



**CITY COUNCIL  
and  
COMMUNITY DEVELOPMENT AGENCY MINUTES**

**Tuesday, December 17, 2002  
7:30 p.m.  
Menlo Park City Council Chambers  
801 Laurel Street, Menlo Park**

**6:00 P.M. STUDY SESSION** - in the Administration Conference Room located on the first floor at City Hall, 701 Laurel Street, Menlo Park.

1. Traffic Impact Analysis (TIA) Guidelines for residential streets.

Staff made a presentation to Council regarding the current "significance thresholds" used in traffic impact analyses of development proposals to determine when traffic effects on residential streets constitute "significant" impacts. The staff answered questions. Council requested staff return on January 7, 2003 for a study session to continue discussion on this matter.

**7:30 P.M. STUDY SESSION ENDED**

**7:00 P.M. CLOSED SESSION** - in the Administration Conference Room located on the first floor at City Hall, 701 Laurel Street, Menlo Park.

1. Closed Session pursuant to Government Code Section §54956.8 for property acquisition on Hamilton Avenue. Negotiating Parties: David Boesch, City Manager/Executive Director and Bill McClure, City Attorney.

**RECONVENE IN OPEN SESSION AT 7:30 P.M.**

**REPORT ON AFOREMENTIONED CLOSED SESSIONS** – No reportable action taken

**7:30 p.m. REGULAR MEETING - Council Chambers**

**ROLL CALL** Mayor Jellins called the meeting to order at 7:40 P.M. Mayor Pro Tem Duboc, Councilmembers Collacchi, and Winkler were present. Councilmember Kinney was absent. Staff present included City Manager Boesch, Assistant City Manager Seymour, City Attorney McClure, Interim City Clerk Kern and other department heads.

**PLEDGE OF ALLEGIANCE** – Mayor Jellins invited everyone to join in reciting the Pledge of Allegiance.

**A. PRESENTATIONS AND PROCLAMATIONS - None**

**B. COMMISSION VACANCIES, APPOINTMENTS AND REPORTS**

1. Planning Commission, Parks and Recreation Commission, Housing Commission and Arts Commission. There is one vacancy on each commission and the application deadline is January 14, 2003.

Mayor Jellins stated there were vacancies on four commissions.

Interim City Clerk Kern reported that applications had been received for the Arts and Planning Commissions.

2. Councilmember Reports.

Mayor Jellins reported that the next Regular City Council meeting, on January 7, 2003, would be held at the Menlo Park Senior Center, in the Belle Haven neighborhood.

### C. PUBLIC COMMENT #1

Mr. Filice, outgoing president of the Menlo Park Chamber of Commerce read the mission statement for the Chamber and explained that local businesses had been lost because of these economic times. He reminded everyone to support local business during the holiday season, to help generate sales tax revenue for the community. He thanked the City for jointly sponsoring the newspaper ad in the local newspaper.

Ms. Felice, Menlo Park thanked the City for running the ad in the local paper encouraging shopping in Menlo Park. She listed the various businesses in Menlo Park, and invited the residents to shop here.

### D. CONSENT CALENDAR

1. Approval of audited bills for period 22 ending November 29, 2002, and period 23 ending December 06, 2002 and pay period 24 ending November 16, 2002 and pay period 25 ending November 30, 2002.
2. Acceptance of work for the Burgess Theater Demolition Project. *(Staff Report # 02-274)*
3. Community Development Agency acceptance of work for the Menlo Oaks and Willow School Field Renovation Project. *(Staff Report # 02-275)*
4. Approval of the Annual Community Development Agency Annual Report for fiscal year 2001-2002. *(Staff Report # 02-276)*
5. Approval of the revised Below Market Rate Housing Program Guidelines. *(Staff Report # 02-277)*
6. Authorization of the City Manager to amend the contract with Denise Duffy & Associates, Inc., for an additional \$ 22,901, resulting in a total contract amount of \$107,540, for the preparation of an Environmental Impact Report for the construction of a new 26,823 square foot, two-story office building and 16 rental residential units at 1460 El Camino Real. *(Staff Report # 02-278)*

**M/S Winkler/Collacchi to approve the Consent Calendar items, with the exception of Item D6. Motion approved unanimously 4/0 (Kinney absent).**

**M/S Jellins/Collacchi to approve Item D6, contract with Denise Duffy and Associates, Inc. for additional \$22,901 for the preparation of an environmental Impact Report for the construction of a new 26,823 square foot, two-story office building and 16 rental residential units at 1460 El Camino Real. Motion carried 3/1/0 (Collacch dissenting, and Kinney absent.)**

### E. PUBLIC HEARING - None

### F. REGULAR BUSINESS

1. Approval of the Burgess Park Master Plan in concept and direction to staff to proceed with an Environmental Review of all Burgess Park Projects pursuant to CEQA; and authorization of a loan from the General Fund Operating Reserve in the amount of 600,000 to fund projects (construction of a restroom and storage facility in Burgess Park and the demolition of the Theater Annex and expansion of parking lot D) not originally approved in Phase I funding of Measure T Projects. *(Staff Report # 02-279)*

Mr. Callendar, Callendar Associates, stated that the Burgess Park Master Plan came together after input from neighborhood residents and staff. Mr. Callendar illustrated the proposed improvements to the 25 acre parcel, which included reconfiguration of various parking lots, additional site and landscaping improvements throughout the park, and reconfiguration of the softball/baseball fields. He noted that the skate board park was in the process of being designed for Burgess Park.

Mr. Mamuyac, ELS Architects and Urban Design, reviewed the proposed Phase I improvements to the Burgess pools, gymnasium and gymnastics center. He explained that the task force discussed the management of the center and the optimum way to mix diverse age groups and use types together under one roof. He said one of the challenges was consideration for the existing neighborhood. Mr. Mamuyac reviewed how they incorporated the architectural elements to match the existing facilities, reconfigured pathways, entryways and the pool improvements. He noted that the gymnastics center would double in size, and the rest of the space would be

utilized as a multi-use room. Mr. Mamuyac showed the proposed wall of windows, which would provide an inviting element to the gym, and provide additional light.

Community Services Director Brown read Councilmember Kinney's remarks regarding the proposed project. Councilmember Kinney supports financing the gym expansion now; proposes that restrooms be built with the gym in order to improve monitoring/security oversight; is not in favor of walkway dividing the park; wondered if there is enough demand to justify the amount of space being devoted to baseball; and has concerns about improvements to the architecture of the façade facing the fields.

Councilmember Winkler stated that she had been assured there would be ample restroom facilities. She wondered if there was room for a food kiosk that could be contracted out. Following further discussion, staff explained that this could be put back into the project at the ball field site, if Council would like this element added.

Mayor Pro Tem Duboc asked staff if there was a need for two baseball fields. Supervising Engineer Morimoto stated that it was the only City facility with a 90 ft. based diamond.

Community Services Director Brown explained that the sports groups have maintained and improved the old fields, but had not been approached to assist with these renovations. He explained that AYSO had offered to help with maintenance, once the fields had been redone.

In response to Mayor Pro Tem Duboc, Supervising Engineer Morimoto explained that the reason the walkway was included in the middle of the park was to provide a connection between Parking Lot J and the rest of the campus. He explained that there were cost considerations in construction of both phases at the same time, and staff felt that construction of Phase II would cause minimal disruption.

Mayor Jellins asked if any of the landscaping would be salvaged in the reconfiguration of the parking area.

Supervising Engineer Morimoto explained that this renovation would maintain as much of the median islands and landscaping as possible. He stated that most of the changes would take place near the old Burgess Theatre location and annexation location.

Mr. Mamuyac, ELS Architects, reported that the new gym would be standard size, 50x85 with a 10ft rim around the out of bounds lines. He said they would like to remove the solid walls between the three elements and use glass to provide an openness throughout the building. He explained that there was enough room to install telescoping bleachers, if the City decided on this option. Mr. Mamuyac explained that they were not proposing any changes to the tennis courts, except for lighting, and the playground would remain.

Supervising Engineer Morimoto reported that parking lot H would be reconfigured for 29 spaces. He explained that Lot I was underutilized and staff is anticipating that this lot will hold the overflow. He stated that a traffic and parking study would be conducted to determine if this configuration would meet the facilities' needs.

Community Services Manager Roessler explained that the annual community events would not be impacted by the reconfiguration within the park.

Mayor Jellins expressed his concerns about the lack of outside basketball courts in this Master Plan. He stated that he would like further discussions regarding this element to take place.

In response to Mayor Jellins, Mr. Mamuyac explained that the building materials included brick and masonry, with stucco on the pool building. He said other suggestions could be considered before the final project was brought forward. He said they felt the gym placement was more appropriate on the park side, with the lower buildings along Laurel Street. He said they felt that this building could be made more inviting with the use of more windows, especially on the park side.

Councilmember Collacchi asked about the utilization of the baseball field. Supervising Engineer Morimoto explained the scheduling of this field by the various groups throughout the city. He reported that the County of San Mateo stated that the ball field at Flood Park was heavily utilized for practice and games. Supervising Engineer Morimoto explained that if the baseball diamond at Burgess Park was removed, another soccer field could be constructed.

Mr. Mamuyac reported that if funding was allocated to renovate the gym in Phase 1, some elements of the pool project would have to be put on hold.

City Manger Boesch explained that this renovation idea was one option that was considered by staff and ruled out. He said that it was not cost effective to make partial renovations and rebuild everything the next year. He said that if Council decided to reconsider the project, staff would reassess whether or not there was an alternative between Phase I and Phase II, as currently scoped.

Councilmember Winkler said she liked the phasing of the project, so that one facility at a time would remain open.

Mayor Pro Tem Duboc explained that community input indicated the desire for gymnastic space. She said she would like staff to return with the facts and figures, including the worst-case scenario, to show how much it would cost to build the new gym in Phase I. She said she would also like to hear the input from the focus group discussions regarding the project.

City Manager Boesch explained that the pool construction was a substantial project, and if the time line was accelerated to include the gymnasium and gymnastics center, the project would be doubled. He explained that six months would be added to the project for redesign, development and final approval. He noted that to complete this \$13 million full project, the whole facility would need to be shut down and reopened about two years later.

City Manager Boesch reported that it would be necessary to go to the General Fund for a loan, because the Measure T funding was not in place. He explained that Council would have to make this project the highest priority for the community, before staff explored financing options. City Manager Boesch explained that it was not prudent to issue bonds in less that \$5 million increments, because of the issuance costs. He said the current plan is to issue debt every five years.

Councilmember Winkler stated that she would like a bicycle friendly facility in the final plan.

Mayor Jellins asked how financial partnering with private groups could be achieved during this planning process.

Community Services Director Brown explained that during the Measure T campaign, staff had received letters of commitment from AYSO and Little League. He said that once staff received direction on the project, they would return to these groups to determine the level of commitment from each group.

Councilmember Jellins added that concession facilities could help defray costs for events that take place at the facilities.

In response to Mayor Jellins, Mr. Mamuyac explained that the staff had anticipated spectator seating for the new gym. He stated that they were waiting to see what the requirements would be before they made the final decision on seating.

Supervising Engineer Morimoto stated that all decisions regarding the gym facility would be determined during Phase II of the project.

Mr. Sussman, Menlo Park, Parks and Recreation Commissioner explained that the Parks and Recreation Commission recommended this Phase I project, and requested that the Phase II project be brought back to the Commission for approval, when it came closer to construction. He said the improvements to the aquatics center were substantial and would enhance the usage for the community. Mr. Sussman said the commission felt a 25-meter pool provided an increase in value compared to what currently exists. He reported that the commission had received testimony in favor of a 50 meter pool and there were comments about private funding, along the lines of the AYSO and Little League financial commitments. Mr. Sussman explained that the site concept, cost and increased traffic were the reasons the Parks and Recreation Commission rejected the idea of the 50-meter pool.

Mr. Harrison, Menlo Park, Parks and Recreation Commissioner stated he thought consideration should be given for an entrance to the pool to accommodate seniors, and people with special needs, and he was in favor of food kiosks on the fields.

Mr. Evans, Menlo Park, said that the City should consider a diving well if a 50-meter pool was not feasible. He explained that this would provide a multitude of options, as well as generate revenue for the City. He spoke about the multi-use opportunities a 50-meter pool would provide.

Ms. Radlee, Menlo Park, stated that she was in favor of the 50-meter pool which would provide a training ground for residents to improve their swimming abilities close to home. She said planning for this facility should take into account what would be needed in the future, and what an accomplishment it would be for the City of Menlo Park to have a first class facility located here. Ms. Radlee said there was a lot of community support to fund raise for the pool facility.

Mr. Lawrence, Menlo Park, stated that he thought the plans should be put on hold until funding for a world class facility could be built. He provided his thoughts on the plans for the park, including removal of one baseball diamond, relocation of the gym to the west side, relocation of the soccer field to the space where the other baseball field is currently, and shifting the aquatic center slightly north to build a 50-meter pool. He said he thought this would provide room for basketball courts near parking lot H, and room on the other side for another tennis court. He said he thought the concession stand could be sited on the south of the gym. Mr. Lawrence suggested that non-residents be charged more to use the facilities. He said he thought this two-tiered fee structure would increase revenues.

Ms. Slocum, Menlo Park, thought that this current project balanced all the elements of the Measure T campaign. She said everyone understood during the campaign that this project would be done in phases, and it was appropriate to proceed with the swimming pool element in Phase I. She said it would be nice to have a 50 meter pool, but the ongoing maintenance expense proved to be too costly. She said she thought it was important to have public restrooms near the fields and would prefer a self cleaning model. Ms. Slocum said she agreed with the plan to close access to Mielke, which would make it more pedestrian friendly.

Community Services Director Brown explained that staff would like Council approval for the Burgess Park Master Plan in concept, and direction to staff to proceed with an environmental review of all Burgess Park projects pursuant to CEQA. He said staff would also like Council to authorize a loan from the General Fund Operating Reserve in the amount of \$600,000.

Mayor Pro Tem Duboc reviewed the remarks by the various speakers and explained that this plan had been in the planning stages since 1997, and included a lot of community input.

**M/S Duboc/Winkler to approve the Burgess Park Master Plan in concept, and to direct staff to proceed with an environmental review of all Burgess Park projects pursuant to CEQA. Authorize a loan from the General Fund Operating Reserve in the amount of \$600,000. No vote was taken.**

Councilmember Winkler said she would like to have all the ideas that had been presented by the speakers incorporated into the plan. She said park restrooms, a basketball backboard, concession stand and accommodation for the seniors at the pool facility were all valid suggestions. Councilmember Winkler said she would like the question about the need for two baseball fields investigated to see if this concern was valid.

City Manager Boesch stated that staff would return with an option for this element as well as the other suggestions that Councilmember Winkler listed. He said he thought staff could proceed with the design process, and return with cost estimates, after review of these additional features.

Councilmember Collacchi said he would be interested in the redesign of one of the large baseball fields, and would like to know the economics, if a concession stand was included in the plans.

Mayor Jellins stated he was in favor of including the 50 meter pool amenity in the plan. He said he would like staff to report on what form of commitment could be considered from proponents of this option. Staff stated that if Council would like to have the 50 meter pool, they would work with the citizens groups to determine the level of financial commitment available and return with a report.

Mayor Pro Tem Duboc explained that the neighborhood was against a 50 meter pool because of the impacts.

Supervising Engineer Morimoto explained that if this pool feature was added, parking and the tennis courts would have to be displaced and parking would have to be reincorporated into other areas.

Mayor Jellins stated that this scope would change the cost of the project, and that would have to be made up by private funding.

Councilmember Winkler stated that this concept plan was for a multi purpose park and this 50-meter pool idea changes the concept. She said she thought that the 50 meter pool was inappropriate as the concept is set up currently.

Councilmember Collachi stated that this would intensify the concept beyond the scope. He was not in favor of this idea.

Mayor Jellins reported there was no consensus to study the 50 meter pool concept further.

**Motion approved 4/0 (Kinney absent).**

## **RECESS AND CALL TO ORDER**

Mayor Jellins recessed the meeting at 10:00 P.M. and called the meeting back to order at 10:05 P.M..

1. Direction regarding the joint-use agreement between the City and the Sequoia Union High School District for future use of the Performing Arts Facility at Menlo-Atherton High School. (*Staff Report # 02-272*)

Community Services Director Brown listed the various groups that would benefit from this facility. He said that the Theatre Guild could not be accommodated, because of the amount of time they need for their productions.

Mr. Lewin, Menlo Park, Sequoia Union High School District Board Member, said he thought that this partnership would bring benefits to the community, as well as the school district. He explained that the district would not need funding until the project was under construction, and they were willing to work out an agreement that would be favorable to both parties. Board member Lewin encouraged the Council to approve this agreement, so they could move forward with the project.

Mr. Hartwig, Principal of Menlo-Atherton High School, reviewed the history of the school and explained that the infrastructure would meet the needs of the students and the residents. He urged collaboration between the parties.

Ms. Severns, Menlo Park, Construction Program Manager, Sequoia Union High School District, reviewed the concept plan for the theatre facilities and explained that this facility could accommodate all types of uses by the students and community groups.

Ms. McIntire, Menlo Park, Director of Development, explained that they would like the City of Menlo Park to be the lead donor for their fundraising efforts for this theatre.

Ms. Chillag, Menlo Park, Chair, Arts Commission, reviewed the negotiating steps that had been taken regarding the Performing Arts Facility. She said they had reached the point where Council feedback and direction was needed before staff moved forward with the School District.

Ms. McIntire explained that it would be harder for the foundation to fundraise at the end of the project, if the City did not contribute the full \$2.6 million.

Community Services Director Brown clarified that the staff had not determined what the initial capital investment would be in the Preferred Renter option. He said staff was requesting Council direction on what amount they felt comfortable putting into the project, before they negotiated with the School District.

Mayor Pro Tem Duboc indicated that there was not a lot of opportunity for theatre programs and activities for teens in the community. She said she was in favor of funding this project, with the preferred renter option, and to continue negotiations.

Ms. McIntire reported that they estimated the project would cost between \$12-13 million. She said their Bond Measure raised \$6 million, and they would not start construction until year 2004.

Community Services Director Brown stated that if Council voted for the preferred renter option, staff would negotiate various scenarios for the City's use. He said they would bring back the particulars of this use agreement, including any soft costs that would be necessary.

Councilmember Collachi stated that he thought this was a favorable partnership, but he would like to see the data on the blocks of time the City would be able to use the facility for our contribution, and how long this arrangement would last.

Councilmember Winkler said that she could envision multiple uses for this theatre, including sub-contracting it out like Mt. View. She said she was in favor of the preferred renter option, and she had confidence that the staff could negotiate a strong position for the City in this partnership.

Council discussion ensued. Mayor Jellins stated that it sounded as if there was Council consensus to become a preferred renter and fund the project once staff negotiated a joint-use agreement.

3. Consideration of state and federal legislative items or items referred to in Written Communications or Information Items, including decisions to support or oppose any such legislative, written communication or information item. - None

## **G. WRITTEN COMMUNICATIONS**

1. Council direction regarding actions to be taken by San Mateo County City Selection Committee.

Mayor Jellins stated he would attend the San Mateo County City Selection Committee meeting and report the various appointments at the next Council meeting. Councilmembers commented that Councilmember Lempert was a good choice for the Metropolitan Transportation Authority.

## **H. INFORMATION ITEMS - None**

## **I. PUBLIC COMMENT #2**

### **A. Councilmember Reports #2**

Councilmember Winkler stated that she would like an economic update from staff regarding the discretionary spending on capital programs. She said she would like to request that all discretionary programs be put on hold until the Council had a chance to review these projects.

City Manager Boesch stated that if there was Council consensus, the staff would stop all ongoing projects and table any other projects until this discussion was held in January.

Mayor Jellins announced that the next Regular City Council meeting would be held at the Senior Center on Terminal Avenue, in the Belle Haven neighborhood..

Mayor Jellins announced that the review of the Bicycle and Transportation Commissions' of the Santa Cruz Avenue trial traffic calming project would take place, December 18<sup>th</sup>, in the Council Chambers. If there were comments please submit them to Transportation Division at [transportation@menlopark.org](mailto:transportation@menlopark.org), or call the City at 858.3363.or visit the web site. He reported that this report was on the website.

## **J. ADJOURNMENT 11:15 P.M.**

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**Kathy Kern**  
**Interim City Clerk**

**Approved by City Council on January 28, 2003**