



# CITY COUNCIL SPECIAL AND REGULAR MEETING MINUTES

Tuesday, April 29, 2014  
6:00 P.M.

701 Laurel Street, Menlo Park, CA 94025  
City Council Chambers

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Mayor Mueller called the Closed Session to order at 6:07 p.m. Councilmember Keith was absent.

## 6:00 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 §54946.8 to meet with real property negotiators, City Attorney Bill McClure, City Manager Alex McIntyre, and Assistant City Manager Starla Jerome-Robinson regarding potential sale of real property commonly known as 1467 Chilco Street, Menlo Park, to the Menlo Park Fire Protection District, including but not limited to instructions regarding sales price and other terms of sale

**CL2.** 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

## 7:00 P.M. REGULAR SESSION

Mayor Mueller called the Regular Session to order at 7:12 p.m. with all members present.

Mayor Mueller led the pledge of allegiance.

At this time, Mayor Mueller called Agenda Items A1 through A3 out of order.

**A1.** Proclamation honoring the Menlo Park Farmer's Market ([proclamation](#))([presentation](#))  
Founder Margaret Carney and members of the Live Oaks Lions Club accepted the proclamation. Mayor Mueller also acknowledged the recent passing of Frank Carney and asked the audience to stand to express appreciation for the contributions of Mr. Carney.

**A2.** Presentation of Environmental Quality Awards ([presentation](#))  
EQC Commissioner Deborah Martin gave a brief presentation. On behalf of the commission, Mayor Mueller presented the following awards:

- Climate Action Winner - Tom Arnold, CEO and Founder of Gridium
- Sustainable Lifestyle Winner - Carolee Hazard, Menlo Park resident (not present)

**A3.** Presentation of New City Website Reveal

Assistant to the City Manager Clay Curtin presented an orientation of the new City website and responded to Council questions.

**ANNOUNCEMENTS – None**

## REPORT FROM CLOSED SESSION

There was no reportable action from the Closed Session held earlier this evening.

## SS. STUDY SESSION

### SS1. Review of the Downtown Parking Program ([presentation](#))

Transportation Manager Jesse Quirion made a presentation. Bill Hurrell, Vice President of CDM Smith, assisted with the presentation in regards to benchmarking to other communities.

Staff and Mr. Hurrell responded to Council questions and discussion ensued regarding signage and parking enforcement.

#### Public Comment:

- Penelope Huang spoke regarding the need for an employee parking, perhaps requiring a parking structure
- Fran Dehn, Menlo Park Chamber of Commerce, spoke regarding the need to create a welcoming retail experience

### SS2. Discuss participation in Alameda County Regional Renewable Energy Procurement (R-REP) Project that could potentially provide solar power (Photovoltaic Panels) to five city facilities, and provide general direction on financing, review process, and installation of solar carports ([Staff report #14-066](#))([presentation](#))

Environmental Programs Manager Rebecca Fotu made a presentation.

There was consensus among Council to participate in the Alameda County R-REP Project.

## A. PRESENTATIONS AND PROCLAMATIONS

### A1. Proclamation honoring the Menlo Park Farmer's Market

This item was called earlier in the meeting.

### A2. Presentation of Environmental Quality Awards

This item was called earlier in the meeting.

### A3. Presentation of New City Website Reveal

This item was called earlier in the meeting.

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

### B1. Library Commission quarterly report on the status of their 2 Year Work Plan

Library Commission Chair Jacqueline Cebrian reported on the following commission activities: researching meeting spaces, creating library focus groups, and promoting e-services

### B2. Consider applicants for appointment to fill two vacancies on the Planning Commission, two vacancies on the Parks and Recreation Commission, and one vacancy on the Housing Commission ([Staff report #14-062](#))

**ACTION:** Councilmember Keith nominated Andrew Combs, Councilmember Cline nominated Ben Eiref, Mayor Mueller nominated Michael Meyer, and Councilmember Ohtaki nominated Elizabeth Youngblood for the Planning Commission.

**ACTION:** With a majority of votes, Ben Eiref (unanimous) and Andrew Combs (Mueller, Carlton, Keith) were appointed to the Planning Commission, each to four-year terms expiring April 2018.

**ACTION:** Mayor Pro Tem Carlton nominated Thomas Stanwood and Councilmember Cline nominated Elidia Tafoya for the Parks and Recreation Commission.

**ACTION:** By acclamation Thomas Stanwood and Elidia Tafoya are appointed to the Parks and Recreation Commission, each to four-year terms expiring April 2018.

**ACTION:** Because Housing Commission incumbent Sally Cadigan is seeking reappointment and there are no other applicants, by acclamation Ms. Cadigan is reappointed to the Housing Commission for a four-year term expiring April 2018.

**B3.** Provide information from Bicycle and Transportation Commissions about a potential commission merger

Bicycle Commission Chair Greg Klingsporn and Transportation Commission Chair Bianca Walser presented information.

Public/Commissioner Comment:

- Philip Mazzara, Transportation Commissioner, spoke against a merger
- Penelope Huang, Transportation Commissioner, spoke against a merger
- Maurice Shiu, Transportation Commissioner, spoke in favor of a merger and for a Complete Streets Commission
- Adina Levin, Transportation Commissioner, spoke in favor a of merger and for a Complete Streets Commission
- Michael Meyer, Transportation Commissioner, spoke in favor of a merger and for a Complete Streets Commission

A majority of the Council were in favor of the Commissions remaining separate and provided direction to staff. The City Clerk was directed to proceed with appointments to both the Bicycle Commission and Transportation Commission.

**C. PUBLIC COMMENT #1**

- Commissioners Robert Bernardo and Jim Tucker, San Mateo County Harbor District, shared information regarding activities and accomplishments of the District
- Mary Kuechler spoke against the proposed well at Sharon Heights Golf Club
- Elizabeth Houck expressed concern regarding spraying of Round-Up in the city
- Steve Schmidt spoke regarding rodent and plant issues and asked city staff to stop using pesticides. He also spoke against the proposed well at Sharon Heights Golf Club.

**D. CONSENT CALENDAR**

**D1.** Waive the reading and adopt **Ordinances 1002, 1003 & 1004** amending the zoning ordinance to include housing element implementation programs related to an emergency shelter for the homeless overlay, definitions pertaining to transitional and supportive housing and residential care facilities, and procedures for reasonable accommodation ([Staff report #14-061](#))

**D2.** Consider removal of on-street parking for new SamTrans bus stops ([Staff report #14-064](#))

**D3.** Accept minutes for the Council meetings of April 1, 2014 and April 22, 2014 ([Attachment](#))

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

## E. PUBLIC HEARINGS

- E1.** Adopt a resolution amending the City's Master Fee Schedule to incorporate proposed changes in fees to become effective immediately, July 1, 2014, or as required by statute for the following departments: Community Services and the Menlo Park Municipal Water District ([Staff report #14-060](#))  
Council waived hearing a staff presentation.

Mayor Mueller opened the Public Hearing. There was no public comment.

**ACTION:** Motion and second (Cline/Keith) to close the Public Hearing passes unanimously.

**ACTION:** Motion and second (Keith/Cline) to adopt **Resolution 6193** amending the City's Master Fee Schedule to incorporate proposed changes in fees to become effective immediately, July 1, 2014, or as required by statute for the following departments: Community Services and the Menlo Park Municipal Water District passes unanimously.

**ACTION:** Motion and second (Cline/Ohtaki) to re-open the Public Hearing in respect to Community Development fees and continue the Public Hearing on the Community Development portion of the Master Fee Schedule to the May 13, 2014 Council meeting passes unanimously.

## F. REGULAR BUSINESS

- F1.** Adopt a resolution authorizing the City of Menlo Park to become a member of the Western Riverside Council of Governments Joint Powers Authority and consenting to the inclusion of properties within the City of Menlo Park in the California HERO Program provided through WRCOG for financing of renewable energy and energy and water efficiency improvements ([Staff report #14-065](#))([presentation](#))  
Council waived hearing a staff presentation. John Law of Renovate America was present.

Staff and Mr. Law responded to Council questions, and discussion ensued regarding homeowner education regarding the program.

### Public Comment:

- John Law, Renovate America, spoke in support of Menlo Park becoming a member of the JPA and being included in the HERO Program.
- Elizabeth Houck expressed concern regarding staff time that will be spent on this program

**ACTION:** Motion and second (Cline/Keith) to adopt **Resolution 6194** authorizing the City of Menlo Park to become a member of the Western Riverside Council of Governments Joint Powers Authority and consenting to the inclusion of properties within the City of Menlo Park in the California HERO Program provided through WRCOG for financing of renewable energy and energy and water efficiency improvements with Councilmember Ohtaki's friendly amendment (Carlton seconds) to include adequate disclaimers and references in the City's program marketing materials, particularly disclosures regarding the risk associated with loans backed by Fannie Mae and Freddie Mac, and that these should be presented in layman's language passes unanimously.

- F2.** Consider and introduce ordinances to amend Chapter 16.79 (secondary dwelling units), Section 16.68.030 related to accessory buildings and accessory structures, and associated sections of Title 16 (Zoning) pertaining to secondary dwelling units and accessory structures and accessory buildings ([Staff report #14-067](#))([presentation](#))  
Council waived hearing a staff presentation.

Public Comment:

- Harry Bims spoke regarding parking and driveways ([handout](#))
- Sheryl Bims spoke regarding the negative impacts of secondary dwelling units on the Belle Haven neighborhood and parking issues
- Rose Bickerstaff spoke in support of the previous speakers regarding parking issues on private lots

**ACTION:** Motion and second (Cline/Ohtaki) to introduce ordinances to amend Chapter 16.79 (Secondary Dwelling Units), Section 16.68.030 related to accessory buildings and accessory structures, and associated sections of Title 16 (Zoning) pertaining to secondary dwelling units and accessory structures and accessory buildings, with the following modifications as outlined below; passes 4-1 (Mueller dissents):

**Accessory Buildings and Accessory Structures**

- 1) Minor revisions to “clean up” items for clarity and consistency:
  - a. Clarification to accessory building and accessory structures regarding square footage calculation, and
  - b. Clarification of what is an accessory building and accessory structure

**Secondary Dwellings**

- 1) Maintain existing minimum lot size of 6,000 square feet for a secondary dwelling unit without a use permit
- 2) Addition of specific criteria to the registration process in the tenancy section.
- 3) Addition of a clause to give flexibility in extending the conversion process after the one-year time limit in the conversion of accessory building section.

**G. CITY MANAGER’S REPORT – None**

**H. WRITTEN COMMUNICATION – None**

**I. INFORMATIONAL ITEMS – None**

**J. COUNCILMEMBER REPORTS**

Councilmember Ohtaki asked staff to schedule an update in June regarding the right-turn at El Camino Real and Ravenswood. He also reported that ABAG is willing to make a presentation at a future meeting.

**J1.** Resident request to agendize well in Jack Lyle Park to be considered in Water Program presentation scheduled for the June 3, 2014 City Council meeting

There was consensus by Council to add this item to the June 3<sup>rd</sup> Council meeting.

**J2.** Resident request to agendize prohibition of Round Up at City Parks presently under review by the Environmental Quality Commission

There was consensus by Council to add this item to a future meeting date to be determined.

**K. PUBLIC COMMENT #2**

- Elizabeth Houck expressed concern regarding Item J1 being placed on the agenda with the Water Program presentation.

**L. ADJOURNMENT** at 12:48 a.m. on April 30, 2014.



Pamela Aguilar  
City Clerk

These minutes were approved at the Council meeting of June 3, 2014.