to draft interim guidelines for the implementation of SB 9; and

WHEREAS, In January 2022, staff published a set of guidelines providing interim development standards while staff developed an SB 9 ordinance; and

WHEREAS, On July 25, 2022, the Planning Commission conducted a study session to review preliminary design standards for two-unit developments and urban lot splits; and

WHEREAS, City staff incorporated comments received at the July 25, 2022 study session into a draft ordinance, incorporated herein as Exhibit A; and

WHEREAS, The proposed ordinance amendment is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Government Code sections 65852.21(j) and 66411.7(n), as this action is to adopt an ordinance to implement the requirements of sections 65852.21 and 66411.7 of the Government Code; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on January 9, 2023, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and the ordinance, prior to recommending action regarding the proposed ordinance; and

WHEREAS, the Planning Commission recommends that the City Council incorporate into the SB9 ordinance an allowance for administrative approval of condominium maps for two-unit developments in single-family zoning districts; and

WHEREAS, the Planning Commission recommends that the City Council consider directing staff to further develop objective design standards applicable to SB9 projects that could be adopted as design guidelines for all single-family projects, including single-family projects not subject to SB9.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Findings and Recommendation. The Planning Commission of the City of Menlo Park does hereby make the following findings and recommendation:

1. That the proposed ordinance amendment is statutorily exempt from the provisions of the California Environmental Quality Act ("CEQA"), pursuant to Government Code sections 65852.21(j) and 66411.7(n), as this action is to adopt an ordinance to implement the requirements of sections 65852.21 and 66411.7 of the Government Code.
2. That the proposed ordinance is in compliance with State law regarding two-unit development and urban lot splits in single-family zoning districts.
3. That the proposed ordinance includes objective design standards intended to maintain community character of single-family neighborhoods while streamlining review and approval of two-unit developments and urban lot splits.

Having fully reviewed, considered, and evaluated all the testimony and evidence submitted in this matter, the Planning Commission recommends that the City Council vote to adopt an ordinance adding Chapter 16.77 (Two-Unit Housing Developments) to Title 16 (Zoning) and Chapter 15.31 (Urban Lot Splits) to Title 15 (Subdivisions) of the Menlo Park Municipal Code to implement Government Code Sections 66411.7 and 65852.21 (Senate Bill 9) related to two-unit housing development and urban lot splits.

Section 3. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining

provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner and Planning Commission Liaison of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on January 9, 2023, by the following votes:

AYES: Barnes, Do, Riggs, Schindler

NOES: Harris, Tate

ABSENT: DeCardy

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this 9th day of January, 2023

_____

Corinna Sandmeier
Principal Planner and Planning Commission Liaison
City of Menlo Park

Exhibits

A. Draft Ordinance of the City Council of the City of Menlo Park Adding Chapter 15.31 [Urban Lot Splits] to Title 15 [Subdivisions] and Chapter 16.77 [Two-Unit Developments] to Title 16 [Zoning] of the Menlo Park Municipal Code to Conform to Changes in State Law (Staff Report Attachment A)

SB 9 ORDINANCE

Planning Division

AGENDA

- General Information and State-Mandated Standards
- Recommended SB9 Ordinance
- Example Developments

GENERAL SB 9 INFORMATION

INTENT OF SB 9

- Help alleviate the statewide housing crisis.
- Provide another strategy for producing housing units.
- Provide additional ownership opportunities in single-family neighborhoods.

SB 9 APPLICABILITY

- Went into effect on January 1, 2022
- Applicable to all single-family-zoned properties, with limited exceptions. Exceptions include:
  - Coastal zone
  - Prime farmland
  - Wetlands
  - Very high fire severity zones
  - Hazardous waste sites
  - Delineated earthquake fault zone
  - Special flood zones, unless local development standards meet FEMA regulations for flood plain management
  - Regulatory floodways
  - Lands identified for conservation under local conservation plan
  - Habitat for protected species
  - Lands under conservation easement
  - Historic properties
  - Properties deed restricted to below market rate

SB 9 BASIC REQUIREMENTS

- Ministerial approval of subdivision of single-family lots (Urban Lot Split).
- Ministerial approval of up to two units per single-family lot.
- Establishes minimum lot size of 1,200 square feet.
  - Maximum 60/40 distribution of lot area
- Limits required parking to up to one space per unit, with certain exemptions from parking requirements
  - Within half-mile of high-quality transit corridor or major transit stop
  - There is a car share vehicle within one block
- Owner must live in one of the units as their primary dwelling for minimum of three years if subdividing property.

RECOMMENDED ORDINANCE STANDARDS

FLOOR AREA LIMIT AND BUILDING COVERAGE

- FAL would be minimum of 1,600 square feet
- Establish .56 FAR on lots less than 5,000 square feet (minimum 1,600 sf FAL)
  - Historically recommend to Planning Commission as maximum FAL on lots less than 5,000 sf
- One-story Building Coverage = FAL + 200 square feet
- Two-story Building Coverage = 1,000 sf or 30%, whichever is greater

MAXIMUM UNIT SIZE

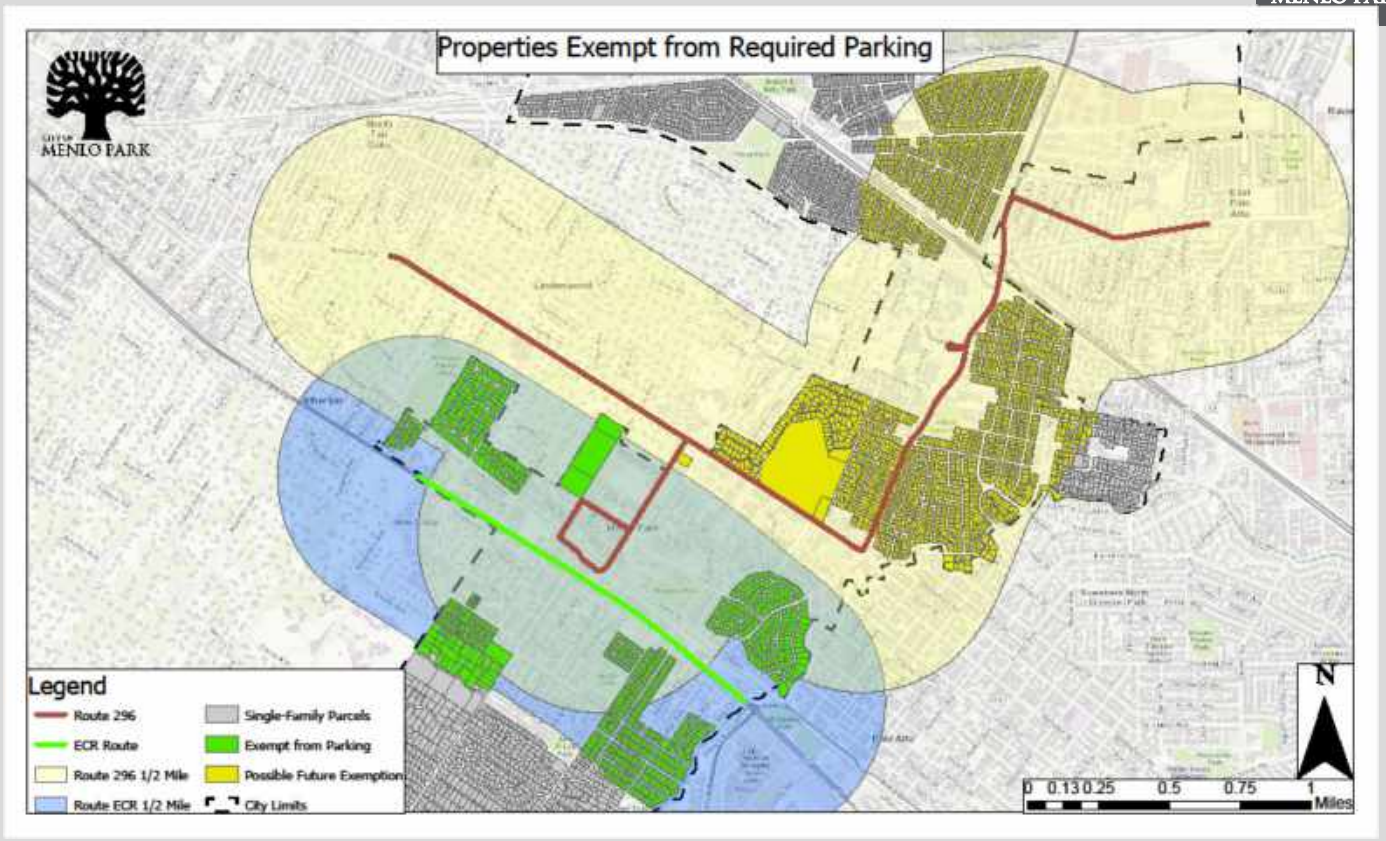
- Recommended to promote smaller, presumably more affordable units
- Lots with FAL less than 2,000 sf
  - Max FAL – 800 sf
- Lots with FAL 2,000 sf or greater
  - 60% of maximum FAL

SETBACKS AND STEPBACKS

- Four-foot side and rear setback (required by state law)
- Front per underlying zoning
  - 20 feet in most cases
  - Front of a new panhandle lot subject to a four-foot setback
- Structures may have a zero lot line along new property lines.
- Second stories required to step back to minimum side and rear setbacks of the underlying zoning district.
  - Added to maintain familiar level of privacy in single-family districts
- Corner lots split along the street side:
  - 12-foot front setback
  - 4 foot side and rear setbacks on first floor
  - 10-foot rear second-story stepback

PARKING AND FRONTAGE

- One uncovered space per unit
- Parking may be in the front and side setbacks:
  - Maximum one required space allowed within front setback
- May be in tandem with other required parking
- Maximum 40% of front yard area allowed to be paved for parking and driveways
  - Maximum linear width of 20 feet of paving regardless of lot width
  - Minimum 50% front yard landscaping with allowance for paved walkways


Properties Exempt from Required Parking
CITY OF MENLO PARK
Legend
Route 296
ECR Route
Route 296 1/2 Mile
Route ECR 1/2 Mile
Single-Family Parcels
Exempt from Parking
Possible Future Exemption
City Limits
N
0 0.13 0.25 0.5 0.75 1
Miles

BUILDING MASSING

- Maximum 28 feet height
  - Consistent with existing height limit (in most cases)
- Daylight plane – up 14 feet, in at a 45 degree angle
  - Would provide adequate light to neighboring properties
- May have the effect of shifting second floors towards the center of the lot

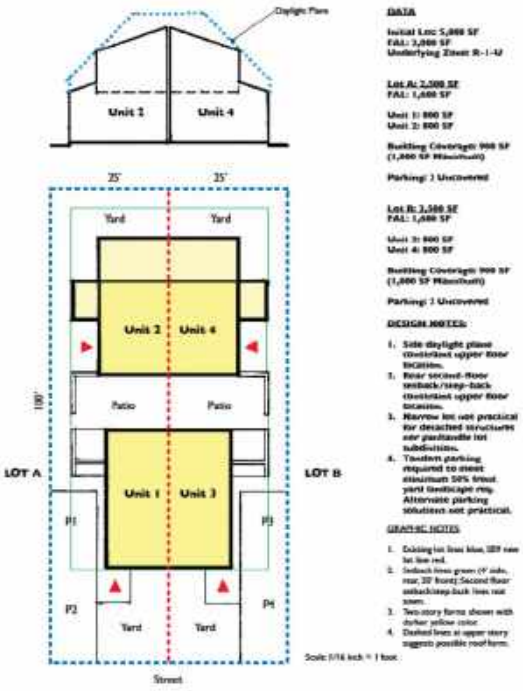
PRIVACY AND ARCHITECTURAL DESIGN

- True or simulated true divided light grids (if grids proposed)
- Smooth stucco
- Minimum second-story sill height – 3 feet
- Obscure glass or 5-foot sill heights at stair landings

CONDOMINIUM SUBDIVISION

- Response to Planning Commission recommendation
- Subdivision ordinance would allow administrative (staff level) review of condominium maps
  - Units would be able to be sold separately
  - Typically needs to be reviewed by planning commission as a minor subdivision
  - Examples – R-2 and R-3 developments along Partridge Ave. or Cambridge Ave.
  - Further streamlining of ownership opportunities

EXAMPLE DEVELOPMENTS



DATA

Initial Lot: 5,000 SF
FAL: 3,000 SF
Underlying Zone: R-1-U

Lot A: 2,500 SF
FAL: 1,600 SF

Unit 1: 800 SF
Unit 2: 800 SF

Building Coverage: 900 SF
(1,600 SF Maximum)

Parking: 2 Uncovered

Lot B: 2,500 SF
FAL: 1,600 SF

Unit 3: 800 SF
Unit 4: 800 SF

Building Coverage: 900 SF
(1,600 SF Maximum)

Parking: 2 Uncovered

DESIGN NOTES:

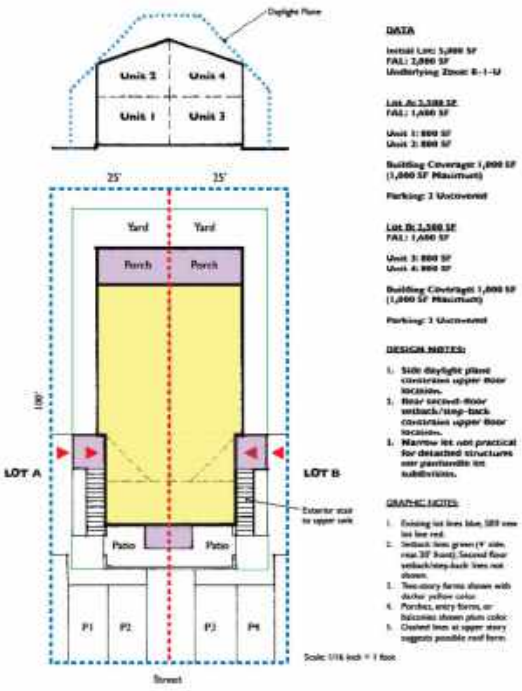
1. Side daylight plane constraint upper floor location.
2. Rear second-floor setback/step-back constraint upper floor location.
3. Narrow lot not practical for detached structures nor panhandle lot subdivision.
4. Tandem parking required to meet minimum 50% front yard landscape req. Alternate parking solutions not practical.

GRAPHIC NOTES:

1. Existing lot lines blue, SB9 new lot line red.
2. Setback lines green (4' side, rear, 20' front). Second floor setback/step-back lines not shown.
3. Two-story forms shown with darker yellow color.
4. Dashed lines at upper story suggests possible roof form.

Scale: 1/16 inch = 1 foot

EXAMPLE 1A (Revised) — 50 x 100 Interior Lot
Side-by-Side Lot Split with Connected Structures (2-Story Units)



DATA

Initial Lot: 5,000 SF
FAL: 2,000 SF
Underlying Zone: R-1-U

Lot A: 2,500 SF
FAL: 1,600 SF

Unit 1: 800 SF
Unit 2: 800 SF

Building Coverage: 1,000 SF
(1,000 SF Maximum)

Parking: 2 Uncovered

Lot B: 2,500 SF
FAL: 1,600 SF

Unit 3: 800 SF
Unit 4: 800 SF

Building Coverage: 1,000 SF
(1,000 SF Maximum)

Parking: 2 Uncovered

DESIGN NOTES:

1. Side daylight plane constraint upper floor location.
2. Rear second-floor setback/step-back constraint upper floor location.
3. Narrow lot not practical for detached structures nor panhandle lot subdivision.

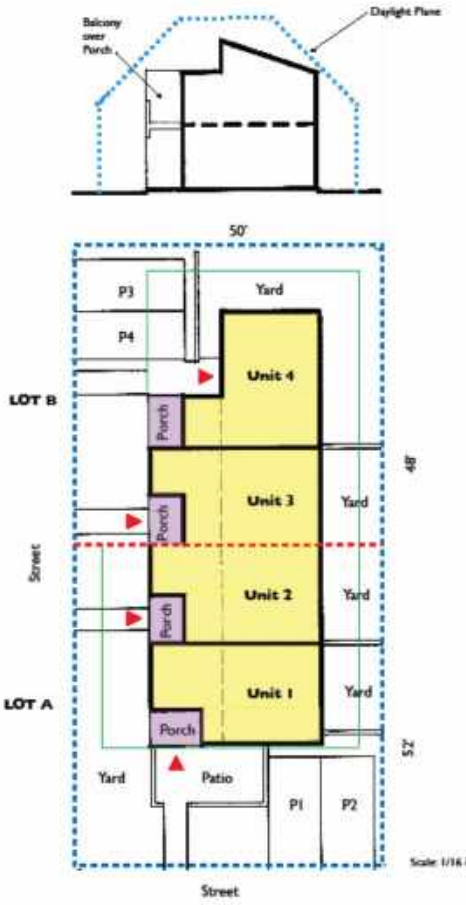
GRAPHIC NOTES:

1. Existing lot lines blue, SB9 new lot line red.
2. Setback lines green (4' side, rear, 20' front). Second floor setback/step-back lines not shown.
3. Two-story forms shown with darker yellow color.
4. Porches, entry forms, or balconies shown plum color.
5. Dashed lines at upper story suggests possible roof form.

Scale: 1/16 inch = 1 foot

EXAMPLE 1B — 50 x 100 Lot
Side-by-Side Lot Split with Connected Structures (Upper/Lower Flats)

Menlo Park SB-9 — Site Development Examples



DATA

Initial Lot: 5,000 SF
FAL: 2,800 SF
Underlying Zone: R-1-U

Lot A: 2,600 SF
FAL: 1,600 SF

Unit 1: 800 SF
Unit 2: 800 SF

Building Coverage: 896 SF (1,000 SF Maximum)

Parking: 2 Uncovered

Lot B: 2,400 SF
FAL: 1,600 SF

Unit 3: 800 SF
Unit 4: 800 SF

Building Coverage: 896 SF (1,000 SF Maximum)

Parking: 2 Uncovered

DESIGN NOTES:

1. **Side daylight plane constrains upper floor location.**
2. **Street side 12' front setback at Lot B.**
3. **52-48 Lot split most practical with 12' FYS at Lot B.**
4. **10' Second floor rear setback at lot B.**
5. **50% minimum landscape area at front and street side yard setbacks.**
6. **Units 400 SF each level.**

GRAPHIC NOTES:

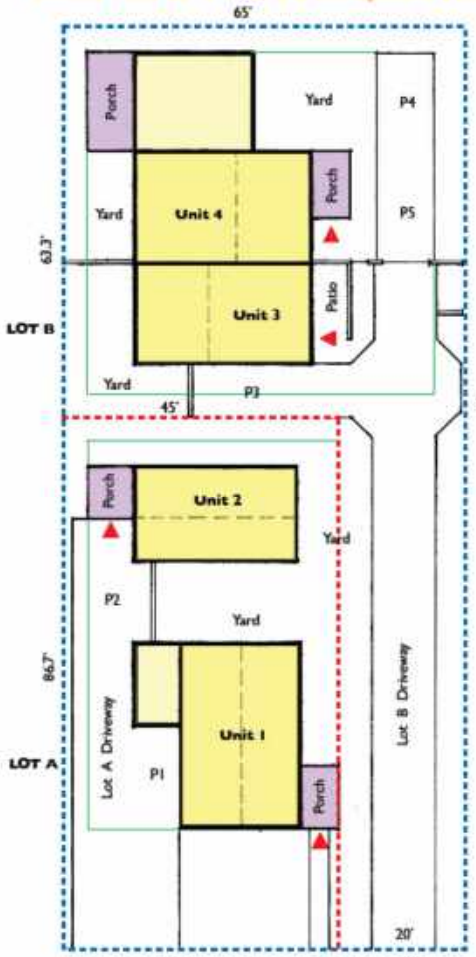
1. Existing lot lines blue, SB9 new lot line red.
2. Setback lines green (4' side, rear, 20' front Lot A; 12' Front Lot B); Second floor setback/ step-back lines not shown.
3. Two-story forms shown with yellow color.
4. Dashed lines at upper story suggests possible roof form.

Scale: 1/16 inch = 1 foot

EXAMPLE 1D — 50 x 100 Corner Lot (Lot B 12' Front Yard Setback)
Side-by-Side Lot Split with Connected Structures (Townhomes)

Arnold Mammarella, Architecture + Consulting *December 30, 2022*

Menlo Park SB-9 — Site Development Examples



DATA

Initial Lot: 9,750 SF
FAL: 3,487 SF
Underlying Zone: R-1-U

Lot A: 3,900 SF (40%)
FAL: 2,184 SF

Unit 1: 1,310 SF (60%)
Unit 2: 874 SF (40%)

Building Coverage: 1,277 SF (1,365 SF Maximum)

Parking: 2 Uncovered

Lot B: 5,850 SF (4,116 Net)
FAL: 2,305 SF

Unit 3: 922 SF (40%)
Unit 4: 1,383 SF (60%)

Building Coverage: 1,509 SF (2,048 SF Maximum)

Parking: 3 Uncovered,

DESIGN NOTES:

1. **Side daylight plane constrains upper floor location.**
2. **Rear second-floor setback/step-back constrains upper floor location.**
3. **60/40 lot split used to maximize efficiency.**
4. **FAL on each split lot 60% maximum allowed for primary house.**
5. **50% landscape at front yard setback area.**
6. **Increasing panhandle width from 15' to 20' reduces Lot B's FAL by 296 square feet (notes net FAL 202 SF more than pre lot-split + 800 SF ADU) and constrains layout options.**

GRAPHIC NOTES:

1. Existing lot lines blue, SB9 new lot lines red.
2. Setback lines green (4' side, rear, 20' front; 0' setback at panhandle); Second floor setback/step-back lines not shown.
3. Two-story forms shown with darker yellow color.
4. Porches and breezeway shown plum color.
5. Dashed line at upper story suggests possible roof form.

Scale: 1/16 inch = 1 foot

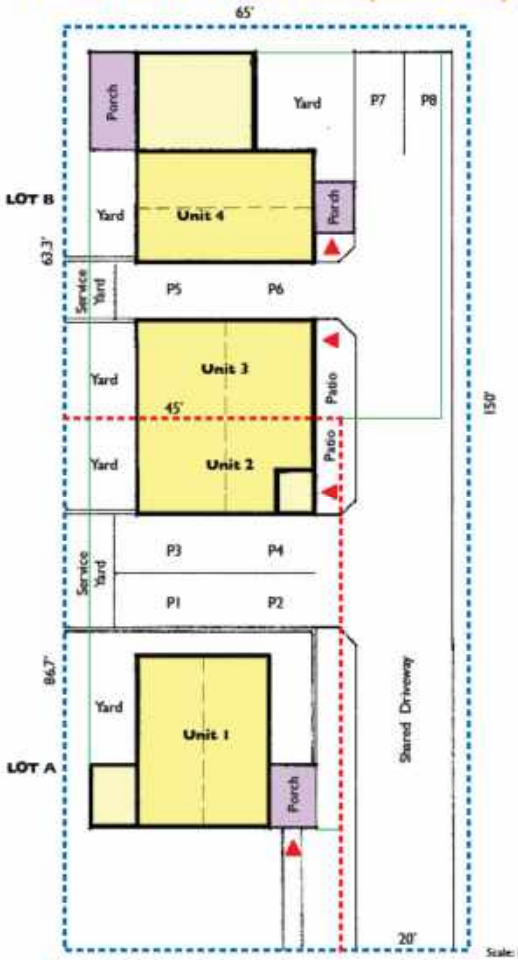
EXAMPLE 2A (Revised) — 65 x 150 Lot

Panhandle Lot Split with Separate Driveways

Arnold Mammarella, Architecture + Consulting

October 24, 2022

Menlo Park SB-9 — Site Development Examples



DATA

Initial Lot: 9,750 SF
FAL: 3,487 SF
Underlying Zone: R-1-U

Lot A: 3,900 SF (40%)
FAL: 2,184 SF

Unit 1: 1,310 SF (60%)
Unit 2: 874 SF (40%)

Building Coverage: 1,239 SF (1,365 SF Maximum)

Parking: 4 Uncovered

Lot B: 5,850 SF (4,116 Net)
FAL: 2,305 SF

Unit 3: 922 SF (40%)
Unit 4: 1,383 SF (60%)

Building Coverage: 1,488 SF (2,048 SF Maximum)

Parking: 4 Uncovered,

DESIGN NOTES:

1. **Side daylight plane constrains upper floor location.**
2. **Rear second-floor setback/step-back constrains upper floor location on Lot B.**
3. **60/40 lot split used to maximize efficiency.**
4. **FAL on each split lot 60% maximum allowed for primary house.**
5. **Increasing panhandle width from 15' to 20' reduces Lot B's FAL by 296 square feet (note: net FAL 282 SF more than pre lot-split + 800 SF ADU).**
6. **Shared driveway facilitates parking and front yard landscape.**

GRAPHIC NOTES:

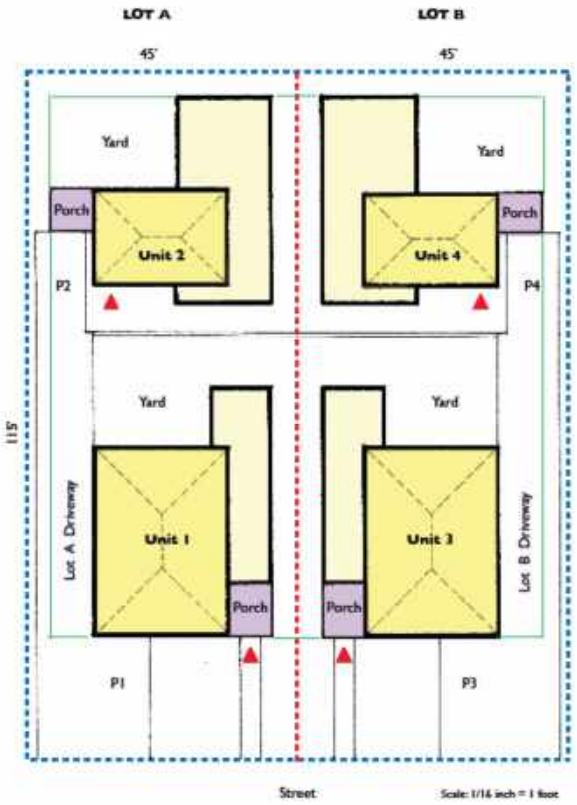
1. Existing lot lines blue, SB9 new lot lines red.
2. Setback lines green (4' side, rear, 20' front; 0' at panhandle, connected structures). Second floor setback/step-back lines not shown.
3. Two-story forms shown with darker yellow color.
4. Porches and breezeway shown plum color.
5. Dashed line at upper story suggests possible roof form.

Scale: 1/16 inch = 1 foot

EXAMPLE 2B — 65 x 150 Lot
Panhandle Lot Split with Connected Structures and Shared Driveway

Arnold Mammarella, Architecture + Consulting *October 24, 2022*

Menlo Park SB-9 — Site Development Examples



DATA

Initial Lot: 10,350 SF
FAL: 3,637 SF
Underlying Zone: R-1-S

Lot A: 5,175 SF
FAL: 2,000 SF

Unit 1: 1,680 SF (60%)
Unit 2: 1,120 SF (40%)

Building Coverage: 1,869 SF (2,021 SF Maximum)

Parking: 2 Uncovered

Lot B: 5,175 SF
FAL: 2,000 SF

Unit 3: 1,680 SF (60%)
Unit 4: 1,120 SF (40%)

Building Coverage: 1,869 SF (2,021 SF Maximum)

Parking: 2 Uncovered

NOTES:

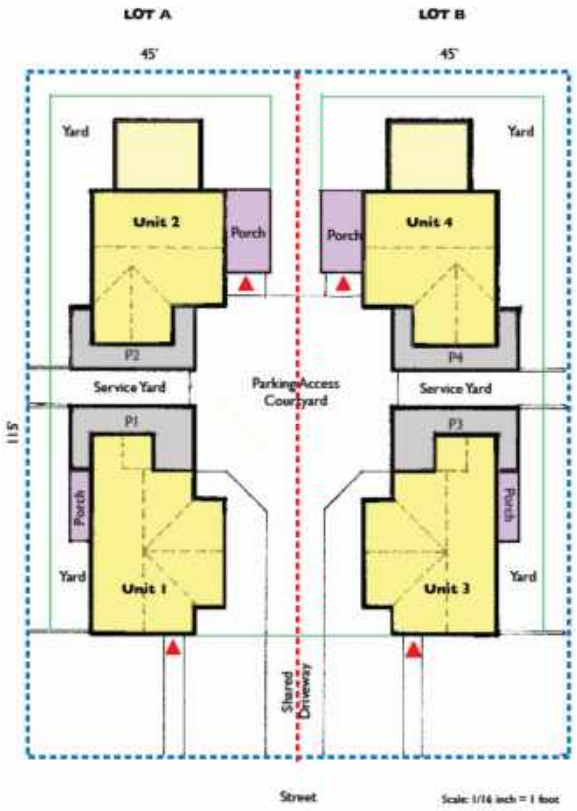
1. **Side daylight plane constrains upper floor location.**
2. **Rear second-floor setback/step-back constrains upper floor location.**
3. **FAL on each split lot 60% maximum allowed for primary house.**

GRAPHIC NOTES:

1. Existing lot lines blue, SB9 new lot line red.
2. Setback lines green (4' side, rear, 20' front); Second floor setback/step-back lines not shown.
3. Two-story forms shown with darker yellow color.
4. Porches/entry forms shown plum color.
5. Dashed lines at upper story suggests possible roof form.

EXAMPLE 3A — 90 x 115 Lot
Side-by-Side Lot Split with Detached 2-Story Units

Menlo Park SB-9 — Site Development Examples



Scale: 1/16 inch = 1 foot

DATA

Initial Lot: 10,350 SF
FAL: 3,637 SF
Underlying Zone: R-1-S

Lot A: 5,175 SF
FAL: 3,000 SF

Unit 1: 1,400 SF
Unit 2: 1,400 SF

Building Coverage: 1,924 SF (2,021 SF Maximum)

Parking: 2 Garage

Lot B: 5,175 SF
FAL: 3,000 SF

Unit 3: 1,400 SF (60%)
Unit 4: 1,400 SF (40%)

Building Coverage: 1,924 SF (2,021 SF Maximum)

Parking: 2 Garage

NOTES:

1. **Side daylight plane constrains upper floor location.**
2. **Rear second-floor setback/step-back constrains upper floor location.**
3. **Shared access easement at driveway and parking access courtyard.**
4. **Units 1 and 3 have porch at first level facing street with second floor above.**

GRAPHIC NOTES:

1. Existing lot lines blue; SB9 new lot line red.
2. Setback lines green (4' side, rear, 20' front); Second floor setback/step-back lines not shown.
3. Two-story forms shown with darker yellow color.
4. Porches/entry forms shown plum color.
5. Dashed lines at upper story suggests possible roof form.

EXAMPLE 3B — 90 x 115 Lot
Side-by-Side Lot Split Detached 'Bungalow Court' 2-Story Units

TEXT EDITS

- Section 16.77.030 E.3
  - The Two-Unit Housing Development would be located within a historic district, is ~~not~~ included on the State Historic Resources Inventory, or is ~~not~~ within a site that is legally designated or listed as a city or county landmark or historic property or district.

- Section 16.77.040 B
  - Second floor yards (step back):
    All second floor yards shall be equal to the applicable yards of the underlying zoning district, with the exception of required yards for new interior lot lines where the second floor yard shall be a minimum of four feet (4'). No second floor yard shall be required for ~~connected structures~~ <u>zero lot line developments</u> at newly-created interior lot lines.

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-057-CC**

Regular Business: **Receive an overview of comments on the notice of preparation and confirm the scope and content of the environmental impact report to be prepared for the proposed Parkline master plan development, and authorize the city manager to enter into an environmental leadership act processing agreement (SB 7) with Lane Partners, LLC**

Recommendation

Staff recommends that the City Council review the following:

1. Comment letters received by the City during the notice of preparation (NOP) comment period, and through the continued Planning Commission study session (February 6), on the scope and content of the environmental impact report (EIR) for the proposed Parkline master plan development (Attachments B and C);
2. Transcript from the Planning Commission scoping hearing (Attachment D); and
3. The matrix summarizing the comment letters and transcript and providing a brief responsive discussion (Attachment E.)

Staff recommends that the City Council provide any additional input on the scope and content of the EIR, and accept the proposed scope and content of the EIR to allow the City to move forward with the preparation of the EIR for the Parkline master plan development (proposed project.) The development of the draft EIR is the next step in the review process and will be prepared concurrently with staff's review of the requested land use entitlements.

The applicant intends to submit an application to the Governor's Office of Planning and Research (OPR) for certification of the project as an environmental leadership development project (ELDP) eligible for streamlining under the Jobs and Economic Improvement Through Environmental Leadership Act of 2021, commonly referred to as SB 7. Staff recommends that the City Council authorize the city manager to enter into an environmental leadership act processing agreement with Lane Partners, LLC. This agreement would not limit the City Council's future discretion on the requested project entitlements or the determination on whether to certify the EIR.

Policy Issues

Lane Partners (the applicant) has submitted an application for the proposed project as described below. The Planning Commission and the City Council will be required to consider the merits of the proposed project. The proposed project requires an EIR pursuant to the California Environmental Quality Act (CEQA.) The City Council will be the final decision-making body on the certification of the EIR and on the land use entitlements required for the proposed project. The proposed project is anticipated to require general plan and zoning ordinance amendments, rezoning, a conditional development permit (CDP), architectural control, a vesting tentative map, heritage tree removal permits, a below market rate housing agreement,

and a request by the applicant for approval of a development agreement. The Planning Commission would be the acting body for any future architectural control permits for the proposed new buildings and the recommending body on all other entitlements, and the City Arborist would issue the Heritage Tree Removal Permits.

On October 18, 2022, the City Council authorized an amended contract with ICF International, Inc. (ICF) and its subconsultants to prepare an EIR for the proposed project and to conduct a Housing Needs Assessment (HNA.) Authorization of the contract did not imply an endorsement of the proposed project by the City Council, rather it allowed the city to move forward with the legally required processing of the application, which includes conducting the environmental review required by CEQA.

When the City Council authorized the contract, it requested that staff bring a summary of the comments received on the scope and content of the EIR to the City Council for review and input following the close of the NOP comment period. This item satisfies that request and provides the City Council the opportunity to provide additional feedback and confirm the scope and content of the EIR, and to consider policy issues that may be addressed through the EIR, the HNA, a fiscal impact analysis (FIA) or other analysis conducted concurrently with the entitlement process.

Background

Site location

For purposes of this staff report, Ravenswood Avenue is used in an east to west geographic orientation. The project site is located at 333 Ravenswood Avenue and generally bound by Laurel Street to the west, Ravenswood Avenue to the north, Middlefield Road to the east and the Burgess Drive ROW to the south. The site contains 38 existing buildings, totaling approximately 1.38 million gross square feet, which include a mix of office, R&D, and support uses. The surrounding zoning and land uses are provided in Table 1 and a location map is included as Attachment A.

Table 1:Surrounding land uses and zoning

Direction	Existing land uses	Zoning
North	Single-family & multi-family residential/church	R-1-S/R-2/R-3/Town of Atherton
South	City corporpration yard/USGS/multi-family residential	PF/R-3(A)
East	Menlo Atherton high school/office (McCandless office complex)	City of Atherton/C-1-X
West	Civic center/Burgess park/single-family residential (Classic Communities)	PF/R-3(X)

Most nearby buildings are one to three stories in height. Ravenswood Avenue and Middlefield Road are major city through streets (classified as “Avenues – Mixed Use” in the City’s Circulation Element.) The Menlo Park train station (Caltrain) and the downtown and El Camino Real commercial/mixed use corridors, developed with several mixed-use projects, are nearby.

Proposed project

The applicant is proposing to comprehensively redevelop the SRI campus with a residential, office, R&D, and retail mixed-use project. The proposed project would be divided into an approximately 53-acre

office/R&D campus covering most of the existing project site and a 10-acre residential area along the Laurel Street edge of the project site extending slightly east along Ravenswood Avenue. Site circulation, open space and landscaping (other than retained trees) would be redesigned and rebuilt per a new comprehensive campus plan, including new bicycle and pedestrian connections. There would be no net increase of non-residential square footage. Primary development program elements include:

- Approximately 287,000 square feet of existing office/R&D (retained in Buildings P, S and T);
- Demolition of 35 structures comprising approximately 1.1 million square feet, to be replaced with new office/R&D space in five main structures, three to five stories in height, along with a smaller amenity building;
- Three new parking structures for the non-residential uses;
- Approximately 450 multifamily residential dwelling units (19 townhomes at two stories) and (431 apartments at three to six stories);
- An approximately one-acre portion of land, proposed to be dedicated to an affordable housing developer for the future construction of a 100 percent affordable housing and/or special needs project of up to 100 dwelling units;
- Approximately 25 acres of landscaped, publicly-accessible open space, including a large central open space between the office/R&D buildings; and
- A sports field and one-story community building near the Ravenswood Avenue/Middlefield Road intersection.

As part of the proposed project, the existing 6-megawatt natural gas power plant that generates power and steam energy for the existing SRI International campus would be demolished and the entire project site would be converted to all-electric energy usage, with the exception of two of the existing buildings that would remain (Buildings P and T) and potential backup diesel generators, in compliance with the city Reach Code. (It is possible that limited exceptions may be requested to accommodate additional life science uses.)

The EIR will analyze the proposed project along with the following variants:

- Emergency Reservoir Variant: This variant would be similar to the proposed project except it would also include an approximately 2 million gallon below grade concrete water reservoir and associated facilities (including a pump station building, surge tank and well head) that would be aboveground and surrounded by a fence or screen. The area for the emergency reservoir and associated facilities would be leased by the City. The specific location of the emergency water reservoir and associated facilities within the project site has not yet been determined, but would likely be located on the northeastern portion of the project site.
- Increased Residential Variant: This variant would be similar to the proposed project except it would include up to 800 multi-family residential units, inclusive of the 100 percent affordable housing and/or special needs project, 250 more dwelling units than under the proposed project. The additional residential dwelling units would be located along Laurel Street within the residential district. As a result, the proposed building height along Laurel Street would increase and additional subterranean parking may be required.

For a more detailed analysis of the proposed project, including an overview of the project history and analysis of the site plan and site circulation, please see the December 12, 2022 Planning Commission staff report in the link in Attachment F. Links to the most recent project plans and project description letter are included in Attachments G (master project plan), H (non-residential project plans), I (residential project plans), and J (project description letter.)

Environmental review process

One of the basic purposes of CEQA is to inform decision makers and the public about the potential significant environmental effects of a proposed project. For purposes of CEQA, the environment is the physical conditions within the area which will be affected by a proposed project, including land, air, water, plants and animals, noise and objects of historic or aesthetic significance. An EIR must be prepared whenever it is established that a proposed project may have a significant effect on the environment.

An EIR is an informational document that the City must certify and consider before it takes action on discretionary permits required for the proposed project. The purpose of an EIR is to provide decision makers and the public with detailed information about the effect that the proposed project is likely to have on the environment, list ways in which the significant effects of the proposed project might be minimized and identify alternatives to the proposed project. The main substantive components of an EIR are as follows:

- The project description, which discloses the activity that is proposed;
- Discussion and analysis of significant environmental effects of the proposed project, including cumulative impacts and growth-inducing impacts;
- Discussion of ways to mitigate or avoid the proposed project's significant environmental impacts; and
- Discussion of alternatives to the project as proposed.

The EIR process begins with the city's decision to prepare an EIR. The city determined that an EIR was required for the proposed project and issued a NOP December 2, 2022. A link to the NOP is included in Attachment K for reference. A NOP signifies the city plans to prepare an EIR for the proposed project.

As part of the city's outreach for the proposed project, the city sent a mailed notice of the release of the NOP and the Planning Commission scoping public hearing and study session to all addresses within a quarter mile radius of the project site. A public notice was also published in the Examiner before the release of the NOP identifying the date of the release of the NOP and the start of the NOP comment period along with the date and time of the Planning Commission scoping session public hearing and study session for the proposed project. In addition, the city mailed copies of the NOP to a comprehensive list of local agencies (including adjacent cities, special districts and school districts), state agencies and federal agencies, Planning Commissioners, and members of the public who requested CEQA notices. A City Council digest item publicizing the release of the NOP and the start of the scoping comment period was also published. The NOP was available for review at the City's website as well as the Main Library and Belle Haven Branch Library. The notice is designed to seek guidance from all of these entities/parties on the scope and content of the EIR.

The release of the NOP began the process for agency and early public consultation, which is referred to as the "scoping" process. The scoping process is designed to enable the city to determine the scope and contents of the EIR at an early stage, including identifying possible issues to be studied, topic areas that do not warrant additional study based on specifics of the proposed project (e.g., mineral resources), and possible alternatives and mitigation measures to be analyzed and considered in the EIR. As part of the scoping process, the Planning Commission held a scoping session for the EIR for the proposed project December 12, 2022. The scoping period ended January 9. (For total of 38 days, which is beyond the minimum 30 days to ensure the public had time to review and provide comments on the NOP notwithstanding the scheduled City-office closure from Dec. 26, 2022, through Monday, January 2.) For a more detailed discussion of the proposed project, the CEQA analysis, the CEQA topics included and those excluded from the EIR, the project variants, and the framework for the alternative analysis, please review the December 12, 2022 Planning Commission staff report available through the link in Attachment F.

The scoping session was an opportunity for the Planning Commission and public to provide comments on the scope and content in the EIR. Verbal comments received during the scoping session and written comments received during the NOP comment period on the scope and content of the environmental review will be considered while preparing the draft EIR. NOP comments will not be responded to individually in the draft EIR; however, all written comments on the NOP will be included in an appendix of the draft EIR, and a summary of all comments received (both written and orally at the Planning Commission scoping session) on the NOP will be included in the body of the draft EIR, which is expected to be released in the fall of 2023.

Further, while not required by CEQA, the City prepared a matrix summarizing all of the comments received and providing a brief discussion regarding each comment. This matrix provides more detailed responses than the summary of comments that will be included in the draft EIR. It has been prepared to help identify and explain those areas which will be considered in the EIR pursuant to CEQA and to identify and explain those areas that are outside the scope of CEQA review (understanding that CEQA is focused on changes to the physical environment and therefore does not cover all issues about which a community member may be concerned) but that may be addressed through other mechanisms. The matrix is included in Attachment E and discussed in more detailed in the Analysis section of this report. The comment letters and transcript of the EIR scoping session are included in the links in Attachment B (comment letters received between December 2, 2022 and January 9), Attachment C (comment letters received between January 10 and February 6), and Attachment D (transcript of the EIR scoping session.)

At the March 14 meeting, the City Council will have an opportunity to review the scoping comments and provide any additional comments on the scope and content of the EIR for the proposed project. Following the meeting, staff will direct the City's environmental consultants to begin the work needed to prepare the draft EIR based on the EIR scope in Attachment L. The draft EIR will be prepared and processed in accordance with CEQA and the State CEQA Guidelines in effect at the time of the release of the NOP. Upon release of the draft EIR there will be another opportunity for the community to comment on the analysis before the final EIR is prepared. The final EIR includes responses to the comments provided during the EIR comment review period. The final EIR will also be reviewed by the City Council, which is the final decision-making body regarding the certification of the EIR. In addition to the EIR process, concurrently, the city's consultants will be working to prepare an HNA and a FIA which will be reviewed by the City Council before final action on the proposed project. (A consultant for the FIA has not yet been selected.)

SB 7

The applicant intends to seek certification of the proposed project under SB 7, the Jobs and Economic Improvement Through Environmental Leadership Act of 2021, as an ELDP. SB 7 authorizes the Governor, until January 1, 2024, to certify projects that meet specified requirements as an ELDP, which then provides the project streamlining benefits related to any subsequent CEQA litigation. To be eligible to qualify as an ELDP, in this instance the applicant will need to show the following:

- The project will result in a minimum investment of $100 million;
- The project will achieve "net zero" greenhouse gases (GHG) emissions;
- The applicant certifies that provisions related to payment of prevailing wages and a skilled workforce will be complied with in connection with the construction of the project;
- The applicant has entered into a binding agreement with the lead agency (i.e., City) that all mitigation measures will be enforceable conditions of approval of the project, and in the case of "environmental" mitigation measures, the applicant agrees that they will be monitored and enforced by the City for the life of the obligation;
- The applicant agrees to pay the costs of the trial court and court of appeal in any case challenging the City's action on an ELDP project;

- The applicant agrees to pay the costs of the City to prepare the record of proceedings for the project concurrent with the review and consideration of the project, in a form and manner specified by the City; and
- The applicant demonstrates that the record of proceedings is being prepared as required.

The attached Environmental Leadership Act Processing Agreement is intended to address all the requirements required by SB 7.

Litigation benefits of ELDP designation

More elaborate and costly application, review and litigation procedures apply to ELDP projects. The administrative record must be maintained concurrently with the preparation of the EIR, and posted for immediate public review on a website commencing with the date of the release of the draft EIR, at all times during the application, EIR, and public and agency hearing process. The applicant must agree to pay for trial and appeal court costs, as well as the costs of preparation of the administrative record.

The ELDP CEQA litigation streamlining benefits include:

- Completion of the trial and appeal court proceedings within 270 days, "to the extent feasible," based on California of Court Rules of Court, Title 3, Division 22, Chapter 2, as adopted by the Judicial Council. This 270-day process is not a mandatory maximum, and the few ELDP projects challenged in lawsuits before the expiration of the first ELDP program were in court for about a year rather than 270 days. However, this accelerated litigation process is substantially less than the three to four years often required to complete the normal CEQA superior and appellate court process.
- Key to this expedited litigation process is the concurrent preparation of the record of proceedings with the administrative process, and the option for the lead agency to elect to prepare the record rather than give CEQA petitioners the right to elect to do so.

In order to receive the streamlining benefits of SB 7, the governor must certify an ELDP project before January 1, 2024, and the lead agency must approve the project before January 1, 2025.

Analysis

During the EIR scoping period, the City received 20 total comment letters, 15 from community members, two from a Planning Commissioner, three from public agencies (California Department of Transportation, Native American Heritage Commission, and Sequoia Union High School District.) In addition to the comment letters, six members of the public spoke at the EIR scoping session, some of whom also provided written comment letters. Individual Planning Commissioners also provided comments and input on the scope and content of the EIR for consideration in the preparation of the draft EIR.

City staff has evaluated the written comments received and verbal comments made by community members, public agencies, and the Planning Commission at the EIR scoping session. A comment matrix is included in Attachment E summarizing the comments and providing a brief informational discussion regarding each comment. The comment matrix is set up to provide the following information:

- Identify the commenter and summarize individual comments from each individual, organization or agency;
- Identify the general topic area;
- Identify the context through which the comment would be considered, e.g., the EIR, the HNA, the FIA or outside of these documents, either in or concurrently with the entitlement process; and
- Provide a discussion related to the comment and how the comment, if applicable, fits within the EIR,

HNA, FIA or other part of the entitlement process. These discussions are intended to be informational to help aid the City Council and the community in understanding why the comments would or would not be considered in the CEQA process and what other opportunities the City may have to consider these comments during the entitlement process.

A study session with the Planning Commission was scheduled for December 12, right after the public hearing was closed on the EIR scoping session. However, the study session component was continued to January 23 due to meeting time constraints. The study session was started January 23 and then again continued to February 6 due to meeting time constraints. As a result, staff included the additional 45 written comments, comprised of 42 comments from the general public, one from a Planning Commissioner, and two from a nonprofit organization (Menlo Together), received through February 6 in the comment matrix.

The majority of the comments provided relate to topics within the EIR and the project itself. Comments generally focused on transportation impacts (e.g., traffic congestion and safety), population and housing (e.g., jobs/housing imbalance), air quality, public services, project design components (e.g., number of below market rate units, reduced office square footage, number of total housing units, on-site and off-site circulation, parking, building heights/locations), and potential project alternatives.

Transportation comments

With respect to transportation, comments were received mainly regarding traffic congestion and safety. The applicant is proposing a Transportation Demand Management (TDM) plan to reduce the trips generated by the project by a specific percentage, which the City will factor into the transportation impact analysis. Traffic is not a physical environmental issue subject to analysis in the EIR. In accordance with state law, level of service (LOS), which corresponded to traffic congestion, is no longer a CEQA metric. LOS was replaced by vehicle miles traveled (VMT) as the CEQA metric for measuring transportation impacts in July 2020. In compliance with the City's adopted Transportation Impact Analysis (TIA) guidelines, a non-CEQA LOS congestion analysis will be conducted for the proposed project. The TIA would identify potential deficiencies to LOS created by the proposed project at study intersections and potential improvement measures to bring the study intersections back to pre-project conditions. The City Council will be presented with feasible improvement measures for consideration as project conditions through the project entitlement review.

Some comments recommended that the EIR study the realignment of Ravenswood Avenue to connect directly to Ringwood Avenue. Although this is not part of the applicant's proposal, Fehr and Peers, the applicant's transportation consultant, studied the possibility in 2022 and determined that while the realignment may result in a modest reduction in intersection average vehicle delay, it could also negatively impact the safe travel of pedestrians and bicyclists through the realigned intersection. Additionally, the realignment would also likely require a double left turn lane northbound on Middlefield at Ringwood and a wider right-of-way between Middlefield and Parkline's entrance. The potential realignment is not included in any City plans. Additionally, the proposed project would allow pedestrians and bicyclists to connect from Ravenswood to Ringwood through the project site and the realignment could potentially affect this improved bike/ped access to Ringwood Avenue and ultimately to Belle Haven and the broader Bayfront Area and Bay Trail through the Ringwood US 101 overcrossing.

Air quality comments

With regard to air quality, comments were received regarding impacts from the proposed project, including potential impacts to sensitive receptors. The potential project-level and cumulative air quality impacts of the proposed project will be evaluated in the air quality section of the draft EIR; nearby sensitive receptors will be considered.

Public services
With regard to public services, comments were received regarding capacity concerns for public service providers, as well as Burgess Park, including the pool and the main library. Concerns were also received about potential impact to schools from the additional students that would be added to the districts. The potential impacts of the proposed project to public service providers, including Menlo Park Police Department and Menlo Park Fire Protection District, as well as recreational facilities, will be considered in the public services and recreation sections of the draft EIR. The EIR will consider the school districts', including MPCSD and SUHSD, past/current enrollment trends, existing school facilities and student/teacher staffing ratios. As part of the EIR process, the City will coordinate with the school districts to gather this type of information to support the analysis in the draft EIR. The potential increase in students generated by the project and the ability for schools to accommodate the potential increase in students will be evaluated in the public services section of the draft EIR. The FIA will also evaluate the impact on the revenues and expenditures to the school districts that serve the proposed project, including MPCSD and SUHSD.

Project alternatives comments
With regard to project alternatives, City staff will consider the suggested alternatives in the comments when developing the EIR for the proposed project, but cannot identify the specific alternatives at this time. Some suggested alternatives received during the scoping period were an increase in housing units and/or reduction in office square footage, increasing the housing to match the housing density of the Willow Village project, reducing the proposed number of housing units, and various changes to the proposed project circulation including limiting or eliminating vehicular access from Laurel Street. The CEQA Guidelines require the evaluation of a no project alternative plus a range of reasonable alternatives to the proposed project, or to the location of the proposed project, which would feasibly attain most of the basic objectives of the proposed project, but would avoid or substantially lessen any of the significant effects of the proposed project. To develop project alternatives, potential impacts must first be identified through the initial analysis within the draft EIR. Once potential impacts are identified through the environmental analysis, City staff will work with ICF to develop alternatives compliant with the requirements of CEQA and will take into consideration alternatives identified through the scoping process. Alternatives will be included in the draft EIR.

Please note that project alternatives are different from project variants. Project alternatives are a required component of an EIR and are analyzed qualitatively, while a project variant is proposed by the applicant and will be analyzed quantitatively at a level of detail commensurate with the base project. As stated previously, the project variants that would be studied in the EIR include an emergency reservoir and an increased housing variant. Given the level of detail that the project variants will be analyzed in the EIR, the project entitlements could potentially include the variants.

Policy level and non-CEQA comments
Some comments identify broader policy issues that are outside the purview of the entitlement review and environmental analysis for the proposed project, such as the jobs/housing balance within Menlo Park. The jobs/housing balance is an economic and social issue, not a physical environmental issue subject to analysis in the EIR. The jobs/housing balance may impact commute times and distance, the effects of which would be considered in the transportation, air quality and GHG sections of the draft EIR. The HNA will not specifically consider the jobs/housing balance, but will consider the housing need generated by the proposed project and compare that to the available supply of housing.

Other comments that are not directly related to the CEQA analysis include comments on the project description or design of the proposed project. For instance, a number of comments suggested modifying the site plan to limit or eliminate vehicular access from Laurel Street, reducing or increasing parking, placing all parking underground, reducing the height of buildings, especially near Laurel Street, and other comments

related to circulation and site layout. Those comments if incorporated into the proposed project at any time during the entitlement review process, would be considered in the EIR. Staff would ensure that the environmental review, if necessary, is updated accordingly to reflect the project components, possibly by utilizing a variant for an alternate phasing plan. In addition, there were a number of comments on the percentage of BMR units provided. The number of BMR units would not affect the environmental analysis in the draft EIR, which is concerned mainly with the number and size of units, but consideration of the number of affordable units would be incorporated into the analysis in the HNA, including additional units beyond the City's BMR requirements, if incorporated into the proposed project by the applicant. These comments and other comments either in support or opposition to the proposed project would be considered as part of the overall entitlement review by the Planning Commission and any other responsible city commissions, and the City Council.

SB 7

Certification of the proposed project as an ELDP would not limit the Planning Commission or City Council's discretion on the requested project entitlements or change the timeline for the review of the entitlements. Additionally, all costs for City staff and consultant's time would be covered by the applicant, including any additional costs associated with certification under SB 7, such as preparation of the administrative record, posting of the record in a public place, evaluating the ELDP documents and confirming requirements are met during and after review of the entitlements. Staff believes there are several advantages to certification, including the commitment to net zero greenhouse gas emissions, and is supportive of the applicant's application to the Governor's OPR for certification of the project as an ELDP, with the understanding that the City will incur no cost, expense or liability in connection with such application, as set forth in the attached draft agreement (Attachment M) between the applicant and the City. Staff recommends that the City Council authorize the city manager to enter into the environmental leadership act processing agreement.

Next steps

Following the City Council's review and confirmation of the scope of the draft EIR, the consultant team will begin conducting the environmental analysis for the proposed project. As stated previously, the draft EIR is anticipated to be released in the fall of 2023.

Conclusion

The NOP scoping period closed January 9, although staff is considering written comments submitted through February 6 as scoping comments, and the majority of the comments will be evaluated in the EIR or the project entitlement review. Staff recommends that the City Council provide any additional comments and accept the comments and the proposed scope and content of the EIR to allow for preparation of the draft EIR. Staff also recommends that the City Council authorize the city manager to enter into an environmental leadership act processing agreement with Lane Partners, LLC. This agreement would not limit the City Council's future discretion on the requested project entitlements or the determination on whether to certify the EIR.

Impact on City Resources

The applicant is required to pay all Planning, Building, Public Works and City Attorney fees, based on the city's master fee schedule, to fully cover the cost of staff time spent on the review of the proposed project. The applicant is also required to bear the cost of the environmental review and any associated analysis. For the environmental review and fiscal analysis, the applicant deposits money with the city and the city pays the consultants. Additionally, the environmental leadership act processing agreement with the applicant would require the applicant to cover all costs, including staff's and the City Attorney's time, associated with SB 7 certification of the project.

Environmental Review

The consideration and approval of the Environmental Leadership Act Processing Agreement (Agreement) is not a "Project" subject to the requirements of the CEQA. As noted in CEQA Guidelines §15378 (b)(5), a "Project" does not include "organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment." The Agreement merely provides for the processing of the EIR for the proposed Parkline Master Plan in accordance with the provisions of SB 7 and does not authorize any activity that would result in a direct or indirect physical change in the environment. Further, even if the consideration and approval of the Agreement was deemed to be a "Project" subject to the requirements of CEQA, the action would be exempt from the requirements of CEQA pursuant to the "common sense" exemption set forth in CEQA Guidelines Section 15061 (b)(3) which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment and where, as is the case in connection with the consideration and approval of the Agreement, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity in question is not subject to CEQA.

A full EIR will be prepared for the proposed project.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Location map
B. Hyperlink – NOP comment letters on the EIR received by January 9 deadline: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/parkline-environmental-impact-report-scoping-comments.pdf
C. Hyperlink – NOP Comment letters on the EIR received after January 9 deadline: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/environmental-impact-report-scoping-comments-received-after-january-9-2023.pdf
D. Hyperlink – December 12, 2022 Planning Commission EIR scoping transcript: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/december-12-2022-planning-commission-eir-scoping-transcript.pdf
E. Parkline Master Plan EIR comment matrix
F. Hyperlink –December 12, 2022 Planning Commission Staff Report: menlopark.gov/files/sharedassets/public/agendas-and-minutes/planning-commission/2022-meetings/agendas/20221212-planning-commission-agenda-packet.pdf

G. Hyperlink – Masterplan project plan: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/20221031-parkline-masterplan-plan-set.pdf
H. Hyperlink – Non-residential project plans: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/20221031-non-residential-architectural-plans.pdf
I. Hyperlink – Residential project plans: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/20221031-residential-architectural-control-plans.pdf
J. Hyperlink – Project description letter: menlopark.gov/files/sharedassets/public/services/community-development/documents/projects/under-review/parkline/20221205-parkline-project-description.pdf
K. Hyperlink – NOP: menlopark.gov/files/sharedassets/public/community-development/documents/projects/under-review/parkline/parkline-notice-of-preparation.pdf
L. Approved scope and budget for EIR and HNA for the Parkline master plan project, dated revised July 13, 2022
M. Draft environmental leadership act processing agreement

Report prepared by:
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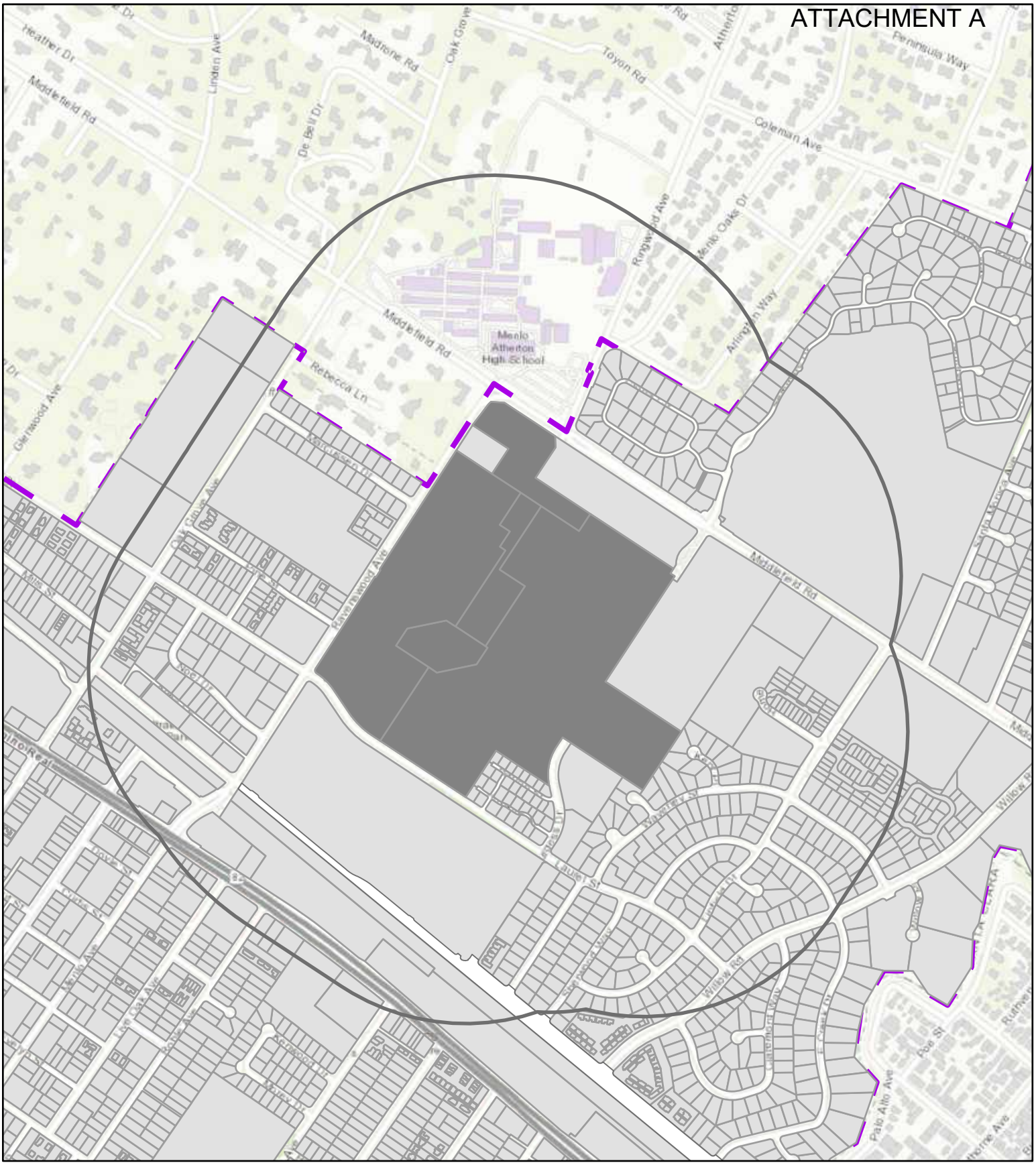
Report reviewed by:
Kyle Perata, Planning Manager

ATTACHMENT A



CITY OF MENLO PARK

LOCATION MAP

333 RAVENSWOOD AVENUE - PARKLINE

CITY OF MENLO PARK

Scale: 1:9,000 Drawn By: CDS Checked By: JICM Date: 5/10/2022

N

ATTACHMENT E

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
P_1	12/12/2022	Peter Chow	Member of the Public at the Public Hearing	Project Description	Do not include more than 400 housing units.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units (Increased Residential Variant). Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Transportation	Transportation Demand Management. Ravenswood and Middlefield is a high impact traffic zone area.	The Project Sponsor will propose a TDM program to reduce the number of vehicle trips. The trip reductions resulting from the TDM program will be factored into the transportation analysis to determine the scope of impacts on the environment. Final decisions regarding the details of TDM requirements, and whether to require higher performance standards, would be decided by the City through the entitlement process.
						Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
P_2	12/12/2022	Jenny Michelle	Member of the Public at the Public Hearing	Site Planning/Non CEQA	Encourages more housing to meet the City's RHNA obligation and affirmatively further fair housing.	The comment refers to the City's RHNA obligation and obligations under the Housing Element Law, which are noted. These comments do not relate to a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
					Conduct robust public outreach.	Public outreach efforts will be conducted in accordance with CEQA requirements. Additional outreach efforts will be subject to the discretion of the Project Sponsor and the City.
				Transportation	Encourage slow streets. Address safety concerns associated with high traffic and single-use vehicles.	The transportation section of the EIR will consider potential Project-related impacts on vehicular, pedestrian, and bicyclist safety.
				Project Description	Provide more housing. Reduce minimum parking requirements to loading and ADA parking only.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
						The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
P_3	12/12/2022	Sue Connelly	Member of the Public at the Public Hearing	Site Planning/Non CEQA	Concerns about increasing the amount of housing at the Project site.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Utilities	Concerns about water supply and increased demand. Impacts on infrastructure.	A water supply assessment will be prepared for the Proposed Project to evaluate existing and future water supplies as a result of Project-generated demand. The utilities and services section of the EIR will incorporate the results of the water supply assessment, as well as an analysis of Project-related impacts to utilities infrastructure.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Transportation	Impacts on traffic. Traffic safety because Laurel Street is a primary artery. Concerns about driveways on Laurel Street, which is already congested and gridlocked. Impacts on Ravenswood and Laurel corridor.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
						The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR. The transportation section of the EIR will consider potential Project-related impacts on vehicular, pedestrian, and bicyclist safety.
				Variants	Support for Emergency Reservoir Variant.	This comment expresses support for the Emergency Reservoir Variant. No action needed for the draft EIR.
P_4	12/12/2022	Brittani Baxter	Member of the Public at the Public Hearing	Transportation	Study walkability to existing amenities in the neighborhood and downtown. Support for proposed bicycle and pedestrian routes through Project site. Map circulation plan associated with people coming to work in the City and driving to area with fewer public transit options.	The transportation section of the EIR will include a qualitative discussion of the pedestrian, bicycle, and transit facilities surrounding the Project site. Circulation and connectivity will also be evaluated as part of the separately required transportation impact assessment and review by the Community Development Department and Public Works.
				Variants	Support for Increased Residential Variant.	This comment expresses support for the Increased Residential Variant. No action needed for draft EIR.
				Site Planning/Non CEQA	Reduce minimum parking requirements.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program, social and economic impacts, etc.) as opposed to significant environmental issues or the appropriate scope of the environmental analysis as required by CEQA.
P_5	12/12/2022	Steve Pang	Member of the Public at the Public Hearing	Project Description	Reconsider the number of units. Clarify the plans for the 100% affordable units. Parking spaces for rental units.	The EIR will analyze the Project as proposed. Impacts from construction and operation of the proposed housing at the Project site will be considered throughout the draft EIR. Mitigation measures will be identified as appropriate. The EIR will describe and consider the potential environmental effects of the proposed future construction of up to 100 residential units that will be a 100% affordable housing or special needs project. One purpose of the NOP is to identify potential alternatives to the Proposed Project. Alternatives that would reduce significant impacts of the Proposed Project are identified during the CEQA process prior to the release of the draft EIR.
				Transportation	Egress of cars from housing units onto Laurel instead of Ravenswood. Bicycle path connectivity behind Burgess Classics communities. Impacts of potentially a thousand more cars in the neighborhood. Clarify where traffic is going to go on Ravenswood and Laurel and surrounding neighborhoods.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Site Planning/Non CEQA	Potential gathering of un-homed people.	The comment does not relate to the potential environmental impacts of the Proposed Project, and no further response is required.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
P_5	12/12/2022	Gail Gorton	Member of the Public at the Public Hearing	Transportation	Congestion will be generated by proposed employees, not just residents. Traffic light changes at Laurel and Ravenswood have not helped. Impacts related to track changes at Alma and Ravenswood.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
				Alternatives	Consider an alternative with no vehicular access to Laurel Street.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Project Description	Supports 400 units, not 450.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Site Planning/Non CEQA	Support for underground parking for all apartment parking. Three- to five-story apartment complex is not consistent with the surrounding one- to two-story residences.	This comment expresses support for proposed underground parking for the residential units. No further action needed for the EIR. The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility.
				Recreation	Impacts on public services and recreational facilities (e.g., Burgess Park is already packed and cannot accommodate new neighbors.) Include usable outdoor space as part of the Project.	Impacts to surrounding recreational resources to the Project site, including Burgess Park, will be evaluated in the recreation section of the EIR. The Proposed Project would also include approximately 25 acres of open space areas and supporting amenities, including a network of publicly accessible pedestrian and bicycle trails, open spaces and active/passive recreational areas available to the public.
P_6	12/12/2022	Phillip Bahr	Member of the Public at the Public Hearing	Project Description	Clarify number of proposed units.	The Proposed Project would include 450 rental residential units. In addition, the EIR will describe and consider the potential environmental effects of the proposed future construction of up to 100 residential units that will be a 100% affordable housing or special needs project (in addition to the 450 rental residential units proposed as part of the Project). The EIR will also evaluate an Increased Residential Variant involving up to 800 units.
				Transportation	Impacts of traffic on Laurel and Pine. Remove proposed entry across from Pine.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Site Planning/Non CEQA	Support for buildings not being so close to the road. Height of the buildings along Ravenswood and Laurel should be one to two stories and set back. Include as much housing as possible without impacting the neighborhood. Include an iconic building.	This comment expresses support for the proposed building site design. No further action needed for the EIR. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
						The area of the Proposed Project is within ½ mile of a major transit stop (i.e Caltrain) and thus is within a Transit Priority Area, and therefore any aesthetic impacts (and transportation) of the Proposed Project are not considered significant impacts on the environment; however, for informational purposes, the Project's visual and design potential impacts will be evaluated in the aesthetics section of the draft EIR. The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility.
P_7	12/12/2022	Comissioner Riggs	Planning Commissioner at the Public Hearing	Baseline	Asks about the baseline and whether the EIR will compare the theoretical occupancy or actual occupancy over the last three or four years?	The draft EIR will generally evaluate existing (or baseline) conditions at the Project site at the time the NOP was released and will assume SRI's current occupancy, unless a specific impact category would benefit from using a modified baseline (e.g., in the case of water demand, an average of water demand over a several year period) as permitted by CEQA and provided that the determination to use a modified baseline is supported by substantial evidence.
				Project Description	Clarify occupancy for the proposed office space. Reduce parking.	There are currently approximately 1,100 existing employees on the Project site. The anticipated occupancy of the Project site upon full buildout, including new residents and employees (under both office and R&D occupancy scenarios), will be evaluated as part of the EIR process.
						The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Transportation	Study whether having more housing at the Project site will benefit transportation.	The transportation analysis in the EIR will evaluate VMT and other transportation-related topics, but generally will be focused on the potential physical impacts of the Proposed Project on the environment rather than its environmental benefits (which is a function of how the CEQA statute and CEQA Guidelines are currently structured). Whether additional density is environmentally beneficial is more of a policy item that could be addressed by the City, rather than a topic that would be addressed in the EIR based on CEQA's requirements.
				Variants	Include 150 to 250 more units in the Increased Residential Variant compared to the Project.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
P_8	12/12/2022	Vice Chair Harris	Planning Commissioner at the Public Hearing	Variants	Include 150 additional units in the Increased Residential Variant compared to the Project. Supports variant with more residential units and less office compared to the Project.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
				Project Description	Reduce parking. Consider more housing at the site of existing Building F.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
P_9	12/12/2022	Commissioner Do	Planning Commissioner at the Public Hearing	Project Description	Reduce parking.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.

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P_10	12/12/2022	Commissioner Barnes	Planning Commissioner at the Public Hearing	Site Planning/Non CEQA	Clarify what happens (i.e., impacts) when parking is reduced. What has happened in other jurisdictions and are the assumptions associated with this issue accurate? Clarify role of the EIR in this this discussion.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Alternatives	What alternatives will be analyzed in the EIR?	Alternatives that would reduce significant impacts of the Proposed Project are identified during the CEQA process prior to the release of the draft EIR. At a minimum, a no project alternative, historic preservation alternative, and a reduced density alternative would be evaluated.
				Project Description	Will the EIR be based on the proposed densities and intensity in the Project Description? The proposed office and commercial pieces of the Project are appropriate. From a master plan perspective, the Project is appropriate for the area. Does not support reduction in office and commercial portions of the Project. Is the existing church and associated parking (125 parking stalls) part of the Project?	The current Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
						The existing church at the corner of Ravenswood Avenue and Middlefield Drive is not part of the Project site and would remain in place. The associated parking stalls are located on the Project site and are part of the Proposed Project. If that changes, the draft EIR would analyze the impact of that change.
P_11	12/12/2022	Chair Decardy	Planning Commissioner at the Public Hearing	Site Planning/Non CEQA	Assumptions associated with parking reductions are not accurate. When preparing the EIR, be careful when explaining why parking reductions would not reduce trips, GHG, AQ emissions, or noise. Consider potential beneficial impacts. Parking minimums places parameters on what can be analyzed in an EIR.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
						The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Transportation	Consider a massively-increased TDM plan (i.e., one that reduces trips by 40 to 60 percent) over parking reductions.	The Project Sponsor will propose a TDM program to reduce the number of vehicle trips. The trip reductions resulting from the TDM program will be factored into the transportation analysis to determine the scope of impacts on the environment. Final decisions regarding the details of TDM requirements, and whether to require higher performance standards, would be decided by the City through the entitlement process.
				Alternatives	Develop useful range of alternatives.	The draft EIR will evaluate alternatives to the Proposed Project (and variants) that would feasibly lessen or avoid the severity of any significant impacts identified during environmental review, and those alternatives will therefore be identified as part of the draft EIR preparation process.
1	12/5/2022	Cody Campagne	Native American Heritage Commission	Cultural Resources/Tribal Resources	Summary of AB 52, SB 18, tribal consultation, and cultural resources assessments.	The City will consult with California Native American tribal organizations prior to the release of the draft EIR. A form describing the Proposed Project will be sent to the NAHC requesting a list of eligible tribes. The City will send a letter to eligible tribes providing an opportunity for consultation.
						The City will follow the requirements of AB 52 relative to notification and consultation with tribal organizations during the CEQA process.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
						In accordance with SB 18, the City will establish meaningful consultation with California Native American tribal governments at the earliest possible point in the EIR process so that any potential places of archaeological, cultural, spiritual, and ceremonial importance can be identified and considered.
						The City will have its environmental consultant (ICF) contact and request a search of NAHC sacred lands files. In addition, ICF will also conduct a pedestrian surface survey to identify archaeological conditions and document current site conditions. ICF will also conduct a records search at the Northwest Information Center (NWIC) at Sonoma State University. All of this information will be considered and analyzed in the tribal/cultural resources section of the draft EIR and mitigation measures will be recommended if necessary.
2	1/9/2023	Mark Leong	California Department of Transportation	Transportation	Prepare VMT analysis pursuant to City guidelines. Include schematic illustration of walking/biking/auto conditions at project site and area roadways. Analyze project's primary and secondary impacts on bicycles, pedestrians, travelers with disabilities, and transit.	The Project's VMT analysis will be prepared in accordance with City guidelines. Pedestrian, bicyclist, and vehicle circulation will be described and evaluated in the TIA and in the transportation section of the draft EIR.
3	1/9/2023	Harold M. Freiman, Attorney at Law	Lozano Smith, on behalf of Sequoia Union High School District	General	Analyze all impacts to the SUHSD (especially Menlo-Atherton High School) for all applicable topics due to the close proximity. SUHSD will participate in meetings and study sessions to discuss impacts. But also include TIDE Academy and Sequoia when needed.	The potential environmental impacts of the Project to schools will be evaluated in the public services section of the draft EIR. Section 65996 of the State Government Code states that the payment of school impact fees as established by Senate Bill 50 is deemed to constitute full and complete mitigation for school impacts from development.
				Transportation	Traffic impacts on school bike/ped safety. Traffic impacts on movement patterns and bus routes from all SUHSD schools. Travel demand, trip gen, distribution, trip assignment and impacts to schools. Cumulative traffic impacts to schools as a result of this project, plus all other cumulative projects in Menlo Park. Cumulative impact due to changed traffic patterns. Safety impacts to students traveling by vehicle, bus, walking, biking.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
				Air Quality	Direct and indirect air quality impacts of the Project on sensitive receptors, such as Menlo-Atherton High School. Cumulative air quality impacts on schools and the community in general due to increased vehicular movement and volumes of all cumulative projects.	The potential Project-level and cumulative air quality impacts of the Project will be evaluated in the air quality section of the draft EIR; nearby sensitive receptors will be considered.
				Noise	Identify project-induced noise sources and volumes that may affect school facilities, including classrooms and outdoor school areas.	Noise-generating components of the Proposed Project and potential impacts to nearby sensitive receptors will be evaluated in the noise section of the draft EIR.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Public Services	Describe historical, current, and future population projections for the District. Assess the impacts of population growth within the District on the District's ability to provide its educational program. Describe existing and future conditions within the District on a school-by-school basis, including size, location, and capacity of facilities. Describe the adequacy of both existing infrastructure serving schools and the anticipated infrastructure needed to serve future schools. Describe the District's past and present enrollment trends. Describe the District's current use of its facilities. Describe projected teacher/staffing requirements based on anticipated population growth and existing policies. Describe any impacts on curriculum as a result of anticipated population growth. Assess cumulative impacts on schools. Identify how the District will accommodate students from the Project who are not accommodated at current District schools.	The EIR will consider the District's past/current enrollment trends, existing school facilities, and student/teacher staffing ratios. As part of the EIR process, the City will coordinate with the District to gather this type of information to support the analysis in the draft EIR. The potential increase in students generated by the Proposed Project and the ability for schools to accommodate the potential increase in students will be evaluated in the public services section of the draft EIR to the extent those changes would result in physical changes in the environment, consistent with CEQA's requirements.
				Population and Housing	Describe the type and number of anticipated dwelling units indirectly resulting from the Project. Describe the average square footage for anticipated dwelling units, broken down by type of unit, indirectly resulting from the Project.	The potential for the Proposed Project to induce substantial population growth directly or indirectly and the potential for adverse impacts on the physical environment will be evaluated in the EIR to the extent required by CEQA.
				Fiscal Impact Analysis	Estimate the amount of development fees to be generated by development. Identify the expected shortfall or excess between development fees to be generated by the Project and the cost for provision of capital facilities. Assess the District's present and projected capital facility, operations, maintenance, and personnel costs. Assess financing and funding sources available to the District, including Section 65996 of the Government Code. Identify any fiscal impacts on the District. Identify the cost of providing capital facilities to properly accommodate students.	This information is outside the scope of the EIR which is focused on the potential physical environmental effects of the Proposed Project.
4	12/10/2022	Henry Riggs	Planning Commission	Site Planning/Non CEQA	Ravenswood realignment (concept sketch)	This comment relates to Commissioner Riggs' request that the Project evaluate realigning Ravenswood Avenue through the Project site. The proposed Project does not include realigning Ravenswood through the Project site, and the proposal to realign Ravenswood is not contemplated in the General Plan's Circulation Element or Transportation Master Plan. In response to inquiries about the potential to realign Ravenswood through the Project site from Commissioner Riggs in 2022, the applicant prepared an analysis of the pros/cons associated with the potential realignment of Ravenswood which were shared with City staff. That analysis showed that while a realignment would result in a modest reduction in intersection level of service and left-turn conflicts, it would also conflict with proposed access and circulation improvements, attract more trips to Ringwood, add through traffic to the Menlo-Atherton school loading zones on Ringwood (and thereby create the potential for safety and queuing concerns), require wider right-of-way, and more generally conflict with safe routes to school bike improvements and the overall focus of the proposed Project on pedestrian and bicycle mobility as opposed to cars. For those reasons, and due to the significant impacts on the site plan and the potential for other impacts on local streets, the Project Sponsor does not support evaluating a realignment scenario in the draft EIR and is not proposing a realignment as part of the Project. As a consequence, the draft EIR will analyze the Project as proposed.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
5	12/10/2022	Henry Riggs	Planning Commission	Site Planning/Non CEQA	Ravenswood realignment (alternative geometry sketch).	See above response.
6	1/9/2023	Verle Aebi	Public	Transportation	Traffic impacts in the entire Linfield Oaks neighborhood. Traffic/congestion impacts on Willow, Alma, Waverley, Linfield, Sherwood, and Ravenswood. Base traffic analysis on number of housing units and sf of commercial space. Vehicular access/entry points/emergency access on Laurel Street, Ravenswood, and Middlefield.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
				Cumulative	Increase in number of trains with electrification and increased gate down time at Ravenswood/Glenwood.	The draft EIR will include a discussion of potential cumulative impacts resulting from other development projects. Cumulative projects evaluated in the draft EIR will include projects that were approved or pending as of January 2023, including any applicable transportation projects. Projects that were not approved or pending as of January 2023 will not be evaluated as part of the project's cumulative analysis.
				Site Planning/Non CEQA	Alternative vehicle entry points. Realigning Ravenswood/Ringwood to eliminate the traffic signal.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
7	1/9/2023	Judith Asher	Public	Alternatives	Analyze a smaller-scope project: Reduce office to comply with current C1 zoning. Keep housing at 400 units, but include 25% BMR. Remove driveway onto Laurel for bike/ped safety. Redirect traffic flow to/from the Project Site. Increase parking for renters and employees. Provide underground parking to reduce the overall height of the Project. Include the emergency water storage tank as part of the Proposed Project.	The EIR will analyze the Project, including the proposed office uses and residential units, as proposed. Should Project refinements be made as part of the entitlement process, the draft EIR will analyze the change accordingly. In addition, the traffic modeling will be evaluated to see if it is feasible to eliminate the driveway on Laurel Street. Should it be determined that it is feasible, other improvements to Laurel Street, in addition to the Class IV bike path, will be considered. One purpose of the NOP is to identify potential alternatives to the Proposed Project. Alternatives that would reduce significant impacts of the Proposed Project are identified during the CEQA process prior to the release of the draft EIR. This comment expresses support for the Emergency Reservoir Variant.
8	1/7/2023	Paul Collacchi	Public	Previous Projects	Comments on the 2000 SRI task force and 2000 Land Use and Circulation Study.	The comments relate to a study undertaken by a taskforce in 2000 and various policy considerations and are noted. Alternatives that would reduce significant impacts of the Proposed Project will be identified during the CEQA process prior to the release of the draft EIR.
				Project Description	Eliminating the existing CDP employment caps would increase the project's net housing deficit.	The EIR will evaluate the potential for increased employment on the site. This comment does not, however, relate to the a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Alternatives	C-1 FAR Office Alternative: Consistent with restrictions placed on the site by the existing CDP. Proposed 2004 Master Plan Development Alternative. Reduced Development Alternative: 30% FAR for zoning district/no housing. No Project Alternative: Maintain existing (2004) development. Reduced Development Housing Alternative: Reduce development to 25-30% FAR, but allow residential development at higher FAR. All Residential Alternative: Rezone to all residential.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The commenter is expressing a preference for policy alternatives to be evaluated as part of the draft EIR. The draft EIR will evaluate alternatives to the Proposed Project (and variants) that would feasibly lessen or avoid the severity of any significant impacts identified during environmental review, and those alternatives will therefore be identified as part of the draft EIR preparation process.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Project Description & Population and Housing	Employment: Employment density, historic employment, future employee counts over the lifetime of the Project, consider remote employment. Growth inducing impacts.	The EIR will describe the anticipated number of Project employees, including the number of net-new employees generated as a result of the Project. The potential growth-inducing impacts as a result of Project-generated employees will be evaluated in the population and housing section and the Other CEQA Considerations chapter of the draft EIR.
				Aesthetics	Visual impacts of rooftop equipment, building heights, shadow analysis.	The area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area; therefore, under SB 743, aesthetic impacts (and transportation) of the Proposed Project are not considered significant impacts on the environment; however, for informational purposes, the Project's visual and design potential impacts will be evaluated in the aesthetics section of the draft EIR. In addition, the Proposed Project's compatibility with the existing surrounding commercial and residential land uses will be evaluated in the land use section of the draft EIR.
				Transportation	Cumulative impacts. Primary and secondary diversion impacts. Dynamic versus static modeling. Segment counts and LOS changes. Traffic map locating Traffic egress and ingress assumptions. Baseline counts and cumulative scenarios.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The draft EIR will generally evaluate existing (or baseline) conditions at the Project site at the time the NOP was released and will assume SRI's current occupancy, unless a specific impact category would benefit from using a modified baseline (e.g., in the case of water demand, an average of water demand over a several year period) as permitted by CEQA and provided that the determination to use a modified baseline is supported by substantial evidence.
				Project Description	Describe proposed open space. Project objectives/goals. Location of the affordable housing site.	The Proposed Project would also include approximately 25 acres of open space areas and supporting amenities, including a network of publicly accessible pedestrian and bicycle trails, open spaces and active/passive recreational areas available to the public. The EIR will detail the Project objectives and the proposed open space. The EIR will describe and consider the potential environmental effects of the proposed future construction of up to 100 residential units that will be a 100% affordable housing or special needs project, which will be located within the proposed Residential District on the Project site.
				Land Use	Land use compatibility. C1 commercial zoning. Removal of CDP as growth inducing.	The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility.
				Housing Needs Assessment	HNA (similar to Willow Village) should be included for this project. Include market analysis to reflect downtown Menlo Park apartments and office rents. Compute RHNA housing cycle of the Proposed Project. Include housing availability and displacement.	The comment refers to the City's RHNA obligation and obligations under the Housing Element Law, which are noted. These comments do not, however, relate to a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Fiscal Impact Analysis	Compare SRI land sale and rent revenues under the Project and alternatives Describe the anticipated revenue and profitability of the Project	This information is outside the scope of the EIR which is focused on the potential physical environmental effects of the Proposed Project.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
9	1/10/2023	Sue Connelly	Public	Alternatives	Analyze a smaller-scope project: Reduce office to comply with current C1 zoning. Keep housing at 400 units, but include 25% BMR. Remove driveway onto Laurel for bike/ped safety. Redirect traffic flow to/from the Project Site. Increase parking for renters and employees. Provide underground parking to reduce the overall height of the Project. Include the emergency water storage tank as part of the Proposed Project.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR. This comment expresses support for the Emergency Reservoir Variant.
10	1/8/2023	Brooke Cotter	Public	Transportation	Study traffic/congestion at all intersections within 1 mile radius. Study a scenario with no vehicular entrance on Laurel Street. Study pedestrian safe crossing on Laurel.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Variants	Study different unit counts: 400, 600, 200 units (including traffic impact and impact on public services of different amount of units). No vehicular entrance of Laurel Street. Underground parking instead of above-ground parking.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Public Services	Impacts on fields, gymnasium, pool, library.	The potential impacts of the Project to public services, including recreational facilities and libraries, will be evaluated in the public services and recreation section of the draft EIR.
11	12/6/2022	David Fencl	Public	Public Services	Increase in calls for police services due to the proposed park across the street from Menlo Atherton High School.	The potential impacts of the Project to police services, including an increase in calls for service, will be evaluated in the public services section of the draft EIR.
12	12/28/2022	Pam Fernandes	Public	Site Planning/Non CEQA	Concerned about driveway from housing units on Laurel and pedestrian safety.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
13	12/10/2022	Patti Fry	Public	Alternatives	Jobs/Housing Balanced Alternative: maximum amount of workers can be no greater than twice the number of housing units.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, jobs/housing balance is a socioeconomic issue that relates to regional planning, rather than an issue that relates to physical impacts on the environment. To the extent there are land use plans and policies that relate to jobs/housing balance and tie to physical impacts, those impacts will be evaluated in the draft EIR.
				Project Description	Consider the employee/sf ratio and assume a greater amount of employees for a conservative analysis (don't undercount or underestimate).	The EIR and the housing needs assessment will be based on a reasonably conservative estimate for the employee per square foot generation rate to evaluate Project impacts (for both office and R&D scenarios). The generation rates will be based on previous generation rates used for similar projects, and reviewed and approved by the City.
				Baseline	Use current baseline; not the 1975 cap.	The draft EIR will generally evaluate existing (or baseline) conditions at the Project site at the time the NOP was released and will assume SRI's current occupancy, unless a specific impact category would benefit from using a modified baseline (e.g., in the case of water demand, an average of water demand over a several year period) as permitted by CEQA and provided that the determination to use a modified baseline is supported by substantial evidence.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Aesthetics	Consider transitions of lower façade heights, building heights, setbacks, and lines of sight.	The area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area; therefore, under SB 743, aesthetic impacts (and transportation) of the Proposed Project are not considered significant impacts on the environment; however, for informational purposes, the Project's visual and design potential impacts will be evaluated in the aesthetics section of the draft EIR.
14	1/9/2023	Gail Gorton	Public	Alternatives	Include 400 housing units with 20% BMR. .	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Transportation	Study traffic flow/congestion within one-mile radius of the Project site.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
				Cumulative	Study impact of Caltrain raising train tracks at Alma/Ravenswood.	The draft EIR will include a discussion of potential cumulative impacts resulting from other development projects. Cumulative projects evaluated in the draft EIR will include projects that were approved or pending as of January 2023, including any applicable transportation projects. Projects that were not approved or pending as of January 2023 will not be evaluated as part of the project's cumulative analysis.
				Site Planning/Non CEQA	Increase onsite parking. No driveway access onto Laurel Street. Add access driveway on Middlefield near Ringwood. Reduce the amount of office spaces to comply with existing zoning. Include underground parking.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR. This comment also relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.
				Public Services	Include impact on Burgess Park.	The potential impacts of the Project to Burgess Park will be evaluated in the public services and recreation section of the draft EIR.
15	1/8/2023	Michael Hart	Public	Variants	Two variants proposed will not provide enough information. Study a variant that has different entrances and exits for vehicle traffic to the office and apartment areas.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.

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				Transportation	Study Project site driveways egress and ingress with respect to congestion.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
16	1/8/2023	Michael M Kim	Public	Site Planning/Non CEQA	No site access on Laurel Street for safety. Provide benefits to the community in the immediate area (playground, fields, courts, parks, etc.) Decrease the amount of proposed housing units. Increase the percentage of BMR units.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.
						The Proposed Project would also include approximately 25 acres of open space areas and supporting amenities, including a network of publicly accessible pedestrian and bicycle trails, open spaces and active/passive recreational areas available to the public.
17	1/9/2023	Denis Kourakin	Public	Alternatives	Study a reduced scope (lower residential and office) to reduce impacts to traffic, schools, parks. Study a housing only alternative.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The draft EIR will evaluate alternatives to the Proposed Project (and variants) that would feasibly lessen or avoid the severity of any significant impacts identified during environmental review, and those alternatives will therefore be identified as part of the draft EIR preparation process.
				Population and Housing	Study the full housing impact and jobs/housing ratio.	In general, jobs/housing balance is a socioeconomic issue that relates to regional planning, rather than an issue that relates to physical impacts on the environment. To the extent there are land use plans and policies that relate to jobs/housing balance and tie to physical impacts, those impacts will be evaluated in the draft EIR. In addition, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
18	1/8/2023	Kenneth Everett Mah	Public	Transportation	Traffic impacts on Laurel Street. Safety of biking/walking on Laurel Street. Analyze impact of proposed driveways on Laurel Street. Consideration that Laurel Street is considered a designated safe route to school.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Public Services	Impacts on Burgess Park amenities, including pool, tennis courts, playground, library, gym, and classes.	The potential impacts of the Project to surrounding recreational resources, including Burgess Park, will be evaluated in the public services and recreation section of the draft EIR.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Site Planning/Non CEQA	Remove all site access on Laurel Street; route only to Middlefield and Ravenswood. Install physical barrier to bike lanes on Laurel Street/Burgess Drive in both directions. Give Burgess Classics residents priority and discounted/free access to Burgess Park amenities. Parking at the Menlo Park Corporation Yard Parking Lot: Burgess Classics residents use this; will the Proposed Project residents use it too? Burgess Classics residents should get priority.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
						This information regarding parking permits is outside the scope of the draft EIR, which is focused on the potential physical environmental effects of the Proposed Project.
19	1/8/2023	Peter C	Public	Site Planning/Non CEQA	Do not increase housing from 400 units previously proposed to 650 units, as currently proposed. Negative impact to the community, including traffic. With proposed office, the new housing would not resolve housing issues.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Land Use	Higher density housing, as proposed, does not conform to surrounding uses.	The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility.
				Alternatives	Study reduced office and fewer housing units.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase, and five commercial buildings and an amenity building with no net increase in commercial square footage. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.
20	1/9/2023	Jeff Staudinger	Public	Alternatives	Alternative: original proposal (400 units, 15% BMR) as submitted to the City in October 2021. Alternative: lower-impact option that reduces housing, reduces office, eliminates driveway onto Laurel, increase parking, adds underground parking, includes the proposed emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.
				Fiscal Impact Analysis	Prepare a comprehensive FIA.	A fiscal impact analysis will be prepared for the Proposed Project.
The comments below were submitted after the public comment period ended on January 9, 2023.						
21	1/23/2023	Brittani Baxter	Public	Transportation	Traffic impacts from commuters. Support for walkability of Project site.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
22	1/23/2023	Nicola Diolaiti	Public	Site Planning/Non CEQA	Increasing the number of housing units from 400 to 600 will place burden on neighborhood and community.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Public Services	Impacts on school facilities and accessibility (including Encinal and Hill View)	Impacts to schools will be evaluated in the public services section of the draft EIR. Access to the Project site and circulation impacts to the surrounding area, including nearby schools, will be evaluated in the transportation section of the draft EIR.
				Transportation	Traffic impacts on Laurel Street, Ravenswood Avenue, and Willow Road.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
23	1/23/2023	Jonathan Hahn	Public	Site Planning/Non CEQA	Reduce proposed office development in the city.	The reduction of proposed office development in the City is not Project-specific and not a CEQA topic subject to analysis in the EIR for the Proposed Project.
				Transportation	Analyze impact of proposed driveways on Laurel Street. Analyze cut-through traffic impacts (including safety impacts) through Linfield Oaks neighborhood.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
24	1/23/2023	Stephen Pang	Public	Site Planning/Non CEQA	Decrease the size of the Project. Increase percentage of BMR units from 10% to 25% and keep the same number of total units (400). Provide more detailed plans for the proposed dedication of land for the proposed affordable housing or special needs project.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.
				Transportation	Retain driveways on Middlefield Road. Analyze impact of proposed traffic on Laurel Street, including safety impacts at Laurel Street and Ravenswood Avenue. Analyze cut-through traffic impacts through Linfield Oaks neighborhood.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
25	1/23/2023	Marlene Santoyo (on behalf of Menlo Together)	Public	Site Planning/Non CEQA	Consider housing in Menlo Park neighborhoods other than Belle Haven and Linfield Oaks.	The consideration of housing in neighborhoods other than Belle Haven and Linfield Oaks is not Project-specific and not a CEQA topic subject to analysis in the EIR for the Proposed Project.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Project Description	Support for proposed number of residential units under the Project (550) and the Increased Residential Variant (600). Consider increasing the number of proposed residential units. Consider less parking, less office space, more housing at all income levels, and public accessibility to the proposed amenities and open space. Support for the proposed dedication of land for the proposed affordable housing or special needs project.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
26	1/23/2023	Omar and Mary Adham	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Transportation	Remove driveway to apartment complex and townhomes from residential streets. Use the existing gated driveway onto Middlefield Road to avoid cut-through traffic in nearby neighborhoods.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Variants	Support for the Emergency Reservoir Variant.	This comment expresses support for the Emergency Reservoir Variant. No action needed for draft EIR.
27	1/23/2023	Larry Anderson	Public	Project Description	Decrease the number of proposed housing units. Impacts on parking, schools, infrastructure, and traffic.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
28	1/23/2023	Anna Hall	Public	Project Description	Consider the need for the proposed office space.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Transportation	Analyze impact of Project on traffic and parking.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Utilities	Analyze impact of Project on infrastructure.	The utilities and services section of the draft EIR will incorporate an analysis of Project-related impacts to utility infrastructure.
				Public Services	Analyze impact on Menlo-Atherton teachers, staff, and students.	The potential increase in students generated by the Proposed Project and the ability for schools to accommodate the potential increase in students will be evaluated in the public services section of the draft EIR.
29	1/23/2023	Judith Asher	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Transportation	Remove driveway to apartment complex on Laurel Street. Retain the existing gated driveway onto Middlefield Road.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Variants	Support for the Emergency Reservoir Variant.	This comment expresses support for the Emergency Reservoir Variant. No action needed for draft EIR.
30	1/23/2023	Christopher Baldwin	Public	Project Description	Provide only the amount of state-mandated housing. Reduce the amount of proposed office space to comply with the C1 zoning. Consider more parking spaces. Provide underground parking spaces rather than aboveground parking garages.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Transportation	Remove driveway to apartment complex on Laurel Street. Retain the existing gated driveway onto Middlefield Road.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Variants	Support for the Emergency Reservoir Variant.	This comment expresses support for the Emergency Reservoir Variant. No action needed for draft EIR.
31	1/23/2023	Susan Bryan (on behalf of Trinity Church)	Public	Project Description	Support for the maximum amount of affordable housing.	This comment is noted, and does not relate to the potential environmental impacts from the Proposed Project. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
32	1/23/2023	Daryl Camarillo & Yolanda Font	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR. .
33	1/23/2023	Angel Chen	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
34	1/23/2023	Sue Connelly	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
35	1/23/2023	Harvey Fishman	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
36	1/23/2023	Patti Fry	Public	Population and Housing	Use an employee density rate that will measure realistic impacts. Project should improve rather than worsen jobs/housing balance.	The EIR and the housing needs assessment will be based on a reasonably conservative estimate for the employee per square foot generation rate to evaluate Project impacts (for both office and R&D scenarios). The generation rates will be based on previous generation rates used for similar projects, and reviewed and approved by the City. In general, jobs/housing balance is a socioeconomic issue that relates to regional planning, rather than an issue that relates to physical impacts on the environment. To the extent there are land use plans and policies that relate to jobs/housing balance and tie to physical impacts, those impacts will be evaluated in the draft EIR.
37	1/23/2023	Joanne Goldberg	Public	Population and Housing	Consider long-term impact on housing requirements and obligations.	The long-term impact on housing obligations is not Project-specific and not a CEQA topic subject to analysis in the EIR for the Proposed Project. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Public Services	Burgess Park is already overutilized and Project will exacerbate that situation.	The potential impacts of the Project to surrounding recreational resources, including Burgess Park, will be evaluated in the recreation section of the draft EIR.
				Transportation	Consider impacts on east-west connectivity in the City. Safety impacts for bicyclists on Ravenswood Avenue and Laurel Street. Do not reduce parking.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
38	1/23/2023	Kathy Goodell	Public	Project Description	Do not provide more than 400 units. Reduce the amount of proposed office space to comply with the C1 zoning. Consider more parking spaces. Provide underground parking spaces rather than aboveground parking garages.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions or increases in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Transportation	Remove driveway to apartment complex on Laurel Street. Utilize the existing gated driveway onto Middlefield Road. Impacts on traffic at the Laurel Street/Ravenswood Avenue intersection.	The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
39	1/23/2023	Tom Hall	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank. Impacts on parking. Impacts on traffic. Size of the Project compared to adjoining neighborhoods.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Public Services	Impacts on schools.	The potential increase in students generated by the Proposed Project and the ability for schools to accommodate the potential increase in students will be evaluated in the public services section of the draft EIR.
40	1/23/2023	Betsy Henze	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.

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41	1/22/2023	Nancy Hosay	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
42	1/23/2023	John Henze	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.

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43	1/23/2023	Lauren John	Public	Project Description	Consider a lower-impact, smaller development option that includes a reduced amount of office to comply with C1 zoning, includes 400 units (including 25% BMR), removes driveway to apartment complex on Laurel Street, retains the existing gated driveway onto Middlefield Road, increases the number of parking spaces, provides underground parking rather than aboveground parking, and includes emergency water storage tank.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
						The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
44	1/23/2023	John Kadvany	Public	Project Description	Parking garages are out of scale for a transit-oriented project. Proposed office space is out of scale for recent transit-oriented projects. Support for more housing and less commercial space. Support for less parking. Improve site plan to improve layout of public open space, encourage interaction with the community, and the proposed residential units. Support for different balance of residential/commercial uses. Reduce multi-story parking. Consider taller buildings in the center of the Project site. Consolidate proposed open space into a larger space.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Required Approvals	Rezoning and General Plan amendments are open-ended. Not supportive of amendments or zoning allowing new or existing buildings to be sold to others. Clarify plans for existing buildings and options for affordable housing plan area.	The proposed general plan amendment and zoning ordinance amendment will be described in the EIR. In addition, the land use section of the draft EIR will evaluate in detail the proposed amendments consistency with the existing general plan and zoning designations. The Proposed Project would demolish all existing buildings, excluding Buildings P, S, and T, which would remain on-site and operational by SRI and its tenants. The EIR will describe and consider the potential environmental effects of the proposed future construction of up to 100 residential units that will be a 100% affordable housing or special needs project.
				Approach	Instead of assuming existing commercial entitlements based on square footage, historical low intensity uses should be assumed as a point of comparison.	The draft EIR will generally evaluate existing (or baseline) conditions at the Project site at the time the NOP was released and will assume SRI's current occupancy, unless a specific impact category would benefit from using a modified baseline (e.g., in the case of water demand, an average of water demand over a several year period) as permitted by CEQA and provided that the determination to use a modified baseline is supported by substantial evidence.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
45	1/23/2023	Kenneth Everett Mah	Public	Public Services	Impact on local safety and resources, including amenities at Burgess Park. Study impacts on amenities at Burgess Park by amenity and demonstrate that there will be no difference compared to existing conditions. Provide Burgess Classics residents with priority and discounted/free access to Burgess Park amenities if the Project would impact access to the Park.	The potential impacts of the Project to public service providers, including Menlo Park police and fire departments, as well as recreational facilities, will be considered in the public services and recreation sections of the draft EIR. The provision of priority or discounted access to Burgess Park amenities to existing residents in the Project area is outside the scope of the draft EIR, which is focused on the potential physical environmental effects of the Proposed Project.
				Transportation	Bicycle and walking safety issues on Laurel Street. Remove entrances and exits on Laurel Street or study the impact on traffic on Laurel Street to demonstrate there will be no difference from existing conditions. Study impact of traffic on Laurel Street based on different levels of housing density. Install protected bicycle lanes in both directions on Laurel Street from Ravenswood Avenue to Burgess Drive. Study the impact on accidents on Laurel Street to demonstrate there will be no difference in traffic accidents from existing conditions. Install protected bicycle lanes in both directions on Burgess Drive from Laurel Street to the SRI/Menlo Park Corporation Yard. Install protected bicycle lanes the full length of Burgess Avenue between Alma and SR	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR. Pedestrian, bicyclist, and vehicle circulation will be described and evaluated in the TIA and in the transportation section of the draft EIR.
				Site Planning/Non CEQA	Study impact of the Project on the use of the Menlo Park Corporation Yard and demonstrate there will be no difference from existing conditions. If there is an impact, do not allow Parkline residents or employees or the general public access to the yard and provide Burgess Classics residents to free overnight annual parking permits.	Proposed Project impacts on existing surrounding uses, including the nearby Menlo Park Corporation Yard, will be addressed and evaluated, as appropriate, throughout the draft EIR. The proposed parking will be evaluated as proposed. The provision of parking permits to existing residents in the Project area is outside the scope of the draft EIR, which is focused on the potential physical environmental effects of the Proposed Project.
46	1/23/2023	Rob McCool	Public	Population and Housing	Reduce housing to office space imbalance by increasing housing.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, jobs/housing balance is a socioeconomic issue that relates to regional planning, rather than an issue that relates to physical impacts on the environment. To the extent there are land use plans and policies that relate to jobs/housing balance and tie to physical impacts, those impacts will be evaluated in the draft EIR. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
				Site Planning/Non CEQA	Do not reduce parking to reduce traffic as existing infrastructure does not support low levels of parking. Do not include a driveway on Laurel Street.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions or increase in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Transportation		The proposed Project includes access to the Project site via Laurel and potential impacts on circulation on and in the vicinity of the Project site will be evaluated in the EIR.
				Public Services	Study impact on police response times along Laurel Street.	The potential impact of the Project on police response times will be considered in the public services section of the draft EIR.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
47	1/22/2023	Peter C	Public	Transportation	Traffic impacts along Laurel Street, Ravenswood Avenue, and Middlefield Road. Ensure the trip cap is low to manage the project.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
				Population and Housing	Project will create an imbalance of jobs to housing units, further exacerbating the region's housing crisis.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, jobs/housing balance is a socioeconomic issue that relates to regional planning, rather than an issue that relates to physical impacts on the environment. To the extent there are land use plans and policies that relate to jobs/housing balance and tie to physical impacts, those impacts will be evaluated in the draft EIR. This comment does not relate to a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Public Services	Impacts to schools.	The public services section of the draft EIR will evaluate Project-related impacts to surrounding Menlo Park schools. The public services section will evaluate schools' existing capacity, as well as capacity to accommodate Project-generated students.
				Utilities	Impacts to infrastructure.	The utilities and services section of the draft EIR will incorporate an analysis of Project-related impacts to utility infrastructure.
				Project Description	600 units would not conform to the area's existing uses. Support for 400 units.	The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility.
48	1/23/2023	Susan Stimson	Public	Public Services	Reduce size of the Project to protect safety and accessibility.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
				Transportation	Hazards at Ravenswood Avenue railroad crossing. Deterioration of accessibility to and from Highway 101 via Willow Road, as two lane road is insufficient for future growth. Assess traffic and safety subsequent to occupancy of developments on El Camino. Survey residents in new developments to see how they are commuting and whether they're using public transit. Above/below grade railroad crossings. Additional routes to access Highways 101 and 280. Consider other recently completed developments when studying impacts on traffic and safety.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
				Project Description	Provide adequate parking. Support for a higher percentage of affordable housing.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
						This comment expresses support for increased affordable housing units. No action needed for the draft EIR.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
49	1/23/2023	Karen Wang	Public	Project Description	Density is incompatible with adjoining neighborhoods. Impacts on parking. Reduce size of the Project to address jobs-housing imbalance	The land use section and other sections, as applicable, of the draft EIR will discuss the Proposed Project's consistency with General Plan policies that relate to neighborhood compatibility. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. In general, jobs/housing balance is a socioeconomic issue that relates to regional planning, rather than an issue that relates to physical impacts on the environment. To the extent there are land use plans and policies that relate to jobs/housing balance and tie to physical impacts, those impacts will be evaluated in the draft EIR.
				Public Services	Impacts on schools.	The public services section of the draft EIR will evaluate Project-related impacts to surrounding Menlo Park schools. The public services section of the draft EIR will evaluate schools' existing capacity, as well as capacity to accommodate Project-generated students.
				Utilities	Impacts on infrastructure.	The utilities and services section of the draft EIR will incorporate an analysis of Project-related impacts to utility infrastructure.
				Transportation	Impacts on traffic in the area.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
50	2/6/2023	Phillip Bahr	Public	Site Planning/Non CEQA	Project does not meet the needs of middle-income residents; asks how to ensure that middle class residents will have housing priority. Proposed setback for the residential uses is too close to Ravenswood Avenue and Laurel Street. Housing should be set back at least the same distance as the existing SRI building on Ravenswood Avenue. Proposed building heights are not compatible with the surrounding neighborhood, particularly at the corner of Ravenswood Avenue and Laurel Street. Proposed mission style is not reflective of good design. Study a site plan that has access from Middlefield Road or close to Menlo Atherton High School.	Housing priority for middle class residents is outside the scope of the draft EIR, which is focused on the potential physical environmental effects of the Proposed Project. The area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area; therefore, under SB 743, aesthetic impacts (and transportation) of the Proposed Project are not considered significant impacts on the environment; however, for informational purposes, the Project's visual and design potential impacts will be evaluated in the aesthetics section of the draft EIR. In addition, the Proposed Project's compatibility with the existing surrounding commercial and residential land uses will be discussed and analyzed in detail in the land use section of the draft EIR. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Transportation	Remove proposed intersection at Ravenswood Avenue and Pine Street due to existing traffic and safety hazards. Existing access issues for police and fire truck access on Pine Street due to street width and cut-through traffic. Traffic barriers on Ravenswood Avenue will not prevent existing from the Project site. Additional office/commercial space will add to existing traffic and parking impacts. Traffic baseline is based on 2021 data, but traffic continues to be lower than under previous years and some approved and constructed projects are not yet fully occupied. Incorrect to assume that the project's proximity to mass transit will reduce traffic, at least until the system is improved to better entice people to ride the bus or train.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary. The Project Sponsor will propose a TDM program to reduce the number of vehicle trips. The trip reductions resulting from the TDM program will be factored into the transportation analysis to determine the scope of impacts on the environment. Final decisions regarding the details of TDM requirements, and whether to require higher performance standards, would be decided by the City through the entitlement process.
				Population and Housing	Project will make housing deficit worse.	This comment does not relate to a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Project Description	Provide sufficient parking to meet the demand for the residential component. Adjacent residential streets do not have the capacity to accommodate the project's parking.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
51	2/6/2023	Sarah Brophy	Public	Project Description	Support for housing at all income levels.	This comment expresses support for increased housing, including more affordable housing. No action needed for draft EIR.
52	2/5/2023	Katherine Dumont	Public	Project Description	Support for more housing and affordable housing.	This comment expresses support for increased housing, including more affordable housing. No action needed for draft EIR.
				Greenhouse Gas Emissions	Project will help Menlo Park achieve goal of reducing greenhouse gases.	The Proposed Project will incorporate a range of sustainability features and measures to encourage alternative modes of transportation to reduce greenhouse gas emissions. As part of the Proposed Project, the existing 6-megawatt natural gas power plant that generates power and steam energy for the existing SRI International campus would be demolished and the entire Project site would be converted to all-electric energy usage, with the exception of two of the existing buildings that would remain (Buildings P and T) and potential backup diesel generators, in compliance with the City's Reach Code. The draft EIR will evaluate Project-related greenhouse gas impacts, including consistency with city GHG-reduction goals, in the greenhouse gas emissions section.
				Transportation	Reduce minimum parking requirements. Include measures to minimize car trips and manage traffic congestion. Prioritize creation of safe routes to school and work for pedestrians and bicyclists around the Project site, including Ravenswood, Willow, Alma, Burgess, and Middlefield.	The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed. The Project Sponsor will propose a TDM program to reduce the number of vehicle trips. The trip reductions resulting from the TDM program will be factored into the transportation analysis to determine the scope of impacts on the environment. Final decisions regarding the details of TDM requirements, and whether to require higher performance standards, would be decided by the City through the entitlement process.

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53	1/27/2023	Cliff Fitzgerald	Public	Transportation	Marcussen Drive currently experiences cut-through traffic by drivers avoiding traffic signals on Middlefield Road. Expressed concerns about speeding on Marcussen. Asks whether there will be mitigation for traffic impacts regarding surrounding traffic zones. Asks what traffic baselines will be used for the analysis.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.
54	2/5/2023	Karen Grove	Public	Site Planning/Non CEQA	Support for more housing for people with unmet housing needs. Include maximum amount of housing and affordable housing possible.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
				Transportation	Include a robust Transportation Demand Management program to reduce local traffic.	The Project Sponsor will propose a TDM program to reduce the number of vehicle trips. The trip reductions resulting from the TDM program will be factored into the transportation analysis to determine the scope of impacts on the environment. Final decisions regarding the details of TDM requirements, and whether to require higher performance standards, would be decided by the City through the entitlement process.
55	2/15/2023	Lorri Holzberg	Public	Project Description	Support for more housing and affordable housing.	Comment expressing support for increased housing, including more affordable housing. No action needed for draft EIR.
56	1/26/2023	Brad Hoo	Public	Population and Housing	Project will make housing deficit worse.	This comment does not relate to a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Site Planning/Non CEQA	Asks how existing residents will benefit from more office.	This a question that is outside the scope of environmental review.
57	2/5/2023	Dennis Irwin	Public	Project Description	Support for including as many affordable housing units as possible.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
58	2/6/2023	Jenny Michel	Public	Site Planning/Non CEQA	Consider up to 1,850 units of housing, including at least 30% affordable units (the same housing density as Willow Village).	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
59	1/25/2023	Geeta Karmarker	Public	Site Planning/Non CEQA	Questions the project's benefits and who is responsible for paying for new infrastructure and public services. Consider where to add more housing and suggests where infrastructure can support it, similar to Palo Alto's approach.	The EIR focuses on the potential environmental impact of the Proposed Project. These questions are policy concerns that are outside the scope of environmental review.
				Transportation	Traffic impacts on nearby neighborhood as well as to/from freeway and downtown.	Based on changes in state law as of 2013 (SB 743), traffic congestion is no longer considered an environmental impact under CEQA; instead, CEQA requires the evaluation of a project's vehicle miles traveled which will be addressed in the EIR. In addition, the area of the Proposed Project is within a ½ mile of a major transit stop (i.e. Caltrain) and thus is within a Transit Priority Area and therefore is generally presumed to have a less than significant impact related to transportation (and aesthetics). However, the City will be preparing a transportation impact analysis separate from CEQA, and the transportation section of the EIR will (for informational purposes only) quantitatively analyze the Proposed Project's effect on intersection operations, including Ravenswood Avenue and Middlefield Road, and identification of feasible measures to address needed infrastructure improvements, as necessary.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Population and Housing	Office space will make the housing deficit worse.	This comment does not relate to a physical environmental impact subject to analysis in the EIR. However, a housing needs assessment is being prepared for the Proposed Project and will be included in the EIR; the housing needs assessment will consider direct and indirect housing market effects, as well as evaluate the Proposed Project against the City's regional housing needs allocation.
				Project Description	Against increasing the proposed number of units from 400 to 600 due to traffic concerns.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. Should the number of housing units be reduced as part of the entitlement process, the EIR will analyze the change accordingly to the extent required by CEQA.
60	2/5/2023	Joy Kosobayashi	Public	Project Description	Support for increasing the number of proposed housing units.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
61	2/5/2023	Margarita Mendez	Public	Project Description	Supportive of housing at Project site. Reduce parking to the minimum that's viable.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Transportation	Include bicycle lanes through the Project site.	The Proposed Project would include a network of publicly accessible pedestrian and bicycle trails throughout the Project site.
62	2/6/2022	Menlo Together	Public	Project Description	Support for the proposed number of residential units under the Project (550). Consider increasing the number of proposed residential units. Locate the donated land for 100% affordable housing in same portion of Project site as other residential uses. Support for the proposed dedication of land for the proposed affordable housing or special needs project. Reduce parking to the minimum that's viable. Include low to moderate income housing units at below market values without involving a nonprofit to handle that portion of the Project site. Asks why the number of housing units is less than what is proposed by Meta.	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Transportation	Increase in investment in alternatives to driving via Transportation Demand Management.	The Project Sponsor will propose a TDM program to reduce the number of vehicle trips. The trip reductions resulting from the TDM program will be factored into the transportation analysis to determine the scope of impacts on the environment. Final decisions regarding the details of TDM requirements, and whether to require higher performance standards, would be decided by the City through the entitlement process.
63	2/6/2023	Jennifer Michel	Public	Project Description	Include comparable housing density to Willow Village (1,730 units).	This comment relates to the merits of the Proposed Project (e.g., design and program) as opposed to significant environmental issues or issues about the appropriate scope of the environmental analysis required by CEQA. The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.
64	1/24/2023	Henry Riggs	Public	Alternatives	Include an alternative with comparable housing density to Willow Village.	The Proposed Project includes 450 market rate and inclusionary housing units, in addition to up to 100 100% affordable units that would be developed in a future phase. The EIR will analyze the Project as proposed, in addition to a higher density residential variant with up to 800 units.

#	Date	Commentor Name	Commenting	Topics	Summary of NOP Comment	Discussion
				Transportation	Non-residential component should not exceed the trip count of the existing use permit.	The project's entitlements include requests for General Plan and Zoning Amendments to accommodate the project's size and scale. The existing use permit will be superseded. If the Project proposes a trip cap, or if a trip cap is required as a result of the environmental analysis, it will be addressed in the EIR.
65	2/5/2023	Sarah Zollweg	Public	Project Description	Support for maximizing the proposed affordable housing units. Reduce parking to minimum that's viable.	The request to maximimize the proposed affordable housing units is noted. Affordability is not a topic that is subject to analysis in the EIR, although affordability will be addressed in the HNA. The EIR will analyze the Project as proposed, including the amount of parking proposed by the Project Sponsor. In general, parking impacts are not considered physical impacts on the environment under state law and case law, and do not need to be evaluated in the EIR. Any reductions in parking would be addressed as a policy question for the City and not in the EIR, which is instead concerned with the physical impacts of the Project as proposed.
				Transportation	Invest in driving alternatives.	This comment does not relate to a physical environmental impact subject to analysis in the EIR.

Parkline Project

Response to RFP

Environmental Impact Report Preparation and
Environmental Consultant Services

Submitted to:
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Corinna D. Sandmeier
Acting Principal Planner
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Submitted by:
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July 29, 2022
(Rev. September 13, 2022)

This proposal contains ICF's confidential information and shall not be disclosed to any third party or used for any purpose other than to evaluate this proposal.

City of Menlo Park

Parkline Project

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Corinna D. Sandmeier, Acting Principal Planner
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

Subject: RESPONSE to RFP ENVIRONMENTAL IMPACT REPORT PREPARATION AND ENVIRONMENTAL CONSULTANT SERVICES – PARKLINE PROJECT

Dear Ms. Sandmeier:

ICF Jones & Stokes, Inc. ("ICF"), is pleased to present this scope and budget regarding preparation of an environmental impact report (EIR) for the Parkline Project (hereafter referred to as the Project). ICF has formed a team of expert managers, proficient technical personnel, and long-term partner subconsultants to support the City of Menlo Park (City) in successfully completing environmental review of the proposed mixed-use development on the SRI International site. The Project site is at the center of the Menlo Park community, surrounded by Menlo Park's civic hub to the north, Menlo-Atherton High School to the south, and residential neighborhoods on all sides. It is also within walking distance of regional public transportation and downtown Menlo Park. ICF recognizes the importance of this location as well as the importance of the Project overall.

ICF has a history of delivering large, complex, place-making projects throughout the Bay Area and beyond. We will work with Project stakeholders, including City planners, the development team (indirectly through the City), City Commissioners/City Council, and the public, to ensure that the EIR not only presents a technically accurate, complete, and legally defensible analysis of the environmental effects of the Project but also an analysis that is expressly responsive to City and community concerns and constraints. To accomplish this, we offer a team of highly skilled environmental professionals who will produce comprehensive California Environmental Quality Act (CEQA) documentation, allowing the Project to be developed as expeditiously as possible. Our considerable experience in Menlo Park—including lead environmental consultant on the previously proposed SRI International project in 2013–2015—will enable our staff to respond quickly and efficiently to your needs.

This submittal includes our overall approach and scope of work as well as our relevant experience and proposed staffing. Our proposed Project management staff consists of a team that is familiar with the intricacies of development in Menlo Park and backed by ICF's depth and breadth of technical expertise across the subject areas to be addressed under CEQA. Our team also includes two subconsultants—Hexagon and Keyser Marston Associates—that will contribute their expertise to transportation and housing needs consulting services, respectively. Our team members have worked together extensively on prominent CEQA projects throughout the Bay Area, including, most recently, the Willow Village Master Plan Project. We know how to deliver environmental documents and manage environmental processes for innovative and complex projects.

Our team is excited about the opportunity to provide CEQA services for this important project. We are eager to discuss our approach with you and hope you will decide that our team is qualified to meet your needs. If selected as the successful bidder, ICF looks forward to negotiating mutually acceptable contract terms and conditions. Please feel free to contact Heidi Mekkelson at 415.677.7116 or heidi.mekkelson@icf.com should you have any questions.

Sincerely,

Hawani Tessema

Hawani Tessema
Senior Manager, Contracts

Table of Contents

Firm and Project Team Qualifications 1
Scope of Work 10
Schedule 28
Cost Estimate 28
Relevant Project Experience and References 30
Other Relevant Information and Disclosures 34

Appendices

Appendix A Resumes
Appendix B Keyser Marston Associates – Housing Needs Assessment Scope
Appendix C Hexagon – Transportation Scope
Appendix D West Yost – Optional Water Supply Assessment Scope
Appendix E Proposed Schedule
Appendix F Cost Estimate

Firm and Project Team Qualifications

ICF Jones & Stokes, Inc. (an ICF company, hereafter referred to as ICF), a global consulting and technology services provider focused on making big things possible for our clients, is the bidding entity for this proposal and a subsidiary of parent company ICF International, Inc. (NASDAQ:ICFI). ICF is a recognized leader in California Environmental Quality Act (CEQA) compliance, having prepared thousands of environmental impact studies and related documents since 1970. ICF is proposing a team of dedicated professionals who are familiar with Menlo Park, who are knowledgeable about local issues, and who have the capacity to provide timely and exceptional environmental services for the Parkline Project (Project). In addition, we are deliberately putting forth a similar team that has ushered several recent City of Menlo Park (City) development projects through the CEQA clearance process, including subconsultants Hexagon (transportation) and Keyser Marston Associates (KMA) (housing needs assessment [HNA]). Each proposed specialist on the team has a key area of expertise to contribute and will work closely with other specialists on all aspects of the Project to keep the process cohesive.

ICF

Since 1969, ICF has been serving government at all levels as well as major corporations and multilateral institutions on infrastructure improvement projects, restoration and planning projects, and compliance with mandated government programs. More than 8,000 employees (inclusive of corporate affiliates) in 70 offices serve these clients worldwide. More information is available at www.icf.com.

ICF Profile Snapshot
Founded in: 1969
ICF Employees: 8,000+
Northern California Office Locations:
San Francisco and Sacramento

ICF provides consulting and implementation services to address today's most complex management, technology, and policy challenges. Our work is focused primarily in four key markets: environment and infrastructure, energy and climate change, health and social programs, and homeland security. The firm provides end-to-end solutions to support clients through the entire program life cycle, from analysis and design through implementation and evaluation. The ICF team brings the following resources to deliver the full scope of services that may be required to meet the City's needs on the Project:

- A professional staff with full-time and on-call environmental analysts, hazardous materials experts, land use and natural resource planners, wildlife and fisheries biologists, plant and wetland biologists, arborists, watershed planners, restoration and mitigation experts, hydrology and water quality specialists, noise and vibration specialists, environmental permitting and conservation planning experts, archaeologists, and architectural historians.
- A wide network of environmental regulatory expertise. ICF is a recognized leader in CEQA compliance. ICF professionals have authored guidelines and taught University of California Extension courses on complying with environmental law and regulations. Many of our specialists are also authors who have collaborated on definitive CEQA publications that have become industry standards for assisting planning professionals with compliance documentation. Our own environmental regulatory staff includes former agency regulators. We stay up to date on the latest policy developments at the federal, state, and local levels.

Office Where Work Will Be Managed
ICF's San Francisco Office
201 Mission Street, Suite 1500
San Francisco, CA 94105

ICF has direct and ongoing experience throughout the Bay Area. With more than 250 technical staff members in Northern California, ICF is one of the largest CEQA consulting firms in the region. Our deep bench ensures our ability to meet client needs quickly and effectively. ICF has staff members operating out of multiple offices on the West Coast, and we have the capacity to provide the City

with timely and high-quality services. Our staff is experienced in balancing an existing backlog of projects and has the capacity to initiate new projects weekly. If selected, although we are able to draw expertise from all West Coast offices, we will service the Project primarily from our San Francisco office.

Subconsultants

Included on the CEQA team with ICF are Hexagon for the transportation analysis and KMA for the HNA.

Hexagon

Hexagon has a long history of working on projects within Menlo Park as well as the entire Bay Area. ICF and Hexagon have collaborated extensively and will work together to provide a transportation study that will satisfy the requirements of the City, CEQA, and the City/County Association of Governments (C/CAG) Congestion Management Program (CMP). Hexagon has prepared transportation studies and CEQA-specific traffic analyses throughout the Bay Area. These include analyses of vehicle miles traveled (VMT), operational peak-hour traffic, freeway segments and ramps, queuing, bicycle and pedestrian facilities, transit facilities, and site access and circulation. Hexagon also provides thorough peer reviews of Transportation Demand Management (TDM) plans for its clients. Hexagon has provided services for projects in Menlo Park that included the 1350 Adams Court Project, 3723 Haven Avenue Hotel, Menlo Park Housing Element Update, Willow Village Master Plan, and the Menlo Park Citywide Model.

Keyser Marston Associates

KMA is included on the ICF team to provide an HNA. KMA is exceptionally well qualified and able to prepare the HNA for the Project because of its broad expertise from conducting housing impact studies and project-specific housing needs analyses. Throughout the Bay Area, KMA has prepared HNAs that have analyzed a project's net impact on housing supply and need, the geographic distribution of housing needs by jurisdiction, and a project's potential influence on the regional housing market. KMA has prepared HNAs in Menlo Park that have encompassed a wide range of projects, including mixed-use, residential, and office development projects (e.g., Menlo Gateway, Facebook Campus, Facebook Campus Expansion Project, Menlo Flats, Menlo Portal, Menlo Uptown, 1350 Adams Court, Commonwealth Building 3, 111 Independence Drive, Willow Village Master Plan).

Project Team Approach and Qualifications

ICF is aware of the importance of the Parkline Project in the context of the region's need to provide high-density, mixed-use projects near transit. Understanding that the expediency of the environmental clearance process is essential to moving a project forward, we have developed an approach that allows us to ensure the production of high-quality and legally sound products in a timely fashion. Our success with meeting aggressive schedules while adeptly handling complex environmental issues on similar projects in Menlo Park, including the Willow Village Master Plan Project, is a testament to our ability to usher the Project efficiently through the CEQA process. Aside from our commitment to a careful and efficient execution of the detailed scope of work (SOW), we bring the key characteristics described below to support implementation of this prominent project.

Seasoned Team with Relevant Experience, Commitment, and Availability

The ICF team's expertise from working on environmental impact reports (EIRs) on the San Francisco Peninsula as well as in the Silicon Valley/South Bay, including our recent experience in Menlo Park, means we understand the planning context of the area, including constituents in a variety of jurisdictions, environmentally challenging topics, and interrelationships among cities in the area. In addition to this wide-ranging knowledge, we have built productive and respectful relationships with Menlo Park staff members. We strive to perform to the satisfaction of the City. Our goal is to devote the same level of commitment and dedication to the Parkline Project that we devoted to our past successful CEQA compliance efforts in Menlo Park.

Our team has been assembled with regard to our previous work in the city. Heidi Mekkelson, our project director, and Kirsten Chapman, our senior advisor, will contribute valuable local knowledge and strategic thinking to move the Project through the CEQA process. Jessica Viramontes, our project manager, and Devan Atteberry, our deputy project manager, also have extensive experience from successfully coordinating and writing complex CEQA compliance documents for projects in Menlo Park and throughout the Bay Area. Heidi, Kirsten, Jessica, and Devan are known to the City for their excellence in environmental compliance work, the lead agency process experience, and management, all of which are necessary attributes for successfully achieving CEQA clearance for high-profile priority development projects. This management team has also worked directly with Hexagon and KMA for years and assembled quality documents. Our diverse team, including the talented and experienced technical specialists included in the organization chart below, are available and excited to get to work on the Project.

As previously mentioned, ICF has almost a decade of experience working from on CEQA documents in Menlo Park. Although ICF is currently working on EIRs in Menlo Park, many of these projects are nearing completion, freeing up team members who are familiar with the city to work on new projects. In addition to our ongoing projects in Menlo Park, as well as several completed projects, ICF previously worked on the SRI International Campus Modernization Project EIR from 2013 to 2015. This project, which was on the site of the current Parkline Project, planned to modernize the SRI campus without increasing gross floor area. Specifically, it intended to retain five buildings, with approximately 62,000 square feet; demolish approximately 1.21 million square feet of building space; and construct 13 new buildings within the same area, resulting in no net increase in square footage. ICF completed several sections of the administrative draft EIR for the proposed project, but the development application was put on hold and the contract eventually expired. Several members of our proposed team for the Parkline Project visited the site in 2014 and prepared sections. They are excited about the prospect of working on a new project at the same site.

Strong Team Management

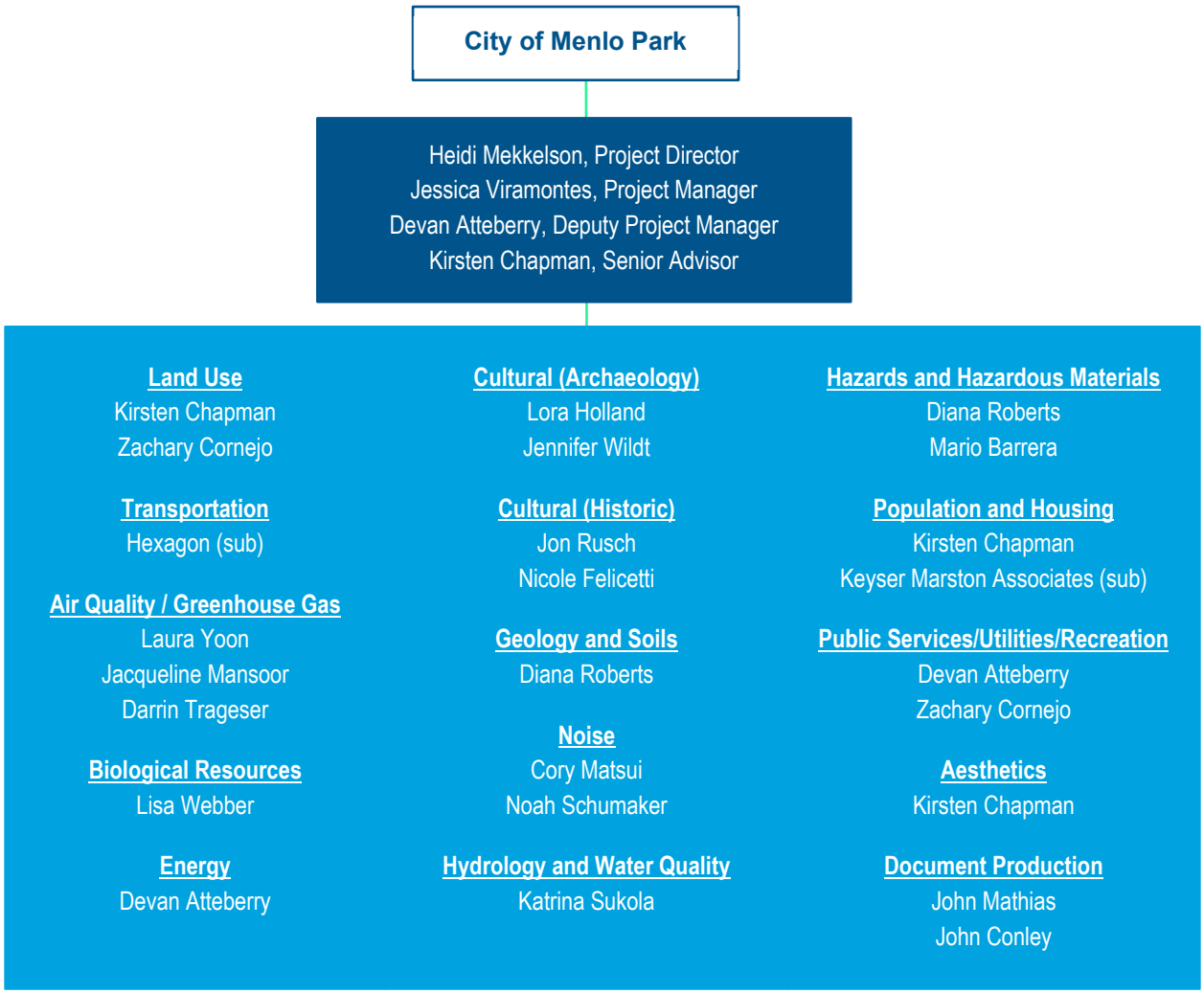
As a multidisciplinary environmental consulting firm, ICF provides a full range of in-house services related to environmental planning. Using our own staff expertise, in combination with the skills and services provided by our subconsultants, we have the capability to complete every element of our proposed SOW successfully. The key to successful teaming is a clearly defined SOW with well-established roles for each consultant on a project. In approaching the tasks included in our scope of services, our management team works with all team members to develop and outline their roles, thereby ensuring a quality project.

With collaboration being a vital focus of our team, ICF's role will be to ensure that the team understands Project goals, objectives, and individual responsibilities. We will bring together all perspectives provided by the team throughout all phases of the Project and set incremental delivery schedules to meet Project milestones. As a prime consultant, ICF will be responsible for reviewing subconsultant work products (e.g., technical studies) to ensure that they meet applicable CEQA requirements, are clearly written, and provide the necessary level of technical analysis to support the CEQA document.

Proposed Project Team

ICF is proposing a team of dedicated professionals who are familiar with the City and the department's expectations, who are knowledgeable about local issues, and who have the capacity to provide the City with timely and exceptional environmental services. The organizational chart below, the table that follows, and the resumes in Appendix A highlight the experience and qualifications of the relevant ICF team members, demonstrating their ability to meet the minimum qualifications outlined in the request for proposal (RFP). The resumes provided in Appendix A include the various team leads at ICF, Hexagon, and KMA. Resumes for additional staff members (including for the Optional Tasks) can be provided upon request.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.


City of Menlo Park
Heidi Mekkelson, Project Director
Jessica Viramontes, Project Manager
Devan Atteberry, Deputy Project Manager
Kirsten Chapman, Senior Advisor
Land Use
Kirsten Chapman
Zachary Cornejo
Transportation
Hexagon (sub)
Air Quality / Greenhouse Gas
Laura Yoon
Jacqueline Mansoor
Darrin Trageser
Biological Resources
Lisa Webber
Energy
Devan Atteberry
Cultural (Archaeology)
Lora Holland
Jennifer Wildt
Cultural (Historic)
Jon Rusch
Nicole Felicetti
Geology and Soils
Diana Roberts
Noise
Cory Matsui
Noah Schumaker
Hydrology and Water Quality
Katrina Sukola
Hazards and Hazardous Materials
Diana Roberts
Mario Barrera
Population and Housing
Kirsten Chapman
Keyser Marston Associates (sub)
Public Services/Utilities/Recreation
Devan Atteberry
Zachary Cornejo
Aesthetics
Kirsten Chapman
Document Production
John Mathias
John Conley

Staff/ Billing Classification *Tasks are described for each role. Roles are shown in the organizational chart.	Education/Registrations/ Certifications *Highest level of education included in this table. See resumes in Appendix A for complete education description.	Recent Experience	Years of Relevant Experience	Availability (%)*
PROJECT DIRECTOR and SENIOR ADVISOR Tasks: Senior oversight of team, ensuring technical adequacy, QA/QC, adherence to scope and schedule				
Heidi Mekkelson, Project Director	BS, Environmental Studies/Biology, University of Southern California, 2003	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, CA City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA Station East Residential/Mixed Use Project EIR—City of Union City, CA	18	60
Kirsten Chapman, Senior Advisor	BA, Environmental Studies/Economics, University of California, Santa Cruz, 2007	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, CA Various office development initial studies and EIRs in the General Plan and M-2 Area Zoning Update (ConnectMenlo) area—City of Menlo Park, CA SRI International Campus Modernization Project EIR—City of Menlo Park, CA	14	60
PROJECT MANAGER Tasks: Manages internal staff and subconsultants. Provides day-to-day oversight. Ensures adherence to scope, schedule, budget, and QA/QC				
Jessica Viramontes, Senior Environmental Planner	MS, Environmental Management, University of San Francisco, 2011 BS, Environmental Management and Protections, California Polytechnic University San Luis Obispo, 2006	Middle Plaza at 500 El Camino Real Infill EIR—City of Menlo Park, CA Facebook Menlo Park Campus Expansion EIR and EIR Addendum—City of Menlo Park, CA	16	75
DEPUTY PROJECT MANAGER Tasks: Manages internal team, provides support to senior management team				
Devan Atteberry, Senior Environmental Planner	BS, Environmental Management and Protection, California Polytechnic State University, San Luis Obispo, 2018	Lot 3 North: 1350 Adams Court Project IS/MND and EIR—City of Menlo Park, Menlo Park, CA, Station East Residential/Mixed-Use Project EIR—City of Union City, Union City, CA	3	45

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Staff/ Billing Classification *Tasks are described for each role. Roles are shown in the organizational chart.	Education/Registrations/ Certifications *Highest level of education included in this table. See resumes in Appendix A for complete education description.	Recent Experience	Years of Relevant Experience	Availability (%)*
SUPPORT STAFF				
Diana Roberts, Senior Consultant I	MA, Linguistics, Cornell University, 1991 BS, Applied Psychology, Georgia Institute of Technology, 1982	1075 O'Brien Drive IS/Mitigated Negative Declaration—City of Menlo Park San Bruno Bayhill Specific Plan EIR—City of San Bruno, CA SRI International Campus Modernization Project EIR—City of Menlo Park, CA	24	40
Mario Barrera, Senior Consultant II	BS, Engineering Technology, Environmental Technology; California State University, Long Beach, 2003	San Francisco Housing Element 2022 Update Environmental Impact Report—San Francisco Planning Department, San Francisco, CA The Hub Plan 30 Van Ness Avenue Project, 98 Franklin Street Project, and Hub Housing Sustainability District EIR—County of San Francisco, CA	20	20
Zachary Cornejo, Associate Consultant I	MS, Natural Resource Stewardship, Colorado State University, 2019	San Francisco Housing Element 2022 Update Environmental Impact Report (EIR)—San Francisco Planning Department, San Francisco, CA Mission Bay School Project—San Francisco Unified School District, San Francisco, CA	4	50
Lora Holland, MA, RPA, Senior Consultant II	MA, Anthropology, University of West Florida, 2006	Iron Horse Trail Bollinger Canyon Overcrossing Project—City of San Ramon Public Works Department, San Ramon, CA Alpine Road Trail Improvements Project—Midpeninsula Regional Open Space District, San Mateo County, CA	19	25

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Staff/ Billing Classification *Tasks are described for each role. Roles are shown in the organizational chart.	Education/Registrations/ Certifications *Highest level of education included in this table. See resumes in Appendix A for complete education description.	Recent Experience	Years of Relevant Experience	Availability (%)*
Jennifer Wildt, Senior Consultant II	Ph.D., M.A. Archaeology, Boston University, 2015 B.A., Archaeology, University of Virginia, 2001	Commonwealth Building 3 Environmental Impact Report – City of Menlo Park, CA San Francisco Housing Element, Archaeological Sensitivity Analysis – City of San Francisco, CA	21	20
Cory Matsui, Senior Consultant I	BA, Atmospheric Science, University of California Berkeley, 2009 AA, Physics, Cabrillo College, 2007	San Francisco Housing Element 2022 Update Environmental Impact Report—San Francisco Planning Department, San Francisco, CA One Vassar Project Community Plan Exemption, San Francisco, CA	11	20
Jon Rusch, Senior Consultant I	MA, Historic Preservation Planning, Cornell University, 2013 BA, Geography, University of Minnesota, 2006	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, CA San Francisco Housing Element Update Historic Context Statements and Environmental Impact Report—City and County of San Francisco Planning Department, San Francisco, CA	10	30
Nicole Felicetti, Assistant Consultant	MS, Historic Preservation, University of Pennsylvania, 2021 BA, Architecture, University of Kentucky, 2018	Better Market Street—City of San Francisco Department of Public Works, San Francisco, CA Bay Area Regional Transit Systemwide Evaluation—San Francisco Bay Area Rapid Transit (BART), San Francisco, CA	3	30
Noah Schumaker, Associate Consultant I	MS, Mechanical Engineering, Michigan Technological University, 2021	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, CA San Francisco Housing Element 2022 Update Environmental Impact Report—San Francisco Planning Department, San Francisco, CA	1	40
Darrin Trageser, Associate Consultant I	MS, Atmospheric Sciences, University of California, Davis, 2014	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, CA 555 West Middlefield EIR—City of Mountain View, CA	7	20

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Staff/ Billing Classification *Tasks are described for each role. Roles are shown in the organizational chart.	Education/Registrations/ Certifications *Highest level of education included in this table. See resumes in Appendix A for complete education description.	Recent Experience	Years of Relevant Experience	Availability (%)*
Laura Yoon, Technical Director	MS, Environmental Management, University of San Francisco, 2013	City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA Belmont General Plan and Specific Plan EIR—City of Belmont, CA	12	20
Jacqueline Mansoor, Associate Consultant I	MCRP, City and Regional Planning, California Polytechnic University San Luis Obispo, 2018	1125 O'Brien Drive EIR—City of Menlo Park, CA 1075 O'Brien Drive EIR—City of Menlo Park, CA	5	40
Lisa Webber, Technical Director	MS, Botany, University of Massachusetts, Amherst, 1987 BA, Biology, University of California, Santa Cruz, 1980	San Francisco Housing Element 2022 Update EIR—San Francisco Planning Department, San Francisco, CA San Rafael Transit Center Replacement Project—Golden Gate Bridge, Highway and Transportation District, San Rafael, CA	32	20
Katrina Sukola, Senior Consultant I	MS Chemistry, University of Manitoba, 2003 BS Environmental Chemistry, University of Waterloo, 2001	Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, CA City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA	18	20

** The availability column represents a staff member's average availability for a project, given adequate notice. The percentage is subject to change, depending on other project commitments, but represents our best estimate for any given project.*

Diversity, Inclusion, and Equity at ICF

ICF was founded more than 50 years ago by former Tuskegee Airman C.D. Lester. We were then called the Inner City Fund, with a mission to finance minority-owned businesses in Washington, DC. Since then, ICF has evolved to grow our consulting business, partnering with clients on complex energy, environment, health, and socioeconomic development issues. Our purpose as a company is to build a more prosperous and resilient world for all, including for each of our employees. Currently, ICF is a global company with offices in more than 60 countries. As a reflection of its commitment to diversity and inclusion, 53 percent of its leaders across the company are female and 39 percent of its executives are women or minorities. ICF constantly seeks inclusive opportunities to collaborate with experts, suppliers, contractors, and technology partners with diverse perspectives who are just as driven as we are to make a difference.

ICF's company values are driven equally by company leaders and by local teams of colleagues, who are committed to using our professional positions to ensure our respective fields have intentional, positive impacts on our communities. In 2020, ICF prioritized making diversity, equity, and inclusion foundational company values. The company began to match employees' personal donations at 100 percent to organizations supporting racial and social injustices, with no limits. ICF engaged in company-wide town halls, listening tours, and employee surveys. Informed by employee feedback, ICF developed a clear diversity and inclusion roadmap that we are committed to continually measuring and monitoring.

Key initiatives that grew from these efforts included the hiring of our vice president of diversity and inclusion, who leads companywide efforts to advance equity, starting with recruiting and hiring but extending to the current staff through required diversity and inclusion training (e.g., increasing awareness of microaggressions and unconscious bias) and employee community networks. These voluntary, employee-led networks are centered around Asian, Black, First Nations/Indigenous Peoples, Diverse Abilities, Hispanic/Latinx, LGBTQIA+, and Women's community issues; they reflect ICF's mission and values by supporting a diverse, inclusive workplace through mentoring, professional development, and community outreach opportunities for all employees. ICF also implemented a corporate training course to promote an inclusive workplace and supported that training with a peer-to-peer Diversity and Inclusion (D&I) Champion program. The D&I Champions participate in peer coaching and team meetings, bringing course content to life in ongoing discussions to further explore our inclusive culture framework: objectivity, belonging, voice, and growth.

Within the Environment and Planning Division, ICF conducts focused diversity, equity, and inclusion learning courses, group discussions, and workshops. Our cultural resources group recently conducted a focus group on "Cultural Resource Management in the Time of Black Lives Matter." Through the use of a mural board, the group identified vision statements and action items identifying how clients and projects can benefit from a proactive, innovative, and intentional approach to bringing new voices and under-represented groups to the table during the identification of cultural resources and assessment of impacts.

We are committed to improving our hiring practices to encourage minority and under-represented groups to pursue a consulting career at ICF. We conduct focused recruiting at the University of Hawaii, where 80 percent of the student population identifies as black, indigenous, and people of color, and San José State University, an Asian American and Native American Pacific Islander-Serving Institution grantee. We recently launched a guest speaker pilot program at community colleges and high schools with prominent minority populations. We regularly post jobs to LinkedIn groups targeting women, such as Women in Transportation, and distribute them through targeted professional organizations such as Latinos in Heritage Conservation.

For more information about ICF's diversity, equity, and inclusion values and initiatives, see https://www.icf.com/company/about/diversity-inclusion.

Scope of Work

Project Understanding

The City of Menlo Park is planning redevelopment of SRI International's approximately 64-acre research campus adjacent to the city's downtown area. The Project site currently contains approximately 1.38 million gross square feet (gsf) of office, research-and-development (R&D), amenity, and support uses across 38 buildings; 1,500 people are employed at the site. The Project would demolish all but three buildings, as well as landscaping and surface parking, and construct a transit-oriented, mixed-use campus with a new Residential Zoning District and Commercial Zoning District. The 10-acre Residential Zoning District would be in the western portion of the Project site and include 400 rental units. The 53-acre Commercial Zoning District would include five new office/R&D buildings (totaling 1.05 million gsf), the three buildings to be retained (totaling 284,000 gsf), an approximately 44,000 gsf office amenity building, an approximately 2,000 gsf community amenity building, three above-grade parking structures that would provide approximately 2,030 parking spaces, and more than 25 acres of publicly accessible open space spread throughout the entire Project site. The Project would also include evaluation of a Project variant that would include up to 600 residential units, which would intensify the residential uses within the proposed Residential Zoning District. The proposed variant would increase residential building heights within the district and add additional residential units on a separate 1-acre portion of the Project site.

The Project site is on Ravenswood Avenue between El Camino Real and Middlefield Road, near the Menlo Park Caltrain station. The proximity to local and regional transit services would allow future employees and residents of the Project to take advantage of sustainable transportation options. The proposed onsite mix of complementary land uses would also provide opportunities to reduce VMT, traffic impacts, and the energy demand typically associated with new high-density development.

Scope of Work

Based on our review of Project materials, we believe that an EIR would be the appropriate CEQA document for the Project. This SOW assumes that an EIR will prepared for the Project in accordance with the CEQA Guidelines, with certain topics, including, but not necessarily limited to, agricultural/ forestry resources, mineral resources, and wildfire, scoped out from detailed review in the EIR.

Task 1: Kick-Off Meeting/Data Collection

This task includes initiation of the CEQA process for an EIR. Initiation will include a CEQA process/kick-off meeting with the applicant and the City. ICF staff members will identify key Project issues and conduct an extensive review of relevant environmental, background, and regulatory documents as well as the Project entitlement plans. This task will also include a site reconnaissance visit, data collection, identification of data needs, preparation of a detailed data needs list, and any potential refinements to the scope and schedule. Our revised SOW will reflect these discussions as needed.

Deliverables: One draft and one final SOW, refined schedule, kick-off meeting agenda, data needs request, EIR outline, and summary of kick-off meeting.

Task 2. Project Description

ICF will prepare the Project description in accordance with City of Menlo Park Planning Division requirements. The Project description will be based on input provided by the Project applicant, including Project plans/entitlements and background studies. A complete and stable Project description will form the basis for the environmental review. The Project description will include, at a minimum, the following general topics:

- Project Overview and Background
- Project Site Location
- Project Objectives

- Project Characteristics, including:
  - Site plan
  - Residential population and employment levels
  - Site access, circulation, and parking
  - TDM program
  - Project design, architectural themes, massing, building design, potential sustainable design features, and materials
  - Amenities such as landscaping, lighting, signage, courtyards, and gathering spaces
  - Utilities
  - Recycling and waste
- Phasing and Construction Scenario
- Project Approvals and Entitlements
- Figures

Deliverables: One electronic copy of each draft and final version of the Project description (in MS Word and PDF formats)

Task 3. Notice of Preparation and Public Scoping

ICF will prepare a Notice of Preparation (NOP) consistent with City guidelines, then file the NOP with the County Clerk and State Clearinghouse (a Notice of Completion [NOC] will also be submitted to the State Clearinghouse). This SOW and budget assumes that the City will send the required documents to the State Clearinghouse and distribute the NOP to all other recipients. ICF staff members will attend the public scoping meeting. This scope does not include preparation of a staff report. After the meeting, ICF will prepare a brief summary of the written and verbal comments, sorted by topic, and refine the EIR SOW based on discussions with the staff (as required), input obtained from scoping sessions, and comments submitted on the NOP.

Deliverables: Electronic copies of the draft and revised NOP in MS Word and Adobe PDF format. Ten hard copies and electronic copies of the final NOP in MS Word and Adobe PDF format for City use. Electronic copy of the NOC in Adobe PDF format. Distribution of NOP as noted above. Summary of written and verbal comments. Revised SOW (as required).

Task 4. Administrative Draft EIR

The purpose of this task is to prepare the administrative draft EIR. This task will synthesize background information for use in the existing setting, evaluate changes to baseline conditions resulting from implementation of the Project, compare impacts to the significance criteria to identify significant impacts, and identify mitigation measures to reduce potentially significant impacts to a less-than-significant level.

For this task, there will be three principal activities:

- Determine, by individual resource topic, the significance criteria to be used in the analysis;
- Perform the analysis and make determinations of impact significance; and
- Recommend feasible mitigation measures to reduce impacts, if needed.

The ICF team will collect the information necessary to define baseline conditions in the Project area. It is anticipated that CEQA baseline conditions will be existing conditions at the time of the NOP.

For each environmental topic, significance thresholds or criteria will be defined in consultation with the City so that it will be clear how the EIR classifies an impact. The criteria will be based on Appendix G of the CEQA Guidelines, general plan standards used by the City, and our experience in developing performance standards and planning guidelines to minimize impacts.

The analysis will be based on standard methodologies and techniques, focusing on the net changes anticipated at the Project site. The text will clearly link measures to impacts and indicate their effectiveness (i.e., ability to reduce an impact to a less-than-significant level), identify the responsible agency or party, and distinguish whether measures are proposed as part of the Project, are already being implemented (such as existing regulations), or are to be considered. Our analysis will also assess whether proposed mitigation measures themselves would result in any environmental impacts. This approach facilitates preparation of the Mitigation Monitoring and Reporting Program (MMRP) that follows certification of an EIR.

The administrative draft EIR will incorporate baseline conditions data as well as impact analysis and mitigation measures, along with the alternatives and other CEQA considerations described in Task 6 (below). It is envisioned that the City's initial review of the document will consider content, accuracy, the validity of assumptions, classification of impacts, feasibility of mitigation measures, and alternatives analyses.

For purposes of providing a cost estimate, we assume that a full EIR will be prepared that will evaluate the following topics in detail: aesthetics, air quality/greenhouse gas emissions, biological resources, cultural resources/tribal cultural resources, energy, geology/soils, hazards and hazardous materials, hydrology/water quality, land use/planning, noise, population/housing, public services, recreation, transportation, and utilities/service systems. If this list changes during the scoping process, ICF will provide an update to the scope and cost. As needed, ICF will prepare technical memorandums and/or provide a peer review of reports prepared by other consultants, as outlined in the scope below. The budget and scope for these memorandums and peer reviews are included in Task 4, Administrative Draft EIR, since they will be incorporated directly into the Administrative Draft EIR upon completion.

ICF anticipates that all other topics will be "scoped out" from further analysis in the EIR. Section 15128 of the CEQA Guidelines states that "An EIR shall contain a statement briefly indicating the reasons that various possible significant effects of a project were determined not to be significant and were therefore not discussed in detail in the EIR." Accordingly, the EIR will include a section for impacts found to be less than significant. This section will discuss topics that, based on preliminary desktop analysis of the Project, ICF believes will not result in significant environmental impacts. These topics are agriculture and forestry resources, mineral resources, and wildfire.

For the cumulative impact analysis, ICF will create a map of cumulative projects within the vicinity of the Project site, based on a City-provided cumulative project list. The list will be found in the *Setting* section of Chapter 3, *Introduction to Environmental Analysis*, for localized cumulative analyses (e.g., construction analyses). For other analyses (e.g., regional air quality), the cumulative context will be defined as broader geographic areas, according to the resource.

The following task descriptions summarize the data to be collected, impact assessment methodologies to be used, and types of mitigation measures to be considered, by environmental issue. Optional Tasks are described at the end of this scope. Since they require further consideration and discussion, the scope and budget are provided separately to readily distinguish between the proposed and optional tasks.

Aesthetics

The aesthetics analysis will consider site-specific Project impacts as well as impacts viewed from surrounding areas. The Project site is relatively flat and currently occupied by buildings of varying heights; the majority are less than three stories high. Therefore, the existing buildings are not

dominant features in the area. However, the Project would introduce new buildings that would be larger with respect to scale, height, and massing. ICF will prepare the *Aesthetics* section of the EIR, based on information provided, and conduct the following tasks:

- Visit the Project site and surroundings to identify and photo-document existing visual character and quality, views to and from the Project site, and other urban design features.
- Review the massing studies/visual simulations, landscape plans, lighting plans, and shadow diagrams (if applicable) provided by the Project Sponsor.
- Review existing and proposed general plan goals, policies, and programs related to visual quality to determine conflicts with any relevant plans and policies. The surrounding public sensitive-viewer locations that could be affected by the proposed development include Burgess Park and the Civic Center complex.
- Using visual simulations and field observations, analyze whether the Project would conflict with applicable zoning and other regulations governing scenic quality due to grading, height, bulk, massing, architectural style, building materials, or other site alterations.
- Analyze lighting and glare impacts created by the proposed buildings, focusing on motorists on the surrounding streets, residents in the Linfield Oaks neighborhood, city hall, adjacent churches, Menlo-Atherton High School, and other sensitive-viewer locations.

Shadows would increase compared with existing conditions because of the increase in building heights. However, based on the direction of the sun, the public uses at Burgess Park would not be affected by the increased shadows. If shadow diagrams are provided by the Project Sponsor, ICF will incorporate them into the overall aesthetics analysis. However, if the applicant does not submit shadow diagrams to ICF and it is determined that shadows should be evaluated in the EIR, then the scope and budget could be amended to prepare shadow diagrams using a shadow subconsultant.

Air Quality and Greenhouse Gas Emissions

ICF will prepare the air quality and greenhouse gas (GHG) chapters of the EIR. The Project site is within the San Francisco Bay Area Air Basin (SFBAAB) as well as the jurisdiction of the Bay Area Air Quality Management District (BAAQMD). The analysis will focus on the criteria pollutants, toxic air contaminants (TACs), and GHGs of greatest concern in the SFBAAB and local plan area. ICF will summarize meteorological and climatological data for the plan area as well as ambient pollutant concentrations in the vicinity of the plan area. ICF will describe the general locations of existing and proposed sensitive receptors as well as ambient sources of TACs near the plan area. Existing state and federal ambient air quality standards, the region's attainment status with regard to the standards, and a discussion of applicable air quality and climate change goals, policies, and plans, including the region's most recent air quality plans and the City's 2030 Climate Action Plan (2030 CAP), will be provided.

The impact analysis for the proposed Project will assess the items listed below. The analyses will be detailed and presented in a technical memorandum, which will be used to inform the EIR impact conclusions. The technical memorandum will be appended to the EIR. This SOW assumes preparation of a draft and final technical memorandum. ICF further assumes that comments received on the draft memorandum will not require modeling revisions.

Construction. ICF will work with the Project Sponsor to develop an inventory of typical construction equipment and a list of activities for the expected buildout phases of the Project. We will quantify criteria pollutant and GHG emissions to the extent feasible, based on available Project-specific information. Where adequate information is not available, model defaults from the California Emissions Estimator Model (CalEEMod) will be used to characterize construction activity. The analysis of construction impacts will consider the construction-related control strategies recommended by BAAQMD, including adherence to BAAQMD rules and regulations. Estimated criteria pollutant emissions will be compared to BAAQMD's construction thresholds, as defined in the

agency's most recently adopted CEQA Air Quality Guidelines. If emissions are found to be significant, mitigation measures will be developed and quantified to the extent feasible to address identified impacts. This SOW assumes construction emissions will be quantified for the proposed Project and one variant.

Operations: ICF will quantify criteria pollutant and GHG emissions from motor vehicles using VMT data from the traffic consultant as well as the Emission Factor (EMFAC) model. Operational emissions associated with building area sources, energy and water consumption, waste generation, stationary sources (if any), and land use changes will be estimated using CalEEMod and land use data from the Project Sponsor. ICF understands that the Project would replace or consolidate SRI International's existing facilities, with no net increase in nonresidential square footage. Given the age of the existing facilities and the proposed sustainability features for the new buildings, it is likely that operational emissions from nonresidential sources will decline relative to existing conditions. The proposed new residential buildings will likewise incorporate sustainability features that will reduce the intensity of operational emissions.

Emissions will be quantified under existing conditions as well as future buildout conditions with and without the proposed Project (and up to one variant). ICF will work with the Project Sponsor to quantify and incorporate, to the extent feasible, the reductions achieved through the robust sustainability program, including, but not limited to, the all-electric building design, onsite renewable energy generation, low-flow water fixtures, transit proximity, and TDM program. Many of the proposed sustainability features are similar to strategies included in the 2021 *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity: Designed for Local Governments, Communities, and Project Developers* (Handbook). As the principal author of the Handbook, ICF has a fundamental understanding of all Handbook measures and the associated quantification methods.

The net change in criteria pollutant emissions between existing and future conditions will be compared to BAAQMD's operational thresholds. If emissions are found to be significant, mitigation measures will be developed and quantified to the extent feasible to address identified impacts. Although the City recently (2021) adopted the 2030 CAP, it is not a qualified CAP for CEQA tiering. BAAQMD has adopted updated GHG thresholds for projects and plans as well as revisions to its CEQA Air Quality Guidelines. ICF understands that the Project Sponsor may request a review of the Project under the provisions of Senate Bill (SB) 7, in which case the Project would be designed to achieve net-zero GHG emissions (refer to Optional Task, below. The ultimate GHG threshold(s) will therefore be selected in close coordination with the Project Sponsor and the City and will consider all applicable case law as well as air district and expert agency guidance.

Health Effects from Criteria Pollutant Emissions. In response to the Supreme Court decision in *Sierra Club v. County of Fresno*, ICF will discuss potential regional and localized health effects from increased criteria pollutant emissions. This SOW assumes the analysis will both qualitatively and generally describe the health risks associated with exposure to the types of criteria pollutant emissions expected under the Project. ICF will review attainment plans for San Mateo County and community health data published by the California Department of Public Health to support the analysis. No Project-specific modeling will be performed. Should the City prefer a quantitative analysis of potential changes in regional health risks with buildout of the proposed Project, ICF can develop a scope for conducting photochemical modeling.

Localized Carbon Monoxide Hot Spots. ICF will review the expected impact on regional VMT and traffic circulation from buildout of the Project. The analysis will consider Project design features that may reduce VMT and/or congestion, including bicycle lanes, pedestrian facilities, and a TDM program. Trends in ambient carbon monoxide (CO) concentrations will also be assessed to confirm that buildout of the Project would not result in the formation of CO hot spots. If a hot-spot analysis is determined to be necessary, ICF will use peak-hour traffic volumes from the traffic consultant, the California Line Source Dispersion Model (CALINE4), and the latest version of EMFAC to estimate CO concentrations at the worst-performing intersection identified by the traffic study (i.e., the

intersection with the highest peak-hour volumes and vehicle delay). Modeled CO concentrations will be compared to the federal and state ambient air quality standards to show that buildout of the Project would not result in a violation.

Project-Level TACs. The primary TACs of concern are diesel particulate matter (DPM) and asbestos. The potential for asbestos exposure from the demolition of facilities will be qualitatively assessed, based on compliance with BAAQMD's asbestos rules.

Residential and educational receptors are located within 1,000 feet of the Project area. Buildout of the Project would cite new residential receptors on the Project site. Existing offsite receptors may be exposed to DPM generated during construction of the Project as well as operational sources of DPM, such as emergency generators (if any) and loading docks. Future new receptors may likewise be exposed to such sources as well existing ambient risks (e.g., surrounding roadways, stationary sources).

Given the proximity of surrounding receptors and the expected duration and intensity of construction, ICF proposes to quantitatively evaluate potential health risks from construction. ICF will prepare a construction health risk assessment (HRA) using the U.S. Environmental Protection Agency's (EPA's) AERMOD dispersion model. The HRA will be consistent with methodologies and procedures recommended by the Office of Environmental Health Hazard Assessment (OEHHA), California Air Resources Board (CARB), and BAAQMD. The HRA will evaluate potential cancer and non-cancer health hazards for offsite receptors within 1,000 feet of the Project boundary related to exposures to construction-generated DPM and particulate matter less than 2.5 microns in diameter (PM2.5). Modeled health risks at receptor locations will be compared to thresholds recommended by BAAQMD. If needed, ICF will identify measures to reduce the level of health risk exposure at affected receptor locations.

This SOW assumes that construction of the Project will occur in a single phase, with nonresidential and residential vertical improvements happening over 30 to 36 months. Because all buildings would be constructed concurrently, new onsite residential receptors would not be exposed to construction emissions. Should the approach change and residential uses would be constructed and occupied before the completion of construction, ICF can revise the scope to reflect the additional level of effort needed to analyze construction-related health risks for onsite receptors.

With regard to long-term operations, ICF assumes that Project-related sources of TACs would be limited to off-street loading activities and the use of emergency generators. Accordingly, operational health risks would be evaluated qualitatively because the extent of loading activities at R&D facilities is expected to be limited and onsite emergency generators would be required to comply with the BAAQMD permitting process. ICF has included an optional task that would involve conducting an operational HRA, should the Project Sponsor or City prefer a quantitative assessment of potential operational health risks from receptor exposure to Project-generated DPM.

Cumulative TACs. ICF will use BAAQMD's Permitted Sources Risk and Hazards Map to identify stationary sources and associated health risks within 1,000 feet of new residential areas. Health risks will be adjusted, based on distance to the Project site, using BAAQMD's distance multiplier tools. BAAQMD will confirm the identified stationary sources through a Stationary Source Data Request. ICF will use BAAQMD's geographic information system (GIS) files to identify health risks at the Project site from exposure to emissions generated by nearby railways and roadways. Total stationary, railway, and roadway risks will be added and compared to BAAQMD's cumulative thresholds. If risks exceed thresholds, ICF will identify control measures to reduce the impact.

Odors. New land uses developed under the Project are not expected to result in substantial odor emissions. Likewise, any odors generated during construction (e.g., from diesel fuel combustion) are expected to minor. ICF will therefore qualitatively assess odor emissions, based on guidance from BAAQMD, including compliance with applicable rules and regulations.

Plan Consistency. ICF will qualitatively evaluate the plan's consistency with state and local air quality and climate change plans and regulations, including the 2017 Clean Air Plan: Spare the Air, Cool the Climate, Plan Bay Area 2050, the City's 2030 CAP, SB 32, Executive Order B-55-18, and the 2017/2022 Scoping Plan.

Biological Resources

The existing site is developed with buildings and surface parking lots. As such, natural biological resources are likely to be minimal. Nonetheless, the Project site is does contain 1,375 trees and landscaping, which could be protected and/or provide habitat for nesting birds. ICF will perform the following tasks:

- Conduct background research to determine the biological resources that could be affected by the Project such as special-status species or protected trees. This research will include review of the City's protected tree ordinance, the use of the California Department of Fish and Wildlife's Natural Diversity Database (CNDDB), the U.S. Fish and Wildlife Service's Special-Status Species Online Database, and the California Native Plant Society's online inventory. An aerial photograph of the Project site will be reviewed to identify areas of habitat types that can later be confirmed through field verification.
- Conduct a site visit to characterize potential special-status plant and wildlife habitat that may be present. A list of plant and wildlife species observed during the survey will be collected and presented in the analyses. Given the developed nature of the Project site, it is not expected that special-status species will be present; however, a site visit will be required to make this determination.
- Evaluate the Project's effects on the identified biological resources, and recommend mitigation as warranted. Based on prior experience in the region, and the urban nature of the site, ICF anticipates that the prominent issues for the Project would be limited to nesting migratory birds, roosting bats, and protected trees.
- Integrate the results of an arborist report prepared by the Project Sponsor team, if available.
- Evaluate the Project's effects on the identified biological resources, and recommend mitigation, as warranted.

Cultural Resources/Tribal Cultural Resources

ICF cultural resources personnel will conduct a cultural resources study, as described below, to identify cultural resources that could meet the CEQA definition of a historical resource (California Public Resources Code [PRC] Section 21084) or unique archaeological resource (PRC Section 21083.2) and could be affected by the Project.

Built-Environment Cultural Resources Analysis. ICF will peer review the Historic Resource Evaluation Report prepared by Page & Turnbull that documents the site's history and evaluates the historic significance of the campus and its 38 buildings. In addition, ICF will document the findings of the peer review of the Historic Resource Evaluation Report prepared by Page & Turnbull in a technical memorandum. For the purposes of estimating the level of effort required to analyze the Project's impact on built-environment historical resources, ICF assumes that, based on the significance and history of the property, the Project's Historic Resource Evaluation Report will identify up to five built-environment historical resources, inclusive of one historic district, within the study area.

Based on the Project and the existing urban context of the campus, ICF assumes that the CEQA study area for cultural resources will be limited to the Project footprint but will confirm this assumption with a site visit. Within an area of urban development, for a project that is consistent with adjacent density, there is little potential for visual, auditory, or indirect impacts on adjacent historical resources. Furthermore, with evaluation of the whole campus, it is anticipated that the CEQA study area for cultural resources will be limited to the Project footprint. ICF assumes that no additional

resources within the study area will require evaluation with respect to listing in the California Register of Historical Resources (CRHR). No evaluations of CRHR eligibility are included in this SOW.

Archaeological Cultural Resources Analysis. ICF will conduct a records search at the Northwest Information Center (NWIC) at Sonoma State University, the official state repository for cultural resource reports and records for San Mateo County, to identify previously recorded cultural resources and studies within and adjacent to the Project site. The records search will include a 0.25-mile radius. As part of the records search, ICF will contact the Native American Heritage Commission in Sacramento to request a review of the Sacred Lands File.

As part of the records search, ICF will also review published archaeological, geological, and soil data to characterize the potential for buried surfaces (paleosols) within the Project site because some paleosols have the potential to be associated with archaeological deposits and human remains.

In addition to the records review, a qualified archaeologist will conduct a pedestrian surface survey of the Project site to identify archaeological resources and document current site conditions. If archaeological deposits are identified, they will be documented on a Department of Parks and Recreation (DPR) 523 form but not formally evaluated for significance under the CRHR. Formal evaluation, delineation, and/or mitigation would need to be implemented under an amendment to this SOW. The information obtained from the above will be summarized in a brief archaeological cultural resources technical report of findings. The technical report will be submitted to the NWIC in fulfillment of a requirement to access their archives.

Tribal Cultural Resources and Public Resources Code Section 21080.3.1, Assistance. Prior to release of a negative declaration, mitigated negative declaration, or EIR for a project, a lead agency must provide an opportunity for consultation with tribes that are traditionally and culturally affiliated with the geographic area in which the project is located. Such consultation must be conducted if requested by the tribes in writing within 30 days of notification of the proposed project. ICF will conduct the following tasks:

- Provide a draft and final notification letter to tribal contacts on official City letterhead.
- Incorporate the results of the tribal consultation and any agreed-upon mitigation measures into a *Tribal Cultural Resources* EIR section, which will be separate from the *Cultural Resources* section.

Assumptions

- ICF does not anticipate encountering archaeological resources. If archaeological resources are encountered, they will be documented on a DPR 523 form. Formal archaeological resource delineation and evaluation are not included in this scope and cost and would need to be performed under an amendment to this contract.
- ICF assumes that the Historic Resource Evaluation Report will meet industry standards and that the peer review will suggest only minor revisions.
- ICF assumes, based on the significance and history of the property, the Historic Resource Evaluation Report will identify up to five built-environment historical resources, inclusive of one historic district, within the study area.
- ICF assumes that no additional built-environment resources will be located within the study area that will require evaluation for listing in the CRHR. If additional built-environment resources are identified, ICF will prepare an additional scope and cost.
- The City will provide ICF with written documentation regarding consultation and the results for incorporation into the *Tribal Cultural Resources* section.
- The City will be responsible for mailing the tribal notification letters and conducting any follow-up correspondence.

- This scope assumes no meeting attendance by ICF cultural personnel in support of PRC Section 21080.3.1, Consultation. If requested, ICF can attend meetings, but a revision to this SOW and cost estimate will be necessary.
- ICF assumes that no more than one round of review will be required by the City prior to finalization of the cultural resources and tribal cultural resources deliverables.

Energy

ICF will examine how the Project will affect energy resources, energy generation, and energy transmission and evaluate any potential impacts associated with the wasteful, inefficient, or unnecessary consumption of energy during Project construction or operation. The analysis will be based on energy use outputs from the CalEEMod emissions model. In addition, ICF will evaluate the Project's consistency with state and local energy efficiency goals. The analysis will consider potential differences in long-term operational uses (i.e., differences between existing and proposed land uses) as well as the building design and energy efficiency features shown in the plans.

Geology, Soils, and Paleontological Resources

ICF will prepare the *Geology, Soils, and Paleontological Resources* section of the EIR, using the geotechnical report prepared for the Project. This SOW assumes that a geotechnical report that characterizes geological, seismic, and soil hazards at the Project site will be prepared. ICF will rely on the information included in the geotechnical report to characterize the existing setting for geology, soils, and seismicity. In addition, ICF will use existing mapping to identify the geologic units that underlie the Project site and conduct a database search at the University of California Museum of Paleontology, including a review of scientific literature, to assess the paleontological potential of the geologic units and characterize the setting for paleontological resources.

ICF will conduct the following tasks:

- Describe existing federal, state, and local laws and regulations related to geology, soils, and seismicity as well as paleontological resources.
- Describe the Project grading, excavation, and foundation systems designed to support the proposed structures.
- Describe the proposed maximum depth of excavation.
- Describe the recommendations made in the geotechnical report, which would be implemented to reduce any impacts.
- Develop, as needed, mitigation measures to reduce any significant impacts to a less-than-significant level or eliminate, if feasible. Typical mitigation measures for paleontological resources include an assessment by a qualified paleontological professional regarding the need for the paleontological monitoring and, if recommended, worker awareness training.

Hazards and Hazardous Materials

ICF will prepare the *Hazards and Hazardous Materials* section of the EIR to assess impacts associated with the Project. The affected environment and regulatory setting pertaining to hazards and hazardous materials in the study area, including past activities on the Project site, and the potential for human and environmental exposure to hazardous materials will also be assessed. ICF will use a previously prepared Phase I environmental site assessment and site assessment report (both technical documents to be provided by the City prior to initiating the analysis) in support of the hazards and hazardous materials findings and impact determinations. If deemed necessary, ICF will conduct a supplemental public agency database review through the State Water Resources Control Board's GeoTracker and the Department of Toxic Substances Control's EnviroStor online databases. The objective of the environmental database searches is to identify and evaluate potential environmental issues associated with past and/or present operations at the Project site. This data would then be used in support of the CEQA document. An assessment of the significance of impacts associated with

hazards and hazardous materials will be based on the relevant regulatory framework. If significant impacts are identified, mitigation measures to reduce them to a less-than-significant level (where feasible) will be recommended. The analysis and findings will be presented in the EIR.

Technical Document Peer Review. ICF will conduct a peer review of both technical documents mentioned above (Phase I environmental site assessment and site assessment report). Our technical expert will conduct a review to determine the adequacy of the analysis with respect to compliance with latest industry practices and methodologies. The review will be limited to ensuring that the text in the reports adequately presents the findings and that the conclusions are sound and substantiated. It should be noted that this will not include a review of any appendices attached to either report (appendices will be used only as a reference). Comments will be made directly in the report's electronic files.

Hydrology and Water Quality

ICF will provide a detailed summary of existing conditions, identify potential impacts, and, if necessary, develop mitigation measures for the Project related to hydrology and water quality. Project activities that have the potential to result in hydrology and water quality impacts include the alteration of drainage patterns and runoff, ground disturbance during construction, and changes in groundwater infiltration and recharge.

ICF will review existing information and resources related to hydrology and water quality to conduct the analyses. This will include researching the hydrologic characteristics of the area; searching online resources, including federal, state, and local regulatory agency databases, such as the State Water Resources Control Board's Integrated Water Quality Report/Clean Water Act data and the Federal Emergency Management Agency's national flood hazard data; and reviewing relevant groundwater and water quality studies, Regional Water Quality Control Board reports, and California Department of Water Resources documents pertaining to the Project area. The *Hydrology and Water Quality* section of the EIR will provide a detailed discussion of existing conditions as well as hydrology and water resource impacts associated with the Project. The impact analysis will focus on the impact of construction on water resources as well as impacts from surface water runoff and other operational issues. The section will address the potential for increased runoff as a result of the Project and any related impacts on drainage systems in the city or downstream of the Project site. Existing infrastructure and the identified floodplains will also be considered. A qualitative water quality analysis will be included that will consider the sources and types of pollutants, based on the previous and proposed land uses. Water quality impairments that may result from Project inundation within the identified floodplains will also be addressed. Impacts both within the Project area and the region downstream will be addressed. Any reasonable mitigation measures needed to address significant adverse hydrology and water quality impacts will be listed. Cumulative impacts resulting from the cumulative effect of development within the surrounding area will also be evaluated.

The *Hydrology and Water Quality* section will include a regulatory setting; a discussion of existing surface hydrology, groundwater, surface water and groundwater quality, and flooding in the area; the potential impacts of the Project on hydrology and water quality; and mitigation measures to reduce the impacts. Figures will also be prepared, if necessary, to show existing conditions with respect to hydrology.

Land Use and Planning

Land use and planning generally considers the compatibility of a proposed project with neighboring uses, changes to or displacement of existing uses, compliance with zoning regulations, and the consistency of a proposed project with the relevant local land use policies that have been adopted to mitigate or avoid an environmental effect. With respect to land use conflicts or compatibility issues, the magnitude of the impacts depends on how a proposed project would affect the existing development pattern, development intensity, traffic circulation, noise, and the visual setting in the surrounding area. These are generally discussed in the respective sections. Therefore, for the land use and planning analysis, ICF will conduct the following tasks:

- Describe the existing land uses, intensities, and land use patterns in the vicinity of the Project site as well as the compatibility of the proposed uses and zoning with current onsite and offsite development.
- Describe the Project's consistency with housing element goals geared toward strengthening the jobs/housing ratio in the city.
- Describe the Project's potential to divide an established community.
- Evaluate any potential conflicts between the proposed and current land uses that would result in environmental impacts. These conflicts could include a use that would create a nuisance for adjacent properties or result in incompatibility with surrounding land uses, such as differences in the physical scale of development, noise levels, traffic levels, or hours of operation.
- Evaluate the extent to which adopted City development standards or proposed design standards, as outlined in the Project application and other planning documents, would eliminate or minimize potential conflicts within the Project site. The general plan and zoning ordinance, among other applicable plans, will be examined, and the Project's consistency with the applicable portions of the plans will be described.

Noise

ICF noise and vibration specialists will prepare a technical memorandum to evaluate potential Project-related impacts. The technical memorandum will inform the *Noise and Vibration* section of the EIR. The analysis will address:

- Exposure of existing noise-sensitive land uses to noise and vibration associated with construction activity at the Project site.
- Exposure of existing noise-sensitive land uses to Project-related changes in traffic noise.
- Exposure of existing noise-sensitive land uses to operational noise from the Project site. It is anticipated that this will include an analysis of noise from emergency generators; noise from heating, ventilation, and air-conditioning (HVAC) equipment; and noise from operations at Project loading docks.
- Exposure of proposed noise-sensitive uses on the Project site to Project-related noise sources, as appropriate per relevant CEQA case law.

In the regulatory setting, the discussion will focus on local noise standards and guidance. Other applicable noise and/or vibration standards, if applicable, will also be summarized in the document.

In the environmental setting section, existing sources of noise in the Project area will be identified, along with existing noise-sensitive land uses in the area. Based on a desktop review of the Project area, noise-sensitive land uses include single- and multi-family residences, preschools, a high school, children's centers, recreational facilities, and commercial and light-industrial uses. Other sources of noise may include aircraft noise, noise from landscaping equipment on surrounding parcels, and other typical residential neighborhood noise sources.

To determine the baseline noise levels, ICF will conduct noise monitoring at selected locations, as follows:

- Short-term noise monitoring (15 minutes or less) will be conducted at up to five locations in the Project area.
- Continuous long-term monitoring (24 hours or more) will be conducted at up to five locations in the Project area.

Construction noise and vibration will be evaluated using the modeling methods recommended by the U.S. Department of Transportation and the construction equipment data to be provided by the Project Sponsor.

Operational traffic noise will be evaluated at a maximum of 20 roadway segments under the following conditions, using the Federal Highway Administration's Traffic Noise Model and average annual daily traffic data to be provided by the traffic consultant:

- Existing
- Existing plus Project
- Future
- Future plus Project

Traffic noise will be evaluated in terms of how Project-related traffic noise increases may affect existing noise-sensitive land uses. It is assumed that traffic data provided by the traffic consultant will include average annual daily traffic volumes, posted speeds, and heavy-truck percentages for each roadway segment analyzed. Non-traffic noise generated by facility operations (such as HVAC equipment, emergency generators, parking lots, and/or operational loading docks) will be evaluated using standard acoustical modeling methods and operational data provided by the Project Sponsor.

The analysis of vibration will be consistent with the requirements of the City, including ConnectMenlo, the municipal code, and/or other applicable noise and/or vibration standards, such as California Department of Transportation guidance.

The development of thresholds by which to assess potential noise and vibration impacts will be based on CEQA Appendix G and relevant local, state, and federal noise and vibration regulations. An assessment of the significance of noise impacts will be based on predicted noise exposures and the defined CEQA significance thresholds. Where significant noise impacts are identified, mitigation to reduce impacts to a less-than-significant level (where feasible) will be identified. Noise mitigation will be described at a level of detail appropriate for environmental review and not at a design level of detail.

In the event that another firm prepares a technical noise analysis that evaluates the noise impacts of the Project, as described above, ICF will review the technical report to assess its completeness, accuracy, and defensibility. This SOW assumes that a technical report prepared by another firm will include an appropriate level of substantiation for ICF to review, including the results of traffic noise modeling, construction noise modeling, construction vibration modeling, and operational noise-source (e.g., HVAC systems, emergency generators, etc.) modeling. Under a peer-review approach, this SOW assumes that ICF will not conduct a detailed quality assessment of the modeling results and will not conduct any original modeling or "retrace" any steps taken by the other firm. ICF's noise team will participate in up to two conference calls to discuss the technical report. The conference calls will be held to discuss the team's comments on the technical report and for the other firm to provide clarification, if needed.

Assumptions:

- Required construction and operational data and/or input assumptions will be provided by the Project Sponsor.
- Traffic data (including average annual daily traffic volumes, posted speeds, and heavy-truck percentages for each roadway segment) will be provided by the traffic consultant.
- Non-traffic operational noise sources would be limited to HVAC equipment, emergency generators, and operational loading docks (e.g., no event noise or other mechanical equipment noise would need to be assessed).

Population and Housing

Due to the settlement agreement with East Palo Alto, the increase in the number of employees and residents at the Project site, and the public interest in this topic, ICF proposes to do a full analysis of potential impacts related to population and housing. The Project would include office, R&D, and amenity uses, which would generate new employees at the Project site. In addition, the Project would include approximately 400 rental housing units, directly increasing the population in the city. ICF will analyze the impact of the increase in employees and residents. The *Population and Housing* section of the EIR will examine the Project's effects on population and housing in the city and, to a lesser extent, the region. This analysis will focus on the increase in population and the secondary effects associated with the housing needed to accommodate the increased employment that would result from the Project. ICF, with assistance from KMA, will undertake the following tasks:

- ICF will obtain additional information from the Project Sponsor, including the number of existing employees at the Project site and information regarding how many employees could also live at the proposed housing, if available.
- An HNA will be prepared by KMA (Appendix B). ICF will work closely with KMA throughout the process and peer review the HNA before incorporating the findings into the analysis.
- The housing effect resulting from the Project will be discussed in the context of the Association of Bay Area Governments (ABAG) regional household forecasts and fair-share housing allocations.
- ICF will evaluate the direct population impacts from the proposed housing at the Project site.
- Similar to other job-intensive projects, the EIR will examine secondary housing demands, based on future residential patterns for Project employees.
- One of the key terms of the settlement agreement between the City of Menlo Park and the City of East Palo Alto is that an HNA will be prepared when the preparation of an EIR is required. As required by the settlement agreement, the HNA prepared for the Project will include an analysis of the multiplier effect with respect to indirect and induced employment to the extent possible.

Public Services and Recreation

Using information received from various service providers, ICF will prepare the *Public Services and Recreation* section of the EIR. ICF will conduct the following tasks:

- As necessary, conduct interviews with or provide questionnaires to the City's police department, fire department, park and recreation department, school district, and library to determine current service levels and the capacity to serve increased demand.
- Estimate Project-generated demand for public services, based on existing operational standards obtained from the service providers. Other measures of demand will also be considered, such as the projected increase in the calls for service and the projected demand of recreational facilities and library services.
- In accordance with CEQA, evaluate the extent to which Project demands would trigger the need for new public facilities, the construction of which might result in physical environmental effects.
- Considering the proposed onsite open space, analyze the change in access to existing recreation facilities and any associated deterioration of these facilities.

Transportation

The SOW for the transportation analysis is included in Appendix C (Hexagon). ICF will help oversee preparation of the transportation analysis. All results will be incorporated into the EIR.

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Utilities/Service Systems

The *Utilities/Services Systems* section of the EIR will examine the Project's effect on water supply, wastewater treatment, solid waste disposal, and energy generation and transmission. ICF will describe existing conditions (i.e., capacity and current consumption levels), identify Project impacts (i.e., the effects of demand weighed against infrastructure capacity), and work with the City and the utility providers to identify reasonable mitigation measures.

This SOW assumes that the Project Sponsor will provide adequate information on infrastructure planning for the Project, including an assessment of existing and future utilities in the Project area/vicinity. Any technical analysis of the sizing, location, or design for new infrastructure is not included in this scope and is assumed to be provided by the Project Sponsor or other parties. This includes the location of potential water, sewer, natural gas, or electricity transmission lines for an assessment of the potential environmental impacts of new utilities. ICF can estimate solid waste generation, based on readily available generation rates. The energy demand will be quantified using the CalEEMod model. A water supply assessment (WSA) would be prepared by either a subconsultant contracted directly with the City, or West Yost contracted under ICF (see Optional Tasks, below). ICF will review the WSA, provide comments (if necessary), and incorporate the WSA into the administrative draft EIR.

Based on technical information for the Project site, as well as information received from the utility providers, ICF will prepare the *Utilities/Service Systems* section of the EIR and conduct the following tasks:

- Discuss applicable regulations at the local, state, and federal level, where applicable.
- Describe existing utility providers, system capacity, and improvement plans.
- Evaluate the net change in the demand for water, wastewater, solid waste, and energy relative to existing and planned capacity for the utilities.
- Discuss whether Project impacts would require the expansion of existing facilities or construction of new infrastructure or facilities.

Deliverables*:* One electronic copy of administrative draft EIR in MS Word and Adobe PDF format.

Task 5. Project Alternatives, Other CEQA Considerations, and Project Variant

The purpose of this task is to complete drafts of the remaining sections (*Alternatives*, *Other CEQA Considerations*, and the *Project Variant*) of the EIR for the City's staff to review. This task involves preparation of other required sections, examining particular aspects of the Project's effects and the identification and comparison of Project alternatives.

Other CEQA Considerations

This task involves documenting unavoidable adverse impacts, growth-inducing effects, and cumulative effects of the Project:

- Unavoidable effects will be summarized from the analyses performed in Task 5.
- Assessment of growth-inducing effects will be based on the economic multipliers for the proposed uses (these multipliers provide information on direct and induced growth and were developed by ABAG for the regional input-output model) as well as comparisons with ABAG projections for the city. Growth inducement will be discussed in the context of population increases, utility and public services demands, infrastructure, and land use.

- The energy use of the Project will be analyzed consistent with Appendix F of the CEQA Guidelines. Although Appendix F is highly vague with respect to providing useable significance criteria, ICF will provide an energy analysis. It is probable that this analysis will conclude that the energy impacts would be less than significant because it is probable that the Project's energy use will not be "wasteful," "inefficient," or "unnecessary."

Alternatives

The alternatives to the Project must serve to substantially avoid or reduce at least one, if not more, of the significant impacts identified for the Project while feasibly attaining most of the Project objectives. ICF assumes that at least three Project alternatives will be analyzed, both at a qualitative level and quantitative level, based on a sensitivity analysis to reduce identified impacts. The No-Project Alternative would be qualitatively analyzed. This could include a scenario in which existing entitlements are developed. This scope assumes that offsite alternatives will be dismissed because a large, suitable site is not available in the vicinity that would meet the Project Sponsor's objectives. The Project team will provide supporting evidence for that conclusion.

Project Variant

The Project would also include evaluation of a Project variant that would include up to 600 residential units. This would intensify residential uses within the proposed Residential Zoning District. The proposed variant would increase residential building heights within the district and add additional residential units on a separate 1-acre portion of the Project site.

The variant to the Project will be analyzed as a separate chapter in the EIR. As needed, the analysis will be quantitative; however, this scope and budget assume that the variant will not be analyzed at the same level of detail as the Project.

Deliverables: *Other CEQA Considerations* chapter to be submitted with administrative draft EIR in electronic MS Word and Adobe PDF format. *Alternatives* chapter and *Project Variant* chapter to be submitted with screencheck draft EIR in electronic MS Word and Adobe PDF format.

Task 6. Screencheck Draft EIR

The purpose of this task is to prepare the screencheck draft EIR for the City's staff to review. ICF will prepare a screencheck draft EIR to respond to the City's comments on the administrative draft EIR. This scope assumes that comments from multiple reviewers will be consolidated, conflicting comments will be resolved, and that the comments will not result in substantial revisions or additional analyses.

Deliverables*:* One electronic copy of the screencheck draft EIR in MS Word and Adobe PDF format.

Task 7. Public Draft EIR

The purpose of this task is to prepare and submit the draft EIR to the City for distribution to the public. ICF will revise the screencheck draft EIR to incorporate modifications identified by the City. The revised document will be circulated among the public agencies and the general public as well as specific individuals, organizations, and agencies that expressed an interest in receiving the document. During this task, ICF will also compile the appendices, which will be distributed with the draft EIR, and produce a version of the full document that can be uploaded onto the City's website. ICF will also prepare an NOC and a Notice of Availability (NOA) to accompany the copies that must be sent to the State Clearinghouse. This SOW and budget assume that the City will send the required documents to the State Clearinghouse and distribute the draft EIR to all other recipients. This SOW includes printing the draft EIR. If requested by the City, ICF can revise the scope and budget to include distribution of the draft EIR.

Deliverables: Fifteen hard copies of the draft EIR, with flash-drive appendices. Print-ready and web-ready electronic copies of the draft EIR in MS Word and Adobe PDF format. Electronic copies of the NOC and NOA in MS Word and Adobe PDF format.

Task 8. Public Review and Hearings

The City will provide a 45-day review period, during which public agencies and the public will have an opportunity to review and comment on the draft EIR. ICF will be available to attend at least three public hearings during the public review period. ICF will prepare the PowerPoint presentation, present findings, and answer specific questions (the extent to which will be discussed with the City and Project Sponsor beforehand) at any or all of the public hearings. Similar to the NOP comments, ICF will prepare a summary of all public comments received during the public review period and identify any comments on topics not already in the initial study or draft EIR.

Deliverables: PowerPoint presentation, comment summary matrix, and corresponding memo.

Task 9. Draft Responses to Comments

The purpose of this task is to prepare responses to the comments received on the draft EIR and incorporate these responses into a responses-to-comments document for City and Project Sponsor review. The administrative final EIR will include:

- Comments received on the draft EIR, including a list of all commenters, the full comment letters, and public meeting transcripts, with individual comments marked and numbered; and
- Responses to all comments.

All substantive comments for each written and oral comment will be reviewed, bracketed, and coded for a response. Prior to preparing responses, ICF will meet with staff members to review the comments and suggest strategies for preparing responses. This step is desirable to ensure that all substantive comments will be addressed and that the appropriate level of response will be prepared. This SOW and budget assume that ICF will prepare responses for up to 200 substantive, discrete non-repeating individual comments and coordinate integrating the responses prepared by other consultants. However, the number of public comments, as well as the content, is unknown at this time. Therefore, following the close of the draft EIR public review period and receipt of all public comments, if the comments exceed the scope of the assumptions above, including City-required responses, ICF will provide a revised budget for the Project Sponsor to cover this effort.

Frequently raised comments of a substantive nature may be responded to in a master response, which allows for a comprehensive response to be presented upfront for all interested commenters. ICF will identify and recommend possible master responses for City consideration during the initial meeting to discuss strategies for preparing responses.

Following the strategy session, ICF will prepare master responses (as appropriate) and individual responses to the bracketed and coded comments. Individual responses to each comment letter will be placed immediately after the comment letter. As necessary, responses may indicate text revisions, in addition to clarifications and explanations. All text changes stemming from the responses to the comments, as well as those suggested by City staff members, will be compiled into an errata to be included as part of the final EIR. Our budget presumes that revisions to the draft EIR will be explanatory and clarifying in nature and will not require new technical or quantitative analysis.

Deliverables: One hard copy of the administrative draft responses-to-comments document. Electronic copies of the administrative draft responses-to-comments document in MS Word and Adobe PDF format.

Task 10. Final EIR and Certification Hearings

Following City review of the administrative draft responses-to-comments document, ICF will address all comments received and prepare an administrative draft final EIR for City and Project Sponsor review. This document will contain the revised responses to comments and a full revised draft EIR. The revised draft EIR will show all changes made in responses to comments in underline and strikethrough. Following City and Project Sponsor review of the administrative draft final EIR, ICF will

prepare the final EIR, which will be sent to decision-makers. The final EIR will consist of the draft EIR (incorporating all revisions), the responses-to-comments document, the findings (part of Task 12), and the MMRP (part of Task 12). ICF will also prepare an NOC to accompany the copies that must be sent to the State Clearinghouse. This SOW and budget assume that the City will send the required documents to the State Clearinghouse and distribute the final EIR to all other recipients. In addition, team members will attend and participate in up to three meetings to certify the EIR. If requested by City staff members, ICF will present the conclusions of the EIR and a summary of the comments and responses.

Upon certification and approval of the final EIR, ICF will prepare the Notice of Determination (NOD) to be filed with the State Clearinghouse. This SOW assumes that the City will file the NOD with the State Clearinghouse.

Deliverables: Fifteen hard copies of the final EIR, with flash-drive appendices. Print-ready and web-ready electronic copies of the final EIR in MS Word and Adobe PDF format. Electronic copies of the NOC and NOD in MS Word and Adobe PDF format.

Task 11. MMRP, Findings/Statement of Overriding Considerations, and Administrative Record

As part of this task, ICF will also prepare a draft and final MMRP for the Project, as required by Section 15097 of the CEQA Guidelines. The MMRP will be in a tabular format and include:

- The mitigation measures to be implemented
- The entity responsible for implementing a particular measure
- The entity responsible for verifying that a particular measure has been completed
- A monitoring milestone or action to mark implementation/completion of the mitigation measure

In conjunction with the City, ICF will prepare the Statement of Overriding Considerations pursuant to Section 15093 of the CEQA Guidelines. CEQA requires the decision-making agency to balance the economic, legal, social, and technological benefits of a proposed project against its unavoidable environmental impacts. The Statement of Overriding Considerations includes specific reasons in support of an action, based on the final EIR and other information in the record. ICF will also prepare CEQA Findings, describing each significant impact, including mitigation measures and alternatives.

ICF will also submit a full administrative record, documenting and providing backup for all information cited in the EIR. This will be submitted on a flash drive, with an accompanying matrix indexing each entry.

Deliverables: Electronic copies of the draft and final MMRP in MS Word and Adobe PDF format (if necessary). Fifteen hard copies of the final MMRP. Two electronic copies (on flash drive) of the administrative record (submitted at the draft EIR phase and the final EIR phase). Electronic copies of the Statement of Overriding Considerations and Findings in MS Word and Adobe PDF format.

Task 12. Project Management and Meetings

The purpose of this task is to effectively manage the above tasks and maintain communication with City staff members. ICF project management will be responsible for coordination activities, will maintain quality assurance/quality control (QA/QC) requirements for document preparation, and will monitor the schedule and performance for all EIR work tasks. Project management subtasks also include maintaining internal communications among ICF staff members and subconsultants as well as City staff members and other team members through emails and frequent phone contact, along with preparation of all correspondence. The project manager will coordinate the internal staff, Project guidance, and analysis criteria.

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This task also includes attending meetings to accomplish the above tasks. Team members will attend and participate in meetings on an as-needed basis. For purposes of the cost estimates, ICF has assumed 20 City staff member and/or Project Sponsor phone conference calls (excluding public hearings), in addition to a standing weekly call. These meetings are in addition to what is already assumed in the preceding tasks. Additional meetings may be appropriate during the course of this effort and will be invoiced on a time-and-materials basis.

In terms of progress reporting, ICF will prepare a brief progress report every month, documenting the key accomplishments regarding the CEQA process, schedule progress, and identification of any key issues that have arisen that may affect the EIR, budget, or schedule. ICF will also report key deliverable (e.g., administrative draft EIR) progress, both in terms of percent complete as well as costs incurred, to examine task burn rates and determine if cost progress is matching deliverable progress, as necessary.

Optional Tasks

Operational HRA

ICF will prepare a quantitative operational HRA using EPA's AERMOD dispersion model. The HRA will be consistent with the methodologies and procedures recommended by OEHHA, CARB, and BAAQMD. The HRA will evaluate potential cancer and non-cancer health hazards for offsite receptors (i.e., within 1,000 feet) as well as onsite receptors from exposure to operational DPM and PM2.5. This SOW assumes that operational sources of DPM and PM2.5 would be limited to emergency generators and loading docks. Modeled health risks at receptor locations would be compared to thresholds recommended by BAAQMD. If needed, ICF will identify measures to reduce the level of health risk exposure at affected receptor locations.

Cost: $9,800

Water Supply Assessment

To fully analyze water supply and demand impacts under CEQA, ICF will need a WSA. Menlo Park Municipal Water provides service to the Project site. The WSA, if required, will be prepared by a consultant. Based on recent experience in Menlo Park, the City has contracted directly with a WSA consultant; the document from the consultant has been provided to ICF for incorporation into the utility sections of EIRs. However, should the City decide that the WSA consultant should be a subconsultant to ICF, ICF would team with West Yost. West Yost would evaluate water demands for buildout of the Project and prepare the WSA in accordance with the requirements of SB 610 (as adopted in the California Water Code as Sections 10910–10915). The full scope and budget for West Yost is included in Appendix D of this proposal.

Cost: $35,700

Senate Bill 7

As stated in the RFP, the applicant may decide to request a review of the Project under the provisions of SB 7 (Jobs and Economic Improvement through Environmental Leadership Act of 2021). SB 7 extends the expiration date of the previous Assembly Bill 900, the Environmental Leadership Development Project certification program.

ICF could assist with preparation of the appropriate record and analysis for the potential SB 7 environmental leadership project. Specifically, ICF could assist with the application process by preparing the GHG emissions methodology and documentation in accordance with CARB requirements. A comprehensive analysis of the Project's GHG emissions could be performed to demonstrate the Project's ability to meet the requirements of SB 7, which calls for no net additional emissions of GHGs, including GHG emissions from employee transportation. ICF could work with the client throughout the application process, including consultation meetings with CARB, to ensure that emissions quantification methodologies and potential mitigation measures are adequate and able to meet CARB's requirements for review.

Prior to moving forward with this optional task, the applicant would need to demonstrate that the Project would meet a number of stringent labor and environmental requirements. If these requirements are met, the City and ICF would then need to discuss how to proceed and the level of involvement required by ICF. If the Project were to apply for SB 7, this would change the proposed scope for the GHG analysis. Because projects that qualify for streamlining under SB 7 are required to demonstrate that they would not result in any net additional emissions of GHGs, no potential significant impacts associated with GHG emissions would be anticipated from implementation of the Project. If this were to occur, the cost associated with the standard GHG CEQA analysis provided in this proposal would very likely be similar to the cost to prepare the SB 7 GHG analysis. However, this would need to be revisited once this decision is made. In addition, ICF could assist with posting all relevant Project records and information online within 3 to 5 days of receiving the material. If requested by the City, ICF could help with development and maintenance of this online record database. ICF would set up and develop a Drupal 9 database site. Site mockups, graphics, logos, and a style guide would be provided by our creative team. Content would be provided by ICF's marketing team using GatherContent. Mapping of the PDF links to the respective files would be provided by ICF's program team. The website content would be organized and prepared by this team at the start of the Project. Following that, ICF team members and City personnel would be required to upload Project emails, memorandums, reports, documents, and other ongoing correspondence to the site on a weekly basis. The cost for creation and maintenance of the online record would vary, based on the level of involvement the City would request of ICF. Should the applicant chose to pursue SB 7, ICF and the City would discuss the scope and budget at that time. The below cost is provided for informational purposes as a rough estimate for this level of effort.

Cost: $15,000–$45,000

Schedule

Our preliminary Project schedule is included as Appendix E.

Cost Estimate

The cost estimate for the services described above is included as Appendix F to this proposal. The fee schedule included below provides hourly rates and classifications for all ICF personnel proposed for use on projects to be awarded under an as-needed contract for environmental (CEQA) services.

As outlined in Task 12 of our SOW, ICF will submit monthly invoices for the cost for services performed prior to the invoice date. Included will be a summary of each task, the name of the person doing the work, the hours spent by each person, and a brief description of the work.

Effective January 1, 2022

Labor Classification	Per Hour
Senior Project Director	$300
Project Director	$270
Technical Director	$235
Senior Technical Analyst	$230
Managing Consultant	$215
Senior Consultant III	$190
Senior Consultant II	$175
Senior Consultant I	$160
Associate Consultant III	$145
Associate Consultant II	$135
Associate Consultant I	$125
Assistant Consultant	$115
Administrative Technician	$80
Technician	$75
Intern	$65
Other Direct Expenses	
Copy Center Services: - Color printing (8.5 by 11 inches—11 by 17 inches) - Black-and-white printing (8.5 by 11 inches—11 by 17 inches)	 $0.16 to $0.32/page $0.08 to $0.16/page
Automobile mileage at current IRS rate	$0.625/mile
Electronic field equipment	$10.00/day
A general and administrative charge of 10% will be applied to all other direct costs, inclusive of subcontractor charges.	
Per diem is charged at $175.00/day. A lodging surcharge will apply in high-rate areas.	
Billing rates are subject to a 3% increase, effective January 1 of each year.	

*ICF Jones & Stokes, Inc.

Relevant Project Experience and References

Relevant Project Experience

ICF has almost a decade of experience from working on CEQA documents in Menlo Park. Previously completed and ongoing projects in the city include the following:

- Willow Village Project EIR
- 1350 Adams Court Initial Study and EIR
- Commonwealth Corporate Center Building 3 Initial Study and EIR
- 1125 O'Brien Drive Initial Study and EIR
- CSBio/1075 O'Brien Drive Initial Study and EIR
- Facebook Campus Expansion Project EIR and EIR Addendums 1 & 2
- Commonwealth Corporate Center EIR
- Middle Plaza Project at 500 El Camino Real
- 1300 El Camino Real Project
- Menlo Park Facebook Campus Project EIR Addendum

In addition to the projects listed above, ICF has extensive experience from preparing CEQA documents for similar jurisdictions throughout the San Francisco Peninsula and in the Bay Area. Three recently completed EIRs, similar to the mixed-use development proposed under the Project, are the 751 Gateway Boulevard Project and Southline Specific Plan EIR (City of South San Francisco), Milpitas Metro Specific Plan EIR (City of Milpitas), and the Bayhill Specific Plan EIR (City of San Bruno). Descriptions and links to these EIRs are provided below. However, this is not an exhaustive list of projects completed by ICF on the Peninsula and in the Bay Area; additional project information is available upon request.

Southline Specific Plan EIR

ICF prepared the EIR for a new specific plan for a 26.5-acre industrial site within the City of South San Francisco's Lindenville Planning Sub-area, adjacent to Tanforan Mall and the San Bruno BART station. The proposed project, sponsored by Lane Partners, would demolish all onsite uses within the specific plan area and construct a transit-oriented R&D/office campus with a maximum anticipated building area of approximately 2.8 million square feet, including 3,064 underground parking spaces at various locations throughout the specific plan area, a nine-story parking structure with approximately 2,705 spaces, a new east–west connection road (Southline Avenue, provisionally named for the purpose of the specific plan and CEQA review), supportive utilities and related infrastructure, and up to 341,800 square feet (approximately 7.8 acres) of open space. Development would include commercial office/R&D buildings, envisioned to accommodate office and R&D tenants as well as supporting amenity uses, ranging in height from four to seven stories, subject to maximum building height limits in accordance with the Federal Aviation Administration and Airport Land Use Compatibility Plan requirements for San Francisco International Airport.

The proposed project would also construct offsite transportation, circulation, and infrastructure improvements at several locations outside the specific plan area, some of which are within the city of San Bruno (offsite improvement areas), totaling approximately 6.4 acres. As a responsible agency under CEQA, San Bruno was consulted during the EIR process to ensure that improvements within San Bruno's jurisdiction were consistent with applicable local requirements.

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Much like the Bayhill Specific Plan EIR, the Southline Specific Plan EIR included a programmatic analysis of the specific plan and a project-level analysis of the first phase of development under the specific plan. The City of South San Francisco intends to use the EIR as a streamlining document for future development applications under the plan. The final EIR was released in May 2022. The project was unanimously recommended for approval by the South San Francisco Planning Commission on June 2, 2022, and is pending consideration by the City Council.

The Draft and Final EIR for the Southline Specific Plan can be accessed here: https://weblink.ssf.net/WebLink/Browse.aspx?startid=51192&row=1&dbid=0.

Milpitas Metro Specific Plan EIR

The Milpitas Metro Specific Plan (Metro Plan) planning area covers a significant portion of the southern area of Milpitas. The Metro Plan provides policies to guide development in this district in terms of land use, circulation, community design, and utilities and services. Policy 7.5 of the original Transit Area Specific Plan (TASP) requires the creation of a coordinated development plan for the parcels at and around the Milpitas Transit Center; the Metro Plan will continue to fulfill that requirement. The Metro Plan expands the original 437-acre TASP area by approximately 60 acres, annexing an industrial area on the east side near Interstate 680 and approximately 13 acres on the west side along a portion of South Main Street, resulting in a Metro Plan area of 510 acres. Buildout associated with the Metro Plan (compared to the original TASP) would result in approximately 7,000 additional dwelling units, 3,000,000 additional square feet of office space (including industrial), 300,000 additional square feet of retail space, and 700 additional hotel rooms. The vision of the Metro Plan is to transform the area into a transit-oriented neighborhood and complete the emerging neighborhood by expanding access to neighborhood services and retail, creating new opportunities for jobs near transit, providing additional affordable and market-rate housing, enhancing multimodal connections and non-vehicle mobility throughout the area, providing a greater variety of shared public spaces, and strengthening the identity sense of place within the Metro Plan area.

ICF prepared the draft subsequent EIR for the Metro Plan, which was released in April 2022. The document was prepared in accordance with the provisions of CEQA to evaluate the proposed changes to the Milpitas TASP final EIR, certified in 2008. The subsequent EIR analyzed the Metro Plan, an update to the original TASP. ICF is in the process of preparing the final subsequent EIR.

The draft subsequent EIR for the Milpitas Metro Specific Plan can be accessed here: https://www.ci.milpitas.ca.gov/wp-content/uploads/2022/04/Metro-Plan-Draft-SEIR_2022-April-with-Appendix-A-F.pdf.

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

Bayhill Specific Plan EIR

ICF prepared the EIR for a new specific plan for the 73-acre Bayhill Office Park, which is San Bruno's largest employment cluster, employing about one-third of the 15,000 employees in the city, including YouTube, Walmart.com, Kaiser Permanente, Oracle, and others. The office park currently contains about 1.5 million square feet of office space. The project site, which abuts San Bruno's adopted Transit Corridors Specific Plan area, also includes the adjacent 10-acre Bayhill Shopping Center. The specific plan would allow for the development of up to 2.46 million net new square feet of office uses on the project site. The specific plan would also establish housing and mixed-use overlay zones on a total of 20.5 acres in the southern portion of the project site that would allow for the development of up to 573 multi-family residential units. The project would accommodate the anticipated expansion of YouTube by adding additional office square footage while also creating a pedestrian-friendly and cohesive mixed-use community that enhances the area's identity and image and provides greater linkages to nearby public transportation opportunities. The project was approved and the EIR was certified by unanimous vote by the San Bruno City Council in October 2021.

The Bayhill Specific Plan EIR included a programmatic analysis of specific plan buildout and a project-level analysis of the first phase of YouTube's planned expansion (Phase I), which includes two new office buildings totaling 440,000 square feet. The specific plan allows mostly new office development but also establishes a residential overlay zone on the site. To allow for flexibility and account for variations in the mix of land uses that could ultimately be developed under the specific plan, the program analysis in the EIR evaluates "worst-case" buildout scenarios. The Phase I development is evaluated at a project level, relying on the plan analysis where possible and augmenting that analysis with site-specific and quantitative analysis where required. ICF worked closely with San Bruno's planning consultant, along with technical consultants, including Economic & Planning Systems, Inc. (EPS), Bottomley Design & Planning, West Yost, and Woodard & Curran, among others, to develop the specific plan along with the EIR, ensuring both documents are integrated and consistent. Through this effort, ICF consulted on policy issues associated with the specific plan and developed a robust template and approach for the EIR's program/project analysis.

The draft and final EIR for the Bayhill Specific Plan can be accessed here: https://www.sanbruno.ca.gov/618/Bayhill-Specific-Plan.

References

Provided below are references regarding four recent projects of a similar size from public agencies for which ICF has provided environmental consulting services.

Reference #1	
Project	Southline Specific Plan EIR and 751 Gateway Boulevard Project EIR
Client	City of South San Francisco
Client Unit	Economic and Community Development Department
Client Contact Name and Title	Adena Friedman, Senior Planner
Client Contact Phone	(650) 877-8535
Client Contact Email	adena.friedman@ssf.net
Client Address	315 Maple Street, South San Francisco, CA 94080

Reference #2	
Project	Milpitas Metro Specific Plan EIR
Client	City of Milpitas
Client Unit	Planning
Client Contact Name and Title	Ned Thomas, AICP, Planning Director
Client Contact Phone	(408) 586-3273
Client Contact Email	nthomas@milpitas.gov
Client Address	455 East Calaveras Blvd., Milpitas CA 95035

Reference #3	
Project	Bayhill Specific Plan EIR
Client	City of San Bruno
Client Unit	Community and Economic Development Department, Planning Division
Client Contact Name and Title	Matt Neuebaumer, Associate Planner
Client Contact Phone	(650) 616-7042
Client Contact Email	mneuebaumer@sanbruno.ca.gov
Client Address	567 El Camino Real, San Bruno, CA 94066

Reference #4	
Projects	220 Park Road IS/MND, 1766 El Camino Real IS/MND and Categorical Exemption, 1814–1820 Ogden Drive Initial Study
Client	City of Burlingame
Client Unit	Community Development Department – Planning Division
Client Contact Name and Title	Catherine Keylon, Senior Planner
Client Contact Phone	650-558-7252
Client Contact Email	ckeylon@burlingame.org
Client Address	501 Primrose Road, Burlingame, CA 94010

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Other Relevant Information/Disclosures

To the best of our knowledge and understanding, ICF Jones & Stokes, Inc., is not aware of findings against the firm and does not have judgments against it.

ICF maintains a robust insurance program, providing appropriate coverage limits for the professional services we provide and a company of our size. Some of the main coverages are outlined below:

(i) Commercial general liability and property (CHUBB), covering bodily injury and property damage, with minimum limits of one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) general aggregate, including premises liability, products/completed operations, and contractual liability coverage;

(ii) Business automobile liability (CHUBB), covering owned, hired, and non-owned vehicles, with limits of at least one million dollars ($1,000,000) combined single-limit (bodily injury and property damage);

(iii) Workers compensation (CHUBB), as required by all applicable statutory laws and employer's liability coverage, with a limit of not less than one million dollars ($1,000,000);

(iv) Umbrella liability (CHUBB) coverage, with minimum limits of five million dollars ($5,000,000) each occurrence/aggregate, sitting excess of the general liability, business auto liability, and employer's liability programs;

(v) Professional liability/cyber (CNA) coverage, with minimum limits of five million dollars ($5,000,000) per claim with respect to negligent acts, errors, or omissions in connection with services to be provided;

(vi) Cyber liability coverage with minimum limits of five million dollars ($5,000,000) per claim and sufficiently broad to respond to claims, including, but not limited to, infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion, and network security;

(vii) Crime coverage (ZURICH), with limits not less than five million dollars ($5,000,000) per claim; and

(viii) Contractors pollution liability (IRONSHORE), with limits not less than one million dollars ($1,000,000) per occurrence.

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Appendices

Appendix A
Resumes

Years of Experience
Professional start date: 06/2003
ICF start date: 02/2016

Education
BS, Environmental Studies/ Biology, University of Southern California, 2003

MSL, Water and Environmental Law, University of the Pacific, McGeorge School of Law, expected completion 2024

Professional Affiliations
Association of Environmental Professionals

San Francisco Planning and Urban Research Association

Heidi Mekkelson

Managing Director/Principal

Ms. Mekkelson is a managing director/principal with ICF's Environment and Planning Division. She has over 18 years of experience in the preparation and management of environmental analysis documentation pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Ms. Mekkelson has worked on documents for large residential projects; mixed-use, urban infill developments; commercial/retail projects; major league sports/entertainment venues; adaptive reuse projects; transportation projects; and affordable housing. She has also prepared numerous programmatic analyses for general plans, specific plans, and habitat conservation plans. She is skilled at preparing CEQA streamlining documents and has conducted numerous trainings on the topic. Ms. Mekkelson focuses her work on the Bay Area and Southern California, and she has extensive experience managing private development projects in the cities of Los Angeles and San Francisco.

Project Experience

Southline Specific Plan EIR—City of South San Francisco Economic and Community Development Department, South San Francisco, California, 03/2020 – present

Project Manager. Ms. Mekkelson is serving as project manager to prepare an EIR for a new Specific Plan that would redevelop a 26.5-acre industrial site in the City of South San Francisco adjacent to the San Bruno Bay Area Rapid Transit (BART) station with a transit-oriented office/research and development (R&D) campus with a maximum anticipated building area of 2.8 million square feet. New development would include commercial buildings, a four-story supportive amenities building, approximately 3,000 underground parking spaces at various locations throughout the project site, a nine-story parking structure, a new east-west connection road (Southline Avenue), supportive utilities and related infrastructure, and approximately 300,000 square feet of open space. The City intends to use the EIR as a streamlining document for development applications under the Specific Plan.

Milpitas Metro Specific Plan—City of Milpitas, Milpitas, California

Project Director. Ms. Mekkelson is serving as the project director for the Milpitas Metro Specific Plan, and is currently working on the subsequent EIR, which updates the Specific Plan to allow for the development of additional growth around the recently completed Milpitas BART Station. Ms. Mekkelson has been working closely with the city and the authors of the Specific Plan to identify policies and mitigation measures to streamline future projects that will be developed in this area.

1766 El Camino Real Project Class 32 Infill Exemption—City of Burlingame Planning Division, Burlingame, California, 01/2022 – 06/2022

Project Director. Ms. Mekkelson served as project director for a Class 32 Categorical Exemption document for a project that would

demolish an existing two-story mixed-use building that is currently vacant, and construct a new eight-story, multiunit residential building with 311 residential units, 319 vehicle spaces, 172 bicycle parking spaces, and 14,132 sf of leasing and amenity space, as well as 25,892 sf of open space. ICF previously prepared an IS/MND for a different project at the same location, and to the extent possible, the analysis for this project relied on and/or updated the previous analysis that was included as part of the IS/MND where relevant to the currently proposed project.

751 Gateway Boulevard EIR—City of South San Francisco Economic and Community Development Department, South San Francisco, California, 11/2019 – 02/2021

Project Director. Ms. Mekkelson served as project director to prepare an EIR for the 751 Gateway Boulevard project in the City of South San Francisco. The project would involve the redevelopment of an approximately 7.4-acre, irregularly shaped site within the city's Gateway Specific Plan planning area with a research and development (R&D) facility and office building. The project site is currently occupied by an existing 6-story, approximately 176,235-square foot (sf) office building at 701 Gateway Boulevard and a surface parking lot containing approximately 558 parking spaces. The proposed project would require entitlements to enable development of the project site, including, but not limited to, design review, precise plan approval, Transportation Demand Management (TDM) Plan approval, and a Conditional Use Permit required for a parking reduction.

Bayhill Specific Plan EIR and Streamlined CEQA Documents—City of San Bruno Planning Department, San Bruno, California, 07/2017 – present

Project Manager. Ms. Mekkelson served as project manager to prepare an EIR for a new Specific Plan for the 73-acre Bayhill Office Park, which is San Bruno's largest employment cluster, employing about one-third of the 15,000 employees in the City, including You-Tube, Walmart.com, Kaiser Permanente, Oracle, and others. The office park currently contains about 1.5 million square feet of office space. The project site, which abuts the City's adopted Transit Corridors Specific Plan area, also includes the adjacent 10-acre Bayhill Shopping Center. The Specific Plan would allow for the development of up to 2.46 million net new square feet of office uses on the Project Site. The Specific Plan would also establish housing and mixed-use overlay zones on a total of 20.5 acres in the southern portion of the Project Site that would allow for the development of up to 573 multi-family residential units. The project would accommodate the anticipated expansion of YouTube by adding additional office square footage while also creating a pedestrian-friendly and cohesive mixed-use community that enhances the area's identity and image and provides greater linkages to nearby public transportation opportunities. The project was approved and the EIR was certified by unanimous vote by the San Bruno City Council in October 2021. The EIR now serves as a streamlining document for development applications under the Specific Plan. With the EIR complete, ICF provides assistance to the City in reviewing development applications for consistency with the Specific Plan, identifying the appropriate level of CEQA review, and preparing streamlined analyses.

Skyline College Residential Project Addendum— City of San Bruno Planning Department, San Bruno, California, 06/2017 – 03/2018

Project Manager. Ms. Mekkelson served as project manager for the preparation of an EIR Addendum for a 71-unit residential project on an 8-acre site adjacent to the San Mateo County Community College District's (SMCCD) Skyline College Campus. The project was a component of the campus master plan for Skyline College and was analyzed in a 2016 Program EIR (also prepared by ICF) for SMCCD's updated campus master plan for its three community college campuses. The Addendum examined the revised residential project in the context of the 2016 Program EIR focusing on changes to environmental impacts would result from the revisions to the project. ICF worked closely with SMCCD (the lead agency for the campus master plan) and the City of San Bruno (the lead agency for the residential project) to prepare the Addendum. The project was approved by the San Bruno City Council in 2018.

Years of Experience

Professional start date: 12/2006
ICF start date: 10/2014

Education

MS, Environmental Management, University of San Francisco, 2011

BS, Environmental Management and Protection, California Polytechnic University San Luis Obispo, 2006

BA, English Literature, California Polytechnic University San Luis Obispo, 2006

Professional Memberships

Association of Environmental Professionals (AEP)

Jessica Viramontes

Senior Environmental Planner

Ms. Viramontes is a project manager with ICF's environment and planning division. She has 16 years of experience in environmental planning and project management. She is skilled in the California Environmental Quality Act (CEQA) process and has worked with both municipal and private sector clients throughout the San Francisco Bay Area, including the San Francisco Planning Department, Oakland Planning and Building Department, and Contra Costa County Public Works Department. She has managed infill development projects and transportation projects of varying sizes. As a project manager, she serves as the day-to-day point of contact and ensures deliverables are on time, within budget, and meet or exceed scope requirements.

Project Experience

Middle Plaza at 500 El Camino Real Infill EIR—City of Menlo Park, California, 06/2016 – 12/2017

Project Manager for CEQA Review. Ms. Viramontes oversaw the preparation of the Infill Checklist and EIR as well as coordinating with the team and the City. Stanford University is proposing to redevelop six parcels of land along the east side of El Camino Real into a mixed-use development. The six new buildings at the project site would include approximately 305,000 square feet of residential space (215 housing units); 144,000 square feet of non-medical office space; and 10,000 square feet of ground floor retail/restaurant space. Major environmental issues include transportation, noise, and air quality.

Facebook Menlo Park Campus Expansion EIR and EIR Addendum—City of Menlo Park, California, 05/2015 – 10/2017

Deputy Project Manager for the EIR and Project Manager for the EIR Addendum. Ms. Viramontes was on the management team for both the EIR and the EIR Addendum for the Facebook Campus Expansion Project, which includes the demolition of the existing buildings at the site and the construction of two new office buildings (Buildings 21 and 22), encompassing approximately 985,720 sf (a net increase of approximately 149,880 sf at the Project site). The project would be organized around a 5-acre publicly accessible green space and a bicycle/pedestrian corridor that would run through the middle of the site. The project would also include construction of a new bicycle/pedestrian bridge over Bayfront Expressway to allow for access to the Bay Trail and Bedwell Bayfront Park from the project site and the Belle Haven neighborhood. Major environmental issues include transportation and greenhouse gas emissions.

555 W. Middlefield Road & 777 W. Middlefield Road EIRs—City of Mountain View, California, 06/2017 – 05/2022

Project Manager. Ms. Viramontes served as the day-to-day contact for the City, overseeing the internal section authors, and coordinating with the subconsultants. The 555 W. Middlefield Project would retain the existing, 402 market rate apartment units and construct 341 new apartment units in site locations currently in use as landscape open area and surface parking lots for the existing complex. The project would be phased to maintain onsite parking as development occurs. The 777 W. Middlefield Project would demolish the entire, existing 208 market-rate apartment units and construct 711 new apartment units (including 144 affordable units). The environmental review for the 555 W. Middlefield Project was completed in 2022 and the environmental review for the 777 W. Middlefield Project was completed in 2019. Major environmental issues include transportation, noise, and air quality.

The Village at San Antonio – Phase II Project, Addendum to the San Antonio Precise Plan EIR for Precise Plan Amendments—City of Mountain View, California, 12/2020 – Present

Project Manager. Ms. Viramontes served as the day-to-day contact for the City, overseeing the internal section authors, and coordinating with the subconsultants. The Village at San Antonio – Phase II Project proposes the demolition of two single-story commercial buildings and associated surface parking, and the construction of a commercial building with public open spaces and below-grade parking garage. The project would construct a seven-story building with ground-floor retail and six levels of office uses above, along with three levels of subterranean parking that would connect to the adjacent underground parking. Major environmental issues include transportation, noise, and air quality.

San Francisco Housing Element 2022 Update Environmental Impact Report (EIR)—San Francisco Planning Department, San Francisco, CA, 07/2020 – Present

Project Manager. Ms. Viramontes currently serves as project manager for the San Francisco Housing Element Update 2022 EIR. The EIR will provide a programmatic analysis of the indirect impacts that could result from adoption and implementation of the San Francisco Housing Element 2022 Update, which revises the adopted 2014 Housing Element of the General Plan. The proposed action is evaluating the objective of producing an average of approximately 5,000 housing units per year between 2020 and 2050. Major environmental issues include transportation, cultural resources, air quality, noise, aesthetics, and population and housing.

Station East Mixed Use Project EIR – Integral, Union City, California, 06/2019 – 01/2022

Project Manager for CEQA Review. Ms. Viramontes served as the day-to-day contact for the City and oversaw the preparation of the EIR. The project proposes the demolition of the buildings and surface parking lots and development of up to approximately 1.8 million sf, including up to 974 new residential units (apartments, condominiums, and townhome-style condominiums, referred to in this report as townhomes) and approximately 30,800 sf of commercial space. Three community parks, one tot lot, and one outdoor amphitheater would be located throughout the project site. The project site is part of the *Decoto Industrial Park Study Area* (DIPSA) *Specific Plan* area. Major environmental issues include transportation and hazardous materials.

Mission Bay School EIR—San Francisco Unified School District, 03/2020-06/2022

Project Manager. Ms. Viramontes served as project manager to prepare a focused EIR and initial study for the construction of a multi-story, up to 105,700-square-foot school, which would include a preschool, transitional kindergarten, kindergarten-through-fifth grade elementary school, linked learning hub, professional learning space, outdoor learning area, outdoor play area, and paved surface parking lot. Ms. Viramontes was responsible for QA/QC and coordination with ICF's internal technical specialist team.

751 Gateway EIR—City of South San Francisco, California, 11/2019 – 01/2021

Project Manager. Ms. Viramontes served as the day-to-day contact for the City, overseeing the internal section authors, and coordinating with the subconsultants. The proposed building would be constructed on the site of an existing surface parking lot. The proposed project involves the construction of a 148-foot-tall, seven-story building with approximately 208,800 sf of usable space (60 percent R&D uses, and 40 percent office uses). The existing building at 701 Gateway Boulevard would remain. Major environmental issues include transportation (vehicle miles traveled) and air quality.

3700 California Street Project EIR—TMG Partners, San Francisco, CA, 03/2018 – 04/2020

Deputy Project Manager. Ms. Viramontes was part of the project management team and was responsible for QA/QC and coordination with ICF's internal technical specialist team for an EIR related to a redevelopment project on the current site of the California Pacific Medical Center (CPMC). The project proposes the demolition of five existing hospital buildings on the project site, the renovation and adaptive reuse of two existing buildings, and the construction of 31 new residential buildings (273 dwelling units) and accessory amenity spaces. The proposed project would be constructed on three blocks, with residential buildings ranging from three to seven stories and situated above below-grade parking podiums on each block.

Years of Experience
Professional start date: 02/2007
ICF start date: 01/2013

Education
BA, Environmental Studies/Economics, University of California, Santa Cruz, 2007

BA, Politics, with honors, University of California, Santa Cruz, 2007

Kirsten Chapman, BA

Ms. Chapman has over 15 years of experience in project management/coordination and environmental planning. She is skilled in the California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) process and has worked with municipal and federal clients, particularly in the San Francisco Bay Area. Ms. Chapman has focused on large, mixed-use infill development projects, tech campuses, office developments, and housing projects. She is responsible for writing sections for CEQA documents such as initial studies (ISs), mitigated negative declarations (MNDs), draft environmental impact reports (EIRs), final EIRs, and statements of overriding considerations. Ms. Chapman leads multidisciplinary teams through project management and conducts environmental analysis, prepares technical reports, performs quality control (QC)/quality assurance (QA), and edits documents for production. Project management responsibilities include client and internal team coordination, development of the scope of work and budget, project initiation tasks, subconsultant communication, preparation of progress reports, and contracting/billing. She has helped manage key projects such as the Willow Village Master Plan EIR, the Facebook Campus Expansion EIR, the City Place Santa Clara EIR, the Seawall Lot 337/Pier 48 (Mission Rock) Mixed-Use EIR, and the Burlingame Point EIR.

Project Experience

Willow Village Master Plan EIR—City of Menlo Park, CA, 01/2018 – Present

Senior Advisor/Former Project Manager. Ms. Chapman conducts project management tasks such as coordinating with the client and subconsultants, tracking billing and invoices, overseeing staff, reviewing and producing documents, and leading meetings and conference calls. The project sponsor, on behalf of Meta/Facebook, Inc., is proposing to redevelop an existing, approximately 59-acre industrial site as a multiphase, mixed-use development. The Willow Village Master Plan project would demolish existing onsite buildings and construct new buildings within a residential/shopping district, town square district, and campus district. The project would increase the area for nonresidential uses (i.e., office space and nonoffice commercial/retail) by approximately 1 million square feet (sq. ft.), for a total of approximately 2 million sq. ft. of nonresidential uses. The proposed project would also include multifamily housing units, a hotel, indoor space dedicated for community facilities/uses, park buildings/improvements, open space, and a bicycle/pedestrian tunnel.

1350 Adams Court-Lot 3 Project EIR—City of Menlo Park

Senior Advisor/Former Project Manager. Overseeing the preparation of the Initial Study and EIR, which tiers off of the Menlo Park General Plan EIR (ConnectMenlo). Writing section, conducting senior review, and coordinating subconsultants. The Project Sponsor is proposing to construct an approximately 260,400 gross-square-foot (gsf) building for life science (research and development) uses. Parking for the new building would be provided in both podium-level and above-grade garages that would be integrated into the building.

The Initial Study and EIR discloses relevant impacts and mitigation measures covered in the ConnectMenlo EIR and discusses whether the Project is within the parameters of the ConnectMenlo EIR.

Commonwealth Building 3 Project EIR—City of Menlo Park

Senior Advisor/Former Project Manager. Overseeing the preparation of the Initial Study and EIR, which tiers off of the Menlo Park General Plan EIR (ConnectMenlo). Writing section, conducting senior review, and coordinating subconsultants. The Sobrato Organization (Project Sponsor) is proposing to construct an approximately 249,500-gross-square-foot (gsf) office building and an approximately 349,100 gsf parking structure as part of the Commonwealth: Building 3 Project (Project). The Project site is the existing Commonwealth Corporate Center property, which includes the Commonwealth Site at 162 and 164 Jefferson Drive and the Jefferson Site (also at 164 Jefferson Drive). Two buildings (Buildings 1 and 2), currently occupied by Facebook, were constructed at the Project site as part of the Commonwealth Corporate Center Project. The Project would add a four-story office building (Building 3) and a five-story parking structure with 1,061 parking spaces to the Project site.

Facebook Campus Expansion Project EIR—City of Menlo Park

Served as Project Manager. Conducted project management tasks such as coordination with the client and subconsultants, tracked billing and invoices, oversaw staff, reviewed and produced the documents, and lead meetings and conference calls. The proposed Facebook Campus Expansion Project included the demolition of the existing buildings at the site and the construction of two new office buildings (Buildings 21 and 22), encompassing approximately 985,720 sf (a net increase of approximately 149,880 sf at the Project site). The Project would be organized around a 5-acre publicly accessible green space and a bicycle/pedestrian corridor that would run through the middle of the site. The Project would also include construction of a new bicycle/pedestrian bridge over Bayfront Expressway to allow for access to the Bay Trail and Bedwell Bayfront Park from the Project site and the Belle Haven neighborhood.

1300 El Camino Real Project Infill Checklist and Infill EIR—City of Menlo Park

Served as Deputy Project Manager. The Project's development parameters are consistent with the development anticipated by the El Camino Real/Downtown Specific Plan. Therefore, CEQA analysis for this Project demonstrates consistency with SB 226, CEQA Streamlining for Infill Projects. Kirsten led the ICF team in preparing an Infill Environmental Checklist, followed by a focused Infill EIR. The Project would demolish the existing structures and construct approximately 420,000 sf of mixed uses. In total, the Project would include three mixed-use buildings up to four stories in height, a surface parking lot, an underground parking garage, onsite linkages, landscaping, and a privately-owned, publicly accessible park. The uses at the Project site would include a range of approximately: 200,000 sf of non-medical office space in two buildings; 200,000 sf of residential space (up to 202 housing units) in one building; and 30,000 sf of community-serving space.

SRI International Campus Modernization Project EIR—City of Menlo Park

Served as Deputy Project Manager. Conducted project management tasks such as progress reports, scope/budget development, contract preparation and tracking, client and internal coordination, and working with subconsultants. SRI International is proposing to modernize its Campus with phased development over the next 25 years, amend the existing employee cap, and modify other land use regulations governing the site.

Commonwealth Corporate Center Project EIR—City of Menlo Park

Served as Deputy Project Manager. Conducted project management tasks such as progress reports, scope/budget development, contract preparation and tracking, client and internal coordination, and working with subconsultants. The project, which requires an EIR, involves two four-story office buildings totaling 237,000 sf of office, biotech, and R&D uses.

Years of Experience
Professional start date: 08/2018
ICF start date: 08/2018

Education
BS, Environmental Management and Protection, California Polytechnic State University, San Luis Obispo, 2018

Professional Affiliations
Association of Environmental Professionals (AEP), Member, 2018-Present

Devan Atteberry, BS

Senior Environmental Planner

Devan Atteberry is an environmental planner and graduate from California Polytechnic State University, San Luis Obispo with a B.S. in Environmental Management and Protection, and a minor in Biology. She has four years of experience and knowledge conducting environmental analyses in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). She has also worked on sections for various forms of environmental documentation, including environmental impact reports (EIRs), environmental impact statements (EISs), initial studies and mitigated negative declarations (IS/MNDs), categorical exemptions (CEs), as well as addendums and community plan exemptions (CPEs). Devan has worked on a wide range of projects, including development, transportation, and habitat conservation plans. She focuses her work on the Bay Area and has extensive experience working on projects within the City of Menlo Park, and surrounding municipalities.

Project Experience

Lot 3 North: 1350 Adams Court Project IS/MND and EIR—City of Menlo Park, Menlo Park, CA, 08/2018-Ongoing

Project Manager and Section Author. Serving as project manager, as of 01/2022, and section author for a project that would redevelop a portion of the existing Menlo Park Labs Campus. The project site currently consists of both an undeveloped vacant area on the northern portion at 1350 Adams Court (referred to as Lot 3 North) and an existing building on the southern portion at 1305 O'Brien Drive. The project would construct an approximately 255,000 gsf, five-story life sciences building on Lot 3 North with parking. The existing building at 1305 O'Brien Drive, and the campus property outside of the project site would remain in its existing condition. ICF prepared an Initial Study and a focused draft EIR. Devan drafted the energy, waterline analysis, other CEQA, and alternatives sections of the draft EIR, and is currently working on the final EIR.

Commonwealth: Building 3 Project IS/MND—City of Menlo Park, Menlo Park, California, 10/2018- Ongoing

Deputy Project Manager and Section Author. The project proposes to construct an approximately 249,500-gross-square-foot (gsf) office building and an approximately 404,000 gsf parking structure. The project would add a four-story office building, and a five-story parking structure with 1,340 parking spaces. Devan authored several sections of the initial study, as well as the Draft EIR, including the executive summary, project description, and other CEQA sections.

Southline Specific Plan EIR—City of South San Francisco, South San Francisco, California, 03/2020- ongoing

Deputy Project Manager and Section Author. Serving as deputy project manager and section author to prepare an EIR for a new Specific Plan for the 26-acre Southline Specific Plan Area. The proposed project would demolish all existing industrial uses on-site and construct seven office buildings, an amenities building,

underground parking throughout the site, a parking structure, a new road connection, and approximately 369,000-square feet of open space. Development of the proposed project would be phased, including a Phase I. In total, the project is anticipated to have a maximum building area of 2.8 million-square feet. Devan drafted the energy, wildfire, public services, and alternatives sections, and is currently working on the final EIR.

City of San Bruno Environmental Impact Report for the Bayhill Specific Plan—City of San Bruno, CA, 2017 – 2021

Deputy Project Manager/Section Author. Served as Deputy Project Manager for the environmental assessment of the Bayhill Specific Plan for the City of San Bruno. The Project included the Bayhill Specific Plan, a regulatory document for the 92.2-acre Project Site, and the construction of 440,000 square feet of new office space for YouTube's corporate office (Phase I Development). The Specific Plan will facilitate integrated development within the Project Site, including the Phase I Development, and allow for commercial/retail, office, residential, hotel, civic, and open space uses. The Specific Plan also established a housing and mixed-use overlay zones on a total of 20.5 acres in the southern portion of the Project Site that would allow for the development of up to 573 multi-family residential units. Devan drafted the energy section of the EIR, as well as edited and revised other sections of the EIR.

Station East Residential/Mixed Use Project EIR—City of Union City, Union City, CA, 01/2019-04/2021

Project Coordinator and Section Author. Served as project coordinator and section author for the EIR for the Station East Residential/Mixed Use Project in the City of Union City. The project is an infill project involving the redevelopment of approximately 24-acres of existing industrial and agricultural uses. The project proposes to demolish the existing buildings and develop approximately 45,000 – square feet of commercial space, up to 1,150 new residential apartments, parking structures, and two linear parks. Devan drafted the project description, population and housing, public services, and recreation sections.

San Francisco Housing Element 2022 Update EIR—City of San Francisco Planning Department, San Francisco, CA, 02/2021- Present

Section Author. The proposed project would update the 2014 housing element of the San Francisco General Plan, and establish goals, policies, and actions to address the existing and projected housing needs of the city of San Francisco. The overarching goal of the housing element update is to add 150,000 housing units between 2020 and 2050, or approximately 5,000 new housing units per year, with at least one-third of the housing units being permanently allocated for low- and moderate-income families. Devan drafted the land use, energy, and shadow sections of the Draft EIR.

1489 West Sunset Boulevard Project—City of Los Angeles, Los Angeles, California, 09/2020-Ongoing

Project Manager and Section Author. Serving as project manager and section author for the preparation of a CE for the demolition of a parking lot and two commercial buildings, retaining two buildings, and constructing a residential and commercial mixed-use building with two subterranean parking levels, and five above-ground residential levels. The project would include a mixed-use building with 136 residential units, 8,000 square feet of restaurant space, 985 square feet of outdoor eating areas, a 930 square foot lobby and mailroom, and 2,050 square feet of residential amenity space. Devan is managing the scope, schedule, and budget, and has drafted the project description and multiple sections within the CE document.

555 West Middlefield EIR—City of Mountain View, Mountain View, CA, 10/2018- 10/2021

Deputy Project Manager and Section Author. Served as deputy project manager and section author for the 555 West Middlefield Project in the City of Mountain View. The proposed project is an infill project involving the demolition of most of the existing surface parking areas and redevelopment of approximately 14.5-acres. The project is proposing a General Plan Amendment and Rezoning to allow the retention of 402 existing residential units, and the development of up to 334 new multi-family residential units in two buildings, as well as three subterranean garages. Devan drafted the energy, land use, and population and housing sections, along with the response to comments on the Final EIR.

Years of Experience
Professional start date: 06/2009
ICF start date: 06/2009

Education
MS, Environmental Management, University of San Francisco, 2013

BA (summa cum laude), Environmental Studies (minor in Resource Management), University of Washington, 2009

Certifications/Registrations
None.

Professional Affiliations
Association of Environmental Professionals (2010 – Present)

Association of Women in Water, Energy, and Environment (2020 – 2021)

Laura Yoon, MS

Managing Director

Ms. Yoon is an air quality and climate change managing director with experience in preparing criteria pollutant and greenhouse gas (GHG) inventories for both public and private sector projects. She focuses on technical modeling and report preparation in support of California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and recent GHG legislation. Laura's expertise includes air quality impact studies; conformity analyses; dispersion modeling and health risk assessments; GHG inventories; and climate action plan (CAP) development. She has served as the technical lead and project manager for numerous air quality and climate change analyses throughout California. Prior project work provides a solid background for understanding and evaluating air quality, climate change, and energy impacts from projects.

Project Experience

Bayhill Specific Plan EIR—City of San Bruno, San Bruno, CA, 05/2018 – 12/2021

Air Quality and Climate Change Specialist. Laura oversaw the air quality and climate change chapters for the EIR. The Bayhill Specific Plan will outline a cohesive, long-term, community driven vision for this key district, that is home to the largest cluster of offices in San Bruno, including headquarters of YouTube, as well as several other uses. Construction and operational emissions were quantified using CalEEMod, EMFAC, the EPA's AP 4.2, and other accepted tools. A detailed health risk assessment was also prepared to analyze potential receptor exposure to diesel emissions generated during construction of the new YouTube headquarters.

Belmont General Plan and Specific Plan EIR—City of Belmont, CA, 01/2017 – 04/2019

Air Quality and Climate Change Specialist. Laura prepared the air quality and climate change changes for the City of Belmont's 2035 General Plan Update and Belmont Village Specific Plan. Construction emissions from buildout of both the General Plan and Specific Plan were estimated using CalEEMod. Air quality and GHG impacts from motor vehicles operating within the General Plan and Specific Plan areas were evaluated using the CT-EMFAC2014 model whereas area and energy emissions were estimated using CalEEMod. Carbon monoxide hot-spots from increased traffic were modeled using the CALINE4 dispersion model. The analysis also evaluated health risks from receptor exposure to asbestos containing material and particulate matter. GHG emissions from buildout of the General Plan were evaluated by examining consistency of the plan, which includes the CAP, with the recommendations of the California Air Resources Board for municipalities to support Assembly Bill 32, Senate Bill 32, and Executive Order S-3-05 reduction targets.

City Place Santa Clara EIR—RELATESC, Santa Clara, CA, 03/2013 – 04/2017

Air quality and climate change specialist. The project is a 240 acre multiphased, mixed-use City neighborhood including up to 9.16 million gross square feet of office buildings, retail and entertainment

facilities, residential units, and hotel rooms, and would also include surface and structured parking facilities. Laura helped prepare the health risk assessment for the project and conducted emissions modeling. She evaluated air quality impacts using CalEEMod, EMFAC, marine emission factors from the California Air Resources Board, the EPA's AP 4.2, and other resources. She prepared a detailed health risk assessment using AERMOD and HARP.

San Francisco Giants Mission Rock Seawall Lot 337 Pier 48 EIR—Seawall Lot 37 Associates LLC, San Francisco, CA, 6/2013 – 2/2016

Air quality and climate change specialist. Laura served as technical analyst for CEQA review, conducting the air quality analysis, HRA, and climate change analysis. Seawall Lot 337, LLC proposes a mixed-use, multiphase waterfront development of Seawall Lot 337, rehabilitation/reuse of Pier 48, and construction of associated open spaces, public access areas, assembly areas, and an internal grid of new streets and utilities. In total, the project would include approximately 3.6 million gross square feet of flexible development including residential, commercial, and retail uses. ICF led a multidisciplinary team to evaluate the changes to the project site. Air quality impacts were evaluated using CalEEMod, EMFAC, marine emission factors from the California Air Resources Board, the EPA's AP 4.2, and other resources. A detailed health risk assessment was prepared using AERMOD and HARP.

Folsom Center for Health Master Plan—UC Davis Health, Sacramento, California, 5/2021 – ongoing

Air Quality and Climate Change Specialist. Through the Master Services Agreement with UC Davis Health, Laura is leading the air quality and GHG analyst for this program and project-level EIR. The project includes include a 110,000-sf medical office building, a 114,000-sf ambulatory surgery center, an 80,000-sf hotel, an 86,000-sf micro-hospital, a Central Utility Plant (CUP), and approximately 1,357 parking stalls. Laura is quantifying construction and operational emissions using CalEEMod and other accepted models. Heath risks to existing and planned future development are being analyzed using AERMOD. The EIR will evaluate project consistency with the City of Folsom's CAP, UC Davis' Sustainability Policy and Carbon Neutrality Initiative, and State climate change goals.

Greenhouse Gas Mitigation Measures and California Emissions Estimator Model—Sacramento Metropolitan Air Quality Management District, California, 2020 – 2022

Project manager. Laura lead a team of ICF subject matter experts and three subconsultants to incorporate climate adaptation and environmental justice into the California Air Pollution Control Officers Association (CAPCOA) *Quantifying Greenhouse Gas Mitigation Measures* handbook and to expand the GHG reduction measures to reflect the latest methodologies and best practices. Concurrently, ICF transformed CalEEMod into a web-based platform that integrated the updated Handbook to help mainstream climate adaptation and public health planning into project-level analysis.

Awards for Managed Projects

Climate Change Business Journal Achievement Award (2021). Advancing Best Practices Award for *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity: Designed for Local Governments, Communities, and Project Developers* ("Handbook"). Laura severed as the project manager and lead analyst for the project.
American Planning Association, Sacramento Valley Section (2022). Award of Merit – Best Practices for the "Handbook".

American Planning Association (2015). Award of Merit – Comprehensive Plan, Large Jurisdiction, for the *Los Angeles County General Plan Update*. Laura severed as the project manager and lead analyst for the Climate Action Plan, which was part of the General Plan Update.

Years of Experience

Professional start date: 01/2011
ICF start date: 01/2011

Education

BA, Atmospheric Science, University of California Berkeley, 2009

Cory Matsui, BA

Manager—Air Quality and Climate Change

Mr. Matsui is a manager and senior air quality, climate change, and noise specialist, with experience in environmental impact analysis in accordance with the California Environmental Quality Act. In his 11 years of experience in the field of environmental science, Mr. Matsui has analyzed a diverse suite of projects, including rail and roadway projects, mixed-use development projects, and infrastructure projects. He is a talented writer and excels at drafting compelling narratives. His skill set also includes emissions modeling, quantitative Excel-based assessments, report preparation, and noise monitoring surveys. Mr. Matsui's expertise includes point-, area-, and mobile-source air quality impact studies; greenhouse gas (GHG) emissions inventory and reduction plan development; air quality conformity analyses; and air quality dispersion modeling. He has experience with standard air quality modeling software including EMFAC, AERMOD, CALRoads, and CALEEMOD, and with the Federal Highway Administration's Roadway Construction Noise Model and Traffic Noise Model, and standard noise protocols.

Project Experience

City of San Francisco Housing Element Update—San Francisco, CA, 03/2020 – Present

Lead Analyst. Mr. Matsui serves as lead analyst for the analysis of environmental impacts in the air quality and GHG resource areas resulting from the update of the city's Housing Element. He has used complex air quality modeling results and distilled them into a streamlined narrative, presenting the impacts of the Housing Element update in a reader-friendly and conclusive manner.

Updates to the Quantifying GHG Mitigation Measures—Sacramento Metropolitan Air Quality Management District, Sacramento, CA, 08/2020 – Present

Emissions Reduction Analyst. Mr. Matsui serves as lead analyst in the effort to update the California Air Pollution Control Officers Association's (CAPCOA's) *Quantifying Greenhouse Gas Mitigation Measures* handbook and expand the GHG reduction measures to reflect latest methodologies and best practices. He leads and guides other analysts to perform a technically sound update of one of the most respected GHG reduction measure guidance documents.

Facebook Constitution Campus Expansion EIR and Addendum, Menlo Park, California

Mr. Matsui served as a technical expert for the air quality and noise analyses for the Facebook Constitution Campus Expansion Project Environmental Impact Report and EIR addendum. He conducted long-term and short-term noise measurements at the existing campus facility to evaluate the ambient noise levels, and quantified construction- and operational-related criteria pollutant and greenhouse gas emissions and evaluated the project's impact with respect to the Bay Area Air Quality Management District's guidelines.

One Vassar Project Community Plan Exemption, San Francisco, CA, 02/2019 – 02/2020

Lead Analyst and Senior Reviewer. Mr. Matsui served as lead analyst and author of the noise technical report and as senior reviewer of the air quality technical report for a mixed-used office building. He led a noise monitoring survey and conducted a comprehensive noise analysis of the project. He also performed quality assurance (QA) and thoroughly reviewed the air quality technical report. Because of Mr. Matsui's contributions, the project was able to successfully document consistency with the Central SoMa Plan.

3700 California Street—TMG Partners, San Francisco, CA, 07/2018 – 02/2020

Lead Analyst. Mr. Matsui served as lead author and technical specialist of the noise analysis for an environmental impact report (EIR) for a large, multiblock housing development project in San Francisco. He conducted noise measurements at the project site to determine existing noise levels and assessed construction and operational noise and vibration impacts of the project in accordance with the City of San Francisco's noise guidelines.

Santa Clara Building V5 Data Center Project & Santa Clara Building V6 Data Center Project – Santa Clara, California

Conducted air quality and greenhouse gas analyses for two data center projects in the City of Santa Clara. Evaluated the impacts of construction and operational criteria pollutant emissions, including the impacts from a large number of back-up diesel generators at each project site. Additionally, Cory successfully assessed the significance of the projects' impacts on greenhouse gases, taking into consideration the substantial energy consumption typically associated with data centers.

Sonoma County Climate Action 2020—Sonoma County Regional Climate Protection Agency, County of Sonoma, CA, 04/2013 – 07/2016

Lead Technical Analyst. Mr. Matsui served as lead analyst in the development of a GHG emissions inventory—backcast and forecast—prepared for the Sonoma County Regional Climate Protection Agency, for nine jurisdictions in the county. He was one of the primary analysts to quantify GHG emissions for all standard sectors (i.e., building energy, water, waste, etc.) in accordance with the Local Governments for Sustainability's (ICLEI's) Community Greenhouse Gas guidelines. Mr. Matsui developed and quantified GHG reduction measures for GHG reduction potential to help the county achieve its GHG reduction goal. He constructed a GHG reduction planning tool for municipal jurisdictions to assess GHG reductions associated with each reduction measure, based on user-inputted commitment levels. Results of the GHG inventory and reduction analyses were incorporated into a comprehensive climate action plan document, for which Mr. Matsui served as a primary author.

Station East Residential/Mixed-Use Project – City of Union City, CA

Mr. Matsui was the senior air quality and greenhouse gas reviewer and lead noise analyst for a large mixed-used development project in Union City. Cory provided expert air quality oversight on the air quality analysis and comprehensively addressed comments from the public. He also led a noise monitoring survey and thoroughly evaluated noise impacts from project construction and operations. The project is a residential and commercial development in Union City, in close proximity to the BART station, and would provide much-needed housing units in a transit rich area.

220 Park Road Development Initial Study – City of Burlingame, California

Cory was the lead air quality analyst for an office and retail development in the former post-office building in downtown Burlingame. Cory efficiently modelled the project's construction and operational emissions in accordance with Bay Area Air Quality Management District guidelines, and quantified the health risks for people living near the project site.

Years of Experience

Professional start date: 10/1990
ICF start date: 05/1998

Education

MS, Botany, University of Massachusetts, Amherst, 1987

BA, Biology, University of California, Santa Cruz, 1980

Professional Affiliations

California Native Plant Society

Lisa Webber, MS

Botanist/Wetland Ecologist

Lisa Webber specializes in coordinating and conducting botanical field surveys and wetland delineations of study areas in vegetation communities throughout northern California. She prepares California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documentation, including environmental impacts reports (EIRs), wetland delineations, and various forms of environmental documentation for a wide variety of projects, including specific plans and master plans for development and redevelopment. Lisa also prepares application packages and coordinates with agency staff for Clean Water Act (CWA) Section 404 permits, California Department of Fish and Wildlife (CDFW) streambed alteration agreements, and Endangered Species Act (ESA) Section 10a requirements.

Project Experience

San Francisco Housing Element 2022 Update EIR—San Francisco Planning Department, San Francisco, CA, 01/2022 – Present

Biologist. Lisa assisted with preparation of the biological resources section of the administrative draft EIR for the proposed update of the adopted 2014 housing element of the San Francisco General Plan. She provided peer review and guidance for the special-status plants and aquatic resources impact analyses.

San Rafael Transit Center Replacement Project—Golden Gate Bridge, Highway and Transportation District, San Rafael, CA, 07/2020 – Present

Biologist. Lisa performed field studies, including botanical surveys, evaluation of vegetation communities, and an assessment of aquatic resources in an urban area (downtown San Rafael) proposed for relocation of a transit center. She prepared the botanical and aquatic resources sections of the project EIR.

Geary Road Bridge Replacement Project IS/MND—San Francisco Public Utilities Commission (SFPUC), Alameda County, CA, 01/2010 – 07/2012

Biologist. Lisa conducted botanical surveys and the delineation of waters of the US. She prepared the botanical survey technical report, wetland delineation report, and IS/MND for a proposed bridge replacement over Alameda Creek in the Sunol Regional Wilderness Park.

Housing-Related Code Amendments DEIR—County of Placer, California, 04/2020 – 10/2020

Bio**logist.** Lisa prepared the vegetation and aquatic resource sections of the draft EIR for proposed amendments to the Placer County General Plan, Placer County Zoning Ordinance, Zoning Combining Districts, and Community Design Manual for Multi-Family and Mixed-Use Development, which would provide a framework for

future housing development in the parts of Placer County that are under County jurisdiction.

Central El Dorado Hills Specific Plan EIR—El Dorado County, CA, 2012 – Present

Biologist. Prepared the vegetation and wetland EIR sections for a 340-acre regional community plan in the El Dorado Hills Community Region. Background technical reports including vegetation mapping, special-status plant surveys, and a delineation of waters of the U.S. were incorporated into the biological resources chapter of the EIR. A reconnaissance survey of the site was conducted to review and verify the data provided. Sensitive resource issues included oak woodlands, riparian habitat, and waters of the U.S.

Village of Marble Valley Specific Plan EIR—El Dorado County, CA, 2012 – Present

Biologist. Lisa prepared the vegetation and wetland sections for the draft EIR for a proposed regional community plan located on 1,875 acres south of SR 50 in El Dorado Hills. Background technical reports, including vegetation mapping, special-status plant surveys, and a delineation of waters of the U.S. were provided and incorporated into the biological resources chapter of the EIR. A reconnaissance survey of the site was conducted to review and verify the data provided. Sensitive resource issues included oak woodlands, riparian habitat, waters of the U.S., and a special-status plant species.

Lime Rock Valley Specific Plan EIR—El Dorado County, California, 2012 – Present

Bio**logist.** Lisa prepared the vegetation and wetland sections for the draft EIR for a proposed regional community plan located on 740 acres south of SR 50 in El Dorado Hills. Background technical reports, including vegetation mapping, special-status plant surveys, and a delineation of waters of the U.S. were provided and incorporated into the biological resources chapter of the EIR. A reconnaissance survey of the site was conducted to review and verify the data provided. Sensitive resource issues included oak woodlands, riparian habitat, waters of the U.S., and two special-status plant species.

U.C. Davis Sacramento Campus Long-Range Development Plan, Hospital Tower, and Aggie Square Projects EIRs—City of Sacramento, California, 02/2020 – 04/2022

Bio**logist.** Lisa conducted botanical surveys and an assessment for aquatic resources in the UCD Health LRDP area, which included two specific project areas. She prepared the botanical and wetland sections of the programmatic EIR for the plan and the project-level EIRs for the Hospital Tower and Aggie Square projects.

West Sacramento General Plan Update EIR and Liberty Island Specific Plan EIR—City of West Sacramento, CA, 8/2015 – 9/2106

Biologist. Lisa reviewed information from the General Plan Public Review Draft Background Report, Liberty Island Specific Plan, the CNDDB, CNPS Inventory, and USFWS species lists. She conducted program-level and project-level analyses and prepared the vegetation and wetland portions of the General Plan Update EIR and Specific Plan EIR.

University District Specific Plan EIR—City of Rohnert Park, CA, 01/2004 – 11/2005

Biologist. Lisa prepared the botanical and wetland portions of an EIR for a commercial center, affordable housing at a variety of densities, including for-sale affordable housing, parks, open space preserves, trails, school, and a variety of housing types. The EIR will serve as a program-level EIR for the entire specific plan area and as a project-level EIR for a portion of the specific plan area. Major issues included wetlands and endangered species. The EIR was certified in May 2006.

River Park Project EIR—City of West Sacramento, California, 01/2005 – 2006

Biologist. Lisa prepared the botanical and wetland portions of a draft EIR. This project will include approximately 2,788 residential units (including rural residential and low-, medium-, and high-density offerings), a 44-acre regional park, community open space areas, a school, new roads, and a marina. Key biological resource issues include loss of habitat and realignment of an existing agricultural irrigation ditch at the site, which would be expanded and redesigned as an open water/emergent marsh habitat amenity along the Sacramento River.

Years of Experience

Professional start date: 12/2002
ICF start date: 11/2021

Education

MA, Anthropology, University of West Florida, Pensacola, FL, 2006

BA History, Salem College, Winston-Salem, NC, 2000

Lora Holland, MA, RPA

Senior Archaeologist

Lora is a Registered Professional Archaeologist RPA#989173 and is a qualified professional archaeologist (36 CFR 61) with over 19 years of archaeological field and management experience on various project sites, both terrestrial and maritime. Lora has 12 years of cultural resources management experience on projects throughout California and served as a principal investigator, project manager, authored and overseen the drafting of cultural resources studies for local, state, and federal agencies in compliance with CEQA and Section 106. Lora's experience and expertise include survey testing and data recovery; monitoring; contractor training; archival research; artifact analysis and conservation; field staff supervision; cultural resources identification and eligibility evaluations, impact assessments, and mitigations; assisting agencies with Native American outreach and consultation; Section 106 studies for Caltrans, California High Speed Rail Authority, U.S. Department of Housing and Urban Development, U.S. Army Corps of Engineers, U.S. Bureau of Reclamation, and the Federal Aviation Administration.

Project Experience

Bay Area Ridge Trail: Fremont to Garin Project- East Bay Regional Parks District (EBRPD) Fremont and Union City, Alameda County, California, 2017 – 2018

Principal Investigator/Cultural Resources Task Lead (work conducted prior to employment with ICF).

Lora conducted the cultural resources study and authored the report in support of proposed construction of approximately 2.2 miles of new nonmotorized multiuse recreational trail. The study consisted of background research, including a records search and a literature review of the proposed Area of Potential Effects (APE); a pedestrian field survey; and a Sacred Lands File search request with the Native American Heritage Commission. These tasks identified CA-ALA-548H/P-01-000227, an archaeological site with precontact and historic-period components, including the exposed foundations of an 1856 mill. Human remains were also identified during the survey. Lora worked with the EBRPD and the Native American Most Likely Descendant to design the trail access to avoid impacts to this resource. The project required an Army Corps of Engineers (Corps) Section 404 Nationwide Permit; due to this, the study complied with Section 106 of the National Historic Preservation Act (Section 106) and supported the project's obligations under CEQA.

California High-Speed Rail Project, Bakersfield to Palmdale Project Section- California High Speed Rail Authority, Kern and Los Angeles, Counties, 2015 – 2020

Co-Principal Investigator (work conducted prior to employment with ICF). Lora conducted the archaeological background studies, supervised the field survey and site recordation, prepared sections of the Archaeological Survey Reports (ASR) Finding of Effect Report (FOE), APE mapping, and Treatment Plan.

Iron Horse Trail Bollinger Canyon Overcrossing Project-City of San Ramon Public Works Department, San Ramon, Contra Costa County, California, 2019 – 2020

Principal Investigator/Cultural Resources Task Lead (work conducted prior to employment with ICF). Lora managed and conducted the cultural resources study incompliance with Caltrans' regulatory responsibilities under Section 106. The study consisted of background research, including a records search and a literature review of the proposed APE; a pedestrian field survey; a Sacred Lands File search request with the Native American Heritage Commission; and preparation of and Archaeological Survey Report, and Historic Property Survey Report. The City of San Ramon Public Works Department obtained NEPA clearance for the proposed Bollinger Canyon Overcrossing Project in April 2020**.**

South County Recycled Water Pipeline Phase 1B/2A Project -Santa Clara Valley Water District, City of Gilroy, Santa Clara County, California, 2017 – 2018

Project Manager/Cultural Resources Task Lead (work conducted prior to employment with ICF).

Lora conducted the cultural resources study in support of the proposed installation of 12,200 linear feet of recycled water transmission and distribution pipeline. Because the project was funded by the Bureau of Reclamation, this study was conducted to address requirements of Section 106. The study consisted of background research, including a records search and a literature review of the proposed APE; a pedestrian field survey; and a Sacred Lands File search request with the Native American Heritage Commission. The report was prepared in accordance with BOR Mid-Pacific Region General Scope of Work for Cultural Resources Investigations in California.

Carmel Riverbank Stabilization Project-Monterey Peninsula Water Management District, Carmel, Monterey County, California, 2017 – 2018.

Project Manager/Cultural Resources Task Lead (work conducted prior to employment with ICF). Lora conducted the cultural resources study proposed Carmel Riverbank stabilization at San Carlos Road Project in Carmel, Monterey County, California. The project required a Corps Section 404 Nationwide Permit; due to this, the study also complied with Section 106. The study consisted of background research, including a records search and a literature review of the proposed APE; a pedestrian field survey; a Sacred Lands File search request with the Native American Heritage Commission; consultation with local Native American tribes and interested parties; eligibility evaluation, and FOE. The study identified the Rancho San Carlos Road Sedge Bed (sedge bed) within the APE. This sedge bed represents a Native American plant gathering area on the bank of Carmel River that is an important source of Santa Barbara sedge (Carex barbarae) for the Rumsen Ohlone.

Alpine Road Trail Improvements Project- Midpeninsula Regional Open Space District, San Mateo County, California San Mateo County, California, 2019 – 2020

Project Archaeologist (work conducted prior to employment with ICF). The proposed project consisted of the repairs and rehabilitation of the failed sections of the Alpine Road Trail at Coal Creek Open Space Preserve. Due to lack of maintenance and recent storms, this former vehicle road has been damaged by landslides and other slope failures, including the failure of a 220-foot-long, 48- inch-wide culvert. Ms. Holland conducted the cultural resources survey and assisted in the preparation of the environmental documentation in compliance with California Environmental Quality Act (CEQA) and Section 106.

San Francisco International Airport Runway Safety Project -City and County of San Francisco, San Mateo County, California, 2012 – 2015

Cultural Resources Task Lead (work conducted prior to employment with ICF). The City and County of San Francisco, as owner and operator of San Francisco International Airport (SFO), constructed various improvements to the Runway Safety Areas of runways to enhance safety at SFO. In accordance with the mitigation requirements for development of this project, Lora and monitoring staff conducted archaeological monitoring of excavation activities as required by the Section 106 consultation process between the Federal Aviation Administration and the State Historic Preservation Office. Ms. Holland served as the cultural resources lead for the multi-year project, coordinated the cultural resources monitoring, oversaw monitoring staff, and prepared the Archaeological Monitoring Reports.

Years of Experience

Professional start date: 2001
ICF start date: 10/2020

Education

Ph.D., M.A. Archaeology, Boston University, 2015

B.A., Archaeology, University of Virginia, 2001

Jennifer Wildt, PhD, RPA

Cultural Resources Specialist

Dr. Jennifer Wildt has over 15 years of archaeological experience, working for Cultural Resource Management firms, the National Park Service, in museums, and at universities. She has a wide range of experience throughout the United States and Guatemala. Dr. Wildt is a member of the Register of Professional archaeologists and earned her Ph.D. in Archaeology from Boston University. She meets the Secretary of the Interior's Professional Qualifications Standards for archaeology.

Dr. Wildt has extensive experience in historical and prehistoric archaeology. As a project manager, her duties include project oversight, proposal writing, budgeting, QA/QC, meeting with clients and regulatory agencies, employee mentoring, directing fieldwork, research, technical writing, and editing. She is well-versed in CEQA, NEPA, Section 106 and Section 110, has worked on phase 1, 2, and 3 projects, and has managed projects of all sizes with budgets from a few thousand dollars to over a million dollars.

Project Experience

San Francisco Housing Element, Archaeological Sensitivity Analysis – City of San Francisco, CA, 2020-2021.

Primary Author. Developed, directed, and co-wrote Archaeological Sensitivity Analysis for the City of San Francisco. This document will drive archaeological research associated with construction projects in the City and is based on the housing development plans for the next 30 years.

San Rafael Transit Center Environmental Impact Report – City of San Rafael, CA, 2020-2021.

Cultural chapters author. Wrote chapters on potential environmental impacts to Cultural Resources and Tribal Cultural Resources. Researched archaeological and historical past of San Rafael and the development of the city. Based on the past and environmental conditions, analyzed potential impacts to cultural and tribal cultural resources.

Commonwealth Building 3 Environmental Impact Report – City of Menlo Park, CA, 2021.

Cultural chapters author. Wrote chapters on potential environmental impacts to Cultural Resources and Tribal Cultural Resources. Researched archaeological and historical past of San Rafael and the development of the city. Based on the past and environmental conditions, analyzed potential impacts to cultural and tribal cultural resources.

Alemany Boulevard Pavement Renovation and Sewer Replacement Project – San Francisco Public Utilities Commission, San Francisco, CA, 2021.

Lead author. Analyzed and summarized archaeological monitoring logs to write report for monitoring project replacing water infrastructure.

88 Broadway/735 Davis St. Housing Project—Bridge Housing, San Francisco, CA, 2017-2020.

Project Director. While at PaleoWest, Dr. Wildt directed an archaeological compliance project for an affordable housing project being built by Bridge Housing, as required by the City and County of San Francisco. The project was in an archaeologically sensitive area of San Francisco and required extensive testing. Dr. Wildt authored an archaeological research design and treatment plan addendum/update for testing and monitoring that identified prehistoric and historical archaeologically sensitive areas, developed a testing plan, and outlined procedures to follow during archaeological testing and monitoring. Dr. Wildt coordinated with the client and San Francisco Planning cultural resources staff and worked to develop a public archaeology display for the lobbies of the two buildings.

Transbay Block 9 Archaeological Monitoring—Essex Homes, San Francisco, CA, 2016-2019.

Project Director. While at PaleoWest, in accordance with the project's construction permit, Dr. Wildt was responsible for overall project direction and oversight, preparation of the scope of work, budget, reporting oversight, QA/QC, client and agency coordination for construction of a 43-story tower. She co-authored the archaeological results report for the City and County of San Francisco for the testing and monitoring phases. The project used a consolidated version of the Section 106 process agreed to by the Memorandum of Agreement between the Federal Transit Administration, the Federal Transit Administration, and the Federal Railroad Administration, and the California State Historic Preservation Officer; San Francisco Office of Community Investment was the lead agency.

Crittenden Lane Water Line Extension Project and Trailhead Improvements Archaeological Survey—Circlepoint, **Mountain View, CA, 2017, 2019.**

Project Director. While at PaleoWest, Dr. Wildt was responsible for overall project direction and oversight, preparation of the scope of work, budget, reporting oversight, and QA/QC, for the installation of a water line and trailhead improvements.

MIRO Towers Archaeological Testing—Bayview Development, San Jose, CA, 2017-2018.

Project Director. While at PaleoWest, Dr. Wildt developed an archaeological research design and treatment plan for testing a building site in downtown San Jose. Dr. Wildt was responsible for overall project direction and oversight, directed test excavations including backhoe trenching, and authored archaeological resources report that was accepted by the City of San Jose with no revisions.

Transbay Bus Storage Archaeological Testing—Transbay Joint Powers Authority, San Francisco, CA, 2016-2018.

Project Director. While at PaleoWest, Dr. Wildt directed archaeological testing in advance of construction of new Bus Storage facility by the TJPA in downtown San Francisco. The project used a consolidated version of the Section 106 process agreed to by the Memorandum of Agreement between the Federal Transit Administration, the Federal Transit Administration, and the Federal Railroad Administration, and the California State Historic Preservation Officer. Dr. Wildt implemented archaeological testing including backhoe trenching, supervised artifact curation, and was responsible for overall project direction. She co-authored an archaeological results report for the City and County of San Francisco.

The Grove Archaeological Monitoring—Edenbridge Homes, Mountain View, CA, 2016-2017.

Project Director. While at PaleoWest, Dr. Wildt was responsible for overall project direction, preparation of SOWs, budget, monitoring, reporting, and QA/QC during the construction of a residential neighborhood near an archaeologically sensitive stream in Mountain View.

Years of Experience
Professional start date: 07/2012
ICF start date: 07/2017

Education
MA, Historic Preservation Planning, Cornell University, 2013

BA, Geography and Scandinavian Studies, University of Minnesota, 2006

Professional Affiliations
Member, National Council on Public History

Member, Vernacular Architecture Forum

Member, Docomomo US

Jonathon Rusch, MA

Senior Historic Preservation Specialist

Jon Rusch is an architectural historian and historic preservation specialist with over 10 years of professional experience supporting public agencies and private-sector clients as they develop plans for historic buildings and cultural landscapes. His work has spanned the United States—with a focus on the Midwest and West Coast—and has involved preparing context studies and evaluating the historic resource status of properties in urban and rural settings. Jon has contributed to many regulatory documents that identify historic resources and assess development and rehabilitation projects for adherence to the Secretary of the Interior's Standards for the Treatment of Historic Properties and other regulatory standards. He utilizes his skills to assist clients comply with the California Environmental Quality Act (CEQA) and Section 106 and Section 110 of the National Historic Preservation Act (NHPA). In his work with agency clients and members of the public, Jon meets the Secretary of the Interior's Professional Qualification Standards for Architectural History.

Willow Village Master Plan Project Environmental Impact Report—City of Menlo Park, Menlo Park, California, 01/2021 – Present

Historic Preservation Specialist. Jon has served as the lead built-environment cultural resources author of the environmental document for a master plan that proposes new development, public realm improvements, and transportation features within an existing industrial and office park in Menlo Park. Jon's role has involved preparing a detailed peer review of another consultant's historical resource evaluation of the buildings currently located within the plan area and project impacts assessment, which ensured those documents meet industry standards and adequately support a defensible CEQA analysis. Jon has also drafted the cultural resources section of the project's environmental impact report, which includes analysis of proposed tunnel construction on a historically significant railroad line.

San Francisco Housing Element Update Historic Context Statements and Environmental Impact Report—City and County of San Francisco Planning Department, San Francisco, CA, 09/2020 – Present

Historic Preservation Specialist. Jon is currently a key staff member supporting built environment analysis for the City and County of San Francisco's update to the housing element of its general plan. The document will introduce policies with far-reaching effects for housing development in San Francisco; an assessment of its potential impacts to historic buildings and structures citywide requires thoughtful and innovative approaches. Jon has drafted a historic theme study on small flats and apartment buildings, a common residential typology across the city that nevertheless has received little targeted attention in past investigations. Jon also serves as lead author of historic built environment analysis in the housing element's Environmental Impact Report, for which he has worked closely with City staff to develop analysis frameworks that

assess potential impacts across a large geographic area and also touch on critical issues like social equity that are intertwined with housing construction in the city.

Better Market Street Environmental Impact Report, Section 106/NEPA Documents, and Mitigation Implementation—San Francisco Department of Public Works, San Francisco, CA, 2018 – Present

Historic Preservation Specialist. Jon has contributed to the development of the Environmental Impact Report and various Caltrans Section 106 and NEPA documentation for the Better Market Street project. Jon's role in the project has involved reviewing and synthesizing previous documentation for historic architectural resources within and adjacent to the project corridor and crafting detailed impact statements that analyze the project's impacts to historical resources, which include a complex and large-scale cultural landscape district. Jon continues to support the project by completing deliverables that meet a detailed mitigation program: he specifically has planned a filmed tour of the Market Street corridor and has collaborated with a designer to develop the project's interpretive plan, which encompasses display boards, temporary exhibit, and website.

1868 Ogden Drive Project Historical Resource Evaluation and Environmental Impact Report—City of Burlingame, Burlingame, California, 02/2020 – 10/2020

Historic Preservation Specialist. Jon oversaw the completion of technical studies and cultural resources environmental analysis for a project that proposes to replace an existing low-rise office building with a new multi-unit residential building. Because the existing building was more than 50 years old, it required evaluation for California Register of Historical Resources eligibility. Upon evaluation, ICF architectural historians found that the building had historical significance associated with mid-20th-century conflicts between the United Farm Workers of America and the Western Conference of Teamsters and was the site of an important jurisdictional agreement signed by Cesar Chavez. The significance of the building elevated the required CEQA document to an environmental impact report. Jon provided quality control for the building evaluation to ensure its clarity and accuracy and subsequently advised the project sponsor and planning department staff on the process-related implications of ICF's evaluation. Jon provided input on potential project changes that may avoid an environmental impact report, as well as the anticipated alternatives analysis and mitigation commitments that the document would include. Jon was a primary author of the cultural resources section of the environmental impact report, which formally analyzed the project's impacts to the significant resource.

The Hub Public Realm Plan Historic Resource Survey and Environmental Impact Report—City and County of San Francisco Planning Department, San Francisco, CA, 01/2018 – 07/2019

Project Manager and Historic Preservation Specialist. Jon managed the team of architectural historians completing an intensive-level survey of age-eligible properties in the Hub neighborhood of San Francisco. The survey produced Department of Parks and Recreation (DPR) 523A and 523B form sets for each property, including evaluations of the properties' eligibility for listing in the California Register of Historical Resources. Jon's role involved training staff, coordinating research and field survey, and conducting QC review of major deliverables. Jon also served as lead author of the cultural resources section of the Environmental Impact Report for the Hub Plan, a complex neighborhood planning document that proposes new zoning controls and streetscape improvements.

Employment History

ICF. Architectural Historian/Historic Preservation Specialist. San Francisco, California and Minneapolis, Minnesota. 07/2017 – Present.
Page & Turnbull. Architectural Historian/Cultural Resources Planner. San Francisco, California. 03/2014 – 07/2017.
Colorado State University Center for Environmental Management of Military Lands. Project Historian. Fort Wainwright, Alaska. 06/2013 – 12/2013.
National Park Service. Cultural Landscape Inventory Intern. Omaha, Nebraska. 07/2012 – 04/2013.

Years of Experience
Professional start date: 05/2018
ICF start date: 07/2021

Education
MS, Historic Preservation, University of Pennsylvania, 2021

BA, Architecture, University of Kentucky, 2018

Certifications/Registrations
Secretary of the Interior's Professional Qualification Standards for Architectural History

Professional Affiliations
Memberships with the National Trust for Historic Preservation, Vernacular Architecture Forum, and the Society of Architectural Historians

Nicole Felicetti, MS

Historic Preservation Specialist

Nicole Felicetti joined ICF's San Francisco office in July 2021 as a historic preservation s pecialist. She holds a master's degree in Historic Preservation and has diverse experience in cultural resource management and interpretation, architecture, and public history.

Before joining ICF's Cultural Resources team, Nicole worked for The Woodlands, a 501(c)(3) nonprofit organization and National Historic Landmark District, in multi-faceted preservation, interpretation, and community engagement opportunities. Her combined professional and educational experiences across history and architecture have provided a robust foundation to the evolving landscape of cultural resource management.

Project Experience

Better Market Street—City of San Francisco Department of Public Works, San Francisco, CA, 09/2021 – Present

Historic Preservation Specialist. ICF is contributing a series of technical documents supporting environmental review under Section 106, NEPA, and CEQA for the Better Market Street project. Nicole provides supplementary support for the Historic American Landscapes Survey documentation team by assisting in the conditions assessment and historical report. Nicole is also co-authoring the historic preservation treatment plan for the Embarcadero, Hallidie, and UN Plazas, including the contextualization of plaza histories, the assessment of character-defining features, and recommendations for rehabilitation.

Drake and Harrington Substation Decommissioning Project—Pacific Gas and Electric, Arbuckle, CA, 12/2021 – Present

Historic Preservation Specialist. ICF is conducting a study in compliance with the U.S. Bureau of Reclamation regulatory responsibilities under Section 106 of the National Historic Preservation Act. Nicole is composing two California DPR 523 forms for the two PG&E substations and co-authoring the finding of effect technical report.

Bay Area Regional Transit Systemwide Evaluation—San Francisco Bay Area Rapid Transit (BART), San Francisco, CA, 11/2021 – 12/2021

Historic Preservation Specialist. ICF was scoped to prepare 10 DPR 523 forms to evaluate various properties in the BART system for NRHP and CRHR eligibility. Nicole conducted fieldwork in documentation and photography for multiple BART station interiors and exteriors throughout the Bay Area, and researched and composed a California DPR 523 form for the Montgomery Station.

Delta Conveyance Program—California Department of Water Resources (DWR), San Joaquin Valley, CA, 10/2021 – 12/2022

Historic Preservation Specialist. ICF supports the DWR in the environmental review and planning process by creating new CEQA and NEPA documents, consultation on endangered species, and establishing programmatic agreements for Cultural and Tribal

resources. Nicole researched, updated, and edited nearly twenty California DPR 523 forms for known eligible and ineligible historic properties. Nicole also conducted and compiled archival research in the Alameda, Contra Costa, and San Joaquin Counties Clerk-Recorder offices for deeds, building permits, and architectural drawings.

1421 Old County Road—Madison Group, Unincorporated San Mateo County, CA, 08/2021 – 11/2021

Historic Preservation Specialist. Nicole performed cultural resources research of industrial and commercial properties within unincorporated San Mateo County. Nicole prepared, wrote, and compiled five California DPR 523 forms, including primary records, building descriptions, and support imagery for properties within the APE. She also researched and wrote a historic context and site history for post-World War II industrial development in San Mateo County to support a built technical report.

Richards Boulevard I-5 Interchange PA&ED—City of Sacramento, Sacramento, CA, 07/2021 – 10/2021

Historic Preservation Specialist. ICF supports the City of Sacramento and Caltrans in environmental documentation under CEQA and NEPA based on current regulatory and environmental conditions. A series of technical study documentation was completed, including a Historic Property Survey Report. Nicole updated three California DPR 523 forms for known historic properties and evaluated six other properties built before 1973 to prepare DPR 523 forms. Nicole also wrote historic contexts for Mid-century Modern restaurants and industrial buildings in the Sacramento area.

Edwardian-era Architectural Context Statement at The San Francisco Planning Department—San Francisco, CA, 05/2020 – 09/2020

Citywide Historic Resources Survey Intern. While employed at the San Francisco Planning Department, Nicole conducted historic, photographic, and archival research to compose an Edwardian-era Residential Architectural Context Statement as part of a multi-year, comprehensive narrative of San Francisco's historic and cultural resources. Nicole identified patterns of development, building typologies, development significance, and other criteria to create a framework within which preservation staff and other professionals can contextually identify, interpret, and evaluate the city's housing stock from 1901 to 1915. Additional context statement deliverables included ArcGIS-generated maps, technical analysis of local and state regulations, and two-dimensional graphic design.

Historic Preservation, Interpretation, and Community Engagement at The Woodlands—Philadelphia, PA, 08/2019 – 05/2021

Historic Site Assistant. While employed at The Woodlands, Nicole worked closely with the Program/Operations Manager to support social programs, site interpretation, and collaboration with community partners. Nicole created educational and promotional content for the organization's official website and social media accounts, including ArcGIS-supported digital tours, digitized photographic collections, published local histories, and branded graphic design. As both a historic site and a public park, The Woodlands hosted many public events and community engagement opportunities while preserving the historic landscape and buildings. Nicole partnered with local historical and arts organizations to develop and support educational programs for the greater West Philadelphia community, including a volunteer gardening program, membership events, historic reenactments, and fundraisers.

Employment History

ICF. Historic Preservation Specialist. San Francisco, CA. 07/2021 – Present.
The Woodlands. Historic Site Assistant. Philadelphia, PA. 08/2019 – 05/2021.
San Francisco Planning Department. Citywide Historic Resources Survey Intern. San Francisco, CA. 06/2020 – 09/2020.
Luckett & Farley. Architectural Designer. Louisville, KY. 05/2018 – 08/2019.

Years of Experience

Professional start date: 08/1997
ICF start date: 01/2004

Education

MA, Linguistics, Cornell University, 1991

BS, Applied Psychology, Georgia Institute of Technology, 1982

Professional Affiliations

American Geophysical Union

Association of Environmental Professionals

Professional Soil Scientists Association of California

Diana C. Roberts, MA

Environmental Planner/Project Coordinator

Ms. Roberts is a senior writer and project manager in ICF's San Jose office. As a project manager, she prepares and reviews California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) environmental compliance documents, coordinates the activities of multidisciplinary teams, and facilitates communication and information flow among team members. As a writer, she focuses on geological resources, paleontological resources, hazards and hazardous materials, and agricultural lands analyses for CEQA/NEPA environmental compliance documents and technical reports. She works on a variety of development, local jurisdiction planning, road and rail transportation, environmental restoration, and water and conservation planning projects to ensure that deliverables meet client needs and regulatory requirements.

Project Experience

Facebook Willow Village EIR—City of Menlo Park, CA, 2020 – Present

Task Lead. Ms. Roberts serves as task lead for geology, soils, paleontological resources, and hazards and hazardous materials. This project would redevelop an approximately 59-acre industrial site, plus 2 parcels west of Willow Road, as a multiphase, mixed-use development. The project would construct new buildings, establish various open space areas, install infrastructure within a new Residential/Shopping District, Town Square District, and Campus District, alter two parcels to accommodate realignment of Hamilton Avenue, and construct an undercrossing to provide tram and pedestrian access to neighboring Facebook campuses. Primary issues include hazards and hazardous materials.

1075 O'Brien Drive IS/Mitigated Negative Declaration (MND)—City of Menlo Park, CA, 2020 – 2021

Technical Lead. Ms. Roberts served as technical lead for geology, soils, paleontological resources, and hazards and hazardous materials. This project would construct an industrial building for research and development, commercial, and office uses, along with a five-level parking structure. The project includes new hazardous materials storage bunkers and a utility yard.

1125 O'Brien Drive IS/MND—City of Menlo Park, CA, 2019 – 2021

Technical Lead. Ms. Roberts served as technical lead for geology, soils, paleontological resources, and hazards and hazardous materials. This project would construct an industrial building for research and development uses, as well as surface parking. Primary issues include hazards and hazardous materials.

SRI International Campus Modernization Project EIR—City of Menlo Park, California (2015–2016)

Technical Lead. Ms. Roberts served as technical lead for geology, soils, and paleontological resources. SRI International proposed to modernize its campus with phased development over the next 25 years, amend the existing employee cap, and modify other land use regulations governing the site.

San Francisco Housing Element Update—City and County of San Francisco, CA, 2021 – Present

Task Lead. Ms. Roberts serves as task lead for geology, soils, and paleontological resources. This project will update the Housing Element to meet future housing demands. The Housing Element update would shift an increased share of the City and County of San Francisco's future housing growth to transit corridors and low-density residential districts.

The Hub Plan, 30 Van Ness Avenue Project, 98 Franklin Street Project, and Hub Housing Sustainability District Program and Project Initial Study (IS) and Environmental Impact Report (EIR)—City and County of San Francisco, CA, 2018 – 2020

Technical Lead. Ms. Roberts served as technical lead for geology, soils, seismicity, and paleontological resources and hazards and hazardous materials. The proposed Hub Plan would change the residential density of the Hub Plan area and increase height limits on buildings. The Hub Plan area is entirely within the Market and Octavia Plan Area. It is also within the Downtown/Civic Center, SoMa, Western Addition, and Mission neighborhoods..

West Oakland Link CEQA and NEPA Evaluation—Bay Area Toll Authority/California Department of Transportation (Caltrans), San Francisco/Oakland, CA, 2020 – Present

Project Manager/Technical Author. Ms. Roberts serves as project manager and technical author for geology and soils, paleontological resources, and hazards and hazardous materials. This project would construct a bicycle path, elevated for approximately 1.1 miles of its overall 2.7-mile length, in an area of West Oakland with dense traffic, traffic structures, industrial uses, and emerging residential and mixed-use centers. The project is complex due to the industrial nature of the site and agency and private stakeholders. Primary issues include air quality, noise, aesthetics, biological resources, and historical resources.

Station District Specific Plan Existing Conditions Report and EIR—City of Union City, CA, 2019 – Present

Technical Lead. Ms. Roberts serves as technical lead for geology, soils, and paleontological resources. This project involves developing an Existing Conditions Report and EIR for the update to the 2006 Decoto Industrial Park Study Area Specific Plan (now referred to as the Station District Specific Plan). The purpose of the Station District Specific Plan is to promote the redevelopment of an area of Union City occupied by aging industrial uses, by replacing it with a mix of office, light industrial, retail, and residential uses.

San Bruno Bayhill Specific Plan EIR—City of San Bruno, CA, 2017 – 2021

Technical Lead. Ms. Roberts served as technical lead for geology, soils, and paleontological resources, and hazards and hazardous materials. This project involved developing an Existing Conditions Report and EIR for a new Specific Plan for the 73-acre Bayhill Office Park, which is San Bruno's largest employment cluster, employing about one-third of the 15,000 employees in the city. The project would accommodate the anticipated expansion of YouTube by adding additional office square footage, while creating a pedestrian-friendly and cohesive mixed-use community that enhances the area's identity and image and provides greater linkages to nearby public transportation opportunities.

California High-Speed Train, Los Angeles to Anaheim Section Environmental Impact Statement (EIS)/EIR—California High-Speed Rail (HSR) Authority, Los Angeles and Orange Counties, CA, (Subconsultant to STV), 2017 – Present

Deputy Project Manager/Task Lead. Ms. Roberts serves as deputy project manager and task lead for agricultural and paleontological resources and as technical author for geology, soils, seismicity, hazardous materials, and wastes; for the introduction to analysis; and for the preferred alternative. This project section of the California HSR System would extend approximately 30 miles, starting at Los Angeles Union Station south to the Anaheim Regional Transportation Intermodal Center in Anaheim, with stations in between. This corridor runs through a narrow and constrained urban environment, with other rail operators in the area.

Years of Experience

Professional start date: 06/2017
ICF start date: 11/2020

Education

MS, Natural Resource Stewardship, Colorado State University, 2019

BS, Environmental Science and Management, University of California Davis, 2017

Zachary Cornejo, MS

Environmental Planner

Zachary Cornejo is an environmental planner with more than four years of experience working on a range of habitat conservation plans, development, public works, and transportation projects. He has experience preparing environmental documentation and technical studies in compliance with California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), and the National Transportation Act of 1966 (Section 4(f) process). Zachary's experience includes all aspects of project management, including environmental documentation, technical study preparation, subcontractor oversight, managing project budgets and schedules, and coordination with federal, state, local agencies.

Project Experience

San Francisco Housing Element Update EIR—San Francisco Planning Department, San Francisco, CA, August 2021 – Present.

Environmental Planner. The San Francisco Planning Department is proposing to update the housing element of the San Francisco General Plan. The EIR evaluates the impacts that could result from adoption and implementation of the San Francisco Housing Element 2022 Update, which is an updates to the adopted 2014 Housing Element of the general plan. Zachary serves as the primary author of the public services, parks and recreation, wildfire, minerals, and agricultural sections of the EIR.

Mission Bay School Project—San Francisco Unified School District, San Francisco, CA, December 2020 – August 2021.

Environmental Planner. Zachary supported the preparation of the focused EIR and initial study prepared for this project and served as the primary author of the Utilities and Service Systems section. The Utilities and Service Systems section analysed impacts to water supply, wastewater, stormwater, solid waste, and electricity and telecommunications facilities associated with the project. The project included the construction of a multi-story, up to 105,700-square-foot school, which would include a preschool, transitional kindergarten, kindergarten-through-fifth grade elementary school, linked learning hub, professional learning space, outdoor learning area, outdoor play area, and paved surface parking lot.

San Rafael Transit Center Project—Golden Gate Bridge, Highway, and Transportation District, San Rafael, CA, 2020 – Present.

Environmental Planner. Zachary served as the primary author of the Transportation section of the project EIR. Additionally, Zachary served as the co-author of the Aesthetics/Visual Impacts section of the EIR. This project plans to construct a new transit center in the downtown portion of the City of San Rafael to address existing operational deficiencies and provide a safe and appealing center for public transit. The project is high profile and located within an urban environment result in complex environmental constraints pertaining to community impacts, noise impacts, traffic impacts, and aesthetic/visual impacts.

Corby Battery Energy Storage System—City of Vacaville, CA, 02/2021 – Present

Environmental Planner. ICF is preparing a critical issues analysis, EIR, and conditional use permit to construct a new battery energy storage system (BESS) facility in the northeast portion of the City of Vacaville. The BESS facility would help the state secure its electrical utility systems during the summer and fall season in accordance with Governor Newson's emergency mandate in February 2021. The proposed project would construct approximately 60 acres of new BESS facilities to capture unused electricity produced during high generation periods for use during low generation periods. Issues associated with this project include land use conflicts, labor union disputes, and impacts to wetlands and water of the US. water and stormwater, air quality, and visual resources Zachary has drafted the critical issues analysis and is assisting with project coordination.

State Route 131 Capital Preventative Maintenance Project—Caltrans District 4, Marin County, CA, November 2021 – Present.

Project Manager. Zachary manages the preparation of the project IS/MND and coordination with Caltrans the production of the project description. Caltrans District 4 implemented the approximately 4.5 mile long project in Marin County t to improve the serviceability and ride quality of SR 131 along. Project improvements include improving existing safety features, upgrading signage, improving pavement delineation, rehabilitating drainage facilities, and modifying electrical systems within the Project area.

Last Chance Grade Project—Caltrans District 1, Crescent City, CA, 2020 – Present.

Deputy Project Manager. Zachary coordinates with Caltrans and biological subconsultants to ensure that biological surveys are conducted according to agreed upon standards. Specifically, Zachary manages information and equipment needs for biological subconsultants and conveys survey status and concerns to Caltrans on a weekly bases. This project plans to reconstruct a 3-mile segment of US 101, between Klamath and Crescent City, that is subject to persistent landslides and road failures. The project alignments are located in a highly sensitive biological area and Caltrans has required extensive biological surveying to document existing conditions and accurately forecast project impacts.

State Route 239 Project—Contra Costa County Transportation Authority, 2020 – Present.

Deputy Project Manager. Zachary coordinates with project stakeholders and regulatory agencies and assists the project management team with directing internal document preparation and review. Additionally, Zachary works in tandem with the project manager to ensure that subconsultants have updated project details and project site access permissions. This project plans to construct a new state route north-south connection in eastern contra costa and alameda counties. The project is high profile and complex and includes a number of environmental constraints, primarily including wetland resources, biological resources, community impacts, noise impacts and traffic impacts.

Employment History

ICF. Environmental Planner. San Francisco, CA. 11/2020 – Present
Dewberry | Drake Haglan. Staff Environmental Scientist. Sacramento, CA. 01/2019 – 10/2020.
Drake Haglan & Associates. Associate Environmental Planner. Sacramento, CA. 06/2017 – 01/2019.

Years of Experience

Professional start date: 08/2004
ICF start date: 06/2015

Education

MS Chemistry, University of Manitoba, 2003

BS Environmental Chemistry, University of Waterloo, 2001

Katrina Sukola

Project Role: Hydrology and Water Quality

Katrina Sukola has experience in water and sediment quality, metal and nutrient analysis, and contaminant analysis in aquatic environments. She has managed and conducted fieldwork including river and coastal assessments such as the U.S. EPA's National Coastal Assessment, habitat assessments for herring, restoration projects including habitat restoration for red-legged frogs in the Eldorado National Forest, and monitoring programs for marine aquatic invasive species. Katrina has also designed and implemented environmental monitoring programs and coordinated fieldwork including surface and stormwater sampling.

Katrina prepares a variety of environmental documents including Environmental Impact Reports/Statements (EIRs/EISs), Environmental Assessments (EAs), Initial Studies (ISs), Mitigated Negative Declarations (MNDs), and technical reports related to water resources, and experienced in environmental compliance pursuant to the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA). She is thoroughly familiar with water resource issues, water quality regulatory compliance, and experienced with review of permits such as wastewater, stormwater, National Pollutant Discharge Elimination System (NPDES), and municipal separate storm sewer system (MS4) permits, and environmental management plans including ocean management plans and fisheries management policy.

Project Experience

Facebook Willow Village EIR—City of Menlo Park, CA, 05/2020 – 04/2022
Hydrology and Water Quality Lead Author. Katrina serves as task lead for surface water hydrology, groundwater resources, water quality, and flood impacts. This project would redevelop an approximately 59-acre industrial site, plus 2 parcels west of Willow Road, as a multiphase, mixed-use development. The project would construct new buildings, establish various open space areas, install infrastructure within a new Residential/Shopping District, Town Square District, and Campus District, alter two parcels to accommodate realignment of Hamilton Avenue, and construct an undercrossing to provide tram and pedestrian access to neighboring Facebook campuses. Primary issues include existing contaminated groundwater, increased flooding, and adaptation to sea level rise.

Bayhill Specific Plan EIR— City of San Bruno, California, 3/2019 – 09/2021

Hydrology and Water Quality Lead Author. The Bayhill Specific Plan Area encompasses approximately 92.2 acres and made up of 17 large parcels. The Plan Area is part of a 20-year campus expansion plan to be developed in five phases. The project considers approximately 2.46 million square feet of new commercial and potentially residential development, with significant subterranean parking. Katrina authored the hydrology and water quality section of the EIR.

Southline Specific Plan EIR — City of South San Francisco, South San Francisco, California, 03/2020 – 04/2022

Hydrology and Water Quality Lead Author. The Southline Specific Plan encompasses the 26-acre Southline Specific Plan Area. The proposed project would demolish all existing industrial uses on-site and construct seven office buildings, an amenities building, underground parking throughout the site, a parking structure, a new road connection, and approximately 369,000-square feet of open space. Development of the proposed project would be phased, including a Phase I. In total, the project is anticipated to have a maximum building area of 2.8 million-square feet. Katrina authored the hydrology and water quality section of the EIR.

751 Gateway Boulevard Project EIR - San Francisco No. 40, LLC, City of South San Francisco, California, 1/2020 – 6/2020

Hydrology and Water Quality Lead Author. Katrina authored the Hydrology and Water Quality section for the 751 Gateway Boulevard Project Environmental Impact Report (EIR). The project included redevelop of a 7.4-acre, irregularly shaped site within the City of South San Francisco's Gateway Specific Plan planning area. The proposed project involves the construction of a seven-story building with approximately 208,8000 sf of usable space (60 percent research and development uses, and 40 percent office uses).

555 & 777 West Middlefield EIRs—City of Mountain View, California, 12/2017 – 10/2021

Hydrology and Water Quality Lead Author. The 555 West Middlefield Project includes retaining the 402 existing multi-family residential units and the construction of 348 new residential units in 2 separate buildings on 7 acres of existing surface parking lot. The 777 West Middlefield Project includes the demolition of the existing on-site buildings and construction of up to 716 new residential units in 3 buildings with subterranean parking.

1075 O'Brien Drive IS/Mitigated Negative Declaration (MND)—City of Menlo Park, CA, 11/2020 – 04/2021
Hydrology and Water Quality Lead Author. Katrina served as technical lead for surface water hydrology, groundwater resources, water quality, and flood impacts. This project would construct an industrial building for research and development, commercial, and office uses, along with a five-level parking structure. Primary issues include changes in stormwater runoff and development within the 100-year floodplain.

1125 O'Brien Drive IS/MND—City of Menlo Park, CA, 10/2019 – 06/2021
Hydrology and Water Quality Lead Author. Katrina served as technical lead for surface water hydrology, groundwater resources, water quality, and flood impacts. This project would construct an industrial building for research and development uses, as well as surface parking. The project includes reduced impervious surfaces and bioretention area and flow-through planter to capture and treat runoff.

SF Giants Mission Rock Seawall Lot 337 Pier 48 EIR—Seawall Los 37 Associates LLC, San Francisco, California, 09/2015 – 06/2017

Hydrology and Water Quality Lead Author. Katrina authored the Hydrology and Water Quality section for the SF Giants Mission Rock Seawall Lot 337 Pier 48 Project EIR documents. The 27-acre mixed use project involves development of residential, commercial, light industrial, active/retail, and open space as well as the rehabilitation and reuse of Pier 48. The project is located adjacent to marginal wharf, China Basin Park and Terry A. Francois Boulevard in the City of San Francisco.

Facebook Constitution Campus Expansion—City of Menlo Park, California, 5/2015 – 08/2016

Hydrology and Water Quality Specialist. Katrina authored the Hydrology and Water Quality section for the Facebook Constitution Campus Expansion Environmental Impact Report (EIR) documents. The project included the redevelopment of an existing industrial site with two new office buildings and a hotel. The project is located within the jurisdiction of the San Francisco Bay Water Board.

DAVID DOEZEMA

Mr. Doezema is a Principal in Keyser Marston Associates' San Francisco office with 15 years' experience in real estate and economic consulting.

Keyser Marston Associates

Years in the Industry

15+

Key Role
Mr. Doezema focuses on affordable housing nexus, fiscal and economic impact analysis, successor agency finance services and sports facilities.

Inclusionary Housing and Affordable Housing Nexus Analyses
Mr. Doezema has experience with affordable housing nexus and inclusionary housing assignments for a wide range of communities throughout California. Recent assignments have included a multi-jurisdiction nexus study covering 12 Bay Area jurisdictions, Boulder CO, Emeryville, Newark, Hayward, Fremont, and Mountain View. Large city experience includes San Diego, San Jose, San Francisco and Honolulu. He has prepared project-specific affordable housing analyses addressing the Facebook Campus in Menlo Park and the Stanford Medical Center in Palo Alto.

Fiscal and Economic Impact Analysis
Mr. Doezema has experience preparing fiscal impact analyses on projects throughout California spanning a wide variety of land uses including master planned communities, military base reuse plans, medical facilities, and mixed-use projects. Recent assignment include a fiscal impact analysis of a voter initiative in Alameda and a fiscal and economic impact peer review of an NFL stadium in Inglewood.

Successor Agency Finance
Mr. Doezema assists cities and counties in relation to redevelopment dissolution including preparation and review of recognized obligation payment schedules, cash flow analyses, and fiscal consultant reports for refinance of tax allocation bonds. He has been responsible for on-going pass through calculations for all 13 successor agencies in San Mateo County on behalf the County Controller's Office.

Sports Facilities
Mr. Doezema had a key role in KMA's services to the City of Santa Clara on the Levi's Stadium project and negotiations with the San Francisco 49ers. Mr. Doezema was involved from the initial concept through stadium opening and was responsible for analyzing numerous aspects of the project including public and private construction finance sources, funding of on-going operations of the Stadium Authority, fair market rent for the City's land, and fiscal and economic impacts.

Professional Credentials
Mr. Doezema holds a master's degree in urban planning and a bachelor's degree in civil and environmental engineering from the University of Michigan, Ann Arbor.

Gary K. Black, AICP, President

Education

Master of City Planning in Urban Transportation, University of California at Berkeley
Bachelor of Arts in Geography, University of California at Los Angeles

Professional Associations

American Institute of Certified Planners
Institute of Transportation Engineers

Experience

Since 1982, Mr. Black has directed a number of transportation planning, traffic engineering, parking, and transit studies. He has prepared transportation plans for the Cities of San Jose, Palo Alto, San Mateo, and San Carlos, and areawide plans for reuse of the Bay Meadows racetrack site in San Mateo, the Cargill salt ponds site in Redwood City, and many parts of San Jose (North San Jose, Downtown, Edenvale, and Evergreen). He has prepared traffic studies for new development in most cities within the Bay Area. He also has prepared numerous parking studies, including downtown parking studies for San Carlos, San Mateo, Gilroy, and San Jose.

Representative Projects

- ***Areawide Transportation Plans:***

  Circulation Elements for General Plans in San Mateo, Sunnyvale, San Carlos, and Palo Alto.

  Bay Meadows – Hexagon prepared the transportation plan for redevelopment of the Bay Meadows Race Track in San Mateo into a mixed-use, transit oriented development.

  San Carlos - Citywide study involved estimating and analyzing the traffic conditions that would occur from buildout of known development sites within the city. Intersection levels of service were calculated and recommendations were made for possible transportation network improvements.

  North San Jose – Hexagon developed a revised development policy for North San Jose that included a long-range forecast of traffic conditions and development of a long list of necessary transportation improvements – both roads and transit. The policy resulted in the adoption of an impact fee to fund transportation improvements.

  Redwood City – Hexagon has done the transportation planning for the proposed reuse of the Cargill salt ponds in Redwood City. The potential reuse includes essentially the development of a new town with 12,000 homes, office buildings, a shopping center, and schools.

- ***Campus Studies:***

  Foothill College –The campus is served by one ring road that is accessed through a single intersection. Hexagon staff recommended that the ring road be made one-way. Other recommendations were also made for better signage and lighting around the ring road.

  City College – Hexagon staff was hired to measure parking demand and to determine the amount of new parking needed. Hexagon staff conducted parking occupancy surveys. Student parking in neighborhoods was estimated by comparing overnight occupancy to occupancy at typical student peak times.

  IBM Campus - Hexagon staff was hired to address various problems occurring on the internal roads. Many recommendations came out of the study, including modifying speed limits, narrowing streets, channelizing pedestrian crossings, adding signals, and modifying intersection geometries to improve sight distance.

- ***Site Traffic Analyses:***

  For offices, hotels, restaurants, residential subdivisions, apartments, schools, warehouses, industrial complexes, and mixed-use developments in San Jose, Santa Clara, Sunnyvale, Milpitas, Los Gatos, Fremont, Monterey, Palo Alto, Menlo Park, Redwood City, San Carlos, San Mateo, Los Altos, Santa Rosa, Napa, Hayward, Bakersfield, Richmond, Concord, and Cupertino, California. These included estimation of future trip generation, impacts on adjacent intersections, and site-specific pedestrian and auto circulation issues such as driveway and crosswalk locations.

- ***Corridor Studies:***

  Route 238 Bypass – Mr. Black evaluated several transportation alternatives to the proposed Rte. 238 Bypass in Hayward. The Planning Area 2 Travel Forecasting model was used to project future traffic in the Central County area. The basis of the evaluation was to analyze the effects of each scenario in terms of (a) changes in traffic volumes on major roads and freeway segments, (b) congested versus uncongested vehicle miles traveled (VMT), and (c) the impacts on major street intersection operations.

- ***Parking Studies:***

  San Carlos – Staff believed that the available parking spaces were utilized to such an extent that any future development could not be accommodated. It was determined that future development could be accommodated only by planning a parking structure. A suitable site was identified, and a three-level parking structure was designed (one level underground and two levels above). To help the financial feasibility of the parking structure, it was designed to have two levels of housing above.

  San Mateo – Due to recent and projected growth, many downtown merchants believed that more parking facilities were needed. Surveys revealed that the existing parking situation was adequate, although during peak times customers sometimes had to settle for less desirable spaces because the prime spaces were taken by employees. The study was able to show that a relatively modest increase in downtown parking meter rates combined with a small property assessment could finance an additional parking structure.

- ***Major Developments:***

  Valley Fair – Valley Fair is a 1.2 million square foot regional mall that was proposed for enlargement by approximately 300,000 square feet.

  Santana Row – This project transformed a 1960's era shopping center into a mixed-use "Main Street" style shopping, entertainment and residential center.

  Oakridge Mall – The proposed expansion consisted of the addition of 85,000 square feet of movie theater space plus additional retail and restaurant space.

  Evergreen Specific Plan - The plan called for the construction of over 4,000 dwelling units on about 600 acres. Hexagon staff analyzed both on-site and off-site traffic impacts of the plan and developed the circulation element of the EIR.

Ollie Zhou, T.E., Vice President & Principal Associate

Education

Bachelor of Science – Civil & Environmental Engineering, University of California – Berkeley

Professional Associations

Member of the Institute of Transportation Engineers
Registered Professional Traffic Engineer in the State of California (TR 2857)

Experience

Since January 2014, Mr. Zhou has managed a large variety of traffic engineering and transportation planning projects for both the public and private sectors throughout the greater San Francisco Bay Area. These projects mainly include travel demand model validation and application, VMT analysis, general plan updates and area plans, and traffic impact studies. Mr. Zhou is experienced in managing large-scale projects and areawide plans with prolonged schedules and complicated work scopes. Mr. Zhou mainly utilizes the CUBE software package for travel demand model applications, and manage a variety of projects conducted with Synchro, SimTraffic, Vistro, TRAFFIX software.

Representative Projects

- **Travel Demand Forecasting Model Development and Application Projects:**
  - **Menlo Park Citywide Model –** Model refinement and validation. Model application for the Willow Village/Facebook project, VMT policy update, and Housing Element Update
  - **Sunnyvale Citywide Model** – Model refinement and validation. Model application for the Moffett Park Specific Plan, Sunnyvale General Plan Update, Lawrence Station Area Plan, Peery Park Specific Plan, and Sunnyvale Traffic Impact Fee.
  - **San Mateo Citywide Model** – Model development, refinement and validation. Model application for the San Mateo Traffic Impact Fee.
  - **10th St and 11th St two-way street conversion, San Jose** – Local model validation and forecasting link-level and intersection-level volumes.
  - **Gilroy Downtown Specific Plan with High-Speed Rail (HSR) Station, Gilroy** – Incorporated boarding-alighting data provided by HSR Authority at Gilroy Caltrain Station into the Gilroy Citywide Model to analyze three downtown specific plan alternatives.
- **Vehicle-Miles Travel (VMT) Analysis** for residential, office, hotel, school, area plans, Housing Element Updates, and mixed-use developments throughout the greater Bay Area. Representative projects include:
  - **Willow Village/Facebook, Menlo Park –** 1.6 million s.f. office, 1,730 housing units, 200,000 s.f. retail, 193-room hotel; project included updating City's VMT policy, and incorporating specific project characteristics into the travel demand model for VMT calculations.
  - **Menlo Park Housing Element Update –** CEQA analysis for HEU with 4,000 housing units beyond GP buildout, spread across 16 sub-areas.
  - **Avenue School, San Jose** – developed a hybrid VMT methodology using a combination of travel demand model and off-model processes to analyze private school; project included a 2,700 student pre-k to grade 12 private school. Using available private school student data, a custom distribution model was developed for this project.
  - **Danville Housing Element Update** – CEQA analysis for HEU with 4,500 housing units among 8 opportunity sub-areas
  - **Moffett Park Specific Plan, Sunnyvale** – CEQA analysis for specific plan with 33 million s.f. office/R&D, 20,000 housing units. Project incorporated specific project characteristics into the travel demand model for VMT calculations.

- **Sobel Mixed-Use Development, Salinas** – developed VMT methodology for a mixed-use development with 37,000 s.f. retail, 96-room motel, 4 restaurants, separate service station.

- **Over 50 Traffic Analyses/Traffic Feasibility Studies** for area-wide plans, offices, hotels, apartments, schools, daycare centers and multiple-use developments throughout the Bay Area.
- **Traffic Simulation/Signal Coordination Studies** for various congested corridors in San Mateo, Los Gatos, and Sunnyvale.
- **Traffic Impact Fee (TIF) Update Studies** for the City of San Mateo and the City of Sunnyvale. Conducted nexus studies and calculated appropriate impact fees for the TIF Update projects.
- **Multi-Modal Analysis** for the Palo Alto General Plan Update in Palo Alto, CA. This study included analyzing the existing and future roadway segment level-of-service for all of automobile mode, pedestrian mode, bicycle mode, and transit mode. This study followed the multi-modal analysis guidelines outlined in the *Highway Capacity Manual (HCM), 2010 Edition*.
- **Bicycle Level of Service Analysis** for the Magee Ranch project in Danville, CA. This study utilized the bicycle level of service methodology for two-lane highway segments outlined in the *Highway Capacity Manual (HCM), 2010 Edition*.

Ling Jin, Associate

Education

Master of Science—Civil Engineering, The University of Texas at Austin
Master of Engineering—Civil Engineering, Nanyang Technological University, Singapore
Bachelor of Science—Civil Engineering, Tsinghua University, China

Experience

Since joining Hexagon in 2004, Ms. Jin has participated in a variety of transportation engineering and planning projects throughout the Bay Area. Prior to joining Hexagon, Ms. Jin worked for two years on travel demand modeling and transportation planning projects in Philadelphia, PA. Her projects include transportation impact analyses for environmental impact reports, traffic feasibility studies, multimodal studies, travel behavior analyses, transportation demand management plans, and parking studies. Ms. Jain has experience with TRAFFIX, Synchro/Simtraffic, ArcGIS, and Vistro software packages.

Representative Projects

• ***Transportation Analyses*** for area-wide plans. Representative projects include Patrick Henry Drive Specific Plan in Santa Clara, CA, and Freedom Circle Focus Area Plan in Santa Clara, CA

• ***Traffic Impact Analyses and Vehicle-Miles Travel (VMT) Analysis*** for offices, apartments, schools, and mixed-use developments throughout the Bay Area. Representative projects include:

- 200 Twin Dolphin Drive Office Development - Redwood City, CA
- 505 East Bayshore Road Residential Development - Redwood City
- 1350 Adams Court Office EIR - Menlo Park, CA
- 3723 Haven Avenue Hotel Transportation Analysis - Menlo Park, CA
- 550 Piercy Road Industrial Development – San Jose, CA

• ***Transportation Demand Management (TDM) Plans*** for both small and large projects in a variety of settings, incorporating current best practices for reducing single-occupant vehicle trips. Each plan has been tailored to the specific project and the requirements of the community where it is located. Representative projects include 123 Independence Drive TDM Plan in Menlo Park, 610 Walnut Street Office Development TDM Plan in Redwood City, and Greystar Main Street Mixed-use Development TDM Plan in Redwood City.

• ***Traffic Operation Analyses and Parking Studies*** for office, residential, retail, and school projects. These studies included transportation operation analyses, site access and on-site circulation analyses, conducting surveys of existing parking demand, calculations of required parking supply for the proposed projects, and shared parking analyses. Representative projects include the 3700 Thomas Road Daycare in Santa Clara, 1001 Shoreline Boulevard Residential Development Parking Study in Mountain View, and 4856 El Camino Real Residential Development in Los Altos.

• **Travel Demand Forecasting Model Development and Applications:**

- **City of Sunnyvale General Plan Update; Sunnyvale, California.** Prepared demographic data for model calibration and development.
- **City of Palo Alto General Plan Update; Palo Alto, California.** Prepared demographic data for model calibration and development and calculate intersection Level of Services.
- **C/CAG El Camino Real Corridor Preliminary Traffic Study.** Coded highway networks for project alternatives. Estimated traffic demand and analyzed level of service for studied intersections.
- **2004/2005 C/CAG Model Update; San Mateo, California.** Prepared highway network and demographic data for the updated travel demand model for San Mateo County, California.

Appendix B
Keyser Marston Associates – Housing Needs Assessment Scope

KEYSER MARSTON ASSOCIATES
ADVISORS IN PUBLIC/PRIVATE REAL ESTATE DEVELOPMENT

July 26, 2022

Kirsten Chapman
Project Manager
ICF
201 Mission Street, Suite 1500
San Francisco, CA 94105

Re: Proposed Scope of Services to Prepare a Housing Needs Assessment for the Parkline Project

Dear Kirsten:

Keyser Marston Associates, Inc. ("KMA") is pleased to present the enclosed proposed scope of services to prepare a Housing Needs Assessment ("HNA") for the City of Menlo Park addressing the proposed Parkline Project ("Project"). The Project is a mixed-use neighborhood with residential and office/research and development (R&D) buildings and supporting amenities. The Project would redevelop the Project site with the following uses:

- 400 new rental residential units;
- Five new office and R&D buildings, an office amenity building, and community building totaling 1.1 million square feet, representing a one-to-one replacement of the portion of existing non-residential floor area proposed to be demolished;
- Three existing buildings totaling approximately 284,000 square feet would be retained for continued R&D use;
- Landscaped publicly accessible open space, totaling 25 acres; and
- New bicycle and pedestrian pathways.

KMA is exceptionally well qualified to prepare the HNA for the Project based on our broad expertise preparing housing impact studies and project-specific housing needs analyses. Our HNA experience encompasses a wide range of projects in Menlo Park, including the following:

- Menlo Gateway
- Facebook Campus
- Facebook Campus Expansion Project

ADVISORS IN:
REAL ESTATE
AFFORDABLE HOUSING
ECONOMIC DEVELOPMENT

SAN FRANCISCO
A. JERRY KEYSER
TIMOTHY C. KELLY
DEBBIE M. KERN
DAVID DOEZEMA
KEVIN FEENEY

LOS ANGELES
KATHLEEN H. HEAD
JAMES A. RABE
GREGORY D. SOO-HOO
KEVIN E. ENGSTROM
JULIE L. ROMEY
TIM BRETZ

SAN DIEGO
PAUL C. MARRA

- Menlo Flats
- Menlo Portal
- Menlo Uptown
- 1350 Adams Court
- Commonwealth Building 3
- 111 Independence Drive
- Willow Village Master Plan Project

The enclosed HNA scope of services includes preparation of an HNA using a methodology generally consistent with prior HNAs prepared for the City. Please let me know if you have any questions or comments regarding this proposed scope of services.

Sincerely,

KEYSER MARSTON ASSOCIATES, INC.

David Doezema

Attachment A: Scope of Services
Attachment B: KMA Rate Schedule

Attachment A
Scope of Services to Prepare a Housing Needs Assessment (HNA)
for the Parkline Project

The following scope of services is for preparation of a Housing Needs Assessment (HNA) addressing the Parkline Project ("Project"). The HNA will address the following major housing-related topics, to the extent possible:

1) Net impact on housing supply and housing need by income level considering:
   a. Housing supply added by the Project;
   b. Net impact on worker housing need from removal of existing commercial buildings from the Project site and replacement with new office / R&D buildings, with no net increase in non-residential floor area; and
   c. Added worker housing need associated with off-site retail and other services to residents of the new residential units.

2) Estimated geographic distribution of housing needs by jurisdiction; and

3) Qualitative evaluation of potential influence on the regional housing market and potential to cause or contribute to the displacement of existing residents in nearby communities that are vulnerable to displacement.

These housing-related impacts are not required to be analyzed under CEQA but may be of interest to decision-makers and/or the public in evaluating the merits of the Project. The HNA scope and methodology will be generally consistent with HNAs for prior projects in Menlo Park. As the Project adds residential uses but does not result in a net increase in non-residential floor area, the analysis of potential displacement impacts will be qualitative in nature, consistent with HNAs for previous projects in Menlo Park that were primarily residential in nature.

Task 1 – Project Initiation and Data Collection

The purpose of this task is to identify the availability of data necessary to complete the HNA, identify key analysis inputs and assumptions, and refine the approach to the assignment. As part of this task, KMA will:

(1) Provide a list of data needs to complete the HNA and work with the prime consultant and the City's project team as necessary to gather the necessary data.

(2) Meet with City staff, its consultants, and the project sponsor team to: (a) discuss data and analysis alternatives (b) review technical methodology and approach (c) discuss and agree on schedule.

Task 2 – Net impact on housing supply and housing need by income category

KMA will quantify, by affordability level, the net impact on housing supply and housing demand associated with the Project. The analysis will address the following:

a. *Housing Supply Addition by Income Level* – The 400 residential units to be added to the housing supply by the Project will be summarized based on the income level(s) applicable to the Below Market Rate (BMR) affordable units and the estimated income level(s) applicable to the market rate units. The income level(s) for market rate units will be estimated based on an analysis of market rents for comparable units.

b. *Net Impact to Worker Housing Demand* – The net impact to worker housing demand will be based on the estimated net change in employment levels from removal of the existing commercial buildings and construction of the new office / R&D space and office amenity building, combined with household size ratios developed from Census data. The net impact to housing demand by income level will be estimated using a methodology consistent with other recent HNAs prepared for the City. The analyses utilize a combination of Bureau of Labor Statistics, Census, and California Employment Development Department data to estimate the household incomes of workers. The analysis will address two scenarios regarding the mix of office / R&D and life sciences tenants since this mix may vary in response to future tenant needs.

c. *Housing Demand for Off-site Jobs Supported by Residential* – Development of new residential units adds to the demand for services such as retail, restaurants, healthcare and education. KMA will prepare an analysis to estimate housing demand by income for workers associated with off-site services to residential units. The analysis will follow a series of steps linking the estimated incomes of residents living in the new units, their demand for goods and services, the number of jobs associated with providing these services, and the housing need by income level of the workers who fill those jobs. Multiplier effects will be considered as part of the analysis.

d. *Net Housing Demand / Supply Effect* – The net housing supply / demand effects will be computed by combining the findings of the above analyses, including each of the two scenarios regarding the mix of office / R&D and life sciences tenants.

Task 3 - Commuting and Geographic Distribution of Housing Supply / Demand Effects

The prior task determines the total housing supply and demand effects irrespective of geography. In this task, the geographic distribution is estimated. The new housing units will be located in Menlo Park while the net change in worker housing needs will reflect the locations where workers live. Estimates of geographic distribution of housing demand effects will be

based upon data on commute patterns available through a special tabulation of the U.S. Census and could also incorporate any available commute data for the existing non-residential space.

Task 4 – Relationship to Regional Housing Market and Potential to Contribute to Displacement

Lower income communities in the Bay Area have become increasingly vulnerable to displacement of existing residents. Employment growth, constrained housing production, and rising income inequality are among the factors that have contributed to increased displacement pressures, especially within lower income communities in locations accessible to employment centers where many households are housing-cost burdened. In this task, KMA will draw on the findings of the prior tasks and context materials assembled for prior HNAs prepared for other projects to provide a qualitative evaluation of the potential housing market effects.

The proposed qualitative discussion of housing market effects and displacement is more limited in scope than for past HNAs addressing projects that result in a significant increase in non-residential uses. The proposed approach reflects the nature of the Project, which adds housing while maintaining the same amount of employment space.

Task 5 – Project Variant

The report will include a discussion of a Project variant with 600 residential units. KMA will quantify and summarize the net impact on housing demand and supply for the Project variant consistent with Tasks 2 and 3. For the Task 4 analysis of displacement impacts, a limited qualitative discussion of the variant will be provided.

Task 6 – Report Preparation

The methodology, data sources, results and implications of the HNA will be documented in a written report. This scope assumes one draft version of the report for review and one final report.

Task 7 – Responses to DEIR Comments

KMA anticipates assisting the City and the prime consultant in preparing responses to comments on the Draft EIR. KMA's focus will be on comments that are directly related to the HNA. We have included a time and materials budget allowance for KMA to assist with preparation of responses to comments.

Budget

KMA proposes to complete this scope of services for the Parkline Project on a time and materials basis for an amount not to exceed $45,000 per the estimate below. A copy of our current rate schedule is attached.

Task	Budget Estimate
Task 1 - Project Initiation and Data Collection	$3,000
Task 2 – Net Housing Supply / Demand Effect (two scenarios)	$20,000
Task 3 – Commuting and Geographic Distribution of Housing Effects	$4,000
Task 4 – Relationship to Regional Housing Market and Displacement	$5,000
Task 5 – Project Variant	$2,000
Task 6 – Report (Draft and Final)	$6,000
Task 7 – T&M Allowance for DEIR responses to comments	$2,000
Reimbursable Expenses (data purchases)	$3,000
Total	**$45,000**

ATTACHMENT B
KEYSER MARSTON ASSOCIATES, INC.
PUBLIC SECTOR HOURLY RATES

	2022/2023
CHAIRMAN, PRESIDENT, MANAGING PRINCIPALS*	$290.00
SENIOR PRINCIPALS*	$280.00
PRINCIPALS*	$260.00
MANAGERS*	$235.00
SENIOR ASSOCIATES	$195.00
ASSOCIATES	$175.00
SENIOR ANALYSTS	$160.00
ANALYSTS	$140.00
TECHNICAL STAFF	$100.00
ADMINISTRATIVE STAFF	$85.00

Directly related job expenses not included in the above rates are: auto mileage, parking, air fares, hotels and motels, meals, car rentals, taxies, telephone calls, delivery, electronic data processing, graphics and printing. Directly related job expenses will be billed at 110% of cost.

Monthly billings for staff time and expenses incurred during the period will be payable within thirty (30) days of invoice date.

* Rates for individuals in these categories will be increased by 50% for time spent in court testimony.

Appendix C
Hexagon – Transportation Scope

July 22, 2022

ICF
201 Mission Street
San Francisco, CA 94105

Re: Proposal to Prepare a Transportation Impact Analysis for the Proposed Parkline Project in Menlo Park, CA.

Dear Ms. Garcia:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a Transportation Impact Analysis (TIA) for the proposed Parkline project in Menlo Park, CA. The project site located at 333 Ravenswood Avenue is currently occupied by the existing SRI International campus. The project proposes to redevelop the approximately 63-acre site to include 400 new housing units (including affordable housing), 1.1 million s.f. of replacement office and R&D uses, and new community-oriented retail space. A variant project description increasing the residential component to include up to 600 units will also be evaluated.

Residential site access would be provided via driveways on Laurel Street and on Ravenswood Avenue. Access to the office and R&D land uses would be provided via driveways on Ravenswood Avenue and on Middlefield Road.

Scope of Services

The purpose of the transportation study is to satisfy the requirements of the City of Menlo Park, California Environmental Quality Act (CEQA), and the City/County Associations of Governments (C/CAG) Congestion Management Program (CMP). The transportation study will include a VMT analysis and an operational analysis of weekday AM and PM peak-hour traffic conditions. The operational analysis will determine the potential traffic adverse effects caused by the proposed project on up to 25 key intersections, 2 freeway segments, and 4 freeway ramps in the vicinity of the site.

CEQA Analysis

1. ***VMT Analysis.*** The project is located mostly within ½ mile of the Menlo Park Caltrain station but is not located in a low VMT zone. Therefore, aside from the retail land use, which can be exempted for its local-oriented nature, the office and residential land uses will require a VMT analysis. Hexagon will coordinate with City staff on the most appropriate approach to evaluate the project's VMT for its office and residential land uses.

2. ***VMT Mitigation.*** If the VMT analysis identifies a significant VMT impact, Hexagon will work with City staff to identify the most appropriate mitigation strategies. It is envisioned that the City may need to work with the applicant team to develop the appropriate mitigation measures. Hexagon will provide technical support in reviewing documents and conducting any necessary analysis. This task assumes up to 20 hours of staff time. Work requiring considerably more effort will require additional budget authorization.

3. ***Provision of Data to Air Quality and Noise Consultants.*** It is anticipated that the Air Quality and Noise consultants will need traffic and VMT data for their analysis. This task includes Hexagon staff time to coordinate with the consultants on the data needs, formats, and providing the requested data.

Non-CEQA Operations Analysis

4. ***Selection of Study Intersections, Freeway Segments and Freeway Ramps.*** Hexagon will coordinate with the project team and City staff to determine the list of study intersections, freeway segments, and freeway ramps. Decisions such as whether traffic currently generated by existing uses on site, or traffic that can be generated by existing uses on site at full occupancy can be credited towards project trip generation could affect the study scope. This proposal assumes a budget for up to 25 key intersections, 2 freeway segments, and 4 freeway ramps. Additional budget and schedule would be needed if the scope needs to include additional locations.

5. ***Site Reconnaissance***. The physical characteristics of the site and the surrounding roadway network will be reviewed to identify existing roadway cross-sections, intersection lane configurations, traffic control devices, and surrounding land uses.

6. ***Observation of Existing Traffic Conditions in the Study Area.*** Field observations of existing traffic conditions will be limited to field-verifying signal timing at signalized intersections during peak hours. Due to COVID conditions, field observations of intersection-level operational issues are not included in this proposal.

7. ***Data Collection***. It is assumed that intersection counts at most study intersections will be provided by City staff. Counts at unsignalized intersections may not be available from the City. Intersection counts collected during COVID conditions will be compared against nearby locations with COVID and pre-COVID counts. This proposal includes collecting peak hour (7-9 AM, and 4-6 PM) turning movements counts at up to 10 locations. Pedestrian and bicycle counts will be included.

8. ***Evaluation of Existing Conditions***. Existing traffic conditions will be evaluated based on existing traffic volumes at the study intersections. The existing traffic conditions at the key study intersections will be evaluated using the software Vistro, which employs the *Highway Capacity Manual* (HCM) 6th Edition methodology for intersection analyses and is the designated level of service methodology for the City of Menlo Park.

9. ***Project Trip Generation, Distribution, and Assignment***. Estimates of trips to be added to the surrounding roadway network by the proposed project will be based on the trip generation rates recommended by the Institute of Traffic Engineers' *Trip Generation Manual, 11th Edition*. Potential trip reductions for the project location and mixed-use design will be estimated using the latest MXD model. Trips generated by existing uses on site will be credited based on City input (see Task 3).

   Hexagon will run the citywide travel demand forecasting model to determine the trip distribution pattern for the project. Site-generated traffic will be assigned to the roadway network based on the trip generation and distribution pattern. The trip generation,

distribution, and assignment estimates will be reviewed and approved by City staff prior to initiation of the subsequent tasks.

10. ***Evaluation of Background Conditions***. Background traffic volumes represent a near-term horizon when the project is anticipated to be completed. Hexagon will work with the team and City staff to define the horizon year. A list of approved, and not-yet constructed or occupied projects will be obtained from City staff. Hexagon will use the travel demand forecasting model to forecast intersection-level traffic volumes and freeway volumes. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the background conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.

11. ***Evaluation of Background Plus Project Conditions***. Project-generated traffic will be added to the background condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours after the completion of the proposed project. Intersection adverse effects associated with the project will be evaluated relative to background conditions.

12. ***Evaluation of Cumulative Conditions***. Cumulative traffic volumes represent a 2040 horizon assuming the buildout of the City's General Plan, as well as any approved or pending General Plan Amendments. Hexagon assumes that either the cumulative + project model run completed for the Willow Village project, or the cumulative + project model run complete for the Housing Element Update project will be used to represent cumulative conditions. This task does not assume a new model run. The model's land use for the project zone will be reviewed to determine whether additional modifications are needed to generate the cumulative conditions traffic volumes. Intersection LOS analysis will be completed using the Vistro software.

13. ***Evaluation of Cumulative Plus Project Conditions***. Project-generated traffic will be added to the cumulative condition traffic volumes. Intersection levels of service under project conditions will be evaluated using the Vistro software. Intersection level of service calculations will be conducted to estimate project traffic conditions during the AM and PM peak hours. Intersection adverse effects associated with the project will be evaluated relative to cumulative conditions.

14. ***Freeway Segment and Ramp Analysis***. The magnitude of project trips on freeway segments and ramps near the site will be determined based on the trip assignment task described above. The number of trips on nearby freeway segments and ramps will be compared to the CMP's threshold. The results of this task will be documented in the traffic study.

15. ***Site Access, On-Site Circulation and Parking***. A review of the project site plan will be performed to determine the overall adequacy of the site access and on-site circulation in accordance with generally accepted traffic engineering standards and to identify any access or circulation issues that should be improved. Parking will be evaluated relative to the City's parking code.

16. ***Signal Warrant Analysis.*** This proposal assumes that the intersection analysis will include unsignalized intersections. The need for future signalization of these unsignalized study intersections will be evaluated on the basis of the Peak Hour Warrant (Warrant 3 – Part B) in the *California Manual on Uniform Traffic Control Devices*. The warrant will be evaluated using peak-hour volumes for all study scenarios.

17. ***Evaluation of Vehicle Queuing.*** For selected locations where the project would add a significant number of left-turning vehicles, the adequacy of existing/planned storage at turn pockets will be assessed by means of comparison with expected maximum vehicle queues. Vehicle queues will be estimated using a Poisson probability distribution.

18. ***Bicycle, Pedestrian, and Transit Facilities***. A qualitative analysis of the project's effect on transit service in the area and on bicycle and pedestrian circulation in the study area will be included in the traffic report. This includes sidewalks, bicycle lanes, and amenities to promote the safe use of alternate modes of transportation, and connections to the existing bicycle and pedestrian network.

19. ***Peer Review of TDM Plan.*** Hexagon will conduct a comprehensive peer review of the applicant-provided Transportation Demand Management (TDM) Plan. Hexagon will summarize our comments in a draft memorandum and will respond to one round of comments from City of Menlo Park and prepare a final memorandum. This task also includes a peer review of the Final TDM Plan.

20. ***Variant Analysis.*** For the project-proposed variant of including up to 600 housing units, Hexagon will qualitatively discuss the project's VMT impacts, and conduct a quantitative evaluation of the non-CEQA operational issues (intersection LOS analysis, freeway and freeway ramp analysis, queuing analysis, and parking analysis). This proposal assumes that the variant analysis will not materially change the site plan, so a site plan review is not included as part of this task.

21. ***Description of Recommendations***. Based on the results of the level of service calculations, operational issues of the site-generated traffic will be identified and described. Recommendations will be formulated that identify the locations and types of improvements or modifications necessary to alleviate the operational issues. Improvements could include street widenings, lane additions, changes in lane usage, or modifications to existing traffic signals.

Reports and Meetings

22. ***Meetings***. The fee estimate includes Hexagon staff attendance at the project kickoff meeting, three public hearings, and ten team meetings with the Consultant team/City staff. Additional meetings will require additional budget authorization.

23. ***EIR Transportation Chapter***. Hexagon will author the EIR Transportation Chapter and include all CEQA-related and any necessary non-CEQA contents. This task includes three rounds of report revisions.

24. ***TIA Report*.** Hexagon will prepare a separate TIA report documenting our study methodology and findings for all tasks performed. This task includes three rounds of report revisions.

25. ***Response to Public Comments.*** Hexagon will prepare response to public comments as requested (i.e. NOP comments, draft EIR comments). This task assumes up to 40 hours of staff time in preparing responses to comments.

Time of Performance

Since the EIR Transportation Chapter may or may not include non-CEQA analysis, the schedule below assumes that the administrative draft of the EIR Transportation Chapter and the TIA report will be submitted together, at the conclusion of the initial analysis. Barring any unforeseen delays, the administrative drafts will be submitted approximately 12 weeks (major milestones are described below) after: (1) authorization to proceed, and (2) receipt of all required data (such as new count data, the City's approved trips inventory, and project related information). Upon receiving the first and second rounds of review comments, Hexagon will revise the report within 2 weeks. Upon receiving the third round of review comments, assumed to be minor editorial comments, Hexagon will revise the report within 1 week.

Major Milestones

Week	Milestone
Week 3	Provide draft trip generation, distribution and assignment for City review and approval (assume 2-week City review time)
Week 5	Provide preliminary VMT results for City review (assume 2-week City review time)
Week 8	Provide preliminary results for non-CEQA analyses (assume 2-week City review time)
Week 12	Provide administrative draft EIR Transportation Chapter, TIA report, and data needs for AQ/Noise

Cost of Services

The fee for the scope of services will be based on time and expenses up to a maximum budget of $125,000 (see Table 2 for budget breakdown). Also attached is Hexagon's billing rate by position. Work not specifically specified in this scope are considered out-of-scope (such as analyzing additional variants, alternatives, revised project description after project initiation), and will require additional budget authorization.

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,
HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary K. Black
President

Ollie Zhou, T.E.
Principal Associate

Table 1
Budget by Task

#	Task	President	Principal Associate	Associate	Engineer	Admin/ Graphics	Direct Expenses	Budget
1	VMT Analysis	4	16					$ 5,360
2	VMT Mitigation	4	16					$ 5,360
3	Provision of Data to AQ/Noise		8	8				$ 3,680
4	Selection of Intersections, Freeway Segments, Ramps		4			2		$ 1,260
5	Site Reconnaissance			4				$ 800
6	Traffic Condition Observations				8		$ 100	$ 1,340
7	Data Collection				8		$ 2,600	$ 3,840
8	Evaluation of Existing Conditions		4	16				$ 4,240
9	Trip Generation, Distribution, Assignment	2	4	8	8	2		$ 4,700
10	Background Conditions		4	16				$ 4,240
11	Background + Project Conditions			4				$ 800
12	Cumulative Conditions		4	16				$ 4,240
13	Cumulative + Project Conditions			4				$ 800
14	Freeway Segment and Ramp Analysis		16					$ 4,160
15	Site Access, On-Site Circulation, Parking		4	8				$ 2,640
16	Signal Warrant Analysis				4			$ 620
17	Vehicle Queuing			4	4			$ 1,420
18	Bike, Pedestrian and Transit Facilities		2	8				$ 2,120
19	Peer Review of TDM Plan	2	8	24				$ 7,480
20	Variant Analysis		8	20				$ 6,080
21	Description of Recommendations	4	8	8				$ 4,880
22	Meetings	10	24					$ 9,240
23	EIR Transportation Chapter	10	20	60		4		$ 20,640
24	TIA Report	4	20		50			$ 14,150
25	Response to Public Comments	10	30					$ 10,800
	Total	**50**	**200**	**208**	**82**	**8**	**$ 2,700**	**$ 125,000**

Hexagon 2022 Billing Rates

Professional Classification	Rate per Hour
President	$300
Principal	$260
Senior Associate II	$240
Senior Associate I	$220
Associate II	$200
Associate I	$175
Planner/Engineer II	$155
Planner/Engineer I	$130
Admin/Graphics	$110
Senior CAD Tech	$95
Technician	$75

Direct expenses are billed at actual costs, with the exception of mileage, which is reimbursed at the current rate per mile set by the IRS.
Billing rates shown are effective January 1, 2022 and subject to change January 1, 2023.

Appendix D
West Yost – Optional Water Supply Assessment Scope

WEST YOST
Water. Engineered.

6800 Koll Center Parkway
Suite 150
Pleasanton CA 94566

925.426.2580 phone
530.756.5991 fax
westyost.com

July 27, 2022 SENT VIA: EMAIL

Heidi Mekkelson
Principal
ICF
201 Mission Street, Suite 1500
San Francisco, CA 94105

SUBJECT: Proposal for Engineering Services – Preparation of a Water Supply Assessment for the Proposed SRI Parkline Project

Dear Heidi:

As requested, the following is West Yost's proposed Scope of Services for an optional task to be included in your proposal for Environmental Impact Report (EIR) preparation and environmental consultant services for the City of Menlo Park (City). This scope includes engineering services related to the preparation of a Water Supply Assessment (WSA) for the proposed Parkline Project (Proposed Project), which proposes to update SRI's research campus, located in Menlo Park, California, and within the Menlo Park Municipal Water (MPMW) service area.

PROJECT UNDERSTANDING

On October 15, 2021, Lane Partners LLC (Project Applicant) submitted an application on behalf of SRI International (SRI) to update SRI's research campus and create a new transit-oriented, mixed-use district adjacent to the City's Downtown Area and Caltrain Station. The proposal, called Parkline, will replace and consolidate SRI's existing facilities and create new housing and open space on the approximately 63.2 acre site. The Parkline project includes, but is not limited to, the following:

- 400 new housing units (apartment units and town homes)
- 1.05 million square feet of new office/research and development/life science space to replace outdated research buildings
- 44,000 square feet of new office amenity space
- Retaining 284,000 square feet of office space for SRI's continued operations
- 2,000 square feet of retail space
- 1-acre community athletic field
- Over 25 acres of open space

In addition, the Project Applicant has requested review of a project variant that would include up to 600 residential units.

California Senate Bill 610 (SB 610) amended state law, effective January 1, 2002, to improve the link between information on water supply availability and certain land use decisions made by cities and counties. SB 610 sought to promote more collaborative planning between local water suppliers and cities and counties, requiring detailed information regarding water availability to be provided to the city and county decision-makers prior to approval of specified large development projects. The purpose of this coordination is to ensure that prudent water supply planning has been conducted and that planned water supplies are adequate to meet existing demands, anticipated demands from approved projects and tentative maps, and the demands of proposed projects.

SB 610 amended California Water Code sections 10910 through 10915 (inclusive) to require land use lead agencies to:

- Identify any public water purveyor that may supply water for a proposed development project; and
- Request a WSA from the identified water purveyor.

The purpose of the WSA is to demonstrate the sufficiency of the purveyor's water supplies to satisfy the water demands of the proposed project, while still meeting the water purveyor's existing and planned future uses. Water Code sections 10910 through 10915 delineate the specific information that must be included in the WSA.

The Proposed Project will be served by MPMW's existing potable water system. Based on the description of the Proposed Project, a WSA will be required in compliance with the requirements of SB 610.

SCOPE OF SERVICES

Our proposed Scope of Services to prepare the WSA is described below.

Task 1. Evaluate Water Demands for Buildout of the Proposed Project

MPMW evaluated future potable and recycled water demands through 2040 as part of the 2020 Urban Water Management Plan (UWMP) planning process. MPMW's Decision Support System (DSS) Water Demand and Conservation Model was revised by the Bay Area Water Supply and Conservation Agency (BAWSCA) to account for changes that have occurred since the 2015 UWMP was developed. As described in the 2020 UWMP, the baseline year for projections was updated to 2019, population and employment inputs were revised by the City's Planning Division based on recently approved projects and the 2016 General Plan Update (ConnectMenlo), and a partial rebound scenario was considered to account for inelastic demand changes due to water savings from water rates increases and active conservation programs.

In this task, West Yost will review the current development plans for the Proposed Project and project potable and recycled water demands for the Proposed Project, with and without the project variant. The demands projected for the Proposed Project will be compared against the projected water demand increase available for future growth within the MPMW service area, as projected in the 2020 UWMP.

Task 1.1. Review Available Data

Under this task, West Yost will review available data on the Proposed Project, including the number and type of residential units, square footages of non-residential buildings, number of stories, anticipated occupancy, anticipated landscape areas, recycled water use areas, etc.

Task 1.2. Project Water Demands for Proposed Project

Based on the information collected and reviewed in Task 1.1, West Yost will project the water demands for buildout of the Proposed Project. Previous water demand projections prepared for MPMW's Water System Master Plan (WSMP) will be reviewed to assess any changes in the projected demands within the Water Analysis Zone in which the Proposed Project is located.

West Yost will also coordinate with the City and Project Proponents to understand: (1) any water conservation measures to be incorporated into the Proposed Project, including water efficient fixtures; and (2) anticipated Proposed Project completion date to evaluate whether landscape irrigation could be served by recycled water from planned future recycled water facilities, which may reduce potable water use at the Proposed Project site. Recycled water demand projections are included in MPMW's 2020 UWMP and are consistent with the WBSD's Bayfront Recycled Water Facilities Plan.

The projected potable and recycled water demands for the Proposed Project site will be compared with those included in MPMW's 2020 UWMP.

Task 1 Assumptions

- West Yost has budgeted one (1) meeting with MPMW staff to discuss comments on the preliminary potable water demands.

Task 1 Deliverables

- West Yost will submit preliminary potable and recycled water projections for the Proposed Project to MPMW for review and comment prior to proceeding with Task 2.

Task 2. Prepare Water Supply Assessment

West Yost will prepare a WSA for the Proposed Project in accordance with the requirements of SB 610 (as adopted in the California Water Code as Sections 10910-10915). The WSA will be based on information provided by the City and Project Proponents.

Projected water demands for the Proposed Project will be based on those projected in Task 1. The existing and future water supply quantities and supply reliability will be as documented in the MPMW's 2020 UWMP and will incorporate information provided by the San Francisco Public Utilities Commission (SFPUC) regarding the potential water supply impacts resulting from amendments to the Water Quality Control Plan for the San Francisco Bay/Sacramento-San Joaquin Delta Estuary, which were adopted by the State Water Resources Control Board in December 2018.

The WSA will include the following:

- A description of the Proposed Project, including location, overall area, number of parcels, type of proposed development, and proposed phasing, if applicable;
- An estimation of the total water demand associated with buildout of the Proposed Project (no phasing will be evaluated in the WSA);
- A description of MPMW's current and future water supply and demand conditions, including supply entitlement and contractual amounts, supply reliability under varying hydrologic condition, and existing and anticipated future water demands;

- A description of determinations as required by SB 610, including:
  - If the Proposed Project is subject to the requirements of the California Environmental Quality Act (CEQA),
  - If the Proposed Project meets the SB 610 definition of a Project,
  - Identification of MPMW as the responsible water system, and
  - If MPMW's 2020 UWMP includes the water demands for the Proposed Project.
- A water supply assessment for the Proposed Project including the following:
  - Identification of existing water supplies for the Proposed Project and demonstration that said supplies exist,
  - If inadequate supplies exist, identification and evaluation of options to meet water supply deficit,
  - Evaluation of the sufficiency and reliability of the proposed supply for the Proposed Project,
  - Identification of any potential conflicts that may arise from the exercise of water supply entitlements required for the Proposed Project, and
  - Proposed use and sufficiency of groundwater supplies (based on existing available data and studies).
- A determination of sufficiency of existing and future supply for the Proposed Project in accordance with the requirements of SB 610.

Task 2 Assumptions

- West Yost will attend one review meeting to discuss comments on the Draft WSA Report.

Task 2 Deliverables

- West Yost will prepare and provide one (1) electronic copy (in PDF format) to ICF and the City for review and comment.
- West Yost will prepare and submit one (1) PDF copy of the Final WSA Report following receipt of comments on the Draft WSA Report.

Task 3. Project Management, Meetings and Coordination

West Yost will keep ICF and City staff informed as to the progress on the above tasks via regularly scheduled conference calls. During the conference calls, West Yost will report on progress for on-going tasks and discuss any issues being encountered.

As described in the tasks above, West Yost also anticipates virtual meetings with ICF, the City and Project Proponents at key milestones of this Project. Meetings at the following milestones are anticipated and included in this Scope of Services:

- One project kickoff meeting to discuss the approach for the preparation of the WSA;
- One meeting at the completion of Task 1 to discuss the potable water demand projections for the Proposed Project;
- One meeting at the completion of Task 2 to discuss any questions or comments on the Draft WSA for the Proposed Project; and
- Attendance at the City of Menlo Park Council Meeting when the Final WSA is considered for adoption to be available to respond to any questions that may arise.

Additional meetings beyond those described above are not included in this Scope of Services but could be added with an approval and associated budget augmentation by ICF.

Task 3 Assumptions

- It is assumed that up to two (2) West Yost staff will attend the project kickoff meeting, up to two (2) West Yost staff will attend the meetings at the completion of Tasks 1 and 2, and one (1) West Yost staff will attend the City of Menlo Park Council Meeting.
- It is assumed that all meetings will be held virtually via MS Teams or equivalent.

Task 3 Deliverables

- No deliverable will be provided for this task.

PROJECT BUDGET

West Yost will perform the basic Scope of Services described above on a time-and-materials basis, at the billing rates set forth in West Yost's attached 2022 Billing Rate Schedule, for a not-to-exceed budget of $35,700. If additional work is identified that is not included in this Scope of Services, we will perform additional work only after receipt of ICF's written authorization. The estimated level of effort and costs associated with performing the basic Scope of Services described above are summarized in Table 1.

Table 1. Estimated Level of Effort and Costs

Description	Level of Effort, hours	Costs, dollars
Task 1. Evaluate Water Demands for Buildout of the Proposed Project	38	8,900
Task 2. Prepare Water Supply Assessment	101	22,800
Task 3. Project Management, Meetings and Coordination	13	4,000
Total	**152**	**$35,700**

SCHEDULE

West Yost will commence work on this Project immediately upon receiving Notice to Proceed from ICF and will coordinate the preparation of the WSA with ICF and City staff.

We look forward to working with you on this important project. Please do not hesitate to call me at 925-461-6793 or email me at edrayer@westyost.com if you have any questions or require additional information.

Sincerely,
WEST YOST

Elizabeth Drayer, PE
Vice President
RCE #46872

Attachment A. West Yost 2022 Billing Rate Schedule

Attachment A

West Yost 2022 Billing Rate Schedule

2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	$318
Engineer/Scientist/Geologist Manager I / II	$301 / $315
Principal Engineer/Scientist/Geologist I / II	$272 / $289
Senior Engineer/Scientist/Geologist I / II	$244 / $256
Associate Engineer/Scientist/Geologist I / II	$209 / $224
Engineer/Scientist/Geologist I / II	$168 / $195
Engineering Aide	$98
Field Monitoring Services	$90
Administrative I / II / III / IV	$86 / $109 / $130 / $144
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	$313 / $315
Principal Tech Specialist I / II	$287 / $297
Senior Tech Specialist I / II	$263 / $275
Senior GIS Analyst	$238
GIS Analyst	$225
Technical Specialist I / II / III / IV	$168 / $191 / $215 / $240
Technical Analyst I / II	$120 / $144
Technical Analyst Intern	$97
Cross-Connection Control Specialist I / II / III / IV	$125 / $136 / $152 / $170
CAD Manager	$189
CAD Designer I / II	$147 / $166
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	$304
Construction Manager I / II / III / IV	$185 / $199 / $211 / $267
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	$162 / $180 / $201 / $209
Apprentice Inspector	$147
CM Administrative I / II	$79 / $106
Field Services	$209

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2022 Billing Rate Schedule

(Effective January 1, 2022 through December 31, 2022)*

Equipment Charges

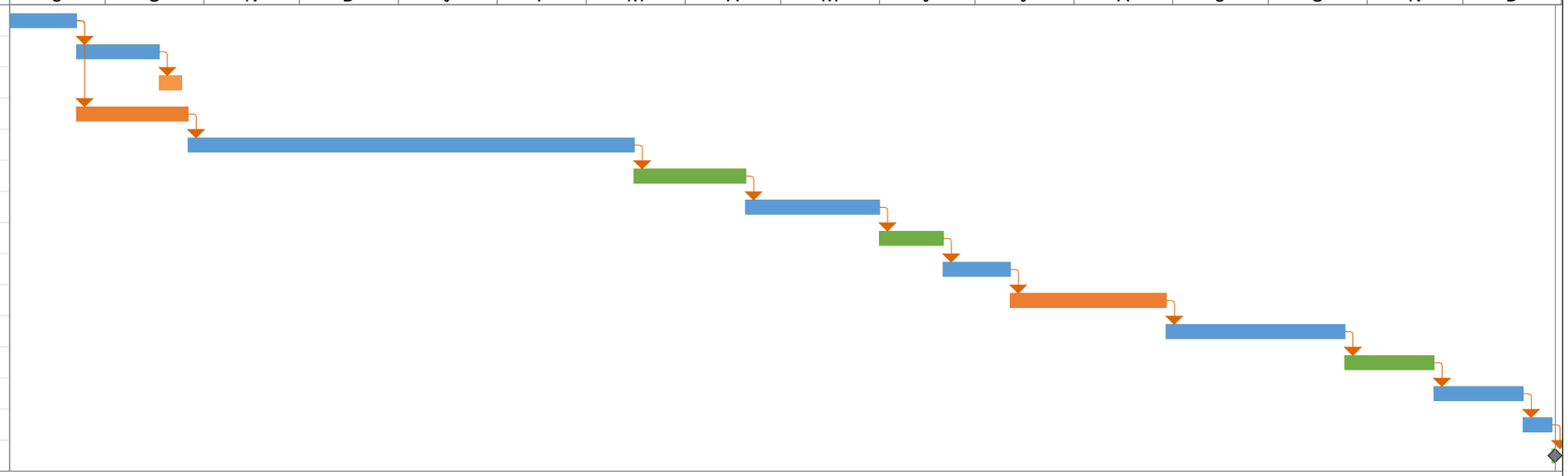
EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	$270 / day
Aquacalc / Pygmy or AA Flow Meter	$28 / day
Emergency SCADA System	$35 / day
Gas Detector	$80 / day
Generator	$39 / day
Hydrant Pressure Gauge	$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	$55 / day
Hydrant Pressure Recorder, Standard	$40 / day
Low Flow Pump Controller	$75 / day
Powers Water Level Meter	$32 / day
Precision Water Level Meter	$19 / day
Stainless Steel Wire per foot	$0.03 / day
Storage Tank	$15 / day
Sump Pump	$24 / day
Transducer Components (per installation)	$23 / day
Trimble GPS – Geo 7x	$220 / day
Tube Length Counter	$22 / day
Turbidity Meter	$22 / day
Vehicle	$10 / day
Water Flow Probe Meter	$20 / day
Water Quality Meter	$27 / day
Water Quality Multimeter	$185 / day
Well Sounder	$30 / day

* This schedule is updated annually

Appendix E
Proposed Schedule

Parkline Master Plan Project EIR Schedule

ID	Task Name
1	Kick-Off Meeting/Data Collection
2	Project Description
3	NOP and Public Scoping
4	30-Day Scoping Period
5	Prepare Administrative DEIR
6	City Reviews Administrative DEIR
7	Prepare Screencheck DEIR
8	City Reviews Screencheck DEIR
9	Prepare Public DEIR
10	45-Day Public Review
11	Prepare Administrative FEIR
12	City Reviews Administrative FEIR
13	Prepare Final EIR
14	Certification Hearings
15	Prepare Notice of Determination



Project: Schedule
Date: Fri 7/29/22

Public Review Period

City Task

ICF Task

Appendix F
Cost Estimate

	Period 1	Project Total
Budget	$28,826.25	$598,316.75

Period 1 Range 04/01/22 - 12/31/22

1	Total	2	Total	3	Total	4	Total	5	Total	6	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
30	$ 5,040.00	34	$ 5,140.00	38	$ 6,280.00	0	$ 2,420.00	0	$ -	0	$ -

				1 Kick-Off/Data Collection		2 Project Description		3 NOP and Scoping		4 Admin Draft EIR		5 Alternatives, Other CEQA, Variant		6 Screencheck Draft EIR	
Labor															
Project Role	**Last Name**	**First Name**	**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Project Director	Mekkelson	Heidi	$230.00	6	$1,380.00	2	$460.00	8	$1,840.00		$0.00		$0.00		$0.00
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	$175.00	4	$700.00		$0.00		$0.00		$0.00		$0.00		$0.00
Project Manager	Viramontes	Jessica	$150.00	12	$1,800.00	8	$1,200.00	18	$2,700.00		$0.00		$0.00		$0.00
DPM/Energy/PS/Util	Atteberry	Devan	$145.00	8	$1,160.00	24	$3,480.00	12	$1,740.00		$0.00		$0.00		$0.00
Geo/Haz/Paleo	Roberts	Diana	$160.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Hazards	Barrera	Mario	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Archeo	Holland	Lora	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Archeo	Wildt	Jennifer	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Noise	Matsui	Cory	$160.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Noise	Schumaker	Noah	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
AQ/GHG	Yoon	Laura	$200.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
AQ/GHG	Mansoor	Jacqueline	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
AQ/GHG	Trageser	Darrin	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
AQ/GHG	Carr	Edward	$240.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Historic	Rusch	Jonathon	$160.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Historic	Felicetti	Nicole	$115.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Biology	Webber	Lisa	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Hydro	Sukola	Katrina	$145.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Editor	Mathias	John	$115.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Graphics	Conley	John	$145.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Analyst/Util/LU	Cornejo	Zachary	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Total - Labor				**30**	**$5,040.00**	**34**	**$5,140.00**	**38**	**$6,280.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**
Other Direct Costs (ODCs)															
Category			**Rate**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**
Subtotal - ODCs					$0.00		$0.00		$0.00		$2,200.00		$0.00		$0.00
		Markup	10.00%		$0.00		$0.00		$0.00		$220.00		$0.00		$0.00
Total - ODCs					**$0.00**		**$0.00**		**$0.00**		**$2,420.00**		**$0.00**		**$0.00**
Subcontractors															
Firm	**Name**		**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Hexagon	,		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
KMA	,		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Total - Subcontractors				**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**
	Subcontractors - Markup		**10.00%**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**
Total Proposed Price				**30**	**$5,040.00**	**34**	**$5,140.00**	**38**	**$6,280.00**	**0**	**$2,420.00**	**0**	**$0.00**	**0**	**$0.00**

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	Period 1	Project Total
Budget	$28,826.25	$598,316.75

Period 1 Range 04/01/22 - 12/31/22

7 Total		8 Total		9 Total		10 Total		11 Total		12 Total	
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
0	$ 1,685.75	0	$ -	0	$ 66.00	0	$ 495.00	0	$ 49.50	48	$ 7,650.00

				7 Public Draft EIR		8 Public Review/ Hearings		9 Draft Responses to Comments		10 Final EIR and Certification		11 MMRP/ Findings/ Admin Record		12 Project Management / Meetings		TOTAL	
Labor																	
Project Role	**Last Name**	**First Name**	**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Project Director	Mekkelson	Heidi	$230.00		$0.00		$0.00		$0.00		$0.00		$0.00	6	$1,380.00	22	$5,060.00
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00	2	$350.00	6	$1,050.00
Project Manager	Viramontes	Jessica	$150.00		$0.00		$0.00		$0.00		$0.00		$0.00	24	$3,600.00	62	$9,300.00
DPM/Energy/PS/Util	Atteberry	Devan	$145.00		$0.00		$0.00		$0.00		$0.00		$0.00	16	$2,320.00	60	$8,700.00
Geo/Haz/Paleo	Roberts	Diana	$160.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Hazards	Barrera	Mario	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Archeo	Holland	Lora	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Archeo	Wildt	Jennifer	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Noise	Matsui	Cory	$160.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Noise	Schumaker	Noah	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
AQ/GHG	Yoon	Laura	$200.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
AQ/GHG	Mansoor	Jacqueline	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
AQ/GHG	Trageser	Darrin	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
AQ/GHG	Carr	Edward	$240.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Historic	Rusch	Jonathon	$160.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Historic	Felicetti	Nicole	$115.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Biology	Webber	Lisa	$175.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Hydro	Sukola	Katrina	$145.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Editor	Mathias	John	$115.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Graphics	Conley	John	$145.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Analyst/Util/LU	Cornejo	Zachary	$125.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Total - Labor				**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**48**	**$7,650.00**	**150**	**$24,110.00**
Other Direct Costs (ODCs)																	
Category			**Rate**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**
Subtotal - ODCs					$1,532.50		$0.00		$60.00		$450.00		$45.00		$0.00		$4,287.50
Markup			10.00%		$153.25		$0.00		$6.00		$45.00		$4.50		$0.00		$428.75
Total - ODCs					**$1,685.75**		**$0.00**		**$66.00**		**$495.00**		**$49.50**		**$0.00**		**$4,716.25**
Subcontractors																	
Firm	**Name**		**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Hexagon	,		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
KMA	,		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$0.00
Total - Subcontractors				**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**
Subcontractors - Markup			**10.00%**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**
Total Proposed Price				**0**	**$1,685.75**	**0**	**$0.00**	**0**	**$66.00**	**0**	**$495.00**	**0**	**$49.50**	**48**	**$7,650.00**	**150**	**$28,826.25**

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	Period 2	Project Total
Budget	$569,490.50	$598,316.75

Period 2 Range 01/01/23 - 12/31/23

1	Total	2	Total	3	Total	4	Total	5	Total	6	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
0	$ -	0	$ -	0	$ -	1426	$399,035.80	194	$ 28,840.00	249	$ 36,776.15

				1 Kick-Off/Data Collection		2 Project Description		3 NOP and Scoping		4 Admin Draft EIR		5 Alternatives, Other CEQA, Variant		6 Screencheck Draft EIR	
Labor															
Project Role	**Last Name**	**First Name**	**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Project Director	Mekkelson	Heidi	$236.90		$0.00		$0.00		$0.00	18	$4,264.20	6	$1,421.40	8	$1,895.20
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	$180.25		$0.00		$0.00		$0.00	74	$13,338.50	4	$721.00	12	$2,163.00
Project Manager	Viramontes	Jessica	$154.50		$0.00		$0.00		$0.00	66	$10,197.00	22	$3,399.00	44	$6,798.00
DPM/Energy/PS/Util	Atteberry	Devan	$149.35		$0.00		$0.00		$0.00	116	$17,324.60	40	$5,974.00	60	$8,961.00
Geo/Haz/Paleo	Roberts	Diana	$164.80		$0.00		$0.00		$0.00	60	$9,888.00	10	$1,648.00	2	$329.60
Hazards	Barrera	Mario	$180.25		$0.00		$0.00		$0.00	40	$7,210.00		$0.00		$0.00
Archeo	Holland	Lora	$180.25		$0.00		$0.00		$0.00	72	$12,978.00	4	$721.00	2	$360.50
Archeo	Wildt	Jennifer	$180.25		$0.00		$0.00		$0.00	26	$4,686.50		$0.00	8	$1,442.00
Noise	Matsui	Cory	$164.80		$0.00		$0.00		$0.00	40	$6,592.00	4	$659.20	4	$659.20
Noise	Schumaker	Noah	$128.75		$0.00		$0.00		$0.00	210	$27,037.50	16	$2,060.00	10	$1,287.50
AQ/GHG	Yoon	Laura	$206.00		$0.00		$0.00		$0.00	58	$11,948.00	8	$1,648.00	4	$824.00
AQ/GHG	Mansoor	Jacqueline	$128.75		$0.00		$0.00		$0.00	248	$31,930.00	20	$2,575.00	12	$1,545.00
AQ/GHG	Trageser	Darrin	$128.75		$0.00		$0.00		$0.00	58	$7,467.50	6	$772.50	4	$515.00
AQ/GHG	Carr	Edward	$247.20		$0.00		$0.00		$0.00	8	$1,977.60		$0.00		$0.00
Historic	Rusch	Jonathon	$164.80		$0.00		$0.00		$0.00	44	$7,251.20	8	$1,318.40	2	$329.60
Historic	Felicetti	Nicole	$118.45		$0.00		$0.00		$0.00	88	$10,423.60	2	$236.90	8	$947.60
Biology	Webber	Lisa	$180.25		$0.00		$0.00		$0.00	28	$5,047.00	2	$360.50	2	$360.50
Hydro	Sukola	Katrina	$149.35		$0.00		$0.00		$0.00	34	$5,077.90	4	$597.40	2	$298.70
Editor	Mathias	John	$118.45		$0.00		$0.00		$0.00	64	$7,580.80	20	$2,369.00	32	$3,790.40
Graphics	Conley	John	$149.35		$0.00		$0.00		$0.00	14	$2,090.90	2	$298.70	1	$149.35
Analyst/Util/LU	Cornejo	Zachary	$128.75		$0.00		$0.00		$0.00	60	$7,725.00	16	$2,060.00	32	$4,120.00
Total - Labor				**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**1,426**	**$212,035.80**	**194**	**$28,840.00**	**249**	**$36,776.15**

Other Direct Costs (ODCs)															
Category			**Rate**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**
Subtotal - ODCs					$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
		Markup	10.00%		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Total - ODCs					**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**

Subcontractors															
Firm	**Name**		**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Hexagon	,		$0.00		$0.00		$0.00		$0.00		$125,000.00		$0.00		$0.00
KMA	,		$0.00		$0.00		$0.00		$0.00		$45,000.00		$0.00		$0.00
Total - Subcontractors				**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$170,000.00**	**0**	**$0.00**	**0**	**$0.00**
		Subcontractors - Markup	**10.00%**		**$0.00**		**$0.00**		**$0.00**		**$17,000.00**		**$0.00**		**$0.00**

Total Proposed Price	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**1,426**	**$399,035.80**	**194**	**$28,840.00**	**249**	**$36,776.15**

	Period 2	Project Total
Budget	$569,490.50	$598,316.75

Period 2 Range 01/01/23 - 12/31/23

7	Total	8	Total	9	Total	10	Total	11	Total	12	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
109	$ 16,057.70	36	$ 6,159.40	250	$ 37,110.90	101	$ 15,012.25	98	$ 14,770.20	94	$ 15,728.10

				7 Public Draft EIR		8 Public Review/ Hearings		9 Draft Responses to Comments		10 Final EIR and Certification		11 MMRP/ Findings/ Admin Record		12 Project Management / Meetings		TOTAL	
Labor																	
Project Role	**Last Name**	**First Name**	**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Project Director	Mekkelson	Heidi	$236.90	4	$947.60	8	$1,895.20	10	$2,369.00	4	$947.60	8	$1,895.20	16	$3,790.40	82	$19,425.80
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten	$180.25	6	$1,081.50		$0.00	16	$2,884.00	6	$1,081.50		$0.00	2	$360.50	120	$21,630.00
Project Manager	Viramontes	Jessica	$154.50	24	$3,708.00	16	$2,472.00	48	$7,416.00	20	$3,090.00	18	$2,781.00	44	$6,798.00	302	$46,659.00
DPM/Energy/PS/Util	Atteberry	Devan	$149.35	32	$4,779.20	12	$1,792.20	62	$9,259.70	32	$4,779.20	40	$5,974.00	32	$4,779.20	426	$63,623.10
Geo/Haz/Paleo	Roberts	Diana	$164.80		$0.00		$0.00	4	$659.20	2	$329.60		$0.00		$0.00	78	$12,854.40
Hazards	Barrera	Mario	$180.25		$0.00		$0.00		$0.00	1	$180.25		$0.00		$0.00	41	$7,390.25
Archeo	Holland	Lora	$180.25	2	$360.50		$0.00	2	$360.50		$0.00		$0.00		$0.00	82	$14,780.50
Archeo	Wildt	Jennifer	$180.25		$0.00		$0.00	4	$721.00		$0.00		$0.00		$0.00	38	$6,849.50
Noise	Matsui	Cory	$164.80	1	$164.80		$0.00	2	$329.60	1	$164.80		$0.00		$0.00	52	$8,569.60
Noise	Schumaker	Noah	$128.75	2	$257.50		$0.00	8	$1,030.00	4	$515.00		$0.00		$0.00	250	$32,187.50
AQ/GHG	Yoon	Laura	$206.00	1	$206.00		$0.00	2	$412.00	1	$206.00		$0.00		$0.00	74	$15,244.00
AQ/GHG	Mansoor	Jacqueline	$128.75	4	$515.00		$0.00	14	$1,802.50	6	$772.50		$0.00		$0.00	304	$39,140.00
AQ/GHG	Trageser	Darrin	$128.75	1	$128.75		$0.00	2	$257.50	1	$128.75		$0.00		$0.00	72	$9,270.00
AQ/GHG	Carr	Edward	$247.20		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	8	$1,977.60
Historic	Rusch	Jonathon	$164.80	1	$164.80		$0.00	2	$329.60		$0.00		$0.00		$0.00	57	$9,393.60
Historic	Felicetti	Nicole	$118.45	2	$236.90		$0.00	6	$710.70		$0.00		$0.00		$0.00	106	$12,555.70
Biology	Webber	Lisa	$180.25		$0.00		$0.00	2	$360.50		$0.00		$0.00		$0.00	34	$6,128.50
Hydro	Sukola	Katrina	$149.35	1	$149.35		$0.00	2	$298.70	1	$149.35		$0.00		$0.00	44	$6,571.40
Editor	Mathias	John	$118.45	24	$2,842.80		$0.00	40	$4,738.00	16	$1,895.20		$0.00		$0.00	196	$23,216.20
Graphics	Conley	John	$149.35		$0.00		$0.00	4	$597.40		$0.00		$0.00		$0.00	21	$3,136.35
Analyst/Util/LU	Cornejo	Zachary	$128.75	4	$515.00		$0.00	20	$2,575.00	6	$772.50	32	$4,120.00		$0.00	170	$21,887.50
Total - Labor				**109**	**$16,057.70**	**36**	**$6,159.40**	**250**	**$37,110.90**	**101**	**$15,012.25**	**98**	**$14,770.20**	**94**	**$15,728.10**	**2,557**	**$382,490.50**
Other Direct Costs (ODCs)																	
Category			**Rate**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**
Subtotal - ODCs					$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
		Markup	10.00%		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00
Total - ODCs					**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**
Subcontractors																	
Firm	**Name**		**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Hexagon	,		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$125,000.00
KMA	,		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00	0	$45,000.00
Total - Subcontractors				**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$170,000.00**
	Subcontractors - Markup		**10.00%**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$17,000.00**
Total Proposed Price				**109**	**$16,057.70**	**36**	**$6,159.40**	**250**	**$37,110.90**	**101**	**$15,012.25**	**98**	**$14,770.20**	**94**	**$15,728.10**	**2,557**	**$569,490.50**

Other Direct Expenses

Period 1														
			4.00 Admin Draft EIR		7.00 Public Draft EIR		9.00 Draft Responses to Comments		10.00 Final EIR and Certification		11.00 MMRP/ Findings/ Admin Record		TOTAL	
Other Direct Costs														
Item	**Unit**	**Unit Cost**	**Units**	**Cost**	**Units**	**Cost**	**Units**	**Cost**	**Units**	**Cost**	**Units**	**Cost**	**Units**	**Cost**
Reproduction	B&W Page	$0.10		$0	10,000	$1,000	500	$50	3,000	$300	450	$45	13,950	$1,395
Reproduction - Color	Color Page	$0.85		$0	450	$383		$0		$0		$0	450	$383
FedEx	1 lb package	$10.00		$0	15	$150	1	$10	15	$150		$0	31	$310
NWIC Records Search	1 records search	$1,000.00	1	$1,000		$0		$0		$0		$0	1	$1,000
Noise Monitoring	1 noise monitoring	$1,200.00	1	$1,200		$0		$0		$0		$0	1	$1,200
Total				**$2,200**		**$1,533**		**$60**		**$450**		**$45**		**$4,288**

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Total

	Project Total
Budget	$598,316.75

1	Total	2	Total	3	Total	4	Total	5	Total	6	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
30	$ 5,040.00	34	$ 5,140.00	38	$ 6,280.00	1426	#REF!	194	$ 28,840.00	249	$ 36,776.15

				1 Kick-Off/Data Collection		2 Project Description		3 NOP and Scoping		4 Admin Draft EIR		5 Alternatives, Other CEQA, Variant		6 Screencheck Draft EIR	
Labor															
Project Role	**Last Name**	**First Name**	**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Project Director	Mekkelson	Heidi		6	$1,380.00	2	$460.00	8	$1,840.00	18	$4,264.20	6	$1,421.40	8	$1,895.20
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten		4	$700.00	0	$0.00	0	$0.00	74	$13,338.50	4	$721.00	12	$2,163.00
Project Manager	Viramontes	Jessica		12	$1,800.00	8	$1,200.00	18	$2,700.00	66	$10,197.00	22	$3,399.00	44	$6,798.00
DPM/Energy/PS/Util	Atteberry	Devan		8	$1,160.00	24	$3,480.00	12	$1,740.00	116	$17,324.60	40	$5,974.00	60	$8,961.00
Geo/Haz/Paleo	Roberts	Diana		0	$0.00	0	$0.00	0	$0.00	60	$9,888.00	10	$1,648.00	2	$329.60
Hazards	Barrera	Mario		0	$0.00	0	$0.00	0	$0.00	40	$7,210.00	0	$0.00	0	$0.00
Archeo	Holland	Lora		0	$0.00	0	$0.00	0	$0.00	72	$12,978.00	4	$721.00	2	$360.50
Archeo	Wildt	Jennifer		0	$0.00	0	$0.00	0	$0.00	26	$4,686.50	0	$0.00	8	$1,442.00
Noise	Matsui	Cory		0	$0.00	0	$0.00	0	$0.00	40	$6,592.00	4	$659.20	4	$659.20
Noise	Schumaker	Noah		0	$0.00	0	$0.00	0	$0.00	210	$27,037.50	16	$2,060.00	10	$1,287.50
AQ/GHG	Yoon	Laura		0	$0.00	0	$0.00	0	$0.00	58	$11,948.00	8	$1,648.00	4	$824.00
AQ/GHG	Mansoor	Jacqueline		0	$0.00	0	$0.00	0	$0.00	248	$31,930.00	20	$2,575.00	12	$1,545.00
AQ/GHG	Trageser	Darrin		0	$0.00	0	$0.00	0	$0.00	58	$7,467.50	6	$772.50	4	$515.00
AQ/GHG	Carr	Edward		0	$0.00	0	$0.00	0	$0.00	8	$1,977.60	0	$0.00	0	$0.00
Historic	Rusch	Jonathon		0	$0.00	0	$0.00	0	$0.00	44	$7,251.20	8	$1,318.40	2	$329.60
Historic	Felicetti	Nicole		0	$0.00	0	$0.00	0	$0.00	88	$10,423.60	2	$236.90	8	$947.60
Biology	Webber	Lisa		0	$0.00	0	$0.00	0	$0.00	28	$5,047.00	2	$360.50	2	$360.50
Hydro	Sukola	Katrina		0	$0.00	0	$0.00	0	$0.00	34	$5,077.90	4	$597.40	2	$298.70
Editor	Mathias	John		0	$0.00	0	$0.00	0	$0.00	64	$7,580.80	20	$2,369.00	32	$3,790.40
Graphics	Conley	John		0	$0.00	0	$0.00	0	$0.00	14	$2,090.90	2	$298.70	1	$149.35
Analyst/Util/LU	Cornejo	Zachary		0	$0.00	0	$0.00	0	$0.00	60	$7,725.00	16	$2,060.00	32	$4,120.00
Total - Labor				**30**	**$5,040.00**	**34**	**$5,140.00**	**38**	**$6,280.00**	**1,426**	**$212,035.80**	**194**	**$28,840.00**	**249**	**$36,776.15**

Other Direct Costs (ODCs)															
Category			**Rate**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**
Subtotal - ODCs					$0.00		$0.00		$0.00		$2,200.00		$0.00		$0.00
G & A		Markup	10.00%		$0.00		$0.00		$0.00		$220.00		$0.00		$0.00
Total - ODCs					**$0.00**		**$0.00**		**$0.00**		**$2,420.00**		**$0.00**		**$0.00**

Subcontractors															
Firm	**Name**		**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Hexagon	,			0	$0.00	0	$0.00	0	$0.00	0	#REF!	0	$0.00	0	$0.00
KMA	,			0	$0.00	0	$0.00	0	$0.00	0	#REF!	0	$0.00	0	$0.00
				0	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**#REF!**	**0**	**$0.00**	**0**	**$0.00**
	Subcontractors - Markup		**10.00%**		**$0.00**		**$0.00**		**$0.00**		**#REF!**		**$0.00**		**$0.00**
Total Proposed Price				**30**	**$5,040.00**	**34**	**$5,140.00**	**38**	**$6,280.00**	**1,426**	**#REF!**	**194**	**$28,840.00**	**249**	**$36,776.15**

Total

	Project Total
Budget	$598,316.75

7	Total	8	Total	9	Total	10	Total	11	Total	12	Total
Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
109	$ 17,743.45	36	$ 6,159.40	250	$ 37,176.90	101	$ 15,507.25	98	$ 14,819.70	142	$ 23,378.10

				7 Public Draft EIR		8 Public Review/ Hearings		9 Draft Responses to Comments		10 Final EIR and Certification		11 MMRP/ Findings/ Admin Record		12 Project Management / Meetings		TOTAL	
Labor																	
Project Role	**Last Name**	**First Name**	**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Project Director	Mekkelson	Heidi		4	$947.60	8	$1,895.20	10	$2,369.00	4	$947.60	8	$1,895.20	22	$5,170.40	104	$24,485.80
Senior Advisor/Aes/Pop/LU	Chapman	Kirsten		6	$1,081.50	0	$0.00	16	$2,884.00	6	$1,081.50	0	$0.00	4	$710.50	126	$22,680.00
Project Manager	Viramontes	Jessica		24	$3,708.00	16	$2,472.00	48	$7,416.00	20	$3,090.00	18	$2,781.00	68	$10,398.00	364	$55,959.00
DPM/Energy/PS/Util	Atteberry	Devan		32	$4,779.20	12	$1,792.20	62	$9,259.70	32	$4,779.20	40	$5,974.00	48	$7,099.20	486	$72,323.10
Geo/Haz/Paleo	Roberts	Diana		0	$0.00	0	$0.00	4	$659.20	2	$329.60	0	$0.00	0	$0.00	78	$12,854.40
Hazards	Barrera	Mario		0	$0.00	0	$0.00	0	$0.00	1	$180.25	0	$0.00	0	$0.00	41	$7,390.25
Archeo	Holland	Lora		2	$360.50	0	$0.00	2	$360.50	0	$0.00	0	$0.00	0	$0.00	82	$14,780.50
Archeo	Wildt	Jennifer		0	$0.00	0	$0.00	4	$721.00	0	$0.00	0	$0.00	0	$0.00	38	$6,849.50
Noise	Matsui	Cory		1	$164.80	0	$0.00	2	$329.60	1	$164.80	0	$0.00	0	$0.00	52	$8,569.60
Noise	Schumaker	Noah		2	$257.50	0	$0.00	8	$1,030.00	4	$515.00	0	$0.00	0	$0.00	250	$32,187.50
AQ/GHG	Yoon	Laura		1	$206.00	0	$0.00	2	$412.00	1	$206.00	0	$0.00	0	$0.00	74	$15,244.00
AQ/GHG	Mansoor	Jacqueline		4	$515.00	0	$0.00	14	$1,802.50	6	$772.50	0	$0.00	0	$0.00	304	$39,140.00
AQ/GHG	Trageser	Darrin		1	$128.75	0	$0.00	2	$257.50	1	$128.75	0	$0.00	0	$0.00	72	$9,270.00
AQ/GHG	Carr	Edward		0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	8	$1,977.60
Historic	Rusch	Jonathon		1	$164.80	0	$0.00	2	$329.60	0	$0.00	0	$0.00	0	$0.00	57	$9,393.60
Historic	Felicetti	Nicole		2	$236.90	0	$0.00	6	$710.70	0	$0.00	0	$0.00	0	$0.00	106	$12,555.70
Biology	Webber	Lisa		0	$0.00	0	$0.00	2	$360.50	0	$0.00	0	$0.00	0	$0.00	34	$6,128.50
Hydro	Sukola	Katrina		1	$149.35	0	$0.00	2	$298.70	1	$149.35	0	$0.00	0	$0.00	44	$6,571.40
Editor	Mathias	John		24	$2,842.80	0	$0.00	40	$4,738.00	16	$1,895.20	0	$0.00	0	$0.00	196	$23,216.20
Graphics	Conley	John		0	$0.00	0	$0.00	4	$597.40	0	$0.00	0	$0.00	0	$0.00	21	$3,136.35
Analyst/Util/LU	Cornejo	Zachary		4	$515.00	0	$0.00	20	$2,575.00	6	$772.50	32	$4,120.00	0	$0.00	170	$21,887.50
Total - Labor				**109**	**$16,057.70**	**36**	**$6,159.40**	**250**	**$37,110.90**	**101**	**$15,012.25**	**98**	**$14,770.20**	**142**	**$23,378.10**	**2,707**	**$406,600.50**
Other Direct Costs (ODCs)																	
Category			**Rate**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**		**Dollars**
Subtotal - ODCs					$1,532.50		$0.00		$60.00		$450.00		$45.00		$0.00		$4,287.50
G & A		Markup	10.00%		$153.25		$0.00		$6.00		$45.00		$4.50		$0.00		$428.75
Total - ODCs					**$1,685.75**		**$0.00**		**$66.00**		**$495.00**		**$49.50**		**$0.00**		**$4,716.25**
Subcontractors																	
Firm	**Name**		**Rate**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**	**Hours**	**Dollars**
Hexagon	,			0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$125,000.00
KMA	,			0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$0.00	0	$45,000.00
				0	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$0.00**	**0**	**$170,000.00**
Subcontractors - Markup			**10.00%**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$0.00**		**$17,000.00**
Total Proposed Price				**109**	**$17,743.45**	**36**	**$6,159.40**	**250**	**$37,176.90**	**101**	**$15,507.25**	**98**	**$14,819.70**	**142**	**$23,378.10**	**2,707**	**$598,316.75**

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ENVIRONMENTAL LEADERSHIP ACT PROCESSING AGREEMENT

(SRI/PARKLINE PROJECT)

This ENVIRONMENTAL LEADERSHIP ACT PROCESSING AGREEMENT ("**Agreement**") is entered into this _____ day of March, 2023 ("**Date of Agreement**"), by and between the City of Menlo Park, a California municipal corporation ("**City**"), and Lane Partners, LLC, a California limited liability company ("**Applicant**"), with the consent of SRI International, a 501 (c)(3) nonprofit scientific research institute ("**Owner**"). City and Applicant are sometimes referred to herein individually as a "**Party**" or collectively as the "**Parties.**"

RECITALS

The following Recitals are a substantive part of and are hereby incorporated into this Agreement. For ease of reference, capitalized terms used within this Agreement to define terms or phrases are identified in bold and double quotation marks.

A. Owner is the owner of certain real property comprising approximately 63.2 acres, located at 301 and 333 Ravenswood Avenue and 555 and 565 Middlefield Road, Menlo Park, CA, and identified as Assessor Parcel Numbers 062-390-660, 062-390-670, 062-390-730, 062-390-760 and 062-390-780 ("**Property**").

B. Applicant, with the written approval and consent of Owner, has submitted applications to the City for general plan amendment, zoning ordinance amendment, rezoning, conditional development permit, development agreement, architectural control, heritage tree removal permit and vesting tentative map ("**PLN2021-00045**") in connection with Applicant's proposal to redevelop the Property with (i) five new office/research and development ("**R&D**") buildings totaling approximately 1.1 million square feet, inclusive of an office amenity building of approximately 40,000 square feet and a community amenity building of approximately 2,000 square feet, and approximately 2,800 parking spaces within three above ground parking garages, surface parking and underground parking to serve the office/R&D uses, (ii) approximately 450 residential rental housing units, a minimum of 15% of which will be restricted for below market rate housing in accordance with City's Below Market Rate Housing Program, Chapter 16.96 Menlo Park Municipal Code, plus up to an additional 100 residential rental housing units to be developed as a standalone affordable and/or special needs housing project by a third-party affordable housing developer on a parcel that would be dedicated (via ground lease) to that affordable housing developer on a rent-free basis as a community benefit, and approximately 519 parking spaces within podium parking structures and surface parking to serve the residential uses, (iii) preservation of 3 existing buildings (P, S and T) located on the Property for continued use by Owner, while also demolishing the remaining 35 existing structures and decommissioning an existing natural gas cogeneration power plant facility, and (iv) new bicycle and pedestrian connections, and approximately 25 acres of publicly accessible open space (as such project may be further revised during the entitlement process, the "**Project**"), and two potential variants to the Project; one variant to the Project includes an approximately 2 million gallon buried concrete water reservoir and associated facilities, and another variant to the Project includes up to an additional 250 residential units for a total of up to 800 dwelling units, inclusive of the 100 standalone affordable and/or special needs housing development ("**Project Variants**").

C. Applicant has advised City that it intends to submit an application to the Governor's Office of Planning and Research ("**OPR**") for certification of the Project as an environmental leadership development project ("**ELDP**") eligible for streamlining under the Jobs and Economic Improvement Through Environmental Leadership Act of 2021, Public Resources Code § 21178 *et seq*., and commonly referred to as SB 7, as amended ("**Act**").

D. City has commenced the environmental review of the Project and Project Variants in accordance with the California Environmental Quality Act, Public Resources Code § 21000 *et seq*. ("**CEQA**"), and has determined that the preparation of an environmental impact report ("**EIR**") for the Project and Project Variants is required by CEQA.

E. City acknowledges that certification of the Project and Project Variants by the Governor as an ELDP will require the City to comply with certain procedural requirements, including the contemporaneous assembly of the administrative record of proceedings, thereby requiring the implementation of new processes and protocols not currently employed by the City.

F. City is supportive of Applicant's application to OPR for certification of the Project and Project Variants as an ELDP, with the express understanding that City shall incur no cost, expense or liability in connection with such application, as more particularly set forth in this Agreement.

G. Furthermore, City is supportive of Applicant's application to OPR for certification of the Project and Project Variants as an ELDP with the express understanding that the City's support of the Applicant's application to OPR does not constitute an endorsement of the merits of the Project or Project Variants and that the City Council retains discretion to act in its discretion to approve, deny, or modify the Project, including the approval of a Project Variant(s) or Project Alternative based on the record of proceedings for the entitlements and environmental review

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Submission of ELDP Application for Project and Project Variants. No later than ninety (90) calendar days following the publication of the Draft Environmental Impact Report for the Project, Applicant shall submit its application to OPR for certification of the Project and Project Variants as an ELDP, as defined in Public Resources Code § 21180 (b)(1), with a copy of said application provided to City concurrently. Applicant agrees that it shall coordinate with the City and keep the City informed regarding the certification process and determination of the appropriate assumptions, methodology and mitigations applied in the greenhouse gas analysis, vehicle miles traveled analysis, air quality analysis and any other related or supporting studies necessary to substantiate the Project and Project Variants achievement of net zero greenhouse gas emissions in accordance with Public Resources Code § 21183.6. Applicant shall use best efforts to obtain certification of the Project and Project Variants as an ELDP prior to January 1, 2024, or such later time as may be authorized by the State Legislature in connection with any amendments to the Act.

2. Certification of Project Alternative. If Applicant seeks City approval of a Project Alternative as described and analyzed in the EIR, prior to City taking action on a Project Alternative Applicant shall seek certification of a Project Alternative as an ELDP in accordance with Public Resources Code § 21187.5. Applicant shall submit its application to OPR for certification of a Project Alternative as an ELDP and provide a copy of said application to City concurrently with its submission to OPR. Applicant agrees that it shall coordinate with and keep the City informed regarding the certification process of a Project Alternative as an ELDP. Applicant shall use best efforts to obtain certification of a Project Alternative as

an ELDP prior to January 1, 2024, or such later time as may be authorized by the State Legislature in connection with any amendments to the Act.

3. Public Notice of ELDP Certification. If the Project, Project Variant, or Project Alternative, is certified by the Governor as an ELDP under the Act, City shall, at Applicant's expense, issue, mail, post and publish a public notice, in no less than 12-point type, in accordance with Public Resources Code § 21092 (b) (3) as follows:

> **"THE APPLICANT HAS ELECTED TO PROCEED UNDER CHAPTER 6.5 (COMMENCING WITH SECTION 21178) OF DIVISION 13 OF THE PUBLIC RESOURCES CODE, WHICH PROVIDES, AMONG OTHER THINGS, THAT ANY JUDICIAL ACTION CHALLENGING THE CERTIFICATION OF THE ENVIRONMENTAL IMPACT REPORT (EIR) OR THE APPROVAL OF THE PROJECT DESCRIBED IN THE EIR IS SUBJECT TO THE PROCEDURES SET FORTH IN SECTIONS 21185 TO 21186, INCLUSIVE, OF THE PUBLIC RESOURCES CODE. A COPY OF CHAPTER 6.5 (COMMENCING WITH SECTION 21178) OF DIVISION 13 OF THE PUBLIC RESOURCES CODE IS INCLUDED BELOW."**

4. Compliance with Public Resources Code § 21183(e). Applicant hereby acknowledges and agrees that all mitigation measures required under CEQA and identified in the EIR (and, to the extent necessary, any other environmental measures required in order to comply with the Act) to certify the Project, Project Variants, or a Project Alternative as an ELDP under the Act shall be conditions of approval of the Project, Project Variants, or Project Alternative and those conditions will be fully enforceable by the City, as lead agency, or another agency designated by the City. In the case of environmental mitigation measures, the Applicant agrees, as an ongoing obligation, that those measures will be monitored and enforced by the City, as lead agency, for the life of the obligation. Further, if the Project, Project Variant, or Project Alternative is approved, prior to the issuance of any grading and/or onsite development permits for the construction of the Project, Project Variant, or Project Alternative, Applicant shall enter into an agreement prepared and approved by the City Attorney, to provide for the payment by Applicant of all costs, fees and expenses incurred by the City to monitor and enforce said environmental mitigation measures for the life of the obligation ("**Environmental Mitigation Agreement**").

5. Compliance with Public Resources Code § 21183(f). Applicant hereby acknowledges and agrees to pay all costs, fees and expenses of the trial court and court of appeal in hearing and deciding any case challenging the City's action on the Project, Project Variant, or Project Alternative, if certified as an ELDP under the Act, including the payment of all costs, fees and expenses for the appointment of a special master if deemed appropriate by the court, in a form and manner specified by the Judicial Council, as provided in California Rules of Court adopted by the Judicial Council under Public Resources Code § 21185.

6. Compliance with Public Resources Code § 21183(g). Applicant hereby acknowledges and agrees to pay all costs, fees and expenses of the City incurred to prepare the record of proceedings for the Project, Project Variant, or Project Alternative in accordance with the Act concurrent with its review and consideration of the Project, Project Variant, or Project Alternative under CEQA. In connection with

Applicant's submission of application PLN2021-00045, Applicant executed a Development Permit Application & Agreement to Pay Fees ("**Fee Agreement**"). Applicant hereby agrees that it shall pay all costs, fees and expense incurred by City to prepare the record of proceedings for the Project, Project Variant, or Project Alternative in accordance with the Act, inclusive of the expense of issuance, posting, mailing and publishing the public notice required by Public Resources Code § 21187, pursuant to the terms of the Fee Agreement; furthermore, for the avoidance of doubt, the costs, fees and expenses of the City covered by the Fee Agreement include, but are not limited to, the costs, fees and expenses of third party consultants and attorneys engaged by the City to assist with the preparation of the record of proceedings and compliance with the terms of the Act and this Agreement.

7. Compliance with Public Resources Code § 21183(h). As noted in Recital D, the City has commenced the environmental review of the Project and Project Variants in accordance with CEQA, and has determined that the preparation of an EIR for the Project and Project Variants is required by CEQA. Accordingly, the City hereby affirms that the record of proceedings is being prepared in accordance with Public Resources Code § 21186 as follows:

> (a) The City, as lead agency for the Project, Project Variants, and Project Alternatives shall prepare the record of proceedings under CEQA concurrently with the administrative process of preparing the EIR.
> (b) All documents and other materials placed in the record of proceedings shall be posted on, and be downloadable from, an Internet website maintained by the City, as lead agency, commencing with the date of the release of the draft EIR.
> (c) The City, as lead agency, shall make available to the public in a readily accessible electronic format the draft EIR and all other documents submitted to, or relied on by, the City, as lead agency, in preparing the draft EIR.
> (d) Any document prepared by the City, as lead agency, or submitted by the Applicant after the date of the release of the draft EIR that is a part of the record of the proceedings shall be made available to the public in a readily accessible electronic format within five days after the document is released or received by the City, as lead agency.
> (e) The City, as lead agency, shall encourage written comments on the Project, Project Variants and Project Alternatives to be submitted in a readily accessible electronic format, and shall make any comment available to the public in a readily accessible electronic format within five days of its receipt.
> (f) Within seven days after the receipt of any comment that is not in an electronic format, the City, as lead agency, shall convert that comment into a readily accessible electronic format and make it available to the public in that format.
> (g) Notwithstanding paragraphs (b) to (f), inclusive, documents submitted to or relied on by the City, as lead agency, that were not prepared specifically for the Project, Project Variants or Project Alternatives and are copyright protected are not required to be made readily accessible in an electronic format. For those copyright-protected documents, the City, as lead agency, shall make an index of these documents available in an electronic format no later than the date of the release of the draft EIR, or within five days if the document is received or relied on by the City, as lead agency, after the release of the draft EIR. The index must specify the libraries or City offices in which hardcopies of the copyrighted materials are available for public review.
> (h) The City, as lead agency, shall certify the final record of proceedings within five days of its approval of the Project, Project Variant or Project Alternative.

(i) Any dispute arising from the record of proceedings shall be resolved by the superior court. Unless the superior court directs otherwise, a party disputing the content of the record shall file a motion to augment the record at the time it files its initial brief.
(j) The contents of the record of proceedings shall be as set forth in subdivision (e) of Section 21167.6[1].

8. Compliance with Public Resources Code § 21183.5 (c)(1)(B), 21183.5 (c)(2). Applicant hereby represents, warrants and certifies to City that if the Project, Project Variant, or Project Alternative, is certified by the Governor as an ELDP under the Act, and the Project, Project Variant or Project Alternative, as applicable, is approved by the City, the Applicant shall comply with Public Resources Code § 21183.5 (c)(1)(B) and Public Resources Code § 21183.5 (c)(2) in connection with the construction of the Project, Project Variant or Project Alternative, as applicable.

9. Limitation on Effect of Agreement. Execution of this Agreement by the City is merely an acknowledgement of Applicant's request to conduct environmental review of the Project, Project Variants and Project Alternatives in accordance with the Act. By execution of this Agreement, the City is not committing itself to, or agreeing to, undertake any act or activity requiring the subsequent independent exercise of its discretion, and specifically reserves its sole and independent discretion to consider and act upon the EIR and PLN2021-00048 in connection with the Project, Project Variants and Project Alternatives, and all other proceedings and decisions in connection therewith.

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[1] The record of proceedings shall include, but is not limited to, all of the following items:

(1) All project application materials.
(2) All staff reports and related documents prepared by the respondent public agency with respect to its compliance with the substantive and procedural requirements of this division and with respect to the action on the project.
(3) All staff reports and related documents prepared by the respondent public agency and written testimony or documents submitted by any person relevant to any findings or statement of overriding considerations adopted by the respondent agency pursuant to this division.
(4) Any transcript or minutes of the proceedings at which the decision making body of the respondent public agency heard testimony on, or considered any environmental document on, the project, and any transcript or minutes of proceedings before any advisory body to the respondent public agency that were presented to the decision making body prior to action on the environmental documents or on the project.
(5) All notices issued by the respondent public agency to comply with this division or with any other law governing the processing and approval of the project.
(6) All written comments received in response to, or in connection with, environmental documents prepared for the project, including responses to the notice of preparation.
(7) All written evidence or correspondence submitted to, or transferred from, the respondent public agency with respect to compliance with this division or with respect to the project.
(8) Any proposed decisions or findings submitted to the decision making body of the respondent public agency by its staff, or the project proponent, project opponents, or other persons.
(9) The documentation of the final public agency decision, including the final environmental impact report, mitigated negative declaration, or negative declaration, and all documents, in addition to those referenced in paragraph (3), cited or relied on in the findings or in a statement of overriding considerations adopted pursuant to this division.
(10) Any other written materials relevant to the respondent public agency's compliance with this division or to its decision on the merits of the project, including the initial study, any drafts of any environmental document, or portions thereof, that have been released for public review, and copies of studies or other documents relied upon in any environmental document prepared for the project and either made available to the public during the public review period or included in the respondent public agency's files on the project, and all internal agency communications, including staff notes and memoranda related to the project or to compliance with this division.
(11) The full written record before any inferior administrative decision making body whose decision was appealed to a superior administrative decision making body prior to the filing of litigation.

This Agreement does not limit in any way the discretion of City in acting on application PLN2021-00048 required for the proposed Project, or any Project Variant or Project Alternative. The Parties acknowledge that compliance with CEQA will be required in connection with consideration of application PLN2021-00048 required for the proposed Project, or any Project Variant or Project Alternative, and the City shall retain the sole, independent discretion in accordance with CEQA and other applicable law before taking action on any such permits or approvals to (1) adopt or certify an environmental analysis of the Project, Project Variants, or Project Alternative prepared in accordance with CEQA, (2) identify and impose mitigation measures to mitigate significant environmental impacts, (3) select other feasible Project variants or alternatives to avoid significant environmental impacts, including the "no project" alternative, (4) adopt a statement of overriding considerations in accordance with Public Resources Code Section 21081(b) relative to any significant and unavoidable environmental impacts of the Project, Project Variants, or Project Alternative, or (5) determine not to proceed with the Project, Project Variants, or Project Alternative.

Any action taken by the City in the exercise of its sole, independent discretion relating to any analysis required by CEQA, or on any application for a permit or approval required to develop and construct the Project, Project Variants, or Project Alternative, or failure to consider and take action on an application for a permit or approval required to develop and construct the Project, Project Variants, or Project Alternative, or failure to conduct its environmental analysis of the Project, Project Variants and Project Alternatives in accordance with the Act shall not constitute a default or a breach of the terms of this Agreement by City. Furthermore, nothing herein shall constitute a commitment by City to expedite the City's review process of the Project, Project Variants, or Project Alternatives, including the preparation and certification of an EIR, or to take action on permits and approvals required to develop and construct the Project, Project Variants, or Project Alternative, if certified as an ELDP, prior to January 1, 2024, or such later time as may be authorized by the State Legislature in connection with any amendments to the Act,.

10. Notices. Formal notices, demands and communications between the City and the Applicant shall be sufficiently given if, and shall not be deemed given unless, (1) dispatched by certified mail, postage prepaid, return receipt requested, or sent by express delivery or overnight courier service, to the office of the Parties shown as follows, or such other address as the Parties may designate in writing from time to time, or (2) by electronic mail, with a return receipt confirmation and a copy of the notice delivered the following day as provided in the preceding clauses, in which case notice shall be deemed delivered on the date the electronic mail is received:

City: City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
Attention: Justin Murphy, City Manager
(650) 330-6610
jicmurphy@menlopark.gov

With a Copy to: Burke, Williams & Sorensen, LLP
181 Third Street, Suite 200
San Rafael, CA 94901-6587

Attn: Nira Doherty, City Attorney
(415) 755-2600
ndoherty@bwslaw.com

Applicant: Lane Partners, LLC
644 Menlo Avenue, 2nd Floor
Menlo Park, CA 94025
Attention: Mark Murray
(650) 838-0100
mark@lane-partners.com

With a Copy to: Coblentz Patch Duffy & Bass LLP
1 Montgomery Street, Suite 3000
San Francisco, CA 94104
Attn: Frank Petrilli
(415) 268-0503
fpetrilli@coblentzlaw.com

Such written notices, demands and communications shall be effective on the date shown on the delivery receipt as the date delivered.

11. Defaults and Remedies.

(a) Default. Failure by Applicant to comply with any of its obligations under this Agreement shall constitute an event of default hereunder. The City shall give written notice of a default to the Applicant, specifying the nature of the default and the required action to cure the default. If the required action to cure the default involves the payment of money, the Applicant shall have ten (10) calendar days from receipt of such notice to cure the breach, otherwise the Applicant shall have forty five (45) calendar days from receipt of such notice to cure such breach; provided, however, if such breach or failure cannot reasonably be cured within such forty five (45) calendar day period and the Applicant has commenced the cure within such forty five (45) calendar day period and thereafter is diligently working in good faith to complete such cure, the Applicant shall have such longer period of time as may reasonably be necessary to cure the breach or failure, provided, however, in any event such breach or failure shall be cured within ninety (90) calendar days. If a default remains uncured after receipt by the Applicant of such notice and the passing of time as set forth herein to cure such default, the City may exercise the remedies set forth in subsection (b).

(b) Remedies. In the event of an uncured default by the Applicant prior to the certification by the Governor of the Project, Project Variants, or Project Alternative as an ELDP and City's approval of the Project, Project Variant or Project Alternative, the City's sole remedy shall be to terminate this Agreement. Following such termination, neither Party shall have any right, remedy or obligation under this Agreement and each Party specifically waives and releases any such rights or claims they may otherwise have at law or in equity; provided; however, that (i) Applicant's indemnification obligation pursuant to Section 13 and (ii) Applicant's obligation for the costs, fees and expenses of the City covered by the Fee Agreement shall survive such termination.

In the event of an uncured default by the Applicant following certification by the Governor of the Project, Project Variants, or Project Alternative as an ELDP and City's approval of the Project, Project Variant or Project Alternative, in addition to the right of City to terminate this Agreement, the City shall have all rights and claims at law or in equity to remedy an uncured default by the Applicant. In the event of termination by City, Applicant's indemnification obligation pursuant to Section 13 shall survive such termination.

12. Waiver and Release. Applicant hereby waives, releases and discharges forever the City from all present or future claims, demands, suits, legal and administrative proceedings and from all liabilities, obligations, losses, damages, deficiencies, fines, penalties, costs and other expenses, including reasonable attorneys' fees and court costs, arising directly or indirectly, in whole or in part, or in any way connected with the City's approval, execution, implementation and performance of its obligations under this Agreement.

Applicant acknowledges that it is aware of and familiar with the provisions of California Civil Code Section 1542, which provides as follows:

> "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR."

As related to this Section 12, by initialing in the space below, Applicant hereby waives and relinquishes all rights and benefits which it may have under California Civil Code Section 1542.

INITIALS: APPLICANT _____

(a) Applicant's Obligation to Indemnify City. Applicant shall defend, indemnify, and hold the City harmless from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, reasonable attorneys' fees and costs of litigation, damage or liability of any nature whatsoever, arising directly or indirectly, in whole or in part, or in any way connected with the City's approval, execution, implementation and performance of its obligations under this Agreement. The Applicant shall pay upon the City's demand any reasonable amounts owing under this indemnity within thirty (30) days of receipt of an itemized written invoice from City, accompanied by reasonably detailed supporting documentation.

13. The duty of the Applicant to indemnify includes the duty to defend the City, at the City's choosing, and to pay the City's costs of its defense in any court action, administrative action, or other proceeding brought by any third Party. The City shall have the right to approve any attorneys retained by the Applicant to defend the City pursuant to this Section 13 and shall have the right to approve any settlement or compromise. The Applicant's duty to indemnify the City shall survive the termination of this Agreement.

14. Compliance with Laws. Applicant shall comply with all applicable federal, state and local laws and regulations, including but not limited to the City of Menlo Park Municipal Code, in connection with performance of its obligations under this Agreement.

15. Nonliability of Officials, Officers, Members, and Employees. No member, official, officer, or employee of the City shall be personally liable to the Applicant in the event of any default or breach by the City or for any amount which may become due to the Applicant, or on any obligation under the terms of this Agreement.

No member, officer, or employee of the Applicant shall be personally liable to the City in the event of any default or breach by the Applicant, or for any amount which may become due to the City, or on any obligation under the terms of this Agreement.

16. Assignment. The Applicant shall not assign its rights or responsibilities under this Agreement, in whole or in part, except with the written consent of the City, as evidenced by resolution of the City Council of the City of Menlo Park, which may be granted or denied in its sole discretion. Any attempted assignment without such prior written consent shall be invalid and void.

17. No Third-Party Beneficiaries. This Agreement shall not be construed to be an agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

18. Governing Law/Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California with venue in the Superior Court of San Mateo County, California.

19. Attorneys' Fees/Costs. In the event any action or proceeding is brought to enforce or interpret any provision contained herein or as the result of any alleged breach thereof, the prevailing party shall be entitled to recover their fees, costs and expenses incurred, including reasonable attorney's fees.

20. Entire Agreement. This Agreement contains all the agreements, representations and understandings of the Parties, and supersedes and replaces any previous agreements, representations and understandings, whether oral or written, with the exception of the Fee Agreement which remains in full force and effect.

21. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. The Parties agree that this Agreement may be executed and delivered by electronic signatures and that the signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

22. Legal Advice. Each Party represents and warrants to the other that they have carefully read this Agreement, and in signing this Agreement, they do so with full knowledge of any right which they may have; they have received independent legal advice from their respective legal counsel as to the matters set forth in this Agreement, or have knowingly chosen not to consult legal counsel as to the matters set forth in this Agreement; and, they have freely signed this Agreement without any reliance upon any agreement, promise, statement or representation by or on behalf of the other party, or their respective agents, employees, or attorneys, except as

specifically set forth in this Agreement, and without duress or coercion, whether economic or otherwise.

23. Term; Termination. This Agreement shall commence and be effective as of the Effective Date. Applicant shall have the right to terminate this Agreement in its sole discretion at any time prior to certification of the Project, Project Variant, or Project Alternative by the Governor as an ELDP. After certification, and unless otherwise terminated by City in accordance with Section 11, this Agreement may only be terminated with the express, written approval of the City, which approval shall be conditioned upon Applicant's continued compliance with Section 4, Section 5, Section 6 and Section 8 of this Agreement, as may be applicable and relevant.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives, to be effective as of the date executed by the City; City shall only execute this Agreement following its execution by Applicant and Owner.

[*signatures on following pages*]

APPLICANT:

LANE PARTNERS, LLC, a California Limited Liability Company

Dated: _____

By: _____

Name: _____

Title: _____

Local Address: 644 Menlo Avenue, 2nd Floor

Menlo Park, CA 94025

Email Address: _____

Telephone: _____

CITY:

CITY OF MENLO PARK, a California municipal corporation

Dated: _____

By: _____

Name: Justin Murphy

Title: City Manager

Local Address: 701 Laurel Street

Menlo Park, CA 94025

Email Address: jicmurphy@menlopark.gov

Telephone: (650) 330-6610

APPROVED AS TO FORM:

Nira Doherty
City Attorney

ATTEST:

Judi Herren
City Clerk

OWNER'S AFFIRMATION OF CONSENT:

Owner hereby affirms, represents, and warrants to City that it has provided Applicant with its written approval and consent to (i) submit application PLN2021-00045 to the City in order to develop the Project, Project Variant or Project Alternative on the Property, (ii) submit an application to OPR for certification of the Project, Project Variant, or Project Alternative as an ELDP under the Act, and (iii) to enter into this Agreement with City as required by the Act.

SRI INTERNATIONAL, a 501 (c) (3) non-profit scientific research institute

Dated: _____

By: _____

_____

Name: _____

Title: _____

Local Address: 301 & 333 Ravenswood Avenue; 555 & 565 Middlefield Road

Menlo Park, CA 94025

Email Address: _____

Telephone: _____

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-066-CC**

Regular Business: **Amend the fiscal year 2022-23 budget and salary schedule**

Recommendation

Staff recommends the City Council adopt a resolution (Attachment A) to amend the fiscal year 2022-23 budget and salary schedule:

1. Department requests
   A. Revenues of $1.2 million in public works for the main library improvement project, city manager's office for a recycling grant, and police department for a special equipment grant.
   B. Expenditures of $4.1 million, including $1 million to the Menlo Park Atherton Education Foundation, professional services, and adjustments to personnel costs and operating expenses.
2. Non-departmental adjustments
   A. Revenues of $5.62 million, including receiving the final American Rescue Plan Act (ARPA) grant disbursement of $4.1 million, additional investment earnings of $400,000, and a $1 million disbursement from the City's California Employer's Retiree Benefit Trust (CERBT.)
   B. Expenditures of $254,000 for unbudgeted operating expenses.
3. Salary schedule amendments to update position titles for two classifications.

The net impact of the recommended amendments results in a forecasted General Fund deficit of approximately $15,000 for fiscal year 2022-23, compared to a budgeted deficit of $6.4 million. This is primarily due to approximately $1.6 million more in revenues (vehicle license fee, transient occupancy tax and interest income) and salary savings of roughly $5.5 million.

Policy Issues

The City Council maintains responsibility for all budgetary appropriations. Under section 2.08.080(8) of the Menlo Park Municipal Code (MPMC), the city manager has the responsibility "to prepare and submit to the city council the annual budget." It is a best practice for public agencies to conduct midyear budget reviews considering possible amendments to reflect the latest information available. This process improves fiscal line item management and informs future spending plans. The city manages its budget at the fund, department, account number and project level.

Background

The City Council approved the fiscal year 2022-23 budget at its June 28, 2022, meeting by adopting Resolution No. 6751. The adopted General Fund operating budget was balanced with the use of $6.4 million in reserves. Throughout the budget process, staff anticipated the need to adopt midyear budget amendments to adjust to the latest information available.

Analysis

Staff recommends several midyear budget amendments to the City's adopted budget and is providing a year-to-date budget versus actual analysis. Proposed amendments by department are depicted in Attachment B and summarized by Fund in Attachment C. Finally, a fiscal year-end forecast that incorporates the proposed amendments is provided (Attachment F.)

December year-to-date (YTD) budget versus actual (Attachment F)

As of December 2022, the General Fund is experiencing a temporary surplus primarily due to a 24 percent vacancy rate compared to an anticipated 5 percent vacancy rate in positions funded out of the General Fund. However, these funds will be drawn down by the close of the fiscal year. In the General Fund, the City has 191 full-time equivalent personnel (FTEs) currently filled compared to the 250 FTEs authorized in the adopted budget, compared to 290.5 FTEs across all funds. Additionally, YTD investment earnings are $0.6 million compared to an adopted annual budget of $0.84 million.

Proposed departmental amendments

The total proposed budget amendments equate to a net change of $2.36 million across all funds, of which the General Fund represents a negative $1 million (Attachments B and C.) This net increase is primarily due to non-departmental amendments, as explained below. However, staff is forecasting a negative General Fund year-end balance of approximately $15,000. The proposed amendments are illustrated in detail by department and fund in Attachments B and C, respectively, as well as summarized below:

Non departmental

- The City's investment portfolio is yielding higher than expected earnings while remaining in compliance with its investment policy. Staff is recommending a conservative revenue amendment of $400,000.
- As demonstrated in Attachment E, the City is overfunded in its CERBT by approximately $1.7 million. These funds can only be put toward health care premiums. The City has disbursed funds twice in the past for a total of $1.4 million to assist with premiums. For the midyear adjustment, staff recommends a $1 million disbursement.
- The City received its final ARPA grant disbursement of $4.1 million. Note: At its June 28, 2022, meeting, the City Council directed staff to dedicate a portion of ARPA funds specifically for residents of Menlo Park in the fiscal year 2023-24 budget. Staff will include a City Council consideration of ARPA funds for eligible expenditures during the fiscal year 2023-24 budget development process. ARPA funds must be fully expended by December 31, 2024, and any unspent balance is forfeited.
- Minor adjustments for miscellaneous, unanticipated expenses.

City manager's office

- The City Council approved a $1 million grant to the Menlo Park Atherton Education Foundation. This amendment reduces the General Fund Project related reserves.
- Amendments to the Community Funding program include an increase to the grant program approved by City Council as well as funding for hotel reimbursements due to prolonged power outages.
- Minor adjustments include legal support, a recycling grant and other administrative expenses.

Administrative services department

- The main amendment is for temporary help and overtime that the department is relying on more due to staffing changes.
- Minor adjustments include the management development program and technology and utility costs.

Library and community services

- Minor amendments include expenses covered by existing grants for Big Lift and Belle Haven Child Development Center and a new appropriation to support the Belle Haven Community Development Fund mini-grant program's 2023 grant cycle.

Community development

- A main amendment establishes an expense budget associated with credit card processing fees. These fees are applied to applicant credit card transactions related to building permits and charged to the City.
- A minor amendment provides for an increase to M-Group's professional service agreement for the Housing Element Update for the preparation of the Water Supply Assessment, responses to the State Housing and Community Development's Housing Element letter, and anticipates review and coordination on the Environmental Justice Element by Change Lab Solutions. The contract amendment is also on the March 14, 2023, City Council agenda.
- A minor amendment includes payment of property taxes associated with two City-owned below market rate duplexes and one City-owned below market rate condominium unit from the Below Market Rate Housing Fund.

Public works

- The main amendment establishes a budget for City water accounts that is covered by the Water Operations Fund.
- Other amendments include overtime and temporary help, along with landscaping and park-related expenses.

Police

- The main amendments are for communications and administration division overtime and temporary help.
- A minor amendment includes a grant for special equipment.

Capital projects

- The main amendment establishes a budget of approximately $1 million for the Main Library Improvement Project, which is being funded by a State grant and remaining bond proceeds.
- Due to various funding sources for the Menlo Park Community Campus project, staff is addressing this item as a separate budget amendment for City Council consideration.

Fiscal year 2022-23 forecast (Attachment F)

The General Fund forecast through June 30, 2023, was prepared using December YTD actuals and incorporates the latest information available. The additional $1.3 million in vehicle license fee (VLF), $1 million in transient occupancy tax (TOT), and reduction in Redevelopment Property Tax Trust Fund (RPTTF) of $1 million is confirmed from San Mateo County and other sources. Given the YTD investment earnings, staff conservatively estimates $0.4 million in investment earnings through the end of the fiscal year.

The forecast for wages and benefits use December YTD actuals and assumes a revised vacancy rate of 14 percent compared to the current rate of 24 percent. This vacancy rate equates to 35 vacancies and forecasted level of 215 FTEs. Vacancies adversely impact the organization's ability to deliver services to the community and maintain vital infrastructure. Staff is addressing this challenge through internal advancements, interim/acting assignments, and recruitment efforts. Fringe benefits includes the additional $1 million payment for pension unfunded actuarial liability (UAL.)

The fiscal year 2022-23 General Fund forecast results in $76.64 million in revenues offset by $76.66 million in expenses, closing at a deficit of approximately $15,000.

After adjusting the General Fund reserve levels to comply with City Council policy, the unassigned fund balance reserve increases to $2.1 million at June 2023 compared to a budgeted $0.36 million. This is a result of spending down project related and strategic pension reserves by approximately $2.0 million and adjusting economic reserves by $0.75 million as directed by City Council policy.

Table 1: General Fund balance reserves

Item	FY 2021-22 (Actual)	FY 2022-23 (Forecast)
Ending fund balance (June 30)	$34,232,360	$34,217,086
Fund balance reserve components		
Non-spendable prepaids	$446,047	$446,047
Project related, encumbrances	$1,540,643	$540,643
Strategic pension funding reserve	$3,250,860	$2,288,492
Emergency contingency reserve	$12,064,534	$12,064,534
Economic stabilization reserve	$16,000,000	$16,750,000
Unassigned fund balance	$930,276	$2,127,370

Salary schedule amendments (Attachment D)

The proposed salary schedule amendments would update two classification titles to reflect the merger of the Library and Community Services Department and allow for increased flexibility, cross-training, and succession planning in the department. Specifically, the proposed changes would delete three division specific titles (Library services manager, assistant library services director, and assistant community services director) in favor of department-wide classifications (library and community services manager, assistant library and community services director.) The compensation for these department-wide classifications would be placed at the same level as the current division-specific classifications.

These broader classifications will assist the department in preparing for the increased operational demands related to the opening of the Menlo Park Community Campus in 2024. As a complex multiservice center offering a wide range of municipal services and disciplines (library, recreation, senior center, school age children and aquatics), qualified, effective leadership and oversight is critical to its success.

Note that these amendments would not increase the number of authorized FTEs. The salary schedule amendments are outlined in Attachment D and incorporated as Exhibit B of the resolution (Attachment A.)

Impact on City Resources

The total proposed budget amendments equate to a net change of $2.36 million across all funds, of which the General Fund represents a negative $1 million, primarily due to non-departmental amendments. For the final General Fund year-end balance, staff is forecasting a negative $15,000.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Resolution
B. Recommended budget amendments by department
C. Recommended budget amendments by fund
D. Salary schedule amendments effective March 26, 2023
E. CERBT account summary as of December 31, 2022
F. General Fund fiscal year 2022-23 budget, actual, forecast

Report prepared by:
Marvin Davis, Interim Finance Director

Report reviewed by:
Brittany Mello, Administrative Services Director
Stephen Stolte, Assistant City Manager

RESOLUTION NO. XXXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AMENDING THE FISCAL YEAR 2022–23 ADOPTED BUDGET AND THE SALARY SCHEDULE

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget document dated June 14, 2022, and related written and oral information at the meeting held June 28, 2022, adopted the fiscal year 2022-23 operating budget; and

WHEREAS, the City of Menlo Park, acting by and through its City Council, having considered the proposed budget amendments in Exhibit A and related written and oral information at the meeting held March 14, 2023, and the City Council having been fully advised in the matter and good cause appearing;

WHEREAS, the City of Menlo Park, acting by and through its City Council, wanting to reflect the $4,150,250 disbursement of the American Rescue Plan Act (ARPA) funds in its budgetary accounts; and

WHEREAS, the City of Menlo Park, acting by and through its City Council, wanting to use $1,000,000 of its California Employer's Retiree Benefit Trust (CERBT) for health insurance premiums, understanding the CERBT is currently overfunded by a total of $1,687,000 as indicated in its' December 31, 2022, account summary;

WHEREAS, the salary schedule requires classification title changes with no adjustment to the previously approved salary ranges;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Menlo Park that the City Council does hereby

1. Amend the fiscal year 2022-23 budget as summarized in Exhibit A; and
2. Amend the salary schedule to include classifications and salary ranges as summarized in Exhibit B.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the fourteenth day of March, 2023, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this __ day of March, 2023.

_____

Judi A. Herren, City Clerk

Exhibits:

A. Budget amendments
B. Salary schedule

March 14, 2023 Budget amendment			
Fund number and name	**2022-23 Revenue**	**2022-23 Expenditure**	**Net change**
(100) General*	$1,470,000	$2,342,500	($872,500)
(213) CalRecycle SB 1383 Local Grant	$25,000	$25,000	-
(222) Below Market Rate Housing	-	$10,300	($10,300)
(251) Big Lift	-	$15,000	($15,000)
(253) Belle Haven Child Develop Center	-	$60,000	($60,000)
(327) Supp Law Enforcement Services	$152,261	$145,203	$7,058
(397) American Rescue Plan Act	$4,150,250	-	$4,150,250
(400) Library GO Bond 1990	$360,000	$360,000	-
(501) General CIP	$536,000	$536,000	-
(510) Library Addition	$121,000	$121,000	-
(610) Water Operations	-	$520,000	($520,000)
(702) General Liability ISF	-	$50,000	($50,000)
(704) Information Tech ISF	-	$62,880	($62,880)
Total	**$6,814,511**	**$4,247,883**	**$2,566,628**

*Note: $1,000,000 of General Fund expense is covered by project reserves for Atherton Grant

City of Menlo Park

PROPOSED Salary schedule amendments - effective March 26, 2023					
Classification title	**Minimum (Step A)**	**Step B**	**Step C**	**Step D**	**Maximum (Step E)**
~~Assistant Community Services Director~~	~~$133,380~~		~~Open Range~~		~~$187,407~~
~~Assistant Library Services Director~~	~~$133,380~~		~~Open Range~~		~~$187,407~~
Assistant Library and Community Services Director	$133,380		Open Range		$187,407
~~Library Services Manager~~ Library and Community Services Manager	$130,350		Open Range		$175,695

Table 1: Department budget amendments			
Department request	**2022-23 Revenue**	**2022-23 Expenditure**	**Fund**
Non Departmental			
Investment Earnings	400,000		100
OPEB Trust for Health Insurance Premiums	1,000,000		100
American Rescue Plan Act Grant	4,150,250		397
HDL Service, FA Admin, Citizen Support, Membership, Misc.		254,000	100
Total	**5,550,250**	**254,000**	
City Manager			
Menlo Park Atherton Education Foundation Grant		1,000,000	100
Community Funding Subcommittee approval, Hotel Reimbursements		80,000	100
Legal Support on General Liability Claims		50,000	702
Gas and Electric Allocations		15,000	100
District advertising, HDL contract		17,500	100
Recycling Grant & Expense	25,000	25,000	213
Total	**25,000**	**1,187,500**	
Administrative Services Department			
Employee Education Reimbursement		14,000	100
Overtime and Temporary Help		175,000	100
Monday.com subscription		26,880	704
Telephone and Alarm allocations, Internet upgrade		36,000	704
Total	**-**	**251,880**	
Library and Community Services			
Big Lift Grant & Expense		15,000	251
Belle Haven Child Development Center - Cal. Dept. of Ed. grant		30,000	253
Belle Haven Community Development Fund mini-grants		30,000	253
Total	**-**	**75,000**	
Community Development			
Contract services for Housing Element Update		72,000	100
Credit card processing fees associated with building permits		125,000	100
Property taxes for City-owned below market rate housing units		10,300	222
Total	**-**	**207,300**	
Public Works and Capital Projects			
City water purchases (medians, buildings, etc.)		520,000	601
Overtime and Temporary Help		152,000	100
Overtime (trees)		24,500	358
Overtime (water)		30,000	601
Landscaping equipment and supplies		20,000	100
Main Library Improvement Project & Grant CPB007	509,000	509,000	501
Main Library Improvement Bond Support CPB007	360,000	360,000	400
Main Library Improvement Bond Support CPB007	121,000	121,000	510
Main Library Improvement cost to CPB002 Support CPB007	27,000	27,000	501
Total	**1,017,000**	**1,763,500**	
Police			
Special equipment grant	152,261	145,203	327
Communications Overtime and Temp Help		400,000	100
Administration Overtime		100,000	100
Total	**152,261**	**645,203**	
Total	**6,744,511**	**4,384,383**	

Table 2: Fund budget amendments				
Fund number and nam	2022-23 Revenue		2022-23 Ex	Net change
(100) General *	1,400,000		2,424,500	(1,024,500)
(213) CalRecycle SB 13	25,000		25,000	-
(222) Below Market Rate		-	10,300	(10,300)
(251) Big Lift		-	15,000	(15,000)
(253) Belle Haven Child I		-	60,000	(60,000)
(327) Supplemental Law	152,261		145,203	7,058
(358) Landscape/Tree As		-	24,500	(24,500)
(397) American Rescue I	4,150,250		0	4,150,250
(400) Library General Ob	360,000		360,000	-
(501) General CIP	536,000		536,000	-
(510) Library Addition	121,000		121,000	-
(601) Water Operations		-	550,000	(550,000)
(702) General Liability Int		-	50,000	(50,000)
(704) Information Tech Ir		-	62,880	(62,880)
Total	**6,744,511**		**4,384,383**	**2,360,128**

* Note: $1,000,000 of General Fund expense is covered by project reserves for the Menlo Park Atherton Education Foundation Grant

City of Menlo Park
Salary Schedule Amendments

PROPOSED

Table 1: Salary schedule amendments effective March 26, 2023						
Classification title	**Minimum (Step A)**	**Step B**	**Step C**	**Step D**	**Maximum (Step E)**	**Action**
Merge and retitle						
~~Assistant Community Services Director~~	~~$133,380~~		~~Open Range~~		~~$187,407~~	Delete
~~Assistant Library Services Director~~	~~$133,380~~		~~Open Range~~		~~$187,407~~	Delete
Assistant Library and Community Services Director	$133,380		Open Range		$187,407	Update position title, same assistant director salary range
~~Library Services Manager~~ Library and Community Services Manager	$130,350		Open Range		$175,695	Update title, no salary change

Amends salary schedule effective September 25, 2022

Annual Salaries based on 2080 hours per year
except where set by contract or noted

CERBT Account Update Summary

City of Menlo Park

as of December 31, 2022

CalPERS

OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by Segal Consulting	
Valuation Date	6/30/2019
Measurement Date	N/A
Total OPEB Liability (TOL)	$20,360,000
Valuation Assets	$22,047,000
Net OPEB Liability (NOL)	($1,687,000)
Funded Status	108%
Actuarially Determined Contribution (ADC)	$669,000
CERBT Asset Allocation Strategy	Strategy 3
Discount Rate	5.50%

CERBT Account Summary

As of December 31, 2022	Strategy 3
Initial contribution (05/14/2008)	$10,400,000
Additional contributions	$2,488,040
Disbursements	($1,417,876)
CERBT expenses	($239,796)
Investment earnings	$10,628,931
Total assets	$21,859,299
Annualized net rate of return (05/14/2008-12/31/2022 = 14.63 years)	4.56%

Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	$0	$0	$0	$0	$0
2007-08	$10,400,000	$0	($611,159)	($1,198)	$9,787,642
2008-09	$564,002	$0	($2,761,551)	($7,804)	$8,194,647
2009-10	$330,994	$0	($1,485,212)	($17,154)	$9,792,630
2010-11	$239,624	$0	$963,218	($31,733)	$12,466,105
2011-12	$64,033	$0	$983,049	($46,194)	$12,535,508
2012-13	$90,574	$0	$2,457,785	($66,711)	$14,080,300
2013-14	$99,090	$0	$5,066,619	($88,060)	$16,766,877
2014-15	$542,000	($552,669)	$5,069,374	($105,347)	$16,741,674
2015-16	$0	$0	$5,244,551	($119,193)	$16,903,006
2016-17	$277,723	$0	$7,035,234	($134,227)	$18,956,379
2017-18	$280,000	$0	$8,552,326	($151,305)	$20,736,392
2018-19	$0	$0	$9,841,363	($168,975)	$22,007,760
2019-20	$0	$0	$10,627,977	($187,916)	$22,775,433
2020-21	$0	($865,207)	$14,027,508	($208,877)	$25,288,795
2021-22	$0	$0	$11,333,971	($230,284)	$22,573,852
as of 12/31/2022	$0	$0	$10,628,931	($239,796)	$21,859,299

CERBT/CEPPT Investment Returns Outperform Benchmarks

Periods ended November 30, 2022

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	$13,459,360,123	6.45%	0.06%	2.00%	-12.85%	3.73%	4.66%	6.37%	4.86%
Benchmark		6.44%	0.08%	1.99%	-13.00%	3.48%	4.40%	6.03%	4.46%
CERBT Strategy 2 (Inception October 1, 2011)	$1,721,150,600	6.15%	-0.99%	0.17%	-13.71%	1.97%	3.62%	5.04%	6.07%
Benchmark		6.12%	-0.98%	0.16%	-13.78%	1.80%	3.42%	4.74%	5.80%
CERBT Strategy 3 (Inception January 1, 2012)	$754,489,489	5.75%	-1.73%	-1.06%	-13.26%	0.96%	2.89%	3.86%	4.52%
Benchmark		5.71%	-1.74%	-1.09%	-13.31%	0.82%	2.73%	3.56%	4.25%
CERBT Total	**$15,935,000,212**								
CEPPT Strategy 1 (Inception October 1, 2019)	$70,265,817	5.55%	0.06%	1.31%	-12.13%	1.96%	-	-	2.58%
Benchmark		5.53%	0.01%	1.29%	-12.30%	1.85%	-	-	2.50%
CEPPT Strategy 2 (Inception January 1, 2020)	$26,939,687	4.67%	-0.55%	-0.26%	-11.87%	-	-	-	-0.50%
Benchmark		4.66%	-0.60%	-0.31%	-11.97%	-	-	-	-0.63%
CEPPT Total	**$97,205,504**								

CERBT Portfolios

2022 Capital Market Assumptions	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Expected Return	6.0%	5.5%	5.0%
Risk	12.1%	9.9%	8.4%

CERBT Portfolio Details

Asset Classification	Benchmark	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Global Equity	MSCI All Country World Index IMI (Net)	49% ±5%	34% ±5%	23% ±5%
Fixed Income	Bloomberg Long Liability Index	23% ±5%	41% ±5%	51% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Index (Net)	20% ±5%	17% ±5%	14% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	5% ±3%	9% ±3%
Commodities	S&P GSCI Total Return Index	3% ±3%	3% ±3%	3% ±3%
Cash	91-Day Treasury Bill	0% +2%	0% +2%	0% +2%

Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
  - Combines administrative, custodial, and investment fees
  - Separate trust funds
  - Self-funded, fee rate may change in the future
  - Fee is applied daily to assets under management
    - 10 basis points - CERBT
    - 25 basis points - CEPPT

CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2011	12.00 basis points	-
2011-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2015	10.00 basis points	-
2015-2016	10.00 basis points	-
2016-2017	10.00 basis points	-
2017-2018	10.00 basis points	-
2018-2019	10.00 basis points	-
2019-2020	10.00 basis points	25.00 basis points
2020-2021	10.00 basis points	25.00 basis points
2021-2022	10.00 basis points	25.00 basis points
2022-2023	10.00 basis points	25.00 basis points

620 Prefunding Program Employers

598 CERBT and 79 CEPPT

- State of California
- 156 Cities or Towns
- 10 Counties
- 81 School Employers
- 32 Courts
- 340 Special Districts and other Public Agencies
    - (103 Water, 37 Sanitation, 34 Fire, 25 Transportation)

Financial Reporting

- CERBT is the Plan
    - Provides audited and compliant GASB 74 report in a Schedule of Changes in Fiduciary Net Position (FNP)
    - Published in February each year

CERBT FNP Fiscal Year	Availability
2018-19 2019-20 2020-21	Available at https://www.calpers.ca.gov/cerbt
2021-22	February 2023

City of Menlo Park

General Fund 100: FY 2022-23 Revenue budget, actual, forecast at December 2022

Reserve Breakdown: FY 2021-22 audited		
Non-spendable prepaids	446,047	
Project related, encumb	1,540,643	
Strategic pension funding	3,250,860	Actual %
Emergency (Policy: 15-20%)	12,064,534	15%
Economic (Policy: 20-25%)	16,000,000	20%
Unassigned	930,276	
Total Reserve	34,232,360	

	FY 2023 Adopted	FY 2023 Amended	Jul-Dec Actual	FY 2023 Forecast	Fcst - Budget Adopted	Notes
Revenue						
Property taxes: Secured	20,020,457	20,020,457	13,273,526	20,020,457	-	HDL forecast, property tax receipts are non linear
Property taxes: VLF	4,677,710	4,677,710	2,354,642	6,005,343	1,327,633	Based upon most recent approval
Excess ERAF	4,168,229	4,168,229	1,985,025	4,168,229	-	On schedule to receive the full amount
RPTTF	3,616,199	3,616,199	1,729,005	2,529,005	(1,087,194)	Best estimates from the County at this time
Property taxes: Other	2,211,186	2,211,186	946,768	2,211,186	-	HDL forecast, on track to receive
Sales Taxes	6,621,444	6,621,444	2,126,519	6,621,444	-	
TOT	9,000,000	9,000,000	5,680,780	10,000,000	1,000,000	YTD $6.2 million
Utility User Tax	1,647,858	1,647,858	669,972	1,647,858	-	
Fines, Rental, Govt, Other	3,289,126	4,289,126	1,163,646	4,289,126	-	
Licenses & Permits	5,173,500	5,173,500	3,384,987	5,173,500	-	
Charges for Services	5,008,550	5,008,550	2,601,483	5,008,550	-	
Interest Income	844,640	1,244,640	574,354	1,244,640	400,000	Conservative estimate
Transfers	7,723,831	7,723,831	3,865,616	7,723,831	-	One-time $2.8M for Internal Services Fund, $3.7M for ARPA
Revenue Total	**74,002,730**	**75,402,730**	**40,356,322**	**76,643,169**	**1,640,439**	
Expense						
Salaries and Wages	32,485,961	33,160,961	12,868,333	29,650,102	(2,835,860)	Budgeted FTE of 250, actual 191
Fringe Benefits	13,225,765	13,239,765	5,557,107	10,517,281	(2,708,484)	Assume 14% vacancy rate FTE of 215
Operating Expenses	10,874,411	11,266,711	5,832,110	11,266,711	-	
Services	10,921,678	11,003,178	6,365,383	11,003,178	81,500	
Repairs & Maintenance	1,042,796	1,042,796	875,755	1,233,992	191,196	
Utilities, Rentals	1,862,373	1,877,373	898,260	1,878,274	-	
Fixed Assets, Special Project	1,186,050	2,271,050	385,246	2,277,716	-	
Transfers	8,831,190	8,831,190	4,393,745	8,831,190	-	$3M CIP, $1.5 for PassThru, $2.5M Chrysler, $1M Other
Expense Total	**80,430,224**	**82,693,024**	**37,175,940**	**76,658,443**	**(5,271,648)**	
Surplus / (Deficit)	(6,427,494)	(7,290,294)	3,180,382	(15,274)		

Reserve Breakdown				FY 21-22 vs Fcst
Non-spendable prepaids	458,698		446,047	
Project related, encumb	1,000,000		540,643	
Strategic pension funding	2,250,860		2,288,492	$962K to Unfunded Accrued Liability (UAL)
Emergency (Policy: 15-20%)	11,800,000		12,064,534	15%
Economic (Policy: 20-25%)	16,000,000		16,750,000	20%
Unassigned	367,348		2,127,370	
Total Reserve	31,876,906		34,217,086	-$15,274 change

FISCAL YEAR 2022-23 BUDGET AMENDMENT

March 14, 2023

AGENDA

- General Fund budget
  - Year to date
  - Year-end forecast
- Recommended budget amendments
- Salary schedule amendments
- City Council adoption and direction

GENERAL FUND BUDGET

GENERAL FUND YEAR TO DATE (DECEMBER 31, 2022)

Current Activity:

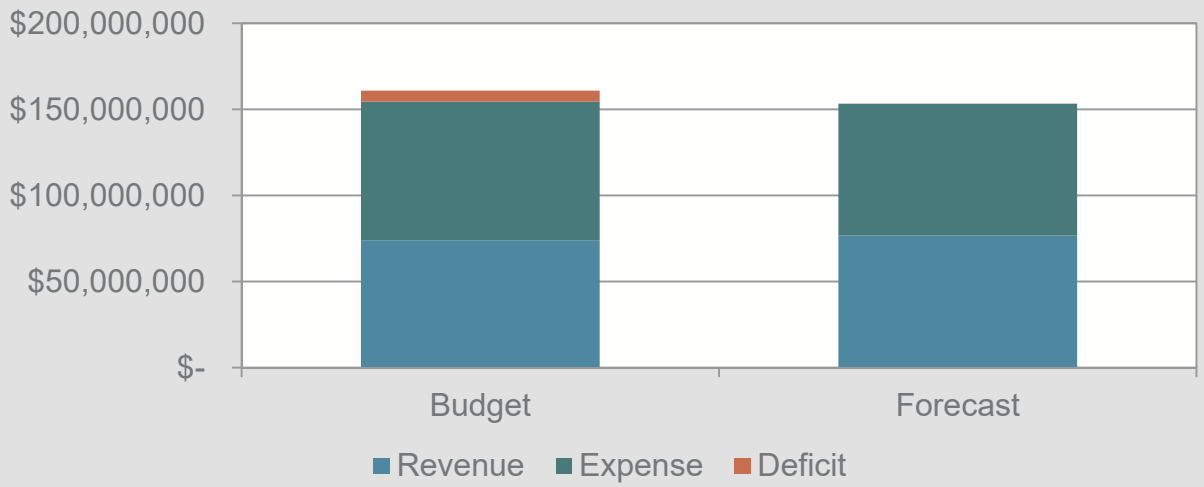
- December Year to Date: $2.7 million temporary surplus
  - Primarily due to 191 current FTEs vs. 250 General Fund budgeted FTEs
- This is a timing issue – The bulk of revenues and expenses are received/paid in the latter part of each fiscal year

GENERAL FUND FISCAL YEAR-END FORECAST (JUNE 30, 2023)

Fiscal Year End Forecast:

- FY 2022-23 Budgeted deficit of $6.4 million
- FY 2022-23 Forecasted deficit of $15,000
  - Revenue impacts: $1.6 million higher-than-budgeted revenues anticipated
  - Expenses reduced due to labor savings of $5.5 million
  - Forecast includes requested mid-year budget amendments
- Anticipating future economic uncertainty

FY 2022-23 GENERAL FUND – BUDGET VS FORECAST



GENERAL FUND RESERVES

- General Fund Reserve Impacts:
  - Project related reserves decreases from $1.5 million to $0.5 million for the Menlo Park Atherton Education Foundation grant
  - Strategic pension reserve decreases from $3.2 million to $2.2 million for the additional Unfunded Accrued Liability (UAL) payment
  - Economic reserve increases from $16 million to $16.7 million to meet minimum reserve limits per Council policy
  - Unassigned fund balance increase from $0.9 million to $2.1 million

BUDGET AMENDMENTS

FY 2022-23 BUDGET AMENDMENTS BY DEPARTMENT

- Net change across all funds is $2.36 million as shown below:

Department	2022-23 Revenue	2022-23 Expenditure	Primary Drivers
Non Departmental	$5,550,250	$254,000	American Rescue Plan Act (ARPA), CA Employer's Retiree Benefit Trust (CERBT), Investment earnings
City Manager	$25,000	$1,187,500	Menlo Park Atherton Education Foundation grant, hotel reimbursements
Administrative Services	-	$251,880	Overtime/Temp help
Library and Community Services	-	$75,000	Expenditures covered by grant funding (i.e., Big Lift, Belle Haven Child Development Center)
Community Development	-	$207,300	Processing fees, Housing Element consulting services
Public Works	-	$746,500	City water accounts, Overtime/Temp help, added Parks expenses
Capital Projects	$1,017,000	$1,017,000	Main Library Improvement Project
Police	$152,261	$645,203	Overtime/Temp help
Total	**$6,744,511**	**$4,384,383**	

SALARY SCHEDULE AMENDMENTS

SALARY SCHEDULE AMENDMENTS

- Update two classification titles to reflect the merger of the Library and Community Services Department and remove outdated titles:
  - Library and Community Services Manager
  - Assistant Library and Community Services Director
- Compensation in line with existing manager / assistant director positions
- No changes to the number of authorized FTEs

CITY COUNCIL DIRECTION

CITY COUNCIL ADOPTION AND DIRECTION

- Adopt the fiscal year 2022-23 mid-year budget amendment and salary schedule amendments

- Next steps
  - City Council priority and goal setting workshop – March 18, 2023
  - FY 2023-24 budget principles adoption and direction for upcoming budget – April – June 2023
  - FY 2023-24 budget adoption – June 2023
  - Determination and use of ARPA funding by December 2024

THANK YOU

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-067-CC**

Regular Business: **Appropriate funds related to and supporting the Menlo Park Community Campus project**

Recommendation

Staff recommends that the City Council appropriate $2.225 million in recreation in-lieu fee funds towards the Menlo Park Community Campus (MPCC) project. These funds are required to support the City-requested enhancements to the MPCC project, the City's costs for furniture and non-fixed equipment in the new facility, and costs to extend the duration of interim services during the new facility's construction.

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community; authorizes budget appropriations to support City services and programs; and authorizes the city manager to negotiate and execute agreements and procure resources. City Council established the MPCC project as one of the City's top priorities.

Background

On December 16, 2019, Facebook (now Meta) submitted its proposal for exploring the funding and development of a new multigenerational center to incorporate the former Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center (school age child care), Belle Haven Pool and Belle Haven Branch Library.

On January 12, 2021, City Council approved the architectural control, use permit, funding and improvements agreement for the MPCC project located at 100-110 Terminal Avenue. City Council requested further review of several design elements of the proposed pool area. Those items were discussed January 26, 2021, and February 1, 2021. City Council approved the pool design elements February 1, 2021.

City Council created the MPCC subcommittee to work with City staff and the community on the MPCC project. The MPCC Subcommittee is currently comprised of Vice Mayor Taylor and City Councilmember Nash. The MPCC subcommittee convened a working group of Menlo Park residents to support and advise the subcommittee's work.

A project webpage was created (Attachment A) to make project information readily accessible to the public, including the option to subscribe (Attachment B) to receive project updates and announcements by email or text message.

In summer 2021, four City facilities located at 100-110 Terminal Avenue (Onetta Harris Community Center, Menlo Park Senior Center, Belle Haven Youth Center, and Belle Haven Pool) were demolished to make way for the MPCC project construction. The programs formerly housed in those facilities were moved to

interim service locations during construction, and will move into the new MPCC facility when it is completed, along with the Belle Haven Branch Library which is currently located at 413 Ivy Drive on the Belle Haven Elementary School campus.

Construction of the MPCC project began in November 2021 and is anticipated to be completed by early 2024. As summarized in the January 24 update to the City Council, the completion date has moved several months due to supply chain issues for critical electrical infrastructure equipment. Unprecedented supply chain issues are prevalent throughout the construction industry, and continue to impact the timely availability of critically important infrastructure, equipment and materials. The electrical infrastructure equipment is a critical path component that must be implemented before subsequent construction phases can be completed. The project team is currently evaluating the cost and schedule efficiencies either to temporarily demobilize construction activity to save costs while awaiting the necessary infrastructure equipment; or to continue working with a potentially reduced presence on-site. These two options are further described below in the Analysis section.

If temporary demobilization is found to be more efficient, it would be tentatively planned to begin in May 2023, with construction resuming in August 2023. During the temporary demobilization period, the project site will be temporarily closed and secured, and no major construction activity will occur. The construction fencing will be reconfigured to maximize public access to the parking areas to the greatest extent possible.

City staff and the project team will continue, in parallel, to focus on other project-related activities during this period, including preparations for staffing and operating the new facility, developing policies and partnerships to support its programs and services, and developing plans for renovating the athletic field at Kelly Park, among other preparatory work.

Analysis

As described in the informational update provided to the City Council January 24, a budget amendment is needed to provide the necessary funding for several components of the MPCC project. The following sections summarize these items in two categories, new requests and project cost escalations, followed by an overall summary.

New requests

1. Furniture and non-fixed equipment. A new one-time budget appropriation is needed to allocate funding for the procurement of the new facility's furniture, fitness equipment, library book sorter and other non-fixed equipment and assorted equipment items. City Council reviewed the proposed MPCC furniture layouts September 13, 2022 (Attachment C.) Authorization is needed to appropriate the funding for the furnishings and non-fixed equipment. Typically, 2 to 4 percent of the overall project cost would be included for furnishing and non-fixed equipment costs in a project of this scale and complexity, which would be $1.1-2.2 million. Anticipated budget request is $1.4 million (Attachment D.)
2. Donation acceptance. City Council's formal acceptance of donations is requested as well as direction to City staff for recognizing the donations. Total donated funds currently available for City Council to accept toward the MPCC: $850,000
   A. In 2021, partner nonprofit organizations Friends of Menlo Park Library and Menlo Park Library Foundation committed cash donations of $300,000 each ($600,000 total) toward the City's costs for library furniture, artwork, books and equipment in the MPCC. These two donations comprise 60 percent of the Menlo Park Library Foundation's fundraising goal, still in progress, of raising $1 million toward the MPCC project.
   B. In 2019, the Maria S. Hoffman Trust donated $250,000 toward the Menlo Park Senior Center, a one-time bequest which may be used to offset startup costs for furnishing and equipping the MPCC

senior center, makerspace and dining hall.

3. Interim services extension. Budget adjustments are needed to cover the costs of extending the lease on the youth center portables and other extended duration interim services costs due to changes in the MPCC construction schedule, for example transportation services. Anticipated amount is $50,000.

MPCC project enhancements cost escalation

In late 2020, the City Council provided direction to include 10 project enhancements to the MPCC project. The 2020 cost estimates for the design and construction totals are shown in Table 1. City staff has been advised by Meta and the general contractor, Level 10 Construction, of cost escalations that will exceed the City's previously committed $13.464 million financial contribution toward the project for these City-requested enhancements. Staff has already applied cost savings from items for which costs were less than anticipated than the 2020 estimates (approximately $1.4 million), but the resulting cost escalation as of March 2023 (indicated in Table 1) ultimately exceeds the prior $13.464 million estimate.

City staff is requesting that the City Council appropriate $1.125 million in funding for these items, which accounts for all items except No. 6, the renewable energy microgrid. Total costs with and without this estimate are shown in Table 1 below for reference and further explanation follows the table.

Table 1: MPCC project enhancements cost escalation

Item	2020 Cost estimate	Anticipated escalation	Subtotal
1. New swimming pool	$7.400 million	$0.980 million	$8.38 million
2. Red Cross evacuation center	$0.750 million	$0	$0.750 million
3. Emergency backup power (diesel generator)	$0.150 million	$0	$0.150 million
4. Solar carports	$1.500 million	$0.05 million	$1.55 million
5. LEED Platinum (Leadership in Energy and Environmental Design) upgrade plus additional rooftop solar	$0.600 million	$0	$0.600 million
6. Renewable energy microgrid (battery backup)*	$1.200 million	$1.4-1.7 million	$2.6-2.9 million
7. Building deconstruction versus demolition	$0.400 million	$0.05 million	$0.45 million
8. Water main replacement	$0.800 million	$0.01 million	$0.81 million
9. Recycled water connection from Chilco Street	$0.414 million	$0.035 million	$0.449 million
10. Utility undergrounding	$0.250 million	$0	$0.25 million
Subtotal (not including item 6)	$12.264 million	$1.125 million	$13.389 million
Total (including item 6)*	**$13.464 million**	**$2.525 – 3.825 million**	**$14.864 – 15.164 million**

*See text summary below for further description of this item. Not recommended for funding as part of this request, but is included for context and information purposes. For transparency, an additional contract for the design and construction of the microgrid was authorized by the City Council in January 2021 with ENGIE Services US Inc. which is separate from the agreement with Meta summarized here

For item six, the anticipated additional cost is shown as a range, as the cost estimates are still in development. In addition, these costs have not yet been allocated between Meta and the City, and staff is continuing to negotiate this amount. This escalation is due to delay in receiving a piece of electrical

equipment (switchgear) that is necessary to provide a permanent electricity connection for the building, as described in the Background section above. Some construction activities (such as installing the gymnasium floor, which requires the heating/cooling system to provide temperature control) should not be done until permanent power is established. Therefore, staff and Meta are completing a detailed review of the project schedule by task to determine the most expedient, cost effective path forward while ensuring the building materials are adequately protected. Because this work is ongoing, staff recommends returning to the City Council with an update on the cost impact of this enhancement and associated appropriation request at a future date.

In addition to the 10 City-requested enhancements in Table 1, the City is also responsible for costs associated with City-requested changes for site improvements and gymnasium improvements that were not anticipated at the time construction began. These include opportunities to align construction activities for some of the facility and site improvements in surrounding Kelly Park (installing new site fencing, soccer nets, scoreboards, volleyball system, security system, etc.) These three items total approximately $0.50 million.

Summary

Table 2 below summarizes the expenses, donations and total budget amendment request.

Table 2: MPCC project budget amendment summary

Category	Description	Added revenue	Added expenses
Donations	Partner nonprofit organizations Friends of Menlo Park Library and Menlo Park Library Foundation have committed combined total cash donations of $600,000. The Maria S. Hoffman Trust has donated $250,000	$0.85 million	
Furniture and non-fixed equipment	Furniture, fitness equipment, library automated book sorter and other non-fixed items necessary for building opening in 2024		$1.40 million
Interim services extension	Extending the lease and associated services on the youth center portables and senior transportation services in alignment with the new project completion schedule in early 2024		$0.05 million
Cost escalation for City-requested enhancements	Cost escalation and additional costs as summarized in Table 1		$1.125 million
City modifications	Site and gymnasium improvements at the facility and in surrounding Kelly Park		$0.50 million
Total		**$0.85 million**	**$3.15 million**

Future requests

As described above, staff anticipates returning to the City Council for an appropriation for the additional costs related to the renewable energy microgrid and electrical equipment at a future date with an anticipated cost of up to $1.7 million. At that time, staff also anticipates to bring forward a recommended contingency budget in order to complete the City-requested enhancements and any additional requests. No contingency was previously authorized for the project, though typically, contingency of 10 to 20 percent would be included in a project of this scale and complexity. Based on the City's original budget of $15.75 million for the project, this would result in contingency of the range $1.57 to $3.14 million. Staff will be working with Meta and the construction team to identify remaining items requiring additional contingency for a future

request. Currently, staff anticipates this amount is $1-2 million.

Related items on the March 14 City Council agenda

- Midyear budget amendment. Includes an amendment to the salary schedule, with no net change to the City's total full-time equivalent (FTE) head count, to update job classifications to support planning for the opening of the MPCC facility
- Resolution to update City Council Procedure CC-86-0001, "Naming and/or changing the name of facilities." City Council January 24 identified a timeline for the MPCC facility naming process. Due to the impacts of the recent widespread power outages in Menlo Park, which may have prevented some community members from attending the Parks and Recreation Commission (PRC) study session February 22, staff recommends extending the overall timeline by approximately four additional weeks
- Belle Haven School renovation project update. On March 22, Ravenswood City School District staff provided a presentation to the Parks and Recreation Commission (PRC) of preliminary options to redesign the field area on the north side of the school campus, with the intent to make that area more accessible and beneficial to Belle Haven neighborhood residents.

Aquatics center - air source heat pumps and noise ordinance exception

The Planning Commission (PC) held a public hearing February 27, which had been continued from a previous October 22, 2022 hearing, to consider a use permit application to exceed nighttime noise limits to accommodate electric pool heating equipment at the MPCC. As previously reported to City Council, air source heat pumps are an all-electric method of pool heating, and specifically the method that meets requirements for effectively heating the MPCC aquatics centers' lap and instructional pools, consistent with City goals of greenhouse gas reduction and air quality improvements. Extensive study and effort to minimize the noise that would be generated by the pool heating equipment found that the equipment may exceed the nighttime noise limits of 50 decibels measured at the nearest residential property line, absent additional attenuation efforts such as sound walls or installing fencing or other screening. On February 27 the PC continued the item to a future meeting, but indicated an intention to deny the use permit application, citing potential noise impacts to nearby residential properties. A potential next step in the process would entail City staff preparing findings of denial for formal adoption by the PC tentatively March 27. If the PC denies the application, the City may appeal to the City Council or the City Council could call-up the decision per municipal code §16.86.025. In parallel staff is continuing to explore options to reduce the noise and to understand the operational impacts of potential reduced pool hours if the exception is not approved.

Parking management plan update

The Complete Streets Commission (CSC) held a study session December 14, 2022, to review considerations for a parking management plan related to the MPCC parking areas. The CSC reviewed preliminary options including: time limited parking to ensure parking is available for short term visitors; designating certain parking spaces during certain times of day for different types of visitors such as seniors and Beechwood School students; potentially restricting or placing limits of overnight parking such as a pre-defined "exit" time so overnight parking is less likely to impact early morning users; the quantity and location of bicycle parking, pedestrian routes; and other factors that pertain to the management of the parking area. Key elements of the planning process include: review relevant past parking studies and data; conduct public outreach to gather community input; develop a draft plan for review by the CSC in May; then present a final draft plan to City Council review and approval tentatively in summer 2023.

Impact on City Resources

Staff estimates the value of Meta's contribution toward the MPCC project completion at approximately $40 million. The City's share of the project construction includes commitments at both a base level and project

enhancements totaling approximately $15.75 million from various funding sources authorized by the City Council in prior actions. On July 28, 2020, the City Council approved the five-year capital improvement plan which allocated $3.85 million in funds plus carry-over funds of $2.13 million for a total base project budget of $5.98 million. On November 5, 2020, the City Council authorized an additional $9.8 million to fund the City-requested enhancements to the project for a total project budget of approximately $15.75 million. This amount was identified to cover the City's contribution to design and construction activities in addition to Meta's contribution, interim services and staff time to support the project. In addition, the City also has entered into a separate contract with ENGIE Services US Inc. in the amount of $5.72 million for the design and construction of the microgrid after the City Council authorization in January 2021.

As described above, staff is seeking an additional $3.15 million in funding for the project to account for new expenses as the building nears completion and opening, as well as for cost escalation on previously identified City-requested enhancements. Approximately $0.85 million would be offset by donations from Friends of the Menlo Park Library, Menlo Park Library Foundation, and the Maria S. Hoffman Trust. The anticipated net impact of these actions is $2.225 million.

Table 3 below summarized the funding sources previously identified for this project from prior City Council authorizations, as well as this additional $2.225 million. The remaining $2.225 million in funding is available from the fund balance for the recreation in-lieu fee fund. Total recreation in-lieu fee funding, including prior authorizations, is $3.795 million.

Table 3: City-share funding sources

Source	Amount ($ million)
General fund CIP	$2.098
Library system improvement fund	$1.484
Recreation in lieu fund	$3.795[1]
Water capital fund	$0.800
Park and Water Bond Act of 2018 (Proposition 68) grant	$0.198
Grants and donations (total target $1.000 million)	$0.850
Measure T general obligation recreation bonds	$8.800
Total	**$18.025**

[1] $1.570 prior appropriation + $2.225 this request

Future operating and staffing cost considerations

The ongoing cost impacts of operating the new facility will be established over the next several months as part of the MPCC operational planning process. As part of the new facilities opening, it is anticipated that existing services that are currently housed in interim locations will be relocated to the new facility; some services that were suspended or reduced during the MPCC construction and/or due to pandemic impacts would likely be restored to pre-construction/pre-pandemic levels; and some service level enhancements could be necessary or desired in order to operate the facility in the manner and capacity envisioned by the City Council and the community. The intent is to engage the community over the next several months through the MPCC operational planning process to identify what is desired regarding the facility's programs and operations, which can then inform projected operating costs for the City Council to make budgeting decisions for fiscal year 2023-24.

As reported to City Council January 24, City staff is developing a detailed staffing proposal to support ongoing MPCC programs and operations when the new facility opens to the public in 2024 (Attachment E.) The MPCC staffing proposal is being developed for City Council review and potential authorization in the context of the fiscal year 2023-24 budget adoption process, and will be informed by multiple factors including but not limited to: input from the City Council and MPCC subcommittee and working group; the recently completed survey of community needs and desired programs; past staffing to support pre-MPCC construction and pre-pandemic operations; current staffing to support interim services that will relocate to MPCC (senior center, youth center, library); new staffing to support desired new programs and services in the MPCC that have not been provided before such as the makerspace and teen lounge, and to support an expanded public library space that spans two floors instead of one; and to accommodate an anticipated significant increase in overall usage which is commonly experienced when new facilities open to the public. Based on these considerations, City staff preliminarily estimates that approximately 4-5 full-time equivalent (FTE) new staff, in addition to new temporary personnel, will be needed to support the gymnasium, recreation center, makerspace, teen lounge, expanded library space, and other desired new programs when the MPCC opens in 2024. The fiscal year 2023-24 MPCC staffing proposal will outline the requested additional FTEs in detail for City Council consideration and authorization.

Environmental Review

On January 12, 2021, the City Council found the MPCC project categorically exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines §15302 Replacement of Existing Facilities. The project has substantially the same purpose and capacity as the existing facilities, and this exemption allows for reasonable increases in square footage to accommodate replacement facilities. On January 21, 2021, staff filed a notice of exemption with the San Mateo County clerk.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent electronic notices directly to project email and text update subscribers from the project page (Attachment A.)

Attachments

C. Hyperlink – Project page: menlopark.gov/communitycampus
D. Hyperlink – Subscription page: menlopark.gov/subscribe
E. Hyperlink – September 13, 2022, City Council agenda: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2022-meetings/agendas/20220913-city-council-agenda-packet.pdf#page=6
F. Furniture and non-fixed equipment estimate
G. Hyperlink – January 24, City Council agenda: menlopark.gov/files/sharedassets/public/agendas-and-minutes/city-council/2023-meetings/agendas/20230124-city-council-agenda-packet.pdf#page=129

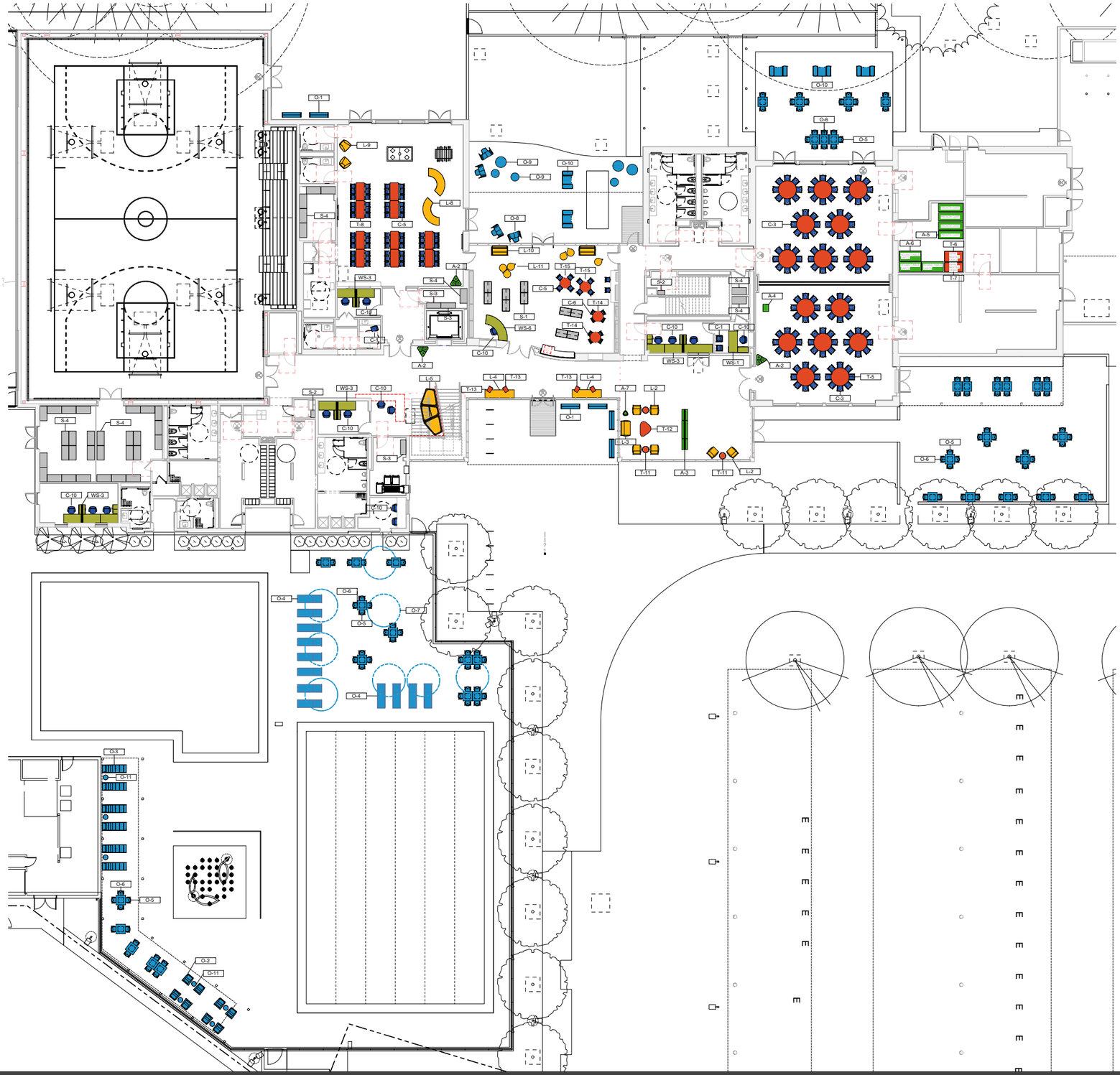
Report prepared by:
Nikki Nagaya, Deputy City Manager
Sean S. Reinhart, Library and Community Services Director

Menlo Park Community Campus
Furnishing and non-fixed equipment estimates
Updated February 28, 2023

Code	Name	Manufacturer	Model	Qty	Unit Cost	Extension	New Furniture Est. Discounted Price
C-1	Adult Reader Chair	Naughtone	Viv Wood Base	36	$ 2,621.00	$ 94,356.00	$ 56,613.60
C-2	Task Chair	Naughtone	Viv 5-star Base with Arms	10	$ 2,080.00	$ 20,800.00	$ 12,480.00
C-3	Stacking Chair	Herman Miller	Pronta	150	$ 500.00	$ 75,000.00	$ 45,000.00
C-4	Classroom Chair	Naughtone	Viv 4-leg base no arms	18	$ 1,535.00	$ 27,630.00	$ 16,578.00
C-5	Child Reader Chair - Large	Enea	Lotus 15"	78	$ 270.00	$ 21,060.00	$ 12,636.00
C-6	Child Reader Chair - Small	Enea	Lotus 12"	8	$ 250.00	$ 2,000.00	$ 1,200.00
C-7	Makerspace Stool	Hightower	Jaxson	36	$ 900.00	$ 32,400.00	$ 19,440.00
C-8	Teen Stool	Steelcase	Turnstone Scoop	6	$ 702.00	$ 4,212.00	$ 2,527.20
C-9	2nd Floor Hallway Seating	Sedia	Jump seat wall mount	5	$ 1,323.00	$ 6,615.00	$ 3,969.00
C-10	Staff Task Chair	Herman Miller	Aeron (additional chairs not at workstations)	6	$ 841.00	$ 5,046.00	$ 3,027.60
T-1	Adult Reader Table - Square	Steelcase	Verlay 42" x 42" (w/ power and cable	5	$ 5,610.00	$ 28,050.00	$ 16,830.00
T-2	Adult Reader Table	Steelcase	Verlay 72" x 42" (w/ power and cable	5	$ 6,617.00	$ 33,085.00	$ 19,851.00
T-3	Conference Table	Steelcase	Verlay 48" x 144" Rectangle with trestle metal power and cable management)	1	$ 8,531.00	$ 8,531.00	$ 5,118.60
T-4	Breakroom Table	Steelcase	Verlay 42" x 84" (no power)	1	$ 6,700.00	$ 6,700.00	$ 4,020.00
T-5	Round Folding Table	Souther Aluminium	Idesign	15	$ 900.00	$ 13,500.00	$ 8,100.00
T-6	Flip Top Table - Chevron	Steelcase	Verb Chevron 30" x 60"	5	$ 1,924.00	$ 9,620.00	$ 5,772.00
T-7	Flip Top Table - Rectangle	Steelcase	Verb Rectangular 30" x 60"	18	$ 1,860.00	$ 33,480.00	$ 20,088.00
T-8	Childrens Flip Top Table	KI	Trek Flip top table (custom 25" height)	12	$ 1,444.00	$ 17,328.00	$ 10,396.80
T-9	Teen Table	Steelcase	Flex	2	$ 2,381.00	$ 4,762.00	$ 2,857.20
T-10	Teen Personal Table	Coalesse	Lagunitas	2	$ 819.00	$ 1,638.00	$ 982.80
T-11	Teen Coffee Table	Coalesse	Lagunitas	1	$ 2,636.00	$ 2,636.00	$ 1,581.60
T-12	Side Table	Herman Miller	Nelson	3	$ 1,071.00	$ 3,213.00	$ 1,927.80
T-13	Coffee Table	Herman Miller	Noguchi Rudder	3	$ 2,137.00	$ 6,411.00	$ 3,846.60
T-14	Laptop Table	Steelcase	Turnstone Campfire	4	$ 400.00	$ 1,600.00	$ 960.00
T-15	Children's Round Table - Small	Freshcoast	Quince 36" Round 20" High	2	$ 1,348.00	$ 2,696.00	$ 1,617.60
T-16	Children's Round Table - Med	Freshcoast	Quince 36" Round 25" High	2	$ 1,401.00	$ 2,802.00	$ 1,681.20
T-17	Makerspace Table	3Branch	Maker Flex	6	$ 2,100.00	$ 12,600.00	$ 7,560.00
L-1	Adult Single Lounge	Naughtone	Hush Low	4	$ 4,753.00	$ 19,012.00	$ 11,407.20
L-2	Adult/Senior Single Lounge	Sossego	Beatriz	8	$ 3,600.00	$ 28,800.00	$ 17,280.00
L-3	Senior Lounge Sofa	Sossego	Beatriz (3 Seat Sofa)	1	$ 4,500.00	$ 4,500.00	$ 2,700.00
L-4	Lobby Bench	Coalesse	Together Backless	2	$ 4,800.00	$ 9,600.00	$ 5,760.00
L-5	Lobby Lounge	Naughtone	Rhyme (2 Bench + 2 Low Back End A)	1	$ 32,000.00	$ 32,000.00	$ 19,200.00
L-6	Teen Sofa	Steelcase	Lagunitas 3 seat lounge, 3 seat chaise, low	1	$ 12,269.00	$ 12,269.00	$ 7,361.40
L-7	Teen Single Lounge	Naughtone	Fiji	2	$ 6,427.00	$ 12,854.00	$ 7,712.40
L-8	Aftercare Bench Seating	KI	Myplace 45 Degree Curve	6	$ 1,500.00	$ 9,000.00	$ 5,400.00
L-9	Aftercare Lounge	Bernhardt	Diego	2	$ 3,800.00	$ 7,600.00	$ 4,560.00
L-10	Children's Loveseat	Naughtone	Hush Highback	2	$ 10,777.00	$ 21,554.00	$ 12,932.40
L-11	Children's Ottoman	Hightower	Nimbus Jr w/ point	6	$ 1,800.00	$ 10,800.00	$ 6,480.00
WS-1	Private Office (1st Floor)	Herman Miller	Canvas (includes chair)	1	$ 5,585.00	$ 5,585.00	$ 5,585.00
WS-2	Private Office (2nd Floor)	Herman Miller	Canvas (includes chair)	1	$ 6,510.00	$ 6,510.00	$ 6,510.00
WS-3	Staff Workstation	Herman Miller	5 x 5 Canvas workstation (includes chair)	14	$ 4,902.50	$ 68,635.00	$ 68,635.00
WS-4	Adult Collection Circ Desk	Creative Wood	Custom	1	$ 12,535.00	$ 12,535.00	$ 12,535.00
WS-5	Adult Collection Self Check Desk	Creative Wood	Custom	1	$ 5,734.00	$ 5,734.00	$ 5,734.00
WS-6	Children's Library Circ Desk	Creative Wood	Custom	1	$ 19,600.00	$ 19,600.00	$ 19,600.00
A-1	Children's Art	Magis	Fish	6	$ 300.00	$ 1,800.00	$ 1,080.00
A-2	Trash Can - Lobby	Scandinavian Spaces	Kite (3 bins for one unit)	6	$ 2,799.00	$ 16,794.00	$ 10,076.40
A-3	Senior Room Separator	Herman Miller	OE1 Agile Wall (2 Shelving 1 Panel Wall)	1	$ 14,587.00	$ 14,587.00	$ 8,752.20
A-4	Lectern	Coalesse	Exponents Lectern	1	$ 5,300.00	$ 5,300.00	$ 3,180.00
A-5	Stacking Chair Cart	Herman Miller	Pronta Cart	4	$ 860.00	$ 3,440.00	$ 2,064.00
A-6	Round Folding Table Cart	Southern Aluminum	GHD Table Trucks	3	$ 2,121.00	$ 6,363.00	$ 3,817.80
A-7	Power Tower	KI	Isle Power Tower	3	$ 2,353.00	$ 7,059.00	$ 4,235.40
S-1	Mobile Book Shleves	Estey	45" High, 36" Wide concealed caster	22	$ 2,208.00	$ 48,576.00	$ 48,576.00
S-2	Wire Shelving Small	Global Industrial	5-Tier Nexel ESD Wire Shelving (24 in. W x 74	3	$ 200.00	$ 600.00	$ 600.00
S-3	Wire Shelving Medium	Global Industrial	5-Tier Nexel ESD Wire Shelving (48 in. W x 74	6	$ 277.00	$ 1,662.00	$ 1,662.00
S-4	Wire Shelving Large	Global Industrial	5-Tier Nexel ESD Wire Shelving (48 in. W x 74	44	$ 312.00	$ 13,728.00	$ 13,728.00
S-5	Fitness storage (resistance band	Amazon	Multi purpose hanging band rack	2	$ 40.00	$ 80.00	$ 80.00
S-6	Handweight racks	Global Industrial	Power Systems Premium Dumbbell Storage	1	$ 1,182.00	$ 1,182.00	$ 1,182.00
E-1	Book drop	Bibliotheca	Flat front RFID lock AMH51003-000	1	$ 22,122.00	$ 22,122.00	$ 22,122.00
E-2	Automatic Sorter	Bibliotheca	3 bin 1 sided external induction	1	$ 74,547.00	$ 74,547.00	$ 74,547.00
E-3	Self Check	Bibliotheca	Self Check 1000	3	$ 12,074.00	$ 36,222.00	$ 36,222.00
E-4	RFID Workstations	Bibliotheca	RFID Workstation shielded	3	$ 883.00	$ 2,649.00	$ 2,649.00
E-5	Barcode Scanner	Global Industrial	Datalogic 1D/2D Cordless Multi Interface	3	$ 573.00	$ 1,719.00	$ 1,719.00
E-6	RFID Gate	Bibliotheca	Floor mounted with hidden wiring and detection	1	$ 11,922.00	$ 11,922.00	$ 11,922.00
	Library Connect devices	Bibliotheca		1	$ 2,348.00	$ 2,348.00	$ 2,348.00
	Bibliotheca Shipping / Admin	Bibliotheca	Bibliotheca Shipping / Admin	1	$ 18,086.00	$ 18,086.00	$ 18,086.00
E-7	Leg extension / curl	True Fitness	SD-1000 Leg Extension/Leg Curl	1	$ 3,400.00	$ 3,400.00	$ 3,400.00
E-8	Smith Machine	True Fitness	XFW-6800 Smith Machine	2	$ 3,900.00	$ 7,800.00	$ 7,800.00
E-9	Leg Press	True Fitness	XFW-7800 Leg Press	1	$ 5,000.00	$ 5,000.00	$ 5,000.00
E-10	Upright Bike	True Fitness	TRUE CS400 Upright Bike	1	$ 2,600.00	$ 2,600.00	$ 2,600.00
E-11	Elliptical	True Fitness	TRUE Performance 300 Elliptical	1	$ 4,300.00	$ 4,300.00	$ 4,300.00
E-12	Treadmill	True Fitness	TRUE CS900 Commercial Treadmill	3	$ 10,220.00	$ 30,660.00	$ 30,660.00
E-13	Stairmaster	StairMaster	Stairmaster Gauntlet 10G Stepmill	1	$ 9,500.00	$ 9,500.00	$ 9,500.00
E-14	Dual Stack Functional Trainer	TuffStuff	TuffStuff Dual Stack Functional Trainer (MFT-	1	$ 6,300.00	$ 6,300.00	$ 6,300.00
E-15	Fitness Stretch	True Fitness	TRUE Stretch	1	$ 2,700.00	$ 2,700.00	$ 2,700.00
E-16	Adjustable Bench	True Fitness	Hammer Strength Multi-adjustable Bench	6	$ 2,000.00	$ 12,000.00	$ 12,000.00
E-17	Hoist Fitness Tree	Hoist	HF-5962 Fitness Tree	1	$ 900.00	$ 900.00	$ 900.00
E-18	Dumbell Rack	Hoist	12 pair Saddle Beauty Bell Dumbbell Rack	2	$ 830.00	$ 1,660.00	$ 1,660.00
O-1	Outdoor Bench	Country Casual	Bond 6' Backless	6	$ 1,217.00	$ 7,302.00	$ 4,381.20
O-2	Outdoor Lounge	Loll Design	Lollygagger	8	$ 645.00	$ 5,160.00	$ 3,096.00
O-3	Outdoor Chaise	Loll Design	Lollygagger	6	$ 1,395.00	$ 8,370.00	$ 5,022.00
O-4	Outdoor Chaise - Stacking	Janus et Cie	Duo Stackable	12	$ 1,136.00	$ 13,632.00	$ 8,179.20
O-5	Outdoor Chair	Design within Reach	Sustainable Lisboa Chair	100	$ 235.00	$ 23,500.00	$ 14,100.00
O-6	Outdoor Table	EMU	Round Square Table	37	$ 910.00	$ 33,670.00	$ 20,202.00
O-7	Outdoor Umbrella	Country Casual	9 ft Square w/ square 90 lb base	8	$ 2,643.00	$ 21,144.00	$ 21,144.00
O-8	Children's Outdoor Lounge	Plank	Land Lounge	4	$ 1,200.00	$ 4,800.00	$ 4,800.00
O-9	Children's Outdoor Stones	Concrete Works	Soma Stones	6	$ 2,000.00	$ 12,000.00	$ 7,200.00
O-10	Picnic Table	Extremis	Picnik	5	$ 8,790.00	$ 43,950.00	$ 26,370.00
O-11	Makerspace Outdoor Table	Extremis	Hopper AA 240 (6 Person)	4	$ 11,420.00	$ 45,680.00	$ 27,408.00
O-12	Outdoor Side Table	Loll Design	Lollygagger Side Table	7	$ 245.00	$ 1,715.00	$ 1,029.00
	Product Subtotal					$ 1,362,888.00	$ 1,004,455.20
	Freight/Installation (15%):						$ 150,668.28
	Contingency(10%):						$ 100,445.52
	PROJECT SUBTOTAL:						$ 1,255,569.00
	Tax (9.5%):						$ 119,279.06
	PROJECT GRAND TOTAL						$ 1,374,848.06

SITE PLAN

- CHAIR
- TABLE
- LOUNGE
- OUTDOOR
- ACCESSORIES
- STORAGE
- WORKSTATIONS
- EQUIPMENT

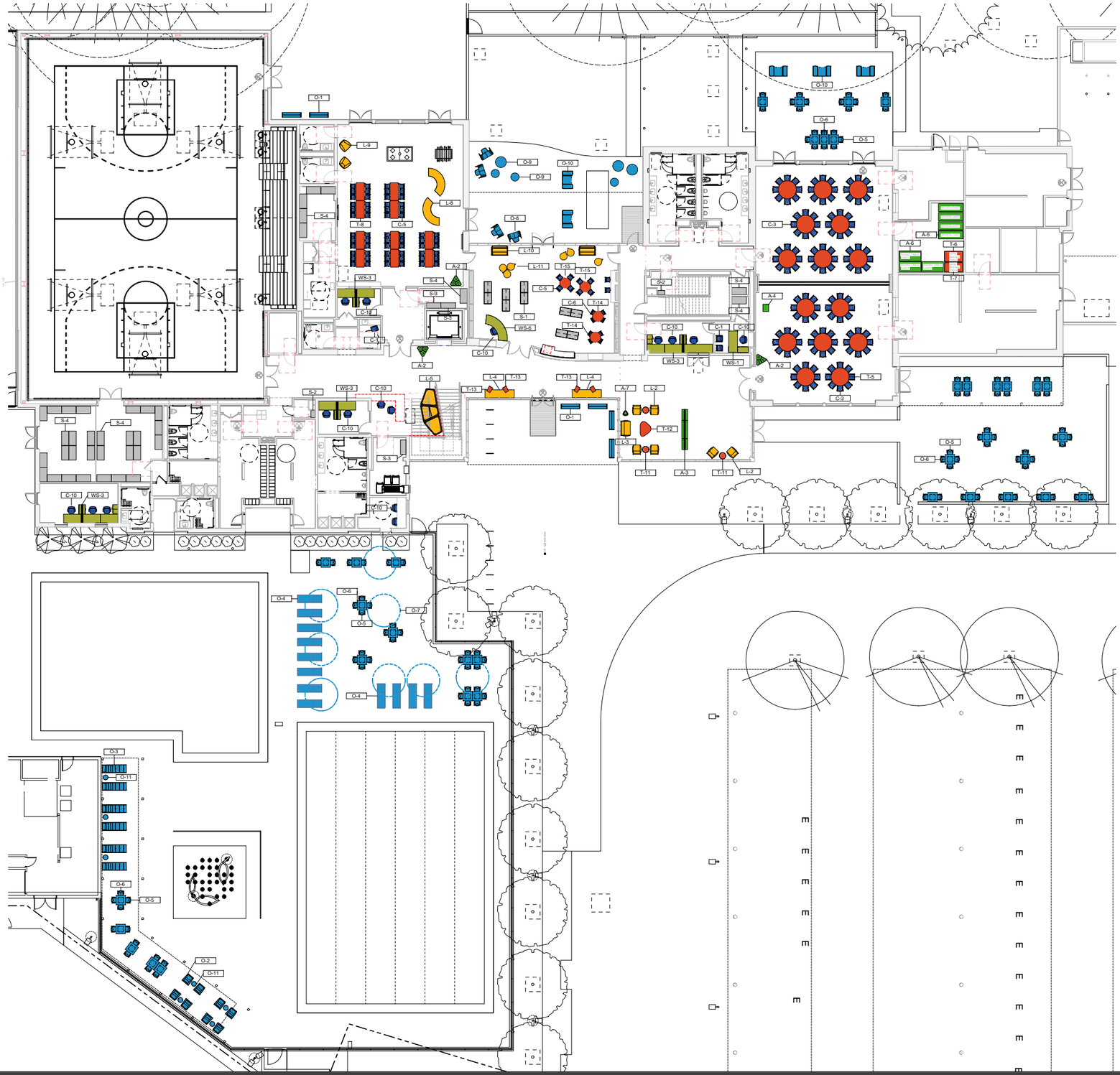


FIRST FLOOR

- CHAIR
- TABLE
- LOUNGE
- OUTDOOR
- ACCESSORIES
- STORAGE
- WORKSTATIONS
- EQUIPMENT

SITE PLAN

- CHAIR
- TABLE
- LOUNGE
- OUTDOOR
- ACCESSORIES
- STORAGE
- WORKSTATIONS
- EQUIPMENT

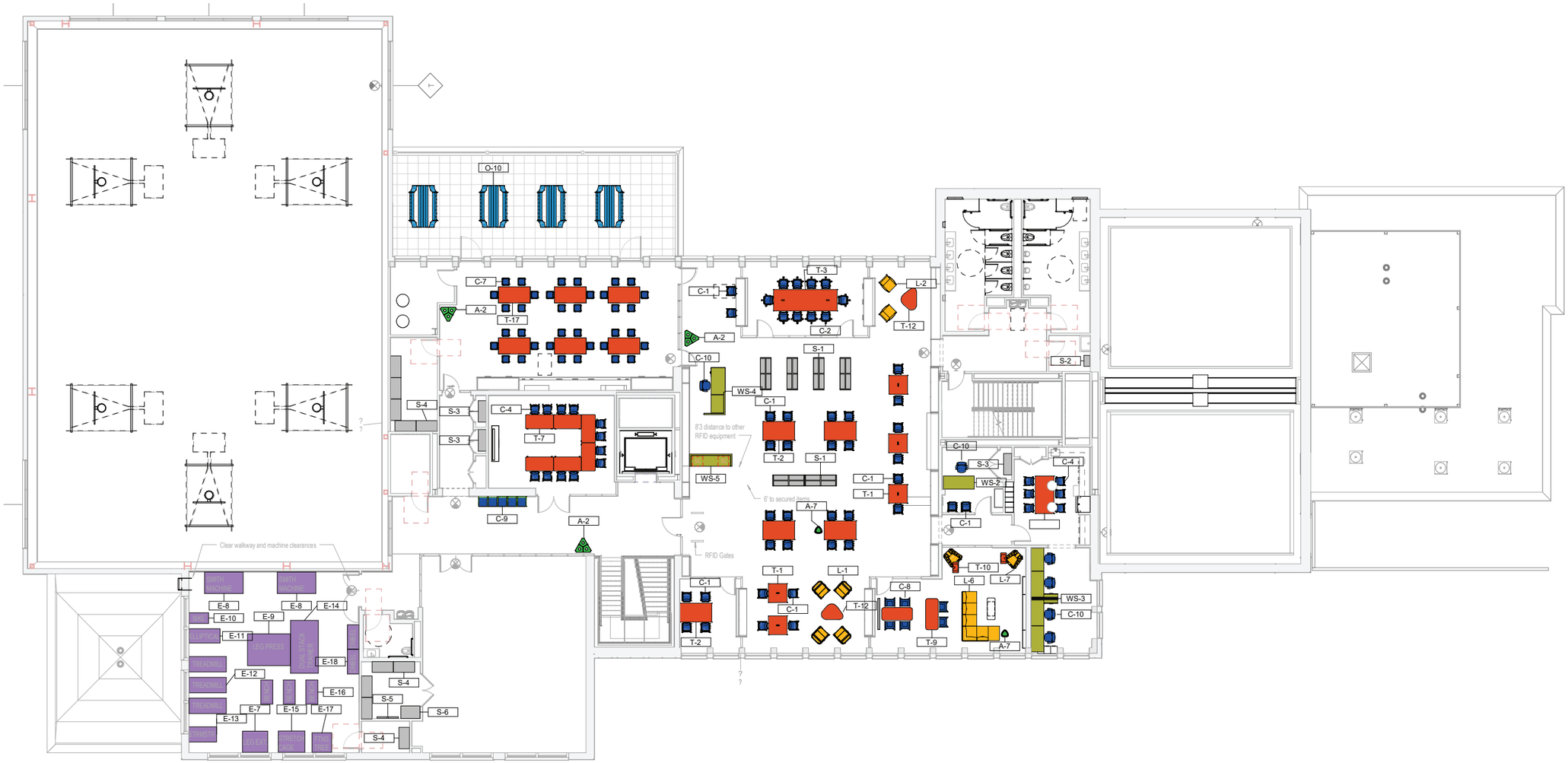


FIRST FLOOR

- CHAIR
- TABLE
- LOUNGE
- OUTDOOR
- ACCESSORIES
- STORAGE
- WORKSTATIONS
- EQUIPMENT

SECOND FLOOR

- CHAIR
- TABLE
- LOUNGE
- OUTDOOR
- ACCESSORIES
- STORAGE
- WORKSTATIONS
- EQUIPMENT



ADULT READER CHAIR

Naughtone - Viv Wood Base

DESCRIPTION

QUANTITY: 36

SIZE: 30.5”H x 22”D x 20.5”W

STYLE: Fully upholstered with wood base

NOVWN-100-WLN-PG

LOCATION: (32) Adult Collections
(2) Private Office Rm. 136
(2) Private Office Rm. 227

BASE: Solid Walnut

ARMS: None

UPHOLSTERED SEAT/BACK:
Designtex, Bigdot in Cinnamon
3525-301

TASK CHAIR

Naughtone - Viv 5-star Base with Arms

DESCRIPTION

QUANTITY: 10

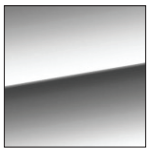
SIZE: 31”H x 21”D x 25”W X 17.75” SH

STYLE: Five star swivel base with arms, polished chrome base finish, fully upholstered, hard casters

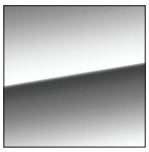
NOVVN-701-L-POL-HC

LOCATION: Conference Room

FRAME: Polished Chrome



ARMS: Polished Chrome



UPHOLSTERED SEAT/BACK:
Designtex, Bigdot in Cinnamon
3525-301

STACKING CHAIR

Herman Miller - Pronta

DESCRIPTION

QUANTITY: 150

SIZE: 20.95"W x 23.12"D x 31.86"H
14"SH

STYLE: Stacking chair, seat and powder coated frame in peacock with standard glides

JOS-PBL-PBL-SG

LOCATION: Senior Dining / Community Event Room

SEAT AND FRAME:
Herman Miller, Peacock

CLASSROOM CHAIR

Naughtone - Viv 4-leg base no arms

DESCRIPTION

QUANTITY: 18

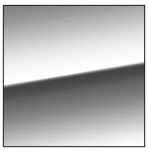
SIZE: 22”W x 32”H x 21.5”D X 17.5” SH

STYLE: 4-leg base, no arms, fully upholstered, with polished chrome base and plastic glides

NOVVN-150-CHR-PG

LOCATION: (12) Flex Classroom
(6) Staff Breakroom

FRAME: Polished Chrome



ARMS: None

UPHOLSTERED SEAT/BACK:
Designtex, Bigdot in Cinnamon 3525-301

CHILD READER CHAIR LARGE

Enea - Lottus Children

DESCRIPTION

QUANTITY: 70

SIZE: 20”W x 16.9”D x 23.2”H

STYLE: Children’s chair, frame and shell in White, seat pad in red, with felt glides

LOCATION: (10) Children’s Library
(60) Youth Center

FRAME: White

SEAT: White

SEATPAD:
Luna textiles, Boink in Zing, BNK-5491

CHILD READER CHAIR SMALL

Enea - Lottus Children

DESCRIPTION

QUANTITY: 8

SIZE: 19.3"W x 16.9"D x 20"H

STYLE: Children's chair, frame and shell in White, seat pad in red, with felt glides

LOCATION: (8) Children's Library

FRAME: White

SEAT: White

SEATPAD:
Luna textiles, Boink in Zing, BNK-5491

MAKERSPACE STOOL

Hightower - Jaxson Bar Stool

DESCRIPTION

QUANTITY: 36
18 Counter
18 Low

SIZE: Counter: 16.25”W x 16.25”D x 24”H
Low: 14”W x 16.25”D x 18”H

STYLE: Bar stool with solid ash seat and navy mood frame

SS100 (Low)
SS150 (Counter)

LOCATION: Makerspace

FRAME: Navy Mood

SEAT: Solid Ash

TEEN STOOL

Steelcase - Turnstone Scoop

DESCRIPTION

QUANTITY: 4

SIZE: 23”W x 20.25”D x 33”H

STYLE: Bar stool with upholstered seat and soft glides

TS30701

LOCATION: Teen Room

FRAME: Steelcase Paint in Platinum Metallic 4799

SEAT: Steelcase Seating Plastic in Blue 6BC5

SECOND FLOOR HALLWAY SEATING

Sedia - JumpSeat Wall

DESCRIPTION

QUANTITY: 5

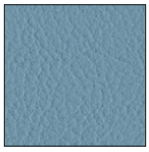
SIZE: 19.75"W x 4"D x 38"H
18.25"D With seat down
6" Mounting height AFF to bottom of chair

STYLE: Wall mount, white oak veneer surface finish with vinyl upholstered seat. (2) In bluebird, (2) in azure, (1) in Sanctuary.

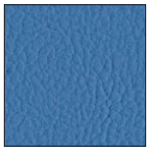
In order, bluebird, azure, sanctuary, bluebird, azure.

LOCATION: Second Floor Corridor (201)

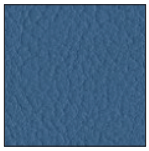
UPHOLSTERED SEAT: (1) Spradling vinyl Modena in Sanctuary MOD-2009



UPHOLSTERED SEAT: (2) Spradling vinyl Modena in Azure MOD-2011

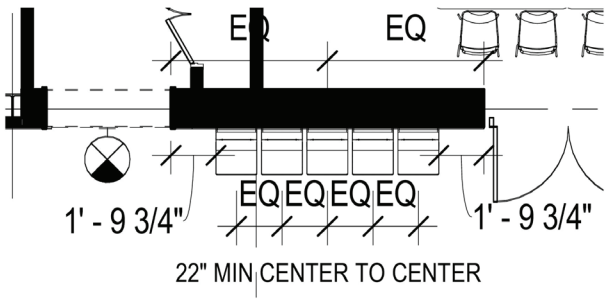


UPHOLSTERED SEAT: (2) Spradling vinyl Modena in Bluebird MOD-2002



SURFACE: White oak veneer

PLAN: Not to scale. Seats centered on wall, 22" min center to center spacing



STAFF TASK CHAIR

Herman Miller - Aeron Work Chair, Ready to Assemble

DESCRIPTION

QUANTITY: 22

SIZE: 28.3-30.4"W x 27.5-28.3"D x 36.75-41.13"H

STYLE: Work Chair, New Aeron, B Size, Low Height range adjustable, Standard tilt, Fixed arms, Non upholstered arm pads

AER1B11PW-SZS-G1-G1-G1-BB-BK-231-03

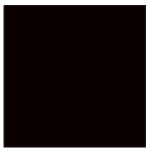
LOCATION:

First floor:
(3) Lifeguard Staff 129
(2) YC Staff 109
(2) Reception Desk
(1) Children's Library
(2) Pool staff
(3) Senior Staff 134
(1) Private office 136

Second floor:
(1) Adult Collections
(3) Staff office 223
(1) Private Office 227

PELLICLE: Black, 23105

FINISH: Black, BK



ADULT SINGLE LOUNGE

Naughtone - Hush Low

DESCRIPTION

QUANTITY: 4

SIZE: 28.5”W x 34.5”H x 30”D
17”SH

STYLE: Hush low with walnut legs and fabric upholstered internal and external , with plastic glides

NOHUN11-3-WLN-PG

LOCATION: Adult Collections

SEAT UPHOLSTERY: Momentum, Faux Mo in Delta 09200805

BASE: Natural Walnut

ADULT/SENIOR SINGLE LOUNGE

Sossego - Beatriz Lounge Chair

DESCRIPTION

QUANTITY: 8

SIZE: 31”H x 29.5”W x 31.1”D x 18.3”SH x 22.8”AH

STYLE: Faux leather upholstery with jequitiba wood frame, with plastic glides

LOCATION: (2) Adult Collections
(6) Senior Lounge

UPHOLSTERY: Faux Leather in Sand

BASE: Jequitiba in Tobacco Mel

SENIOR LOUNGE SOFA

Sossego - Beatriz 3-seater Sofa

DESCRIPTION

QUANTITY: 1

SIZE: 72.8”W x 31.1”D x 31”H x 19.5”SH x 22.8”AH

STYLE: 3 Seat. Faux leather upholstery with jequitiba wood frame, with plastic glides

LOCATION: Senior Lounge

UPHOLSTERY: Faux Leather in Marine

BASE: Jequitiba in Tobacco Mel

LOBBY BENCH

Coalesse - Together Straight without Back Bench

DESCRIPTION

QUANTITY: 2

SIZE: 96.5”W x 26.75”D x 18.5”H

STYLE: Straight without back, fully upholstered

COTO96

LOCATION: First floor lobby

UPHOLSTERY: Luum, Top Coat in Claycast 4083

LOBBY LOUNGE

Naughtone - Rhyme

DESCRIPTION

QUANTITY: 4

SIZE: Bench: 55”W x 55”D x 17.5”H
Low Back End A: 55”W x 55”D x 33.5”H x 17.5”SH

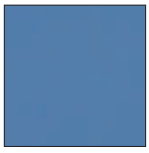
STYLE: 2 Bench and 2 Low back end A. Fully upholstered, black base. One of each lounge type in each color.

NOHRN-100-R00
NOHRN-450-R00

LOCATION: Lobby under stairs

(1) BENCH UPHOLSTERY: Designtex, Silicone Element in Tidal 3919-408

(1) LOW BACK END A UPHOLSTERY Designtex, Silicone Element in Tidal 3919-408



(1) BENCH UPHOLSTERY: Designtex, Silicone Element in Amazon 3919-411

(1) LOW BACK END A UPHOLSTERY: Designtex, Silicone Element in Amazon 3919-411

TEEN SOFA

Coalesse - Lagunitas

DESCRIPTION

QUANTITY: 1

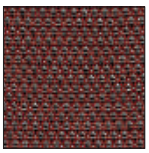
SIZE: 15.3”W x 24.4”D x 29.9”H x 17.7”SH

STYLE: Fully upholstered lounge, one 3 seat low back with one power module (one USB/ one power) and one 3 seat chaise, left hand, with one articulating back and one power module (one USB/one power)

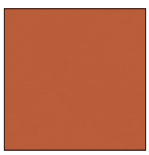
COLAGLL31
COLAGCL3

LOCATION: Teen Room

KNIT SCREEN: Coalesse SW_1 Knit in Fire 5KG6



UPHOLSTERY: Knoll Premier in Blossom K229417



TEEN SINGLE LOUNGE

Naughtone - Fiji

DESCRIPTION

QUANTITY: 2

SIZE: 33.5”W x 35”H x 34”D

STYLE: Chair with swivel fully upholstered. Shell band fabric in Teatro in guard, seat fabric in Article in Surf

NOFIJ-2

LOCATION: Teen Room

SHELL BAND UPHOLSTERY: Maharam Teatro in Guard 466309- 011 with Alta food and beverage backing/finish

SEAT UPHOLSTERY: Maharam Article in Surf 458600- 046

AFTERCARE BENCH

KI - MyPlace Backless 45 Curve Lounge

DESCRIPTION

QUANTITY: 6

SIZE: 41.5”W x 28”D x 18”H

STYLE: 45 degree curve, non contrast upholstery, concealed glide

MPC45/CGL/NC

LOCATION: Youth Center

UPHOLSTERY: Maharam, Apt in Nocturnal
466392-013

AFTERCARE LOUNGE

Bernhardt - Diego

DESCRIPTION

QUANTITY: 2

SIZE: 32.25”W x 32”D x 30.5”H x 16”SH

STYLE: Lounge chair with standard casters.

5682C

LOCATION: Youth Center

UPHOLSTERY: Designtex, Sorano in Persimmon
3403-703

CHILDRENS LOVESEAT

Naughtone - Hush Highback

DESCRIPTION

QUANTITY: 2

SIZE: 53”W x 32”D x 45.5”H x 17”SH

STYLE: Hush two seat sofa with oak legs and plastic glides

NOHUN22-3-PG

LOCATION: Children’s Library

UPHOLSTERY: Designtex, Big Dot in Cactus 3525-501

BASE: Solid Oak

CHILDRENS OTTOMAN

Hightower - Nimbus Jr with Point

DESCRIPTION

QUANTITY: 6

SIZE: 24.5”W x 31”D x 18”H

STYLE: Nimbus Jr. with point, 2 of each color

HT11002

LOCATION: Children’s Library

(2) UPHOLSTERY: Momentum, Silica in Lemon 09143374

(2) UPHOLSTERY: Maharam, Apt in Chartreuse 466392-021

(2) UPHOLSTERY: Luum, Top Coat in Polish 4083-11

ADULT READER TABLE - SQUARE

Steelcase - Verlay

DESCRIPTION

QUANTITY: 5

SIZE: 42”D x 42”W x 28.5”H

STYLE: 42” square table, sitting height, wood legs. Square corners, with 3mm plastic edge, laminate top and walnut legs. One CC grommet.

VLYSQWL

LOCATION: Adult Collections

TOP: HPL, Steelcase in Clear Walnut 2538

BASE: Steelcase Walnut Laquer 3325

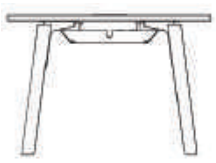
EDGE STYLE: 3 mm edge

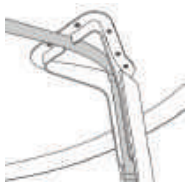
BRACKETS/GROMMETS: Black

EDGEBAND: Steelcase Clear Walnut 6245

POWER:
(1) CC Grommet without cover. 2 power, 2 USB-A

Wire management tray, size and quantity tbd. Black mesh cable manager with velcro attachment





ADULT READER TABLE

Steelcase - Verlay

DESCRIPTION

QUANTITY: 5

SIZE: 42”D x 72”W x 28.5”H

STYLE: Rectangular table, sitting height, wood legs. Square corners, with 3mm plastic edge, laminate top and walnut legs. Two CC grommets and cable management tray and leg.

VLYRECWL

LOCATION: Adult Reading Room

TOP: HPL, Steelcase in Clear Walnut 2538

BASE: Steelcase Walnut Laquer 3325

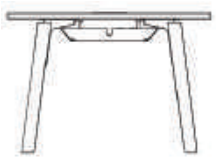
EDGE STYLE: 3 mm edge

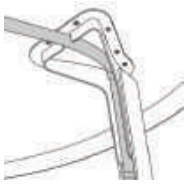
BRACKETS/GROMMETS: Black

EDGEBAND: Steelcase Clear Walnut 6245

POWER:
(2) CC Grommet without cover. 2 power, 2 USB-A

Wire management tray, size and quantity tbd. Black mesh cable manager with velcro attachment





CONFERENCE TABLE

Steelcase - Verlay

DESCRIPTION

QUANTITY: 1

SIZE: 48”D x 144”W x 28.5”H

STYLE: Rectangular table, sitting height, with metal 2 split trestle leg. Square corners, with 3mm plastic edge, laminate top and walnut legs. Two CC grommets and cable management tray and leg.

VLYRECML

LOCATION: Conference Room

TOP: HPL, Steelcase in Clear Walnut 2538

BASE: Steelcase Smooth Black 0835

EDGE STYLE: 3 mm edge

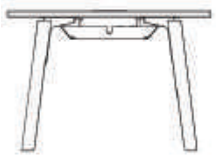
BRACKETS/GROMMETS: Black

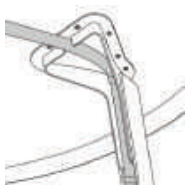
EDGEBAND: Steelcase Clear Walnut 6245

POWER:

(2) CC Grommet without cover. 2 power, 2 USB-A

Wire management tray, size and quantity tbd. Black mesh cable manager with velcro attachment





BREAKROOM TABLE

Steelcase - Verlay

DESCRIPTION

QUANTITY: 1

SIZE: 42”W x 84”D x 28.5”H

STYLE: Rectangular table, sitting height, wood legs. Square corners, with 3mm plastic edge, laminate top and walnut legs.

VLYRECWL

LOCATION: Staff Breakroom

TOP: HPL, Steelcase in Clear Walnut 2538

BRACKETS/GROMMETS: Black

POWER: None

BASE: Steelcase Walnut Laquer 3325

EDGEBAND: Steelcase Clear Walnut 6245

EDGE STYLE: 3 mm edge

ROUND FOLDING TABLE

Southern Aluminum - IDesign Round Linenless Folding Table

DESCRIPTION

QUANTITY: 15

SIZE: 60”Diameter x 29.75”H

STYLE: Round folding table with A style leg

D60RFVAL

LOCATION: Senior Dining / Community Event Room

TOP: Wilsonart Pasadena Oak 7986

BASE: Silver

EDGEBAND: Silver

FLIP TOP TABLE - CHEVRON

Steelcase - Verb

DESCRIPTION

QUANTITY: 5

SIZE: 60”W X 30”D X 43”H (when table is flipped up)

STYLE: Chevron flip top table and steel modesty panel. Cast legs with four locking casters.

VTCF3060

LOCATION: Senior Dining / Community Event Room

TOP: HPL, Formica in Finnish Oak 118

UNDERSIDE: Dark

BASE: Steelcase Paint in Platinum Metallic 4799

BASE TYPE: Locked casters

EDGEBAND: Formica in Finnish Oak 118

MODESTY PANEL: Steelcase Paint in Platinum Metallic 4799

FLIP TOP TABLE - RECTANGULAR

Steelcase - Verb

DESCRIPTION

QUANTITY: 18

SIZE: 30”W x 60”D X 43”H (when table is flipped up)

STYLE: Rectangle flip top, cast legs with four locking casters.

VTR3060

LOCATION: (6) Flex Classroom
(12) Community Event Room

TOP: HPL, Formica in Finnish Oak 118

UNDERSIDE: Dark

BASE: Steelcase Paint in Platinum Metallic 4799

BASE TYPE: Locked casters

EDGEBAND: Formica in Finnish Oak 118

CHILDRENS FLIP TOP TABLE

KI - Trek Flip Top Table

DESCRIPTION

QUANTITY: 12

SIZE: 30”D X 60”W X 23-32”H

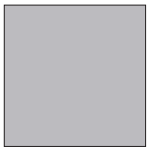
STYLE: Rectangular nesting flip top table at custom 25” height, with and flat vinyl edge and 4 casters.

T255FT-74P-ECO-LF/118-SX-4CB

LOCATION: Youth Center

TOP: Laminate, Formica Finnish Oak 118

BASE: Starlight Silver



EDGEBAND: Castle Oak

BASE TYPE: 4 casters

TEEN TABLE

Steelcase - Flex Standing Height

DESCRIPTION

QUANTITY: 2

SIZE: 70”W X 29”D X 41.375”H

STYLE: Standing height mobile table with 2 glides and 2 wheels

FLXWTH

LOCATION: Teen Room

TOP: HPL, Formica in Finnish Oak 118

BASE: Steelcase Paint in Low Gloss Black 4710

EDGEBAND: Formica in Finnish Oak 118

TEEN PERSONAL TABLE

Coalesse - Lagunitas Personal Table

DESCRIPTION

QUANTITY: 2

SIZE: 13”D X 24”W 25”H

STYLE: Laminate table top and edgeband, with painted metal base and non adjustable glides

COLAGTP

LOCATION: Teen Room

TOP: HPL, Formica in Finnish Oak 118

BASE: Paint Black Gloss 4144

EDGEBAND: Formica in Finnish Oak 118

TEEN COFFEE TABLE

Coalesse - Lagunitas Occasional Table

DESCRIPTION

QUANTITY: 1

SIZE: 18”D X 48”W X 16”H

STYLE: Occasional table with laminate table top and edge band, with painted metal base and non adjustable glides

COLAGTO

LOCATION: Teen Room

TOP: HPL, Formica in Finnish Oak 118

BASE: Paint Black Gloss 4144

EDGEBAND: Formica in Finnish Oak 118

OCCASIONAL SIDE TABLE

Herman Miller - Nelson Pedestal Table

DESCRIPTION

QUANTITY: 3

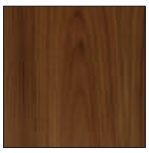
SIZE: 17”Dia X 21.5”H

STYLE: Round Table with walnut veneer top and edge band

5451W-BK-OU-OU

LOCATION: Senior Lounge

TOP: Wood Veneer Walnut OU



BASE: Black Paint

EDGEBAND: Wood Veneer Walnut OU

COFFEE TABLE

Herman Miller - Noguchi Rudder

DESCRIPTION

QUANTITY: 3

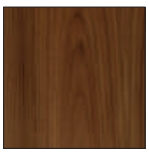
SIZE: 50”W X 35.5”D X 15.75”H

STYLE: Walnut table with hairpin chrome base.

IN52-OU-47

LOCATION: (1) Senior Lounge
(2) Adult Collections

TOP: Wood Veneer Walnut OU



BASE: Trivalent Chrome 47

LAPTOP TABLE

Steelcase - Turnstone Campfire Personal Table

DESCRIPTION

QUANTITY: 4

SIZE: 19.5"D X 14"W X 26"H

STYLE: Personal table in Virginia Walnut Laminate

TS4TWP

LOCATION: First Floor Lobby

FINISH: Steelcase Natural Oak Veneer 3611

CHILDRENS TABLE - ROUND SMALL

Freshcoast - Quince Round 20" High

DESCRIPTION

QUANTITY: 2

SIZE: 36" Diam x 20"H

STYLE: 20" high round table in White Wash II with laminate top and PVC edge in white

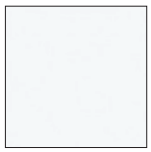
QCT-20H-36D-8824-V2W-11

LOCATION: Children's Library

TOP: Formica White Drops 8824

BASE: Natural 11

EDGEBAND: White Vinyl



CHILDRENS TABLE - ROUND LARGE

Freshcoast - Quince Round 25" High

DESCRIPTION

QUANTITY: 2

SIZE: 36" Diam x 25"H

STYLE: 20" high round table in White Wash II with laminate top and PVC edge in white

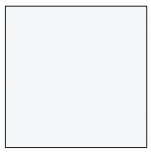
QCT-25H-36D-8824-V2W-11

LOCATION: Children's Library

TOP: Formica White Drops 8824

BASE: Natural 11

EDGEBAND: White Vinyl



MAKERSPACE TABLE

3Branch - Maker Flex Butcher Block Adjustable Height

DESCRIPTION

QUANTITY: 6

SIZE: 72” W X 36”D X 29-47”H

STYLE: Height adjustable butcher block work surface with casters

MF-7236-ADJT-BBK-CAS

LOCATION: Makerspace

TOP: Solid maple butcher block

BASE: Platinum metallic

OUTDOOR BENCH

Country Casual - Bond 6' Backless

DESCRIPTION

QUANTITY: 6

SIZE: 22"D X 72"W 17.75"H

STYLE: Backless bench with solid teak seat

6916

LOCATION: (4) Front Entrance
(2) Playground

SEAT: Solid Teak

BASE: Stainless Steel

OUTDOOR BENCH

Loll - Lollygagger Lounge Chair

DESCRIPTION

QUANTITY: 8

SIZE: 27”W X 29.5”D X 29.5”H

STYLE: LC-LL-DW

LOCATION: Pool Deck

COLOR: Driftwood

OUTDOOR CHAISE

Loll - Lollygagger Chaise

DESCRIPTION

QUANTITY: 6

SIZE: 74”W X 26”D X 29.75”H

STYLE: LC-LC-DW

LOCATION: Pool Deck

COLOR: Driftwood

OUTDOOR CHAISE - STACKING

Janus et Cie - Duo Stackable Mesh

DESCRIPTION

QUANTITY: 12

SIZE: 80”W X 26.75”D X 41.25”H X 13.5”SH

STYLE: Stackable chaise in graphite, with starlight mesh

719-58-211-81-86

LOCATION: Pool Deck

FRAME: Graphite

SEAT: Starlight mesh

OUTDOOR CHAIR

Design within Reach - Sustainable Lisboa Chair

DESCRIPTION

QUANTITY: 100

SIZE: 18.9”W X 20”D X 31.9”H

STYLE: Sustainable Lisboa arm chair in red

LOCATION: (42) Pool Deck
(38) East Terrace
(20) West Terrace

COLOR: Red

OUTDOOR TABLE

EMU - Round Series Square Table

DESCRIPTION

QUANTITY: 37

SIZE: 31.5”D X 31.5”W X 29.5”H

STYLE: CO2473

LOCATION: (15) Pool Deck
(15) East Terrace
(7) West Terrace

COLOR: EMU White 7271

OUTDOOR UMBRELLA

Country Casual - Teak Umbrella 8 ft Octagon

DESCRIPTION

QUANTITY: 8

SIZE: 108”W X 108”D X 102”H

STYLE: 9 ft square umbrella with Oyster fabric. And with a 90 lb 27.5” square steel rolling base

Teak-7919
8312 (Base)

LOCATION: Pool Deck

COLOR: Oyster

CHILDRENS OUTDOOR LOUNGE

Plank - Land Lounge

DESCRIPTION

QUANTITY: 4

SIZE: 44”W X 32.6”D X 40.15”H X 15”SH

STYLE: 1100-00

LOCATION: Children’s Library Terrace

COLOR: Basalt Grey

CHILDRENS OUTDOOR STONE

Concreteworks - Soma Stones

DESCRIPTION

QUANTITY: 6

SIZE: (3) X-small: 30”L X 25”W X 14”H
(3) Small: 42”L X 31”W X 13”H

STYLE: X-Small and Small stones, 3 of each, 1 of each color in each size

LOCATION: Children’s Library Terrace

COLOR: Chalk, (1) X-small, (1) Small

COLOR: Hurricane, (1) X-small, (1) Small

COLOR: Storm, (1) X-small, (1) Small

PICNIC TABLE

Extremis - Picnik

DESCRIPTION

QUANTITY: 5

SIZE: 37.5”W X 57.75”L X 29.5”H

STYLE: Picnik with floor fastening feet

LOCATION: (3) West Terrace
(2) Children’s Library Terrace

COLOR: Sky blue RAL5024

MAKERSPACE OUTDOOR TABLE

Extremis - Hopper AA 300

DESCRIPTION

QUANTITY: 4

SIZE: 64.17”W X 93.7”L X 29.13”H X 17.32” SH

STYLE: Hopper AA 240 without shade and floor fastening

AXTMHOPALUM240

LOCATION: Makerspace Terrace

COLOR: Sky blue RAL5024

OUTDOOR SIDE TABLE

Loll - Lollygagger Side Table

DESCRIPTION

QUANTITY: 7

SIZE: 16” Diam X 14”H

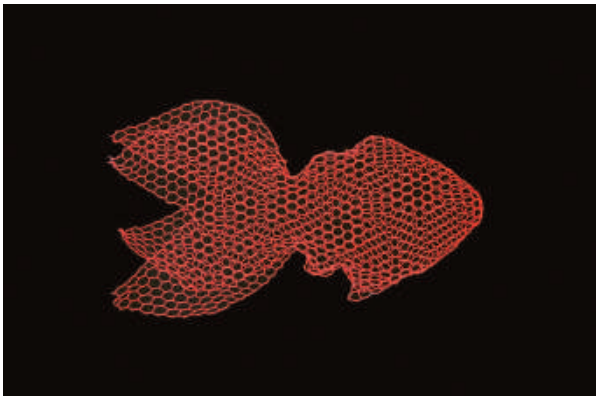
STYLE: LC-LST-DW

LOCATION: Pool Deck

COLOR: Driftwood

CHILDREN'S ART

Magis - Fish



DESCRIPTION

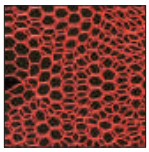
QUANTITY: 1 Large
2 Medium
2 Small

SIZE: L: 31.5"L X 20.86"W X 18.9"H
M: 25.6"L X 17.23"W X 15.75"H
S: 19.7"L X 13.2"W X 11.8"H

STYLE: Metal mesh painted in epoxy resin, with hook for ceiling suspension.

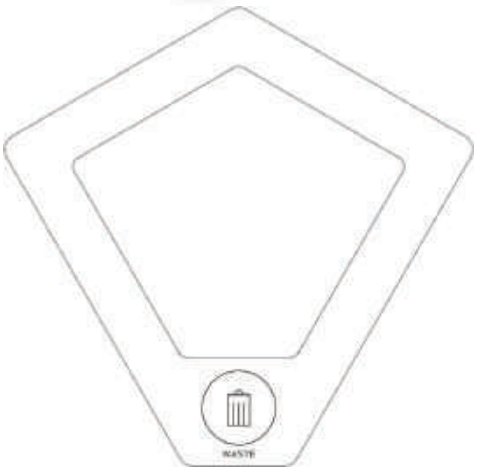
LOCATION: Children's Library

MATERIAL: Matt color fluorescent red



LOBBY TRASHCAN

Scandinavian Spaces - Kite Frame



DESCRIPTION

QUANTITY: 3

SIZE: 19.7”W X 19.4”D X 27.6”H

STYLE: Kite frame standard Ral Colors, (1) Pearl White, (1) Brilliant Blue. Kite frame white/ grey in (1) Warm Grey.

With kite lids. (1) Kite lid waste, (1) Kite Lid Plastic (1) Kite Lid compost

LOCATION:
(1) First floor Lobby
(1) Community Room
(1) Afterschool program
(1) 2nd Floor Lobby
(1) Makerspace
(1) Adult collections

FINISH: Pearl White

FINISH: Brilliant Blue

FINISH: Warm Grey

LID SYMBOL: Waste

LID SYMBOL: Plastic

LID SYMBOL: Organic

SENIOR LOUNGE ROOM SEPARATOR

Herman Miller - OE1 Agile Wall Full Shelves

DESCRIPTION

QUANTITY: (2) Frames
(2) Set of 4 shelves

SIZE: Frame: 36”W X 19”D X 75”H
Shelves: 36”W X 12”L X 7/8”D

STYLE: Full height shelves with glides. Frame in black. Shelves in medium walnut laminate

HZ120-75-36-1-BK (Frame)

HZ160-LBU-LBU (Shelves)

LOCATION: Senior Lounge

FRAME FINISH: Sand Texture Finish, Black

SHELF FINISH: Laminate, Medium Matte Walnut LBU

SHELF EDGEBAND: Laminate, Medium Matte Walnut LBU

SENIOR LOUNGE ROOM SEPARATOR

Herman Miller - OE1 Agile Wall Fully Cladded

DESCRIPTION

QUANTITY: (1) Frame with Glides
(1) Upper and Lower Tile

SIZE: Frame: 60”W X 19”D X 75”H
Panels: 60”W X 35”H X 3/8”D
Monitor mount: 23.6”W X 5/8”D x 17.25”H

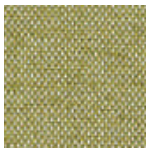
STYLE: Full height, 60” wide frame in black. With tackable fabric panels. One side; lower panel with power, and monitor mount for upper panel. With user power.

HZ110-75-60-BK (Frame)
HZ130-35-60-R (Upper Panel)
HZ140-35-60-RP (Lower Panel)
HZ170-1-P-T-OH (Monitor Mount)

LOCATION: Senior Lounge

FRAME FINISH: Sand Texture Finish, Black

PANEL FINISH: Herman Miller, Aristo in Green Apple 3AR08



MONITOR MOUNT: Black

LECTERN

Coalesse - Exponents Lectern

DESCRIPTION

QUANTITY: 1

SIZE: 23.5”W X 18.75”D X 48”H

STYLE: Lectern in flat cut low sheen wood veneer. Integrated power; 2 power receptacles, 3 data and 1 VGA. Power in black.

COCL42-PVD

LOCATION: Senior Dining / Community Event Room

FINISH: Coalesse, Rift cut, Natural Oak Low Sheen V3AK

STACKING CHAIR CART

Herman Miller - Pronta Cart

DESCRIPTION

QUANTITY: 4

SIZE: 27.25”W X 81”D X 38.38”H

STYLE: Dolley for Pronta Stacking chairs. Stacks 36 chairs per cart. Black with 4” soft wheel casters

JOC-GHC

LOCATION: Furniture Storage

FINISH: Black

ROUND FOLDING TABLES CART

Southern Aluminum - GHD Table Trucks

DESCRIPTION

QUANTITY: 3

SIZE: 33”W X 72.5”D

STYLE: Table trucks for Idesign folding round tables. 5 tables per cart.

TT606672RGHD

LOCATION: Furniture Storage

FINISH: Black

POWER TOWER

KI - Isle Power Tower

DESCRIPTION

QUANTITY: 3

SIZE: 25.5”H X 18”Diameter

STYLE: Power tower in silver

ISLE.SX

LOCATION: (1) Senior Lounge
(1) Adult Collections
(1) Teen Room

FINISH: KI Starlight Silver

MOBILE BOOK SHELVING

Estey - Mobile Shelving

DESCRIPTION

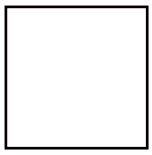
QUANTITY: 22

SIZE: 36"W X 42"H (plus caster height)

STYLE: Shelving to match image. Estey concealed caster double faced shelving system (22 units total). Each shelving unit to be 36" wide x 42" high (plus caster height) with three 12" deep (11" actual depth) shelf openings each section face. Each range to be equipped with laminate end panels and canopy tops with 3 mm PVC edge banding all exposed edges. End panels with slats and signage.

LOCATION: (10) Children's Library
(12) Adult Collections

SHELF FINISH: White



END AND TOP PANELS: HPL Formica Finnish Oak 188

SMALL WIRE SHELVING

Global Industrial - 5-Tier Nexel ESD Wire Shelving

DESCRIPTION

QUANTITY: 3

SIZE: 24”W X 74”H X 14”D

STYLE: Wire shelving with 5 adjustable shelves

T9FB2351667

LOCATION: Janitor Closets

FINISH: Chrome

MEDIUM WIRE SHELVING

Global Industrial - 5-Tier Nexel ESD Wire Shelving

DESCRIPTION

QUANTITY: 5

SIZE: 48”W X 74”H X 18”D

STYLE: Wire shelving with 5 adjustable shelves

T9FB2333380

LOCATION:
(2) YC Storage Rm 117
(1) Book sorter Rm 119
(2) Storage Rm 213 & 214
(1) Private Office Storage Rm 226A

FINISH: Chrome

LARGE WIRE SHELVING

Global Industrial - 5-Tier Nexel ESD Wire Shelving

DESCRIPTION

QUANTITY: 44

SIZE: 48”W X 74”H X 24”D

STYLE: Wire shelving with 6 adjustable shelves

T9FB2333307

LOCATION:

First floor:
(15) Pool Storage
(14) Gym Storage
(5) YC Storage 114
(1) YC Storage Rm 117
(1) Senior Staff Storage Rm 135

Second floor:
(4) Movement Studio Storage Rm 206
(1) Fitness Storage Rm 209
(5) MC storage Rm 216
(1) Private office storage Rm 226

FINISH: Chrome

FITNESS STORAGE

Amazon - Gym Equipment Storage Rack Resistance Bands Hanger

DESCRIPTION

QUANTITY: 2

SIZE: 23”W X 5”H X 3”D

STYLE: Resistance band hanger, 11 prongs

B08W343D23

LOCATION: Movement Studio Storage

FITNESS STORAGE

Global Industrial - Power Systems Premium Dumbbell Storage Rack

DESCRIPTION

QUANTITY: 1

SIZE: 43”W X 42”H X 28”D

STYLE: Dumbbell hand weight rack with 44 Vinyl Dumbbell Pairs

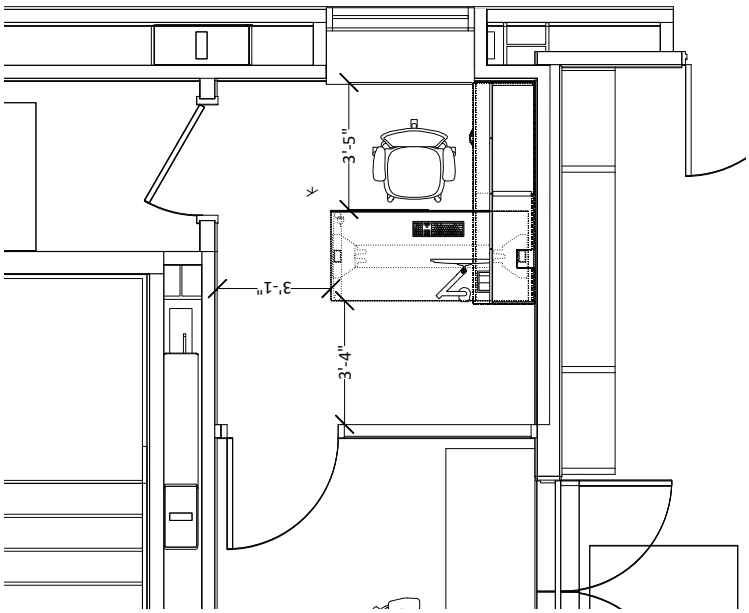
T9FB2253082

LOCATION: Fitness room storage closet

PRIVATE OFFICE FIRST FLOOR

Herman Miller - Canvas

Drawings not to scale



PRIVATE OFFICE TYPICAL -01
FLOOR - 01

INITIALS		REVISION	DATE
1	XX	.	.
2	XX	.	.
3	XX	.	.
4	XX	.	.

PROGRESS
Robert

PIVOT

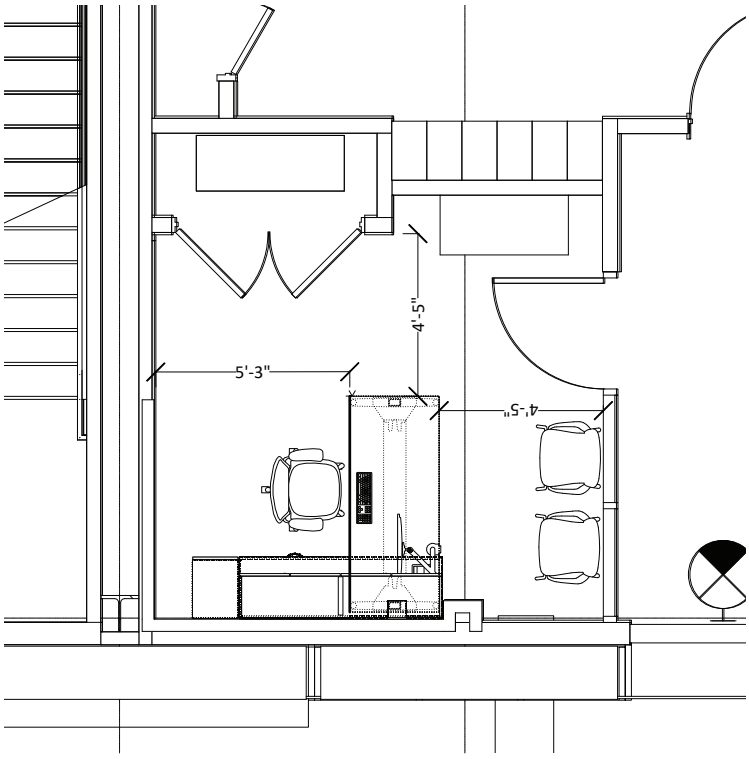
Print Date: 6/23/2022
Scale: 3/8" = 1'-0"
Dwg. Robert Colson
Project Number: 408736

Client: Menlo Park Library
Project Info: New Library
Address: 800 Alma Street, Main Library City, Menlo Park, CA Zip
Sheet Title: Furniture Plan Sheet No : 1 of 1

PRIVATE OFFICE SECOND FLOOR

Herman Miller - Canvas

Drawings not to scale



PRIVATE OFFICE TYPICAL -02
FLOOR -02

INITIALS		REVISION	DATE
1	XX	.	.
2	XX	.	.
3	XX	.	.
4	XX	.	.

PROGRESS
Robert

PIVOT

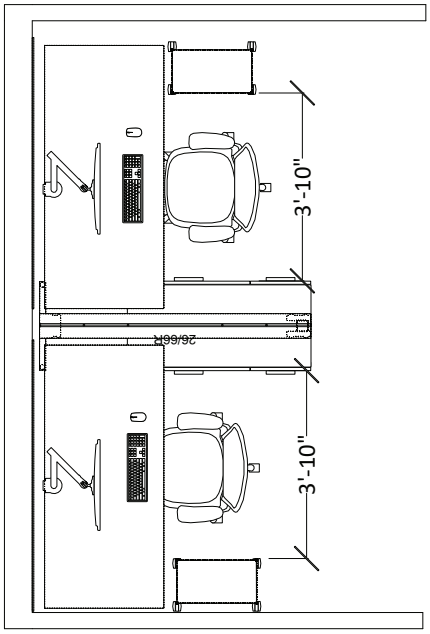
Print Date: 6/23/2022
Scale: 3/8" = 1'-0"
Dwg. Robert Colson
Project Number: 408736

Client: Menlo Park Library
Project Info: New Library
Address: 800 Alma Street, Main Library City: Menlo Park, CA Zip
Sheet Title: Furniture Plan Sheet No : 1 of 1

STAFF WORKSTATIONS

Herman Miller - Canvas

Drawings not to scale



WORKSTATION TYPICAL

INITIALS		REVISION	DATE
1	XX	.	.
2	XX	.	.
3	XX	.	.
4	XX	.	.

PROGRESS
Robert

PIVOT

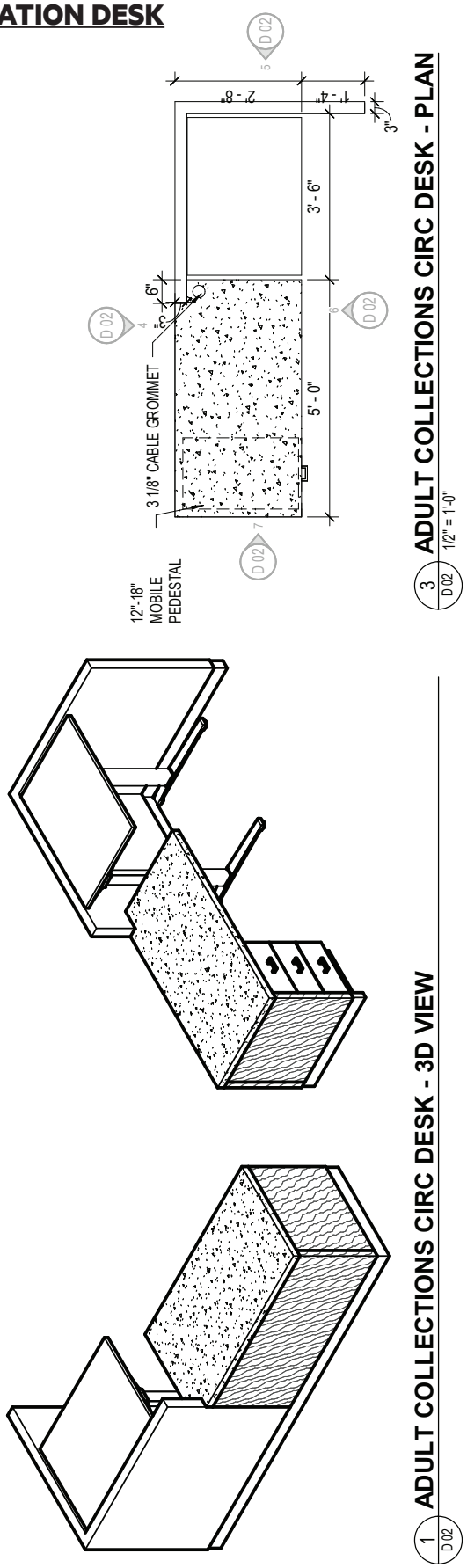
Print Date: 6/23/2022
Scale: 1/2" = 1'-0"
Dwg. Robert Colson
Project Number: 408736

Client: Menlo Park Library
Project Info: New Library
Address: 800 Alma Street, Main Library City Menlo Park, CA Zip
Sheet Title: Furniture Plan Sheet No.: 1 of 1

ADULT COLLECTION'S CIRCULATION DESK

Creative Wood or Equal - Custom

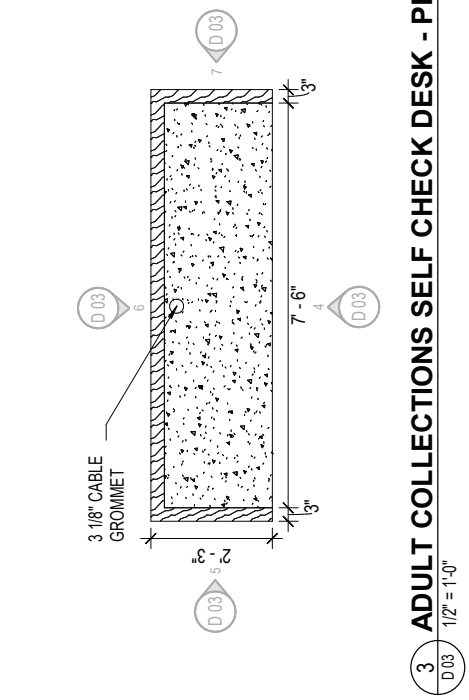
Drawings not to scale



ADULT COLLECTION'S SELF CHECK DESK

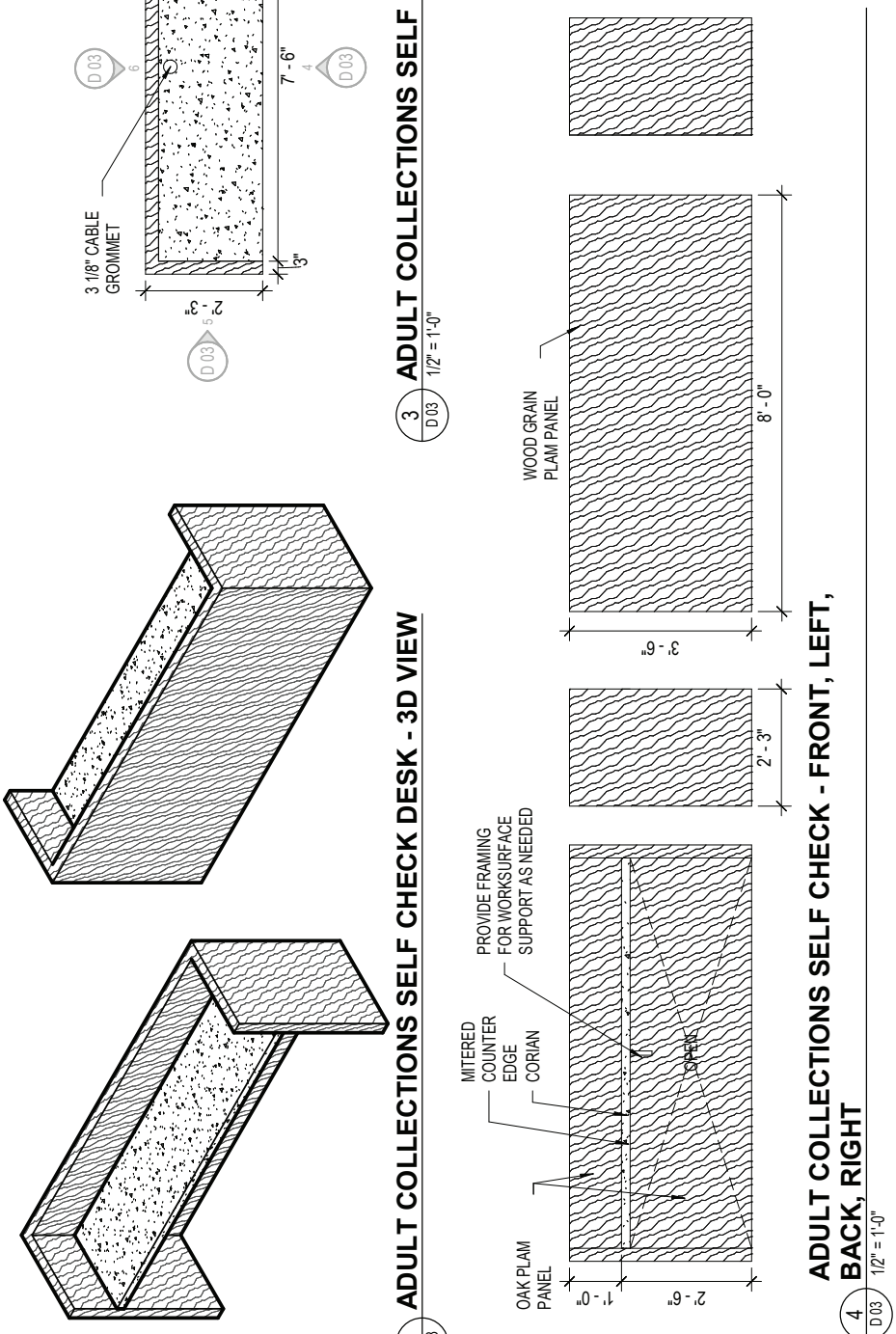
Creative Wood or Equal - Custom

Drawings not to scale



3 D 03 ADULT COLLECTIONS SELF CHECK DESK - PLAN 1/2" = 1'-0"

1 D 03 ADULT COLLECTIONS SELF CHECK DESK - 3D VIEW

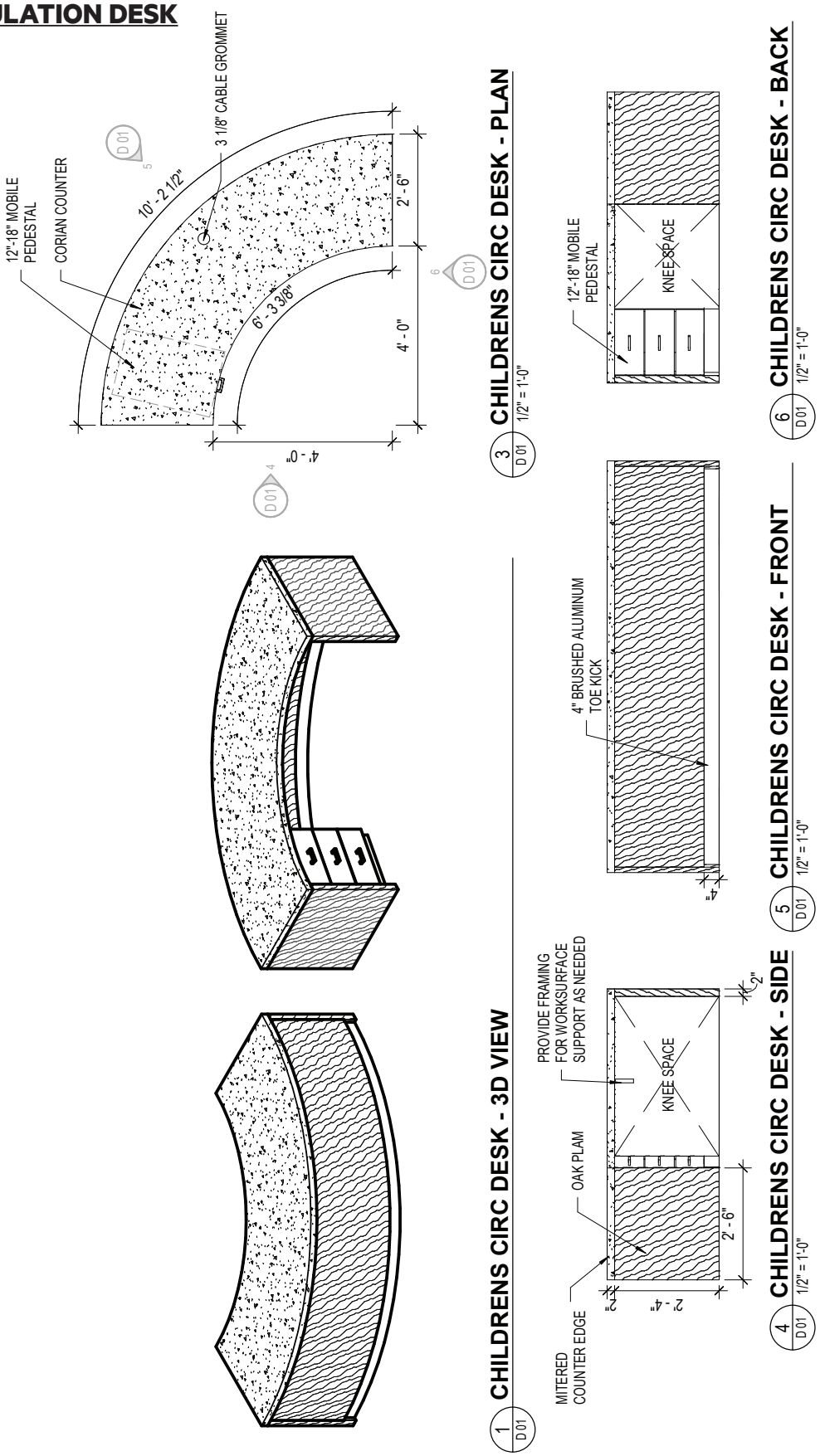


4 D 03 ADULT COLLECTIONS SELF CHECK - FRONT, LEFT, BACK, RIGHT 1/2" = 1'-0"

CHILDREN'S LIBRARY CIRCULATION DESK

Creative Wood or Equal - Custom

Drawings not to scale



BOOK DROP

Bibliotheca - Flex Book Drop

Flat Front

DESCRIPTION

QUANTITY: 1

SIZE:

STYLE: Flat front RFID Enabled

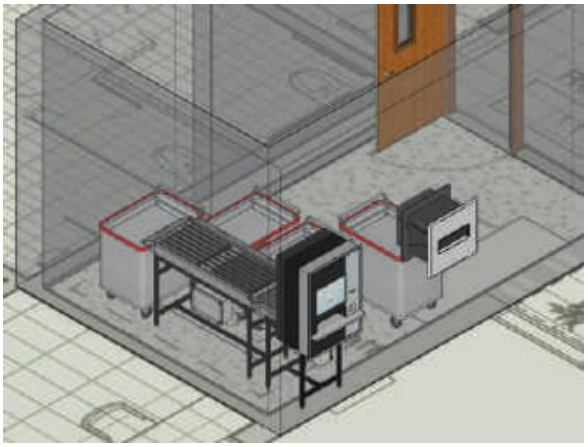
AMH51003-00

Library Equipment may not be included in final furniture package. TBD

LOCATION: Book Sorter Room

AUTOMATIC BOOK SORTER

Bibliotheca - AMH



DESCRIPTION

QUANTITY: 1

SIZE:

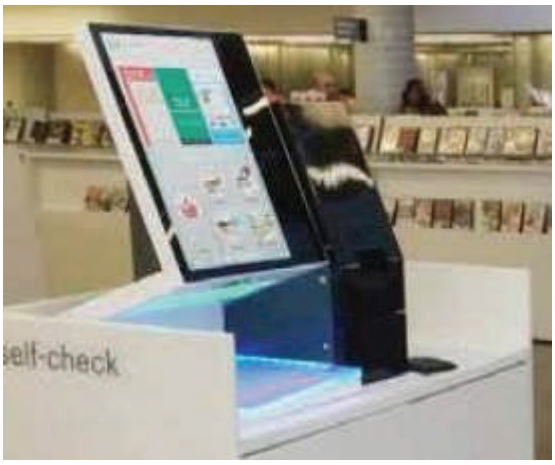
STYLE: 3 bins 1 sided external induction

Library Equipment may not be included in final furniture package. TBD

LOCATION: Book sorter room

SELF CHECK

Bibliotheca - Self Check 1000



DESCRIPTION

QUANTITY: 3

SIZE: 24”W X 21.7”D X 29.9”H

STYLE: Desktop

AMH51003-00

Library Equipment may not be included in final furniture package. TBD

LOCATION: (1) Children’s Library
(2) Adult Collections

FINISH: Black

RFID WORKSTATION

Bibliotheca - RFID Workstation

DESCRIPTION

QUANTITY: 3

SIZE: 13.8”W X 11”D X 0.6”H

STYLE: Long description
AMH51003-00

Library Equipment may not be included in final furniture package. TBD

LOCATION: (1) First floor reception desk
(1) Children’s Library
(1) Adult Collections

RFID WORKSTATION BARCODE SCANNER

Global Industrial - Datalogic 1D/2D Cordless Barcode Scanner

DESCRIPTION

QUANTITY: 3

SIZE:

STYLE: GBT4500-WH-WLC

Library Equipment may not be included in final furniture package. TBD

LOCATION:
(1) First floor reception desk
(1) Children's Library
(1) Adult Collections

FINNISH: White

RFID GATE

Bibliotheca - Floor mounted RFID gate

DESCRIPTION

QUANTITY: 1

SIZE: 27.6”W X 2.9”D X 70”H

63” spacing between gates

STYLE: Direct floor mounted with wiring through floor mounted threshold wireway

LOCATION: Adult Collections

BASE: Brushed aluminum

Library Equipment may not be included in final furniture package. TBD

LEG EXTENSION / CURL

True Fitness - SD-100 Leg Extension / Leg Curl

DESCRIPTION

QUANTITY: 1

SIZE: 57.5”W X 47.5”D X 57”H

STYLE: Leg extension / leg curl machine with charcoal powder coat finish and black vinyl seat

LOCATION: Fitness

FRAME: Charcoal

SEAT: Black

SMITH MACHINE

True Fitness - Smith Machine

DESCRIPTION

QUANTITY: 2

SIZE: 87”W X 48”D X 87”H

STYLE: Weights not included

XFW-6800

LOCATION: Fitness

FRAME: Charcoal

LEG PRESS

True Fitness - Leg press

DESCRIPTION

QUANTITY: 1

SIZE: 71”W X 97”D X 56”H

STYLE: Long description
XFW-7800

LOCATION: Fitness

FRAME: Charcoal

SEAT: Black

UPRIGHT BIKE

True Fitness - TRUE CS400 Upright Bike

DESCRIPTION

QUANTITY: 1

SIZE: 44”W X 24”D X 59”H

STYLE: Upright bike in charcoal with Emerge II LED Console

TRUE CS400

LOCATION: Fitness

FRAME: Charcoal

SEAT: Black

ELLIPTICAL

True Fitness - TRUE Performance 300 Elliptical

DESCRIPTION

QUANTITY: 1

SIZE: 70”W X 32”D X 64”H

STYLE: Elliptical with Emerge II LED Console

PS300

LOCATION: Fitness

FRAME: Grey

TREADMILL

True Fitness - TRU CS900 Commercial Treadmill

DESCRIPTION

QUANTITY: 3

SIZE: 84”W X 34.5”D X 60.5”H

STYLE: Treadmill with Emerge II LED Console

C900

LOCATION: Fitness

STAIRMASTER

StairMaster - Gauntlet 10G Stepmill

DESCRIPTION

QUANTITY: 1

SIZE: 34”W X 66”D X 83”H

STYLE: Stairmaster with 10” LCD

LOCATION: Fitness

BASE: Black

DUAL STACK FUNCTIONAL TRAINER

TuffStuff - Dual stack functional trainer

DESCRIPTION

QUANTITY: 1

SIZE: 118”W X 63”D X 83”H

STYLE: MFT-2700

LOCATION: Fitness

BASE: Silver

STRETCH CAGE

True Fitness - TRUE Stretch

DESCRIPTION

QUANTITY: 1

SIZE: 60”W X 48”D X 87”H

STYLE:

LOCATION: Fitness

BASE: Silver

ADJUSTABLE BENCH

True Fitness - Hammer strength multi-adjustable bench

DESCRIPTION

QUANTITY: 6

SIZE: 54”W X 27”D X 18”H

STYLE: Hammer Strength Multi Adjustable Bench back pad with six adjustable pressing angles, and seat pad has four adjustments

LOCATION: Fitness

SEAT: Black

BASE: Silver

FITNESS TREE

Hoist - HF-5692 Fitness Tree

DESCRIPTION

QUANTITY: 1

SIZE: 44”W X 44.25”D X 83.25”H

STYLE: HF-5962

LOCATION: Fitness

SEAT: Grey

BASE: Silver

DUMBBELL RACK

Hoist - 12 pair saddle beauty bell dumbbell rack

DESCRIPTION

QUANTITY: 2

SIZE: 55”W X 26”D 37.5”H

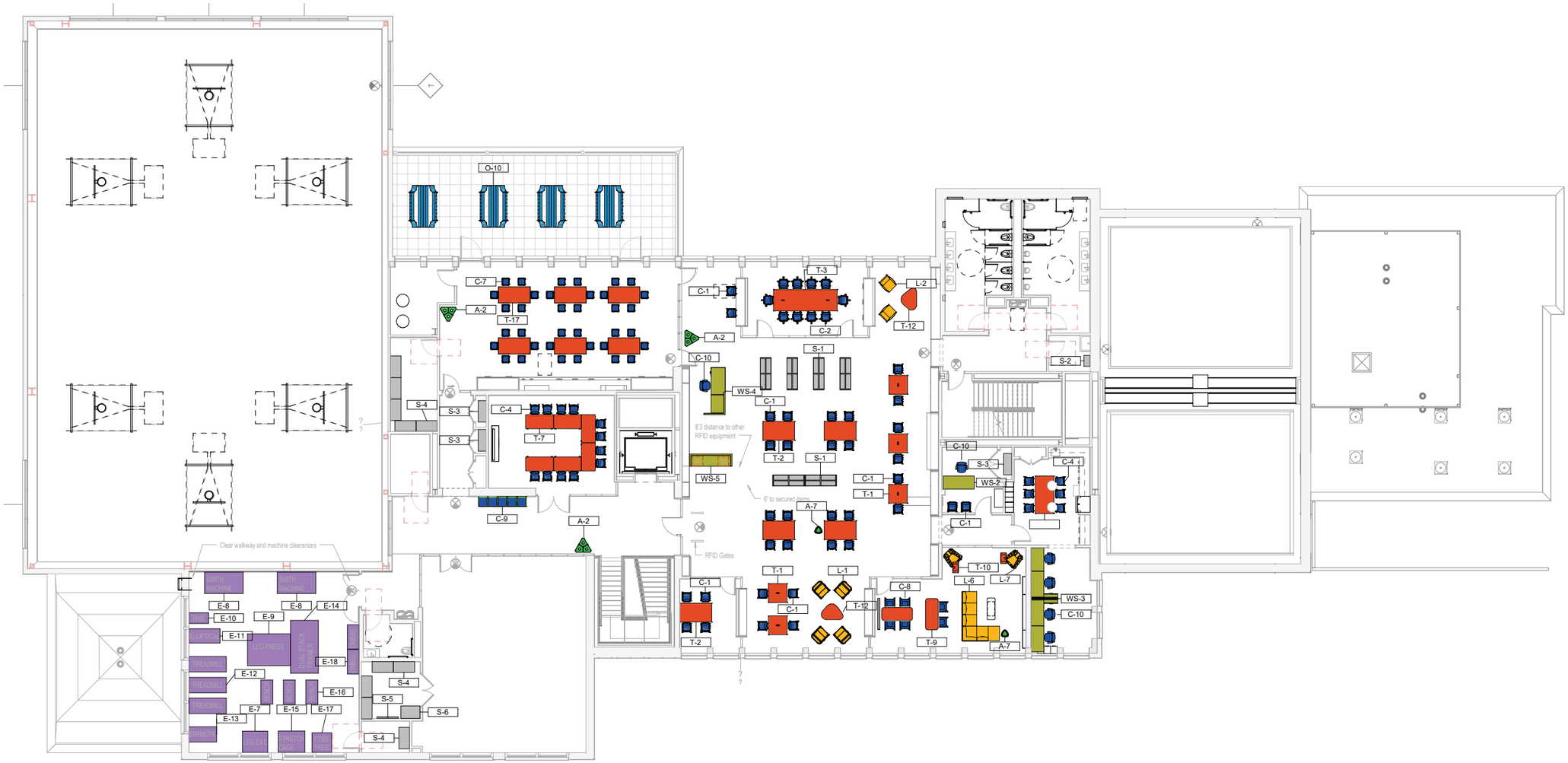
STYLE: 3 tier horizontal rack
CF-3462-3

LOCATION: Fitness

BASE: Silver

SECOND FLOOR

- CHAIR
- TABLE
- LOUNGE
- OUTDOOR
- ACCESSORIES
- STORAGE
- WORKSTATIONS
- EQUIPMENT



BUDGET AMENDMENTS RELATED TO AND SUPPORTING THE MENLO PARK COMMUNITY CAMPUS PROJECT

City Council – March 14, 2023

RECOMMENDATION

Staff recommends that the City Council appropriate $2.225 million in recreation in-lieu fee funds towards the Menlo Park Community Campus (MPCC) project. These funds are required to support the City's costs for:

- City-requested enhancements to the MPCC project
- Furniture and non-fixed equipment in the new facility
- Extended duration of interim services during the new facility's construction.

NEW REQUESTS

1. Furniture and non-fixed equipment. Authorization is needed to appropriate the funding for the furnishings and non-fixed equipment. Budget request: $1.4 million (Attachment D)
2. Donation acceptance. City Council's formal acceptance of cash donations is requested as well as direction to City staff for recognizing the donations. Cash donations to date: $850,000 (Table 2)
3. Interim services extensions. Budget adjustments are needed to extend the duration of interim services. Budget request: $50,000

MPCC PROJECT ENHANCEMENTS - COST ESCALATION

- City in 2020 added 10 project enhancements to the MPCC project and committed $13.464 million toward the enhancements
- Meta and Level 10 Construction advised City staff of cost escalations that will exceed the previously committed amount
- Staff has applied cost savings from items for which costs were less than anticipated than the 2020 estimates (approximately $1.4 million)
- Resulting cost escalation as of March 2023 still exceeds the prior $13.464 million estimate from 2020
- City staff requests that City Council appropriate $1.125 million in funding for these items, which accounts for all items except No. 6, the renewable energy microgrid (see Table 1.)

Table 1: MPCC project enhancements cost escalation			
Item	**2020 cost estimate**	**Anticipated escalation**	**Subtotal**
1. New swimming pool	$7.400 million	$0.980 million	$8.38 million
2. Red Cross evacuation center	$0.750 million	$0	$0.750 million
3. Emergency backup power (diesel generator)	$0.150 million	$0	$0.150 million
4. Solar carports	$1.500 million	$0.05 million	$1.55 million
5. LEED Platinum (Leadership in Energy and Environmental Design) upgrade plus additional rooftop solar	$0.600 million	$0	$0.600 million
6. Renewable energy microgrid (battery backup)*	$1.200 million	$1.4-1.7 million	$2.6-2.9 million
7. Building deconstruction versus demolition	$0.400 million	$0.05 million	$0.45 million
8. Water main replacement	$0.800 million	$0.01 million	$0.81 million
9. Recycled water connection from Chilco Street	$0.414 million	$0.035 million	$0.449 million
10. Utility undergrounding	$0.250 million	$0	$0.25 million
Subtotal (not including item 6)	$12.264 million	$1.125 million	$13.389 million
Total (including item 6)*	**$13.464 million**	**$2.525 – 3.825 million**	**$14.864 – 15.164 million**

PROJECT COST ESCALATION – RENEWABLE ENERGY MICROGRID

- The renewable energy microgrid cost escalation (Table 1, item 6) is not recommended for funding as part of this request, but is included for context and information purposes
- City Council in January 2021 authorized an additional contract with ENGIE Services US Inc., for the design and construction of the microgrid, which is separate from the funding and development agreement with Meta
- The microgrid additional cost is shown as a range in Table 1 because the cost estimates are still in development, and staff is continuing to negotiate the amount of cost allocation between Meta and the City.

PROJECT COST ESCALATION – RENEWABLE ENERGY MICROGRID (CONT'D)

- Escalation is due to delay in a critical piece of electrical equipment (switchgear) needed for a permanent electricity connection
- Some construction activities should not be done until permanent power is established, for example, installing the gymnasium floor requires electricity for the heating/cooling system to provide temperature control
- City staff and Meta are completing a detailed review of the project schedule to determine the most expedient, cost effective path forward while ensuring the building materials are adequately protected
- Because this work is ongoing, staff recommends returning to the City Council with an update on the cost impact of this enhancement and associated appropriation request at a future date.

PROJECT COST ESCALATION – OTHER CITY-REQUESTED CHANGES

- In addition to the 10 City-requested enhancements in Table 1, the City is also responsible for costs associated with City-requested changes for site improvements and gymnasium improvements that were not anticipated at the time construction began.
- These include opportunities to align construction activities for some of the facility and site improvements in surrounding Kelly Park (installing new site fencing, soccer nets, scoreboards, volleyball system, security system, etc.)
- These three items total approximately $0.50 million.

Table 2: MPCC project budget amendment summary			
Category	**Description**	**Added revenue**	**Added expenses**
Donations	Partner nonprofit organizations Friends of Menlo Park Library and Menlo Park Library Foundation have committed combined total cash donations of $600,000. The Maria S. Hoffman Trust has donated $250,000		$0.85 million
Furniture and non-fixed equipment	Furniture, fitness equipment, library automated book sorter and other non-fixed items necessary for building opening in 2024		$1.40 million
Interim services extension	Extending the lease and associated services on the youth center portables and senior transportation services in alignment with the new project completion schedule in early 2024		$0.05 million
Cost escalation for City-requested enhancements	Cost escalation and additional costs as summarized in Table 1		$1.125 million
City modifications	Site and gymnasium improvements at the facility and in surrounding Kelly Park		$0.50 million
Total		**$0.85 million**	**$3.15 million**

IMPACT ON CITY RESOURCES

- Staff estimates the value of Meta's contribution toward the MPCC project completion at approximately $40 million.
- The City's share of the project construction includes commitments at both a base level and project enhancements totaling approximately $15.75 million from various funding sources authorized by the City Council in prior actions.
- This amount was identified to cover the City's contribution to design and construction activities in addition to Meta's contribution, interim services and staff time to support the project.
- The City has a separate contract with ENGIE Services US Inc. in the amount of $5.72 million for the design and construction of the microgrid.

IMPACT ON CITY RESOURCES (CONT'D)

- City staff requests an additional $3.15 million in funding for the project to account for new expenses as the building nears completion, and for cost escalation on previously identified City-requested enhancements.
- Approximately $0.85 million would be offset by donations from Friends of the Menlo Park Library, Menlo Park Library Foundation, and the Maria S. Hoffman Trust.
- The anticipated net impact of these actions is $2.225 million
- Table 3 summarizes the funding sources City Council previously identified for the project. The remaining $2.225 million in funding is available from fund balance in the recreation in-lieu fee fund. Total recreation in-lieu fee funding, including prior authorizations, is $3.795 million.

Table 3: City-share funding sources	
Source	**Amount ($ million)**
General fund CIP	$2.098
Library system improvement fund	$1.484
Recreation in lieu fund	$3.795*
Water capital fund	$0.800
Park and Water Bond Act of 2018 (Proposition 68) grant	$0.198
Grants and donations (total target $1.000 million)	$0.850
Measure T general obligation recreation bonds	$8.800
Total	**$18.025**

*$1.570 prior appropriation + $2.225 this request

FUTURE REQUESTS

City staff anticipates returning to the City Council at a future date to request additional appropriations:

- Renewable energy microgrid and electrical equipment cost escalation. Anticipated cost up to $1.7 million.
- Contingency budget for City-requested enhancements and any additional requests. No contingency was previously authorized. Typically, a project of this scale and complexity would have a contingency of 10 to 20 percent. Based on the City's original project budget of $15.75 million, this would result in a contingency of the range $1.57 to $3.14 million.
- Staff is working with Meta and the construction team to identify remaining items requiring additional contingency for a future request. Currently, staff anticipates this amount is $1-2 million.

THANK YOU

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-068-CC**

Informational Item: **City Council agenda topics: March 28 – April 4, 2023**

Recommendation

The purpose of this informational item is to provide the City Council and members of the public access to the anticipated agenda items that will be presented to the City Council. The mayor and city manager set the City Council agenda so there is no action required of the City Council as a result of this informational item.

Policy Issues

In accordance with the City Council procedures manual, the mayor and city manager set the agenda for City Council meetings.

Analysis

In an effort to provide greater access to the City Council's future agenda items, staff has compiled a listing of anticipated agenda items, Attachment A, through April 4, 2023. The topics are arranged by department to help identify the work group most impacted by the agenda item.

Specific dates are not provided in the attachment due to a number of factors that influence the City Council agenda preparation process. In their agenda management, the mayor and city manager strive to compile an agenda that is most responsive to the City Council's adopted priorities and work plan while also balancing the business needs of the organization. Certain agenda items, such as appeals or State mandated reporting, must be scheduled by a certain date to ensure compliance. In addition, the meeting agendas are managed to allow the greatest opportunity for public input while also allowing the meeting to conclude around 11 p.m. Every effort is made to avoid scheduling two matters that may be contentious to allow the City Council sufficient time to fully discuss the matter before the City Council.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. City Council agenda topics: March 28 – April 4, 2023

Report prepared by:
Judi A. Herren, Assistant to the City Manager/City Clerk

Tentative City Council Agenda

#	*Title*	*Department*	*Item type*	*City Council action*
1	Goal/priority setting	All		Direction to staff
2	December 2022 quarterly investment report	ASD	Consent	Receive and file
3	Receive and file report on labor negotiations (SEIU/AFSCME)	ASD	Regular	Receive and file
4	Consider an appeal of a Planning Commission approval of a use permit at 440 University Avenue	CDD	Public Hearing	Adopt resolution
5	Second read/adopt ord to comply with Senate Bill 9 for urban lot splits and two-unit developments	CDD	Consent	Second read/adopt ordinance
6	Adopt a reso authorizing the annual destruction of obsolete records	CMO	Consent	Adopt resolution
7	Environmental Quality Commission Chair Report	CMO	Presentation	No action
8	First reading/intro of ord for “Streetaries” outdoor dining areas	CMO	Regular	Second read/adopt ordinance
9	Proclamation: April as National Poetry Month	CMO	Proclamation	No action
10	Proclamation: Earth Day	CMO	Proclamation	No action
11	Receive and file City Council and advisory body annual attendance report for March 2022 – February 2023	CMO	Consent	Receive and file
12	Study Session Reach Codes 2.0	CMO	Study Session	No action
13	Grand Jury report on Public Record Act (PRA) requests policies response	CMO, CA	Informational	No action
14	Police Department Racial Identity Profiling Act (RIPA) 2022 Annual Report	PD	Informational	Receive and file
15	Reimagining Public Safety Update	PD	Informational	No action
16	Adopt a reso approving the Water Service Priority Policy for Menlo Park Municipal Water	PW	Consent	Adopt resolution
17	Approve service agreement with Caltrain for Middle Avenue undercrossing project	PW	Consent	Contract award or amend
18	Award a contract for the 2023 Annual Street Resurfacing Program	PW	Consent	Contract award or amend
19	Consider an appeal of the Complete Streets Commission decision to remove two parking spaces on Roble Avenue	PW	Regular	Adopt resolution, Decide
20	Haven Avenue streetscape project	PW	Consent	Contract award or amend
21	Update on the Belle Haven Traffic Calming Plan	PW	Informational	No action
22	Water Storage/Supply Project - Info Item + Corp Yard Well Update	PW	Informational	No action

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-058-CC**

Informational Item: **Transmittal of city attorney billing**

Recommendation
This is an informational item and does not require City Council action.

Policy Issues
In accordance with the City Council informational requests, this staff report transmits information to the public.

Background
On February 23, 2021, the City Council approved an agreement with Burke Williams Sorenson, LLP (BWS) for city attorney services.

Analysis
As requested by the City Council, the city attorney has prepared monthly summaries of billing activity (costs/fees) for legal services that could be shared with the public. This staff report transmits the summary for the month of January 2023.

Public Notice
Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments
A. Billing summary – January 2023

Report prepared by:
Justin I.C. Murphy, City Manager

JANUARY 2023 CITY LEGAL SERVICES - Burke,Williams & Sorensen, LLP

Description	Fees	Costs	Total Billed
GENERAL MUNICIPAL MATTERS	$39,285.00	$24.75	$39,309.75
REAL ESTATE, COMPLEX HOUSING, CEQA, NEPA	$18,819.00	$155.57	$18,974.57
HOUSING ELEMENT	$12,416.50	$0.00	$12,416.50
CONSTRUCTION AND COMPLEX PUBLIC WORKS	$2,019.00	$0.00	$2,019.00
123 INDEPENDENCE	$10,110.00	$0.00	$10,110.00
WILLOW VILLAGE	$2,291.00	$0.00	$2,291.00
1350 ADAMS COURT	$480.00	$0.00	$480.00
1075 O'BRIEN/CS BIO	$720.00	$0.00	$720.00
1105-1165 O'BRIEN DRIVE	$18,048.00	$0.00	$18,048.00
BOHANNAN DEVELOPMENT	$6,432.00	$0.00	$6,432.00
FEES	$5,487.00	$0.00	$5,487.00
CODE ENFORCEMENT/ PITCHESS / NUISANCE PROC	$155.00	$0.00	$155.00
SRI CAMPUS	$4,128.00	$0.00	$4,128.00
MPCC PG&E EMINENT DOMAIN	$372.00	$39.95	$411.95
1005 O'BRIEN	$1,872.00	$0.00	$1,872.00
UUT CLAIM/LITIGATION	$13,507.50	$0.00	$13,507.50
PUBLIC RECORDS ACT	$4,590.00	$0.00	$4,590.00
CITY COUNCIL	$729.00	$0.00	$729.00
980-1030 O'BRIEN	$3,354.00	$0.00	$3,354.00

CITY LEGAL EXPENSES PAID BY CITY	$97,600.27
CITY LEGAL EXPENSES PAID BY DEVELOPERS	$47,435.00
TOTAL	**$145,035.27**

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-059-CC**

Informational Item: **Belle Haven School field redesign update – Ravenswood City School District**

Recommendation

This is an informational item and does not require City Council action. City staff recommends that the City Council review this update about Ravenswood City School District's proposed redesign of the Belle Haven School field area (Attachments A and B.)

Policy Issues

City Council sets policy and goals and provides direction to staff regarding municipal projects and services to the Menlo Park community; and authorizes joint-use agreements between the City and external agencies.

Background

Belle Haven School is owned and operated by Ravenswood City School District. The school is centrally located in the Belle Haven neighborhood at 415 Ivy Drive, and includes approximately 1.6 acres of green space with a field, walking path, youth baseball diamond and tennis court.

The City of Menlo Park (City) and Ravenswood School District (District) jointly maintain and share access to the Belle Haven School's field area through a Joint-Use Agreement executed in 2001 (Attachment C.) The agreement's current term is for 25 years, ending the last day of calendar year 2026, then automatically extending from calendar year to calendar year thereafter unless one of the parties gives notice of termination by December 31 of any year, at which point the agreement would terminate at the end of the following calendar year.

On May 10, 2022, City Council reviewed a pilot project for neighborhood access to Belle Haven School field. The pilot project began in July 2022 and provides access to the school field to the public for neighborhood-oriented informal play, gathering, walking and exercise afterschool and weekends. The pilot project's proposed timeline included a report back to City Council tentatively in October 2022, however a written report back is still pending completion. City staff estimates a report back to City Council in spring 2023, to coincide with the fiscal year 2023-24 budget deliberations.

Analysis

In 2022, District voters approved Measure I to provide capital funding for improvements to District facilities. With the resulting bond proceeds, the District has begun the process to design a major renovation of the Belle Haven School campus facilities, including the field area.

On March 22, District staff provided a presentation to the Parks and Recreation Commission (PRC) of

preliminary options to redesign the field area on the north side of the school campus, with the intent to make that area more accessible and beneficial to the Belle Haven neighborhood (Attachment A.) The PRC offered questions and feedback about various elements of the preliminary redesign options including community access to the tennis court, youth baseball field and gymnasium; community engagement in the design process; natural and artificial turf options; water use for irrigation; and the project budget.

District has created a project website about the Belle Haven School redesign project that includes background documents, preliminary design plans, community engagement opportunities and project timeline information (Attachment B.) The District's current timeline is to begin classroom renovations in January 2024 and to begin renovations to the field area in summer 2026. The District is planning several opportunities for community input to the design process, including in-person community workshops at Belle Haven School April 19 and July 6, a virtual workshop June 15, and a follow-up in-person presentation to the PRC tentatively June 28.

Impact on City Resources

There is no impact to the City's general fund related to this informational report.

Environmental Review

This informational report is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. Presentation – Preliminary options to redesign the Belle Haven School field area
B. Hyperlink – Ravenswood City School District - Belle Haven School Redesign webpage: ravenswoodschools.org/Choose-Ravenswood/Facilities/Belle-Haven-Redesign
C. Joint-use agreement

Report prepared by:
Sean S. Reinhart, Library and Community Services Director

Belle Haven Elementary Reimagined

February 22nd, 2023
City of Menlo Park - Parks and Recreation Commission

Executive Summary

- We are working on the design for a $50m reimagined Belle Haven, the first major campus upgrade since the 1960s.
- The initial design calls for six new classrooms, modernizing 18 classrooms, a new student supports building, a new full sized gym, and a new playground.
- The focus of today is the possibility to consider possible changes to the field to the north of the school to make that space even more accessible and beneficial to the Belle Haven community.
- We are planning on renovating the school classrooms beginning January 2024 and would not begin major work on the field area until Summer of 2026. During construction the field is (likely) to be needed as swing space.

Current Site

There are a number of issues with our current site that we are hoping to address with our revised design

Issues we've heard from the community

- It is difficult to access the field. There is no clear community entrance to the field and no designated seating on the field.
- Relatively limited shade on the field (and none on the blacktop).
- A slightly awkward overlap between the baseball field and tennis courts, and an unusually shaped field.
- A field that uses over millions of gallons of water annually.
- The current gym is located far from the community entrance to the field and is under-sized. Accessing the gym also gives access the core campus.
- Publicly inaccessible black-top space behind the school.

Preliminary Campus Design

Our proposed initial design addresses many of the issues that we've heard with the site

Focus of today's conversation

Preliminary Campus Design

We are not presenting final designs – more options for conversation

- While the campus designs are settling into place, the designs for the field are in earlier stages
- The goal of these designs is to show pieces in place without focusing on the many aspects that will come in the final design (such as additional trees)
- This area is the last to be built; while we need to submit some preliminary designs with the campus, we will have significantly more time to finalize the design for this space

Preliminary Campus Design: Option 1

Our initial plan called for a new gym, additional parking, a community picnic area, a renovated turf field, a bio-swale divisor

Community picnic and recreation area with lots of trees

On site parking lot – not shown is the solar panels and publicly accessible EV chargers we plan on adding

New full size basketball gym with a community entrance (to the north) and a school entrance (to the south)

Expand the field by removing an older play structure

New play area (brown) and PV structure (yellow)

Newer basketball courts, a mini-pitch, and greenspace

Preliminary Campus Design: Option 2

An alternative design could keep the tennis court and the tennis court

Keep the tennis court…

… shrink the parking lot

Keep a small baseball field

RAVENSWOOD CITY SCHOOL DISTRICT

Preliminary Campus Design: Option 2

A third alternative design could add a community benefit building (e.g. a health clinic) on the northwest corner

Add a community benefit space (lose or relocate the picnic grove)

The building could utilize a mid-sized parking lot

Next Steps

Until construction begins of the field (and classrooms) begins in January of 2024, we can continue to tweak the designs

Timeline

- 2/23 - Board approves sequencing plan
- Early March - Submit initial design to DSA
- January, 2024 – Begin school site construction
- Summer, 2026 – Conclude building construction, begin work on black top and fields
- Fall-Summer, 2026-27 – Work on fields blacktop

Ways to Get Involved

- Learn more on our website: http://www.ravenswoodschools.org/Choose-Ravenswood/Facilities/Belle-Haven-Redesign
- Join one of our three upcoming in-person and online community events
- Join us at tri-weekly in-person office hours
- Give feedback through our (anonymous) on-line form
- Come to one of our bi-weekly board meetings at 2120 Euclid (this project is discussed there monthly)
- We'll be back at the Parks Commission this Spring
- Email Will to set-up a time to talk through the project or timeline

We've also done one Belle Haven-wide mailer and plan on doing another one – the project has also been covered in multiple newspaper articles

RAVENSWOOD CITY SCHOOL DISTRICT

BELLE HAVEN SCHOOL
JOINT USE AGREEMENT

THIS AGREEMENT made and entered into this 11th day of December , 2001, by and between the Ravenswood School District ("District"), the City of Menlo Park ("City") and the Community Development Agency of the City of Menlo Park ("CDA") upon the following terms and conditions:

RECITALS

WHEREAS, Section 10902 of the California Education Code authorizes public agencies to enter into agreements for the purpose of organizing, promoting and conducting programs of community recreation; and

WHEREAS, Section 10910 of the California Education Code provides that the governing body of any school district may use or grant the use of any of the buildings or grounds of the school district to any other public authority for the organizing, promoting and conducting of community recreation; and

WHEREAS, the governing bodies of the above-named public authorities have jurisdiction over the same territory, which includes the authority to organize, promote and conduct community recreation programs; and

WHEREAS, it is to the advantage of the City for the City to use the District facilities and to the advantage of the District for the City to maintain District facilities; and

WHEREAS, the District and the City promote the joint use of recreation facilities; and

WHEREAS, the District and the City agree to work together to look for other opportunities to partner in the promotion of maximizing recreational programs for the benefit of the community; and

WHEREAS, at the Belle Haven School ("Site") there currently exists improvements, as more particularly shown in Exhibit A, hereto ("Existing Improvements"); and

WHEREAS the parties desire to upgrade the Existing Improvements and other portions of the Site by removing the existing baseball field and building a tennis court in its place, laying new sod, installing a new irrigation system for the new sod, constructing a new baseball field soccer field, a learning garden with outdoor classrooms, a play area, relocating three (3) basketball courts, and doing landscaping improvements throughout the Site, all as more particularly shown in Exhibit B, hereto ("Future Improvements"); and

WHEREAS, CDA has agreed to pay for the Future Improvements, as more particularly set forth below; and

WHEREAS, the City warrants that the CDA has the authority to and the City warrants that the CDA will carry out its obligations under this Agreement; and

WHEREAS, the parties agree and the District therefore determines that this Agreement will not interfere with the educational program or activities of any school or class conducted upon the real property or in any building subject to this Agreement; and

WHEREAS, the parties to this Agreement agree to take all reasonable precautions to prevent disruption to the community and safety risks to children in connection with this Agreement and the District therefore determines that this Agreement will neither unduly disrupt the residents in the surrounding neighborhood nor jeopardize the safety of the children of the school district.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. **FUTURE IMPROVEMENTS**. Contingent upon Board of the CDA approving a contract for construction, the CDA shall construct the Future Improvements at the Site as generally shown on attached Exhibit B, at the cost and expense of the CDA.

1.1 The CDA shall pay up to One Million Five Hundred Thousand Dollars ($1,500,000.00) toward the construction of the Future Improvements, which shall include all soft costs including, but not limited to costs for project management, professional services, construction permits, etc.

1.2 The City and/or the CDA shall have the sole control of the construction of the Future Improvements, including, but not limited to, the bidding process, the negotiation and award of related contracts, and the supervision of contracted work. The CDA shall indemnify and hold the District harmless from any liability and injury to any person or property that arises during construction of the Future Improvements, including, but not limited to, any and all construction claims associated with the construction of the Future Improvements (e.g., contractor claims, overrun costs, etc.).

1.3 All construction work contemplated in connection with this Agreement shall be completed in compliance with all applicable City, County, State, and Federal laws, rules and regulations, for which compliance the CDA is solely responsible.

1.4 CDA shall use its best efforts to obtain bids, commence construction, and complete the Future Improvements within a reasonable period of time. During construction, the CDA may make changes to the Future Improvements at its sole discretion, subject to consultation with the District, in order to meet budgetary concerns, so long as said changes total an amount less than or equal to the cost of fifteen (15) percent of the cost of the Future Improvements. If any proposed changes are substantial, i.e., if

they total an amount greater than fifteen (15) percent of the cost of the Future Improvements, the CDA may make such changes only if the District agrees to the changes in writing. It is the intent of the District and the CDA to relocate the basketball courts, lay the sod and the new irrigation system for the baseball field and soccer field and construct the tennis court and tot lot prior to the other future improvements in order to meet the budget.

1.5 The CDA may construct the Future Improvements while school is in session. If work is constructed while school is in session, the construction shall be phased in order to reduce any inconvenience and avoid any danger to the Site. Upon completion of all the Future Improvements contemplated by this Agreement, such Future Improvements as so constructed shall become and remain the property of the District free of any claim thereon by the City and the CDA, except as hereinafter provided.

2. USE. The City and District shall have joint use of the tennis court, baseball field, soccer field and tot lot which shall be fenced and referred to as the "Use Area", and in connection therewith, the parties agree that the Use Area shall be used as follows:

2.1 Use Area: Exclusive Use. The District shall have exclusive control of the Use Area (excluding the tot lot) during "Normal School Hours," which are currently Mondays through Fridays from 8:00 a.m. to 3:30 p.m. The District will notify the City one year in advance of any change in the Normal School Hours during the course of this Agreement. The City shall have exclusive control of the Use Area for scheduled league events during the weekends, holidays and after normal school hours, and any other times during which school is not in session.

2.2 Use Area: Joint Use. The City and the District shall have joint use of the Use Area during all weekends, holidays, after normal school

hours, and any other times during which school is not in session throughout the school year and when there are no City scheduled league events. The area shown as the tot lot shall be available for joint use by both the District and the City at all times.

2.3 Cooperation and Communication on Scheduling. It is the intent of the District and the City to avoid scheduling conflicts, to promote the widest reasonable range of usage of the Use Area by all the school children and citizens of the community, and to permit each party access to the Use Area when not in use by the other parties. To that end, the parties shall cooperate in good faith in scheduling events for the Use Area and on communicating the various needs and desires of the respective parties for the use of the Use Area.

2.4 The parties agree that during the times in which they are making and coordinating their respective schedules during the time they have joint use of the Use Area, the activities for children on District property will be given priority over programs for adults.

3. MAINTAINANCE; COSTS.

3.1 The District and the City shall each be responsible for fifty (50) percent of all costs associated with providing water for irrigation to the Use Area, as improved by the Future Improvements. In the event the City declares that water rationing is required, the District shall only be responsible for payment of fifty (50) percent of the water usage for the allocated water amounts as set by the City.

3.2 The City shall, at its sole expense, provide regularly scheduled maintenance of the baseball field, soccer field, tennis court and tot lot, as improved by the Future Improvements, and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted. Both the District and the City shall assume shared clean up responsibilities in connection with their use of the Future Improvements and land subject to this Agreement. Costs for repair over and above normal maintenance

shall be appropriated to the responsible agency at the time the damage occurred.

3.3 The City shall, at its sole expense, provide regularly scheduled maintenance of the Play Area/Tot Lot within the fenced area, as improved by the Future Improvements, and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted.

3.4 The District shall, at its sole expense, provide regularly scheduled maintenance of the asphalted areas, learning garden, and landscaping in and around the Site and keep the same in as good an order, condition and repair as when constructed, reasonable wear and tear excepted.

4. MISCELLANEOUS.

4.1 The District shall maintain, at its sole expense, fire and property damage insurance on the Future Improvements in an amount not less than the replacement cost value. Said insurance shall be evaluated as per the District's normal schedule to determine if there should be a change in the amount of coverage. The District shall promptly repair, restore and replace all or any portion of the Future Improvements destroyed or damaged by fire or other catastrophe. The proceeds from said insurance shall be used for said purposes, but if the proceeds are insufficient to repair, restore or replace the Future Improvements to a condition substantially the same as when first constructed, then the District and the City (and/or the CDA) shall each bear one-half of the difference between the insurance proceeds and the cost of the necessary repair, restoration or replacement of the Improvements within the Use Area.

4.2 (a) The District shall indemnify, defend and hold the City harmless from any injury to any person which occurs as a result of the negligence of the District, its officers, employees or agents in the performance of this Agreement. (b) The City shall indemnify, defend and hold District, its officers, employees and agents,

harmless from any and all loss, damage or injury to any person or property which occurs as a result of the negligence of the City, its officers, employees or agents in the performance of this Agreement. (c) The CDA shall indemnify, defend and hold the District, its officers, employees, and agents harmless from any and all loss, damage, or injury to any person or property which occurs as a result of the negligence of the Agency, its officers, employees or agents in the performance of this Agreement. (d) In the event of concurrent negligence, liability for any claims, suits, or actions arising out of this Agreement shall be apportioned between the Parties under the established California rules of comparative negligence.

4.3 City's right to use the Use Area under this Agreement shall extend for a period of twenty five (25) years, beginning on the date the Agreement is executed and ending on the last day of calendar year 2026. This Agreement shall automatically extend from calendar year to calendar year thereafter unless the party(ies) give(s)notice to the other party(ies) of the termination this Agreement by December 31 of any year, at which point the Agreement will be terminated at the end of the following calendar year.

4.4 All of the provisions of this Agreement shall extend to, be binding upon, and inure to the benefit of the successors, assigns, and successors-in-interest of the parties hereto.

4.5 If any term, covenant, condition, restriction or reservation in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

4.6 This Agreement may be amended, modified or terminated at any time only by the mutual consent in writing of the parties hereto.

4.7 The aforementioned indemnity provisions shall survive the termination of this Agreement. Each party shall maintain all

insurance coverage necessary to enable it to fulfill the indemnity provisions herein.

4.8 Waiver. The failure of either party to enforce any provision of this Agreement shall not be deemed a waiver of that provision unless such party acknowledges, in writing, that it is waiving that provision.

4.9 Prohibited activities on District property. (a) Prohibitions. No alcohol, smoking, drugs, or dogs or other animals (other than seeing eye dogs), shall be permitted upon or within any of the District property covered by this Agreement while the property is being used by the City, or during the course of any activities or programs sponsored by the City. The City shall also make reasonable efforts to have these prohibitions observed by members of the general public, and will, at the request of the District or at its own initiation, adopt suitable ordinances if such action is deemed necessary and appropriate for enforcement purposes. (b) Excessive use. The City will limit or restrict the activities under its own control to avoid undue stress or damage to the District property covered by this Agreement.

4.10 Notices. Any notices given to the other party under this Agreement shall be in writing and shall be either personally delivered to the other party or sent by certified mail, return receipt requested, addressed to the other party as follows:

To the City: City of Menlo Park
Attention: City Manager
701 Laurel Street,
Menlo Park , CA. 94025

To the District: Ravenswood City School District
Attention: Superintendent
2160 Euclid Avenue
East Palo Alto, CA 94303

IN WITNESS WHEREOF District, City and CDA have caused this Agreement to be executed by their duly authorized officials as of the day and year first above written.

District: Ravenswood School District

Date: 12/27/01

By: Mark McElhinlon

Its: Chief Business Officer

Attest: [signature]

City: City of Menlo Park

Date: 12-17-01

By: [signature]

Its: City Manager

Attest: Susan G. Ramos

CDA: Community Development Agency of the City of Menlo Park

Date: 12-17-01

By: [signature]

Its: Executive Director

Attest: Susan G. Ramos

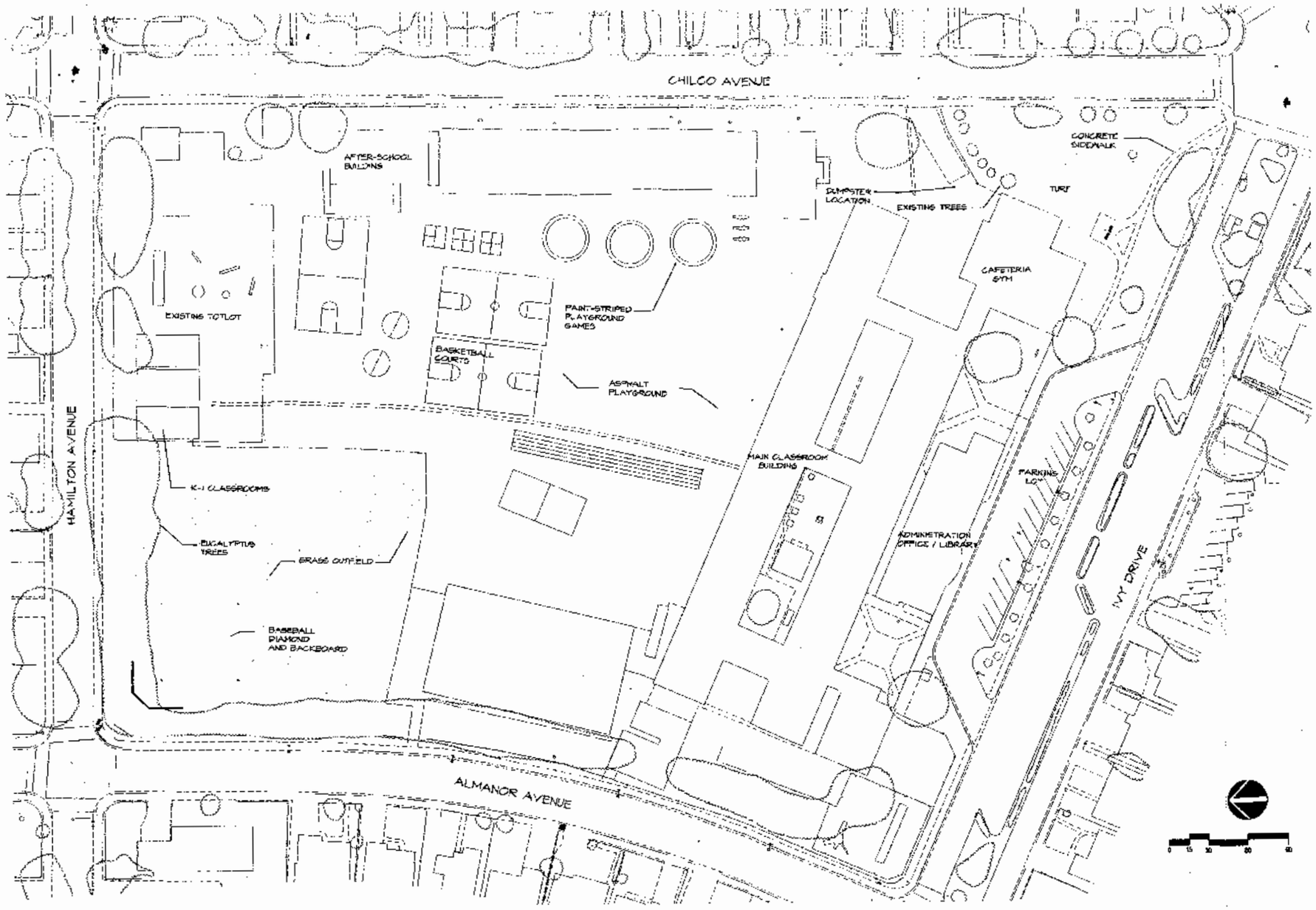


EXHIBIT A: EXISTING IMPROVEMENTS

DATE:
SCALE:
DRAWN BY: BLW
DRAWING NAME:
DESIGNED BY:
CHECKED BY:
SURVEYED BY:

APPROVED:

RUBEN R. HINO, DIRECTOR OF ENGINEERING SERVICES
CITY OF MENLO PARK

DATE | R.C.E. # | EXPIRES

NO. | BY | DATE | REVISIONS

CITY OF MENLO PARK SUB-CONSULTANT
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 858-3420 FAX (650) 858-3476

CONSULTANT
MELVIN LEE ASSOCIATES, AIA
LANDSCAPE ARCHITECTS, PLANNERS
1650 PACIFIC AVE. SAN FRANCISCO
CALIFORNIA 94109-2569 (415)441-8988

BELLE HAVEN SCHOOL

SHEET
OF SHEETS
PROJ. NAME
BELLEHAVEN SCHOOL

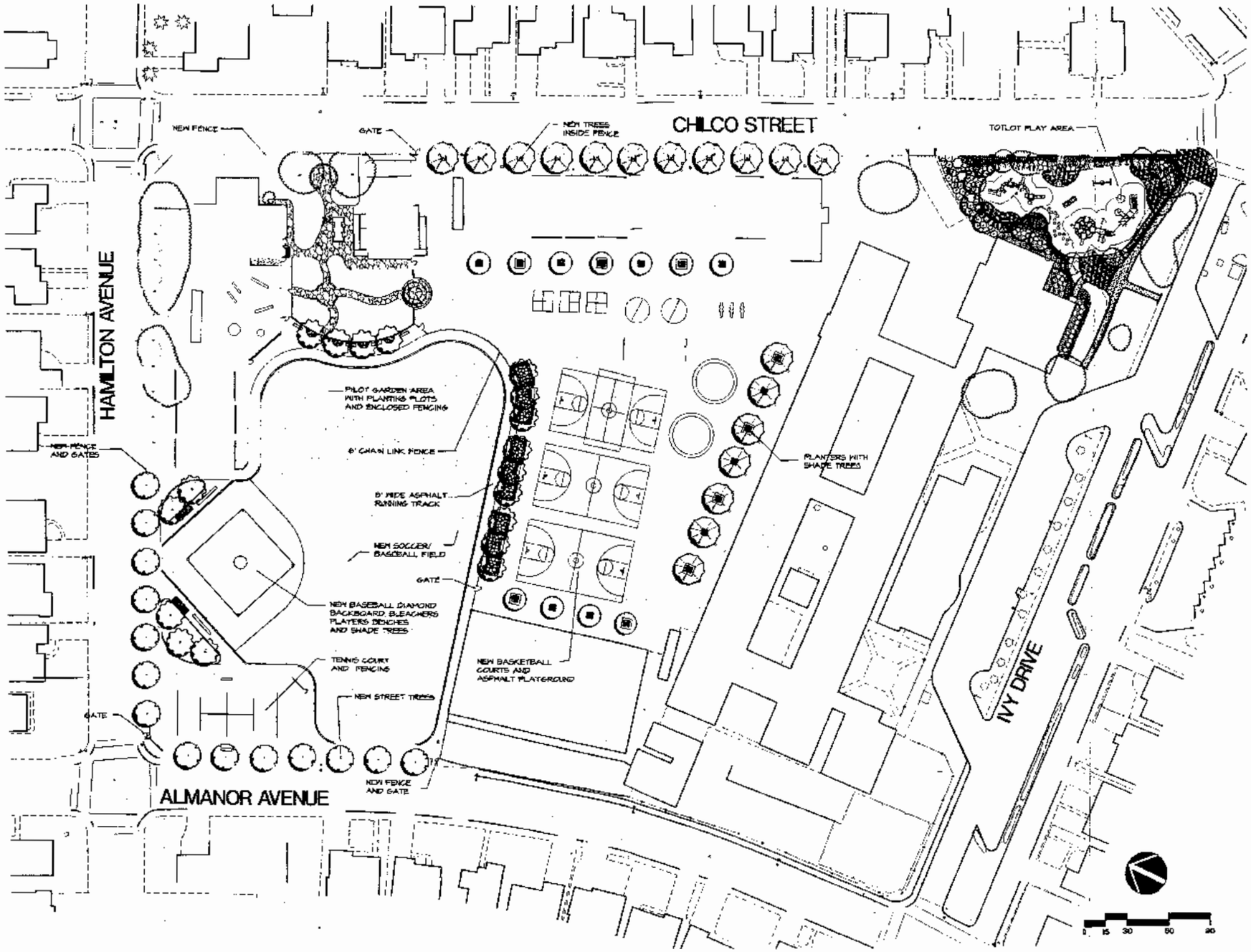


EXHIBIT B: FUTURE IMRPOVEMENTS

BELLE HAVEN SCHOOL

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

MELVIN LEE ASSOCIATES . ASLA
LANDSCAPE ARCHITECTS , PLANNERS
1650 PACIFIC AVE. SAN FRANCISCO
CALIFORNIA 94109-2569 (415)441-0988

Date: 11-06-01

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-060-CC**

Informational Item: **Transmittal of background information on the City's 2023-2027 capital improvement plan**

Recommendation
This is an informational item and does not require City Council action.

Policy Issues
The City Council adopts the capital improvement plan (CIP) as part of the budget adoption process annually in June. The City Council's annual goal-setting process provides clarity on the use of city resources as well as prioritization of services and projects for the upcoming 12 to 18 months. Goals and priorities identified in the City Council's annual priority-setting process are typically incorporated into the CIP each year based on available funding.

Background
The City Council holds an annual priority-setting workshop to provide direction to the city manager on priority projects for the next year. The workshop is also an opportunity for the City Council to hear ideas and priorities from the public for future consideration. The City Council's annual priority-setting workshop will be held March 18, 2023.

Analysis
This section provides an update on the capital improvement program for fiscal year 2022-23 funded projects.

CIP funding overview
The capital improvement program includes a listing of appropriated and planned future investments in the city's infrastructure by fiscal year. A number of funding sources are used to complete the listed projects, including:

- General capital funds: annual general fund transfer to the CIP
- Countywide, regional, state and federal grants
- Dedicated funding sources, such as the water fund, transportation impact fee fund, stormwater fund, solid waste fund, etc.

Over the last three years, the capital program was constrained by available funding and staff resources to complete projects. In 2020-21, the overall program budget was reduced by over 30 percent in response to anticipated revenue shortfalls in light of the pandemic. In 2021-22, program funding levels were restored to typical levels, but deferred maintenance and new project needs have continued to outpace available funds and resources. The Public Works department has also experienced attrition through retirements and

employees leaving the organization. This has reduced the staffing levels needed to complete projects. In 2022-23, the CIP team experienced a 30 percent vacancy rate; nonetheless, nine projects were completed with 11 more in construction or beginning construction imminently.

Fiscal year 2022-23 status updates

Status updates for each of the 81 funded projects are shown in the attached table (Attachment A.) For current projects, the status is listed as pre-design, design, bid/award, or construction; plans or studies in progress are listed as study/plan. Projects that receive annual funding are shown as ongoing. Projects that are not yet started are shown as either on hold or not started. A summary of the number and percentage of funded projects in each stage is shown in Table 1 below.

Table 1: Summary of projects by phase

Project phase	Number of funded projects	Percentage of funded projects
Completed projects	6	7%
Pre-design	7	9%
Design	12	15%
Bid/award	3	4%
Construction	11	13%
Study/plan	7	9%
Ongoing	13	16%
On hold	4	5%
Not started	18	22%
Total	**81**	**100%**

A total of nine projects were completed in fiscal year 2022-23. Table 1 reflects six completed projects, because these six projects had a dedicated project number and are listed by name in the CIP. Two additional projects were completed as part of the Park Pathway Repair project that receives annual funding and is one of the 13 ongoing projects listed in Table 1. One additional project was completed as part of the Water Main Replacement project that receives annual funding and is one of 13 ongoing projects listed in Table 1. The nine projects that were completed this year are listed below:

- Parks and Recreation
  - Park pathways repair – Sharon Park
  - Park pathways repair – Middle and Nealon Park Frontage improvements
- Streets and sidewalks
  - Chilco streetscape and sidewalk installation
  - Pierce Road sidewalk and San Mateo Drive bike route
  - Sharon Road sidewalk installation
  - El Camino Real median trees improvements
- Stormwater
  - Bayfront Canal and Atherton Channel flood protection
- Traffic and transportation
  - Traffic signal modifications – Laurel Street/Ravenswood Avenue signal

- Water system
  - Water main replacement project – Haven Avenue water main replacement

A City Council study session on the CIP is tentatively scheduled for May 9. Staff anticipates to provide:
- Summary of the process to develop the annual CIP
- Description of the prioritization process used to deliver CIP projects
- Status updates and remaining balances on all funded projects
- Proposed changes in project scopes where cost saving strategies or alternative options have been identified
- Proposed projects for fiscal year 2023-24

Staff anticipates requesting City Council direction on any desired changes to carry-over projects and confirmation of proposed changes in project scope.

In preparation for the May 9 (tentative) study session and in advance of the March 18 priority-setting workshop, staff is transmitting a copy of the current 2023-27 CIP available within the OpenGov financial portal (Attachment B.)

Impact on City Resources
There is no impact on City resources.

Environmental Review
This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

Public Notice
Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments
A. Fiscal year 2022-23 CIP project status
B. Hyperlink – 2023-27 CIP: stories.opengov.com/menlopark/published/08Ka1iMS8

Report prepared by:
Tanisha Werner, Assistant Public Works Director – Engineering

Report reviewed by:
Nicole Nagaya, Deputy City Manager

Fiscal year 2022-23 CIP	
City building and systems	**Status**
Menlo Park Community Campus	Construction
City Buildings (Minor)	Ongoing
Fire Plan and Equipment Replacement for City Buildings	Design
Gate House Fence Replacement	Construction
City Buildings HVAC Modifications	Design
Burgess Pool Lobby Renovations	Pre-design
Menlo Park Community Campus Clean Infrastructure	Construction
Information Technology Master Plan and Implementation	Ongoing
Police Radio Replacement	Bid/award
Corporation Yard Needs Assessment	Pre-design
Facilities Inventory and Maintenance Plan	Study/plan
Environment	**Status**
2030 Climate Action Plan Communitywide Implementation	Ongoing
Electric Vehicle Chargers at City Facilities	Construction
Sea Level Rise Resiliency Plan	Study/plan
Electrify Burgess Pool Heating Equipment	Not started
Civic Center Electrical Service Upgrade Study for electric vehicle charging and building electrification	Study/plan
Street and Sidewalks	**Status**
Chilco Street and Sidewalk Installation	Complete
Utility Undergrounding	On hold
Downtown Streetscape Improvement	Ongoing
Plaza 7 Renovations	Not started
Plaza 8 Renovations	Not started
Pierce Road Sidewalk and San Mateo Drive Bike Route Installation	Complete
Sharon Road Sidewalk Installation	Complete
Sidewalk Repair Program	Ongoing
Streetlight Conversion	Construction
El Camino Real Median Trees Improvements	Complete
Street Resurfacing Project	Bid/award
Ravenswood Avenue (El Camino Real to Laurel Street) Street Resurfacing	Construction

Fiscal year 2022-23 CIP	
Street and Sidewalks	**Status**
Middlefield Rd Resurfacing	Not started
Downtown Parking Structure Study	Not started
Welcome to Menlo Park Monument Signs	Not started
Sand Hill Tunnel Rehabilitation	Pre-design
Parks and Recreation	**Status**
Aquatic Center Maintenance (Annual)	Ongoing
Bedwell Bayfront Park Gas Collection and Leachate System Repair	Construction
Bedwell Bayfront Park Entrance Improvements	On Hold
Park Improvements (Minor)	Ongoing
Park Pathways Repair	Complete
Park Playground Equipment	Design
Sports Field Renovations	Ongoing
Tennis Court Maintenance	Ongoing
Willow Oaks Park Improvements	Design
Civic Center Campus Improvements	Not started
Kelly Park Turf and Track Replacement	Design
Stormwater	**Status**
Bayfront Canal and Atherton Channel Flood Protection	Complete
Chrysler Pump Station	Construction
San Francisquito Creek Upstream of 101 Flood Protection	Design
Stormwater Master Plan	Study/Plan
SAFER Bay Implementation	Ongoing
Storm System Funding Study	Not Started
Willow Place Bridge Abutment Repairs	Not Started
Traffic and Transportation	**Status**
El Camino Real Crossing Improvements	Design
Haven Avenue Streetscape Improvements	Design
Middle Avenue Caltrain Crossing Study Design and Construction	Design
Middlefield Road and Linfield Drive, Santa Monica Ave. Crosswalk Improvement	Not Started

Fiscal year 2022-23 CIP	
Traffic and Transportation	**Status**
Traffic Signal Modifications	Ongoing
Transit Improvements	Construction
Transportation Projects (Minor)	Ongoing
Willow/101 Interchange Improvements	Design
Willow Oaks Bike Connector	Design
Caltrain Quiet Zone Evaluation	Pre-Design
Belle Haven Traffic Calming Plan Implementation	Bid/Award
Middle Avenue Complete Streets Study	Pre-Design
Willow Rd and Newbridge St Pedestrian and Bicycle Improvements	Not Started
Caltrain Grade Separation	Pre-Design
Willow Road Transportation Study	Study/Plan
Coleman-Ringwood Avenues Transportation Study	Study/Plan
Local Road Safety Plan	Study/Plan
Water System	**Status**
Automated Water Meter Reading	Construction
Cal Water Alma Interconnection	Not Started
Emergency Water Storage/Supply (Corp Yard Well)	Construction
Emergency Water Storage/Supply (Well #2)	Pre-Design
Fire Flow Capacity Improvements	Design
Lower Zone 12" Check Valve Hill SFPUC	Not Started
Lower Zone 10" Check Valve Burgess	Not Started
Reservoirs No. 1 and No. 2 Mixers	On hold
Reservoir No. 2 Roof Replacement	On hold
Water Main Replacement Project (Annual)	Ongoing
Automated Blowoffs at Dead End Locations	Not started
Sharon Heights Pump Station VFDs	Not started
New Water Storage Reservoir	Not started
Palo Alto Pope Chaucer Interconnection	Not started

STAFF REPORT

City Council
Meeting Date: **3/14/2023**
Staff Report Number: **23-064-CC**

Informational Item: **City Councilmembers various standing and ad hoc subcommittees, and potential disbanding of inactive ad-hoc subcommittees**

Recommendation

This is an informational item and does not require City Council action. Staff will be recommending at a future meeting that the City Council:

1. Disband inactive City Council ad-hoc subcommittees
2. Make appointments to City Council standing subcommittees and ad-hoc subcommittees

Policy Issues

The City Council establishes subcommittees of less than a quorum of the City Councilmembers in order to expedite review and consideration of matters requiring City Council action. Standing subcommittees that have continuing subject matter jurisdiction or a meeting schedule established by the City Council are subject to the Brown Act (see Government Code §54952(b).) Ad-hoc subcommittees that are of limited duration and have a defined task are not subject to the Brown Act.

Analysis

Each year, after the City Council reorganization, the City Council may make appointments to City Council standing subcommittees and ad-hoc subcommittees.

Attachment A lists current City Council subcommittees, including both standing and ad-hoc subcommittees. Ad-hoc subcommittees are further distinguished by active and inactive. City staff will recommend that inactive subcommittees be disbanded.

Regarding potential future subcommittees, staff recently received a request from The Sobrato Organization to enter into a development agreement (DA) for their proposed third office building of approximately 250,000 square foot at the Commonwealth Corporate Center, located at 162-164 Jefferson Drive. At a future meeting the CC may appoint a subcommittee for the DA similar to previous DA negotiations. In addition, the City Council may wish to appoint a subcommittee for the Parkline project, which is requesting a DA as well.

Staff is working to update the City Council Procedures Manual (manual), however, per the manual, City Councilmembers are strongly encouraged to report to the City Council on matters discussed at subcommittees at City Council meetings under the “City Councilmember Reports” agenda item. City Council subcommittees will normally not have direct dealings with staff operations. City Council

subcommittees may not speak or act for the City Council and are generally used sparingly and ordinarily in an ad-hoc capacity.

Unless otherwise stated, an ad-hoc subcommittee ceases to exist as soon as its charge is complete. The City Council may assign, and specify the role of, one or two City Councilmembers to a subcommittee (if more, it becomes a defacto City Council meeting.)

Impact on City Resources

There is no impact on City resources associated with this action outside of any staff assistance required.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Attachments

A. List of current 2022 City Council assignments

Report prepared by:
Judi A. Herren, Assistant to the City Manager/City Clerk

2022 City Council assignments

CITY COUNCIL STANDING COMMITTEES	2022 Member	2022 Member	Notes
Community Grant Funding Committee	Drew Combs	Cecilia Taylor	Meets annually, typically in Nov. or Dec.
ACTIVE CITY COUNCIL AD HOC SUBCOMMITTEES	**2022 Member**	**2022 Member**	
Aquatics Operator Agreement Negotiations Subcommittee (ad-hoc committee)	Betsy Nash	Cecilia Taylor	Established on Feb. 28, 2023. Expected to be completed by May 2023
Climate Action Plan Subcommittee Nos. 1-5 Subcommittee (ad hoc committee)	Jen Wolosin	Betsy Nash	Established on Dec. 10, 2019 and bifurcated to Nos. 1-5 Dec. 14, 2021
Climate Action Plan Subcommittee No. 6 Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Dec. 14, 2021
ConnectMenlo Community Amenities Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Oct. 6, 2020
Economic Development Subcommittee (ad hoc committee)	Betsy Nash	*Ray Mueller*	Established on Dec. 14, 2021
Menlo Park Community Campus Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Dec. 10, 2019
Reimagining Public Safety Subcommittee (ad hoc committee)	Cecilia Taylor	Jen Wolosin	Established on Aug. 7, 2021
INACTIVE CITY COUNCIL SUBCOMMITTEES (DISBAND UNLESS REACTIVATED)	**Member**	**Member**	
Rail Standing Subcommittee	Jen Wolosin	*Ray Mueller*	Disbanded 2021
Anti-Displacement Strategy Subcommittee (ad hoc committee)	Jen Wolosin	Cecilia Taylor	Established on Dec. 6, 2022 and the subcommittee work was completed as of Dec. 2022.
Bayfront Homeless Encampment Emergency Response Subcommittee (ad hoc committee)	Cecilia Taylor	*Ray Mueller*	Established May 22, 2020 and declared inactive Dec. 14, 2021
Facebook/Willow Village Development Agreement Negotiations Subcommittee (ad hoc committee)	Betsy Nash	Cecilia Taylor	Established on Dec. 10, 2019 and subcommittee work completed as of Dec. 2022.
West Menlo Triangle Annexation Subcommittee (ad hoc committee) *			Established on Feb. 13, 2018 *
Willow Road/U.S. Highway 101 Interchange Improvements Subcommittee (ad hoc committee)	Drew Combs	Cecilia Taylor	Established on Feb. 9, 2016
POTENTIAL AD HOC SUBCOMMITTEES	**Member**	**Member**	
Commonwealth 3 Development Agreement Negotiations Subcommittee (ad hoc committee)			
Parkline Development Agreement Negotiations Subcommittee (ad hoc committee)			

*Annexation application is still pending