



**CITY COUNCIL  
and  
COMMUNITY DEVELOPMENT AGENCY MINUTES**

**Tuesday, September 16, 2003  
7:00 p.m.  
The Menlo Park Council Chamber  
801 Laurel Street  
Menlo Park, CA 94025**

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**6:00 p.m. STUDY SESSION** (Recreation Center – Fireside Room 112)

1. Review and discuss Transportation Impact Analysis (TIA) Guidelines.

All Council Members were present.

City Manager David Boesch presented the staff report illustrating the current process that applicants go through when they have a project that needs approval. The City Council asked questions of Mr. Boesch and of Mr. McClure, City Attorney.

The study session adjourned at 6:50 p.m.

**7:05 p.m. REGULAR MEETING** (Menlo Park City Council Chamber)

**ROLL CALL** – Jellins, Duboc, Collacchi, Kinney, Winkler

**STAFF PRESENT** - David Boesch, City Manager; William McClure, City Attorney; Audrey Seymour, Assistant City Manager; Silvia Ponte, City Clerk. Various department heads and other City staff were present.

**PLEDGE OF ALLEGIANCE**

**A. PRESENTATIONS AND PROCLAMATIONS - None**

**B. COMMISSION VACANCIES AND REPORTS**

1. There are no current commission vacancies.
2. Council Member Reports.

Council Member Winkler informed the public about an upcoming recycling event that allows residents to recycle computer equipment for free at Tyco.

**C. PUBLIC COMMENT #1 (*Limited to 30 minutes*)**

Milton Borg, with time donated by Andrea Borg, stated that positive comments made by the Arts Commission members were not related to his experience with the Percent for Art Ordinance. Mr. Borg believes the ordinance is intrusive and demanding on business owners and residents. He also stated it is hard to find artists, especially when this art mandate is maintained in perpetuity. Mr. Borg believes the Council needs to make the right decision in regards to this matter.

Elizabeth Houck is in favor of a permanent dog park, and she believes that the public in general also supports a permanent off-leash park. Ms. Houck asks that the Parks and Recreation Commission properly inform all the residents in the nearby areas, and in her opinion a flier is not sufficient to count as outreach. She believes that more due diligence is needed to inform the public and to poll their needs.

#### **D. CONSENT CALENDAR - None**

Consent Calendar Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council, staff or public request specific items to be removed for separate action.

#### **E. PUBLIC HEARING - None**

#### **F. REGULAR BUSINESS**

1. Council direction to staff relative to Transportation Impact Analysis (TIA) Guidelines.

Mayor Jellins requested that the City Manager provide a synopsis of the discussion that took place at the Study Session and staff's proposed solution to this matter. Mr. Boesch gave a brief overview of past practices and decisions, which led to the current Traffic Impact Analysis (TIA). The City Manager clarified that this issue was brought to light as a result of a couple of different projects such as the Police Annex. Mr. Boesch mentioned that one suggestion is to include the Council early in the process so that it can provide input before it comes for a final analysis and decision.

Council asked questions of Mr. Boesch in regards to the current process, and Mayor Pro Tem Duboc would like to find out how much the current process is costing the City.

#### **Public Comment**

Oscar Braun, is the Executive Director of the Half Moon Bay Coastside Foundation, and he expressed his views about the TIA guidelines. He believes the current process does not function and consequently it is important to fix this process. Mr. Braun believes that the Council should rescind the TIA guidelines and follow the recommendation made in the staff report.

Lucey Bowen believes that staff already has a certain amount of discretion in regards to the process. Ms. Bowen referred to a staff report from the Public Works Department in which she believes it shows that staff already has a certain amount of discretion.

#### **Council Discussion**

Council Member Winkler and Council Member Kinney believe the suggestion made by staff is a good one, and it will allow the Council to give input earlier on. Mr. Kinney questions the current values in the TIA guidelines and believes these should be re-examined especially the 25 trips threshold.

#### **M/S Kinney/Winkler to accept the staff recommendation including:**

- **expediting the process of preparing Traffic Impact Analysis using CSA Document**
- **include an analysis of alternatives in the TIA**
- **modify the wording in Section V.B. of TIA Guidelines to address "significant"**
- **enable City Council hearing to consider if existing threshold values are exceeded**
- **expedite the process of hiring EIR consultants when required**
- **form a Council subcommittee to investigate alternative threshold levels or criteria**
- **address through the updating of the Land Use and Circulation Elements of the General Plan**

#### **Discussion on the Motion**

Mayor Pro Tem Duboc asked that a subcommittee be created to work with staff on permanent

solutions, i.e. permanent and revised guidelines. Mr. McClure clarified that this would be a refinement of bullet six from the staff report.

Council Member Collacchi expressed concerns about trying to contain the volume of residential cars when the big picture also needs to be considered. Mr. Collacchi believes if the current levels are going to be altered then the General Plan should be changed. He also addressed other big picture issues such as impact from various traffic areas, e.g. Chilco, Hamilton and Linfield Drive. Mr. Collacchi believes that for these specific sites focused traffic EIRs can be one of the solutions. Mr. McClure explained the difference between program EIRs from focused EIRs. Council discussed cumulative effects of various projects affecting a certain area. Mr. Boesch stated that on October 7, 2003 Council will discuss the process to update the General Plan, which could include a series of specific plans. Mr. Boesch stated that Council will have a chance to engage in an in depth discussion about these issues and particular City areas.

Council discussed studying land uses in relationship to current and projected uses. Council stated that the notification process is to include a two-week notice in the local newspaper so that the public is properly informed. A mass mailing is to be part of this notification process.

**Motion to include immediately raising the threshold levels for exempt commercial projects from 5K to 10K. Maker and second concur with this inclusion.**

The subcommittee suggested by Mayor Pro Tem Duboc is to be composed of Council Members who are interested in this matter, and they are to email the Mayor sharing their interest. Subsequently, the Council is to make an appointment.

Mr. McClure clarified that the Brown Act will apply if more than two Council Members join this subcommittee.

**Mayor Jellins called for the vote. Motion carries unanimously.**

2. 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 - None**

Mayor Jellins informed the Council that he had signed a letter on behalf of the City to support legislation that influences San Mateo County and its childcare challenges. Ms. Seymour, Assistant City Manager, clarified that this bill will allow for a special pilot to offer subsidized child care in the County of San Mateo.

**H. INFORMATION ITEMS - None**

**I. PUBLIC COMMENT #2 (Limited to 30 minutes)**

**J. ADJOURNMENT – at 8:25 p.m.**

Respectfully submitted,

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**Silvia M. Ponte, City Clerk**

Approved at the City Council Meeting of October 7, 2003.