



## CITY COUNCIL SPECIAL AND REGULAR MEETING AGENDA

Tuesday, January 28, 2014  
5:30 P.M.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers

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### 5:30 P.M. CLOSED SESSION (1<sup>st</sup> floor Council Conference Room, Administration Building)

#### Public Comment on these items will be taken prior to adjourning to Closed Session

**CL1.** Closed Session pursuant to Government Code Section §54957 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director, Drew Corbett, Finance Director, and Charles Sakai, Labor Attorney

### 6:15 P.M. STUDY SESSION (Council Chambers)

**SS1.** Study Session to review options for appellate procedures in peace officer discipline cases ([Staff report #14-017](#))

### 7:00 P.M. REGULAR SESSION

**ROLL CALL** – Carlton, Cline, Keith, Ohtaki, Mueller

#### PLEDGE OF ALLEGIANCE

#### REPORT FROM CLOSED SESSION

#### ANNOUNCEMENTS

##### A. PRESENTATIONS AND PROCLAMATIONS

- A1.** Proclamation recognizing Hillview Middle School Principal Erik Burmeister
- A2.** Proclamation recognizing Menlo Park City School District Board Member Laura Rich
- A3.** Proclamation for Retirement of Canine Officer Gert
- A4.** Joint presentation by Menlo Park School District and Public Works Department regarding new school on the O'Connor site in the Willows neighborhood

##### B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

- B1.** Consider applicants for appointment to fill two vacancies on the Parks and Recreation Commission ([Staff report #14-013](#))

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

Under “Public Comment #1”, the public may address the Council on any subject not listed on the agenda and items listed under the Consent Calendar. Each speaker may address the Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Council cannot act on items not listed on the agenda and, therefore, the Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**D. CONSENT CALENDAR**

- D1.** Authorize the City Manager to submit revisions to the Draft Housing Element to the State Department of Housing and Community Development ([Staff report #14-015](#))
- D2.** Initiate the Menlo Park Landscape Assessment District proceedings for fiscal year 2014-15 and adopt a resolution describing the improvements and direct preparation of the Engineer's Report ([Staff report #14-009](#))
- D3.** Approve a budget appropriation in the amount of \$76,362 from the General Fund balance; award a construction contract for the El Camino Real Trees Phase III Project to Del Conte Landscaping, Inc. in the amount of \$225,362 and authorize a total budget of \$285,362 for construction, contingencies, and project management ([Staff report #14-010](#))
- D4.** Approve a budget appropriation in the amount of \$130,000 from the Transportation Impact Fee fund balance and authorize the City Manager to enter into an agreement with Whitlock & Weinberger Transportation, Inc. Consultant to develop the El Camino Real Corridor Study in the amount of \$459,713 ([Staff report #14-012](#))
- D5.** Accept minutes for the Council meetings of November 19, 2013 and January 14, 2014 ([Attachment](#))

**E. PUBLIC HEARINGS – None**

**F. REGULAR BUSINESS**

- F1.** Review and approve an agreement for Emergency Preparedness Services between the City of Menlo Park and the Menlo Park Fire District ([Staff report #14-016](#))
- F2.** Request by Mayor Pro Tem Carlton to reconsider approval of the logo update and development of graphic standards from the January 14, 2014 Council meeting  
(Note: Council will not discuss the merits of the item. If reconsideration is approved, the item will be agendaized for a future meeting)

**G. CITY MANAGER'S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS**

- I1.** 2013 Commissions Attendance Report ([Staff report #14-014](#))
- I2.** Guidelines for use of traffic modeling software in Transportation Impact Analyses (TIAs) ([Staff report #14-011](#))

**J. COUNCILMEMBER REPORTS**

**J1.** Clarification of C/CAG assignment

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

Under “Public Comment #2”, the public if unable to address the Council on non-agenda items during Public Comment #1, may do so at this time. Each person is limited to three minutes. Please clearly state your name and address or jurisdiction in which you live.

**L. ADJOURNMENT**

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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 the Consent Calendar and 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 Mayor, either before or during the 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 Mayor, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the Office of the City Clerk, Menlo Park City Hall, 701 Laurel Street, Menlo Park, CA 94025 during regular business hours. Members of the public may send communications to members of the City Council via the City Council’s e-mail address at [city.council@menlopark.org](mailto:city.council@menlopark.org). These communications are public records and can be viewed by any one by clicking on the following link: <http://ccin.menlopark.org>

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## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: January 28, 2013  
Staff Report #: 14-017

Agenda Item #: SS-1

**STUDY SESSION:** Study Session to Review Options for Appellate Procedures in Peace Officer Discipline Cases

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### BACKGROUND

The City's Memoranda of Understanding (MOUs) with all bargaining groups contain appeal procedures for serious discipline which culminate in a binding decision rendered by a neutral arbitrator. During negotiations in 2013, both the Police Sergeants Association and the American Federation of State, County and Municipal Employees (representing non-sworn supervisory employees) agreed that either the City or Union could elect to have a retired judge as the neutral arbitrator.

The City Council has requested a study session to discuss the available options for disciplinary appeals under the Public Safety Officers Procedural Bill of Rights (PSOBR).

### ANALYSIS

The PSOBR establishes specific requirements for the investigation and interrogation of public safety officers as well as for appeals of disciplinary actions taken against public safety officers. The City's MOUs with the POA and PSA have long included provisions for binding arbitration of grievances as well as serious discipline. Many cities in California follow similar practices for the appeal of discipline. However, other models exist.

This study session will involve a presentation by two attorneys (one management-side and one union-side) covering (a) basic requirements of the PSOBR for disciplinary appeals, (b) the pros and cons of binding arbitration in this context, and (c) the options available to local agencies for addressing disciplinary appeals under the PSOBR.

This presentation is for educational purposes only and is not intended to relate to ongoing negotiations with the POA, where the deadline for proposals has already passed.

### IMPACT ON CITY RESOURCES

N/A

**POLICY ISSUES**

N/A

**ENVIRONMENTAL REVIEW**

N/A

**PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

**ATTACHMENTS**

None

Report prepared by:  
*Gina Donnelly*  
*Human Resources Director*



## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-013

Agenda Item #: B-1

**COMMISSION REPORT:** Consider applicants for appointment to fill two vacancies on the Parks and Recreation Commission

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### RECOMMENDATION

Staff recommends appointing applicants to fill two vacancies on the Parks and Recreation Commission.

### BACKGROUND

Staff conducted two rounds of recruitment for the vacant positions by publishing press releases in the *Daily News* and the *Almanac*, posting notices on the City's website and downtown kiosk, displaying ads on the electronic bulletin boards throughout the City's recreation facilities, the main library and on Channel 29, the government access channel, and reaching out to the community through the social media site Next Door and by emailing targeted residents.

Two vacancies on the Parks and Recreation Commission exist due to the expiring terms of James Cebrian and Jim Tooley in October 2013. Having served two consecutive terms, Mr. Tooley is no longer eligible to be reappointed.

Applicants for the 2 Parks and Recreations Commission vacancies are:

James Cebrian (incumbent)

Christopher Harris

Lauren Roseman

Thomas Stanwood

Elidia Tafoya

In order to maintain continuity on the Commission through a combination of new and experienced Commission members, terms are staggered. Appointments during this recruitment period will be for terms expiring in April 2017.

### ANALYSIS

Pursuant to City Council Policy CC-01-0004 (Attachment A), commission members must be residents of the City of Menlo Park and serve for designated terms of four years, or through the completion of an unexpired term. Residency and voter registration for all applicants has been verified by the City Clerk's office.

In addition, the Council's policy states that the selection/appointment process shall be conducted before the public at a regularly scheduled meeting of the City Council. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.

### **IMPACT ON CITY RESOURCES**

Staff support for selection of commissioners is included in the FY 2013-14 Budget.

### **POLICY ISSUES**

Council Policy CC-01-004 establishes the policies, procedures, roles and responsibilities for the City's appointed commissions and committees.

### **ENVIRONMENTAL REVIEW**

The proposed action does not require environmental review.

### **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

### **ATTACHMENTS**

- A. Excerpt from Council Policy CC-01-004, page 5
- B. Commission Applications\*

Report prepared by:  
*Pamela Aguilar*  
*City Clerk*

\*Attachment B will not be available on-line, but is available for review at City Hall in the City Clerk's Office during standard City operating hours.



<b>City of Menlo Park</b>		City Council Policy
<b>Department</b> City Council  <b>Subject</b> Commissions/Committees Policies and Procedures and Roles and Responsibilities	<b>Page 5 of 10</b>	<b>Effective Date</b> 3-13-01
	<b>Approved by:</b> Motion by the City Council on 03-13-2001; Amended 09-18-2001; Amended 04-05-2011	<b>Procedure #</b> CC-01-0004

Application/Selection Process

1. The application process begins when a vacancy occurs due to term expiration, resignation, removal or death of a member.
2. The application period will normally run for a period of four weeks from the date the vacancy occurs. If there is more than one concurrent vacancy in a Commission, the application period may be extended. Applications are available from the City Clerk's office and on the City's website.
3. The City Clerk shall notify members whose terms are about to expire whether or not they would be eligible for reappointment. If reappointment is sought, an updated application will be required.
4. Applicants are required to complete and return the application form for each Commission/Committee they desire to serve on, along with any additional information they would like to transmit, by the established deadline. Applications sent by fax, email or submitted on-line are accepted; however, the form submitted must be signed.
5. After the deadline of receipt of applications, the City Clerk shall schedule the matter at the next available regular Council meeting. All applications received will be submitted and made a part of the Council agenda packet for their review and consideration. If there are no applications received by the deadline, the City Clerk will extend the application period for an indefinite period of time until sufficient applications are received.
6. Upon review of the applications received, the Council reserves the right to schedule or waive interviews, or to extend the application process in the event insufficient applications are received. In either case, the City Clerk will provide notification to the applicants of the decision of the Council.
7. If an interview is requested, the date and time will be designated by the City Council. Interviews are open to the public.
8. The selection/appointment process by the Council shall be conducted open to the public. Nominations will be made and a vote will be called for each nomination. Applicants receiving the highest number of affirmative votes from a majority of the Council present shall be appointed.
9. Following a Council appointment, the City Clerk shall notify successful and unsuccessful applicants accordingly, in writing. Appointees will receive copies of the City's Non-Discrimination and Sexual Harassment policies, and disclosure statements for those members who are required to file under State law as designated in the City's Conflict of Interest Code. Copies of the notification will also be distributed to support staff and the Commission/Committee Chair.
10. An orientation will be scheduled by support staff following an appointment (but before taking office) and a copy of this policy document will be provided at that time.

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## COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-015

Agenda Item #: D-1

**CONSENT CALENDAR:** Authorize the City Manager to Submit Revisions on the Draft Housing Element to the State Department of Housing and Community Development

### RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to submit Revisions to the Draft Housing Element to the State Department of Housing and Community Development as shown in Attachment A.

### BACKGROUND

#### Housing Element Update

Following the City Council's December 10, 2013 review and comment on the Preliminary Draft Housing Element, staff incorporated comments and prepared the Draft Housing Element. On December 12, 2013, the City of Menlo Park submitted its Draft Housing Element to the State Department of Housing and Community Development (HCD). This commenced a 60-day review period by the State. The [draft](#) is available on the Housing Element [project page](#) and hard copies are available for review at the Community Development Department and the Main Library.

Members of the public are welcome to submit comments in writing with a deadline of Monday, February 10, 2014 at 5:00 p.m. Comments may be submitted by email ([athome@menlopark.org](mailto:athome@menlopark.org)), letter (Community Development Department, 701 Laurel Street, Menlo Park CA 94025), or fax (650-327-1653). Based on this feedback, staff will prepare a Final Draft of the Housing Element for consideration by the Housing Commission, Planning Commission and ultimately the City Council in the Spring of 2014.

### ANALYSIS

#### Revisions

Since the submittal of the Draft Housing Element, staff has been in communication with State HCD and has received some constructive feedback about additional information

that is necessary to meet the statutes of California Government Code in order to achieve State certification. As such, staff has prepared Revisions to the Draft Housing Element to serve as a supplement to the December 12, 2013 submittal. HCD has indicated that if the City submits the revisions by the end of January 2014, then HCD would consider this material as part of its formal comment letter that it will provide to the City by mid February 2014. By addressing some of these more technical aspects at this stage, it will enable the City to better focus on the larger policy issues related to the zoning ordinance amendments. In addition, staff is using this opportunity to include changes to the document to clarify the intent of the Draft Housing Element and/or make the document more user friendly.

The Revisions (Attachment A) are framed to include 1) a description of the topic area needed to be addressed or a description of the intent of the change, 2) lists the page number where the change would occur in the Housing Element and 3) shows in strikeout and underline format the extent of the changes to the document. As noted above, the changes provide additional technical detail, clarify the intent of the document, and improve the readability, but do not affect the general policy direction.

### **Schedule Update**

The City has met all of the milestones in the Council approved work program to date. A summary of the key meetings and milestones are as follows:

- **1/27/14:** Planning Commission study session on secondary dwelling unit and accessory building/structure Zoning Ordinance Amendment (newly added meeting to obtain additional input)
- **2/10/14:** Release of Negative Declaration
- **2/27/14:** Housing Element Steering Committee (if needed)
- **3/5/14:** Housing Commission recommendation
- **3/17/14:** Planning Commission recommendation
- **4/1/14:** Council action on the Negative Declaration, Housing Element, and introduction of Zoning Ordinance Amendments
- **4/29/14:** Council action on adoption of Zoning Ordinance amendments

In addition, staff is working on one other implementation item that is critical for Housing Element certification. At a February Council meeting, staff intends to bring a water service priority policy for the Menlo Park Municipal Water District in order to comply with Government Code §65598.7, which requires priority for service allocations to proposed developments that include housing units affordable to lower income households.

## **IMPACT ON CITY RESOURCES**

The work program requires both staff resources dedicated to the project, as well consultant services. The Council budgeted \$100,000 for Fiscal Year 2012-13 for the Housing Element Update, and this funding has been carried over to Fiscal Year 2013-14. In addition, funding is available for implementation of programs for the 2007-2014 Housing Element from the previously approved budget.

## **POLICY ISSUES**

The Housing Element update and implementation of programs consider a number of policy issues including how to address zoning for the homeless and transitional and supportive housing for compliance with SB2 and the conversion of accessory structures into secondary dwelling units.

## **ENVIRONMENTAL REVIEW**

The Housing Element update and the Zoning Ordinance amendments associated with the implementation programs are subject to the California Environmental Quality Act (CEQA). Without the need for rezoning for high density housing, the preparation and issuance of an initial study and negative declaration would be appropriate. The City prepared drafts of the documents for review by the Planning Commission and City Council in November and December 2013, respectively. The City is in the process of preparing final versions of the documents with an anticipated release in February 2014 for a formal public comment period.

## **PUBLIC NOTICE**

Public notification consisted of publishing a notice in the local newspaper. In addition, the City has prepared a project page for the project, which is available at the following address: <http://www.menlopark.org/athome>. This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress. The page allows users to sign up for automatic email bulletins, notifying them when content is updated and meetings are scheduled.

## **ATTACHMENTS**

- A. Revisions to the Draft Housing Element

Report prepared by:

*Deanna Chow*  
*Senior Planner*

*Justin Murphy*  
*Development Services Manager*

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## REVISIONS

**City of Menlo Park Draft Housing Element** (Dated December 12, 2013)  
Prepared for the January 28, 2014 Menlo Park City Council Meeting

Note: Text shown in *italics* reflects comments from the California Department of Housing and Community Development (HCD). Text shown in underline reflects proposed changes from the December 12, 2013 Draft Housing Element.

### Global Change #1

To reflect HCD's determined Housing Element planning period for all nine counties in the Association of Bay Area Government (ABAG) jurisdiction, make a global change to the December 2013 Draft Housing Element to identify the Housing Element "planning period" as 2015-2023. Reference may be made to the specific dates January 31, 2015 - January 31, 2023, where applicable.

### Global Change #2

For internal consistency within the document, make a global change in the December 2013 Draft Housing Element to convert the first line of each policy or program that begins with "The City will..." to an action verb. For example, Policy H1.9 (page 26) would be modified to "Establish a regular monitoring and update process..." instead of "The City will establish a regular monitoring and update process..."

### Global Change #3

Where programs or policies are revised in the Housing Goals, Policies and Programs section beginning on page 19, make a global change to assure consistency of modifications (e.g. Implementation Summary Table beginning on page 55).

### Global Change #4

To more accurately reflect the General Plan Update timeframe, make a global change to the General Plan Update in the timeframe section of applicable programs. The revised timeframe would be 2014-2017 rather than 2014-2015.

## Page 8

*Clarify Use of the Term “Affordable Housing”:* The housing element includes several programs, including, but not limited to Programs H1.A, H1.H, H2.A, H4.B, and H4.H, that refer to “affordable housing.” The programs should clarify that “affordable housing” means housing affordable to extremely low-, very low-, low-, and moderate-income households. For example, the element could include such a definition in the Definitions of Key Housing Terms on page 8.

### Modification to Page 8:

Include the following definition for “affordable housing” (insert after “Accessible Housing”):

**“Affordable Housing:** Affordable housing, for the purposes of the Housing Element, refers to housing that is affordable to extremely low income, very low income, low income and moderate income households.”

## Page 17

Add the following sentence to the last paragraph on page 17 to reflect the continued outreach with stakeholders, as follows:

The schedule and process graphic on the next page shows the sequence of steps and timing for the Housing Element update process. The approach conforms to the City’s Community Engagement Model (CEM), which has been used effectively by the City in the past as a guide for comprehensive community involvement in important City decisions, and has provided outreach to all economic segments of the community. “Following the submittal of the Draft Housing Element to HCD, the City also notified approximately 60 key Housing Element Stakeholders, including affordable housing developers, advocacy groups, and the building trades based on the stakeholders list prepared through the 21 Elements process.”

## Page 18

Update the process graphic chart to reflect the anticipated City Council meeting dates – April 1, 2014 for the first City Council meeting date and April 29, 2014 for the second City Council meeting date.

## Page 32

Delete Program H1.L in anticipation that the City Council will consider and adopt the policy for providing priority water service to affordable housing developments at a meeting in February 2014.

## Page 32

Add the following new Program H1.L to review and update the water policy at least once every five years to ensure consistency with SB1087.

**“H1.L Update Priority Procedures for Providing Water Service to Affordable Housing Developments.** At least once every five years, update written policies and procedures that grant priority for service allocations to proposed developments that include housing units affordable to lower income households consistent with SB 1087 (Government Code Section 65589.7).



<i>Responsibility:</i>	<u>Planning Division; Department of Public Works (Menlo Park Municipal Water District); City Manager; City Council</u>
<i>Financing:</i>	<u>Water Fund</u>
<i>Objectives:</i>	<u>Comply with Government Code Section 65589.7.</u>
<i>Timeframe:</i>	<u>2015 and 2020 (as part of Urban Water Management Plan updates)”</u>

## Page 34

Modify Policy H2.6 to include a focus on renewable energy, as follows:

“H2.6 **Renewable Energy/Energy Conservation in Housing.** Encourage energy efficiency and/or renewable energy in both new and existing housing and promote energy conservation and/or renewable energy in the design of all new residential structures and promote incorporation of energy conservation and/or renewable energy and weatherization features in existing homes. In addition, the City will support the actions contained in the City’s Climate Action Plan (CAP).”

## Page 34

Modify Program H2.B to include a focus on the development of local programs to address energy efficiency in addition to promoting existing programs from other agencies, as follows:

“H2.B **Promote Energy Efficient/Renewable Programs.** Develop local policy and/or programs that promote and/or increase energy efficiency/renewable energy in the community. Promote county, state (Energy Upgrade California), federal and PG&E energy programs for energy assessments and improvements. Seek grants and other funding to supplement City energy conservation/renewable activities.

<i>Responsibility:</i>	Environmental Division; Building Division; PG&E
<i>Financing:</i>	General Fund, PG&E Program Funding, Grants
<i>Objectives:</i>	<u>50 or more homes and businesses participating in a program</u>
<i>Timeframe:</i>	<u>Establish policy and programs by 2017; Participation rate by 2022”</u>

## Page 35

Modify Program H2.C for clarification and to include an additional activity to help further protect existing housing stock in the City, as follows:

“H2.C **Amend the Zoning Ordinance to Protect Existing Housing.** Consistent with State law, ~~the City will amend~~ the Zoning Ordinance to reflect the Housing Element policy of limiting the loss of existing residential units or the conversion of existing residential units to commercial or office space (see Policy H2.2). Zoning Ordinance changes and City activities should address residential displacement impacts, including the following:

- ~~Consistency~~ Avoid contradicting with the Ellis Act. ~~— The Ellis Act allows property owners of rental housing to “go out of business.”~~
- Consider regulations used in other communities.
- ~~Consideration~~ of a modified replacement fee on a per unit basis, or replacement of a portion of the units, relocation assistance, etc. to the extent consistent with the Ellis Act.

- d. ~~Collaboration between the City,~~ Collaborate with the San Mateo County Department of Housing, Mid-Pen Housing Corporation and others, as needed, to ensure protection of affordable units in Menlo Park.
- e. Consider rezoning of properties for consistency to match and protect their existing residential uses.

*Responsibility:* City Commissions; Planning Division; City Attorney; City Council  
*Financing:* General Fund  
*Objectives:* Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes.  
*Timeframe:* Consider as part of the City's General Plan Update (2014-2017)."

## Page 47

Modify Program H4.A to include an additional mechanism for allowing secondary dwelling units where they are not currently permitted in the R-2 zoning district, as follows:

"H4.A **Modify R-2 Zoning to Maximize Unit Potential.** Modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed. In addition, allow secondary dwelling units on R-2 lots that are less than 7,000 square feet with approval of a use permit.

*Responsibility:* Planning Division; City Attorney; City Commissions; City Council  
*Financing:* General Fund  
*Objectives:* Amend the Zoning Ordinance to minimize underutilization of R-2 development potential.  
*Timeframe:* Consider as part of the City's General Plan Update (2014-2017).

## Page 61

*Affordable Housing Overlay (AHO) Zone: Include additional discussion of the development standards and incentives offered by the City's Affordable Housing Overlay (AHO) zone.*

### Modification to Page 61:

Add description to item "a" under "Key Accomplishments of the 2007-2014 Housing Element" on page 61 to identify incentives contained in the adopted AHO zone, as follows:

#### "Key Accomplishments of the 2007-2014 Housing Element"

The focus on implementation of the current Housing Element was to rezone adequate sites for housing and to create regulatory incentives for housing consistent with State law. As a result, the City accomplished the following in June 2013, immediately following adoption of the 2007-2014 Housing Element:

- a. **Adoption of an Affordable Housing Overlay (AHO) Zone.** The Affordable Housing Overlay (AHO) zone ~~that establishes specific standards~~ affordable housing percentage requirements for a project to qualify for a ~~and~~ density bonus and other incentives. In addition, the AHO establishes objective design standards for Community Development Director level approval. Specific incentives include: ~~for affordable housing, including densities,~~

development standards incentives, parking, building heights, specified level of affordability, allowances for mixed use in order to provide services to residents of the development, etc.

- (1) **Density Bonus** — a density bonus between 36.5 percent and 60 percent above the base unit density of the property.
- (2) **Floor Area Ratio** — an minimum increase in FAR in proportion to the density bonus for the property.
- (3) **Stories/Height** — allowances for either four (48 feet) or five (60 feet) story projects allowed depending on the density bonus.
- (4) **Parking** — reduced vehicular and bicycle parking standards and allowances for uncovered and tandem parking for the affordable units.
- (5) **Lot Coverage, Setbacks, Open Space and Maximum Façade Height** — reduction flexibility in requirements to accommodate the increased density in the development.
- (6) **Fee Waivers** — waiver of processing fees for projects that provide at least 50 percent of the units for low income households or 20 percent of the units for very low income households.
- (7) **Reduced Fees** — reduction in other fees in the amount that corresponds to the increase in allowable density.”

## Page 62

*In Process Zoning Ordinance Amendments: Describe the current status of the Zoning Ordinance amendments regarding emergency shelters, transitional housing, supportive housing, reasonable accommodation procedure, and second units.*

### Modification to Page 62:

Add a description under “Other Accomplishments of the 2007-2014 Housing Element” on page 62 to describe the draft ordinances and next steps/schedule for ordinance adoption.

### “Other Accomplishments of the 2007-2014 Housing Element

The City has continued to implement programs intended to address housing needs in the community and to comply with State law requirements. As part of the 2015-2023 Housing Element update process, the City has also undertaken a process to develop zoning for emergency shelter for the homeless, transitional and supportive housing, reasonable accommodation procedures and the establishment of a process and standards to allow the conversion of accessory buildings and structures to a secondary dwelling unit. Zoning Ordinance changes for emergency shelter for the homeless, transitional and supportive housing and reasonable accommodation procedures are in draft form and are critical to Housing Element certification. The secondary dwelling unit zoning modifications are more preliminary and a draft ordinance is currently being prepared for review. The intent is to undertake environmental review and adopt the homeless, transitional and supportive housing and reasonable accommodation ordinances concurrently with adoption of the updated Housing Element, anticipated in April 2014. Specifics and policy direction for the draft ordinances include:

- a. **Emergency Shelter for the Homeless Overlay Zone** — identifies the location of the overlay zone to allow an emergency shelter for the homeless for up to 16 beds as a use by right (see later discussion in the Housing Element) and includes standards consistent with State law as established in SB2.
- b. **Transitional and Supportive Housing** — updates the definitions of transitional and supportive housing to be consistent with State law and adds transitional and supportive

housing 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.

c. **Reasonable Accommodation** — establishes procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.

d. **Secondary Dwelling Units and Accessory Structures** — The Secondary Dwelling Unit zoning modifications, similar to the Reasonable Accommodation and SB2 compliance ordinances, are in draft form and the intent is to process the changes concurrently with adoption of the updated Housing Element. The proposed regulations would prohibit living areas without an increased setback and would limit the number and/or type of plumbing fixtures within accessory buildings/structures. This change will make the conversion of an accessory structure into a living unit more difficult, which could then encourage the development of legal secondary dwelling units from the outset. In addition, the proposed ordinance amendment would allow the conversion of legally constructed and permitted accessory buildings into secondary dwelling units if they meet certain criteria.

The proposed modifications to the secondary dwelling unit ordinance would also include a reduction in the minimum lot area threshold for when a use permit is required for a secondary dwelling unit. The proposed minimum lot size would be 5,750 square feet (which was recently changed as part of the recent Housing Element update and is currently a minimum lot area of 6,000 square feet). The proposed lot size reduction would capture a number of single-family lots located within the Belle Haven area, which is a change a number of area residents support.”

## Page 91

Add the following sentence at the end of the last paragraph before People with Developmental Disabilities section to clarify the status of the reasonable accommodation program, as follows:

“The City has identified a program (H3.C) to establish a reasonable accommodation procedure and the program is underway.”

## Page 102

*Homeless Shelter Overlay Zone: Clarify whether homeless shelters located on the VA site would be limited to veterans or open to the public. Identify the number of parcels of appropriate size (e.g. list the size range of the sites) within the proposed zone appropriate to accommodate a 16 bed homeless shelter. If non-vacant parcels are needed to accommodate the need for emergency shelters, include an estimate of the number of parcels with redevelopment potential and capacity for conversion to emergency shelters.*

### **Modification to Page 102:**

Modify the last paragraph on page 102 as follows:

“A homeless facility located in the overlay zone area, including the VA site, is intended to serve both veterans and other homeless individuals. The Clara-Mateo Alliance homeless shelter, previously located on the VA campus, served the general public. The VA medical center property comprises 95 acres and is zoned PF, public facility, and the remaining properties comprise 4.5 acres and are

zoned R3, multiple family residential. Within the 4.5-acre area there are a total of 25 parcels. One parcel is vacant (5,546 square feet in size), ~~are~~ two parcels have 12 and 30 units each (0.4 19,045 and 1.0 acre 44,665 square feet in size), twelve parcels have from 2 to 4 units (parcels ranging from 0.1 to 0.2 acres 4,992 to 8,018 square feet in size), ~~nine~~ four parcels with ~~have~~ 1 unit (parcels up to 0.1 acre 4,935 to 6,111 square feet in size), five condominium parcels have 1 unit each and are too small for a homeless facility (1,145 to 1,508 square feet in size) and two parcels that have other uses (a church and a commercial use). ~~Since~~ For the purposes of the Housing Element, the conclusions of this analysis are that 16 ~~all but~~ four of the parcels within the 4.5 acres could be redeveloped for a homeless facility. These parcels all contain four units or less, with one parcel being vacant, are of adequate size and have redevelopment potential and capacity for conversion ~~this makes the conversion process from multi-family dwelling to a homeless shelter for 16 beds. more feasible.~~ The smaller parcels lot sizes also make ~~them potentially~~ these parcels more financially feasible for a homeless facility."

## Page 104

*Affordable Housing Developments: Several housing developments listed in the Affordable Housing Developments in Menlo Park table have an expiration date of "Affordability through 100% non-profit ownership." Clarify the type of subsidy used to provide affordability and the expiration date of the affordability of the units.*

### Modification to Page 104:

Modify the paragraph and table on page 104 to add information on Crane Place, Partridge Kennedy Apartments, HIP Housing and Haven Family House about expiring subsidies (dates).

## Assisted Rental Housing "At Risk" of Conversion

"Government Code Section 65583 requires each city and county to conduct an analysis and identify programs for preserving assisted housing developments. The analysis is required to identify any low-income units that are at risk of losing subsidies over the next 10 years (2014-2024). The termination of Federal mortgage and or rent subsidies to housing developments built by the private sector is a potential threat to affordable housing throughout the country. Communities with low income housing supported by federally subsidized housing are required to address the needs of residents who may become displaced. Approximately 334 affordable rental units that received subsidies have been developed in the City of Menlo Park. ~~At this time, there are no units at risk of conversion to market rate. The following table shows assisted projects located in Menlo Park.~~

The table below lists assisted affordable housing developments in Menlo Park. The various service providers identified in the table all have the mission to provide affordable housing for very low and lower income people. The waiting lists for these projects varies from at least 1 year to several years, which illustrates the demand and need for affordable units in Menlo Park. This is especially true since affordable units are rarely vacated once a unit is occupied by a very low or low income person or family.

Financing of affordable housing often requires multiple funding sources that may have varying requirements. The developments below have been financed through a variety of sources, including

Low Income Housing Tax Credits (LIHTC), Project Based Section 8 (HUD) and City loans. The expiration dates below are based on discussions with the project sponsors and review of information maintained by the California Housing Partnership Corporation. At this time, there are no units at-risk of conversion to market rate prices over the next 15 years.”

**Affordable Housing Developments in Menlo Park (2013)**

Name of Development	Address	Year Built	Tenure	Sponsor	Number of Units	Target Group(s)	Expiration
Crane Place	1331 Crane Street	1979	Rental	Peninsula Volunteers	92	<u>Very Low and Low Income Seniors</u>	<u>15 years remain under Section 8 arrangement</u>
Gateway Apartments	<u>1221-1275 Willow Road</u>	<u>1960</u>	Rental	MidPen Housing	48	Very Low Income Families	<u>2049</u>
Gateway Apartments	<u>1317-1385 Willow Road</u>	<u>1960</u>	Rental	MidPen Housing	<u>81</u>	Very Low Income Families	<u>2049</u>
Partridge Kennedy Apartments	817 Partridge Avenue	1961	Rental	Peninsula Volunteers	30	<u>Very Low and Low Income Seniors</u>	<u>Beyond 2025</u>
Willow Court	1105 and 1141 Willow Road	1992	Rental	MidPen Housing	6	Very Low and Low Income Families	<u>2047</u>
Willow Terrace	1115, 1121, 1123, 1125 and 1139 Willow Road	1995	Rental	MidPen Housing	<u>25</u>	Very Low Income Families	<u>2051</u>
1143 Willow Road (managed as part of Willow Terrace)	1143 Willow Road	2000	Rental	MidPen Housing	5	<u>Very Low and Low Income Families</u>	<u>2051</u>
<u>HIP Housing</u>	<u>1157 and 1161 Willow Road</u>	<u>2013</u>	<u>Rental</u>	<u>HIP Housing</u>	<u>12</u>	<u>Very Low and Low Income Persons</u>	<u>City loan until 2067</u>
Haven Family House	260 Van Buren Road	2000	Transitional Housing	Shelter Network of San Mateo County	23	Transitional Housing for Homeless Families	<u>Beyond 2025</u>
<u>Habitat for Humanity (Carlton and Madera)</u>	<u>Scattered sites</u>	<u>1999-2000</u>	<u>Ownership</u>	<u>Habitat for Humanity</u>	<u>2</u>	<u>Low Income</u>	<u>No expiration. Individually owned units</u>
<u>Habitat for Humanity (Neighborhood Revitalization Program)</u>	<u>Scattered sites</u>	<u>2009-2013</u>	<u>Ownership</u>	<u>Habitat for Humanity</u>	<u>10</u>	<u>Extremely Low and Very Low Income</u>	<u>No expiration. Individually owned units</u>

Source: City of Menlo Park, Mid-Pen Housing and Peninsula Volunteers, Inc., discussions with project sponsors; California Housing Partnership Corporation, 2013

**Page 108**

*In Process Affordable Housing Developments: The Table lists the Anton Menlo and VA/CORE developments as providing units affordable to lower income households. Describe the actual sales or rental prices, or the subsidy, financing, or other mechanisms that ensure affordability of the units to lower income households (e.g. LIHTC and HOME funds, inclusionary units).*

**Modification to Page 108:**

Insert the following two paragraphs after the table at the top of page 108.

“Anton Menlo consists of 53 affordable housing units for lower income households. The development would accommodate Facebook’s obligation to provide 15 affordable housing units established as part of the City’s approval of the Facebook West Campus project. The Facebook Below Market Rate Housing Agreement sets a 55-year affordability term. Furthermore, Anton Menlo would provide an additional 38 affordable units for low-income households. These units would be income-restricted for a period of 30 years as established in the Affordable Housing Agreement.”

The VA/CORE site contains 60 units, of which 59 would be made available to extremely low- and very low-income households. Funding of the project is anticipated to be from a combination of tax credits from the Tax Credit Allocation Committee, County HOME funds and Affordable Housing Funds (which are comprised of one-time monies attributable to the dissolution of Redevelopment Agencies), and a loan from the City of Menlo Park. The affordability restriction with the City is for a 55-year term.”

**Page 113**

*Description of Realistic Capacity for Non-Vacant and Non-Residential Sites: Describe the methodology used to estimate the realistic capacity, particularly for the non-vacant and non-residential sites within the planning period. For example, an updated description of realistic capacity from the 4th cycle housing element, page 109 of the prior element, could be used.*

**Modification to Page 113:**

Modify and add to the last paragraph on page 113 to address realistic capacity for non-vacant and non-residential sites from the adopted Housing Element:

“The sites rezoned previously to R-4-S are all relatively flat and have minimal development constraints. There has also been a significant degree of property owner and developer interest in the development of multifamily housing on these sites. ~~With developer interest and both rents and sales prices now increasing, the development of these sites with the number of incentives provided by the City appears feasible and realistic.~~ Overall market trends, such as significant recent increases in rents and local job growth, have created a high demand for housing on these sites. The Haven Avenue sites include current uses such as outside storage, warehousing, mulching, etc. that would not impede redevelopment of the site to residential use. There is an active development proposal for development of approximately 10 acres of the Haven Avenue sites. The Hamilton Avenue sites are in much the same condition, with sites either being vacant or having light industrial uses. There is one parcel included with the Hamilton Avenue sites that contains 8 residential units (Mt. Olive). Lot consolidation is preferred by the City to achieve more coordinated site planning. The Hamilton Avenue sites are also located near to the Facebook campus.

Appendix A lists all the separate properties for the VA site, MidPen sites, Haven Avenue sites and Hamilton Avenue sites by Assessor’s Parcel Number (APN) and provides information on current uses, zoning, development potential, etc. From a planning standpoint, the base density shown in the table below should be considered the realistic development potential for these sites. The table

shows development under the base zoning and development under State Density Bonus Law and, for the Haven Avenue and MidPen sites, development under the Affordable Housing Overlay zone.”

## Page 120

*Land Use Control Table: The Land Use Control table should be revised to indicate compliance with state law permitting Residential Care Facilities and licensed group homes with six or fewer residents in the same manner as other single family dwellings of the same type or include a program to amend the zoning ordinance to do so. Could also describe how single room occupancy (SRO) units are permitted.*

### Modification to Page 120:

Update the Land Use Controls section to be consistent with existing and proposed zoning changes.

### “Land Use Controls

Menlo Park uses development controls that are typical for other cities in the county and the region. Zoning Ordinance changes are in process and will be adopted concurrently with the updated Housing Element to implement Housing Element programs H3.A, which is to establish an overlay zoning district and standards for emergency shelters for the homeless, and H3.B, which is to establish allowances for transitional and supportive housing consistent with State law. In addition, the definition of "dwelling" in the Zoning Ordinance is being modified to include residential care facilities. The following table summarizes what permits are needed for development.

### Land Use Controls

Specific Land Uses	R-E	R-1	R-2	R-3	R-4	R-4-S
Single-Family Dwellings	P	P	P	P	P	<u>NP</u>
Duplexes	NP	NP	P	P	P	<u>NP</u>
Triplexes	NP	NP	P	C	C	<u>NP</u>
Multiple-Family Dwellings	NP	NP	P	<u>P/C*</u>	C	<u>P</u>
Boardinghouses	NP	NP	C	C	C	<u>C</u>
<u>Residential Care Facilities</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Second Units	P	P	NP	NP	NP	<u>NP</u>

P is a Permitted Use

C is a Conditional Use

NP is Not a Permitted Use

\* In the R-3 zoning district, three or more units on sites with a lot area of 10,000 square feet or more and located around the downtown are a permitted use.

*The land use controls shown in this table are based on standard size lots*



The Land Use Control Table identifies a Conditional Use Permit (CUP) requirement for multi-family housing in the R-3 and R-4 zones, however multi-family housing is now a permitted use in the R-3 zoning district on lots that are 10,000 square feet in area or more and located around the downtown area and within the newly created R-4-S zone. Zoning controls for homeless shelters...

## Page 132

*Subdivision Level Improvement Requirements: Identify any subdivision level improvement requirements such as minimum street widths and analyze their potential impact on the cost and supply of housing.*

### Modification to Page 132:

Insert the following paragraphs on page 132 at the end of the “Codes and Enforcement, On/Off Site Improvement Standards” section that begins on page 131:

“As part of any development project, the City will evaluate and determine the appropriate on and off-site improvements. The type and extent of the improvements often relate to the type, size, complexity and location of the project. Although each project is reviewed on a case-by-case basis, the City has procedures for determining when frontage improvements are required and established Parking and Parking and Driveway Design Guidelines, which can help make the process more predictable. Whenever a discretionary approval is required for a project, the City can require frontage improvements where none already exist. For new residential projects, if no frontage improvements exist, then new frontage improvements are required and they must meet City Standard Details. The frontage improvements should generally match those of adjoining or nearby properties for aesthetic consistency and ease of use. A typical vertical curb, gutter and sidewalk would consist of an 18-inch gutter, six inch curb and a minimum five foot sidewalk. In some instances, a planter strip or wider sidewalk may be required, depending on the location. In cases where there are already existing frontage improvements, then the owner is typically responsible to remove and replace damaged frontage improvements. Generally the off-site improvements occur within existing right-of-way and no additional land dedication or public easements are needed. Therefore, there should be no impacts to development setbacks, density or floor area ratio, which are important factors for making a development work.

On-site improvements consist of internal circulation and landscaping. The City’s Parking and Driveway Design Guidelines provide direction on street width and parking dimensions, yet the City’s Transportation Manager has the authority to modify the requirements. The City believes there are opportunities to revisiting and updating the Guidelines pertaining to multi-family residential development (Program H4.P) to account for the changing trends in development and more efficient use of the site while still achieving health and safety for the site and surrounding area.

New residential developments must also comply with the City’s Water Efficient Landscape Ordinance. The ordinance applies to all new and rehabilitated landscaping exceeding 2,500 square feet associated with projects requiring 1) subdivision improvements, 2) grading and drainage improvements, 3) new construction, 4) additions or modifications that require grading and drainage plan approval or 5) new water service. While additional steps may be required to show compliance, the end product is intended to result in less water usage and hopefully greater sustainability.”

## Timelines for Programs (General)

*Timelines for Program Actions:* Review programs to ensure there are specific timelines for each program action. For example, Program H1.A includes 9 separate actions. The Program should clarify whether the timeline for these actions is annual or whether the Annual Review will identify specific actions to be undertaken during the following year. Also, Program H4.H (Identify Housing Sites) includes 10 separate actions with an “Ongoing” timeframe. While “ongoing” may be appropriate for some actions, there should be specific timelines for the implementation or completion of each action.

### Modification to Page 26-27 (Program H1.A):

Modify Program H1.A as follows:

- H1.A **Establish City Staff Work Priorities for Implementing Housing Element Programs.** As part of the annual review of the Housing Element (see Program H1.B), establish work priorities to implement the Housing Element related to community outreach, awareness and input on housing concerns and striving to ensure that all City publications, including the City’s Activity Guide, include information on housing programs. City staff work priorities specific to ~~the~~ Housing Element implementing programs include:
- a. Conduct the annual review of the Housing Element (Program H1.B).
  - b. Review options for funding affordable housing (Program H4.Q).
  - c. Make recommendations to City Commissions on strategies for housing opportunity sites and for funding (Program H1.B).
  - d. Provide follow-up on housing opportunity sites and funding based on directions provided by the City Council, including working with the community and implementing Housing Element programs (Program H4.H).
  - e. Conduct community outreach and provide community information materials through an open and non-advocacy process (Program H1.E).
  - f. Engage property owners in identifying opportunities for the construction of affordable housing (Program H4.H).
  - g. Pursue unique opportunities where the City can participate in the construction of affordable housing, either on City-owned sites, or through funding or regulatory means (Program H4.J).
  - h. Develop ongoing and annual outreach and coordination with non-profit housing developers and affordable housing advocates (Program H1.I).
  - i. Continue to participate in ongoing regional activities related to housing, including participation in ongoing efforts as part of the Countywide 21 Elements effort.

*Responsibility:* City Commissions; Planning Division; City Manager; City Council

*Financing:* General Fund

*Objectives:* Establish staff priorities for implementing Housing Element programs.

*Timeframe:* Participate in ongoing regional planning activities throughout the Housing Element planning period and develop a work program as part of the annual review of the Housing Element (see Program H1.B).

### Modification to Page 27 (Program H1.B):

Modify Program H1.B to clarify the date of next Housing Element Annual Review, as follows:

**Review the Housing Element Annually.** As required by State law, the City will review the status of Housing Element programs by April of each year, beginning April 2014. As required by statute, annual review will cover:

- a. Consistency between the Housing Element and the other General Plan Elements. As portions of the General Plan are amended, this Housing Element will be reviewed to ensure that internal consistency is maintained. In addition, a consistency review will be implemented as

part of the annual general plan implementation report required under Government Code Section 65400.

- b. Statistical summary of residential building activity tied to various types of housing, household need, income and Housing Element program targets.

*Responsibility:* City Commissions; Planning Division; City Council  
*Financing:* General Fund  
*Objectives:* Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD.  
*Timeframe:* April 2014 and annually thereafter.

## Specific Program Modifications

*Include Definite Actions with Measurable Results:* Some programs use broad terms such as investigate, provide, study, or review. For example, see Programs H4.I, H4.N, and H4.P. The programs should include definite actions with a measurable result. For example, “Amend the zoning ordinance”, “revise development standards” or develop appropriate guidelines” along with specific timelines for completion.

### Modification to Page 36:

Modify the following program:

- H2.D **Assist in Implementing Housing Rehabilitation Programs.** Continue to target Belle Haven as a primary area for rehabilitation to prevent existing standard units, both single family and apartments, from becoming deteriorated and to significantly reduce the number of seriously deteriorated units. Emphasis will be placed on the rehabilitation of apartments along Pierce Road. In addition, the City will:
- a. Continue to work with and refer people to the San Mateo County Department of Housing/ Programs including the Single Family Ownership Rehabilitation Program and the Multi-Family Rental Rehabilitation program.
  - b. Encourage private sponsors to develop and maintain housing units using state and federal housing assistance programs for emergency and other repairs.
  - c. Work with San Mateo County to compete for Community Development Block Grant funds to ensure continuation of the Single Family Ownership Rehabilitation Program for low- and very low-income families in the community.
  - d. Investigate possible use of housing rehabilitation loans to assist homeowners in implementing the City’s secondary dwelling unit programs.

*Responsibility:* Planning Division; Building Division.  
*Financing:* Outside subsidy  
*Objectives:* ~~Investigate use of housing rehabilitation loans (2015).~~ Apply to the County for CDBG funds to ~~Provide~~ provide loans to rehabilitate very low and low income housing (20 loans from 2014-2022).  
*Timeframe:* 2014-2022

**Modification to Pages 50 and 52:**

Modify the following programs:

"H4.I **Create Multi-Family and Residential Mixed Use Design Guidelines.** Provide more specific guidance in the appropriate design of multiple family and mixed-use housing development outside of the El Camino Real/Downtown Specific Plan boundary area. The intent would be to more clearly establish City expectations to make the design review process as efficient as possible.

*Responsibility:* City Commissions; Planning Division; City Attorney; City Council  
*Financing:* General Fund  
*Objectives:* Establish Adopt design guidelines for multi-family and mixed use housing developments.  
*Timeframe:* Consider as part of the City's General Plan Update (2014-2017)

H4.N **Create Opportunities for Mixed Use Development.** Study modifications to zoning to allow residential uses in commercial zones dependent on proximity to other services and transit and the preservation of viable local-serving commercial uses.

*Responsibility:* Planning Division; Public Works; Building Division; City Attorney; City Commissions; City Council  
*Financing:* General Fund  
*Objectives:* Conduct study and establish regulations to allow to determine appropriate locations for housing in commercial zones.  
*Timeframe:* Consider as part of the City's General Plan Update (2014-2017).

H4.P **Update Parking Stall and Driveway Design Guidelines.** Review ~~the~~ and modify Parking Stall and Driveway Design Guidelines, including driveway widths, back-up distances, and turning templates pertaining to provide greater flexibility in site planning for multi-family residential housing.

*Responsibility:* Planning Division; Public Works; City Commissions; City Council; OA  
*Financing:* General Fund  
*Objectives:* Adopt modified Parking Stall and Driveway Design Guidelines  
*Timeframe:* 2014

**Developmental Disabilities**

*Include Developmental Disabilities in Disabled Person Programs: Programs could be revised or added to assist in the development of housing for persons with developmental disabilities. For example, Programs H3.F and H3.G could be revised to use the term "for disabled persons, including those with developmental disabilities" instead of "for disabled persons" or "for persons living with disabilities."*

**Modification to Page 41:**

Modify the two programs on page 41 to include people with developmental disabilities.

"H3.F **Assist in Providing Housing for Persons Living with Disabilities.** Continue to contribute financial support for the programs of the Center for the Independence of the Disabled and other non-profit groups that improve housing opportunities for disabled persons, including persons with developmental disabilities.

*Responsibility:* City Commissions; Planning Division; City Manager; City Attorney; City Council  
*Financing:* General Fund; other sources  
*Objectives:* Provide housing and services for disabled persons.  
*Timeframe:* Ongoing"

H3.G **Develop Incentives for Special Needs Housing.** Initiate a Zoning Ordinance amendment, including review of the R-L-U (Retirement Living Units) Zoning District, to ensure it is consistent with Housing Element policies and fair housing laws, and to develop density bonus and other incentives for needed senior housing, senior care facilities and other special needs housing for persons living with disabilities in the community, including people with developmental disabilities. Emphasis will also be placed on ways to facilitate the development of housing for seniors with very low, low and moderate incomes. Below are specifics:

- a. The regulations should address the changing needs of seniors over time, including units for independent living and assisted living as well as skilled nursing facilities.
- b. Continue to allow the development and expansion of housing opportunities for seniors and special needs persons through techniques such as smaller unit sizes, parking reduction and common dining facilities when units are sponsored by a non-profit organization or when developed under the Retirement Living Unit (RLU) District provisions of the Zoning Ordinance.

*Responsibility:* City Commissions; Planning Division; City Manager; City Attorney; City Council  
*Financing:* General Fund; other sources  
*Objectives:* Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities.  
*Timeframe:* Consider as part of the City's General Plan Update (2014-2017)"

## Appendix A: Table 1

Delete "Existing Zoning" column and re-label "Proposed Zoning" to "Existing Zoning" to reflect the recent rezoning of the properties to higher density housing.

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-009

Agenda Item #: D-2

**CONSENT CALENDAR:**            **Initiate the Menlo Park Landscape Assessment District Proceedings for Fiscal Year 2014-15 and Adopt a Resolution Describing the Improvements and Direct Preparation of the Engineer's Report**

---

### RECOMMENDATION

Staff recommends that the City Council initiate the Menlo Park Landscape Assessment District proceedings for Fiscal Year 2014-15 and adopt a resolution describing the improvements and direct preparation of the Engineer's Report.

### BACKGROUND

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

Prior to 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.

In 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 assessments. 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 has not changed from the Fiscal Year 2013-14 program and includes the following:

- Maintenance and servicing of City street trees, including the cost of repair, removal, or replacement of all or any part thereof;
- Providing for the life, growth, health, and beauty of City landscaping, including cultivation, trimming, spraying, fertilizing, or treating for disease or injury;
- Removal of trimmings, rubbish, debris, and other solid waste, and providing water for the irrigation thereof; and
- The installation or construction, including the maintenance and servicing thereof, of curbs, gutters, sidewalks, and parking strips damaged by City street trees.

**Assessment Engineer**

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 FY 2014-15 report. The firm has extensive background 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.

The schedule for assessment engineering is as follows:

<b>DATE</b>	<b>TASKS</b>
January 2014	Council adopts a resolution initiating the Landscape Assessment District proceedings, describing the improvements, and directs preparation of the Engineer’s Report.
April 2014	Completion and filing of the Engineer’s Report.
May 2014	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 2014	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 2014	Submittal of assessments to the County Assessor’s Office.
October 2014	City review and confirmation of final levies to be collected by the County.
January 2015	Verification of assessment receipts, levies, and delinquencies.



## **IMPACT ON CITY RESOURCES**

The cost of the assessment engineering services and preparation of the Engineer's Report is \$8,900. There are sufficient funds in the Landscape Assessment District budget to fund this expense.

## **POLICY ISSUES**

The Landscape Assessment District requires an annual review of the levied assessment, in accordance with Proposition 218. The recommendation does not represent any change to existing City policy.

## **ENVIRONMENTAL REVIEW**

An environmental review is not required for this action.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

### A. Resolution

Report prepared by:  
*Eren Romero*  
*Business Manager*

*Ruben Niño*  
*Assistant Public Works Director*

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**RESOLUTION NO.****RESOLUTION DESCRIBING IMPROVEMENTS AND DIRECTING  
PREPARATION OF THE ENGINEER'S REPORT FOR THE CITY OF  
MENLO PARK LANDSCAPE ASSESSMENT DISTRICT FOR FISCAL  
YEAR 2014 - 2015**

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 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 1998-99, the City reauthorized the Landscape Assessment District through a mailed ballot, as required by Proposition 218.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. This 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 1983-1984, 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 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 2014-2015.
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 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 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 Engineering Services Manager 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 at the Civic Center Administration Building, 701 Laurel Street, Menlo Park California 94025, or by calling (650) 330-6740.

I, Pamela Aguilar, City Clerk of Menlo Park, do hereby certify that the above and foregoing Council Resolution was duly and regularly passed and adopted at a meeting by said Council on the twenty-eighth day of January, 2014, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

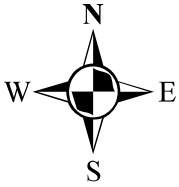
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-eighth day of January, 2014.

---

Pamela Aguilar  
City Clerk

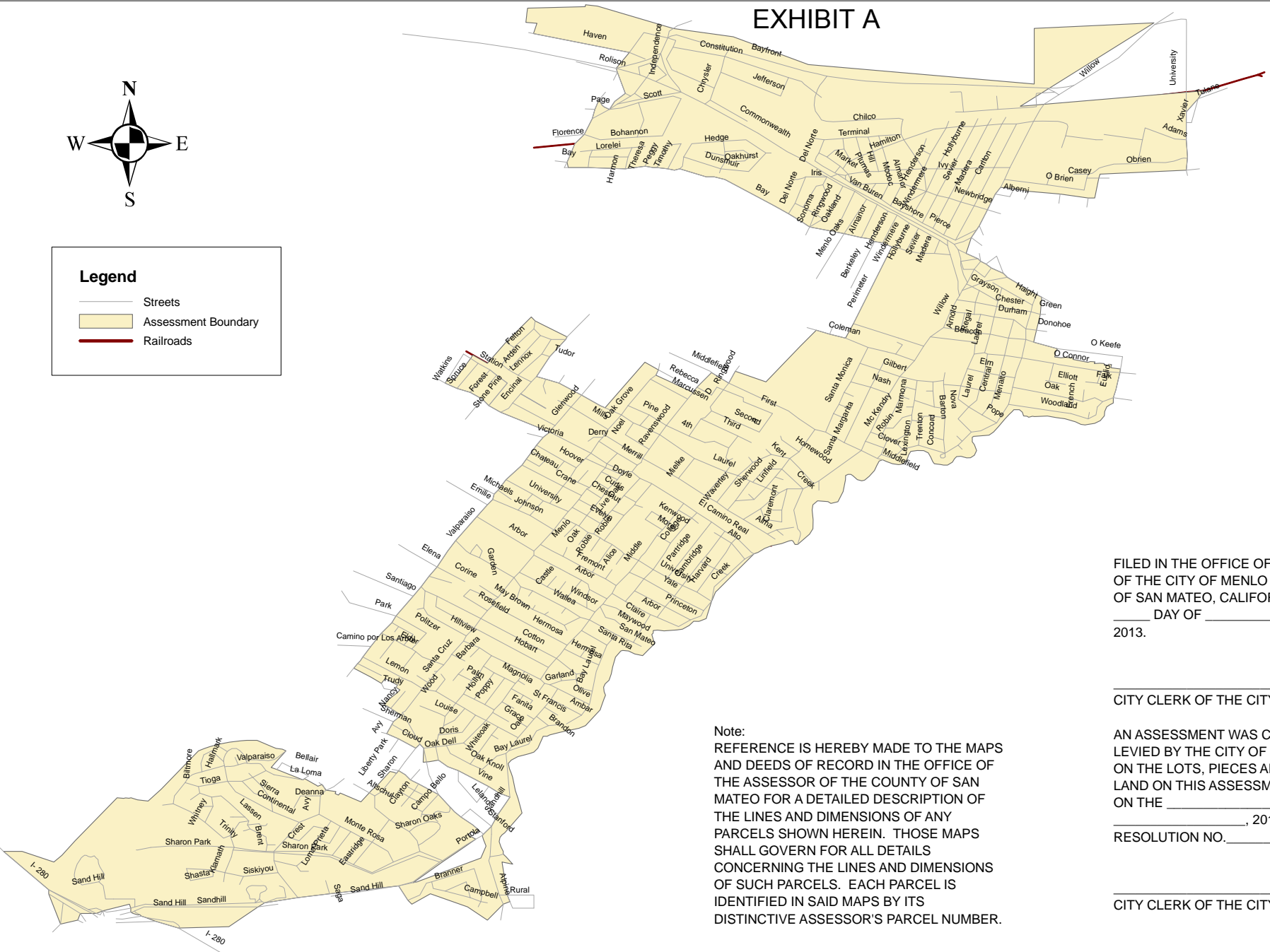
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EXHIBIT A



**Legend**

- Streets
- Assessment Boundary
- Railroads



FILED IN THE OFFICE OF THE CITY CLERK  
 OF THE CITY OF MENLO PARK, COUNTY  
 OF SAN MATEO, CALIFORNIA, THIS  
 \_\_\_\_\_ DAY OF \_\_\_\_\_,  
 2013.

\_\_\_\_\_  
 CITY CLERK OF THE CITY OF MENLO PARK

Note:  
 REFERENCE IS HEREBY MADE TO THE MAPS  
 AND DEEDS OF RECORD 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 ASSESSOR'S PARCEL NUMBER.

AN ASSESSMENT WAS CONFIRMED AND  
 LEVIED BY THE CITY OF MENLO PARK  
 ON THE LOTS, PIECES AND PARCELS OF  
 LAND ON THIS ASSESSMENT DIAGRAM  
 ON THE \_\_\_\_\_ DAY OF  
 \_\_\_\_\_, 2013 BY ITS  
 RESOLUTION NO. \_\_\_\_\_

\_\_\_\_\_  
 CITY CLERK OF THE CITY OF MENLO PARK

SCI Consulting Group  
 4745 Mangels Blvd.  
 Fairfield, CA 94534  
 (707) 430-4300

**CITY OF MENLO PARK**  
**LANDSCAPING ASSESSMENT DISTRICT**  
**ASSESSMENT DIAGRAM**  
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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-010

Agenda Item #: D-3

**CONSENT CALENDAR:**                    **Approve a Budget Appropriation in the amount of \$76,362 from the General Fund Balance; Award a Construction Contract for the El Camino Real Trees Phase III Project to Del Conte Landscaping, Inc. in the Amount of \$225,362 and Authorize a Total Budget of \$285,362 for Construction, Contingencies, and Project Management**

---

### RECOMMENDATION

Staff recommends that the City Council approve a budget appropriation in the amount of \$76,362 from the General Fund balance; award a construction contract for the El Camino Real Trees Phase III Project to Del Conte Landscaping, Inc. in the amount of \$225,362 and authorize a total budget of \$285,362 for construction, contingencies, and project management.

### BACKGROUND

The City has partnered with “Trees for Menlo” a nonprofit organization, in two previous phases of the El Camino Real Tree Project, which was initiated in May 1999. The project’s purpose is to improve the aesthetics and safety of El Camino Real by changing the barren traffic way of El Camino Real into a tree-lined boulevard of tall shaded trees that enhances the environment, invites walking, and revitalizes the downtown area. The trees planted are London Plane trees, which are also found along Santa Cruz Avenue. This type of tree was selected because its canopy at maturity will reach 40-45 feet, it is drought-tolerant and resistant to disease, it has a root system not conducive to up-lifting, and it can be shaped with branches 15 to 20 feet above the ground so that business signs and entrances are not blocked by the tree canopy.

In 2001, the first phase of the El Camino Real Tree Project was the planting of 99 trees from Oak Grove Avenue to Valparaiso Avenue in the median island and the sidewalk areas. In 2003, the second phase, 132 trees were installed in the median island and the sidewalks between Middle Avenue and the southern City limits.

Phase III of the El Camino Real Tree Project consists of planting 70 trees from Middle Avenue to Oak Grove Avenue. The project will install trees in both the median islands and sidewalks and it includes the installation of an irrigation system. The project will remove some of the crepe myrtle trees and replace them with London Plane trees, using plans developed by "Trees for Menlo". The plans have been presented to the Environmental Quality Commission who supported the project. An encroachment permit has been issued by Caltrans.

Staff has met with property owners and businesses along El Camino Real to identify the best location to place the trees.

On September 24, 2013, the City Council rejected bids for the El Camino Real Trees Phase III Project. The lowest bid was not a responsible bidder and the second bid was perceived as too expensive.

Since that time, staff used two contractors to review the plans, to provide recommendations on how the project cost can be reduced. Staff then met with representatives of "Trees for Menlo" and modified the plans without reducing the intent of the project. Staff has eliminated the use of metal tree grates in the sidewalk, using decomposed granite instead, reduced the number of trees along the sidewalks, and eliminated some miscellaneous concrete work.

## **ANALYSIS**

The project was put out to bid on December 16, 2013 with bids due January 15, 2014. Staff received two bids (Attachment A) with the lowest bid from Del Conte Landscaping, Inc. in the amount of \$225,362. Staff has reviewed references and is confident they can accomplish the work. Del Conte Landscaping recently completed the downtown irrigation project for the City within budget and on time.

The budget for the project is \$209,000, which consists of \$200,000 in the Capital Improvement Program. In addition \$9,000 was deposited to the project by the developer of 389 El Camino Real as a condition of approval for the project which removed three street trees as part of their development.

Budget	\$209,000
Construction	225,362
Contingency	30,000
Staff Administration	<u>30,000</u>
Total	\$ 285,362
Additional funds needed	\$ 76,362

## **IMPACT ON CITY RESOURCES**

An additional appropriation from the General Fund balance of \$76,362 will be required to fully fund this project. There are sufficient funds in the General Fund balance to cover this additional expense. Due to the limited funds in the General Fund CIP, staff is proposing to utilize the General Fund for this project.

## **POLICY ISSUES**

The recommendation does not represent any change to existing City policy.

## **ENVIRONMENTAL REVIEW**

The project is categorically exempt under Class I of the current State of California Environmental Quality Act Guidelines, which allows minor alterations and replacement of existing facilities.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

- A. Bid Summary

Report prepared by:

*Ruben Niño*

*Assistant Public Works Director*

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**EL CAMINO TREES  
PHASE III**

**BID RESULTS**

**WEDNESDAY, JANUARY 15, 2014**

	<b>COMPANY</b>	<b>BID AMOUNT</b>
<b>1</b>	<b>Del Conte Landscaping, Inc.</b>	<b>\$225,362</b>
<b>2</b>	<b>Suarez &amp; Munoz Construction, Inc.</b>	<b>\$259,300</b>

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## PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-012

Agenda Item #: D-4

**CONSENT CALENDAR:**            **Approve a Budget Appropriation in the Amount of \$130,000 from the Transportation Impact Fee Fund Balance and Authorize the City Manager to Enter into an Agreement with Whitlock & Weinberger Transportation, Inc. Consultant to Develop the El Camino Real Corridor Study in the Amount of \$459,713**

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### RECOMMENDATION

Staff recommends that City Council approve a budget appropriation in the amount of \$130,000 from the Transportation Impact Fee Fund Balance and authorize the City Manager to enter into an agreement with Whitlock & Weinberger Transportation, Inc. Consultant to Develop the El Camino Real Corridor Study in the Amount of \$459,713.

### BACKGROUND

The El Camino Real Lane Reconfiguration Study was approved and is included in the City's Capital Improvement Plan (CIP) for Fiscal Year (FY) 2013-2014. A related project, the El Camino Real/Ravenswood Avenue Northbound Right-Turn Lane Design, is also included in the City's CIP for FY 2013-2014 and 2014-2015, and therefore these two projects have been combined into one study/preliminary design. For simplicity, these projects have been renamed the "El Camino Real Corridor Study".

The Request for Proposals (RFP) for this project was approved by Council on October 15, 2013.

### ANALYSIS

On October 22, 2013, staff released a Request for Proposals (RFP) to approximately 60 firms, including transportation/traffic engineering, urban design, environmental, and civil engineering design firms, to seek assistance in developing the El Camino Real Corridor Study. Proposals were due back to the City on November 6, 2013.

The City received proposals from three consultants – Hexagon Transportation Consultants, Inc.; TJKM Transportation Consultants; and W-Trans Transportation

Consultants. All three firms met the requirements outlined in the RFP, and were invited for oral interviews.

On December 3, 2013, a selection committee comprised of City staff and two representatives from each the Bicycle Commission and Transportation Commission interviewed the consultants. In evaluating the proposals, the committee used the following criteria described in the RFP:

- Demonstrated ability to deliver creative options to street design, and to perform the specific tasks outlined in the Request for Proposal.
- Qualifications of the specific individuals who will work on the project.
- Amount of time key personnel will be involved in the project.
- Specific method or techniques to be employed by the consultant on the project.
- Reasonableness of the schedule to complete each task element and complete the project.
- Overall cost of the proposal.

On the basis of the written proposals and consultant interviews, the selection committee concluded that W-Trans was best able to meet the City's needs within the allocated budget for this project. W-Trans has extensive experience working in the City and demonstrated strong knowledge of the key issues on El Camino Real. They included several sub-consultants to address the travel demand forecasting, civil engineering design, and urban design/streetscape aspects of the project that were identified in the RFP.

### **Scope of Work**

The key tasks included in the Scope of Work are as follows:

1. Project Management
2. Community Outreach
3. Data Collection and Review
4. Identify Performance Metrics
5. Existing Conditions
6. Develop Travel Demand Forecasts
7. Future No Project Analysis
8. Alternatives Analysis
9. El Camino Real/Ravenswood Avenue-Menlo Avenue Northbound Right-Turn Lane Improvement Plans, Specifications and Estimate (PS&E)
10. Environmental Review



Each task is described in more detail in the scope of work, which is provided in Attachment B.

### **Project Implementation**

Developing the El Camino Real Corridor Study involves a significant community outreach component to engage residents, schools, the business community and other stakeholders to identify alternatives that would improve multi-modal transportation on El Camino Real. One of the first steps in the study will include a community workshop to identify existing issues and gather input on the performance metrics to evaluate the alternatives. Several additional meetings are planned to obtain guidance and solicit input, including:

- Two additional Community Workshops (three total)
- Five Menlo Park Commission presentations (two Bicycle, two Transportation, and one Planning) to provide an opportunity to review information gathered at the Community Workshops and obtain input from the Commissioners
- Four public hearings in adjacent communities
- Two Menlo Park City Council presentations to:
  - Review the existing conditions analysis and results and gather feedback on the alternatives to be studied
  - Approve the final report and select a preferred alternative

Staff estimates that the development of the El Camino Real Corridor Study will take approximately 12 months to complete. Following Council's approval of the final report, detailed design work would be contracted on the Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Design. This work is anticipated to take an additional nine months.

### **IMPACT ON CITY RESOURCES**

Funding for this study is pooled from the El Camino Real Lane Reconfiguration Study and Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Design, included in the FY 2013-2014 and FY 2014-2015 CIP Program. The amounts budgeted for these studies for the current FY 2013-2014 inclusive of consultant and staff time are \$200,000 each, or \$400,000 total. The funding sources for these projects are Measure A and the City's Transportation Impact Fee (TIF), respectively. The contract cost breakdown is as follows:

Contract	\$399,750
Contingency (15%)	<u>\$ 61,668</u>
<b>Total</b>	<b>\$461,418</b>

The W-Trans proposal was the best value of the three proposals received; however, the current project budgets are not sufficient to cover the cost of the consultant contract and staff time. The comprehensive scope of work prepared for the RFP incorporated comments from the El Camino Real Subcommittees of the Bicycle and Transportation Commissions, the Commissions and City Council; therefore, the proposed scope will have a greater cost than originally budgeted in the CIP.

In the 2013-2018 Five-Year CIP, the Ravenswood Avenue/El Camino Real Northbound Right-Turn Lane Project is programmed in FY 2014-2015 from the Traffic Impact Fee fund at \$1,150,000 for continuation of design and construction for the project. These funds in the Five Year CIP are a “plan”, not an appropriation; as such, staff is requesting that \$130,000 from the Transportation Impact Fee fund balance be allocated to fund the cost of the consultant contract and required staff time for the project in FY 2013-2014.

The proposed project budget assumes that a Mitigated Negative Declaration (MND) would be sufficient for environmental clearance of improvements to El Camino Real and cross streets; however, depending on the alternative selected, a lesser (negative declaration, ND) or more comprehensive (environmental impact report, EIR) environmental review may be required. Order of magnitude cost estimates for these services are noted below:

- Negative Declaration: reduction of \$42,750 from current scope and budget for a total project cost \$357,000
- Mitigated Negative Declaration: \$56,035, total project cost \$399,750 (included in current scope and budget)
- Environmental Impact Report: additional \$74,965 beyond current scope and budget for a total project cost \$474,000

If an EIR is required, the contingency built into the contract would not cover the additional cost. Therefore, staff would return to Council to request additional funds be allocated to this study if an EIR is required.

## **POLICY ISSUES**

The recommendation does not represent a change to existing City policy.

## **ENVIRONMENTAL REVIEW**

The El Camino Real Lane Reconfiguration Study is not a project under the current California Environmental Quality Act Guidelines. Modifications that are recommended as part of this study would require environmental review following the completion of the Study.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

- A. Scope of Work, Budget, and Schedule for El Camino Real Lane Reconfiguration and Ravenswood Right Turn Lane Study

Report prepared by:  
*Nicole H. Nagaya, P.E.*  
*Senior Transportation Engineer*

Report reviewed by:  
*Jesse T. Quirion*  
*Transportation Manager*

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## Menlo Park El Camino Real Corridor Study

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### **Task 1 – Project Management**

W-Trans will conduct a kick-off meeting with City staff to finalize the scope of work and schedule, and discuss issues such as the project goals, opportunities and constraints, information needs, roles and responsibilities, and expectations. W-Trans will also describe their approach for ongoing project management approach over duration of this study.

Dyett & Bhatia will participate in the project kickoff meeting to discuss and initiate the community outreach portion of the project.

#### *Task 1 Deliverables:*

- *Kick-off Meeting Agenda and Minutes; Final Scope of Work and Schedule*

### **Task 2: Community Outreach**

**2.1 Web-based Survey.** Dyett & Bhatia will develop a draft and final web-based overview survey to gain input from Menlo Park residents on their overall and specific ideas and concerns regarding circulation and safety within the study corridor. If desired, we can also develop a Spanish language version of the survey for an additional fee. Specifically, we will:

- Develop draft questions in consultation with other members of the consultant team for staff's review
- Revise questions based on staff comments
- Create the web-based survey using an online survey tool such as SurveyMonkey or similar
- Tally, analyze, and summarize results of the survey in a short memorandum after the survey has been available for a specified time, agreed upon by staff and the consultant team
- Include a link to the City's website so residents can sign up to receive updates on the project and meeting notifications.

**2.2 Staff-level Meetings.** W-Trans will attend up to six staff-level meetings throughout the planning process. Whenever possible, these should be scheduled adjacent to other meetings for efficiency. There is also budget allocated for meetings by conference call.

Dyett & Bhatia is budgeted for up to two staff-level meetings.

BKF is budgeted for up to two staff-level meetings

W&S Solutions is budgeted for up to two staff-level meetings.

**2.3 Community Workshops.** W-Trans will prepare for, facilitate, and process results from up to three community workshops. Workshops will be designed to be engaging, informative, supportive of diverse viewpoints, and geared towards building buy-in and broad support for the project. Our scope and budget assume that the City will be responsible for workshop notification, identifying/reserving appropriate meeting locations, and providing any refreshments/food etc. at workshops. W-Trans will provide all meeting materials, facilitate the workshops, and summarize the results in a memo. The three workshops are proposed to focus on the following:

## Menlo Park El Camino Real Corridor Study

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- *Workshop #1: Visioning and Performance Metrics.* Held towards the beginning of the process, this workshop will focus on hearing residents’ and businesses’ goals, priorities, and concerns for the study corridor pertaining to multi-modal transportation, access, safety, and other Complete Streets-related topics. Specific metrics that address these concerns will be identified and discussed.
- *Workshop #2: Existing Conditions and Alternatives Development.* This workshop will provide community members with information on the study corridor’s current performance and conditions, and describe alternatives that improve multi-modal transportation along the corridor and address the ideas and concerns identified in the first workshop. Alternatives to be presented at this workshop will be developed as part of Task 8.
- *Workshop #3: Draft Proposals/Report.* The third and final workshop will provide an opportunity for the community to review and comment on the specific proposals in the Draft Plan. This workshop may be held in an “open house” format, where members of the public can drop by and visit various stations to learn about and comment on key aspects of the proposed project.

**2.4 Adjacent community public hearings.** W-Trans will attend up to four public hearings in adjacent communities, such as the Town of Atherton Transportation Committee, City of Palo Alto Planning and Transportation Committee, etc.

**2.5 Menlo Park Commission presentations.** W-Trans will attend up to five meetings of Menlo Park commissions, such as the Planning Commission, Bicycle Commission, and/or Transportation Commission.

**2.6 Menlo Park City Council presentations.** W-Trans will present findings/recommendations at the Menlo Park City Council.

**2.7 Meeting with Caltrans.** Steve Weinberger and Steve Fitzsimons of W-Trans will attend one meeting with Caltrans to review proposals for the corridor.

**2.8 Project website and Facebook page.** Dyett & Bhatia will develop a website and Facebook page for the project. The website will serve as a repository for all relevant information, including staff reports, presentations, meeting materials, project schedule, information on upcoming opportunities for participation, and related documents. The website will link to the City’s web page and include a comment form and means to sign up for the project’s mailing list. D&B will design the website; the City will host and maintain it, upload additional information, and maintain the Facebook page.

**2.9 Newsletters.** Dyett & Bhatia will develop a newsletter for electronic distribution. They will write up to four newsletters to be distributed at key stages of the project, such as in advance of community workshops or major hearings. City staff will be responsible for email distribution of the newsletters. The newsletter will also be posted on the project website and Facebook page.

### *Task 2 Deliverables:*

- *Draft and final survey for distribution by City staff*
  - *Summary of survey results*
  - *Agendas and minutes for staff-level meetings*
  - *Agendas, presentations, notes from each Community Workshop*
  - *Presentations for each Commission and Council meeting*
  - *Materials for web site*
  - *Monthly newsletters (up to four)*
-

### Task 3 – Data Collection and Review

**3.1 Review Background Studies and Plans.** W-Trans will lead the effort to review background studies and plans which are relevant to this process.

**3.2 Confirm ROW and Field Inventory.** BKF will confirm existing right-of-way along the corridor. No topographic or boundary survey is assumed to be needed for the entire corridor. W-Trans will inventory existing striping and curb to curb widths for each block using the City's GIS linework combined with field inventories.

**3.3 Full Survey.** BKF will prepare a separate topographic survey for the Ravenswood intersection based on a City of Menlo Park benchmark. The survey will be completed using both aerial and conventional ground survey techniques. BKF will complete a detailed conventional ground survey to supplement the aerial survey for the existing right hand turn lane, curb, sidewalk, retaining walls, walkways and surface utilities for the area the project intends to improve.

**3.4 Traffic Counts.** Wiltec will complete the following intersection turning movement counts during the a.m. and p.m. peak periods including vehicles, bicycles, and pedestrians at the following intersections:

1. El Camino Real/Sand Hill Road
2. El Camino Real/Cambridge Avenue
3. El Camino Real/Middle Avenue
4. El Camino Real/Roble Avenue
5. El Camino Real/Menlo Avenue-Ravenswood Avenue
6. El Camino Real/Santa Cruz Avenue
7. El Camino Real/Oak Grove Avenue
8. El Camino Real/Valparaiso Avenue-Glenwood Avenue
9. El Camino Real/Encinal Avenue

Average daily traffic vehicle classification counts (including all classification of vehicles) will be completed at 4 locations on El Camino Real.

The traffic count effort will be modified as appropriate given the availability of existing traffic counts.

**3.5 Travel Time Runs.** Wiltec will complete bi-directional travel time runs on El Camino Real during the a.m. peak, off peak and p.m. peak hours between Sand Hill Road to Encinal Avenue.

**3.6 Parking Inventory.** An on-street parking inventory will be completed by block face. Twelve blocks of El Camino Real (the length of the study area) will be covered, plus side streets on either side of El Camino Real for one block east and/or west if parking is provided. The inventory will be completed in the field since Google Maps may not be up-to-date. The inventory will include the number and type of spaces as well as any parking restrictions.

Qualitative observations of current parking utilization will be conducted during peak parking demand periods, and readily available data from other sources will be gathered with the other background studies.

**3.7 Curb Ramps, Crosswalks and Medians.** W-Trans will field inventory curb ramp locations, marked crosswalks including signage and enhancements, and median islands including potential for use as refuge.

**3.8 Collision Analysis.** W-Trans will review the most recent 5-year collision data from SWITRS for the study area for all vehicle, bicycle, and pedestrian collisions. Rates will be developed for all road segments and intersections and compared with Caltrans expected rates for similar facilities.

**3.9 Transit.** W-Trans will inventory bus stops and contact SamTrans regarding routes, service frequency, and ridership data. CalTrain service and ridership data for the Menlo Park station will also be gathered.

**3.10. Field Observations.** W-Trans will conduct field observations of traffic operations, including intersection delay, signal phasing, and queuing during each peak period. We will also conduct behavioral observations while walking and bicycling the corridor.

**3.11 Summary of Best Practices.** W-Trans will prepare a summary of El Camino Real best practices. While some of this information will be gathered from the El Camino Real/Downtown Specific Plan and the Grand Boulevard Initiative, the summary will also highlight other Bay Area communities that have incorporated such practices along similar roadways.

**3.12 Summary of Data Collection.** W-Trans will prepare a working paper summarizing the results of the data collection and field inventories.

### *Task 3 Deliverables:*

- Data Request
- Cross-section and plan view of study area showing right-of-way, curb widths and lane striping
- Summary memo with findings from Task 3
- Relevant GIS layers developed by the consultant in ArcGIS format
- Summary of El Camino Real best practices, including photos and built examples
- Working paper of data collection summary

### **Task 4: Identify Performance Metrics**

W-Trans will identify a draft list of performance metrics to be used to evaluate alternatives. The metrics will consider industry standard operational considerations as well as conditions particular to the El Camino Real corridor. This list should include, at a minimum, for each mode, as follows:

#### **4.1 Vehicles.**

- Travel times
- Queues
- Intersection levels of service
- Vehicle miles of travel and greenhouse gas emissions

#### **4.2 Bicycles.**

- Number of riders on and crossing El Camino Real
  - Evaluate Level of Stress or Bicycle Level of Service (2010 Highway Capacity Manual)
-



## Menlo Park El Camino Real Corridor Study

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- Availability and suitability of parallel routes, such as Alma Street, Laurel Street, and Garwood Way

### 4.3 Pedestrians.

- Number of persons on and crossing El Camino Real
- Assess pedestrian exposure (crossing distance/pedestrian volume vs. vehicle turn volumes)
- Pedestrian delay at each intersection

### 4.4 Transit.

- Ridership
- Travel time
- Person delay

**4.5. Parking Impacts.** W-Trans will use the number of on-street spaces lost per block, per direction, along with the availability of on-street parking or off-street public parking within one block on either side of El Camino Real.

**4.6. Other Metrics.** Dyett & Bhatia will identify performance metrics related to safety, health, and aesthetics that may be used to help evaluate alternatives.

**4.7 Draft Metrics.** W-Trans will prepare a Working Paper summarizing the Draft Metrics.

**4.8 Final Metrics.** Following input, the metrics will be adjusted and resubmitted in final form.

### Task 4 Deliverables:

- *Draft and Final Performance Metrics - Working Paper #1, including a summary of feedback received at Community Workshop #1*

## Task 5 – Existing Conditions

**5.1 Synchro Model and SIMTraffic Simulation.** W-Trans will expand the Synchro model we are preparing for the 500 El Camino Real project analysis to cover the entire 12 block corridor with all of the intersections on the corridor. Existing traffic volumes and signal timing parameters will be input to evaluate intersection level of service and queuing on the corridor. The SIMTraffic component of the program will be used to develop a visual simulation of the corridor operations.

Baseline performance metrics will be assessed on the corridor using the established metrics for the following:

### 5.2 Vehicle Performance.

### 5.3 Bicycle Performance

### 5.4 Pedestrian Performance

### 5.5 Transit Performance

---

**5.6 Opportunities and Constraints.** W-Trans will assess constraints identified by the performance metrics as well as potential opportunities or enhancements and elements consistent with the El Camino Real/Downtown Specific Plan. The evaluation will include an assessment of key community origins and destinations and likely travel routes for different users, based on the City's Circulation System Assessment document and the Specific Plan.

**5.7 Existing Conditions Working Paper.** W-Trans will summarize the existing multimodal traffic conditions in the corridor in a working paper.

*Task 5 Deliverables:*

- *Existing Conditions Working Paper (electronic copy)*
- *Community Workshop #2 materials and minutes*
- *Presentations to Bicycle and Transportation Commissions and City Council*

### **Task 6 – Develop Travel Demand Forecasts**

W&S Solutions will lead the Travel Demand Forecasts task. Using the San Mateo County/C/CAG Travel Demand Model, W&S will review projected growth and develop travel demand forecasts using C/CAG model results for the existing conditions and the year 2040. The addition of project-generated traffic identified in Task 3 will be incorporated, which include approved and pending projects and one percent per year annual growth. Road alternatives, including the addition of a third through travel lane on El Camino Real, will be modeled and evaluated using the C/CAG model. The modeling results will include both link and turning movement volumes in text format as well as shape files for the following scenarios:

Existing plus Project  
2040 No Project  
2040 Plus Project

*Task 6 Deliverables:*

- *Modeling results including link and turning movement volumes in text format*
- *Modeling link volumes results in Shape file format*
- *Modeling Memo*

### **Task 7 – Year 2040 No Project Analysis**

**7.1 Synchro Model and SIMTraffic Simulation.** W-Trans will utilize the Synchro traffic model to evaluate intersection level of service and queuing on the corridor for the Year 2040 Travel Forecasts. Using SIMTraffic, a visual simulation of the corridor operations under these conditions will be created.

**7.2 Performance Metrics.** Baseline performance metrics will be assessed on the corridor for the Year 2040 Travel Forecasts.

**7.3 Year 2040 No Project Conditions Working Paper.** W-Trans will summarize the Year 2040 No Project traffic conditions for the corridor in a working paper.

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### Task 7 Deliverables:

- Year 2040 No Project Conditions Working Paper

### Task 8 – Alternatives Analysis

**8.1 Identify Concepts.** W-Trans will lead this task, with support from BKF, Bottomley, and W&S, to identify preliminary modifications, improvements, and other concepts to meet the goals of the community and the El Camino Real Specific Plan. These concepts may include, but not limited to:

- lane striping reallocation
- curb extensions
- roadway widening
- parking removal
- arterial traffic calming
- traffic signal phasing
- traffic signal coordination
- bicycle lanes
- sharrow markings
- crosswalks enhancements
- crossbike enhancements
- NACTO bicycle enhancements
- sidewalk widening
- median expansion
- median refuge areas

Previously assumed modifications to the intersections on El Camino Real at Middle Avenue, Menlo Avenue-Ravenswood Avenue, and Valparaiso Avenue-Glenwood Avenue will be included in the list of alternatives.

**8.2 Review of Concepts.** These concepts will be presented along with a representative visual image and a discussion of benefits and drawbacks. The feasibility of these modifications within the context of this study will be evaluated.

**8.3 Refine 3 Alternatives.** Based on input received on these concepts, the improvements will be mixed, matched, and combined, as appropriate into three (3) alternatives. At least one alternative will include the addition of bicycle facilities on El Camino Real. At least one alternative will include the addition of a third through travel lane in both directions on El Camino Real. These three (3) alternatives will be carried forward into the process.

**8.4 Modeling of Alternatives.** W&S will model up to three road alternatives including Alternative 2a: Addition of a 3rd through lane in both directions on El Camino Real between Live Oak and Encinal Avenue during peak periods only via time-restricted on-street parking for the following scenarios:

- Existing with Road Alternative
- 2040 Plus Project with One Road Alternative

The C/CAG model will be used to verify if the addition of a third through travel lane on El Camino Real would induce latent demand traffic growth due to increase in road capacity.

**8.5 Analysis of Alternatives.** W-Trans will evaluate the three alternatives under Existing plus Project and Year 2040 plus Project conditions according to the established performance metrics.

**8.6 Video Simulation.** Using SIMTraffic, a video simulation for each alternative will be prepared for use in Community Outreach and public hearings.

**8.7 30% Plans.** W-Trans will prepare 30% plans of the three alternatives at a suggested 40-scale using AutoCAD. The 30% plans will focus on two dimensional road geometric changes with necessary notes to indicate changes in elevation where appropriate. Three dimensional cross sections will be prepared to supplement the 30% plans.

BKF will prepare an engineer's opinion of probable construction cost consistent with the 30% design level.

**8.8 Alternatives Report.** W- Trans will prepare an alternatives report summarizing the three options, their components and results of the performance metric evaluation. All technical data will be included as an attachment.

**8.9 Refine Preferred Plan.** Based on input received from the community staff, the preferred plan will be refined as necessary which will culminate in a 30% design plan and analysis report.

### *Task 8 Deliverables:*

- *Concept (30%) plans for each alternative drawn to scale in AutoCAD.*
- *Alternatives Analysis Report (Electronic copy)*
- *Community Workshop #3 materials and minutes*
- *Presentations to Bicycle, Transportation and Planning Commissions and City Council*

## **Task 9 - Plans, Specifications and Estimate**

**9.1 60% PS&E.** BKF will lead this PS&E task including submittal of the following at 60%, 90%, and 100% submittal stages. BKF will provide all civil design services related to civil design elements while W-trans will lead the required traffic signal modification plans.

Based on the 30% plans developed for the overall corridor in Task 8, BKF will begin development of PS&E for the El Camino Real/Ravenswood Avenue-Menlo Avenue Northbound Right Turn Lane improvement project or other design at this location selected through the process. This design will be consistent with the Final Alternatives Analysis Report adopted by the City Council in Task 8.

The basemap will use the topographic survey generated in Task 3. It is assumed that improvements will be entirely within the existing right-of-way. Should additional work be required outside of the existing right-of-way, additional services may be required to complete the design. The plans will include the following:

- Project Plans on City of Menlo Park title block, using City and Caltrans standards, as applicable:
  - Existing Conditions
  - Demolition

- Typical Sections
- Horizontal Control
- Curb Profile
- Traffic Signal & Lighting Plans (by W-Trans)
- Storm Drainage and Utilities
- Signing & Striping Plans
- Details
- Erosion Control
- Specifications in City of Menlo Park format
- Engineer's Opinion of Probable Construction Cost

BKF will meet with City staff as needed for review of PS&E. They will provide agendas and minutes, as needed for these meetings. They will incorporate the City's comments at each stage, and prepare responses if written comments are provided.

Exclusions and assumptions:

- It is assumed that Caltrans will only need the plans and specifications for their encroachment permit review. Additional documentation that has not already been prepared as part of this project, such as a Traffic Management Plan (TMP), is not included in this scope of services.
- It is assumed that the pavement structural section will be based on record drawings and that no analysis will be needed.
- Retaining walls and other structural design features are not included.
- A Storm Water Pollution Prevention Plan (SWPPP) is not included.

### **9.2 90% PS&E.**

### **9.3 100% PS&E.**

**9.4 Caltrans Encroachment Permit Application and Coordination.** BKF will coordinate approvals with Caltrans. They will prepare an encroachment permit application for the project and submit the 90% plans and specifications for their review. Caltrans comments will be incorporated into the 100% submittal. They would expect to receive an approved encroachment permit based on the 100% plans and specifications.

Should Caltrans require additional reports or documentation beyond what was prepared in previous tasks (such as the Alternatives Analysis Report), it will be considered additional work beyond what is included in this scope of services.

**9.5 Construction Support.** BKF will provide assistance to the City with construction services, including responding to requests for information (RFI's) and preparing record drawings.

## Menlo Park El Camino Real Corridor Study

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### Task 9 Deliverables:

- 30% P, S & E
- 90% P, S & E
- 100% P, S & E
- Caltrans Encroachment Permit Application

### Task 10: Environmental Review

**10.1 Traffic Modeling.** W&S will provide any additional computational results to support Environmental Review report including the VMT and speed bin data for a study area.

**10.2 Supplemental Analysis.** W-Trans will complete any supplemental traffic analysis needed for the environmental review.

**10.3 Initial Study.** Following finalization of the Draft Proposed Project, Dyett & Bhatia will prepare an Initial Study to assess the extent to which significant environmental impacts may occur with development of the project. Specifically, the Initial Study will review the project relative to the El Camino Real/Downtown Specific Plan Program EIR, which was certified in June 2012. The Initial Study typically includes a project description, brief environmental setting, potential environmental impacts and brief explanations to support findings, mitigation measures for any significant effects, a description of consistency with related plans and policies, and names of parties responsible for preparation.

We anticipate that many impacts associated with the proposed project may be covered under this EIR; however, specific project-related impacts, such as those pertaining to construction, may require additional analysis and impact assessment. Environmental issue areas in which we anticipate the project may have significant impacts include transportation, air quality, greenhouse gas emissions, and noise; however, our analysis will not be limited to these issue areas only.

**10.4 Further environmental review.** Following the Initial Study, we will proceed with the following approach for further environmental review:

**Expanded/Mitigated Negative Declaration (MND).** An expanded MND would be prepared if it is determined that any potential significant environmental effects can be reduced to a level of insignificance through project revisions. California Statute (Section 21064.5) provides that that MNDs are used "when the initial study has identified potentially significant effects on the environment, but (1) revisions in the project plans or proposals made by, or agreed to by, the applicant before the proposed negative declaration and initial study are released for public review would avoid the effects or mitigate the effects to a point where clearly no significant effect on the environment would occur, and (2) there is no substantial evidence in light of the whole record before the public agency that the project, as revised, may have a significant effect on the environment."

The expanded MND will consist of a description of the impacts associated with each issue area supplemented by a more in-depth analysis of certain topics where potential impacts have been identified. Mitigation measures will be identified as necessary to reduce identified potentially significant effects. While a review of available third-party information (such as California Natural Diversity Database for biological resources and Department of Toxic Substances for hazardous materials) will be done, for site-specific technical information (such as soils) we will rely on information compiled by other members of the consultant team and the City of Menlo Park.

## Menlo Park El Camino Real Corridor Study

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While all topics in the environmental checklist must be discussed, the topics likely to require the most analysis will be construction-related impacts related to:

- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources
- Geology
- Greenhouse Gases
- Hazards
- Hydrology
- Noise
- Traffic/Transportation (W-Trans)

During the preparation of the expanded/MND, Dyett & Bhatia and the W-Trans consultant team will identify practical and feasible mitigation measures to reduce environmental impacts of the project to less than significant levels. Dyett & Bhatia will submit administrative and final drafts of the Initial Study and proposed MND for review and approval by City staff.

A Mitigated Negative Declaration is subject to the same consultation and notice requirements as any Negative Declaration. City staff will be responsible for preparing the notice of intent to adopt a Mitigated Negative Declaration to the public and appropriate agencies, and providing copies of the Initial Study as required. As the Lead Agency, it will be the City's responsibility to submit the MND to the State Clearinghouse and circulate to the appropriate agencies. City staff will also be responsible for compiling comments received during the circulation period (30 days).

Dyett & Bhatia will prepare the Notice of Completion with assistance from staff and submit all necessary materials to the State Clearinghouse.

Dyett & Bhatia will participate in up to two public hearings regarding the certification of the proposed Mitigated Negative Declaration. Dyett & Bhatia will provide one hard copy and an electronic copy of the final product to the City, and the City will be responsible for producing additional hard copies.

### *Task 10 Deliverables:*

- *Initial Study*
- *Notice of Intent*
- *Administrative Draft Mitigated Negative Declaration*
- *Public Review Draft Mitigated Negative Declaration*
- *Notice of Completion*
- *Planning Commission Hearing (1), City Council Hearing (1)*

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## El Camino Real Corridor Study W-Trans Team Schedule

Task	Feb 2014	March 2014	April 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	March 2015	April 2015	May 2015	June 2015
1. Project Initiation	* ◇																
2. Community Outreach	* w/f	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
3. Data Collection and Review			◇														
4. Identify Performance Metrics							◇										
5. Existing Conditions					◇												
6. Develop Travel Demand Forecasts					◇												
7. 2040 No Project Analysis						◇											
8. Alternatives Analysis								◇		◇		◇					
9. ECR/Ravenswood Av-Menlo Av NB Rt Turn Lane PS&E												◇		◇		◇	
10. Environmental Review																◇	◇
<b>LEGEND:</b>	* = meeting										◇ = deliverable						

**Notes**

\*Exact dates for community meetings, project team meetings, newsletters, hearings, etc. tbd.

w/f =Website & Facebook

A detailed schedule for each task, with deliverables, reviews, and meetings, will be prepared for the kick-off meeting and updated regularly.

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**CITY COUNCIL  
SPECIAL AND REGULAR  
DRAFT MEETING  
MINUTES**

Tuesday, November 19, 2013  
6:00 P.M.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers

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**7:00 P.M. REGULAR SESSION**

Mayor Ohtaki called the meeting to order at 7:04 p.m. with all members present. Barbara Kautz was present as Special Counsel.

Mayor Ohtaki led the pledge of allegiance.

**REPORT FROM CLOSED SESSION**

The closed session scheduled at 6:00 p.m. today was cancelled.

**ANNOUNCEMENTS**

City Manager McIntyre announced the appointment of Pam Aguilar as the new City Clerk.

**A. PRESENTATIONS AND PROCLAMATIONS – None**

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

**C. PUBLIC COMMENT #1**

- Adina Levin spoke regarding bicycle safety on Bayfront Express and the potential housing site at Haven Avenue.

**D. CONSENT CALENDAR – None**

**E. PUBLIC HEARINGS – None**

**F. REGULAR BUSINESS**

**F1. Review of the El Camino Real/Downtown Specific Plan, including potential direction for changes ([Staff report # 13-176](#))**

Special Counsel Kautz stated Mayor Pro Tem Mueller's conflict of interest in regards to this item. Due to Mayor Pro Tem Mueller selling property within 500 feet of the subject location, specifically the southeast area of El Camino Real which includes the Stanford property, and that this property is a source of income for Mayor Pro Tem Mueller, he remains recused from this item for one year following the sale of the property.

At 7:15 p.m. Mayor Pro Tem Mueller exited the Council chambers.

Staff presentation by Senior Planner Thomas Rogers  
Planning Commission presentation by Chair John Kadvany

Public Comment:

- Joel Butler stated that the plan controls development, brings in business patrons and revenue and eliminates urban blight. He urged Council to stay the course.
- Jason Moody stated that the Specific Plan is a good plan

- 
- Harold Justman, Menlo College, stated that the plan is good for the community
  - Charlie Bourne stated that Santa Cruz Avenue should be exempt from the plan and that the plan should be terminated
  - Clem Moloney stated his appreciation for all those who have been involved with the process
  - Katherine Strehl (as an individual) commended staff and stated that the Planning Commission's deliberations and analysis were thorough and that no changes should be made
  - Steve Pierce, Greenheart Land Co., stated that development should be built according to the community vision without any delays
  - Gita Dev, Sierra Club, urged Council to consider the jobs-to-housing balance ([handout](#))
  - Adina Levin, as an individual, supports the Planning Commission plan to fund infrastructure and transportation recommendations
  - Stefan Petry, Save Menlo, asked the Council to cap office use and to align maximum height of southeast area of El Camino Real and to consider an infrastructure fee
  - John Boyle supports moving forward with the plan with no changes
  - Doug Marks supports moving forward with the plan with no changes
  - Sam Wright supports approving a zoning ordinance created by the plan
  - Patrick Lane, Stanford Park Hotel, supports the plan and believes it brings vibrancy to the area
  - Jonathan Moeller supports the plan, which gives developers the opportunity to improve the community
  - Howard Crittenden supports moving forward with the plan without any changes and is excited about the future
  - Mike Moran stated the need for residential, commercial and retail development and for controlled growth
  - Steve Schmidt spoke regarding balancing office use with other uses and public benefit
  - Marc Bryman spoke regarding the allowable development area and that one or two projects should not encompass the entire plan
  - Roy Sardina-Thiele supports moving forward with the plan, encouraging the Council to stay the course
  - Henry Riggs, as an individual, spoke regarding 500 El Camino Real, traffic impacts and the responses from Stanford, Council and the public and the process
  - Rosanne Foust, San Mateo County Economic Development Association, supports the plan
  - Gino Gasparini, Chamber of Commerce, stated that the process was thoughtful and supports the plan with no changes
  - John Donahoe, Stanford University, spoke regarding open space requirements, public benefit and the Planning Commission's recommendations and in support of the letter from the Sierra Club
  - Kevin Sheehan, Save Menlo, spoke regarding traffic concerns
  - Cherie Zaslowsky stated that the plan is contradictory to suburban values and should be scaled down
  - Steve Elliott spoke regarding the Stanford project, transparency and good planning
  - Wallace Murfit stated not to make any changes to the plan
  - Skip Hilton spoke regarding urban blight and vacant lots on El Camino Real and encouraged mixed use and density
  - Fran Dehn, Chamber of Commerce, stated that the plan meets the goal statement as originally envisioned and addresses growth and housing
  - Harry Bims supports going forward with the plan
  - Vincent Bressler stated that the Planning Commission should be given more control over architectural control
  - Patti Fry spoke regarding balancing office use against other uses

**ACTION:** Motion and second (Carlton/Cline) to discuss PC Recommendations #4 (Infrastructure – Implementation), #5 (Infrastructure – Revenue generation), #7 and #8 (Traffic & Mobility) as part of the Capital Improvement Projects (CIP) process passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Carlton/Keith) to consider implementation of a City-wide Transportation Management Association (PC Recommendation #6 - Traffic & Mobility) as part of the Capital Improvement Projects (CIP) process passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Keith/Cline) to approve PC Recommendations #1 (Scope of PC Architectural Control), #2 (Public Benefit and Architectural Control Thresholds; Public Benefit Categories) and #3 (Middle Plaza & ECR SE Zone), with the acknowledgement that #2 and #3 could be achieved through interpretation/clarification memorandums if there aren't any other changes made to the Specific Plan, passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Cline/Keith) that PC Recommendation #9 (Downtown) be considered as part of the CIP process passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Keith/Cline) to reject PC Recommendation #11 (Middle Plaza & ECR SE Zone) passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Keith/Ohtaki) to approve PC Recommendation #10 (Middle Plaza & ECR SE Zone) and delete the words "and construction" (in both locations) passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Carlton/Keith) to reject PC Recommendation #12 (Middle Plaza & ECR SE Zone) passes 4-0-1 (Mueller recused).

**ACTION:** Motion and second (Cline/Keith) to limit medical and dental office uses to a maximum of 33,333 square feet for any individual development project passes 4-0-1 (Mueller recused).

**F2.** Consider state and federal legislative items, including decisions to support or oppose any such legislation, and items listed under Written Communication or Information Item: **None**

**G. CITY MANAGER'S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS**

**I1.** Quarterly financial review of General Fund operations as of September 30  
(*Staff report # 13-173*).

This item was continued to the December 10, 2013 Council meeting

**I2.** Review of the City's Investment Portfolio as of September 30 (*Staff report # 13-174*)

This item was continued to the December 10, 2013 Council meeting

**I3.** Quarterly review of Economic Development (*Staff report # 13-175*)

This item was continued to the December 10, 2013 Council meeting

**J. COUNCILMEMBER REPORTS**

**K. PUBLIC COMMENT #2**

There was no public comment.

The meeting adjourned at 1:01 a.m. on November 20, 2013.

Pamela Aguilar  
City Clerk

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**CITY COUNCIL  
SPECIAL AND REGULAR MEETING  
DRAFT MINUTES**

**Tuesday, January 14, 2014  
6:00 P.M.  
701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers**

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**6:00 P.M. CLOSED SESSION (1<sup>st</sup> floor Council Conference Room, Administration Building)**

There was no public comment.

- CL1.** Closed Session pursuant to Government Code Section §54957 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA) and Service Employees International Union (SEIU)

Attendees: Alex McIntyre, City Manager, Starla Jerome-Robinson, Assistant City Manager, Bill McClure, City Attorney, Gina Donnelly, Human Resources Director, Drew Corbett, Finance Director, and Charles Sakai, Labor Attorney

- CL2.** Closed Session pursuant to Government Code Section 54956.9(b)(1) to conference with legal counsel regarding existing litigation: Sinnott v. City of Menlo Park, et al.; San Mateo County Superior Court case no. CIV525256

- CL3.** Closed session pursuant to Government Code Section 54956.8 regarding real property negotiations:

Property: Little House, 800 Middle Avenue Menlo Park

City Negotiators: Bill McClure, City Attorney, Alex McIntyre, City Manager, or designee

Negotiating Parties: City of Menlo Park and Peninsula Volunteers

Under Negotiation: Terms of Lease renewal for Little House

**7:00 P.M. REGULAR SESSION**

Mayor Mueller called the meeting to order at 7:29 p.m. with all members present.

Mayor Mueller led the pledge of allegiance.

**REPORT FROM CLOSED SESSION**

There was no reportable action from the closed session held earlier.

**ANNOUNCEMENTS**

Mayor Mueller introduced the Community Services Department's new mascot Nutty the Squirrel.

The City is currently recruiting for vacancies on the Library and Parks & Recreation Commissions and the Finance & Audit Committee.

At this time, Mayor Mueller called Item A-1 out of order.

**A. PRESENTATIONS AND PROCLAMATIONS**

**A1.** Proclamation honoring Kathleen Daly and Café Zoe  
Mayor Mueller presented the proclamation on behalf of the Council.

Public Comment:

- Katherine Strehl, Willows resident, thanked the Council for presenting the proclamation and thanked Kathleen Daly
- Brooke Frewing, self-employed, stated that Kathleen Daly and Café Zoe have helped her expand her business and recited a Café Zoe Top 10 List
- Diane Mavica stated that Kathleen Daly is the neighborhood super hero and presented her with a cape
- Rebecca Wang stated that Kathleen Daly and Café Zoe have strengthened the Willows neighborhood
- Stephanie Zeller thanked Kathleen Daly

Councilmember Keith and Mayor Pro Tem Carlton expressed their thanks to Kathleen Daly.

At this time, Item F-4, is called out of order. Mayor Mueller and City Attorney McClure are recused from considering this item and exited the Council chambers at 7:55 p.m. Special Counsel Greg Rubens was present.

**F4.** Consider modifications to the City's Rail Policy Statement ([Staff report #14-002](#)) ([presentation](#))

Transportation Manager Jesse Quirion stated that staff has been in communication with the Transportation Authority and no action is required by Council on this item as it is not necessary to revise the City's Rail Policy to include a third rail in order to apply for grant funds. No staff presentation was made at this time.

Public Comment:

- Don Barnaby spoke against modifying the policy
- Kathy Hamilton spoke against a passing track through the peninsula
- Martin Mazner spoke in favor of keeping the current policy
- Marcy Abramowitz stated that policy should drive decisions and that tactical decisions should not alter policy
- Virginia Saldich stated that a rail system in the peninsula should not ruin the character of the community
- Paul Jones, Atherton resident, spoke against a four track system
- Rick DeGolia, Atherton Vice Mayor, expressed concern regarding high speed rail in Menlo Park and Atherton
- Steve Schmidt spoke in favor of changing the policy and allowing a third rail
- Adina Levin urged Council to consider the needs of the city in advancing the grant application

Mayor Mueller and City Attorney McClure returned to the Council chambers at 8:22 p.m.

**SS. STUDY SESSION**

**SS1.** Study Session on Public Employees Retirement System (PERS) and consider establishing reserve for unfunded liability ([amended presentation](#))

Staff presentation by Finance Director Drew Corbett.

Public Comment:

Mickie Winkler inquired how GASB 68 will report the unfunded liability and what the figure is this year compared to last year.

In response to Mayor Mueller, City Manager McIntyre stated that when Council reviews the budget process principals during its goal setting session, a policy statement can be incorporated directing that the unfunded liability reserve be included as a line item in the budget process every year. In addition, a nine month review should include alternative funding mechanisms.

**B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS – None**

**C. PUBLIC COMMENT #1**

- Steve Schmidt informed the Council that former Bicycle Commissioner Mike Harding had recently passed away and requested that the bike bridge be named after him
- Adina Levin supported the request of Steve Schmidt
- Kim Rubin spoke regarding train horn noise ([presentation](#))([handout](#))

**D. CONSENT CALENDAR**

- D1.** Adopt **Resolution 6181** supporting the proposed applications for Measure A bicycle and pedestrian program funding ([Staff report #14-007](#))
- D2.** Adopt **Resolution 6182** requesting the Metropolitan Transportation Commission to allocate fiscal year 2013-2014 Transportation Development Act Article 3 pedestrian and bicycle funding for the Menlo Park Citywide Bicycle and Pedestrian Enhancement Project ([Staff report #14-006](#))
- D3.** Adopt **Resolution 6183** authorizing application to the San Mateo County Community Development Block Grant (CDBG) Program for projects in the Belle Haven neighborhood for the 2014-15 grant cycle ([Staff report #14-008](#))
- D4.** Accept minutes for the Council meetings of December 3, 10, and 17, 2013 ([Attachment](#))

**ACTION:** Motion and second (Keith/Cline) to approve all items on the Consent Calendar passes unanimously.

**E. PUBLIC HEARINGS – None**

**F. REGULAR BUSINESS**

- F1.** Adopt a resolution and authorize a loan to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road ([Staff report #14-005](#)) ([presentation](#))  
Staff presentation by Assistant City Manager Starla Jerome-Robinson  
Presentation by Paul Ring, CORE Housing

Public Comment:

- Jason Trollope, Veterans Administration Hospital, spoke in support of world class care for veterans and the homeless

**ACTION:** Motion and second (Keith/Carlton) to adopt **Resolution 6184** and authorize a loan to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road passes unanimously.

**ACTION:** Motion and second (Cline/Keith) to authorize the City Manager to execute any and all documents necessary to consummate such loan and fee payments on behalf of the City of Menlo Park to passes unanimously.

**F2.** Approve the logo update and development of graphic standards  
([Staff report #14-001](#)) ([presentation](#))

Staff presentation by Community Services Director Cherise Brandell

Public Comment:

- Nancy Wagner stated that she would like to see the funds used toward other projects to enhance the City's image and not toward a new logo design

**ACTION:** Motion and second (Keith/Ohtaki) to approve the logo update and develop graphic standards passes unanimously.

**F3.** Appoint City Council representatives and alternates to various regional agencies and assign liaisons to City advisory bodies and members of Council sub-committees  
([Staff report #14-004](#)) – Continued from December 17, 2013

**ACTION:** The Council made appointments as listed in Attachment A of the minutes.

**G. CITY MANAGER'S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS**

**I1.** Update on responses to the City's Notice of Funding Availability (NOFA) for \$3.2 million in Below Market Rate Housing funds ([Staff report #14-003](#))

**J. COUNCILMEMBER REPORTS**

**J1.** Council of Cities meeting and City Selection Committee meeting on January 24, 2013  
City Clerk Aguilar informed the Council that there will be three regional assignments to be voted on at the January 24<sup>th</sup> City Selection Committee meeting, however the meeting packet will not be available until January 16<sup>th</sup>.

**ACTION:** Motion and second (Carlton/Ohtaki) to affirm Mayor Mueller's authority to vote on behalf of the city of Menlo Park passes unanimously.

**K. PUBLIC COMMENT #2**

There was no public comment.

The meeting adjourned at 10:46 p.m.

Council adjourned to continue Closed Session in the Administrative Building 1<sup>st</sup> floor Council conference room.

Closed Session adjourned at 11:30 p.m. with no reportable action.



## POLICE DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-016

Agenda Item #: F-1

**REGULAR BUSINESS:**                    **Review and Approve an Agreement for Emergency Preparedness Services Between the City of Menlo Park and the Menlo Park Fire District**

### RECOMMENDATION

Staff recommends that the City Council review and approve an agreement for emergency preparedness services between the City of Menlo Park and the Menlo Park Fire District.

### BACKGROUND

On August 8, 2012 a study session was held regarding emergency preparedness direction and readiness options. Included in this study session were several options for the City Council to consider in order to provide emergency preparedness and readiness for the City of Menlo Park. One of the options considered was to contract with the Menlo Park Fire District's Emergency Services Manager for emergency preparedness services for the City of Menlo Park. As a City goal for 2013, the City Council directed staff to create a scope of work and contract for the Menlo Park Fire District.

### ANALYSIS

A draft agreement was created by the City Attorney's Office, which provides a scope of work and costs associated with the work to be completed by the Menlo Park Fire District. The agreement would commence on the February 1, 2014 and be in effect for one (1) year. At the conclusion of the agreement, the City and Fire District would meet and evaluate the performance of the agreement and make recommendations for changes if necessary and an extension if desired.

On January 21, 2014, the draft agreement was presented at a regular meeting of the Menlo Park Fire District Board and was approved with no changes.

### IMPACT ON CITY RESOURCES

The cost for the agreement for services is \$50,830 with the possibility of an additional cost of \$8,901 depending on the need for the additional services listed in the attached

agreement. These costs can be absorbed by the Police Department budget for FY-14/15. Salary savings from the vacant Commander position, who had previously been the Emergency Preparedness Coordinator, will offset the cost of the agreement.

## **POLICY ISSUES**

Emergency response, like all governmental action, is based on legal authority. The City of Menlo Park Emergency Operations Plans must follow state and federal guidelines for conducting emergency operations planning, training, emergency response, and recovery. This agreement will ensure that the City of Menlo Park is in compliance with the abovementioned state and federal guidelines.

## **ENVIRONMENTAL REVIEW**

Not applicable.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

- A. Executable agreement for Emergency Preparedness Services between the City of Menlo Park and the Menlo Park Fire District

Report prepared by:  
*Dave Bertini*  
*Police Commander*

Resolution No. 1707-2014

**RESOLUTION OF THE MENLO PARK FIRE PROTECTION DISTRICT BOARD  
APPROVING AN AGREEMENT WITH THE CITY OF MENLO PARK FOR  
ENHANCED EMERGENCY PREPAREDNESS SERVICES**

**WHEREAS**, the Board of Directors received a report from the Interim Director of Administrative Services recommending the approval of an agreement for enhanced emergency preparedness services with the City of Menlo Park; and

**WHEREAS**, the City is desirous of obtaining emergency preparedness services from the District; and

**WHEREAS**, the District and the City have been involved in discussions about the development of a formal agreement by which such services will be provided by the District to the City for over a year; and

**WHEREAS**, a draft agreement has been prepared and has been reviewed and recommended for approval by the District's Emergency Preparedness Committee; and

**WHEREAS**, the Menlo Park City Manager has indicated that he is ready to take the agreement to the Menlo Park City Council for approval following the approval of the District's Board of Directors; and

**WHEREAS**, the Board of Directors accepts the report as submitted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Menlo Park Fire Protection District that it hereby approves an agreement with the City of Menlo Park for enhanced emergency preparedness services, attached hereto as Exhibit 1.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the Board of Directors of the Menlo Park Fire Protection District at its regular meeting held on the 21<sup>st</sup> day of January 2014, by the following vote:

AYES: IANSON, KIRALY, SILANO, CARPENTER, BERNSTEIN

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

ATTEST:



Michelle Radcliffe  
Clerk of the Board

APPROVED:



Rex Ianson  
Board President

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**AGREEMENT BETWEEN THE MENLO PARK FIRE PROTECTION DISTRICT  
AND THE CITY OF MENLO PARK FOR THE PROVISION OF ENHANCED  
EMERGENCY PREPAREDNESS SERVICES**

This Agreement (“Agreement”) is made and entered into this 1st day of February 2014, by and between the Menlo Park Fire Protection District (“District”) and the City of Menlo Park (“City”) (collectively, the “parties”).

**RECITALS**

WHEREAS, the City is responsible for its own emergency preparedness, planning, training; and,

WHEREAS, the District is able to provide and assist the City by providing the city with enhanced emergency preparedness services; and,

WHEREAS, the City Council and City Manager have identified that this as a high priority for the benefit of the City staff and residents; and,

WHEREAS, in response to a formal scope of work provided by the City and that the District has identified the capacity to adequately provide enhanced emergency preparedness, planning and training services identified in this Agreement; and

WHEREAS, the City has determined that the District will provide the most efficient source of available and collaborative emergency preparedness services to the City, and the District’s board of directors has determined it is in the best interests of the District to provide such resources and services pursuant to the terms and conditions of this Agreement;

NOW, THEREFORE, it is agreed by and between the parties as follows:

A. Scope of Assistance

The District will provide the City with enhanced emergency preparedness services within the City upon receiving a request from the City for such Services. The scope of assistance to be provided by the District shall be determined by this agreement.

B. Emergency Preparedness Services

The District will provide and participate in Emergency Preparedness Services described in Exhibit A, for the purposes of improving working relationships, knowledge, and operational coordination between the City and the District.

C. Costs

In exchange for providing these services, the City will pay the District \$50,832 annually in monthly increments of \$4,236.00 paid to the District on the first day of each month. Additional services may be added and billed at the employee’s hourly rate calculated in 15 minute increments. Exhibit B provides cost detail per specific service to be provided.

D. Reports

The District will provide the City with a quarterly report summarizing the type of work that has been accomplished and will identify any impediments to performance of this agreement.

F. Evaluation

The effectiveness of the procedures contained in this Agreement shall be evaluated quarterly by the City Manager and Fire Chief, or their designees, as part of the performance review.

G. Term

This Agreement shall commence upon the Effective Date and shall continue in full force and effect for one year. As part of the first annual performance review, the parties will meet to evaluate the performance of the Agreement and discuss the terms and conditions of any desired extension.

This Agreement may be terminated without cause by either party upon written notice of termination given to the other party at least thirty (30) days in advance of the effective date of termination.

H. Entire Agreement; Amendments

This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, whether written or oral. If a discrepancy, disagreement, ambiguity, inconsistency or difference in interpretation of terms arises as to terms or provisions of this Agreement and any Exhibit(s) attached to this Agreement, this Agreement shall control and shall be deemed to reflect the intent of the parties with respect to the subject matter hereof. This Agreement may only be amended in writing and signed by each party.

I. Notices

All written notices or correspondence under this Agreement shall be sent to the following:

District: Fire Chief  
Menlo Park Fire Protection District  
170 Middlefield Road  
Menlo Park, CA 94025

City: Chief Police  
701 Laurel Street  
Menlo Park, CA. 94025

J. Legal Relationships

To the extent City personnel participate in an incident for which the District is providing Emergency Preparedness Services under this Agreement, the parties agree that City personnel shall not be considered to be either general or special employees of the District for any purpose whatsoever, including workers' compensation laws. Each party shall also remain solely responsible as employer for all taxes, premiums, wages, withholdings, and other direct and indirect compensation, benefits, and related obligations with respect to its own employees.

K. Indemnification

Each party agrees to indemnify, defend and hold harmless the other party, its officers, agents, and employees from any and all demands, claims, or liabilities of any nature, including death or injury to any person, property damage, or any other loss caused by or arising out of that party's performance or failure to perform the obligations assumed under this Agreement; provided, however, that a party's indemnification obligation under this provision of the Agreement does extend to negligent or willful performance or failures of performance by the other party.

L. Applicable Law and Venue

The laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and the interpretation of this Agreement. Any action or proceeding that is initiated or undertaken to enforce or interpret any provision, performance, obligation or covenant set forth in this Agreement shall be brought in a state court in San Mateo County.

M. Recovery of Attorney's Fees

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret any term of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

N. Third Parties

This Agreement shall not be construed as or deemed an agreement for the benefit of any third party, and no third party shall have any right of action hereunder for any cause whatsoever.

O. Severability

If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged will remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

P. Counterparts

This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

Q. Assignment

Neither party may assign any of its rights, delegate any of its duties, or subcontract any portion of its work or business under this Agreement without the prior written consent of the other party.

\* \* \* \* \*

MENLO PARK FIRE PROTECTION DISTRICT



\_\_\_\_\_  
President, Board of Directors

ATTEST:



\_\_\_\_\_  
Clerk of the Board

CITY OF MENLO PARK

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

## **EXHIBIT A**

1. Sustain NIMS compliant Emergency Operations Plans by conducting annual reviews and updates.
2. Represent the City at County OES Coordinator Meetings.
3. Establish and provide Emergency Operation Center training opportunities to the City's EOC Team.
4. Coordinate and facilitate at least one annual training exercise in conjunction with County OES.
5. Prepare after action reports related to emergency drills and exercises.
6. Develop and maintain a training matrix for the EOC Team.
7. Maintain the City's NIMSCAST compliance requirement.
8. Maintain the Government Emergency Telecommunications Service (GETS) cards.
9. Implement and train the EOC Team on WebEOC.
10. Provide community trainings on "It's up to you for 72".
11. Maintain an inventory of emergency supplies for City facilities.
12. Facilitate meetings with the City's Emergency Preparedness Team, comprised of representatives from each department.
13. Facilitate and complete the 2015 Local Hazards Mitigation Plan (LHMP).
14. Assist with the administration of the Emergency Notification / Community Alert System (Blackboard).

Additional Duties / Responsibilities, as Requested (not included in base agreement cost):

- A. Research and apply for applicable (DHS and FEMA) Grant opportunities on the City's behalf.
- B. Develop a resource inventory management tool for the City's emergency supplies.
- C. Annually update the Emergency Resource Directory.
- D. Identify and purchase adequate safety supplies for all of City's facilities.
- E. Assist with the development of the Emergency Operation Plan Annexes.
- F. Enhance public outreach efforts on emergency preparedness / citizen preparedness.
- G. Fully integrate the MPFD Cert Program into the City's Emergency Operation Plans.
- H. Prepare and implement Storm Ready Accreditation.

**Exhibit B**

**City of Menlo Park Scope of Work: Emergency Preparedness**

Duty	Program Task	Projected Time	Billable Rate	Cost
Policies/ Plans	Sustain NIMS compliant Emergency Operation Plans and conduct annual reviews and updates.	4	234.24	\$ 936.96
Meetings	Represent the City and County OES coordinator Meetings( monthly or bi-monthly)	24	234.24	5,621.76
Training	Establish and provide Emergency Opeartion Center training opporunities to the City' EOC Team.	10	234.24	2,342.40
Training	Coordinate and facilitate at least one annual training exercise in cojunction with the County OES.	60	234.24	14,054.44
Reports	Prepare after action reports related to emergency drills and exercises for elected officals and police commander.	8	234.24	1,873.92
Training	Develop and maintain a trainnig matrix for EOC Team.	8	234.24	1,873.92
Compliance	Maintain the City NIMSCAST compliance requirement.	16	234.24	3,747.84
Communication	Maintain the Government Emergency Telecommunications Service (GETS) cards.	2	234.24	468.48
Training	Implement and train the EOC team on WEBEOC.	20	234.24	4,684.80
Public Education	Provide community training on "Its up to you for 72" hours	8	234.24	1,873.92
Resource Management	Maintain Inventory of emergency supplies for City facilities.	16	234.24	3,747.84
Meetings	Facilitate meetings with City Emergency Preparedness Team.	8	234.24	1,873.92
Policies/ Plans	Facilitate and complete the 2015 Local Hazard Mitigation Plan	25	234.24	5,856.00
Communication	Assist with the adminstration of the Emergency Notification/ Community Alert System Blackboard.	8	234.24	1,873.92
<b>Total</b>		<b>217</b>		<b>\$ 50,830.12</b>

**Additional Services**

Duty	Program Task	Projected Time	Billable Rate	Cost
Grants	Research applicable DHS and FEMA grant opporunities.	6	234.24	\$ 1,405.44
Technology	Develop a resource inventory management tool for the City's emergency supplies.	8	234.24	1,873.92
Plans/ Policies	Annually update the Emergency Resource Directory.	4	234.24	936.96
Resource Management	Identify and purchase ( with funding source) adequate safety supplies for all City's facilities.	4	234.24	936.96
Plans/ Policies	Asssit with development of EOP annexes.	8	234.24	1,873.92
Public Education	Enhance public outreach efforts on emergency preparedness/ citizen preparedness.	8	234.24	1,873.92
		<b>38</b>		<b>\$ 8,901.12</b>



## ADMINISTRATIVE SERVICES DEPARTMENT

Council Meeting Date: January 28, 2013  
Staff Report #: 14-014

Agenda Item #: I-1

**INFORMATIONAL ITEM: 2013 Commissions Attendance Report**

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### RECOMMENDATION

This is an informational item only. No Council action is required.

### BACKGROUND

For advisory bodies to function effectively and accomplish their respective goals and work plans, it is important that all members be active participants by attending the regularly scheduled monthly Commission meetings.

In accordance with City Council Policy CC 91-001, a report regarding advisory body attendance is prepared each January reflecting data for the previous year. The 2013 attendance report is provided to Council for review and information.

### ANALYSIS

The policy states that members who attend less than two-thirds (67%) of the advisory body's scheduled meetings may be replaced by the City Council. In 2013, of the 39 active commissioners, only six fall into the '67% or below' category for meeting attendance.

Because the City places a high value on the work of the Commissions and strives to provide sufficient support to all commissioners in order to facilitate their work, removal from a commission appointment is rarely a consideration or recommendation and instead staff liaisons prefer to reach out to the commissioners falling in the '67% or below' category to determine the reasons for the absences. In most cases the commissioners advise the staff liaison in advance of their absence and in most cases the absences are due to pre-planned vacations or scheduled work travel and are considered reasonable. In regards to attendance, there was only one instance of a cancelled meeting by the Library Commission in September due to lack of a quorum.

Overall, commission liaisons have reported the absences do not have an impact on discussion or deliberation of agenda items.

**IMPACT ON CITY RESOURCES**

N/A

**POLICY ISSUES**

N/A

**ENVIRONMENTAL REVIEW**

N/A

**PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

**ATTACHMENTS**

- A. City Council Policy CC 91-0001
- B. Attendance data for each advisory body

Report prepared by:  
*Pamela Aguilar*  
*City Clerk*



# City of Menlo Park

City Council Policy

<b>Department</b> City Council	<b>Page 1 of 1</b>	<b>Effective Date</b> January 1, 1991
<b>Subject</b>  Board and Commission Attendance Policy	<b>Approved by</b> Resolution 2801 - 05/27/1985 Revised Resolution 4242 - 12/04/1990	<b>Procedure #</b> CC-91-0001

## PURPOSE:

This policy is adopted in order to encourage attendance at Board and Commission scheduled meetings and to replace members who are unable to attend on a consistent basis.

## BACKGROUND:

A policy of attendance at Board and Commission scheduled meetings has not been uniform throughout the City. Many commissions have their own policies which they implement on an informal basis. Some commission scheduled meetings have been cancelled due to the lack of a quorum, a number of Commissions have members who miss a majority of their scheduled meetings and the issue of attendance at scheduled meetings is of concern. Some Commission chairpersons have previously expressed a need for an attendance policy which would be consistent for all boards and commissions and which would dictate the removal of a board or Commission member who has missed a certain number of scheduled meetings in the calendar year.

There are, often times, excellent reasons why a Board or Commission member might not be able to attend a scheduled meeting: illness, business or home commitments. The policy should be flexible enough so that a reasonable number of absences are allowed. Extensive absences on the part of a Board or Commission member do restrict the ability of a Board or Commission to complete its work and an attendance policy is meant to discourage such behavior.

## POLICY:

- 1) A compilation of attendance will be submitted to the Council annually in January listing absences for all Board and Commission members.
- 2) Absences, which result in attendance at less than two-thirds of Board and Commission scheduled meetings for any reason during the calendar year, will be reported to the City Council and may result in replacement of the Board or Commission member by the Council.
- 3) Any Board or Commission member who feels that unique circumstances have led to numerous absences, can appeal directly to the City Council for a waiver of this policy or a leave of absence.

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## CITY OF MENLO PARK

BICYCLE COMMISSION

## ATTENDANCE REPORT FOR CALENDAR YEAR 2013

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
Fred Berghout* Appointed 06/11/2013	5	5	100%
Andrew Combs* Appointed 05/07/2013	7	6	86%
William Kirsch* Appointed 05/07/2013	7	6	86%
Gregory K. Klingsporn Appointed 03/24/2009 Reappointed 04/26/2011	11	11	100%
Cindy Welton* Appointed 05/07/2013	7	6	86%

**CITY OF MENLO PARK**

**ENVIRONMENTAL QUALITY COMMISSION**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
<b>Allan Bedwell</b> <b>Appointed 09/18/2012</b>	<b>12</b>	<b>8</b>	<b>67%</b>
Chris DeCardy Appointed 01/24/2012	12	11	92%
Kristin Kuntz-Duriseti Appointed 08/26/2008	12	11	92%
Scott Marshall Appointed 01/24/2012	12	11	92%
Deborah Martin* Appointed 06/22/2013	6	6	100%
Mitchel Slomiak Appointed 10/02/2007 Reappointed 01/24/2012	12	10	83%
Christina Smolke Appointed 12/14/2010	12	9	75%

**CITY OF MENLO PARK**

**FINANCE / AUDIT COMMITTEE**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
Jeffrey Child Appointed 01/08/2008 Reappointed 12/15/2009	2	1	50%
Honor Huntington Appointed 01/08/2008 Reappointed 01/25/2011	2	2	100%
Kirsten Keith – Council Member Appointed 01/10/2012	2	1	50%
Ray Mueller – Council Member Appointed 12/11/2012	2	1	50%
Stuart Soffer Appointed 01/08/2008 Reappointed 12/15/2009	2	2	100%

**CITY OF MENLO PARK**

**HOUSING COMMISSION**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
Sally Cadigan Appointed 08/31/2010	4	4	100%
Carolyn Clarke Appointed 10/06/2009 Reappointed 12/10/2013	4	4	100%
Julianna Dodick Appointed 02/14/2012	4	3	75%

**CITY OF MENLO PARK**

**LIBRARY COMMISSION**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
Jacqueline Cebrian Appointed 05/24/2011	10	10	100%
Michelle Figueras* Appointed 10/06/2009 (moved out of the jurisdiction)	9	9	100%
Amy Hamilton Appointed 10/06/2009	10	8	80%
Deepa Rich* Appointed 09/18/2012 (moved out of the jurisdiction)	10	5	50%
<b>Vin Sharma</b> <b>Appointed 05/14/2011</b>	<b>10</b>	<b>6</b>	<b>60%</b>
Alaina Sloo Appointed 10/02/2007	10	8	80%
Amita Vasudeva Appointed 10/06/2009	10	7	70%

**CITY OF MENLO PARK**

**PARKS & RECREATION COMMISSION**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
<b>Kelly Blythe</b> <b>Appointed 09/12/2006</b> <b>Reappointed 09/28/2010</b>	<b>9</b>	<b>5</b>	<b>56%</b>
James Cebrian Appointed 10/06/2009	9	8	89%
<b>Thomas Cecil</b> <b>Appointed 07/19/20011</b>	<b>9</b>	<b>6</b>	<b>67%</b>
Kristin Cox Appointed 04/16/2013	8	7	88%
Marianne Palefsky* Appointed 04/16/2013	8	8	100%
Noria Zasslow Appointed 04/16/2013	8	6	75%



**CITY OF MENLO PARK**  
**PLANNING COMMISSION**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
Vincent Bressler Appointed 04/03/2007 Reappointed 04/05/2011	26	24	92%
Ben Eiref Appointed 05/04/2010	26	22	85%
Katie Ferrick Appointed 08/26/2008	26	25	96%
John Kadvany Appointed 08/26/2008	26	24	92%
John Onken Appointed 10/09/2012	26	24	92%
Henry Riggs Appointed 01/11/2005 Reappointed 05/09/2006 Reappointed 05/04/2010	26	25	96%
Katherine Strehl* Appointed 04/30/2013	16	15	94%

**CITY OF MENLO PARK**

**TRANSPORTATION COMMISSION**

**ATTENDANCE REPORT FOR CALENDAR YEAR 2013**

<b>Member's Name</b> <i>(*Indicates only partial year served)</i>	<b>Total number of meetings held during the year or since appointment was made (whichever is applicable)</b>	<b>Total number of meetings attended</b>	<b>Attendance percentage</b>
<b>Nathan Hodges</b> <b>Appointed 11/15/2011</b>	<b>12</b>	<b>7</b>	<b>58%</b>
Penelope Huang Appointed 10/09/2007 Reappointed 01/27/2009	12	10	83%
Adina Levin* Appointed 04/06/2013	8	8	100%
Philip Mazzara* Appointed 05/07/2013	7	7	100%
<b>Maurice Shiu</b> <b>Appointed 10/06/2009</b>	<b>12</b>	<b>8</b>	<b>67%</b>
Bianca Walser Appointed 11/15/2011	12	12	100%



## PUBLIC WORKS DEPARTMENT

Council Meeting Date: January 28, 2014  
Staff Report #: 14-011

Agenda Item #: I-2

**INFORMATIONAL ITEM: Guidelines for Use of Traffic Modeling Software in Transportation Impact Analyses (TIAs)**

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This is an informational item. No Council action is required.

### BACKGROUND

The City uses traffic modeling software to assess the operations of intersections within our jurisdiction as part of the City's bi-annual Circulation Systems Assessment (CSA) update (last completed in 2012) and evaluation of development project impacts through Transportation Impact Analysis (TIA) documents.

Since 2002, the City has used the TRAFFIX traffic modeling software for these purposes, developed by Bay Area based transportation consulting firm Dowling Associates, Inc. to model intersection operations. TRAFFIX is a software platform that employs the macroscopic quality of service calculation methods developed by the Transportation Research Board's Highway Capacity Manual (HCM). The methods in the HCM are used by agencies across the United States, California, and Bay Area to assess intersection operations, and are considered 'state of the practice' for most typical analysis conditions needed within the City. Locally, TRAFFIX's use in TIA documents is mandated throughout Santa Clara County by the Valley Transportation Authority (VTA), and used by some cities in San Mateo County as the City/County Association of Governments (C/CAG) does not mandate the use of a particular software program.

Since its development in 1987, the TRAFFIX software has evolved and undergone upgrades, most significantly through a partnership with transportation analysis software firm, PTV-Vision beginning in 2006. In 2012, PTV-Vision discontinued maintenance and support of the TRAFFIX platform, replacing it with a new platform called Vistro.

### ANALYSIS

As the TRAFFIX platform is no longer being supported by PTV-Vision, staff has undertaken an evaluation of other software platforms to conduct transportation analyses. Two options exist to replace TRAFFIX:

- **Vistro** is the successor platform to TRAFFIX and applies the same underlying HCM methods for calculations. It includes a simplified and improved user interface and data management capabilities, improved functionality and linkages with other software programs, and allows for more analyst input and control to better replicate real-world traffic conditions than the TRAFFIX platform.
- **Synchro** is a planning and analysis software suite from Trafficware that, similar to Vistro, also applies the HCM calculation methods. It also includes improved functionality and linkages with other software programs and allows for more analyst inputs and control to better replicate real-world traffic conditions than TRAFFIX. However, it does not provide the significant data management capabilities needed for TIAs, so the City would need to supplement with another platform to maintain such capability. It is also more data intensive, and would require more staff and consultant time to develop traffic models using this platform, adding cost to public infrastructure and private development projects. While there are certain focused studies that benefit from added detail gained from using Synchro, such as the El Camino Real Corridor Study, it cannot function as the primary City traffic model alone.

Based on the comparison of these two software programs, Vistro provides significant benefits without added cost and is the most similar successor to the TRAFFIX program. Staff is planning its use to succeed the TRAFFIX program for studies moving forward. The SRI International Campus Modernization Project will be the first to use Vistro. Any new projects that come forward after January 1, 2014 will be evaluated using the new Vistro model. There are, however, a couple of projects already underway that will continue to use the TRAFFIX program, since they are too far along to switch to the Vistro software without significant added cost and time: 151 Commonwealth Corporate Center and 500 El Camino Real.

Whitlock & Weinberger Transportation consultants (W-Trans) prepared a comparison of level of service results between TRAFFIX and Vistro platforms using baseline traffic data from the 2012 CSA update as part of their preliminary work on the TIA for the SRI International Campus Modernization Project. This comparison shows that, while the majority of the results are the same, there are some intersections that show differences in the results. Staff will continue to work with W-Trans to refine the Vistro model to best replicate actual operating conditions. However, there may continue to be slight variation in calculations and results between the models due to differences in the inputs and platforms.

Menlo Park will be one of the first cities in the region to formalize the migration away from TRAFFIX, and therefore, one of the first to adopt the standard use of Vistro. Other cities are currently also evaluating options, but few have formalized their approach yet. This change is critical for Menlo Park to embark on quickly, however, as it will enable the City to better prepare for upcoming projects, including the 2014 CSA, General Plan update, and other development and transportation projects, allowing staff the time to become familiar with the software's capabilities and limitations.

## **IMPACT ON CITY RESOURCES**

Changing the software platform used for transportation analysis will have a negligible impact on City resources. Since the City already had licenses for TRAFFIX, the PTV Group provided a free upgrade to Vistro under the City's annual maintenance and upgrade fee. The total cost is \$750 per license for two licenses, or \$1500. This amount is included in the current budget.

Embarking on the migration to a new software program now will provide cost savings to the City, as development of the models will be partially reimbursed by ongoing development projects and staff time required to learn the software program and build the models will be reduced.

## **POLICY ISSUES**

The City's Transportation Impact Analysis Guidelines, included in Attachment B, currently specify the use of TRAFFIX software (see page 7). Migrating to Vistro as the transportation analysis platform is consistent with City policy, since the Vistro software package is the successor to TRAFFIX. The TIA Guidelines will be amended as part of the upcoming General Plan Update to reflect the updated software reference.

## **ENVIRONMENTAL REVIEW**

No environmental review is required.

## **PUBLIC NOTICE**

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting.

## **ATTACHMENTS**

- A. City of Menlo Park Transportation Impact Analysis Guidelines

Report prepared by:  
*Nicole H. Nagaya, P.E.*  
*Senior Transportation Engineer*

Report reviewed by:  
*Jesse T. Quirion*  
*Transportation Manager*

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## Transportation Impact Analysis Guidelines

The following projects would generally be exempt from the requirements of the Transportation Impact Analysis Guidelines unless their geographic location or type of use prompt such study (subject to the City's discretion):

- Residential projects under five units
- Commercial projects where the total new or added square footage is 10,000 square feet or less
- Other projects that are determined to be exempt or categorically exempt under CEQA

All other projects involving a change of use and/or new construction will be required to submit a Transportation Impact Analysis performed by a qualified consultant selected by the City and paid for by the project applicant.

The Transportation Impact Analysis shall include the following:

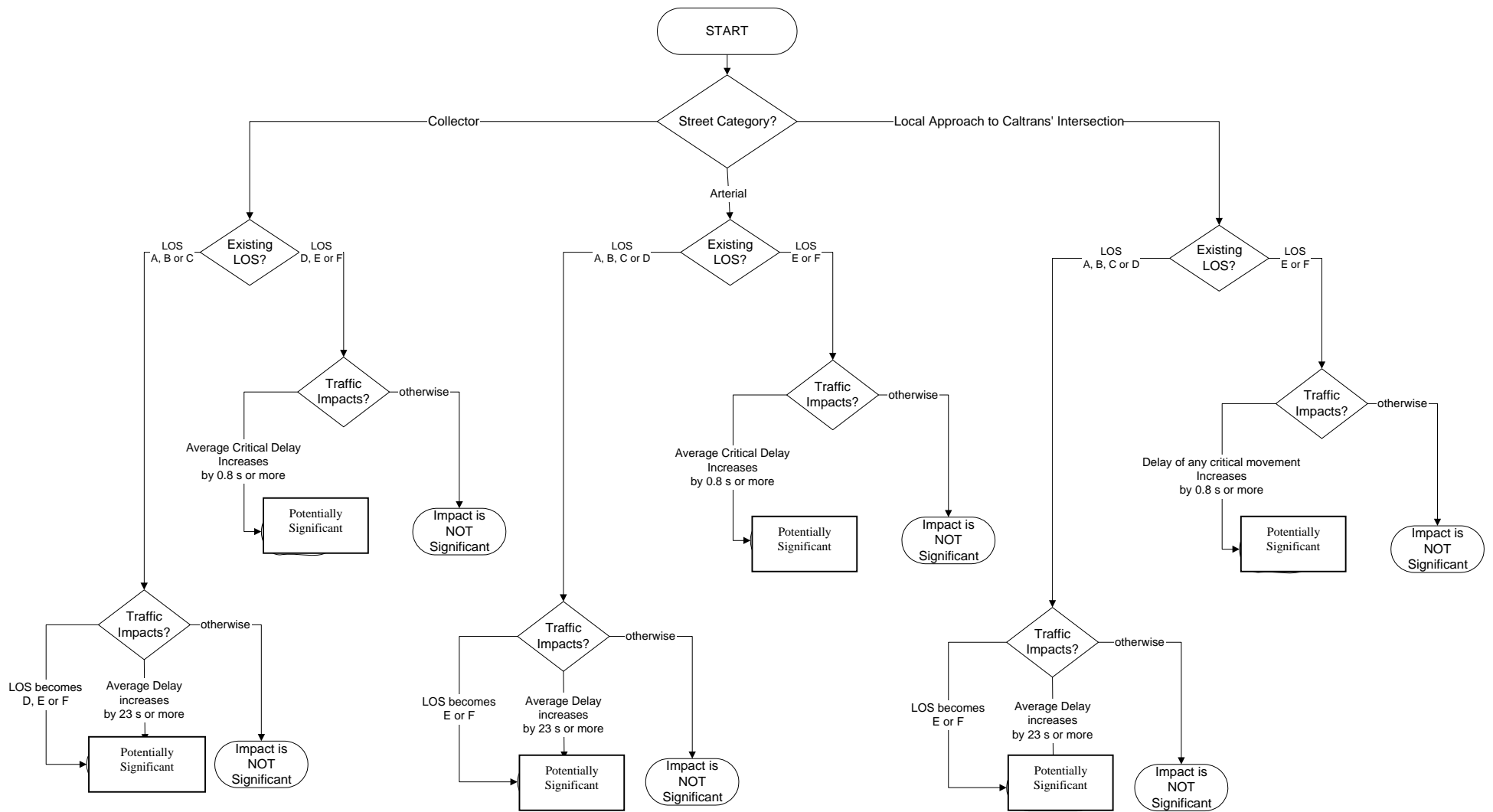
- I. Executive Summary
- II. Introduction
  - A. Project Description
  - B. Study Scope
- III. Existing Conditions – Conditions should be described based upon information found in the most recent Circulation System Assessment (CSA) document when applicable. The CSA existing traffic counts and information should be used as existing conditions.
  - A. Description of existing street system serving the site (Number of lanes, classification, etc.)
  - B. CSA existing traffic volumes – ADT's and AM & PM peak hours (Figure to be included in report)
  - C. CSA existing levels of service – AM & PM (Table to be included in report)
  - D. Public transit (Service providers to the area)
  - E. On and off-street parking conditions/availability
  - F. Pedestrian and bicycling conditions in the project area
- IV. Cumulative Analysis – Near Term conditions without project should be discussed using the most recent CSA near term traffic counts and information. Project traffic should then be added to the CSA near term traffic counts. If the project build-out is beyond the CSA near term data, future conditions should be projected to the first year of assumed project occupancy. A supplemental list of planned and or/approved projects will be provided to the consultants for inclusion in the analysis process. For large projects of regional magnitude (projects generating 100 or more trips during peak hours), the consultants will analyze the impacts of the project for a span of ten years from the existing conditions.

- A. Description of new or planned changes to the street system serving the site including changes in on-street parking
- B. Near term volumes – ADT's and AM & PM peak hours
  - 1. List project trip generation rates
  - 2. Discuss trip distribution
  - 3. Discuss impact of project traffic on intersections in the project vicinity
- C. Near term levels of service – AM & PM for both near term and near term plus project analysis. Table to be included in report. Also a comparison table of existing conditions including a column showing the difference in seconds of delay between existing, near term conditions and near term conditions with project and percent of increase.

V. Analysis

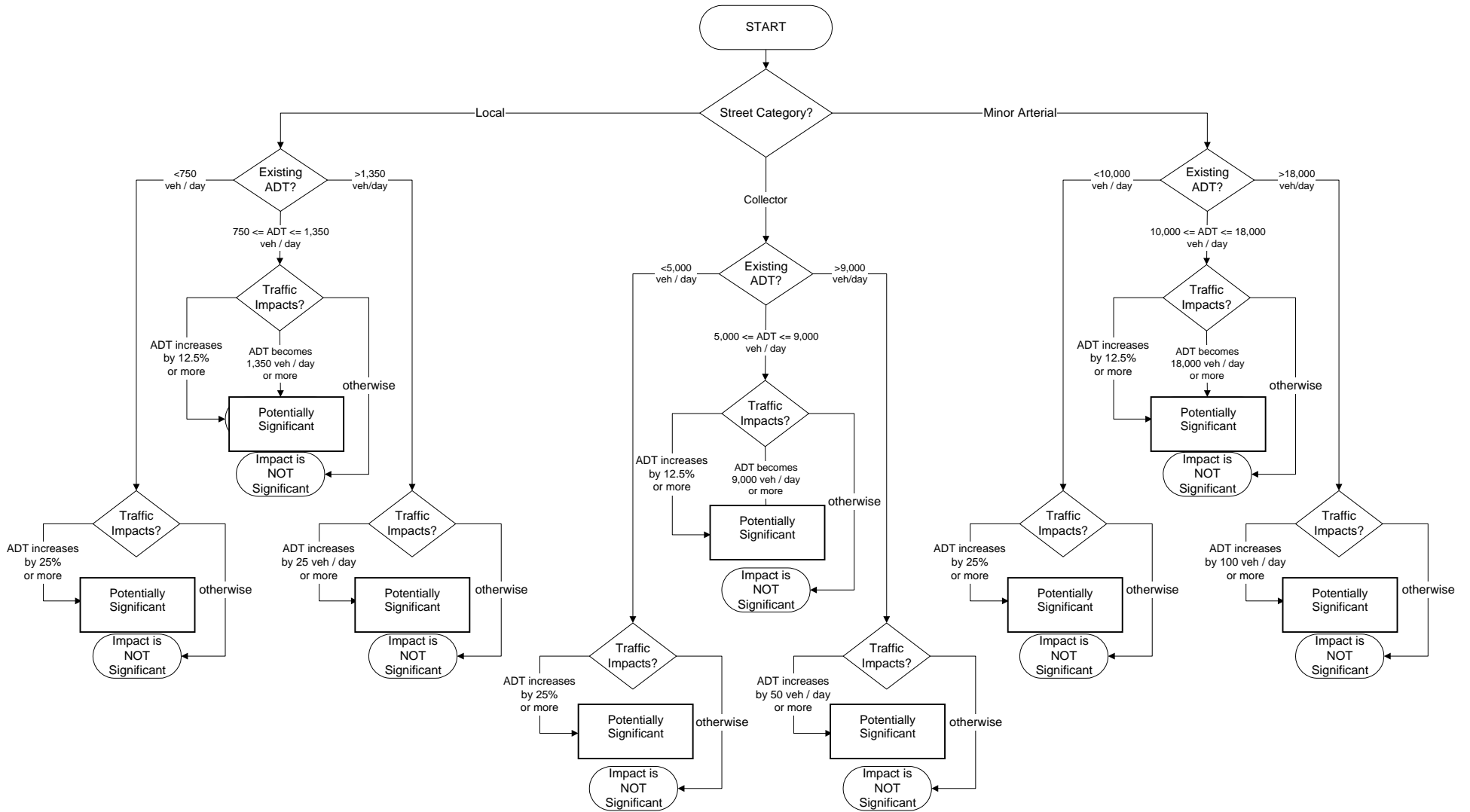
- A. Discuss impacts of CSA near term conditions and CSA near term conditions with project
  - 1. A Project is considered to have a potentially “significant” traffic impact if the addition of project traffic causes an intersection on a collector street operating at LOS “A” through “C” to operate at an unacceptable level (LOS “D”, “E” or “F”) or have an increase of 23 seconds or greater in average vehicle delay, whichever comes first. A potential “significant” traffic impact shall also include a project that causes an intersection on arterial streets or local approaches to State controlled signalized intersections operating at LOS “A” through “D” to operate at an unacceptable level (LOS “E” or “F”) or have an increase of 23 seconds or greater in average vehicle delay, whichever comes first.
  - 2. A project is also considered to have a potentially “significant” traffic impact if the addition of project traffic causes an increase of more than 0.8 seconds of average delay to vehicles on all critical movements for intersections operating at a near term LOS “D” through “F” for collector streets and at a near term LOS “E” or “F” for arterial streets. For local approaches to State controlled signalized intersections, a project is considered to have a potentially “significant” impact if the addition of project traffic causes an increase of more than 0.8 seconds of delay to vehicles on the most critical movements for intersections operating at a near term LOS “E” or “F”.





- B. In certain circumstances as determined by the Transportation Manager, analysis may be necessary for impacts on minor arterial, collector and local streets. If any of the thresholds listed below are exceeded, the analysis should make a recommendation as to whether the traffic impact is considered potentially “significant”.
1. On minor arterial streets, a traffic impact may be considered potentially significant if the existing Average Daily Traffic Volume (ADT) is: (1) greater than 18,000 (90% of capacity), and there is a net increase of 100 trips or more in ADT due to project related traffic; (2) the ADT is greater than 10,000 (50% of capacity) but less than 18,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 18,000 or more; or (3) the ADT is less than 10,000, and the project related traffic increases the ADT by 25%.
  2. On collector streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 9,000 (90% of capacity), and there is a net increase of 50 trips or more in ADT due to project related traffic; (2) the ADT is greater than 5,000 (50% of capacity) but less than 9,000, and the project related traffic increases the ADT by 12.5% or the ADT becomes 9,000 or more; or (3) the ADT is less than 5,000, and the project related traffic increases the ADT by 25%.
  3. On local streets, a traffic impact may be considered potentially significant if the existing Daily Traffic Volume (ADT) is: (1) greater than 1,350 (90% of capacity), and there is a net increase of 25 trips or more in ADT due to project related traffic; (2) the ADT is greater than 750 (50% of capacity) but less than 1,350, and the project related traffic increases the ADT by 12.5% or the ADT becomes 1,350; or (3) the ADT is less than 750, and the project related traffic increases the ADT by 25%.
- C. Discuss project site circulation and access and identify any deficiencies.
- D. Discuss compliance of project site parking with adopted City code including loading and disabled spaces. If a shared parking arrangement is proposed, an analysis of the adequacy of this aspect shall be provided. Discuss any off-site parking impacts (such as neighborhood parking intrusion) of the project.
- E. Analyze project in relation to relevant policies of the Circulation Element of the General Plan.
- F. Analyze potential cut-through traffic generated by the project impacting other City neighborhoods.
- G. Pedestrian conditions and bicycle access, including safety issues, should be discussed.

# Significance Criteria for Street segments



H. Analyze project using the requirements outlined in the San Mateo County Congestion Management Plan Land Use Analysis Program guidelines, if applicable.

## VI. Mitigation

A. Discuss specific mitigation measures in detail to address significant impacts, which may occur as a result of the addition of project traffic (provide table comparing before and after mitigation). Analysis shall focus on mitigating significant impacts to a non-significant level, but must also identify measures, which would reduce adverse, although not significant, impacts. All feasible and reasonable mitigation requirements that could reduce adverse impacts of the project should be identified, whether or not there are significant impacts caused by the project. The goal of mitigation should be such that there are no net adverse impacts on the circulation network. Mitigation measures may include roadway improvements, operational changes, Transportation Demand Management or Transportation Systems Management measures, or changes in the project. If roadway or other operational measures would not achieve this objective, the consultant shall identify a reduction in the project size, which would with other measures, reduce impacts below the significant level. All mitigation measures must first be discussed with the City Transportation Division before they are included in the report.

B. Discuss possible mitigation measures to address future traffic conditions with the project. All feasible and reasonable mitigation measures that would reduce such impacts, whether at the significant level or below shall be identified. Mitigation measures should be designed to address the project's share of impacts. Measures that should be jointly required of the project and any other on-going related projects in a related geographical area should also be identified, as applicable.

C. Discuss possible mitigation measures to address any site circulation or access deficiencies.

D. Discuss possible mitigation measures to address any parking deficiencies.

E. Discuss possible mitigation measures to address any impacts on pedestrian amenities, bicycle access, safety and bus/shuttle service.

## VII. Alternatives

A. In the event any potentially significant impacts are identified in the Transportation Impact Analysis, alternatives to the proposed project shall be evaluated or considered to determine what the impacts of an alternative project or use might be. The alternatives to be considered shall be determined in consultation with the Director of Community Development and the Transportation Manager.

## VIII. Summary and Conclusions

A. Assess level of significance of all identified impacts after mitigation.

Upon receipt by the City of a Transportation Impact Analysis indicating that a project may have potentially significant traffic impacts, the applicant shall have the option of proceeding directly with the preparation of an EIR in accordance with the City's procedures for preparation of an EIR, or requesting a determination by the City Council as to whether a negative declaration, mitigated negative declaration or an EIR is most appropriate for the project.

NOTES:

1. The Highway Capacity Manual Special Report 209 (HCM), latest version shall be used for intersection analysis. The consultant shall use the Citywide TRAFFIX model with the HCM analysis.
2. The most recent Circulation System Assessment (CSA) shall be used for all information regarding existing and near term conditions.
3. Traffic counts that may be required beyond the counts contained in the CSA document shall be less than 6 months old.
4. The consultant shall submit proposed assumptions to the Transportation Manager for review and approval prior to commencement of the Analysis relating to the following:
  1. trip rates
  2. trip distribution
  3. trip assignment
  4. study intersections
  5. roadways to be analyzed
4. The consultant shall submit all traffic count sheets to the City's Transportation Division.
5. Figures of existing and any proposed intersection configurations should be provided in the appendix.
6. Trip generation rates from Institute of Transportation Engineer's (ITE) publication, "TRIP Generation", latest version should be used.
7. Street widening and on-street parking removal are mitigation measures which may be technically feasible, but which are generally considered undesirable. If such measures appear potentially appropriate to the consultant, they should consult the Transportation Division in preparing the impact analysis and mitigation recommendations. If such measures are to be proposed, alternate mitigation measures, which would be equally effective, should also be identified.
8. Existing uses at the site, which would be removed as part of the project, may be deducted from the calculation of the project traffic based on their traffic distribution patterns.
9. Refer to the San Mateo County Congestion Management Program (CMP) Land Use Impact Analysis Program guidelines for performing CMP analysis.

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