



**CITY COUNCIL
REGULAR MEETING
AGENDA**

**Tuesday, January 13, 2015 at 7:00 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025**

7:00 P.M. REGULAR SESSION

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

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation recognizing anti-human-trafficking activist Betty Ann Boeving with the Bay Area Anti-Trafficking Coalition (BAATC)([Attachment](#))

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

C. PUBLIC COMMENT #1

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. Adopt a resolution authorizing the execution of an amendment to the contract with the State of California Department of Education and appropriate \$68,370 to the Community Services Department budget ([Staff Report #15-006](#))

D2. Adopt a resolution accepting fiscal year 2014-2015 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and approve a spending plan ([Staff Report #15-001](#))

D3. Adopt a resolution approving the Office of Emergency Services revised Joint Powers Agreement ([Staff Report #15-004](#))

- D4.** Accept Council minutes for the meetings of August 26, September 9, September 16, December 9 and December 16, 2014 ([Attachment](#))

E. PUBLIC HEARING

- E1.** Consider the land use entitlements for the demolition of an existing fire station (Station 6) and single-family residence, construction of a new fire station and vehicle display building, and relocation of an existing carriage house from 300 Middlefield Road to the subject site, located at 700 Oak Grove Avenue and 1231 Hoover Street, including a request for a General Plan amendment, rezoning, zoning ordinance text amendment, use permit, architectural control, lot merger, sign review, heritage tree removal permit, and mitigated negative declaration ([Staff Report #15-007](#))

F. REGULAR BUSINESS - None

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

- I1.** Three month review of Taser Program ([Staff Report #15-002](#))
- I2.** Status update on animal control services contract ([Staff Report #15-003](#))
- I3.** Update on the ConnectMenlo (General Plan and M-2 Area Zoning Update) schedule and events ([Staff report #15-005](#))

J. COUNCILMEMBER REPORTS

K. PUBLIC COMMENT #2

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. These communications are public records and can be viewed by any one by clicking on the following link: <http://ccin.menlopark.org>.

City Council meetings are televised live on Government Access Television Cable TV Channel 26. Meetings are re-broadcast on Channel 26 on Thursdays and Saturdays at 11:00 a.m. A DVD of each meeting is available for check out at the Menlo Park Library. Live and archived video stream of Council meetings can be accessed at <http://www.menlopark.org/streaming>.

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Proclamation

Recognizing Betty Ann Boeving Anti-Human Trafficking Activist

WHEREAS, Betty Ann holds a B.A. from the University of Oregon and her M.A. in International Policy Studies from Stanford, specializing in International Conflict Resolution; and

WHEREAS, Betty Ann has led educational tours around the world to all seven continents and has visited over 85 countries giving her a global perspective on the fight against such an injustice as human trafficking; and

WHEREAS, Betty Ann is the founder of Bay Area Anti-Trafficking Coalition (BAATC) and since 2002 has been leading, teaching, and speaking about community-based strategies to fight human trafficking; and

WHEREAS, from 2004-2007, Betty Ann worked for International Justice Mission and in 2006 climbed Mt. Kilimanjaro to raise \$45K to fight child trafficking; and

WHEREAS, as of 2011 through BAATC, she helped establish the Freedom Summit, now the country's largest community-based anti-trafficking training conference in the country; and

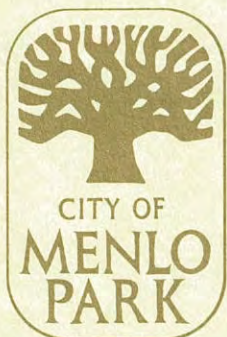
WHEREAS, as of 2012, she has partnered with Congresswoman Jackie Speier to establish San Mateo County as a Zero-Tolerance County for human trafficking; and

WHEREAS, as of 2013, she help mobilize numerous volunteer trainings so BAATC Ambassadors could expand the work of the organization across the region at various civic group and faith community events; and

WHEREAS, as of 2014, she has partnered with Congressman Mike Honda and Congresswoman Barbara Lee to bring essential trafficking victim identification training to San Jose Mineta and Oakland International Airports; and

WHEREAS, as of 2015, she and the BAATC have successfully launched pre-Super Bowl 2016 collaborative strategies across the region, and have encouraged the establishment of a task force on human trafficking in each of the Bay Area's nine counties; and

NOW, THEREFORE, I, Catherine Carlton, Mayor of the City of Menlo Park, on behalf of the City Council, do hereby recognize and gratefully acknowledge Betty Ann Boeving for years of dedicated community leadership and accomplishments in developing community-based strategies to fight human trafficking in our U.S cities.



Catherine Carlton, Mayor
January 13th, 2015

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COMMUNITY SERVICES DEPARTMENT

Council Meeting Date: January 13, 2015

Staff Report #: 15-006

CONSENT CALENDAR: **Adopt a Resolution authorizing the execution of an amendment to the contract with the State of California Department of Education and Appropriate \$68,370 to the Community Services Department budget**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution executing an amendment to the contract with the State of California Department of Education for reimbursement to the City for up to \$732,964 for the delivery of child care services at the Belle Haven Child Development Center (BHCDC) for fiscal year 2014-15. It is further recommended that Council approve an increase of \$68,370 to the Community Services Department budget.

POLICY ISSUES

This is an administrative approval allowing the City to accept additional grant funds from the State for the program at the BHCDC. These additional grant funds need to be appropriated by Council into the Community Services Department's fiscal year 2014-15 budget.

BACKGROUND

The City of Menlo Park has operated the Belle Haven Child Development Center (BHCDC) for over 30 years. The BHCDC is licensed by the State Department of Social Services to provide quality child development services to families in Menlo Park and surrounding cities. The program receives funding from the State Department of Education, USDA Child and Adult Care Food Program, user fees, and the City of Menlo Park. The program seeks to build the children's self-esteem by offering developmentally appropriate materials and activities that support social, emotional, physical, and cognitive abilities. Children are provided breakfast, lunch, and snacks daily. The teacher to child ratio is 1:8. Until Fiscal Year 2010-11, a highly trained and committed staff taught approximately 96 children 3-5 years of age. Cuts in State funding for FY 2011-12 required a decrease in program participation and in FY 2012-13, 72 children were enrolled. However, in 2013-14, with the increase in State funding, the program was able to increase enrollment to 84 children. The additional 12 children were enrolled in a new part day program that was offered. Now, in

FY 2014-15, with an additional increase in State funding, the program is enrolled to capacity with 96 children in both full day and part day programming.

Currently, the 96 program enrollees are subsidized under the California Department of Education Child Development Division (CDD) State Preschool Program. State funding restrictions require all parents of children enrolled in the CDC's subsidized slots to be working, in school or training, seeking permanent housing, actively seeking employment, or are incapacitated. All families of children enrolled in the CDC must meet strict income eligibility requirements. The State contract also provides funding for additional resource materials, such as classroom supplies and small equipment to support these families.

On August 26, 2014 (staff report #14-153), Council authorized the City Manager to apply for Restoration Funding in the amount of \$51,968 from the California Department of Education. In that report, staff indicated that if the additional grant funding were received, an increase in the amount of \$68,370 to the Community Services Department's budget would be needed to support the resources required for the additional enrollees. The difference of \$16,402 between the grant revenues received and the total expenditure appropriation will be offset by an increase in the per child, per day reimbursement amount, which is discussed in more detail in the Impact on City Resources section of this report.

A resolution must be adopted in order to certify the approval of the funding by the Governing Board of the jurisdiction receiving the reimbursement and to authorize the designated personnel to make changes to the contract with the California Department of Education. The City Manager has been identified as the Executive Director or the Authorizing Agent for the City of Menlo Park for the purpose of signing the contract. A copy of the contract is included as Attachment A.

ANALYSIS

Under the terms of the contract, the City agrees to expend contract funds on reimbursable costs necessary to provide child care services for eligible children. The City is also required to meet all reporting requirements and other standard contract provisions. The contract specifies Minimum Days of Operation (MDO) requirement of 246 days during the fiscal year and 18,804 minimum Child Days of Enrollment (CDE). The reimbursement rate is \$38.98 per child per day, up to a maximum of \$732,964 based on the minimum service requirements.

In 2014-15, the contract amendment for CDE has increased the requirement to 18,804 child care days. This is a direct result of the restoration funding that was requested back in August 2014, and approved by Council at that time. This increased the full day and part day subsidized slots to the program's capacity of 96 children. Also included in the contract amendment was the increase in the reimbursement rate from \$37.12 per child per day to \$38.98 due to the State Budget Act of 2014. Over 60 families still remain on the program's waiting list.

Fiscal Year	Total program budget	State subsidy	Percent of State decrease or increase	Number subsidized slots
2009-10	\$1,316,010	\$759,338	-----	96
2010-11	\$1,233,398	\$742,162	- 2.26%	96
2011-12	\$1,278,872	\$620,207	-14.43%	78
2012-13	\$1,217,385	\$577,412	- 6.9%	72
2013-14*	\$1,136,479	\$630,501	+ 8.5%	84
2014-15*	\$1,235,969	\$732,964	+ 16.25%	96

*Budgeted amount

IMPACT ON CITY RESOURCES

This contract amendment increase of \$102,463 includes the restoration funding received that was requested in August 2014 as well as the increase in the State reimbursement rate from \$37.12 to \$38.98 per child per day for fiscal year 2014-15. Factoring in the \$68,370 appropriation requested to provide services for additional children, the increased revenue from the grant and per child, per day reimbursement amount results in a reduced General Fund subsidy to the BHCDC program in comparison to what was originally budgeted. Based on the contract amendment, as well as the additional revenues the City receives from parent fees, small grants, food reimbursements and other small revenue sources, the updated total General Fund subsidy for the BHCDC program is expected to be \$503,005 in fiscal year 2014-15, roughly \$3000 less than FY 2013-14 and including services to 12 additional families.

ENVIRONMENTAL REVIEW

Approval of the contract is not deemed a project under the California Environmental Quality Act.

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. Child Development Contract Amendment – CSPP 4490-01
- B. Resolution

Report prepared by:
Natalie Bonham
 Program Supervisor - BHCDC

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CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 14 - 15
Amendment 01
DATE: July 01, 2014
CONTRACT NUMBER: CSPP-4490
PROGRAM TYPE: CALIFORNIA STATE
PRESCHOOL PROGRAM
PROJECT NUMBER: 41-2184-00-4
LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

Budget Act/Restoration/Rate Increase

CONTRACTOR'S NAME: CITY OF MENLO PARK

This agreement with the State of California dated July 01, 2014 designated as number CSPP-4490 shall be amended in the following particulars but no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$630,501.00 and inserting \$732,964.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$37.12 and inserting \$38.98 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 16,985.0 and inserting 18,804.0 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 246. (No change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

STATE OF CALIFORNIA		CONTRACTOR				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Sueshil Chandra, Manager		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE Contracts, Purchasing and Conference Services		ADDRESS				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 102,463	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 630,501	(OPTIONAL USE) See Attached					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 732,964	ITEM See Attached	CHAPTER	STATUTE			FISCAL YEAR
OBJECT OF EXPENDITURE (CODE AND TITLE) 702		T.B.A. NO.				B.R. NO.
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.		B.R. NO.		
SIGNATURE OF ACCOUNTING OFFICER See Attached		DATE				

CONTRACTOR'S NAME: CITY OF MENLO PARK

CONTRACT NUMBER: CSPP-4490

Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 4,611	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 108,468	(OPTIONAL USE)0656 13609-2184	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 113,079	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2014	FISCAL YEAR 2014-2015
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 10,468	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 51,745	(OPTIONAL USE)0656 15136-2184	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 62,213	ITEM 30.10.020.001 6110-194-0890	CHAPTER B/A	STATUTE 2014	FISCAL YEAR 2014-2015
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 54,944	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 295,026	(OPTIONAL USE)0656 23038-2184			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 349,970	ITEM 30.10.010. 6110-196-0001	CHAPTER B/A	STATUTE 2014	FISCAL YEAR 2014-2015
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 32,440	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 175,262	(OPTIONAL USE)0656 23254-2184			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 207,702	ITEM 30.10.020.001 6110-194-0001	CHAPTER B/A	STATUTE 2014	FISCAL YEAR 2014-2015
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK AUTHORIZING AN AMENDMENT TO AN AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF EDUCATION TO RECEIVE ADDITIONAL SUBSIDY FOR CHILD CARE AND DEVELOPMENT SERVICES FOR FISCAL YEAR 2014-15

WHEREAS, the City of Menlo Park, acting through its City Council, having considered and been fully advised in the matter and good cause appearing therefore; and

NOW, THEREFORE BE IT AND IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, authorizes entering into local agreement number CSPP-4490-01 reimbursing the City up to \$732,964 for child care services at the Belle Haven Child Development Center for fiscal year 2014-15, and that the person who is listed below is authorized to sign the transaction for the City Council.

Alex D. McIntyre
Name

City Manager
Title

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 thirteenth day of January, 2015, 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 thirteenth day of January, 2015.

Pamela Aguilar
City Clerk

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POLICE DEPARTMENT

Council Meeting Date: January 13, 2015
Staff Report #: 15-001

CONSENT CALENDAR: **Adopt a Resolution Accepting Fiscal Year 2014-2015 State Supplemental Local Law Enforcement Grant (COPS Frontline) in the amount of \$100,000; and Approve a Spending Plan**

RECOMMENDATION

Adopt a resolution accepting the fiscal year 2014-2015 State Supplemental Local Law Enforcement Grant (SLESF COPS Frontline) in the amount of \$100,000 and approve a spending plan.

POLICY ISSUES

The proposed action and spending plan require City Council authorization.

BACKGROUND

In 1997, the California State Legislature created the Citizen's Option for Public Safety (COPS) Program. This is a non-competitive grant whereby cities and counties receive state funds to augment public safety expenditures. Effective in the year 2000, cities were guaranteed a minimum grant award of \$100,000.

The COPS funds must be used for frontline municipal police services and must supplement and not supplant existing funding. The funds cannot be used for administrative overhead costs in excess of ½ percent of the total allocation. The allocation may not be used to fund the costs of any capital project or construction project that does not directly support frontline law enforcement.

ANALYSIS

The 2014-2015 COPS Frontline Grant award is in the amount of \$100,000. This grant is included in the City's Fiscal Year 14/15 budget and a spending plan must now be approved by City Council. Staff recommends that the funds be expended in the following areas as shown below:

Communications and Technology (\$55,000)

- Purchase two new Mobile Data Terminals (MDT's) for new police vehicles and related communication equipment including warranties for the units (\$30,000)
- Supporting communications services and frame relays for MDT's in the patrol cars and other mobile data devices (\$25,000)

Use of grant funds for communication services and frame relays to support MDT's allow for continued use of the existing MDT equipment. MDT's are critical tools that allow important intelligence and officer safety information from law enforcement databases to be immediately connected and transferred to and from officers in the field. Officers are able to write reports in the field, retrieve maps and photos, and email the information immediately. As new police vehicles enter the fleet, obsolete and outdated MDT's are replaced.

Equipment Upgrade for Emergency Operations Center (\$10,000)

In an effort to update the City's emergency preparedness, the existing Emergency Operations Center (EOC) in the Police Department is in need of updated equipment including: large screen monitor, multiple device interfaces, computers and related technology along with installation and integration of the new technology.

Upgrade and purchase of extra body worn cameras (\$20,000)

An upgraded version of the existing body worn cameras used by the department (Vie-Vu) is available. This new version will offer a longer battery life along with a higher HD recording resolution, and a larger unit storage capacity. The camera's manufacturer is allowing us to exchange each old device for a new device at a substantially reduced cost. We will also purchase ten more cameras as back up devices for malfunctioning or broken units.

Other front line police equipment and services (\$15,000)

Funds in the amount of \$15,000 will be used to replace unexpected critical equipment failures. Among other items, this may include laptop computers, radios, batteries, radars, LIDARS, Tasers, and other front line law enforcement equipment or technology items and services.

SLESF FY14-15 Expenditure Plan Summary

- | | |
|--|-----------------|
| • Communications and Technology | \$55,000 |
| • Emergency Operations Center Upgrade | \$10,000 |
| • Body Camera Upgrade and Purchase | \$20,000 |
| • Other front line police equipment and services | <u>\$15,000</u> |

TOTAL \$100,000

The Police Department has strategically used grant funds to support the department's technology initiatives, previously unbudgeted items and new field equipment. This year's spending request continues to strengthen the department's ability to provide public safety services. The philosophy of securing alternative funding sources to finance new technologies and equipment has allowed the Police Department to maintain a progressive approach to policing, while simultaneously supporting the need for a cost-conscious approach to the use of General Fund monies.

IMPACT ON CITY RESOURCES

The fiscal year 2014-2015 grant funds must be spent or encumbered by June 30, 2016. There are no matching requirements for this grant. Purchases will be made in accordance with the City's adopted purchasing policies.

Certain equipment procured with fiscal year 2014-2015 grant funds have ongoing service costs. These costs are for communications services and frame relays for MDT's, and the cellular services for hand held tablets. Depending on the number of units supported, the service costs will vary. If the Police Department continues to receive the COPS grant annually, this equipment related service costs may continue to be funded by this program. However, should grant money become unavailable, these service costs will be included in the fiscal year 2015-2016 budget.

Further, current staffing levels for internal Information Technology services are not sufficient to support implementation of the above improvements and maintain service levels to the full organization. Therefore, other IT projects will either need to be deferred in order to implement them, or contract assistance will be utilized.

ENVIRONMENTAL REVIEW

Environmental review is not 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. Resolution

Report prepared by:
Dave Bertini
Police Commander

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RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ACCEPTING THE STATE SUPPLEMENTAL LOCAL LAW ENFORCEMENT GRANT OF \$100,000, APPROVING THE USE OF THE FUNDS IN ACCORDANCE WITH STATE REQUIREMENTS

WHEREAS, the California State Legislature created the Citizen’s Option for Public Safety (COPS) Program in fiscal year 1996-97; and

WHEREAS, effective September 8, 2000, cities were guaranteed a minimum grant award of \$100,000; and

WHEREAS, the City must create a Supplemental Law Enforcement Special Fund (SLESF) for the grant funds; and

WHEREAS, the funds cannot be used for administrative overhead exceeding 0.5 percent or allocated to fund the costs of any capital project or construction project that does not directly support frontline law enforcement; and

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park does hereby accept the State Supplemental Local Law Enforcement Grant of \$100,000; and

BE IT FURTHER RESOLVED, that the City Council approves the use of State Supplemental Local Law Enforcement Grant funds in accordance with state requirements, as outlined below:

- Communications and Technology \$55,000
- Emergency Operations Center Upgrade \$10,000
- Body Camera Upgrade and Purchase \$20,000
- Other front line police equipment and services \$15,000

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the thirteenth day of January, 2015, 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 13th day of January, 2015

Pamela Aguilar
City Clerk

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POLICE DEPARTMENT

Council Meeting Date: January 13, 2015
Staff Report #: 15-004

CONSENT CALENDAR: **Adopt a Resolution Accepting the Office of
Emergency Services Revised Joint Powers
Agreement**

RECOMMENDATION

Adopt a resolution accepting the Office of Emergency Services revised Joint Powers Agreement.

POLICY ISSUES

This resolution would revise an existing JPA agreement between the City of Menlo Park and the San Mateo County Office of Emergency Services.

BACKGROUND

The Joint Powers Authority (JPA) Agreement between the City of Menlo Park and the San Mateo County Office of Emergency Services dates from 1997, is outdated and in need of revision. The entire landscape of the Homeland Security and Emergency Services field has drastically changed since then and the agreement that governs how San Mateo County provides Emergency Services needs to reflect current laws, rules, directives, orders and trends. This proposed agreement has been updated to reflect the current relationships between the County of San Mateo and the participating cities and other partners to provide a clear understanding of the mission of the Emergency Services Council and the Emergency Coordinators within the County, Cities and other participating partner agencies/jurisdictions.

In January 2013, the Emergency Services Council (ESC) directed staff to review and revise the Joint Powers Authority (JPA) Agreement. The ESC did not wish the budget process or the funding formula to be revised at this time.

A committee of representatives from San Mateo County Human Services Agency, City of San Mateo Fire, City of Redwood City/San Carlos Fire, South San Francisco Fire, North County Fire, Central County Fire, San Mateo County OES, and Foster City Fire was formed. The committee met to draft the revised JPA Agreement.

The focus of the committee was to modernize the agreement to include relevant language, address the issue of compliance with the Standardized Emergency Management System (California SEMS) and the National Incident Management System (NIMS) which the County and all participating agencies have agreed to, and to outline the over-arching responsibilities for the ESC and define the roles of participants.

ANALYSIS

The JPA Agreement was initially approved by all signatories in the spring of 2014; however, upon the document's return to the County Council, it was found that language regarding a conflict of interest code and members' filing Form 700's needed to be included in a revised agreement. During the second revision process, some formatting was changed and language regarding agency responsibilities and training was removed from the JPA Agreement and placed into a supplemental agreement.

All participating cities are being asked to accept the new agreement. As of this date 15 out of 21 cities and jurisdictions within San Mateo County have accepted the revised JPA Agreement.

IMPACT ON CITY RESOURCES

None. There is no change in the funding formula originally adopted in the existing 1997 JPA Agreement.

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. Draft Resolution
- B. Revised OES JPA Agreement

Report prepared by:

Dave Bertini
Police Commander

RESOLUTION NO.

**RESOLUTION OF THE CITY OF MENLO PARK ACCEPTING THE
JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF SAN
MATEO AND THE CITY OF MENLO PARK FOR EMERGENCY
SERVICES.**

WHEREAS, the Member Agencies' goal is to establish a unified emergency serviced organization; and

WHEREAS, the Member Agencies agree that the purpose of this organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Command System (NIMS), Presidential Directive 8, the National Preparedness Goal and California's Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes; and

WHEREAS, the Member Agencies agree that the participants within this Organization may include all local governments within the geographical area of the County, special districts, unincorporated areas, and participating non-governmental entities; and

WHEREAS, the Member Agencies agree that the collective goal is to provide coordinated plans for the protection of persons, property based on the phases of emergency management; and

WHEREAS, the Member Agencies have the authority to enter into this Agreement under the Joint Exercise Powers Act, California Government Code Section 6500 et seq.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Menlo Park and the City Manager of the City of Menlo Park is authorized to execute on behalf of the City of Menlo Park the attached agreement, including any extensions or amendments thereof and any subsequent contract with the County of San Mateo in relation thereto;

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the thirteenth day of January, 2015, 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 13th day of January, 2015

Pamela Aguilar
City Clerk

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**First Revised and Restated
Joint Exercise of Powers Agreement
San Mateo County Operational Area Emergency Services Organization**

THIS JOINT POWERS AGREEMENT (“Agreement”) is made as of the Effective Date by and between the public entities set forth below, creating the San Mateo County Operational Area Emergency Services Organization Authority (“Organization”).

Each public entity executing this Agreement shall be referred to individually as a “Member Agency,” with all referred to collectively as “Member Agencies.”

RECITALS

Whereas the Member Agencies’ goal is to establish a unified emergency services organization; and

Whereas the Member Agencies agree that the purpose of this Organization will be to operate pursuant to Presidential Directive 5, the National Response Framework, National Incident Management System (NIMS), Presidential Directive 8, the National Preparedness Goal and California’s Standardized Emergency Management System (SEMS) and local adopted Emergency Operations Plans and Annexes.

Whereas the Member Agencies agree that the participants within this Organization may include all local governments within the geographic area of the County, special districts, unincorporated areas, and participating non-governmental entities; and

Whereas the Member Agencies agree that the collective goal is to provide coordinated plans for the protection of persons and property based on the phases of emergency management; and

Whereas the Member Agencies have the authority to enter into this Agreement under the Joint Exercise of Powers Act, California Government Code Section 6500 *et seq.* (“Act”).

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the Member Agencies as herein contained, the Member Agencies agree as follows:

Article I - GENERAL PROVISIONS

1.01 Purpose

This Agreement creates an entity to exercise the powers shared in common by the Members Agencies to engage in local and regional cooperative planning and coordination and delivery of services. As part of this Organization’s purpose, Members Agencies seek to meet or exceed the current Emergency Response Planning and Management Capabilities within the Operational Area. Further, Member Agencies seek to support existing regional Public Information and Notification Systems, and to continue to support the regional hazardous materials emergency response program. Such purposes are to be accomplished and the Members Agencies’ common powers exercised as set forth in this Agreement.

1.02 Creation of Authority

Pursuant to the Joint Exercise of Powers Act, the Member Agencies hereby create a public entity to be known as the “San Mateo County Operational Area Emergency Services Organization Authority” (“Organization.”) The Organization shall be a public entity separate and apart from the Member Agencies. The geographic jurisdiction of the Organization is all territory within the geographic

boundaries of the Member Agencies; however, the Organization may undertake any action outside those geographic boundaries as is necessary and incidental to accomplishing its purpose.

1.03 Membership in the Organization

Membership in the Organization is limited to public entities, as defined by the Joint Exercise of Powers Act, located or operating within San Mateo County that have approved and executed this Agreement, and contributed resources of any kind toward establishing and supporting the Organization (including, but not limited to financial, personnel, equipment, or other resources) as approved by the Emergency Services Council.

1.04 Participating Members/Partners in the Organization

Participation in the Organization is intended to ensure cooperative emergency planning and response; all participating Member Agencies and partners are expected to attend all regular and special meetings of the Emergency Services Council, encourage active participation by their jurisdictions in the development of plans and training programs, drills, exercises and training opportunities, and otherwise assist in supporting the implementation of this Agreement.

1.05 Powers of the Organization

The Organization may purchase, lease, own and/or dispose of property and equipment and enter into contract(s), as required to satisfy the purposes of this Agreement. The Organization may employ agents and/or employees, operate works and improvements, sue and be sued in its own name, and invest surplus funds.

Article II- COMMON TERMINOLOGY

2.01 Terminology Defined

Not all vocabulary of technical terms listed in the Agreement is used in the Agreement. In part, the terms are included as a resource to further clarify terminology utilized in documentation, field operations and/or applicable subject matter.

2.02 All-Hazards: “Grouping classification encompassing all conditions, environmental or manmade, that have the potential to cause injury, or death; damage to or loss of equipment, infrastructure services, or property; or alternately causing functional degradation to societal, economic or environmental aspects. Annotation: All-hazards preparedness ensures that if a disaster occurs, people are ready to get through it safely, and respond to it effectively. FEMA began development of an Integrated Emergency Management System with an all-hazards approach that included ‘direction, control and warning systems which are common to the full range of emergencies from small isolated events to the ultimate emergency – war.” (DHS, *Lexicon*, October 23, 2007, p. 1)

2.03 Catastrophe: An event during which a society incurs, or is threatened to incur, such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

2.04 Community Emergency Response Team (CERT): “Community Emergency Response Team” (CERT) training is one way for citizens to prepare for an emergency. CERT training is designed to prepare people to help themselves, their families and their neighbors in the event of a catastrophic disaster. Because emergency services personnel may not be able to help everyone immediately, residents can make a difference by using the training obtained in the CERT course to save lives and protect property. (DHS, *National Response Framework* (Comment Draft). DHS, September 10, 2007, p. 18)

2.05 Command: The act or directing and or controlling by virtue of explicit legal, agency or delegated authority. The term “Command” may also refer to the Incident Commander.

2.06 Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States.

2.07 Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain and improve the capability to prepare for, protect against, respond to, recover from or mitigate against threatened or actual natural disasters, acts of terrorism or other manmade disasters.

2.08 Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

2.09 Incident: An occurrence or event, natural or manmade, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

2.10 Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

2.11 Local Emergency: The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and/or property within territorial limits of a county, city and county, or city caused by such conditions as fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, earthquake, tsunami or other conditions which are likely to be beyond the control of the services, personnel, equipment and facilities of that local political subdivision to combat.

2.12 Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law;) regional or interstate government entity or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity. See Section 2 (10), Homeland Security Act of 2002, P.L. 107–296, 116 Stat. 2135 (2002).

2.13 Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and/or property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

2.14 National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location or complexity, in order to reduce the loss of life or property and harm to the environment.

2.15 National Response Framework: This document establishes a comprehensive, national, all-hazards approach to domestic incident response. It serves as a guide to enable responders at all levels of government and beyond to provide a unified national response to a disaster. It defines the key principles, roles, and structures that organize the way U.S. jurisdictions plan and respond.

2.16 Operational Area: An intermediate level of the state emergency services organization, consisting of the County and all political subdivisions within the county area. In a state of emergency, the operational area shall serve as a link in the system of communications and coordination between the political subdivisions comprising the operational area and the Regional or State Emergency Operations Center.

2.17 Preparedness: Actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

2.18 Recovery: The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; and post-incident reporting and development of initiatives to mitigate the effects of future incidents.

2.19 Resources: Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

2.20 Response: Immediate actions to save and sustain lives, protect property and the environment, and meet basic human needs. Response also includes the execution of plans and actions to support short-term recovery.

2.21 Standardized Emergency Management System: The Standardized Emergency Management System (SEMS) is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management

community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA,) the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies and local governments are required to use SEMS in order to be eligible for any reimbursement of response-related costs under the state’s disaster assistance programs.

Article III – GOVERNANCE

3.01 Composition of the Council

The Organization shall be administered by the Emergency Services Council (“Council”) consisting of the following members:

- a) A member of the San Mateo County Board of Supervisors, who shall be designated by the Supervisors.
- b) Each governing body of a Member Agency shall annually select and appoint a representative to serve on the Council and may select and appoint an alternate representative. Each representative and alternative representative must be a member of the governing body of the Member Agency.
- c) The Chair of the Emergency Services Council shall be the representative from the Board of Supervisors.
- d) A Vice-Chair shall be selected by the Council.

3.02 General Purpose of the Organization

The general purpose of the Organization is to:

- a) Provide structure for administrative and fiscal policies and procedures;
- b) Identify and pursue funding sources;
- c) Set policy;
- d) Maximize the utilization of available resources; and
- e) Oversee all committee activities.

3.03 Specific Responsibilities of the Council

The specific responsibilities of the Council shall be as follows:

- a) To review and recommend adoption by the Board of Supervisors and City Councils of each City, Emergency Plans, programs and agreements, in addition to the basic agreements as deemed necessary to carry out the purpose of the Organization.
- b) To approve an annual budget in an amount necessary to carry out the purposes of the Organization. Upon review and approval of the annual budget by the Council, each Member Agency shall recommend the budget to the governing body of the Member Agency for the purpose of securing from each the appropriations in accordance with each Member Agency’s identified allocation (via Budget Sheets.)
- e) Each Member Agency’s Executive Officer shall identify and designate at the beginning of each fiscal year, a local coordinator for regular participation in the San Mateo County Emergency Managers Association. Should the identified Coordinator change at any time during the year, the Member Agency shall advise the Director of Emergency Services within 30 days-
- d) If a Member Agency participates in a contract relationship for the provision of emergency services, it is still required to name a local emergency coordinator to the Emergency Managers Association who will assure the continuity of communication between the Member Agency, the County Office of Emergency Services (OES) and the Organization.

3.04 Meetings of the Organization.

- a) **Regular Meetings:** The Council shall approve a schedule for its regular meetings provided, however, that the Council shall hold at least one regular meeting quarterly. The Council shall fix the date, hour and location of regular meetings by resolution and the Secretary shall transmit a copy of the resolution to each Member Agency at the first meeting of the fiscal year.
- b) **Special Meetings:** Special meetings of the Council may be called in accordance with the Brown Act by the Chair, a majority of the Council or the Director.
- c) **Call, Notice and Conduct of Meetings:** All meetings of the Council, including without limitation, regular, adjourned regular and special meetings, shall be noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Government Code section 54950 *et seq.* As soon as practicable, but no later than the time of posting, the Secretary shall provide notice and the agenda to each Member Agency. Any Member Agency may request that an item be considered for placement on the Agenda by submitting the request to the Director of Emergency Services.
- d) Meetings of the Council shall be conducted by the Chair or by the Vice-Chair in the absence of the Chairperson. In the absence of both Chair and Vice-Chair, the meeting shall be chaired by member of the Council selected by a majority vote of the Council.

3.05 Minutes

The Secretary of the Organization shall cause to be kept a digital recording of each meeting, which shall be posted on the SMC OES Website. The Secretary will create brief summary written minutes for approval by the Council.

3.06 Voting

All power of the Organization shall reside with the Council. Each Member Agency shall have one vote. A Member Agency's alternate representative may participate and vote in the proceedings of the Council only in the absence of that Member Agency's regular representative. No absentee ballot or proxy voting is permitted.

3.07 Quorum; Required Votes; Approvals

A quorum of the Council is a majority of the representatives of the Member Agencies of the Organization. If the number of Member Agencies is an even number, a majority is fifty percent of the Member Agencies, plus one. The Council may not take any substantive action without a majority of the Member Agencies voting to take that action. Action on non-substantive procedural matters may be taken by a majority of a quorum.

Article IV – PARTICIPATING PARTNERS, EMPLOYEES AND ADVISORY COMMITTEES

4.01 Participating Partners

In order to ensure cooperative emergency planning and response, the following may be invited to attend, as non-voting members, all regular and special meetings of the Council, participate in the development of plans and training programs, and otherwise assist in supporting the implementation of this Agreement:

- a) A representative of the American Red Cross to be invited by the Chair with the approval of the Council.
- b) One representative each from the San Mateo County Fire Chiefs Association and the San Mateo County Police Chiefs and Sheriff Association as may be invited by the Chair with approval of the Council.
- c) One representative for Water Districts as may be invited by the Chair with approval of the Council.

- d) One representative for Sanitary Districts as may be invited by the Chair with approval of the Council.
- e) One representative for the San Mateo County Harbor District as may be invited by the Chair with approval of the Council.
- f) One representative for the Port Authority as may be invited by the Chair with approval of the Council.
- g) One representative for San Mateo County Transit District as may be invited by the Chair with approval of the Council.
- h) One representative for Pacific, Gas and Electric Company as may be invited by the Chair with approval of the Council.
- i) One representative for the Office of Education as may be invited by the Chair with approval of the Council.
- j) One representative for the Hospital Consortium as may be invited by the Chair with approval of the Council.
- k) One representative for the EMS Agency as may be invited by the Chair with approval of the Council.
- l) One representative for the San Mateo Emergency Managers Association as may be invited by the Chair with approval of the Council.

Should other interested parties be identified for participation, the Organization shall consider a written request for participation and may be invited by the Chair with approval of the Council.

4.02 Treasurer

The Treasurer of the County of San Mateo shall be the Treasurer of the Organization. The Treasurer shall be the depository, shall have custody of the accounts, funds and money of the Organization from whatever source, and shall have the duties and obligations set forth in the Joint Exercise of Powers Act.

4.03 Auditor and Financial Accountability

The Organization will ensure financial accountability as required by Section 6505 of the Government Code. The Organization will ensure that audits are conducted as required by that Section. Unless the Council votes to appoint a separate auditor, audits will be conducted by auditor selected to conduct the audit of the Sheriff's Office. In the event that the Council selects a separate auditor, the full cost of the audit will be the responsibility of the Organization.

The Auditor shall perform the functions of auditor for the Organization and shall make or cause an independent annual audit of the accounts and records of the Organization by a certified public accountant, in compliance with the requirements of the Joint Exercise of Powers Act and generally accepted auditing standards.

4.04 Legal Counsel

The San Mateo County Counsel's Office shall be the legal counsel for the Organization. To the extent permitted by the Joint Exercise of Powers Act, the Organization may change, by resolution, the legal counsel to the Organization. The full cost of outside legal counsel will be the responsibility of the Organization.

4.05 Secretary to the Organization

The San Mateo County Office of Emergency Services shall provide a Secretary and administrative support to the Organization.

4.06 Contractors

The Organization shall have the power by resolution to appoint and employ such other consultants and independent contractors as may be necessary to carry out the purposes of the Organization. The Organization will be responsible for any/all incurred costs.

4.07 Committees

The Organization may form and dissolve Committees as determined by the Council.

4.08 Director of Emergency Services

The Sheriff or his/her designee is the Director of the San Mateo County Area Office of Emergency Services (“Director”). The SMC Area Office of Emergency Services is responsible for the on-going operation of the San Mateo County Operational Area and is also responsible for achieving the purposes of the Organization as follows:

- a) Emergency Response - coordination and planning during any regional emergency in accordance with adopted emergency plans.
- b) Plans and Operations - preparation, development, coordination, and integration of compatible and complimentary unified area-wide emergency plans for approval by the State of California and adoption by the Council.
- c) Communications - coordination, development and maintenance of an area-wide emergency communications service, including public alert and warning systems, and other situational awareness tools.
- d) Public Education and Information - coordination and support of an area-wide public education and information program.
- e) Training and Exercise - coordination and assistance in the training and exercising of all County employees identified as Disaster Service Workers, as defined by Sect. 3100 of the California Government Code and volunteers. The Member Agencies will be responsible for the training and exercise of their identified employees; however, OES will provide needed support as requested.
- f) Grant Program Administration - coordination and assistance with designated emergency coordinators within the Operational Area in the securing and distribution of grant funds for regional emergency management initiatives and program support.
- g) General Administration - coordination and assistance in the procurement and inventory of emergency equipment, management of, maintenance and distribution of area-wide inventories of vital supplies and equipment.
- h) The Organization does not intend to acquire title to any property. But in the event that it does, pursuant to Section 6505.1 of the Government Code, the Organization designates the Director to handle that property. In the event that the Organization does acquire title to property, the Director will obtain a bond in the amount determined by the contracting parties.

4.09 Staffing Reimbursement

The County Office of Emergency Services is a bureau of the Sheriff’s Office, staffed by sworn officers and other civil service employees of the County of San Mateo appointed by the Sheriff. The Office of Emergency Services supports the purposes of the Organization. A portion of the cost of Office of Emergency Services staff is reimbursed by the Organization in an amount determined by the funding allocation in this Agreement.

Article V – BUDGET AND COST-SHARING

In consideration of the mutual promises herein contained, it is hereby agreed that the cost of maintaining the Organization will be shared as described below.

- a) From the total amount of the annual budget there shall be deducted estimated revenue from federal “matching funds,” state grants, and other service revenues.
- b) The balance of the annual budget remaining after anticipated revenues have been deducted shall be paid as follows:
 - 1. The county shall pay 50% of the remaining balance.
 - 2. The cities shall pay the remaining 50% of the balance, apportioned in accordance with the following formula:
 - i. One half of said 50% to be apportioned by people units or population.
 - a) Total population of all member cities divided into one-half of the total of the cities’ share of the budget equals a factor in cents.
 - b) Population of each member city times the factor in cents equals the share for each city.
 - ii. The remaining one-half of said 50% to be apportioned on the basis of assessed valuation as follows:
 - a) Total assessed value of real and personal property in all member cities divided into one-half of the total of the city’s share of the budget equals a factor in mils.
 - b) Assessed value of real and personal property of each member city times the factor in mils equals the share for each city.
- c) For the purpose of this Agreement the total assessed valuation of real and personal property in all Member Agencies shall be the most recent such total maintained by the offices of the County Assessor.
- d) The figures used for population in each city shall be determined by a method and from a source that is mutually acceptable to the majority of members.
- e) It is understood and agreed that the financial obligations incurred by the Member Agencies under the provisions of this Agreement will be incurred annually, subject to the limitation that the county and cities are financially able to make funds available.
- f) If the Member Agencies representing 25% or more of the county’s population do not approve the budget in any fiscal year, the proposed budget will be referred back to the Director and the Finance Committee for revision and recommendation. If no resolution can be reached by the committee, the Member Agencies may proceed to adopt budgets that provide those services they deem necessary for adequate emergency services protection as a whole, but any Member Agency shall be financially responsible for that portion of the budget unilaterally adopted. Any Member Agency that does not meet its financial commitment under the adopted budget will lose its voting status and/or other such privileges of membership as determined by the Council.
- g) It is further agreed that any excess in federal or state funds, in any year, shall be reviewed by the Finance Committee, who will then make a recommendation to the Council, as to the disposition of the excess funds.
- h) With respect any Member Agency that is not a City or the County , the amount to be contributed is determined by a negotiation between those Member Agencies and the Director Emergency Services and must be approved by the Council. A letter memorializing the agreed contribution will be an attachment to this Agreement.

Article VI - INSURANCE

- a) The County shall add the Organization and Emergency Services Council to its existing excess liability insurance coverage and shall maintain such coverage in full force and effect during the life of the Agreement. Member Agencies understand that the County is partially self-insured. Unless the Organization decides otherwise, County shall provide for the defense of any claims or litigation within the self-insured retention. Legal representation by the County will ordinarily be provided by the County Counsel.

- b) Any out-of-pocket expense or loss, by way of judgment or settlement, arising out of the operation of this Agreement, within the limits of the County's self-insured retention shall be shared by the parties in accordance with the formula as described in Article V (b).

Article VII - EFFECTIVENESS

This Agreement shall be effective upon its execution by all Member Agencies. It is effective as to new Members Agencies upon adoption and approval by the Council and by the new Member Agency's governing body. This Agreement shall continue in effect until terminated as provided herein.

Article VIII – TERM AND TERMINATION

8.01 Withdrawal by Members

- a) Any Member Agency may withdraw from this Agreement by written notice given by such Member Agency to all other Member Agencies, which notice shall be given at least 120 days prior to the commencement of the fiscal year in which it is to take effect. For the purpose of such notice, a fiscal year is defined as July 1 of a calendar year through June 30 of the succeeding calendar year.
- b) Any former or prospective Member Agency may enter or re-enter the organization by petition to the Council by its governing body, and majority approval of the petition by the Council. Upon approval, the new Member Agency must agree in writing to all terms of this Agreement.
- c) Should a Member Agency withdraw less than 120 days prior to the commencement of the fiscal year, the withdrawal will be effective but that Member Agency will be responsible for its calculated contribution for that year pursuant to Article V.
- d) Should a Member Agency give required notice and withdraw from the Agreement, the prior contribution of that Member Agency will be divided equally by formula among the remaining Member Agencies.

8.02 Termination of Organization and Disposition of Surplus Money and Property

This Agreement shall terminate effective upon a vote of the Council, the County and by at least eleven (11) cities representing the majority of the population of the County. In the event that the Organization ceases to exist, surplus funds will be returned consistent with Section 6512 of the Government Code in proportion to the contributions made. The Organization does not intend to acquire title to any property. But in the event that it does, title to all property acquired by the Organization, shall be owned by the County of San Mateo to be used for "County Wide" purposes.

8.03 Amendments

Any proposed Amendments to this Agreement may be recommended by the Council but must be ratified by each Member Agency's governing body.

8.04 Review of this Agreement

The Council will conduct a review of this Agreement in 2020 and every five years thereafter to determine whether any changes to the Agreement are necessary or advisable. In the event that the Council concludes that changes should be made, each Member Agency representative will take those recommended changes to the governing body of the Member Agency for ratification.

8.05 Bylaws

The Council may, from time to time, adopt and/or amend Bylaws for the conduct of its affairs; provided the purpose is consistent with this Agreement and/or are necessary and appropriate.

Article IX - MISCELLANEOUS PROVISIONS

9.01 Notices

It shall be the responsibility of the Sheriff or his/her designee to ensure all notices are provided to Member Agencies and posted in compliance with the legal requirements of the Agreement.

9.02 Severability

If any one or more of the terms, provisions, promises, covenants, or conditions of this Agreement were, to any extent, adjudged invalid, unenforceable, void, or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.

9.03 Supersession

It is mutually understood and agreed by the Member Agencies that this Agreement supersedes the 1997 San Mateo County Operational Area Joint Powers Agreement, any previous agreements on this subject matter and any amendments thereto.

9.04 Assignment

No Member Agency shall assign any rights or obligations under this Agreement without the prior written consent of the Council.

9.05 Governing Law

This Agreement is made and to be performed in the State of California, and as such, California substantive and procedural law shall apply. Venue for any litigation under this Agreement shall be in the County of San Mateo.

9.06 Headings

The section headings herein are for convenience only and are not to be construed as modifying or governing the language of this Agreement.

9.07 Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original and all of which shall constitute this Agreement.

9.08 No Third Party Beneficiaries

This Agreement and the obligations hereunder are not intended to benefit any party other than the Authority and its Members Agencies, except as expressly provided otherwise herein. No entity that is not a signatory to this Agreement shall have any rights or causes of action against any party to this Agreement as a result of that party's performance or non-performance under this Agreement, except as expressly provided otherwise herein.

9.09 Filing of Notice of Agreement

Within 30 days after the Effective Date, the Secretary shall cause to be filed with the Secretary of State the notice of Agreement required by the Act. Within 30 days after any amendment to this Agreement, the Secretary shall file the amendment with the Secretary of State.

9.10 Conflict of Interest Code

The Organization shall adopt a conflict of interest code as required by law. Member Agencies understand that representatives and alternate representatives are listed on the Organization's Conflict of Interest Code and will be responsible for filing a Form 700 with the Organization.

9.11 Indemnification

The Organization shall defend, indemnify and hold harmless each Member Agency (and each Member Agency's officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of the Organization or its officers, agents or employees.

Each Member Agency shall defend, indemnify and hold harmless the other Member Agencies (and their officers, agents, and employees) from any and all liability, including but not limited to claims, losses, suits, injuries, damages, costs and expenses (including attorney's fees,) arising from or as a result of any acts, errors or omissions of that party or its officers, agents or employees.

9.12 Dispute Resolution/Legal Proceedings

Disputes regarding the interpretation or application of any provision of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Member Agencies and/or the Organization.

9.13 Authorization to Enter Into Agreement

Each party warrants that the person signing this Agreement on its behalf is authorized to bind that party to this Agreement.

9.14 Confirmation of Jurisdictional Authority

By signing this Agreement, the Member Agencies retain all authority granted to them by the State and/or their respective Charters. The powers and/or authority granted pursuant to this Agreement shall in no way serve to limit or restrict an individual Member Agency's jurisdictional authority.

9.15 Participation Understanding

The Member Agencies understand that to facilitate proper emergency response, each public entity has an important role to play. By adopting this Agreement, the Member Agencies recognize the importance of that role. Descriptions of the activities that are expected of each Member Agency are contained in Attachment A to this Agreement. Attachment A may be modified by a majority of the Council at a meeting of the Organization.

(SIGNATURES ARE ON FOLLOWING PAGE)

IN WITNESS WHEREOF, each Member Agency has caused this Agreement to be executed and attested by its proper officers thereunto duly authorized, as follows:

Signatories	Resolution/Action Number	Date of Adoption
Atherton		
Belmont		
Brisbane		
Burlingame		
Colma		
Daly City		
East Palo Alto		
Foster City		
Half Moon Bay		
Hillsborough		
Menlo Park		
Millbrae		
Pacifica		
Portola Valley		
Redwood City		
San Bruno		
San Carlos		
San Mateo		
South San Francisco		
Woodside		
County of San Mateo		

ATTACHMENT A
SUPPLEMENTAL AGREEMENT

The following list of responsibilities was developed by a sub-committee of the Emergency Managers Association of San Mateo County. The determined need is to assure the Member Agencies meet the basic functional needs of the communities within San Mateo County during a disaster. To determine the readiness of Member Agencies to respond to an emergency, each Member Agency agrees to participate in an annual survey or other mechanism, developed by the EMA Policy & Continuity Working Group, to gather preparedness data from Member Agencies. An evaluation shall be presented to the Emergency Services Council as set forth in section 1.01 of this Supplemental Agreement.

Article I – MEMBER AGENCY RESPONSIBILITIES AND TRAINING

1.01 Emergency Preparedness and Planning Standards

The Member Agencies shall each accept primary responsibility for the readiness within their respective jurisdictions and development of disaster preparedness plans which shall be compatible with and complimentary to the area-wide emergency planning and organization, formulated pursuant to this Agreement. As such, each Member Agency agrees that it will adhere to current state and federal NIMS/SEMS requirements.

The Director will provide an annual evaluation of each Member Agency’s attainment towards the current State and federal NIMS/SEMS requirements, as well as assist the Member Agencies in working towards full compliance.

1.02 Information Reporting

Member Agencies of the Organization shall report on the agreed adopted standards, cited in Section 1.01 of this Supplemental Attachment, annually to the Director of the Office of Emergency Services, who will compile the information and report to the Council at its January meeting.

a. The following is an example of the type of information to be collected annually; other formats may be developed or used as needed. Adopt an Emergency Operations Plan and Annexes, review and update no less than every three years												
	City/Town	Percentage Complete										
1		0	10	20	30	40	50	60	70	80	90	100

b. Have a Local Hazard Mitigation Plan, internally reviewed annually and provide updates as required, and approved by FEMA. (Currently no less than every five years.												
	City/Town	Percentage Complete										
		0	10	20	30	40	50	60	70	80	90	100

c. Participate in the Operational Area Multi-year Training and Exercise Plan												
	City/Town	Percentage Complete										
		0	10	20	30	40	50	60	70	80	90	100

d. Adopt use of the Homeland Security Exercise and Evaluation Program (HSEEP)												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

e. Participate in meetings and activities including the Emergency Managers Association (EMA)												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

f. Participate in Training and Exercises												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

g. Prepare and maintain necessary plans and agreements to facilitate emergency sheltering												
City/Town	Percentage Complete											
	0	10	20	30	40	50	60	70	80	90	100	

1.03 Training and Exercises

A Training and Exercise Plan is a means to establishing a standard of readiness and initiates a basic knowledge and capability skill set. Full participation by Member Agency Emergency Managers and other Operational Area stakeholders is important to developing a multi-year training program. Training and exercise planning and development will be the responsibility of the EMA T&E Group to accommodate the needs of the stakeholders. Full commitment and participation by the Member Agencies and participating partners will also be recommended in at least one annual exercise, in some capacity, to ensure the preparedness level of our Operation Area. Further, Member Agencies agree to support the NIMS compliance of each of their jurisdictions.

1.04 Recommended Training for the Governing Bodies of Member Agencies

In an effort to ensure NIMS Compliance and a standardized understanding among Member Agencies, the following training curriculum, **is recommended for representatives of each Member Agencies' governing bodies:**

- a) 100: Introduction to ICS or equivalent
- b) FEMA IS 700.a: NIMS An Introduction
- c) ICS-402: Incident Command System (ICS) Overview for Executives/Senior Officials(G402)

1.05 Local Coordinator Responsibilities

All Member Agencies have adopted this Agreement with a commitment to engage in local and regional cooperative planning, coordination and delivery of services. Each Member Agency will provide local support via staff with primary and/or secondary responsibilities including, but not limited to the following:

- a) Management/Coordination of the Local Emergency Operations Center (EOC) – (functional and support services.)

- b) Provide liaison support to the County Emergency Operations Center (EOC) Director or his/her designee in emergency or disaster situations.
- c) Oversee the preparation and prepare and modify elements of the local Emergency Operations Plan and Disaster Recovery Plan to ensure compatibility with the Operational Area Emergency Operations Plan and Annexes.
- d) Develop relationships with representatives of local departments, public and private support and relief agencies, business, educational, homeowners' and other groups regarding emergency services; prepare specialized plans designed to meet the needs of various sections of the community.
- e) Prepare and disseminate training materials to ensure effective response in a disaster situation;
- f) Develop, train and maintain community engagement, through programs such as Community Emergency Response Team (CERT)
- g) Develop relationships with representatives of other emergency management and response agencies and organizations; review legislation, regulations and other documentation to ensure that the City is in compliance with such regulations and avail itself of all financial and other resources.
- h) Respond to the Emergency Operations Center when it is activated; ensure that appropriate documents are available at the center and provide liaison and coordinative support as required.

1.06 Operational Area District Coordinator Responsibilities

In addition to the roles and responsibilities identified in Section 4.09, The Director of Emergency Services will provide staff in direct support of the Local Coordinators. These Operational Area District Coordinators are not intended to replace local staff, as they do not have the required authority within local jurisdictions to operate as the primary coordinators. They will, however, provide the following services, which include but are not limited to:

- a) Develop, review and update emergency operations plans.
- b) Develop, review and update detailed standard operating procedures, checklists and resource documents.
- c) Compile data and prepare program papers and progress reports for the jurisdictions served.
- d) Compile and review jurisdictional data in support of the annual Standards Review.
- e) Support a Planning and Exercise Design Team as well as complete a 3-5 year Training and Exercise Program that is HSEEP compliant.
- f) Act as information, education and/or resource officer for the jurisdictions served.
- g) Speak to civic groups, clubs, and organizations to promote emergency services programs, encouraging public understanding and support. Notify local jurisdiction when appropriate.
- h) Work cooperatively with other office staff on area-wide projects and in training programs.
- i) Develop relationships with representatives of other emergency management and response agencies and organizations, review legislation, regulations and other documentation to ensure that the County is in compliance with such regulations and avail itself of all financial and other resources.



**CITY COUNCIL
REGULAR MEETING
DRAFT MINUTES**

Tuesday, August 26, 2014 at 7:00 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

7:00 P.M. REGULAR SESSION

Mayor Mueller called the meeting to order at 7:08 p.m. with all councilmembers present.

Mayor Mueller led the pledge of allegiance.

ANNOUNCEMENTS – None

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation

Mayor Mueller presented a proclamation to Police Chief Robert Jonsen ([attachment](#))

**A2. Presentation on Belle Haven Neighborhood Action Plan Update
([Staff report # 14-152](#))**

Staff presentation by Derek Schweigart, Assistant Community Services Director ([presentation](#)). Rachel Kaci, member of Belle Haven Community Development fund, provided information about the Belle Haven Mini-Grant program and Dennis Bower, spoke regarding the Public Safety Action Team.

Public Comment:

- Joellen McGruder expressed appreciation for Chief Jonsen, the Belle Haven community and staff's involvement with the improvements in the Belle Haven neighborhood
- Carolyn Clarke expressed appreciation for the improvements in the Belle Haven neighborhood and in opposition to recent liquor license application by neighborhood business
- Vicky Robledo expressed appreciation for the improvements in Belle Haven neighborhood

A3. Quarterly Update from San Mateo County Mosquito & Vector Control District Trustee

Presentation by Valentina Cogoni, Trustee and Brian Weber, Assistant Manager for San Mateo County Mosquito & Vector Control District Trustee ([presentation](#))

Council requests San Mateo County Mosquito & Vector Control District to return to a future City Council Meeting to recap information provided today regarding recent fogging, noticing and safety.

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Transportation Commission quarterly report on the status of their 2 Year Work Plan
Commission Chair Bianca Walser gave the report.

B2. Bicycle Commission quarterly report on the status of their 2 Year Work Plan
Commission Chair Bill Kirsch gave the report.

C. PUBLIC COMMENT #1

- Sheryl Bims provided pictures of ballast rocks stored by Caltrain along the Chilco corridor and requests Council to request Caltrain to remove the ballast rocks
- Joan Dentler introduced herself as the new field representative for Senator Jerry Hill and invited Council to Senator Jerry Hill's event in Los Altos on Sept. 5th ([handout](#))

D. CONSENT CALENDAR

D1. Waive the second reading and adopt Ordinance No. 1009 rezoning property located at 151 Commonwealth Drive and 164 Jefferson Drive
([Staff report # 14-156](#))

D2. Authorize the City Manager to enter into an agreement with West Coast Arborists, Inc. to provide annual tree maintenance services for five years with authorization to extend the contract for up to five additional years up to the budgeted amount each year ([Staff report # 14-155](#))

D3. Approve Resolution No. 6228 authorizing the annual destruction of records
([Staff report # 14-151](#))

Mayor Pro Tem Carlton commented briefly on Item D3 and suggested streamlining this process. Councilmember Cline also agreed with updating the policy.

D4. Waive the second reading and adopt Ordinance No. 1008 to amend Chapter 8.04 [Nuisances] of Title 8 [Peace, Safety and Morals] of the Menlo Park Municipal Code, to include payday lenders and auto title lenders as added nuisances
([Staff report # 14-157](#))

D5. Accept and appropriate the State of California, Department of Transportation Selective Traffic Enforcement Program (STEP) Grant PT1529, in the amount of \$85,000, and authorize the City Manager to execute all necessary agreements to conduct specified traffic enforcement operations ([Staff report # 14-131](#))

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

E. PUBLIC HEARING – None

F. REGULAR BUSINESS

- F1.** Adopt a resolution authorizing the installation of stop signs at the northerly and southerly ends of Wallea Drive at San Mateo Drive (continued from May 6th meeting) ([Staff report # 14-154](#)) ([presentation/powerpoint](#))

Public Comment:

- Robert Caletti spoke in opposition of stop signs on Wallea Drive and suggested either installing a stop sign on San Mateo Drive or a yield sign on Wallea Drive
- Judy Caletti spoke in opposition of stop signs on Wallea Drive and in favor of stops signs on San Mateo Drive instead
- Catherine McMillan spoke in support of the installation of stop signs on Wallea Drive
- Lyn Masbou spoke in opposition of stop signs on Wallea Drive and in favor of stops signs on San Mateo Drive instead
- JP Masbou spoke in opposition of stop signs on Wallea Drive and suggested installing warning signs on San Mateo Drive instead
- Greg McMillan spoke in support of the installation of stop signs on Wallea Drive
- Elias Blawie spoke in opposition of any traffic signs on the northernly side of Wallea Drive and in favor of yield signs instead of stop signs on the southerly side of Wallea Drive

ACTION: Motion and second (Ohtaki/Cline) to adopt **Resolution No. 6229** authorizing the installation of yield sign at the northerly and southerly ends of Wallea at San Mateo Drive and bike crossing signs on San Mateo Drive passes 3-2 (Carlton and Mueller dissent).

- F2.** Adopt an urgency ordinance to implement the State Water Resources Control Board's emergency mandatory regulations for water conservation; adopt a resolution to establish a Water Conservation Plan; introduce an ordinance to continue the mandatory regulations upon expiration of the urgency ordinance; and approve a new Environmental Programs Specialist position and outreach program in the amount of \$155,000 to be covered by the water fund ([Staff report # 14-158](#))

Staff presentation by Jesse Quirion, Interim Public Works Director ([presentation](#))

Public Comment:

- Carolyn Dorsch spoke in support of an outreach program and against an urgency ordinance
- Michael Yantos spoke in opposition of a 30% conservation requirement for all Menlo Park residents and suggested to allow those residents that are already conserving a lower percentage of 20%
- Elias Blawie asked for clarification whether the Ordinance was for all three water agencies and where funding comes from for the City's water fund.

ACTION: Motion and second (Keith/Carlton) taking the following actions passes unanimously:

1. Adopt an urgency **Ordinance No. 1010** to:
 - a) Enact chapter 7.35 of the Menlo Park Municipal Code allowing City Council to adopt by resolution a Water Conservation Plan consistent with any emergency water regulations adopted by the State Water Resources Control Board (SWRCB) or drought-related actions imposed by the San Francisco Public Utilities Commission (SFPUC).
 - b) Suspend Chapter 7.34 on Water Rationing (Ordinance 821) to the extent it is inconsistent with Chapter 7.35.
 - c) Suspend Chapter 7.38 on Water Conservation (Ordinance 849) to the extent it is inconsistent with Chapter 7.35.
2. Adopt **Resolution No. 6230** to establish a Water Conservation Plan that will implement Stage 3 of the City's WSCP and the additional requirements of the new SWRCB regulations.
3. Introduce an ordinance to continue implementing the SWRCB's regulations upon expiration of the urgency ordinance.
4. Staff to explore other water conservation outreach program staffing options and bring their recommendation to the next City Council meeting on September 9th.

F3. Authorize the City Manager to apply for restoration funding with the Department of Education to reinstate full-day child care services in Room Four at the Belle Haven Child Development Center and approve 1.25 additional FTEs at a net cost of \$16,384 for fiscal year 2014-15 to staff the room ([Staff report # 14-153](#))
Presentation by Community Services Director Cherise Brandell ([presentation](#))

ACTION: Motion and second (Keith/Carlton) to apply for restoration funding with the Department of Education to reinstate full-day child care services in Room Four at the Belle Haven Child Development Center and approve 1.25 additional FTEs at a net cost of \$16,384 for fiscal year 2014-15 to staff the room passes unanimously

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS – None

J. COUNCILMEMBER REPORTS

Councilmember Keith reported on her participation in Tour De Menlo.
Councilmember Ohtaki reported on the General Plan Advisory Committee meeting.

K. PUBLIC COMMENT #2 – None

L. ADJOURNMENT

This meeting was adjourned at 11:18 p.m.

Nicole Mariano
Deputy City Clerk



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

**Tuesday, September 09, 2014 at 6:00 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025**

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Mayor Mueller called Closed Session to order with all members present.

There was no public comment.

CL1. Closed session pursuant to Government Code Section 54956.8 regarding real property negotiations (2 matters):

Property: 1175 & 1177 Willow Road, Menlo Park

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

Negotiating Parties: City of Menlo Park and Church of the Pioneers Foundation

Under Negotiation: Price and terms of potential acquisition

Property: 1000 El Camino Real, Menlo Park

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

Negotiating Parties: City of Menlo Park (owner) and MPOC Investors, LLC (ground lessee)

Under Negotiation: Extension and amendment of existing lease including rent and other terms

7:00 P.M. REGULAR SESSION

Mayor Mueller called the meeting to order at 7:08 p.m. with all members present.

Mayor Mueller led the pledge of allegiance.

ANNOUNCEMENTS – None

A. PRESENTATIONS AND PROCLAMATIONS

A1. Proclamation recognizing Adult Literacy Awareness Month

Video titled, “Together, California Reads -- 30 Years of Library Literacy” by the California Library Literacy Services was shown. Proclamation was presented by Mayor

Mueller to Roberta Roth, Literacy Program Manager and Project Read tutors and students. ([video link](#)) ([proclamation](#)) ([handout](#))

A2. Proclamation recognizing Yuhui Chen, owner of SBM Fitness
Mayor Mueller presented the proclamation to Yuhui Chen. ([proclamation](#))

A3. Proclamations recognizing the local businesses that participated in the Downtown Family Fitness Extravaganza
Mayor Mueller presented the proclamations to the following local businesses that were present: Peter Buhl with Bee Line Bikes and Steve Marra, Menlo Swim and Sport

A4. Presentation by Menlo Swim and Sport and the Boys and Girls Water Polo Team
Mayor Mueller presented commendations to Brenda Villa, Head Water Polo Pro and the Menlo Mavericks Water Polo Team.

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

REPORT FROM CLOSED SESSION

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

C. PUBLIC COMMENT #1

Public Comment:

- John Boyle with Menlo Park Deserves Better spoke in opposition to Measure M and listed several community members opposed to Measure M. ([handout](#)).
- Elias Blawie spoke regarding oral communications and the thirty minute limitation, and also regarding the late timing of the public comment at the previous City Council meeting.
- Dr. Uzi Bar-Gadda spoke in support of stop signs on Monte Rosa which is agendaed on the Consent Calendar as D7.

D. CONSENT CALENDAR

D1. Authorize the City Manager to approve a contract with ICF International in the amount of \$206,698 and future augments as may be necessary to complete the environmental review for the 1300 El Camino Real Project ([Staff report # 14-164](#)) –
Pulled from Consent

D2. Approve a memorandum of understanding with the Menlo Park Fire District regarding the installation and use of police communications equipment at District Fire Stations 1, 2, and 4, and authorize the City Manager to sign the agreement ([Staff report # 14-160](#))

D3. Authorize the Public Works Director to accept the work performed by CB&I to remove and replace the landfill gas flare at Bedwell Bayfront Park

[\(Staff report # 14-161\)](#)

- D4.** Authorize the Public Works Director to accept the work performed by American Air Conditioning, Plumbing, and Heating for the Menlo Park Public Library Boiler Replacement Project ([Staff report # 14-162](#))
- D5.** Approve an encroachment agreement with MCImetro Access Transmission Services LLC to install fiber optic network facilities within the public right-of-way ([Staff report # 14-163](#)) – **Pulled from Consent**
- D6.** Adopt an amended resolution no. 6231 of intention to abandon a public utility and emergency access easements within the property at 721 – 851 Hamilton Avenue ([Staff report # 14-165](#))
- D7.** Adopt a resolution authorizing the installation of stop signs on Monte Rosa Drive at Eastridge Avenue (continued from August 19th meeting) ([Staff report # 14-137](#)) – **Pulled from Consent**
- D8.** Waive the second reading and adopt an ordinance to continue implementing the State Water Resources Control Board's Mandatory regulations upon expiration of the urgency ordinance which was adopted on August 26, 2014 ([Staff report # 14-166](#))
- D9.** Approve a resolution making findings necessary to authorize an energy services contract for power purchase agreements (PPA) at the Arrillaga Gymnasium, Arrillaga Gymnastics Center, Onetta Harris Center, and City Corporation Yard; authorize the City Attorney to finalize the agreement and authorize the City Manager to execute the agreement; and amend the existing consulting contract with Optony, Inc. to include construction management services ([Staff report # 14-168](#)) – **continued to October 7th meeting**

Mayor Mueller stated staff requested Item D9, Energy Services Contract, be pulled and continued as a Public Hearing item at the Oct. 7th City Council meeting.

Councilmember Cline requested item D7 be pulled from the Consent Calendar for further discussion

Mayor Pro Tem Carlton requested item D5 be pulled from the Consent Calendar for further discussion

Councilmember Ohtaki requested item D1 be pulled from the Consent Calendar for further discussion.

ACTION: Motion and second (Cline/Carlton) to approve items D2, D3, D4, D6, and D8 on the Consent Calendar passes unanimously.

D1. Authorize the City Manager to approve a contract with ICF International in the amount of \$206,698 and future augments as may be necessary to complete the environmental review for the 1300 El Camino Real Project

Staff responded to City Council questions regarding W-Trans traffic analysis, CEQA review, specifics of Environmental Impact Report, letter from Department of Transportation, and adding an interim step for Council to comment on Draft Environmental Impact Report.

ACTION: Motion and second (Ohtaki/Carlton) to approve a contract with ICF International in the amount of \$206,698 and future augments as may be necessary to complete the environmental review for the 1300 El Camino Real Project with friendly amendment requesting staff to schedule an interim step to provide City Council opportunity to comment on Draft Environmental Impact Report before its release passes unanimously.

D5. Approve an encroachment agreement with MCImetro Access Transmission Services LLC to install fiber optic network facilities within the public right-of-way

Staff responded to City Council question regarding State mandate requirement to bring encroachment agreements before Council for approval.

ACTION: Motion and second (Cline/Ohtaki) to approve an encroachment agreement with MCImetro Access Transmission Services LLC to install fiber optic network facilities within the public right-of-way passes unanimously.

D7. Adopt a resolution authorizing the installation of stop signs on Monte Rosa Drive at Eastridge Avenue (continued from August 19th meeting)

Public Comment:

- Hersha Miller spoke in support of installing stop signs on Monte Rosa Drive
- Steve Koblick spoke in support of installing four-way stop signs on Monte Rosa Drive at Eastridge Avenue

Mayor Pro Tem Carlton provided her report from meeting with the Home Owners Association and members of the community

ACTION: Motion and second (Cline/Keith) to adopt **Resolution no. 6232** authorizing the installation of stop signs on Monte Rosa Drive at Eastridge Avenue passes unanimously.

E. PUBLIC HEARING – None

F. REGULAR BUSINESS

- F1.** Appropriate \$57,000 from the Water Fund to implement a Menlo Park Municipal Water District outreach program to meet the State Water Resources Control Board's emergency mandatory regulations for water conservation
([Staff report # 14-167](#))

Public Comment:

- Dr. James Rytuba spoke regarding the negative effect the drought has on trees and recommends water conservation flyers to include information on trees need for water.
- Roxanne Borapaugh spoke in opposition of robocalls and paper brochures as part of the outreach program and suggest asking local golf course to conserve water.

ACTION: Motion and second (Keith/Cline) to appropriate \$45,000 instead of \$57,000 from the Water Fund to implement a Menlo Park Municipal Water District outreach program to meet the State Water Resources Control Board's emergency mandatory regulations for water conservation passes unanimously.

There was consensus by City Council for staff to remove robocalls from the outreach program.

- F2.** Adopt a resolution to authorize a loan to MidPen Housing for up to \$3.2 million for affordable housing at 1200 block of Willow Road as affordable senior housing and authorize the renegotiation of terms of the existing \$4.02 million loan
([Staff report # 14-171](#))

Lilli Lew-Hailer, Mid-Pen Housing Director of Housing and Development made a presentation ([presentation](#))

Public Comment:

- Wynn Grcich spoke regarding low income housing and the need for senior housing. She read from a book called Behind the Green Mask by Rosa Korie.
- Elias Blawie spoke in support of the first amendment of the Constitution and spoke in opposition to the previous public comment. He also spoke in support of low income housing and in support of the project.

ACTION: Motion and second (Cline/Carlton) to adopt **Resolution No. 6233** to authorize a loan to MidPen Housing for up to \$3.2 million for affordable housing at 1200 block of Willow Road as affordable senior housing and authorize the renegotiation of terms of the existing \$4.02 million loan passes unanimously.

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

11. Draft update of General Fund Reserve Policy incorporating reserve for pension costs ([Staff report # 14-159](#))

There was no staff presentation or Council questions on this item.

12. Economic Development quarterly update ([Staff report # 14-169](#))

There was no staff presentation or Council questions on this item.

Public Comment:

- Elias Blawie spoke in opposition to the quarterly update newsletter, specifically the sections covering M-2. ([handout](#))

At this point, City Attorney McClure recused himself from hearing this item due to a conflict of interest that his business office is in proximity to the location that is the subject of this item.

13. Lisa Wise Consulting Inc. response to documents authored and commissioned by supporters of the Save Menlo group critiquing the ballot measure impact analysis ([Staff report # 14-170](#))

There was no staff presentation. Consultant Lisa Wise answered questions for City Council.

At this point, City Attorney McClure returned to the Council Chambers.

J. COUNCILMEMBER REPORTS – None

K. PUBLIC COMMENT #2

Public Comment:

- Michael Francois spoke about status of water restrictions in other local cities and referred to excerpt from book titled Behind the Green Mask by Rosa Korie regarding redevelopment. ([handout](#))
- Wynn Grcich spoke about upcoming global march against chem trails on September 27, 2014, the website www.geoengineeringwatch.org, and YouTube video about weather weapons.

L. ADJOURNMENT

This meeting was adjourned at 9:43 p.m.

Nicole Mariano
Deputy City Clerk



**CITY COUNCIL
SPECIAL MEETING
DRAFT MINUTES**

**Tuesday, September 16, 2014 at 6:00 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025**

Mayor Mueller called the meeting to order at 6:10 p.m. with Mayor Pro Tem Carlton and Councilmember Ohtaki present

Mayor Mueller led the pledge of allegiance.

Public Comment:

- Vicky Robledo spoke regarding to the impact of increased traffic and asked Council to look into other options for affordable housing and ways to divert traffic from Newbridge.
- Andy Westall, spoke in support of current residents of properties and asked the City Council to allow the current residents to stay there. He also spoke regarding the increase in traffic in the area.

SPECIAL BUSINESS

- Consider adoption of a Resolution approving purchase of two duplex properties (total of 4 units) located at 1175 and 1177 Willow Road, Menlo Park, California from Church of the Pioneers Foundation, for a total of \$1.125 million, ratifying the Residential Income Property Purchase Agreement and Joint Escrow Instructions, appropriating \$1.150 million for the purchase of the property from the Below Market Rate Fund, and authorizing the City Manager or Assistant City Manager to accept the Grant Deed for the property and to execute any other documents necessary to complete such purchase ([Staff report #14-172](#))

The Council took a brief recess at 6:17 p.m. to allow time for remaining Council members to arrive.

Councilmember Cline and Councilmember Keith arrived at 6:18pm.

Meeting reconvened at 6:19pm.

ACTION: Motion and second (Keith/Cline) to adopt **Resolution No. 6234** approving purchase of two duplex properties (total of 4 units) located at 1175 and 1177 Willow Road, Menlo Park, California from Church of the Pioneers Foundation, for a total of \$1.125 million, ratifying the Residential Income Property Purchase Agreement and Joint Escrow Instructions, appropriating \$1.150 million for the purchase of the property from the Below Market Rate Fund and authorizing the City Manager or Assistant City Manager to accept the Grant Deed for the property and to execute any other documents necessary to complete such purchase passes 4-1 (Mueller dissents)

COUNCILMEMBER REPORTS

- Report Out from Subcommittee on International Friendship Agreements and/or Sister City Agreements

Mayor Mueller proposes to bring forward at a future council meeting a one year agreement of cultural exchanges between the City of Menlo Park and select other cities.

Mayor Mueller announced that delegates from China will be visiting Menlo Park on October 17th, 2014.

ADJOURNMENT at 7:05 p.m.

Nicole Mariano
Deputy City Clerk

DRAFT



**CITY COUNCIL
SPECIAL MEETING **DRAFT** MINUTES**

**Tuesday, December 09, 2014 at 6:00 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025**

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Mayor Carlton called the Closed Session to order at 6:00 p.m. Mayor Pro Tem Cline arrived at 6:20 p.m.

There was no Public Comment on this item.

CL1. Closed Session pursuant to Government Code Section §54957.6 to conference with labor negotiators regarding labor negotiations with the Police Officers Association (POA), Police Sergeant Association (PSA), American Federation of State, County Municipal Employees (AFSCME), 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, Charles Sakai, Labor Attorney, and Isabel Saffie, Special Counsel

7:00 P.M. JOINT STUDY SESSION WITH PLANNING COMMISSION

Mayor Carlton called the joint study session to order at 7:05 p.m. All Councilmembers were present. Planning Commissioners Bressler, Combs, Eiref, Kadvany and Strehl were present. Commissioners Onken and Ferrick were absent.

Mayor Carlton led the pledge of allegiance.

REPORT FROM CLOSED SESSION

No reportable action was taken by Council during the Closed Session held earlier this evening.

SS. STUDY SESSION

SS1. Review and Provide General Direction on 1) the draft Guiding Principles for ConnectMenlo and 2) the Potential General Plan Land Use Alternatives to be Considered at Upcoming Community Workshop
([Staff report #14-200](#))([presentation](#))

Charlie Knox of Placeworks gave a presentation.

Public Comment:

- Ann Draper spoke regarding sea level and tidal flooding in the M2 area
- Andrew Barnes spoke regarding the need to have best practices and processes in place to be able to deliver the goals of the economic development plans
- Harold Schapelhouman spoke regarding the need to incorporate emergency services into the guiding principles
- Adina Levin spoke regarding complete neighborhoods, public benefit and the jobs-housing balance
- Maya Perkins spoke regarding the timeframe of the process and the importance of public input, code enforcement for a healthy community, corporate contribution and access to the neighborhood service center

Discussion ensued regarding revisions to the guiding principles

B. REGULAR BUSINESS – *Action by City Council only*

B1. Acceptance of Guiding Principles for ConnectMenlo ([Staff report #14-200](#))

Public Comment:

- Adina Levin spoke regarding specifics of the guiding principles

Council action on this item is continued to the meeting of December 16, 2014.

ADJOURNMENT at 10:44 p.m.

Pamela Aguilar
City Clerk



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

**Tuesday, December 16, 2014 at 6:00 PM
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025**

6:00 P.M. CLOSED SESSION (1st floor Council Conference Room, Administration Building)

Mayor Carlton called the Closed Session to order at 6:00 p.m.

Public Comment on this item will be taken prior to adjourning to Closed Session

CL1. Closed Session pursuant to Government Code Section §54957.6 to conference with labor negotiators regarding labor negotiations with the Police Sergeant Association (PSA)

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

7:00 P.M. REGULAR SESSION

Mayor Carlton called the meeting to order at 7:24 p.m. All Councilmembers were present.

Mayor Carlton led the pledge of allegiance.

REPORT FROM CLOSED SESSION

No reportable action was taken by the Council during the Closed Session held earlier this evening.

A. PROCLAMATIONS AND PRESENTATIONS - None

B. COMMISSION/COMMITTEE VACANCIES, APPOINTMENTS AND REPORTS

B1. Bicycle Commission quarterly report on the status of their 2 Year Work Plan
Commission Chair Bill Kirsch gave the report. He presented a vulnerable users, anti-harassment ordinance for consideration (*handout*).

B2. Environmental Quality Commission quarterly report on the status of their 2 Year Work Plan
Commission Chair Scott Marshall gave the report.

B3. Transportation Commission quarterly report on the status of their 2 Year Work Plan
There was no report this evening. This item is continued to a future meeting.

B4. Library Commission quarterly report on the status of their 2 Year Work Plan
Commissioner Alaina Sloo gave the report.

C. PUBLIC COMMENT #1

- Clem Molony spoke regarding Consent Calendar item D2, the CAFR, and asked Council to consider investing more in Planning and Economic Development staffing
- Kate Comfort Harr presented the Council with HIP Housing's 2015 calendar
- Henry Riggs spoke regarding a downtown parking structure, cross-town connectivity, traffic management and architectural character

D. CONSENT CALENDAR

Councilmember Ohtaki requested item D2 be pulled, and Councilmember Cline requested item D11 be pulled for further discussion.

- D1.** Review the annual report on the status of the transportation impact, storm drainage, recreation in-lieu, and building construction road impact fees collected as of June 30, 2014, and make findings regarding funds collected but not expended ([Staff Report #14-201](#))
- D2.** Receive and file the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014 ([Staff Report #14-204](#))
- D3.** Adopt **Resolution 6243** to become a member agency of CSAC Excess Insurance Authority ([Staff Report #14-213](#))
- D4.** Approve the annual report of the Below Market Rate (BMR) Housing Program, including the status of the BMR in-lieu fees collected as of June 30, 2014, in accordance with Government Code Section 66000 et. seq. and approve redesignation of the remaining Purchase Assistance Loan (PAL) funds and Habitat for Humanity funds to the 2015 Notice of Fund Availability (NOFA) process ([Staff Report #14-207](#))
- D5.** Adopt **Resolution 6244** approving the City Council subcommittee recommendations regarding the 2014-15 Community Funding allocation ([Staff Report #14-205](#))
- D6.** Authorize the City Manager to enter into a contract with AV Consulting in amount not to exceed \$38,880 for facilitation, youth and family support, and community building in the Belle Haven neighborhood for October 2014 – June 30, 2015 ([Staff Report #14-206](#))
- D7.** Adopt **Resolution 6245** authorizing the installation of “No Parking” Zone, on the north side of Santa Cruz Avenue, east of the St. Raymond’s School/Church driveway ([Staff Report #14-211](#))
- D8.** Authorize the City Manager to enter into an agreement with Cal-West Lighting & Signal Maintenance to provide maintenance services and authorize an option to renew the contract annually for up to four additional years ([Staff Report #14-209](#))
- D9.** Authorize the City Manager to enter into an agreement with Roberts & Brune Company to provide water parts and supplies and authorize the option to renew the contract annually for up to five years ([Staff Report #14-210](#))
- D10.** Authorize the City Manager to amend an agreement with Hello Housing and appropriate \$50,000 from the Below Market Rate Housing fund ([Staff Report #14-208](#))

D11. Accept Council minutes for the meetings of November 18 and December 2, 2014 ([Attachment](#))

ACTION: Motion and second (Ohtaki/Cline) to approve all items on the Consent Calendar, *except D2 and D11*, passes unanimously.

ACTION: Motion and second (Ohtaki/Cline) to receive and file the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2014 passes unanimously.

ACTION: Motion and second (Cline/Ohtaki) to accept the Council minutes for the meeting of December 2, 2014 passes unanimously.

ACTION: Motion and second (Ohtaki/Keith) to accept the Council minutes for the meeting of November 18, 2014 passes 4-0-1 (Cline abstains). Councilmember Cline noted that he was not present during the November 18th Council meeting.

E. PUBLIC HEARING – None

F. REGULAR BUSINESS

F1. Consider approval of the terms of an agreement between the City of Menlo Park and the Menlo Park Police Officers' Association ([Staff Report #14-202](#))
No report was given. Human Resources Director Gina Donnelly was available for questions.

ACTION: Motion and second (Cline/Ohtaki) to approve the terms of an agreement between the City of Menlo Park and the Menlo Park Police Officers' Association passes 4-1 (Keith dissents)

At this point, Mayor Carlton called **Item F5** out of order.

F5. Accept the Guiding Principles for ConnectMenlo (General Plan and M-2 Area Zoning Update) ([Staff Report #14-218](#))

Assistant Community Development Director Justin Murphy introduced the item. Charlie Knox of Placeworks was available for questions.

Council discussion ensued regarding revisions to the guiding principles.

Public Comment:

- Vicky Robel spoke regarding quality of life and cut through traffic in the Belle Haven neighborhood
- Maya Perkins spoke regarding biking and walking paths and public transportation

ACTION: Motion and second (Ohtaki/Keith) to accept the Guiding Principles for ConnectMenlo as revised passes unanimously ([attachment](#))

At this point, Mayor Carlton called **Item SS1** out of order.

SS. STUDY SESSION

SS1. Review and provide general direction on the draft goals for the Economic Development Plan Update ([Staff Report #14-220](#))([presentation](#))

Economic Development Manager Jim Cogan introduced the item.

The City Council received a presentation from staff and Consultant Michael Yarne of Up Urban regarding the update to the Economic Development Plan. The Council affirmed the Economic Development Plan's goals and prioritized strategies for capturing cut-through traffic and developing additional destination retail opportunities. Recognizing the importance of the Innovation Sector to Menlo Park, the Council also prioritized strategies that will allow the City to accommodate innovation companies at all stages of their development.

Public Comment:

- Maya Perkins conveyed her support and appreciation for the economic development plans

F2. Approve the annual City Council meeting calendar for 2015 ([Staff Report #14-215](#))
No report was given. City Clerk Pam Aguilar introduced the item.

Council discussion ensued regarding revisions to the calendar.

ACTION: Motion and second (Cline/Ohtaki) to approve the annual City Council meeting calendar for 2015 as revised passes unanimously ([attachment](#))

F3. Appoint City Council representatives and alternates to various regional agencies and as liaisons to City advisory bodies and Council subcommittees ([Staff Report #14-214](#))
No report was given. City Clerk Pam Aguilar introduced the item.

ACTION: Appointments were made as outlined in Exhibit A [attached](#) to the minutes

F4. Discuss recommendations for various seats on regional boards to be voted on at the City Selection committee meeting on December 19, 2014 ([Staff Report #14-216](#))
No report was given. City Clerk Pam Aguilar introduced the item.

ACTION: Council voted to recommend the following candidates for the corresponding regional vacancies:

- Bay Area Air Quality Management District (BAAQMD) – Kirsten Keith
- San Mateo County Transit District (SamTrans), Central Cities – Wayne Lee
- San Mateo County Transportation Authority (SMCTA), Central Cities – Terry Nagel

G. CITY MANAGER'S REPORT – None

H. WRITTEN COMMUNICATION – None

I. INFORMATIONAL ITEMS

No reports were given. Staff was available for questions.

I1. Consider rescinding Menlo Park Municipal Code 2.04.120 regarding schedule of Council reorganization ([Staff Report #14-217](#))

I2. Update on the El Camino Real/Downtown Specific Plan Proportionate Cost-Sharing Program Study ([Staff Report #14-212](#))

I3. Status of the Capital Improvement Program ([Staff Report #14-219](#))

J. COUNCILMEMBER REPORTS

- Councilmember Keith reported on the Rail Committee meeting and the EIR and the Dumbarton Rail Policy Advisory Committee.

- Councilmember Ohtaki thanked staff, specifically Jesse Quirion, Brian Henry & City Manager McIntyre for providing updates on the creek during last week's storm.
- Mayor Carlton reported on the creation and sale of Menlo Park tree logo necklaces. She stated all proceeds will be used to fund the planting of more trees in the City and that the group Trees for Menlo will be involved.

K. PUBLIC COMMENT #2 - None

L. ADJOURNMENT at 11:24 p.m.

Pamela Aguilar
City Clerk

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CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES 2015

NAME OF REGIONAL COMMITTEE	REGULAR	ALTERNATE
Airport Community Roundtable	Peter Ohtaki	Rich Cline
Association of Bay Area Governments (ABAG)	Mayor Carlton	Mayor Pro Tem Cline
Caltrain Modernization Local Policy Group	Rich Cline	Kirsten Keith
City/County Association of Governments of San Mateo Cou	Kirsten Keith	Catherine Carlton
County of Santa Clara Community Resources Group for Stanford University	Peter Ohtaki	Kirsten Keith
Dumbarton Rail Policy Committee	Kirsten Keith	Rich Cline
Emergency Services Council (San Mateo County JPA)	Ray Mueller	Catherine Carlton
Facebook Community Fund	Ray Mueller	
Grand Boulevard Task Force	Kirsten Keith	Peter Ohtaki
League of California Cities (Peninsula Division)	Catherine Carlton	Kirsten Keith
Menlo Park Chamber of Commerce / City Liaison Position	Catherine Carlton	Rich Cline
Peninsula Cities Consortium (PCC)	Rich Cline	Kirsten Keith
2020 Peninsula Gateway Corridor Study Policy Committee	Catherine Carlton	Ray Mueller
San Francisquito Joint Powers Authority	Kirsten Keith	Ray Mueller
San Mateo Council of Cities	Mayor	Vice Mayor and then by Council seniority
South Bayside Waste Management Authority Joint Powers Authority	Catherine Carlton	Peter Ohtaki
LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE		
Voting Delegate	Mayor	
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority	
COUNCIL OF CITIES - CITY SELECTION COMMITTEE		
Voting Delegate	Mayor	
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority	
CITY COUNCIL LIAISONS TO THE CITY'S ADVISORY BODIES		
Bicycle Commission	Kirsten Keith	Not Needed
Environmental Quality Commission	Ray Mueller	Not Needed
Finance and Audit Committee	Catherine Carlton 1 YEAR; expires December 2015	Rich Cline 2 YEARS; expires December 2016
General Plan Advisory Committee	Ray Mueller	Peter Ohtaki
Housing Commission	Peter Ohtaki	Not Needed
Library Commission	Ray Mueller	Not Needed
Parks and Recreation Commission	Rich Cline	Not Needed
Planning Commission	Catherine Carlton	Not Needed
Transportation Commission	Ray Mueller	Not Needed
CITY COUNCIL SUB-COMMITTEES		
Community Grant Funding - Typically meets in October and/or November if needed	Catherine Carlton	Ray Mueller
Emergency Operations	Peter Ohtaki	Catherine Carlton
Rail Committee (Meets as needed)	Rich Cline	Kirsten Keith
Menlo Park Fire District (Meets as needed)	Catherine Carlton	Peter Ohtaki
Menlo Park School Districts (Liaisons)	Mayor	Mayor Pro Tem
Economic Development (Meets as needed)	Ray Mueller	Catherine Carlton
International Friendship Agreements and/or Sister City Agreements subcommittee	Ray Mueller	Catherine Carlton
Stanford Parcel Negotiation Subcommittee	Rich Cline	Kirsten Keith

AD HOC COMMITTEES

SRI Development Agreement

Kirsten Keith

Catherine Carlton

ROSTER OF ASSIGNMENTS 2014

CITY COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES 2015		
NAME OF REGIONAL COMMITTEE	REGULAR	ALTERNATE
Airport Community Roundtable	Peter Ohtaki	Rich Cline
Association of Bay Area Governments (ABAG)	Mayor Carlton	Mayor Pro Tem Cline
Caltrain Modernization Local Policy Group	Rich Cline	Kirsten Keith
City/County Association of Governments of San Mateo County (C/CAG)	Kirsten Keith	Catherine Carlton
County of Santa Clara Community Resources Group for Stanford University	Peter Ohtaki	Kirsten Keith
Dumbarton Rail Policy Committee	Kirsten Keith	Rich Cline
Emergency Services Council (San Mateo County JPA)	Ray Mueller	Catherine Carlton
Facebook Community Fund	Ray Mueller	
Grand Boulevard Task Force	Kirsten Keith	Peter Ohtaki
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Menlo Park Chamber of Commerce / City Liaison Position	Catherine Carlton	Rich Cline
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San Mateo Council of Cities	Mayor	Vice Mayor and then by Council seniority
South Bayside Waste Management Authority Joint Powers Authority	Catherine Carlton	Peter Ohtaki
LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE		
Voting Delegate	Mayor	
Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority	
COUNCIL OF CITIES - CITY SELECTION COMMITTEE		
Voting Delegate	Mayor	

ROSTER OF ASSIGNMENTS 2014

Voting Alternate	Mayor Pro Tem, then each Councilmember by seniority
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ROSTER OF ASSIGNMENTS 2014

CITY COUNCIL LIAISONS TO THE CITY'S ADVISORY BODIES		
Bicycle Commission	Kirsten Keith	Not Needed
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AD HOC COMMITTEES		
SRI Development Agreement	Kirsten Keith	Catherine Carlton

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COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: January 13, 2015

Staff Report #: 15-007

PUBLIC HEARING:

Consider the Land Use Entitlements for the demolition of an existing Fire Station (Station 6) and single-family residence, construction of a new Fire Station and Vehicle Display Building, and relocation of an existing Carriage House from 300 Middlefield Road to the subject site, located at 700 Oak Grove Avenue and 1231 Hoover Street, including a request for a General Plan amendment, rezoning, zoning ordinance text amendment, use permit, architectural control, lot merger, sign review, heritage tree removal permit, and mitigated negative declaration

RECOMMENDATION

Staff recommends that the City Council concur with the recommendations of the Planning Commission to take the following actions:

1. **Adopt a Resolution to Adopt the Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program**, which evaluates the potential environmental impacts pursuant to California Environmental Quality Act (CEQA) and which establishes responsibility and timing for implementation of all required mitigation measures (Attachment I);
2. **Adopt a Resolution Approving the General Plan Amendment**, to amend the site's General Plan land use designations from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities (Attachment E);
3. **Adopt an Ordinance Approving the Rezoning**, to change the site's zoning designation from the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) districts to P-F (Public Facilities) district, to allow the proposed use of the subject site to be more consistent with the appropriate zoning designation (Attachment F);
4. **Adopt an Ordinance Approving the Zoning Ordinance Text Amendment**, to allow the maximum allowable Floor Area Ratio (FAR) to exceed 30 percent, up to a maximum of 60 percent on sites with a lot area of two acres or less, in the P-F zoning district, subject to obtaining a use permit (Attachment G);

5. **Make Findings and Approve the Use Permit**, to allow the fire station use, proposed FAR of approximately 59 percent, and the use and storage of hazardous materials;
6. **Make Findings and Approve the Architectural Control**, to review the design of the new buildings and site improvements;
7. **Make Findings and Approve the Lot Merger**, to merge two parcels into one parcel;
8. **Make Findings and Approve the Sign Review**, to allow a comprehensive sign program for a fire station, including two signs on each individual street frontage; and,
9. **Adopt a Resolution Approving the Heritage Tree Removal Permits**, to allow the removal of two heritage trees (Attachment H).

If the Council votes to approve the project on January 13, 2015, then the second reading of the ordinances for the rezoning and Zoning Ordinance text amendment would be scheduled to occur on January 27, 2015. The Ordinances would go into effect 30 days thereafter. A set of the project plans are in Attachment B. The full recommended actions are included as Attachment C, and the recommended conditions of approval are included as Attachment D.

POLICY ISSUES

The primary policy issues associated with the project are the proposed changes to the subject site's General Plan and Zoning designations, and the proposed Zoning Ordinance text amendment to allow a higher FAR for sites that are two acres or less in the P-F district. As discussed in more detail in the Analysis section, staff believes that the proposed changes to the site's General Plan and Zoning designations would make the land use designations consistent with the proposed use of the site. The proposed Zoning Ordinance text amendment would allow greater flexibility for the development of public facilities on smaller sites, which have needs and site constraints that are uniquely different from other development.

BACKGROUND

In 1953, the Planning Commission approved a use permit to allow a fire station to be developed at 700 Oak Grove Avenue. Fire Station 6 currently consists of a single-story building with two apparatus bays taking access from Oak Grove Avenue. A two-story single-family residence to the rear of the fire station at 1231 Hoover Street was acquired by the Fire District in 2008, and currently provides living quarters for the firefighters. The station currently serves the greater downtown area. The Fire District is seeking to replace

this station with a more modern facility that would better serve the District's needs, including improving the site's circulation and overall functionality.

Planning Commission Review

On February 4, 2013, the Planning Commission conducted a study session to provide input and direction to staff and the applicant on the proposal for the construction of a new fire station and associated site improvements at the project site. The Planning Commission was generally supportive of the proposed project and provided guidance on the development proposal. Following the Planning Commission study session, the applicant worked to refine the project to address concerns from the Planning Commission, adjacent property owners, and staff.

On December 15, 2014, the Planning Commission held a public hearing to consider recommendations on the actions required for project approval. After considering public comments and project documents, including the Mitigated Negative Declaration, the Planning Commission voted unanimously to recommend that the City Council take all required actions and approve the project per the staff recommendation. The Planning Commission staff report is included as Attachment J, and an excerpt of the draft minutes for this meeting is included as Attachment K.

Environmental Quality Commission (EQC) Review of the Heritage Tree Removal Permits

On December 17, 2014, the EQC held a public hearing to consider the Heritage Tree Removal Permits for the proposed removal of three heritage trees. After considering the project documents, the EQC voted unanimously to support staff's recommendation to try to retain the 21-inch coast live oak (tree #7) proposed for removal. The EQC expressed that there are six criteria under the Heritage Tree Ordinance that would be applicable in consideration of retaining the tree, and two criteria that would be applicable for its removal. The EQC also recommended that design changes to the trash enclosure be explored, specifically, to explore any flexibility in the City's and Recology's trash enclosure requirements that could allow this tree to be retained.

The EQC considered the following six criteria under the Heritage Tree Ordinance that would be applicable for retention of tree #7:

Criteria 1: The condition of the trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;

Criteria 2: The necessity to remove the trees in order to construct proposed improvements to the property;

Criteria 4: The long-term value of the species under consideration, particularly lifespan and growth rate;

Criteria 6: The number, size, species, age distribution and location of existing trees in the area and the effect the removal would have upon shade, privacy impact and scenic beauty;

Criteria 7: The number of trees the particular parcel can adequately support according to good arboricultural practices; and,

Criteria 8: The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).

Should it be demonstrated that tree #7 could not be retained, the EQC also considered the following two criteria that would be applicable for its removal:

Criteria 2: The necessity to remove the tree or trees in order to construct proposed improvements to the property; and,

Criteria 3: The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters.

The EQC's recommendations are discussed in more detail in the Trees and Landscaping section below. The EQC staff report is included as Attachment L, and an excerpt of the draft actions for this meeting is included as Attachment M.

ANALYSIS

Site Location

Using Oak Grove Avenue in an east to west orientation, the subject property is located at the northwest corner of Oak Grove Avenue and Hoover Street in downtown. The subject site consists of two separate parcels with the addresses 700 Oak Grove Avenue and 1231 Hoover Street, both of which are currently under the ownership of the Menlo Park Fire Protection District. The parcel at 700 Oak Grove Avenue is a corner parcel with frontages on both Oak Grove Avenue and Hoover Street, and the parcel at 1231 Hoover Street abuts the rear of the 700 Oak Grove Avenue parcel, with frontage only on Hoover Street. The applicant is proposing to merge these two parcels into one parcel, which together would form an "L" shaped lot. A location map showing the subject site is included as Attachment A.

The surrounding area is developed with one- to three-story buildings with a mix of retail, office, mixed use developments, and detached single-family dwellings. Properties along Oak Grove Avenue are in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district and predominantly commercial, and properties along Hoover Street are in the R-3 (Apartment) zoning district and predominantly residential. Adjacent uses include a single-family residence to the north, a mix of single- and multi-family residences to the east, one- to three-story commercial buildings to the south, and a multi-family residence and a mixed-use residential and office building under construction to the west.

Project Description

The applicant is proposing to demolish the existing fire station and single-family house, and to construct a new fire station to include an approximately 7,857-square foot, two-story firehouse and an approximately 1,003-square foot single-story building for the storage and display of vintage fire engines. Additionally, the applicant is proposing to relocate an existing carriage house that is approximately 342 square feet, which is currently located at Fire Station 1 on 300 Middlefield Road, onto the project site.

The Fire District intends to continue operation of Station 6 throughout the construction process. Construction of the fire station is anticipated to occur over a two-year period. Existing structures would be demolished, and temporary modular living quarters and an apparatus structure would be erected on the northern portion of the site (1231 Hoover Street parcel). The temporary structures would be removed once the permanent buildings are completed. A more detailed construction phasing plan is included in the plan set (Attachment B).

The new fire station would be open to the community for scheduled visits. According to the applicant, tours would be scheduled in advance. The current Station 6 provides approximately 12 tours a year, with larger tours ranging from 10 to 20 persons, and typically lasting approximately 30 minutes. The applicant does not anticipate any significant changes to the number of tours that will be offered at this location.

As part of the proposal, the applicant intends to pursue the discretionary actions described in greater detail below. The applicant's project description letter is included as Attachment N.

General Plan Map Amendment

The subject property currently has a General Plan land use designation of El Camino Real/Downtown Specific Plan for the 700 Oak Grove Avenue parcel, and Medium Density Residential for the 1231 Hoover Street parcel. In conjunction with proposed rezoning to the P-F district, the applicant is requesting an amendment to the site's General Plan land use designations to Public Facilities. The P-F district's corresponding General Plan designation is Public Facilities, and the proposed General Plan map amendment would ensure consistency between the proposed Zoning and General Plan designations.

Rezoning and Zoning Ordinance Text Amendment

The property at 700 Oak Grove is currently in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, and 1231 Hoover Street is in the R-3 (Apartment) zoning district. Adjacent parcels along Oak Grove are also in the Specific Plan, and parcels along Hoover Street are in the R-3 district. Within the Specific Plan, the subject parcel and the nearby parcels are part of the DA (Downtown Adjacent) sub-district.

The applicant is proposing to combine the two lots and rezone the combined lot to the P-F (Public Facilities) district to allow for a unified, single-site development. The P-F district is intended to accommodate governmental and other public uses, and would generally allow greater flexibility with respect to development standards than either the Specific Plan or the R-3 district. The proposed fire station is a conditional use in the P-F district, and requires approval of a use permit.

The table below provides a comparison between the development standards of the subject site's existing zoning designations and those of the P-F district, and the proposed development.

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Zoning District Comparison

	Specific Plan	R-3 district	P-F district	Proposed
Floor Area Ratio (FAR)	Base: 85% Public Benefit Bonus: 100%	45%	30%*	58.7%, including apparatus bays and vehicle display building
Building Coverage	N/A	30%	N/A	38.0%
Setbacks				
Front (Oak Grove Avenue)	5 ft. to 20 ft.	20 ft.	N/A	0 ft.
Side, Corner (Hoover Street)	5 ft. to 25 ft.	15 ft.	N/A	10.1 ft.
Side, Interior	5 ft. to 25 ft.	10 ft.	N/A	9.2 ft.
Rear	10 ft.	15 ft.	N/A	5.0 ft.
Separation Between Buildings	N/A	20 ft.	N/A	4.4 ft.
Building Height	38 ft. maximum, 30 ft. maximum for façades facing street	35 ft.	N/A	38.9 ft.
Landscaping and Open Spaces	N/A	50%	N/A	23.2%
Parking	Not Specified for Fire Station use	Not Specified for Fire Station use	Not Specified for Fire Station use**	7 spaces

*The applicant is requesting a Zoning Ordinance text amendment to increase the allowable FAR in the P-F district from 30 percent to 60 percent, on smaller sites.

**Although the Zoning Ordinance does not list a parking requirement for the P-F district, the appropriate number of parking spaces may be established through the use permit process.

The P-F district does not have any development standards, with the exception of a maximum floor area ratio of 30 percent. Accommodating all of the needs for the fire station has proven difficult to achieve within the 30 percent floor area ratio limit on a relatively small site. Due to the station’s unique facility needs and the challenges associated with developing on smaller sites, the applicant is requesting a Zoning Ordinance text amendment to increase the allowable floor area ratio in the P-F district from

30 to 60 percent, and would require the approval of a use permit to allow the request for a higher FAR to be reviewed on a case-by-case basis. The higher floor area ratio may only be requested for sites that are two acres or less in size, including contiguous parcels in the P-F district. For example, if a 1.9-acre parcel in the P-F district abuts a 0.2-acre parcel that is also in the P-F district, the total area of the contiguous P-F zoned site would exceed two acres and would be ineligible for the higher FAR, regardless of whether both parcels are developed individually or as a combined site. The site area limitation would effectively restrict the number of P-F zoned sites where the higher FAR could be considered, as most P-F zoned properties would exceed two acres in size. Currently, only three sites could qualify under the site area limitation, including the rezoned subject site, the Belle Haven Child Development Center located at 410 Ivy Drive, and Fire Station 77 located at 1467 Chilco Avenue. Allowing an increase in the floor area ratio on smaller sites would allow greater flexibility for the development of public facilities, which have needs and site constraints that are uniquely different from other development.

Site Layout and Design

Parking and Site Circulation

The current fire station has a driveway along Oak Grove Avenue to serve emergency vehicles. This layout requires fire vehicles to back into the apparatus bays, temporarily blocking that portion of Oak Grove Avenue. A second driveway along Hoover Street accesses a small parking lot behind the fire station where firefighters and visitors park. The adjacent single-family residence at 1231 Hoover Street has a semi-circular driveway with two curb cuts along Hoover Street, one of which leads to a detached garage at the rear of the property.

The proposed development would be served with two driveways, one along Oak Grove Avenue to provide emergency vehicle access only, and one along Hoover Street to serve both emergency vehicles and passenger vehicles. The fire apparatus vehicle would enter the site through the Hoover Street driveway, enter through the rear of the apparatus bay, and exit through the Oak Grove Avenue driveway. The site layout is driven by the need to allow the fire apparatus vehicle to enter the apparatus bay without the need to back into the bay. The Hoover Street driveway would be gated, and would provide access to the small parking lot at the rear of the site. The proposed site plan would result in an overall reduction in the number of driveways, from four to two driveways.

The applicant is proposing a total of seven uncovered off-street parking spaces for passenger vehicles, which includes one accessible space. The applicant has indicated that the station is staffed by three firefighters, and the six proposed parking spaces would accommodate the overlapping parking demand during a change of shift.

Proposed Structures

The new two-story firehouse would front on Oak Grove Avenue, and would be located in substantially the same location as the existing building. The ground floor of the building

would consist of one drive-through apparatus bay for a fire truck and a fire engine, one “back-in” bay for a fire engine, utility and equipment storage areas, offices, and an enclosed emergency generator room. The second floor would consist of living quarters for the firefighters, including sleeping quarters, a fitness room, a kitchen, a dining room, a day room, laundry facilities, and an outdoor deck. The building would have a mix of traditional and contemporary elements, with a metal standing seam gable roof and shed dormers, brick wall cladding, aluminum frame windows, and glass roll-up doors at the apparatus bays. The brick cladding would consist of red-toned common bond brick for the walls above a tan brick base. Tan stucco would be applied to sections of the second floor walls along the side elevations, as well as the building base below some of the arched bays along the street side elevation. Precast trims would emphasize the arched bays, and horizontal bands would provide visual interest and break up the building massing.

The vintage vehicle display building would be located at the rear of the site, to the west of the proposed parking lot. This building is intended to provide storage for two decommissioned fire engines which are of historical interest, and is not intended for active emergency vehicles. The design and materials of this structure is consistent with those of the firehouse building, and would feature a gable standing seam metal roof, with red common bond brick walls above a tan brick base. An arched glass roll-up door would be at the front, with arched window bays along the side and a high sill height window at the rear.

The carriage house would be moved from its current location at 300 Middlefield Road (Fire Station 1) onto the subject property. The structure would be located towards the rear at the northwest corner of the site, to the north of the vintage vehicle display building. The carriage house is a simple wood structure with a gable roof and a bell tower, with an overall height of 21 feet, six inches. The bell has been removed from the bell tower, and the structure currently serves as a storage building. A historic resource evaluation determined that this structure is a historic resource as it is the oldest building associated with the Fire District and has retained its historic integrity. Relocation of the structure onto the subject site was also determined to be feasible and would not impact the structure’s historic status, as discussed in greater detail in the Environmental Review section below.

A covered trash enclosure would be located near the Hoover Street driveway, at the northeast corner of the site. The trash enclosure would have an overall height of nine feet. The lower portion of the enclosure would feature solid masonry walls, while the upper portion would have open wood slats supported with steel framing. The use of open slats on the upper portion of the enclosure would add texture and visual interest, and helps reduce the perception of massing. The trash enclosure is discussed in more detail in the Trees and Landscaping section below.

The residential and commercial uses in the immediate neighborhood feature a variety of architectural styles, and range in height from one to three stories. The recently approved mixed-use development adjacent to the west (702 Oak Grove Avenue) would be a three-story structure in a modern architectural style. The proposed height and scale of the project would be in keeping with those of neighboring properties, and staff believes that the

design of the proposed new structures would generally be compatible with the mix of architectural styles in the broader downtown neighborhood.

Plan Line and Dedication

Per Chapter 13.12 of the Municipal Code, which provides regulations for plan lines, a “plan line” means:

the boundaries and limits of a planned right-of-way, including the future right-of-way of an existing street as it is proposed to be widened and including all lands necessary for the building, widening or maintenance of any road, street, highway or any other type of public way, which planned right-of-way is based on the comprehensive plan for the city;

The north side of Oak Grove Avenue between El Camino Real and University Drive contains a 16-foot deep plan line. The plan line continues east of El Camino Real, generally with 8-foot deep plan lines on the north and south sides of Oak Grove Avenue. The Oak Grove Avenue plan line was created by a resolution adopted by the City Council in 1972. The Zoning Ordinance, section 16.66.010, indicates that whenever an official plan line has been established for any street abutting property zoned other than single-family residential, the City may require as a condition of granting a building permit for the property, the improvement or dedication of any portion of the property between the plan line and the existing property line. Staff recommends that eight feet of the 16-foot plan line be dedicated as part of the project approval, similar to other nearby projects (702, 718, 846, and 850 Oak Grove Avenue).

The dedication of a portion of the plan line would affect the floor area ratio (FAR), setbacks and building coverage. The FAR and building coverage would be based upon the lot size after the dedication of the eight-foot portion of the plan line. However, the front setback would be measured from the 16-foot plan line per the Zoning Ordinance.

The applicant has requested to place a seat wall within the proposed eight-foot wide dedication area, to serve as a landscape feature near the street intersection. The semi-circular seat wall would be 18-inches in height and constructed of concrete. While the Public Works Department typically discourages the placement of any new structures within the City’s right-of-way, the proposed seat wall encroachment is being considered due to the fact that the applicant is willing to assume the risks of having to remove the seat wall if needed due to potential future street improvements.

Gross Floor Area

According to Section 16.04.325(c)(3) of the Zoning Ordinance, areas of a building “devoted to covered parking and related circulation for automobiles and bicycles, including garages, carports, below grade parking structures, and above grade parking structures” may be excluded from gross floor area.

The applicant is proposing to provide parking and storage of vehicles housed within a structure, including the apparatus bays in the firehouse building and the vintage vehicle display building. The apparatus bays would be utilized by emergency vehicles that are in service, and the vintage vehicle display building is intended to permanently house two decommissioned fire engines. The sum of both vehicle-oriented areas is approximately 3,348 square feet. In accordance with the Planning Commission's direction, these vehicle-oriented areas have been incorporated into the GFA calculation and are reflected in the Zoning Ordinance text amendment request to allow an FAR of up to 60 percent.

Emergency Generator and Hazardous Materials

The proposal includes an emergency generator and a 500-gallon above-ground fuel storage tank for diesel fuel. The emergency generator would be located at the rear of the firehouse on the ground floor, and would be in an enclosed room with aluminum louver panels to help minimize noise exposure while still allowing necessary airflow for the operation of the generator. The generator would be used as a back-up power source in case of an outage, and would be tested monthly as part of routine maintenance. The fuel tank would be located outdoors, to the rear of the firehouse, and would be protected by a five-foot tall masonry wall and concrete bollards along the driveway. The fuel tank would be used for both refueling vehicles as well as powering the proposed emergency generator. Both the emergency generator and associated fuel storage tank would trigger the need for a use permit for the use and storage of hazardous materials. In addition, the emergency generator would require a permit from the Bay Area Air Quality Management District.

The Menlo Park Fire Protection District, City of Menlo Park Building Division, West Bay Sanitary District, and San Mateo County Environmental Health Services Division were contacted regarding the proposed use and storage of diesel fuel on the project site. The applicant has prepared a Hazardous Materials Business Plan (HMBP) (Attachment O), which includes a training plan and protection measures in the event of an emergency. Each entity has found the proposal and HMBP to be in compliance with all applicable standards, and their correspondence is included in Attachment P. Although the subject parcel is located in proximity to residences, there would be no unique requirements for the proposed use, based on the specific types and amounts of chemicals that are proposed. Staff believes that the proposed use and quantity of diesel fuel would be compatible with other uses in this area.

Sign Review

The applicant proposes a comprehensive sign program that shows the proposed location, size, and design of four building-mounted signs throughout the site. Proposed signage would include two signs on the front of the firehouse building on Oak Grove Avenue frontage, including a firefighter's medallion logo that would be installed under the gable, and a second sign consisting of individual letters above the apparatus bays that read "Menlo Park Fire District 6." Additionally, two signs are proposed along the Hoover Street frontage, including a firefighter's medallion logo sign on the front (east) elevation of the

vintage vehicle display building and a wood sign that reads “Menlo Park Fire Hose Company #1” to replace an existing sign on the front (east) elevation of the carriage house. The subject property is permitted up to 146 square feet of sign area, and proposed signage would result in a total of approximately 78 square feet of sign area that includes all four signs.

Staff reviews a sign application for conformance with both the Zoning Ordinance regulations and the Design Guidelines for Signs. If the request meets the requirements in both documents, staff can approve the sign request administratively. If, however, the sign request would violate the regulations of the Zoning Ordinance and/or be incompatible with the Design Guidelines for Signs, the review of the application is forwarded to the Planning Commission, either through a variance application (in the case of noncompliance with the Zoning Ordinance) and/or as a general review of the sign for consistency with the Design Guidelines.

For this application, staff determined that the proposed signs would comply with all Zoning Ordinance regulations. However, the proposed sign would not be fully consistent with the Design Guidelines for Signs. Specifically, the sign would not comply with item B.11 of the Design Guidelines for Signs, which limits each business or tenant to one building-mounted sign on each street frontage of a parcel, since two signs are proposed on each of the two street frontages.

The proposed sign program would help identify the fire station as a public facility. While the signs would serve the same occupant, the sign area requested is well below the allowable sign area, and is compatible with the design of the proposed buildings. Staff believes the proposed signage is appropriate in the context of the site’s use as a fire station, would not result in visual clutter, and is compatible with the design of the proposed project.

Trees and Landscaping

There are currently ten trees on or near the subject site, including four heritage trees. The applicant has submitted an arborist report (Attachment Q) detailing the species, size, and conditions of the existing trees on the site. The report determines the present condition, discusses the impacts of the proposed improvements, and provides recommendations for tree preservation.

The proposed development includes the removal of nine trees, including three heritage trees and six non-heritage trees, due to the proposed construction. A summary of the heritage trees is contained below.

Heritage Tree Summary

Fire Station 6 Heritage Tree Summary	Size (diameter)	Condition	Proposal	
			Retain	Remove
Tree #5* : Pin oak (<i>Quercus palustris</i>)	16 inches	Good		X
Tree #6 : Coast live oak (<i>Quercus agrifolia</i>)	17 inches	Fair		X
Tree #7 : Coast live oak (<i>Quercus agrifolia</i>)	21 inches	Good		X
Tree #12** : Coast live oak (<i>Quercus agrifolia</i>)	32 inches	Fair	X	
TOTAL			1	3

*Street tree

**Located on 702 Oak Grove Avenue, the adjacent property to the west.

The 16-inch pin oak (tree #5) proposed for removal is a street tree surrounded by concrete, and its roots are lifting the surrounding sidewalk. The applicant is proposing its removal due to direct conflicts with the proposed driveway along Hoover Street. One of the objectives of the new fire station is to allow for a drive-through apparatus bay that would accommodate both a 28.5-foot fire engine, which is currently being used, as well as a 44.9-foot fire truck, which is planned for future use. The location of tree #5 is in direct conflict with the driveway design necessary to accommodate the turning movements for a 44.9-foot fire truck entering the drive-through apparatus bay.

The 17-inch coast live oak (tree #6) proposed for removal is located near the proposed trash enclosure. This tree exhibits structural problems, and is stunted in growth due to its close proximity to the taller 21-inch coast live oak (tree #7).

The applicant proposes to remove a 21-inch coast live oak (tree #7), also located near the proposed trash enclosure, and its removal is proposed in order to accommodate the construction of the trash enclosure. The arborist report includes recommended tree protection measures to mitigate or avoid impacts to this tree, including recommended construction of the slab foundation for the trash enclosure that limits a vertical soil cut to no more than two inches. The applicant states that excavation of approximately 18 inches would be required in order to construct the slab and associated foundation to support the walls and roof of the trash enclosure, which is deeper than the two-inch excavation limit recommended by the project arborist. Due to its larger size and good condition, the City Arborist has recommended that alternative construction methods for the trash enclosure be explored that would allow this tree to be retained.

The applicant is proposing to provide six heritage tree replacements, which represents a ratio of two replacement trees for every tree removed. The proposed heritage tree replacements include five 24-inch box frontier elms to be planted as new street trees

along Hoover Street, and one 48-inch box valley oak to be planted towards the rear of the site.

The preliminary landscape plan shows that approximately 26 new trees would be planted throughout the site, including five street trees along Hoover Street and 21 trees on-site. The street trees would consist of frontier elms in 24-inch boxes. The proposed new trees to be planted on-site would consist of valley oak (48-inch box), crape myrtle (24-inch box), fern pine (15 gallon), lagerstroemia hybrid (24-inch box), and Meyer lemon improved (24-inch box). Shrubs would also be planted along the perimeter of the site.

In support of staff's recommendation, the EQC recommended that tree #7 should be retained, if possible, through design changes to the trash enclosure. The EQC further recommended that flexibility to the City's and Recology's trash enclosure requirements be explored to allow tree #7 to be retained.

The trash enclosure is subject to review by Recology and the City. Recology's requirements include ensuring that the trash enclosure's design and location would provide adequate service access. The City's trash enclosure requirements include: 1) fully screening the metal bins or plastic carts from public view, 2) covering the enclosure for compliance with the City's stormwater permit requirements, and 3) compliance with applicable building code requirements. The requirement to provide a cover for the trash enclosure is primarily due to concerns with runoff being contaminated from material in metal bins, which are sometimes uncovered and typically serve commercial, industrial, and multi-family residential uses. Plastic carts, such as those serving single-family residences, are often covered and pose little risk for generating contaminated runoff. Pursuant to the EQC's recommendation, staff has re-visited the requirement to construct a cover for the proposed trash enclosure. As the proposed enclosure would only be housing plastic carts and as the carts would be covered with the attached lids, staff determined that constructing a cover over the enclosure would no longer be warranted. Eliminating the need for a cover would also change the building code requirements to the extent that the concrete slab foundation originally contemplated to support the heavy masonry walls and cover may be replaced with a foundation requiring less excavation designed to support lighter construction materials. Constructing an enclosure that is lighter and that requires less excavation would reduce potential impacts to tree #7.

The trash enclosure would need to be designed to accommodate the anticipated volume of waste generated by the site's employees. The existing Station 6 is being served by six plastic carts with collection once a week, and according to the applicant, approximately four carts of waste are being generated each week. Staffing for the new fire station is anticipated to be the same as existing, with three firefighters on duty for each rotation and up to six firefighters on site during shift changes. The proposed trash enclosure would be approximately 130 square feet and could accommodate up to six 96-gallon carts. Based on typical waste generation rates, it is estimated that having up to six employees at the new fire station would generate approximately two cubic yards of waste per week and could require up to four 96-gallon carts, opening up the potential to reduce the footprint of the trash enclosure.

The proposed removal of tree #5 would accommodate the functionality of the new fire station, and the removal of tree #6 would be appropriate due to structural problems. Tree #7 is a healthy tree with long-term value to the site and surrounding neighborhood.

Through exploration of potential alternatives for the trash enclosure and eliminating the need to construct a cover, staff believes that it would be feasible to retain tree #7 without compromising the site's ability to provide adequate trash facilities. Staff is continuing to work with the applicant to pursue design alternatives for the trash enclosure that could lessen potential impacts to this tree, including moving the trash enclosure further away from the tree, exploring the use of alternative paving and construction methods, and reducing the footprint of the enclosure. Condition 41 in the recommended conditions of approval (Attachment D) has been included to require modifications to the trash enclosure to allow tree #7 to be retained. Should the City Council decide to approve the removal of tree #7, condition 41 would be deleted from the recommended conditions of approval, and the following statement would be added to the resolution approving the heritage tree removal permits (Attachment H):

“WHEREAS, the City Council determined that one of the Heritage Trees proposed for removal is impeding the redevelopment of the Project Site; and”

Correspondence

The applicant has reached out to neighboring properties, and the letter to the neighbors is included in Attachment N. Staff has received three pieces of correspondence regarding the proposed project (Attachment T), and summarized below.

On October 22, 2014, Andy and Melody Mabardy, the owners of the multi-family residential property at 705-711 Elizabeth Lane, expressed concerns about the height of the carriage house and vintage vehicle display building, and the close proximity of these structures from the shared property line. They further expressed that these structures would result in potential impacts to access to natural light, privacy, and noise for residents on their property. The applicant has met with the owners to discuss their concerns, and have modified the project as a result. These changes, which are reflected in the project plans reviewed by the Planning Commission and included in Attachment B, include the following:

- The setbacks from the shared property line have been increased for both buildings. The setback for the vintage vehicle display building has been increased from approximately four feet to 13 feet, seven inches, and the carriage house's setback increased from six feet, five inches to 20 feet, nine inches.
- The roll-up glass door at the rear of the vintage vehicle display building has been changed to a high window that would not be operable.

On December 9, 2014, staff received a follow-up letter from Andy and Melody Mabardy, in which they expressed that their discussions with the applicant have resulted in changes to the project that would help address their concerns. They express support for the project, and request that the following conditions be included in the approval:

- The applicant should discuss the proposed landscape details with the owners of 705-711 Elizabeth Lane, including the location of plantings and trees near the shared property line, to ensure that a continuous hedge or thick trees are not planted.
- The vintage vehicle display building and carriage house would not be used for an active fire station, noisy maintenance or repair activities, including the use of bells or alarms. They request that the use of these buildings would be limited to display, storage, and occasional tours.
- That there be no public assembly or noisy events in or at the rear of the vintage vehicle display building and carriage house.
- That interior lights and any exterior lights at the rear of the vintage vehicle display building and the carriage house are left off in the evening and at night to avoid light spillover onto neighboring properties. If this is not possible, it is requested that the rear window be replaced with skylights.

On December 10, 2014, the applicant, through their architect, submitted a letter in response to the conditions of approval requested in Andy and Melody Mabardy's letter dated December 9, 2014, summarized as follows:

- With respect to the landscaping near the shared property line, the applicant indicates that they would continue to work with their neighbors on an acceptable landscaping scheme.
- With respect to the use of the vintage vehicle display building, the applicant indicates that it would function as storage for both antique fire engines and for a "reserve" engine, which is an operational engine, but that active engines would operate out of the firehouse and not out of the vintage vehicle display building.
- With respect to public assembly and noisy events near the shared property line, the applicant indicates that this condition would be overly restrictive, and provides a description of how station tours would be conducted.
- With respect to light spillover, the applicant indicates that interior lighting would only be on when the building is in use, which is typically during the daytime. Exterior lighting at night would be necessary for safety, and would be on a motion/time sensor.

The Planning Commission considered all these pieces of correspondence on December 15, 2014, prior to recommending approval of the project as proposed. Individual commissioners noted that the neighbors' concerns have effectively been addressed.

IMPACT ON CITY RESOURCES

The project sponsor is required to pay planning, building, and public works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project. The project sponsor is also required to pay the fees for the environmental consultant for the preparation of the environmental analysis.

ENVIRONMENTAL REVIEW

An Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, were prepared and circulated for public review in compliance with the California Environmental Quality Act (CEQA). The public review period began on November 13, 2014 and ended on December 15, 2014. The MND is available for review at the Planning Division office and library reference desk during business hours. The MND is also available for review on the City's website.

Staff received one piece of correspondence on the MND from the California Department of Transportation (Caltrans), which is included in Attachment T. Caltrans stated that a transportation permit would be required for any movement of oversized or excessive load vehicles on state roadways, such as State Route 82 (El Camino Real). Additionally, a Transportation Management Plan would be required for any traffic restrictions and detours affecting the state highway system.

The MND analyzes the potential environmental impacts of the project across a wide range of impact areas. The MND determined that the project would have no impact on agriculture and forest resources, mineral resources, population and housing, and recreation. The project would have a less than significant impact without the need for mitigation on the following areas: aesthetics, geology and soils, greenhouse gas emissions, hydrology and water quality, land use and planning, public services, transportation/traffic, and utilities and service systems. The project would have a potentially significant impact that can be reduced to a less than significant impact with mitigation in the following areas: air quality, biological resources, cultural resources, hazards and hazardous materials, and noise. A summary of the impacts is included in the Planning Commission staff report (Attachment J).

The Planning Commission reviewed and recommended that the City Council adopt the MND and the Mitigation Monitoring and Reporting Program. The identified mitigation measures have also been incorporated into the proposed conditions of approval.

PUBLIC NOTICE

Public Notification consisted of publishing a legal notice in the local newspaper and notification by mail to all property owners and occupants within a 300-foot radius of the project site and affected P-F zoned properties.

The project site has been posted with the notice of intent to remove three heritage trees on the site.

ATTACHMENTS

- A. Location Map
- B. Project Plans (exclusive of color and materials board)
- C. Recommended Actions for Approval

- D. Recommended Conditions of Approval
- E. Draft Resolution Amending the General Plan to Change the Land Use Designation for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- F. Draft Ordinance Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- G. Draft Ordinance Amending Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code
- H. Draft Resolution Approving the Heritage Tree Removal Permits for the Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- I. Draft Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Menlo Park Fire Station 6 Project for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- J. Planning Commission Staff Report, dated December 15, 2014 (without attachments)
- K. Draft Excerpt of Minutes from December 15, 2014 Planning Commission meeting
- L. Environmental Quality Commission Staff Report, dated December 17, 2014 (without attachments)
- M. Draft Excerpt of Actions from December 17, 2014 Environmental Quality Commission meeting
- N. Project Description Letter
- O. Hazardous Materials Business Plan
- P. Hazardous Materials Agency Referral Forms:
 - Menlo Park Fire Protection District
 - West Bay Sanitary District
 - Menlo Park Building Division
 - Email from San Mateo County Environmental Health Services Division
- Q. Arborist Report by Arbor Resources, dated received on January 16, 2014
- R. Draft Initial Study and Mitigated Negative Declaration (Provided Under Separate Cover)
- S. Mitigation Monitoring and Reporting Program
- T. Correspondence
 - Letter from Andy and Melody Mabardy, dated October 22, 2014
 - Letter from Andy and Melody Mabardy, dated December 9, 2014
 - Letter from CJW Architecture, dated December 10, 2014
 - Letter from California Department of Transportation, dated December 11, 2014

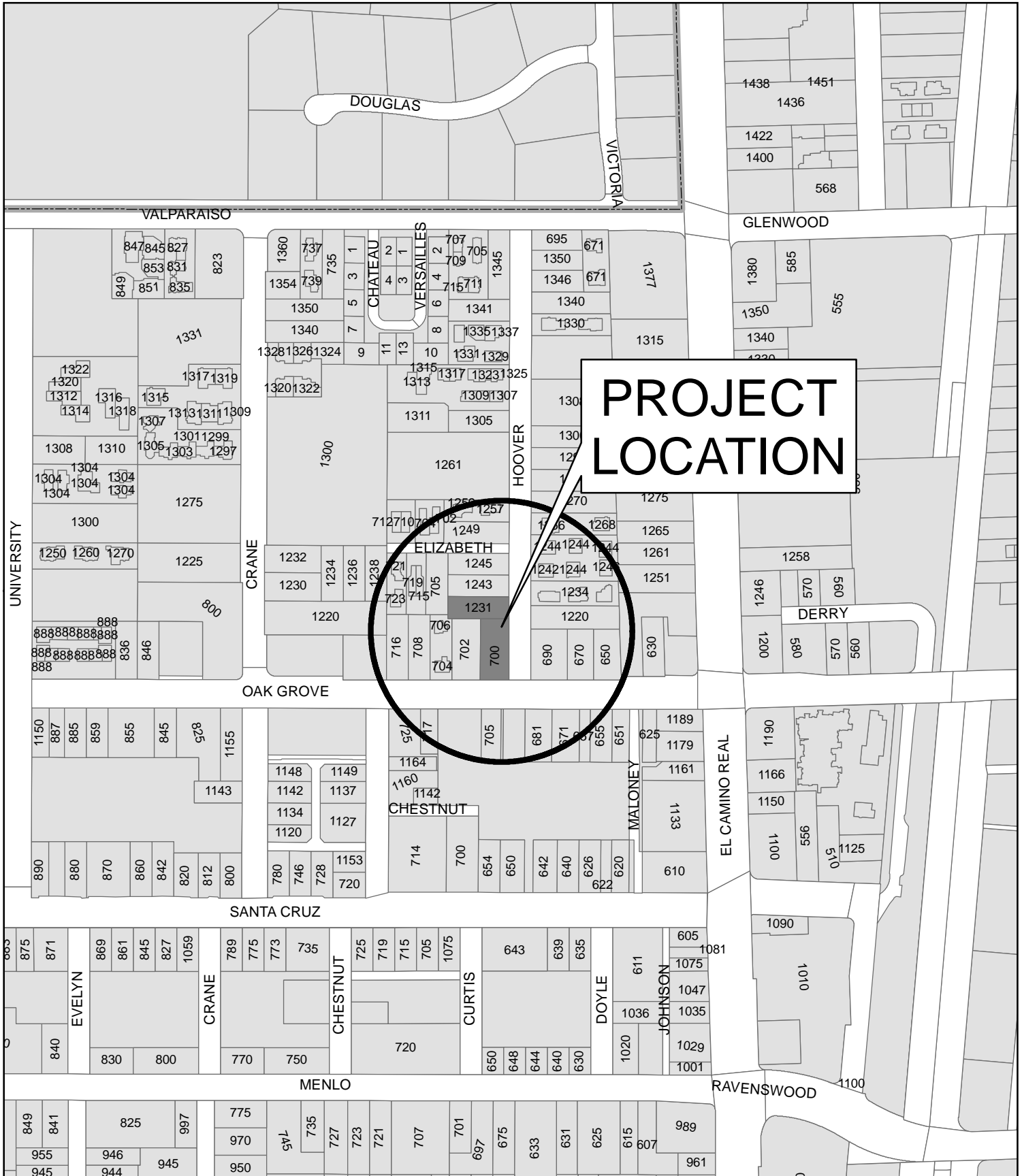
DOCUMENTS AVAILABLE FOR REVIEW AT CITY OFFICES AND WEBSITE

- [Mitigated Negative Declaration prepared by GHD, Inc., dated November 13, 2014](#)

Report prepared by:
Jean Lin
Associate Planner

Arlinda Heineck
Community Development Director

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**PROJECT
LOCATION**

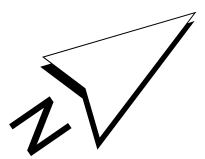


CITY OF MENLO PARK

LOCATION MAP

700 OAK GROVE AVE & 1231 HOOVER ST

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Wednesday, December 03, 2014

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PROJECT TEAM

OWNER
 MENLO PARK FIRE PROTECTION DISTRICT
 170 MARCOSFIELD ROAD
 MENLO PARK, CALIFORNIA 94025

ARCHITECT
 CJW ARCHITECTURE
 130 PORTOLA ROAD, SUITE A
 PORTOLA VALLEY, CA 94028

CIVIL
 HORNBACH-LEWIN, INC.
 280 SHERIDAN AVENUE, SUITE 150
 PALO ALTO, CALIFORNIA 94306

LANDSCAPE ARCHITECT
 ION HODGES
 347 BRIDLE PATH
 HEADERSLING, CALIFORNIA 95448
 (927) 483-4500

STRUCTURAL
 HORNBACH-LEWIN, INC.
 280 SHERIDAN AVENUE, SUITE 150
 PALO ALTO, CALIFORNIA 94306

DRAWING INDEX

Drawing No.	Description
AP-0	PROJECT SUMMARY
AP-1	AREA PLAN
AP-2	SITE PLAN
AP-3A	PROJECT PHASING DIAGRAMS - Part 1
AP-3B	PROJECT PHASING DIAGRAMS - Part 2
AP-4	FIRE STATION - FIRST FLOOR PLAN
AP-5	FIRE STATION - SECOND FLOOR PLAN
AP-5A	EXISTING BUILDING DRAWINGS - 5th & 6th Unfinished
AP-6	ENGINE DISP LAY - FLOOR PLANS
AP-7	BOOK PLANS
AP-8	SQUARE FOOTAGE CALCULATION PLANS
AP-9	EXISTING BUILDING ELEVATIONS
AP-10	FIRE STATION - EAST ELEVATION
AP-11	FIRE STATION - SOUTH ELEVATION
AP-12	FIRE STATION - WEST ELEVATION
AP-13	FIRE STATION - NORTH ELEVATION
AP-14	ENGINE DISP LAY AND CARRIAGE HOUSE - ELEVATIONS
AP-15	NOT USED
AP-16	FIRE STATION - CROSS SECTIONS
AP-16A	FIRE STATION - CROSS SECTIONS
AP-17	HISTORIC ENGINE DISP LAY - CROSS SECTIONS
AP-18	FIRE STATION - EAST ELEVATION
AP-19	SURVEY
AP-20	PRELIMINARY GRADING AND DRAINAGE PLAN
EX-1	SITE SECTIONS
AP-21	PRELIMINARY UTILITIES PLAN
AP-22	TRASH ENCLOSURE PLAN AND ELEVATIONS
AP-23	PERSPECTIVE FROM SOUTHWEST
AP-24	NOT USED
AP-25	PERSPECTIVE FROM SOUTHWEST
AP-26	DETAIL VIEW
AP-27	NOT USED
AP-28	DETAIL VIEW
AP-29	NOT USED
AP-30	NOT USED
AP-31	FENCING PROPOSAL SITE PLAN
AP-32	FENCING PROPOSAL VIEWS AND SAMPLE DETAILS
AP-33	SIGNAGE

RECEIVED
 DEC 03 2014
 CITY OF MENLO PARK
 PLANNING

MENLO PARK FIRE PROTECTION DISTRICT
 STATION No. 6

700 Oak Grove Avenue
 Menlo Park, CA 94025
 Planning Submittal: October 7, 2014



CJW ARCHITECTURE
 130 Portola Road, suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (Fax) 851-9337

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PROJECT

Menlo Park Fire Protection District Station 6

700 Oak Grove Ave. Menlo Park CA 94025

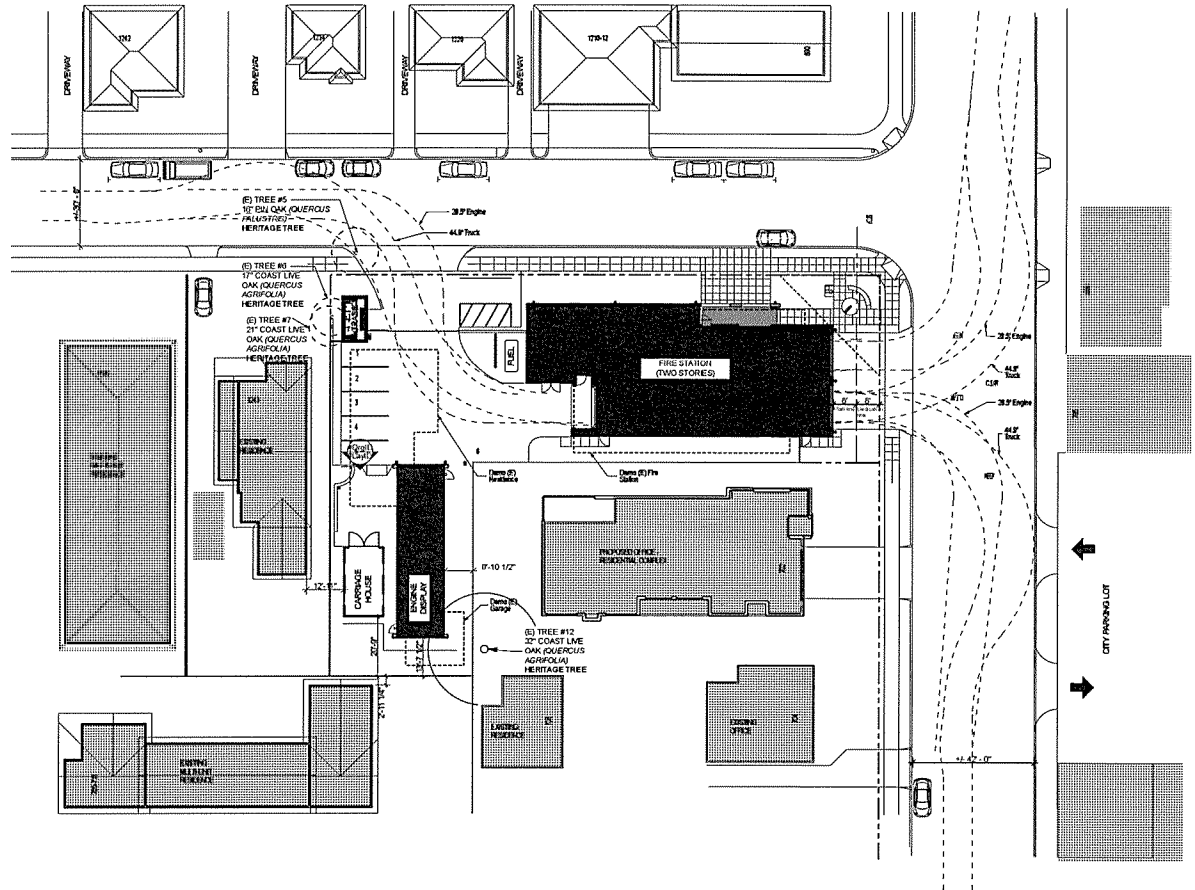
SHEET TITLE

Project Summary

REVISIONS

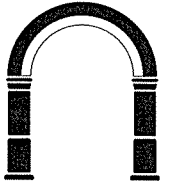
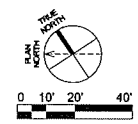
No.	Date	Notes

JOB:	2014.1500
DATE:	12/3/2014
SHEET:	AP-0



2 Area Plan 1" = 20'

NOTE: See Sheet AP-18 for new landscaping



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• PROJECT •

Menlo Park Fire Protection District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Area Plan

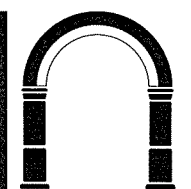
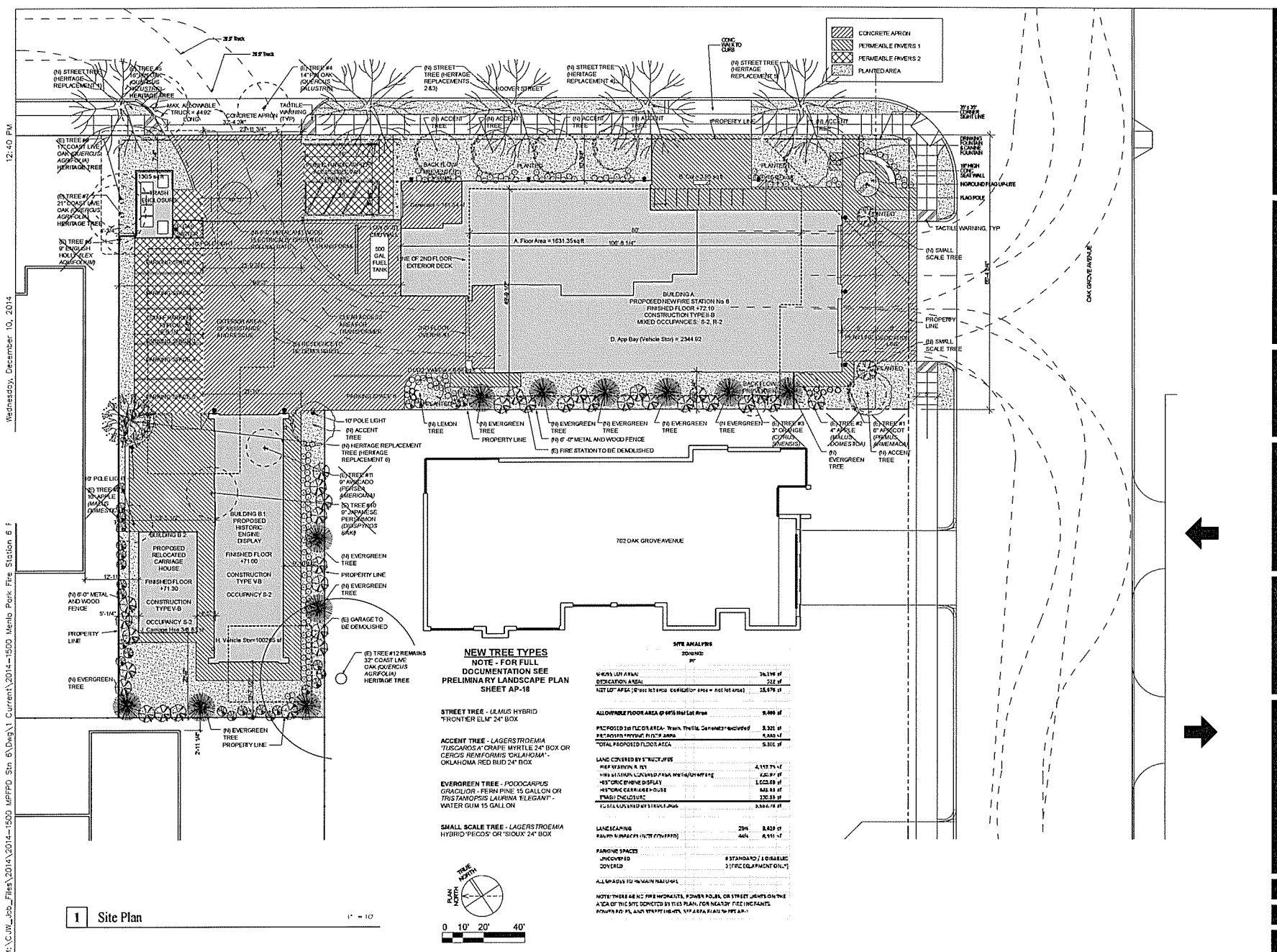
• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-1



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PROJECT
 Menlo Park Fire Protection
 District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

SHEET TITLE
 Site Plan

REVISIONS

No.	Date	Notes

JOB: 2014.1500
DATE: 12/31/2014
SHEET: AP-2

Wednesday, December 10, 2014
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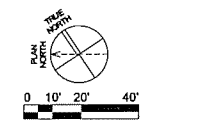
1 Site Plan

NEW TREE TYPES
 NOTE - FOR FULL DOCUMENTATION SEE PRELIMINARY LANDSCAPE PLAN SHEET AP-18

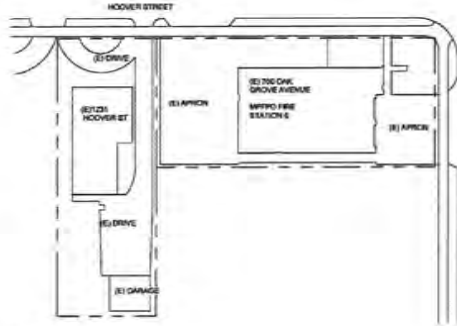
- STREET TREE** - LAGERS HYBRID FRONTIER 24" BOX
- ACCENT TREE** - LAGERS TROEMIA TURKOGARDI OR GRACE WHITELE 24" BOX OR CERES REMIFORMIS OKLAHOMA OKLAHOMA RED BUD 24" BOX
- EVERGREEN TREE** - PODOCARPUS GRACILOR - FERNI PINE 15 GALLON OR TRISTANOPSIS LAURINA ELEGANT - WATER GUM 15 GALLON
- SMALL SCALE TREE** - LAGERS TROEMIA HYBRID PECOS OR SIOUX 24" BOX

SITE ANALYSIS

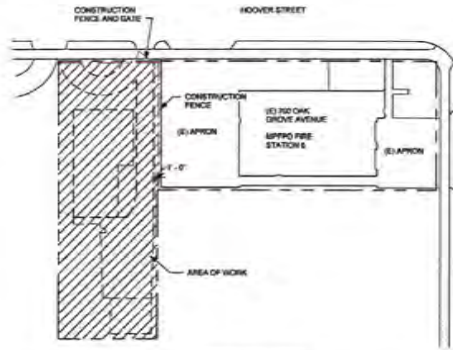
DESCRIPTION	AREA (SF)
40% LOT AREA	16,116 SF
REGULATORY AREA	232 SF
TOTAL LOT AREA (40% LOT AREA + REGULATORY AREA)	16,348 SF
ALLOWABLE FLOOR AREA @ 60% Max Lot Area	9,809 SF
PERMITTED FLOOR AREA (When The 60% Max Lot Area)	9,321 SF
TOTAL PROPOSED FLOOR AREA	9,302 SF
LAND COVERED BY EXISTING IMPROVEMENTS	4,113 SF
NEW CONSTRUCTION	5,189 SF
HISTORIC OR OTHER EXISTING	1,022 SF
PLANTING EXCLUDED	100 SF
TOTAL COVERED BY STRUCTURES	5,284 SF
LANDSCAPING	254 SF
PARKING SPACES UNCOVERED	461 SF
PARKING SPACES COVERED	8 STANDARDS / 10 BARRIERS
ALL SPACES TO BE MAINTAINED	2 (FIRE COMPARTMENTAL)



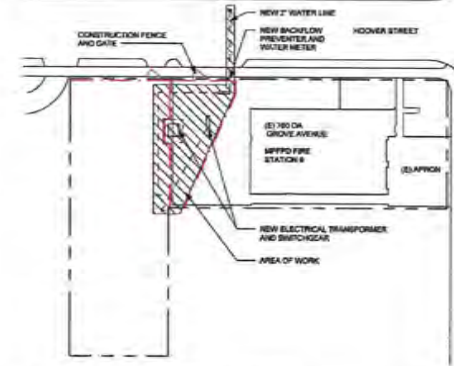
NOTE: TREES ARE NOT TO BE WORKED AT, DOWNED, OR STREET LIGHTS ON THE AREA OF THE SITE CONDUCTED BY THIS PLAN, FOR NEARBY FIRE INCIDENTS. PERMITTED PLANTING AREAS ARE SHOWN IN THE PLAN.



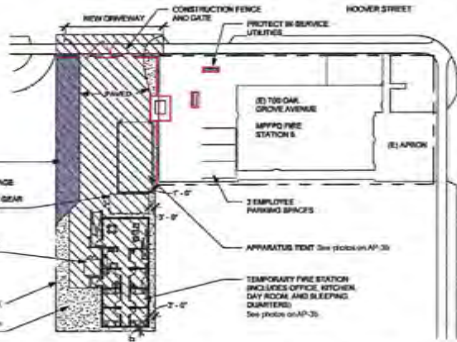
EXISTING



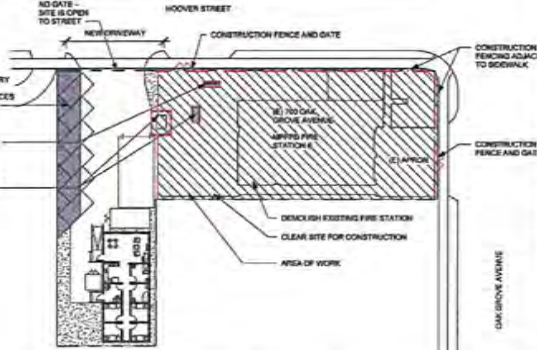
PHASE 1 ERECT CONSTRUCTION FENCE. DEMOLISH EXISTING STRUCTURES AND DRIVE AT 1231 HOOVER STREET. ESTIMATED DURATION - 30 DAYS



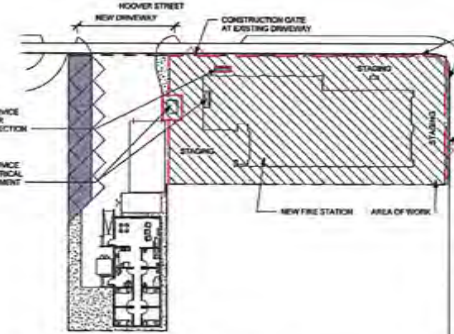
PHASE 2 CONSTRUCT SITE POWER. CONNECT 2" WATER LINE ACROSS HOOVER STREET. TRENCH FOR SERVICE TO TEMPORARY STATION FACILITIES. ESTIMATED DURATION: 30 DAYS



PHASE 3 LOCATE TEMPORARY FIRE STATION, ENGINE ENCLOSURE, AND SITE STORAGE UNITS. ESTIMATED DURATION: 30 DAYS



PHASE 4 DEMOLISH EXISTING FIRE STATION. ESTIMATED DURATION: 30 DAYS



PHASE 5 CONSTRUCT NEW FIRE STATION. TEMPORARY STATION IN OPERATION. ESTIMATED DURATION: 365 DAYS



C.J.W. ARCHITECTURE
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PROJECT

Menlo Park Fire Protection District Station 6
700 Oak Grove Ave.
Menlo Park CA 94025

SHEET TITLE

Project Phasing Diagrams

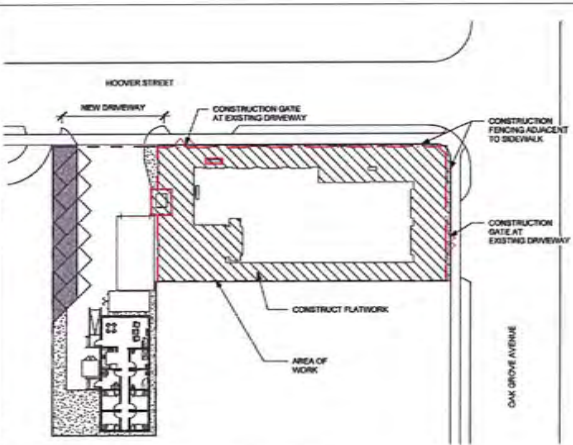
REVISIONS

No.	Date	Notes

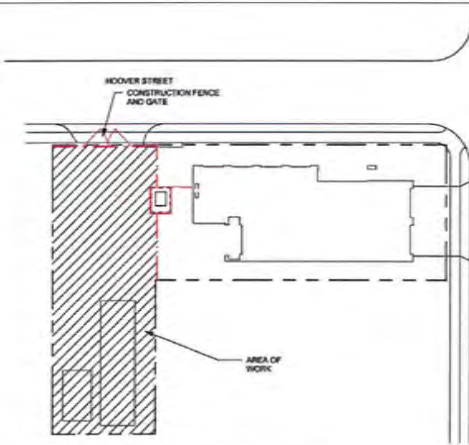
JOB: 2014.1500

DATE: 12/3/2014

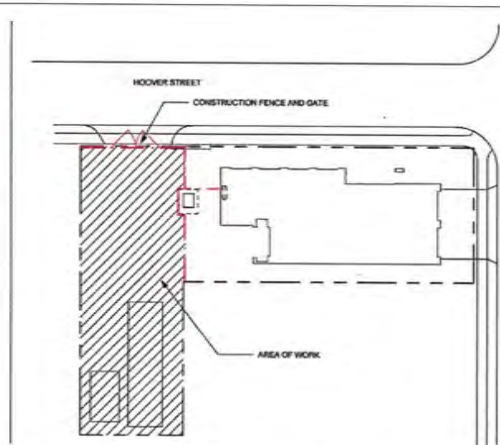
SHEET: AP-3a



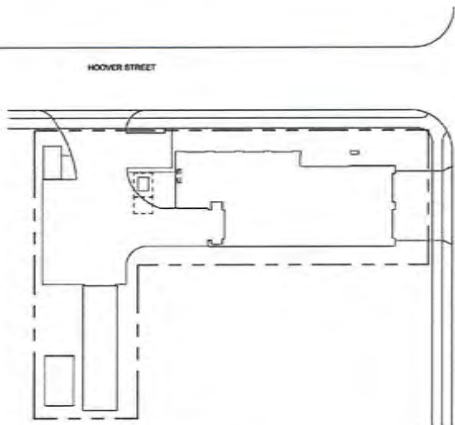
PHASE 6
 TEMPORARY STATION IN OPERATION.
 CONSTRUCT SITE FLATWORK AT NEW FIRE STATION.
 INSTALL FUEL TANK.
 ESTIMATED DURATION: 60 DAYS



PHASE 7
 NEW FIRE STATION IN OPERATION.
 (ENGINES ENTER AND EXIT AT OAK GROVE AVENUE.)
 REMOVE TEMPORARY FIRE STATION.
 CONSTRUCT HISTORIC ENGINE DISPLAY.
 CONSTRUCT PAD FOR CARRIAGE HOUSE.
 ESTIMATED DURATION: 90 DAYS



PHASE 8
 COMPLETE FLATWORK.
 RELOCATE CARRIAGE HOUSE.
 ESTIMATED DURATION 60 DAYS



PROJECT COMPLETE



TEMPORARY FIREFIGHTERS QUARTERS & APPARATUS BAY



TEMPORARY FIREFIGHTERS QUARTERS & APPARATUS BAY



TEMPORARY FIREFIGHTERS QUARTERS & APPARATUS BAY



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• PROJECT •

Menlo Park Fire Protection
 District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Project Phasing
 Diagrams

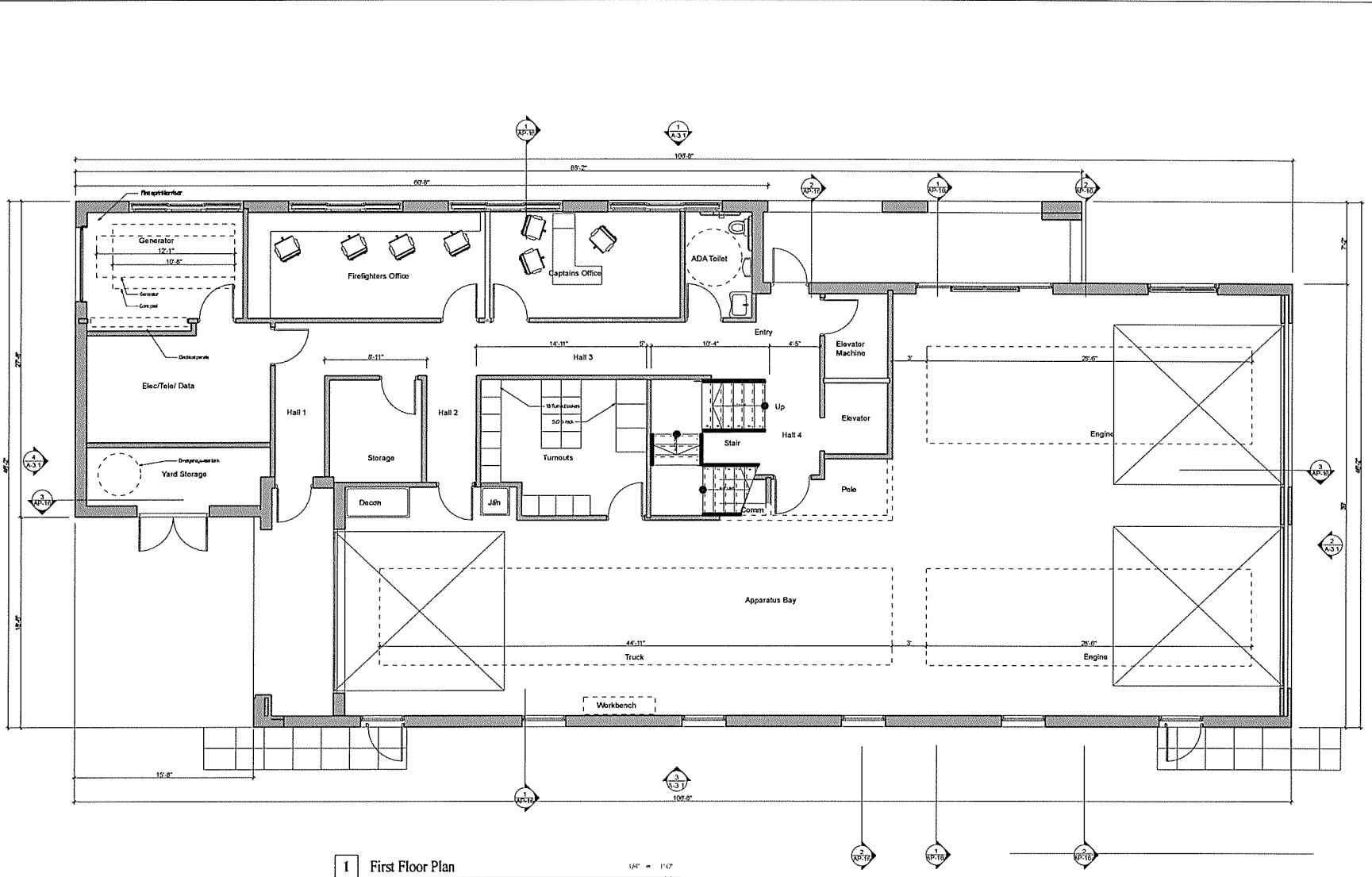
• REVISIONS •

No.	Date	Notes

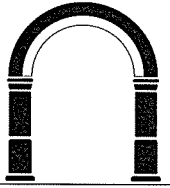
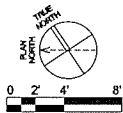
• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-3b



1 First Floor Plan 1/8" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Fire Station - First Floor Plan

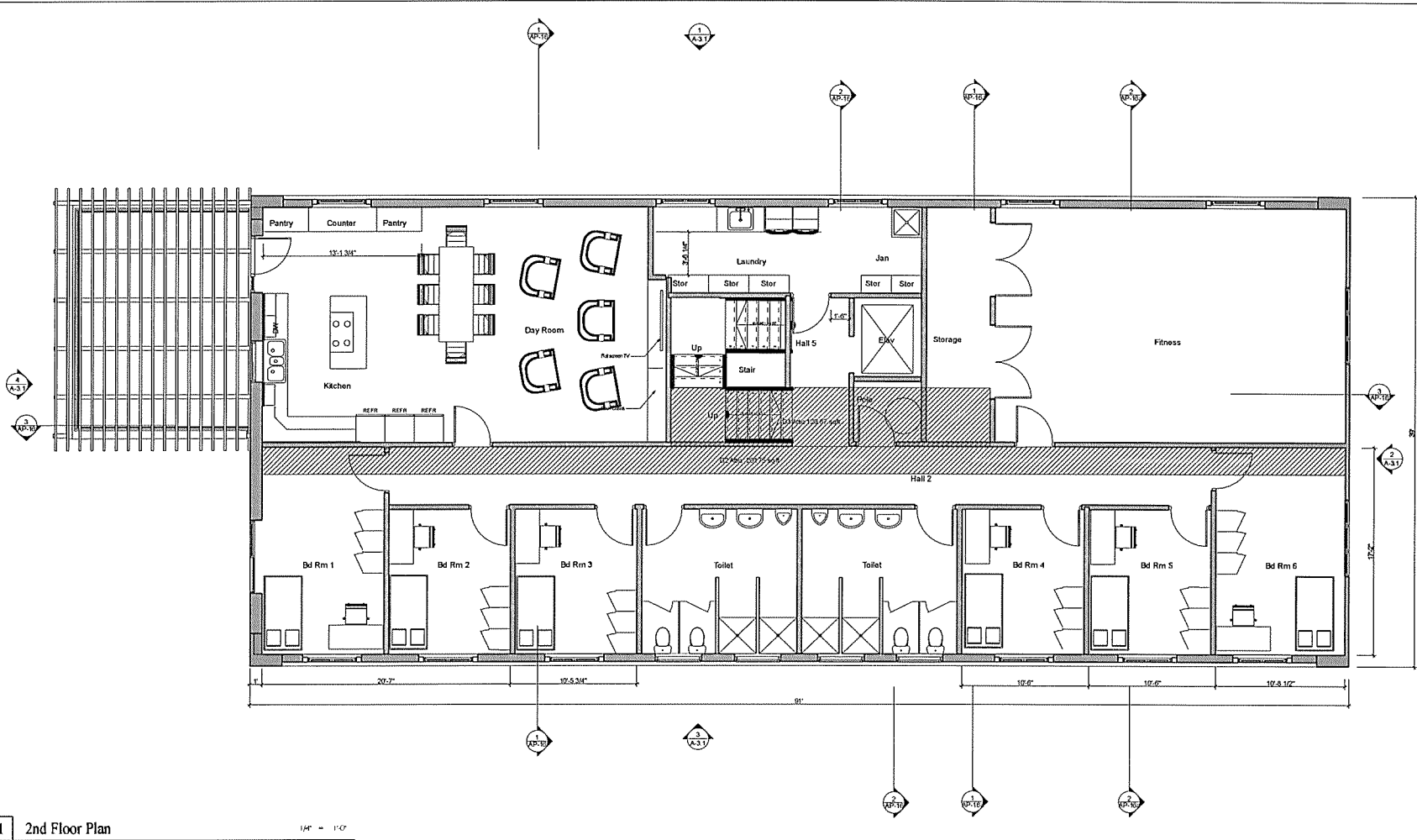
• REVISIONS •

No.	Date	Notes

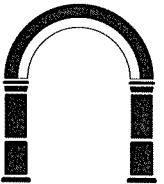
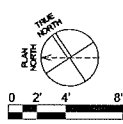
• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-1



1 2nd Floor Plan 1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection
 District Station 6

 700 Oak Grove Ave.
 Menlo Park CA 94025

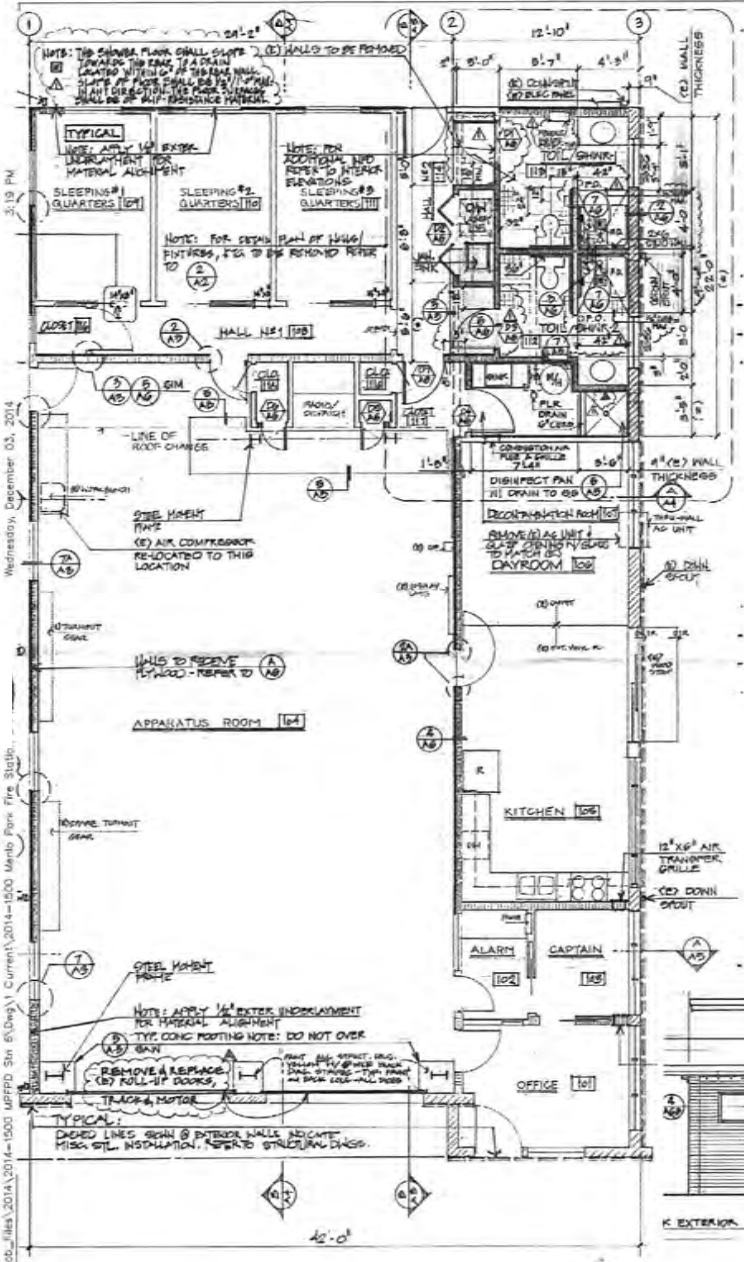
• SHEET TITLE •

Second Floor Plan

• REVISIONS •

No.	Date	Notes

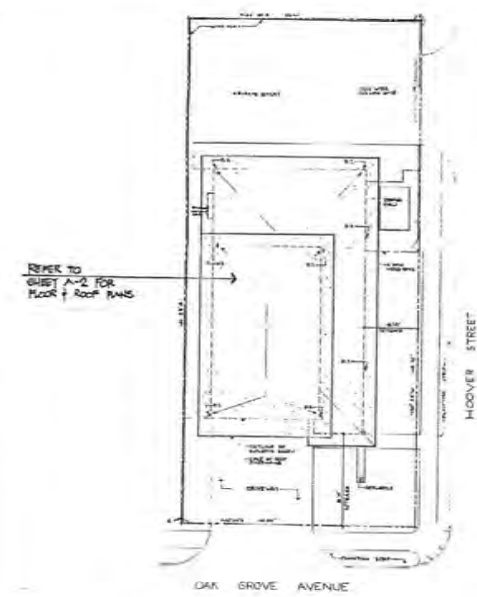
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• DATE: 12/3/2014
• SHEET: AP-5



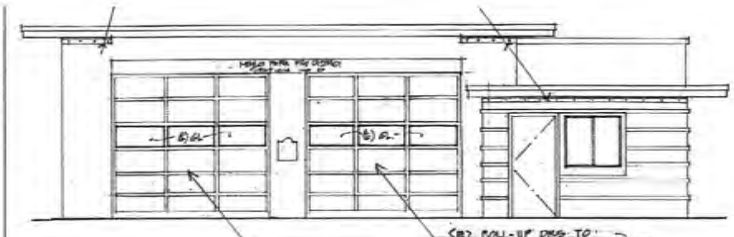
2 Existing First Floor Plan

Project Data:

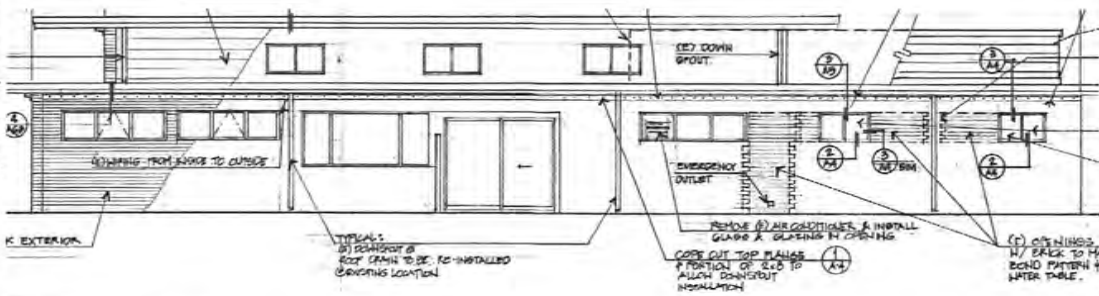
Existing Lot Size	9169 s.f.
Let Coverage	
Existing Building Area	2984 s.f.
Proposed Building Additions	0 s.f.
Total Building Area	2984 s.f.
Existing Lot Coverage	32 %
Proposed Lot Coverage	no change
Zoning	R-C Mixed Use
Building Occupancy	B-2
Construction Type	VN



1 Existing Site Plan



4 Existing South Elevation



3 Existing East Elevation



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PROJECT

Menlo Park Fire Protection
 District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

SHEET TITLE

Existing Bldg - DEMO

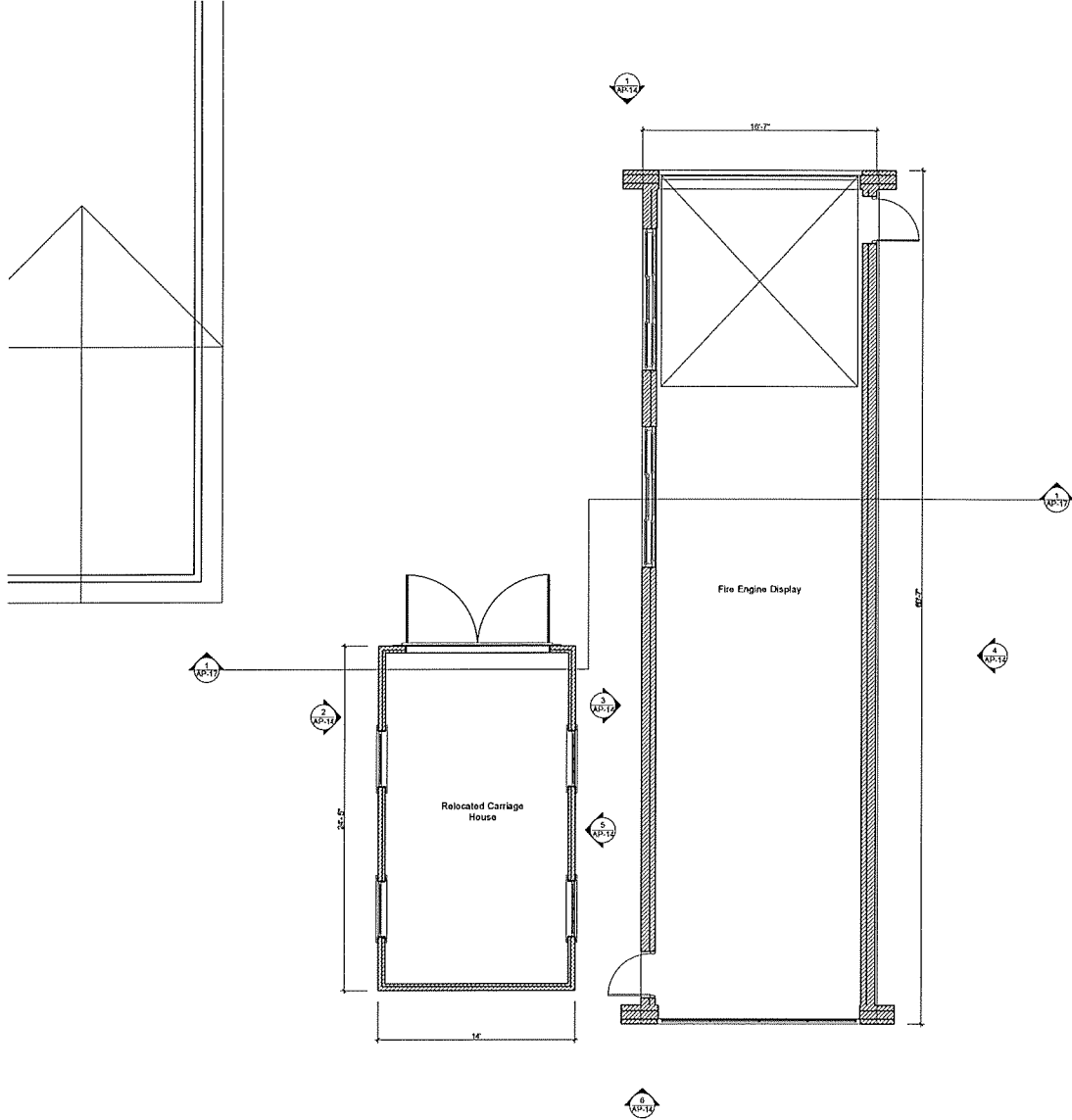
REVISIONS

No.	Date	Notes

JOB: 2014.1500

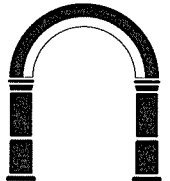
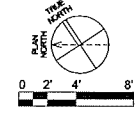
DATE: 12/31/2014

SHEET: AP-5a



1 Engine Display Plan

1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection
 District Station 6
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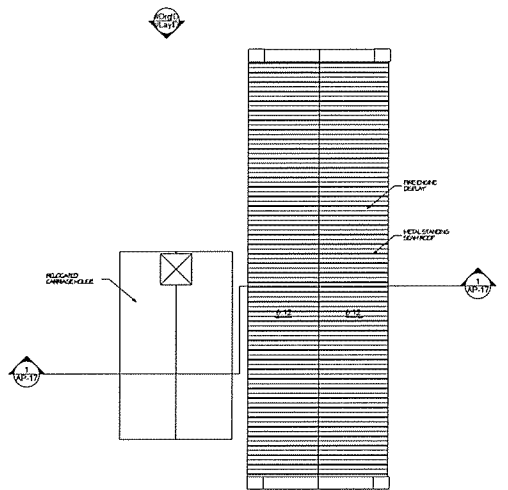
• SHEET TITLE •

Engine Display - Floor Plans

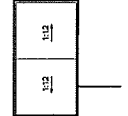
• REVISIONS •

No.	Date	Notes

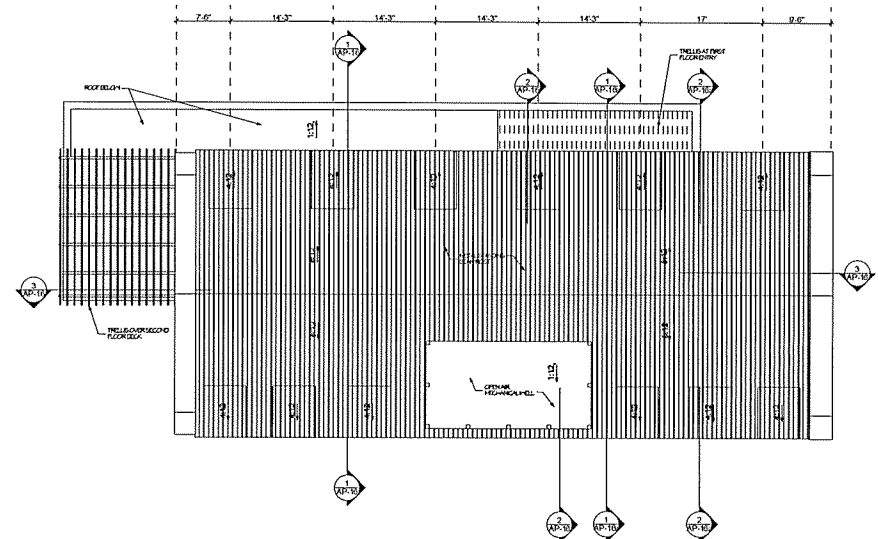
• JOB: 2014.1500
 • DATE: 12/3/2014
 • SHEET: AP-6



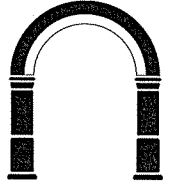
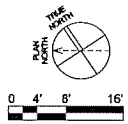
3 Engine Display Roof Plan 1/8" = 1'-0"



5 Trash Enclosure Roof Plan 1/8" = 1'-0"



1 Main Roof Plan 1/8" = 1'-0"



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PROJECT

Menlo Park Fire Protection
 District Station 6

700 Oak Grove Ave.
 Menlo Park CA 94025

SHEET TITLE

Roof Plans

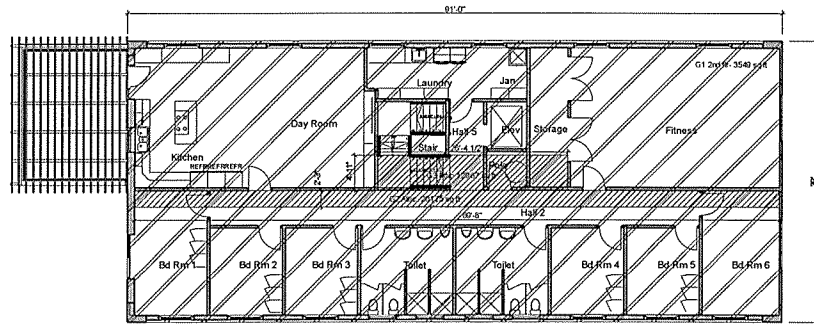
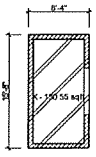
REVISIONS

No.	Date	Notes

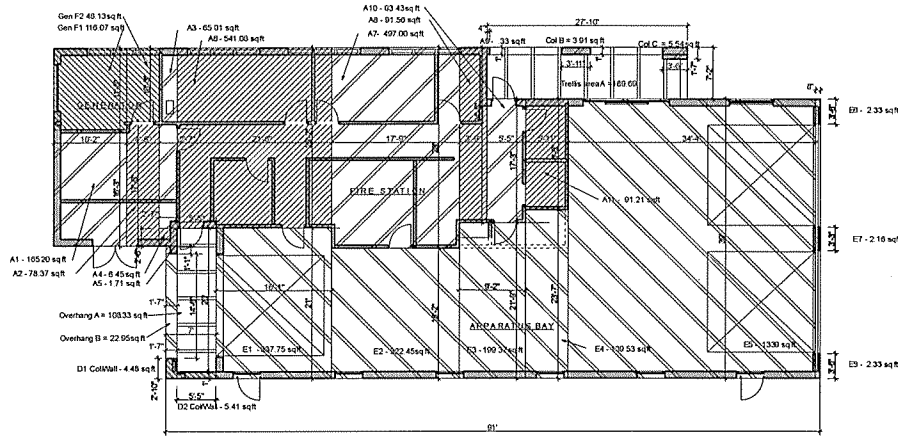
JOB: 2014.1500

DATE: 12/3/2014

SHEET: AP-7

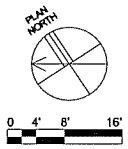


SQUARE FOOTAGE - FIRE STATION - 2ND FLOOR
1/8" = 1'-0"



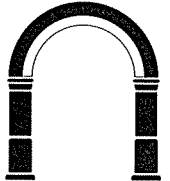
SQUARE FOOTAGE - FIRE STATION - 1ST FLOOR
1/8" = 1'-0"

SQUARE FOOTAGE - ENGINE DISPLAY AND CARRIAGE HOUSE & TRASH ENCLOSURE
1/8" = 1'-0"



FIRE STATION GROSS FLOOR AREA AND BUILDING SITE COVERAGE CALCULATIONS

SITE AREA (SF):	16,198	
DEDICATION AREA (SF):	522	
	15,676	
GROSS ALLOWABLE FLOOR AREA per ZONING AMENDMENT (60% x 15,676)	9,406	
1. FIRST FLOOR (NON-VEHICLE STORAGE AREAS)		
A. 1st Office Floor area	Per Dimensions	
A1: 11'-2" x 16'-1"	163.20	
A2: 4'-4" x 17'-5"	78.87	
A3: 2'-7" x 23'-2"	65.01	
A4: 2'-4" x 2'-7"	6.45	
A5: 1'-1" x 1'-7"	1.71	
A6: 25'-2" x 21'-6"	541.06	
A7: 25'-0" x 17'-9"	497.00	
A8: 24'-5" x 3'-9"	91.56	
A9: 1' x 4'	0.33	
A10: 17'-3" x 5'-5"	93.43	
A11: 15'-5" x 5'-11"	91.21	
Subtotal	1631.35	
Excluded from Gross Floor Area per 16.04.025 (C) (1) & (2), But Included in Site Coverage		
B. Column: 1' x 3'-11"	3.91	
C. Column: 1'-7" x 3'-6"	5.54	
D. Column/Wall:		
D1: 12'-10" x 1'-7"	4.48	
D2: 1" x 5'-5"	5.41	
F. Generator Enclosure -		
Gen F1: 11'-5" x 10'-2"	116.07	
Gen F2: 10'-3" x 4'-6"	46.15	
Subtotal	161.54	
2. SECOND FLOOR		
G1. 2nd Floor Area: 33' x 91'	3549.00 SF	
G2. Attic: 2'-3" x 89'-8"	201.75	
G3. Attic: 4'-11" x 20'-4 1/2"	128.67	
Subtotal	3880.42	
3. FIRST FLOOR (VEHICLE STORAGE AREA)		
E. Apparatus Bay		
E1: 21' x 16'-1"	337.75	
E2: 18'-2" x 17'-9"	322.45	
E3: 21'-9" x 9'-2"	199.37	
E4: 23'-7" x 5'-11"	139.53	
E5: 39'-0" x 34'-4"	1339.00	
E6: 8'-0" x 8'	2.33	
E7: 3'-3" x 8'	2.16	
E8: 3'-0" x 8'	2.33	
Subtotal	2144.92 SF	
4. ENGINE DISPLAY (VEHICLE STORAGE AREA)		
H. Engine Display		
H1: 59'-11" x 16'-7"	993.61	
H2: 1'-4" x 1'-5" = 1.88 x 4 = 7.52	7.52	
H3: 0'-4" x 1'-2" = .39 x 4 = 1.52	1.52	
Subtotal	1002.65 SF	
5. CARRIAGE HOUSE (VEHICLE STORAGE AREA)		
J. Carriage House: 24'-3" x 34'	341.69 SF	
6. TRASH ENCLOSURE		
X. Trash Enclosure: 6'-4" x 15'-8"	130.55 SF	
7. TRELLIS		
TRELLIS A: 27'-10" x 7'-2" = 199.47 - 3.91 - 5.54 - 0.33 = 189.69	189.69 SF	
8. OVERHANGS (> 6" in depth)		
OVERHANG A: 20' x 5'-3"	108.33 SF	
OVERHANG B: 14'-6" x 17"	22.55 SF	
Subtotal	131.28 SF	
TOTAL NON-VEHICLE STORAGE GROSS FLOOR AREA (1+2 ABOVE)	5511.77 SF	35.18%
TOTAL VEHICLE STORAGE - GROSS FLOOR AREA (3+4+5 ABOVE)	3659.40 OSF	23.54%
SUB TOTAL GROSS FLOOR AREA (1+2+3+4+5 ABOVE)	9201.17 SF	58.70%
(TRASH ENCLOSURE, TRELLIS, OVERHANGS EXCLUDED)		
9. DEDUCT Second Floor to First Floor Mech Duct Shafts		TBD
TOTAL GROSS FLOOR AREA (1+2+3+4+5+9 ABOVE)	9201.17 SF	58.70%
TOTAL BUILDING SITE COVERAGE (1+3+4+5+6+7+8 ABOVE)	5333.81 SF	37.58%
(SECOND FLOOR EXCLUDED)		



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PROJECT

Menlo Park Fire Protection District Station 6
700 Oak Grove Ave.
Menlo Park CA 94025

SHEET TITLE

Square Footage Calculation Plans

SCALE: 1/8" = 1'-0"

REVISIONS

No.	Date	Notes

JOB: 2014.1500

DATE: 12/3/2014

SHEET: AP-8



EXISTING MENLO PARK FIRE STATION #6 - TO BE DEMOLISHED - OAK GROVE AVENUE ELEVATION



EXISTING MENLO PARK FIRE STATION #6 - TO BE DEMOLISHED - HOOVER STREET ELEVATION



EXISTING MENLO PARK FIRE STATION #6 - TO BE DEMOLISHED - NORTH ELEVATION



EXISTING FIRE STATION - TO BE DEMOLISHED - SOUTH SIDE YARD ELEVATION

EXISTING MENLO PARK FIRE STATION #6 - TO BE DEMOLISHED



EAST SIDE ELEVATION at HOOVER STREET



NORTH SIDE YARD ELEVATION



WEST SIDE BACK YARD ELEVATION



SOUTH SIDE YARD ELEVATION

EXISTING RESIDENCE AT 1231 HOOVER STREET - TO BE DEMOLISHED



GARAGE ELEVATION FROM HOOVER STREET EAST ELEVATION -



GARAGE NORTH SIDE ELEVATION

EXISTING GARAGE AT 1231 HOOVER STREET - TO BE DEMOLISHED



CARRIAGE HOUSE ELEVATION FROM LEFT SIDE & FRONT



CARRIAGE HOUSE ELEVATION FROM RIGHT SIDE



CARRIAGE HOUSE ELEVATION FROM REAR

EXISTING CARRIAGE HOUSE (TO BE RELOCATED FROM MPFFD STATION #1)



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• PROJECT •

Menlo Park Fire Protection
District Station 6

700 Oak Grove Ave.
Menlo Park CA 94025

• SHEET TITLE •

Existing Building
Elevations

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-9

3:08 PM

Wednesday, December 03, 2014

M:\C:\w\job_files\2014\2014-1500 MPPFD SIn 6\Deg\1 Current\2014-1500 Menlo Park Fire Station 6



1 East Elevation

1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Fire Station - East Elevation

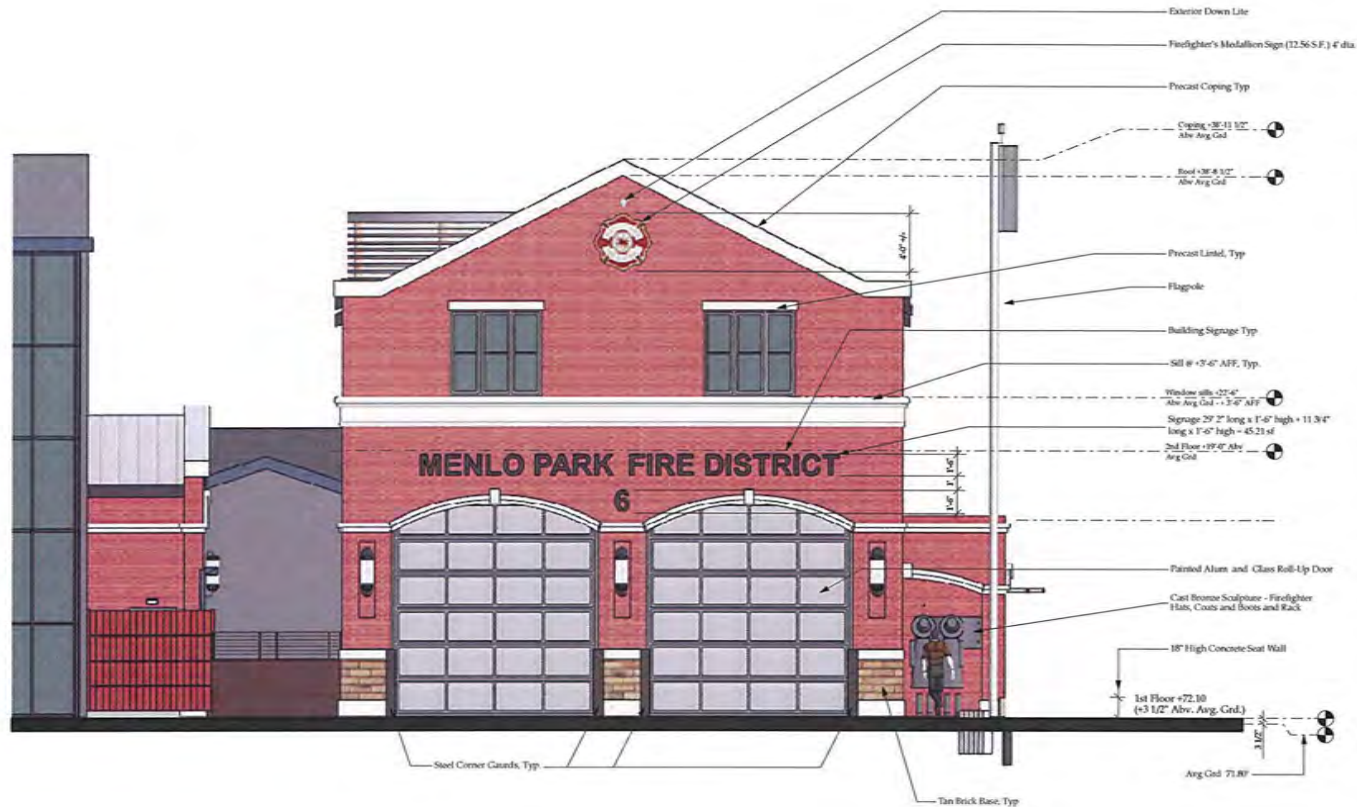
• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

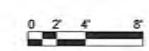
• SHEET: AP-10



1 South Elevation

1/8" = 1'-0"

1:41.26



CJW ARCHITECTURE
 130 Portola Road, suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (Fax) 851-9337

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PROJECT

Menlo Park Fire Protection
 District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

SHEET TITLE

Fire Station - South
 Elevation

REVISIONS

No.	Date	Notes

JOB: 2014.1500

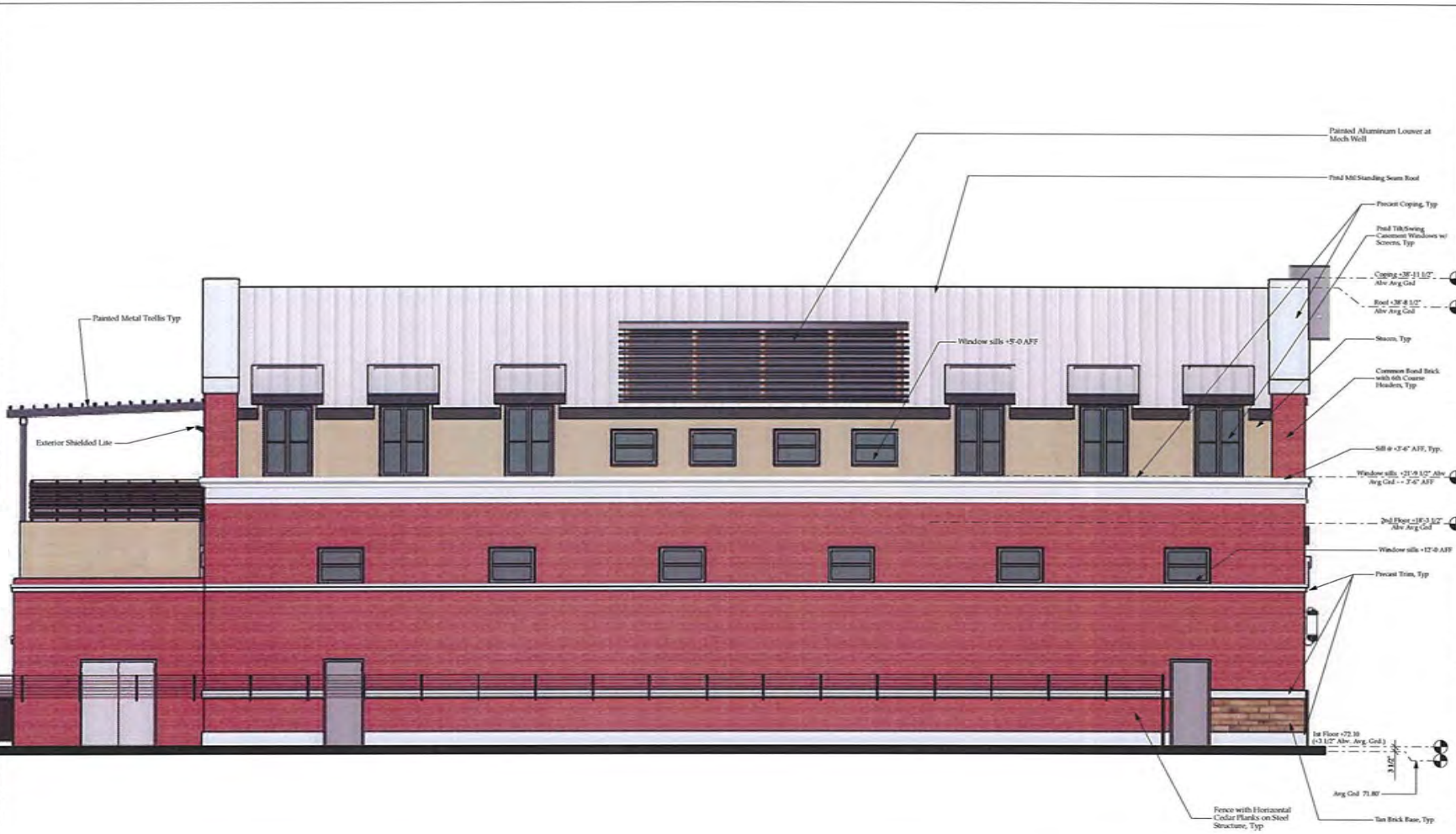
DATE: 12/3/2014

SHEET: AP-11

3:08 PM

Wednesday, December 03, 2014

M:\C:\w\j\j\Files\2014\2014-1500 MPFFD Stn 6\Draw\1 Current\2014-1500 Menlo Park Fire Station 6



1 West Elevation

1/4" = 1'-0"



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 130 Portola Road, suite A
 Portola Valley, CA 94028
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• PROJECT •

**Menlo Park Fire Protection
 District Station 6**
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

**Fire Station - West
 Elevation**

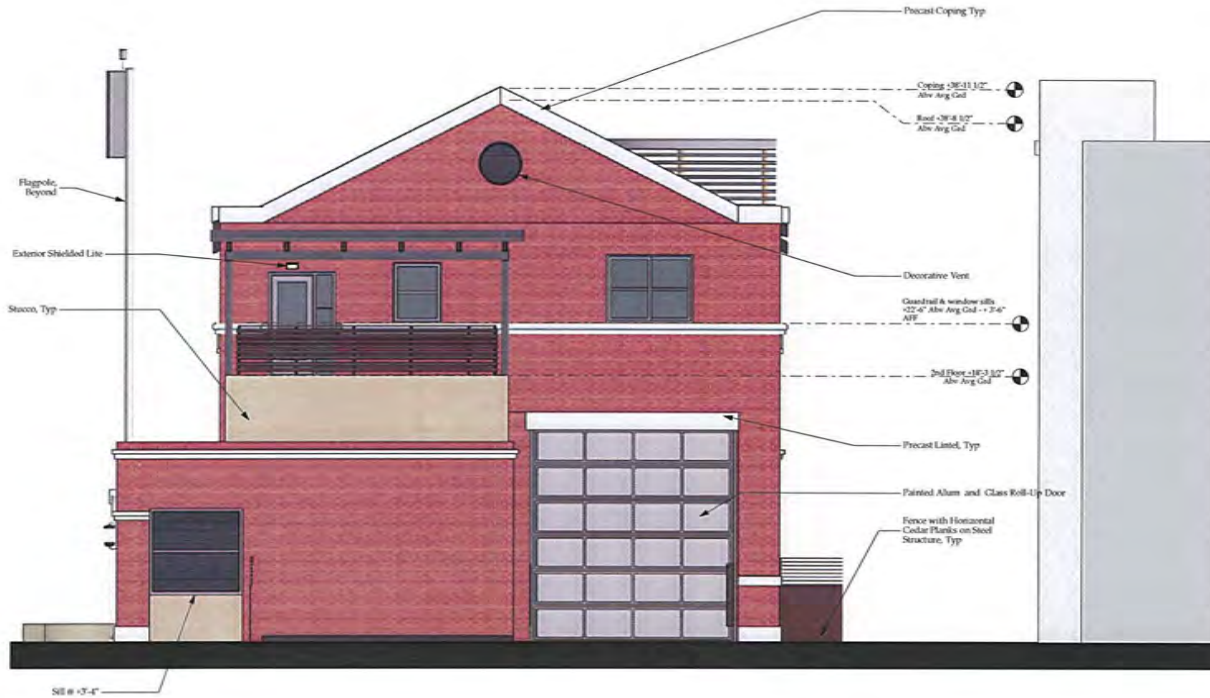
• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-12



1 North Elevation

1/8" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection District Station 6

 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Fire Station - North Elevation

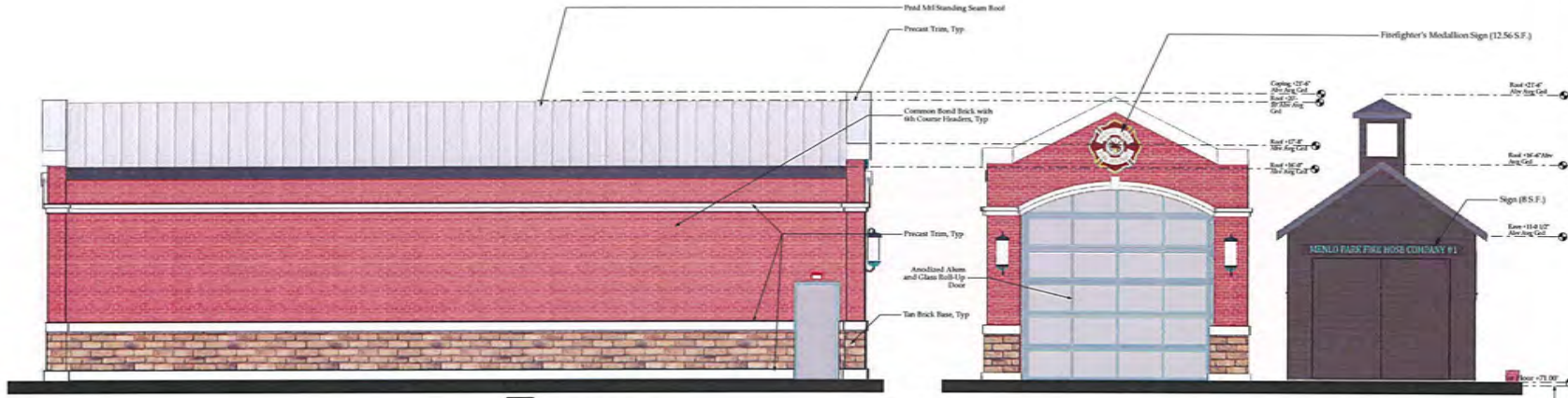
• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

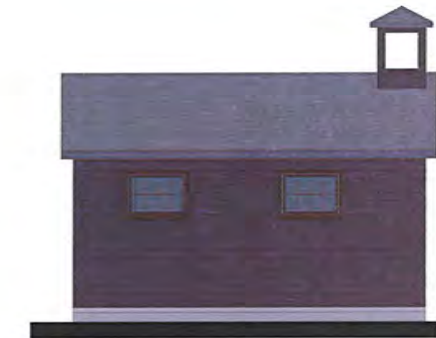
• DATE: 12/3/2014

• SHEET: AP-13



4 South Elevation 1/4" = 1'-0"

1 East Elevation 1/4" = 1'-0"



5 Carriage House - South Elevation 1/4" = 1'-0"



2 Carriage House - North Elevation 1/4" = 1'-0"



6 West Elevation 1/4" = 1'-0"

3 North Elevation 1/4" = 1'-0"



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Portola Valley, CA 94028
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• PROJECT •

Menlo Park Fire Protection
District Station 6

700 Oak Grove Ave.
Menlo Park CA 94025

• SHEET TITLE •

Engine Display &
Carriage House
Elevations

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

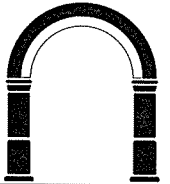
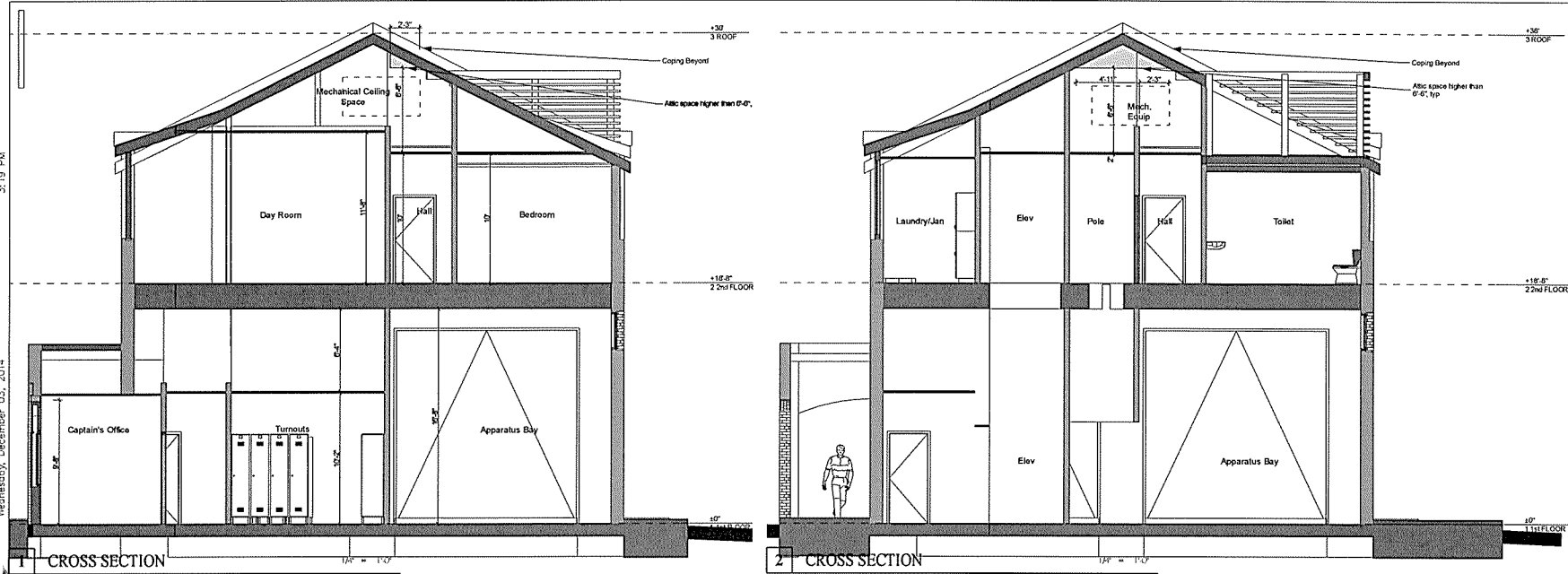
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M:\C:\W\Job_Files\2014\2014-1500 MFPFD 5th & Dug\1 Current\2014-1500 Menlo Park Fire Station

M:\C:\W\Job_Files\2014\2014-1500 MFPFD 5th & Dug\1 Current\2014-1500 Menlo Park Fire Station



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• PROJECT •

Menlo Park Fire Protection District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

**Fire Station -
 Cross/Longitudinal
 Sections**

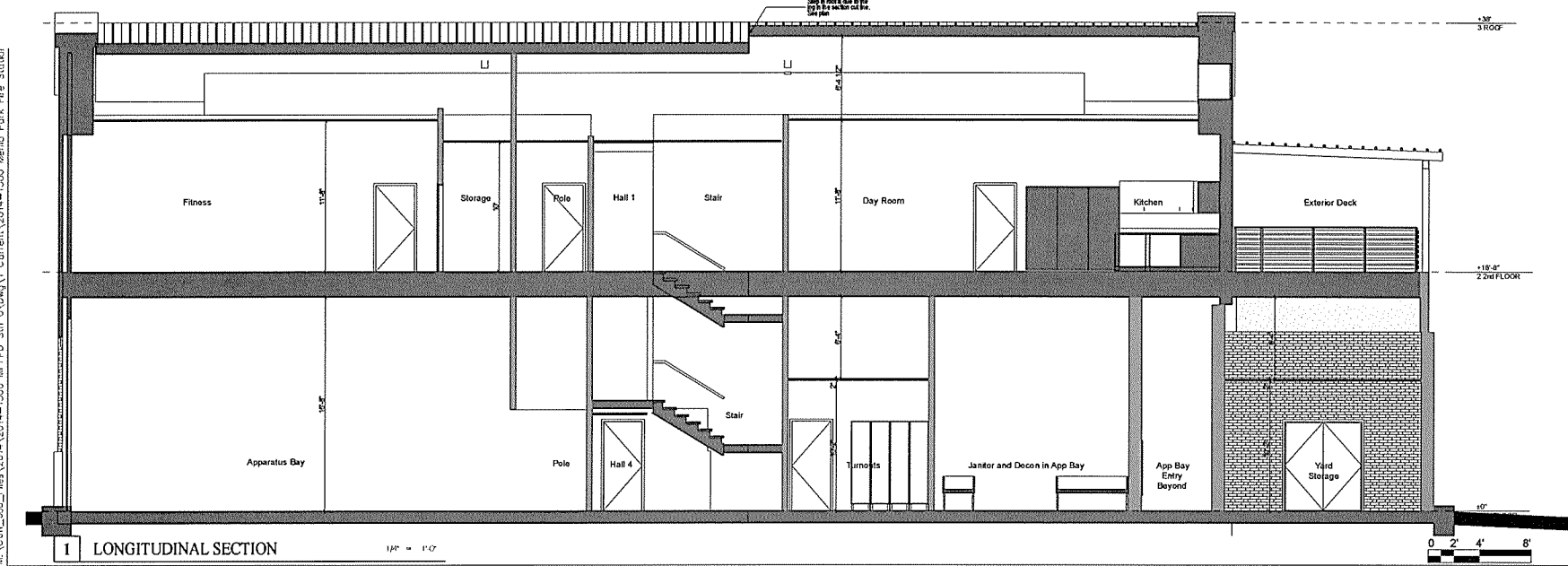
• REVISIONS •

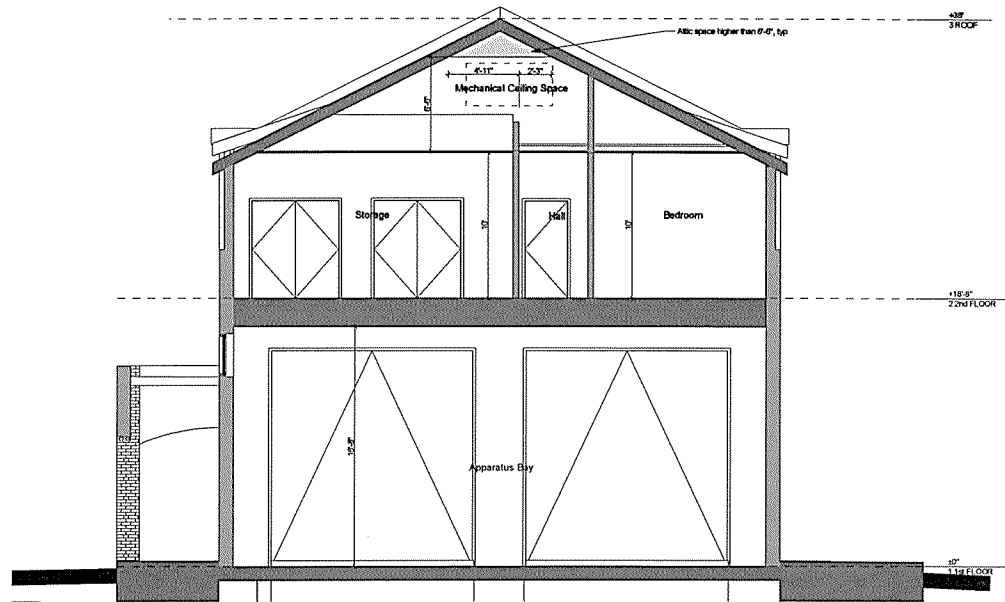
No.	Date	Notes

• JOB: 2014.1500

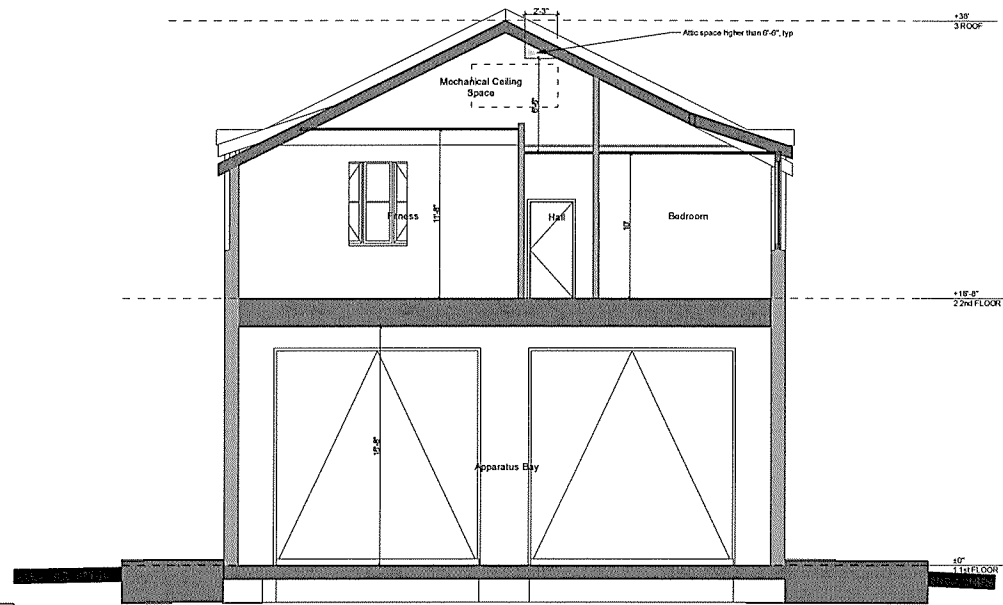
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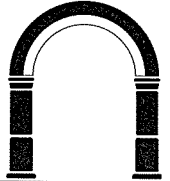
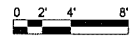




1 CROSS SECTION at STORAGE ROOM 1/4" = 1'-0"



2 CROSS SECTION-FITNESS 1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection
 District Station 6

 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Cross Sections

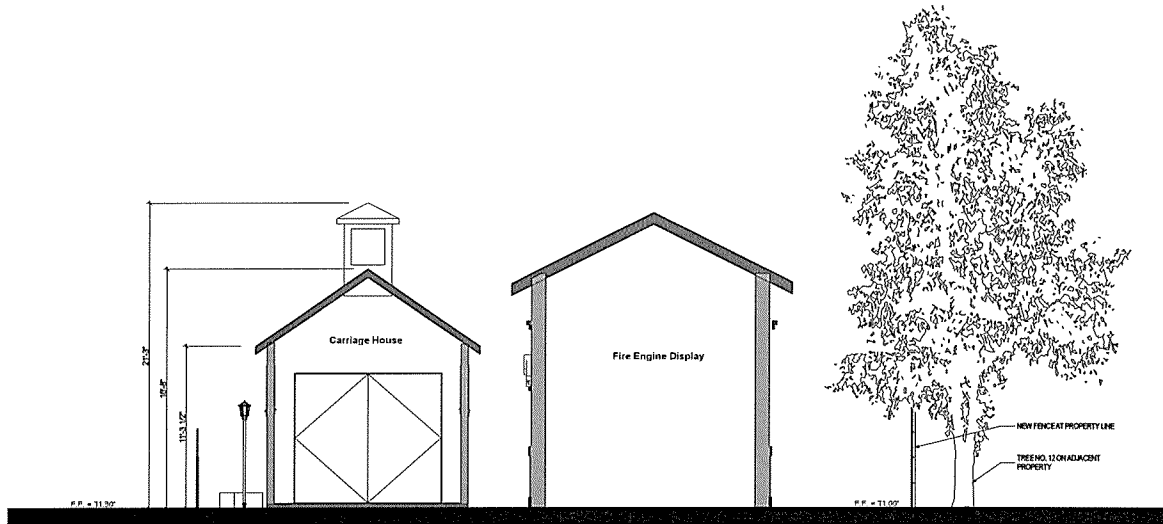
• REVISIONS •

No.	Date	Notes

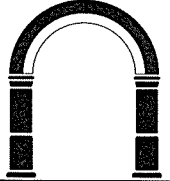
• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-16a



1 Fire Engine Display & Carriage House Section 1/4" = 1'-0"



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• PROJECT •

Menlo Park Fire Protection District Station 6

 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

**Historic Engine Display
 - Cross Sections**

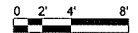
• REVISIONS •

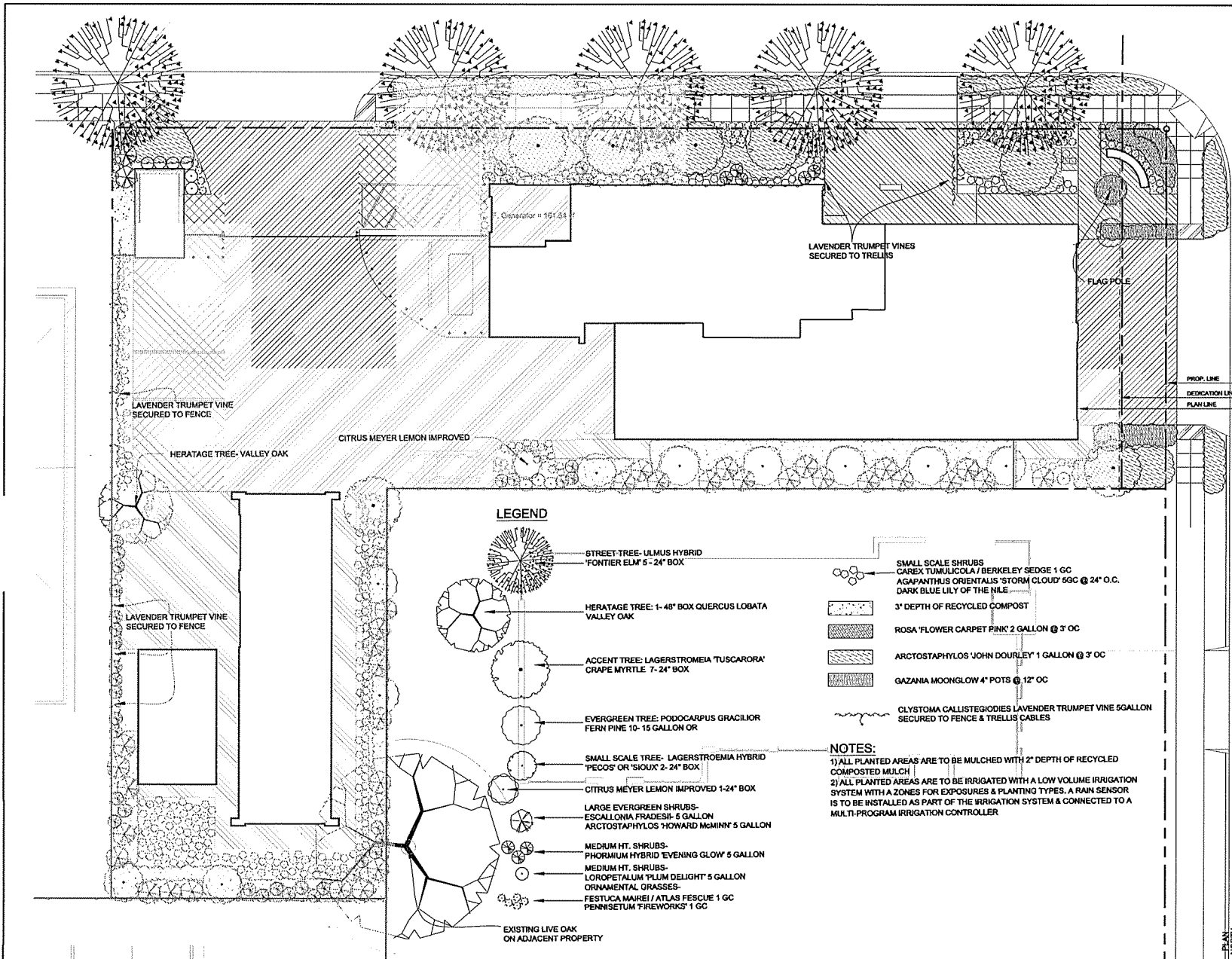
No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-17





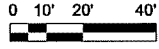
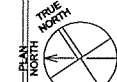
1 Preliminary Landscape Plan

1" = 10'

LEGEND

- STREET TREE- ULMUS HYBRID
"FONTIER ELM" 5-24" BOX
- HERITAGE TREE: 1-48" BOX QUERCUS LOBATA
VALLEY OAK
- ACCENT TREE: LAGERSTROMIA "TUSCARORA"
CRAPE MYRTLE 7-24" BOX
- EVERGREEN TREE: PODOCARPUS GRACILIOR
FERN PINE 10-15 GALLON OR
- SMALL SCALE TREE: LAGERSTROMIA HYBRID
"PECOS" OR "SIOUX" 2-24" BOX
- CITRUS MEYER LEMON IMPROVED 1-24" BOX
- LARGE EVERGREEN SHRUBS-
ESCALLONIA FRADESII- 5 GALLON
ARCTOSTAPHYLOS "HOWARD McMINN" 5 GALLON
- MEDIUM HT. SHRUBS-
PHORMIUM HYBRID "EVENING GLOW" 5 GALLON
- MEDIUM HT. SHRUBS-
LOROPETALUM "PLUM DELIGHT" 5 GALLON
- ORNAMENTAL GRASSES-
FESTUCA MAUREI / ATLAS FESCUE 1 GC
PENNISETUM "FIREWORKS" 1 GC
- EXISTING LIVE OAK
ON ADJACENT PROPERTY
- SMALL SCALE SHRUBS
CAREX TUMULICOLA / BERKELEY SEDGE 1 GC
AGAPANTHUS ORIENTALIS "STORM CLOUD" 6GC @ 24" O.C.
DARK BLUE LILY OF THE NILE
- 3" DEPTH OF RECYCLED COMPOST
- ROSA "FLOWER CARPET PINK" 2 GALLON @ 3" OC
- ARCTOSTAPHYLOS "JOHN DOURLEY" 1 GALLON @ 3" OC
- GAZANIA MOONGLOW 4" POTS @ 12" OC
- CLYSTOMA CALLISTEGIODIES LAVENDER TRUMPET VINE 5GALLON
SECURED TO FENCE & TRELLIS CABLES

NOTES:
 1) ALL PLANTED AREAS ARE TO BE MULCHED WITH 2" DEPTH OF RECYCLED COMPOSTED MULCH
 2) ALL PLANTED AREAS ARE TO BE IRRIGATED WITH A LOW VOLUME IRRIGATION SYSTEM WITH A ZONES FOR EXPOSURES & PLANTING TYPES. A RAIN SENSOR IS TO BE INSTALLED AS PART OF THE IRRIGATION SYSTEM & CONNECTED TO A MULTI-PROGRAM IRRIGATION CONTROLLER



CJ W ARCHITECTURE
 130 Portola Road, suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (Fax) 851-9337

Ron Hodges
 Landscape Architect
 367 Bridle Path
 Healdsburg, CA. 95448
 (707) 481-4500
 ron@ld.hodges@gmail.com

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PROJECT

Menlo Park Fire Protection
 District Station 6

700 Oak Grove Ave. Menlo
 Park CA 94025

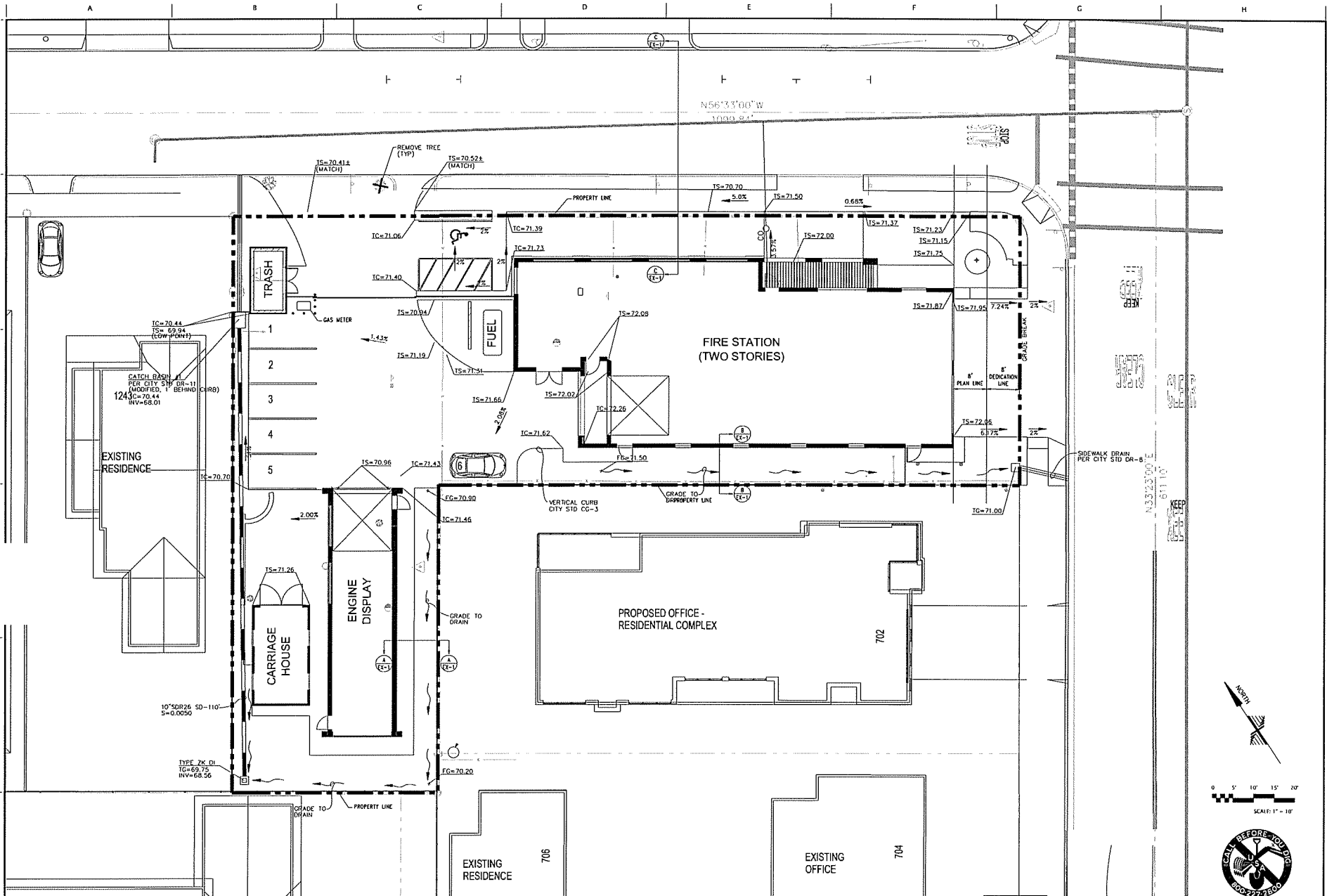
SHEET TITLE

Preliminary
 Landscape Plan

REVISIONS

No.	Date	Notes

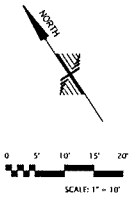
JOB: 2014.1500
DATE: 10/7/2014
SHEET: AP-18



NO.	DATE	REVISION

HOBACH-LEWIN, INC.
 STRUCTURAL & CIVIL ENGINEERS
 700 OAK GROVE AVE SUITE 100
 MENLO PARK, CA 94025
 (650) 617-5932 FAX: (650) 617-5932

PRELIMINARY GRADING & DRAINAGE PLAN
FIRE STATION NUMBER 6
 700 OAK GROVE AVE
 MENLO PARK, CA 94025

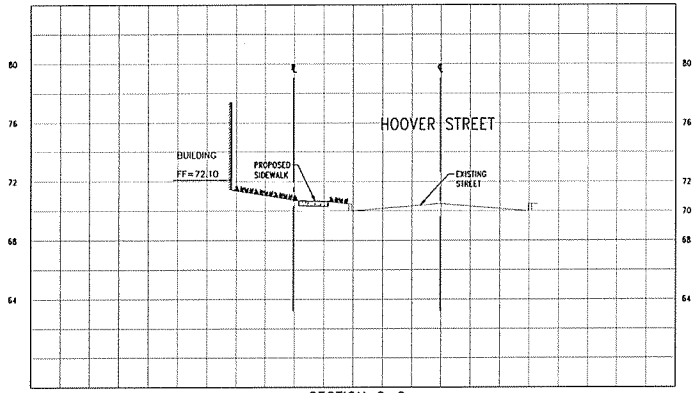


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Scale	AS SHOWN
Drawn	VAB
Checked	RHJ
Job	10115.31
Sheet	C3.0

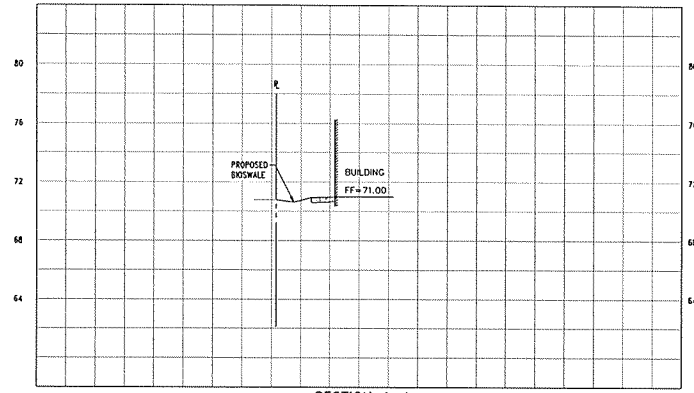
C3.0
 OF TOTAL SHEETS

PRELIMINARY GRADING & DRAINAGE PLAN // AP-20

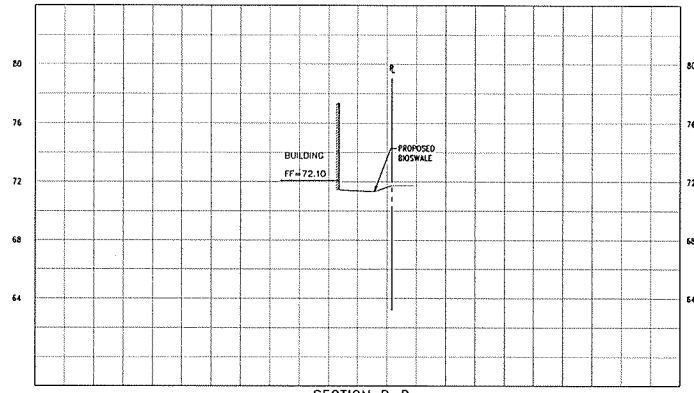
Plot Date: Dec 02, 2014 11:41:29m



SECTION C-C
1"=10' H
1"=4' V



SECTION A-A
1"=10' H
1"=4' V



SECTION B-B
1"=10' H
1"=4' V

REVISIONS	BY

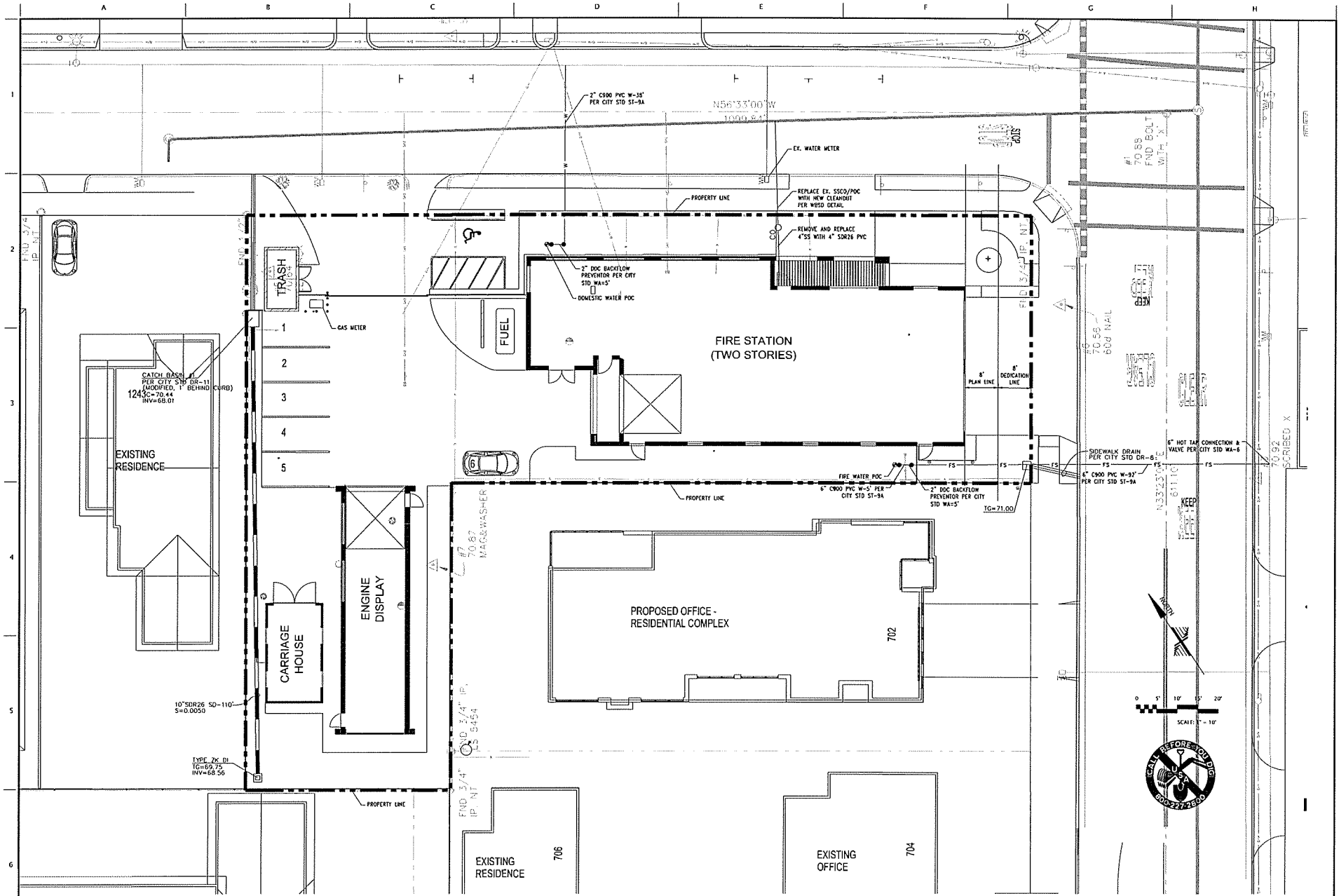
HOEBACH-LEWIN, INC.
 REGISTERED CIVIL ENGINEERS
 2000 AVENUE 100, SUITE 100
 PALMDALE, CALIFORNIA 91368
 (805) 871-5886 FAX (805) 871-5822

SECTIONS


MENLO PARK FIRE PROTECTION DISTRICT
 STATION NO. 6
 700 OAK GROVE AVENUE
 MENLO PARK, CA 94025

Date: 10/02/14
 Scale: AS SHOWN
 Drawn: MM
 Job: 10115.01
 Sheet:

EX-1
 OF 1 Sheets
 HOEBACH-LEWIN #10115.3



NO.	DATE	REVISIONS
1	12-02-2014	AS SHOWN
2		VAR
3		RFJ
4		10115.31
5		


HOBACH-LEWIN, INC.
 STRUCTURAL & CIVIL ENGINEERS
 202 Sherman Avenue, Suite 150
 Menlo Park, CA 94025
 (650) 617-9300, Fax (650) 617-9322

PRELIMINARY UTILITIES PLAN
FIRE STATION NUMBER 6
700 OAK GROVE AVE
MENLO PARK, CA 94025

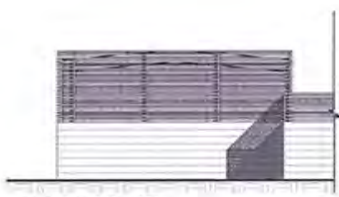
Date: 12-02-2014
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 Drawn: VAR
 Checked: RFJ
 Job: 10115.31
 Sheet:

C4.0
 OF TOTAL SHEETS

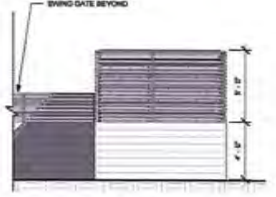
PRELIMINARY UTILITIES PLAN // AP-21



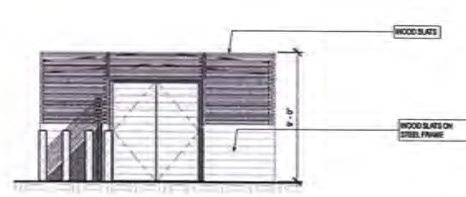
6 TRASH ENCLOSURE - WEST ELEVATION
1/4" = 1'-0"



4 TRASH ENCLOSURE - NORTH ELEVATION
1/4" = 1'-0"

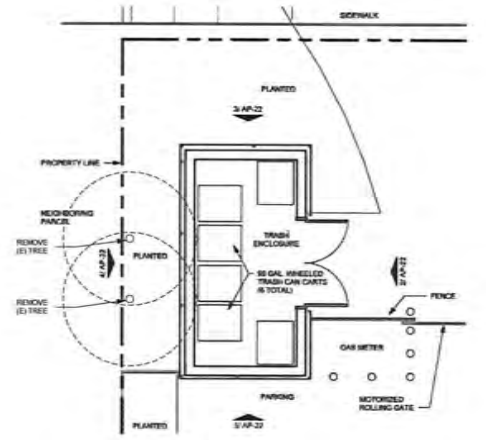


3 TRASH ENCLOSURE - EAST ELEVATION
1/4" = 1'-0"

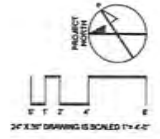


2 TRASH ENCLOSURE - SOUTH ELEVATION
1/4" = 1'-0"

SEE FENCE DRAWINGS AP-31 AND AP-32 FOR FURTHER INFORMATION AND VIEWS
SEE DRAWING AP-7 FOR ROOF PLAN OF GARBAGE ENCLOSURE



1 TRASH ENCLOSURE PLAN
1/4" = 1'-0"



C.J.W. ARCHITECTURE
130 Portola Road, suite A
Portola Valley, CA 94028
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• PROJECT •

Menlo Park Fire Protection
District Station 6
700 Oak Grove Ave.
Menlo Park CA 94025

• SHEET TITLE •

Trash Enclosure Plan &
Elevations

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-22



PERSPECTIVE VIEW FROM SOUTHEAST // AP-23



CJ W ARCHITECTURE
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 Portola Valley, CA 94028
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• PROJECT •

Menlo Park Fire Protection District Station 6

 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Perspective View From Southeast

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500
 • DATE: 12/3/2014
 • SHEET: AP-23



PERSPECTIVE VIEW FROM SOUTHWEST // AP-25



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 Portola Valley, CA 94028
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• PROJECT •

Menlo Park Fire Protection
 District Station 6

 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Perspective View from Southwest

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-25



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• PROJECT •

Menlo Park Fire Protection
 District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Detail View

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-26

DETAIL VIEW // AP-26



DETAIL VIEW // AP-28



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 Portola Valley, CA 94028
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• PROJECT •

Menlo Park Fire Protection
 District Station 6

700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Detail View

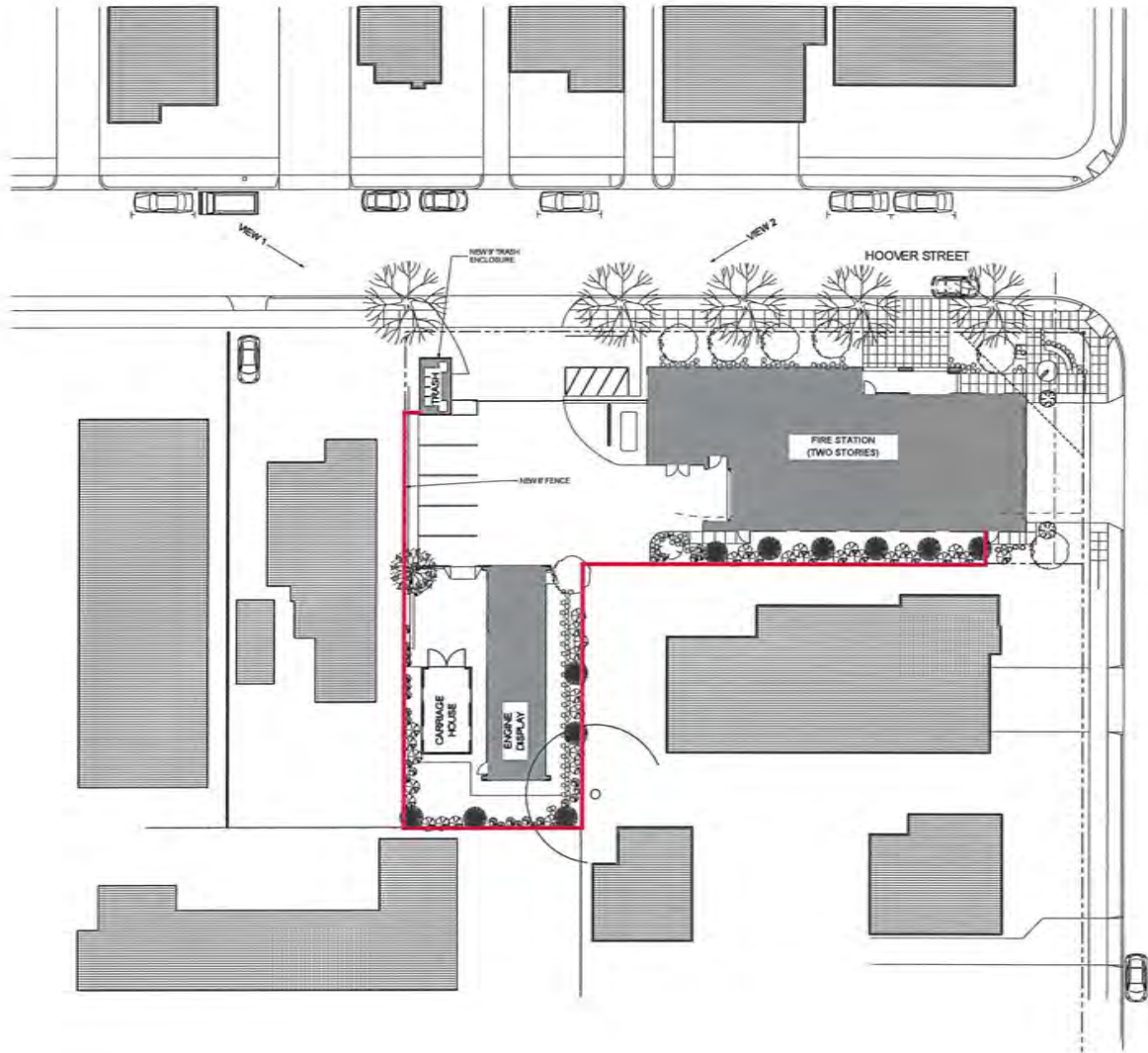
• REVISIONS •

No.	Date	Notes

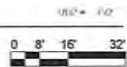
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• DATE: 12/3/2014

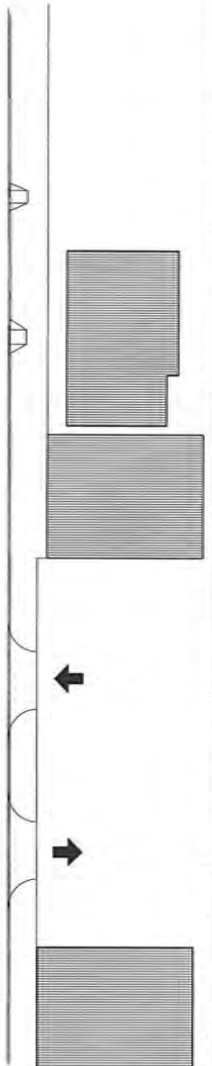
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1 Fencing Proposal Plan



OAK GROVE AVENUE



CJ W ARCHITECTURE
 130 Portola Road, suite A
 Portola Valley, CA 94028
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• PROJECT •

Menlo Park Fire Protection
 District Station 6
 700 Oak Grove Ave.
 Menlo Park CA 94025

• SHEET TITLE •

Fencing Proposal Site
 Plan

• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-31



VIEW 1 - LOOKING EAST ON HOOVER STREET



VIEW 2 - LOOKING EAST ON HOOVER STREET



C J W ARCHITECTURE
130 Portola Road, suite A
Portola Valley, CA 94028
(650) 851-9335 / (Fax) 851-9337

These plans are copyrighted and are subject to copyright protection as an "architectural work" under Sec. 102 of the Copyright Act, 17 USC, as amended December 1990 and known as Architectural Works Copyright Protection Act of 1990. The protection includes but is not limited to the overall form as well as the arrangement and composition of spaces and elements of the design. Under such protection, unauthorized use of these plans, work or home represented, can legally result in the cessation of construction or building being started and/or monetary compensation to C J W Architecture.



• PROJECT •

Menlo Park Fire Protection
District Station 6

700 Oak Grove Ave.
Menlo Park CA 94025

• SHEET TITLE •

Fencing Proposal Views
& Sample Details

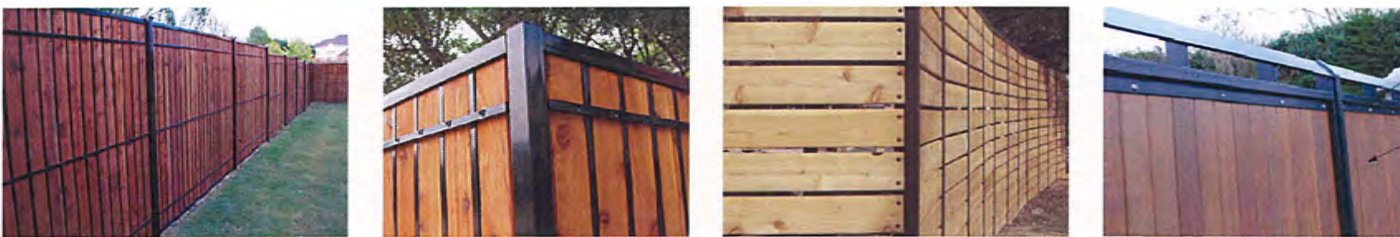
• REVISIONS •

No.	Date	Notes

• JOB: 2014.1500

• DATE: 12/3/2014

• SHEET: AP-32



SIMILAR WOOD AND IRON FENCE DETAILS

DEC 11 2014

CITY OF MENLO PARK
BUILDING

MENLO PARK FIRE DISTRICT

6

Aluminum letters, dark bronze anodized painted
to match window frame color. Font: Arial
Area = 43.75' x 1.45' = 63.23 SF

Fire Station Sign on Oak Grove Avenue

MENLO PARK FIRE HOSE COMPANY #1

Wood letters, painted white font. Cambria
Mounted on 3/4" wood background painted
dark brown to match carriage house
Area = 6' x 12' = 72 SF

Sign on Carriage House

1 Building Signage

Scale: 1/8" = 1'-0"



CJW ARCHITECTURE
130 Portola Road, suite A
Portola Valley, CA 94028
(650) 851-9335 / (Fax) 851-9337

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PROJECT

Menlo Park Fire Protection District Station 6

700 Oak Grove Ave.
Menlo Park CA 94025

SHEET TITLE

Signage

REVISIONS

No.	Date	Notes

JOB: 2014.1500

DATE: 12/03/2014

SHEET: AP-33

Sign Area Summary

Fire Station Sign on Oak Grove Avenue	45.21 SF
Firefighter's Medallions - on Fire Station at Oak Grove Avenue	12.56 SF
- on Engine Display Building facing Hoover Street	12.56 SF
Sign on Carriage House	8.00 SF
TOTAL	78.33 SF

- 1 BACC 1" thick high density polyethylene foam
Color: Gold Leaf
- 2 TBM 1/8" thick painted aluminum
Color: White
- 3 SHIELD 1/8" thick painted aluminum
Color: PA5 186C Anil
- 4 CENTER CIRCLE AND INBARS 1" thick high density polyethylene foam
Color: White
- 5 SHIELDS 1/8" thick painted aluminum
Color: Gold Leaf, PA5 186C Anil, PA5 186C Bronze, PA5 402 Gray, White and Black Trim
- 6 LETTERS 1/2" thick aluminum letters
Install letters right to sign panel surface
Color: Gold Leaf
- 7 ATTACHMENT 2x2 1/2" angle that mounted to existing wall, counterbored, torque and drilled to sign structure



Two (2) medallions:
- one on the Fire Station at Oak Grove Avenue
- one on the Engine Display Building facing Hoover Street

2 Firefighter's Medallion

Scale: 1/8" = 1'-0"

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DRAFT - January 13, 2015

FINDINGS AND RECOMMENDED ACTIONS FOR APPROVAL

**700 Oak Grove Avenue and 1231 Hoover Street
Menlo Park Fire Station 6 Project**

The Planning Commission recommends that the City Council take the following actions:

Environmental Review

1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:
 - a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State CEQA Guidelines;
 - b. The City Council has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period; and
 - c. Based on the Initial Study prepared for the Mitigated Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.
2. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Menlo Park Fire Station 6 Project for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment I)

General Plan Map Amendments

3. Adopt a Resolution Amending the General Plan to Change the Land Use Designation for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment E)

Rezoning

4. Introduce an Ordinance of the City of Menlo Park, Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment F)

Zoning Ordinance Text Amendment

5. Introduce an Ordinance of the City of Menlo Park, Amending Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code (Attachment G)

Use Permit

6. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
7. Approve the Use Permit for construction of a new fire station with an FAR of up to 59 percent in the P-F zoning district.

Architectural Control

8. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structures is in keeping with the character of the neighborhood;
 - b. The development will not be detrimental to the harmonious and orderly growth of the City;
 - c. The development will not impair the desirability of investment or occupation in the neighborhood; and,
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The proposed project is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
9. Approve the proposed design of the new buildings and site improvements.

Lot Merger

10. Make findings that the proposed lot merger is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act.

Sign Review

11. Make a finding that the sign is appropriate and compatible with uses and signage in the vicinity.

Heritage Tree Removal Permits

12. Adopt a Resolution Approving the Heritage Tree Removal Permits for the properties located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment H).

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DRAFT –January 13, 2015

Conditions of Approval

Use Permit, Architectural Control, and Lot Merger

**700 Oak Grove Avenue and 1231 Hoover Street
Menlo Park Fire Station 6 Project**

Conditions

1. Development of the project shall be substantially in conformance with the plans by CJW Architecture, Green Valley Consulting Engineers, Hohbach-Lewin, Inc., and Ron Hodges dated received by the Planning Division on December 3, 2014, consisting of 33 plan sheets, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
2. The Use Permit and Lot Merger shall expire one year from the date of approval if the applicant does not submit a complete building permit application within that time. The Community Development Director may extend this date per Municipal Code Section 16.82.170.
3. Minor modifications to building exteriors and locations, fence styles and locations, signage, and significant landscape features may be approved by the Community Development Director or designee, based on the determination that the proposed modification is consistent with other building and design elements of the approved use permit and architectural control, and will not have an adverse impact on the character and aesthetics of the site. The Director may refer any request for revisions to the plans to the Planning Commission for architectural control approval. A public hearing could be called regarding such changes if deemed necessary by the Planning Commission.
4. Major modifications to building exteriors and locations, fence styles and locations, signage, and significant landscape features may be allowed subject to obtaining an architectural control permit from the Planning Commission, based on the determination that the proposed modification is compatible with the other building and design elements of the approved use permit and architectural control, and will not have an adverse impact on the character and aesthetics of the site. A public hearing could be called regarding such changes if deemed necessary by the Planning Commission.

5. Major revisions to the development plan which involve material changes, or expansion or intensification of development require public hearings by the Planning Commission and City Council.
6. The project shall comply with all aspects of the California Building Code in effect at the time of Building permit application.
7. Tree removals shall be prioritized to occur during the non-breeding season (August 31 to January 31). If trees are removed during the breeding season (February 1 to August 31), then the applicant shall require that a qualified wildlife biologist experienced in identifying birds and their habitat conduct a pre-construction survey for nesting special status birds and migratory passerines and raptors. The survey shall be completed within seven days prior to tree removal. If no nesting birds are observed, then no further action is required so long as trees are removed.

If active bird nests are observed during the pre-construction survey, and if the wildlife biologist determines that construction activities would likely disrupt nesting activities, then the applicant's construction contractor shall establish a disturbance-free buffer zone around the nest tree(s) until the young have fledged, as determined by a qualified biologist. The extent of the required buffer zone would be determined by the wildlife biologist in consultation with the California Department of Fish and Wildlife and would depend on the species' sensitivity to disturbance, which can vary. To delineate the buffer zone around a nesting tree, orange construction fencing shall be placed at the specified radius from the base of the tree within which machinery and workers shall not intrude. (Mitigation Measure BIO-1)

8. Concurrent with the application submittal for a demolition permit, the applicant shall submit a tree preservation plan to address the protection of existing heritage tree(s) to remain, detailing the location of and methods for all tree protection measures, as described in the arborist report. The project arborist shall submit a letter confirming adequate installation of the tree protection measures. The applicant shall retain an arborist throughout the term of the project, and the project arborist shall submit periodic inspection reports to the Building Division. The heritage tree preservation plan shall be subject to review and approval by the Planning Division prior to issuance of a demolition permit.
9. Concurrent with the application submittal for a demolition permit, the applicant shall submit a plan for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, 5) tree protection fencing, and 6) construction vehicle parking. The project plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions prior to issuance of a demolition permit. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing demolition.

10. Concurrent with the application submittal for a demolition permit, the applicant shall submit a construction parking management plan that addresses where construction-related vehicles will be parked, subject to review and approval by the Transportation and Engineering Divisions.

11. Prior to demolition permit issuance, the applicant shall have a Bat Habitat Assessment conducted for the properties at 700 Oak Grove Avenue and 1231 Hoover Street. The Habitat Assessment shall be completed by a qualified biologist (e.g., a biologist holding a California Department of Fish and Wildlife collection permit and a Memorandum of Understanding with the California Department of Fish and Wildlife allowing the biologist to handle and collect bats). The Habitat Assessment shall evaluate the buildings to be demolished, as well as the trees to be removed that have a breast height diameter greater than 10 inches. The Habitat Assessment shall evaluate the buildings and trees for suitable entry points and roost features, and shall provide focused daytime surveys for day-roosting bats. If a special-status bat species is found, or if suspected day roosts for special-status bats are identified, then the Habitat Assessment shall identify suitable performance measures for avoiding impacts to roosts, which may include, but would not be limited to:

- Consultation with the California Department of Fish and Wildlife to determine appropriate measures for protecting bats with young if present, and for implementing measures to flush and exclude non-breeding bat colonies during construction process.
- Phased removal of trees where selected limbs and branches not containing cavities are removed using chainsaws on the first day, with the remainder of the tree removed using chainsaws or other equipment on the second day

(Mitigation Measure BIO-2)

12. Prior to grading and/or building permit issuance, the following actions shall be included in the dust emission control plan, subject to review and approval by the Planning, Building, and Engineering Divisions:

- All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
- All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
- All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
- All vehicle speeds on unpaved roads shall be limited to 15 mph.
- All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible and feasible. Building pads shall be laid as soon as possible and feasible, as well, after grading unless seeding or soil binders are used.
- Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction

workers at all access points.

- All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
- Post a publicly visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.

(Mitigation Measure AQ-1)

13. Prior to demolition, grading, and/or building permit issuance, the following actions shall be included in the project plans and specifications, subject to review and approval by the Planning and Building Division:

- Low-emission equipment shall be selected during construction that would include the following:
- All diesel-powered off-road equipment larger than 50 horsepower and operating at the site for more than two days continuously shall meet U.S. EPA particulate matter emissions standards for Tier 2 engines or equivalent; and
- All diesel-powered portable equipment (e.g., air compressors, cement and mortar mixers, concrete/industrial saws, and welders) operating at the site for more than 2 days continuously shall meet U.S. EPA particulate matter emissions standards for Tier 4 engines or equivalent; or the construction contractor shall use other measures to minimize construction period diesel particulate matter emissions to reduce the predicted cancer risk below the threshold. Such measures may include the use of line power instead of generators, alternative fuels (e.g., LPG, biofuels), added exhaust devices, or a combination of measures, provided that these measures are demonstrated to provide the necessary DPM and PM2.5 emission reductions and are approved by the lead agency.

(Mitigation Measure AQ-2)

14. Prior to demolition, grading, and/or building permit issuance, the applicant shall ensure that project plans include documentation that construction activities shall be conducted in accordance with the requirements of the City of Menlo Park Municipal Code Chapter 8.06, Noise. The following measures shall be implemented during construction of the project:

- Construction activity shall be allowed only between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday. If construction outside of these hours is necessary, the applicant shall submit a formal request to the City of Menlo Park for consideration.
- Install temporary noise barriers, such as temporary plywood fences and acoustical blankets to screen areas where concrete sawing will occur. Temporary noise barriers shall reduce construction noise levels by at least 5 dBA at a distance of 50 feet from the source. The temporary noise barriers shall interrupt the line-of-sight from adjacent receptors within 50 feet of the

construction areas where concrete sawing would occur, which would provide a minimum of 5 dBA of noise reduction.

- Signs shall be posted at the construction site that includes permitted construction days and hours, including a contact number for the construction supervisor in the event of problems.
- Best available noise control practices, including mufflers, intake silencers, ducts, engine enclosures, and acoustical attenuating shields or shrouds shall be used for equipment and trucks to minimize construction noise impacts.
- If impact equipment (e.g., jack hammers, pavement breakers, etc.) is needed during construction, hydraulically or electric-powered equipment shall be used wherever feasible to avoid the noise associated with compressed-air exhaust from pneumatically powered tools. However, where use of pneumatically powered tools is unavoidable, an exhaust muffler on the compressed-air exhaust shall be used. External jackets on the tools themselves shall also be used if available and feasible.
- Stationary noise sources shall be located as far from sensitive noise receptors as feasible. If they must be located near receptors, adequate muffling (with enclosures where feasible and appropriate) shall be used to reduce noise level to below 85 dBA at the nearest sensitive receptor. Enclosure openings or venting shall face away from sensitive noise receptors.
- Maintain the equipment properly to minimize extraneous noise due to squeaking or rubbing machinery parts, damaged mufflers, or misfiring engines.

(Mitigation Measure NOI-1)

15. Prior to demolition permit issuance, all buildings that are proposed for demolition shall be surveyed for asbestos-containing materials under the National Emissions Standards for Hazardous Air Pollutants (NESHAP) guidelines. All potentially friable asbestos-containing materials shall be removed prior to building demolition in accordance with NESHAP guidelines and BAAQMD Regulation 11, Rule 2: Hazardous Materials; Asbestos Demolition, Renovation and Manufacturing. The BAAQMD's Enforcement Division shall be consulted prior to commencing demolition of a building containing asbestos materials.
16. Prior to demolition permit issuance, a survey of painted surfaces on all buildings at the site shall be conducted. Based on the results of the survey, if lead-based paint is still bonded to the building surfaces, its removal is not required prior to demolition. If lead-based paint is peeling, flaking, or blistered, it shall be removed prior to demolition in accordance with state requirements. It is assumed that such paint will become separated from the building components during demolition activities; thus, it must be managed and disposed as a separate waste stream. Any debris or soil containing lead paint or coating must be disposed at landfills that have acceptance criteria for the waste being disposed. The project shall follow the requirements outlined by California Occupational Safety and Health Administration (Cal-OSHA) Lead in Construction Standard, Title 8, California Code of Regulations (CCR) 1532.1

during demolition activities. These regulations include employee training, employee air monitoring, and dust control.

17. Prior to demolition permit and/or building permit issuance, the applicant shall comply with the requirements of Chapter 12.48 (Salvaging and Recycling of Construction and Demolition Debris) of the City of Menlo Park Municipal Code.
18. Prior to commencing any construction activities in the public right-of-way or public easements, the applicant shall obtain an encroachment permit for review and approval of the Engineering Division.
19. Concurrent with the application submittal for a building permit, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
20. Concurrent with the application submittal for an encroachment permit for frontage improvements, the applicant shall submit a Sidewalk Protection Plan detailing an alternate pedestrian path along Oak Grove Avenue and Hoover Street while the frontage improvements are under construction, subject to the review and approval of the Engineering Division.
21. Concurrent with the application submittal for a grading permit, the applicant shall submit a Soil Management Plan for excavation activities in the vicinity of the former underground storage tank at 700 Oak Grove Avenue, subject to review and approval of the Planning and Building Division.

Elements of the Soil Management Plan shall include, but would not necessarily be limited to, the following:

- Measures to address hazardous materials and other worker health and safety issues during construction, including the specific level of protection required for construction workers. This shall include preparation of a site-specific health and safety plan in accordance with federal OSHA regulations (29 CFR 1910.120) and Cal-OSHA regulations (8 CCR Title 8, Section 5192) to address worker health and safety issues during construction.
- Monitoring of excavation activities in the vicinity of the former underground storage tank at 700 Oak Grove Avenue for soil contamination. Monitoring shall include, at minimum, visual and organic vapor monitoring by personnel with appropriate hazardous materials training, including 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training. If visual and organic vapor monitoring indicates signs of suspected contaminated soil, then soil samples shall be collected and analyzed to characterize soil quality.
- Provisions for excavation, stockpiling, and disposal of any contaminated soil. This shall include the segregation of contaminated soils from non-contaminated soils, and procedures necessary to ensure that contaminated

soils are stored, managed, and disposed of in a manner that is protective of human health and in accordance with applicable laws and regulations.
(Mitigation Measure HAZ-1)

22. A complete building permit application will be required for any remediation work that requires a building permit. No remediation work that requires approval of a building permit shall be initiated until the applicant has received building permit approvals for that work. All building permit applications are subject to the review and approval of the Building Division.
23. Concurrent with the application submittal for a grading permit, the applicant shall submit a draft "Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement" with the City subject to review and approval by the Engineering Division. With the executed agreement, the property owner is responsible for the operation and maintenance of stormwater treatment measures for the project. The agreement shall run with the land and shall be recorded by the applicant with the County Recorder's Office. The applicant shall enter into and record a Stormwater Treatment Measures Operations and Maintenance Agreement prior to final building inspection.
24. Concurrent with the application submittal for a grading permit, the applicant shall submit an updated Hydrology Report for review and approval by the Public Works Department. The Hydrology Report shall confirm that the project does not result in increased storm water runoff as measured by the peak flow rate for a 10-year storm. If the Hydrology Report shows an increase of runoff (over the existing conditions runoff), then the applicant shall implement modifications to the project to ensure that neither impact occurs subject to review and approval of the Planning and Engineering Divisions.
25. Concurrent with the application submittal for a building permit, the applicant shall prepare the easement documents (grant, plat, legal description) to show the plan line and right-of-way dedication along Oak Grove Avenue, subject to review and approval of the Engineering Division. The right-of-way dedication shall be approved by the City Council, and the easement documents must be recorded with the County Recorder's Office prior to building permit issuance.
26. Concurrent with the application submittal for a building permit, the applicant shall submit a Grading and Drainage Plan, including an Erosion and Sedimentation Control Plan, for review and approval of the City Engineer. The Grading and Drainage Plan shall be prepared based on the City's Grading and Drainage Plan Guidelines and Checklist and the Project Applicant Checklist for the National Pollution Discharge Elimination System (NPDES) Permit Requirements. The Grading and Drainage Plan shall be approved prior to issuance of a grading permit.
27. Concurrent with the application submittal for a building permit, the applicant shall submit a lighting plan, providing the location, architectural details and specifications

for all exterior lighting subject to review and approval by the Planning Division. The lighting plan shall minimize glare and spillover onto adjacent properties.

28. Concurrent with the application submittal for a building permit, a design-level geotechnical investigation report shall be submitted to the Building Division for review and confirmation that the proposed development fully complies with the California Building Code. The report shall determine the project site's surface geotechnical conditions and address potential seismic hazards. The report shall identify building techniques appropriate to minimize seismic damage.
29. Concurrent with the application submittal for a building permit, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
30. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
31. Prior to building permit issuance, the applicant shall comply with all West Bay Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.
32. Prior to issuance of each applicable building permit, the applicant shall pay the applicable Building Construction Street Impact Fee.
33. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
34. Prior to building permit issuance, the applicant shall submit a detailed landscape plan, including the size, species, and location, and irrigation plan for review and approval by the Planning Division and the Public Works Department. The plan shall allow for sight distance visibility and comply with the Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). The landscaping shall be installed prior to final building inspection.
35. Prior to building permit issuance, the lot merger shall be recorded with the County Recorder's Office.
36. Prior to building permit issuance, the Memorandum of Understanding (MOU) between the Menlo Park Fire Protection District and the City regarding the street

improvements at the intersection of Oak Grove Avenue and Hoover Street shall be finalized and executed.

37. The following methods shall be incorporated into the project plans prior to building permit issuance and implemented during construction to ensure the appropriate treatment of the carriage house building.
- Catalogue all materials or building elements that are required to be removed for the relocation of the Carriage House, including but not limited to, the cupola, the interior design bracing, any wood shingles, and any exterior wood siding.
 - Care shall be taken with the installation of any temporary structural bracing such that it will not damage any existing materials, and that when the bracing is removed, the integrity of the structure shall remain intact.
 - Any material that is broken or deteriorated shall be replaced in kind, including any wood siding or roof shingles that may require replacement from the removal and reinstallation of the cupola.
 - The structural connection of the building to the new foundation shall be within the crawl space and shall not be visible at the building's exterior or interior.
 - Any subsequent repairs or upgrades to the building shall comply with the Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.

(Mitigation Measure CR-1)

38. If archaeological materials are encountered during construction activities, all construction activities within 50 feet shall immediately halt, the City shall be notified, and the find shall be inspected by a qualified archaeologist. Project personnel shall not collect any cultural materials. If the archaeologist determines that the find potentially qualifies as a unique archaeological resource for purposes of CEQA (CEQA Guidelines Section 15064.5(c)(3)), all work must be stopped in the immediate vicinity to allow the archaeologist to evaluate any materials and recommend appropriate treatment. Such treatment and resolution shall include either modifying the project to allow the materials to be left in place, or undertaking data recovery of the materials in accordance with standard archaeological methods.

(Mitigation Measure CR-2)

39. If a paleontological resource is discovered during construction, all ground disturbing activities within 50 feet of the find shall be temporarily halted, and a qualified paleontologist shall be notified to document the discovery as needed, evaluate the potential resource, and assess the nature and significance of the find. Based on the scientific value or uniqueness of the find, the paleontologist may record the find and allow work to continue, or recommend salvage and recovery of the material, if it is determined that the find cannot be avoided. The paleontologist shall make recommendations for any necessary treatment that is consistent with currently accepted scientific practices. (Mitigation Measure CR-3)

40. California Health and Safety Code Section 7050.5 states that it is a misdemeanor to knowingly disturb a human grave. If human remains are encountered, work shall halt in the vicinity and the County Coroner shall be notified. At the same time, a qualified archaeologist shall be contacted to evaluate the situation. If human remains are of Native American origin, the San Mateo County Coroner shall notify the Native American Heritage Commission within 24 hours of identification, pursuant to Public Resources Code 5097.98, which would appoint a Most Likely Descendant (MLD) (Public Resources Code Section 5097.98). A qualified archaeologist, the applicant, and the MLD shall make all reasonable efforts to develop an agreement for the treatment, with appropriate dignity, of any human remains and associated or unassociated funerary objects (CEQA Guidelines Section 15064.5[d]). The agreement would take into consideration the appropriate excavation, removal, recordation, analysis, custodianship, and final disposition of the human remains and associated or unassociated funerary objects. The Public Resources Code allows 48 hours to reach agreement on these matters. If the MLD and the other parties could not agree on the reburial method, the applicant shall follow Section 5097.98(b) of the Public Resources Code, which states that “the landowner or his or her authorized representative shall reinter the human remains and items associated with Native American burials with appropriate dignity on the property in a location not subject to further subsurface disturbance.” (Mitigation Measure CR-4)
41. Concurrent with the application submittal for a building permit, the applicant shall modify the design of the trash enclosure with the goal of retaining tree #7, subject to the review and approval of the Planning Division and City Arborist.

DRAFT –January 13, 2015

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO
PARK AMENDING THE GENERAL PLAN TO CHANGE THE LAND USE
DESIGNATION FOR PROPERTIES LOCATED AT 700 OAK GROVE
AVENUE AND 1231 HOOVER STREET**

WHEREAS, the Planning Commission of the City of Menlo Park has considered the adoption of an amendment to the General Plan to change the land use designation for certain properties located at 700 Oak Grove Avenue and 1231 Hoover Street (Assessor’s Parcel Numbers 071-101-230 and 071-101-220) to Public Facilities; and

WHEREAS, the provisions of the Government Code, 65350, et. seq. have been complied with; and

WHEREAS, the City Council of the City of Menlo Park has considered the comments of the Planning Commission in regard to amending the General Plan;

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City Menlo Park that the General Plan Amendment to change the land use designation for the project site particularly described in Exhibit “A”, be adopted.

This resolution shall take effect upon the effective date of Ordinance No. __ Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street. In the event such ordinance does not become effective within ninety (90) days of the adoption of this resolution, this resolution shall be void and of no legal effect.

I, Pamela Aguilar, City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said Council on the __ day of _____, 2015 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City, this _____ day of _____, 2015.

Pamela Aguilar
City Clerk

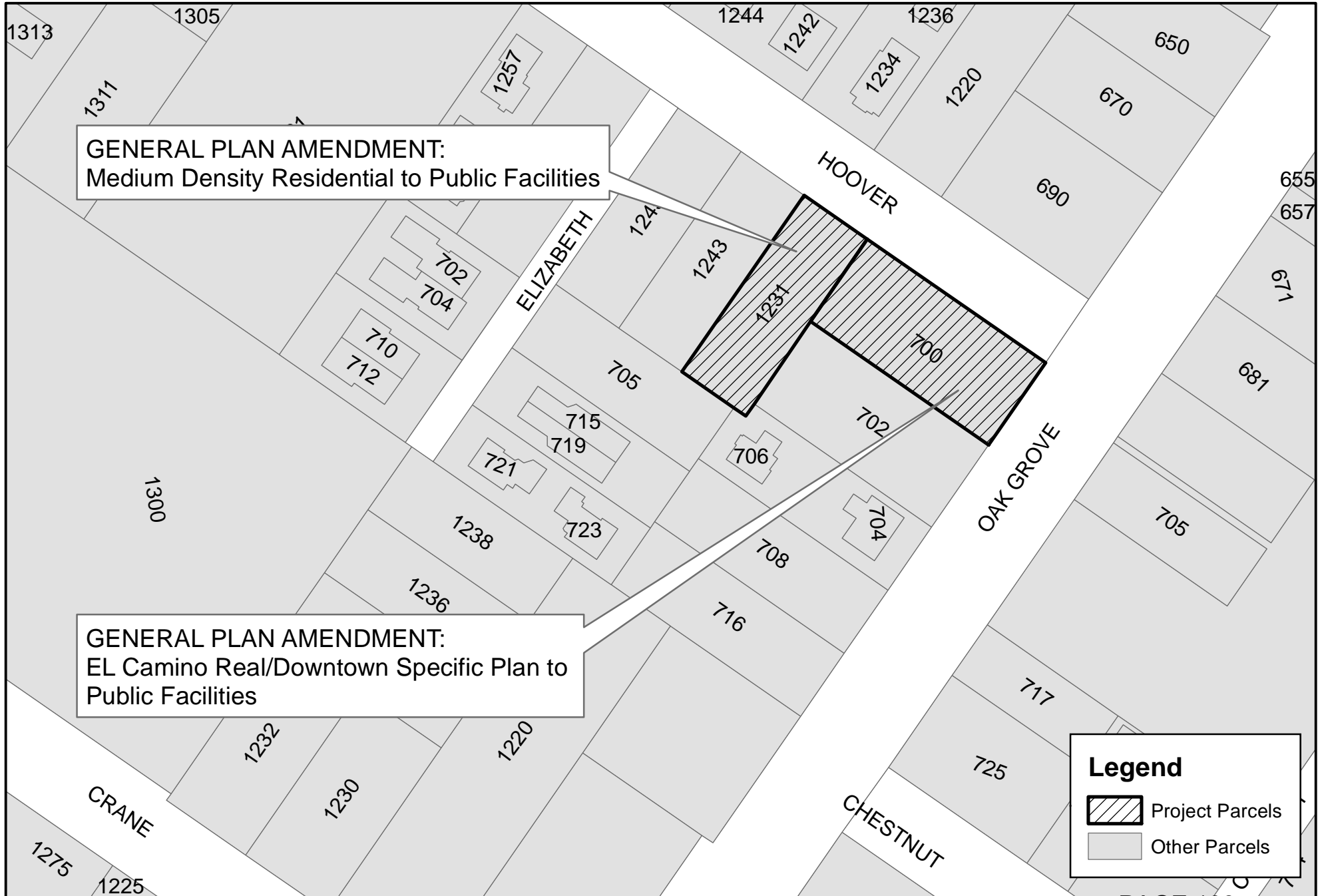
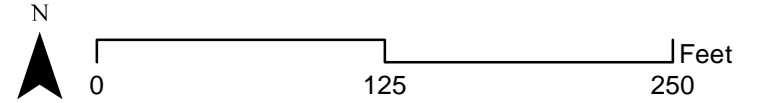
Exhibit A

General Plan Map Amendment – 700 Oak Grove Avenue and 1231 Hoover Street

CITY OF MENLO PARK

MENLO PARK FIRE PROTECTION DISTRICT - STATION 6

700 Oak Grove Avenue & 1231 Hoover Street



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DRAFT – January 13, 2015

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF MENLO PARK REZONING
PROPERTIES LOCATED AT 700 OAK GROVE AVENUE AND 1231
HOOVER STREET**

The City Council of the City of Menlo Park does ordain as follows:

SECTION 1. The zoning map of the City of Menlo Park is hereby amended such that certain real properties with the addresses of 700 Oak Grove Avenue and 1231 Hoover Street (Assessor’s Parcel Numbers 071-101-230 and 071-101-220) are rezoned to the P-F (Public Facilities) district as more particularly described and shown in Exhibit “A.”

SECTION 2. This ordinance shall become effective thirty (30) days after the date of its adoption. Within fifteen (15) days of its adoption, the ordinance shall be posted in three (3) public places within the City of Menlo Park, and the ordinance, or a summary of the ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park prior to the effective date.

INTRODUCED on the __ day of _____, 2015.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said Council on the __ day of _____, 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Catherine Carlton
Mayor, City of Menlo Park

ATTEST:

Pamela Aguilar
City Clerk

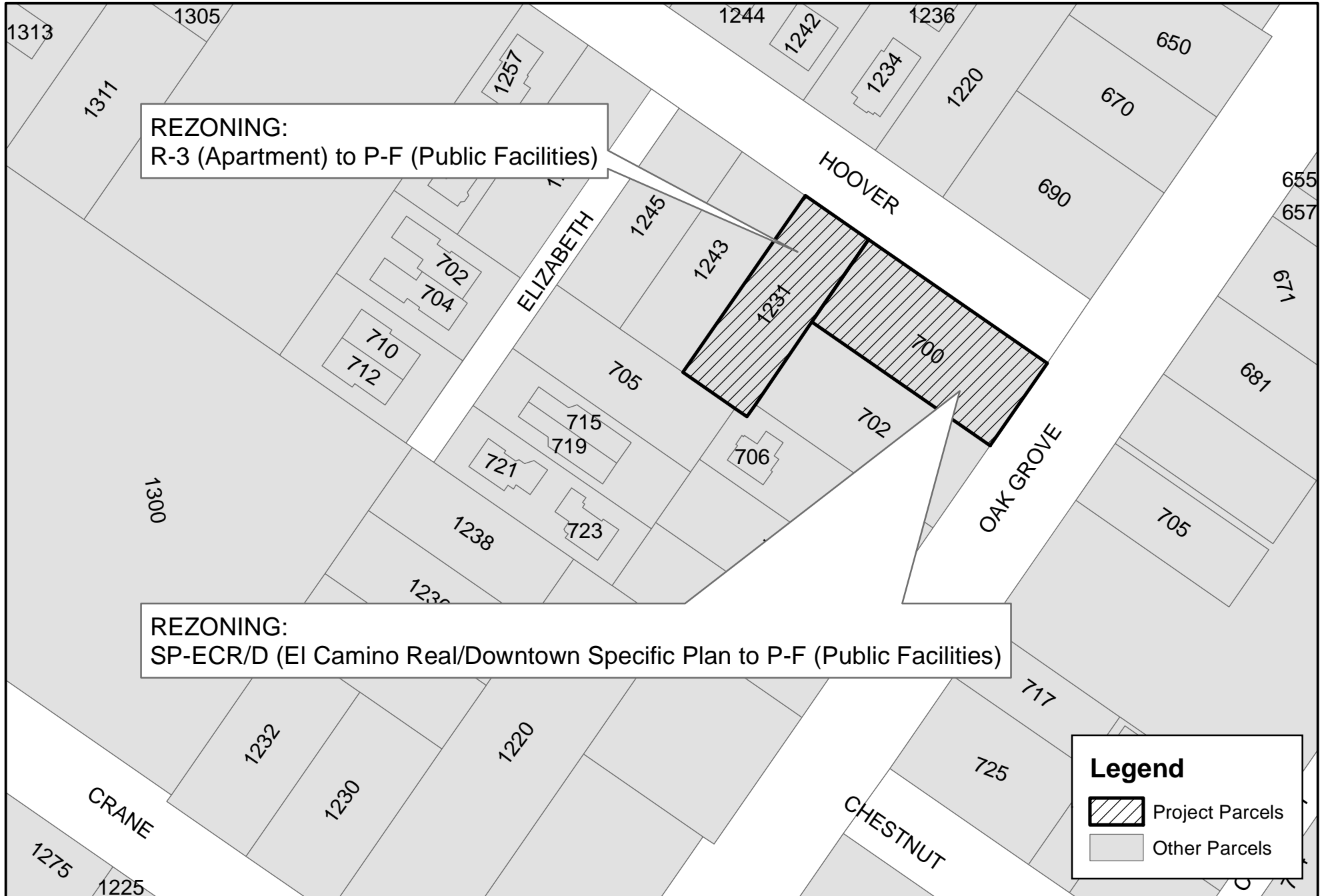
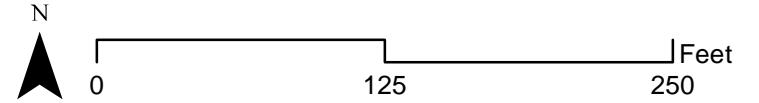
Exhibit A

Rezoning – 700 Oak Grove Avenue and 1231 Hoover Street

CITY OF MENLO PARK

MENLO PARK FIRE PROTECTION DISTRICT - STATION 6

700 Oak Grove Avenue & 1231 Hoover Street



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DRAFT – December 15, 2014

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK, AMENDING CHAPTER 16.49 [PUBLIC FACILITIES DISTRICT] OF TITLE 16 [ZONING] OF THE MENLO PARK MUNICIPAL CODE

The City Council of the City of Menlo Park does ordain as follows:

SECTION 1. The City Council of the City of Menlo Park hereby finds and declares as follows:

- A. The City desires to amend Chapter 16.49 [Public Facilities District] to provide the ability to provide flexibility in meeting the unique needs of public facilities on smaller sites.
- B. The Planning Commission held duly noticed public hearing on _____ to review and consider the proposed amendments to Chapters 16.49 of Title 16 of the Menlo Park Municipal Code, whereat all interested persons had the opportunity to appear and comment.
- C. The City Council held a duly noticed public hearing on _____ to review and consider the proposed amendments to Chapters 16.49 of Title 16 of the Menlo Park Municipal Code, whereat all interested persons had the opportunity to appear and comment.
- D. After due consideration of the proposed amendment to Title 16, public comments, the Planning Commission recommendation, and the staff report, the City Council finds that the proposed amendment to Title 16 is consistent with the General Plan and are appropriate.

SECTION 2. Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code is hereby amended to read as follows:

Chapter 16.49

P-F PUBLIC FACILITIES DISTRICT

Sections:

- 16.49.010 Purpose.
- 16.49.020 Permitted uses.
- 16.49.030 Conditional uses.
- 16.49.040 Development regulations.

16.49.010 Purpose. The purpose and intent of this district is to accommodate governmental, public utility, and educational facilities.

16.49.020 Permitted uses. The following uses are permitted in the P-F district:

- (1) All public facilities used and operated for government purposes by the city of Menlo Park, the county of San Mateo, the state of California, and the government of the United States;
- (2) All public facilities, as to which the Menlo Park Zoning Ordinance has been made inapplicable pursuant to Government Code Section 53094, by any public school district.

16.49.030 Conditional uses. The following uses may be allowed subject to obtaining a use permit:

- (1) All uses of existing facilities and/or property by entities other than the above-mentioned governmental agencies and school districts, or said entities for nongovernmental purposes;
- (2) All facilities of any public utility.

16.49.040 Development regulations. There are no development regulations in the P-F zoning district, except as follows:

- (1) The floor area ratio shall not exceed 30%, except that 60% may be allowed with use permit approval on sites with a lot area of two acres or less, inclusive of contiguous parcels in the P-F zoning district; and
- (2) In the case of conditional uses, additional regulations may be required by the planning commission.

SECTION 3. The City, as lead agency, prepared a Mitigated Negative Declaration (“MND”) pursuant to the California Environmental Quality Act (“CEQA”) that examined the environmental impacts of the adoption of the proposed modifications to the development regulations in the P-F Public Facilities zoning district and the proposed Menlo Park Fire Station 6 Project. The MND determined that any potential environmental impacts would be less than significant. On _____, the City Council adopted the MND.

SECTION 4. If any part of this Ordinance is held to be invalid or inapplicable to any situation by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or the applicability of this Ordinance to other situations.

SECTION 5. This ordinance shall become effective thirty (30) days after the date of its adoption. Within fifteen (15) days of its adoption, the ordinance shall be posted in three (3) public places within the City of Menlo Park, and the ordinance, or a summary of the ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park prior to the effective date.

INTRODUCED on the ____ day of _____, 2015.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of the City Council of the City of Menlo Park on the ____ day of _____, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Pamela Aguilar
City Clerk

Catherine Carlton
Mayor

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DRAFT – January 13, 2015

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROVING HERITAGE TREE REMOVAL PERMITS FOR THE PROPERTIES LOCATED AT 700 OAK GROVE AVENUE AND 1231 HOOVER STREET AND ALSO KNOWN AS ASSESSORS PARCEL NUMBERS 071-101-230 and 071-101-220

WHEREAS, on July 11, 2013 and January 14, 2014, the City of Menlo Park (“City”) received applications from the Menlo Park Fire Protection District (“Project Sponsor”) for the removal of three heritage trees at the property located at 700 Oak Grove Avenue and 1231 Hoover Street (“Project Site”) as more particularly described and shown in “Exhibit A”; and

WHEREAS, the requested tree removals are necessary in order to redevelop the Project Site; and

WHEREAS, the removal of Heritage Trees within the City is subject to the requirements of Municipal Code Chapter 13.24, Heritage Trees; and

WHEREAS, the City Arborist reviewed the requested tree removals on January 30, 2014 and on January 30, 2014;

WHEREAS, the City Arborist determined that one of the Heritage Trees is impeding the redevelopment of the Project Site; and

WHEREAS, the City Arborist determined that one of the Heritage Trees proposed for removal experienced structural problems and was in poor health; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the Environmental Quality Commission of the City of Menlo Park on December 17, 2014 whereat all persons interested therein might appear and be heard; and

WHEREAS, the Environmental Quality Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the Planning Commission and City Council of the City of Menlo Park to approve the Heritage Tree Removal Permits; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the Planning Commission of the City of Menlo Park on December 15, 2014, whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the Heritage Tree Removal Permits; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on _____, 2015 whereat all persons interested therein might appear and be heard; and

WHEREAS, the City Council of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the Heritage Tree Removal Permits.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the Heritage Tree Removal Permits as depicted on sheet AP-2 of the proposed plans and attached by this reference herein as Exhibit A, which shall be valid until _____, and can be extended for a period of one-year by the Community Development Director if requested by the applicant.

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 _____ day of _____, 2015, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____ day of _____, 2015.

Pamela Aguilar
City Clerk

Draft – January 13, 2015

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING A MITIGATED NEGATIVE DECLARATION AND ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM FOR THE MENLO PARK FIRE STATION 6 PROJECT FOR PROPERTIES LOCATED AT 700 OAK GROVE AVENUE AND 1231 HOOVER STREET

WHEREAS, the Menlo Park Fire Protection District (“Project Sponsor”) submitted an application to construct a new fire station and associated site improvements at 700 Oak Grove Avenue and 1231 Hoover Street in the City of Menlo Park (“City”); and

WHEREAS, an Initial Study and Mitigated Negative Declaration (collectively “Mitigated Negative Declaration”) were prepared based on substantial evidence analyzing the potential environmental impacts of the Project; and

WHEREAS, a Notice of Completion was filed with the State Clearinghouse on November 13, 2014; and

WHEREAS, the Mitigated Negative Declaration was released for public comment beginning November 13, 2014 and ending December 15, 2014; and

WHEREAS, the Planning Commission held a duly noticed public hearing on December 15, 2014 to review and consider the Mitigated Negative Declaration and the Project, at which all interested persons had the opportunity to appear and comment, and the Planning Commission voted affirmatively to recommend adoption of the Mitigated Negative Declaration and adoption of the Mitigation Monitoring and Reporting Program; and

WHEREAS, the City Council held a duly noticed public hearing on _____, 2015 to review and consider the Mitigated Negative Declaration and the Project, at which all interested persons had the opportunity to appear and comment; and

WHEREAS, the Mitigated Negative Declaration, public comments, and all other materials which constitute the record of proceedings upon which the City Council’s decision is based are on file with the City Clerk, Menlo Park City Hall, 701 Laurel Street; and

WHEREAS, the City Council finds that the Mitigated Negative Declaration is complete and adequate pursuant to the California Environmental Quality Act, and that the City Council has considered and reviewed all information contained in it; and

WHEREAS, the City Council finds on the basis of the whole record before it that there is no substantial evidence that the Project will have a significant effect on the environment

and that the Mitigated Negative Declaration reflects the City's independent judgment and analysis.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby adopts the Mitigated Negative Declaration and adopts the Mitigation Monitoring and Reporting Program for the Project.

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 ___ day of _____, 2015, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the Official Seal of said City on this ___ day of _____, 2015.

Pamela Aguilar
City Clerk



PLANNING COMMISSION STAFF REPORT

FOR THE PLANNING COMMISSION
MEETING OF DECEMBER 15, 2014
AGENDA ITEM D1

LOCATION:	700 Oak Grove Avenue and 1231 Hoover Street	APPLICANT:	Menlo Park Fire Protection District
EXISTING USE:	Fire Station and One Single-Family Residence	OWNER:	Menlo Park Fire Protection District
PROPOSED USE:	Fire Station	APPLICATION:	General Plan Amendment, Rezoning, Zoning Ordinance Text Amendment, Use Permit, Architectural Control, Lot Merger, Sign Review, Heritage Tree Removal Permit
EXISTING ZONING:	SP-ECR/D (El Camino Real/ Downtown Specific Plan) and R-3 (Apartment)		
PROPOSED ZONING:	P-F (Public Facilities)		

PROPOSAL

The applicant is requesting to redevelop Fire Station 6 using properties located at 700 Oak Grove Avenue and 1231 Hoover Street. The proposed redevelopment would include demolition of the existing fire station and adjacent single-family residence, construction of a new fire station consisting of a two-story firehouse and a vintage vehicle display building, and relocation of an existing carriage house from its present location at 300 Middlefield Road onto the subject site.

The proposed project includes the following requests:

- 1) **General Plan Amendment:** To amend the site's General Plan land use designations from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities;

- 2) **Rezoning:** To change the site's zoning designation from the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) districts to P-F (Public Facilities) district, to allow the proposed use of the subject site to be more consistent with the appropriate zoning designation;
- 3) **Zoning Ordinance Text Amendment:** To allow the maximum allowable Floor Area Ratio (FAR) to exceed 30 percent, up to a maximum of 60 percent on sites with a lot area of two acres or less, inclusive of contiguous parcels in the P-F zoning district, subject to obtaining a use permit;
- 4) **Use Permit:** To allow the fire station use, proposed FAR of approximately 59 percent, and the use and storage of hazardous materials;
- 5) **Architectural Control:** To review the design of the proposed fire station and site improvements;
- 6) **Lot Merger:** To merge two parcels into one parcel;
- 7) **Sign Review:** To review a comprehensive sign program for a fire station, including two signs on each individual street frontage;
- 8) **Heritage Tree Removal Permit:** To allow the removal of three heritage trees; and,
- 9) **Environmental Review:** To evaluate the potential environmental impacts pursuant to California Environmental Quality Act (CEQA) in the Mitigated Negative Declaration (MND).

The Planning Commission will review the requested discretionary actions and make a recommendation to the City Council, which will be the decision-making body for the requested set of actions.

BACKGROUND

In 1953, the Planning Commission approved a use permit to allow a fire station to be developed at 700 Oak Grove Avenue. Fire Station 6 currently consists of a single-story building with two apparatus bays taking access from Oak Grove Avenue. A two-story single-family residence to the rear of the fire station at 1231 Hoover Street was acquired by the Fire District in 2008, and currently provides living quarters for the firefighters. The station currently serves the greater downtown area. The Fire District is seeking to replace this station with a more modern facility that would better serve the District's needs, including improving the site's circulation and overall functionality.

Planning Commission Study Session

On February 4, 2013, the Planning Commission conducted a study session to provide input and direction to staff and the applicant on the proposal for the construction of a new fire station and associated site improvements at the project site. The Planning Commission was generally supportive of the proposed project and provided guidance on the development proposal, including the following items:

- Ensure that the parking lot design would not adversely impact the adjacent neighbor at 1243 Hoover Street. Landscaping should be added along the shared property line.
- The design of the Hoover Street façade should be more compatible with the adjacent residential neighborhood. In particular, the first floor windows should have a more residential design.
- The use of additional design elements and architectural details should be explored, such as trim work and breaking up the brick façades. A gentler, less institutional design was encouraged.
- The areas for the apparatus bays and vintage vehicle display building should be counted towards the FAR.
- The increase in FAR for this project is appropriate given the allowable FAR in the Specific Plan area.

Since the study session, the applicant has refined the project to address the Planning Commission's comments, including the following changes:

- The parking area has been reconfigured to allow for a strip of landscaping between the parking stalls and the fence at the shared property line.
- The design of the firehouse and vintage vehicle display buildings have been modified from a more institutional design as previously presented, to a more traditional design with some contemporary elements as currently proposed. The addition of details, such as the greater use of arches along the street-facing elevations, decorative trims, horizontal bands, and use of two types of brick and stucco to add variation to the wall cladding all contribute towards a design that would be more compatible with the adjacent residences.
- The Zoning Ordinance text amendment request has been revised with a higher FAR, from 50 percent to 60 percent, to account for the inclusion of the apparatus bays and vintage vehicle display building into the FAR calculation.

ANALYSIS

Site Location

Using Oak Grove Avenue in an east to west orientation, the subject property is located at the northwest corner of Oak Grove Avenue and Hoover Street in downtown. The subject site consists of two separate parcels with the addresses 700 Oak Grove Avenue and 1231 Hoover Street, both of which are currently under the ownership of the Menlo Park Fire Protection District. The parcel at 700 Oak Grove Avenue is a corner parcel with frontages on both Oak Grove Avenue and Hoover Street, and the parcel at 1231 Hoover Street abuts the rear of the 700 Oak Grove Avenue parcel with frontage only on Hoover Street. The applicant is proposing to merge these two parcels into one parcel, which together would form an "L" shaped lot.

The surrounding area is developed with one- to three-story buildings with a mix of retail, office, mixed use developments, and detached single-family dwellings. Properties along Oak Grove Avenue are in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district and predominantly commercial, and properties along Hoover Street are in the R-3 (Apartment) zoning district and predominantly residential. Adjacent uses include a single-family residence to the north, a mix of single- and multi-family residences to the east, one- to three-story commercial buildings to the south, and a multi-family residence and a mixed-use residential and office building under construction to the west.

Project Description

The applicant is proposing to demolish the existing fire station and single-family house, and to construct a new fire station to include an approximately 7,857-square foot, two-story firehouse and an approximately 1,003-square foot single-story building for the storage and display of vintage fire engines. Additionally, the applicant is proposing to relocate an existing carriage house that is approximately 342 square feet, which is currently located at Fire Station 1 on 300 Middlefield Road, onto the project site.

The Fire District intends to continue operation of Station 6 throughout the construction process. Construction of the fire station is anticipated to occur over a two-year period. Existing structures would be demolished, and temporary modular living quarters and an apparatus structure would be erected on the northern portion of the site (1231 Hoover Street parcel). The temporary structures would be removed once the permanent buildings are completed. A more detailed construction phasing plan is included in the plan set (Attachment B).

The new fire station would be open to the community for scheduled visits. According to the applicant, tours would be scheduled in advance. The current Station 6 provides approximately 12 tours a year, with larger tours ranging from 10 to 20 persons, and typically lasting approximately 30 minutes. The applicant does not anticipate any significant changes to the number of tours that will be offered at this location.

As part of the proposal, the applicant intends to pursue the discretionary actions described in greater detail below. The applicant's project description letter is included as Attachment C. The proposed General Plan amendments, rezonings, and amendments to the text of the Zoning Ordinance would be acted on by the City Council. The Planning Commission will be acting in a recommending capacity, with final actions on the overall project conducted by the City Council.

General Plan Map Amendment

The subject property currently has a General Plan land use designation of El Camino Real/Downtown Specific Plan for the 700 Oak Grove Avenue parcel, and Medium Density Residential for the 1231 Hoover Street parcel. In conjunction with proposed

rezoning to the P-F district, the applicant is requesting an amendment to the site's General Plan land use designations to Public Facilities. The P-F district's corresponding General Plan designation is Public Facilities, and the proposed General Plan map amendment would ensure consistency between the proposed Zoning and General Plan designations.

Rezoning and Zoning Ordinance Text Amendment

The property at 700 Oak Grove is currently in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, and 1231 Hoover Street is in the R-3 (Apartment) zoning district. Adjacent parcels along Oak Grove are also in the Specific Plan, and parcels along Hoover Street are in the R-3 district. Within the Specific Plan, the subject parcel and the nearby parcels are part of the DA (Downtown Adjacent) sub-district.

The applicant is proposing to combine the two lots and rezone the combined lot to the P-F (Public Facilities) district to allow for a unified, single-site development. The P-F district is intended to accommodate governmental and other public uses, and would generally allow greater flexibility with respect to development standards than either the Specific Plan or the R-3 district. The proposed fire station is a conditional use in the P-F district, and requires approval of a use permit.

The table below provides a comparison between the development standards of the subject site's existing zoning designations and those of the P-F district, and the proposed development.

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Zoning District Comparison

	Specific Plan	R-3 district	P-F district	Proposed
Floor Area Ratio (FAR)	Base: 85% Public Benefit Bonus: 100%	45%	30%*	58.7%, including apparatus bays and vehicle display building
Building Coverage	N/A	30%	N/A	38.0%
Setbacks				
Front (Oak Grove Avenue)	5 ft. to 20 ft.	20 ft.	N/A	0 ft.
Side, Corner (Hoover Street)	5 ft. to 25 ft.	15 ft.	N/A	10.1 ft.
Side, Interior	5 ft. to 25 ft.	10 ft.	N/A	9.2 ft.
Rear	10 ft.	15 ft.	N/A	5.0 ft.
Separation Between Buildings	N/A	20 ft.	N/A	4.4 ft.
Building Height	38 ft. maximum, 30 ft. maximum for façades facing street	35 ft.	N/A	38.9 ft.
Landscaping and Open Spaces	N/A	50%	N/A	23.2%
Parking	Not Specified for Fire Station use	Not Specified for Fire Station use	Not Specified for Fire Station use**	7 spaces

*The applicant is requesting a Zoning Ordinance text amendment to increase the allowable FAR in the P-F district from 30 percent to 60 percent, on smaller sites.

**Although the Zoning Ordinance does not list a parking requirement for the P-F district, the appropriate number of parking spaces may be established through the use permit process.

The P-F district does not have any development standards, with the exception of a maximum floor area ratio of 30 percent. Accommodating all of the needs for the fire station has proven difficult to achieve within the 30 percent floor area ratio limit on a relatively small site. Due to the station's unique facility needs and the challenges associated with developing on smaller sites, the applicant is requesting a Zoning Ordinance text amendment to increase the allowable floor area ratio in the P-F district from 30 to 60 percent, and would require the approval of a use permit to allow the request for a higher FAR to be reviewed on a case-by-case basis. The higher floor area may only be requested for sites that are two acres or less in size, including

contiguous parcels in the P-F district. For example, if a 1.9-acre parcel in the P-F district abuts a 0.2-acre parcel that is also in the P-F district, the total area of the contiguous P-F zoned site would exceed two acres and would be ineligible for the higher FAR, regardless of whether both parcels are developed individually or as a combined site. The site area limitation would effectively restrict the number of P-F zoned sites where the higher FAR could be considered, as most P-F zoned properties would exceed two acres in size. Currently, only three sites could qualify under the site area limitation, including the rezoned subject site, the Belle Haven Child Development Center located at 410 Ivy Drive, and Fire Station 77 located at 1467 Chilco Avenue. Allowing an increase in the floor area ratio would allow greater flexibility for the development of public facilities on smaller sites, which have needs and site constraints that are uniquely different from other development.

Site Layout and Design

Parking and Site Circulation

The current fire station has a driveway along Oak Grove Avenue to serve emergency vehicles. This layout requires fire vehicles to back into the apparatus bays, temporarily blocking that portion of Oak Grove Avenue. A second driveway along Hoover Street accesses a small parking lot behind the fire station where firefighters and visitors park. The adjacent single-family residence at 1231 Hoover Street has a semi-circular driveway with two curb cuts along Hoover Street, one of which leads to a detached garage at the rear of the property.

The proposed development would be served with two driveways, one along Oak Grove Avenue to provide emergency vehicle access only, and one along Hoover Street to serve both emergency vehicles and passenger vehicles. The fire apparatus vehicle would enter the site through the Hoover Street driveway, enter through the rear of the apparatus bay, and exit through the Oak Grove Avenue driveway. The site layout is driven by the need to allow the fire apparatus vehicle to enter the apparatus bay without the need to back into the bay. The Hoover Street driveway would be gated, and would provide access to the small parking lot at the rear of the site. The proposed site plan would result in an overall reduction in the number of driveways, from four to two driveways.

The applicant is proposing a total of seven uncovered off-street parking spaces for passenger vehicles, which includes one accessible space. The applicant has indicated that the station is staffed by three firefighters, and the six proposed parking spaces would accommodate the overlapping parking demand during a change of shift.

Proposed Structures

The new two-story firehouse would front on Oak Grove Avenue, and would be located in substantially the same location as the existing building. The ground floor of the

building would consist of one drive-through apparatus bay for a fire apparatus vehicle, one “back-in” bay for a fire engine, utility and equipment storage areas, offices, and an enclosed generator room. The second floor would consist of living quarters for the fire fighters, including sleeping quarters, a fitness room, a kitchen, a dining room, a day room, laundry facilities, and an outdoor deck. The building would have a mix of traditional and contemporary elements, with a metal standing seam gable roof and shed dormers, brick wall cladding, aluminum frame windows, and glass roll-up doors at the apparatus bays. The brick cladding would consist of red-toned common bond brick for the walls above a tan brick base. Tan stucco would be applied to sections of the second floor walls along the side elevations, as well as the building base below some of the arched bays along the street side elevation. Precast trims would emphasize the arched bays, and horizontal bands would provide visual interest and break up the building massing.

The vintage vehicle display building would be located at the rear of the site, to the west of the proposed parking lot. This building is intended to provide storage for two decommissioned fire engines which are of historical interest, and is not intended for active emergency vehicles. The design and materials of this structure is consistent with those of the firehouse building, and would feature a gable standing seam metal roof, with red common bond brick walls above a tan brick base. An arched glass roll-up door would be at the front, with arched window bays along the side and a high sill height window at the rear.

The carriage house would be moved from its current location at 300 Middlefield Road (Fire Station 1) onto the subject property. The structure would be located towards the rear at the northwest corner of the site, to the north of the vintage vehicle display building. This is a simple wood structure with a gable roof and a bell tower, with an overall height of 21 feet, six inches. The bell has been removed from the bell tower, and the structure currently serves as a storage building. A historic resource evaluation determined that this structure is a historic resource as it is the oldest building associated with the Fire District and has retained its historic integrity. Relocation of the structure onto the subject site was also determined to be feasible and would not impact the structure’s historic status, as discussed in greater detail in the Environmental Review section below.

A covered trash enclosure would be located near the Hoover Street driveway, at the northeast corner of the site. The trash enclosure would be constructed of wood slats supported with steel framing, and would have an overall height of nine feet. The lower portion of the enclosure would feature solid walls, while the upper portion would have open slats. The use of open slats on the upper portion of the enclosure would add texture and visual interest, and helps reduce the perception of massing.

Surrounding structures vary in height from one to three stories. The residential and commercial uses in the immediate neighborhood feature a variety of architectural styles, and range in height from one to three stories. The recently approved mixed-use

development adjacent to the west (702 Oak Grove Avenue) would be a three-story structure in a modern architectural style. The proposed height and scale of the project would be in keeping with those of neighboring properties, and staff believes that the design of the proposed new structures would generally be compatible with the mix of architectural styles in the broader downtown neighborhood.

Plan Line and Dedication

Per Chapter 13.12 of the Municipal Code, which provides regulations for plan lines, a “plan line” means:

the boundaries and limits of a planned right-of-way, including the future right-of-way of an existing street as it is proposed to be widened and including all lands necessary for the building, widening or maintenance of any road, street, highway or any other type of public way, which planned right-of-way is based on the comprehensive plan for the city;

The north side of Oak Grove Avenue between El Camino Real and University Drive contains a 16-foot deep plan line. The plan line continues east of El Camino Real, generally with 8-foot deep plan lines on the north and south sides of Oak Grove Avenue. The Oak Grove Avenue plan line was created by a resolution adopted by the City Council in 1972. The Zoning Ordinance, section 16.66.010, indicates that whenever an official plan line has been established for any street abutting property zoned other than single-family residential, the City may require as a condition of granting a building permit for the property, the improvement or dedication of any portion of the property between the plan line and the existing property line. Staff recommends that eight feet of the 16-foot plan line be dedicated as part of the project approval, similar to other nearby projects (702, 718, 846, and 850 Oak Grove Avenue).

The dedication of a portion of the plan line would affect the floor area ratio (FAR), setbacks and building coverage. The FAR and building coverage would be based upon the lot size after the dedication of a portion of the plan line. However, the front setback would be measured from the official 16-foot plan line per the Zoning Ordinance.

The applicant has requested to place a seat wall within the proposed eight-foot wide dedication area, to serve as a landscape feature near the street intersection. The semi-circular seat wall would be 18-inches in height and constructed of concrete. While the Public Works Department typically discourages the placement of any new structures within the City’s right-of-way, the proposed seat wall encroachment is being considered due to the fact that the applicant is willing to assume the risks of having to remove the seat wall due to potential future street improvements.

Gross Floor Area

According to Section 16.04.325(c)(3) of the Zoning Ordinance, areas of a building “devoted to covered parking and related circulation for automobiles and bicycles,

including garages, carports, below grade parking structures, and above grade parking structures” may be excluded from gross floor area.

The applicant is proposing to provide parking and storage of vehicles housed within a structure, including the apparatus bays in the firehouse building and the vintage vehicle display building. The apparatus bays would be utilized by emergency vehicles that are in service, and the vintage vehicle display building is intended to permanently house two decommissioned fire engines. The sum of both vehicle-oriented areas is approximately 3,348 square feet. In accordance with the Planning Commission’s direction from the study session, these vehicle-oriented areas have been incorporated into the GFA calculation and are reflected in the Zoning Ordinance text amendment request to allow an FAR of up to 60 percent.

Emergency Generator and Hazardous Materials

The proposal includes an emergency generator and a 500-gallon above-ground fuel storage tank for diesel fuel. The emergency generator would be located at the rear of the firehouse on the ground floor, and would be in an enclosed room with aluminum louver panels to help minimize noise exposure while still allowing necessary airflow for the operation of the generator. The generator would be used as a back-up power source in case of an outage, and would be tested monthly as part of routine maintenance testing. The fuel tank would be located outdoors, to the rear of the firehouse, and would be protected by a five-foot tall masonry wall and concrete bollards along the driveway. The fuel tank would be used for both refueling vehicles as well as powering the proposed emergency generator. Both the emergency generator and associated fuel storage tank would trigger the need for a use permit for the use and storage of hazardous materials. In addition, the emergency generator would require a permit from the Bay Area Air Quality Management Board.

The Menlo Park Fire Protection District, City of Menlo Park Building Division, West Bay Sanitary District, and San Mateo County Environmental Health Services Division were contacted regarding the proposed use and storage of diesel fuel on the project site. Their correspondence has been included as Attachment J. Each entity found the proposal to be in compliance with all applicable standards. Although the subject parcel is located in proximity to residences, there would be no unique requirements for the proposed use, based on the specific types and amounts of chemicals that are proposed.

Staff believes that the proposed use and quantity of diesel fuel would be compatible with other uses in this area. The Hazardous Materials Business Plan has been approved by the relevant agencies, and includes a training plan and protection measures in the event of an emergency.

Sign Review

The applicant proposes a comprehensive sign program that shows the proposed location, size, and design of four building-mounted signs throughout the site. Proposed signage would include two signs on the front of the firehouse building on Oak Grove Avenue frontage, including a firefighter’s medallion logo that would be installed under the gable, and a second sign consisting of individual letters above the apparatus bays that read “Menlo Park Fire District 6.” Additionally, two signs are proposed along the Hoover Street frontage, including a firefighter’s medallion logo sign on the front (east) elevation of the vintage vehicle display building and a wood sign that reads “Menlo Park Fire Hose Company #1” to replace an existing sign on the front (east) elevation of the carriage house. The subject property is permitted up to 146 square feet of sign area, and proposed signage would result in a total of approximately 85 square feet of sign area that includes all four signs.

Staff reviews a sign application for conformance with both the Zoning Ordinance regulations and the Design Guidelines for Signs. If the request meets the requirements in both documents, staff can approve the sign request administratively. If, however, the sign request would violate the regulations of the Zoning Ordinance and/or be incompatible with the Design Guidelines for Signs, the review of the application is forwarded to the Planning Commission, either through a variance application (in the case of noncompliance with the Zoning Ordinance) and/or as a general review of the sign for consistency with the Design Guidelines.

For this application, staff determined that the proposed signs would comply with all Zoning Ordinance regulations. However, the proposed sign would not be consistent with the Design Guidelines for Signs. Specifically, the sign would not comply with item B.11 of the Design Guidelines for Signs, which limits each business or tenant to one building-mounted sign on each street frontage of a parcel, since two signs are proposed on each of the two street frontages.

The proposed sign program would help identify the facility as a fire station as a public facility. While the signs would serve the same occupant, the sign area requested is well below the allowable sign area, and is compatible with the design of the proposed buildings. Staff believes the proposed signage is appropriate in the context of the site’s use as a fire station, would not result in visual clutter, and is compatible with the design of the proposed project.

Trees and Landscaping

There are currently ten trees on or near the subject site, including four heritage trees. The applicant has submitted an arborist report (Attachment L) detailing the species, size, and conditions of the existing trees on the site. The report determines the present condition, discusses the impacts of the proposed improvements, and provides recommendations for tree preservation.

The proposed development includes the removal of nine trees, including three heritage trees and six non-heritage trees, due to the proposed construction. A summary of the heritage trees is contained below.

Heritage Tree Summary

Fire Station 6 Heritage	Size (diameter)	Condition	Proposal	
			Retain	Remove
Tree #5* : Pin oak (<i>Quercus palustris</i>)	16 inches	Good		X
Tree #6 : Coast live oak (<i>Quercus agrifolia</i>)	17 inches	Fair		X
Tree #7 : Coast live oak (<i>Quercus agrifolia</i>)	21 inches	Good		X
Tree #12** : Coast live oak	32 inches	Fair	X	
TOTAL			1	3

*Street tree

**Located on 702 Oak Grove Avenue, the adjacent property to the west.

The 16-inch pin oak (tree #5) proposed for removal is a street tree surrounded by concrete, and its roots are lifting the surrounding sidewalk. The applicant is proposing its removal due to direct conflicts with the proposed driveway along Hoover Street. One of the objectives of the new fire station is to allow for a drive-through apparatus bay that would accommodate both a 28.5-foot fire truck, which is currently being used, as well as a 44.9-foot fire truck, which is planned for future use. The location of tree #5 is in direct conflict with the driveway design necessary to accommodate the turning movements for a 44.9-foot fire truck entering the drive-through apparatus bay. While the City Arborist initially recommended further evaluation to try to retain this tree, upon further evaluation, tentative approval for its removal was recommended due to the fact that its retention would impede the operation of the fire station.

The 17-inch coast live oak (tree #6) proposed for removal is located near the proposed trash enclosure. This tree exhibits structural problems, and is stunted in growth due to its close proximity to the taller 21-inch coast live oak (tree #7). The City Arborist has recommended tentative approval for the removal of this tree due to structural problems.

The applicant proposes to remove a 21-inch coast live oak (tree #7), also located near the proposed trash enclosure, and its removal is proposed in order to accommodate the construction of the trash enclosure. The arborist report includes recommended tree protection measures to mitigate or avoid impacts to this tree, including recommended construction of the slab foundation for the trash enclosure that limits a

vertical soil cut to no more than two inches. The applicant states that excavation of approximately 18 inches would be required in order to construct the slab and associated foundation to support the walls and roof of the trash enclosure, which is deeper than the two-inch excavation limit recommended by the project arborist. Due to its larger size and good condition, the City Arborist has recommended that alternative construction methods for the trash enclosure be explored that would allow this tree to be retained.

The applicant is proposing to provide six heritage tree replacements, which represents a ratio of two replacement trees for every tree removed. The proposed heritage tree replacements include five 24-inch box frontier elms to be planted as new street trees along Hoover Street, and one 48-inch box valley oak to be planted towards the rear of the site.

The preliminary landscape plan shows that approximately 26 new trees would be planted throughout the site, including five street trees along Hoover Street and 21 trees on-site. The street trees would consist of frontier elms in 24-inch boxes. The proposed new trees to be planted on-site would consist of valley oak (48-inch box), crape myrtle (24-inch box), fern pine (15 gallon), lagerstroemia hybrid (24-inch box), and Meyer lemon improved (24-inch box). Shrubs would also be planted along the perimeter of the site.

The proposed removal of all three heritage trees will be presented to the Environmental Quality Commission (EQC) in their upcoming meeting on December 17, 2014. The EQC's recommendation will be forwarded to the City Council for consideration when they take action on the proposed project.

Correspondence

The applicant has reached out to neighboring properties, and their letter to the neighbors is included in Attachment C.

Staff has received three pieces of correspondence regarding the proposed project (Attachment L), and summarized below.

On October 22, 2014, Andy and Melody Mabardy, the owners of the multi-family residential property at 705-711 Elizabeth Lane, express concerns about the height of the carriage house and vintage vehicle display building, and the close proximity of these structures from the shared property line. They further express that these structures would result in potential impacts to access to natural light, privacy, and noise for residents on their property. The applicant has met with the owners to discuss their concerns, and have modified the project as a result. These changes include:

- The setbacks from the shared property line have been increased for both buildings. The setback for the vintage vehicle display building has been

increased from approximately four feet to 13 feet, seven inches, and the carriage house's setback increased from six feet, five inches to 20 feet, nine inches.

- The roll-up glass door at the rear of the vintage vehicle display building has been changed to a high window that would not be operable.

On December 9, 2014, staff received a follow-up letter from Andy and Melody Mabardy, in which they express that their discussions with the applicant have resulted in changes to the project that would help address their concerns. They express support for the project, and request that the following conditions be included in the approval:

- The applicant should discuss the proposed landscape details with the owners of 705-711 Elizabeth Lane, including the location of plantings and trees near the shared property line, to ensure that a continuous hedge or thick trees are not planted.
- The vintage vehicle display building and carriage house would not be used for an active fire station, noisy maintenance or repair activities, including the use of bells or alarms. They request that the use of these buildings would be limited to display, storage, and occasional tours.
- That there be no public assembly or noisy events in or at the rear of the vintage vehicle display building and carriage house.
- That interior lights and any exterior lights at the rear of the vintage vehicle display building and the carriage house are left off in the evening and at night to avoid light spillover onto neighboring properties. If this is not possible, it is requested that the rear window be replaced with skylights.

On December 10, 2014, the applicant, through their architect, submitted a letter in response to the conditions of approval requested in Andy and Melody Mabardy's letter dated December 9, 2014, summarized as follows:

- With respect to the landscaping near the shared property line, the applicant indicates that they would continue to work with their neighbors on an acceptable landscaping scheme.
- With respect to the use of the vintage vehicle display building, the applicant indicates that it would function as storage for both antique fire engines and for a "reserve" engine, which is an operational engine, but that active engines would operate out of the firehouse and not out of the vintage vehicle display building.
- With respect to public assembly and noisy events near the shared property line, the applicant indicates that this condition would be overly restrictive, and provides a description of how station tours would be conducted.
- With respect to light spillover, the applicant indicates that interior lighting would only be on when the building is in use, which is typically during the daytime. Exterior lighting at night would be necessary for safety, and would be on a motion/time sensor.

ENVIRONMENTAL REVIEW

An Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, have been prepared and circulated for public review in compliance with the California Environmental Quality Act (CEQA). The public review period began on November 13, 2014 and ends on December 15, 2014. The MND is available for review at the Planning Division office and library reference desk during business hours. The MND is also available for review on the City's website.

As of the preparation of this staff report, staff has received one piece of correspondence on the MND, from the California Department of Transportation (Caltrans), and is included in Attachment L. Caltrans notes that a transportation permit would be required for any movement of oversized or excessive load vehicles on state roadways, such as State Route 82 (El Camino Real). Additionally, a Transportation Management Plan would be required for any traffic restrictions and detours affecting the state highway system.

The MND analyzes the potential environmental impacts of the project across a wide range of impact areas. The MND determined that the project would have no impact on agriculture and forest resources, mineral resources, population and housing, and recreation. The project would have a less than significant impact without the need for mitigation on the following areas: aesthetics, geology and soils, greenhouse gas emissions, hydrology and water quality, land use and planning, public services, transportation/traffic, and utilities and service systems. The project would have a potentially significant impact that can be reduced to a less than significant impact with mitigation in the following areas: air quality, biological resources, cultural resources, hazards and hazardous materials, and noise.

Summary of Project Impacts Mitigated to Less Than Significant Impact

The proposed project would result in the following potentially significant impacts related to air quality, biological resources, cultural resources, hazards and hazardous materials, and noise. These impacts would be mitigated to a less than significant level through implementation of mitigation measures identified in their respective topic sections and the MND.

Air Quality

Construction of the proposed project will generate significant levels of air pollutant emissions that could expose sensitive receptors to substantial pollutant concentrations community health risk. Implementation of dust emission control measures (mitigation measure AQ-1) and use of low-emission equipment during construction (mitigation measure AQ-2) would reduce these impacts to a less-than-significant level.

Biological Resources

Demolition and tree removal activities during construction may result in potential impacts to special-status wildlife species, including the pallid bat, Townsend's big-eared bat, and Cooper's hawk. Implementation of pre-construction surveys and avoidance of nests (mitigation measures BIO-1 and BIO-2) would reduce these impacts to a less-than-significant level.

Cultural Resources

A historic resources evaluation was conducted to evaluate the project's potential impact on historical resources. The evaluation determined that the carriage house is a historic resource that is eligible for listing in the State and National Registers. Constructed around 1899, it is the oldest building associated with the Fire District, this structure has remained relatively intact and has retained its historic integrity, except for its location, because the building had previously been moved twice. Relocation of the carriage house onto the subject site was determined to be feasible with the implementation of recommended treatment methods (mitigation measure CR-1) that would reduce any potential impacts to a less-than-significant level.

The potential for encountering archaeological or paleontological resources, or human remains during construction are unknown. Implementation of procedures to avoid or minimize potential impacts should archaeological or paleontological resources, or human remains are encountered during construction (mitigation measures CR-2, CR-3, and CR-4) would minimize any potential impacts to a less-than-significant level.

Hazards and Hazardous Materials

A 550-gallon underground diesel fuel storage tank and associated piping was removed from the property at 700 Oak Grove Avenue in 1987. Based on the results of the soil sampling performed during removal of the former diesel fuel storage tank, the soil in the vicinity of the former underground storage tank is unlikely to be contaminated. However, in the event that utility trenching and shoring excavations encounters low level residual concentrations of hydrocarbons in the soil in the vicinity of the former fuel tank, the impact is conservatively considered potentially significant. The preparation of a soil management plan for excavation activities near the vicinity of the former underground storage tank (mitigation measure HAZ-1) would reduce potential impacts from hazardous waste to a less-than-significant level.

Noise

The proposed project could expose sensitive receptors to significant noise impacts from temporary or periodic increases in the ambient noise levels due to project construction activities. Implementation of noise controls during construction (mitigation measure NOI-1) would reduce any potential noise impacts to a less-than-significant level.

RECOMMENDATION

The proposed project would replace an aging fire station with a new station that would better serve the downtown area, and provides an opportunity to preserve an existing historic structure. The applicant has revised the proposed project to address the comments from the Planning Commission and concerns raised by adjacent property owners. Staff believes that the proposed changes to the site's General Plan and zoning designations would make the land use designations consistent with the current and anticipated future use of the site. The proposed Zoning Ordinance text amendment would allow greater flexibility for development of public facilities on smaller sites, while allowing consideration of case-by-case issues through the use permit requirement. Staff recommends that the Planning Commission recommend that the City Council approve the General Plan amendment, rezoning, Zoning Ordinance text amendment, use permit, architectural control, lot merger, sign review, and heritage tree removal permit. Conditions of approval are included in Attachment E. Staff further recommends that the Planning Commission recommend that the City Council adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.

Staff recommends that the Planning Commission recommend approval to the City Council of all the actions outlined in Attachment D.

Report prepared by:

Jean Lin
Associate Planner

Report reviewed by:

Thomas Rogers
Senior Planner

PUBLIC NOTICE & APPEAL PERIOD

Public notification consisted of publishing a courtesy notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property and affected P-F zoned properties.

The Mitigated Negative Declaration is available for review at the Community Development Department and at the Library during business hours.

ATTACHMENTS

- A. Location Map
- B. Project Plans
- C. Project Description Letter
- D. Recommended Actions for Approval

- E. Recommended Conditions of Approval
- F. Draft Resolution Amending the General Plan to Change the Land Use Designation for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- G. Draft Ordinance Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- H. Draft Ordinance Amending Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code
- I. Hazardous Materials Business Plan
- J. Hazardous Materials Agency Referral Forms:
 - Menlo Park Fire Protection District
 - West Bay Sanitary District
 - Menlo Park Building Division
 - Email from San Mateo County Environmental Health Services Division
- K. Draft Resolution Approving the Heritage Tree Removal Permits for the Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- L. Arborist Report by Arbor Resources, dated received on January 16, 2014
- M. Draft Initial Study and Mitigated Negative Declaration (Provided Under Separate Cover)
- N. Mitigation Monitoring and Reporting Program
- O. Draft Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Menlo Park Fire Station 6 Project for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street
- P. Correspondence
 - Letter from Andy and Melody Mabardy, dated October 22, 2014
 - Letter from Andy and Melody Mabardy, dated December 9, 2014
 - Letter from CJW Architecture, dated December 10, 2014
 - Letter from California Department of Transportation, dated December 11, 2014

Note: Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

EXHIBITS TO BE PROVIDED AT MEETING

- A. Color and Materials Board

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PLANNING COMMISSION DRAFT EXCERPT MINUTES

Regular Meeting
 December 15, 2014 at 7:00 p.m.
 City Council Chambers
 701 Laurel Street, Menlo Park, CA 94025

CALL TO ORDER – 7:03 p.m.

ROLL CALL – Bressler, Combs, Eiref (Chair), Ferrick, Kadvany, Onken (Vice Chair), Strehl

INTRODUCTION OF STAFF – Jean Lin, Associate Planner; Thomas Rogers, Senior Planner; Kyle Perata, Associate Planner

D. PUBLIC HEARING

D1. General Plan Amendment, Rezoning, Zoning Ordinance Text Amendment, Use Permit, Architectural Control, Lot Merger, Sign Review, Heritage Tree Removal Permit, and Environmental Review/Menlo Park Fire Protection District/700 Oak Grove Avenue and 1231 Hoover Street: Request to redevelop Fire Station 6 using properties located at 700 Oak Grove Avenue and 1231 Hoover Street. The proposed redevelopment would include demolition of the existing fire station and adjacent single-family residence, construction of a new fire station consisting of a two-story firehouse and a vintage vehicle display building, and relocation of an existing carriage house from its present location at 300 Middlefield Road onto the subject site. The application includes the following requests: ([Attachment](#))

- 1) **General Plan Amendment:** To amend the site's General Plan land use designations from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities;
- 2) **Rezoning:** To change the site's zoning designation from the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) districts to P-F (Public Facilities) district, to allow the proposed use of the subject site to be more consistent with the appropriate zoning designation;
- 3) **Zoning Ordinance Text Amendment:** To allow the maximum allowable Floor Area Ratio (FAR) to exceed 30 percent, up to a maximum of 60 percent on sites with a lot area of two acres or less, inclusive of contiguous parcels in the P-F zoning district, subject to obtaining a use permit;
- 4) **Use Permit:** To allow the fire station use, proposed FAR of approximately 59 percent, and the use and storage of hazardous materials;
- 5) **Architectural Control:** To review the design of the proposed fire station and site improvements;
- 6) **Lot Merger:** To merge two parcels into one parcel;
- 7) **Sign Review:** To review a comprehensive sign program for a fire station, including two signs on each individual street frontage;
- 8) **Heritage Tree Removal Permit:** To allow the removal of three heritage trees; and,

- 9) **Environmental Review:** To evaluate the potential environmental impacts pursuant to California Environmental Quality Act (CEQA) in the Mitigated Negative Declaration (MND).

Staff Comment: Planner Lin noted a correction on page 11 of the staff report in the sign review section to be modified as shown here: *The subject property is permitted up to 146 square feet of sign area, and proposed signage would result in a total of approximately **85 78** square feet of sign area that includes all four signs.* She said a second correction was needed in Attachment E, Draft Conditions of Approval, condition number 24, on page E7, 2nd sentence, as follows: *The Hydrology Report shall confirm that the project does not result in increased storm water runoff as measured by the peak flow rate for a 10-year storm ~~and shall also confirm that the on-site depressed garages will not be subject to flooding during a 10-year storm.~~* She said the colors materials board was being circulated and the environmental consultant from GHD and the applicant were present to answer any questions.

Questions of Staff: Commissioner Strehl said the Fire District wanted a zoning change to be a government agency district as opposed to a public facility district, and asked why that was not included as a recommendation.

Planner Lin said the Public Facilities zoning district (P-F district) currently allowed certain uses of federal, county and local governments by right. She said it also stated that other agencies' use would be conditional. She said staff considered the request from the Fire District to change the use designation from conditional to permitted. She said they found that would significantly expand the scope of the proposal as well as require an expansion in scope of the environmental review. She said the impact of changing the zoning district would need to be considered citywide. She said changing the Fire District's current uses from conditional to a permitted use by right in the P-F district would need to be evaluated and might require evaluation of any fire district uses in any P-F district.

Commissioner Bressler asked if this project would impact any of the build out numbers in the Specific Plan area. Planner Lin said the proposed project should not impact any of the build out numbers under the Specific Plan.

Public Comment: Menlo Park Fire District Chief Schapelhouman said the project architect, staff person Jon Hitchcock, and legal counsel Tim Cremin were present. He said the P-F district was an issue for the Fire District but in terms of the proposed project that desired change would have required city review. He said as the project had taken quite some time, they did not want to cause any further delays. He said the existing station had been in its location since the 1950s and was not sufficient for the District's current needs. He said they needed two stories and were maximizing floor space on the first floor. He said it was a drive through and larger facility to accommodate any equipment needed.

Chair Eiref asked if the antique fire truck display facility would be available for public events. Chief Schapelhouman said they would want to be cautious in creating any other uses beyond educational tours for that display area as they would want to first gauge neighbors' comfort level with the new facility before considering such events.

Commissioner Onken asked about the change in the display area design. Chief Schapelhouman said the District had changed architects since the last time they had brought a

design before the Commission, and in this proposal they had responded to feedback from the Commission from the previous consideration, which he thought had been in February 2013. He said with their new architect they considered a more traditional design. He said they decided against the large windows for the display building as beyond the need to clean those frequently they would allow more sun damage to the interior. He said they went for a design that would allow a view of the antique equipment but also would serve to preserve the surfaces of the antique equipment.

Chief Schapelhouman said the District might come back in the future to have the P-F district review made to allow for Fire District permitted use in that zone.

Mr. Carter Warr, CJW Architecture, project architect, said the proposal was a response to both the Planning Commission comments and the District's desire to have a handsome and functional facility that would last for the next 50 to 100 years. He said the proposed design though contemporary paid tribute to its historic roots. He said neighbors had weighed in on the design and the applicants had visited with them. He said they made changes in response to the neighbors to the historic display buildings. He said those buildings had been moved significantly away from the property line. He said this was a more sympathetic response to the residential interface and the buildings themselves. He said they were looking to coordinate landscape design to further meet the neighbors' needs.

Commissioner Strehl noted the arborist report indicated a tree would need to be removed to allow for the trash enclosure and asked if the tree removal could be avoided. Mr. Warr said potentially. He said the project was intended for the next 50 to 100 years and there was a desire to avoid periodic rebuilding as things changed. He said the trash enclosure was outside the secure area of the station and located for servicing so that access to the secure parts of the station was not needed. He said the tree would not allow for that design.

Commissioner Kadvany asked about the location of the bench seat in the plaza. Mr. Warr said it was in the flagpole area and part of it was within the street dedication area. He said should the City decide to widen Oak Grove Avenue, the applicants had agreed this feature could be demolished. Commissioner Kadvany asked about the potential for solar panels. Mr. Warr said they were planning to have solar panels and those were not yet engineered. He said he would expect them to be located on the back roof which would face the sun and not be visible from Oak Grove Avenue.

Mr. Jerry Wings, architect, Burlingame, said he was representing his past clients, Andy and Melody Mabardy. He said his clients owned a four-unit property at 701 Elizabeth Lane which shared the back property line with the District. He said they liked the design of the new fire station. He said over the past few months they have met with the architects and fire station personnel, and said they appreciate the flexibility shown. He said moving the buildings away from the property line further helped immensely. He said they supported the project but were requesting four conditions of approval. He said those were summarized in the letter from CJW Architecture dated December 10, 2014 to them. He said the first was to have some flexibility in the planting arrangement and for the applicants and his clients to come to agreement on the landscape plan. He said the second concern was that the facility for the antique equipment might become an active fire station. Mr. Wings said the applicant's response was the building would be for storage primarily for antique engines but also for reserve engines. He said any reserve engines should be stored in the main building. He said they were looking for a

statement that this storage building would not become an active fire station building. He said their third condition was that there be no public assembly or noisy events in the rear of the building. He said they supported the proposed tours of the display building. He said their fourth condition was that interior lights be used only as needed and not for public assemblies.

Chair Eiref closed the public hearing.

Commission Comment: Commissioner Bressler asked if the facility would be exempt from the City's noise ordinance. Planner Lin said certain emergency uses were exempt from the noise ordinances such as alarms and bells for emergency purposes. She said in non-emergency situations the facility was subject to the City noise ordinance. Commissioner Bressler asked if the facility would be subject to the same noise restrictions that would apply to any party being held anywhere else in Menlo Park. Planner Lin said that was generally correct.

Commissioner Ferrick said she appreciated the design changes made in response to Commission and neighbor input. She said she liked the way the new windows worked and the brick. She said she also appreciated the applicants' sensitivity to the neighbors. She said the only window that might emit light to the neighbors in the evening was for the fitness room. She said blinds would be an easy solution to that potential impact.

Commissioner Kadwany asked for input on the question of engines being stored and moved that the neighbors had raised. Chief Schapelhouman said the antique apparatus that would be stored had no service life. He said a reserve engine was used when one of the primary front engines needed repair. He said in the main station there were living quarters, dayroom and kitchen facilities, and an operating office as well as the fire apparatus and engines. He said normal operations would be completely separate from the other building housing the display engines.

Commissioner Onken asked for clarification that the display building had no facilities for charging engines, draining hoses, or anything associated with a normal apparatus bay. Chief Schapelhouman said they have two field mechanic trucks that would respond if they could not get something running or if have a fuel problem. He said they have a 5,000 square foot maintenance facility at their Station 77 on Chilco and that's where apparatus go for repair. Commissioner Onken noted the display building door was only 15-foot wide which he thought was not wide enough for normal sized fire trucks. Chief Schapelhouman said that apparatus was much larger than they had been previously. He said the display building was designed around the historical and antique equipment size and there would be two antique trucks displayed there.

Commissioner Strehl said that in the future Chief Schapelhouman had indicated they would pursue a government agency zoning designation. She asked if that would have to go through a General Plan review process or would it be specific to future locations and designations. Planner Lin said a request to make fire district uses permitted by right in a P-F district would require a zoning ordinance text amendment, which would need to go through the Planning Commission and the City Council. She said it was something that could be pursued in the future.

Chair Eiref said he thought the design was a great improvement over the previous design and liked that the project would support a historical resource.

Chair Eiref moved to recommend to the City Council as outlined in the staff report. Commissioner Combs seconded the motion.

Commissioner Kadvany said he thought the small outbuildings would buffer noise quite a bit from the parking lot and that there was the potential for it to be a valuable public space. He said he was commenting on that in hopes of assuaging the neighbors' noise concerns.

Commission Action: M/S Eiref/Combs to recommend that the City Council approve the item as recommended in the staff report as outlined in Attachment D.

ATTACHMENT D

DRAFT – December 15, 2014

FINDINGS AND RECOMMENDED ACTIONS FOR APPROVAL

700 Oak Grove Avenue and 1231 Hoover Street Menlo Park Fire Station 6 Project

The Planning Commission recommends that the City Council take the following actions:

Environmental Review

1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:
 - a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State CEQA Guidelines;
 - b. The City Council has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period; and
 - c. Based on the Initial Study prepared for the Mitigated Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.
2. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Menlo Park Fire Station 6 Project for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment O)

General Plan Map Amendments

3. Adopt a Resolution Amending the General Plan to Change the Land Use Designation for Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment F)

Rezoning

4. Introduce an Ordinance of the City of Menlo Park, Rezoning Properties Located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment G)

Zoning Ordinance Text Amendment

5. Introduce an Ordinance of the City of Menlo Park, Amending Chapter 16.49 [Public Facilities District] of Title 16 [Zoning] of the Menlo Park Municipal Code (Attachment H)

Use Permit

6. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
7. Approve the Use Permit for construction of a new fire station with an FAR of up to 59 percent in the P-F zoning district.

Architectural Control

8. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structures is in keeping with the character of the neighborhood;
 - b. The development will not be detrimental to the harmonious and orderly growth of the City;
 - c. The development will not impair the desirability of investment or occupation in the neighborhood; and,
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The proposed project is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
9. Approve the proposed design of the new buildings and site improvements.

Lot Merger

10. Make findings that the proposed lot merger is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act.

Sign Review

11. Make a finding that the sign is appropriate and compatible with uses and signage in the vicinity.

Heritage Tree Removal Permit

12. Adopt a Resolution Approving the Heritage Tree Removal Permits for the properties located at 700 Oak Grove Avenue and 1231 Hoover Street (Attachment K).

Motion carried 7-0.

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December 17, 2014

To: Environmental Quality Commission

From: Jean Lin, Associate Planner

Subject: Consider a Recommendation to the Planning Commission and City Council on a Request to Remove Three Heritage Trees and Retain One Heritage Tree on and near property located at 700 Oak Grove Avenue and 1231 Hoover Street.

Potential Environmental Quality Commission (EQC) Action

Staff recommends that the EQC recommend to the Planning Commission and City Council to approve a Heritage Tree Removal Permit as part of a development proposal by the Menlo Park Fire Protection District on property located at 700 Oak Grove Avenue and 1231 Hoover Street.

Background

Site Location

The project site is located at the northwest corner of Oak Grove Avenue and Hoover Street, using Oak Grove Avenue in an east-west orientation, in downtown. The surrounding area is designated for a mix of commercial and residential uses in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district and for residential uses in the R-3 (Apartment) zoning district. Adjacent uses include a single-family residence to the north, an apartment building and a mixed-use office and residential development to the west, commercial uses to the south, and multi-family residences to the east.

Proposed Project

On July 11, 2013, Menlo Park Fire Protection District filed applications for a General Plan Amendment, Rezoning, Zoning Ordinance Text Amendment, Use Permit, Architectural Control, Lot Merger, Sign Review, Heritage Tree Removal Permit, and Environmental Review to demolish the existing Fire Station 6 located at 700 Oak Grove Avenue and an existing single-family residence located at 1231 Hoover Street, and construct a new fire station and associated site improvements. The City has prepared a draft Mitigated Negative Declaration (MND) to evaluate the impacts of the project on the physical environment. The public review period for the draft MND began on November 13, 2014 and ended on December 15, 2014. There are four heritage trees on and near the project site as defined by Chapter 13.24 of the Menlo Park Municipal Code, including one heritage tree on the adjacent property to the west (702 Oak Grove Avenue) and one heritage street tree along Hoover Street. A copy of the site plan, preliminary landscape plan, and building elevations are provided in Attachment A.

The purpose of the Environmental Quality Commission’s consideration of this project is to provide a recommendation to the City Council on the request to remove three out of four heritage trees located on or near the property.

Analysis

The applicant has submitted an arborist report to evaluate trees on and near the subject property. The report was prepared by David Babby of Arbor Resources, a Registered Consulting Arborist and Board-Certified Master Arborist. A summary of the heritage trees is contained below.

Fire Station 6 Heritage Tree Summary	Size (diameter)	Condition	Proposal	
			Retain	Remove
Tree #5: Pin oak (<i>Quercus palustris</i>)	16 inches	Good		X
Tree #6: Coast live oak (<i>Quercus agrifolia</i>)	17 inches	Fair		X
Tree #7: Coast live oak (<i>Quercus agrifolia</i>)	21 inches	Good		X
Tree #12: Coast live oak (<i>Quercus agrifolia</i>)	32 inches	Fair	X	
TOTAL			1	3

Municipal Code Requirements

Section 13.24.040 of Menlo Park’s Heritage Tree Ordinance, requires consideration of the following eight factors when determining whether there is good cause for permitting removal of a heritage tree:

- (1) The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
- (2) The necessity to remove the tree or trees in order to construct proposed improvements to the property;
- (3) The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters;
- (4) The long-term value of the species under consideration, particularly lifespan and growth rate;
- (5) The ecological value of the tree or group of trees, such as food, nesting, habitat, protection and shade for wildlife or other plant species;
- (6) The number, size, species, age distribution and location of existing trees in the area and the effect the removal would have upon shade, privacy impact and

scenic beauty;

- (7) The number of trees the particular parcel can adequately support according to good arboricultural practices;
- (8) The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).

Criteria 1, 2, and 8 are relevant to this request and are discussed below in more detail. The Municipal Code criteria that are applicable to this request are briefly discussed below.

Criteria 1. *The condition of the trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services.*

The 17-inch coast live oak (tree #6) proposed for removal is in overall fair condition, but exhibits structural problems in which the mainstem has a strong lean over the property line and has an unbalanced canopy. Furthermore, this tree is stunted in growth due to its close proximity to the taller 21-inch coast live oak (tree #7).

Criteria 2: *The necessity to remove the trees in order to construct proposed improvements to the property.*

The 16-inch pin oak (tree #5) proposed for removal is in overall good condition, where the mainstem appears structurally sound and features a well-balanced canopy. This is a street tree surrounded by concrete, and its roots are lifting the surrounding sidewalk. The applicant is proposing its removal due to direct conflicts with the proposed driveway along Hoover Street. One of the objectives of the new fire station is to allow for a drive-through apparatus bay that would accommodate both a 28.5-foot fire truck, which is currently being used, as well as a 44.9-foot fire truck, which is planned for future use. The location of tree #5 is in direct conflict with the driveway design necessary to accommodate the turning movements for a 44.9-foot fire truck entering the drive-through apparatus bay. While the City Arborist initially recommended further evaluation to try to retain this tree, upon further evaluation, tentative approval for its removal was recommended due to the fact that its retention would impede the operation of the fire station.

Criteria 8: *The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).*

The applicant proposes to remove a 21-inch coast live oak (tree #7) that is in overall good condition. The removal of tree #7 is proposed in order to accommodate the construction of a trash enclosure within close proximity of this tree. The arborist report includes recommended tree protection measures to mitigate or avoid impacts to this tree, including recommended

construction of the slab foundation for the trash enclosure that limits a vertical soil cut to no more than two inches. The applicant states that excavation of approximately 18 inches would be required in order to construct the slab and associated foundation to support the walls and roof of the trash enclosure, which is deeper than the two-inch excavation limit recommended by the project arborist. Due to its larger size and good condition, the City Arborist has recommended that alternative construction methods be explored that would allow this tree to be retained.

The City Arborist has reviewed the arborist report and conducted a site visit to independently evaluate the health and condition of the heritage trees proposed for removal. The City Arborist’s recommendations are as follows:

Fire Station 6 Heritage Tree Summary	Size (diameter)	Recommendation
Tree #5: Pin oak (<i>Quercus palustris</i>)	16 inches	Tentatively approved due to construction of the proposed project.
Tree #6: Coast live oak (<i>Quercus agrifolia</i>)	17 inches	Tentatively approved due to structural problems.
Tree #7: Coast live oak (<i>Quercus agrifolia</i>)	21 inches	Tentatively denied, tree is in good condition. Alternative construction methods should be explored to preserve this tree.

Heritage Tree Replacements

The applicant is proposing to provide six heritage tree replacements, which represents a ratio of two replacement trees for every tree removed. The proposed heritage tree replacements include five 24-inch box frontier elms (*ulmus hybrid*) to be planted as new street trees along Hoover Street, and one 48-inch box valley oak (*quercus lobata*) to be planted towards the rear of the site.

The preliminary landscape plan indicates that approximately 26 new trees would be planted throughout the site, including five street trees along Hoover Street and 21 trees on-site. The street trees would consist of frontier elms in 24-inch boxes. The proposed new trees to be planted on-site would consist of valley oak (48-inch box), crape myrtle (24-inch box), fern pine (15 gallon), lagerstroemia hybrid (24-inch box), and Meyer lemon improved (24-inch box). Shrubs would also be planted along the perimeter of the site.

Conclusion

Based upon the analysis provided above and the submitted project plans, staff recommends that the Environmental Quality Commission recommend to the City Council the following actions regarding the heritage trees for the proposed project located at 700 Oak Grove Avenue and 1231 Hoover Street:

- (1) Approve the removal of Tree #5 (16-inch pin oak) and Tree #6 (17-inch Coast Live

Oak); and,

- (2) Request alternative construction methods be explored that would allow Tree #7 (21-inch Coast live oak) to be retained.

Signature on File

Jean Lin
Associate Planner

Signature on File

Christian Bonner
City Arborist

Public Notice: Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. Notice cards were sent to all property owners and occupants within 300 feet of the project site.

Attachments:

- A. Project Plans (Site Plan, Preliminary Landscape Plan, and Building Elevations)
- B. Arborist Report by Arbor Resources, dated January 3, 2014
- C. City Arborist Evaluation Forms

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**ENVIRONMENTAL QUALITY COMMISSION
DRAFT EXCERPT ACTIONS**

**Regular Meeting
Wednesday, December 17, 2014 at 6:30 PM
City Administration Building
701 Laurel Street, Menlo Park, CA 94025**

The meeting was called to order by Chair Marshall at 6:37 p.m.

ROLL CALL:

Present: Allan Bedwell (Vice Chair), Chris DeCardy, Kristin Kuntz-Duriseti, Scott Marshall (Chair), Deborah Martin, Mitchel Slomiak, Christina Smolke

A. PUBLIC COMMENT – None

B. REGULAR BUSINESS

B1. Consider a Recommendation to the City Council on a Request to Remove Three Heritage Trees and Retain One Heritage Tree on Property Located at 700 Oak Grove Avenue and 1231 Hoover Street ([Attachment](#))

ACTION: Motion and second (Marshall/Slomiak) to (1) support the staff recommendation to keep tree #7, the 21" diameter Coast Live Oak since it adds value to the area and keeps a vibrant urban canopy in the neighborhood, and (2) request that the City and the waste disposal company, "Recology", allow some flexibility in the design of the trash enclosure that would potentially save the tree while meeting the needs of the proposed fire station, passes unanimously (7-0-0).

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12/3/14

Ms. Jean Lin
 Planning Department
 City of Menlo Park
 701 Laurel Street
 Menlo Park CA 94025

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DEC 03 2014

CITY OF MENLO PARK
PLANNING

PROJECT: 2014-1500: Menlo Park Fire Protection District
 Fire Station 6
 700 Oak Grove Avenue
 Menlo Park, CA
PROJECT DESCRIPTION LETTER, RESUBMITTAL #4
 PLN-2013-00070

Dear Ms. Lin:

In reponse to your request, the following is a Project Description letter which describes the Menlo Park Fire Protection District's intent in applying for Planning Commission project review and approval.

Project Description, Menlo Park Fire Station No. 6

Project Site:

Menlo Park Fire Protection District, Station No. 6 is a replacement of the current aging station located at 700 Oak Grove Avenue. The development for this property includes a lot merger of the neighboring property to the rear of the site along Hoover Street. The addition of the property will provide the required maneuverability for a drive-thru apparatus bay, space for 6 secure parking spaces to accommodate the overlapping change of shift for 3 fire fighters, 1 public van accessible space, a 1,002 SF. historic vehicle storage building and a relocated 342 SF carriage house. The historic vehicle storage building will house two decommissioned fire engines and the carriage house will be located near them for community display. Also located on the site is a 500 gallon above ground fuel storage tank and an emergency generator. The fuel tank will be used for both refueling of the fire vehicles and powering the generator. The generator is in an enclosed space in the first floor of the station and will be used as a back-up power source in case of an outage. It will be tested monthly as part of routine maintenance testing. The testing will last about 30 minutes. The station will continue to follow the *California Vehicle Code, for Code 3 Responders* and the Fire District's policy #407 in regards to sirens, lights and alarms. Additional information regarding noise generated by sirens, lights and alarms is addressed in our response to City comments letter.

Fire Station:

The proposed fire station, approximately 7857 SF, includes a single drive-thru apparatus bay, and an additional "back-in" bay for a fire engine. In addition to the apparatus space, the first floor of the

MPFPD Station 6: 2014-1500

1 of 2

building includes a public lobby, offices and utility space. The second floor is composed entirely of living quarters for the on-duty personnel. The staffing of this station will be 3 fire fighters on-duty for each rotation. There are 6 firefighter bedrooms to accommodate shift changes. In addition to the typical operational use as a fire station, the Fire District will provide station tours and historic vehicle display area to small groups. See description below.

The Vehicle Storage Building (1002 SF) and relocated Carriage House (342 SF) brings the total proposed development to 9201 SF

General Plan Amendment

To amend the site's General Plan land use designations from El Camino Real/Downtown Specific Plan and Medium Density Residential to Public Facilities;

Rezoning:

To change the site's zoning designation from the SP-ECR/D (El Camino Real/Downtown Specific Plan) and R-3 (Apartment) districts to P-F (Public Facilities) district, to allow the proposed use of the subject site to be more consistent with the appropriate zoning designation;

Zoning Ordinance Text Amendment:

To allow the maximum allowable Floor Area Ratio (FAR) to exceed 30 percent, up to a maximum of 60 percent on sites with a lot area of two acres or less, inclusive of contiguous parcels in the P-F zoning district, subject to obtaining a use permit;

Sign review

To allow two signs, on the Oak Grove Avenue frontage:

1. "MENLO PARK FIRE DISTRICT" with a similar sized "6" below
2. A firefighter's cross medallion between the second story windows and the building's roof ridge.

Additional signage on the Vehicle Storage Building and the Carriage House include:

1. Vehicle Storage Building: A firefighter's cross medallion between the roll up door and the building's roof ridge.
2. Carriage House: "MENLO PARK FIRE HOSE COMPANY #1"

Heritage tree removals

Approval is sought to allow for the removal of three (3) heritage trees. The tree removal is required to facilitate construction of the new facilities. In addition to the overall landscaping plan, the district will plant six (6) replacement trees capable of attaining heritage tree size for a 2:1 replacement ratio as indicated in the Mitigated Negative Declaration.

Operational Continuity:

There will be a temporary modular living quarters and apparatus structure brought to the site and located on the north western end facing Hoover Street. This will allow the station to remain fully operational for the duration of the demolition of the existing and construction of new station.

Construction Phasing:

Construction will be broken into eight major phases. Initially, station operations will continue out of the existing building at 700 Oak Grove Ave.

- Phase 1 -The project will begin with demolition of the property at 1231 Hoover.

- Phase 2 -Construction of new permanent site utility services to the properties. These connections will be used to supply a temporary fire station to be erected in phase three on the 1231 Hoover property.
- Phase 3 – Install temporary firefighter quarters, and apparatus tent.
- Phase 4 -Station operations will move to the temporary facility, so that the existing Fire Station 6 building can be demolished.
- Phase 5- Construct the new fire station
- Phase 6 – Construct site flat work on the 700 Oak Grove site.
- Phase 7- Remove the temporary station, construct the historic engine display building, and prepare the site for the relocated carriage house.
- Phase 8- Complete the flatwork on the site, and relocate the carriage house to the site.

During all phases of construction the public will be protected from construction activities by secure fencing.

Proposed Parking Plan

There is sufficient room on site for contractor staging, but not for contractor parking. Contractor employee's vehicles will have to park off site.

Per discussion with Ms. Nikki Nagaya on December 2, 2014, and in the absence of the Municipal Code delineating parking requirements for construction sites, the following was discussed and agreed upon:

1. Obtain an encroachment permit for limited construction vehicle parking in front of the station on Oak Grove Avenue and Hoover Street to be used temporarily and on an as needed basis.
2. Obtain an encroachment permit for 2 vehicles to park in the Maloney Lane and Oak Grove Lot for the full time superintendent and the full time inspector.
3. It is anticipated the project will need an additional 7-10 spots on average. The District will work with the City's encroachment permit personnel to determine the need and potentially obtain additional encroachment permits for additional construction vehicles to park in the Maloney Lane and Oak Grove Lot.
4. All of the above is to be negotiated during the Construction Document and Building Permit submittal phase.
5. The District is committed to working with the City to minimize the impact of the construction project on the neighbors and City streets.

Public Training Events

CPR training and other community trainings such as CERT typically are held at Stations 1 and 77. Both of these Stations have the necessary classroom space to conduct these types of trainings. The existing Fire Station 6 and the proposed Fire Station 6 are not ideal for such trainings.

Station Tours

All of the District's Fire Stations offer Station tours to the public. Tours must be scheduled in advance and typically last 30 minutes. Each tour typically involves a guided tour through the first floor of the station, a viewing of the interior and exterior of the apparatus, a demonstration on the use of protective

equipment and firefighting tools, and unique to Fire Station 6, it will also include a viewing of the antique fire apparatus which will be located in the Engine Display structure and viewing of the adjacent carriage house.

Currently there are approximately 12 station tours at Station 6 per year. Larger tour sizes typically range from 10-20 persons. Most of the residents that tour this location tend to be located nearby and can walk from their homes to the Station. When scheduling the tour, the tour leader is instructed of nearby street parking within walking distance if onsite parking is not available, and they are encouraged to carpool. The nearby parking lot on Oak Grove offers 2 hour parking which can accommodate the groups parking needs. Once the new Fire Station 6 is constructed, the District does not anticipate a significant increase in the number of tours that will be offered at this location.

Fuel Storage Tank Refilling

Coast Oil, the vendor to MPFPD, will use a small truck of approximately 26' in length to fill the 500 gallon fuel tank. There is sufficient space within the rear enclosed paved area of the fire station for the truck to enter fully into the site for the refueling operation. The refueling truck will not block the sidewalk or the street.

Sincerely,



William R. Gutzell, Senior Associate Architect

c.c. Jon Hitchcock, MPFPD



Menlo Park Fire Protection District

170 Middlefield Road • Menlo Park, CA 94025 • Tel: 650.688.8400 • Fax: 650.323.9129
Website: www.menlofire.org • Email: mpfd@menlofire.org

Fire Chief
Harold Schapelhouman

Board of Directors
Stephen Nachtsheim
Jack Nelson
Rex Ianson
Virginia Chang Kiraly
Robert J. Silano

May 29, 2013

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JUL 11 2013

CITY OF MENLO PARK
PLANNING

City of Menlo Park
Attn: Planning Department
701 Laurel Street
Menlo Park, CA 94025

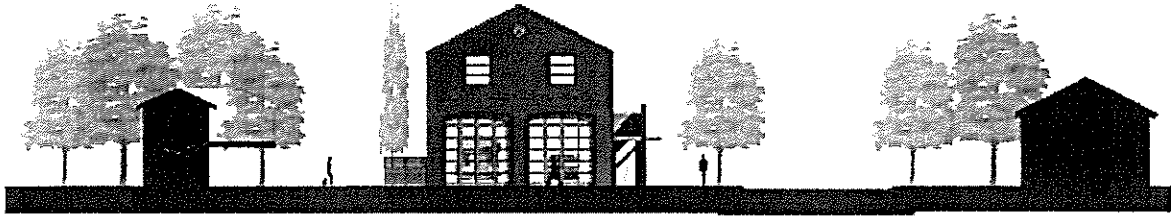
RE: Station 6 Public Outreach

On May 28, 2013, Menlo Park Fire Protection District Staff walked door to door talking with neighbors about the proposed Station 6 project. While not all neighbors were home, Staff did have the opportunity to talk with several of the residents living in the project area. All of the neighbors we talked with were excited and in favor of the project. Staff provided a handout (Attachment A) to the residents that were not home. The handout includes the District Contact in case they might have any questions or concerns. Attachment B includes the area that was included in this public outreach process.

Sincerely,

Douglas Sporleder
Menlo Park Fire Protection District
Interim Fire Chief

"Excellence In Service"



NEWS FOR OUR MENLO PARK NEIGHBORS

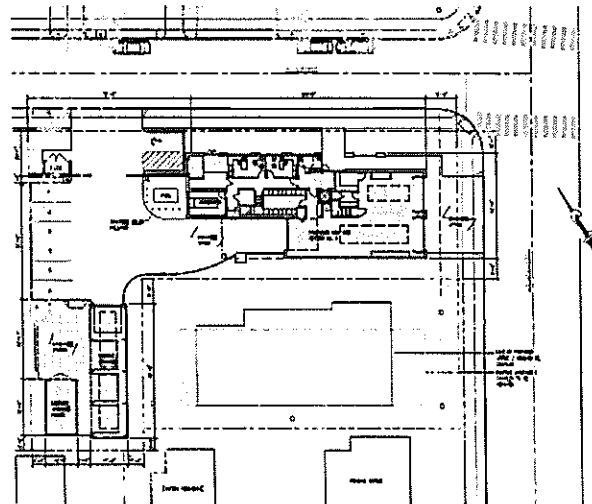
Menlo Park Fire Protection District Proposes to Replace Oak Grove Avenue Fire Station 6 with New, Expanded Fire Station

The Menlo Park Fire Protection District is recommending to the Menlo Park Planning Commission the replacement of the current 60-year old fire station at 700 Oak Grove Avenue with a new facility to accommodate increased staffing and service needs for the greater Menlo Park downtown area.

This project would demolish the existing Fire Station 6 and single family residence, and merge the existing lot with an adjacent property on Hoover Street to make room for a new fire station. Operation of the fire station would continue throughout construction. A temporary modular living quarters and an apparatus structure would be temporarily erected.

The new fire station would have:

- Contemporary industrial architectural style
- Two-story firehouse with a public lobby, Battalion Chief office, living quarters for on-duty firefighters and utility space
- Space large enough to accommodate a ladder truck
- Detached antique vehicle storage garage, drive-through station for the fire engine, six parking spaces, one van accessible space
- Historical Carriage House -- relocated from Middlefield Road, and storage for two antique fire engines
- Emergency back-up generator and 500-gallon above ground fuel storage tank.

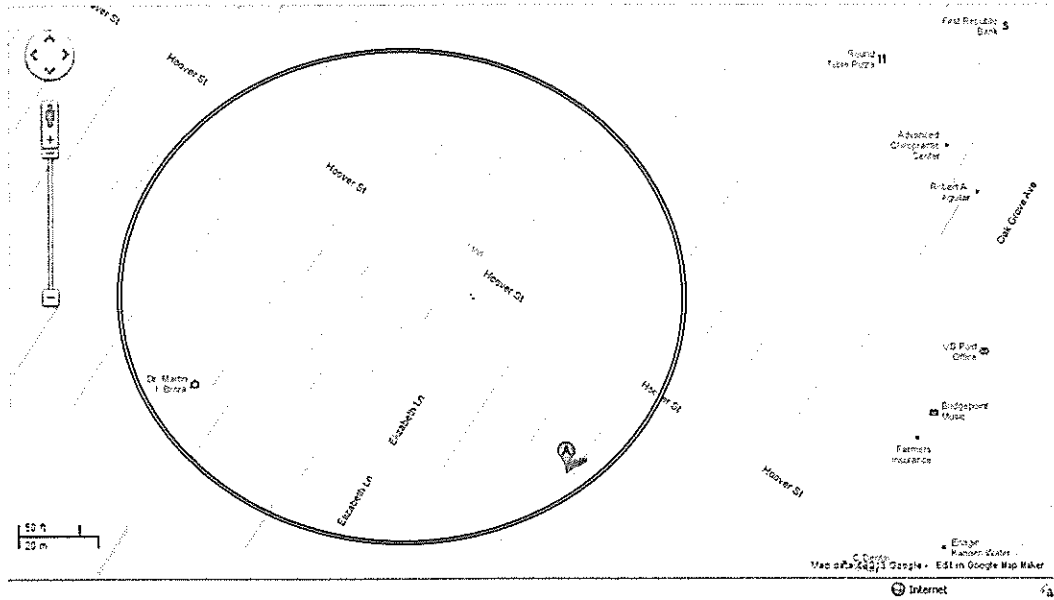


MENLO PARK
FIRE PROTECTION DISTRICT

Do you have questions, comments or concerns?
We'd love to hear from you.

Give us a call at 1-650-688-8577 or email us at jonh@menlofire.org

Attachment B



“Excellence In Service”

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JUL 18 2013

CITY OF MENLO PARK
BUILDING

HAZARDOUS MATERIALS
BUSINESS PLAN
(HMBP)

Menlo Park Fire Protection District – Fire Station #6
FACILITY NAME

700 Oak Grove Ave, Menlo Park, CA
FACILITY SITE ADDRESS

(650) 684-8425

FACILITY PHONE NUMBER

Ronald Keefer

ENVIRONMENTAL CONTACT PERSON

(650) 688-8428

ENVIRONMENTAL CONTACT PERSON'S PHONE NUMBER

July 15, 2013 (Anticipated active date is January 1, 2016, See introduction)

DATE

**JUVENILE HALL COMPLEX
HAZARDOUS MATERIALS BUSINESS PLAN
CONTENTS**

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INTRODUCTION

Fire Station #6 is part of the Menlo Park Fire Protection District (District). The District has prepared this HMBP as part of the permitting process to conduct a tear down and complete rebuild to Fire Station #6. The HMBP discloses anticipated materials for the new facility that is expected to commence operations in 2016. As such, the details provided in this HMBP are subject to change. The District will submit updates to the HMBP within 30 days following any changes that occur. As of July 15, 2013, the existing facility does not have hazardous materials in quantities that would subject it to HMBP reporting.

**UNIFIED PROGRAM CONSOLIDATED FOR
FACILITY INFORMATION
BUSINESS ACTIVITIES**

I. FACILITY IDENTIFICATION

FACILITY ID # (Agency Use Only)	F A 0 0 2 4 9 9 5	EPA ID # (Hazardous Waste Only)	
BUSINESS NAME (Same as Facility Name of DBA-Doing Business As)	FIRE STATION #6		
BUSINESS SITE ADDRESS	700 OAK GROVE AVE		
BUSINESS SITE CITY	MENLO PARK	CA	ZIP CODE 94025

II. ACTIVITIES DECLARATION

**NOTE: If you check YES to any part of this list,
please submit the Business Owner/Operator Identification page.**

Does your facility...	If Yes, please complete these pages of the UPCF....
A. HAZARDOUS MATERIALS Have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?	<input checked="" type="checkbox"/> YES HAZARDOUS MATERIALS INVENTORY - CHEMICAL DESCRIPTION
B. REGULATED SUBSTANCES Have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?	<input type="checkbox"/> YES Coordinate with your local agency responsible for CalARP.
C. UNDERGROUND STORAGE TANKS (USTs) Own or operate underground storage tanks?	<input type="checkbox"/> YES UST FACILITY (Formerly SWRCB Form A) UST TANK (one page per tank) (Formerly Form B)
D. ABOVE GROUND PETROLEUM STORAGE Own or operate ASTs above these thresholds: Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.	<input type="checkbox"/> YES NO FORM REQUIRED TO CUPAs
E. HAZARDOUS WASTE Generate hazardous waste? Recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)? Treat hazardous waste on-site? Treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)? Consolidate hazardous waste generated at a remote site? Need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site? Generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste. Household Hazardous Waste (HHW) Collection site?	<input type="checkbox"/> YES EPA ID NUMBER - provide at the top of this page <input type="checkbox"/> YES RECYCLABLE MATERIALS REPORT (one per recycler) <input type="checkbox"/> YES ON-SITE HAZARDOUS WASTE TREATMENT - FACILITY ON-SITE HAZARDOUS WASTE TREATMENT - UNIT (one page per unit) <input type="checkbox"/> YES CERTIFICATION OF FINANCIAL ASSURANCE <input type="checkbox"/> YES REMOTE WASTE / CONSOLIDATION SITE ANNUAL NOTIFICATION <input type="checkbox"/> YES HAZARDOUS WASTE TANK CLOSURE CERTIFICATION <input type="checkbox"/> YES Obtain federal EPA ID Number, file Biennial Report (EPA Form 8700-13A/B), and satisfy requirements for RCRA Large Quantity Generator. <input type="checkbox"/> YES See CUPA for required forms.

F. LOCAL REQUIREMENTS

(You may also be required to provide additional information by your CUPA or local agency.)

UNIFIED PROGRAM CONSOLIDATED FORM

FACILITY INFORMATION

BUSINESS OWNER/OPERATOR IDENTIFICATION

Page ___ of ___

I. IDENTIFICATION

FACILITY ID#		FA0024995			BEGINNING DATE		100		ENDING DATE		101			
					01/01/2016				01/01/2017					
BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As)							3		BUSINESS PHONE			102		
FIRE STATION #6									6506848425					
BUSINESS SITE ADDRESS							103		BUSINESS FAX			102a		
700 OAK GROVE AVE									6504739847					
BUSINESS SITE CITY					104		ZIP CODE		105		COUNTY		108	
MENLO PARK					CA		94025							
DUN & BRADSTREET					106		PRIMARY SIC		107		PRIMARY NAICS		107a	
							9224				922160			
BUSINESS MAILING ADDRESS												108a		
170 MIDDLEFIELD AVE														
BUSINESS MAILING CITY							108b		STATE		108c		ZIP CODE	108d
MENLO PARK									CA				94025	
BUSINESS OPERATOR NAME							109		BUSINESS OPERATOR PHONE			110		
Menlo Park Fire Protection District									6506848425					

II. BUSINESS OWNER

OWNER NAME					111		OWNER PHONE			112			
MENLO PARK FIRE PROTECTION DISTRICT							6506888425						
OWNER MAILING ADDRESS												113	
170 MIDDLEFIELD ROAD													
OWNER MAILING CITY					114		STATE		115		ZIP CODE		116
MENLO PARK							CA				94025		

III. ENVIRONMENTAL CONTACT

CONTACT NAME					117		CONTACT PHONE			118			
Ronald Keefer							6506888428						
CONTACT MAILING ADDRESS					119		CONTACT EMAIL					119a	
170 Middlefield Road							Ronaldk@MenloFire.org						
CONTACT MAILING CITY					120		STATE		121		ZIP CODE		122
Menlo Park							CA				94025		

-PRIMARY-

IV. EMERGENCY CONTACTS

-SECONDARY-

NAME					123		NAME					128	
On duty Station Captain							On Duty Battalion Chief						
TITLE					124		TITLE					129	
Station Captain							Battalion Chief						
BUSINESS PHONE					125		BUSINESS PHONE					130	
6506888436							6506888429						
24-HOUR PHONE					126		24-HOUR PHONE					131	
6503886356							6503886350						
CELL / PAGER #					127		CELL / PAGER #					132	
EMAIL							EMAIL						

ADDITIONAL LOCALLY COLLECTED INFORMATION:

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

SIGNATURE OF OWNER/OPERATOR OR DESIGNATED REPRESENTATIVE				DATE		134		NAME OF DOCUMENT PREPARER				135	
<i>Douglas Sporleder</i>				7/15/2013				Joe Moulton, CHMM, Du-All Safety					
NAME OF SIGNER (print)				136		TITLE OF SIGNER		137					
Douglas Sporleder						Interim Fire chief							

**UNIFIED PROGRAM CONSOLIDATED FORM
HAZARDOUS MATERIALS
HAZARDOUS MATERIALS INVENTORY – CHEMICAL DESCRIPTION**

(one page per material per building or area)

ADD

DELETE

REVISE

200

Page ___ of ___

I. FACILITY INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) 3
FIRE STATION #6

CHEMICAL LOCATION 201
Outside

CHEMICAL LOCATION CONFIDENTIAL EPCRA 202
 YES

FACILITY ID # F A 0 0 2 4 9 9 5

MAP# (optional) 203
Site Plan Drawing A1

GRID# (optional) 204
C,D:05,04

II. CHEMICAL INFORMATION

CHEMICAL NAME 205
Diesel Fuel

TRADE SECRET Yes 206
If Subject to EPCRA, refer to instructions

COMMON NAME 207
Diesel Fuel

EHS* Yes 208

CAS# 209
68476346

*If EHS is "Yes", all amounts below must be in lbs.

FIRE CODE HAZARD CLASSES (Complete if required by CUPA) 210
Combustible Liquid, Class II (1.1 II), Irritant (Irr), Toxic (Tox)

HAZARDOUS MATERIAL TYPE (Check one item only) 211
 a. PURE b. MIXTURE c. WASTE

RADIOACTIVE Yes 212 CURIES 213

PHYSICAL STATE (Check one item only) 214
 a. SOLID b. LIQUID c. GAS

LARGEST CONTAINER 500.0 215

FED HAZARD CATEGORIES (Check all that apply) 216
 a. FIRE b. REACTIVE c. PRESSURE RELEASE d. ACUTE HEALTH e. CHRONIC HEALTH

AVERAGE DAILY AMOUNT 217
250.0

MAXIMUM DAILY AMOUNT 218
500.0

ANNUAL WASTE AMOUNT 219
0.0

STATE WASTE CODE 220

UNITS* (Check one item only) 221
 a. GALLONS b. CUBIC FEET c. POUNDS d. TONS
* If EHS, amount must be in pounds.

DAYS ON SITE: 222
365.0

STORAGE CONTAINER 223
 a. ABOVE GROUND TANK e. PLASTIC/NONMETALLIC DRUM i. FIBER DRUM m. GLASS BOTTLE q. RAIL CAR
 b. UNDERGROUND TANK f. CAN j. BAG n. PLASTIC BOTTLE r. OTHER
 c. TANK INSIDE BUILDING g. CARBOY k. BOX o. TOTE BIN
 d. STEEL DRUM h. SILO l. CYLINDER p. TANK WAGON

STORAGE PRESSURE a. AMBIENT b. ABOVE AMBIENT c. BELOW AMBIENT 224

STORAGE TEMPERATURE a. AMBIENT b. ABOVE AMBIENT c. BELOW AMBIENT d. CRYOGENIC 225

%WT	HAZARDOUS COMPONENT (For mixture or waste only)	EHS	CAS #
1 226	227	<input type="checkbox"/> Yes 228	229
2 230	231	<input type="checkbox"/> Yes 232	233
3 234	235	<input type="checkbox"/> Yes 236	237
4 238	239	<input type="checkbox"/> Yes 240	241
5 242	243	<input type="checkbox"/> Yes 244	245

If more hazardous components are present at greater than 1% by weight if non-carcinogenic, or 0.1% by weight if carcinogenic, attach additional sheets of paper capturing the required information.


ADDITIONAL LOCALLY COLLECTED INFORMATION 246

If EPCRA, Please Sign Here

Fire Station #6 Location Map



Facility Location Map	
Menlo Park Fire Protection District	Figure 1
Fire Station #6	
700 Oak Grove Avenue	
Menlo Park, California	
Drawing Date: July 12, 2013	

Prepared by:  ALL SAFETY
dhw@all.com


NOTES

Contractor Stamp

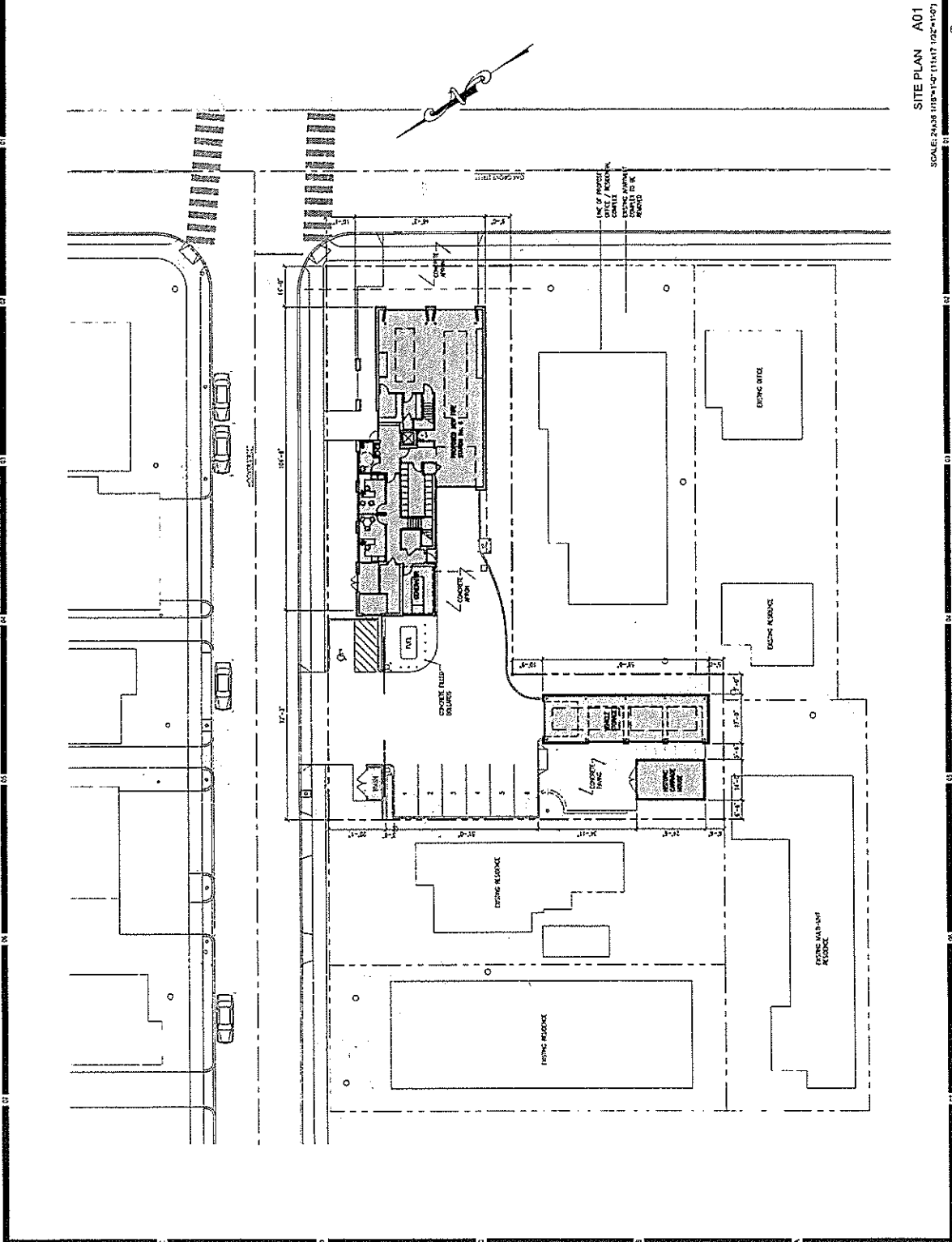
MERLO PARK FIRE PROTECTION DISTRICT
FIRE STATION No. 6
 700 OAK GROVE AVE.
 MERLO PARK, CA, 94035

NO.	DATE	DESCRIPTION

Drawing Title
SITE PLAN

Architect's Seal	Contract No.	TOS	Project No.
	Drawn By	TDS	221000100
	Check By	DATE	As Indicated
SHEET NO. A1			Issue Date

SCHEMATIC DESIGN PACKAGE



SITE PLAN A01
 SCALE: 24x36 1/8"=1'-0" (1/8"=1'-0") DATE: 12/22/17

18/NOV2017 9:59:56 AM

NOTES

Customer: [Blank]

Project Approval: [Blank]

MEIKLO PARK FIRE PROTECTION DISTRICT
FIRE STATION No. 6
 700 OAK GROVE AVE.
 MEIKLO PARK, CA, 94523

DATE: [Blank]

DESCRIPTION: [Blank]

SCALE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

DATE: [Blank]

Client: [Blank]

Issue Date: [Blank]

Project No.: 2145001100

Design: TDS

Drawn: TDS

Scale: As Indicated

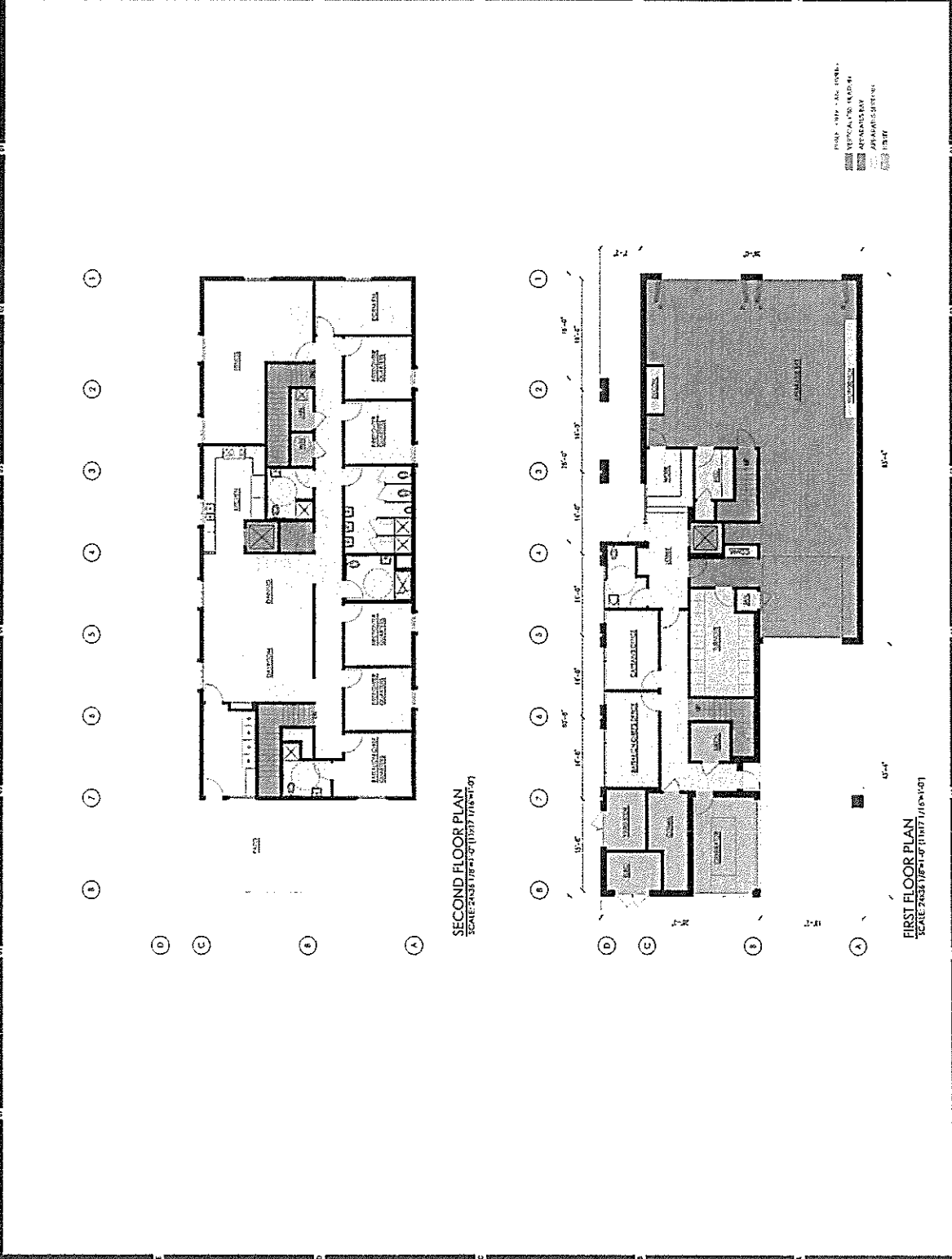
Drawn By: [Blank]

Issue Date: [Blank]

A2



SCHEMATIC DESIGN PACKAGE



**CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)
 CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN**

Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN

A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW

FACILITY ID # FA0024995	CERS ID	DATE OF PLAN PREPARATION/REVISION 07/15/2013
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As)		
FIRE STATION #6		
BUSINESS SITE ADDRESS 700 OAK GROVE AVE		
BUSINESS SITE CITY MENLO PARK	104.	ZIP CODE CA 94025
TYPE OF BUSINESS (e.g., Painting Contractor) Firefighting	A3.	INCIDENTAL OPERATIONS (e.g., Fleet Maintenance) A4.
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply) <input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input type="checkbox"/> 2. HAZARDOUS WASTES		

B. INTERNAL RESPONSE

INTERNAL FACILITY EMERGENCY RESPONSE WILL OCCUR VIA: (Check all that apply) <input checked="" type="checkbox"/> 1. CALLING PUBLIC EMERGENCY RESPONDERS (i.e., 9-1-1) <input checked="" type="checkbox"/> 2. CALLING HAZARDOUS WASTE CONTRACTOR <input checked="" type="checkbox"/> 3. ACTIVATING IN-HOUSE EMERGENCY RESPONSE TEAM	B1.
--	-----

C. EMERGENCY COMMUNICATIONS, PHONE NUMBERS AND NOTIFICATIONS

Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the Emergency Coordinator is on call) shall:

1. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
2. Notify appropriate local authorities (i.e., call 9-1-1).
3. Notify the California Emergency Management Agency at (800) 852-7550.

Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall notify the California Department of Toxic Substances Control (DTSC), the local Unified Program Agency (UPA), and the local fire department's hazardous materials program that the facility is in compliance with requirements to:

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and
2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR ALARM NOTIFICATION WILL OCCUR VIA: (Check all that apply) <input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input checked="" type="checkbox"/> 3. TELEPHONE; <input checked="" type="checkbox"/> 4. PAGERS; <input checked="" type="checkbox"/> 5. ALARM SYSTEM; <input checked="" type="checkbox"/> 6. PORTABLE RADIO	C1.
NOTIFICATIONS TO NEIGHBORING FACILITIES THAT MAY BE AFFECTED BY AN OFF-SITE RELEASE WILL OCCUR BY: (Check all that apply) <input checked="" type="checkbox"/> 1. VERBAL WARNINGS; <input type="checkbox"/> 2. PUBLIC ADDRESS OR INTERCOM SYSTEM; <input type="checkbox"/> 3. TELEPHONE; <input type="checkbox"/> 4. PAGERS; <input type="checkbox"/> 5. ALARM SYSTEM; <input type="checkbox"/> 6. PORTABLE RADIO	C2.
EMERGENCY RESPONSE PHONE NUMBERS: AMBULANCE, FIRE, POLICE AND CHP 9-1-1 CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CAL/EMA) (800) 852-7550 NATIONAL RESPONSE CENTER (NRC) (800) 424-8802 POISON CONTROL CENTER (800) 222-1222 LOCAL UNIFIED PROGRAM AGENCY (UPA/CUPA) (650) 372-8200 OTHER (Specify):	C3. C4. C5.
NEAREST MEDICAL FACILITY / HOSPITAL NAME: Stanford Hospital	C6. 6504983333 C7.
AGENCY NOTIFICATION PHONE NUMBERS: CALIFORNIA DEPT. OF TOXIC SUBSTANCES CONTROL (DTSC) (916) 255-3545 REGIONAL WATER QUALITY CONTROL BOARD 5106222300 U.S. ENVIRONMENTAL PROTECTION AGENCY (US EPA) (800) 300-2193 CALIFORNIA DEPT OF FISH AND GAME (DFG) (916) 358-2900 U.S. COAST GUARD (202) 267-2180 CAL/OSHA (916) 263-2800 STATE FIRE MARSHAL (916) 445-8200 OTHER (Specify): OTHER (Specify):	C8. C9. C10. C11. C12.

D. EMERGENCY CONTAINMENT AND CLEANUP PROCEDURES

SPILL PREVENTION, CONTAINMENT, AND CLEANUP PROCEDURES: (Check all boxes that apply to indicate your procedures for containing spills, releases, fires or explosions; and, preventing and mitigating associated harm to persons, property, and the environment.)

- 1. MONITOR FOR LEAKS, RUPTURES, PRESSURE BUILD-UP, ETC.;
- 2. PROVIDE STRUCTURAL PHYSICAL BARRIERS (e.g., Portable spill containment walls);
- 3. PROVIDE ABSORBENT PHYSICAL BARRIERS (e.g., Pads, pigs, pillows);
- 4. COVER OR BLOCK FLOOR AND/ OR STORM DRAINS;
- 5. BUILT-IN BERM IN WORK / STORAGE AREA;
- 6. AUTOMATIC FIRE SUPPRESSION SYSTEM;
- 7. ELIMINATE SOURCES OF IGNITION FOR FLAMMABLE HAZARDS (e.g. Flammable liquids, Propane);
- 8. STOP PROCESSES AND/OR OPERATIONS;
- 9. AUTOMATIC / ELECTRONIC EQUIPMENT SHUT-OFF SYSTEM;
- 10. SHUT-OFF WATER, GAS, ELECTRICAL UTILITIES AS APPROPRIATE;
- 11. CALL 9-1-1 FOR PUBLIC EMERGENCY RESPONDER ASSISTANCE / MEDICAL AID;
- 12. NOTIFY AND EVACUATE PERSONS IN ALL THREATENED AREAS;
- 13. ACCOUNT FOR EVACUATED PERSONS IMMEDIATELY AFTER EVACUATION CALL;
- 14. PROVIDE PROTECTIVE EQUIPMENT FOR ON-SITE RESPONSE TEAM;
- 15. REMOVE OR ISOLATE CONTAINERS / AREA AS APPROPRIATE;
- 16. HIRE LICENSED HAZARDOUS WASTE CONTRACTOR;
- 17. USE ABSORBENT MATERIAL FOR SPILLS WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- 18. SUCTION USING SHOP VACUUM WITH SUBSEQUENT PROPER LABELING, STORAGE, AND HAZARDOUS WASTE DISPOSAL AS APPROPRIATE;
- 19. WASH / DECONTAMINATE EQUIPMENT W/ CONTAINMENT and DISPOSAL OF EFFLUENT / RINSATE AS HAZARDOUS WASTE;
- 20. PROVIDE SAFE TEMPORARY STORAGE OF EMERGENCY-GENERATED WASTES;
- 21. OTHER (Specify):

D1.
D2.

E. FACILITY EVACUATION

THE FOLLOWING ALARM SIGNAL(S) WILL BE USED TO BEGIN EVACUATION OF THE FACILITY (CHECK ALL THAT APPLY):

- 1. BELLS;
- 2. HORNS/SIRENS;
- 3. VERBAL (i.e., SHOUTING);
- 4. OTHER (Specify): Fire Alarm Pulled

E1.
E2.

THE FOLLOWING LOCATION(S) IS/ARE EVACUEE EMERGENCY ASSEMBLY AREA(S) (i.e., Front parking lot, specific street corner, etc.)

Flagpole near Station entrance on the corner of Hoover Street and Oak Grove Avenue.

Note: The Emergency Coordinator must account for all on site employees and/or site visitors after evacuation.

EVACUATION ROUTE MAP(S) POSTED AS REQUIRED

Note: The map(s) must show primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas, and must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

E4.

F. ARRANGEMENTS FOR EMERGENCY SERVICES

Explanation of Requirement: Advance arrangements with local fire and police departments, hospitals, and/or emergency services contractors should be made as appropriate for your facility. You may determine that such arrangements are not necessary.

ADVANCE ARRANGEMENTS FOR LOCAL EMERGENCY SERVICES (Check one of the following)

- 1. HAVE BEEN DETERMINED NOT NECESSARY; or
- 2. THE FOLLOWING ARRANGEMENTS HAVE BEEN MADE (Specify):
The Facility provided Fire Protection Services to the public. As such, they would serve as their own emergency responders in the event of an emergency.

F1.
F2.

G. EMERGENCY EQUIPMENT

Check all boxes that apply to list emergency response equipment available at the facility and identify the location(s) where the equipment is kept and the equipment's capability, if applicable. [e.g., CHEMICAL PROTECTIVE GLOVES | Spill response kit | One time use, Oil & solvent resistant only.]

TYPE	EQUIPMENT AVAILABLE G1.	LOCATION	CAPABILITY (If applicable)
Safety and First Aid	1. <input type="checkbox"/> CHEMICAL PROTECTIVE SUITS, APRONS, OR VESTS	G2.	G3.
	2. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE GLOVES	Turnout gear G4.	Minimum conformance to meet or exceed NF G5.
	3. <input checked="" type="checkbox"/> CHEMICAL PROTECTIVE BOOTS	Turnout gear G6.	Minimum conformance to meet or exceed NF G7.
	4. <input checked="" type="checkbox"/> SAFETY GLASSES / GOGGLES / SHIELDS	Turnout gear G8.	Minimum conformance to meet or exceed NF G9.
	5. <input checked="" type="checkbox"/> HARD HATS	Turnout gear G10.	Minimum conformance to meet or exceed NF G11.
	6. <input type="checkbox"/> CARTRIDGE RESPIRATORS	G12.	G13.
	7. <input checked="" type="checkbox"/> SELF-CONTAINED BREATHING APPARATUS (SCBA)	Apparatus Bay G14.	G15.
	8. <input checked="" type="checkbox"/> FIRST AID KITS / STATIONS	Apparatus Bay G16.	G17.
	9. <input checked="" type="checkbox"/> PLUMBED EYEWASH FOUNTAIN / SHOWER	Apparatus Bay G18.	G19.
	10. <input type="checkbox"/> PORTABLE EYEWASH KITS	G20.	G21.
	11. <input type="checkbox"/> OTHER	G22.	G23.
	12. <input type="checkbox"/> OTHER	G24.	G25.
Fire Fighting	13. <input checked="" type="checkbox"/> PORTABLE FIRE EXTINGUISHERS	Throughtout G26.	ABC fire extinguishes G27.
	14. <input checked="" type="checkbox"/> FIXED FIRE SYSTEMS / SPRINKLERS / FIRE HOSES	Throughtout G28.	G29.
	15. <input checked="" type="checkbox"/> FIRE ALARM BOXES OR STATIONS	At Exits G30.	Activates Alarm G31.
	16. <input checked="" type="checkbox"/> OTHER	Fire Engine/Truck G32.	Full fire fighting capability G33.
Spill Control and Clean-Up	17. <input type="checkbox"/> ALL-IN-ONE SPILL KIT	G34.	G35.
	18. <input checked="" type="checkbox"/> ABSORBENT MATERIAL	Supply box on Engines/trucks G36.	Absorb all, used to clean up oil/fuel/gasoline G37.
	19. <input type="checkbox"/> CONTAINER FOR USED ABSORBENT	G38.	G39.
	20. <input type="checkbox"/> BERMING / DIKING EQUIPMENT	G40.	G41.
	21. <input checked="" type="checkbox"/> BROOM	Fire Station G42.	Standard capability G43.
	22. <input checked="" type="checkbox"/> SHOVEL	Fire Station G44.	Standard capability G45.
	23. <input type="checkbox"/> SHOP VAC	G46.	G47.
	24. <input type="checkbox"/> EXHAUST HOOD	G48.	G49.
	25. <input type="checkbox"/> EMERGENCY SUMP / HOLDING TANK	G50.	G51.
	26. <input type="checkbox"/> CHEMICAL NEUTRALIZERS	G52.	G53.
	27. <input type="checkbox"/> GAS CYLINDER LEAK REPAIR KIT	G54.	G55.
28. <input type="checkbox"/> SPILL OVERPACK DRUMS	G56.	G57.	
29. <input type="checkbox"/> OTHER	G58.	G59.	
Communi-cations and Alarm Systems	30. <input checked="" type="checkbox"/> TELEPHONES (Includes cellular)	Fire Station G60.	Standard capability G61.
	31. <input type="checkbox"/> INTERCOM / PA SYSTEM	G62.	G63.
	32. <input checked="" type="checkbox"/> PORTABLE RADIOS	Individual employees, administration bu G64.	Standard capability G65.
	33. <input type="checkbox"/> AUTOMATIC ALARM CHEMICAL MONITORING EQUIPMENT	G66.	G67.
Other	34. <input checked="" type="checkbox"/> OTHER	Potable Water G68.	275 gallons of potable water for use in an em G69.
	35. <input checked="" type="checkbox"/> OTHER	Standby Generator G70.	Supply temporary power to continue emerger G71.

H. EARTHQUAKE VULNERABILITY

Identify areas of the facility that are vulnerable to hazardous materials releases / spills due to earthquake-related motion. These areas require immediate isolation and inspection.

VULNERABLE AREAS: (Check all that apply) <input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS / WASTE STORAGE AREA <input checked="" type="checkbox"/> 2. PROCESS LINES / PIPING <input type="checkbox"/> 3. LABORATORY <input type="checkbox"/> 4. WASTE TREATMENT AREA	H1.	LOCATIONS (e.g., shop, outdoor shed, forensic lab)	
		Fuel Tank	H2.
		Generator	H3.
			H4.
			H5.

Identify mechanical systems vulnerable to releases / spills due to earthquake-related motion. These systems require immediate isolation and inspection.

VULNERABLE SYSTEMS: (Check all that apply) <input checked="" type="checkbox"/> 1. SHELVES, CABINETS AND RACKS <input checked="" type="checkbox"/> 2. TANKS (EMERGENCY SHUTOFF) <input type="checkbox"/> 3. PORTABLE GAS CYLINDERS <input checked="" type="checkbox"/> 4. EMERGENCY SHUTOFF AND/OR UTILITY VALVES <input type="checkbox"/> 5. SPRINKLER SYSTEMS <input type="checkbox"/> 6. STATIONARY PRESSURIZED CONTAINERS (e.g., Propane dispensing tank)	H6.	LOCATIONS	
		Appratus Bay	H7.
		See Site Plan	H8.
			H9.
		See Site Plan	H10.
			H11.
		H12.	

I. EMPLOYEE TRAINING

Explanation of Requirement: Employee training is required for all employees handling hazardous materials and hazardous wastes in day-to-day or clean-up operations including volunteers and/or contractors. Training must be:

- Provided within 6 months for new hires;
- Amended as necessary prior to change in process or work assignment;
- Given upon modification to the Emergency Response / Contingency Plan, and updated/refreshed annually for all employees.

Required content includes all of the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Material Safety Data Sheets; • Hazard communication related to health and safety; • Methods for safe handling of hazardous substances; • Fire hazards of materials / processes; • Conditions likely to worsen emergencies; • Coordination of emergency response; • Notification procedures; • Applicable laws and regulations; | <ul style="list-style-type: none"> • Communication and alarm systems; • Personal protective equipment; • Use of emergency response equipment (e.g. Fire extinguishers, respirators, etc.); • Decontamination procedures; • Evacuation procedures; • Control and containment procedures; • UST monitoring system equipment and procedures (if applicable). |
|---|--|

INDICATE HOW EMPLOYEE TRAINING PROGRAM IS ADMINISTERED (Check all that apply) I1.

<input checked="" type="checkbox"/> 1. FORMAL CLASSROOM; <input checked="" type="checkbox"/> 2. VIDEOS; <input type="checkbox"/> 3. SAFETY / TAILGATE MEETINGS;	
<input type="checkbox"/> 4. STUDY GUIDES / MANUALS (Specify): <u>Menlo Fire Protection District Emergency Action Plan (EAP)</u>	I2.
<input checked="" type="checkbox"/> 5. OTHER (Specify): _____	I3.
<input type="checkbox"/> 6. NOT APPLICABLE BECAUSE FACILITY HAS NO EMPLOYEES	

Large Quantity Generator (LQG) Training Records: Large quantity hazardous waste generators (i.e., who generate more than 270 gallons/1,000 kilograms of hazardous waste per month) must retain written documentation of employee hazardous waste management training sessions which includes:

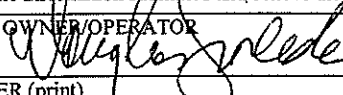
- A written outline/agenda of the type and amount of both introductory and continuing training that will be given to persons filling each job position having responsibility for the management of hazardous waste (e.g., labeling, manifesting, compliance with accumulation time limits, etc.).
- The name, job title, and date of training for each hazardous waste management training session given to an employee filling such a job position; and
- A written job description for each of the above job positions that describes job duties and the skills, education, or other qualifications required of personnel assigned to the position.
- Current employee training records must be retained until closure of the facility.
- Former employee training records must be retained at least three years after termination of employment.

J. LIST OF ATTACHMENTS

(Check one of the following)	J1.
<input type="checkbox"/> 1. NO ATTACHMENTS ARE REQUIRED; or	
<input type="checkbox"/> 2. THE FOLLOWING DOCUMENTS ARE ATTACHED:	J2.

K. SIGNATURE / CERTIFICATION

Certification: Based on my inquiry of those individuals responsible for obtaining the information, I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete, and that a copy is available on site.

SIGNATURE OF OWNER/OPERATOR 	DATE SIGNED 07/15/2013	K1.
NAME OF SIGNER (print) Douglas Spottedes	TITLE OF SIGNER Interim Fire Chief	K2. K3.

Asterisks (*) indicate required fields

Training All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A training plan summary is provided below for you to complete. If you have an additional written description of your training program be prepared to provide it during your facility inspection.

null

Personnel are trained in the following procedures:

- Internal alarm/notification
- Evacuation/re-entry procedures & assembly point locations
- Emergency incident reporting
- External emergency response organization notification
- Location(s) and contents of Emergency Response/Contingency Plan
- Facility evacuation drills, that are conducted at least (e.g., "Quarterly", etc.)

Specify:

Chemical Handlers are additionally trained in the following:

- Safe methods for handling and storage of hazardous materials
- Location(s) and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment
- Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)
- Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)

Emergency Response Team Members are capable of and engaged in the following:

Complete this section only if you have an in-house emergency response team

- Personnel rescue procedures
- Shutdown of operations
- Liaison with responding agencies
- Use, maintenance, and replacement of emergency response equipment
- Refresher training, which is provided at least annually
- Emergency response drills, which are conducted at least (e.g., "Quarterly", etc.)

Specify:

Record Keeping

All facilities that handle hazardous materials must maintain records associated with their management. A summary of your record keeping procedures is a required module of the Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. If you already have a brief written description of your hazardous materials record keeping systems that addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.

The following records are maintained at the facility (Check all that apply).

Note: This list of records does not necessarily identify every type of record required to be maintained by the facility.

- Current employees training records (to be retained until closure of the facility)
- Former employees' training records (to be retained at least three years after termination of

employment)

- Training Program(s) (i.e., written description of introductory and continuing training)
- Current copy of this Emergency Response/Contingency Plan
- Record of recordable/reportable hazardous material/waste releases
- Record of hazardous material/waste storage area inspections
- Record of hazardous waste tank daily inspections
- Description and documentation of facility emergency response drills

-
-

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**DEVELOPMENT SERVICES
PLANNING DIVISION**

 701 Laurel Street
 Menlo Park, CA 94025
 PHONE (650) 858-3400
 FAX (650) 327-5497

AGENCY REFERRAL FORM
DATE: August 6th, 2013

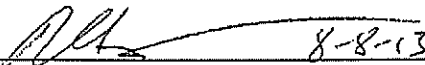
TO: WEST BAY SANITARY DISTRICT
 500 Laurel Street
 Menlo Park, CA 94025
 (650) 321-0384

Applicant	Menlo Park Fire Protection District
Applicant's Address	170 Middlefield Road, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-688-8428
Contact Person	Ron Keefer
Business Name	Menlo Park Fire Protection District
Type of Business	Fire Station. The Applicant is proposing to reconstruct the existing Fire Station (Station #6) and is requesting approval of a 500 gallon diesel fuel storage tank.
Project Address	700 Oak Grove Avenue, Menlo Park, CA 94025

FOR OFFICE USE ONLY

- The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- The Sanitary District has reviewed the applicant's proposed plans and use of listed hazardous materials/chemicals and has found that the proposal meets all applicable Code requirements.
- The Sanitary District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).

 The applicant's proposal has been reviewed by the West Bay Sanitary District by: Jed Beyer
 Inspector

Signature/Date  8-8-13	Name/Title (printed) Phil Scott / District Manager
Comments:	



DEVELOPMENT SERVICES
 PLANNING DIVISION
 Contact: Kyle Perata 650-330-6721 or
 ktperata@menlopark.org
 701 Laurel Street
 Menlo Park, CA 94025
 PHONE (650) 330-6702
 FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Thursday, August 15, 2013

DATE: Thursday, August 01, 2013

TO: MENLO PARK FIRE PROTECTION DISTRICT
 Ron Keefer
 170 Middlefield Road
 Menlo Park, CA 94025
 (650) 323-2407

Applicant	Menlo Park Fire Protection District
Applicant's Address	170 Middlefield Road, Menlo Park, CA 94025
Telephone/Email	Tel: 650-688-8428
Contact Person	Ron Keefer
Business Name	Menlo Park Fire Protection District
Type of Business	Fire Station. The Applicant is proposing to reconstruct the existing Fire Station (Station #6) and is requesting approval of a 500 gallon diesel fuel storage tank.
Project Address	700 Oak Grove Avenue, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency. <input checked="" type="checkbox"/> The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Fire Codes. <input type="checkbox"/> The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the Menlo Park Fire Protection District by:	
Signature/Date	Name/Title (printed)
<i>Ron Keefer</i> 8/15/13	RON KEEFER, Assnt FM
Comments:	



**DEVELOPMENT SERVICES
PLANNING DIVISION**

Contact: Kyle Perata 650-330- 6721 or
ktperata@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

**AGENCY REFERRAL FORM
RETURN DUE DATE: Thursday, August 15, 2013**

DATE: Thursday, August 01, 2013

TO: CITY OF MENLO PARK BUILDING DIVISION
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704

Applicant	Menlo Park Fire Protection District
Applicant's Address	170 Middlefield Road, Menlo Park, CA 94025
Telephone/Email	Tel: 650-688-8428
Contact Person	Ron Keefer
Business Name	Menlo Park Fire Protection District
Type of Business	Fire Station. The Applicant is proposing to reconstruct the existing Fire Station (Station #6) and is requesting approval of a 500 gallon diesel fuel storage tank.
Project Address	700 Oak Grove Avenue, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this Division. <input checked="" type="checkbox"/> The Building Division has reviewed the applicant's plans and listed hazardous materials/chemicals and has found that the proposal meets all applicable California Building Code requirements. <input type="checkbox"/> The Building Division has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the City of Menlo Park's Building Division by:	
Signature/Date <i>Ron LaFrance 10/10/13</i>	Name/Title (printed) Ron LaFrance, Building Official
Comments:	

Lin, Jean P

From: Dan Rompf <drompf@smcgov.org>
Sent: Thursday, May 29, 2014 4:20 PM
To: Perata, Kyle T
Cc: Lin, Jean P
Subject: RE: Menlo Park Fire Protection District (Station #6), Hazardous Materials Use Permit, 700 Oak Grove Avenue, Menlo Park

Hi Kyle,

I believe they already have a permit with us for that site and it is approved. If you want to send another routing form over for that site specifically I can sign it and send back!! Thanks

Dan Rompf, M.S.
Hazardous Materials Specialist
(650)372-6201 Office
(650)627-8244 Fax
drompf@smcgov.org
Office Hours: 0700-1800 Tues-Fri
2000 Alameda de Las Pulgas
San Mateo, CA

If you plan to submit any documents to SMCEH please submit them electronically.



ARBOR RESOURCES

professional consulting arborists and tree care

ATTACHMENT Q

RECEIVED

JAN 16 2014

CITY OF MENLO PARK
BUILDING

ARBORIST REPORT

700 OAK GROVE AVENUE
MENLO PARK, CALIFORNIA

Submitted to:

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

Prepared by:

David L. Babby
Registered Consulting Arborist[®] #399
Board-Certified Master Arborist[®] #WE-4001B

January 3, 2014

p.o. box 25295, san mateo, california 94402 ▪ email: arborresources@comcast.net
phone: 650.654.3351 ▪ fax: 650.240.0777 ▪ licensed contractor #796763

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3.0	SUITABILITY FOR PRESERVATION	3
4.0	TREE PROTECTION MEASURES	4
5.0	ASSUMPTIONS AND LIMITING CONDITIONS	8

EXHIBITS

<u>EXHIBIT</u>	<u>TITLE</u>
A	TREE INVENTORY TABLE (two sheets)
B	SITE MAP (one sheet)
C	PHOTOGRAPHS (five sheets)

1.0 INTRODUCTION

I have been retained by the Menlo Park Fire Protection District to prepare this *Arborist Report* in connection with the future redevelopment of **Station No. 6** located at **700 Oak Grove Avenue**, Menlo Park (the site is at the west corner of Oak Grove Avenue and Hoover Street). Specific tasks assigned are as follows:

- Visit the site (performed on June 4, 6, and 26, 2013) to identify, photograph, and evaluate 12 trees located on or overhanging the site from neighboring properties.
- Determine each tree's trunk diameter in accordance with City Code; all diameters are rounded to the nearest inch.
- Identify "heritage trees."¹
- Ascertain each tree's health and structural integrity, and assign an overall condition rating (e.g. good, fair, poor or dead).
- Comment on pertinent health, structural or site conditions.
- Determine each tree's suitability for preservation (e.g. good, moderate or low).
- Sequentially assign numbers to each tree, and plot them on a copy of the site survey (Sheet AP-19), dated 5/21/13; see Exhibit B.
- Affix round metallic tags with engraved, corresponding numbers to the trees' trunks or major limbs.
- To identify the proposed tree disposition, review the project *Site Plan* (Sheet AP-2), dated 12/10/13, and consult with the project architect.
- Develop protection measures to mitigate or avoid damage to trees planned for retention, namely #7 and 12.
- Prepare a written report that presents the aforementioned information, and submit via email as a PDF document.

¹ Section 13.24.020 of the City Code defines a "heritage tree" as follows: [1] any tree having a trunk diameter ≥ 15 " at 54" above natural grade; [2] any oak tree native to California, and has a trunk diameter ≥ 10 " at 54" inches above natural grade; [3] any tree $\geq 12'$ tall with a trunk diameter of ≥ 15 " measured at the point where the trunks divide; and [4] any tree or group of trees specifically designated by the City Council for protection because of historical significance, special character or community benefit.

2.0 TREE DESCRIPTION AND DISPOSITION

Twelve (12) trees of eight various species were inventoried for this report. They are sequentially numbered as **1 thru 12**, and include **six fruit trees** (#1-3 and 9-11), **two pin oaks** (#4 and 5), **one holly** (#8), and **three coast live oaks** (#6, 7 and 12).

Specific information regarding each tree is presented within the table in **Exhibit A**. Their approximate locations and assigned numbers are shown on the site map in **Exhibit B**, and photographs can be viewed in **Exhibit C**.

Of the 12 inventoried trees, **four** are defined by City Code as **heritage trees**; they include **#5, 6, 7 and 12**. **Tree #5** is a pin oak within the public right-of-way, and **#6, 7 and 12** are coast live oaks.

Trees #4 and 5 are **street trees** within the **public right-of-way** along Hoover Street, in front of the existing residence, and in small, roughly square planters between the sidewalk and curb. Both have outgrown their highly-confined planters.

Tree #12's trunk is situated entirely on the **neighboring** southeastern property, near the southern corner of the subject property. The base of its trunk is about four inches from the shared fence line.

The trunks of **trees #6 thru 8** are clustered together, and their trunks are very near or span the neighboring northwest boundary near Hoover Street.

Regarding the **proposed disposition**, all trees **but #7 and 12** are planned for removal.

3.0 SUITABILITY FOR TREE PRESERVATION

Each tree has been assigned either a “good,” “moderate” or “low” suitability for preservation rating as a means to cumulatively measure their health, structural integrity, anticipated life span, location, size and specie type. A description of these ratings and associated tree numbers are presented below.

Good: Applies to trees #4, 5, 6, 7 and 12.

These five trees appear generally healthy and structurally stable, and provide a good potential of contributing long-term to the site and surrounding properties.

Moderate: Applies to trees #1, 2, 3, 8 and 10.

These include fruit trees #1-3 and 10, as well as one small holly suppressed in growth beneath an oak tree. They contribute to the site but at insignificant levels, and frequent care is required during their remaining life span.

Low: Applies to trees #9 and 11.

Tree #9 is an apple that has all of its foliage pruned back every year or so, and consequently, has a weak structure (although functional for fruit production). Tree #11 is a nearly dead persimmon that is beyond recovery and should be removed at this time.

4.0 TREE PROTECTION MEASURES

Recommendations presented in this section serve as measures to mitigate or avoid impacts to coast live oaks #7 and 12. I should be consulted in the event a measure cannot be implemented, and they are subject to change upon review of additional or revised plans.

1. The **Tree Protection Zone** (hereinafter “**TPZ**”) is where all soil disturbance and activities should be avoided, to include, but not necessarily limited to, the following: trenching, soil scraping, stripping of topsoil, demolition, grading, soil compaction, overexcavation, subexcavation, equipment cleaning, storage of materials, staging, and equipment and vehicle operation and parking. For **tree #7**, I recommend its **TPZ** be a minimum distance of ten feet from its trunk in all directions, excluding the area within the foundation of the existing residence. For **tree #12**, I recommend its **TPZ** to include the entire unpaved planter area that is between its trunk and the existing garage foundation, to a distance of 25 feet from its trunk. Please note that this **TPZ for #12 assumes** the existing garage foundation is relatively deep, and as such, significant roots have been deflected along or away the foundation (versus beneath the foundation and throughout the existing garage pad); should this be found not true, the **TPZ** in the direction of the existing garage should be *at least* 12 feet from its trunk.
2. The **trash enclosure** is proposed only a few feet from tree #7's trunk, and will cover and potentially impact a substantial section of its root zone. One measure to reduce impacts is for the enclosure and pad to be **established** as far from the trunk as possible (as little as one to two feet can help). Additional, critical measures to avoid severing significant roots serving to anchor the trees into the ground and minimize root loss is as follows (and applies to the minimum area within its **TPZ**): [1] the enclosure's **slab foundation** must be established entirely on top of existing soil grade (i.e. a no-dig design) with a vertical soil cut of no more than two inches (including for base material, edging and forms); [2] **compaction** of existing or subgrade avoided (including by equipment), such as by incorporating Tensar® Biaxial **Geogrid** (www.tensarcorp.com) into the details; and [3] **soil fill** placed around the enclosure perimeter is confined to 12 inches beyond its edge.

3. **Tree protective fencing** must be installed for **tree #12 prior to demolition**. It should be along (up against) the existing garage foundation and asphalt drive (edge of) to a distance of at least 25 feet from the trunk (this entire area must be enclosed by the fence, and should be installed after the wood chips are spread). The fence shall be comprised of six-foot high chain link mounted on two-inch diameter steel posts that are driven into the ground 24 inches deep.
4. **Tree protective fencing** is needed to protect **tree #7's TPZ** until the enclosure is constructed. It would consist of six-foot high chain link mounted on two-inch diameter steel posts that are driven into the ground 24 inches deep, and be placed up to (or 12 inches from) the foundation of the existing residence, and to or beyond ten feet from their trunks. Removal of the existing walkways within the designated-fenced area must be manually performed.
5. Once the enclosure is to be constructed (e.g. one day before), fencing would need to be opened to allow access (due to the close proximity of the proposed enclosure to the **tree #7's** trunk, protection fencing is not feasible along the rear of the enclosure). Protection for tree #7 at this stage would include **trunk wrap protection** and a **root zone buffer** consisting of an eight-inch layer of coarse **wood chips**; both should be installed prior to demolition. **Trunk wrap** consists of ten layers of orange-plastic fencing being wrapped around the trunk, beginning a grade and extending upward to the first lateral limbs, and two-inch thick boards are then tied around the outside of the fencing. **Wood chips** are described within the next recommendation.
6. Also prior to demolition, an eight-inch layer of coarse **wood chips** (1/4- to 3/4-inch in size and derived from a state-licensed tree-service) should be spread to cover **#12's TPZ**. For **#7**, I recommend the same is spread on the ground within its TPZ, including what becomes exposed once the existing, adjacent walkway is removed (but not against its trunk).
7. **Underground utilities, services, irrigation, swales, and any trenches** shall be routed beyond TPZs.

8. Great care must be taken during **demolition** of the existing garage foundation and asphalt drive to avoid excavating roots and soil within tree #12's TPZ, as well as removing the existing walkway within tree #7's TPZ.
9. I should be **consulted** in the event a **root of \geq two inches in diameter** becomes encountered.
10. **Pruning of roots one to two inches** in diameter can occur, and should be manually performed using sharp tools (e.g. saw or loppers) that can cleanly sever the root against the tree side of an excavated area.
11. Any **existing**, unused lines, pipes or vaults requiring removal within a TPZ should be **abandoned** and cut off at existing soil grade.
12. **Spoils** created during digging shall not be piled or spread on unpaved ground within a TPZ, rather they should be temporarily piled on plywood or a tarp.
13. Any **pruning** needed must be performed in accordance with ANSI A300-2001 standards, and by a California state-licensed tree service company (D-49 classification) that has an International Society of Arboriculture (ISA) certified arborist in a supervisory role, carries General Liability and Worker's Compensation insurance, and abides by ANSI Z133.1-2006 (Safety Operations). The same company should be contracted to **remove #6** (due to its close proximity to #7).
14. Great care must be taken by **equipment operators** to position their equipment to avoid trunks and branches. I should be consulted should any conflict arise, such as a limb being exposed to scraping by equipment (and may require wrapping to avoid damage).
15. **Supplemental water** should be applied to the TPZs for each retained oak, beginning two to four weeks prior to construction, and repeated every three to four weeks thereafter through the dry months of the year (e.g. May thru October). In doing so, I recommend the unpaved ground is flooded, via slow release, with roughly five gallons of water (when considering the limited ground area) per inch of trunk diameter.

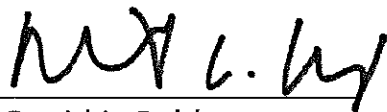
16. The **landscape design** should conform to the following additional guidelines:

- a. **Plant material** installed beneath the canopies of the oaks must be drought-tolerant, limited in amount, and planted at least five or more feet from their trunks. Plant material installed beneath the canopies of all other trees should be at least 24 to 36 inches from their trunks.
- b. **Regular irrigation** can, overtime, adversely impact the oaks and should be avoided. Irrigation for any new plant material beneath an oak's canopy should be low-volume, applied irregularly (such as only once or twice per week), and temporary (such as no more than three years).
- c. **Irrigation** should not be applied within five feet from the oak trunks, or within six inches from the trunks of all other trees (existing and proposed).
- d. **Irrigation and lighting features** (e.g. main line, lateral lines, valve boxes, wiring and controllers) should be established so that no trenching occurs within a TPZ. In the event this is not feasible, they may require being installed in a radial direction to a tree's trunk, and terminate a specific distance from a trunk (versus crossing past it). Should this not be possible, the work may need to be performed using a pneumatic air device (such as an Air-Spade®) to avoid root damage. Any Netafim tubing used should be placed on grade, and header lines installed as mentioned above.
- e. **New fencing** (posts) should be placed at least two feet from a tree's trunk (depends on the trunk size and growth pattern).
- f. **Ground cover** within TPZs should be comprised of a three- to four-inch layer of coarse wood chips or other high-quality mulch (gorilla hair, bark or rock, stone, gravel, black plastic or other synthetic ground cover should be avoided). Mulch should not be placed against the trees' trunks.
- g. **Tilling, ripping and compaction** within TPZs should be avoided.
- h. Bender board or other **edging material** proposed beneath the canopies should be established on top of existing soil grade (such as by using vertical stakes).

5.0 ASSUMPTIONS AND LIMITING CONDITIONS

- All information presented herein covers only those trees that were examined, and reflects the size, condition and areas viewed of those trees at the time of my observations on 6/4/13, 6/6/13 and 6/26/13.
- My observations were performed visually without probing, coring, dissecting or excavating. I cannot, in any way, assume responsibility for any defects that could only have been discovered by performing the mentioned services in the specific area(s) where a defect was located.
- The assignment pertains solely to trees listed in Exhibit A. I hold no opinion towards other trees on or surrounding the project area.
- I cannot provide a guarantee or warranty, expressed or implied, that deficiencies or problems of any trees or property in question may not arise in the future.
- No assurance can be offered that if all my recommendations and precautionary measures (verbal or in writing) are accepted and followed, that the desired results may be achieved.
- All information presented on the plans reviewed is assumed to be correct. I cannot guarantee or be responsible for the accuracy of information provided by others.
- I assume no responsibility for the means and methods used by any person or company implementing the recommendations provided in this report.
- The information provided herein represents my opinion. Accordingly, my fee is in no way contingent upon the reporting of a specified finding, conclusion or value.
- The tree numbers shown on the site map in Exhibit B are intended to only approximate a tree's trunk location, and should not be construed as having been surveyed.
- This report is proprietary to me and may not be copied or reproduced in whole or part without prior written consent. It has been prepared for the sole and exclusive use of the parties to who submitted for the purpose of contracting services provided by David L. Babby.
- If any part of this report or copy thereof be lost or altered, the entire evaluation shall be invalid.

Prepared By:



David L. Babby

Registered Consulting Arborist® #399

Board-Certified Master Arborist® #WE-4001B

Date: January 3, 2014



EXHIBIT A:
TREE INVENTORY TABLE
(two sheets)



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	Suitability for Preservation (Good/Moderate/Low)	"Heritage Tree"	Street Tree
1	apricot tree (<i>Prunus armeniaca</i>)	6	60%	50%	Fair	Moderate		
Comments:								
2	apple tree (<i>Malus domestica</i>)	4	70%	50%	Fair	Moderate		
Comments: Grows mostly beneath existing roof eave.								
3	orange tree (<i>Citrus sinensis</i>)	3	50%	50%	Fair	Moderate		
Comments: Grows beneath roof eave.								
4	pin oak (<i>Quercus palustris</i>)	14	70%	50%	Fair	Good		X
Comments: Adjacent walk is raised, and near the curb it is significantly high. Trunk is outgrowing planter area.								
5	pin oak (<i>Quercus palustris</i>)	16	70%	50%	Fair	Good	X	X
Comments: Adjacent sidewalk and driveway apron are significantly raised. Trunk has well-outgrown planter area.								
6	coast live oak (<i>Quercus agrifolia</i>)	17	80%	40%	Fair	Good	X	
Comments: Main trunk divides into codominant leaders at ten feet high. Canopy grows out from beneath beneath larger oak #7. Base of trunk at the edge or may span shared property line.								
7	coast live oak (<i>Quercus agrifolia</i>)	21	80%	50%	Fair	Good	X	
Comments: Roots have raised adjacent slab. Formed by a main trunk that divides into codominant leaders at around 12 feet high. Trunk at the edge or may span shared property line.								



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	Suitability for Preservation (Good/Moderate/Low)	"Heritage Tree"	Street Tree
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8	English holly <i>(Ilex aquifolium)</i>	9	70%	40%	Fair	Moderate		
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Comments: Sparse canopy growing, and suppressed by, tree #7. Trunk appears to span property line.

9	apple tree <i>(Malus domestica)</i>	10	60%	30%	Poor	Low		
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Comments: Grows beneath tree #8. Has significant decay along central leader. Canopy consists entirely of watersprouts.

10	Japanese persimmon <i>(Diospyros kaki)</i>	9	80%	60%	Good	Moderate		
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Comments:

11	avocado tree <i>(Persea americana)</i>	9	10%	20%	Poor	Low		
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Comments: Tree is nearly dead (85- to 90% of canopy has died). Tree should be removed at this time.

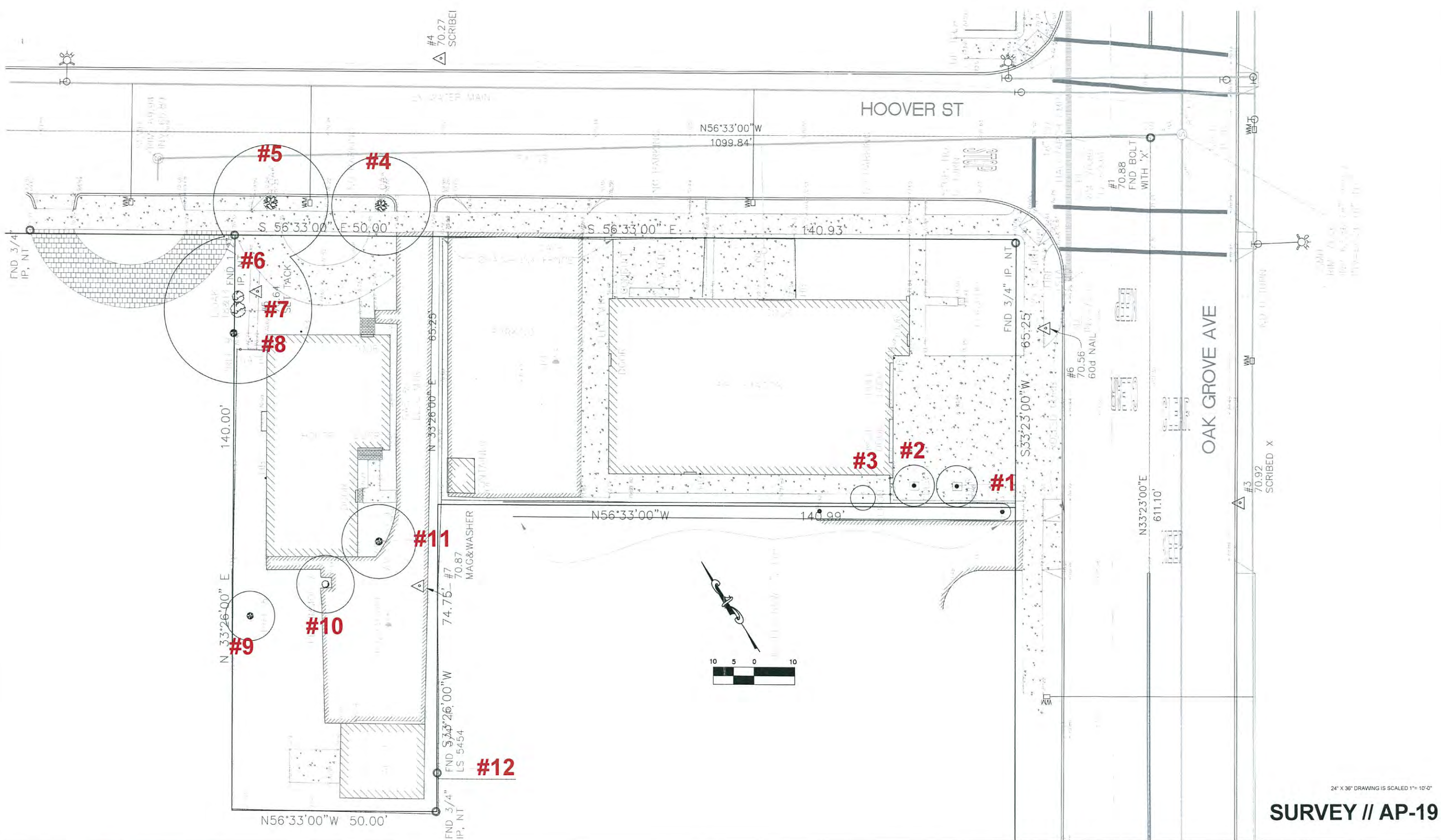
12	coast live oak <i>(Quercus agrifolia)</i>	32	80%	50%	Fair	Good	X	
----	--	----	-----	-----	------	------	---	--

Comments: On adjacent property, and base of trunk is about four inches from existing fence. Canopy is highly elevated and extends over the site by approximately 25 feet. A quadrant of the canopy overhanging the neighboring site was pruned away. On neighboring site, the area beneath the canopy (predating the recent demolition) consisted of asphalt covering a section of the root zone. Beneath the canopy on the subject site, there is the existing detached garage, concrete garage floor, asphalt drive, as well as a three-foot wide planter area between the garage foundation and fence (or trunk).

EXHIBIT B:

SITE MAP

(one sheet)



24" X 36" DRAWING IS SCALED 1"= 10'-0"
SURVEY // AP-19

HMC + Beverly Prior Architects
 417 MONTGOMERY STREET - 8TH FLOOR
 SAN FRANCISCO, CA 94104
 (415) 777-9422

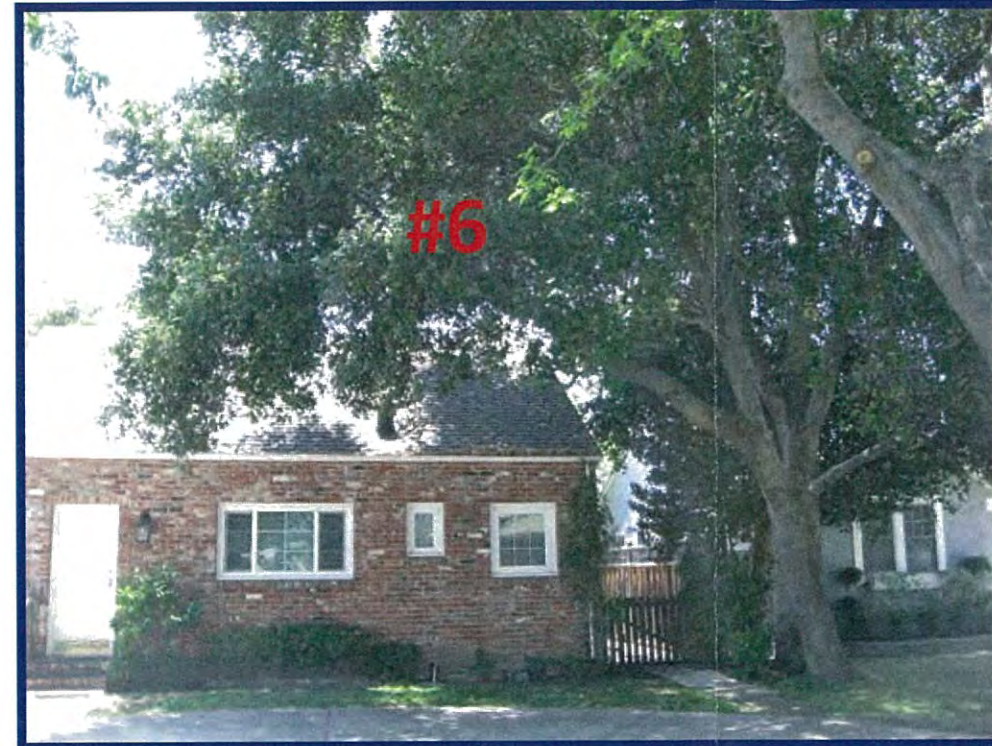
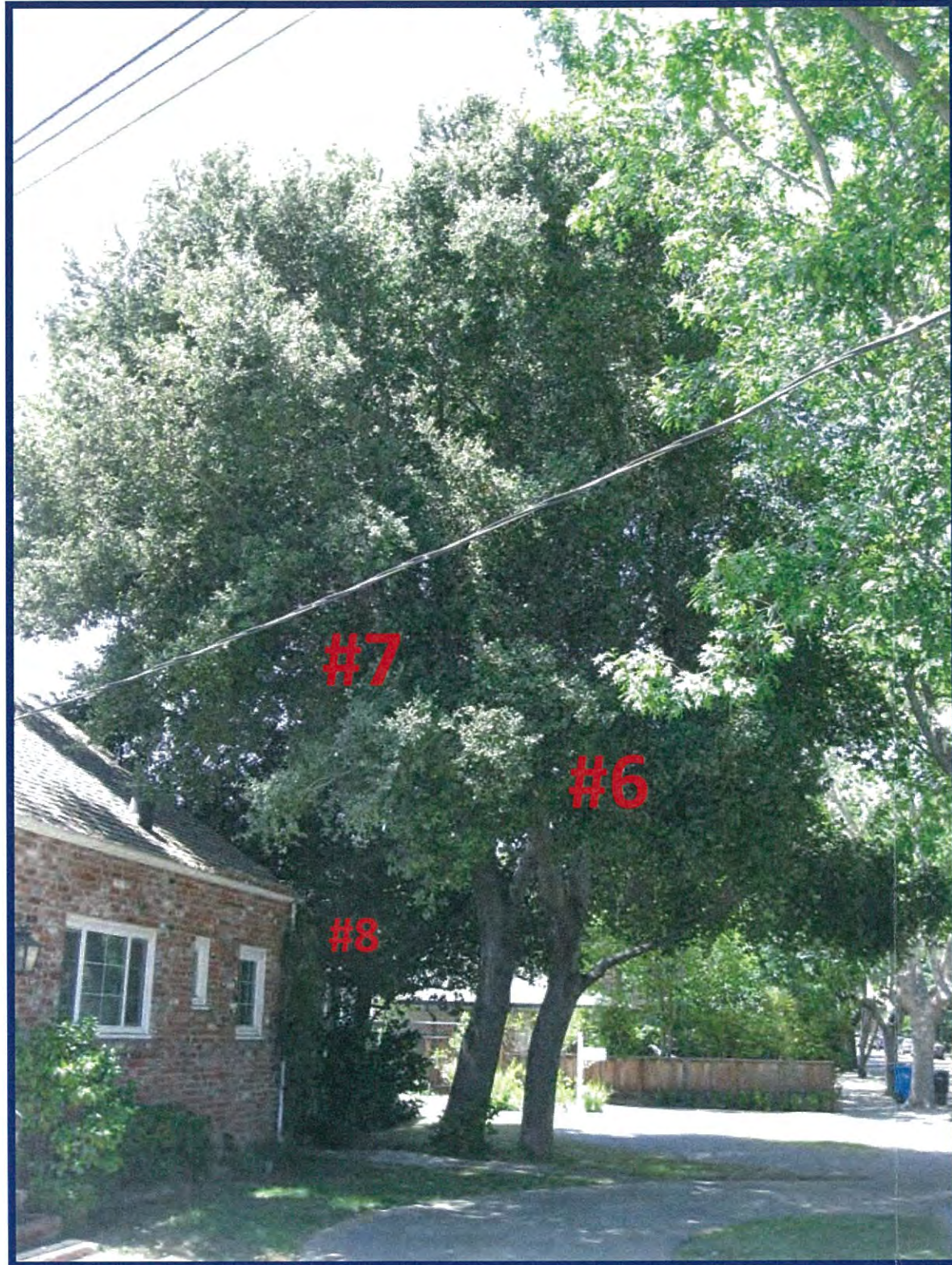
Civil:
GreenValley
 Consulting Engineers
 335 Tesconi Circle
 Santa Rosa, CA 95401
 (707) 579-0388

**MENLO PARK FIRE PROTECTION DISTRICT
 STATION NO. 6**

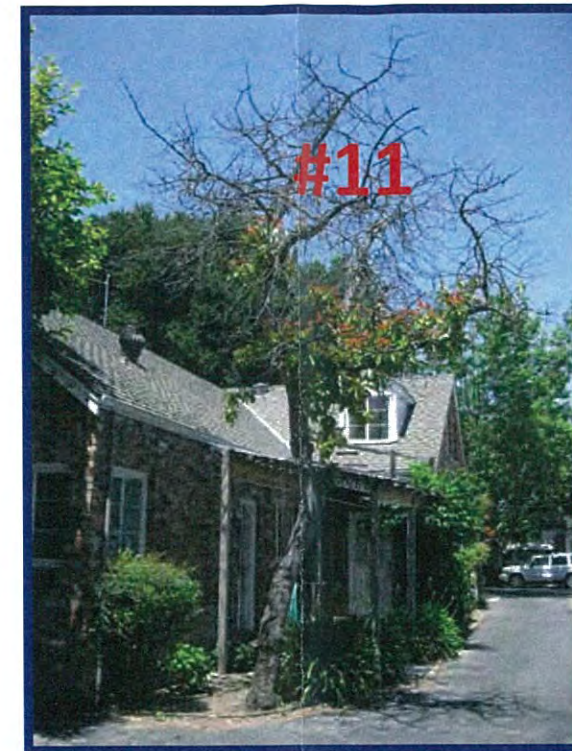
700 OAK GROVE AVENUE, MENLO PARK, CA 94025
 PLANNING SUBMITTAL - 21 MAY 2013



700 Oak Grove Avenue, Menlo Park
Menlo Park Fire Protection District



700 Oak Grove Avenue, Menlo Park
Menlo Park Fire Protection District





700 Oak Grove Avenue, Menlo Park
Menlo Park Fire Protection District

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The Draft Initial Study and Mitigated Negative Declaration was previously distributed to the City Council under a separate cover.

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**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure AQ-1: Control Dust Emissions</p> <p>The applicant shall implement the following basic construction measures as recommended by the BAAQMD:</p> <ol style="list-style-type: none"> All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. All haul trucks transporting soil, sand, or other loose material off-site shall be covered. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited. All vehicle speeds on unpaved roads shall be limited to 15 mph. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible and feasible. Building pads shall be laid as soon as possible and feasible, as well, after grading unless seeding or soil binders are used. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation. Post a publicly visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations. 	<p>Incorporate dust emission control measures into plans and specifications</p>	<p>Prior to issuance of grading or building permit</p>	<p>Applicant</p>	<p>Planning, Building, and Engineering Divisions</p>	
	<p>Implement dust emission control measures during construction</p>	<p>During construction</p>	<p>Applicant</p>	<p>Building and Engineering Divisions</p>	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure AQ-2: Select Low-emission Equipment during Construction</p> <p>Such equipment selection would include the following:</p> <ol style="list-style-type: none"> 1. All diesel-powered off-road equipment larger than 50 horsepower and operating at the site for more than two days continuously shall meet U.S. EPA particulate matter emissions standards for Tier 2 engines or equivalent; and 2. All diesel-powered portable equipment (e.g., air compressors, cement and mortar mixers, concrete/industrial saws, and welders) operating at the site for more than 2 days continuously shall meet U.S. EPA particulate matter emissions standards for Tier 4 engines or equivalent; or the construction contractor shall use other measures to minimize construction period diesel particulate matter emissions to reduce the predicted cancer risk below the threshold. Such measures may include the use of line power instead of generators, alternative fuels (e.g., LPG, biofuels), added exhaust devices, or a combination of measures, provided that these measures are demonstrated to provide the necessary DPM and PM2.5 emission reductions and are approved by the lead agency. 	<p>Incorporate requirements into plans and specifications</p>	<p>Prior to issuance of demolition, grading, or building permit</p>	<p>Applicant</p>	<p>Planning and Building Divisions</p>	
	<p>Implement emission controls during construction</p>	<p>During construction</p>	<p>Applicant</p>	<p>Building Division</p>	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure BIO-1: Special-Status Avian Surveys and Active Nest Avoidance</p> <p>Tree removals shall be prioritized to occur during the non-breeding season (August 31 to January 31). If trees are removed during the breeding season (February 1 to August 31), then the applicant shall require that a qualified wildlife biologist experienced in identifying birds and their habitat conduct a pre-construction survey for nesting special status birds and migratory passerines and raptors. The survey shall be completed within seven days prior to tree removal. If no nesting birds are observed, then no further action is required so long as trees are removed.</p> <p>If active bird nests are observed during the pre-construction survey, and if the wildlife biologist determines that construction activities would likely disrupt nesting activities, then the applicant's construction contractor shall establish a disturbance-free buffer zone around the nest tree(s) until the young have fledged, as determined by a qualified biologist. The extent of the required buffer zone would be determined by the wildlife biologist in consultation with the California Department of Fish and Wildlife and would depend on the species' sensitivity to disturbance, which can vary. To delineate the buffer zone around a nesting tree, orange construction fencing shall be placed at the specified radius from the base of the tree within which machinery and workers shall not intrude.</p>	<p>Incorporate requirements into plans and specifications</p>	<p>Prior to issuance of demolition, grading, or building permit</p>	<p>Applicant</p>	<p>Planning Division</p>	
	<p>Conduct special-status avian survey</p>	<p>Within seven days prior to tree removal in the period between February 1 to August 31, prior to issuance of demolition, grading, or building permit</p>	<p>Qualified Wildlife Biologist retained by the Applicant</p>	<p>Planning Division</p>	
	<p>Install and maintain buffer zones, if necessary</p>	<p>Until nesting birds have fledged</p>	<p>Applicant</p>	<p>Planning and Building Divisions</p>	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure BIO-2: Pre-construction Special-status Bat Assessment Prior to construction, the applicant shall have a Bat Habitat Assessment conducted for the properties at 700 Oak Grove Avenue and 1231 Hoover Street. The Habitat Assessment shall be completed by a qualified biologist (e.g., a biologist holding a California Department of Fish and Wildlife collection permit and a Memorandum of Understanding with the California Department of Fish and Wildlife allowing the biologist to handle and collect bats). The Habitat Assessment shall evaluate the buildings to be demolished, as well as the trees to be removed that have a breast height diameter greater than 10 inches. The Habitat Assessment shall evaluate the buildings and trees for suitable entry points and roost features, and shall provide focused daytime surveys for day-roosting bats. If a special-status bat species is found, or if suspected day roosts for special-status bats are identified, then the Habitat Assessment shall identify suitable performance measures for avoiding impacts to roosts, which may include, but would not be limited to:</p> <ul style="list-style-type: none"> • Consultation with the California Department of Fish and Wildlife to determine appropriate measures for protecting bats with young if present, and for implementing measures to flush and exclude non-breeding bat colonies during construction process. • Phased removal of trees where selected limbs and branches not containing cavities are removed using chainsaws on the first day, with the remainder of the tree removed using chainsaws or other equipment on the second day 	Incorporate requirements into plans and specifications	Prior to issuance of demolition permit	Applicant	Planning Division	
	Conduct bat habitat assessment	Prior to issuance of demolition permit	Qualified Biologist retained by the Applicant	Planning and Building Divisions	
	Implement performance measures identified in habitat assessment, if necessary	During construction	Applicant	Building Division	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure CR-1: Treatment of Carriage House</p> <p>The following methods are recommended to ensure the appropriate treatment of the building.</p> <ul style="list-style-type: none"> Catalogue all materials or building elements that are required to be removed for the relocation of the Carriage House, including but not limited to, the cupola, the interior design bracing, any wood shingles, and any exterior wood siding. Care shall be taken with the installation of any temporary structural bracing such that it will not damage any existing materials, and that when the bracing is removed, the integrity of the structure shall remain intact. Any material that is broken or deteriorated shall be replaced in kind, including any wood siding or roof shingles that may require replacement from the removal and reinstallation of the cupola. The structural connection of the building to the new foundation shall be within the crawl space and shall not be visible at the building's exterior or interior. Any subsequent repairs or upgrades to the building shall comply with the Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings. 	<p>Incorporate recommended treatment methods into plans and specifications</p>	<p>Prior to issuance of building permit</p>	<p>Applicant</p>	<p>Planning and Building Divisions</p>	
	<p>Implement treatment methods during construction for protection of Carriage House</p>	<p>During construction</p>	<p>Applicant</p>	<p>Building Division</p>	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure CR-2: Avoid or Minimize Impacts to Unanticipated Archaeological Resources</p> <p>If archaeological materials are encountered during construction activities, all construction activities within 50 feet shall immediately halt, the City shall be notified, and the find shall be inspected by a qualified archaeologist. Project personnel shall not collect any cultural materials. If the archaeologist determines that the find potentially qualifies as a unique archaeological resource for purposes of CEQA (CEQA Guidelines Section 15064.5(c)(3)), all work must be stopped in the immediate vicinity to allow the archaeologist to evaluate any materials and recommend appropriate treatment. Such treatment and resolution shall include either modifying the project to allow the materials to be left in place, or undertaking data recovery of the materials in accordance with standard archaeological methods.</p>	Incorporate requirements into plans and specifications	Prior to issuance of demolition, grading, or building permit	Applicant	Planning Division	
	On-site observation by Contractor	During construction	Applicant	Planning and Building Divisions	
	Stop work and notify qualified archaeologist to conduct evaluation if suspected archaeological resources are encountered	During construction	Applicant and Qualified Archaeologist retained by the Applicant	Planning and Building Divisions	
	Implement treatment procedures as described in evaluation, if applicable	During construction	Applicant and Qualified Archaeologist retained by the Applicant	Planning and Building Divisions	

**MITIGATION AND MONITORING PROGRAM
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Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure CR-3: Avoid or Document Unknown Paleontological Resources</p> <p>If a paleontological resource is discovered during construction, all ground disturbing activities within 50 feet of the find shall be temporarily halted, and a qualified paleontologist shall be notified to document the discovery as needed, evaluate the potential resource, and assess the nature and significance of the find. Based on the scientific value or uniqueness of the find, the paleontologist may record the find and allow work to continue, or recommend salvage and recovery of the material, if it is determined that the find cannot be avoided. The paleontologist shall make recommendations for any necessary treatment that is consistent with currently accepted scientific practices.</p>	Incorporate requirements into plans and specifications	Prior to issuance of demolition, grading, or building permit	Applicant	Planning Division	
	On-site observation by Contractor	During construction	Applicant	Planning and Building Divisions	
	Stop work and notify qualified paleontologist to conduct evaluation if suspected paleontological resources are encountered	During construction	Applicant and Qualified Paleontologist retained by the Applicant	Planning and Building Divisions	
	Implement treatment procedures as described in evaluation, if applicable	During construction	Applicant and Qualified Paleontologist retained by the Applicant	Planning and Building Divisions	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure CR-4: Procedures for Encountering Human Remains</p> <p>California Health and Safety Code Section 7050.5 states that it is a misdemeanor to knowingly disturb a human grave. If human remains are encountered, work shall halt in the vicinity and the County Coroner shall be notified. At the same time, a qualified archaeologist shall be contacted to evaluate the situation. If human remains are of Native American origin, the San Mateo County Coroner shall notify the Native American Heritage Commission within 24 hours of identification, pursuant to Public Resources Code 5097.98, which would appoint a Most Likely Descendant (MLD) (Public Resources Code Section 5097.98). A qualified archaeologist, the applicant, and the MLD shall make all reasonable efforts to develop an agreement for the treatment, with appropriate dignity, of any human remains and associated or unassociated funerary objects (CEQA Guidelines Section 15064.5[d]). The agreement would take into consideration the appropriate excavation, removal, recordation, analysis, custodianship, and final disposition of the human remains and associated or unassociated funerary objects. The Public Resources Code allows 48 hours to reach agreement on these matters. If the MLD and the other parties could not agree on the reburial method, the applicant shall follow Section 5097.98(b) of the Public Resources Code, which states that “the landowner or his or her authorized representative shall reinter the human remains and items associated with Native American burials with appropriate dignity on the property in a location not subject to further subsurface disturbance.”</p>	<p>Incorporate the procedures for encountering human remains into plans and specifications</p>	<p>Prior to issuance of demolition, grading, or building permit</p>	<p>Applicant</p>	<p>Planning Division</p>	
	<p>On-site observation by contractor</p>	<p>During construction</p>	<p>Applicant</p>	<p>Planning and Building Divisions</p>	
	<p>Notify County Coroner if human remains or graves are encountered</p>	<p>During construction</p>	<p>Applicant</p>	<p>Planning and Building Divisions</p>	
	<p>Notify qualified archaeologist to conduct evaluation if human remains or graves are encountered</p>	<p>During construction</p>	<p>Applicant and Qualified Archaeologist retained by the Applicant</p>	<p>Planning and Building Divisions</p>	
	<p>Notify Native American Heritage Commission within 24-hours of identification pursuant to PRC 5097.98</p>	<p>During construction</p>	<p>Applicant and Qualified Archaeologist retained by the Applicant</p>	<p>Planning and Building Divisions</p>	

**MITIGATION AND MONITORING PROGRAM
Menlo Park Fire Station No. 6**

Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Mitigation Measure HAZ-1: Prepare Soil Management Plan</p> <p>The applicant shall prepare and implement a Soil Management Plan for excavation activities in the vicinity of the former underground storage tank at 700 Oak Grove Avenue. Elements of the Soil Management Plan shall include, but would not necessarily be limited to, the following:</p> <ul style="list-style-type: none"> Measures to address hazardous materials and other worker health and safety issues during construction, including the specific level of protection required for construction workers. This shall include preparation of a site-specific health and safety plan in accordance with federal OSHA regulations (29 CFR 1910.120) and Cal-OSHA regulations (8 CCR Title 8, Section 5192) to address worker health and safety issues during construction. Monitoring of excavation activities in the vicinity of the former underground storage tank at 700 Oak Grove Avenue for soil contamination. Monitoring shall include, at minimum, visual and organic vapor monitoring by personnel with appropriate hazardous materials training, including 40 hours of Hazardous Waste Operations and Emergency Response (HAZWOPER) training. If visual and organic vapor monitoring indicates signs of suspected contaminated soil, then soil samples shall be collected and analyzed to characterize soil quality. Provisions for excavation, stockpiling, and disposal of any contaminated soil. This shall include the segregation of contaminated soils from non-contaminated soils, and procedures necessary to ensure that contaminated soils are stored, managed, and disposed of in a manner that is protective of human health and in accordance with applicable laws and regulations. 	Prepare a Soil Management Plan	Prior to grading permit issuance	Applicant	Planning and Building Divisions	
	Implement Soil Management Plan control measures	During construction	Applicant	Building Division	

**MITIGATION AND MONITORING PROGRAM
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Mitigation Measure	Implementation Procedure	Implementation Timing	Implementing Party	Monitoring Agency	Verification of Compliance (Name/Date)
<p>Project Measure NOI-1: Reduce Construction-Related Noise</p> <p>Construction activities shall be conducted in accordance with the requirements of the City of Menlo Park Municipal Code Chapter 8.06, Noise.</p> <ul style="list-style-type: none"> Construction activity shall be allowed only between the hours of 8:00 a.m. and 6:00 p.m. Monday through Friday. If construction outside of these hours is necessary, the applicant shall submit a formal request to the City of Menlo Park for consideration. Install temporary noise barriers, such as temporary plywood fences and acoustical blankets to screen areas where concrete sawing will occur. Temporary noise barriers shall reduce construction noise levels by at least 5 dBA at a distance of 50 feet from the source. The temporary noise barriers shall interrupt the line-of-sight from adjacent receptors within 50 feet of the construction areas where concrete sawing would occur, which would provide a minimum of 5 dBA of noise reduction. Signs shall be posted at the construction site that includes permitted construction days and hours, including a contact number for the construction supervisor in the event of problems. Best available noise control practices, including mufflers, intake silencers, ducts, engine enclosures, and acoustical attenuating shields or shrouds shall be used for equipment and trucks to minimize construction noise impacts. If impact equipment (e.g., jack hammers, pavement breakers, etc.) is needed during construction, hydraulically or electric-powered equipment shall be used wherever feasible to avoid the noise associated with compressed-air exhaust from pneumatically powered tools. However, where use of pneumatically powered tools is unavoidable, an exhaust muffler on the compressed-air exhaust shall be used. External jackets on the tools themselves shall also be used if available and feasible. Stationary noise sources shall be located as far from sensitive noise receptors as feasible. If they must be located near receptors, adequate muffling (with enclosures where feasible and appropriate) shall be used to reduce noise level to below 85 dBA at the nearest sensitive receptor. Enclosure openings or venting shall face away from sensitive noise receptors. Maintain the equipment properly to minimize extraneous noise due to squeaking or rubbing machinery parts, damaged mufflers, or misfiring engines. 	<p>Incorporate construction-related noise controls into plans and specifications</p>	<p>Prior to issuance of demolition, grading, or building permit</p>	<p>Applicant</p>	<p>Planning and Building Divisions</p>	
	<p>Implement construction-related noise controls</p>	<p>During construction</p>	<p>Applicant</p>	<p>Building Division</p>	



POLICE DEPARTMENT

Council Meeting Date: January 13, 2015
Staff Report #: 15-002

INFORMATIONAL ITEM: Three Month Review of Taser Program

RECOMMENDATION

No action is necessary at this time as this is an informational report.

POLICY ISSUES

This informational report is being presented to comply with City Council direction requesting a quarterly assessment of the Taser program.

BACKGROUND

On October 7, 2014, staff presented a one year results of the Police Department Taser assessment. Following that review, Council approved the purchase and deployment of the Taser device department-wide and to continue a quarterly assessment of the Taser program.

ANALYSIS

The Police Department has already purchased the Tasers and related equipment. Unfortunately, due to staffing and the temporary loss of a certified Taser instructor, the Department has not been able to train or deploy the Tasers beyond the original assessment group. The Department hopes to have the training started in early 2015 and completed by the end of the fiscal year.

As of October 7, 2014, the Department has had only one Taser use. This occurred immediately preceding an officer involved shooting case in November of 2014. In this case, the Taser was not effective. The Taser was also used in a “display only” manner during this past quarter. An officer responding to a domestic violence situation was able to gain compliance from an erratic acting suspect by displaying the Taser. The person submitted and was taken into custody for domestic violence, without further incident.

IMPACT ON CITY RESOURCES

None

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:

Dave Bertini

Police Commander



OFFICE OF THE CITY MANAGER

Council Meeting Date: January 13, 2015

Staff Report #: 15-003

INFORMATIONAL ITEM: Status Update on Animal Control Services Contract

RECOMMENDATION

There is no action required for this information item.

POLICY ISSUES

On May 6, 2014, the City Council unanimously approved the memorandum of agreement regarding cost sharing for construction of a new County-owned animal care shelter with the added condition that the City look into other service providers as the Silicon Valley Animal Control Authority (SVACA), the City of Palo Alto, or others that offer the same or better service.

BACKGROUND

All incorporated cities in San Mateo County currently contract their individual responsibility to provide local animal control field and sheltering services to the County of San Mateo. The County of San Mateo has in turn, contracted with the Peninsula Humane Society (PHS) to provide the service under the belief that PHS is the only viable provider of animal care and field services in the county. The current shelter facility is old and has been determined to be inadequate to meet the modern needs of animal care.

The County's current service agreement with PHS expires on June 30, 2015. The County, in collaboration with a subcommittee from the San Mateo County City Managers group, has negotiated a new draft five-year service agreement with PHS that is currently under review by City Attorneys from each city. The final agreement is planned for City Council review and approval later this spring.

ANALYSIS

City staff has been in contact with representatives of SVACA and the City of Palo Alto. These two providers have been identified as the only potentially feasible alternatives to PHS within reasonable proximity to Menlo Park. While the financial numbers are still being calculated, the City of Menlo Park would be responsible for both service costs and capital costs related to expansion of service capacity for either provider. To make the switch from San Mateo County/PHS to a new provider financially feasible the costs would need to

come in below the estimated future costs negotiated as part of the County’s PHS contract which begins on July 1, 2015. Those estimated costs are as follows:

Fiscal Year	Annual Amount	Menlo Park Service Share	Menlo Park Capital Share*	Menlo Park Annual Total Cost*
2014-15	\$5,665,990	\$260,069	\$0 (old facility)	\$260,069
2015-16	\$5,900,000	\$270,810	\$23,748-\$31,769	\$294,558 to \$302, 579
2016-17	\$6,077,000	\$278,934	\$23,748-\$31,769	\$302,682 to \$310,703
2017-18	\$6,228,925	\$285,908	\$23,748-\$31,769	\$309,656 to \$317,677
2018-19	\$6,415,793	\$294,485	\$23,748-\$31,769	\$318,233 to \$326,254
2019-20	\$6,576,188	\$301,847	\$23,748-\$31,769	\$325,595 to \$333,616

*Estimated

In the next several months, staff will return with proposals, including cost estimates, from the outside providers for the City Council’s review and consideration.

IMPACT ON CITY RESOURCES

Currently the City expends approximately \$260,000 annually for the existing animal control services contract.

PUBLIC NOTICE

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

Report prepared by:
Clay J. Curtin
Assistant to the City Manager



COMMUNITY DEVELOPMENT DEPARTMENT

Council Meeting Date: January 13, 2015

Staff Report #: 15-005

INFORMATIONAL ITEM: **Update on the ConnectMenlo (General Plan and M-2 Area Zoning Update) Schedule and Events**

RECOMMENDATION

This is an informational item and no action is required.

POLICY ISSUES

The General Plan and M-2 Zoning update process will consider a number of policy issues. There is no policy issue related to this staff report.

BACKGROUND

On December 16, 2014, the City Council accepted the Guiding Principles for the ConnectMenlo project. On December 18, a community workshop was held to kick off work on developing the land use alternatives. On December 30, an online survey was launched asking people to rank preferences across three potential land use alternatives and provide feedback. On January 8, 2015, an open house is being held to provide another opportunity for people to learn about the alternatives process and participate in the survey. The deadline for responding to the online survey has been extended to January 20, 2015.

Another upcoming milestone is the release of the existing conditions reports addressing Land Use, Circulation, and Economics to support the ConnectMenlo project. These reports are complemented by a Community Character Report that documents unique features of the city's many neighborhoods. These will be released as Public Review Drafts in order to provide the public an opportunity to review and comment on them. The target release date is the week of January 12. Once they are released, the comment deadline will be approximately four weeks thereafter.

ANALYSIS

This staff report serves as an update regarding the upcoming schedule and events related to the ConnectMenlo project over the next few months. This portion of the process is focused on developing a "Preferred Alternative" that will be used for purposes of conducting the environmental and fiscal reviews for the process, and for developing General Plan and zoning policies and standards. The milestone for this stage of the process will be Council acceptance or selection of the Preferred Alternative, similar to the

recent milestone regarding the Guiding Principles. Between now and this milestone in April 2015, there will be a series of nine public meetings of various types.

A joint session of the Planning Commission and City Council that was originally targeted for later January or early February was ultimately calendared for February 24 due to scheduling conflicts. Given this delay, which would have an impact on the overall schedule, staff and consultant team have revisited the series of meetings and believe that the February 24 joint session could be consolidated with another joint session that was targeted for April and the consolidated session could be held in the March timeframe. By consolidating the session, the overall schedule can be maintained and the session could be informed by another round of community workshops. The attached schedule represents the recommended sequence of events and targeted dates that would maintain the overall schedule and still provide ample opportunity for input prior to selecting a Preferred Alternative. This schedule introduces two informational items for reporting out to the Planning Commission and City Council separately. Based on this schedule, the February 24 City Council meeting would revert to a regular meeting and staff would coordinate with the Council, Planning Commission and GPAC respectively to confirm specific meetings dates with a goal of selecting a Preferred Alternative by mid-April 2015. As events unfold, staff will keep the Council informed if this schedule needs to be revisited.

IMPACT ON CITY RESOURCES

The General Plan Update scope of services and budget was approved by the City Council on June 17, 2014.

ENVIRONMENTAL REVIEW

The General Plan and M-2 Zoning update is subject to the California Environmental Quality Act (CEQA) and an Environmental Impact Report (EIR) will be prepared at the appropriate time in the process.

PUBLIC NOTICE

Public Notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting. In addition, the City sent an email update to subscribers of the ConnectMenlo project page, which is available at the following location: www.menlopark.org/connectmenlo. This page provides up-to-date information about the project, allowing interested parties to stay informed of its progress and allow users to sign up for automatic email bulletins, notifying them when content is updated or meetings are scheduled.

ATTACHMENTS

- A. ConnectMenlo Upcoming Activities and Events

Report prepared by:

Justin Murphy

Assistant Community Development Director

ConnectMenlo Upcoming Activities and Events*

Event	Date	Time	Location
Release Public Review Draft Existing Conditions Reports	Week of January 12, 2015	na	website
End On-Line Survey on Land Use Alternatives	Tuesday, January 20, 2015	na	website
GPAC Meeting #4 – Review Findings from Workshop #2 and Land Use Alternatives	Wednesday, January 28, 2015	4-6:00 p.m.	TBD
Comment Deadline for Public Review Draft Existing Conditions Reports	Week of February 9, 2015	na	na
Planning Commission Status Report (no consultant in attendance)	Monday, February 9, 2015	7:00 p.m.	City Council Chambers
City Council Status Report (no consultant in attendance)	Tuesday, February 10, 2015	7:00 p.m.	City Council Chambers
GPAC Meeting #5 – Discuss Preferred Alternative	Thursday, February 12, 2015	6-8:00 p.m.	TBD
Workshop #3 (1 of 2) – Review Preferred Land Use Alternative	Thursday, March 12, 2015	7-9:00 p.m.	TBD
Workshop #3 (2 of 2) – Review Preferred Land Use Alternative	Thursday, March 19, 2015	7-9:00 p.m.	TBD
GPAC Meeting #6 – Review Findings from Workshop #3	Wednesday, March 25, 2015	6-8:00 p.m.	TBD
Joint City Council/Planning Commission Meeting on Preferred Land Use Alternative	Tuesday, March 31, 2015 <i>(Potential Special Meeting)</i>	7:00 p.m.	City Council Chambers
City Council Meeting on Acceptance of Preferred Land Use Alternative	Tuesday, April 14, 2015	7:00 p.m.	City Council Chambers
<i>Estimated Completion of Overall Project</i>	<i>Late June 2016</i>		

*Note: Actual meeting dates, times, and locations are subject to change.

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