



## STAFF REPORT

**City Council**

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-211-CC

**Study Session:** Employee pension obligations

### Recommendation

The recommendation is that the City Council receive a report from staff and the City's independent actuary, Bartel Associates, on the City's employee pension obligations.

### Policy Issues

The City Council has prioritized periodic review by an independent actuary of the City's employee pension obligations to inform assumptions made in the 10-year forecast.

### Background

In accordance with past practice, the City Council has directed staff to retain the services of an independent actuary to review the forecasts of employee pension obligations. The most recent report provided to the City Council from the independent actuary was in May 2017. Since that time, the California Public Employees Retirement System (CalPERS) has taken a number of steps to strengthen the plan's long-term health. Those steps include reductions to the assumed rate of return on investments, demographic assumptions, and asset gain and loss smoothing policies. All of the changes, while enhancing the long-term health of the pension plan, have resulted in increased costs to employers participating in the plan.

As part of their work in 2017-18, the San Mateo Civil Grand Jury issued the report "Soaring City Pension Costs – Time for Hard Choices", Attachment F. In that report, the Civil Grand Jury recommended that all cities in San Mateo County hold a public meeting to discuss the City's projected pension obligations. While the City Council has historically prioritized a public understanding of pension obligations, the timing of this study session dovetails with the recommendations by the civil grand jury.

### Analysis

The study session is an informational item intended to provide an overview of employee pension obligations, how they have developed, drivers of the obligation, the outlook for future costs, and potential options to plan for current and future costs. Subsequent to the presentation, the City Council may provide direction to staff to return with additional information or proposals.

### Impact on City Resources

The impact of increased pensions costs have been incorporated in the City's 10-year forecast.

## **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it is a minor change that will not result in any direct or indirect physical change in the environment.

## **Public Notice**

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

## **Attachments**

- A. Analysis of employee pension obligations by Bartel Associates
- B. Miscellaneous Plan of the City of Menlo Park Annual Valuation Report as of June 30, 2017, report dated July 2018 – hyperlink: [calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-miscellaneous-2017.pdf](http://calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-miscellaneous-2017.pdf)
- C. Safety Plan of the City of Menlo Park Annual Valuation Report as of June 30, 2017, dated August 2018 – hyperlink: [calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-safety-2017.pdf](http://calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-safety-2017.pdf)
- D. Hyperlink – Safety Police Second Tier Plan of the City of Menlo Park Annual Valuation Report as of June 30, 2017, report dated August 2018 – hyperlink: [calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-safety-police-second-tier-2017.pdf](http://calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-safety-police-second-tier-2017.pdf)
- E. Hyperlink – PEPRA Safety Police Plan of the City of Menlo Park Annual Valuation Report as of June 30, 2017, report dated August 2018 – hyperlink: [calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-pepra-safety-police-2017.pdf](http://calpers.ca.gov/docs/actuarial-reports/2017/menlo-park-city-pepra-safety-police-2017.pdf)
- F. Hyperlink – “Soaring City Pension Costs – Time for Hard Choices.” 2017-18 San Mateo Civil Grand Jury final report – hyperlink: [sanmateocourt.org/documents/grand\\_jury/2017/city\\_pension.pdf](http://sanmateocourt.org/documents/grand_jury/2017/city_pension.pdf)

Report prepared by:  
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CITY OF  
MENLO PARK

**CITY OF MENLO PARK  
MISCELLANEOUS & SAFETY PLANS**

**B**ARTEL  
ASSOCIATES, LLC

**CalPERS Actuarial Issues – 6/30/17 Valuation**

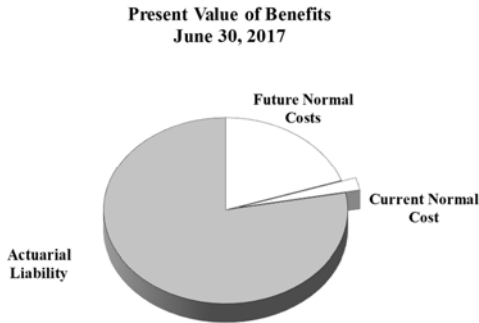
**Doug Pryor, Vice President**  
Bianca Lin, Assistant Vice President  
Kevin Yang, Actuarial Analyst  
**Bartel Associates, LLC**

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## DEFINITIONS



- **Present Value of all Projected Benefits:**
  - The value now of amounts due to be paid in the future
- **PVB - Present Value of all Projected Benefits:**
  - Discounted value (at valuation date - 6/30/17), of all future expected benefit payments based on various (actuarial) assumptions

- **Current Normal Cost:**
  - Portion of PVB allocated to (or “earned” during) current year
  - Value of employee and employer current service benefit
- **Actuarial Liability:**
  - Discounted value (at valuation date) of benefits earned through valuation date [value of past service benefit]
  - Portion of PVB “earned” at measurement



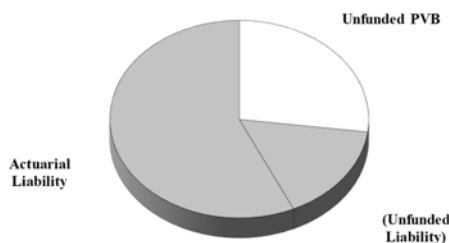
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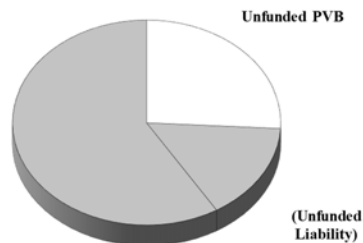


## DEFINITIONS

Present Value of Benefits  
June 30, 2016



Present Value of Benefits  
June 30, 2017



- **Target-** Have money in the bank to cover Actuarial Liability (past service)
- **Unfunded Liability** - Money short of target at valuation date
- **Unfunded Liability** - Money short of target at valuation date
  - If all actuarial assumptions were always exactly met, then the plan assets would always equal AAL
  - Any difference is the unfunded (or overfunded) AAL
  - Every year, the actuary calculates the difference between the expected UAAL and Actual UAAL. This is a new layer or amortization base
  - Each new layer gets amortized (paid off) over a period of time as part of the contribution [rate].



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## HOW WE GOT HERE

- Investment Losses
- CalPERS Contribution Policy
- Enhanced Benefits
- Demographics

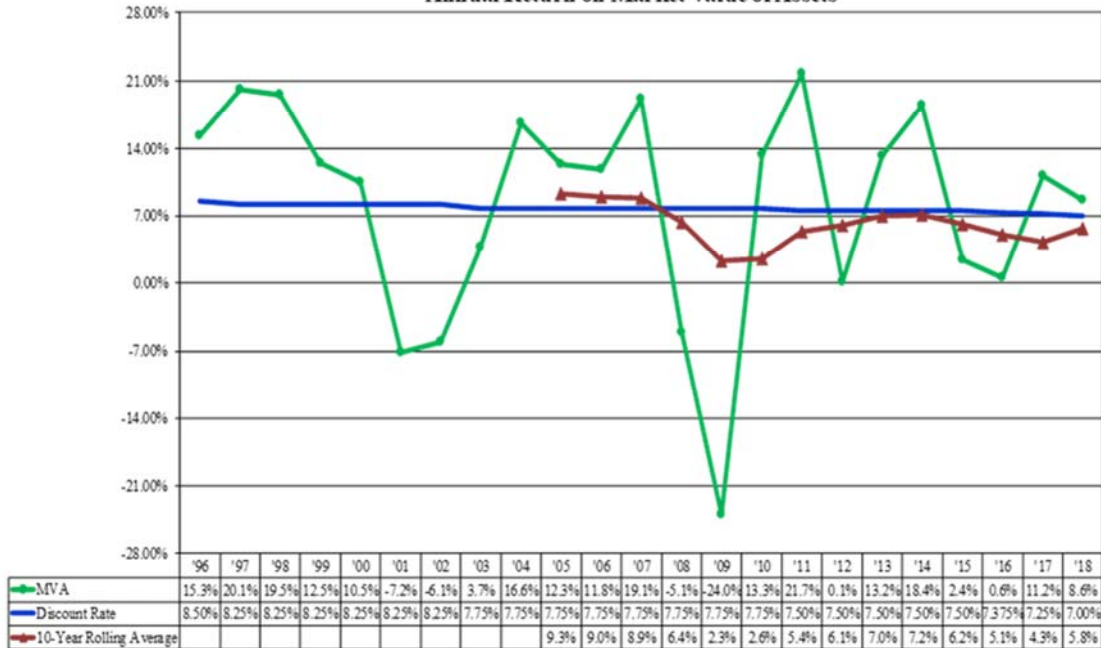


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## HOW WE GOT HERE – INVESTMENT RETURN

**Annual Return on Market Value of Assets**



Above assumes contributions, payments, etc. received evenly throughout year.



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## HOW WE GOT HERE – OLD CONTRIBUTION POLICY

- Effective with 2003 valuations:
  - Slow (15 year) recognition of investment losses into funded status
  - Rolling 30 year amortization of all (primarily investment) losses
  
- Designed to:
  - First smooth rates and
  - Second pay off UAAL
  
- Mitigated contribution volatility



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## HOW WE GOT HERE – ENHANCED BENEFITS

- At CalPERS, Enhanced Benefits implemented using all (future & prior) service
  
- Typically not negotiated with cost sharing
  
- City of Menlo Park

	<b>Tier 1</b>	<b>Tier 2</b>	<b>PEPRA</b>
Miscellaneous	2.7%@55 FAE1	2%@60 FAE3	2%@62 FAE3
Safety	3%@50 FAE1	3%@55 FAE3	2.7%@57 FAE3

- Note:
  - FAE1 is highest one year (typically final) average earnings
  - FAE3 is highest three years (typically final three) average earnings

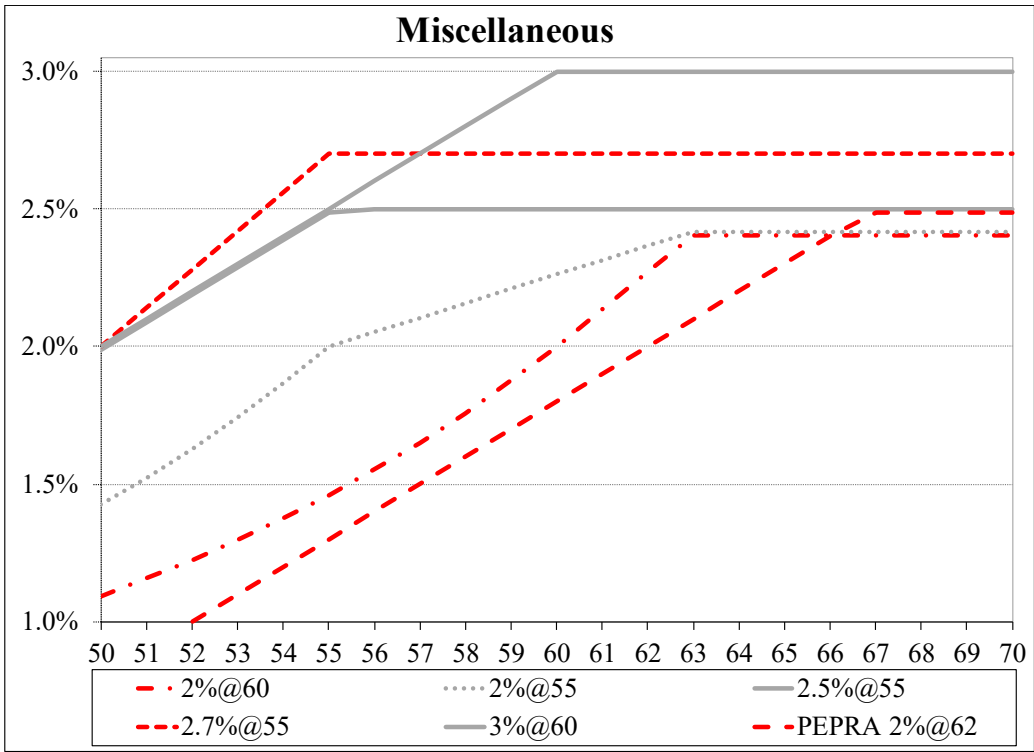


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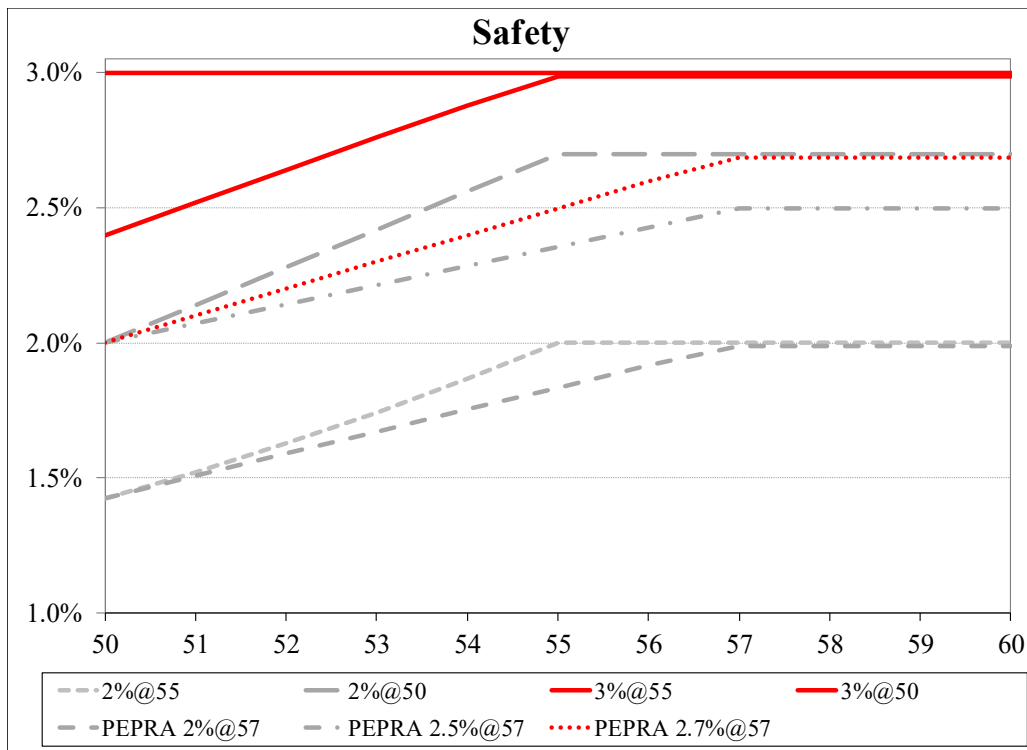
## HOW WE GOT HERE – ENHANCED BENEFITS



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## HOW WE GOT HERE – ENHANCED BENEFITS



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## HOW WE GOT HERE – DEMOGRAPHIC

- Around the State
  - Large retiree liability compared to actives
    - State average: 55% for Miscellaneous, 65% for Safety
  - Declining active population and increasing number of retirees
  - Higher percentage of retiree liability increases contribution volatility
- City of Menlo Park percentage of liability belonging to retirees:
  - Miscellaneous 54%
  - Safety 69%



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## CALPERS CHANGES

- Contribution policy changes:
  - No asset smoothing
  - No rolling amortization
  - 5-year ramp up
  - Included in 6/30/13 valuation (first impact 15/16 rates; full impact 19/20)
- Assumption changes:
  - Anticipate future mortality improvement
  - Other, less significant, changes
  - Included in 6/30/14 valuation (first impact 16/17 rates; full impact 20/21)
- CalPERS Board changed their discount rate:

	<u>Rate</u>	<u>Initial</u>	<u>Full</u>
● 6/30/16 valuation	7.375%	18/19	22/23
● 6/30/17 valuation	7.25%	19/20	23/24
● 6/30/18 valuation	7.00%	20/21	24/25
- December 2018: CalPERS Board selected asset allocation similar to current portfolio. No change to the discount rate



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## CALPERS CHANGES

- Risk Mitigation Strategy
  - Move to more conservative investments over time to reduce volatility
  - Only when investment return is better than expected
  - Lower discount rate in concert
  - Essentially use ≈50% of investment gains to pay for cost increases
  - Likely get to 6.0% over 20+ years
  - Risk mitigation suspended until 6/30/18 valuation
- February 2018 CalPERS adopted new amortization policy
  - Applies only to newly established amortization bases
    - Fixed dollar amortization rather than % pay
    - Amortize gains/losses over 20 rather than 30 years
    - 5-year ramp up (not down) for investment gains and losses
    - No ramp up/down for other amortization bases
  - Minimizes total interest paid over time and pays off UAAL faster
  - Effective June 30, 2019 valuation for 2021/22 contributions
  - Included in this study

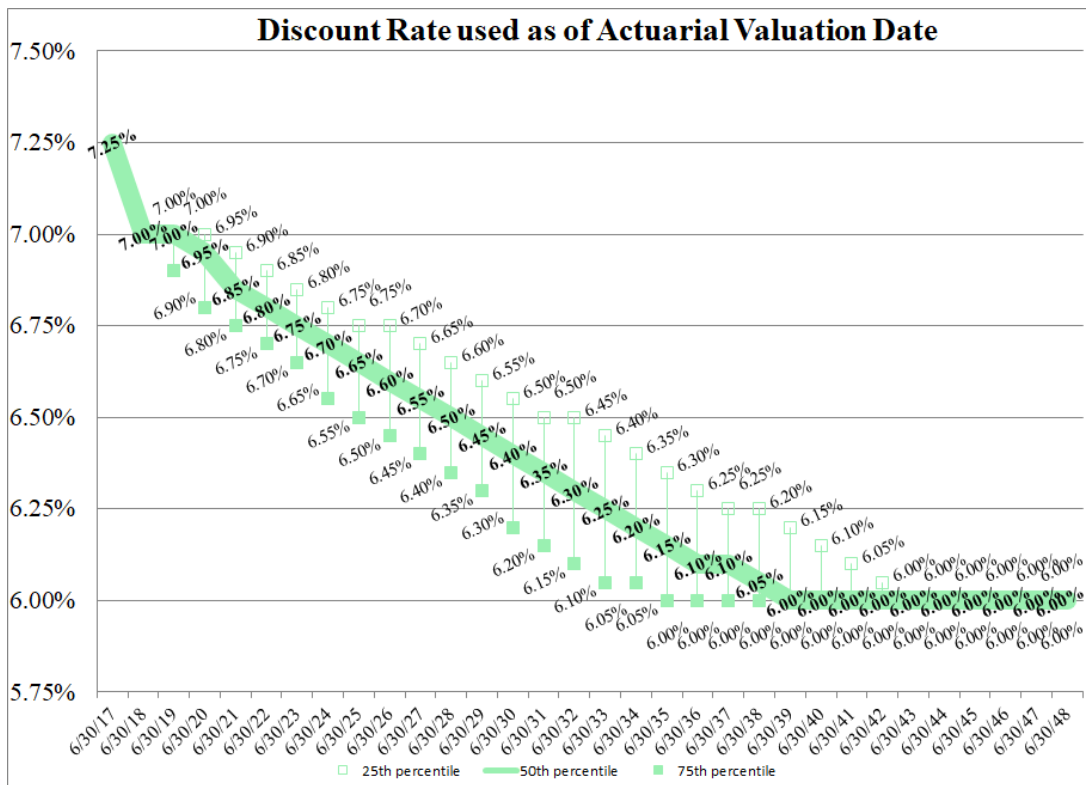


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## CALPERS CHANGES



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## SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS

	1997	2007	2016	2017
<b>Actives</b>				
■ Counts	172	198	206	208
■ Average				
• Age	42	44	44	44
• City Service	8	10	10	9
• PERSable Wages	\$ 40,700	\$ 64,700	\$ 78,400	\$ 81,800
■ Total PERSable Wages	7,800,000	14,100,000	17,600,000	18,500,000
<b>Inactive Members</b>				
■ Counts				
• Transferred	32	88	94	94
• Separated	48	120	131	142
• Retired				
□ Service		100	176	185
□ Disability		9	11	13
□ Beneficiaries		<u>19</u>	<u>25</u>	<u>25</u>
□ Total	81	128	212	223
■ Average Annual City Provided Benefit for Service Retirees <sup>1</sup>	N/A	\$ 18,400	\$ 25,900	\$ 26,100
■ Active / Retiree Ratio (City)	2.1	1.5	1.0	0.9
■ Active / Retiree Ratio (All CalPERS)	N/A	1.7	1.3	1.3

<sup>1</sup> Average City-provided pensions are based on City service & City benefit formula, and are not representative of benefits for long-service employees.

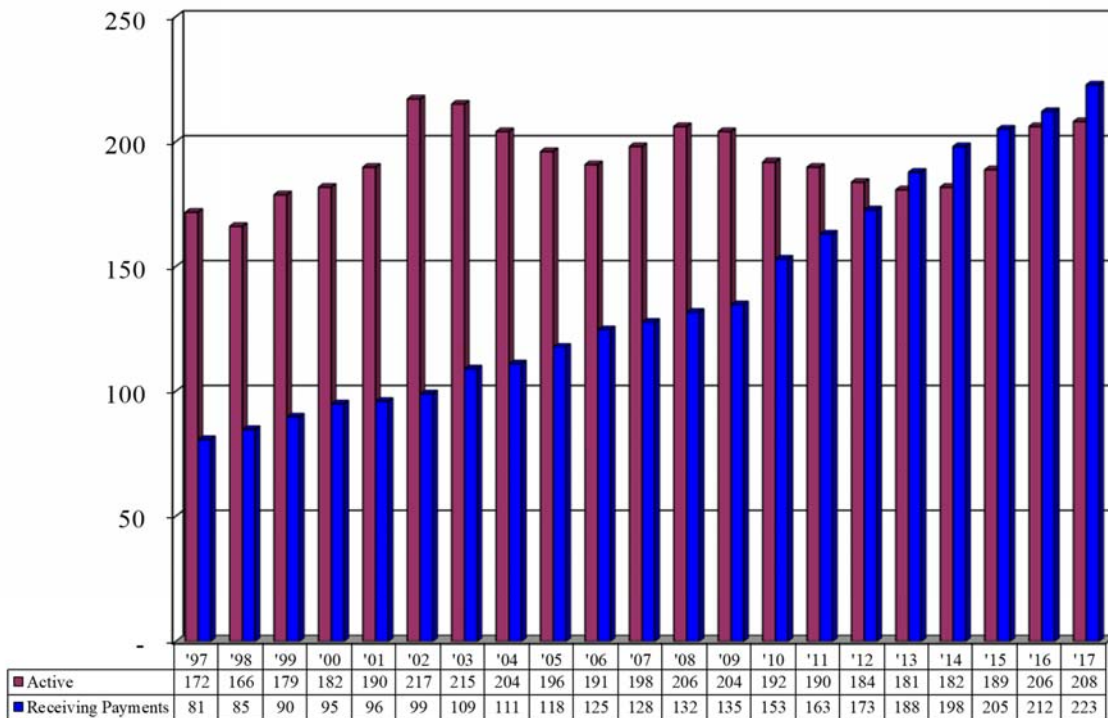


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## SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS



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**PLAN FUNDED STATUS - MISCELLANEOUS**

	<b><u>June 30, 2016</u></b>	<b><u>June 30, 2017</u></b>
<b>Active AAL</b>	\$43,200,000	\$44,900,000
<b>Retiree AAL</b>	62,500,000	67,100,000
<b>Inactive AAL</b>	<u>12,700,000</u>	<u>13,300,000</u>
<b>Total AAL</b>	118,400,000	125,300,000
<b>Assets</b>	<u>86,200,000</u>	<u>95,400,000</u>
<b>Unfunded Liability</b>	32,200,000	29,900,000
<b>Funded Ratio</b>	72.8%	76.1%

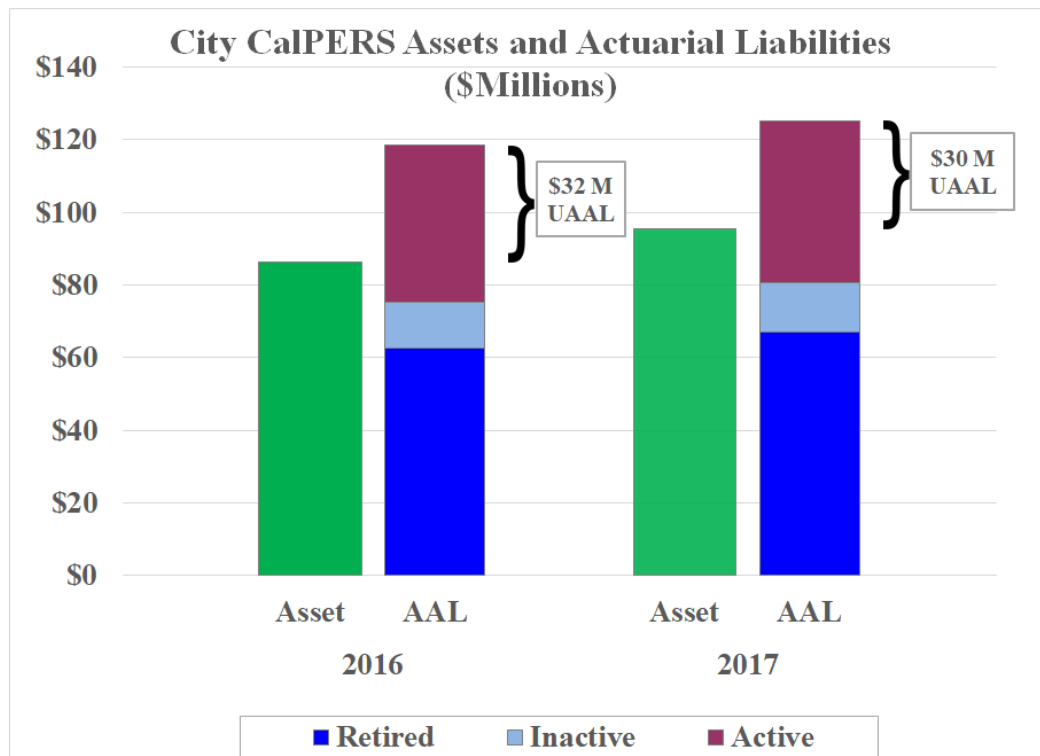


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**PLAN FUNDED STATUS - MISCELLANEOUS**



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**PLAN FUNDED STATUS - MISCELLANEOUS**

**Discount Rate Sensitivity**

**June 30, 2017**

	<b>Discount Rate</b>		
	<b><u>7.25%</u></b>	<b><u>7.00%</u></b>	<b><u>6.00%</u></b>
<b>AAL</b>	\$125,300,000	\$128,700,000	\$146,200,000
<b>Assets</b>	<u>95,400,000</u>	<u>95,400,000</u>	<u>95,400,000</u>
<b>Unfunded Liability</b>	29,900,000	33,300,000	50,800,000
<b>Funded Ratio</b>	76.1%	74.1%	65.3%



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**PLAN FUNDED STATUS - MISCELLANEOUS**

**Unfunded Accrued Liability Changes**

<b>■ Unfunded Accrued Liability on 6/30/16</b>	\$32,200,000
<b>■ Expected Unfunded Accrued Liability on 6/30/17</b>	32,400,000
<b>■ Other Changes</b>	
• Asset Loss (Gain)	(3,200,000)
• Assumption Change	2,100,000
• Contribution & Experience Loss (Gain)	<u>(1,400,000)</u>
• Total	<u>(2,500,000)</u>
<b>■ Unfunded Accrued Liability on 6/30/17</b>	29,900,000



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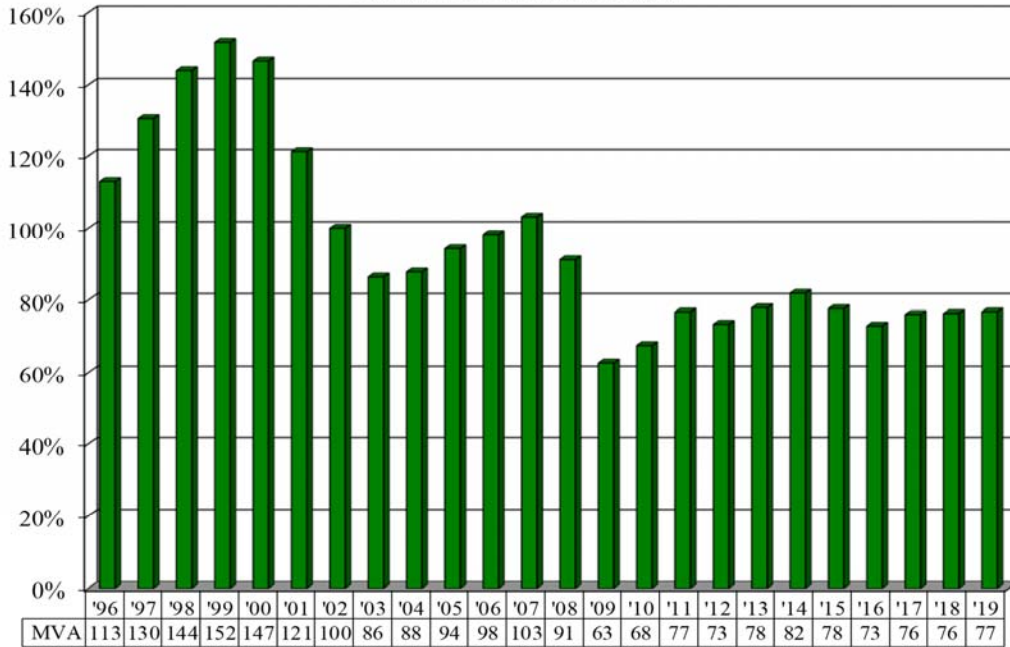
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## FUNDED RATIO - MISCELLANEOUS

### Historical Funded Ratio



6/30/18 & 6/30/19 funded status estimated



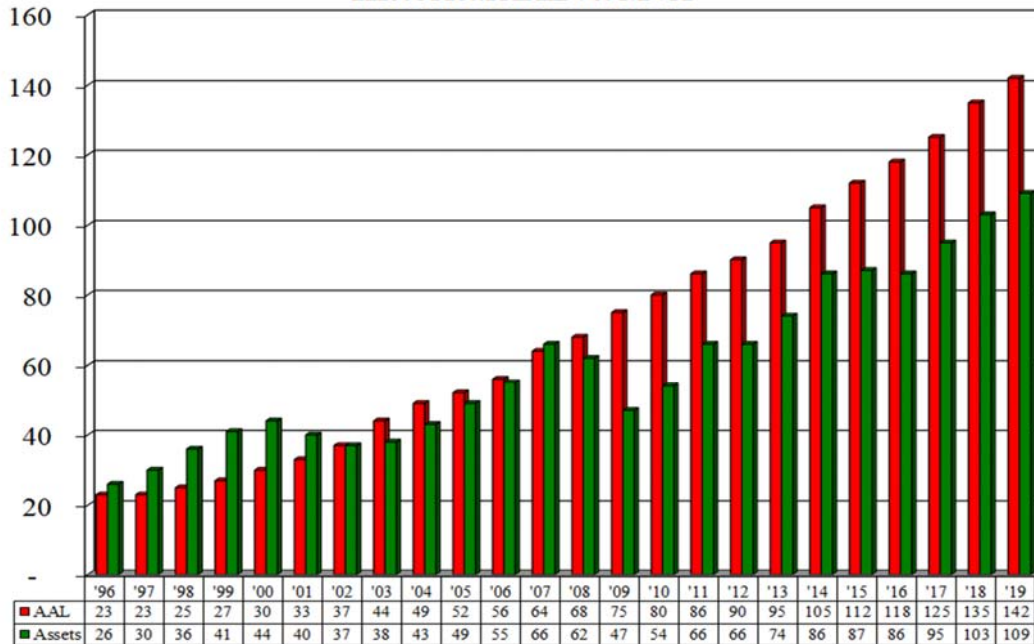
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## FUNDED STATUS (MILLIONS) - MISCELLANEOUS

### Historical AAL vs. MVA



6/30/18 & 6/30/19 funded status estimated



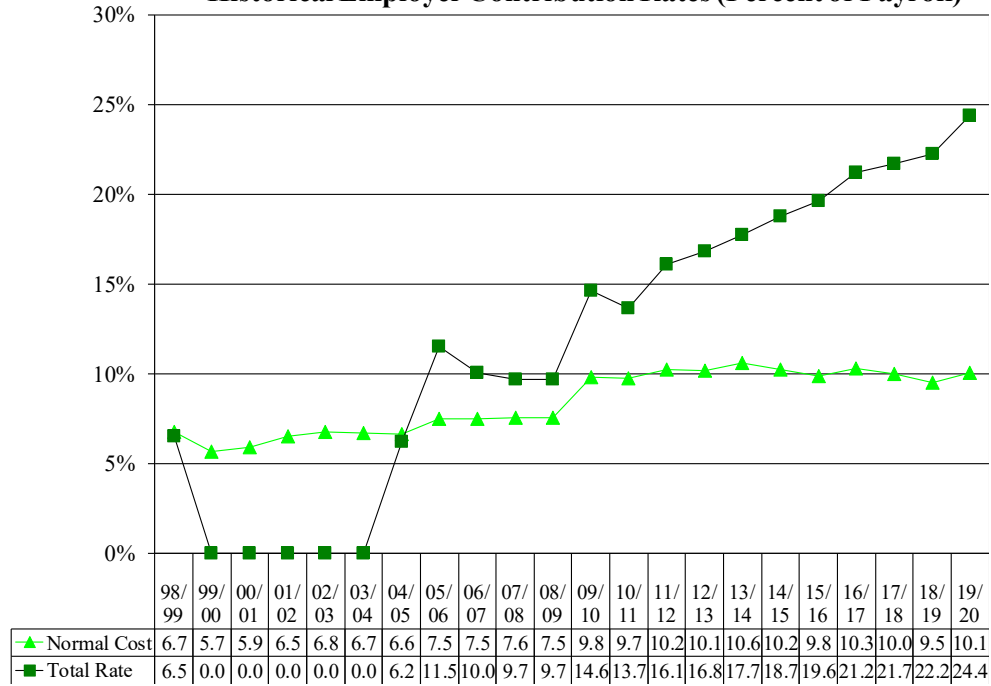
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## CONTRIBUTION RATES - MISCELLANEOUS

### Historical Employer Contribution Rates (Percent of Payroll)



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## CONTRIBUTION RATES - MISCELLANEOUS

	<b>6/30/16</b>	<b>6/30/17</b>
	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
■ Total Normal Cost	16.9%	17.4%
■ Employee Normal Cost	<u>7.4%</u>	<u>7.3%</u>
■ Employer Normal Cost	9.5%	10.1%
■ Amortization Payments	<u>12.7%</u>	<u>14.3%</u>
■ Total Employer Contribution Rate	22.2%	24.4%
■ 2018/19 Employer Contribution Rate		22.2%
● Payroll > Expected		(0.2%)
● Asset Method Change (5 <sup>th</sup> Year)		0.9%
● 6/30/14 Assumption Change (4 <sup>th</sup> Year)		0.7%
● 6/30/16 Discount Rate Change (2 <sup>nd</sup> Year)		0.2%
● 6/30/17 Discount Rate & Inflation (1 <sup>st</sup> Year)		0.9%
● Other (Gains)/Losses		<u>(0.3%)</u>
■ 2019/20 Employer Contribution Rate		24.4%



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## CONTRIBUTION PROJECTIONS - MISCELLANEOUS

- Market Value Investment Return:
  - June 30, 2018 8.6%<sup>2</sup>
  - Future returns based on stochastic analysis using 1,000 trials

<u>Single Year Returns at<sup>3</sup></u>	<u>25<sup>th</sup> Percentile</u>	<u>50<sup>th</sup> Percentile</u>	<u>75<sup>th</sup> Percentile</u>
Current Investment Mix	<b>0.1%</b>	<b>7.0%</b>	<b>14.8%</b>
Ultimate Investment Mix	<b>0.8%</b>	<b>6.0%</b>	<b>11.4%</b>

  - Assumes investment returns will, generally be 6.5% (as compared to 7.0%) over the next 10 years and higher beyond that.
- Assumption Changes – Discount Rate
  - Decrease to 7.0% by June 30, 2018 valuation
  - Additional Discount Rate decreases due to Risk Mitigation policy.
- No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements
- Different from CalPERS projection

<sup>2</sup> based July 2018 CalPERS press release

<sup>3</sup> N<sup>th</sup> percentile means N percentage of our trials result in returns lower than the indicated rates.



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## CONTRIBUTION PROJECTIONS - MISCELLANEOUS

- New hire assumptions:
  - 62.5% of 2018/19 new hires are PEPRAs members and 37.5% are Classic members
  - Percentage of PEPRAs member future hires to increase from 62.5% to 100% over 15 years
- Employee Cost Sharing:
  - Applies to Tier 1, Tier 2, and PEPRAs employees
  - SEIU: 50/50 share begins when the employer rate rises above 14.597%
  - AFSCME and unrepresented: 50/50 share begins when the employer rate rises above 15.85%
  - Payroll: 75% for SEIU and 25% for AFSCME

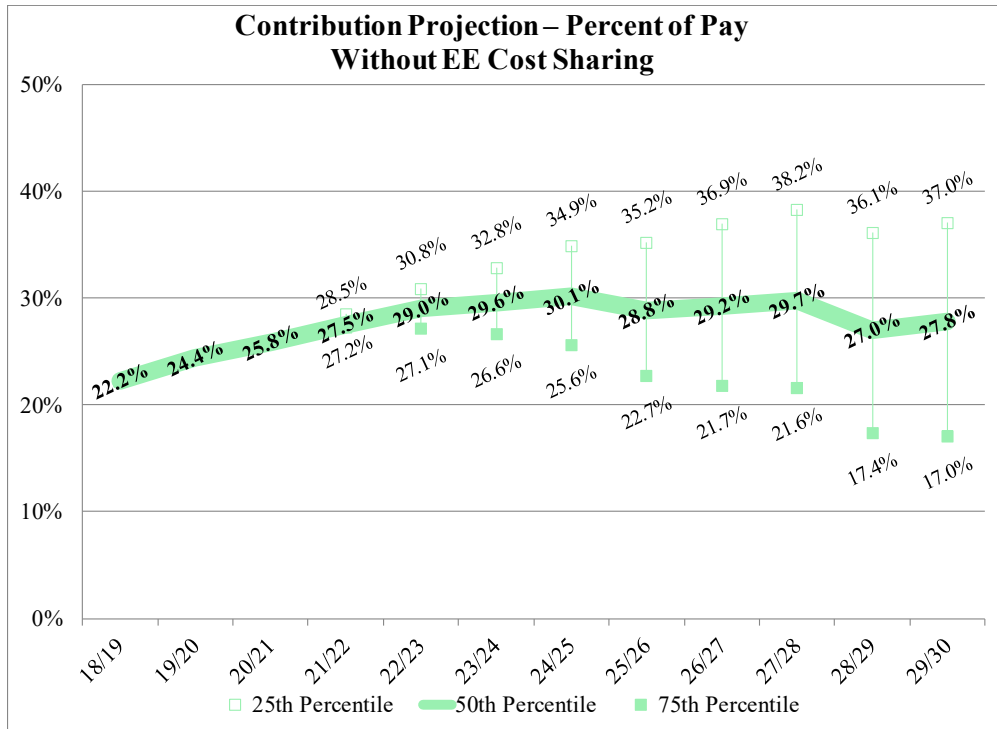


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## CONTRIBUTION PROJECTIONS - MISCELLANEOUS

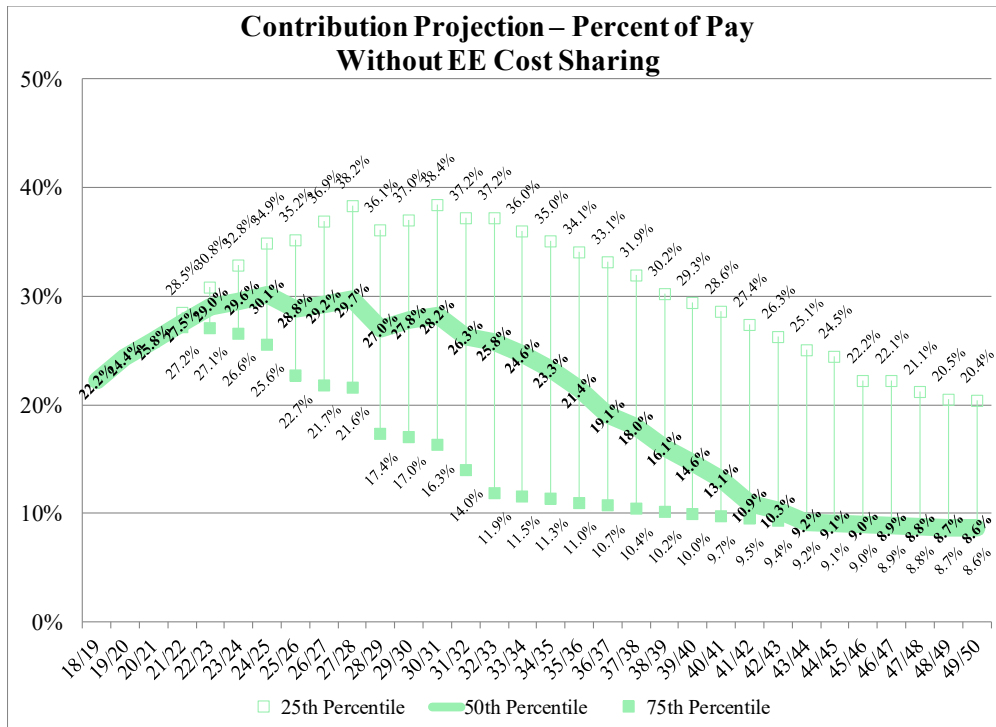


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## CONTRIBUTION PROJECTIONS - MISCELLANEOUS

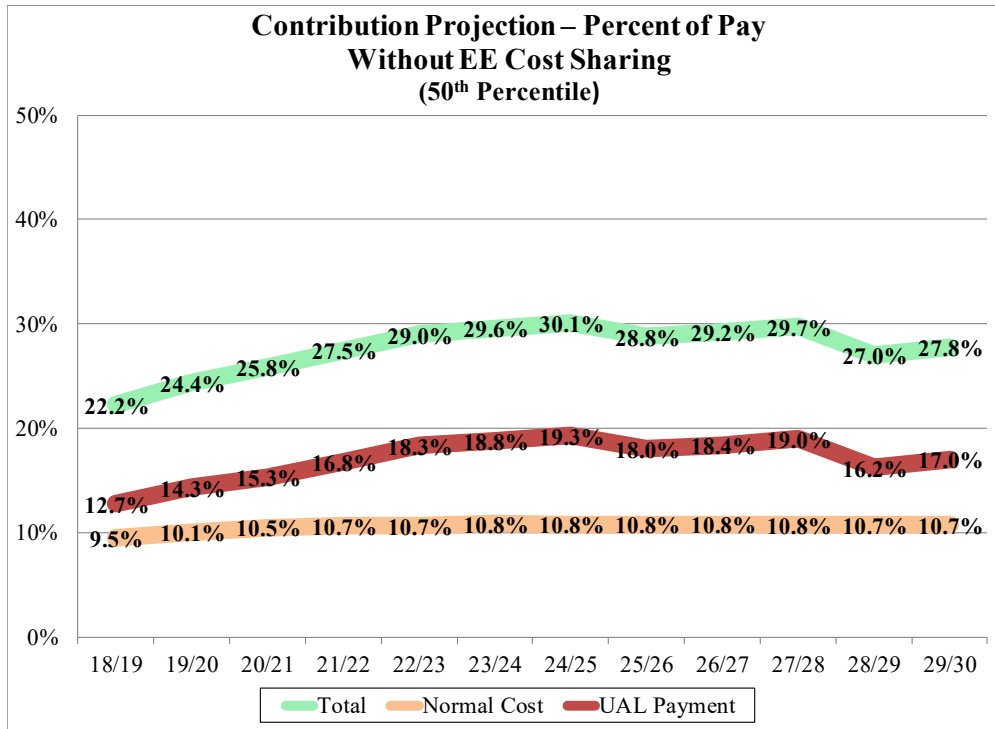


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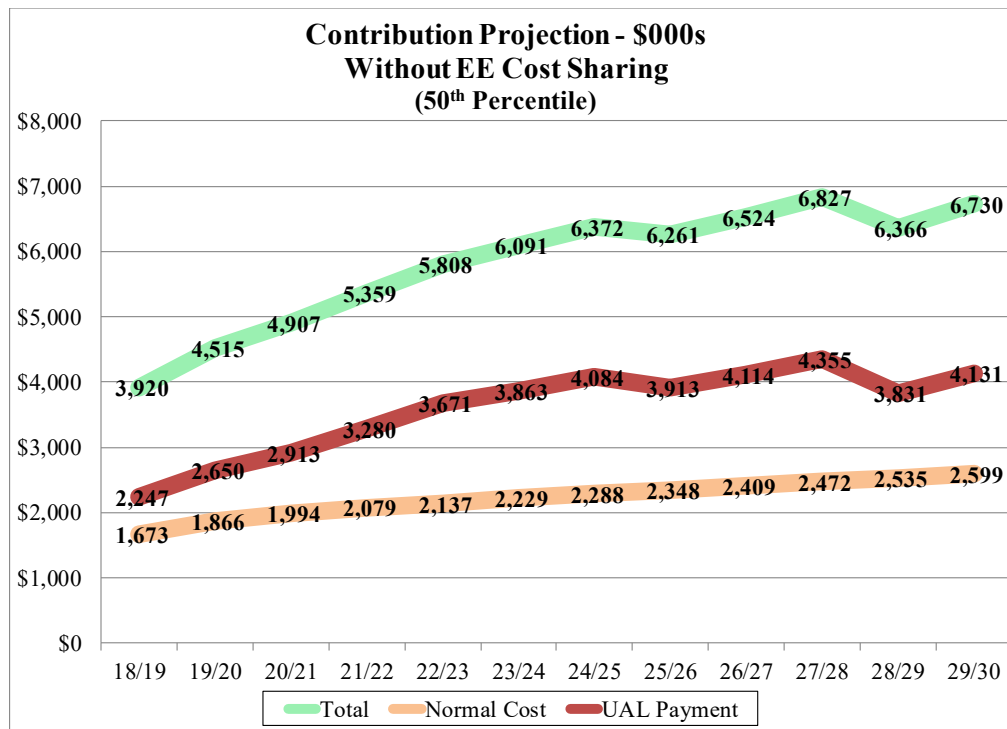
## CONTRIBUTION PROJECTIONS - MISCELLANEOUS



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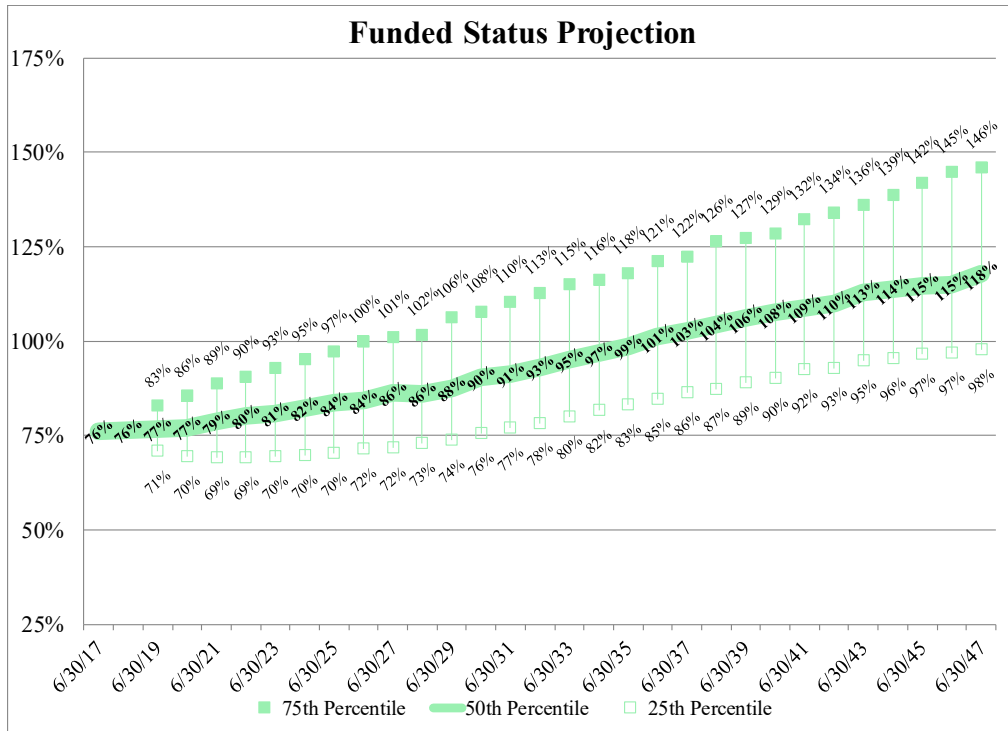
## CONTRIBUTION PROJECTIONS - MISCELLANEOUS



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**FUNDED STATUS - MISCELLANEOUS**



**FUNDED STATUS - MISCELLANEOUS**

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## SUMMARY OF DEMOGRAPHIC INFORMATION - SAFETY

	2011	2014	2016	2017
<b>Actives</b>				
■ Counts	45	45	44	43
■ Average PERSable Wages	\$ 149,100	\$ 144,900	\$ 149,600	\$ 155,400
■ Total Projected PERSable Wages	6,700,000	6,500,000	6,600,000	6,600,000
<b>Inactive Members</b>				
■ Counts				
• Transferred	28	25	22	22
• Separated	12	12	11	11
• Retired	93	103	110	116
■ Active / Retiree Ratio (City)	0.5	0.4	0.4	0.4
■ Active / Retiree Ratio (All CalPERS)	1.5	1.3	1.3	1.3

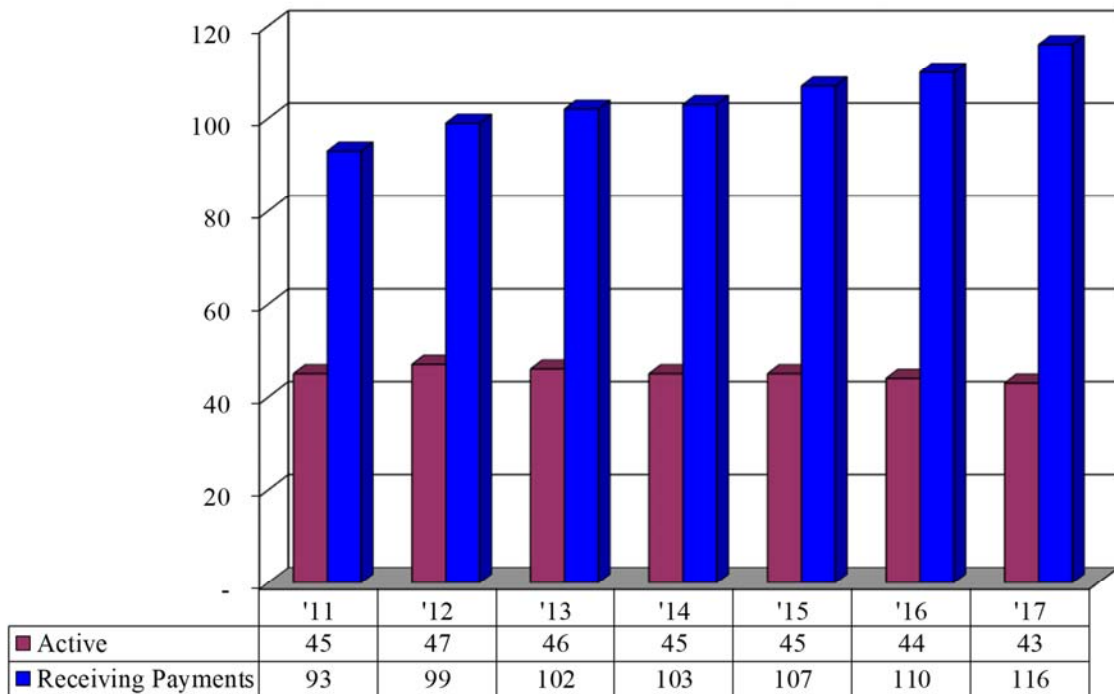


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## SUMMARY OF DEMOGRAPHIC INFORMATION - SAFETY



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**PLAN FUNDED STATUS - SAFETY**

	<b><u>June 30, 2016</u></b>	<b><u>June 30, 2017</u></b>
<b>Active AAL</b>	\$22,200,000	\$24,000,000
<b>Retiree AAL</b>	58,300,000	64,600,000
<b>Inactive AAL</b>	<u>5,100,000</u>	<u>5,300,000</u>
<b>Total AAL</b>	85,600,000	93,900,000
<b>Assets</b>	<u>61,400,000</u>	<u>69,300,000</u>
<b>Unfunded Liability</b>	24,200,000	24,600,000
<b>Funded Ratio</b>	71.7%	73.8%

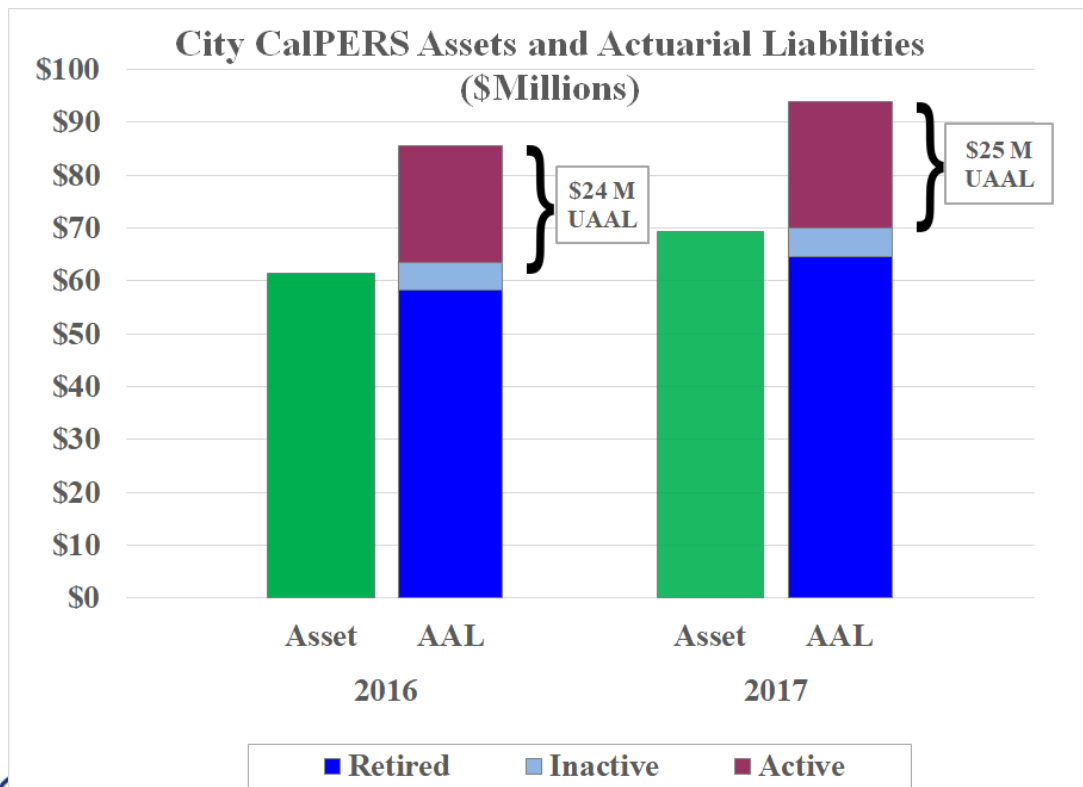


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**PLAN FUNDED STATUS - SAFETY**



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## PLAN FUNDED STATUS - SAFETY

### Discount Rate Sensitivity

June 30, 2017

	Discount Rate		
	<u>7.25%</u>	<u>7.00%</u>	<u>6.00%</u>
<b>AAL</b>	\$93,900,000	\$96,600,000	\$109,800,000
<b>Assets</b>	<u>69,300,000</u>	<u>69,300,000</u>	<u>69,300,000</u>
<b>Unfunded Liability</b>	24,600,000	27,300,000	40,500,000
<b>Funded Ratio</b>	73.8%	71.7%	63.1%

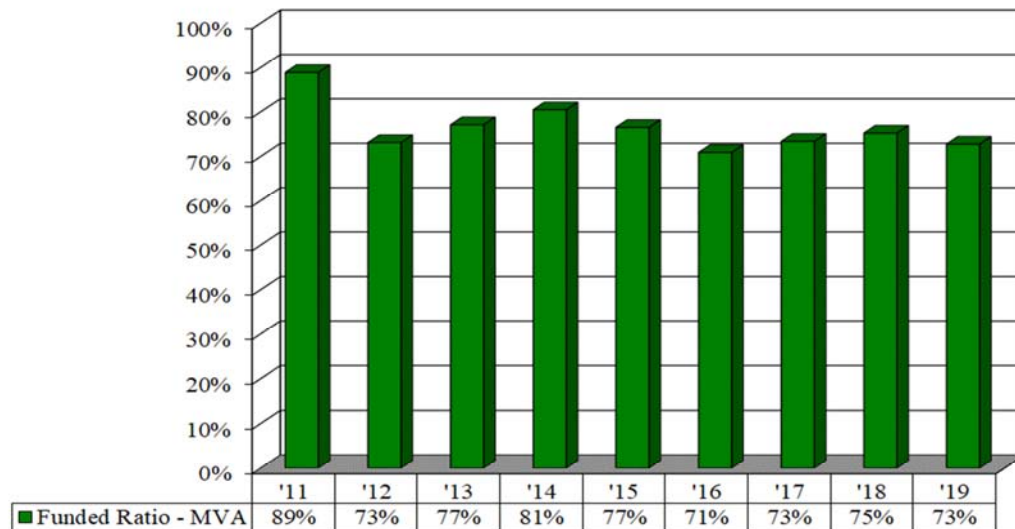


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## FUNDED RATIO - SAFETY



6/30/18 & 6/30/19 funded status estimated

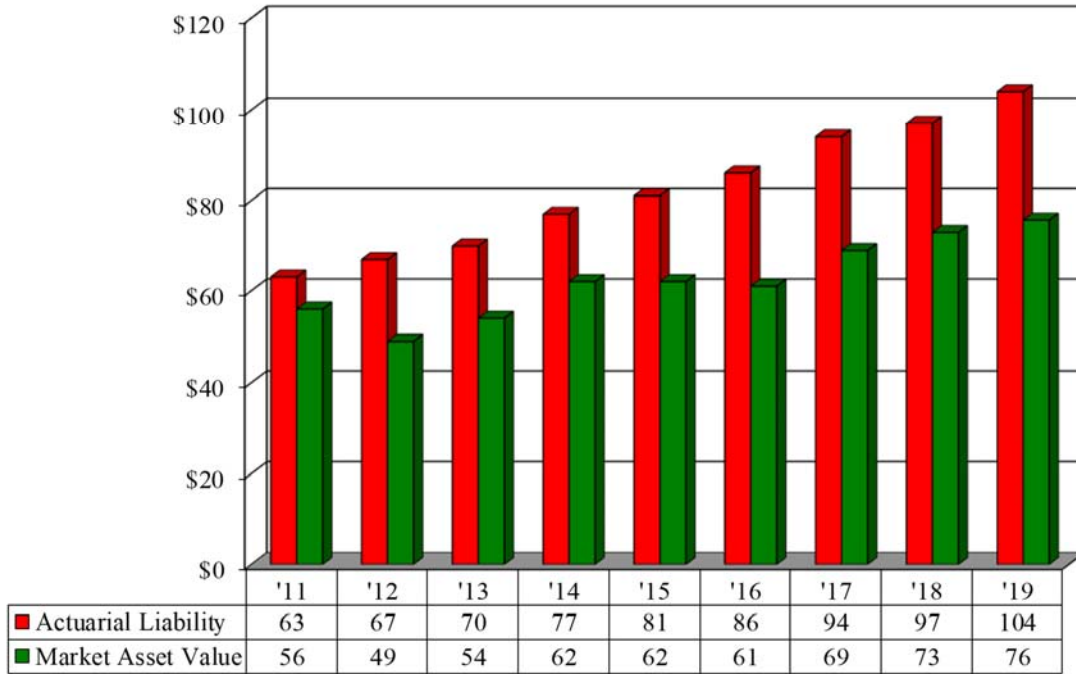


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## FUNDED STATUS (MILLIONS) - SAFETY



6/30/18 & 6/30/19 funded status estimated

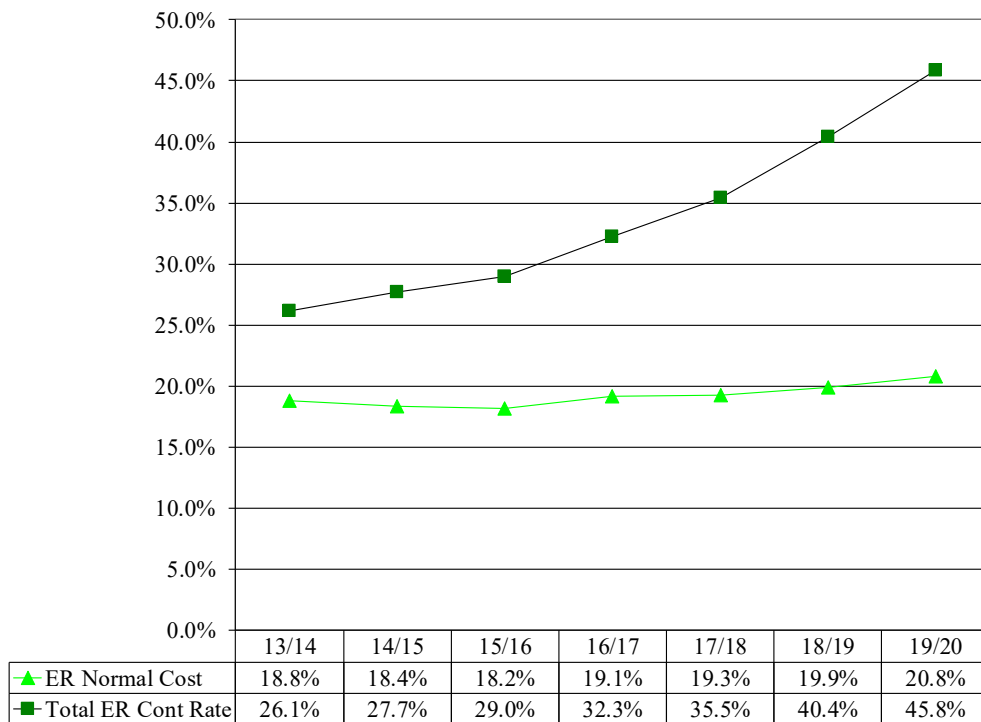


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## CONTRIBUTION RATES - SAFETY



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## CONTRIBUTION RATES - SAFETY

	<b>6/30/17 Valuation</b>			
	<b>2019/2020 Contribution Rates</b>			
	<b><u>Total<sup>4</sup></u></b>	<b><u>Tier 1</u></b>	<b><u>Tier 1</u></b>	<b><u>PEPRA</u></b>
		<b>3%<u>@50</u></b>	<b>3%<u>@55</u></b>	<b>2.7%<u>@57</u></b>
■ Base Total Normal Cost	29.1%	29.7%	27.9%	25.0%
■ Class 1 Benefits				
● Final Average Comp (1-Year)	<u>1.0%</u>	<u>1.2%</u>	-	-
■ Total Normal Cost	30.1%	30.9%	27.9%	25.0%
■ Formula's Expected EE Contr. Rate	<u>9.3%</u>	<u>9.0%</u>	<u>9.0%</u>	<u>12.0%</u>
■ ER Normal Cost	20.8%	21.9%	18.9%	13.0%
■ Amortization Bases	25.0%	29.0%	-	0.7%
■ Amortization of Side Fund	-	-	-	-
■ <b>Total ER Contribution</b>	<b>45.8%</b>	<b>50.9%</b>	<b>18.9%</b>	<b>13.7%</b>
■ Employee counts	43	35	1	7
■ Employee payroll (in 000's)	6,681	5,745	146	790
■ <b>Total ER Contribution \$ (in 000's)</b>	<b>\$ 3,061</b>			

<sup>4</sup> Weighting of total contribution based on projected classic and PEPRA payrolls



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## CONTRIBUTION RATES - SAFETY

	<b><u>6/30/16</u></b>	<b><u>6/30/17</u></b>
	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
■ Total Normal Cost	29.1%	30.2%
■ Employee Normal Cost	<u>9.2%</u>	<u>9.3%</u>
■ Employer Normal Cost	19.9%	20.8%
■ Amortization Payments	<u>20.5%</u>	<u>25.0%</u>
■ Total Employer Contribution Rate	40.4%	45.8%
■ 2018/19 Employer Contribution Rate		40.4%
● Payroll < Expected		0.3%
● Asset Method Change (5 <sup>th</sup> Year)		2.0%
● 6/30/14 Assumption Change (4 <sup>th</sup> Year)		1.3%
● 6/30/16 Discount Rate Change (2 <sup>nd</sup> Year)		0.5%
● 6/30/17 Discount Rate & Inflation (1 <sup>st</sup> Year)		1.5%
● Other (Gains)/Losses		<u>(0.2%)</u>
■ 2019/20 Employer Contribution Rate		45.8%



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## CONTRIBUTION PROJECTIONS - SAFETY

- Market Value Investment Return:
  - June 30, 2018 8.6%<sup>5</sup>
  - Future returns based on stochastic analysis using 1,000 trials

<u>Single Year Returns at<sup>6</sup></u>	<u>25<sup>th</sup> Percentile</u>	<u>50<sup>th</sup> Percentile</u>	<u>75<sup>th</sup> Percentile</u>
Current Investment Mix	<b>0.1%</b>	<b>7.0%</b>	<b>14.8%</b>
Ultimate Investment Mix	<b>0.8%</b>	<b>6.0%</b>	<b>11.4%</b>

  - Assumes investment returns will, generally be 6.5% (as compared to 7.0%) over the next 10 years and higher beyond that.
- Assumption Changes – Discount Rate
  - Decrease to 7.0% by June 30, 2018 valuation
  - Additional Discount Rate decreases due to Risk Mitigation policy.
- No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements
- Different from CalPERS projection

<sup>5</sup> based July 2018 CalPERS press release

<sup>6</sup> N<sup>th</sup> percentile means N percentage of our trials result in returns lower than the indicated rates.



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## CONTRIBUTION PROJECTIONS - SAFETY

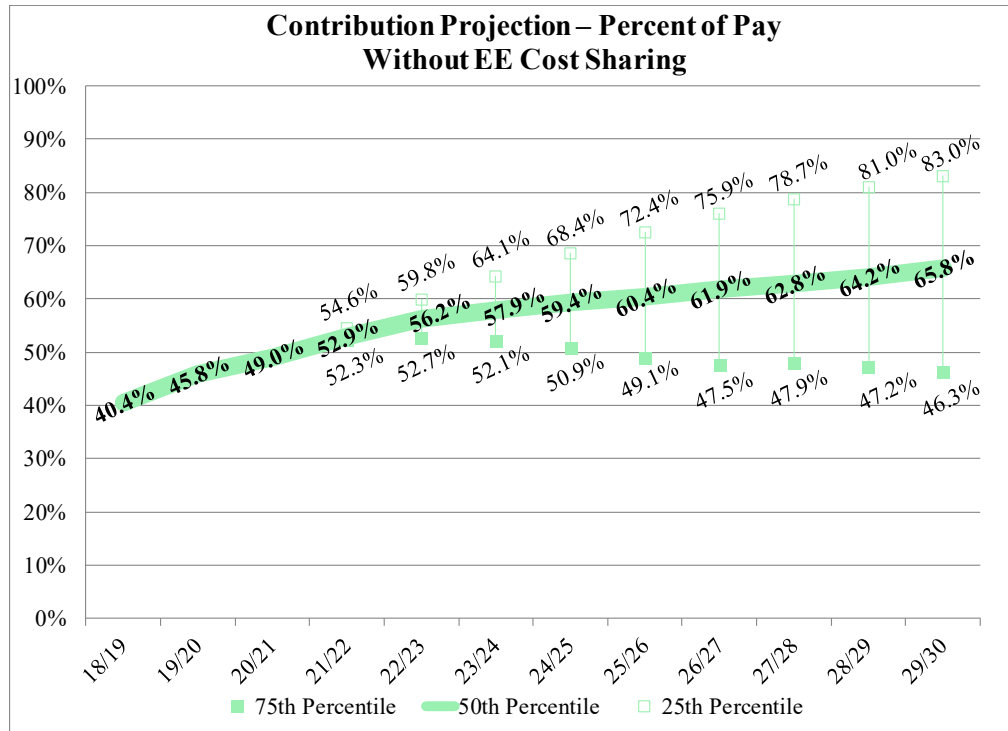
- New hire assumptions:
  - 75.0% of 2018/19 new hires are PEPRAs and 25.0% are Classic members
  - Percentage of PEPRAs member future hires to increase from 75.0% to 100% over 5 years
- Employee Cost Sharing:
  - Safety Classic Tier 1 and Tier 2 employees pay 9% member rate plus an additional 3% , for total member contribution of 12%
  - PEPRAs employees pay 12% plus ½ of the excess, if any, of the City rate over 12%.



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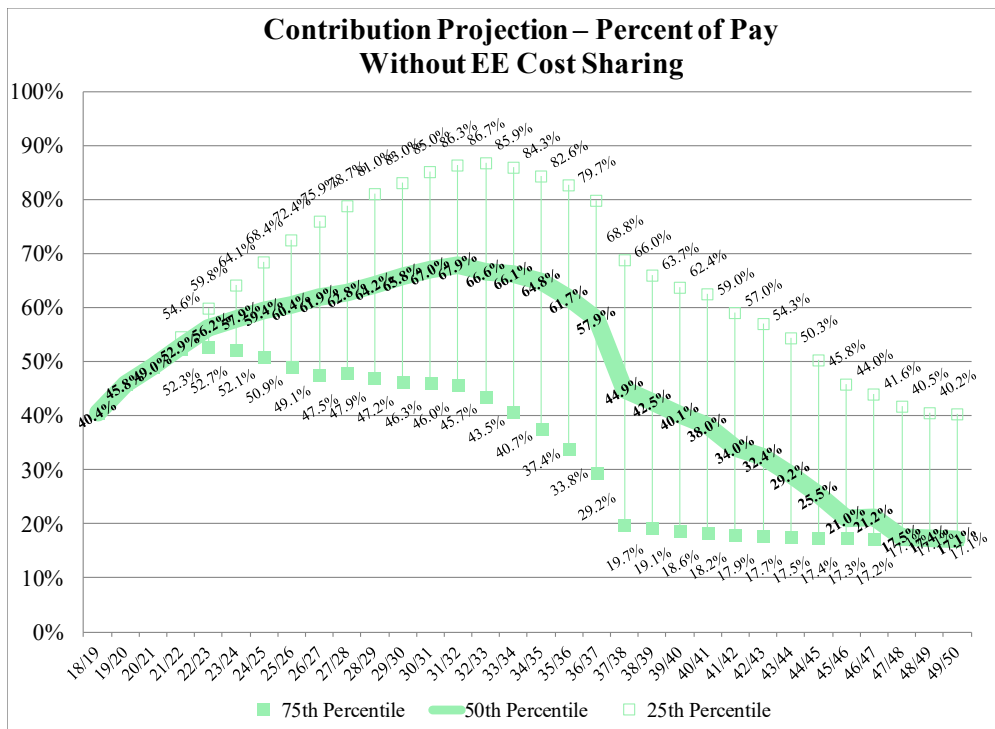
## CONTRIBUTION PROJECTIONS - SAFETY



November 13, 2018



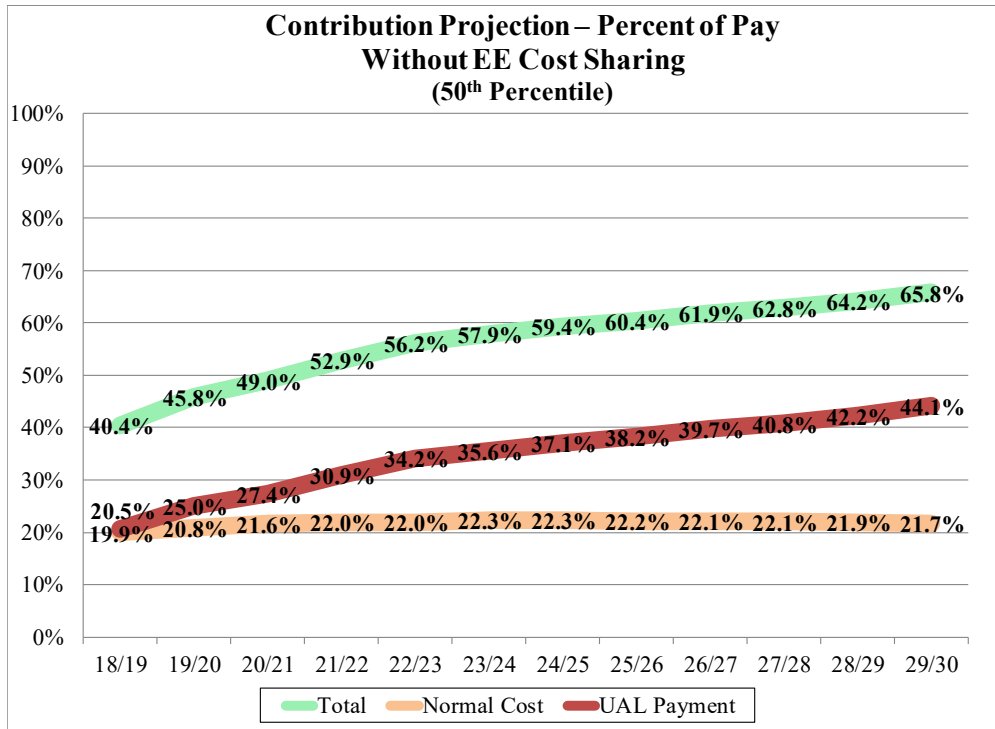
## CONTRIBUTION PROJECTIONS - SAFETY



November 13, 2018



## CONTRIBUTION PROJECTIONS - SAFETY

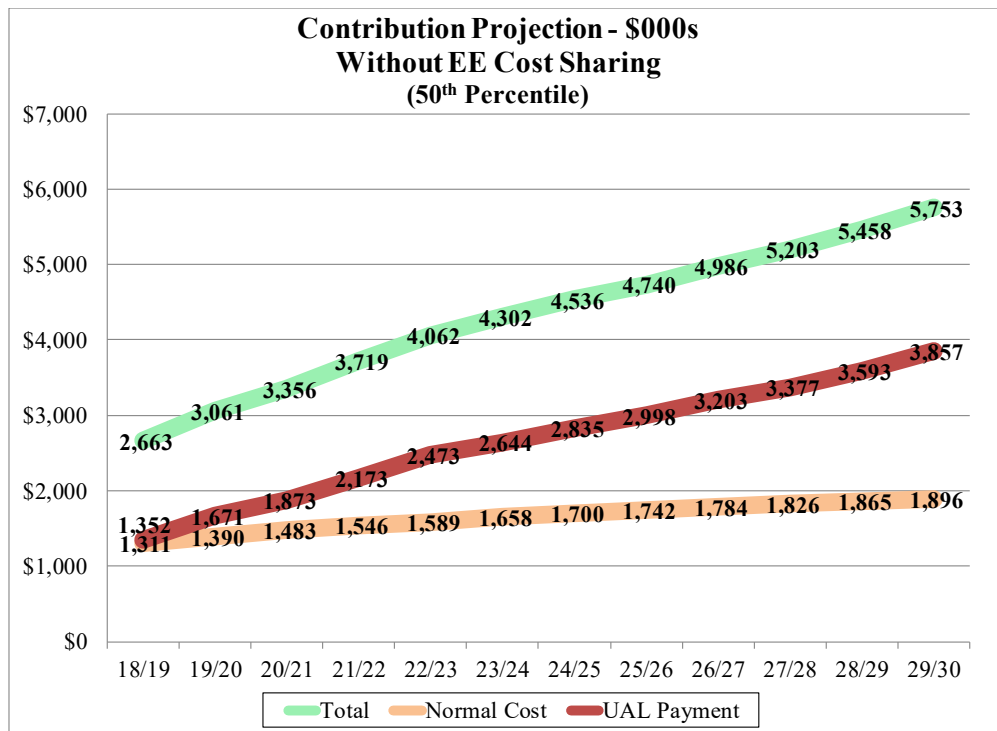


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## CONTRIBUTION PROJECTIONS - SAFETY

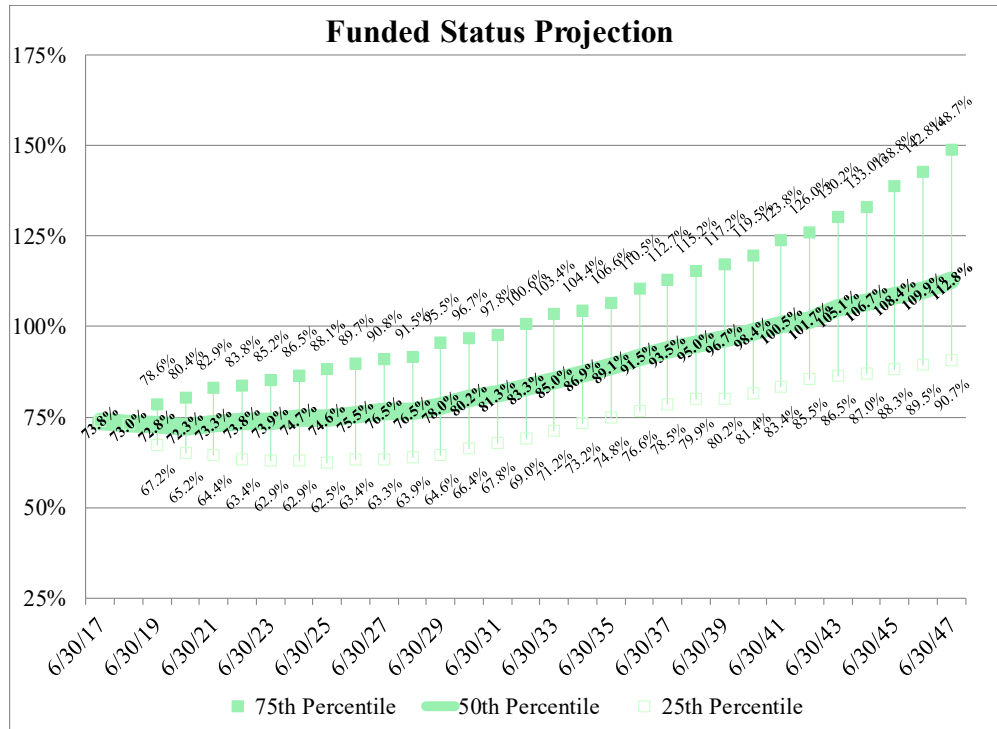


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## FUNDED STATUS - SAFETY



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## COMBINED MISCELLANEOUS AND SAFETY

### Funded Status Summary on June 30, 2017 (Amounts in \$Millions)

	Miscellaneous	Safety	Total
■ <b>AAL</b>	\$ 125	\$ 94	\$ 219
■ <b>Assets</b>	<u>95</u>	<u>69</u>	<u>164</u>
■ <b>Unfunded AAL</b>	30	25	55
■ <b>Funded Ratio</b>	76.0%	73.4%	74.9%



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## LEAVING CALPERS

- Participation in CalPERS is governed by State law and CalPERS rules
- The following are considered “withdrawing” from CalPERS:
  - Exclude new hires from CalPERS & giving them a different pension
  - Stop accruing benefits for current employees
- “Withdrawal” from CalPERS:
  - Treated as plan termination
  - Liability increased for conservative investments
  - Liability increased for future demographic fluctuations
  - Liability must be funded immediately by withdrawing agency
  - Otherwise, retiree benefits are cut



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## LEAVING CALPERS

### CalPERS Termination Estimates on June 30, 2017 (Amounts in Millions)

Discount Rate	Ongoing Plan	Termination Basis	
	7.25%	1.75%	3.00%
<b>Miscellaneous</b>			
AAL	\$ 125	\$ 237	\$ 210
Assets	<u>95</u>	<u>95</u>	<u>95</u>
UAAL	30	142	115
<b>Safety</b>			
AAL	\$ 94	\$ 186	\$ 165
Assets	<u>69</u>	<u>69</u>	<u>69</u>
UAAL	25	117	96
<b>Total</b>			
UAAL	\$ 55	\$ 259	\$ 211
Funded Ratio	74.9%	38.8%	43.7%



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## PAYING DOWN THE UNFUNDED LIABILITY & RATE STABILIZATION

- Where do you get the money from?
- How do you use the money?



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## WHERE DO YOU GET THE MONEY FROM?

- POB:
  - Usually thought of as interest arbitrage between expected earnings and rate paid on POB
  - No guaranteed savings
  - PEPRA prevents contributions from dropping below normal cost
    - Savings offset when investment return is good
  - GFOA Advisory
- Borrow from General Fund similar to State
- One time payments
  - Council resolution to use a portion of one time money, e.g.
    - 1/3 to one time projects
    - 1/3 to replenish reserves and
    - 1/3 to pay down unfunded liability



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## HOW DO YOU USE THE MONEY?

- Internal Service Fund
  - Typically used for rate stabilization
  - Restricted investments:
    - Likely low (0.5%-1.0%) investment returns
    - Short term/high quality, designed for preservation of principal
  - Assets can be used by Council for other purposes
  - Does not reduce Unfunded Liability



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## HOW DO YOU USE THE MONEY?

- Make payments directly to CalPERS:
  - Likely best long-term investment return
  - Must be considered an irrevocable decision
    - Extra payments cannot be used as future “credit”
    - PEPRA prevents contributions from dropping below normal cost
  - Option #1: Request shorter amortization period (Fresh Start):
    - Higher short term payments
    - Less interest and lower long term payments
    - Likely cannot revert to old amortization schedule
      - Savings offset when investment return is good (PEPRA)



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## HOW DO YOU USE THE MONEY?

- Make payments directly to CalPERS (continued):
  - Option #2: Target specific amortization bases:
    - Extra contribution's impact muted by reduced future contributions
      - CalPERS can't track the "would have been" contribution
    - No guaranteed savings
      - Larger asset pool means larger loss (or gain) opportunity
    - Paying off shorter amortization bases: larger contribution savings over shorter period:
      - e.g. 10 year base reduces contribution 12.3¢ for \$1
      - Less interest savings vs paying off longer amortization bases
    - Paying off longer amortization bases: smaller contribution savings over longer period:
      - e.g. 25 year base reduces contribution 6.5¢ for \$1
      - More interest savings vs paying off shorter amortization bases



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## HOW DO YOU USE THE MONEY?

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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Can only be used to:
  - Reimburse City for CalPERS contributions
  - Make payments directly to CalPERS
- Investments significantly less restricted than City investment funds
  - Fiduciary rules govern Trust investments
  - Usually, designed for long term returns
- Assets don't count for GASB accounting
  - Are considered Employer assets
- Over 100 trusts established, mostly since 2015
  - Trust providers: PARS, PFM, Keenan
  - California Employers' Pension Prefunding Trust (CEPPT) is coming



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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- More flexibility than paying CalPERS directly
  - City decides if and when and how much money to put into Trust
  - City decides if and when and how much to withdraw to pay CalPERS or reimburse Agency
- Funding strategies typically focus on
  - Reducing the unfunded liability
    - Fund enough to make total CalPERS UAAL = 0
    - Make PEPRAs required payments from Trust when overfunded
  - Stabilizing contribution rates
    - Mitigate expected contribution rates to better manage budget
  - Combination
    - Use funds for rate stabilization/budget predictability
    - Target increasing fund balance to pay off UAAL sooner



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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- Consider:
  - How much can you put into Trust?
    - Initial seed money?
    - Additional amounts in future years?
  - When do you take money out?
    - Target budget rate?
    - Year target budget rate kicks in?
      - Before or after CalPERS rate exceeds budgeted rate?



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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

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**IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST**

**Direct Payment to CalPERS**

- Following example illustrates additional contribution of \$1 million to CalPERS on June 30, 2019:
- Miscellaneous
  - Long Base: 2016 Gain/Loss
  - Short Base: 2003 Assumption Change
- Safety
  - Long Base: 2017 Non-Asset Gain/Loss and 2016 Asset Gain/Loss
  - Short Base: 2017 Fresh Start and 2014 Assumption Change
- Estimated Savings

	<b>Miscellaneous</b>	<b>Safety</b>
<b>Short Base</b>	<b>\$1 million</b>	<b>\$1 million</b>
\$ Savings (000's)	\$225	\$660
PV Savings @ 3% (000's)	120	317
<b>Long Base</b>	<b>\$1 million</b>	<b>\$1 million</b>
\$ Savings (000's)	\$1,549	\$1,560
PV Savings @ 3% (000's)	642	646



**IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST**

**Payment to 115 Trust**

	<b>Miscellaneous</b>	<b>Safety</b>
<b>Trust Contributions</b>	<b>\$1 million</b>	<b>\$1 million</b>
<b>Trust Earnings</b>	<b>5%</b>	<b>5%</b>
<b>Trust Target</b>		
- Target Rate	21.2%	61.9%
- 1st Year	2022/23	2028/29
- Last Year	2030/31 <sup>7</sup>	2034/35
\$ Savings (000's)	\$409	\$896
PV Savings @ 3% (000's)	170	315

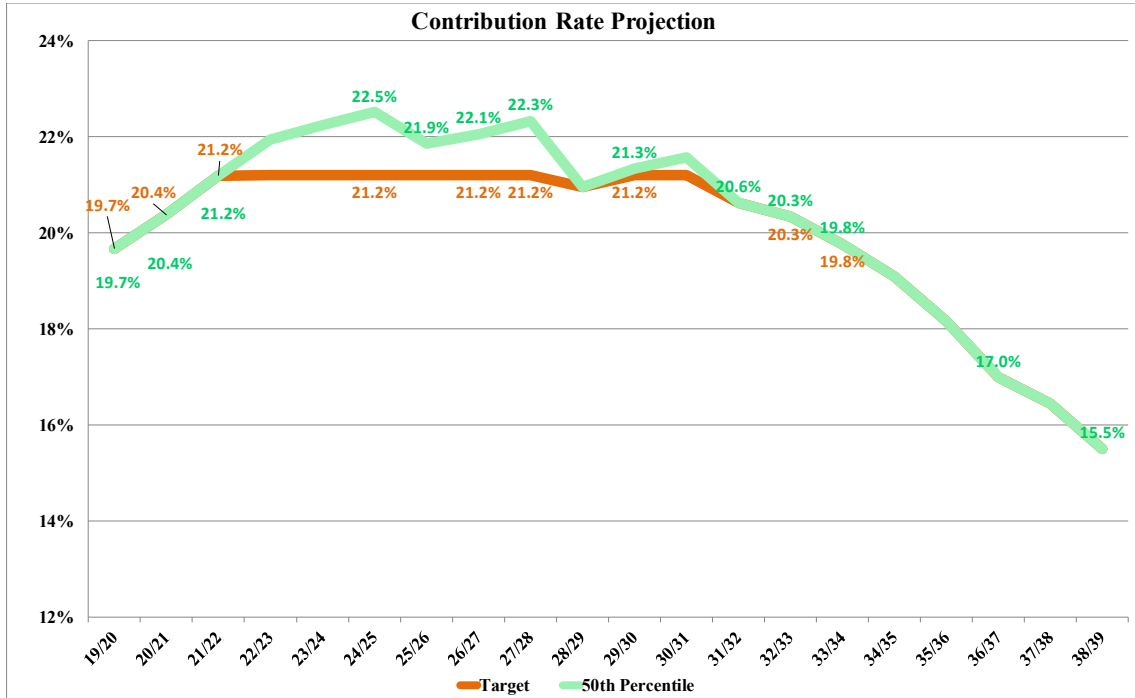
<sup>7</sup> Except 2028/29 where the contribution rate is projected lower than the target rates.



## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

### Miscellaneous

#### Contribution Rate Projection



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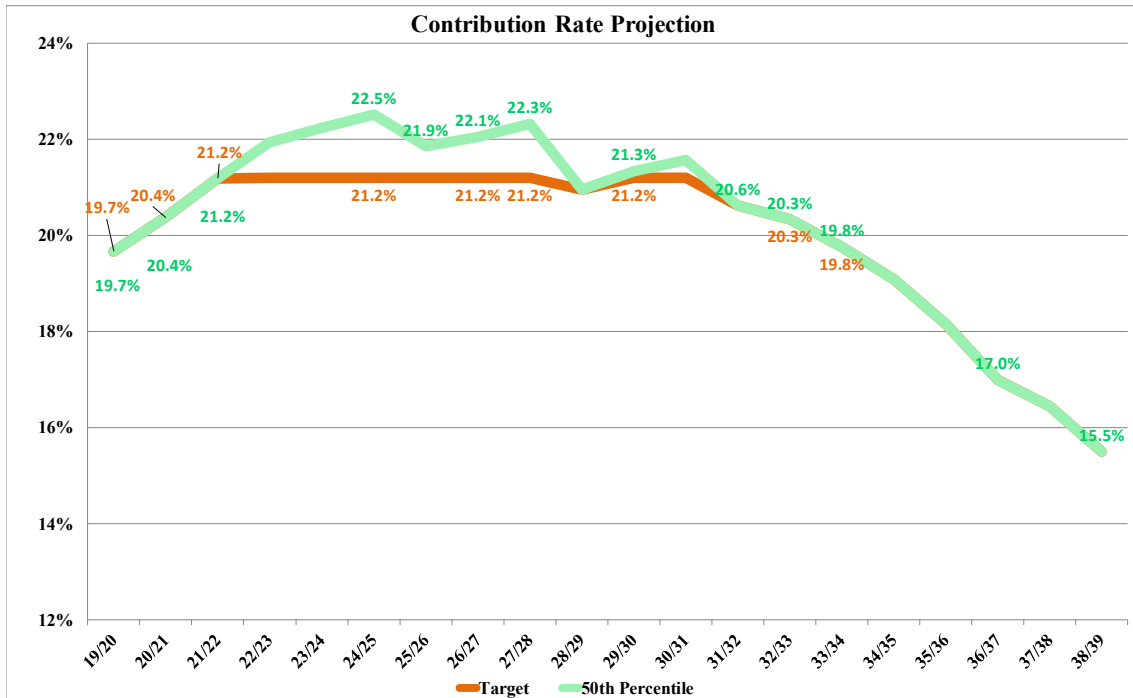
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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

### Miscellaneous

#### Contribution Rate Projection



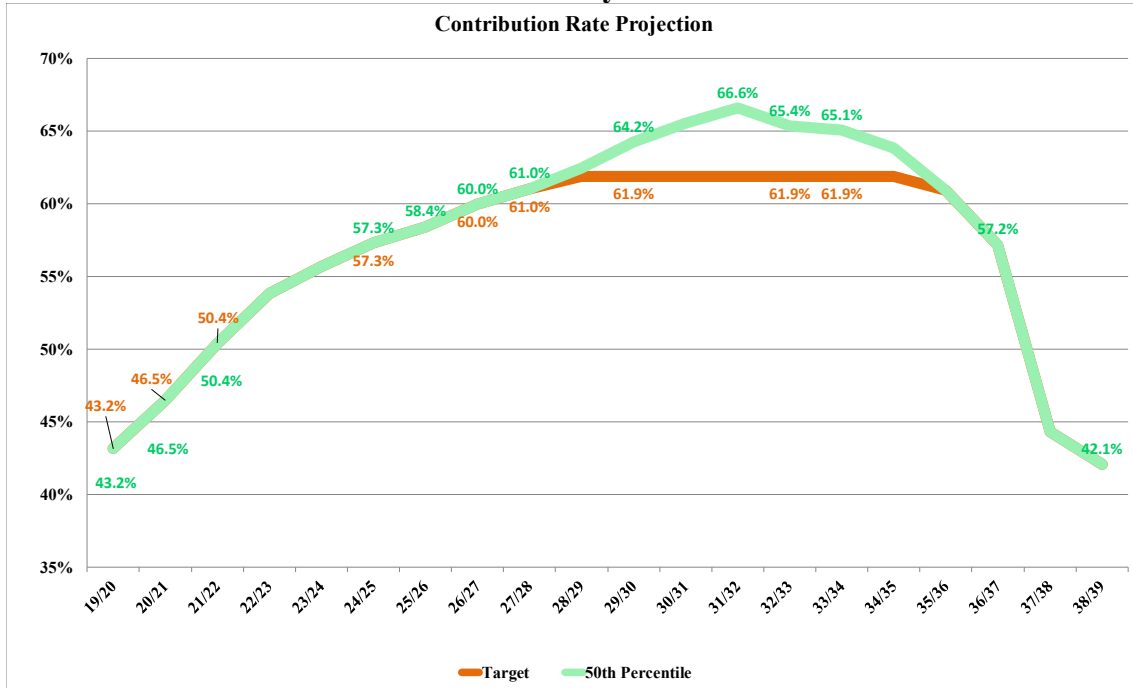
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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

### Safety



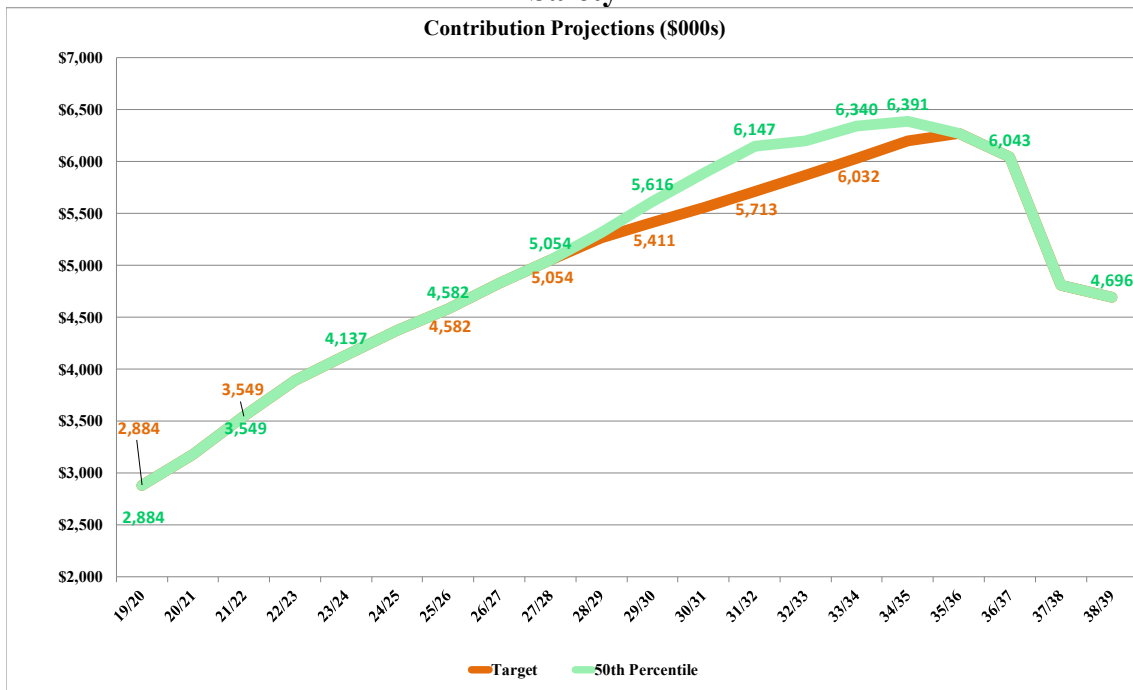
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## IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

### Safety



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**SPECIAL AND REGULAR MEETING MINUTES - DRAFT**

**Date:** 10/23/2018  
**Time:** 5:30 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**Councilmember Catherine Carlton participated by phone from:**  
**ITC Gardenia**  
**No. 1 Residency Road,**  
**Bengaluru - 560 025,**  
**Karnataka, India**

**7:00 p.m. Regular Session**

**A. Call to Order**

Mayor Ohtaki called the meeting to order at 7:09 p.m.

**B. Roll Call**

Present: Carlton, Cline, Keith, Mueller, Ohtaki

Absent: None

Staff: City Manager Alex D. McIntyre, City Attorney Bill McClure, City Clerk Judi A. Herren

**C. Pledge of Allegiance**

Mayor Ohtaki led the Pledge of Allegiance.

**D. Presentations and Proclamations**

**D1. Proclamation: National Bullying Prevention Month (Attachment)**

Mayor Ohtaki read the proclamation and presented it to Program Assistant Mayra Lombera.

**D2. Proclamation: Recognizing Alex McIntyre (Attachment)**

Mayor Ohtaki read the proclamation and presented it to City Manager Alex McIntyre.

**D3. Dumbarton corridor update: SamTrans**

SamTrans Deputy General Manager Carter Mau made the presentation.

The City Council commented that public outreach along the corridor and to all jurisdictions impacted is important.

- Adina Levin spoke in support of the Dumbarton rail and suggested the formation of a subcommittee.

## **E. Report from Closed Session**

- E1. Report on action taken in Closed Session, if required, pursuant to Government Code §54957.1

Mayor Ohtaki advised that the City Council met in closed session and confirmed a special meeting would be called to appoint an Interim City Manager.

## **F. Public Comment**

- Bo Crane invited the City Council to the 100<sup>th</sup> anniversary of the end of World War I on November 11 at Fremont park.
- Curt Conroy spoke against the Housing Commissions proposed tenant relocation program.
- Pamela Jones spoke about the upcoming election on November 6.
- Diane Bailey spoke in support of the electronic vehicle charging ordinance and advised City Council to consider setting a new climate target for 2025.
- Bill Baron commented that the 72-hour agenda posting Brown Act requirement is not adequate and requested clarification on the next Transportation Master Plan Oversight and Outreach Committee meeting.
- Katie Behroozi suggested that the City Council consider alternate modes of transportations, such as electric bicycles.

## **G. Commission Report**

- G1. Environmental Quality Commission quarterly update

Environmental Quality Commission Chair Scott Marshall made the presentation.

## **H. Consent Calendar**

- H1. Accept the City Council meeting minutes for October 9, 2018
- H2. Adopt Resolution No. 6461 authorizing the annual destruction of obsolete records (Staff Report #18-194-CC)
- H3. Authorize the City Manager to execute an extension to the existing agreement between the City of Menlo Park and Redflex Traffic Systems, Inc. for its photo red light enforcement program (Staff Report #18-192-CC)
- H4. Adopt Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority (Staff Report #18-191-CC)
- H5. Second reading and adoption of Ordinance No. 1049 amending Title 12, building and construction, Ordinance No. 1050 amending Title 16, zoning and Ordinance No. 1051 adding Chapter 12.24 to the Municipal Code related to the permit process for electric vehicle charging stations (Staff Report #18-193-CC)

Mayor Ohtaki received clarification that the wiring is adequate for future changes.

- H6. Approve the release of a Notice of Funding Availability (NOFA) to developers of affordable housing (Staff Report #18-198-CC)

**ACTION:** Motion and second (Cline/Ohtaki) to approve the consent calendar with exception to items H3 and H4, passed unanimously.

H3. Authorize the City Manager to execute an extension to the existing agreement between the City of Menlo Park and Redflex Traffic Systems, Inc. for its photo red light enforcement program (Staff Report #18-192-CC)

- Cherie Zaslawaky spoke against an agreement with Redflex Traffic Systems, Inc.
- Jen Wolosin spoke in favor of a photo red light enforcement program.
- Adina Levin spoke in favor of a photo red light enforcement program.

The City Council requested this item go out to bid through the use of a request for proposals (RFP). Staff informed the City Council that a six-month extension would need to be granted to allow for time for a RFP.

**ACTION:** Motion and second (Cline/Carlton) to approve item H3, extending the contract with for six months and include a RFP, passed unanimously.

H4. Adopt Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority (Staff Report #18-191-CC)

- Bill Baron spoke against the change in approval authority and requested more public discussion.

City Attorney Bill McClure clarified the ordinance changes. The City Council discussed updating the ordinance to allow the approval of design authority for projects under \$66,000.

**ACTION:** Motion and second (Keith/Cline/) to approve item H4 modifying the language to delegate the final design review authority to the City Manager for projects the City Council has delegated a design approval to the City Manager and for projects that are within the City Manager's discretionary spending authority language, passed unanimously.

## I. Public Hearing

I1. Consider an appeal of the Planning Commission approval of architectural control for a new mixed-use office and residential building at 840 Menlo Avenue, and consider modifications to the long-term plan for receiving operations at Draeger's Market at 1010 University Drive (Staff Report #18-196-CC)

Associate Planner Kaitie Meador and Senior Transportation Engineer Kristiann Choy made the presentation.

The applicant made a presentation.

The appellant made a presentation.

Both applicant and appellant were given an opportunity for rebuttal.

Mayor Ohtaki opened the public hearing.

- Adina Levin reported on the recommendation provided by the Complete Streets Commission and explained it was slightly different from the option presented regarding the Oak Lane bicycle lane project because that project was not a loading zone.
- Cherie Zaslawaky spoke in support of a loading zone.
- Jen Wolosin spoke in support of the Evelyn Street loading zone option.
- Katie Behroozi spoke in support of the Evelyn Street loading zone option.

Mayor Ohtaki closed the public hearing by acclamation.

The City Council received clarification and provided feedback regarding the options presented by staff.

**ACTION:** Motion and second (Mueller/Keith) to proceed with option D, loading zone on the north side of Evelyn Street, passed 4-1 (Cline dissenting).

**ACTION:** Motion and second (Ohtaki/Mueller) to approve Resolution No. 6462, authorizing the installation of a loading zone on the north side of Evelyn Street across from 840 Menlo Avenue and approving amendments to the long-term plan for loading operations for Draeger's Market, as presented in the staff report, with modifications to Resolution No. 6462 (Attachment B) and amended approved elements of and final conditions for a long-term plan for receiving operations at Draeger's Supermarket (Attachment C), as follows: loading zone hours at Parking Plaza 4, seven days a week from 9 p.m. – 10 a.m., and limiting loading zone hours at the Evelyn Street loading zone, Monday – Friday from 7 a.m. – 2 p.m., and providing that loading operations shall not "unreasonably" block or prevent pedestrian use of the sidewalk, passed unanimously.

**ACTION:** Motion and second (Mueller/Keith) to deny appeal and approve the project on the conditions set forth in Attachment A with the deletion of condition 4F because it is no longer applicable, passed unanimously.

## **J. Regular Business**

- J1. Provide direction on the selection of a firm to lead the recruitment process of a new permanent city manager and authorize the City Manager to execute a professional services agreement with the selected firm (Staff Report #18-197-CC)

Mayor Ohtaki and Mayor Pro Tem Mueller recapped meeting with the three firms and commented all three were in the same price range. There was also discussion relating to the steps to hire a permanent City Manager.

**ACTION:** Motion and second (Ohtaki/Keith) to authorize the City Manager to execute and agreement with Peckham and McKenney, passed unanimously.

## **K. Informational Items**

- K1. Update on the Transportation Master Plan status (Staff Report #18-195-CC)

The City Council received clarification that large projects are included in the Transportation Master Plan.

- K2. Update on the Federal Communications Commission's (FCC) new small wireless facility regulations

and City's response to FCC order (Staff Report #18-194-CC)

**L. City Manager's Report**

None.

**M. Councilmember Reports**

None.

**N. Adjournment**

Mayor Ohtaki adjourned the meeting at 12:09 a.m.

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**SPECIAL MEETING MINUTES - DRAFT**

**Date:** 10/29/2018  
**Time:** 5:30 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**5:30 p.m. Regular Session (City Council Chambers)**

**A. Call to Order**

Mayor Ohtaki called the meeting to order at 5:34 p.m.

**B. Roll Call**

Present: Cline, Mueller, Ohtaki  
Absent: Carlton, Keith  
Staff: City Attorney Bill McClure, Executive Assistant to the City Manager Nicole Casados

**C. Pledge of Allegiance**

Mayor Ohtaki led the Pledge of Allegiance

**D. Regular Business**

- D1. Approval of a contract between the City of Menlo Park and Starla Jerome-Robinson for interim city manager services (Staff Report #18-199-CC).

City Attorney Bill McClure made a presentation.

**ACTION:** Motion and second (Mueller/Cline) to approve a contract between the City of Menlo Park and Starla Jerome-Robinson for interim city manager services, passed 3-0-2 (Councilmembers Carlton and Keith absent).

**F. Adjournment**

Mayor Ohtaki adjourned the meeting at 5:44 p.m.

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## City Manager's Office

**STAFF REPORT****City Council****Meeting Date:** 11/13/2018**Staff Report Number:** 18-207-CC**Consent Calendar:** **Adopt Resolution No. 6464 authorizing the annual destruction of obsolete records****Recommendation**

Staff recommends adoption of a resolution authorizing the disposal of obsolete City records for the following departments: Belle Haven Child Development Center (BHCCDC), as specified in Exhibit A in the proposed Resolution No. 6464 (Attachment A.)

**Policy Issues**

The proposed action is consistent with the City's current policy and adopted records retention schedule.

**Background**

The proposed resolution complies with the City's records retention schedule as amended November 15, 2011, by Resolution No. 6031.

The program provides for the efficient and proper management and protection of the City's records. The program also allows for the destruction of records deemed obsolete according to the City's adopted records retention schedule.

**Analysis**

The City is committed to managing its records according to best practices to ensure business, audit, legal and regulatory requirements are met. The California legislature has established guidelines, resources and support for retention of records by local governments and upon which the City's current schedule is largely based.

An adopted records retention schedule certifies the life, care and disposition of all agency records, and provides an agency with the legal authority to dispose of records entrusted in its care when they are no longer needed. Disposition may include sending appropriate records to an off-site storage facility, recycling unneeded records, and/or destroying unneeded records. Once records have fulfilled their administrative, fiscal or legal function, they should be disposed of as soon as possible in accordance with the established retention schedule. Keeping records beyond the retention period causes a burden on staff with more documents to manage and may effect response time to public records requests. Compliance with the records retention schedule is highly recommended as it improves staff efficiency and customer service when the status of information is up-to-date and available when needed. State law governs the timeframe that cities must retain records and provides that certain categories of documents may be destroyed upon adoption of a resolution by the City Council.

Exhibit A lists the documents that exceed the timeframe for retention according to Government Code sections 34090 and 34090.6 and Menlo Park Municipal Code section 2.54.

### **Impact on City Resources**

There is no significant impact on City resources as part of this action.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Resolution No. 6464

Report prepared by:  
Judi A. Herren, City Clerk

**RESOLUTION NO. 6464**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK AUTHORIZING THE DESTRUCTION OF OBSOLETE CITY  
RECORDS**

WHEREAS, the City of Menlo Park is committed to managing its records according to best practices to ensure business, audit, legal, historical and regulatory requirements are met; and

WHEREAS, the City of Menlo Park has an adopted Records Retention Schedule adopted November 27, 2001, by City Council Resolution No. 5351 and amended November 15, 2011, by City Council Resolution No. 6031; and

WHEREAS, Section 2.54.110 of the Menlo Park Municipal governs the destruction of public records; and

WHEREAS, the City's Records Management Program provides for the efficient and proper management and protection of the City's records and allows for the destruction of records deemed obsolete according the City's adopted Records Retention Schedule.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby authorizes the destruction of the obsolete records described in Exhibit A, Requests for Destruction of Obsolete Records, attached hereto and incorporated herein by this reference.

BE IT FURTHER RESOLVED, that once the records are destroyed, the City Clerk will maintain all original Certificates of Destruction.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of November, 2018, 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 November, 2018.

---

Judi A. Herren, City Clerk

# OBSOLETE RECORDS DESTRUCTION REQUEST

City Clerk  
 701 Laurel St., Menlo Park, CA 94025  
 tel 650-330-6620

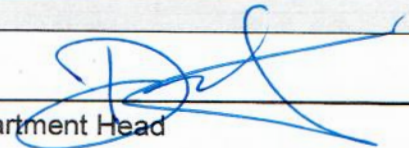


Date: 10/9/18 Page: 1 of 1

Department: CSD / BHCDC

Current retention schedules show that the records listed below are now ready for destruction. Authorization by the parties listed below provides written consent to destroy these obsolete records in accordance with the retention schedule established by City Council resolution and in accordance with Government Code § 34090 and 34090.6.

Record Title	Container	Dates	Retention Period
Children's Files	BHCDC-Box 1	FY 2011-2012	5 years
Children's Files	BHCDC-Box 2	FY 2012-2013	5 years
Children's Files	BHCDC-Box 3	FY 2011-2012	5 years
Children's Files	BHCDC-Box 4	FY 2011-2012	5 years
Children's Files	BHCDC-Box 5	October 2013	5 years
Attendance (Sign In/out)	BHCDC-Box 6	FY 2012-2013	2 years
Attendance (Sign In/out)	BHCDC-Box 7	FY 2013-2014	2 years
Attendance (Sign In/out)	BHCDC-Box 8	FY 2014-2015	2 years
Children's Files	BHCDC-Box 9	FY 2012-2013	5 years

  
 Department Head

10/18/18  
 Date

City Manager

Date

City Attorney

Date

City Clerk for City Council

Date

**OFFICE USE ONLY:**  
 Date approved by City Council: \_\_\_\_\_ Resolution No.: \_\_\_\_\_ Date destroyed: \_\_\_\_\_



## STAFF REPORT

**City Council Meeting Date:** 11/13/2018  
**Staff Report Number:** 18-201-18

**Consent Calendar:** **Authorize the City Manager to execute a three year master agreement with HortScience, Inc. for (1) ongoing evaluation of arborist reports and associated heritage tree protections for development proposals that require planning and building permit review and (2) tasks associated with the heritage tree ordinance update, and appropriate and \$100,000 from the general fund unassigned fund balance**

### Recommendation

Staff recommends that the City Council:

1. Authorize the City Manager to execute a three year master agreement with HortScience, Inc. for:
  - Ongoing evaluation of arborist reports and associated heritage tree protections for development proposals that require planning and building permit review up to a budgeted amount each year;
  - Tasks associated with the heritage tree ordinance update (2017 and 2018 City Council work plan item) up to a budgeted amount each year; and
2. Appropriate and transfer \$100,000 from the General Fund unassigned fund balance to the General Capital Improvement Plan (CIP) fund to complete the heritage tree ordinance update.

### Policy Issues

The proposed action is consistent with the City's purchasing policies. Use of multiyear master agreements assists the delivery of capital improvement projects in a timely manner, which includes the heritage tree ordinance update. The heritage tree ordinance update is a 2017 and 2018 City Council work plan item. Multiyear master agreements also assist in providing additional staff capacity for uncontrollable external conditions, such as continued development growth that has increased the number of permits processed in the planning and building divisions.

### Background

HortScience, Inc. was selected from three qualified firms in July 2016 to evaluate arborist reports and associated heritage tree protections for development proposals that require planning and building permit review.

Their services have been necessary to manage the increasing number of planning and building permit reviews involving heritage trees as a result of high levels of construction occurring in Menlo Park over the last few years. Their current contract for fiscal year 2018-19 is \$66,000, and is within the City Manager's financial signing authority. However, HortScience, Inc. would also be the new consultant for the heritage tree ordinance update, which combined with the City's existing contract will exceed the City Manager's



financial signing authority, requiring City Council authorization.

In addition, an appropriation of \$100,000 from the General Fund unassigned fund balance is necessary to cover the increased work resulting from the City Council's direction in May to appoint a Heritage Tree Task Force (Task Force.)

## **Analysis**

Over the past two decades, the City has utilized the master agreement process to secure contract services to temporarily increase staff capacity to deliver services and complete Capital Improvement Projects. Multiyear agreements can be cost effective and efficient because they shorten the time needed to identify qualified firms and enable the City to utilize their services on an as-needed basis for a specific activity. These services are obtained only for the length of time needed to complete the tasks and without incurring a long-term obligation for the City. In addition, the use of master agreements establishes continuity with contract personnel that are familiar with the regulations and policies of the City of Menlo Park and helps to streamline the work of the City.

The master agreement is the same document as the City's standard services contract, and requires the consultant to provide proof of insurance and to hold the City harmless for the work performed. The agreement will be for three years with an option to extend for two additional years.

HortScience, Inc. may have other clients, but none whose activities are within City limits or whose business (regardless of location) would place the consultant in a conflict of interest.

### Additional staff capacity for increased development activity involving tree protection/preservation

There is one City Arborist on staff that supervises, develops, and directs work crews involved in planting, trimming/pruning, and removal of City trees in parks, medians, plazas and along streets. The City Arborist also oversees all aspects of the City's tree programs including maintenance, planting, inventory, risk management, emergency response, preservation, and community relations and education regarding trees. In addition, the City Arborist is also responsible for reviewing heritage tree removals on private property and is responsible for issuing permits that are either related to removing the tree due to poor health or for development/construction.

The city is currently experiencing a very high level of construction activity driven not only by an increase in single-family development but also by several large scale projects that include Facebook Willow Village, MidPen Gateway Housing, and 500 El Camino Real. It is expected that this level of activity will extend for the next several years. Additional staff capacity is needed to provide timely and thorough review of planning and building permits involving heritage tree protection and removal to ensure compliance with the City's heritage tree ordinance.

Staff currently uses a combination of City staff and contract staff to meet the demand for development and construction permits. The budgeted amount for planning and building contract services in fiscal year 2018-19 are sufficient, and funds remain for HortScience, Inc. for planning and building permit review needs. The revenues to support the planning and building contract services are fully covered by building and planning permit fees.

### Heritage tree ordinance update

The heritage tree ordinance update is a City Council work plan item and a CIP project. Over the last few years, community concerns have been raised regarding the appeals process, mitigation policies, and enforcement capabilities. A preferred option to improve the ordinance is expected to be presented to City

Council by June 2019, and changes to the ordinance are anticipated to be adopted by January 2020. Since the project spans over a couple of years, establishing a multiyear master agreement with HortScience, Inc. will allow continued, uninterrupted, and efficient progress on this project.

The appropriation of \$100,000 from the general fund unassigned fund balance is necessary as a result of City Council direction in May to appoint a task force for the heritage tree ordinance update. The intent of the Task Force is to minimize the risk of developing a one-sided policy by engaging and collaborating upfront with a diverse group of stakeholders. The Task Force has met four times since August, and has been a very valuable resource in understanding and balancing community needs and aspirations.

The Task Force is expected to meet 10 to 15 times over the course of the ordinance update, requiring additional reporting, coordination and facilitation from the consultant (Attachment A.) than originally anticipated. If any changes are adopted, it will require further planning, transition assistance, and activities to ensure effective and efficient implementation of any new standards, which will likely require further services from HortScience, Inc.

As a result, this has increased costs to deliver the project than originally budgeted, and the original consultant for the heritage tree ordinance update resigned in October due to limited staff capacity for the increased scope of work related to the task force and their availability to support implementation of any changes made to the ordinance.

HortScience, Inc. was the second best scoring proposal from the original requests for proposals in April 2017, and selecting them at this point would ensure that the Task Force remains engaged while meeting the project schedule milestones to deliver a recommendation to City Council by June 2019. It should be noted that their price has increased to complete the project than the original bid submitted in 2017 due to the increased scope of work related to the Task Force and options analysis. The increased price is reasonable given the additional deliverables of the project, and the limited number of firms that can provide this higher level of analysis and expertise.

Approving a three year master agreement with HortScience, Inc. with an option to extend for two additional years will ensure that project milestones are met for the heritage tree ordinance update, and development related services for heritage tree protection and removals are sufficient and uninterrupted over the next three to five years. City Council authorization is required for the City Manager to execute master professional agreements in excess of financial signing authority, and to appropriate and transfer additional funding to complete a CIP project.

### **Impact on City Resources**

A one-time appropriation and transfer of \$100,000 from the general fund unassigned funds to the General CIP Fund is needed to complete the increased scope of work for the heritage tree ordinance update.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

**Public Notice**

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

**Attachments**

A. Task Force scope of work

Report prepared by:

Rebecca L. Lucky, Sustainability Manager



## Heritage Tree Ordinance Review and Update Community Task Force Scope

**Summary:** The heritage tree ordinance governs trees growing on private property. Over the past several years, concerns arose with development related heritage tree appeals, unpermitted removals, and enforcement of tree replacements. As a result, the City Council included reviewing the heritage tree ordinance for potential amendments as part of their 2017 and 2018 work plans.

*The desired outcome of the heritage tree ordinance review and update is to ensure a significant and thriving population of large healthy trees in Menlo Park for public enjoyment and environmental sustainability while balancing property rights and implementation efficiency.* The ordinance update will evaluate current issues and successes related to the ordinance and explore options based on best practices from other communities to achieve the desired outcome.

The City Council has authorized creation of a community task force to fill an essential role in the heritage tree ordinance update. This document provides general direction to the task force, scope of duties, and roles and responsibilities.

**General Direction:** The task force will function as a *collaborative* engagement process. This means that the task force will be a *partner* in each aspect of the heritage tree ordinance update, such as development of alternatives and choice of the preferred option. Working in partnership with the consultant team and staff, the task force will ensure that diverse interests and concerns are discussed and worked through to find middle ground solutions to meet the desired outcome described above. Staff will look to the task force for advice and innovation in formulating solutions and options, and incorporate task force advice and recommendations into decisions to the maximum extent possible.

### Key Roles and Responsibilities of the Task force:

- *Attend all meetings or at minimum 75% of all meetings (see attached schedule)*
- Work in partnership with staff and other members of the task force while advocating for their particular interest
- Manage conflict by listening to differing values, concerns and experiences, and work through them to find and propose middle ground solutions
- Review the background materials in advance of meetings if provided
- Recommend to staff a list of criteria to weigh options against
- Review best practices provided by consultant and recommend to staff, practices that could address existing issues with or enhance the ordinance in Menlo Park
- Review and discuss policy options to make a final recommendation to City Council
- *Develop a recommendation to the City Council on the preferred option for the heritage tree ordinance by summer 2019 and final recommendation by winter 2019*
- Assist with communitywide engagement once City Council has selected a preferred option
  - This will be a *consult* type of community engagement where information about the draft ordinance (preferred option) is provided communitywide, and any member of the public can provide feedback that *may* influence the final recommendation and decision

**Key Roles and Responsibilities of City Staff:**

- Work in partnership with the task force to develop a staff recommendation on a preferred option to City Council
- Provide advice and research to the task force
- Track input and provide feedback on results of the task force to the City Council
- Serve as information-givers, using technical expertise and professional experience to describe options as well as their pros and cons, benefits, and implications in order for the task force to formulate a recommendation to the City Council
- Develop a policy options analysis based on input from the task force
- Draft an ordinance update based on City Council's selection of a preferred option
- Conduct communitywide engagement of the draft ordinance (preferred option) before formal adoption by the City Council
- Implement the draft ordinance

**Key Roles and Responsibilities of the City Council:**

- Provide, guide, and clarify policy and scope direction to the task force and staff during the heritage tree update process
- Consider the recommendations put forward by staff and the task force
- Decide which option to pursue for wider community engagement
- Decide on which (if any) amendments will be made to the heritage tree ordinance

**Givens (non-negotiable):**

- The City Council is the decision maker on all changes to City ordinances and policies
- The task force's role is to make recommendations to City Council
- Staff and task force recommendations to City Council could differ entirely or on specific subject matter within the Heritage Tree Ordinance, but staff and task force will practice due diligence to reach agreement to the maximum extent possible
- The task force will operate under the Brown Act using Robert's Rules of Order and the City of Menlo Park Guide for Advisory Bodies
- The options analysis will be evidence-based, meaning that any options explored or considered will be based on quantitative and/or qualitative data from within the City of Menlo Park, other communities, or other credible sources
- Preferred option must be implementable, efficient and cost effective
- Preferred option must meet legal requirements for balancing property rights with community values
- The safety of the public will be maintained through evidence based data

Tentative Schedule Heritage Tree Task Force Meetings		
Meeting No.	Date and Time	Meeting Purpose
1	<b>August 23, 2018</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Introduction and discussion of task force roles and responsibilities</li> <li>• Urban forestry education presentation</li> <li>• Review progress to-date and scope being considered for policy options analysis</li> </ul>
2	<b>September 13, 2018</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Review of current state of the ordinance</li> <li>• Review best practices by subject: (1) Intent and purpose and (2) Definition of heritage tree</li> <li>• Determine top 3-4 practices for each subject to include in the options analysis</li> </ul>
3	<b>October 3, 2018</b> 6 pm to 9pm	<ul style="list-style-type: none"> <li>• Continue to review best practices by subject: (3) Criteria for removals</li> <li>• Determine top 3-4 practices for each subject to include in the options analysis</li> </ul>
4	<b>October 25, 2018</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Continued to review best practices by subject: (4) Appeals Process and (5) Mitigation and replacement</li> <li>• Determine top 3-4 practices for each subject to include in the options analysis</li> </ul>
5	<b>November 14, 2018</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Continued to review best practices by subject: (6) Tree Establishment Fund and (7) Violations</li> <li>• Determine top 3-4 practices for each subject to include in the options analysis</li> </ul>
6	<b>December 6, 2018</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Continued to review best practices by subject: (8) Enforcement and (9) Permit Process</li> <li>• Determine top 3-4 practices for each subject to include in the options analysis</li> <li>• Discuss initial outline and needs for policy options analysis</li> </ul>
7	<b>February 13, 2019</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Review and discuss draft policy options analysis</li> <li>• Determine criteria to weigh options for selection of preferred option</li> </ul>
8	<b>March 13, 2019</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Review and discuss preferred option</li> <li>• Discuss recommendation to City Council</li> </ul>
9	<b>April 10, 2019</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Finalize recommendation to City Council on preferred option for May 2019 Council meeting</li> </ul>
10	<i>June 12, 2019*</i> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• <i>Placeholder if City Council provides different direction to the task force or additional work needs to be done</i></li> </ul>
11	<i>September 12, 2019*</i> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• <i>Placeholder in the event that additional work needs to be done</i></li> <li>• <i>Discuss feedback from communitywide engagement process</i></li> </ul>
12	<b>October 10, 2019</b> 6 pm to 9 pm	<ul style="list-style-type: none"> <li>• Discuss feedback from communitywide engagement process</li> <li>• Finalize recommendation to City Council based on communitywide engagement and feedback</li> </ul>

*\*Additional meetings may be added if deemed necessary*

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## STAFF REPORT

### City Council

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-206-CC

### Consent Calendar:

**Authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for implementation of an operations management system enterprise software as a service solution in amount not to exceed \$213,248 over three fiscal years**

### Recommendation

Staff recommends that the City Council authorize the City Manager to execute an agreement with Cartegraph Systems, LLC. for the purchase of a three-year enterprise operations management system (OMS) Software as a Service (SaaS) subscription and software implementation services not to exceed \$213,248 over the next three fiscal years.

### Policy Issues

This three year licensing commitment exceeds the City Manager's signing authority and requires City Council approval.

### Background

On May 2, 2017, staff presented to City Council the receipt and approval of the Information Technology Master Plan (ITMP.) Among the 110 strategic initiatives outlined in the plan, staff and consultants identified the need for a work orders, maintenance and asset management system in order to automate the management, maintenance and day-to-day operations related to city infrastructure assets, buildings, facilities and fleet vehicles. This system, also known as an operations management system (OMS), provides the ability to capture and report on labor, equipment usage, and materials costs associated with a work order and preventative maintenance. Currently, the City does not have an OMS system in place and relies on laborious and error-prone record keeping in spreadsheets as well as inefficient, manual business process workflows in order to manage the City's work orders and various assets.

Additionally, on April 4, 2017, staff presented to City Council an information item outlining the difference between choosing an Enterprise Resource Planning (ERP) versus a market segment leading/best-of-class software solution in order to meet the business needs of the departments. It was subsequently determined that the City's initial preference and direction would be toward a highly customizable, best-of-class solution.

### Analysis

Shortly after City Council approval and direction May 2, 2017, staff from both the Information Technology division and Public Works began preliminary market research of which operations management system products were most commonly used by other similar-sized municipalities with similar business needs. Staff

initially reached out to neighboring cities and found that there are a number of competing products in the marketplace, but that only a handful of smaller, best-of-class solutions would suite the City's needs. This research resulted with two SaaS products that are current market segment leaders: Cartegraph and CityWorks. Staff subsequently reached out to the various agencies directly utilizing these two products, seeking product feedback and vendor support satisfaction.

Between July and August 2017, staff scheduled product demonstrations with both Cartegraph and CityWorks in order for each vendor to provide City staff with a complete overview of their software solution. Staff considered the following key product features in meeting the business operational needs of the City:

- Centralized task and maintenance management
- Asset replacement planning and forecasting
- Streamlines public works internal and external operations
- Retrieval of historical work order information and associated costs
- Improved decision making through access to real-time data and information
- Viewing of asset and activity trends visually through ESRI GIS mapping capabilities
- Integrates with the City's online 311 citizen request management system SeeClickFix
- Mobile work order scheduling and management for field staff
- Prebuilt operations templates suited for small to medium agencies
- Improves compliance with regulatory standards
- Improves safety and risk management

The product demonstrations concluded that both products are more than adequate in fulfilling the business needs of the departments. The key difference, however, lies in the resources required to implement, maintain and support each system. Cartegraph's solution requires far less staff and vendor resources than the more complex CityWorks solution, therefore providing a much better overall value by decreasing the Total Cost of Ownership (TCO) of the system. Additional product selection considerations included overall application user experience reviews, technical implementation complexity, the quality of the vendor's product support services, and project implementation costs.

After evaluation of both software platforms, staff concluded that the Cartegraph OMS solution would best meet the overall work order, maintenance and asset management system needs of the City. Other cities currently using the Cartegraph OMS solution include the City of San Mateo, Town of Los Gatos, City of Burlingame, City of Walnut Creek, and County of Riverside.

### **Impact on City Resources**

Sufficient funds are available in the ITMP budget to provide for this project's implementation costs. The annual SaaS costs will be incorporated into operating budgets of the departments using the product once implemented. Because the Cartegraph OMS system provides for prebuilt operational and best practices based configuration templates suitable for small to medium sized government agencies, the internal staffing implementation resources required are manageable by existing staffing levels.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

**Public Notice**

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

**Attachments**

A. Cartegraph systems OMS purchase agreement

Report prepared by:

Brian Henry, Public Works Superintendent

Gene Garces, Information Technology Manager

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**Purchase Agreement**

**Cartegraph** is pleased to present this Purchase Agreement for the implementation of world class technology solutions. This Purchase Agreement is made and entered into between **City of Menlo Park** (hereinafter referred to as "**Customer**") and **Cartegraph Systems LLC** (hereinafter referred to as "**Cartegraph**"). In the case that any terms or conditions provided in the Cartegraph Hosted Solutions Agreement differ from, are provided in more detail by, or are made irrelevant by the terms and conditions provided in this Purchase Agreement, the terms in this Purchase Agreement shall control. For all terms and conditions not addressed by this Purchase Agreement, the Cartegraph Solutions Agreement shall control.

<b>Customer Bill To:</b>	<b>Customer Ship To:</b>
City of Menlo Park 701 Laurel Street Menlo Park, CA 94025	Same

**Investment Summary**

The Addendums attached hereto, include:

**Addendum A – Support Services**

**Addendum B – Field Services**

**Cartegraph's** proposed fees for this project are included in the summary below.

**Today's Date:** July 30,  
2018

**Signature** August 31, 2018  
**Expiration Date:**

**Purchase #PA777**  
**Agreement No.:**

	<b>Purchase Type</b>	<b>Qty.</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>YEAR 1</b>				
<b>SOLUTIONS</b>				
Cartegraph OMS – Platform - Enterprise	Subscription, Cartegraph Cloud Deployment, Hosting Fee Included	1	\$21,944.00	\$21,944.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$5,083.20	\$5,083.20
Cartegraph OMS Extension	Advanced User Tools Subscription	1	\$3,388.80	\$3,388.80
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,000.00	\$10,000.00
<b>FIELD SERVICES</b>				
Implementation Services	Fixed Fee Service	1	\$78,800.00	\$78,800.00
<i>ESTIMATED EXPENSES</i>				<b>\$13,200.00</b>
<b>YEAR 1 SUB-TOTAL</b>				<b>\$132,416.00</b>

<b>YEAR 2</b>				
<b>SOLUTIONS</b>				
Cartegraph OMS – Platform - Enterprise	Subscription Cartegraph Cloud Deployment, Hosting Fee Included	1	\$21,944.00	\$21,944.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$5,083.20	\$5,083.20
Cartegraph OMS Extension	Advanced User Tools Subscription	1	\$3,388.80	\$3,388.80
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,000.00	\$10,000.00
<b>YEAR 2 SUB-TOTAL</b>				<b>\$40,416.00</b>
<b>YEAR 3</b>				
<b>SOLUTIONS</b>				
Cartegraph OMS – Platform - Enterprise	Subscription, Cartegraph Cloud Deployment, Hosting Fee Included	1	\$21,944.00	\$21,944.00
Cartegraph OMS Extension	Advanced Asset Management Subscription	1	\$5,083.20	\$5,083.20
Cartegraph OMS Extension	Advanced User Tools Subscription	1	\$3,388.80	\$3,388.80
Cartegraph OMS Users	User Pack Subscription – 50 Named Users	1	\$10,000.00	\$10,000.00
<b>YEAR 3 SUB-TOTAL</b>				<b>\$40,416.00</b>
<b>TOTAL COST (3-YEAR TERM)</b>				<b>\$213,248.00</b>

<b>NOTES:</b>	<p>The pricing listed above does not include applicable sales tax.</p> <p>The Cartegraph OMS pricing listed above does not include Esri ArcGIS licenses.</p>
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## Payment Terms and Conditions

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In consideration for the Solutions and Services provided by **Cartegraph** to **Customer**, **Customer** agrees to pay **Cartegraph** the Fees in U.S. Dollars as described below:

1. **Delivery:** Customer shall be provided with the ability to access and use the Solutions upon execution of this Purchase Agreement. If applicable, Services will be scheduled and delivered upon your acceptance of this Purchase Agreement, which will be considered as your notification to proceed.
2. **Services Scheduling:** Customer agrees to work with Cartegraph to schedule Services in a timely manner. All undelivered Services shall expire 365 days from the signing of this Purchase Agreement.
3. **Solutions Invoicing:** The Fee for Solutions will be due in annual installments 15 days prior to the anniversary of the initial term as follows:
  - a. \$40,416.00 due upon execution of the Purchase Agreement.
  - b. \$40,416.00 due 15 days prior to 1st year anniversary of term start date.
  - c. \$40,416.00 due 15 days prior to 2nd year anniversary of term start date.
4. **Field Services Invoicing:** Invoicing for the Field Services fee shall occur upon the acceptance of this Purchase Agreement and shall be invoiced as follows:
  - a. Invoicing for the Field Services will be due in four (4) equal consecutive monthly payments beginning at the date of the execution of the Purchase Agreement. If the service is completed prior to the installments being paid then the entire remaining balance will become due.
5. **Expenses:** In providing the services included in this Purchase Agreement, Cartegraph shall be reimbursed for any reasonable out-of-pocket costs, including, but not limited to, travel, lodging, and meals. Out-of-pocket expenses are billed based on actual costs incurred and are due separately.
6. **Payment Terms:** All payments are due Net 30 days from start date of invoice.

BY SIGNING BELOW, THE PARTIES AGREE THAT ALL USE AND ACCESS TO THE SOLUTIONS DESCRIBED IN THIS PURCHASE AGREEMENT SHALL BE GOVERNED BY THE CARTEGRAPH HOSTED SOLUTIONS AGREEMENT, WHICH CAN BE REVIEWED AT: <https://www.cartegraph.com/solutions-agreement/>. THE PARTIES AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CARTEGRAPH HOSTED SOLUTIONS AGREEMENT AND THIS PURCHASE AGREEMENT REFERENCED HEREIN.

**CARTEGRAPH: Cartegraph Systems LLC**

**CUSTOMER: City of Menlo Park**

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Signature)

Mitch Bradley  
\_\_\_\_\_  
(Type or print name)

\_\_\_\_\_  
(Type or print name)

Title SVP of Sales & Marketing

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Cartegraph Systems LLC**  
**Addendum A - Support Services**  
**Cartegraph Support and Training Services – Scope of Work**

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The Support Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum A, the applicable Purchase Agreement, and the Cartegraph Hosted Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

**As part of Customer's subscription to access to and use of the Cartegraph Solutions, Customer will receive:**

**1. Support Services**

**a. Campus – [www.cartegraph.com/campus](http://www.cartegraph.com/campus)**

Our User Assistance area is a convenient and easily-shareable resource designed to help you and your co-workers better understand the functions and capabilities of your Cartegraph Solutions. Instantly access user tips, step-by-step guides, videos, and more.

**b. Dedicated, Unlimited, Toll-free Phone Support - 877.647.3050**

When questions need answers and difficulties arise, count on our industry-leading Support team to provide the guidance and assistance you need. Reach us as often as you need Monday-Friday, 7:00 am-7:00 pm CT.

**c. Secure, Live Remote Support**

If your challenge requires a more hands-on approach, we have the remote support tools to fix it. Let one of our Support Team members directly interact with your system to find a fast, effective solution.

**2. Training & Education Services**

**a. Convenient Online Resources**

All the information you need, one click away. Take advantage of online training opportunities, tutorial videos, upcoming event information, and more.

**b. Regional User Groups**

Meet and network with similar Cartegraph users in your region. Our smaller, more personalized User Groups allow you to find out what other organizations are doing to get more from their Cartegraph solutions and services.

**3. Releases & Upgrades**

**a. New Releases**

Be the first to know about all new Cartegraph releases, enhancements, and upgrades.

- i.** Your cloud-hosted site will be automatically upgraded by our System Consultants after the release is available. This way, you'll experience increased system performance while gaining timely access to the latest features and functionality.
- ii.** For your on-Premises Installation, our Technical Consultants will work with your organization's IT staff to receive the latest software release in a timely manner. This way, you'll experience increased system performance while gaining prompt access to the latest features and functionality

**b. Hot Fixes**

If an issue is determined to be a defect and falls outside the standard release cycle, Cartegraph will issue a hot fix and provide application specialists with detailed levels of product knowledge to work with you in achieving a timely and effective resolution

Cartegraph will provide the Support Services only to Customer, provided that Cartegraph reserves the right to contact any third party as necessary to facilitate the delivery of Support Services or other services relating to the Solutions. Said support applies only to the most current version of the product and the previous version in succession.

All Support Services are dependent upon the use by Customer of the Solutions in accordance with Cartegraph's documentation and specifications. Cartegraph is under no obligation to modify the Solutions so that the modified Solutions would depart from Cartegraph's published documentation and specifications for such Solutions.

## Cartegraph Systems LLC

*Addendum B - Field Services* (Fee for Service)

### **Cartegraph Field Services – Scope of Work**

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The Field Services listed in the Investment Summary of the Purchase Agreement are specific Cartegraph Services which will be delivered to the Customer based on the descriptions below and on the terms and conditions and subject to the limitations set forth in this Addendum B, the applicable Purchase Agreement, and the Cartegraph Hosted Solutions Agreement. Cartegraph will coordinate with the Customer on service delivery expectations and timeframes.

## **Cartegraph OMS – Implementation Scope of Work**

Implementation of the Operations Management System (OMS) includes the following professional services:

### Setup

- Cartegraph will setup a hosted, production OMS environment. If a test or sandbox environment is purchased, Cartegraph will also setup a hosted, test OMS environment.
- Cartegraph will provide an overview, up to two (2) hours, of Cartegraph and ArcGIS Online user-based logins and User/Role functionality.
- Cartegraph will provide a template file to be utilized by your staff to populate Roles and Users to be utilized for OMS.
- Cartegraph will utilize the template to create users and roles in OMS. (Note: Subsequent User and/or Role changes will be your administrator's responsibility.)
- Cartegraph will provide documentation and guidance, up to four (4) hours, for your technical GIS staff to configure Esri Basemap Services for OMS integration. Guidance will be geared towards OMS/Esri integration functionality and requirements.
- Cartegraph will setup the OMS Platform, including the Request, Work, Resource, and Asset Management areas of the software. *Asset Management solutions will be setup for all solutions referenced in the Assets section of the scope unless otherwise noted.*

### Consulting

- Cartegraph will provide one three-day (3-day) and one two-day (2-day) onsite requirement gathering workshop to increase our understanding of your business and functional goals. Through workshops and interviews, Cartegraph will identify best fit scenarios for OMS and provide a brief including any challenges as well as recommendations for OMS best practices relevant to your implementation.

### Training

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on overall system navigation and functionality to help familiarize your staff with the software environment and its common functions. Training topics include:
  - Home Screen
  - Logins/Permission
  - Layers
  - Filters
  - Maps
  - Grids
  - System Navigation

- Views (List & Detail)
  - Standard Reports
  - Attachments
  - Requests, Work, Assets, Resources, Reports, and Administrator Tabs
- Cartegraph will provide remote train-the-trainer training, up to four (4) hours, on OMS Esri integration functionality. Training topics include:
    - OMS Esri integration configuration options
    - Integration functionality (basemap and feature)
    - Overall Esri integration requirements, considerations, and Cartegraph recommended best practices
  - Cartegraph will provide one three-day (3-day) and one two-day (2-day) onsite "train-the-trainer" training event. The training agenda will be defined and agreed upon by both Cartegraph and your project manager. Topics may include any of the following:
    - Request Management:
      - Requests
      - Requesters
      - Task Creation from Requests
      - Issue library (including settings such as Applies to Asset and Non-Location)
      - Cartegraph recommended best practices for Request and Requester Management
    - Work Management:
      - Create Task(s) (Asset/Non-Asset)
      - Assignments (Add, Edit, Remove)
      - Task Menu Actions
      - Related Work Items
      - Create Work Order
      - Associate Task to WO
      - Repeat Work Orders
      - Work Order Menu Actions
      - Enter Resources
      - Timesheets
      - Activity library (including settings such as Applies to Asset, Inspection, Key Dates, Cost, and Productivity)
      - Cartegraph recommended best practices for Work Management
    - Asset Management:
      - Asset Details
      - Inspections
      - Linked assets (if applicable)
      - Container/Component Relationships (if applicable)
      - Cartegraph recommended best practices for Asset Management

*To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.*

- Fleet Management:
  - Preventative Maintenance
  - Task Management
  - Vehicle Replacement Ratings (VRR) Equipment Detail information

- Fleet Reports
  - Cartegraph recommended best practices for Fleet Management
- Resource Management:
  - Resource Details
  - Labor/Equipment Rates
  - Material Management (Stock, Usage, Adjustments)
  - Vendor Price Quotes
  - Cartegraph recommended best practices for Resource Management
- Cartegraph for iPad and Cartegraph One:
  - Overall system functionality (Navigation, Interface, Maps, Attachments, Sorting)
  - Work Management
    - Create and Update Tasks (Asset/Non-Asset)
    - Assign Tasks
    - Enter Resources
    - Inspections
  - Asset Management
    - Create and Update Assets
  - Request Management
    - View and Update Requests
    - View Requester information
    - Create Task from Request
  - Cartegraph recommended best practices for mobile device use
- Administrator:
  - Administrator:
    - User Administration, Role Administration, Import/Export, Error Log
  - Settings:
    - System Settings, Base Map Administration, Geocode Settings, GIS Integration Settings, Background Task Scheduler, Asset Color Manager
  - Manager:
    - Layout Manager, Library Manager, Preventative Maintenance, Asset Condition Manager, Notification Manager, Structure Manager
- Cartegraph will provide remote train-the-trainer training, up to twelve (12) hours, on OMS Reporting functionality. Training topics include:
  - Security/Roles
  - Report Designer
    - Report Types, Report Styling, Filtering\Parameters, Basic Formulas, Grouping/Sorting
  - Report Viewer
  - Reporting best practices and solution tips/tricks.

## Extensions

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on SeeClickFix Request functionality. Training topics include:
  - Administrator functions
  - Web-Based CRM
  - Cartegraph and SeeClickFix recommended best practices for citizen engagement and request management

In addition to training, Cartegraph will provide supporting services related to mobile app configuration and citizen engagement marketing materials.

- Cartegraph will provide remote train-the-trainer training, up to eight (8) hours, on Advanced Asset functionality. Training topics include:
  - Preventative Maintenance
  - Performance Management
    - Prediction Groups
    - Minimum Condition Groups
    - Activities and Impacts
    - Criticality Factor
    - Install/Replaced Dates
  - Cartegraph recommended best practices for advanced asset management

*To avoid redundancy, and to utilize service time efficiently, training may cover a subset of the assets listed in the Asset section of the scope.*

- Cartegraph will provide remote train-the-trainer training, up to six (6) hours, on Advanced User functionality. Training topics include:
  - Cartegraph Administrator Application
  - OMS Administrator
    - Structure Manager
    - Library Manager
    - Layout Manager
    - User/Role Configurations
  - Cartegraph recommended best practices for utilizing development tools, expanding the system's use, and/or building assets

## Go-Live Support

- Cartegraph will provide a three-day (3-day) onsite event for Go-Live Support. The agenda will be defined, and agreed upon, by both your and Cartegraph's project managers. Topics may include any of the following:
  - Refresher training for items listed in the scope of work
  - Software and process support for staff during production roll out
  - Field, Layout, and Report configuration guidance, if applicable

## Data Services

- Cartegraph will provide one test and one production data load service through standard import/export functionality. Cartegraph will provide template documents for data population. Once populated by your staff, Cartegraph will load the data into your test or production OMS environment. Data loads may include data such as:
  - Parent level asset records
  - Asset location (spatial x/y) attributes
  - Parent level resource (Labor, Equipment Material, Vendor) records
  - Resource Rate (Labor, Equipment, Material) records
  - Standard system libraries



# Assets

Asset implementation includes the following professional services:

- Cartegraph will provide installation and training on the following fifty-three (53) asset types:
  - Facilities (7)
    - Facilities; Electrical Generators; Facility Lighting; Fire Protection; HVAC Equipment; Plumbing Fixtures; Roofing Systems
  - Parks and Rec (10)
    - Athletic Space; Bench; Fence; Landscape Area; Park; Park Amenity; Park Structure; Playground; Playground Equipment; Tree
  - Transportation (10)
    - Bridge; Light Fixture; Marking; Pavement; Pavement Area; Sign; Support; Guardrail; Sidewalk; ADA Ramps
  - Storm (9)
    - Storm Basin; Storm Channel; Storm Culvert; Storm Facility; Storm Inlet; Storm Manhole; Storm Outlet; Storm Pipe; Storm Pump
  - Signal (8)
    - Signal Cabinets; Signal Controllers; Signal Heads; Signal Monitors; Signal Preemption; Signal Traffic Cameras; Signal Traffic Detectors; Signalized Intersections
  - Water (9)
    - Water Backflow; Water Facility; Water Hydrant; Water Lateral; Water Main; Water Meter; Water Pump; Water Storage Tank; Water Valve
- Cartegraph will provide up to five (5) field configurations for each asset type listed above.

Cartegraph will provide all services remotely via audio, video, and web conferences unless otherwise noted.

# Customer Responsibility

For the project, you will be responsible for appointing a dedicated project manager that will be responsible for:

- Reviewing the implementation scope of work
- All internal aspects of the project including, but not limited to, internal change management, internal documentation, staff coordination, task completion, and schedule commitment
- Ensuring all scheduled meetings are attended by invited staff
- Partnering with the Cartegraph Project Manager to ensure project success
- Providing leadership and insight on all relevant internal issues such as policy/procedure, organizational structure, project stakeholders, technical architecture, data, and current systems

# Exclusions

The following service items are not included in the scope of this project:

Addendum B

- Implementation of any custom modification or integration developed by Cartegraph, your internal staff, or any third-party is not included in the scope of this project unless specifically listed above.
- Data conversion services from other software system(s) or sources (including Cartegraph Navigator databases) are not included in the scope of this project unless specifically listed above.
- Any service items discussed during demonstrations, conference calls, or other events are not included in the scope of this project unless specifically listed above.

### **Customer/Cartegraph Responsibilities**

Project representatives from Customer and Cartegraph accepts responsibility for all aspects of project planning, management, and execution not specifically identified as the responsibility of Cartegraph in the Agreement or in the Purchase Agreement. Ongoing management of the day-to-day allocation of Customer and Cartegraph resources and management of project tasks is the responsibility of the Customer and Cartegraph project representatives. Customer and Cartegraph project representatives will provide overall guidance and direction for the project and will direct the project accordingly. Further, and with regard to the Cartegraph obligations listed in this Purchase Agreement, Customer understands that it is vital to the success of the project that Customer provides assistance in the following matters:

1. For those services listed under Field Services, Cartegraph personnel will conduct information gathering and evaluation sessions with various Customer Users and management. While Cartegraph respects the time and workload of Customer staff, dedicated time on the part of the appropriate Customer resources is necessary to complete these exercises.
2. The installation process requires the assistance of Customer personnel and suitable access to hardware and systems (e.g., security clearance). Customer is required to supervise the installation process while systems are accessible to Cartegraph. All hardware and software, for both personal computers and servers, is expected to be available, installed, and operating as specified in Cartegraph's system requirements documentation such that delivery and execution of Cartegraph Field Services will not be impeded.
3. Customer and Cartegraph understand that the successful performance of Field Services depends upon Customer fulfilling its responsibilities. The Project assumes that Customer will provide all personnel required to achieve a successful implementation.
4. Customer will provide Internet access and IT staff support as required. For those services that are web-based, Cartegraph utilizes WebEx Meeting (or similar) technology.
5. Customer shall ensure that their workstation platform and database meet Cartegraph system requirements as specified in the Cartegraph System Requirements documentation. Solutions will be supported within new versions of these workstation platforms and databases within a reasonable period of time from their release from their manufacturer. Cartegraph will discontinue support of its Solutions within older versions of these workstation platforms and databases as their support is discontinued by their manufacturers.
6. Customer agrees to work with Cartegraph to schedule Field Services in a timely manner. All undelivered Field Services shall expire 365 days from the execution of this Purchase Agreement, unless noted differently in Services Scope listed above. Upon expiration of services, the project may be cancelled at Cartegraph's discretion.

### **Not-to-Exceed Purchase Agreement**

Cartegraph will not exceed the total included in this Purchase Agreement without written approval from Customer. In the event it becomes apparent to Cartegraph that additional Service will be needed due to any changes in the scope of this Purchase Agreement, Cartegraph will notify Customer prior to exceeding the approved efforts and obtain written approval if additional Services are required.



## STAFF REPORT

**City Council**  
**Meeting Date:** 11/13/2018  
**Staff Report Number:** 18-202-CC

**Consent Calendar:** **Adopt Resolution No. 6465 authorizing the City Manager to sign an amendment to the contract with the State of California Department of Education to reimburse the City up to \$1,011,860 for child care services at the Belle Haven Child Development Center for fiscal year 2018-19**

### Recommendation

Staff recommends that the City Council adopt Resolution No. 6465 executing an amendment to the contract with the State of California Department of Education for reimbursement to the City for up to \$1,011,860 for the delivery of child care services at the Belle Haven Child Development Center for fiscal year 2018-19.

### Policy Issues

The recommendation does not represent any change to the existing City policy of accepting state funding to help support subsidized child care in Belle Haven. If the State makes any amendment to the current agreement to release additional funds for the program it will require further action by the City Council. Staff will bring back this item to present additional information and for consideration by the City Council if it becomes necessary.

### Background

The City of Menlo Park has operated the Belle Haven Child Development Center (BHDC) for over 30 years. The BHDC 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 contributions from the City of Menlo Park general fund. The program seeks to build children's self-esteem by offering developmentally appropriate materials and activities supporting social, emotional, physical and cognitive abilities. Children are provided breakfast, lunch and snacks daily. The teacher to child ratio is 1:8.

Currently at capacity, 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, in training, seeking permanent housing, actively seeking employment or 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 families.

A resolution must be adopted annually in order to certify the approval of the funding by the Governing Board of the jurisdiction receiving the reimbursement and to authorize designated personnel to enter into 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 amendment is included as Attachment A. Annual contracts are often amended at this time each year when State funding has been more precisely determined and the City has contracted grant amount is historically amended upward.

**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 a minimum days of operation requirement of 246 days during the fiscal year and 19,414 minimum child days of enrollment. The reimbursement rate is \$52.12 per child per day, up to a maximum of \$1,011,860 based on the minimum service requirements.

Table 1						
Fiscal year	Adopted program budget	Amended program budget	Adopted state and federal subsidy	Amended state and federal subsidy	Percent of state decrease or increase	Number of subsidized slots
2012-13	\$1,278,913	\$1,217,385	\$707,945	\$577,421	-18.40%	72
2013-14	\$1,087,187	\$1,136,416	\$577,414	\$620,043	7.40%	84
2014-15	\$1,167,599	\$1,186,895	\$587,872	\$732,964	18.20%	96
2015-16	\$1,264,337	\$1,265,051	\$732,964	\$746,685	1.90%	96
2016-17	\$1,484,874	\$1,485,716	\$796,890	\$837,694	12.10%	96
2017-18	\$1,402,827	\$1,512,099	\$837,694	\$946,966	13.00%	96
2018-19	\$1,523,424	\$1,523,424	\$946,966	\$1,011,860	6.85%	96

**Impact on City Resources**

The City will receive up to \$1,011,860 to support the BHDC through the State contract proposed for authorization, representing an additional \$64,894 from the original contract estimate approved by City Council August 6. The City anticipates receiving additional revenues from parent fees, small grants, food reimbursements and other small revenue sources. The City’s budgeted direct cost to operate the BHDC is \$1,523,424 for the 2018-19 fiscal year. The City’s budgeted net general fund contribution for the BHDC program for the current fiscal year is \$511,564.

**Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

**Public Notice**

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

## **Attachments**

- A. Resolution No. 6465
- B. BHDCDC California Department of Education funding contract amendment for fiscal year 2018-19

Report prepared by:  
Natalya Jones, Recreation Supervisor

Reviewed by:  
Derek Schweigart, Community Services Director

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**RESOLUTION NO. 6465**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING AN AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF  
EDUCATION TO RECEIVE THE SUBSIDY FOR CHILD CARE AND  
DEVELOPMENT SERVICES FOR FISCAL YEAR 2018-19**

WHEREAS, the City of Menlo Park has operated the Belle Haven Child Development Center (BHCDC) for over 30 years; and

WHEREAS, the program offers developmentally appropriate materials and activities that support social, economical, physical and cognitive abilities; and

WHEREAS, the program receives funding from the State of California Department of Education; and

WHEREAS, a resolution must be adopted annually in order to certify the approval of the funding by the City Council receiving the reimbursement and authorizing the designated personnel to enter into the contract.

NOW, THEREFORE BE IT RESOLVED, that the City of Menlo Park, acting by and through its City Council, having considered and been fully advised in the matter and good cause appearing therefore do hereby authorize entering into local agreement number CSPP-8524 reimbursing the City up to \$1,011,860 for child care services at the Belle Haven Child Development Center for fiscal year 2018-19, and that the person who is listed below is authorized to sign the transaction for the City Council.

Starla Jerome-Robinson, Interim City Manager

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of November, 2018, 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 November, 2018.

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Judi A. Herren, City Clerk

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**Amendment 01**

**DATE:** July 01, 2018

**CONTRACT NUMBER:** CSPP-8524

**PROGRAM TYPE:** CALIFORNIA STATE  
 PRESCHOOL PROGRAM

**PROJECT NUMBER:** 41-2184-00-8

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES**

Budget Act

**CONTRACTOR'S NAME:** CITY OF MENLO PARK

This agreement with the State of California dated July 01, 2018 designated as number CSPP-8524 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 \$946,966.00 and inserting \$1,011,860.00 in place thereof.

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$49.37 and inserting \$52.12 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 19,181.0 and inserting 19,414.0 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.

<b>STATE OF CALIFORNIA</b>		<b>CONTRACTOR</b>				
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)				
PRINTED NAME OF PERSON SIGNING Jaymi Brown,		PRINTED NAME AND TITLE OF PERSON SIGNING				
TITLE Contract Manager		ADDRESS				
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 64,894	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE		Department of General Services use only		
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 946,966	(OPTIONAL USE) See Attached					
TOTAL AMOUNT ENCUMBERED TO DATE \$ 1,011,860	ITEM See Attached	CHAPTER	STATUTE			FISCAL YEAR
OBJECT OF EXPENDITURE (CODE AND TITLE) 706						
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-8524

# Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 114,945	(OPTIONAL USE)0656 13609-2184	FC# 93.596	PC# 000321	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 114,945	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 52,794	(OPTIONAL USE)0656 15136-2184	FC# 93.575	PC# 000324	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 52,794	ITEM 30.10.020.001 6100-194-0890	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 30,455	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 446,115	(OPTIONAL USE)0656 23038-2184			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 476,570	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6105 Rev-8590			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 34,439	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 333,112	(OPTIONAL USE)0656 23254-2184			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 367,551	ITEM 30.10.020.001 6100-194-0001	CHAPTER B/A	STATUTE 2018	FISCAL YEAR 2018-2019
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 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	



## STAFF REPORT

### City Council

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-203-CC

**Consent Calendar:** **Authorize the City Manager to execute an amendment to the agreement with Gates + Associates in an amount of \$21,195 for the Parks and Recreation Facilities Master Plan project**

### Recommendation

Staff recommends that the City Council authorize the City Manager to execute an amendment to the agreement with Gates + Associates in the amount of \$21,195 for the update of the Parks and Recreation Facilities Master Plan.

### Policy Issues

Without a modification to the contracting authority, the City cannot amend this agreement. By amending the existing agreement with Gates + Associates, the City would continue to receive the services to update the Parks and Recreation Facilities Master Plan. The City attempts to utilize contract services in areas where it is feasible and beneficial to the community.

### Background

Over the past 18 years recommendations have been implemented to improve the City's parks and recreation facilities as part of the Parks and Recreation Facilities Master Plan completed in 1999. While much has been accomplished, a number of the City's parks and facilities require updating in order to meet the changing needs of a growing community. In order to make the best use of current resources, staff recommended updating the master plan to prioritize and guide capital projects and facility improvements for the next 20-25 years consistent with the current General Plan update through the year 2040.

In fiscal year 2017-18, \$125,000 was approved as part of the Capital Improvement Program (CIP) budget for the Parks and Recreation Facilities Master Plan. An additional \$125,000 was carried over from the previous year's CIP budget for a total project budget of \$250,000.

On October 17, 2017, the City Council authorized the City Manager to enter into an agreement with Gates + Associates for the development of the Parks and Recreation Facilities Master Plan in the amount of \$167,955 with a proposed budget not to exceed \$220,000 including contingencies and staff management costs (Attachment A.)

The scope of work for the Parks and Recreation Facilities Master Plan Update consists of:

- Review of the City's Parks and Recreation Facilities Master Plan (1999);
- Review of the City General Plan for consistency with current vision, goals, polices and implementation strategies;

- Development of comprehensive plan for community engagement;
- Identify and prioritize improvements needed to existing recreation programs, parks, open space, building and other recreation facilities;
- Identify and prioritize additional recreation programs, parks, open space, buildings and other recreation facilities and amenities that may be needed in Menlo Park;
- Analysis of exciting health and wellness initiatives and recommendations for inclusion in policies, facilities and programs;
- Reviews and interpretation of demographic, cultural, socio-economic and other trends relevant to the recreation trends that have an influence on the plan to be developed;
- Comparison of the City with similar municipal parks and recreation departments in San Mateo and Santa Clara counties in regards to parks, open space, building and other recreation facilities, programs and services, usage and staffing levels;
- Development of a prioritized plan of action incorporating probable costs, including staffing, maintenance needs and potential funding sources and mechanisms.

## **Analysis**

The community engagement component of the master plan project is based on the City's community engagement model. Although the community engagement component appeared to be adequate in the project scope, staff initiated additional intercept activities, community meetings and surveys in response to increased community participation in the process. This resulted in additional work required by Gates + Associates, which was beyond the initial scope of work.

The original community engagement scope consisted of:

- Project review by the Parks and Recreation Commission and City Council
- Stakeholder coordination
- Interactive workshops and community meetings
- Focus groups and individual interviews to targeted user groups and potential partners
- Community newsletters/Activity Guide/Newspapers/Nextdoor Menlo Park
- On-line survey
- Flyers to be posted at City facilities, schools, local businesses, libraries and other sites
- Project information at community events: e.g., egg hunt at Kelley and Burgess Parks, July 4 celebration, summer concert series, summer movies in the park, Facebook festival, Belle Haven spring fair
- Project website
- Social media project pages – Facebook and Instagram
- Oversight and Outreach Group comprised of key staff members, representation from the Parks and Recreation Commission, Environmental Quality Commission, City Council, local school districts, sports field user groups, business community and local citizens

To date project outreach has consisted of:

- Four community meetings
- Over 30 intercept activities resulting in over 2,000 contacts
- Facebook live video stream
- Six focus groups
- Four Outreach and Oversight Committee meetings
- Over 50 social media postings, (Facebook, Instagram, Twitter and Nextdoor Menlo)

- Newspaper articles
- Project website on City webpage
- Multiple email blasts to various groups
- Belle Haven home association
- On-site marquee/electronic boards at City facilities
- On-site posters and flyers at City facilities
- On-line survey with over 500 responses
- Engaged well over 2,500 people through community meetings, focus groups and intercept activities

To ensure a robust and effective community engagement process, staff determined that the following items, which are beyond the original scope of work, were necessary for the Master Plan process:

- Enhanced marketing that included a project logo and branding graphics that would identify the master plan project and improve community awareness;
- Development of an outreach tool kit to be used by staff at meetings, intercept activities and events;
- Attendance by consultant at community events including Facebook festivals, Belle Haven spring fair, and others;
- Increased number of intercept activities to include summer concert and movies series, National Night Out events and downtown block party;
- Increase in marketing materials and social media postings;
- An expanded Oversight and Outreach Committee meeting with additional community members to review and comment on proposed recommendations; and
- An additional online survey, focusing on specific recommendation areas in need of clarification, elaboration or further confirmation.

A summary of the additional work scope and proposed added services is included in (Attachment B.)

### Impact on City Resources

The City Council appropriated \$250,000 for the project budget. The revised cost estimate for the Parks and Recreation Facilities Master Plan, including the proposed additional services, contingency and administrative costs, is \$239,536.

Item	Total
Original scope of work	\$167,955
Contingency (10%)	\$16,795
Administration costs (20%)	\$33,591
Sub total	\$218,341
Additional services	\$21,195
<b>Total cost</b>	<b>\$239,536</b>

### **Environmental Review**

The project is categorically except under Class 6 of the current State of California environmental Quality Acts Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which is a public agency has not yet approved, adopted or funded. The results of the project will identify environmental reviews and studies required to advance the project.

### **Public Notice**

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

### **Attachments**

- A. Parks and Recreation Facilities Master Plan City Council staff report for October 17, 2017
- B. Gates + Associates additional work authorization, work plan and fee schedule

Report prepared by:  
Rita Shue, Project Manager

Report reviewed by:  
Derek Schweigart, Community Services Director



## STAFF REPORT

### City Council

**Meeting Date:** 10/17/2017

**Staff Report Number:** 17-253-CC

**Consent Calendar:** **Authorize the City Manager to enter into a consultant agreement for the Parks and Recreation Facilities Master Plan project**

### Recommendation

Staff recommends that the City Council authorize the City Manager to enter into an agreement with Gates + Associates for the development of the Parks and Recreation Facilities Master Plan in the amount of \$167,955 for a total budget not to exceed \$220,000 including contingencies and staff management costs.

### Policy Issues

The Project is consistent with City policies and 2017 Menlo Park City Council Work Plan item No. 12 – to determine community facility needs in order to update the Parks and Recreation Facilities Master Plan (1999) and establish priorities for potential third phase of Measure T bonds in fiscal year 2018-19.

### Background

The City of Menlo Park provides recreation programs, social services and facilities enriching the lives of Menlo Park and other area residents. The City operates programs in 10 different facilities totaling 130,000 square feet, featuring a state-of-the-art gymnastics center, an award winning gymnasium, two recreation centers, two child care centers, two after-school programs, two community pools and a senior center. Additionally, this City hosts community special events, a summer concert series and programs at the local performing arts center. The City is also home to 14 parks, 2 open spaces, 14 playgrounds, 2 dog parks, 9 sports fields, 14 tennis courts and 14 picnic areas totaling over 250 acres.

In 1998, the City undertook an extensive public process to evaluate community needs by assessing the conditions of the City's parks and recreation facilities. In November 1999, a Parks and Recreation Facilities Master Plan was completed, recommending \$62 million in needed improvements. Priority projects were established based on input from a community opinion survey in March 2001 and additional review and recommendations from the Parks and Recreation Commission. In November 2001, Menlo Park voters approved to issue general obligation bonds, Measure T, phased in over several years totaling \$38 million for the renovation and expansion of City parks and recreation facilities.

As a result of the Parks and Recreation Facilities Master Plan and the community's support through Measure T, there have been numerous parks and recreation facility improvements.

Completed Measure T Projects	
Menlo Children’s Center	\$1,279,000
Burgess Park	3,327,000
Oak Knoll School	195,000
Nealon Park	1,427,000
Encinal School	28,000
Tinker Park	59,000
La Entrada School	273,000
Fremont Park	80,000
Stanford Hills Park	231,000
Burgess Pool and Pool House	6,559,000
Sharon Park	107,000
Sharon Hills Park	58,000
Arrillaga Family Recreation Center	1,464,000
Arrillaga Family Gymnasium	6,950,000
Arrillaga Family Gymnastics Center	3,032,000
Other Park and Facility Improvements	185,000
<b>Total Estimate</b>	<b>\$25,254,000</b>

Over the past 18 years master plan recommendations have been implemented to improve the City’s parks and recreation facilities. While much has been accomplished, a number of the City’s parks and facilities require updating in order to meet the changing needs of a growing community. In order to make the best use of current resources, staff recommends updating the master plan to prioritize and guide capital projects and facility improvements for the next 20-25 years consistent with the current General Plan update through the year 2040. Also, two facility master plan efforts are scheduled for completion in November 2017 which include the Belle Haven Pool and Bedwell Bayfront Park Master Plans. These projects will be incorporated into the overall Parks and Recreation Facilities Master Plan and prioritized along with other identified facility needs through a community engagement process.

**Analysis**

City staff issued the Parks and Recreation Facilities Master Plan Update Request for Qualifications (RFQ) on April 7, 2017. The goal was to recruit a design team with demonstrated experience, knowledge and expertise in urban planning and/or landscape architecture design with extensive experience in performing park and recreation facility master plans for municipalities similar in size to Menlo Park.

The scope of work presented in the RFQ included: developing a master plan to provide a long-term vision



and development guide for the City's parks and facilities; strategies to protect City resources; amenities to enhance user experiences and manage visitor use; future park and facility enhancements; and a financing plan for maintenance and capital costs. The master plan time frame would be 25 years.

Parks and Recreation Facilities Master Plan proposed scope of work:

- Review the City of Menlo Park's Parks and Recreation Facilities Master Plan (1999);
- Review the City of Menlo Park's General Plan for consistency with current vision, goals, policies and implementation strategies. An update of the current General Plan M2 Area (ConnectMenlo) which is adjacent to the Belle Haven neighborhood was completed in 2016;
- Develop a comprehensive plan for public outreach and involvement following the City's Community Engagement Model including a communication strategy in both English and Spanish as well as:
  - Community input from those not currently using recreation programs, open spaces, buildings and other recreation facilities as well as from current users and stakeholders;
  - Innovative and cost effective methods to generate and maximize public participation in development of the Parks and Recreation Facilities Master Plan including input from the Parks and Recreation Commission, Environmental Quality Commission, City Council, other public officials and agencies, parks and recreation user groups and non-users;
- Identification and prioritization of improvements needed to existing recreation programs, parks, open space, buildings and other recreational facilities particularly those that either were not addressed under the current master plan or have outlived their useful life;
- Identification and prioritization of additional recreation programs, parks, open space, buildings and other recreational facilities and amenities that may be needed in Menlo Park;
- Analysis of existing health and wellness initiatives and recommendations for inclusion in applicable policies, facilities and programs. Identification of fiscal sustainability strategies for same, as well as identification of:
  - Barriers to healthy lifestyles related to current programs;
  - Unmet needs in community wellness programs related to the City's scope of responsibility;
  - Resources needed for implementation of wellness programs;
- Review and interpretation of demographic, cultural, socio-economic and other trends relevant to the Menlo Park community using available statistical data. Provide additional analysis of emerging parks and recreation trends that will have an influence on the plan to be developed;
- Comparison of the resources of the City with four to six similar municipal parks and recreation departments in San Mateo and Santa Clara counties in regard to parks, open space, buildings and other recreation facilities; programs and services, usage and staffing levels. Additionally, compare the department with similar departments listed in the National Recreation and Park Association's Park Metrics;
- Development of a prioritized plan of action incorporating probable costs, including staffing and maintenance needs, and potential funding sources and mechanisms.

A panel of staff members reviewed the four applications that were received and invited the three most qualified consultants to interview for the project. Interviews were conducted by staff and one member of the Parks and Recreation Commission on July 17-18, 2017. Gates + Associates was selected as the most qualified consultant based upon their expertise in similar projects and their understanding and approach to the project scope.

The Parks and Recreation Facilities Master Plan is expected to be completed by September 2018. The

planning process will allow review of plan alternatives by the Parks and Recreation Commission and the City Council, as well as any constraints, recommended improvements and funding strategies resulting in a master plan that is implementable for the future.

**Impact on City Resources**

The total estimated cost for the Parks and Recreation Facilities Master Plan, inclusive of a 10% contingency and administrative costs, is \$218,341. In Fiscal Year 2017-18, \$125,000 was approved as part of the Capital Improvement Budget. An additional \$125,000 is carried over from the previous year's CIP budget for a total project budget of \$250,000.

Parks and Recreation Facilities Master Plan Project Budget	
Scope of Work	\$167,955
Contingency (10%)	\$16,795
Administration Costs (20%)	\$33,591
<b>Total</b>	<b>\$218,341</b>

If the Council desires to issue a third phase of Measure T general obligation bonds among other funding sources, staff estimate that there would be approximately \$13-14 million remaining for additional parks and recreation facility improvements.

**Environmental Review**

The project is categorically exempt under Class 6 of the current State of California Environmental Quality Act Guidelines, which allows for information collection, research and resource evaluation activities as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. The results of the project will identify environmental reviews and studies required to advance the project.

**Public Notice**

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

**Attachments**

- A. Parks and Recreation Facilities Master Plan Consultant Scope of Work and Fee Schedule

Report prepared by:  
Derek Schweigart  
Assistant Community Services Director

Azalea Mitch  
City Engineer

**PARKS & RECREATION FACILITIES MASTER PLAN**  
**Menlo Park, CA**  
**October 11, 2017**

Gates + Associates (“Gates”) and BluePoint Planning (“BPP”) have a high regard for the emphasis that Menlo Park places on community values and creating a high quality environment. Our team brings the comprehensive set of skills, experience and knowledge to the Parks and Recreation planning process, bringing a solid history of working with city staffs, interest groups and the public to develop Parks and Recreation Facilities Master Plans that reflect the character and values of the community. Our areas of expertise are complementary and well rounded, and will enable us to create a visionary, implementable, community endorsed and well-documented Park and Recreation Facilities Master Plan.

A critical first task of this process will be to understand the existing parks, open spaces and facilities in Menlo Park. We will build on the information already compiled by the City regarding the 15 existing parks and open spaces, 5 joint use facilities at school sites and 11 community facilities, supplementing this information with our own field investigations and visual documentation. We will create a thorough inventory and evaluation of existing amenities, facilities, uses and staffing, as well as physical conditions, ADA and safety compliance, and neighborhood access. This analysis will look at service areas and amenity distribution to determine current levels of unmet needs, and the capacity to meet future needs within the existing system.

A demographic analysis will inform our projections regarding needs and demand over the Plan horizon. An analysis of current recreational trends and emerging patterns, as well as comparisons with facilities and services provided by peer communities will assist in establishing standards and goals.

We will actively work with city staff and stakeholders to identify preliminary goals, priorities and concerns. An essential part of the Master Planning process is to develop an outreach program which will ensure that all current and potential park user groups are encouraged to engage in the process. We will design a participatory and inclusive process to allow all segments of the community the opportunity to provide meaningful input. We will develop interactive graphics and workshop materials to convey ideas and issues, and facilitate community discussion regarding needs, preferences and priorities. Balancing competing needs in an era of limited resources requires sensitivity, innovation, and the willingness to listen to the community, as well as the ability to convey the opportunities and parameters of the study. Our team has an excellent track record in building consensus and forging coherent visions from groups with divergent interests.

We will synthesize the information gathered and analyzed in the above tasks – existing conditions, preliminary issues and goals, demographic projections, community needs and desires, recreational trends and comparable standards – into a vision for the overall system of parks and recreation. With a clear vision, we can realistically assess the gaps in the existing system, the projected deficiencies, and the opportunities for new, expanded or upgraded facilities. We will thoroughly review the City’s current park standards, and will propose updates and revisions as appropriate. In updating the City’s standards and creating specific recommendations, we will consider design, usability, accessibility, relationship of park elements and distribution of facilities. Our standards and recommendations will support innovative and inclusive design elements and include sustainable concepts to ensure efficiently maintainable parks and facilities.

Our 40 years of experience in designing and building parks, allows us to accurately project the costs for construction, renovation, operations and maintenance of parks and recreation facilities. Guided by the community vision, and grounded in accurate cost and constructability realities, we will develop strategic priorities for both long term and short term improvements. Working with City Staff, and through workshops, study sessions and public hearings, we will refine the priorities and develop comprehensive Master Plan for implementation over the next 5 to 25 years. The Parks and Recreation Facilities Master Plan will integrate all of the information into a comprehensive document. The narrative text will be richly supported with clear maps, diagrams, plans, photos and other graphics. It will also identify potential sources of funding for construction, maintenance and operations. The result will be a Park and Recreation Facilities Plan that is distinctly Menlo Park - a tailored reflection of the community needs and values.

**PARKS & RECREATION FACILITIES MASTER PLAN**  
 Menlo Park, CA  
 October 11, 2017

**TASK I – PROJECT INITIATION**

*Finalize a detailed work scope and schedule, review goals, objectives and approaches, and identify and review all information to be provided by City Staff to establish a baseline.*

**Subtask I.1 – Work Plan**

Work with City Staff to review project’s goals and objectives and to finalize a detailed work scope and schedule. Once established, the refined work program will serve as the organizing framework for the project. It will specify meetings, work tasks, schedule checkpoints and other aspects of project management.

**Subtask I.2 – Kick-Off Meeting**

Meet with City Staff to discuss in-depth the parks, facilities, work in progress, service model, programs and partnerships currently provided to the community. Identify relevant stakeholders and targeted community segments for input into the process, and confirm engagement process. Review approaches to be used to:

- Analyze current park area, square feet of facility space, and user demographics for both City and non-City owned spaces and facilities.
- Provide qualitative measures to evaluate conformance with General Plan policies as well as best practices to identify areas of need and opportunities.
- Use planning level mapping to analyze current service areas and areas of influence for existing parks, and facilities.
- Use this information to develop master plan that responds to the unique needs and opportunities in Menlo Park while planning park, open space, facility and service recommendations for the City that are fiscally responsible and provide for a sustainable future, both physically and operationally.
- Identify additional opportunities to achieve near-, medium- and long-term park, facility and operational goals
- Review funding and financing mechanisms.
- Consider the level of environmental documentation to be required under the California Environmental Quality Act (CEQA).

**Subtask I.3 – Existing Document Review**

Assemble and review current data and planning context, including, but not limited to key documents, materials, plans and reports such as:

- City of Menlo Park General Plan and Updates
- Parks and Recreation Facilities Master Plan 1999
- Park and Recreation Commission Goals and Work Plan

- ConnectMenlo materials
- Bedwell Bayfront Park Plan
- Belle Haven Pool Plan
- Library Space Needs Study
- Economic Development Plan
- Playground Audit
- Capital Improvement Plan (CIP)
- Flood Park Master Plan
- Community Services Department (CSD) Mission / Vision and Strategic Plan
- Downtown Specific Plan
- Facebook Expansion Plans
- Infrastructure Management Study – January 29, 2007
- Cost Allocation Plan (forthcoming)

**Subtask 1.4 – Project Communication**

Hold regularly scheduled project check in calls with City staff. Provide meeting/call summaries with actionable items after each call. Maintain project schedule. Distribute project materials to applicable parties.

**PRODUCTS:**

Work Plan  
 Schedule  
 Meeting/call summaries with actionable items

**MEETINGS:**

City Staff Kick-off	1
Check-in/coordination calls	30

**TASK 2: TRENDS AND DEMOGRAPHICS**

*Examine trends in relation to the demographic composition and characteristics of the City of Menlo Park community. Identify and examine key demographic and societal trends that likely shape and impact park and recreation services.*

**Subtask 2.1- Demographic Analysis**

Prepare a demographic profile of the City of Menlo Park community, using data provided by the City. This will include 2010 Census, 2018 estimated, and 2040 projected demographic data. This analysis will identify the status and changes in age groups, family households, income, educational attainment, and other information that can be used to estimate recreation demand and likely participation.

**Subtask 2.2 – Trends Analysis**

There are a number of trends significantly impacting park and recreation facilities and programs. The response to these trends is transforming the next generation of park and recreation facilities. The trends impacting parks and recreation include environmental stewardship, social and economic concerns, new technology, children’s health and childhood obesity, the “age wave”, demand for health, fitness and wellness-centered activities, wellness and social integration of older adults, aging in place, technology, universal play and

access, and creation of community connections in urban and suburban planning, to new a few. The consultant team will identify the impact of these trends on the community and integrate strategies to address these trends in the Master Plan.

**PRODUCTS:**

A summary of the demographics and the trends that will likely have implications for the City’s recreational programs, services, and facilities.

**TASK 3 – INVENTORY AND COMPARISON OF PARKS AND RECREATION RESOURCES**

*The object of this task is to inventory the City’s existing resources, assess function and compare existing standards to those of peer communities.*

**Subtask 3.1 – Existing Park / Facility Inventory – Baseline Analysis**

Review City-provided documentation on parks and recreation facilities, both current and proposed, including site and floor plans. Create detailed inventory of facilities and amenities provided at each park/ facility, based on information provided. Follow up with field/site visits as needed:

- 13 Neighborhood and Community Parks and 2 Open Spaces
- 1 County Park
- 5 Joint Use School Facilities

Recreation facilities including:

- 3 Community Centers
- 2 Public Pools
- 3 Child Care Centers
- 1 Gymnasium
- 1 Gymnastics Center
- Menlo Atherton Performing Arts Center

For each site, indicate

- Location
- Size
- Facilities – Inventory of all park and recreational facilities (playgrounds, play field, ball courts, pools, gyms, trails restroom, structures, parking capacity)
- Recreation programs - Scheduled programs throughout the year (services provided by City)
- General condition of park or facility
- Usability of the park or facility for intended uses - whether the park is fulfilling community needs, or whether improvements would better fulfill those needs

**Subtask 3.2 - Current Programs and Services – Baseline Analysis**

Inventory and analyze the current program and service offerings and the associated fees and policies for the City of Menlo Park Community Services Department.

**Subtask 3.3 – Benchmarking**

Benchmarking is a tool to assist in establishing standards and goals by comparing the current provision of facilities and services to those offered by peer communities. The analysis will include an inventory of the current facilities and benchmarking using peer institutions. We will provide a comparative analysis of the park and recreational facilities of up to six (6) peer jurisdictions in San Mateo and Santa Clara Counties as identified by the City. Based on the availability of information from the Peer Cities, the team will strive to gather and analyze the following information: (1) number and types of park, trails, and open space opportunities, (2) inventory, size, type, and features of facilities, (3) comparison of program offerings and services, (4) user fees, rental rates, and other revenue streams (and (5) general information which would add to the comparative analysis. In addition, we will compare the Community Services Department with similar departments as listed in the National Recreation and Park Association’s NRPA Park Metrics database. The assessment will provide information to be compared to nationally accepted standards (NRPA) regarding recreation resources and facilities.

**PRODUCTS:**

Summary of Findings to include existing conditions, inventories and comparison analysis.

**TASK 4: PUBLIC INVOLVEMENT**

*Develop and conduct a cost effective program of community outreach, engagement and input. Effective outreach and engagement of the community and stakeholders is essential to the successful outcome of this master plan. The foundation of a successful needs assessment study is accomplished through interactive and meaningful community participation. Menlo Park’s Community Engagement Model will provide a basis for the public involvement approach.*

**Subtask 4.1 – Community Engagement Plan**

An outreach plan will be developed to gather input from residents and other key stakeholders and engage them in the process and outcomes of the report findings. In consultation with staff, a list of key individuals and/or stakeholders to include in the process will be established. The outreach effort will be branded, with logo and tag line. Materials will be prepared in English and Spanish, as needed. Simultaneous translation, when needed, will be provided by the City. Linkages to community events, such as Concerts in the Park, Egg Hunt, Kite Day, etc. will be identified.

**Subtask 4.2 – Outreach and Process Oversight Committee**

The City will form an Outreach and Process Oversight Committee comprised of representatives of key stakeholders who will meet with staff and consultants to provide input and guidance to the process as well as to share information about the process with their constituencies. Committee members may include representatives from groups such as Parks and Recreation Commission, Menlo Park School Districts, Neighborhood Associations, Sports Groups, or others.



The meetings will provide input to ensure that the planning process is inclusive, and that the community can weigh in effectively regarding parks, recreation facilities and open space. They will provide input on aspects of the plan and process such as crafting the mission statement and goals, identifying targeted outreach groups, development of prioritization criteria.

**Subtask 4.3 - Stakeholder Interviews / Focus Groups**

Conduct interviews and focus group meetings to evaluate how the parks, facilities and programs are serving the community. Interviews and groups will focus on overall perceptions as well as specific topics so that relevant stakeholders may contribute input regarding their areas of interest. These meetings will contribute to identifying:

- what is working well with Menlo Park’s parks and facilities
- stakeholder impressions of existing parks, facilities and programs
- what additions/changes are desired
- perceived unmet recreation needs
- related projects and opportunities which might impact master plan
- ideas for the future of park and facilities development

**Subtask 4.4 - Community Workshops**

These interactive meetings can focus on both Citywide issues and targeted sites. The consultant team will work with the City to identify appropriate settings, room layout, date, time and announcement methods to maximize community participation. Work with Staff to strategize methodology to maximize workshop attendance, and to define responsibilities for dissemination of the information. This might include:

- Web presence (consultants to provide content, City to post on project page)
- Social media
- Banner and media outreach
- Linkage with other events or meetings
- Newsletter local schools / recreational groups
- Convenient scheduling and location of meeting (possible day care)
- Translation services (materials translated by consultants, meeting translation arranged by City)
- Multiple community mailings (consultants to provide content, City to conduct mailing)
- Interagency meetings and collaboration
- Intercept events, pop-up meetings and focus groups
- Information booths at community events
- Online survey tools

The consultant team will facilitate workshops to encourage involvement in the planning process.



Community Workshop #1

- The inventory, analysis, and needs assessment information prepared during the first two project phases will be presented to the community in a public workshop (presentation materials (PowerPoint, graphics, maps, etc.) and public facilitation). The workshop will be an open house format designed to promote quality interaction through large and small group discussions, prioritization exercises, and comment sheets. At all workshops, comment cards will be provided for use by persons who are not comfortable with public speaking, to capture additional comments as they arise, and for additional outreach throughout the course of the project. Spanish translation of materials will be provided.

Community Workshop #2

- The second public workshop we will receive feedback and comment on assessment of community preferences, draft master planning recommendations and initial priorities. In this interactive workshop, elements of the action plan will be presented for review and feedback. The consultant team will record the comments received and incorporate them into the plan.

Community Workshop #3

- The third public workshop we will receive feedback and comment on the refined master planning recommendations, prioritization criteria, and develop preliminary consensus on priorities for implementation.

PRODUCTS:

Plan and schedule for public engagement  
 Outreach and Oversight Committee Meeting Agendas and Summary Reports  
 Summaries of Stakeholder Interviews/Focus Groups  
 Community Workshop Materials and Summary Reports

MEETINGS:

Outreach and Oversight Committee	3
Stakeholder Interviews/individual or group	8
Community Workshops	3

**TASK 5: GOALS, POLICIES AND STANDARDS**

*Develop goals, policies and standards to support the Parks and Recreation Facilities Master Plan Update. Incorporate the Department's vision, mission, goals and objectives and other applicable documents. Review for consistency with the City's General Plan.*

**Subtask 5.1 – Draft Goals, Policies and Standards**

Based on the information generated in the previous tasks, draft goals, policies, and standards that support the community vision. Ensure consistency with the General Plan.

Goals will address:

- A high quality and diversified system that meets current and future needs

Policies and standards will address:

- Service areas and level of service
- Access to parks and facilities

PRODUCTS:

Draft Goals, Policies and Standards

MEETINGS:

City Staff 1

**TASK 6 - DRAFT MASTER PLAN RECOMMENDATIONS**

*Develop prioritized recommendations for parks, open space, buildings and other recreation facilities and program improvements and additions.*

**Subtask 6.1 - Prioritization Criteria**

Based on information received in prior tasks, and with community input, create a set of criteria for developing and updating prioritization of future projects. Criteria may include:

- Public health and safety
- Inclusivity and access
- Community values and support
- Service gaps and unmet demand
- Health and wellness
- Collaborative opportunities and funding availability
- Sustainability and conservation
- Protection of existing infrastructure / maintenance efficiencies
- Neighborhood enhancement or economic benefit

**Subtask 6.2 - Recommendations for Improvements to Existing Parks and Facilities**

Based on information received in prior tasks and on prioritization criteria, develop a prioritized list of improvements to recreation programs, existing parks, open space, buildings and other recreational facilities.

**Subtask 6.3 - Recommendations for New Programs and Facilities**

Based on information received in prior tasks and on prioritization criteria, identify and develop a set of prioritized recommendations for additional recreation programs, parks, open space, buildings and other recreation facilities that may be needed in Menlo Park.

**Subtask 6.4 – Targeted Funding and Implementation Strategies**

Develop strategies including the development of a prioritization plan for parks and facilities and the strategies for implementation

Identify specific Economic Development opportunities available through the Department's efforts such as cultural events, sports tournaments, etc.

Establish a recreation projects list to address identified needs and/or enhancements including (1) Improvements and short-term projects and (2) order-of-magnitude cost estimates will be prepared for the listed improvements and/or new development. These will be based on a per-square foot, per-mile, and per-each basis.

**PRODUCTS:**

Draft Master Plan including criteria and recommendations

**MEETINGS:**

City Staff 1

**TASK 7: DRAFT MASTER PLAN ACTION PLAN**

*Develop a prioritized plan of action for the next 5 – 25 years which will include issues; strategies; probable costs, including staffing and maintenance needs; and an analysis of potential funding sources and mechanisms for the recreation programs, parks, trails, open space, buildings and other recreation facilities.*

**Subtask 7.1 – Cost and Revenue Analysis**

The City must be able to afford to own the facilities it can afford to build. The economic analysis and cost recovery analysis, including the City’s forthcoming cost allocation plan will help to inform the decisions about renovations and developments at City facilities.

- Develop reliable figures on which very important decisions will be made. This will include: (1) developing detailed costs for the annual operation and maintenance, (2) developing preliminary fees and charges, (3) analyzing the revenue potential for the various options, and (4) identifying the cost recovery potential.
- We will provide preliminary cost estimates for operations, maintenance, and capital improvements
- Rough order-of-magnitude cost estimates will be prepared for the listed improvements. These will be based on a per-acre, per-square foot, per-mile, and per-each basis.
- Revenue estimates for facilities will consider existing or any changes to fee structure.

**Subtask 7.2 - Funding Strategies and Opportunities**

Identify a comprehensive array of funding mechanisms available in California for municipal parks and recreation acquisition, improvements, and on-going operations and maintenance costs. Funding strategies will also describe potential partnership opportunities for further exploration. This task includes identification and evaluation of:

- An array of financing mechanisms available in California to finance recreation improvements
- Funding from gifts, grants, charitable foundations, advertising, sponsorship and other creative sources
- Criteria for viable partnerships
- Opportunities for leveraging of resources

- Funding implications based upon the assessment of the public’s willingness to fund programs and/or facilities

**Subtask 7.3 - Fee and Rate Structure Recommendations**

Market acceptance of changes to the fees and rate structure is important to sustaining a satisfied and supportive customer base. To attract new users, retain and grow the existing customer base, and provide desired community services, the fees must be competitive and attractive to the target market. The Fee and Rate Structure analysis builds upon the research developed through the market and demographic research. Study tasks include:

- Analysis of the current fee structure
- Assessment of cost recovery objectives and policies in forthcoming Cost Allocation Plan
- Funding implications based upon the assessment of the public’s willingness to fund programs and/or facilities
- Address economic barriers to access and participation

**Subtask 7.4 –Master Plan Project Prioritization Draft**

This section will include the identification of short, medium and long –term capital projects, including both standard renovations and installation of new facilities.

- Areas where certain outdated or underutilized facilities should be redeveloped
- New specialized facilities (e.g., dog parks, pickleball courts) that should be considered
- New large scale facilities (e.g. pool, play fields, park etc.) that should be considered
- Playgrounds or facilities that are not in conformance with ADA standards or do not provide inclusive access
- A timeline and budget to accomplish the goals of the Parks and Recreation Master Plan

**Subtask 7.5 –Draft Master Plan Study Session with Parks and Recreation Commission**

Hold a Study Session/Public Hearing of the Draft Master Plan with the Parks and Recreation Commission. This will provide the Commission and the public to review and comment on the work completed in this and the previous tasks.

**PRODUCTS:**

Draft Master Plan Action Plan  
Presentation Materials for PRC Study Session

**MEETINGS:**

City Staff review of draft and final reports           1  
Park and Recreation Commission Study Session       1

**TASK 8 - FINAL PLAN**

*Prepare Final Master Plan for adoption.*

**Subtask 8.1 - Master Plan Report**

Revise the Draft Master Plan Report to reflect the input received. Master Plan Report to include:

- Introduction
- Demographics and Trends
- Inventory and Comparative Analysis
- Public Involvement
- Goals, Policies and Standards
- Recommendations
- Action Plan

**Subtask 8.2 – Parks and Recreation Commission Hearing**

Provide presentation materials and attend meeting of the Parks and Recreation Commission for their recommendation for plan approval.

**Subtask 8.3– City Council Adoption Hearing**

Provide presentation materials and attend meeting of the Menlo Park City Council for plan approval.

**PRODUCTS:**

Parks and Recreation Facilities Master Plan (digital file)  
Presentation Materials for Public Hearings

**MEETINGS:**

Parks and Recreation Commission Approval	1
City Council - Adoption of Plan	1

DRAFT TASK & HOURLY SCHEDULE  
Parks and Recreation Facilities Master Plan Update  
October 11, 2017

		Gates + Associates				BluePoint Planning		
		Gail Donaldson, Project Manager	Kelley Lotosky, Outreach	Chuck Gardella, Principal	Gates Associate	Mindy Craig, Principal	BPP Associate	Subtotal
Hourly Rate		\$150	\$125	\$150	\$100	\$165	\$80	
<b>TASK 1 - PROJECT INITIATION &amp; MANAGEMENT</b>								
Subtask 1.1	Work Plan	6				4		
Subtask 1.2	Kick-Off Meeting	6	4			4		
Subtask 1.3	Existing Document Review	12	8			8		
Subtask 1.4	Project Communication	75	15			20		
Subtotal Hours		99	27	0	0	36	0	
Subtotal Fee		\$ 14,850	\$ 3,375	\$ -	\$ -	\$ 5,940	\$ -	\$ 24,165
<b>TASK 2 - TRENDS &amp; DEMOGRAPHICS</b>								
Subtask 2.1	Demographic Analysis					10		
Subtask 2.2	Trends Analysis	4				10		
Subtotal Hours		4	0	0	0	20	0	
Subtotal Fee		\$ 600	\$ -	\$ -	\$ -	\$ 3,300	\$ -	\$ 3,900
<b>TASK 3 - INVENTORY &amp; COMPARISON OF PARKS &amp; RECREATION RESOURCES</b>								
Subtask 3.1	Existing Park/Facility Inventory - Baseline Analysis	20		20	20	24	16	
Subtask 3.2	Current Programs & Services - Baseline Analysis					20	6	
Subtask 3.3	Benchmarking					24	6	
Subtotal Hours		20	0	20	20	68	28	
Subtotal Fee		\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,000.00	\$ 11,220.00	\$ 2,240.00	\$ 21,460.00
<b>TASK 4 - PUBLIC INVOLVEMENT</b>								
Subtask 4.1	Community Engagement Plan	2	12	16	16	4	4	
Subtask 4.2	Outreach and Process Oversight Committee (3)	21	24		24	12	4	
Subtask 4.3	Stakeholder Interviews/Focus Groups (8)	4				16	4	
Subtask 4.4	Community Workshops (3)	24	48		24	24	24	
Subtotal Hours		51	84	16	64	56	36	
Subtotal Fee		\$ 7,650.00	\$ 10,500.00	\$ 2,400.00	\$ 6,400.00	\$ 9,240.00	\$ 2,880.00	\$ 39,070.00
<b>TASK 5 - GOALS, POLICIES AND STANDARDS</b>								
Subtask 5.1	Draft Goals, Policies and Standards	24		2	16	16	4	
Subtotal Hours		24	0	2	16	16	4	
Subtotal Fee		\$ 3,600.00	\$ -	\$ 300.00	\$ 1,600.00	\$ 2,640.00	\$ 320.00	\$ 8,460.00



		Gates + Associates				BluePoint Planning		
		Gail Donaldson, Project Manager	Kelley Lotosky, Outreach	Chuck Gardella, Principal	Gates Associate	Mindy Craig, Principal	BPP Associate	Subtotal
Hourly Rate		\$150	\$125	\$150	\$100	\$165	\$80	
<b>TASK 6 - DRAFT MASTER PLAN RECOMMENDATIONS</b>								
Subtask 6.1	Prioritization Criteria	8			4	4	2	
Subtask 6.2	Improvements to Existing Parks and Facilities	20		16	12	20	5	
Subtask 6.3	New Programs and Facilities	8				12	4	
Subtask 6.4	Targeted Funding and Implementation Strategies	8				8		
Subtotal Hours		44	0	16	16	44	11	
Subtotal Fee		\$ 6,600.00	\$ -	\$ 2,400.00	\$ 1,600.00	\$ 7,260.00	\$ 880.00	\$ 18,740.00
<b>TASK 7 - DRAFT MASTER PLAN ACTION PLAN</b>								
Subtask 7.1	Cost and Revenue Analysis	8				16	4	
Subtask 7.2	Funding Strategies and Opportunities	8				16	4	
Subtask 7.3	Fee and Rate Structure Recommendations	4				12	4	
Subtask 7.4	Master Plan Project Prioritization Draft	40		4	24	16	4	
Subtask 7.5	PRC Study Session	12			8	8		
Subtotal Hours		72	0	4	32	68	16	
Subtotal Fee		\$ 10,800.00	\$ -	\$ 600.00	\$ 3,200.00	\$ 11,220.00	\$ 1,280.00	\$ 27,100.00
<b>TASK 8 - FINAL PLAN</b>								
Subtask 8.1	Master Plan Report	40		4	24	16	16	
Subtask 8.2	PRC Commission	8			4	4		
Subtask 8.3	City Council Adoption	8			2	4	4	
Subtotal Hours		56	0	4	30	24	20	
Subtotal Fee		\$ 8,400.00	\$ -	\$ 600.00	\$ 3,000.00	\$ 3,960.00	\$ 1,600.00	\$ 17,560.00
<b>TOTAL</b>								
								\$ 160,455.00
Reimbursable Allowance								\$ 7,500.00

Optional Additional Services		Gates + Associates				BluePoint Planning		Subtotal
		Gail Donaldson, Project Manager	Kelley Lotosky, Outreach	Chuck Gardella, Principal	Gates Associate	Mindy Craig, Principal	BPP Associate	
	Community Workshops (each)							
Hours	<i>Incl. materials development, graphics, prep, attendance, summary</i>	8	16		8	8	8	
Fee		\$ 1,200.00	\$ 2,000.00	\$ -	\$ 800.00	\$ 1,320.00	\$ 640.00	\$ 5,960.00
	Oversight Committee (each)							
Hours	<i>Incl. materials development, graphics, prep, attendance, summary</i>	7	8		8	4		
Fee		\$ 1,050.00	\$ 1,000.00	\$ -	\$ 800.00	\$ 660.00	\$ -	\$ 3,510.00
	Additional Stakeholder/Focus Groups (each)							
Hours	<i>Includes participation, summary</i>	0.5				2	0.25	
Fee		\$ 75.00	\$ -	\$ -	\$ -	\$ 330.00	\$ 20.00	\$ 425.00
	Additional PRC / Council Meetings							
Hours	<i>Includes presentation materials, attendance</i>	8				4		
Fee		\$ 1,200.00	\$ -	\$ -	\$ -	\$ 660.00	\$ -	\$ 1,860.00





ADDITIONAL WORK AUTHORIZATION #01

Project Number: P 5390
Date: September 17, 2018
Project Title: Menlo Park Parks and Recreation Facilities Master Plan
To: Derek Schweigart, Community Services Director
Company: City of Menlo Park

Please be advised that we have been asked to perform work which is not in our original scope of services.

Extra Worked requested by: Derek Schweigart
Date: September 11, 2018

SCOPE OF WORK:

See attached Menlo Park Additional Workscope, Additional Outreach Services.

FEES FOR WORK:

- Fixed Rate \$21,195.00
Hourly not to exceed: \$
Hourly, no set maximum ("T & M")
We are proceeding with this work based on your verbal authorization
Reimbursables included in fee
Reimbursables not included in fee
We are awaiting your written authorization prior to proceeding with this work

Please return one signed copy of this work authorization to Gates + Associates as soon as possible. If you have questions or comments regarding this matter, please contact us at your earliest convenience.

ISSUED:

AUTHORIZATION CONFIRMED:

BY: Gail Donaldson DATE: BY: DATE:
GAIL DONALDSON
ASSOCIATE PRINCIPAL

**PARKS & RECREATION FACILITIES MASTER PLAN**

Menlo Park, CA

September 17, 2018

**Additional Work Scope**

**TASK 1: ADDITIONAL SERVICES PER CITY REQUESTS TO DATE**

*Activities and tasks performed regarding expanded outreach efforts, per City requests.*

**Subtask 1.1 – Logo / Branding**

Create project logo and branding graphics. Work with City Staff to ensure compliance with City graphic standards and styles. Revise materials per City comments.

**Subtask 1.2 – Intercept Activities**

Prepare materials for and attend 4 intercept activities, including Easter Egg Hunts (2 parks), Facebook Farmers’ Market, Belle Haven Spring Fair. Revise materials per City comments. Record, compile and analyze results of interactive intercept activities.

**Subtask 1.3 – Outreach Toolkit**

Prepare and assemble materials for City Staff to engage in outreach activities.

**Subtask 1.4 – Social Media**

Prepare graphics and text for social media posts on City website, Facebook and Instagram, and for email blasts. Coordinate with City regarding graphic styles and standards, revise per City comments.

**Subtask 1.5 – Ads/ Flyers**

Prepare graphics and text for advertisements in City publications, and for flyers advertising outreach activities. Coordinate with City regarding graphic styles and standards, and revise per City comments.

**Subtask 1.6 – On-line Survey**

Prepare, upload and monitor on-line survey. Revise survey per City comments. Compile and analyze survey results and integrate with responses to other outreach activities.

**Subtask 1.7 – Translations**

Translate outreach texts to Spanish and prepare Spanish language versions of intercept, toolkit, flyers and survey materials. Hold regularly scheduled project check in calls with City staff.

**TASK 2: ADDITIONAL SERVICES TO BE PROVIDED**

*Adjustments and additions to original Task 4 – Public Involvement*

**Subtask 2.1 – Oversight and Outreach Committee Working Group**

Hold an expanded O & O Committee meeting, as a working group to review and comment on proposed Plan recommendations, and to expand upon and clarify Plan

recommendations in specific focus areas. Develop meeting format and prepare all meeting materials including presentation, breakout group materials, and interactive graphics. Attend and facilitate working group meeting, and summarize findings. Integrate meeting input into draft Master Plan document recommendations.

**Subtask 2.2 –Online Survey**

Prepare, upload and monitor a brief online survey, focusing on specific recommendation areas that are in need of clarification, elaboration or further confirmation. Summarize survey results.

**Subtask 2.3 – Tool Kit for Events / Intercepts**

Prepare and assemble materials for City Staff to engage in outreach activities.

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## STAFF REPORT

### City Council

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-204-CC

**Consent Calendar:** **Authorize the City Manager to execute five-year master agreements with multiple consulting firms for on-call transportation services**

### Recommendation

Staff recommends that the City Council authorize the City Manager to execute five-year master agreements with multiple consulting firms for on-call transportation services.

### Policy Issues

The proposed action is consistent with the City's purchasing policies. Use of multiyear master agreements assists the delivery of capital improvement projects and community programs/services in a timely manner. It also serves as a risk management tool to quickly address external pressures that limit staff capacity, such as development growth, new priorities and on-going staff vacancies.

### Background

The Transportation Division is responsible for promoting the efficient movement of people and goods throughout Menlo Park by maintaining and enhancing a functional and efficient transportation network. The division oversees areas such as shuttle service, bicycle/pedestrian facilities, traffic signals, streetlights, street signs and overall roadway network.

Transportation challenges, including multi-modal safety, traffic congestion, neighborhood quality of life, neighborhood cut-through traffic issues and regional coordination are all significant and growing concerns in Menlo Park. Menlo Park has consistently experienced complex, regional transportation problems due to its proximity to major highways and the Dumbarton bridge. Further, regional development and employment centers on the peninsula have further increased peak period traffic congestion, which strains the construction and maintenance of the City's transportation network.

As a result, the City Council identified two transportation projects in their top six priority projects for their 2018 work plan to address these challenges:

- Development of a Transportation Master Plan
- Development of a Safe Routes to School program

These projects, as well as 11 other transportation-focused work plan items, require significant community engagement with staff coordination and leadership. It also places pressure to carry out the typical day-to-day operations of the division, such as performing high quantities of development reviews, management of traffic control through construction zones, coordinating City's shuttle program, addressing general resident concerns and maintenance of traffic signals, street lighting, bicycle infrastructure and pedestrian infrastructure. Further pressure has been added through on-going staff vacancies in the Transportation Division, delaying timely completion and delivery of products and services.

To address these challenges and ensure timely and continued delivery of transportation related City Council priorities, projects and services, it is recommended that the City Council authorize the City Manager to execute five-year master agreements (including an option to extend two years) with multiple transportation consulting firms.

## **Analysis**

In past years and currently, the City Council has authorized the City Manager to execute master agreements with consulting firms to augment staffing resources that are experiencing higher demand due to external market and community pressures. Master agreements have been established by the City for services such as engineering, surveying, inspection and testing to perform some short-term specialized tasks.

Master agreements are an efficient tool for providing technical staff support and shorten the time needed to identify qualified firms while adhering to the City purchasing policies. This enables the City to quickly respond to community demands by utilizing these consulting firms' services on an as-needed basis for a specific activity. These services are temporary, and obtained only for the length of time needed to complete the tasks.

Master agreements that involve on-call professional services only provide a list of qualified and vetted consulting firms. Once a master agreement is in place with the listed firms, staff interact with these firms on an as needed basis to find the most appropriate level of expertise and knowledge to carry out a specific task or service. Once a specific firm from the list is identified for the temporary work, the City establishes a purchase order for a not-to-exceed amount and a funding source that has already been budgeted.

The master agreement is the same document as the City's standard services contract and requires the consultant to provide proof of insurance and to hold the City harmless for the work performed. The agreements will be for five years with an option to extend for two additional years.

In August 2018, staff advertised a request for qualifications (RFQ) for on-call transportation planning and engineering services. Sixteen submittals were received and reviewed by staff. Upon review and evaluation of the submittals, staff identified seven firms that would provide the widest range of specialties and best applicable project experience. Staff recommends entering into agreements with the following seven firms ensuring a large pool of experienced personnel and the highest availability of services:

- Kittelson and Associates
- Alta Planning and Design
- Parisi Transportation Consulting
- Kimley-Horn
- AMG, Advanced Mobility Group
- W-Trans
- CHS Consulting Group

Some of the on-call services that could be provided by the above list of transportation consultants include:

- Traffic signal design
- Conducting a city speed zone study
- Multi-modal transportation planning, operations analysis and design
- Transportation impact analysis
- Capital project planning, design, and/or construction management
- Transportation demand management program support
- Transit planning to assist with the City's shuttle service
- Cut-through traffic analysis and traffic calming planning and design

- Project management support
- Parking analysis and management best practices
- Cost estimating and project prioritization support
- Working with transportation and/or engineering staff and developing solutions to safety hot-spots
- Grant application support and project administration
- Construction support
- Review of traffic control plans

Establishing master agreements with these firms will assist in mitigating risks associated with increased community demand for addressing transportation issues, current and future staff vacancies and ability to deliver products and services in a timely manner.

### **Impact on City Resources**

The contract amount for services will vary for each project, depending on the scope of work/services, the number and type of professionals/technicians used, and the public input needed. The hourly rates for services typically range from \$100 to \$300, depending on the area of expertise and experience required to deliver the best products. The costs of these services are budgeted in the program or capital project for which the services are needed. No additional appropriations are being requested at this time.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:  
Kristiann Choy, Senior Transportation Engineer

Report reviewed by:  
Justin Murphy, Public Works Director

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## STAFF REPORT

### City Council

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-209-CC

**Consent Calendar:** **Second reading and adoption of Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority**

### Recommendation

Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority for public improvement projects.

### Policy Issues

The decision of the City Council to delegate design approval authority for public improvement projects to the City Manager or his or her designee is a policy decision.

### Background

When projects are authorized to be advertised or bids are awarded by the City Council, language is typically included in the City Council action to approve plans and specifications. There are situations where the City Council does not approve plans and specifications, such as small projects, or there are change orders during construction. These situations would benefit from the ability of the City to respond quickly, without having to bring the matter before the City Council at a noticed public hearing.

The City Council reviewed the draft ordinance amending the city manager's powers and duties to include design approval authority at its October 9 meeting, and acted to introduce, read, and waive further reading of Ordinance No. 1052. At its October 23 meeting, the City Council provided direction to staff to modify the ordinance to amend the City Manager's powers and duties to include design approval authority for public improvement projects that fall within the City Manager's discretionary spending authority and for projects where the City Council has specifically delegated the design approval authority to the City Manager. The City Council acted to reintroduce and read Ordinance No. 1052 with the modifications.

### Analysis

Government Code Section 830.6 provides public agencies with a design immunity defense for any public works projects designed and constructed by the public agency, provided that the design was approved in advance of the construction by the agency's legislative body or by an employee authorized by the legislative body to give such design approval. If the City Council desires to authorize the City Manager or his or her designee to exercise design approval authority, staff recommends that to ensure the City retains the design immunity protection afforded by state law, the City Council codify the delegation to the city manager or his or her designee in the City's Municipal Code.

It is important to note that proposed Ordinance No. 1052 does not in any way impact or change the City Council's discretionary authority to approve projects and appropriate project funding pursuant to other applicable City policies and procedures. Ordinance No. 1052 also does not circumvent other established project design review and approval processes.

Should the City Council take action to adopt the ordinance, it would become effective 30 days after adoption.

### **Impact on City Resources**

Ordinance No. 1052 is not anticipated to have an impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Ordinance No. 1052 amending the City Manager's powers and duties to include design approval authority

Report prepared by:  
Theresa Avedian, Senior Civil Engineer

Report reviewed by:  
Justin Murphy, Public Works Director

**ORDINANCE NUMBER 1052****ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE CITY MANAGER'S POWERS AND DUTIES TO INCLUDE  
DESIGN APPROVAL AUTHORITY**

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

**SECTION 1. FINDINGS AND DETERMINATIONS.**

- A. Government Code Section 830.6 provides that neither a public entity nor a public employee is liable for an injury caused by the plan or design of a construction of, or an improvement to, public property where such plan or design has been approved in advance of the construction or improvement by the legislative body of a public entity or by some other body or employee exercising discretionary authority to give such approval or where such plan or design is prepared in conformity with standards previously so approved.
- B. Public interest and convenience and the retention of the design immunity protection under Government Code Section 830.6 require the City Council of the City of Menlo Park to delegate by ordinance to the City Manager or to his or her designee the authority to approve plans and designs for City public improvement projects.
- C. Such delegation of design approval authority does not change the City Council's discretion and authority to approve projects and appropriate project funding pursuant to other applicable City policies, procedures and codes, or circumvent other established project design review and approval processes.

**SECTION 2. AMENDMENT OF CODE.** Section 2.08.080 [Power-Duties] of Chapter 2.08 [City Manager] of Title 2 [Administration and Personnel] of the Menlo Park Municipal Code is hereby amended,

**2.08.080 Powers—Duties.**

The city manager shall be the administrative head of the city government under the direction and control of the City Council, except as otherwise provided in this chapter. He or she shall be responsible for the efficient administration of all the affairs of the city which are under his or her control. In addition to his or her general powers as administrative head, and not as a limitation thereon, it shall be his or her duty and he or she shall have the power:

- (1) Enforcement of Laws. To see that all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed;
- (2) To Direct, etc., Officers and Employees. To control, order and give directions to all heads of departments, subordinate officers, and employees of the city, except the city attorney; and to transfer employees from one department to another, and to consolidate or combine offices, positions, departments or units under his or her direction;
- (3) Appointment and Removal of Officers and Employees. To appoint and remove any officers and employees of the city except the city attorney, subject to the rules relating to personnel management;
- (4) Control of Departments and Officers and Employees. To exercise control over all departments of the city government and over all appointive officers and employees thereof, except the city attorney;
- (5) Attendance at City Council Meetings. To attend all meetings of the City Council unless

- excused therefrom by the city council, except when his or her removal is under consideration by the city council;
- (6) Recommendation of Ordinances. To recommend to the City Council for adoption such measures and ordinance, as he or she deems necessary or expedient;
  - (7) Fiscal Advice. To keep the City Council at all times fully advised as to the financial conditions and needs of the city;
  - (8) Preparation of Budget. To prepare and submit to the City Council the annual budget;
  - (9) Purchases and Expenditures. To purchase all supplies for all of the departments or divisions of the city. No expenditure shall be submitted or recommended to the City Council, except on report or approval of the city manager;
  - (10) Investigation of City Affairs. To make investigations into the affairs of the city, and any department or division thereof, and any contract, or the proper performance of any obligations running to the city;
  - (11) Investigation of Complaints. To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits and privileges granted by the city are faithfully performed and observed;
  - (12) Supervision of Public Buildings. To exercise general supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the City Council and not specifically delegated to a particular board or officer;
  - (13) Approval of Plans and Designs. To exercise directly or through his or her designee discretionary approval of plans, designs and any design amendments or addenda for public improvement projects for which the City Council has delegated authority to the city manager or which are within the city manager's discretionary spending authority. The city manager or his or her designee shall sign the plans and designs indicating approval.
  - (14) Devotion of Entire Time to Duties. To devote his or her entire time to the duties of his or her office and the interests of the city;
  - (15) Leadership in Civic Movements. To provide leadership for civic movements designed to benefit the residents of the city when so authorized by the City Council;
  - (16) Additional Duties. To perform such other duties and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution of the City Council.

**SECTION 3. SEVERABILITY.** If any section of this ordinance, or part hereof, is held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such section, or part hereof, shall be deemed severable from the remaining sections of this ordinance and shall in no way affect the validity of the remaining sections hereof.

**SECTION 4. CALIFORNIA ENVIRONMENTAL QUALITY ACT DETERMINATION.** The City Council hereby finds that this ordinance is not subject to the provisions of the California Environmental Quality Act ("CEQA") because the activity is not a project as defined by Section 15378 of the CEQA Guidelines. The ordinance has no potential for resulting in physical change to the environment either directly or indirectly.

**SECTION 5. EFFECTIVE DATE AND PUBLISHING.** This ordinance shall take effect 30 days after adoption. The City Clerk shall cause publication of the ordinance within 15 days after passage in a newspaper of general circulation published and circulated in the city or, if none, the posted in at least three public places in the city. Within 15 days after the adoption of the ordinance amendment, a summary of the amendment shall be published with the names of the city council members voting for and against the amendment.

INTRODUCED on this twenty-third day of October, 2018.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on this thirteenth day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Peter I. Ohtaki, Mayor

ATTEST:

\_\_\_\_\_  
Judi A. Herren, City Clerk

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**STAFF REPORT**

**Planning Commission**

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-200-CC

**Public Hearing:**

**Consider the Planning Commission's recommendation to approve a Conditional Development Permit amendment to make modifications that would allow for a transit facility and associated site improvements on the project site located at 180-200 Jefferson Drive. The project would reduce the number of parking spaces and remove nine heritage trees**

**Consider the Planning Commission's recommendation to approve use permit and architectural control revisions to make modifications that would allow for a transit facility and associated site improvements at 220 Jefferson Drive. The project would reduce the number of parking spaces and remove five heritage trees**

**Recommendation**

The Planning Commission and City staff recommend that the City Council make the necessary findings and take action to approve the Conditional Development Permit (CDP) amendment for 180-200 Jefferson Drive to allow a transit facility and related circulation improvements for inter-campus shuttle and tram operations as follows:

- Decrease the parking ratio;
- Modify on-site circulation for vehicles, pedestrians and bicyclists;
- Modify the site landscaping plan;
- Increase the amount of building coverage to construct transit shelters;
- Add gross floor area for new guard shack;
- Construct related infrastructure for the tenant's proposed inter-campus tram and shuttle operations; and
- Remove nine heritage trees.

The Planning Commission and staff also recommend that the City Council make the necessary findings and approve the use permit and architectural control revisions for 220 Jefferson Drive as follows:

- Decrease the parking ratio;
- Modify the site circulation for vehicles, pedestrians and bicyclists;
- Modify the site landscaping to accommodate the tenant's proposed site circulation modifications for its inter-campus tram and shuttle operations; and
- Remove five heritage trees.

Although the proposed projects at the two sites are interrelated, the City Council will need to vote on each application individually. The recommended actions for the City Council are outlined in Attachment A for 180-

200 Jefferson Drive and Attachment B for 220 Jefferson Drive.

## **Policy Issues**

For the proposed CDP amendment for 180-200 Jefferson Drive, the City Council should consider the Planning Commission's recommendation to approve the amendment based on the merits of the proposed project, including consistency with the City's General Plan, Municipal Code, and other adopted policies and programs. The City Council should also consider the Planning Commission's recommendation to approve the proposed modified development standards for the proposed project contained within the CDP amendment. For 220 Jefferson Drive, each use permit revision and architectural control revision request is considered individually and the City Council should consider the Planning Commission's recommendation to approve the use permit and architectural control revisions based on the Commission's determination that the required use permit and architectural control findings can be made for the proposed project. The City Council is the final decision-making body on all land use entitlements for the proposed project.

## **Background**

The project site encompasses two adjacent parcels, located at 180-200 Jefferson Drive and 220 Jefferson Drive. The parcel at 180-200 Jefferson Drive is regulated by a CDP, adopted by the City Council in 1996, which sets the development standards and regulations for the development on that parcel. The adjacent northern parcel at 220 Jefferson Drive is regulated by use permit and architectural control approvals.

The applicant, Facebook, is requesting a CDP amendment for 180-200 Jefferson Drive and use permit and architectural control revisions for 220 Jefferson Drive to construct a transit facility and related circulation improvements for its inter-campus shuttle and tram operations (proposed project). CDP amendments require Planning Commission review and recommendation to the City Council, which makes the final decision on the CDP amendment. The Planning Commission usually is the final decision maker on use permit and architectural control requests. Since the proposed project includes both the CDP amendment and use permit and architectural control modifications, in this case the City Council is the final decision making body on all requested land use entitlements. This allows for a comprehensive review of and decision regarding the proposed project.

## Site location

The project site has frontages along Jefferson Drive, Constitution Drive and Chilco Street. The portion of the project site located at 180-200 Jefferson Drive contains three multistory office buildings. The portion of the project site located at 220 Jefferson Drive contains one office building. Combined, the project site includes four buildings totaling approximately 332,418 square feet of gross floor area (GFA) used as office space for Facebook and its subsidiaries.

Both parcels that comprise the project site are zoned O-B (office, bonus available.) The immediately adjacent parcels are also part of the O (office) or O-B (office, bonus available) zoning districts, and are occupied by a variety of warehouse, light manufacturing, research and development (R and D), and office uses. The parcels to the north/northwest are occupied by office, R and D, and general industrial uses on smaller parcels. To the southwest of the site is the Commonwealth Corporate Center project at 162 and 164 Drive, also occupied by Facebook. Kelly Park and the Onetta Harris Community Center and Senior Center complex are located south of the site, separated by the Dumbarton rail corridor. The Belle Haven neighborhood is also located south of the project site. Across Chilco Street to the east is the Facebook west campus, with the closest building being Building 23 (300 Constitution Drive.) The proposed project would incorporate pedestrian pathways that would link the proposed transit facility to the two office buildings at the



Commonwealth Corporate Center (addressed 162 Jefferson Drive and 164 Jefferson Drive.) The pedestrian and bike connections would also link to the Facebook west campus, located to the east of the project site. A location map is included in Attachment C. The project site is part of Facebook's broader occupancy within the Bayfront Area and a Facebook occupancy plan, excerpted from the plan sets, showing its sites within the Bayfront Area is included as Attachment D.

In November 2016, the City Council approved the land use entitlements for the Facebook Campus Expansion Project located on a portion of the west campus, which is located between Chilco Street and Willow Road along Bayfront Expressway. The Campus Expansion Project includes two new office buildings and a hotel. The Facebook west campus also includes Building 23 and 20, totaling four office buildings once completed. Facebook currently occupies Buildings 20, 21, and 23 and construction has begun on Building 22. In addition to the project site and the west campus, Facebook has continued to expand into additional buildings throughout the Bayfront Area between Marsh Road and the west campus, most notably occupying the Menlo Gateway office buildings at both the Independence Drive and Constitution Drive sites (the Independence Drive site is complete) and the Commonwealth Corporate Center at 162 Jefferson Drive and 164 Jefferson Drive. The proposed shuttle and tram stop at the project site would provide a centralized transit hub for some of the campuses and buildings within the vicinity, helping to improve the overall circulation of shuttles and trams within the Bayfront Area. Facebook recently moved into the project site following tenant improvements and other minor site modifications in summer 2017. The proposed tram circulation plan is shown on Sheet 6 of the project plans in Attachment E.

## **Analysis**

### Project description

Facebook is proposing to modify the on-site circulation for Facebook's fleet of inter-campus trams and long-range shuttles that link the project site to its broader Menlo Park campus network and regional commuter origins and destinations. The proposed on-site circulation changes would require the removal of parking spaces for new bus and tram stops and vehicle drive aisles. In addition, some landscaping would be reworked to accommodate pedestrian and vehicle circulation and to comprehensively update the landscaping adjacent to the proposed transit facilities. Additionally, the applicant is proposing to add approximately 100 square feet of GFA for the new guard shacks as part of Facebook's campus security plan. The proposed additional GFA would be within the maximum GFA permitted at the site pursuant to the existing CDP. In addition to a slight increase in GFA, the proposed project includes an increase in building coverage to accommodate the new transit shelters and guard shacks. The project plans associated with the applicant's proposed comprehensive site modifications are included in Attachment E (180-200 Jefferson Drive parcel) and Attachment F (220 Jefferson Drive parcel.) The project description letter for the project is included in Attachment G.

### Site layout

The 180-200 Jefferson Drive site contains three, three-story office buildings with ample setbacks from the parcel lines surrounded by parking and landscaped courtyards. When Facebook moved into the site, they submitted administrative architectural control applications to the City to enclose the courtyards with fencing to create secured areas for employees. The buildings are linked by existing pedestrian pathways through the courtyards and the existing parking lots. The 220 Jefferson Drive site contains one single-story building surrounded by parking on all four sides. Equipment storage is located on the southern side of the building and the existing loading docks are located along the eastern façade (along Chilco Street.) The 220 Jefferson Drive site contains perimeter landscaping and minimal landscaping within the parking lot. The site does not have any usable open space or plazas for the employees.

The majority of the changes to the project site would be located on the 180-200 Jefferson Drive site. The proposed changes include two new transit shelters for the two shuttle stops and a new shelter for the proposed tram stop. Currently, there are temporary shuttle and tram stops located within the parking lot of the 180-200 Jefferson Drive site toward the eastern edge of the site, near Chilco Street. The temporary bus stop is primarily accessed using Chilco Street, which has created conflicts with existing vehicle traffic on Chilco Street along with pedestrians and bicyclists. The proposed relocation of the shuttle and tram stop would create a more centralized location within the project site for Facebook’s inter-campus shuttles and trams. The relocation would improve pedestrian circulation through the Project Site and to the neighboring campuses and buildings. The site changes also include proposed modifications to the landscaping, vehicular circulation and parking. The circulation changes would allow for Facebook’s shuttles and trams to circulate through the 220 Jefferson Drive site and exit onto Jefferson Drive instead of Chilco Street, eliminating the left turns currently being made by the shuttles and trams onto Chilco Street in the northbound direction, which would reduce vehicle conflicts between the shuttle and tram operations and the traffic flow on Chilco Street. More detailed discussion on the parking and circulation is included in the Parking and circulation section of this report.

In addition to the transit facility structures, the proposed site plan includes two guard shacks located on the 180-200 Jefferson Drive parcel. One guard shack would be located at the southern entry to the secured courtyard between the building at 180 Jefferson Drive (Building 26) and 190 Jefferson Drive (Building 25.) The other guard shack would be located at the entrance to the secured courtyard to the west of 200 Jefferson Drive (Building 24.)

Floor area ratio (FAR), GFA and building coverage

The existing CDP for the 180-200 Jefferson Drive parcel sets the floor area ratio (FAR) at 45 percent for the site and the building coverage at 15 percent. The calculation of FAR is the ratio of gross floor area (GFA) to the site area. The 220 Jefferson Drive site is regulated by previous use permit and architectural control approvals and the proposed modifications would need to comply with the zoning ordinance. As described above, the proposed structures would be located on the 180-200 Jefferson Drive site. Changes to the 220 Jefferson Drive site are limited to the parking ratio, circulation and landscaping changes. The table below summarizes the CDP requirements, the existing conditions, and the proposed standards for the 180-200 Jefferson Drive site for the applicable development standards.

Table 1: Development standards for 180-200 Jefferson Drive			
Standard	Conditional development permit	Existing condition	Proposed standard
FAR	45.0%	42.7%	42.7%
GFA	212,692.5 sf	201,543 sf	201,649 sf
Building coverage	15% 70,897 sf	15.1% 71,346 sf	15.9% 74,870 sf
Setbacks	Per approved site plan	Per approved site plan	Per approved site plane (none for accessory buildings and structures)

As identified in the table above, the existing building coverage slightly exceeds the maximum permitted by the CDP. The applicant is proposing to amend the CDP to permit additional building coverage for the guard shacks, transit shelters and related accessory structures (an increase of 0.9 over approved and 0.8 percent

over existing.) Staff and the Planning Commission recommend that the building coverage limitation be increased above the 15.9 percent proposed to allow for flexibility for future site improvements that could include accessory structures like trellises and arbors or additional coverage for trash enclosures and equipment enclosures. Accordingly, the draft CDP amendment would permit up to 17 percent building coverage, which would allow for approximately 5,480 square feet of potential future building coverage, subject to review and approval by the community development director. The proposed GFA for the guard shacks would continue to comply with the 45 percent FAR maximum set by the existing CDP and would be consistent with the current zoning ordinance. The proposed CDP amendment would continue to permit up to 45 percent FAR at the site for accessory buildings and structures; however, any additional FAR for office uses, such as additions to the existing office buildings, would require a CDP amendment even if the additional GFA would be within the maximum 45 percent FAR limitation of the CDP and its amendment, per the conditions incorporated in the proposed CDP amendment. The draft CDP amendment is included in Attachment H and the draft resolution of approval is included in Attachment I. Since the proposed GFA increase would be limited to 100 square feet, the proposed project would not increase employment at the site. Therefore, the proposed project would be exempt from the City's below market rate (BMR) housing ordinance under the exemption for projects that generate few or no employees.

There are no changes proposed to the GFA, FAR, or building coverage at the 220 Jefferson Drive parcel. Modifications at that parcel would be limited to the removal of parking stalls and landscaping for the circulation of shuttles and trams through the site. The draft findings for the requested architectural control and use permit revisions are included in Attachment J and the draft resolution is in Attachment K. The site modifications are discussed in greater detail in their respective sections in this report.

## Parking and circulation

### *Vehicular*

The proposed shuttle and tram stops would require modifications to the on-site circulation and the removal of parking spaces on both parcels within the project site. The 180-200 Jefferson Drive site currently contains 724 parking spaces and the proposed site modifications would result in 577 spaces, which is a reduction in 147 parking spaces. The existing parking was set by the CDP, which used a blended ratio of the one space per 300 square feet of GFA required in the former M-2 zoning district and the one per 200 square feet of GFA required in the C-1 zoning district. The O (office) zoning district includes an updated parking ratio that requires a minimum of two spaces per 1,000 square feet of GFA and limits the parking to a maximum ratio of three spaces per 1,000 square feet of GFA. The proposed 577 parking stalls would be a ratio of approximately 2.86 spaces per 1,000 square feet of GFA, inclusive of the proposed guard shacks and therefore, consistent with the current zoning for the parcel. Since the required parking is set by the CDP and the proposed amendment, the O (office) zoning district parking requirement is discussed for reference and has been used as a guide in assessing the appropriateness of the applicant's overall proposed parking plan.

On the 220 Jefferson Drive parcel, the site modifications to allow for the circulation of shuttle buses and trams through the site from the 180-200 Jefferson Drive parcel, would require the removal of 10 parking stalls. These spaces would be removed from the southern portion of the site. The proposed total parking stall count on the 220 Jefferson Drive site would be 344 spaces and would be a ratio of 2.63 spaces per 1,000 square feet of GFA. This ratio would be in compliance with the O (office) zoning district. However, since the existing development at 220 Jefferson Drive was developed under the M-2 zoning district and would continue to be regulated by the previously approved use permit and architectural control, the proposed parking requires a use permit revision to apply the City's use based parking standards. The table below shows the existing, proposed, and office zoning district requirements for each site for reference.

Table 2: Existing and proposed on-site parking			
Parcel	Existing parking	Proposed parking	Office zoning requirement
180-200 Jefferson Drive	724 stalls	577 stalls	Min. 404 stalls (2:1,000 sf) Max. 605 stalls (3:1,000 sf)
220 Jefferson Drive	354 stalls	344 stalls	Min. 262 stalls (2:1,000 sf) Max. 393 stalls (3:1,000 sf)

Since the parking reduction for each parcel would be evaluated with the O (office) zoning district parking standard as a guideline, the applicant has submitted a memo that evaluates the shuttle and tram circulation to and from the project site and Facebook’s Transportation Demand Management (TDM) program. The memo identifies that the proposed parking for each site would be sufficient due to Facebook’s robust TDM program. Further, the memo explains that the centralized shuttle and tram stop locations and design would likely increase ridership of Facebook’s shuttles and trams. The current drive alone rate by Facebook employees commuting to the Bayfront Area is about 50 percent according to the memo. The memorandum on the shuttle/tram traffic impact analysis exemption and viability of the proposed parking provided for the project is included as Attachment L and a memorandum evaluating the shuttle/tram circulation and the evaluation of the impacts of the proposed changes is included in Attachment M.

The proposed parking stall reduction would facilitate more efficient shuttle and tram circulation through the site. Facebook’s shuttle and tram program is a key feature in its TDM program that reduces the single occupancy vehicle trips to its sites within Menlo Park and the associated parking needed at the project site. The Transportation Division has reviewed the applicant’s transportation memos and supports the proposed parking reduction based on the applicant’s robust TDM program, the connectivity between the campuses and occupied buildings from the enhanced shuttle and tram stops, and the proximity of the other campuses and buildings within the Bayfront Area to the project site. Further, staff has evaluated the proposed revised shuttle and tram stop locations and believes that the revised location would improve circulation through the site and along Chilco Street. The applicant’s memo on the traffic impact analysis (TIA) documents that the proposed project would not increase the amount of shuttles and trams entering and exiting the site and documents that that proposed shuttles and trams would limit single occupancy vehicle trips to the project site. Given that the nature of the proposed project would provide a more centralized transit facility, it is expected to further reduce the number of vehicle trips to and from the project site. Staff has evaluated the memorandum and determined that a TIA would not be required for the project as the net increase in GFA is less than 10,000 square feet and the project includes a TDM program that would help reduce vehicle trips from the project as further explained in Attachment L.

The CDP amendment and use permit revision include conditions of approval that require a robust TDM program and an inter-campus shuttle and tram operation to/from multiple buildings and campuses in the Bayfront Area as requirements for the reduced on-site parking. If the applicant or future tenant at the site does not operate a robust TDM program that includes shuttles and trams to neighboring occupied sites within the vicinity of the project site, then the on-site parking would need to be restored to the previously required parking set by the proposed CDP and use permit approvals for the individual parcels within the project site.

*Bicycle and pedestrian*

The proposed site circulation modifications would also include changes to the on-site bicycle and pedestrian circulation. The proposed location of the shuttle and tram stops would allow for increased pedestrian

connectivity from the transit facilities to the buildings on the project site as well as to the buildings at 162 and 164 Jefferson Drive. The proposed site modifications would also create a pedestrian connection through the 180-200 Jefferson Drive site to the Facebook west campus, specifically Building 23. Currently pedestrians traveling between the two sites must traverse the parking lot and the proposed modifications would create a safer path of travel for pedestrians between the transit facility and the on-site buildings and the Facebook west campus. Bicycle connectivity through the project site would be largely unchanged with the exception of some additional bicycle parking and connectivity around the shuttle and tram stops.

#### Landscaping and open space

The CDP for the 180-200 Jefferson Drive site requires a minimum of 34 percent of the site area be within landscaped areas, including plazas. The 220 Jefferson Drive site was developed under the M-2 (General Industrial) zoning district, which does not contain a minimum landscaping requirement. The proposed project for the 180-200 Jefferson Drive site includes 36.6 percent of the site within landscaped areas, including traditional landscaping, plazas and pedestrian pathways. The pedestrian circulation and plazas include the transit shelters. While the shelters are calculated as building coverage, the structures are integrated into the plaza area and provide pedestrian circulation and a common gathering space for users of the site and the transit facilities. Therefore, staff believes that the shelters can be calculated as part of the landscaped areas. The Planning Commission did not provide alternate direction and therefore, staff has continued to include the shelters in the calculation of landscaped areas, which is reflected in the draft CDP amendment.

On the 220 Jefferson Drive parcel, the landscaped area would be reduced slightly to accommodate the two new curb cuts between the 180-200 and 220 Jefferson Drive parcels. However, as stated previously the percentage of landscaping on the 220 Jefferson Drive site is not regulated by the approved use permit and architectural control. While the O (Office) zoning district includes a requirement for open space on-site, since the modifications to the 220 Jefferson Drive site require a use permit revision and do not constitute a comprehensive site redevelopment, the proposed modifications are not required to comply with the current open space requirement for the O (Office) zoning district. For reference, the proposed landscaping on the 220 Jefferson Drive parcel would be 6.6 percent of the site.

The proposed site landscaping would be consistent with the existing planting pallet at the project site, which was updated recently as part of Facebook's administratively permitted architectural control approvals for each parcel within the project site. The recently updated landscaping is drought tolerant and meets the City's water efficient landscape ordinance requirements and the proposed landscaping would be comparable.

The City's adopted zoning map identifies a paseo located along the property line between the two parcels within the project site. This paseo is intended to link Jefferson Drive to Chilco Street. Since the proposed project would not comprehensively redevelop either parcel within the project site the paseo requirement is not applicable to this project. However, any future comprehensive redevelopment of the project site (either parcel) would require the incorporation of the paseo into the project, per the current zoning ordinance.

#### Heritage tree removals

To accommodate the transit facility, the necessary site modifications would require the removal of heritage trees on the project site. The applicant has submitted an arborist report and associated heritage tree removal permit applications for each parcel, which are described individually below. The applicant is requesting the removal of 14 heritage trees across both parcels. For the City Council's reference, the criteria used by the City to evaluate heritage tree removal permits are listed below and referred to in the following tables based on the specific number:



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 life span 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).

#### Environmental Quality Commission (EQC) review and recommendation

Since the project entitlements would be acted upon by the City Council through resolutions, the City Council's decision on the heritage tree removal permit applications would not be appealable to the EQC. To ensure that the EQC was provided the opportunity to review and provide input on the heritage tree removal permit requests, staff brought the associated heritage tree removals to the EQC for review and recommendation at its meeting September 26, 2018. At that meeting, the EQC voted unanimously (with Commissioner Price recused) to recommend approval of the heritage tree removal permits to the Planning Commission and ultimately the City Council. The requested heritage tree removals are discussed in more detail below.

#### *180-200 Jefferson Drive*

As stated previously, 180-200 Jefferson Drive would include the physical bus shelters and the majority of the site alterations to accommodate the vehicle and pedestrian circulation modifications, resulting in the proposed removal of nine heritage trees along the northern portion of the parcel. The project arborist's evaluation identified 368 trees on the site, 12 of which are heritage in size. The arborist report, inclusive of both parcels, is included in Attachment N. The initial application included two additional heritage tree removal requests: a Canary island pine (Tree No. 362) along the southern portion of the site to allow for a bio-treatment area and another heritage size Aleppo pine (Tree No. 364) along the shared property line with the Commonwealth Corporate Center for a proposed trash enclosure. The plans have been revised to retain both trees, although the City Arborist had previously recommended removal of the Aleppo pine tree. Therefore, the proposed project includes nine heritage tree removals at the 180-200 Jefferson Drive site. The following table includes the trees proposed to be removed at the 180-200 Jefferson Drive site and the City Arborist's review and recommendation.

Table 3: Proposed heritage tree removals at 180-200 Jefferson Drive			
Tree number	Species	Project arborist evaluation	City Arborist recommendation/criteria
139	Raywood ash	Poor health; fair to poor structure	Remove (1)
381	Canary island pine	Good health; good structure	Remove (2) (8)
384	Canary island pine	Good health; good structure	Remove (2) (8)
388	Canary island pine	Good health; fair structure	Remove (2) (8)
392	Silver dollar gum	Fair health; fair structure	Remove (1)
399	Silver dollar gum	Poor health; fair structure	Remove (1)
402	Canary island pine	Fair to poor health; fair structure	Remove (1)
404	Canary island pine	Good health; good structure	Remove (2) (8)
415	Canary island pine	Good health; poor structure	Remove (1)

As identified in the table above, the heritage tree removals proposed at the 180-200 Jefferson Drive site are recommended for removal based on health (criteria 1) for five of the trees and based on construction impacts (criteria 2) and the lack of feasible alternatives (criteria 8) for four of the trees. For those trees, the proposed vehicle and pedestrian improvements, including the transit shelters would be in conflict with the existing heritage trees. Staff recommends that the City Council consider the Planning Commission's, EQC's, and City Arborist's reviews and recommendations and adopt a resolution approving the heritage tree removals of the nine heritage trees based on criteria 1, 2 and 8. This recommendation is included in Attachment A and the draft resolution approving the requested heritage tree removals is included in Attachment O.

**220 Jefferson Drive**

Site improvements to the 220 Jefferson Drive parcel are more limited and the project arborist's evaluation identified 100 trees on-site, 42 of which are heritage in size. The site arborist report is included as Attachment N. The proposed modifications would necessitate the removal of five heritage trees on 220 Jefferson Drive. Table 2 below identifies the tree number, species, project arborist evaluation and the City Arborist's recommendation on the tree removal requests.

Table 4: Table 2: Proposed heritage tree removals at 220 Jefferson Drive			
Tree number	Species	Project arborist evaluation	City Arborist recommendation/criteria
96	Silver dollar gum	Fair health; poor structure	Remove (1)
100	Silver dollar gum	Poor health; poor structure	Remove (1)
386	Silver dollar gum	Fair to poor health; fair structure	Remove (1)
398	Silver dollar gum	Good health; fair structure	Remove (2) (8)
416	Willow leaf peppermint	Fair to poor health; poor structure	Remove (1)

As identified in the table above, the heritage tree removals proposed at the 220 Jefferson Drive site are recommended for removal based on health (criteria 1) for four of the trees and based on construction impacts (criteria 2) and the lack of feasible alternatives (criteria 8) for one tree, which would conflict with the proposed vehicle circulation. Staff recommends that the City Council consider the Planning Commission's recommendation, City Arborist's evaluation, and the EQC's recommendation and approve a resolution authorizing the removals of five requested heritage trees based on criteria 1, 2 and 8. This recommendation is included in Attachment B and the draft resolution is included in Attachment P.

#### *Heritage tree replacements*

The proposed project would replace the heritage tree removals at a ratio of 2:1 as required by the City's heritage tree ordinance for a minimum of 28 heritage tree replacements. The applicant is proposing to plant 29 heritage tree replacements. The proposed heritage tree replacements would be able to be located on both parcels, with the majority of the replacement trees planted at 220 Jefferson Drive due to space constraints at 180-200 Jefferson Drive. The replacement trees include Brisbane box, London Plane trees and frontier elm trees.

#### Design and materials

The proposed shuttle and tram stops would be unenclosed structures that would be designed to be consistent with the existing transit facilities on Facebook's other campuses within the Bayfront Area. The proposed structures would be exposed galvanized steel structural elements and would include glass panels for protection from the elements and wood benches. The glass panels would be fritted glass, which is a standard material of bird friendly design. The roof would be gray corrugated metal and the wood benches would be cedar with natural finish. The shuttle and tram stops would be approximately 11 feet, 2 inches in height. The proposed guard shacks would be designed to be consistent with the existing guard shacks on Facebook's other sites within the Bayfront Area. The guard shacks would be clad in vertical cedar siding, with metal doors and windows, and standing seam metal roofs. Similar to the shuttle and tram stops, the design of the guard shacks would be consistent with the structures on other Facebook campuses within the Bayfront Area.

#### Planning Commission review and recommendation

At its meeting October 22, 2018, the Planning Commission reviewed the proposed amendment to the CDP for the 180-200 Jefferson Drive parcel and the associated tree removals permits and also reviewed the use permit revision, architectural control revision, and heritage tree removal permits for the 220 Jefferson Drive parcel. No members of the public commented on the proposed project at the Planning Commission meeting. Individual Planning Commissioners generally voiced their support for the proposed project and the Planning Commission voted affirmatively (4-0-2-1), with Commissioners Goodhue and Combs recused and Commissioner Kennedy absent, to recommend approval of the land use entitlements for 180-200 Jefferson Drive and 220 Jefferson Drive, as outlined in Attachments A and B without any modifications. The Planning Commission's minutes on the proposed project are included via hyperlink in Attachment Q.

#### Correspondence

Staff has not received any correspondence on the project.

#### **Impact on City Resources**

The applicant 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.



## Environmental Review

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines, since the proposed project would not increase the floor area on-site by more than 50 percent or 2,500 square feet, whichever is less. This categorical exemption applies to both parcels within the project site and the comprehensive proposed project.

## Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

## Attachments

- A. Recommended actions for 180-200 Jefferson Drive
- B. Recommended actions for 220 Jefferson Drive
- C. Location map
- D. Facebook Bayfront Area occupancy plan
- E. Project plans (180-200 Jefferson Drive) – hyperlink: [menlopark.org/DocumentCenter/View/18937](http://menlopark.org/DocumentCenter/View/18937)
- F. Project plans (220 Jefferson Drive) – hyperlink: [menlopark.org/DocumentCenter/View/18938](http://menlopark.org/DocumentCenter/View/18938)
- G. Project description letter
- H. Draft conditional development permit amendment
- I. Draft Resolution No. 6466 approving the CDP
- J. Draft use permit and architectural control findings and conditions
- K. Draft Resolution No. 6467 approving the use permit and architectural control applications
- L. Traffic impact analysis exemption and parking summary memorandum
- M. Evaluation of tram/shuttle circulation for 180-200 Jefferson Drive memorandum
- N. Arborist reports (combined for 180-200 and 220 Jefferson Drive)
- O. Draft Resolution No. 6468 approving the heritage tree removals at 180-200 Jefferson Drive
- P. Draft Resolution No. 6469 approving the heritage tree removals at 220 Jefferson Drive
- Q. Draft Planning Commission minutes of October 22, 2018 meeting –  
hyperlink: [menlopark.org/DocumentCenter/View/18901/2018-10-22-PC-Draft-Minutes?bidId=](http://menlopark.org/DocumentCenter/View/18901/2018-10-22-PC-Draft-Minutes?bidId=)

## Disclaimer

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

None

Report prepared by:  
Kyle Perata, Acting Principal Planner

Report reviewed by:  
Deanna Chow, Assistant Community Development Director

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**RECOMMENDED ACTIONS FOR CITY COUNCIL –  
Chilco Campus Shuttle and Tram Stop  
(180-200 Jefferson Drive Parcel)**

**Conditional Development Permit Amendment**

1. Adopt a resolution that the proposed project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the California Environmental Quality Act (CEQA) Guidelines and approve the Conditional Development Permit Amendment for the Facebook Chilco Campus Shuttle and Tram Stop project located at 180-200 Jefferson Drive (Draft CDP included in Attachment H and Draft Resolution in Attachment I).

**Heritage Tree Removals**

2. Adopt a resolution to approve the requested nine heritage tree removal permits for the parcel addressed 180-200 Jefferson Drive (Draft Resolution in Attachment O).

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**RECOMMENDED ACTIONS FOR CITY COUNCIL –  
Chilco Campus Shuttle and Tram Stop  
(220 Jefferson Drive Parcel)**

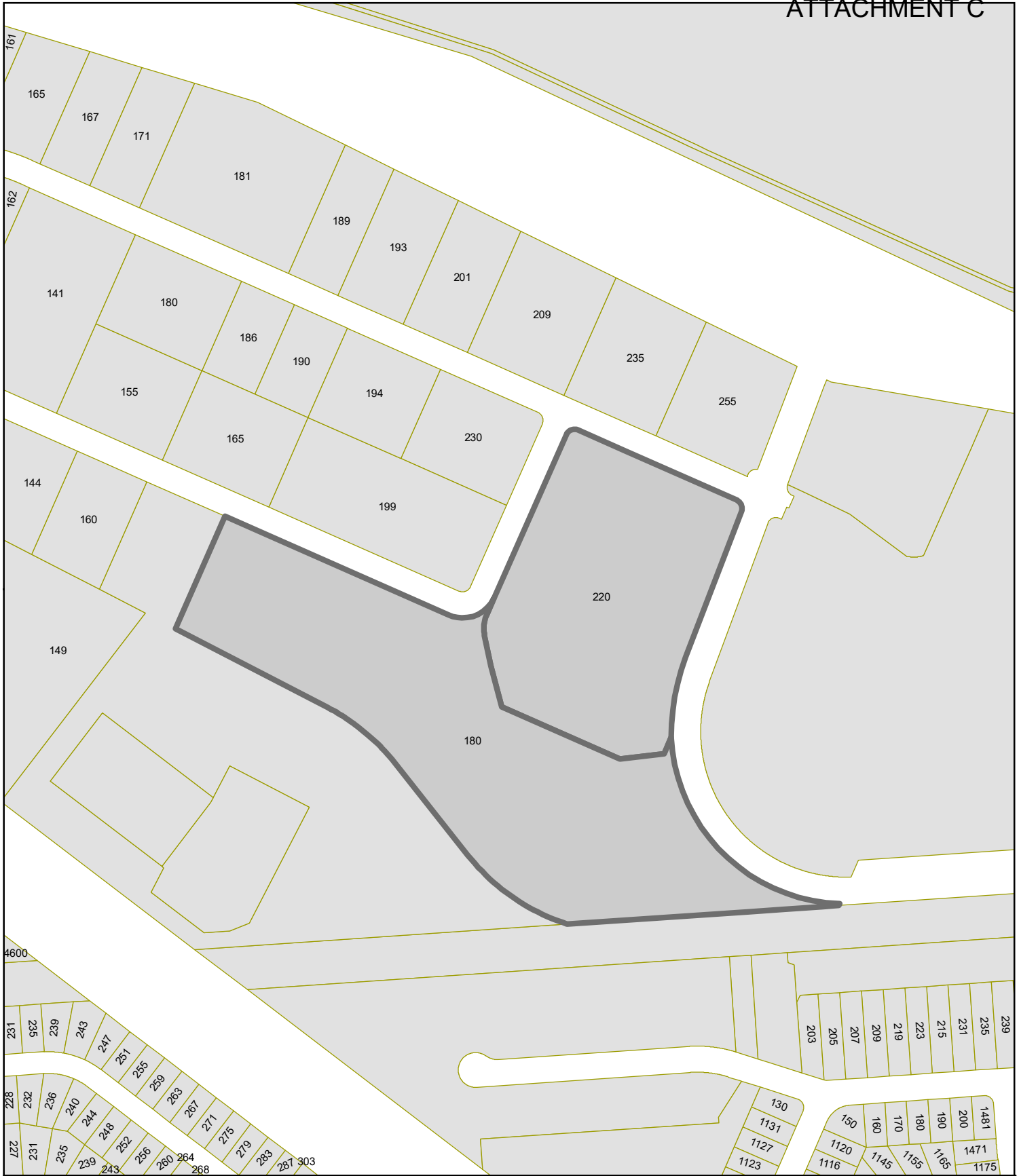
**Architectural Control and Use Permit Revision**

1. Adopt a resolution that the proposed project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the California Environmental Quality Act (CEQA) Guidelines, and approve the findings for the Conditional Use Permit and Architectural Control revisions for the Facebook Chilco Campus Shuttle and Tram Stop project located at 220 Jefferson Drive (Draft findings and conditions included in Attachment J and Draft Resolution included in Attachment K).

**Heritage Tree Removals**

2. Adopt a resolution to approve the requested five heritage tree removal permits for the parcel addressed 220 Jefferson Drive (Draft Resolution included in Attachment P).

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# CITY OF MENLO PARK

## LOCATION MAP

### 180-220 JEFFERSON DRIVE

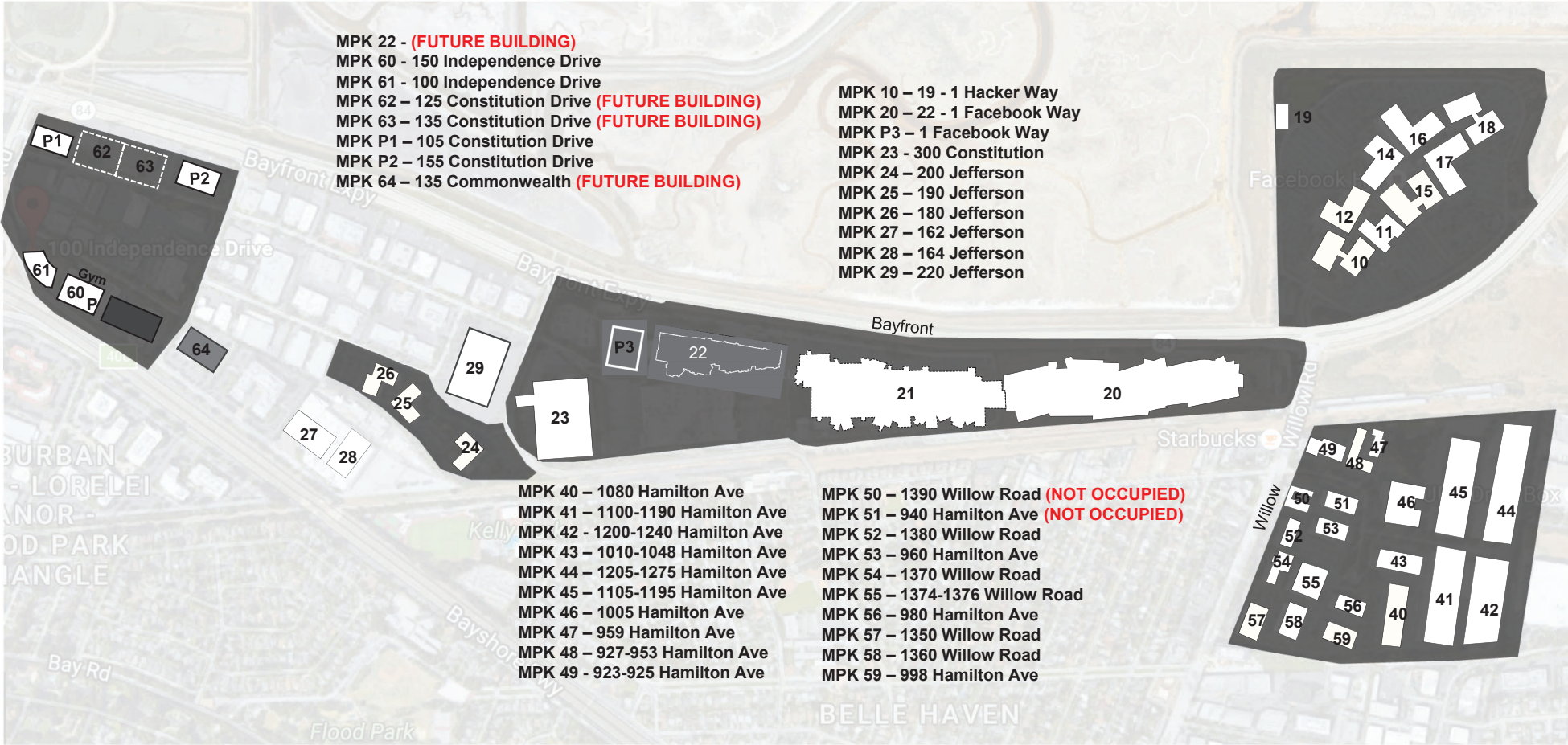
DRAWN: TAS CHECKED: KTP DATE: 10/22/18 SCALE: 1" = 300' SHEET: 1



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# OCCUPANCY PLAN



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October 16, 2018

Kyle Perata  
Senior Planner  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025

Re: **Conditional Development Permit Amendment and Use Permit for an Enhanced Bus Stop Located at  
180 – 220 Jefferson Drive**

Dear Kyle,

On behalf of Facebook, we are pleased to bring forward our proposal for a reconfigured bus stop and related landscaping improvements in the vicinity of Buildings 24, 25, 26 and 29, located at 180, 190, 200 and 220 Jefferson Drive within the City of Menlo Park which are currently leased by Facebook (the “Chilco Campus”). The primary purposes of the project are to enhance Facebook’s Transportation Demand Management (“TDM”) plan, improve pedestrian safety, and reduce congestion along Chilco Street, by creating a new bus stop that will replace the existing temporary bus stop and facilitate improved circulation for buses and trams serving the Chilco Campus. Below is a brief description of the current conditions and a summary of the proposed project.

**Existing Conditions:**

Currently, the Chilco Campus is served by a temporary bus stop located in the parking area east of Building 24 (i.e., 200 Jefferson Drive), which limits the efficiency of bus and tram operations and creates conflicts between vehicles, pedestrians and bicyclists. The current configuration also requires buses and trams to use Chilco Street as the primary access route to, and from, the existing bus stop, and suffers from deficient loading areas which are constrained physically and create the potential for pedestrian and bicyclist conflicts.

To address these issues, Facebook has been working with City staff for more than a year to develop a plan to improve the conditions and promote more participation in Facebook’s TDM plan for workers within the Chilco Campus, while eliminating a portion of the bus and tram trips that currently use Chilco Street as the sole means of accessing the Chilco Campus bus stop. This project is the result of those efforts.

**Project Description:**

The proposed project would include construction of a new drive aisle with exterior grading and landscaping improvements, along with a new enhanced bus stop. The new bus stop will substantially increase the size of the loading areas for employee shuttles (from three buses to ten buses) and provides five separate spaces for loading intra-campus trams. The new loading and unloading zones will further encourage participation in Facebook’s TDM program by providing safer and convenient places for more riders to queue. Improving the bus riders’ experiences is expected to increase bus usage by Facebook workers and further reduce single occupancy vehicle trips.

The project will also improve the overall multi-modal circulation within the vicinity of the Chilco Campus. The enhanced bus stop will have access from both Jefferson Drive and Chilco Street, which improves the traffic flow of the buses and eliminates most, if not all, of the pedestrian and bicycle conflicts. After the project is complete, Facebook will require shuttle buses and trams to enter and exit the site via Jefferson Drive (rather than Chilco Street) and to only access Chilco Street via a “right turn only” entrance, which will eliminate a significant portion of the current bus and tram trips along Chilco Street and help reduce peak hour traffic congestion. Shuttles will still enter the Chilco Campus Bus Stop from Chilco Street (a right-turn movement), but they would now exit onto Jefferson Drive. Shuttles will also enter from Jefferson Drive and can turn around on site and exit back onto Jefferson Drive. The key feature of the new shuttle circulation is the elimination of employee shuttles operating in the northbound

direction on Chilco Street south of Constitution Drive. While the new bus stop will result in modifications to the circulation routes of existing shuttles and trams, it would not change the frequency of these services.

The site improvements will include the installation of three unenclosed bus stop shelters and related improvements. The architectural style of the shelters will be similar to the style on other Facebook Campuses, with an exposed galvanized steel structure, glass wind screens and wood benches. The new paving and landscaping will be in keeping with the character of the existing campus. This scope will require grading, curb relocation, repaving, tree removal and replacement, new planting, restriping, electrical connections for site lighting, and new storm water treatment areas. For additional pedestrian safety, the site improvements will also include sidewalks and crosswalks to adjacent leased properties including 220 Jefferson Drive to the north and 162 & 164 Jefferson Drive to the south.

Finally, the project would include enhanced landscaping and sustainability measures that build upon improvements Facebook has undertaken within the last two years. Facebook has already completed significant landscape improvements within the vicinity of the Chilco Campus, including updated irrigation systems and the replacement of traditional lawns with water saving native species. This project will complete the final stage of these improvements between the 180-200 and 220 Jefferson Drive properties.

#### **Need for a CDP Amendment and Use Permit**

We understand that, ordinarily, only a use permit would be required to process the project as proposed. Because the project would include the removal of 157 total parking spaces 147 of which is associated with 180-200 Jefferson Drive an amendment to the existing Conditional Development Permit for 180-200 Jefferson Drive (which was approved in 1996 for the original Jefferson Place Project) is required, even though the reduction in parking is consistent with the current zoning requirements for parking on the site. There is no analogous requirement for 220 Jefferson Drive, which is not subject to the Conditional Development Permit for the Jefferson Place Project.

As part of the project, Facebook is therefore requesting an amendment to the Conditional Development Permit for the Jefferson Place Project to temporarily reduce the amount of parking provided on-site for as long as Facebook occupies 180-220 Jefferson Drive and operates the reconfigured bus stop. The reduced amount of parking is necessary to make room for the enhanced bus stop and related circulation improvements but still satisfies the parking ratios required under current zoning. The terms of the current Conditional Development Permit would revert to the previous parking quantity from 1996 upon the earlier of Facebook vacating the property or Facebook ceasing to use the reconfigured bus stop and electing to revert to the former parking requirement.

Thank you for your consideration. We look forward to working with the City to help bring these improvements to fruition.

Sincerely,



Danielle Douthett

DRAFT 11/13/18

This document is recorded for the benefit of the City of Menlo Park and is entitled to be recorded free of charge in accordance with Sections 6103 and 27383 of the Government Code

**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

City of Menlo Park  
Attn: City Clerk  
701 Laurel Street  
Menlo Park, CA 94025

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NOTICE OF TERMS AND CONDITIONS OF  
AMENDMENT TO THE JEFFERSON PLACE PROJECT  
CONDITIONAL DEVELOPMENT PERMIT

NOTICE IS HEREBY GIVEN that the CITY OF MENLO PARK has issued an Amendment to the Jefferson Place Project Conditional Development Permit, dated September 24, 1996, for the property located at 180-200 Jefferson Drive (APN: 055-243-290) to the undersigned on certain terms and conditions as outlined in the Amendment to the Jefferson Place Project Conditional Development Permit, attached hereto as Exhibit 1 and made a part hereof, for the property shown in Exhibit B and more particularly described in Exhibit C of the Amendment to the Jefferson Place Project Conditional Development Permit attached hereto and made a part hereof.

Dated: November \_\_\_\_, 2018

Jefferson Place Associates, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CERTIFICATE OF ACKNOWLEDGMENT**

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA )

) ss:

COUNTY OF SAN MATEO )

On November \_\_\_\_\_, 2018, before me, \_\_\_\_\_, Notary Public personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

DRAFT 11/13/18

**Exhibit 1**

**Amendment to the Jefferson Place Project Conditional Development Permit  
180-200 Jefferson Drive  
Menlo Park, CA 94025**

DRAFT – AMENDMENT TO JEFFERSON PLACE PROJECT  
CONDITIONAL DEVELOPMENT  
PERMIT

Facebook Shuttle and Tram Stop Project  
180-200 Jefferson Drive  
(Buildings 24, 25, and 26)

1. GENERAL INFORMATION:

- 1.1. Applicant: Facebook, Inc. (and its successors and assigns)
- 1.2. Property Owner: Jefferson Place Associates, LLC (and its successors and assigns)
- 1.3. Nature of Project: An Amendment to the Jefferson Place Project Conditional Development Permit (Amendment) to enable the following modifications for the construction and operation of a new tram and shuttle stop:
  - 1.3.1. Decrease the allowable parking ratio;
  - 1.3.2. Modify on-site circulation for vehicles, pedestrians, and bicyclists;
  - 1.3.3. Modify the site landscaping plan by reducing the required percentage of on-site landscaped area;
  - 1.3.4. Increase the amount of building coverage to allow the construction of new transit shelters and guard shacks;
  - 1.3.5. Remove heritage trees; and
  - 1.3.6. Construct related infrastructure for the tenant's proposed inter-campus tram and shuttle operations.

The requirements in this Amendment for the tram and shuttle stop are associated with an existing three building general office development known as the Jefferson Place Project (Buildings 24, 25, and 26). The conditions contained below are in addition to all of the requirements of the original Jefferson Place Project Conditional Development Permit (CDP), attached hereto as Exhibit A and incorporated herein by this reference. Except as otherwise set forth in this Amendment, all of the requirements of the CDP shall continue to apply to the Project Site. The proposed site circulation changes would include concurrent modifications to the adjacent property located at 220 Jefferson Drive. The comprehensive project includes both parcels. The requirements enumerated in this Amendment apply to the 180-200 Jefferson Drive parcel only. Separate conditions of approval are contained in the use permit and architectural control actions for the 220 Jefferson Drive parcel.

1.1. Property Information and Project Location (Project Site)

- 1.1.1. Address: 180-200 Jefferson Drive



- 1.1.2. Assessor's Parcel Number (APN): 055-243-290
- 1.1.3. Area of Property: 10.72 acres
- 1.1.4. Legal Description: Exhibit B
- 1.1.5. Plat of Property: Exhibit C
- 1.1.6. Current Zoning: O-B (Office-Bonus)
- 1.1.7. Previous Zoning: M-2(X) (General Industrial, Conditional Development)
- 1.1.8. Permitted Uses:
  - 1.1.8.1. Offices pursuant to the CDP.
  - 1.1.8.2. Transit hub and ancillary uses as part of Applicant's Transportation Demand Management (TDM) program, provided the Applicant maintains multiple campuses in the vicinity of the Project Site to facilitate the operation of a regional shuttle network and inter-campus trams to and from the Project Site.

## 2. PROJECT PLANS AND APPROVALS:

- 2.1. Development standards: Unless otherwise specified in this Amendment, the development standards applicable to the Project Site shall be in accordance with the CDP.
- 2.2. Project Plans: Development of the project shall be substantially in conformance with the plans prepared by Gensler, consisting of 55 plan sheets (dated October 10, 2018), the project description letter (dated October 16, 2018), the Chilco Campus Bus Stop Evaluation (dated October 10, 2018), and the Chilco Campus Bus Stop Parking Summary (dated October 16, 2018), as recommended for approval by the Planning Commission on October 22, 2018 and adopted by Resolution \_\_\_\_\_ by the City Council on November 13, 2018.
  - 2.2.1. Site improvements shall be installed and maintained in substantially in accordance with the approved plans, subject to review and approval by the Community Development Director and Public Works Director.
- 2.3. Landscaping and Heritage Trees: Landscaping shall be installed in accordance with the approved project plans (dated October 10, 2018), and approved by the City Council on November 13, 2018.
  - 2.3.1. Heritage tree replacement species and planting locations shall be reviewed and approved by the City Arborist and Planning Division prior to building permit issuance.
  - 2.3.2. The project shall include a minimum of 28 qualified heritage tree replacements in accordance with the required 2:1 replacement ratio for commercial properties, subject to review and approval by the City Arborist and Planning Division.

## 3. DEVELOPMENT STANDARDS:

3.1. Parking Stall Count: The Project Site shall contain a minimum of 577 parking spaces at a ratio of 2.8 spaces per 1,000 square feet of gross floor area (GFA), inclusive of the office buildings, guard shacks and related accessory buildings that do not increase the office GFA.

3.1.1. The on-site circulation and parking spaces shall be maintained in a manner that is substantially consistent with the Project Plans, including the locations of the tram and shuttle stops and the circulation for the transit vehicles for the Applicant.

3.2. Building Coverage: Maximum building coverage at the site shall be 17 percent, inclusive, but not limited to, transit shelters, guard shacks, trash enclosures, and the office buildings.

3.3. Floor Area Ratio: The maximum Floor Area Ratio (FAR) shall be 45 percent, per Section IV (Development Standards), of subsection A of the CDP. The project is permitted to increase the gross floor area for guard shacks and related accessory buildings provided the 45 percent FAR is maintained.

3.3.1. Future construction of any additional accessory structures and buildings, provided the structures and buildings comply with the 45 percent FAR maximum, may be permitted through the Architectural Control review process, enumerated in Chapter 16.68.020 (Architectural control).

3.3.2. Any increase in GFA for office uses, even if the proposed FAR is within the 45 percent maximum limit, would require a CDP Amendment.

3.4. Setbacks:

3.4.1. Building setbacks shall be substantially in accordance with the approved plans.

3.4.2. Ancillary structures, such as bus canopies and shelters, security stations, and other structures, accessory in nature, shall be permitted to have a zero setback line, subject to review and approval by the Building Division, Engineering Division, and Planning Division for all applicable Zoning Ordinance, Building Code, and Municipal Code requirements. The locations of the structures shall be substantially in compliance with the locations identified in the approved Project Plans.

3.5. Height: The maximum height of the shuttle and tram stops shall be 11 feet, six inches in height. Guard shacks shall be limited to a maximum of 10 feet, six inches in height.

3.6. Landscaping: The minimum percentage of landscaping for the Project shall be at least 34 percent of the Project Site, including plazas and pedestrian circulation, in accordance with the approved plans, and in compliance with Section IV

(Development Standards), subsection A, of the CDP.

4. RECORDATION:

- 4.1. The Amendment shall be recorded in the Official Records of the County of San Mateo, State of California.
- 4.2. The Amendment shall be in full force and effect upon recordation. If this Amendment is no longer valid the original conditions of the CDP shall control and regulate the development standards and permitted uses at the Project Site.

5. CONDITIONS OF APPROVAL:

- 5.1. Prior to building permit issuance, the Applicant shall comply with all requirements of the Building Division, Engineering Division, Transportation Division, and Utilities Division that are directly applicable to the project.
- 5.2. Prior to commencing any work within the City's right-of-way, the Applicant shall obtain an encroachment permit from the Engineering Division.
- 5.3. Prior to building permit issuance, the Applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations (if any) that are directly applicable to the project.
- 5.4. Prior to building permit issuance, the Applicant shall submit plans for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, and 5) construction vehicle parking, which may be included as part of the Grading and Drainage Plan. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions. The safety fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.
- 5.5. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a draft Stormwater Treatment Measures Operations and Maintenance Agreement ("O&M Agreement") which shall require the Applicant or the Property Owner to be responsible for the operation and maintenance of all applicable stormwater treatment measures for the project. The O&M Agreement shall be subject to review and approval by the Engineering Division and shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.
- 5.6. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval by

the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a building permit.

5.7. Prior to building permit issuance, the Applicant shall submit a plan for any new utility installations or upgrades for review and approval by 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 the exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

5.8. Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality, in accordance with the approved Stormwater Pollution Prevention Plan (SWPPP). BMP plan sheets are available electronically for inserting into Project Plans.

5.9. Prior to building permit issuance, the Applicant shall pay all Public Works fees as set forth in the City of Menlo Park Master Fee Schedule.

## 6. PROJECT SPECIFIC CONDITIONS OF APPROVAL

6.1. Since the proposed comprehensive project includes two legal parcels (APNs: 055-243-290 and 055-243-280), the building permits for each parcel shall be reviewed and issued concurrently. To the extent possible, each building permit should receive final inspections concurrently.

6.2. The Applicant shall implement a transportation demand management (TDM) program that applies to the Project Site and to 220 Jefferson Drive. The TDM program shall be in substantial conformance with the TDM program, dated October 16, 2018, by the Planning Division.

6.3. The Applicant shall use commercially reasonable efforts to prevent the parking of employee and visitor vehicles (whose occupants' final destination is the Project Site) or private shuttles in adjacent neighborhoods, including, but not limited to, the Belle Haven neighborhood, on other public streets in the City, and on public streets in the City of East Palo Alto to the satisfaction of the Public Works Director. The City reserves the right to require monitoring of neighborhood parking intrusions.

6.4. Upon completion of the comprehensive project and associated on-site circulation improvements, the Applicant shall modify the shuttle and tram operations to remove the left turns from the Project Site onto Chilco Street in the northbound direction until such a time as a signalized intersection is installed at the driveway to the Project Site at Chilco Street. Access for shuttles and trams to the Project Site shall be limited to right turns into the Project Site from Chilco Street until such time as a signalized intersection is installed.

- 6.5. Within six months after the date the Amendment is recorded, the Applicant shall submit a feasibility study and warrant analysis to the Transportation Division evaluating the feasibility of installing a signalized intersection at Chilco Street and the driveway to the Project Site, subject to the satisfaction of the Public Works Director. If a signal is warranted, the Applicant shall design, construct or fund a signalized intersection.
- 6.6. The parking reduction on the Project Site allowed by the Amendment is valid so long as the Project Site, the adjacent site at 220 Jefferson Drive (APN: 055-243-280), and multiple other sites within the vicinity are occupied by the Applicant, a common tenant, or multiple tenants that utilize a common inter-campus shuttle and tram network. When such condition ceases to be satisfied, this Amendment shall terminate and the original terms of the CDP shall control.
- 6.7. When this Amendment is terminated, the owner shall cause the Project Site to return to compliance with the CDP in 180 days or submit an application for an amendment to revise the circulation on the Project Site, which may include removal of the shuttle and tram stops and associated site improvements and the installation of additional parking stalls to meet the original parking requirements set forth in the CDP.
- 6.8. Simultaneous with the submittal of a complete building permit application, the Applicant shall provide documentation of either abandonment or relocation of any easements within the footprint of each structure proposed as part of the project, or alternatively, provide documentation that the parties to any easements encumbering the footprint of a structure have granted permission to install the structure within the applicable easement area, subject to review and approval by the Planning and Engineering Divisions.
- 6.9. Prior to issuance of a building permit, the Applicant shall revise the civil plans to remove the bio-treatment areas and other storm water control facilities from any public utility easements. Alternatively, the applicant may provide documentation, in writing, from the easement holder of permission to install these features within the easement.
- 6.10. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit a separate encroachment permit application identifying the required frontage improvements along the Jefferson Drive frontage, per the requirements of Chapter 16.43.120 (Required street improvements). Public improvements along this frontage shall include, at a minimum, the installation of new electroliers and the replacement of any cracked or worn sidewalk, subject to review and approval of the Engineering Division. The encroachment permit shall be issued simultaneously with the building permit(s) for the Project.
- 6.11. In order to address certain overlaps in the storm drain facilities and C.3 treatment design as between the 180-200 Jefferson Drive parcel (APN 055-243-

290) and the 220 Jefferson Drive parcel (APN: 055-243-280), the Applicant shall, simultaneous with the submittal of a building permit application, submit a form of recordable springing easement agreement for infrastructure that crosses the property line between the two parcels, to become effective if the Property (or 220 Jefferson Drive) is transferred to a third party. This agreement shall be recorded prior to building permit issuance.

- 6.12. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit documentation of compliance with the City's Water Efficient Landscape Ordinance (WELo), subject to review and approval of the Engineering Division.
- 6.13. For so long as the two legal parcels (180-200 Jefferson Drive and 220 Jefferson Drive) remain in common ownership, easements for vehicular and pedestrian ingress and egress between the two parcels are not required. If the ownership changes, even if the occupant does not, the Applicant or Property Owner shall provide forms of easement agreements for such access to the Planning and Engineering Divisions prior to transfer of the property to new ownership for review and approval. Subsequent to the City's acceptance of the easements, the Applicant shall cause the easements to be recorded with the County of San Mateo Recorder's office upon transfer of the property. If the necessary easements are not timely recorded, Applicant shall submit an application for a further amendment to the CDP to provide an alternative means of ingress and egress between the two parcels without the easements. If no easements are recorded and an amendment application is not received by the Community Development Department, then this Amendment is no longer valid and the Project Site would be regulated by the CDP.
- 6.14. If it is determined by the Transportation Division that the new drive aisles to be installed as part of the project on-site create unforeseeable constraints for shuttle or tram circulation, modifications to the on-site circulations shall be required, subject to review and approval of the Transportation and Planning Divisions. Without prior authorization from the Transportation and Planning Divisions, Applicant may not allow shuttle and/or tram routes to exit the site onto Chilco Street, unless a signalized intersection on Chilco Street is provided. The Applicant or the City may request a reasonable evaluation of the existing on-site circulation, not more than once per year, if either party determines there are potential issues with the on-site circulation. Applicant shall also reserve the right, subject to the approval of the Planning Division which shall not be unreasonably withheld, conditioned, or delayed, to remove the structures associated with the new shuttle and tram stop and revert to the original site configuration and parking count requirement under the CDP.
- 6.15. If utilized, traffic control personnel assisting with vehicles entering and exiting the Project Site from Jefferson Drive are not permitted to prioritize shuttles, trams, or vehicles entering or exiting the Project Site over the thru-traffic on Jefferson Drive.

- 6.16. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit a plan for any necessary on-street parking removal on Jefferson Drive within the vicinity of the entrance to the Project Site to improve site access for the shuttles and trams, subject to review and approval of the Transportation and Engineering Divisions.
- 6.17. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit a plan to monitor traffic flows along Chilco Street at the driveway to the Project Site and the frequency of pedestrian and bicycle crossings on Chilco Street between the Project Site and the Facebook West Campus (located at 300-309 Constitution Drive and 1 Facebook Way), for review and approval by the Transportation Division. Within six months of final inspection, Applicant shall submit a feasibility report with recommendations regarding potential ways to improve circulation (including any potential for reducing the frequency of pedestrian and bicycle crossings) based on the data collected through the monitoring plan. That report shall also incorporate the findings in the feasibility study required by Section 6.5 of this Amendment related to the potential signalization of the intersection at Chilco Street and the Project site driveway. Within 45 days of acceptance of the report by the Transportation Division, the Applicant and Transportation Division shall meet and confer regarding the report, and work in good faith to evaluate the feasibility and effectiveness of any improvements recommended in the report, and determine which recommended improvements, if any, should be implemented by Applicant. Applicant shall then implement those recommendations determined by Applicant and the City to be feasible and effective based on clear performance standards (if any), subject to a mutually agreed upon schedule, and provided that the Applicant shall not be required to complete any improvements that are disproportionate to its impact on Chilco or that have no nexus to the project and Applicant's use of the Property.
- 6.18. Property Owner or Applicant shall have the right to terminate this Amendment at any time by giving written notice to the City. If Property Owner or Applicant exercises its termination right, this Amendment shall terminate, the original terms of the CDP shall control, and the Property Owner or Applicant shall cause the Project Site to be in compliance with the CDP within 180 days of the date the Amendment is terminated.

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**RESOLUTION NO. 6466****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
APPROVING THE AMENDMENT TO THE CONDITIONAL DEVELOPMENT  
PERMIT FOR THE PROPERTY LOCATED AT 180-200 JEFFERSON DRIVE**

WHEREAS, the Applicant (Facebook) is proposing to construct a shuttle and tram stop, including related site circulation and parking modifications for its inter-campus shuttles and trams at the project site, which encompasses the two contiguous parcels addressed 180-200 Jefferson Drive and 220 Jefferson Drive; and

WHEREAS, the parcel addressed 180-200 Jefferson Drive is regulated through an existing Conditional Development Permit adopted by the City Council in 1996; and

WHEREAS, on the 180-200 Jefferson Drive parcel, the proposed project requires a Conditional Development Permit Amendment to decrease the parking ratio, modify on-site circulation for vehicles, pedestrians, and bicyclists, modify the site landscaping plan, increase the amount of building coverage, add gross floor area for guard shacks, construct related infrastructure for the Applicant's proposed inter-campus tram and shuttle operations, and remove nine heritage trees; and

WHEREAS, the proposed Amendment to the Conditional Development Permit would allow for the implementation of the proposed transit facility consisting of new shuttle and tram stops and related circulation improvements (proposed project) for the Applicant; and

WHEREAS, the project site is part of the Applicant's broader network of campuses and buildings within the Bayfront Area of Menlo Park, located north of US Highway 101; and

WHEREAS, the proposed project would be part of the Applicant's broader shuttle and tram network within the Bayfront Area, which is a key component of the Applicant's transportation demand management (TDM) plan that reduces single occupancy vehicle trips to its campuses and buildings in Menlo Park; and

WHEREAS, the Amendment to the Conditional Development Permit would be valid, provided the Applicant operates a TDM plan that includes multiple campuses within the vicinity of the project site and an inter-campus shuttle and tram network; and

WHEREAS, the proposed project is categorically exempt under Class 1 (Section 15301, Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines, since the proposed project would not increase the floor area on site by more than 50 percent or 2,500 square feet, whichever is less; 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 October 22, 2018 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, determined that approval of the proposed project will serve the health, safety, and general welfare of the City and that there was good cause for the removal of the heritage trees and voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the Amendment to the Conditional Development Permit; and

Resolution No.

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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 November 13, 2018 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 Amendment to the Conditional Development Permit; and

WHEREAS, upon recordation with the San Mateo County Assessor Recorder's office, the Amendment to the Conditional Development Permit for 180-200 Jefferson Drive would become effective and binding on the Property.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the Amendment to the Conditional Development Permit for the Property attached hereto as Exhibit A and incorporated herein by this reference.

I, Judi Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of November, 2018, 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 November, 2018.

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Judi A. Herren, City Clerk

## 220 Jefferson Drive – Recommended Actions

<b>LOCATION:</b> 220 Jefferson Drive	<b>PROJECT NUMBER:</b> PLN2018-00052	<b>APPLICANT:</b> Facebook, Inc.	<b>OWNER:</b> Jefferson Place Associates
<p><b>PROPOSAL:</b> Request for use permit and architectural control revisions to decrease the parking ratio; modify the site circulation for vehicles, pedestrians, and bicyclists; and modify the site landscaping to accommodate the tenant's proposed site circulation modifications for its inter-campus tram and shuttle operations. As part of the proposed site circulation changes, five heritage trees are proposed to be removed. The proposed site circulation changes would include modifications to the adjacent property at 180-200 Jefferson Drive, which would require a conditional development permit amendment. Both properties are occupied by a common tenant and are located in the O-B (Office, Bonus) zoning district.</p>			
<b>DECISION ENTITY:</b> City Council	<b>DATE:</b> November 13, 2018	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Ohtaki, Mueller, Carlton, Cline, Keith)			
<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Adopt a resolution and make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. Adopt a resolution to approve and 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. The requested use based parking ratio of 2.63 space per 1,000 square feet of gross floor area is consistent with the current O (Office) zoning in the Bayfront Area, the requested parking reduction is associated with the implementation of the applicant's transportation demand management (TDM) plan to reduce trips to the site, and the proposed parking reduction would accommodate the applicant's shuttles and trams that connect the site to its other sites within the Bayfront Area. Project-specific conditions would require ongoing implementation of the shuttle and tram network to adjacent sites and the applicant's TDM plan.</li> <li>3. Adopt a resolution of the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> <li>a. The general appearance of the structures and site improvements are in keeping with the character of the neighborhood.</li> <li>b. The development will not be detrimental to the harmonious and orderly growth of the city.</li> <li>c. The development will not impair the desirability of investment or occupation in the neighborhood.</li> <li>d. The development provides adequate parking with the implementation of the applicant's TDM plan, the enhanced shuttle and tram facilities for the applicant's inter-campus network, and has made adequate provisions for access to such parking.</li> <li>e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made</li> </ol> </li> <li>4. Adopt a resolution to approve the architectural control and use permit subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by Gensler, consisting of 29 plan sheets (dated October 10, 2018), the project description letter (dated October 16, 2018), the Chilco Campus Bus Stop Evaluation (dated October 10 2018), and the Chilco Campus Bus Stop Parking Summary (dated October 16, 2018), recommended for approval by the Planning Commission on October 22, 2018 and adopted by Resolution _____ by the City Council on November 13, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.</li> </ol> </li> </ol>			

220 Jefferson Drive – Attachment I: Recommended Actions

<b>LOCATION:</b> 220 Jefferson Drive	<b>PROJECT NUMBER:</b> PLN2018-00052	<b>APPLICANT:</b> Facebook, Inc.	<b>OWNER:</b> Jefferson Place Associates
<b>PROPOSAL:</b> Request for use permit and architectural control revisions to decrease the parking ratio; modify the site circulation for vehicles, pedestrians, and bicyclists; and modify the site landscaping to accommodate the tenant’s proposed site circulation modifications for its inter-campus tram and shuttle operations. As part of the proposed site circulation changes, five heritage trees are proposed to be removed. The proposed site circulation changes would include modifications to the adjacent property at 180-200 Jefferson Drive, which would require a conditional development permit amendment. Both properties are occupied by a common tenant and are located in the O-B (Office, Bonus) zoning district.			
<b>DECISION ENTITY:</b> City Council	<b>DATE:</b> November 13, 2018	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Ohtaki, Mueller, Carlton, Cline, Keith)			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>d. Prior to demolition permit and 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, and is subject to review and approval by the Engineering and Building Divisions.</li> <li>e. Concurrent with the submittal of a complete building permit application, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by 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, dimensions, and colors of all meters, transformers, junction boxes, relay boxes, and other equipment boxes. The utility plans shall also show backflow and Double Check Detector Assembly (DCDA) devices.</li> <li>f. Concurrent with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval by the Engineering Division. 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 erosion and sediment control plans shall be attached to the Grading and Drainage plans and may be similar to the erosion control plan provided for the demolition permit. The Grading and Drainage Plan shall be approved prior to or concurrent with the issuance of a building permit.</li> <li>g. Prior to building permit issuance, the applicant shall enter into and record a “Stormwater Treatment Measures Operations and Maintenance (O&amp;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 San Mateo County Recorder’s Office.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</li> </ul> <p>5. Adopt a resolution to approve the architectural control and use permit subject to the following <b>project-specific</b> conditions:</p> <ul style="list-style-type: none"> <li>a. Since the proposed comprehensive project includes two legal parcels (APNs: 055-243-290 and 055-243-280), the building permits for each parcel shall be reviewed and issued concurrently. To the extent possible each building permit should receive final inspections concurrently.</li> <li>b. The Applicant shall implement a transportation demand management (TDM) program that applies to 220 Jefferson Drive and the neighboring property at 180-200 Jefferson Drive. The</li> </ul>			

220 Jefferson Drive – Attachment I: Recommended Actions

<b>LOCATION:</b> 220 Jefferson Drive	<b>PROJECT NUMBER:</b> PLN2018-00052	<b>APPLICANT:</b> Facebook, Inc.	<b>OWNER:</b> Jefferson Place Associates
<p><b>PROPOSAL:</b> Request for use permit and architectural control revisions to decrease the parking ratio; modify the site circulation for vehicles, pedestrians, and bicyclists; and modify the site landscaping to accommodate the tenant’s proposed site circulation modifications for its inter-campus tram and shuttle operations. As part of the proposed site circulation changes, five heritage trees are proposed to be removed. The proposed site circulation changes would include modifications to the adjacent property at 180-200 Jefferson Drive, which would require a conditional development permit amendment. Both properties are occupied by a common tenant and are located in the O-B (Office, Bonus) zoning district.</p>			
<b>DECISION ENTITY:</b> City Council	<b>DATE:</b> November 13, 2018	<b>ACTION:</b> TBD	
<p><b>VOTE:</b> TBD (Ohtaki, Mueller, Carlton, Cline, Keith)</p>			
<p><b>ACTION:</b></p> <p>TDM program shall be in substantial conformance with the TDM program, dated October 16, 2018, by the Planning Division.</p> <ul style="list-style-type: none"> <li>c. The Applicant shall use commercially reasonable efforts to prevent the parking of employee and visitor vehicles (whose occupants' final destination is the Project Site) or private shuttles in adjacent neighborhoods, including, but not limited to, the Belle Haven neighborhood, on other public streets in the City, and on public streets in the City of East Palo Alto to the satisfaction of the Public Works Director. The City reserves the right to require monitoring of neighborhood parking intrusions.</li> <li>d. Upon completion of the comprehensive project and associated on-site circulation improvements, the Applicant shall modify the shuttle and tram operations to remove the left turns from the Project Site onto Chilco Street in the northbound direction until such a time as a signalized intersection is installed at the driveway to the Project Site at Chilco Street. Access for shuttles and trams to the Project Site shall be limited to right turns into the Project Site from Chilco Street until such time as a signalized intersection is installed.</li> <li>e. Within six months after the date the Amendment for 180-200 Jefferson Drive is recorded, the Applicant shall submit a feasibility study and warrant analysis to the Transportation Division evaluating the feasibility of installing a signalized intersection at Chilco Street and the driveway to the Project Site, subject to the satisfaction of the Public Works Director. If a signal is warranted, the Applicant shall design, construct or fund a signalized intersection.</li> <li>f. The parking reduction on the Project Site allowed by the use permit is valid so long as this parcel, the parcel at 180-200 Jefferson Drive, and multiple other sites within the vicinity are occupied by the Applicant, a common tenant, or multiple tenants that utilize a common inter-campus shuttle and tram network. When such condition ceases to be satisfied, this use permit shall terminate and the previous 354 parking spaces will be require to be provided on site.</li> <li>g. When the Amendment at 180-200 Jefferson Drive is terminated, the owner shall cause the development at the site to return to compliance with the use permit and architectural control or submit an application for a revision to revise the circulation on the site, which may include removal of the circulation and associated site improvements and the installation of additional parking stalls to meet the original parking requirements set forth in the use permit.</li> <li>h. Prior to issuance of a building permit, the Applicant shall revise the civil plans to remove the bio-treatment areas and other storm water control facilities from any public utility easements. Alternatively, the applicant may provide documentation, in writing, from the easement holder of permission to install these features within the easement.</li> </ul>			

220 Jefferson Drive – Attachment I: Recommended Actions

<b>LOCATION:</b> 220 Jefferson Drive	<b>PROJECT NUMBER:</b> PLN2018-00052	<b>APPLICANT:</b> Facebook, Inc.	<b>OWNER:</b> Jefferson Place Associates
<p><b>PROPOSAL:</b> Request for use permit and architectural control revisions to decrease the parking ratio; modify the site circulation for vehicles, pedestrians, and bicyclists; and modify the site landscaping to accommodate the tenant’s proposed site circulation modifications for its inter-campus tram and shuttle operations. As part of the proposed site circulation changes, five heritage trees are proposed to be removed. The proposed site circulation changes would include modifications to the adjacent property at 180-200 Jefferson Drive, which would require a conditional development permit amendment. Both properties are occupied by a common tenant and are located in the O-B (Office, Bonus) zoning district.</p>			
<b>DECISION ENTITY:</b> City Council	<b>DATE:</b> November 13, 2018	<b>ACTION:</b> TBD	
<p><b>VOTE:</b> TBD (Ohtaki, Mueller, Carlton, Cline, Keith)</p>			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>i. In order to address certain overlaps in the storm drain facilities and C.3 treatment design as between the 180-200 Jefferson Drive parcel (APN 055-243-290) and the 220 Jefferson Drive parcel (APN: 055-243-280), the Applicant shall, simultaneous with the submittal of a building permit application, submit a form of recordable springing easement agreement for infrastructure that crosses the property line between the two parcels, to become effective if the Property (or 220 Jefferson Drive) is transferred to a third party. This agreement shall be recorded prior to building permit issuance.</li> <li>j. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit documentation of compliance with the City’s Water Efficient Landscape Ordinance (WELo), subject to review and approval of the Engineering Division.</li> <li>k. For so long as the two legal parcels (180-200 Jefferson Drive and 220 Jefferson Drive) remain in common ownership, easements for vehicular and pedestrian ingress and egress between the two parcels are not required. If the ownership changes, even if the occupant does not, the Applicant or Property Owner shall provide forms of easement agreements for such access to the Planning and Engineering Divisions prior to transfer of the property to new ownership for review and approval. Subsequent to the City’s acceptance of the easements, the Applicant shall cause the easements to be recorded with the County of San Mateo Recorder’s office upon transfer of the property. If the necessary easements are not timely recorded, Applicant shall submit an application for a further amendment to the CDP at 180-200 Jefferson Drive and a use permit revision for 220 Jefferson Drive to provide an alternative means of ingress and egress between the two parcels without the easements. If no easements are recorded and an amendment application is not received by the Community Development Department, then this use permit is no longer valid and the previous approved parking and site plan would need to be restored.</li> <li>l. If it is determined by the Transportation Division that the new drive aisles to be installed as part of the project on-site create unforeseeable constraints for shuttle or tram circulation, modifications to the on-site circulations shall be required, subject to review and approval of the Transportation and Planning Divisions. Without prior authorization from the Transportation and Planning Divisions, Applicant may not allow shuttle and/or tram routes to exit the site onto Chilco Street, unless a signalized intersection on Chilco Street is provided. The Applicant or the City may request a reasonable evaluation of the existing on-site circulation, not more than once per year, if either party determines there are potential issues with the on-site circulation. Applicant shall also reserve the right, subject to the approval of the Planning Division which shall not be unreasonably withheld, conditioned, or delayed, to remove the structures</li> </ul>			

220 Jefferson Drive – Attachment I: Recommended Actions

<b>LOCATION:</b> 220 Jefferson Drive	<b>PROJECT NUMBER:</b> PLN2018-00052	<b>APPLICANT:</b> Facebook, Inc.	<b>OWNER:</b> Jefferson Place Associates
<p><b>PROPOSAL:</b> Request for use permit and architectural control revisions to decrease the parking ratio; modify the site circulation for vehicles, pedestrians, and bicyclists; and modify the site landscaping to accommodate the tenant’s proposed site circulation modifications for its inter-campus tram and shuttle operations. As part of the proposed site circulation changes, five heritage trees are proposed to be removed. The proposed site circulation changes would include modifications to the adjacent property at 180-200 Jefferson Drive, which would require a conditional development permit amendment. Both properties are occupied by a common tenant and are located in the O-B (Office, Bonus) zoning district.</p>			
<b>DECISION ENTITY:</b> City Council	<b>DATE:</b> November 13, 2018	<b>ACTION:</b> TBD	
<p><b>VOTE:</b> TBD (Ohtaki, Mueller, Carlton, Cline, Keith)</p>			
<p><b>ACTION:</b></p> <p>associated with the new shuttle and tram stop and revert to the original site configuration and parking count requirement under the previous use permit.</p> <p>m. If utilized, traffic control personnel assisting with vehicles entering and existing the Project Site from Jefferson Drive are not permitted to prioritize shuttles, trams, or vehicles entering or exiting the Project Site over the thru-traffic on Jefferson Drive.</p> <p>n. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit a plan for any necessary on-street parking removal on Jefferson Drive within the vicinity of the entrance to the Project Site to improve site access for the shuttles and trams, subject to review and approval of the Transportation and Engineering Divisions.</p> <p>o. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit a plan to monitor traffic flows along Chilco Street at the driveway to the Project Site and the frequency of pedestrian and bicycle crossings on Chilco Street between the Project Site and the Facebook West Campus (located at 300-309 Constitution Drive and 1 Facebook Way), for review and approval by the Transportation Division. Within six months of final inspection, Applicant shall submit a feasibility report with recommendations regarding potential ways to improve circulation (including any potential for reducing the frequency of pedestrian and bicycle crossings) based on the data collected through the monitoring plan. That report shall also incorporate the findings in the feasibility study required by Section 6.5 of the Amendment to the Conditional Development Permit for 180-200 Jefferson Drive related to the potential signalization of the intersection at Chilco Street and the Project site driveway. Within 45 days of acceptance of the report by the Transportation Division, the Applicant and Transportation Division shall meet and confer regarding the report, and work in good faith to evaluate the feasibility and effectiveness of any improvements recommended in the report, and determine which recommended improvements, if any, should be implemented by Applicant. Applicant shall then implement those recommendations determined by Applicant and the City to be feasible and effective based on clear performance standards (if any), subject to a mutually agreed upon schedule, and provided that the Applicant shall not be required to complete any improvements that are disproportionate to its impact on Chilco or that have no nexus to the project and Applicant’s use of the Property.</p>			

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**RESOLUTION NO. 6467****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
APPROVING THE USE PERMIT AND ARCHITECTURAL CONTROL  
REVISIONS FOR THE PROPERTY LOCATED AT 220 JEFFERSON DRIVE**

WHEREAS, the Applicant (Facebook) is proposing to construct a shuttle and tram stop, including related site circulation and parking modifications for its inter-campus shuttles and trams at the project site, which encompasses the two contiguous parcels addressed 180-200 Jefferson Drive and 220 Jefferson Drive; and

WHEREAS, the parcel addressed 220 Jefferson Drive is regulated through an existing Use Permit and Architectural Control; and

WHEREAS, on the 220 Jefferson Drive parcel, the proposed project requires Use Permit and Architectural Control revisions to decrease the parking ratio, modify the site circulation for vehicles, pedestrians, and bicyclists, modify the site landscaping to accommodate the tenant's proposed site circulation modifications for its inter-campus tram and shuttle operations, and remove five heritage trees; and

WHEREAS, the proposed Use Permit and Architectural Control revisions would allow for the implementation of the proposed transit facility consisting of new shuttle and tram stops and related circulation improvements (proposed project) for the Applicant; and

WHEREAS, the project site is part of the Applicant's broader network of campuses and buildings within the Bayfront Area of Menlo Park, located north of US Highway 101; and

WHEREAS, the proposed project would be part of the Applicant's broader shuttle and tram network within the Bayfront Area, which is a key component of the Applicant's transportation demand management (TDM) plan that reduces single occupancy vehicle trips to its campuses and buildings in Menlo Park; and

WHEREAS, the revisions to the Use Permit and Architectural Control approvals would be valid, provided the Applicant operates a TDM plan that includes multiple campuses within the vicinity of the project site and an inter-campus shuttle and tram network; and

WHEREAS, the proposed project is categorically exempt under Class 1 (Section 15301, Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines, since the proposed project would not increase the floor area on site by more than 50 percent or 2,500 square feet, whichever is less; 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 October 22, 2018 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 make the findings approve the revisions to the Use Permit and Architectural Control; 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 November 13, 2018 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 make the following findings:

1. The project is categorically exempt under Class 1 (Section 15301, Existing Facilities) of the California Environmental Quality Act (CEQA) Guidelines.
2. 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 the proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City
3. The general appearance of the structures and site improvements are in keeping with the character of the neighborhood.
4. The development will not be detrimental to the harmonious and orderly growth of the city.
5. The development will not impair the desirability of investment or occupation in the neighborhood.
6. The development provides adequate parking with the implementation of the Applicant's TDM plan, the enhanced shuttle and tram facilities for the applicant's inter-campus network, and has made adequate provisions for access to such parking.
7. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made

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 revisions to the Use Permit, subject to the standard and project specific conditions contained therein, and Architectural Control; and

WHEREAS, upon recordation with the San Mateo County Assessor Recorder's office of the Amendment to the Conditional Development Permit for 180-200 Jefferson Drive, the revisions to the Use Permit and Architectural Control would become effective and binding on the Property.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the revisions to the Use Permit and Architectural Control permits for the Property attached hereto as Exhibit A and incorporated herein by this reference.

I, Judi Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of November, 2018, 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 the thirteenth day of November, 2018.

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Judi A. Herren, City Clerk



## MEMORANDUM

Date: October 16, 2018

To: Kyle Perata, City of Menlo Park

From: Robert H. Eckols, Fehr & Peers

CC: Tolga Yildir and Jonathan Schuppert, Facebook

**Subject: Chilco Campus Bus Stop – Traffic Impact Analysis Exemption and Parking Summary for Transit Hub located at 180, 190, & 200 Jefferson Drive**

*SJ17-1778*

This memorandum describes the parking modifications required to accommodate an enhanced bus stop to be located on the Facebook Chilco Campus at 180 – 200 Jefferson Drive. Facebook proposes to create a formal bus stop adjacent to Buildings 24 & 25 to serve Facebook employees working on the Chilco Campus. The new bus stop will replace a temporary bus stop that is located in the parking area east of Building 24. The temporary bus stop is primarily accessed using Chilco Street, which limits the efficiency of bus operations and creates conflicts with pedestrian and bicyclists moving between the Facebook buildings and campuses. The temporary bus stop serves both the Facebook employee shuttles and the intra-campus trams.

The enhanced bus stop will have access from both Jefferson Drive and Chilco Street, which improves the traffic flow of the buses and eliminates most, if not all, of the pedestrian and bicycle conflicts. Some of the transit vehicle circulation will occur within the southern portion of the 220 Jefferson Drive surface parking to minimize the use of Chilco Street. In addition, the proposed bus stop will substantially increase the size of the loading areas for employee shuttles (from three buses to ten buses), and provides five separate spaces for loading intra-campus trams. The desire is to improve the bus rider's experience in order to increase bus usage by Facebook employees.

The existing temporary bus stop located adjacent to Buildings 24; however, the Chilco Campus Bus Stop serves Facebook employees located in the broader Chilco Campus including Buildings 23 through 29 and Building 61 (via tram service). Approximately, 1,600 Chilco Campus employees currently use the shuttle stop each day, which generates about 2,600 alightings and boardings at



the Chilco Campus bus stop. The 1,600 employee shuttle riders reduce the overall parking demand for the Chilco Campus since they don't arrive in separate autos.

In addition to the shuttle riders using the bus stop, approximately 800 riders board and alight from the inter-campus trams at the Chilco Campus bus stop. Tram ridership is a combination of shuttle riders traveling to/from their building as well as persons traveling between campus locations. Inter-campus trips reduced the need for vehicles trips between campuses and, therefore, parking.

The proposed Chilco Campus bus stop should improve the shuttle operations and make transit use more attractive. Currently, there are 568 scheduled employee shuttle pick-ups/drop-offs at the temporary bus stop. There are also approximately 1,170 scheduled tram trips to the Chilco Campus bus stop.

When originally constructed the 180, 190, & 200 Jefferson Drive complex had 724 parking spaces (**Figure 1**). In order to create a temporary on-site bus stop, 51 parking spaces were removed to provide a loading area for shuttle and tram users (**Figure 2**). As shuttle ridership has increased, the temporary bus stop is no longer adequate for the demand. Facebook seeks to create a larger and enhanced bus stop, which requires an additional reduction in the on-site parking supply. The proposed bus stop will require removing 155 spaces from the original parking supply, but will allow the restoration of the 51 spaces removed for the temporary bus stop for a net reduction of 104 spaces over the existing conditions (**Figure 3**).

**Table 1** shows the parking supply and parking ratios for three conditions: As Constructed, Existing Conditions and Proposed Conditions. When constructed the site had 724 spaces with a parking ratio of 3.59 spaces per 1,000 square feet (KSF). Under the existing conditions, the site has 673 spaces with a parking ratio of 3.34 spaces per KSF. When the enhanced bus stop is in place the site will have 577 spaces with a parking ratio of 2.86 spaces per KSF.

**Table 1**  
**Parking Spaces and Parking Ratios**

<b>Condition</b>	<b>Building Area (KSF)</b>	<b>Available Spaces</b>	<b>Parking Ratio (spaces/KSF)</b>
As Constructed	201.543	724	3.59
Existing Condition	201.543	673	3.34
Proposed Condition	201.543	577	2.86

**Source:** Fehr & Peers, 2018



The Menlo Park Municipal Code current requires between 2.0 and 3.0 parking spaces per KSF<sup>1</sup>. The on-site parking supply of 2.86 spaces per KSF with the proposed enhanced bus stop would fall within the range identified in the Municipal Code.

There will be a small displacement of 10 spaces in the 220 Jefferson Drive surface parking area to allow eastbound transit vehicles to exit the bus stop at Jefferson. There are 354 spaces in the existing surface parking at 220 Jefferson Drive. **Figure 4** shows the location of the 10 spaces that are displaced with the creation of the proposed bus stop. The site will have 344 spaces following the construction of the bus stop.

### **Exemption from Traffic Impact Analysis under City of Menlo Park TIA Guidelines**

The City of Menlo Park's Traffic Impact Guidelines states the following regarding projects that are exempt from preparing a traffic impact analysis (TIA):

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

1. Residential projects under five units
2. Commercial projects where the total new or added square footage is 10,000 square feet or less
3. Change of use projects in the M-2 area that include a Transportation Demand Management (TDM) Program (see City's TDM Guidelines) effective in reducing equivalent peak hour trips below the level generated by a commercial project 10,000 square feet or less (bullet 2 above)
4. Other projects that are determined to be exempt or categorically exempt under CEQA"

The project would be exempt under Items 1 & 2 because it does not add any additional residential units or commercial space. In the case of Item 3, the project is designed to enhance and improve transit service/operations so it supports Facebook TDM Program. As a project that supports transit use and reduces auto travel, it is likely to be considered exempt under the California Environmental Quality Act (CEQA).

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<sup>1</sup> Source: City of Menlo Park Municipal Code 12.53.090 Parking Standards, O Office District.



## Facebook Transportation Demand Management (TDM) Program

Facebook’s TDM program includes a variety of elements intended to reduce parking demand and the number of vehicle trips. Facebook originally implemented their TDM program in 2010 when they were located in Palo Alto. The TDM programs were expanded when Facebook relocated to Menlo Park and they continue to evolve in response to employee needs and preferences. The TDM programs are evaluated frequently in terms of their effectiveness in reducing trips and parking demand. The current elements offered by the program are listed in **Table 2**. Facebook has a 50% drive-alone rate. While parking demand in the Chilco area is high, the creation of an upgraded bus stop will improve the access and circulation of buses, enhance rider experience, and reduce conflicts with pedestrians and bicyclists providing benefits to the larger Chilco area that supports the TDM program and helps to offset the parking loss.

**Table 2**  
**TDM Program Summary**

TDM Element	Description	Facebook Program
Caltrain Reimbursement and Station Shuttles	Monthly reimbursement for Caltrain commuting costs (parking and fare).	Full time employees are able to expense the equivalent value of a 4 zone Caltrain monthly pass each month for commute purposes. Facebook also reimburses up to \$63/month for parking at Caltrain stations (post-tax). Facebook uses Wage Works to provide tax-free funds for other public transit passes. Employee guests are also able to ride shuttles from Caltrain if they request a pass.
Parking at Caltrain, BART, and Ferry Terminals (San Francisco office employees only)	Monthly reimbursement for parking at specific transit stations.	A \$63 month reimbursement available for parking at Caltrain, BART, and Ferry Terminals for employees at the San Francisco office only.
Employee Commuter Shuttle Bus Services	Private shuttle service from various regions of the Bay Area to the Menlo Park campus.	Currently, Facebook provides free direct services between Menlo Park and Sunnyvale, Palo Alto, San Francisco, Mountain View, Cupertino, Campbell, Berkeley, Oakland, Dublin, Castro Valley, Redwood City, San Jose, Fremont, Danville, San Ramon, Los Gatos, Millbrae, San Mateo, Santa Cruz, Scotts Valley, Marin, Saratoga, and other cities for employees and vendors.



**Table 2**  
**TDM Program Summary**

TDM Element	Description	Facebook Program
Clipper Cards for public transit.	Clipper cards with cash value for use on specific transit agencies.	<p>For Menlo Park:</p> <p>East Bay employees can get a free Clipper Card with cash value to ride from any East Bay BART Station to the Union City BART to catch the Union City BART shuttle. For commute purposes on BART only.</p> <p>For San Francisco:</p> <p>Employees are given a Clipper Card with cash value for use on any transit agency to commute to/from the San Francisco office. San Francisco employees do not qualify for the Caltrain reimbursement.</p>
Intercampus Tram and On-Demand	Tram service to transport employees between buildings.	A fleet of electric and non-electric vehicles to transport employees between buildings, and a separate on-demand car service for moving between campuses at Menlo Park.
Campus Bike Share Program	Bicycles provided for employee use on campus.	This program provides Facebook Bike Share Bicycles for employees to use for trips around campus.
Bicycle Amenities and Perks	Bike shop, lockers, towel service for showers, bicycle pumps, FixIt self-repair station, etc.	<p>These support services improve the convenience of riding a bicycle:</p> <ul style="list-style-type: none"> <li>• An onsite bike shop has been opened at the Transportation Hub. Dedicated mechanics service personal bikes for free and charge only for the cost of parts.</li> <li>• A 24/7 DIY FixIt station is also available along with a free vending machine with emergency parts for repair.</li> <li>• A monthly Bike to Work Day with giveaway is held with bike shop staff leading group rides each month.</li> <li>• Each employee-occupied building has interior bike parking, and a bike cage offers additional bike parking space.</li> </ul>



**Table 2**  
**TDM Program Summary**

<b>TDM Element</b>	<b>Description</b>	<b>Facebook Program</b>
Ferry Service	Ferry service to the Redwood City terminal.	Program launched in May 2018 with service from Marin County and the East Bay to terminal in Redwood City.
Vanpool Program	Allows groups of people to share rides to and from work.	Facebook provides vanpools to and from surrounding areas, primarily in the South Bay and East Bay.
Education and Promotion	Educational and promotional events to encourage employees to use alternative modes to travel to and from the workplace.	Drop-in commute advice is available through the Transportation Desk at the Transportation Hub. Events and competitions for prizes include bike commuting classes and monthly Bike to Work Day. New employees receive information on various commute options during orientation.
Carpool matching with the internal Ride App	A tool within the Facebook Ride App allows employees to carpool match.	An internal carpool matching tool found inside the Ride App which allows employees to see which other employees live in their area and send them a message to coordinate a carpool. A potential incentive program is TBD.
Emergency Ride Home	Free rides for employees in case of emergency.	In the event of an emergency, Facebook provides rides home to all rideshare and alternative mode commuters who may not have a vehicle readily accessible.
Carshare	Car sharing available on campus.	One Zipcar vehicles are located at the Willow Campus for private rental covered by the employee. Free annual membership is available to all full-time employees.  A separate private fleet of 15+ Ford Fusions and minivans provided by Enterprise that are available to reserve for free if employees use alternative transportation to commute and have a midday errand or business appointment offsite.





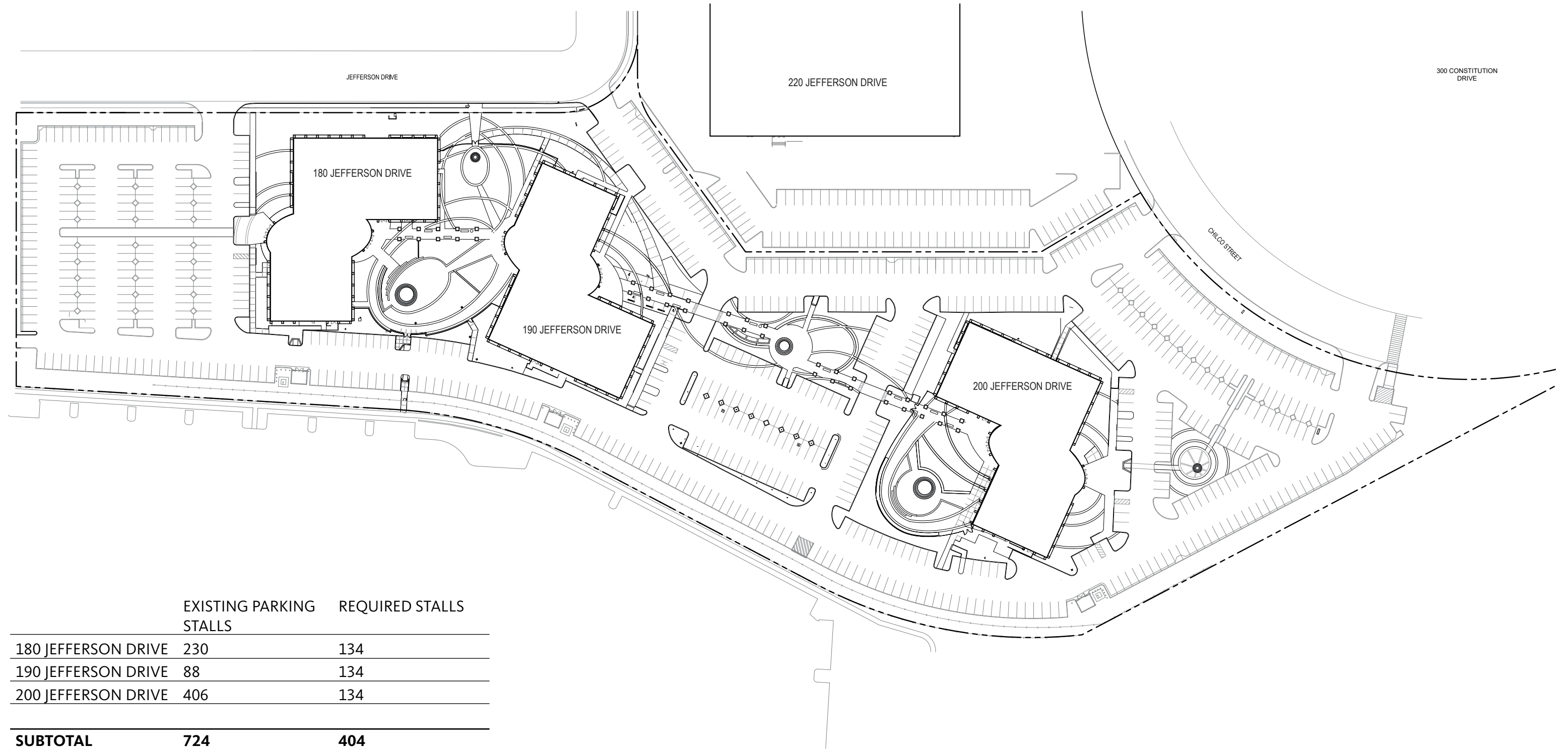
**Table 2**  
**TDM Program Summary**

<b>TDM Element</b>	<b>Description</b>	<b>Facebook Program</b>
Electric Vehicle Parking	Dedicated parking for electric vehicles.	Facebook provides preferred parking for electric vehicles as well as free charging stations at MPK. Facebook now has 226 electric vehicle stations (ports).

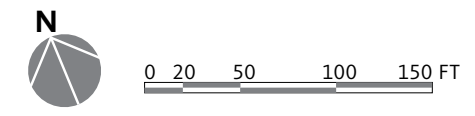
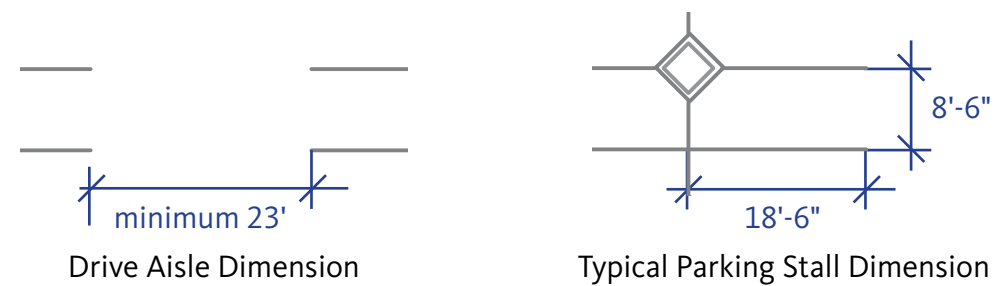
Source: Facebook/Fehr & Peers, July 2018

# Figure 2

## 180-200 JEFFERSON DRIVE EXISTING CONDITION

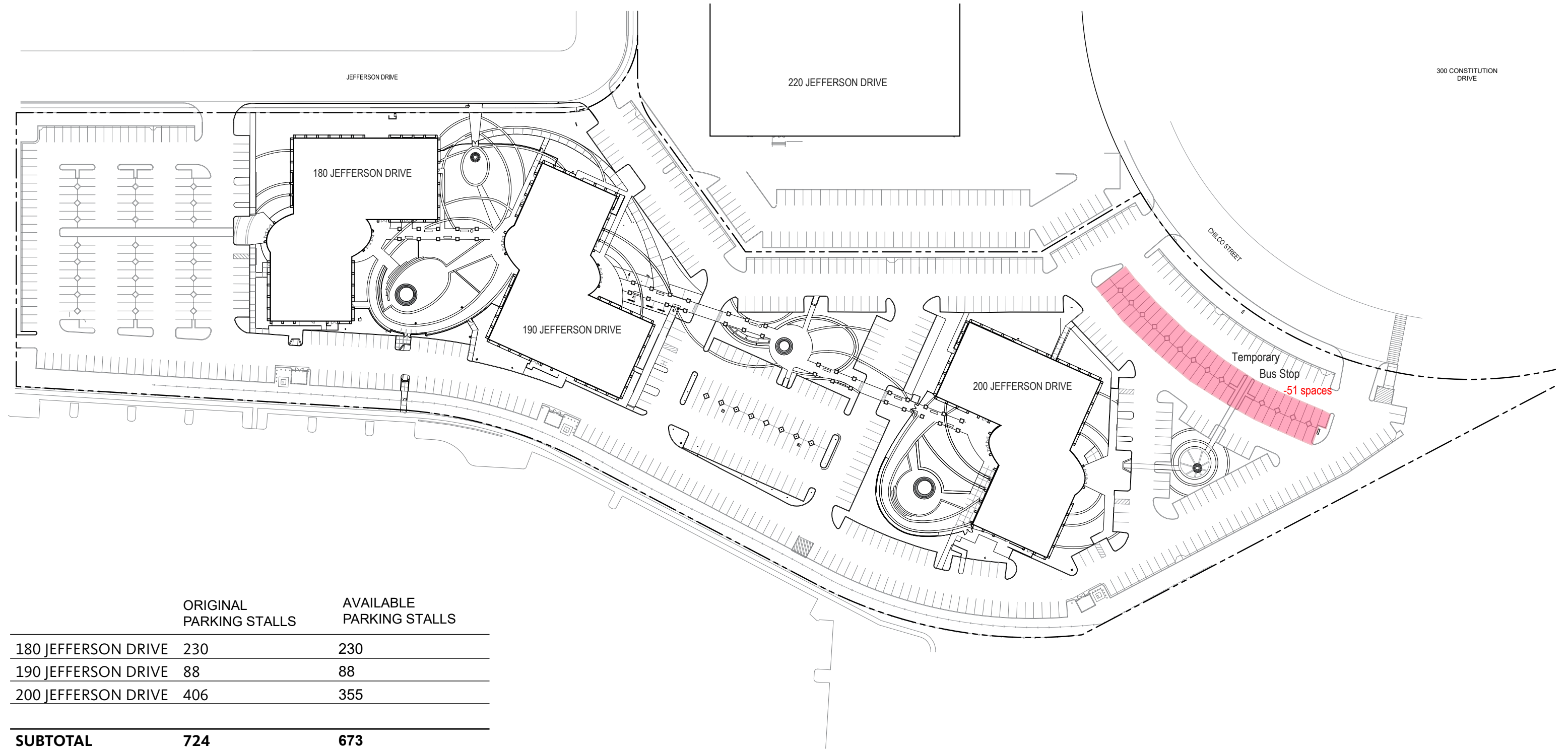


	EXISTING PARKING STALLS	REQUIRED STALLS
180 JEFFERSON DRIVE	230	134
190 JEFFERSON DRIVE	88	134
200 JEFFERSON DRIVE	406	134
<b>SUBTOTAL</b>	<b>724</b>	<b>404</b>

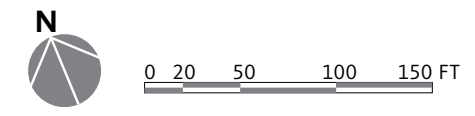
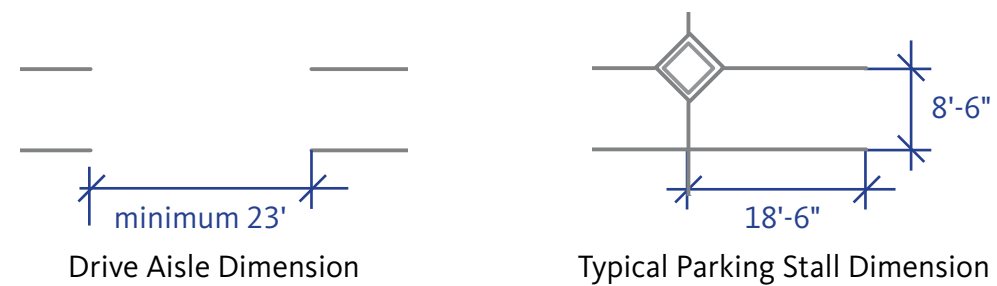


# Figure 2

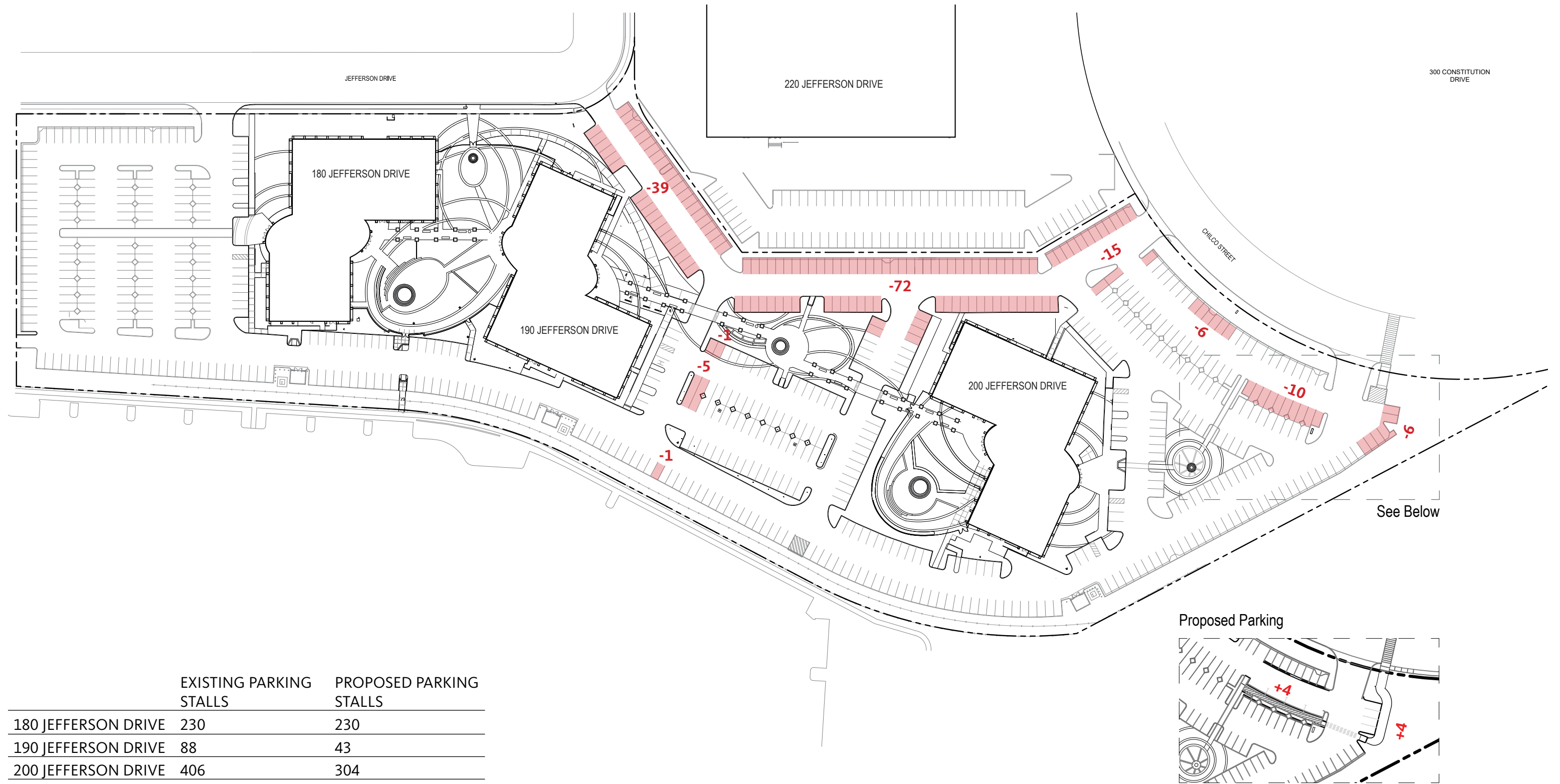
## 180-200 JEFFERSON DRIVE EXISTING CONDITION



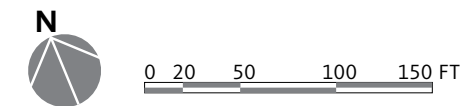
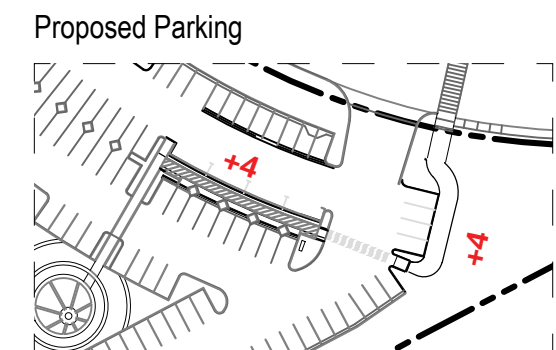
	ORIGINAL PARKING STALLS	AVAILABLE PARKING STALLS
180 JEFFERSON DRIVE	230	230
190 JEFFERSON DRIVE	88	88
200 JEFFERSON DRIVE	406	355
<b>SUBTOTAL</b>	<b>724</b>	<b>673</b>



# Figure 3 180-200 JEFFERSON DRIVE PARKING COUNT DISPLACEMENT

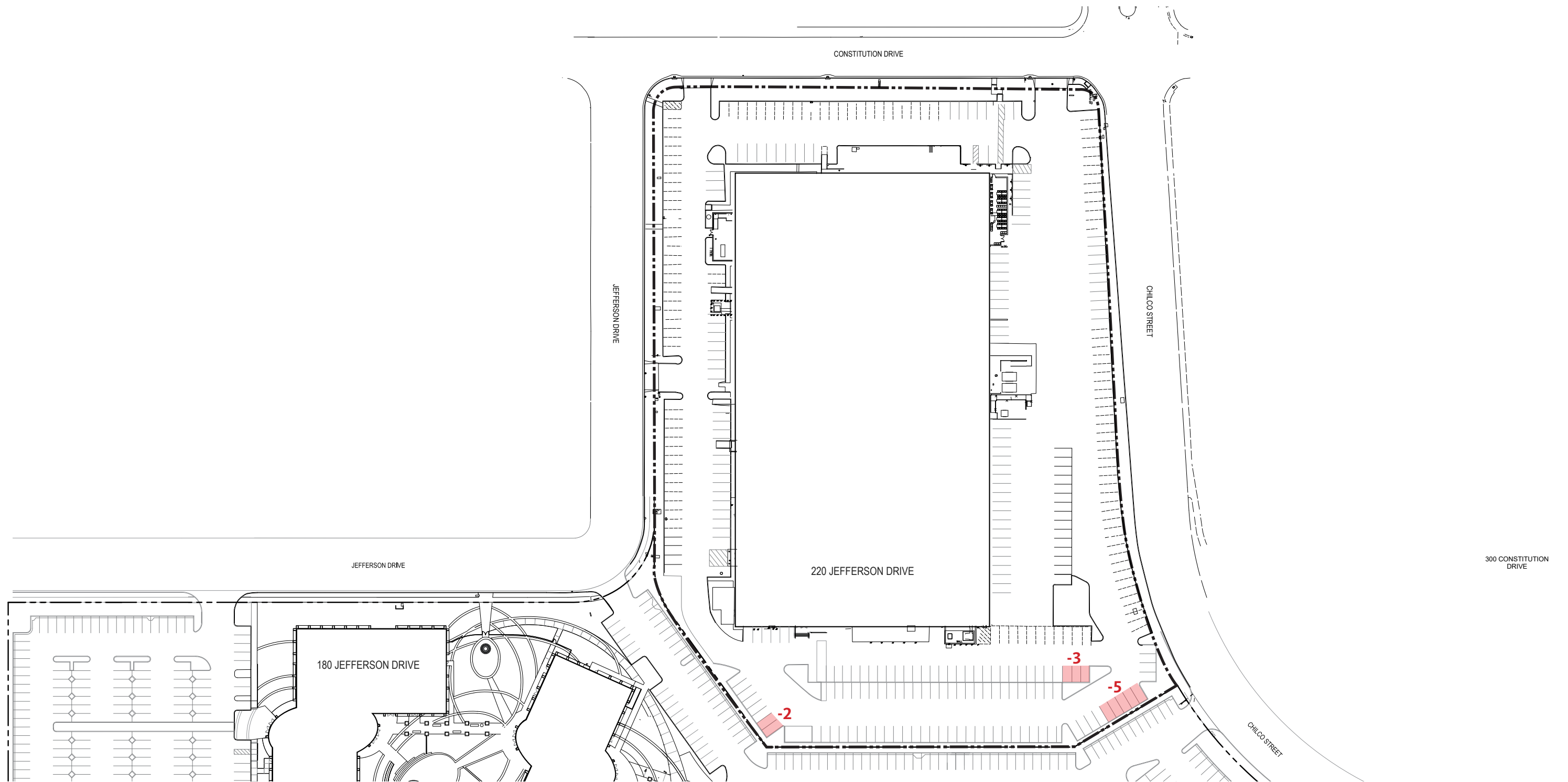


	EXISTING PARKING STALLS	PROPOSED PARKING STALLS
180 JEFFERSON DRIVE	230	230
190 JEFFERSON DRIVE	88	43
200 JEFFERSON DRIVE	406	304
<b>SUBTOTAL</b>	<b>724</b>	<b>577</b>



# Figure 4

## 220 JEFFERSON DRIVE PARKING DISPLACEMENT



EXISTING PARKING STALLS  
PROPOSED PARKING STALLS

220 JEFFERSON DRIVE 354

344



0 20 50 100 150 FT

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## MEMORANDUM

Date: October 10, 2018

To: Kyle Perata, City of Menlo Park

From: Dan Cawley, Steve Davis, and Robert Eckols, Fehr & Peers

CC: Tolga Yildir and Jonathan Schuppert, Facebook

**Subject: Chilco Campus Bus Stop - Evaluation of Tram/Shuttle Circulation  
180, 190, & 200 Jefferson Drive**

*SJ17-1778*

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As part of modifications to the 180, 190 & 220 Jefferson Drive site, Facebook is planning to install a new transit hub to better accommodate employee commuter shuttle and inter-campus tram service to the area immediately west of Chilco Street. The new Chilco Campus Bus Stop will result in modifications to the circulation routes of existing shuttles and trams, but will not change the frequency of either service. This memorandum presents an evaluation of the changes to the shuttle and tram operations upon completion of the Chilco Campus Bus Stop.

### **Existing Shuttle Service**

Facebook operates commuter shuttle routes that transport employees between Marin, San Francisco, San Mateo, Santa Clara, Santa Cruz, Alameda and Contra Costa counties to Facebook's campuses in Menlo Park. These employee shuttles serve as a significant component of Facebook's transportation demand management (TDM) strategy to reduce single-occupancy vehicle (SOV) trips, particularly for longer regional commute trips.

At the Classic Campus located on SR 84 at Willow Road and the Bayfront Campus located east of Chilco Street along Bayfront Expressway, shuttles have dedicated on-site bus stops. In the area west of Chilco Street (a.k.a. Chilco Campus), shuttles utilize a temporary on-site bus stop for employee shuttles adjacent to MPK 24 (200 Jefferson Drive).

As shown in **Figure 1**, with the existing Chilco Campus bus stops, employee shuttles use Chilco Street as a primary access route to and from the temporary bus stop at MPK 24. Peak morning



arrivals occur between 8:00 and 10:00 AM when approximately 150 shuttles arrive from over 60 separate origins from throughout the Bay Area. In the evening, the peak departures occur between 4:00 and 7:00 PM when approximately 190 shuttles depart from the Chilco Campus. Approximately 2500 Facebook employees commute to and from the Chilco Campus each day on the employee shuttles. The employee shuttle program is an essential part of Facebook's TDM program.

### **Existing Tram Service**

In addition to the shuttle, Facebook also operates intra-campus trams to transport Facebook employees among the various Facebook campuses along five primary routes, three of which currently stop at Building 24 in the Chilco Campus. **Figure 2** shows the routing for existing Facebook intra-campus trams near the Chilco Campus. The trams run from 5:00 AM to 10:00 PM, and with five-minute headways (12 per hour) on each route from 7:00 AM to 9:00 PM. As such, there are over 35 eastbound and 35 westbound intra-campus trams serving MPK 24 each hour throughout a majority of the day.

Similar to the employee shuttles, the trams have dedicated on-site stops at the Classic Campus and MPK 21-23. The tram stops on the Chilco Campus are located on-site, including a stop within the temporary on-site shuttle bus stop adjacent to MPK 24.

### **Chilco Campus Bus Stop – Shuttle Service Changes**

The primary goals of the Chilco Campus Bus Stop improvement is to expand the loading areas for the employees shuttles, provide shelters for riders, and improve overall multimodal circulation in the Chilco area. The proposed improvements will allow greater flexibility in the routing of both the employee shuttles and intra-campus trams. **Figure 3** shows the modified routing of the employee shuttles once the bus stop is completed (see **Attachment A** for area-wide circulation).

Some shuttles will still enter the Chilco Campus Bus Stop from Chilco Street (a right-turn movement), but they would now exit onto Jefferson Drive. Shuttles will also enter from Jefferson Drive and can turn around on site and exit back onto Jefferson Drive (see **Attachment B**). The key feature of the new shuttle circulation is the elimination of employee shuttles operating in the northbound direction on Chilco Street south of Constitution Drive – all employee shuttle buses would exist the Chilco Campus Bus Stop via Jefferson Drive. This change in operation alone will remove over 190 buses making left turns onto Chilco Street from the MPK 24 driveway during the afternoon peak period between 4:00 PM and 7:00 PM. This change will result in a net reduction in the delay at the intersection of Chilco Street / MPK 24 driveway.





In addition to improving the shuttle service operations, the proposed Chilco Campus Bus Stop will reduce the number of pedestrian, bicycle and auto conflict points. Under the existing conditions, large buses mix with pedestrians, bicycles and auto leaving the site at the MPK 24 driveway. With the implementation of the Chilco Campus Bus Stop, autos will primarily use two driveways during the peak periods and buses and trams will use the other two driveways. During the mid-day, autos could use any of the four driveways. Some on-street parking may need to be eliminated on the south/east side of Jefferson Drive near the Chilco Campus Bus Stop driveway to ensure adequate maneuvering space and sight distance.

Finally, the proposed Chilco Campus Bus Stop will provide larger gathering and loading areas for the employee shuttles. These facilities will include raised boarding platforms making it easier for shuttle riders. In addition, the loading areas will have shelters for the shuttle riders. The provision of these amenities improves the user experience and can potentially entice additional employees to utilize the employee shuttles.

#### **Chilco Campus Bus Stop – Tram Service Changes**

There is no proposal to change the intra-campus tram schedules, but there will be a dedicated area at the Chilco Campus Bus Stop for trams. As shown in **Figure 4**, the trams will stop close to the main entrance of MPK 25 and adjacent to the employee shuttle loading areas (see **Attachment A** for area-wide circulation). This location provides easy access to MPK 25 and allows for quick transfers to/from the shuttles. The Chilco Campus Bus Stop will serve all the Facebook buildings in the Chilco Campus as well as MPK 23 on the Bayfront Campus; therefore, Facebook employees will walk, bike or use intra-campus trams to access the bus stop from other nearby buildings.

Similar to the employee shuttles, the intra-campus trams will shift from using Chilco Street to Jefferson Drive to enter and exit the Chilco Campus Bus Stop (some routes may use northbound Chilco Street as an alternate route after construction of a traffic signal at the Chilco Street / Building 24 driveway intersection). The reorientation of the tram routing removes some of the pedestrian and bicycle conflicts that occur within the parking areas where the trams currently operate. With the shift of most of the trams and all of the shuttles from the Chilco Street / Building 24 driveway, this will improve the safety of pedestrians and bicyclists traveling between the Chilco and Bayfront Campuses using the new pedestrian and bicycle facilities on Chilco Street. Similarly, the shift in tram routes will result in a majority of trams traversing the Chilco Street / Constitution Drive intersection as east-west through movements, reducing the number of conflicts between turning vehicles and bicycle/pedestrian users.



## **Findings**

Based upon this evaluation, the Chilco Campus Bus Stop will have the following effects on transportation:

- Construction of the Chilco Campus Bus Stop will not change the frequency of shuttle or intra-campus tram service operated by Facebook for its employees.
- The proposed circulation will eliminate all employee shuttles and some of the trams operating in the northbound direction on Chilco Street south of Constitution Drive.
- There will be a significant reduction in the buses and trams making left turns onto Chilco Street from the MPK 24 driveway. Over 200 transit vehicles will be rerouted during the morning peak period of 7:00-10:00 AM and afternoon peak period of 4:00-7:00 PM, including over 100 combined left-turn movements during the peak hours of 9:00-10:00 AM and 5:00-6:00 PM.
- The proposed changes to the shuttle and tram routings will reduce pedestrian and bicycle conflicts that occur within parking areas, at the MPK 24 driveway, and at the Chilco Street / Constitution Drive intersection. A flagperson may be needed at the Chilco Street / Building 24 driveway intersection to ensure vehicles traveling along Chilco Street are not unduly hindered by frequent pedestrian and bicycle crossings.
- Some on-street parking may need to be eliminated on the south/east side of Jefferson Drive near the Chilco Campus Bus Stop driveway to ensure adequate maneuvering space and sight distance.
- The Chilco Campus Bus Stop will provide improved amenities for employee shuttles, including larger gathering and loading areas for the employee shuttles, raised loading area, and shelters.

### Figures

*Figure 1 – Existing Shuttle Routes and Stops*

*Figure 2 – Existing Tram Routes and Stops*

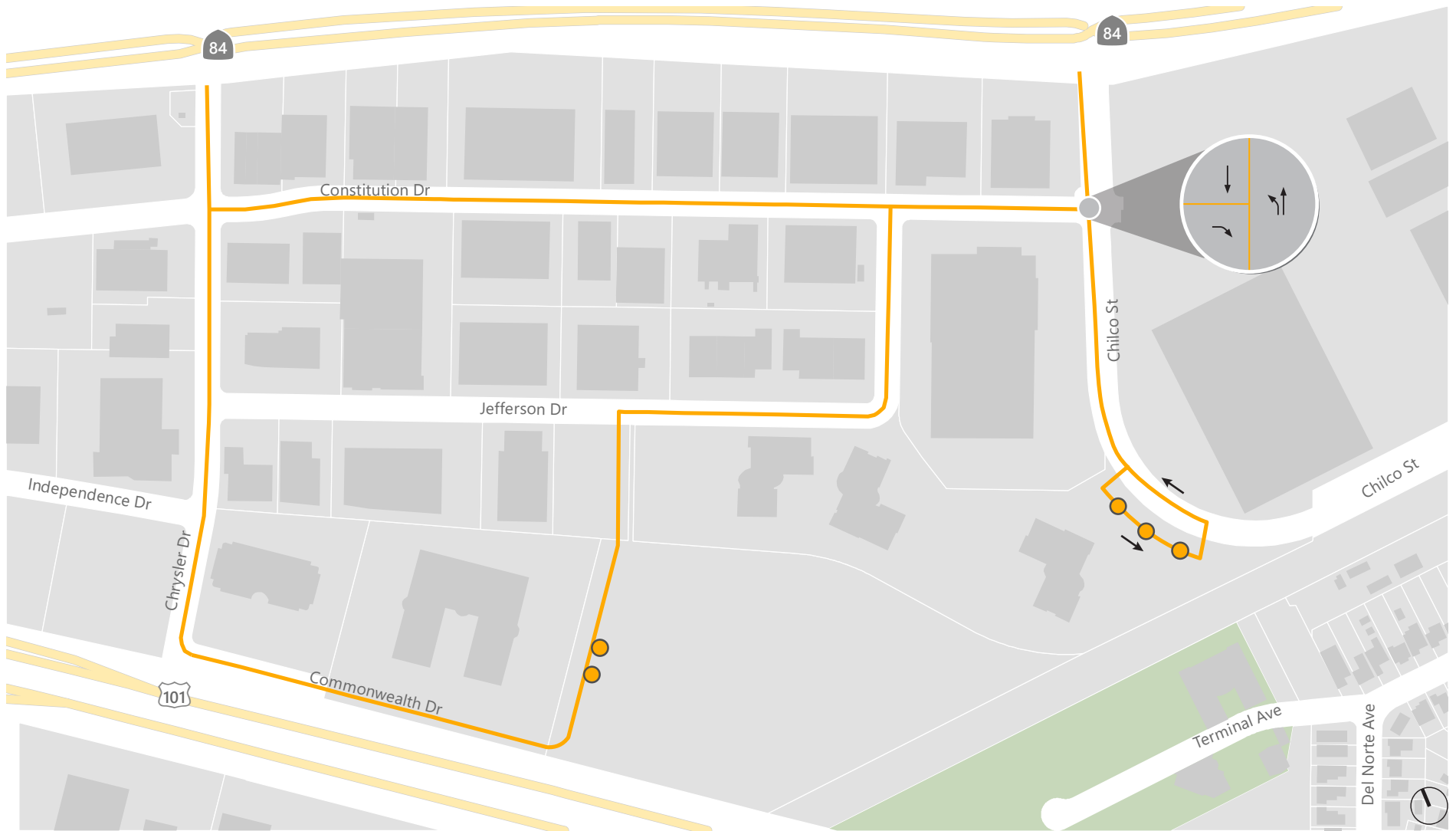
*Figure 3 – Proposed Shuttle Routes and Stops*

*Figure 4 – Proposed Tram Routes and Stops*

### Attachments

*Attachment A – Facebook Menlo Park Area Proposed Shuttle and Tram Route Map*

*Attachment B – Facebook Chilco Campus Bus Stop Shuttle/Tram Turning Movements*



- Existing Shuttle Route
- Existing Shuttle Stop



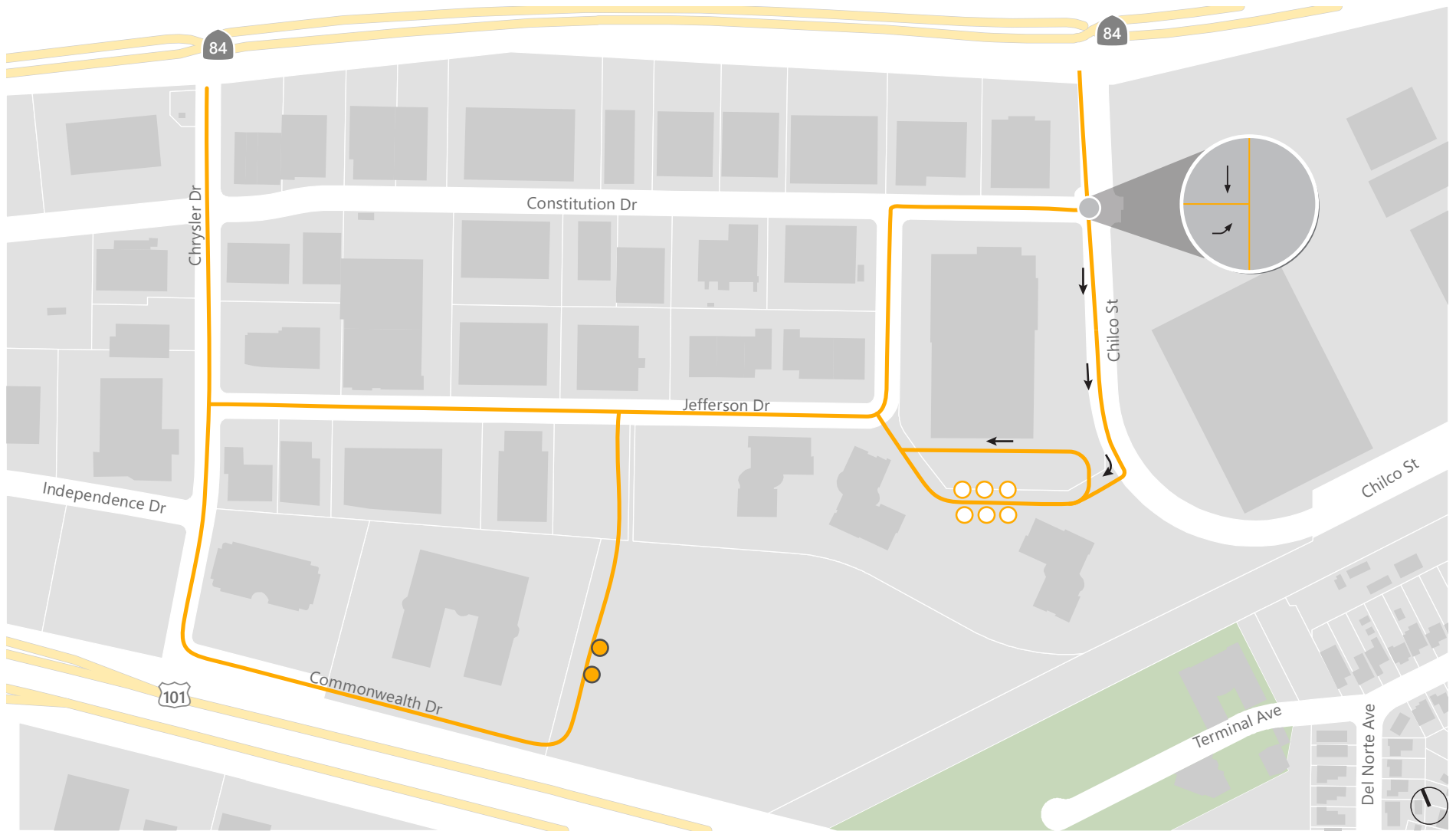
Figure 1  
Existing Shuttle Routes and Stops



- Existing Tram Route
- Existing Tram Stop



Figure 2  
Existing Tram Routes and Stops



- Proposed Shuttle Route (after Chilco Campus Bus Stop)
- Existing Shuttle Stop to remain
- Proposed Shuttle Stop

Figure 3  
Proposed Shuttle Routes and Stops



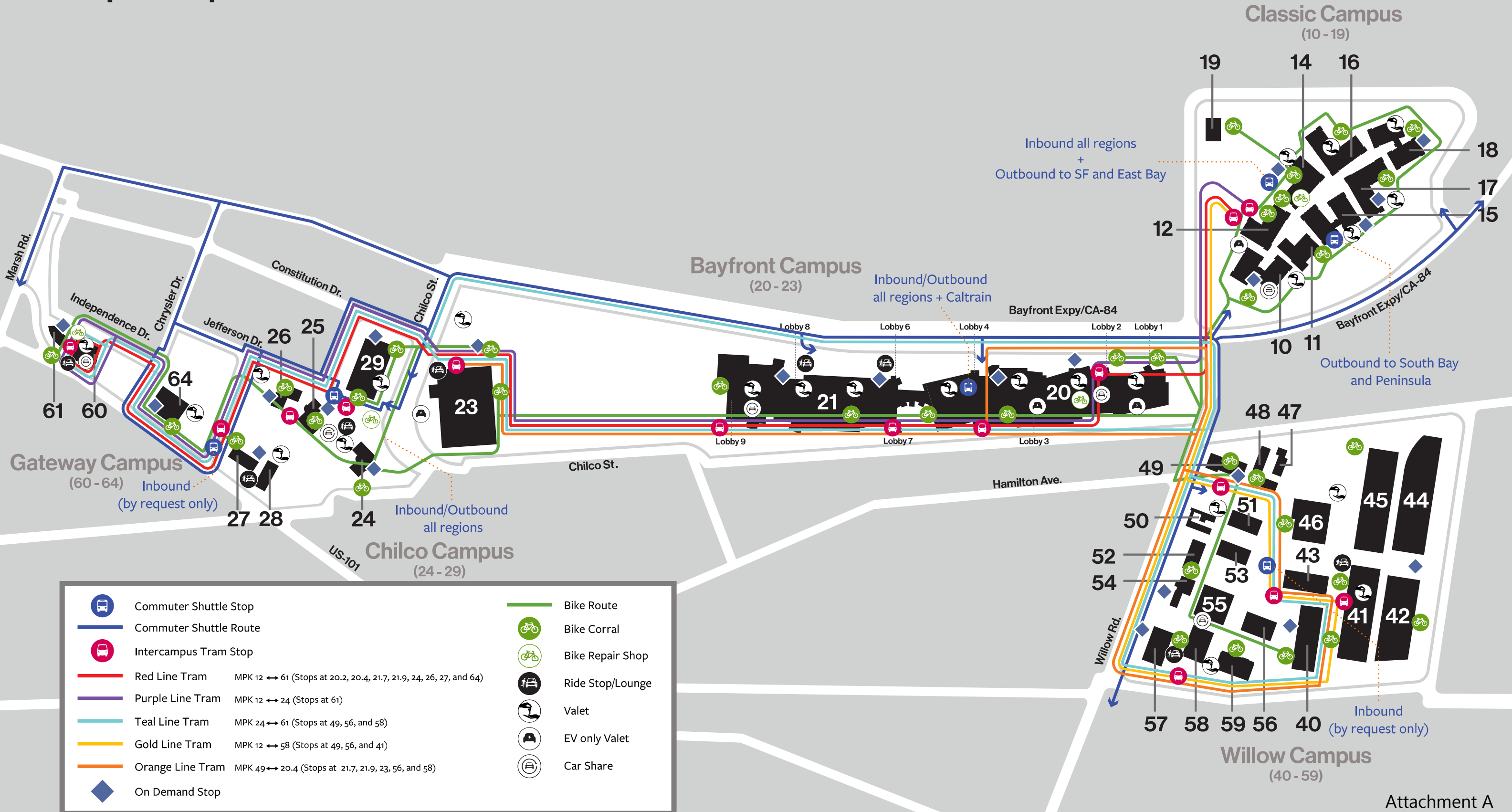
- Proposed Tram Route (after Chilco Campus Bus Stop)
- - - Alternative Tram Route
- Existing Tram Stop to Remain
- Proposed Tram Stops



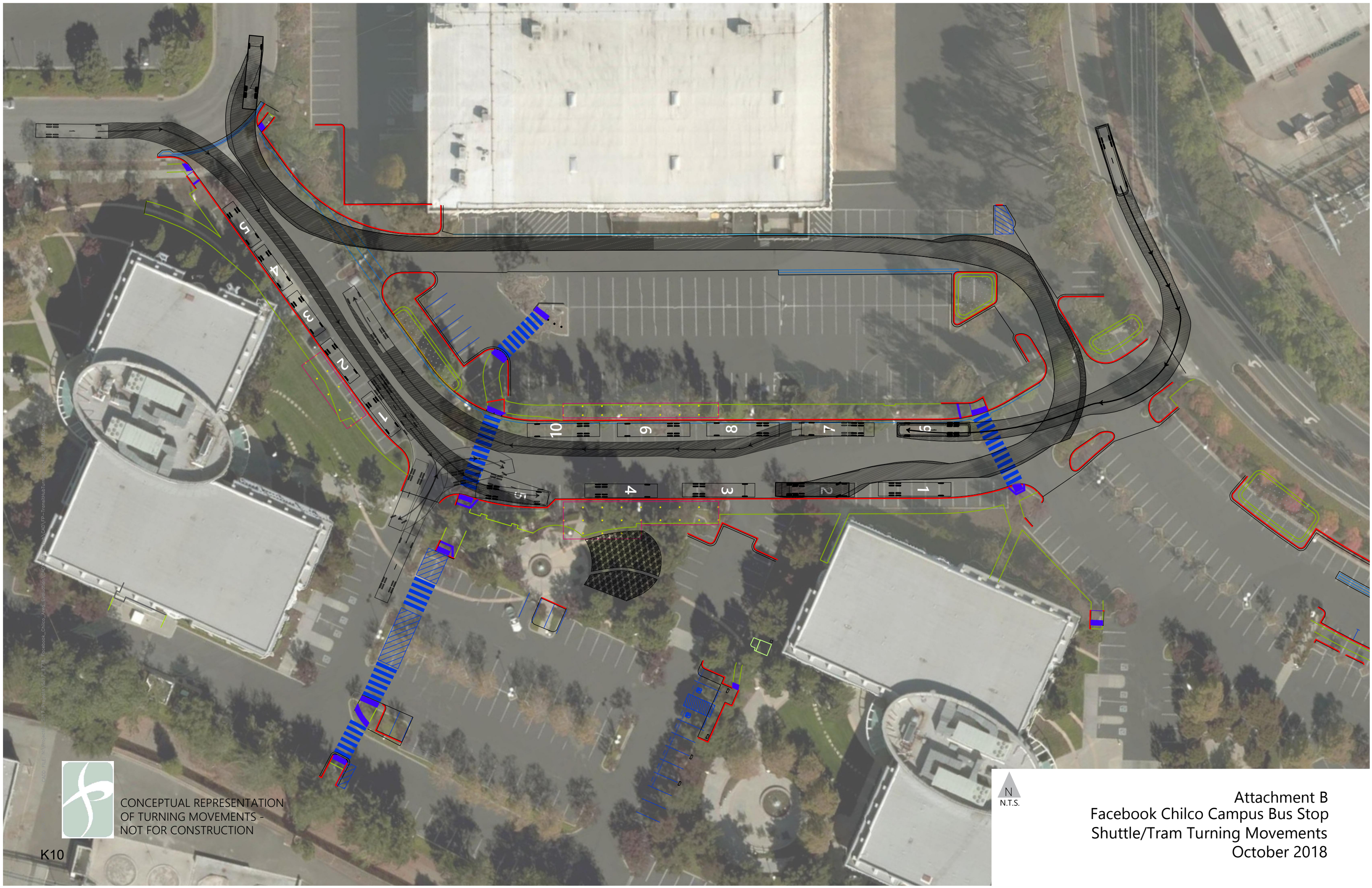
Figure 4  
Proposed Tram Routes and Stops

# MPK

## Campus Map







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CONCEPTUAL REPRESENTATION  
OF TURNING MOVEMENTS -  
NOT FOR CONSTRUCTION

K10



Attachment B  
Facebook Chilco Campus Bus Stop  
Shuttle/Tram Turning Movements  
October 2018



# SBCA TREE CONSULTING

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Fax: (510) 787-3065

Website: [www.sbcatree.com](http://www.sbcatree.com)

*Steve Batchelder, Consulting Arborist*

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E-mail: [steve@sbcatree.com](mailto:steve@sbcatree.com)

*Molly Batchelder, Consulting Arborist*

WC ISA Certified Arborist #9613A

ISA Tree Risk Assessment Qualified

E-mail: [molly@sbcatree.com](mailto:molly@sbcatree.com)

Date: February 22, 2018

To: Facebook

Subject: Tree Survey

Location: MPK 23, 24, 25

Appendix items:

1. Tree Survey Data
2. Tree Location Maps (original survey)
3. Tree Location Maps (amended survey)

## City of Menlo Park Ordinance

Definitions of Heritage Tree:

1. Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
2. Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
3. Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
4. Any tree with more than one trunk measured at the point where the trunks divide, with a circumference of 47.1 inches (diameter of 15 inches) or more, with the exception of trees that are under twelve (12) feet in height, which are exempt from the ordinance.<sup>1</sup>

## Introduction

A number of trees were planted after SBCA Tree Consulting submitted original survey data to Facebook on 5-16-16. A follow up survey was conducted on 2-17-18 to tag all newly planted trees as well as trees located along the southern perimeter and street trees on Jefferson specifically identified by Gensler.

This report includes all trees located within the designated project areas.

## Survey Procedure

Trees Tagged – All trees were tagged with a metal number tag corresponding with the number used on the tree location map and data sheets.

<sup>1</sup> <http://www.menlopark.org/205/Heritage-Trees>

Data Recorded – Arborists recorded data on tree species, diameter (DBH<sup>2</sup>), tree height, health and structural conditions, Heritage Tree status, and suitability for retention. Notes were recorded to provide commentary on general conditions. The Root Protection Zone (RPZ)<sup>3</sup> was provided for trees selected for preservation.

## Summary

- Total Trees – Arborist survey identifies 368 trees. The original survey included 345 trees. Eighteen (18) additional trees were identified in the most recent survey and included in the data.
- Heritage Trees – Twelve (12) trees have diameters measuring 15 inches and above and therefore qualify as ‘Heritage’ by the City of Menlo Park.
- Species Diversity – Twelve (12) different species were identified in the survey.

**Table 1** – The table below provides a breakdown of numbers of each tree species surveyed.

	Species	Common Name	Total Amount	Heritage Tree Amount	Overall Retention Suitability	Comments
1	<i>Betula pendula</i>	European Birch	2	0	F-P	
2	<i>Fraxinus oxycarpa</i> 'Raywood'	Raywood Ash	44	4	F-P	Problematic species known for poor branching structure and susceptibility to fungal pathogen which causes branch dieback
3	<i>Gleditsia triacanthos</i>	Honey Locust	1	0	F	
4	<i>Lagerstroemia indica x fauriei</i>	Crepe Myrtle	45	0	G	
5	<i>Pinus canariensis</i>	Canary Island Pine	1	1	G	Along perimeter
6	<i>Pinus halepensis</i>	Aleppo Pine	5	5	F	Along perimeter

<sup>2</sup> DBH is tree diameter measured at 54 inches above soil grade.

<sup>3</sup> **Tree Root Protection Zone (RPZ)** - The tree protection zone designates an area surrounding a tree or grouping of trees that is to be fenced off from all access until designated by a certified arborist. The RPZ is commonly defined as one (1) foot radial distance for every one (1) inch in tree diameter (DBH). Example: A single stem tree measuring 30 inches in diameter, (measured at 54 inches or 4.5 feet above grade) would have a critical root zone with a radius of 30 feet. This is roughly equivalent to the area commonly referred to as the “drip zone.”



	Species	Common Name	Total Amount	Heritage Tree Amount	Overall Retention Suitability	Comments
7	<i>Pistacia chinensis</i>	Chinese Pistache	11	0	G	
8	<i>Platanus x acerifolia</i>	London Plane	73	0	F-G	Some are in poor health condition due to lack of soil volume
9	<i>Prunus 'Krauter Vesuvius'</i>	Krauter Vesuvius Purple Plum	96	0	F-P	Many have sunscald, leans, and branch dieback
10	<i>Pyrus calleryana</i>	Callery Pear	69	0	F-P	Fireblight, Poor branching structures
11	<i>Pyrus kawakamii</i>	Evergreen Pear	2	2	F-P	
12	<i>Robinia pseudoacacia 'Purple Robe'</i>	Purple Robe Locust	19	0	G-P	Poor structures
			<b>368</b>	<b>12</b>		

## End Report

Appendices are as follows:

1. *Tree Survey Data*
2. *Tree Location Map*

Report submitted by:



*Molly Batchelder, Consulting Arborist  
WC ISA Certified Arborist #9613A  
Tree Risk Assessment Qualified (TRAQ)*



**COLUMN HEADING DESCRIPTIONS**

**Tag# - Indicates the number tag attached to tree**

**Species - Scientific name**

**DBH - Diameter measured in inches at 4.5 feet above soil grade. Multi measured below branching**

**Height - In feet**

**Health -Tree Health: E is Excellent, G is Good, F is Fair, P is Poor, D is Dead or Dying**

**Structure- Tree Structural Safety: E is Excellent, G is Good, F is Fair, P is Poor, H is Hazardous**

**Heritage? - Attaining City of Menlo Park Heritage Tree Status: 1 indicates Heritage Status**

**Suitability for Retention - Based on Tree Condition: G is Good, F is Fair, P is Poor**

**Notes - See below**

**RPZ - Tree Root Protection Zone: A radial distance (in feet) measured out from the base of a protected tree that is to be fenced off from all construction activities.**

**ABBREVIATIONS AND DEFINITIONS**

**Notes**

**Embedded Bark (EB)** - AKA Included Bark, this is a structural defect where bark is included between the branch attachment so that the wood cannot join. Such defects have a higher propensity for failure.

**Codominant (CD)** - A situation where a tree has two or more stems which are of equal diameter and relative amounts of leaf area. Trees with codominant primary scaffolding stems are inherently weaker than stems, which are of unequal diameter and size.

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
1	<i>Pyrus calleryana</i> 'Chantaclear'	8.5	35	F	F		F	Minor fireblight in all pears, EB	9
2	<i>Pyrus calleryana</i> 'Chantaclear'	7.5	30	F	F		F	Minor fireblight in all pears, EB	8
3	<i>Pyrus calleryana</i> 'Chantaclear'	7.5	35	F	F		F	Minor fireblight in all pears, EB	8
4	<i>Pyrus calleryana</i> 'Chantaclear'	9.5	35	F	F		F	Minor fireblight in all pears, EB	10
5	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	F	F		F	Lean -- Fruit on many	6
6	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	F	G		F	minor tip dieback	6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
7	<i>Fraxinus oxycarpa</i> 'Raywood'	11	40	G	G		F		11
8	<i>Fraxinus oxycarpa</i> 'Raywood'	10	35	G	G		F		10
9	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	G	F		F	Lean	6
10	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	G	F		F	Lean	6
11	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	G	F		F	Lean	6
12	<i>Fraxinus oxycarpa</i> 'Raywood'	2	15	G	G		F	Staked	2
13	<i>Fraxinus oxycarpa</i> 'Raywood'	3	15	G	F		F	Staked	3
14	<i>Fraxinus oxycarpa</i> 'Raywood'	2.2	15	G	G		F	Staked	3
15	<i>Fraxinus oxycarpa</i> 'Raywood'	9	2.5	G	G		F		9
16	<i>Prunus</i> 'Krauter vesuvius'	6	15	F	F		F	Lean	6
17	<i>Prunus</i> 'Krauter vesuvius'	5.5	15	G	G		F		6
18	<i>Fraxinus oxycarpa</i> 'Raywood'	13	40	G	G		F		13
19	<i>Fraxinus oxycarpa</i> 'Raywood'	5	20	F	F		F		5
20	<i>Fraxinus oxycarpa</i> 'Raywood'	15	40	G	F	1	F	Lean	15
21	<i>Pyrus calleryana</i> 'Chantaclear'	8.5	30	G	G		F		9

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
22	<i>Pyrus calleryana</i> 'Chantaclear'	10.5	35	G	G		F		11
23	<i>Pyrus calleryana</i> 'Chantaclear'	11	35	G	G		F		11
24	<i>Pyrus calleryana</i> 'Chantaclear'	8	30	F	F		F		8
25	<i>Pyrus calleryana</i> 'Chantaclear'	9	35	F	F-P		P	Wound at base, EB	9
26	<i>Pyrus calleryana</i> 'Chantaclear'	9.5	35	F	F		F		10
27	<i>Pyrus calleryana</i> 'Chantaclear'	9.5	35	F-G	F		F		10
28	<i>Pyrus calleryana</i> 'Chantaclear'	8.5	35	G	G		F		9
29	<i>Pyrus calleryana</i> 'Chantaclear'	9	35	G	G		F		9
30	<i>Pyrus calleryana</i> 'Chantaclear'	9	30	F	F		F		9
31	<i>Platanus x hispanica</i>	8.5	30	G	G		G		9
32	<i>Platanus x hispanica</i>	7.5	25	G	G		G		8
33	<i>Platanus x hispanica</i>	6.5	20	F	G		G		7
34	<i>Platanus x hispanica</i>	8	30	G	G		G		8
35	<i>Platanus x hispanica</i>	9.5	30	G	G		G		10
36	<i>Fraxinus oxycarpa</i> 'Raywood'	11.5	25	G	G		F		12

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
37	<i>Fraxinus oxycarpa</i> 'Raywood'	12.5	25	G	G		F		13
38	<i>Fraxinus oxycarpa</i> 'Raywood'	10.5	20	P	G		P		11
39	<i>Fraxinus oxycarpa</i> 'Raywood'	10.5	24	F	G		F	girdling root	11
40	<i>Fraxinus oxycarpa</i> 'Raywood'	11	30	G	G		F		11
41	<i>Fraxinus oxycarpa</i> 'Raywood'	12	30	G	G		F	girdling root	12
42	<i>Fraxinus oxycarpa</i> 'Raywood'	9.5	25	F	G		F		10
43	<i>Prunus</i> 'Krauter vesuvius'	7	20	F	F		F	Lean	7
44	<i>Prunus</i> 'Krauter vesuvius'	6.5	20	F	F		F	Lean	7
45	<i>Fraxinus oxycarpa</i> 'Raywood'	8	20	P	P		P	Lean	8
46	<i>Fraxinus oxycarpa</i> 'Raywood'	14	35	G	F		F	girdling root	14
47	<i>Fraxinus oxycarpa</i> 'Raywood'	1	10	G	G		F		1
48	<i>Fraxinus oxycarpa</i> 'Raywood'	15	40	F	F	1	F		15
49	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	G	G		F		6
50	<i>Fraxinus oxycarpa</i> 'Raywood'	11	40	G	G		F		11
51	<i>Fraxinus oxycarpa</i> 'Raywood'	16	35	F-P	F	1	P		16

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
52	<i>Prunus 'Krauter vesuvius'</i>	7	20	G	F		F	lean	7
53	<i>Prunus 'Krauter vesuvius'</i>	11	35	F	F		F		11
54	<i>Prunus 'Krauter vesuvius'</i>	5.5	20	F	F		F	lean	6
55	<i>Prunus 'Krauter vesuvius'</i>	2	10	P	F-P		P		2
56	<i>Prunus 'Krauter vesuvius'</i>	6.5	25	P	F-P		P		7
57	<i>Betula pendula</i>	7.5	25	P	P		P		8
58	<i>Prunus 'Krauter vesuvius'</i>	5	20	G	F		F		5
59	<i>Prunus 'Krauter vesuvius'</i>	5	20	F-P	F		P	Lean	5
60	<i>Prunus 'Krauter vesuvius'</i>	6.5	15	G	F		F	lean	7
61	<i>Prunus 'Krauter vesuvius'</i>	6	20	F-P	G		P		6
62	<i>Platanus x hispanica</i>	9.5	35	F	G		F		10
63	<i>lagerstroemia indica x fauriei</i>	6	20	G	G		G		6
64	<i>lagerstroemia indica x fauriei</i>	6	20	G	G		G		6
65	<i>lagerstroemia indica x fauriei</i>	4.5	20	G	G		G		5
66	<i>lagerstroemia indica x fauriei</i>	5	20	G	G		G		5



Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
67	<i>lagerstroemia indica x fauriei</i>	5	20	G	G		G		5
68	<i>Prunus 'Krauter vesuvius'</i>	6	15	F	F		F	Lean, sunscald	6
69	<i>lagerstroemia indica x fauriei</i>	7	20	G	G		G		7
70	<i>lagerstroemia indica x fauriei</i>	6.5	20	G	G		G		7
71	<i>Platanus x hispanica</i>	8.5	30	F	G		G		9
72	<i>Platanus x hispanica</i>	8.5	30	G	G		G		9
73	<i>Prunus 'Krauter vesuvius'</i>	7	20	G	G		F	Lean	7
74	<i>lagerstroemia indica x fauriei</i>	7	20	G	G		G	Lean, sunscald	7
75	<i>lagerstroemia indica x fauriei</i>	6	20	G	G		G		6
76	<i>lagerstroemia indica x fauriei</i>	6.5	20	G	G		G		7
77	<i>lagerstroemia indica x fauriei</i>	6.5	20	G	G		G		7
78	<i>lagerstroemia indica x fauriei</i>	5.5	20	G	G		G		6
79	<i>lagerstroemia indica x fauriei</i>	5.5	20	G	G		G		6
80	<i>Pyrus kawakamii</i>	17 @ base	15	P	F-P	1	P	root crown buried	17
81	<i>Prunus 'Krauter vesuvius'</i>	7	20	G	G		G		7

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
82	<i>Platanus x hispanica</i>	11	35	G	G		G		11
83	<i>lagerstroemia indica x fauriei</i>	7	20	G	G		G		7
84	<i>lagerstroemia indica x fauriei</i>	6	20	G	G		G		6
85	<i>lagerstroemia indica x fauriei</i>	6	25	G	G		G		6
86	<i>lagerstroemia indica x fauriei</i>	6.5	20	G	G		G		7
87	<i>lagerstroemia indica x fauriei</i>	6	20	G	G		G		6
88	<i>lagerstroemia indica x fauriei</i>	6.5	15	G	G		G		7
89	<i>lagerstroemia indica x fauriei</i>	5	15	G	G		G		5
90	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	G	F		F	Lean	6
91	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	G		F	Lean	6
92	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	F	P		P	Lean, large wound	6
93	<i>Platanus x hispanica</i>	5	20	F-P	F		p	4x4 site, insufficeint soil volume	5
94	<i>Platanus x hispanica</i>	3	15	F	F		p	4x4 site, insufficeint soil volume	3
95	<i>Platanus x hispanica</i>	4.5	20	F	F		p	4x4 site, insufficeint soil volume	5
96	<i>lagerstroemia indica x fauriei</i>	4	15	G	G		G		4

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
97	<i>lagerstroemia indica x fauriei</i>	3.5	10	G	G		G		4
98	<i>lagerstroemia indica x fauriei</i>	4	10	G	G		G		4
99	<i>lagerstroemia indica x fauriei</i>	3	10	G	G		G		3
100	<i>lagerstroemia indica x fauriei</i>	3.5	10	G	G		G		4
101	<i>lagerstroemia indica x fauriei</i>	3.5	10	G	G		G		4
102	<i>lagerstroemia indica x fauriei</i>	3.5	10	G	G		G		4
103	<i>lagerstroemia indica x fauriei</i>	4	10	G	G		G		4
104	<i>lagerstroemia indica x fauriei</i>	3.5	10	G	G		G		4
105	<i>lagerstroemia indica x fauriei</i>	4	10	G	G		G		4
106	<i>Platanus x hispanica</i>	4.5	20	F-P	F		p	4x4 site, insufficeint soil volume, sycamore scale	5
107	<i>Platanus x hispanica</i>	4.5	15	F-P	F		p	4x4 site, insufficeint soil volume	5
108	<i>Platanus x hispanica</i>	3.5	15	F-P	F		p	4x4 site, insufficeint soil volume	4
109	<i>Platanus x hispanica</i>	3.5	15	F-P	F		p	4x4 site, insufficeint soil volume	4
110	<i>Platanus x hispanica</i>	4	20	P	F		p	4x4 site, insufficeint soil volume	4
111	<i>Platanus x hispanica</i>	4	20	P	F-P		p	4x4 site, insufficeint soil volume	4

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
112	<i>Platanus x hispanica</i>	5.5	20	F-P	F		p	4x4 site, insufficeint soil volume	6
113	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	F	F-P		P	Lean	6
114	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	F-P	F		P		6
115	<i>Prunus 'Krauter vesuvius'</i>	5	15	P	F-P		P	Sunscald, EB	5
116	<i>Prunus 'Krauter vesuvius'</i>	6	20	F	F-P		P	Lean	6
117	<i>Prunus 'Krauter vesuvius'</i>	6	20	G	F		F	Lean, sunscald	6
118	<i>Prunus 'Krauter vesuvius'</i>	5.5	20	G	G		F		6
119	<i>Pistacia chinensis</i>	5	15	G	G		G		5
120	<i>Pistacia chinensis</i>	6	15	G	G		G	Lean	6
121	<i>Pistacia chinensis</i>	6.5	15	P-D	D		P		7
122	<i>Pistacia chinensis</i>	5	15	G	G		G		5
123	<i>Pistacia chinensis</i>	6	15	G	G		G	girdling roots	6
124	<i>Pistacia chinensis</i>	6.5	15	G	G		G		7
125	<i>Pistacia chinensis</i>	6	15	G	G		G	girdling roots	6
126	<i>Pistacia chinensis</i>	5.5	15	G	G		G		6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
127	<i>Pistacia chinensis</i>	5.5	15	G	G		G		6
128	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	G	F		F	Lean, sunscald	6
129	<i>Prunus 'Krauter vesuvius'</i>	5	15	G	F		F	Lean, vehicle clearance pruning	5
130	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	F-P		P	Lean, sunscald, clearance pruning	6
131	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	G	F-P		P	Lean, EB	6
132	<i>Prunus 'Krauter vesuvius'</i>	2	10	G	F-G		F	clearance pruning	2
133	<i>Pistacia chinensis</i>	7	15	G	G		G		7
134	<i>Pistacia chinensis</i>	2	10	G	G		G		2
135	<i>Prunus 'Krauter vesuvius'</i>	2	10	G	G		G		2
136	<i>Prunus 'Krauter vesuvius'</i>	5	15	G	G		G		5
137	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	G	G		G	Lean, sunscald	6
138	<i>Fraxinus oxycarpa 'Raywood'</i>	7	20	P	F		P		7
139	<i>Fraxinus oxycarpa 'Raywood'</i>	15.5	35	P	F-P	1	P	girdling root	16
140	<i>Fraxinus oxycarpa 'Raywood'</i>	9.5	30	G	F		F		10
141	<i>Fraxinus oxycarpa 'Raywood'</i>	9	35	G	F		F	girdling root	9

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
142	<i>Fraxinus oxycarpa</i> 'Raywood'	13	35	G	F		F	girdling root	13
143	<i>Prunus</i> 'Krauter vesuvius'	5	15	F	F		F		5
144	<i>Prunus</i> 'Krauter vesuvius'	5	20	F	F-P		P	Lean	5
145	<i>Prunus</i> 'Krauter vesuvius'	5.5	20	G	F		F		6
146	<i>Pyrus calleryana</i> 'Chantaclear'	9.5	30	F	F		F	EB	10
147	<i>Pyrus calleryana</i> 'Chantaclear'	9.5	30	F	F		F		10
148	<i>Pyrus calleryana</i> 'Chantaclear'	9	30	F	F		F	EB	9
149	<i>Pyrus calleryana</i> 'Chantaclear'	5.5	15	G	F		F	Lean	6
150	<i>Pyrus calleryana</i> 'Chantaclear'	9	30	F	F		F	EB	9
151	<i>Prunus</i> 'Krauter vesuvius'	4	15	P	F-P		P		4
152	<i>Prunus</i> 'Krauter vesuvius'	4	15	G	G		F	Basal wound	4
153	<i>Fraxinus oxycarpa</i> 'Raywood'	5.5	20	P	F		P		6
154	<i>Fraxinus oxycarpa</i> 'Raywood'	8.5	35	F-P	F		F-P		9
155	<i>Prunus</i> 'Krauter vesuvius'	5.5	15	F	F		F-P	Sunscald	6
156	<i>Pyrus calleryana</i> 'Chantaclear'	9	30	F-P	F-P		F-P	EB	9

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
157	<i>Pyrus calleryana</i> 'Chantaclear'	6.5	25	P	F-P		P		7
158	<i>Prunus</i> 'Krauter vesuvius'	5.5	15	F-P	F		P	Sunscald	6
159	<i>Prunus</i> 'Krauter vesuvius'	6	20	G	P		P	EB	6
160	<i>Pyrus calleryana</i> 'Chantaclear'	10	30	F	F		F		10
161	<i>Pyrus calleryana</i> 'Chantaclear'	10	30	F	F		F	EB	10
162	<i>Pyrus calleryana</i> 'Chantaclear'	10	30	F	F-P		P	EB	10
163	<i>Pyrus calleryana</i> 'Chantaclear'	8	30	F	F-P		P	EB	8
164	<i>Fraxinus oxycarpa</i> 'Raywood'	9.5	25	F	F		F		10
165	<i>Pyrus calleryana</i> 'Chantaclear'	10	30	F	F		F		10
166	<i>Pyrus calleryana</i> 'Chantaclear'	8.5	25	G	F		F		9
167	<i>Prunus</i> 'Krauter vesuvius'	6.5	15	G	F		F	Lean	7
168	<i>Prunus</i> 'Krauter vesuvius'	5.5	15	G	F		F	Lean into roadway, prune	6
169	<i>Prunus</i> 'Krauter vesuvius'	5	15	G	F		F		5
170	<i>Prunus</i> 'Krauter vesuvius'	5	15	P	F-P		P		5
171	<i>Prunus</i> 'Krauter vesuvius'	4.5	15	F-P	F		P	Lean	5

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
172	<i>Platanus x hispanica</i>	6.5	25	F	F		P	Lack of sufficient soil volume 4' x 4' area.	7
173	<i>Platanus x hispanica</i>	6.5	25	P	F		P	Lack of sufficient soil volume 4' x 4' area.	7
174	<i>Platanus x hispanica</i>	7	25	P	F		P	Lack of sufficient soil volume 4' x 4' area.	7
175	<i>Platanus x hispanica</i>	6.5	30	P	F		P	Lack of sufficient soil volume 4' x 4' area.	7
176	<i>Platanus x hispanica</i>	6	30	P	F		P	Lack of sufficient soil volume 4' x 4' area.	6
177	<i>Platanus x hispanica</i>	6.5	30	P	F		P	Lack of sufficient soil volume 4' x 4' area.	7
178	<i>Platanus x hispanica</i>	6	25	F	F		F		6
179	<i>Prunus 'Krauter vesuvius'</i>	4	15	P	F		P		4
180	<i>Prunus 'Krauter vesuvius'</i>	4.5	15	P	F		p		5
181	<i>Prunus 'Krauter vesuvius'</i>	4.5	15	P	F		p		5
182	<i>Prunus 'Krauter vesuvius'</i>	4.5	15	F	F-P		p	Lean, Ganoderma (decay)	5
183	<i>Prunus 'Krauter vesuvius'</i>	6	20	P	F-P		F-P	Lean	6
184	<i>Prunus 'Krauter vesuvius'</i>	5.5	20	F-P	F		P	Lean, sunburn	6
185	<i>Platanus x hispanica</i>	6.5	20	P	F		P	Narrow parkway	7
186	<i>Platanus x hispanica</i>	7.5	25	F-P	F		P	"	8



Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
187	<i>Platanus x hispanica</i>	6	25	P	F		P	"	6
188	<i>Platanus x hispanica</i>	7	25	F-P	F		P	"	7
189	<i>Platanus x hispanica</i>	7.5	25	F	F		F	Wider at this end.	8
190	<i>Prunus 'Krauter vesuvius'</i>	5.5	15	G	F-G		F	Lean	6
191	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	F		F	Lean, EB	6
192	<i>Fraxinus oxycarpa 'Raywood'</i>	7	20	F-P	F		F-P	Girdling root, top dead	7
193	<i>Fraxinus oxycarpa 'Raywood'</i>	6	25	F	F		F		6
194	<i>Fraxinus oxycarpa 'Raywood'</i>	8.5	20	F-P	P		P		9
195	<i>Prunus 'Krauter vesuvius'</i>	3	10	G	F-P		P	EB	3
196	<i>Prunus 'Krauter vesuvius'</i>	3.5	15	G	G		F		4
197	<i>Pyrus calleryana 'Chantaclear'</i>	7.5	25	F	F		F		8
198	<i>Pyrus calleryana 'Chantaclear'</i>	7	25	F-P	F		P		7
199	<i>Pyrus calleryana 'Chantaclear'</i>	4	15	F	P		P	EB	4
200	<i>Pyrus calleryana 'Chantaclear'</i>	4	15	F	F		F		4
201	<i>Pyrus calleryana 'Chantaclear'</i>	5.5	20	F	F		F	Lean	6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
202	<i>Pyrus calleryana</i> 'Chantaclear'	2.5	10	F	F		F		3
203	<i>Pyrus calleryana</i> 'Chantaclear'	5.5	25	F	F		F		6
204	<i>Pyrus calleryana</i> 'Chantaclear'	6	25	F	F		F		6
205	<i>Pyrus calleryana</i> 'Chantaclear'	9	30	F-G	F		F		9
206	<i>Pyrus calleryana</i> 'Chantaclear'	7	25	F	F		F	flush cuts from pruning	7
207	<i>Pyrus calleryana</i> 'Chantaclear'	6.5	25	F	F		F		7
208	<i>Pyrus calleryana</i> 'Chantaclear'	6.5	25	F	F		F	Lean	7
209	<i>Pyrus calleryana</i> 'Chantaclear'	9	30	F	F		F	trunk wound	9
210	<i>Pyrus calleryana</i> 'Chantaclear'	11	35	F	F-P		P	EB	11
211	<i>Pyrus calleryana</i> 'Chantaclear'	10	35	P	F		P		10
212	<i>Pyrus calleryana</i> 'Chantaclear'	10.5	35	G	F		F	EB	11
213	<i>Pyrus calleryana</i> 'Chantaclear'	6.5	20	G	G		F		7
214	<i>Gleditsia triacanthos</i>	3.5	20	G	G		F		4
215	<i>Prunus 'Krauter vesuvius'</i>	7.5	20	G	F		F	EB	8
216	<i>Prunus 'Krauter vesuvius'</i>	2	10	G	G		F		2

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
217	<i>Robinia pseudoacacia</i> 'Purple Robe'	2.5	15	G	P		P	EB, pruning needed	3
218	<i>Pyrus calleryana</i> 'Chantaclear'	12	35	G	G		F		12
219	<i>Robinia pseudoacacia</i> 'Purple Robe'	2.5	15	G	G		G		3
220	<i>Robinia pseudoacacia</i> 'Purple Robe'	5.5	20	G	G		G	Girdling root	6
221	<i>Robinia pseudoacacia</i> 'Purple Robe'	5	20	G	G		G		5
222	<i>Prunus</i> 'Krauter vesuvius'	6	20	G	G		G		6
223	<i>Platanus x hispanica</i>	7.5	25	G	G		G		8
224	<i>Prunus</i> 'Krauter vesuvius'	5.5	15	F	F-P		F-P	Lean	6
225	<i>Prunus</i> 'Krauter vesuvius'	5.5	15	G	G		F		6
226	<i>Prunus</i> 'Krauter vesuvius'	6	15	P	F		P		6
227	<i>Prunus</i> 'Krauter vesuvius'	6.5	20	F	F-P		P	Lean	7
228	<i>Platanus x hispanica</i>	3.5	15	F-P	F		F	Lean	4
229	<i>Fraxinus oxycarpa</i> 'Raywood'	7	25	G	F		F	Lean	7
230	<i>Fraxinus oxycarpa</i> 'Raywood'	9	30	G	F		F		9
231	<i>Fraxinus oxycarpa</i> 'Raywood'	6	15	F	F-P		F-P	Lean, no leader	6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
232	<i>Fraxinus oxycarpa</i> 'Raywood'	10	35	F	F		F	Codominant	10
233	<i>Fraxinus oxycarpa</i> 'Raywood'	10.5	30	P	F-P		F-P	Lean, no leader	11
234	<i>Fraxinus oxycarpa</i> 'Raywood'	9.5	30	P	F		P	Top dead, girdling root	10
235	<i>Fraxinus oxycarpa</i> 'Raywood'	9	20	F	F-P		P		9
236	<i>Fraxinus oxycarpa</i> 'Raywood'	8.5	30	F-P	P		P	Top dieback	9
237	<i>Fraxinus oxycarpa</i> 'Raywood'	10.5	35	F-P	F		P	Top dieback	11
238	<i>Fraxinus oxycarpa</i> 'Raywood'	8.5	30	F-P	F		P	Top dieback	9
239	<i>Fraxinus oxycarpa</i> 'Raywood'	10	30	F-P	F		P	Top dieback	10
240	<i>Platanus x hispanica</i>	9	30	G	G		G		9
241	<i>Platanus x hispanica</i>	9	25	F	G		G		9
242	<i>Platanus x hispanica</i>	9	25	G	G		G		9
243	<i>Platanus x hispanica</i>	7.5	25	G	G		G		8
244	<i>Platanus x hispanica</i>	9.5	25	G	G		G		10
245	<i>Platanus x hispanica</i>	3	15	G	G		G	Staked	3
246	<i>Platanus x hispanica</i>	7	25	G	G		G		7

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
247	<i>Platanus x hispanica</i>	7.5	30	G	G		G		8
248	<i>Platanus x hispanica</i>	9	30	G	G		G		9
249	<i>Platanus x hispanica</i>	8.5	25	G	G		G		9
250	<i>Platanus x hispanica</i>	10	30	G	G		G		10
251	<i>Platanus x hispanica</i>	3	15	G	F		G	Lean, codominant	3
252	<i>Pyrus calleryana</i> 'Chantaclear'	6.5	20	G	G		F		7
253	<i>Pyrus calleryana</i> 'Chantaclear'	9	25	F	F		F	EB, Codominant	9
254	<i>Pyrus calleryana</i> 'Chantaclear'	5	20	F	G		F	EB	5
255	<i>Pyrus calleryana</i> 'Chantaclear'	5.5	25	G	G		F		6
256	<i>Pyrus calleryana</i> 'Chantaclear'	5.5	30	G	G		F		6
257	<i>Pyrus calleryana</i> 'Chantaclear'	4.5	10	P	F		P		5
258	<i>Pyrus calleryana</i> 'Chantaclear'	5	10	P	F		P		5
259	<i>Pyrus calleryana</i> 'Chantaclear'	7.5	30	P	F-P		P	Top Dead, prune out dead?	8
260	<i>Pyrus calleryana</i> 'Chantaclear'	7	30	G	F-P		P	EB	7
261	<i>Pyrus calleryana</i> 'Chantaclear'	7	35	G	F		F	Lean, EB	7

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
262	<i>Platanus x hispanica</i>	9.5	30	G	G		G		10
263	<i>Platanus x hispanica</i>	5	25	G	F		G	Lean, anthracnose	5
264	<i>Pyrus kawakamii</i>	19.5	10	F	F	1	F	3 stems, measured at ground level.	20
265	<i>Platanus x acerifolia</i>	9	30	G	G		G		9
266	<i>Prunus 'Krauter vesuvius'</i>	7.5	20	G	F-G		F	Lean	8
267	<i>Prunus 'Krauter vesuvius'</i>	7	15	P	F-P		P	Lean, sunscald	7
268	<i>Robinia pseudoacacia 'Purple Robe'</i>	6	25	F	F-G		F		6
269	<i>Robinia pseudoacacia 'Purple Robe'</i>	6.5	25	F-P	F-G		P	Branch dieback	7
270	<i>Robinia pseudoacacia 'Purple Robe'</i>	2.5	15	G	F		F	EB, structural prune	3
271	<i>Robinia pseudoacacia 'Purple Robe'</i>	6	30	F	F		F		6
272	<i>Robinia pseudoacacia 'Purple Robe'</i>	5.5	25	F-P	F-P		F-P	Top Diback	6
273	<i>Robinia pseudoacacia 'Purple Robe'</i>	5	25	F	F		F	Basal wound	5
274	<i>Robinia pseudoacacia 'Purple Robe'</i>	7.5	30	F	F-P		P	EB, codominant	8
275	<i>Robinia pseudoacacia 'Purple Robe'</i>	3	15	G	F-P		F	Structural pruning	3
276	<i>Prunus 'Krauter vesuvius'</i>	8	20	G	F		F	EB	8

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
277	<i>Prunus 'Krauter vesuvius'</i>	6.5	15	P	P		P	Lean, sunscald	7
278	<i>Pyrus calleryana 'Chantaclear'</i>	12	35	G	F		F	More extensive Fireblight	12
279	<i>Pyrus calleryana 'Chantaclear'</i>	7.5	20	G	F		F	Lean, EB	8
280	<i>Pyrus calleryana 'Chantaclear'</i>	13	35	G	F		F	EB	13
281	<i>Betula pendula</i>	10	30	F	F		F		10
282	<i>Pyrus calleryana 'Chantaclear'</i>	11.5	35	G	F		F	EB	12
283	<i>Pyrus calleryana 'Chantaclear'</i>	10	30	G	F		F	EB	10
284	<i>Prunus 'Krauter vesuvius'</i>	6	20	G	F		F	Lean, EB	6
285	<i>Prunus 'Krauter vesuvius'</i>	6	20	F-P	F-P		F-P	Lean, top dieback	6
286	<i>Prunus 'Krauter vesuvius'</i>	5	10	P	P		P	Lean, top dieback	5
287	<i>Prunus 'Krauter vesuvius'</i>	6	15	F	F		F	Lean	6
288	<i>Prunus 'Krauter vesuvius'</i>	6.5	20	F	F		F	Lean, EB	7
289	<i>Platanus x hispanica</i>	7	20	G	F		G	Lean, 4x4	7
290	<i>Platanus x hispanica</i>	6	20	F-P	F		F	top dieback, prune out dead	6
291	<i>Platanus x hispanica</i>	5.5	20	F-P	F		F	top dieback, prune out dead	6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
292	<i>Platanus x hispanica</i>	7.5	30	G	G		G		8
293	<i>lagerstroemia indica x fauriei</i>	5.5	15	G	G		G		6
294	<i>lagerstroemia indica x fauriei</i>	4	15	G	G		G		4
295	<i>lagerstroemia indica x fauriei</i>	5	15	G	G		G		5
296	<i>lagerstroemia indica x fauriei</i>	4	15	G	G		G		4
297	<i>lagerstroemia indica x fauriei</i>	5.5	15	G	G		G		6
298	<i>Platanus x hispanica</i>	7	25	F	G		G	4x4	7
299	<i>Platanus x hispanica</i>	7.5	25	G	G		G	4x4	8
300	<i>Prunus 'Krauter vesuvius'</i>	7.5	15	F	F-P		F-P	Lean into roadway	8
301	<i>Prunus 'Krauter vesuvius'</i>	7	15	P	P		P	Lean, EB, top dieback, sunscald	7
302	<i>Prunus 'Krauter vesuvius'</i>	7	15	P	F-P		P	EB, top dieback, sunscald	7
303	<i>Prunus 'Krauter vesuvius'</i>	6.5	15	P	F-P		P	EB, top dieback	7
304	<i>Prunus 'Krauter vesuvius'</i>	6	15	P	F		P	Lean, top dieback	6
305	<i>Prunus 'Krauter vesuvius'</i>	6.5	15	F-P	F-P		P	Lean, EB, sunscald, dieback	7
306	<i>Platanus x hispanica</i>	5.5	20	F-P	F		P	4x4 dieback	6



Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
307	<i>Platanus x hispanica</i>	6	20	P	F		P	4x4 dieback	6
308	<i>Platanus x hispanica</i>	5.5	25	F-P	F		P	4x4 dieback	6
309	<i>lagerstroemia indica x fauriei</i>	6	15	G	G		G		6
310	<i>lagerstroemia indica x fauriei</i>	4.5	15	F-D	G		G		5
311	<i>lagerstroemia indica x fauriei</i>	4	15	F-G	G		G		4
312	<i>lagerstroemia indica x fauriei</i>	5	15	F-G	G		G		5
313	<i>lagerstroemia indica x fauriei</i>	6	15	F-G	G		G		6
314	<i>Platanus x hispanica</i>	8	25	F-P	G		F	4x4	8
315	<i>Platanus x hispanica</i>	5.5	20	F-P	G		F	4x4	6
316	<i>Platanus x hispanica</i>	8	30	F-P	G		F	4x4	8
317	<i>Platanus x hispanica</i>	7	25	F	G		G	4x4	7
318	<i>Prunus 'Krauter vesuvius'</i>	8	15	G	F		F		8
319	<i>Prunus 'Krauter vesuvius'</i>	6.5	15	G	F		F		7
320	<i>Prunus 'Krauter vesuvius'</i>	7	15	G	F		F	Lean, EB, bubbler at base	7
321	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	F		F	Lean, EB	6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
322	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	F		F	EB	6
323	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	F		F-P	Lean, EB, trunk wound	6
324	<i>Platanus x hispanica</i>	6	25	G	G		G	4x4	6
325	<i>Platanus x hispanica</i>	7	25	F	G		G	anthracnose, sycamore scale	7
326	<i>Platanus x hispanica</i>	6.5	25	F	G		G		7
327	<i>Platanus x hispanica</i>	6	25	F	G		G		6
328	<i>lagerstroemia indica x fauriei</i>	5.5	15	F	G		G	4' parkway	6
329	<i>lagerstroemia indica x fauriei</i>	4.5	15	F	G		G		5
330	<i>lagerstroemia indica x fauriei</i>	4	15	F	G		G		4
331	<i>lagerstroemia indica x fauriei</i>	4.5	15	F	G		G		5
332	<i>lagerstroemia indica x fauriei</i>	5	20	F	G		G		5
333	<i>Platanus x hispanica</i>	8	25	F	G		G	4X4	8
334	<i>Platanus x hispanica</i>	8	30	G	G		G		8
335	<i>Prunus 'Krauter vesuvius'</i>	6	15	G	F		F	Lean, sunscald	6
336	<i>Prunus 'Krauter vesuvius'</i>	6	15	F	F		F	dieback	6

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
337	<i>Prunus 'Krauter vesuvius'</i>	5	10	F-P	F		F-P	Sunscald ,top dieback	5
338	<i>Prunus 'Krauter vesuvius'</i>	6.5	15	F	F		F	sunscald	7
339	<i>Prunus 'Krauter vesuvius'</i>	7.5	15	F	F		F	Lean, sunscald	8
340	<i>Robinia pseudoacacia 'Purple Robe'</i>	6.5	25	F	P		F-P		7
341	<i>Robinia pseudoacacia 'Purple Robe'</i>	7	25	G	F		G		7
342	<i>Robinia pseudoacacia 'Purple Robe'</i>	2.5	10	G	F-G		G	Staked, needs structural pruning	3
343	<i>Robinia pseudoacacia 'Purple Robe'</i>	7	30	F-G	G		G		7
344	<i>Robinia pseudoacacia 'Purple Robe'</i>	2.5	15	G	F		G	Staked, needs structural pruning	3
345	<i>Robinia pseudoacacia 'Purple Robe'</i>	6	20	G	F		G		6
346	<i>Pyrus calleryana</i>	5.5	10	G	G		G	In way of security camera, fire blight	6
347	<i>Pyrus calleryana</i>	5.5	10	G	G		G	Fire blight	6
348	<i>Pyrus calleryana</i>	5	10	G	G		G	Codominant, Fire blight	5
349	<i>Pyrus calleryana</i>	5.5	10	G	G		G	Fire blight	6
350	<i>Pyrus calleryana</i>	5.5	10	G	G		G	Fire blight	6
351	<i>Platanus x hispanica</i>	4	10	F	G		G		4

Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
352	<i>Platanus x hispanica</i>	4	10	F-p	G		F	Lots of dead	4
353	<i>Platanus x hispanica</i>	2.5	10	G	G		G	Remove stake	3
354	<i>Platanus x hispanica</i>	2.5	10	P	F		F-p	Lots of dead	3
355	<i>Platanus x hispanica</i>	4	10	P	F		F-p	Settled, lots of dead	4
356	<i>Platanus x hispanica</i>	3.5	10	P	F		F-p	Settled, lots of dead	4
357	<i>Pyrus calleryana</i>	3	10	F	G		F-p	Fire blight!	3
358	<i>Pyrus calleryana</i>	3.5	10	F	G		F-p	Fire blight!	4
359	<i>Pyrus calleryana</i>	3.5	10	F	G		F-p	Fire blight!	4
360	<i>Pyrus calleryana</i>	3	10	F	G		F-p	Fire blight!	3
361	<i>Robinia pseudoacacia</i> 'Purple Robe'	7	15	P	P		P	Internal decay significant, dieback, cankers	7
362	<i>Pinus canariensis</i>	15.5	40	40	G	1	G		16
363	<i>Pinus halepensis</i>	20.5	35	F	F-P	1	F	Lean, One stem headed	21
364	<i>Pinus halepensis</i>	27 @ 2.5'	35	F	F	1	F	Unusual branching structure, pruning wounds	27
365	<i>Pinus halepensis</i>	21.5	35	F	F	1	F	One stem dead	22
366	<i>Pinus halepensis</i>	20.5	20	F	F	1	F-P	Over pruned	21

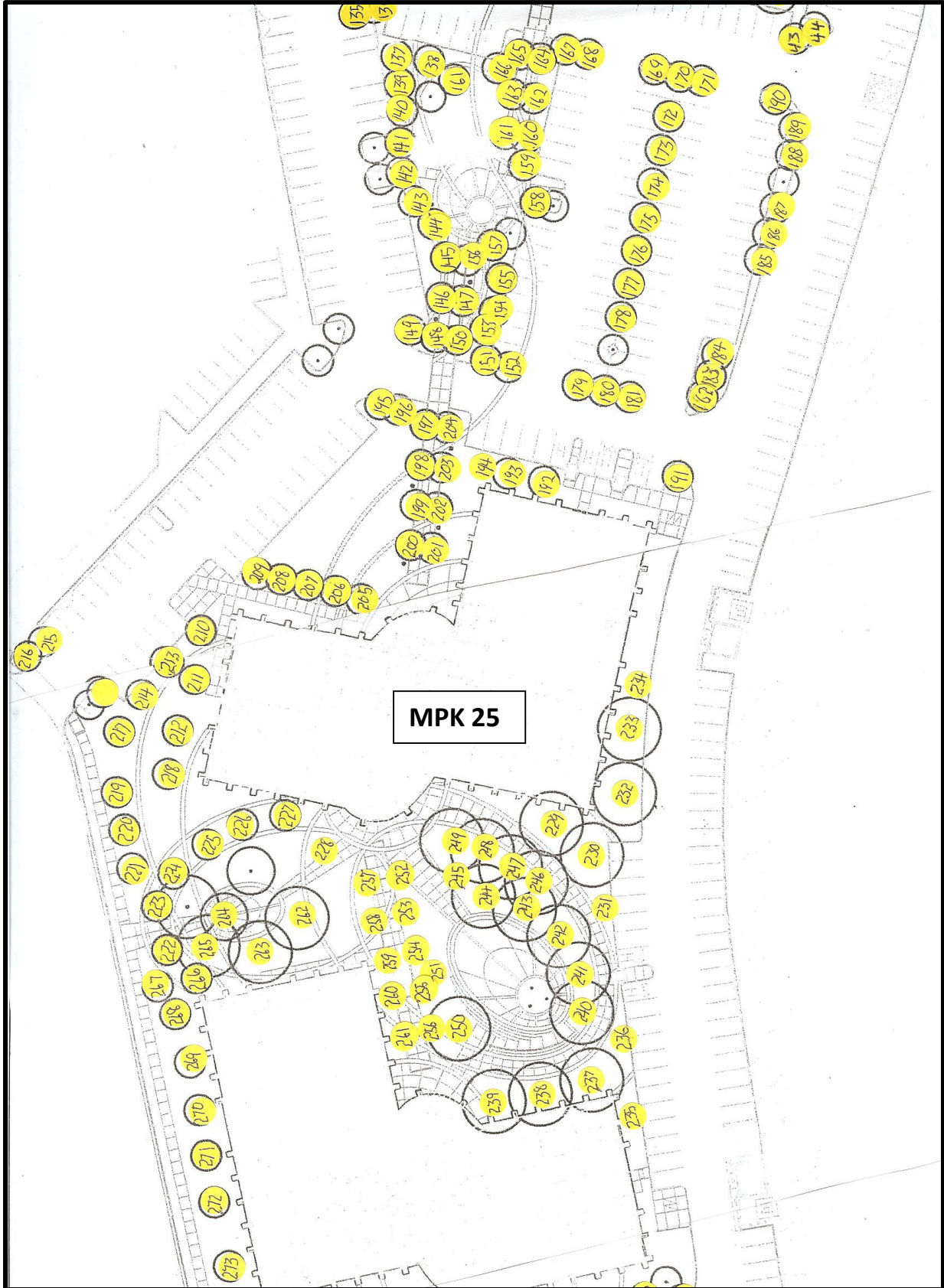
Tag #	Species	DBH	Height	Health	Structure	Heritage?	Suitability for Retention	Notes	RPZ
367	<i>Pinus halepensis</i>	22	35	G	G	1	G	Codominant	22
379	<i>Prunus 'Krauter vesuvius'</i>	6	20	F	P		P	Previously surveyed in Chilco St survey Tree # is from the Chilco St survey	6

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MPK 24

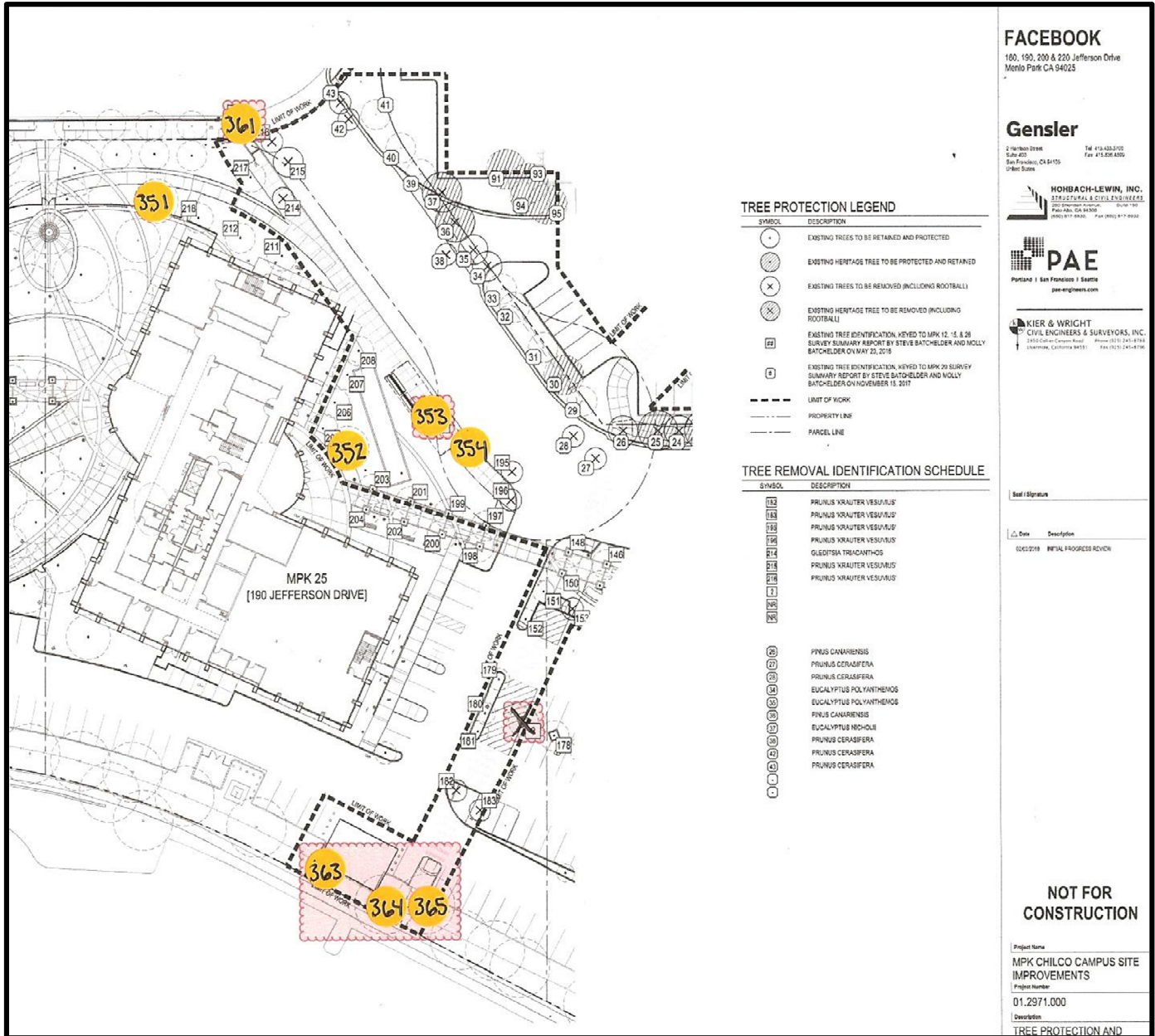






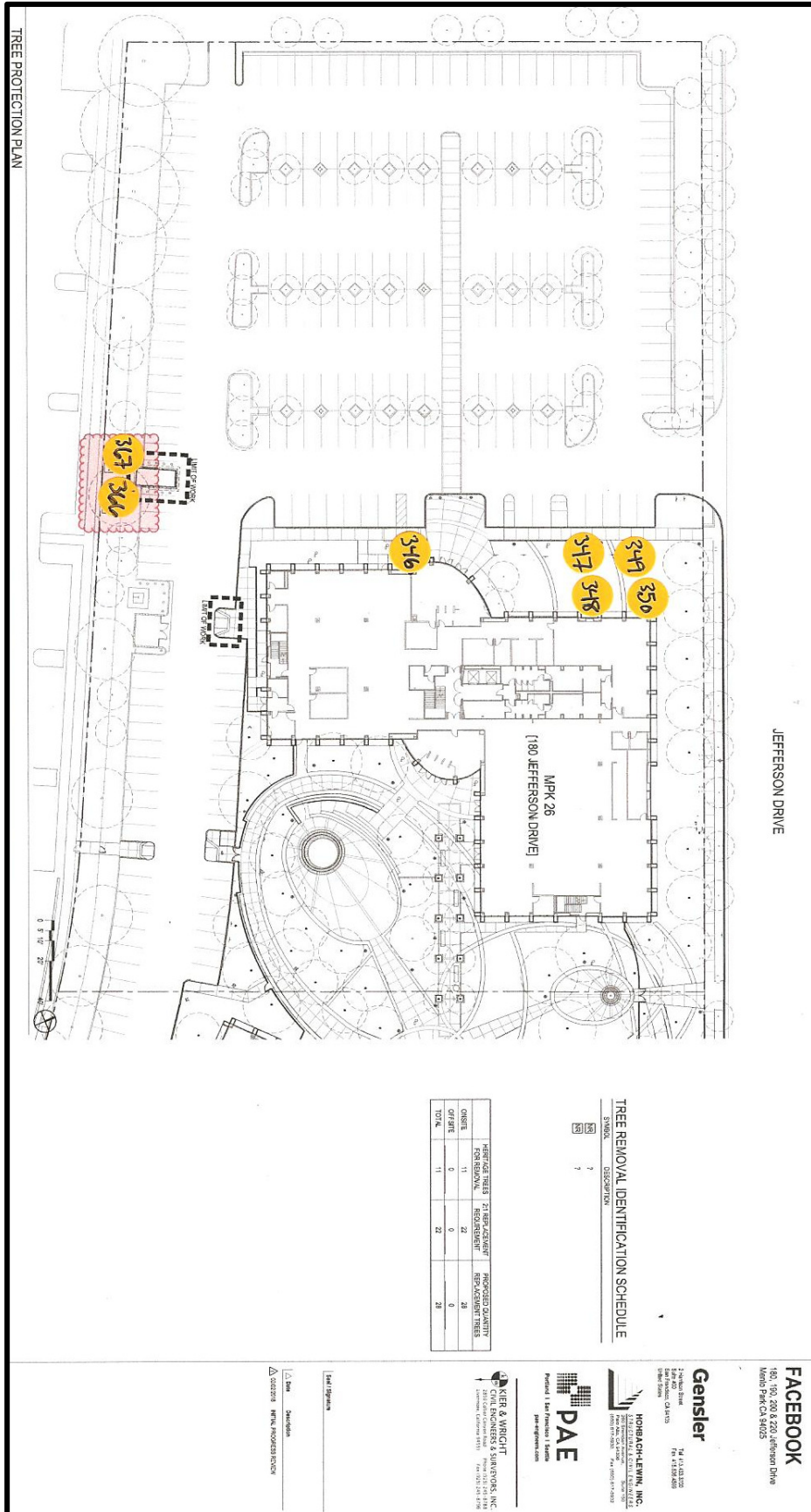












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Date: November 15, 2017

To: Lauren Swezey, Facebook

Project Site: MPK 29

Subject: Tree Survey

Assignment: Arborist was asked to survey all trees located within the MPK 29 project site.

Scope: Previously surveyed trees existing in cutouts on the MPK 24 side were not included. Only trees ≥ 12 feet in height were included in the survey. Multi-stemmed trees were measured below where stems divide.

## Summary

Arborist tagged and surveyed 100 trees. *Eucalyptus nicholii* #82 has since been removed. Metal number tags were attached to trees which correspond to the tree survey data located in *Appendix 1*.

Heritage Trees – Forty-two (42) trees qualify as Heritage.

Suitability for Preservation –

- Fourteen (14) trees were given a Good suitability for retention rating and would be appropriate for preservation in a modified site. Most of these are Canary Island Pines (*Pinus canariensis*).
- Thirty-three (33) trees were given a Fair retention suitability rating. Those displaying marginal health can be considered for preservation when health mitigation proves beneficial.
- Fifty-two (52) trees were given Poor retention suitability ratings due to poor health and or structural conditions.

Table 1 – Table below provides a breakdown of species and comments on overall conditions.

	Species	Common Name	Total Amount	Heritage Tree	Overall Retention Suitability	Comments
1	<i>Betula pendula</i>	White Bark Birch	2	0	F	
2	<i>Eucalyptus nicholii</i>	Willow Leaf Peppermint	21	21	P	#71-80 will be removed as part of sidewalk installation; Removal permit applications have been submitted for #66 and 67. #82 has been removed.

	Species	Common Name	Total Amount	Heritage Tree	Overall Retention Suitability	Comments
3	<i>Eucalyptus polyanthemus</i>	Silver Dollar Gum	24	7	P	Few trees are thriving. Most display significant dieback.
4	<i>Melaleuca quinquenervia</i>	Broad-leaved Paperbark	8	6	P	Poor structures
5	<i>Myoporum laetum</i>	Myoporum	1	1	P	Thrips
6	<i>Pinus canariensis</i>	Canary Island Pine	18	7	G	Species doing well; Some mature valuable specimens that are worthy of preservation; A few have been poorly pruned (limbed up significantly)
7	<i>Prunus cerasifera</i>	Purple Plum	5	0	P	
8	<i>Robinia pseudoacacia</i> 'Purple Robe'	Purple Robe Locust	3	0	P	Species does not perform well in poor soil situations
9	<i>Tristaniopsis laurina</i>	Swamp Myrtle	17	0	F-P	Planted along west side of existing building.
		<b>Totals:</b>	<b>99</b>	<b>42</b>		

Table 2 – Table below provides a breakdown of trees requiring pruning mitigation, aerial inspection, or are recommended for potential early removal.

Tag	Species	Common Name	DBH	Health	Structure	Heritage	Suitability for Retention	Notes
69	<i>Eucalyptus nicholii</i>	Willow Peppermint	36.5	F	F	1	F	On Jefferson, EB, <b>End Weight Reduction</b>
70	<i>Eucalyptus nicholii</i>	Willow Peppermint	34	F-P	F	1	P	On Jefferson, Sparse foliage, Lean, <b>Conk in upper scaffold branch requires inspection</b>
73	<i>Eucalyptus nicholii</i>	Willow Peppermint	26	F-P	F-P	1	P	On Constitution, Two large dead branches, <b>Remove dead wood</b>
74	<i>Eucalyptus nicholii</i>	Willow Peppermint	33.5	F-P	P	1	P	On Constitution, 3 CDEB, Dieback on street side, <b>Remove dead wood</b>



Tag	Species	Common Name	DBH	Health	Structure	Heritage	Suitability for Retention	Notes
75	<i>Eucalyptus nicholii</i>	Willow Peppermint	15.5	P	F	1	P	On Constitution, Lean, <b>Remove dead wood</b>
76	<i>Eucalyptus nicholii</i>	Willow Peppermint	33	P	P	1	P	On Constitution, Top dead, Fungal conk, <b>Remove dead wood, Investigate cavity, Potential removal</b>
78	<i>Eucalyptus nicholii</i>	Willow Peppermint	30	P	P	1	P	On Constitution, Sparse foliage, Dead limbs, Hollowness when sounded, <b>Potential removal</b>
79	<i>Eucalyptus nicholii</i>	Willow Peppermint	35	F	P	1	P	On Constitution, <b>Included bark limb over parking lot requires End Weight Reduction</b>
80	<i>Eucalyptus nicholii</i>	Willow Peppermint	23	P	P	1	P	On Constitution, Dieback, Large wounds, Lean, <b>Potential removal</b>
81	<i>Eucalyptus nicholii</i>	Willow Peppermint	27.5	F	F	1	F	In parking lot, <b>End Weight Reduction on heavy limb</b>
83	<i>Eucalyptus nicholii</i>	Willow Peppermint	24.5	F-P	F	1	P	In parking lot, Top dead, <b>Remove dead wood</b>
84	<i>Eucalyptus nicholii</i>	Willow Peppermint	34.5	P	P	1	P	On Jefferson, Recent branch failure. In serious decline. <b>Potential removal</b>

## End

Report submitted by:



Molly Batchelder, Consulting Arborist  
WC ISA Certified Arborist #9613A  
Tree Risk Assessment Qualified (TRAQ)

Appendix info:

1. Tree Survey Data
2. Tree Location Map



**COLUMN HEADING DESCRIPTIONS**

**Tag#** - Indicates the number tag attached to tree

**Species** - Scientific name

**Common Name** - Vernacular name

**DBH** - Diameter measured in inches at 4.5 feet above soil grade, unless otherwise indicated

**Height** - In feet

**Health** -Tree Health: E is Excellent, G is Good, F is Fair, P is Poor, D is Dead or Dying

**Structure**- Tree Structural Safety: E is Excellent, G is Good, F is Fair, P is Poor, H is Hazardous

**Heritage?** - Attaining City of Menlo Park Heritage Tree Status: Y is Yes, N is No

**RPZ** - Tree Root Protection Zone - A radial distance from the tree base that is to be fenced off from all construction activities. If grading, trenching, or any other construction related activities are to occur within this protected area, all activities are strictly controlled by Project Arborist.

**Suitability for Retention** - Based on Tree Condition: G is Good, F is Fair, P is Poor

**Notes** - See below

**Notes**

**Embedded Bark (EB)** - AKA Included Bark, this is a structural defect where bark is included between the branch attachment so that the wood cannot join. Such defects have a higher propensity for failure.

**Codominant (CD)** - A situation where a tree has two or more stems which are of equal diameter and relative amounts of leaf area. Trees with codominant primary scaffolding stems are inherently weaker than stems, which are of unequal diameter and size.

**Codominant w/ Embedded Bark (CDEB)** - When bark is embedded between codominant stems, failure potential is very high and pruning to mitigate the defect is recommended.

**Multi (Multi)** - Multiple trunks/stems emanate from below breast height (4.5' above soil grade).

Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
1	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	8.5	P	F		9	P	Dieback, lean
2	<i>Pinus canariensis</i>	Canary Island Pine	19	G	G	1	19	G	Bulging kink in trunk from old pruning wound?
3	<i>Pinus canariensis</i>	Canary Island Pine	14.5	G	F		15	F	Limbed up excessively, Large pruning wounds
4	<i>Pinus canariensis</i>	Canary Island Pine	16	G	G	1	16	G	Lean
5	<i>Pinus canariensis</i>	Canary Island Pine	16	G	G	1	16	G	Nice tree

Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
<b>6</b>	<i>Pinus canariensis</i>	Canary Island Pine	14	F-g	G		14	G	Off color
<b>7</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	20	F-p	F	1	20	P	Sparse, lean
<b>8</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	7.5	P	P		8	P	Dieback, failure to thrive
<b>9</b>	<i>Pinus canariensis</i>	Canary Island Pine	16	G	F	1	16	F	Lean, limbed up excessively
<b>10</b>	<i>Pinus canariensis</i>	Canary Island Pine	13.5	G	G		14	G	
<b>11</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	12.5	P	P		13	P	Too dead
<b>12</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	12	F	F		12	F	Significant lean
<b>13</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	18	F	F	1	18	F	Significant lean, Kink in trunk, Sparse foliage
<b>14</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	8.5	F	P		9	P	Large rip out
<b>15</b>	<i>Pinus canariensis</i>	Canary Island Pine	11	G	F		11	F	Excessively limbed up
<b>16</b>	<i>Pinus canariensis</i>	Canary Island Pine	13	G	G		13	G	
<b>17</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	8	F	F		8	F	Sparse
<b>18</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	11	F	F		11	F	Sparse
<b>19</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	32.5 @ 6"	G	F	1	33	G	Multi, bark inclusion, nice tree, healthier than the other Eucs
<b>20</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	15	P	F	1	15	P	Sparse
<b>21</b>	<i>Pinus canariensis</i>	Canary Island Pine	14.5	G	F		15	F	Excessively limbed up
<b>22</b>	<i>Pinus canariensis</i>	Canary Island Pine	12.5	G	G		13	G	



Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
<b>23</b>	<i>Eucalyptus polyanthemos</i>	Canary Island Pine	19	F-p	F	1	19	P	Large pruning wounds, sparse, lean
<b>24</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	13.5	F-p	F		14	P	Large pruning wounds, sparse, lean
<b>25</b>	<i>Pinus canariensis</i>	Canary Island Pine	16	G	G	1	16	G	Curve in trunk, nice tree
<b>26</b>	<i>Pinus canariensis</i>	Canary Island Pine	13.5	G	G		14	G	
<b>27</b>	<i>Prunus cersifera</i>	Purple Plum	5	P	P		5	P	Lean
<b>28</b>	<i>Prunus cersifera</i>	Purple Plum	5	P-d	P		5	P	Lean, almost dead
<b>29</b>	<i>Pinus canariensis</i>	Canary Island Pine	12 @ base	G	F-p		12	F	One stem removed
<b>30</b>	<i>Pinus canariensis</i>	Canary Island Pine	18.5	G	G	1	19	G	Nice tree, a little off color
<b>31</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	7	F	F-p		7	P	Sparse
<b>32</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	13	P	F		13	P	Dieback, lean
<b>33</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	11.5	F-p	F		12	P	Dieback, lean
<b>34</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	4	P	P		4	P	Disfunctional root system
<b>35</b>	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	13.5	F	F		14	F	Sparse, lean
<b>36</b>	<i>Pinus canariensis</i>	Canary Island Pine	15.5	G	F-p	1	16	P	Large pruning wounds, excessively limbed up
<b>37</b>	<i>Eucalyptus nicholii</i>	Willow Leaf Peppermint	19	F-p	P	1	19	P	Cdeb
<b>38</b>	<i>Prunus cersifera</i>	Purple Plum	4	P-d	P		4	P	Dieback, lean
<b>39</b>	<i>Pinus canariensis</i>	Canary Island Pine	12	G	G		12	G	

Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
40	<i>Pinus canariensis</i>	Canary Island Pine	12	G	G		12	G	
41	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	12.5	F-p	F		13	P	Sparse, lean
42	<i>Prunus cersifera</i>	Purple Plum	5	F	P		5	P	Lean, included bark
43	<i>Prunus cersifera</i>	Purple Plum	5.5	F	P		6	P	Included bark
44	<i>Robinia pseudoacacia</i> 'Purple Robe'	Purple Robe Locust	6	F	F		6	F	
45	<i>Robinia pseudoacacia</i> 'Purple Robe'	Purple Robe Locust	6	F	F		6	F	
46	<i>Robinia pseudoacacia</i> 'Purple Robe'	Purple Robe Locust	6	F	F		6	F	
47	<i>Myoporum laetum</i>	Myoporum	18	F-p	F-p	1	18	P	Breakout, thrips
48	<i>Betula pendula</i>	White Bark Birch	4	F	G		4	F	Surface roots, herbicide
49	<i>Betula pendula</i>	White Bark Birch	9	F	G		9	F	Surface roots, herbicide
50	<i>Tristaniopsis laurina</i>	Swamp Myrtle	6	F	F		6	F	Lean
51	<i>Tristaniopsis laurina</i>	Swamp Myrtle	6	F	F		6	F	Lean, Codominant
52	<i>Tristaniopsis laurina</i>	Swamp Myrtle	8.5 @ 3'	F	F		9	F	Codominant, large pruning wounds
53	<i>Tristaniopsis laurina</i>	Swamp Myrtle	6.5	F	F		7	F	Codominant
54	<i>Tristaniopsis laurina</i>	Swamp Myrtle	6.5	F	F		7	F	Codominant
55	<i>Tristaniopsis laurina</i>	Swamp Myrtle	4.5	F	F		5	F	Codominant

Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
56	<i>Tristaniopsis laurina</i>	Swamp Myrtle	5.5	F	F		6	F	Codominant
57	<i>Tristaniopsis laurina</i>	Swamp Myrtle	5	F	F		5	F	Lean
58	<i>Tristaniopsis laurina</i>	Swamp Myrtle	5	F	F		5	F	Lean
59	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	48 @ gl	G	F-p	1	48	F	Lean, included bark, one stem removed
60	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	13	G	F		13	F	Lean
61	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	29 @ 2'	G	P	1	29	P	Cdeb, large stem removed
62	<i>Tristaniopsis laurina</i>	Swamp Myrtle	11 @ gl	F	F		11	F	Circling root
63	<i>Tristaniopsis laurina</i>	Swamp Myrtle	8.5 @ gl	F	F		9	F	
64	<i>Tristaniopsis laurina</i>	Swamp Myrtle	9 @ gl	P	F		9	P	Dieback
65	<i>Eucalyptus nicholii</i>	Willow Peppermint	33.5	F	F-P	1	34	P	On Jefferson, Prior included bark breakout, EWR already accomplished on heavy limb
66	<i>Eucalyptus nicholii</i>	Willow Peppermint	34	F	P	1	34	P	On Jefferson, Large EB breakout, EB in upper scaffold, <b>Removal permit</b>
67	<i>Eucalyptus nicholii</i>	Willow Peppermint	20.5	P-D	P-H	1	21	P	On Jefferson, Almost dead, Lean towards structure. Tensile root decay.
68	<i>Eucalyptus nicholii</i>	Willow Peppermint	33.5	G	G	1	34	G	On Jefferson, Best tree of them all
69	<i>Eucalyptus nicholii</i>	Willow Peppermint	36.5	F	F	1	37	F	On Jefferson, EB, EWR
70	<i>Eucalyptus nicholii</i>	Willow Peppermint	34	F-P	F	1	34	P	On Jefferson, Sparse foliage, Lean, Conk in upper scaffold branch requires inspection

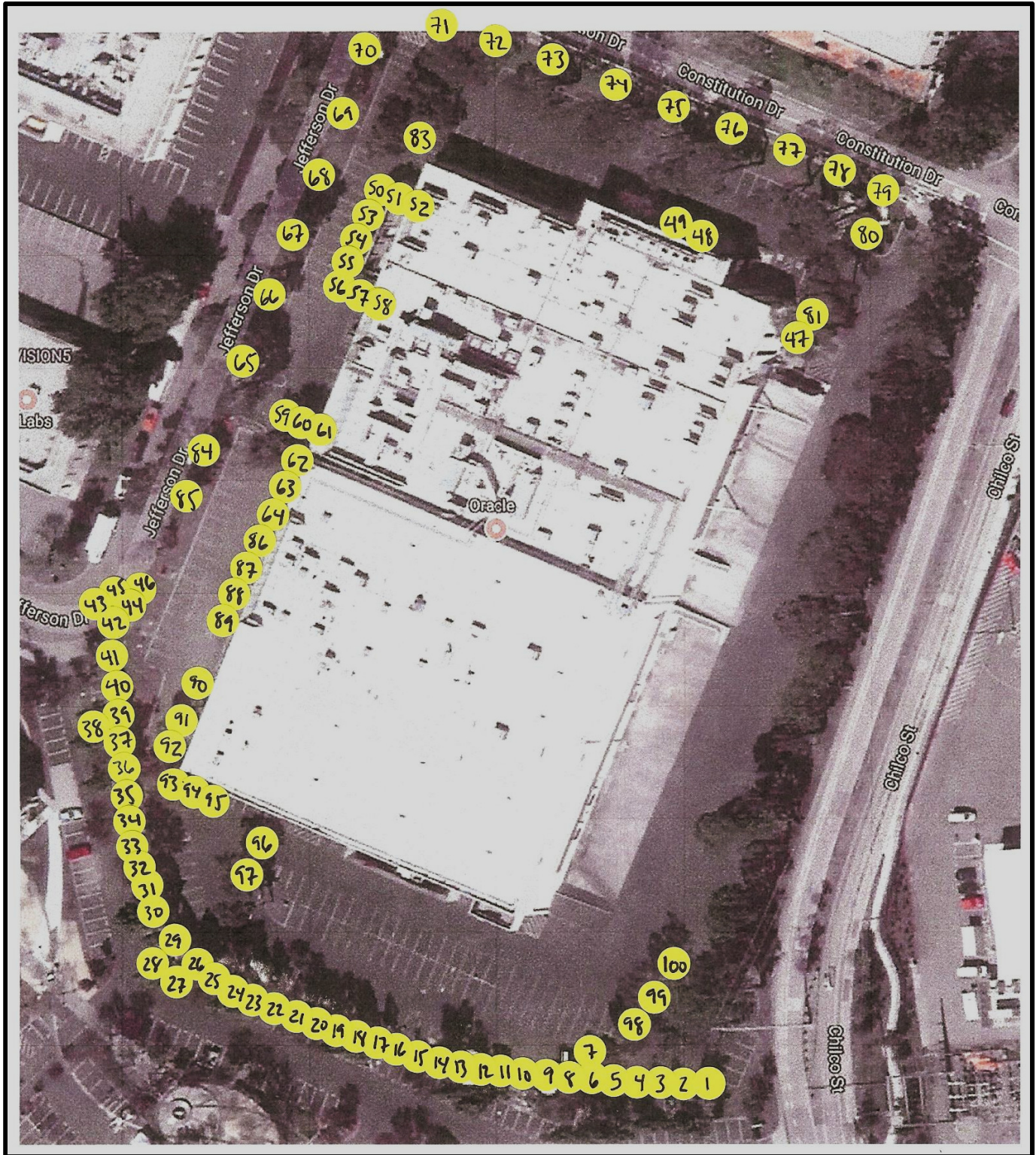
Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
<b>71</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	38.5	F-P	F	1	39	P	On Constitution, Sparse foliage, Codominant
<b>72</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	33	F	F	1	33	F	On Constitution, Codominant
<b>73</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	26	F-P	F-P	1	26	P	On Constitution, Two large dead branches, Remove dead wood
<b>74</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	33.5	F-P	P	1	34	P	On Constitution, 3 CDEB, Dieback on street side, Remove dead wood
<b>75</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	15.5	P	F	1	16	P	On Constitution, Lean, Remove dead wood
<b>76</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	33	P	P	1	33	P	On Constitution, Top dead, Remove dead wood, Fungal conk, Investigate cavity, Potential removal
<b>77</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	28.5	F	F-P	1	29	P	On Constitution, Crossing branches
<b>78</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	30	P	P	1	30	P	On Constitution, Sparse foliage, Dead limbs, Hollowness when sounded, <u>Potential removal</u>
<b>79</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	35	F	P	1	35	P	On Constitution, EB over parking lot requires EWR
<b>80</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	23	P	P	1	23	P	On Constitution, Dieback, Large wounds, Lean, Potential removal
<b>81</b>	<i>Eucalyptus nicholii</i>	Willow Peppermint	27.5	F	F	1	28	F	In parking lot, EWR on heavy limb

Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
82	<i>Eucalyptus nicholii</i>	Willow Peppermint	29.5	-	-	-	30	-	Removed
83	<i>Eucalyptus nicholii</i>	Willow Peppermint	24.5	F-P	F	1	25	P	In parking lot, Top dead, Remove dead wood
84	<i>Eucalyptus nicholii</i>	Willow Peppermint	34.5	P	P	1	35	P	On Jefferson, Recent branch failure. In serious decline.
85	<i>Eucalyptus nicholii</i>	Willow Peppermint	21	F	F	1	21	F	
86	<i>Tristaniopsis laurina</i>	Swamp Myrtle	10 @ gl	P	F		10	P	Dieback
87	<i>Tristaniopsis laurina</i>	Swamp Myrtle	9 @ gl	P	F		9	P	Dieback
88	<i>Tristaniopsis laurina</i>	Swamp Myrtle	10.5 @ gl	P	F		11	P	Dieback
89	<i>Tristaniopsis laurina</i>	Swamp Myrtle	8 @ gl	P	F		8	P	Dieback
90	<i>Tristaniopsis laurina</i>	Swamp Myrtle	6 @ 30"	F-p	F		6	P	Sparse
91	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	26 @ gl	G	F-p	1	26	P	Lean, included bark
92	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	10	G	F-p		10	P	Lean, included bark
93	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	19 @ 12	G	P	1	19	P	Cdeb, eb
94	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	24 @ gl	G	F-p	1	24	P	Codominant, large pruning wounds
95	<i>Melaleuca quinquinervia</i>	Broad-leaved Paperbark	29 @ 12"	G	P	1	29	P	Cdeb, eb, blackness on bark
96	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	18	F	P	1	18	P	Lean, tip dieback, horizontal crack in trunk at bend
97	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	14.5	F-p	P		15	P	Horizons cracks in trunk
98	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	14.5	F	F-g		15	F	Dieback
99	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	14.5	F-p	F		15	P	Dieback

Tag	Species	Common Name	DBH	Health	Structure	Heritage	RPZ	Suitability for Retention	Notes
100	<i>Eucalyptus polyanthemos</i>	Silver Dollar Gum	16.5	P	P	1	17	P	Dieback, rip out

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**RESOLUTION NO. 6468****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
APPROVING THE HERITAGE TREE REMOVAL PERMITS FOR THE  
PROPERTY LOCATED AT 180-200 JEFFERSON DRIVE**

WHEREAS, the City of Menlo Park (“City”) received applications from Facebook Inc., (“Applicant”) for the removal of nine heritage trees at the property located at 180-200 Jefferson Drive as part of the Applicant’s proposal to construct a shuttle and tram stop, including related site circulation and parking modifications for its inter-campus shuttles and trams at the project site, which encompasses the two contiguous parcels addressed 180-200 Jefferson Drive and 220 Jefferson Drive; and

WHEREAS, on the 180-200 Jefferson Drive parcel, the proposed project requires a Conditional Development Permit Amendment to decrease the parking ratio, modify on-site circulation for vehicles, pedestrians, and bicyclists, modify the site landscaping plan, increase the amount of building coverage, add gross floor area for guard sheds, construct related infrastructure for the Applicant’s proposed inter-campus tram and shuttle operations, and remove nine heritage trees; and

WHEREAS, the requested heritage tree removals are necessary in order to construct the proposed shuttle and tram stops and related site circulation and infrastructure at 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 July 13, 2018; and

WHEREAS, the City Arborist determined that five heritage tree removal permits should be approved for health related reasons and four of the heritage tree removal permits should be approved due to construction impacts and a lack of feasible design alternatives for the proposed project; 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 meeting was scheduled and held before the Environmental Quality Commission of the City of Menlo Park on September 17, 2018 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 to recommend to the Planning Commission and City Council of the City of Menlo Park to approve the heritage tree removal permits for the nine heritage trees; 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 October 22, 2018, 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 for the nine heritage trees; 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 November 13, 2018 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 for the nine heritage trees as identified in sheet LA1.00 of the proposed plans and attached by this reference herein as Exhibit A.

I, Judi Herren, 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 November, 2018, 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 November, 2018.

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Judi A. Herren, City Clerk

**RESOLUTION NO. 6469****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
APPROVING THE HERITAGE TREE REMOVAL PERMITS FOR THE  
PROPERTY LOCATED AT 220 JEFFERSON DRIVE**

WHEREAS, the City of Menlo Park ("City") received applications from Facebook Inc., ("Applicant") for the removal of five heritage trees at the property located at 220 Jefferson Drive as part of the Applicant's proposal to construct a shuttle and tram stop, including related site circulation and parking modifications for its inter-campus shuttles and trams at the project site, which encompasses the two contiguous parcels addressed 180-200 Jefferson Drive and 220 Jefferson Drive; and

WHEREAS, on the 220 Jefferson Drive parcel, the proposed project requires Use Permit and Architectural Control revisions to decrease the parking ratio, modify the site circulation for vehicles, pedestrians, and bicyclists, modify the site landscaping to accommodate the tenant's proposed site circulation modifications for its inter-campus tram and shuttle operations, and remove five heritage trees; and

WHEREAS, the requested heritage tree removals are necessary in order to construct the proposed shuttle and tram stops and related site circulation and infrastructure at 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 July 13, 2018; and

WHEREAS, the City Arborist determined that four heritage tree removal permits should be approved for health related reasons and one of the heritage tree removal permits should be approved due to construction impacts and a lack of feasible design alternatives for the proposed project; 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 meeting was scheduled and held before the Environmental Quality Commission of the City of Menlo Park on September 17, 2018 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 to recommend to the Planning Commission and City Council of the City of Menlo Park to approve the heritage tree removal permits for the five heritage trees; 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 October 22, 2018, 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 for the five heritage trees; 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 November 13, 2018 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 for the five heritage trees as identified in sheet LA1.00 of the proposed plans and attached by this reference herein as Exhibit A.

I, Judi Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the thirteenth day of November 2018, 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 November, 2018.

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Judi A. Herren, City Clerk



## STAFF REPORT

### City Council

Meeting Date:

11/13/2018

Staff Report Number:

18-208-CC

### Regular Business:

**Adopt Resolution No. 6470 to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street and University Drive, appropriate funds and authorize the City Manager to award construction contracts**

### Recommendation

Staff recommends the City Council adopt Resolution No. 6470 (Attachment A) to approve the permanent installation of bicycle improvements (project) on Oak Grove Avenue, Crane Street, and University Drive and appropriate \$110,000 from the undesignated fund balance of the General Fund to install the permanent project, and award construction contracts.

### Policy Issues

On February 7, 2017, the City Council approved the 2017 work plan, which included this project, and as well as in the 2018 Work Plan. The Project is consistent with the policies stated in the 2016 City of Menlo Park general circulation element. These policies seek to improve safe multimodal transportation and encourage health and wellness through active transportation options.

### Background

On December 6, 2016, City Council approved a concept plan for a one-year trial installation of bicycle improvements on Oak Grove Avenue, Crane Street and University Drive. The City Council's approval also included direction to include parking on the south side of Oak Grove Avenue between Alma Street and Laurel Street, to include raised delineators where the buffered space narrowed to 18 inches, and to identify a set of metrics to measure the effectiveness of the trial. At this meeting, the City Council also appropriated funds for the design and construction of the project and authorized the City Manager to award a construction contract after the project was bid.

On March 28, 2017, City Council reviewed metrics to assess the one-year trial installation. As part of that review, the City Council directed staff to move forward with time-sensitive trial metrics on parking, traffic and speed data, but to bring back the remaining three metrics for City Council's review at a future meeting. The City Council also directed staff to conduct additional community outreach before installing the trial, and to identify potential design alternatives to address parking needs during large special events.

On April 18, 2017, City Council directed staff to construct the bicycle facility in a single phase during the summer in order to begin the one-year trial installation prior to the start of local schools, modify the design to allow parking on weekends on Oak Grove Avenue between Laurel Street and the city limits to the east, and to allow on-street parking for 15 Nativity Church special events each year. Staff was also directed to bring forward recommendations for Marcussen Drive and Pine Street to manage potential overflow parking.

On August 29, 2017, City Council approved the remaining trial metrics for the Oak Grove University Crane Bicycle Improvement Project which include an online survey, intercept survey and collision analysis. The City Council also adopted resolution no. 6463 to implement a Residential Parking Permit program for Marcussen Drive residents to manage the potential of overflow parking from the project.

## **Analysis**

Following City Council approval of time-sensitive trial metrics, pre-trial data collection took place in May 2017, after April recess and before the end of the school year. Construction of the pilot began in August 2017 and was completed in its entirety in September 2017. Also in August 2017, the City performed signal improvements to the intersection of Oak Grove Avenue and Laurel Street. Midtrial data collection was taken in November 2017. End-trial data collection took place in May 2018 to cover the same timeframe as that of the pre-trial data collection and included extensive public outreach for input on the pilot.

Minor design changes were made to the pilot to enhance usability and safety for all users. The delineator posts within the buffer areas were removed along Oak Grove Avenue to accommodate access for Recology trucks to the curb on service days and allow cyclists to use the buffer area when obstructions were present in the bike lane. City staff also installed “keep clear” pavement markings at the Nativity School driveways.

### Pilot evaluation report

Alta Planning & Design (Alta) prepared an evaluation report that summarizes information from the entire pilot project, including data collected before, during, and one year after installation (Attachment B.) The performance metrics analyzed in the report were established prior to the installation of the project, through feedback from the former Bicycle and Transportation Commissions, and adopted by City Council. The report reviews data on volumes (both auto and bicycle), vehicle speeds and parking occupancy. In addition, community feedback was received through an online survey, intercept survey, business owner surveys, and through emails sent to staff.

### Vehicle and bicycle volumes

Vehicle and bicycle volumes were counted at four intersections:

- Oak Grove Avenue at Crane Street
- Oak Grove Avenue at El Camino Real
- Oak Grove Avenue at Laurel Street
- University Drive at Live Oak Avenue

At these intersections, volumes were counted for the following periods:

- Weekdays (Tuesday, Wednesday, Thursday) during morning peak (7 a.m. to 9 a.m.), midday (Noon to 2 p.m.) and evening peak (3 p.m. to 6 p.m.)
- Saturday (10 a.m. to 2 p.m.)
- Sunday (8:30 a.m. to 12:30 p.m.)

This provides a comprehensive understanding of travel in this corridor across a number of periods and usage contexts (commute, school, midday, weekend and church-related)

	Oak Grove Ave. at Crane St	Oak Grove Ave at El Camino Real	Oak Grove Ave. at Laurel St	University Dr at Live Oak Ave.
<b>Change in motor vehicle volumes</b>				
Weekday % change	4%	-3%	2%	4%
Weekend % change	4%	0%	0%	2%
<b>Change in bicycle volumes</b>				
Weekday % change	15%	10%	-4%	9%
Weekend % change	-27%	-9%	-20%	42%

Most vehicle volumes were within consistent variation (3 to 5 percent) across the data collection period. Overall, there was no significant increase or decrease in vehicle travel in Menlo Park as a result of the project.

The number of bicyclists riding along the corridor increased at three out of the four intersections during the weekday periods. On the weekend, bicycle volumes decreased at three out of the four intersections. During peak travel periods, analysis of bicycle volumes shows an increase of bicyclists along the corridor.

Vehicle speeds

The following table presents the 85 percent vehicle speed for pre-trial, mid-trial and end-trial data collection. The 85 percent vehicle is used as the speed at or below which 85 percent of the traffic is moving and is justified in determining the posted speed limit of a roadway.

Location	Between	EB/NB			WB/SB		
		Pre	Mid	End	Pre	Mid	End
Oak Grove Ave.	Pine St. and Marcussen Dr	34.6	34.8 0.7%	34.2 -0.9%	34.3	34.7 0.9%	34.2 -0.4%
	El Camino Real and Hoover St	24.9	23.2 -7.1%	25.4 2.0%	24.8	23.9 -3.7%	25.2 1.5%
	University Dr and Crane St	27.3	25.7 -5.8%	25.5 -6.4%	27.3	27.2 -0.6%	28.0 2.4%
University Dr	Menlo Ave. and Oak Ln	24.8	25.8 4.0%	24.5 -1.4%	26.9	27.7 3.2%	27.5 2.5%

Vehicle speeds on Oak Grove Avenue presented insignificant change and most remain close to the posted speed limit. Speeds have shown to increase on Oak Grove Avenue approaching Crane Street from the westbound direction. The bikeway stops before this segment turns onto Crane Street. Staff will continue to monitor this section.

Parking

Parked motor vehicles were counted on-street and in the eight public parking plazas within Downtown. Parking use was counted for six periods, with one count occurring in each period:

- One weekday early morning (between 7:45 a.m. and 8:45 a.m.)
- One weekday morning (between 9 a.m. and 11 a.m.)
- One weekday midday (between noon and 2 p.m.)
- One weekday evening (between 6 p.m. and 8 p.m.)
- One Saturday late afternoon (between 4 p.m. and 6 p.m.) to accommodate church schedules
- One Sunday morning (between 8:45 a.m. and 9:30 a.m.) to accommodate church schedules

Two parking occupancy measures were calculated:

- Average occupancy – average percentage of parking spaces in use relative to available capacity
- Maximum occupancy – highest observation of parking use relative to available capacity. Maximum occupancy captures the worst-case scenario

On-street parking

Before the trial, there were total of 960 on-street parking spaces available. During the trial, there were 793 available on the weekday and 836 available on the weekend. Parking is prohibited in the new bike lanes, except near Nativity School and Nativity Church where parking is permitted on the weekends (Attachment C.) The parking data was grouped into four adjacent subareas within the overall project to capture the need and ability to park in a desired area:

- Oak Grove Avenue: East of El Camino Real and adjacent blocks
- Oak Grove Avenue: West of El Camino Real and adjacent blocks
- Downtown: both sides of Santa Cruz Avenue from El Camino Real to University Drive
- University Drive and adjacent blocks

Table 3: On-street parking utilization			
	Pre-trial	Midtrial	End-trial
Max. % utilized	62%	66%	67%
Avg. % utilized	41%	47%	46%

Average on-street parking utilization for the whole project area increased from 41 percent to 46 percent. The number of available spaces declined east of El Camino Real and along University Drive, but the number of available spaces remained constant in the downtown area and West of El Camino Real.

Peak parking on weekdays occurred during the midday count period (noon to 2 p.m.). Parking availability is constrained at these periods, but sufficient capacity is still relatively available. Peak parking on weekends occurred Sunday mornings.

On Marcussen Drive from Oak Grove Avenue to Ravenswood Avenue, staff implemented a residential parking permit (RPP) program that was completed in late September 2017. As a result, this residential block resulted in a decline in parking usage from pre-trial to midtrial and end-trial.

Parking plazas

Downtown Parking Plazas provide an additional 1,215 spaces in the downtown area. The parking plazas saw a slight increase in occupancy which was to be expected due to the removal of nearby on-street parking. Most parking plazas allow for free three-hour parking with the exception of Plaza 4, which has a combination of one-hour and two-hour stalls. Plaza 1 and Plaza 5 allow for longer-term parking at \$1 per hour after the allowable free three-hour parking.



Table 4: End-pilot plaza parking utilization							
Plaza	Capacity	Count	Maximum		Average		
			% utilized	% change from pre-pilot	Count	% utilized	% change from pre-pilot
1	266	254	96%	9%	146	55%	-10%
2	92	91	99%	1%	69	75%	3%
3	219	211	96%	-4%	147	67%	-16%
4	103	92	89%	10%	53	52%	-27%
5	160	149	93%	15%	67	42%	-19%
6	140	134	96%	30%	53	38%	-14%
7	95	85	90%	4%	60	63%	-13%
8	140	137	98%	2%	90	64%	-16%

In comparison to the pre-trial, the average number of motor vehicles parking in the parking plazas decreased within almost all of the parking plazas.

The peak period for plaza parking use occurred midday (Noon to 2 p.m.) during the week. Peak parking utilization increased at 7 of the 8 parking plazas. Prior to the pilot, Plazas 1, 2, and 3 were near capacity and continue to be so during the pilot. The demand for parking shifted to Plazas 4, 5 and 6, but 41 spaces remained available during the period of highest use.

**Oak Grove “dirt” parking**

As requested by staff, Alta collected parking counts for vehicles parked within the frontage area on the north side of Oak Grove Avenue between Church of the Nativity and Nativity School. There is approximately 550 feet of parking space, totaling to 25 potential parking spots in this area (Menlo Park standard is 22 feet minimum).

Table 5: Dirt parking utilization									
Estimated available parking spaces	Early (7:45 a.m.-8:45 a.m.)	Morning (9 a.m.-11 a.m.)	Afternoon (Noon-2 p.m.)	Evening (6 p.m.-8 p.m.)	Saturday (4 p.m.-6 p.m.)	Sunday (8:45 a.m.-9:30 a.m.)	Average Cars Observed	Average % in use	Max % in use
	25	1	8	27	1	1	8	7.6	30.7%

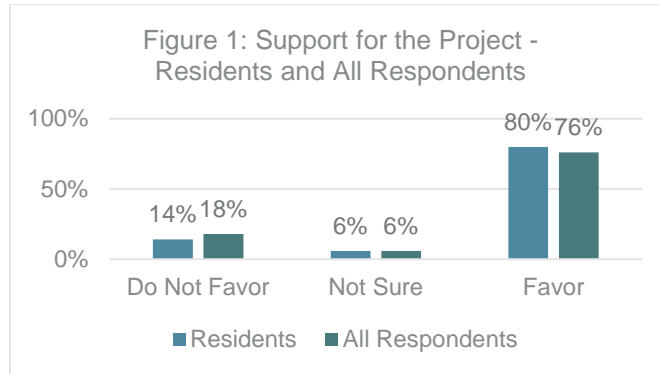
The frontage parking area is heavily used on weekday afternoons, with modest use in the mornings and on Sundays.

**Survey input**

An online survey was developed to gather and consolidate the opinions of the community on the Oak Grove bike pilot. The survey was open to the public from April 23, 2018, to May 22, 2018. Surveys were collected online and advertised through City NextDoor postings, through business cards distributed at Bike to workday energizer stations, and through other City media channels such as Facebook and Twitter. Alta stationed consultant staff to collect surveys in person through intercept surveys on May 1 and May 2, 2018, for two hours during typical lunch hours along Santa Cruz Avenue and Oak Grove Avenue. Passersby included drivers, pedestrians, and bicyclists and were asked the same questions as listed in the online

survey. A total of 756 people took the public survey.

Public survey



Most respondents to the survey supported the project with 76 percent of respondents indicating they were in favor of the permanent addition of the Oak Grove bicycle project. Of the respondents not in favor of the project, the primary reason provided is concerns about parking availability (on- and off-street.)

Business survey

Nine businesses responded to the business owner survey. Business surveys were distributed to businesses by staff and were received back via return mail or in person at City Hall. Most of the feedback received were in regards to parking availability, with one business owner indicating the need for more visible striping and another indicating that it has not changed how bicyclists use Santa Cruz Avenue.

Collision data

Staff provided Alta with collision data along the project corridor to determine if there were safety effects for roadway users as a result of the pilot. Data was collected from July 1, 2015, to July 1, 2018, for the four main roadways: Oak Grove Avenue, Crane Street, Live Oak Avenue, and University Drive.

Collision data from July 1, 2015, to May 31, 2016, were used to represent pre-pilot conditions. Collision data from June to August 2017 were omitted from the analysis when the project was under construction. Post-pilot conditions include collision data collected after September 1, 2017 to July 31, 2018.

Table 6: Pre-pilot and post-pilot collisions		
	Pre-pilot	Post-pilot
Streets		
Live Oak Ave	1	0
University Dr	2	1
Crane St	6	5
Santa Cruz Ave	2	0
Oak Grove Ave	18	11
El Camino Real	14	7
Other*	12	3
<b>Total</b>	<b>55</b>	<b>27</b>
Mode		
Bicycle	1	3
Pedestrian	4	2
Severity		
Minor injury	29	7
Sever injury or fatality	0	0

Total collisions along the project corridor declined from 55 to 27 total including cross streets. 12 of the 27 collisions were experienced during construction of nearby projects. The two primary collision factors were unsafe lane changes and speeding. After the pilot, unsafe lane changing declined from 16 to 13 and speed related collisions declined as well from 17 to 7.

Observations

As requested by staff, Alta performed additional qualitative observations during the end-trial data collection period:

- Vehicle operations – Oak Grove Avenue between Maloney Lane and El Camino Real at the parking lot entrance behind 1189 El Camino Real
- Pedestrian crossing challenges – University Drive at Florence Lane to address pedestrian crossing challenges

Staff received feedback from the community about vehicle queues on Oak Grove Avenue backing into El Camino Real due to vehicles waiting to turn left. The observation for this area was performed on May 1, 2018; from 2 p.m. to 3 p.m. Observations from Alta conclude that vehicles turning left onto Maloney Lane were not impeded by vehicles in the “keep clear” area. When vehicles did have to wait before turning left, there was one vehicle waiting and not stopped on El Camino Real. During this time period, traffic volumes were low as not to cause backup or incident. Staff will continue to monitor this section.

Staff received feedback from the community in regard to vehicles speeding and failing to yield to pedestrians using the crosswalk on University Drive at Florence Lane. The observations were conducted on

May 1, 2018, between 3 p.m. to 3:30 p.m. and on May 2, 2018, between 10:30 a.m. to 11 a.m. Prior to the observation, staff installed an in-street crosswalk sign to increase the visibility of the crosswalk. During the observation period, 10 pedestrians used the crosswalk where only 5 pedestrians were properly yielded to cross by drivers. The remaining 5 pedestrians had to wait for drivers to pass before they could safely cross. Staff will continue to monitor this section.

### Complete Streets Commission review

The Complete Streets Commission reviewed the pilot evaluation at their meeting on October 10, 2018. Six members of the public commented. Most of the comments were generally positive with requests for modifications to the project including allowing parking in the bike lanes on Oak Grove during non-peak hours, adding parking on Oak Grove Avenue east of Laurel Street, adding a loading zone at Pine Street and Oak Grove Avenue, and addressing safety concerns turning into the Vallombrosa Center driveways. Staff determined that parking east of Laurel Street was considered during the design phase of the pilot, but could not be accommodated due to the roadway width. Staff is currently reviewing the driveway operations at the Vallombrosa Center.

The Complete Streets Commission unanimously approved, with Commissioner Walser and Commissioner Meyer absent, a recommendation to City Council to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive with a strong recommendation to extend the bike lanes on Oak Grove Avenue to University Drive and on University Drive between Oak Grove Avenue and Santa Cruz Avenue. This recommendation is currently under consideration in the Transportation Master Plan.

Subsequent to the commission meeting, staff received a letter from the Oak Grove Place Homeowners Association Board in regards to parking on Pine Street and Oak Grove Avenue (Attachment D.) The Board represents homeowners and residents at 1150 and 1160 Pine Street. The letter states that since the implementation of the project, homeowners have lost the ability to load and unload passengers close to their homes near the corner of Oak Grove Avenue and Pine Street, references the narrow width of Pine Street when cars are parked on both sides of the street, and requests a loading zone and red curb on Pine Street near Oak Grove Avenue. Staff has determined that a loading zone could be installed on the east side of Pine Street near Oak Grove Avenue if desired by the City Council. The loading zone would be located approximately 50 feet south of Oak Grove Avenue along the east side of Pine Street. In addition, red curb could be installed on the west side of Pine Street opposite the loading zone to allow more room for vehicles turning onto Pine Street from Oak Grove Avenue. Currently, Pine Street allows parking on both sides of the street between Oak Grove Avenue and Cherry Avenue, No Parking along the west side of Pine Street from Ravenswood Avenue to Cherry Avenue, and a limited No Parking zone along the east side of Pine Street that extends approximately 100 feet north of Ravenswood Avenue. If desired, staff can reach out to the Pine Street residents regarding parking removal on the west side of Pine Street between Oak Grove Avenue and Cherry Avenue. These parking restrictions would be brought to a future Complete Streets Commission and City Council meeting.

### Other considerations

The City has recently received a grant to install sidewalk and green infrastructure to treat storm water runoff along the north side of Oak Grove Avenue replacing the dirt frontage area in front of the Vallombrosa Center. The grant project proposes to remove the dirt area informally being used for parking to install a green infrastructure and a sidewalk to add pedestrian connectivity between Nativity School and Nativity Church which would facilitate shared use between their parking lots. Staff reached out to Nativity School, Nativity Church, Vallombrosa Center, Corpus Christi Monastery, and the Complete Streets Commission for feedback on whether the project should include providing on-street parking. Both the Vallombrosa Center and the Complete Streets Commission prefer to not provide parking in the area while Nativity School and

Nativity Church prefer that parking be provided. Corpus Christi Monastery could not be reached for comment. Since the sidewalk would provide better pedestrian access between the Nativity School and Church and allow for shared use of their parking lots, staff plans to proceed with the sidewalk project without providing on-street parking.

The Managers Mobility Partnership, a joint venture between managers of four Silicon Valley cities (Palo Alto, Mountain View, Redwood City, and Menlo Park) to address transportation issues, has worked collaboratively to create the Peninsula Bikeway. The bikeway is a route that uses existing bikeways and local streets to better connect the cities and the region together. Oak Grove Avenue and Crane Street are currently identified as part of the Peninsula Bikeway in large part because of the bicycle improvements installed. The interim Peninsula Bikeway launched recently on September 8, 2018 at Burgess Park where Menlo Park served as the host city for the event.

### Impact on City Resources

The project’s current balance has sufficient funds to cover staff time for review and field observations, but does not include funding for permanent installation of the bike improvements along the proposed route. The estimated cost to install the improvements permanently is shown in Table 7: Cost Estimate below. Construction costs include the replacement of roadway striping in thermoplastic, traffic control, and contingency.

Table 7: Cost estimate	
Task	Cost
Construction	\$122,320
(25% contingency)	\$30,600
<b>Total</b>	<b>\$150,000</b>

The project currently has a \$40,000 remaining balance that can be used towards the construction costs. Staff is requesting that an appropriation of \$110,000 from the undesignated fund balance of the General Fund to cover the rest of the construction costs to complete this project.

### Environmental Review

The recommendation is categorically exempt under Class 1 (Existing Conditions) and Class 4 (Minor Modifications) of the current State of California Environmental Quality Act Guidelines.

### Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Additional public outreach was made by mailing postcards to residences and businesses within a 300 feet radius two weeks in advance of the meeting.

### Attachments

- A. Resolution No. 6470
- B. Oak Grove pilot evaluation report – Alta Planning
- C. Exhibit – no parking zones

Staff Report #: 18-208-CC

D. Correspondence letter

Report prepared by:  
Marlon Aumentado, Junior Engineer

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer

**RESOLUTION NO. 6470**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AUTHORIZING THE INSTALLATION OF “NO PARKING” ZONES ALONG OAK  
GROVE AVENUE FROM CITY LIMITS TO CRANE STREET, AND UNIVERSITY  
DRIVE FROM NEAR LIVE OAK AVENUE TO MIDDLE AVENUE**

WHEREAS, on December 6, 2016, City Council approved a concept plan for a one-year trial installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive; and,

WHEREAS, at the October 10, 2018 Complete Streets Commission meeting, the Commission voted unanimously to support staff’s recommendation to approve the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive; and,

WHEREAS, in conjunction with the permanent addition of new bicycle facilities on Oak Grove Avenue and University Drive, on-street parking removal is required; and,

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

NOW, THEREFORE, BE IT RESOLVED, the City Council of Menlo Park does hereby authorize the permanent installation of bicycle improvements on Oak Grove Avenue, Crane Street, and University Drive and the installation of No Parking zones as follows:

1. Along both sides of Oak Grove Avenue between Rebecca Lane and Laurel Street (except weekends),
2. Along the north side of Oak Grove Avenue between Laurel Street and Alma Street
3. Along both sides of Oak Grove Avenue between Alma Street and El Camino Real
4. Along the north side of Oak Grove Avenue between El Camino Real and Crane Street
5. Along the west side of University Drive between Oak Lane and Live Oak Avenue
6. Along both sides of University Drive between Live Oak Avenue and Middle Avenue

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council resolution was duly and regularly passed and adopted at a meeting of said City Council on the thirteenth day of November, 2018, 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 November, 2018.

---

Judi A. Herren, City Clerk

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www.altaplanning.com

# ATTACHMENT B MEMORANDUM

To: Marlon Aumentado, Kristiann Choy, City of Menlo Park

From: Lola Torney, Aaron Frint, Hugh Louch, Alta Planning + Design

Date: August 28, 2018

Re: Evaluation Report for the Oak Grove – University – Crane Bike Project

---

## Introduction

The City of Menlo Park is conducting a one-year trial of a Class II buffered bike lanes on Oak Grove Avenue, University Drive and connected by Class III bike routes on Crane Street and Live Oak Avenue. The project was developed to address multimodal transportation challenges noted in prior Menlo Park planning efforts, including the Downtown Specific Plan. Menlo Park has limited east-west bicycle connectivity. Many corridors require users to change streets at offset intersections to maintain direction. Approaching Downtown Menlo Park, the challenges also include lack of bicycle or pedestrian facilities (e.g., bike lanes or sidewalks) and the need to cross busy roads such as El Camino Real and Middlefield Road. Many students cross these streets daily, especially to access Menlo-Atherton High School and Hillview Middle School.

This report summarizes the findings of an evaluation conducted of this project to help the City adapt the design, if needed. After the trial, City staff will make a recommendation to Council on whether to install the treatments permanently or convert the roadways back to their original design.

The trial includes installation of Class II buffered bike lanes on Oak Grove Avenue between the City border with Atherton and Crane Street and along University Drive between Oak Lane and Middle Avenue (Figure 1). These facilities are also connected by Class III bike routes on Crane Street, Live Oak Avenue, and portions of Santa Cruz Avenue.

The installation of buffered bike lanes required removing on-street parking from:

- Oak Grove Avenue between Rebecca Lane/City border and Laurel Street (both sides of street)
- Oak Grove Avenue between Laurel Street and Alma Street (north side of street)
- Oak Grove Avenue between Alma Street and Crane Street (both sides of street)
- University Drive between Oak Lane and Middle Avenue (both sides of street)

Parking was available on sections of Oak Grove on the weekend to accommodate Nativity Church and School parking needs.



Figure 1 Study Area Corridors

## Project Timeline

Alta Planning + Design gathered data about the project before, during, and a year after the project was installed to help the City and the community determine the efficacy of the trial. The timeline for data collection was as follows:

- Pre-Trial: May 2017
- Construction: August 2017
- Mid-Trial: November 2017
- End-Trial: May 2018

## Pilot Summary

This report summarizes information from the entire pilot, including data collected before, during, and one year after installation. The performance metrics analyzed in this report were established prior to the installation of the project, through feedback from the Bicycle and Transportation Commissions, and were adopted by the City Council on April 26, 2017, with additional metrics adopted on August 29, 2017. The end-trial data and pre-trial data were collected at the same time of year to minimize variations due to schools traffic patterns and weather. The summary reviews data on volumes (both auto and bicycle), automobile speeds, and parking occupancy. It also summarizes the feedback received from the community via an online survey, a business owner survey, and through emails sent to City staff.

The summary evaluation addresses how the pilot bikeway has changed the use of the corridor (by people biking, walking, and driving), the safety of people using the corridor, the convenience of parking along the corridor, and the response of the community to the improvements. Each of these areas of analysis is presented in turn.

### Use of the Corridor – Multimodal Volumes

Volumes for all modes were counted at four intersections:

- Oak Grove Avenue at Crane Street
- Oak Grove Avenue at El Camino Real
- Oak Grove Avenue at Laurel Street
- University Drive at Live Oak Avenue

Volumes were counted for the following periods:

- Weekdays – for three days (Tuesday, Wednesday, and Thursday), counts were conducted during the morning peak (7 AM to 9 AM), mid-day (12 PM to 2 PM) and evening peak (3 PM to 6 PM), the last of which also captures school-based traffic that is often heaviest from 3 to 4 PM
- Saturday mid-days, from 10 AM to 2 PM
- Sunday mornings from 8:30 AM to 12:30 PM, to ensure counts during periods of peak church attendance.

This provides a comprehensive understanding of travel in this corridor across a number of periods and usage contexts (commute, school, mid-day, weekend, and church-related).

### Motor Vehicle Volumes

From pre-trial to mid-trial to end-trial, there were modest changes in the motor vehicle volumes on Oak Grove Avenue or on the cross streets where counts were taken. Most vehicle volumes were within normal variation (3 to 5 percent) across the data collection periods (Table 3).

Table 1: Change in Motor Vehicle Volumes – Pre-Pilot to End-Pilot

	Oak Grove Ave at Crane St	Oak Grove Ave at El Camino Real	Oak Grove Ave at Laurel St	University Dr at Live Oak Ave
Weekday % change	4%	-3%	-2%	4%
Weekend % change	4%	0%	0%	2%

A closer look at vehicle patterns on the primary pilot routes (Oak Grove Avenue and University Drive) and key cross streets are shown, respectively, in Figure 2 and Figure 3. A small number of changes worth noting:

- Oak Grove Avenue at Laurel Street saw a dip in vehicle volumes from the pre-trial of 8 percent in the mid trial period and 5 percent at the end of the trial. This suggests some slight shifting of vehicle travel away from Oak Grove Avenue.
- Laurel Avenue saw a more substantial dip (12 percent at mid-trial and 15 percent at end trial) during the morning peak period. During project implementation, the City made signal improvements at this intersection that included installing larger signal heads and changing the timing to a split phase on Laurel Street to increase visibility and make it easier to turn. It is impossible to know with certainty, but these signal changes may have contributed to a shift in driver behavior.
- El Camino Real saw a fairly substantial decline in trips during the evening peak period (8 percent at the end of the trial). Vehicle volumes on El Camino Real include substantial amounts of through traffic, suggesting that other external factors are likely contributing to this change.
- Crane Street saw a steady increase in vehicle traffic across all time periods of 6 to 10 percent. However, on this low volume street, that means an increase of only 10 to 20 vehicles per hour.
- University Drive saw a small increase (9 percent) in vehicle volumes in the evening peak period.

These changes do not show a pattern of changes that can be attributed to the bikeway. Overall, there was no significant increase or decrease in vehicle travel in Menlo Park as a result of this project.

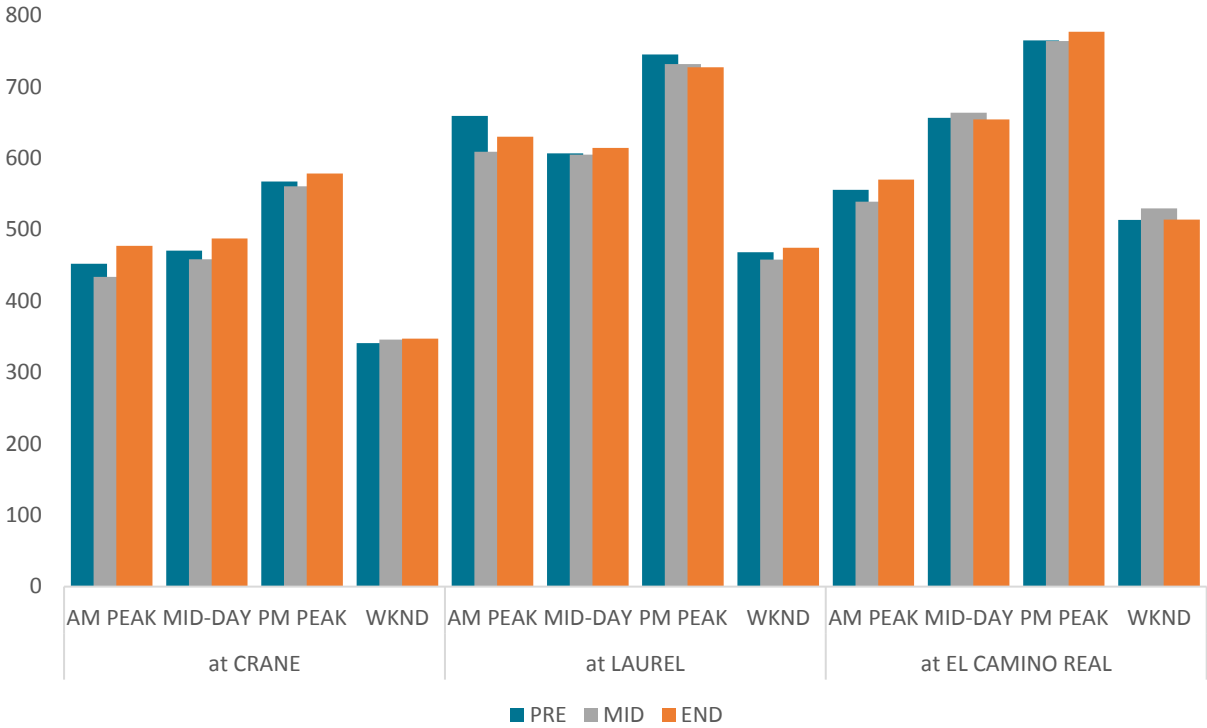


Figure 2: Changes in Vehicle Volumes Along Oak Grove Avenue by Cross Street and Period

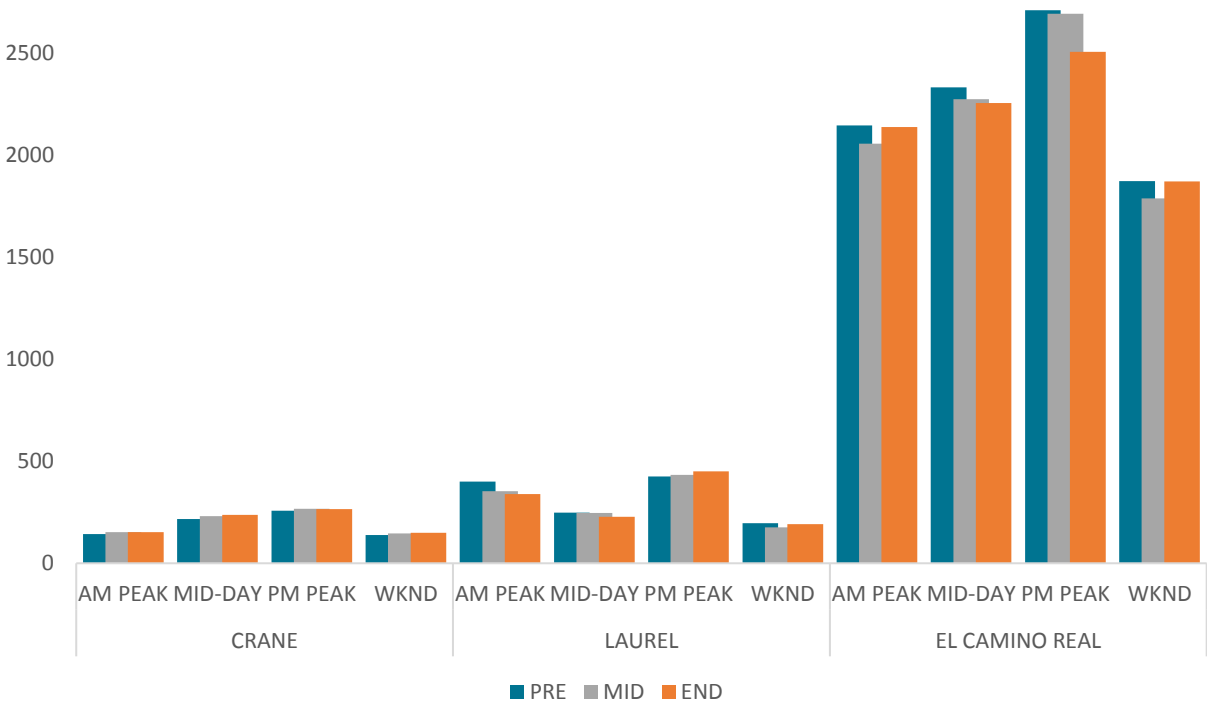


Figure 3: Change in Average Hourly Vehicle Volumes on Cross Streets by Street and Period

### Bicycle Volumes

The number of people riding a bicycle through the four intersections increased at three of the intersections (Oak Grove Avenue at Crane Street and at El Camino Real as well as University Drive at Live Oak Avenue) during the weekdays. However, bicycle volumes decreased at the Oak Grove Avenue at Laurel Street intersection during the weekday and at three intersections during the weekend. University Drive at Live Oak Avenue intersection saw a 42 percent increase over the weekend.

*Table 2: Change in Bicycle Volumes (Number and Percent)*

	Oak Grove Ave at Crane St	Oak Grove Ave at El Camino Real	Oak Grove Ave at Laurel St	University Dr at Live Oak Ave
<b>Weekday change</b>	<b>22</b>	<b>19</b>	<b>-13</b>	<b>17</b>
<b>(%)</b>	<b>(15%)</b>	<b>(10%)</b>	<b>(-4%)</b>	<b>(9%)</b>
<b>Weekend change</b>	<b>-18</b>	<b>-5</b>	<b>-21</b>	<b>41</b>
<b>(%)</b>	<b>(-27%)</b>	<b>(-9%)</b>	<b>(-20%)</b>	<b>(42%)</b>

A closer examination of bicycle volumes shows that volumes during the week increased on Oak Grove Avenue and University Drive compared to the pre-trial when there were no facilities present. Figure 4 identifies the change in average hourly bicyclists for each intersection for bicyclists on the primary street only (Oak Grove Avenue and University Drive) by the street of the bicyclist origin, the time of day (AM peak, mid-day, PM peak, and weekend), and the period of data collection (pre, mid, and end trial). Notable changes included:

- Average bicycle volumes increased substantially in the AM and PM peak periods at all locations. Overall there were approximately 37 new AM peak period bicyclists each hour and 29 new PM peak period bicyclists, with the greatest increases on Oak Grove at Crane and at El Camino Real.
- Mid-day and weekend volumes remained generally flat from pre-pilot to end-pilot, except for weekend bicycle volumes, which increased by 11 bicyclists per hour.
- There was substantial variation at the mid-pilot, with volumes generally lower on the weekend and mid-day, though there are some exceptions.

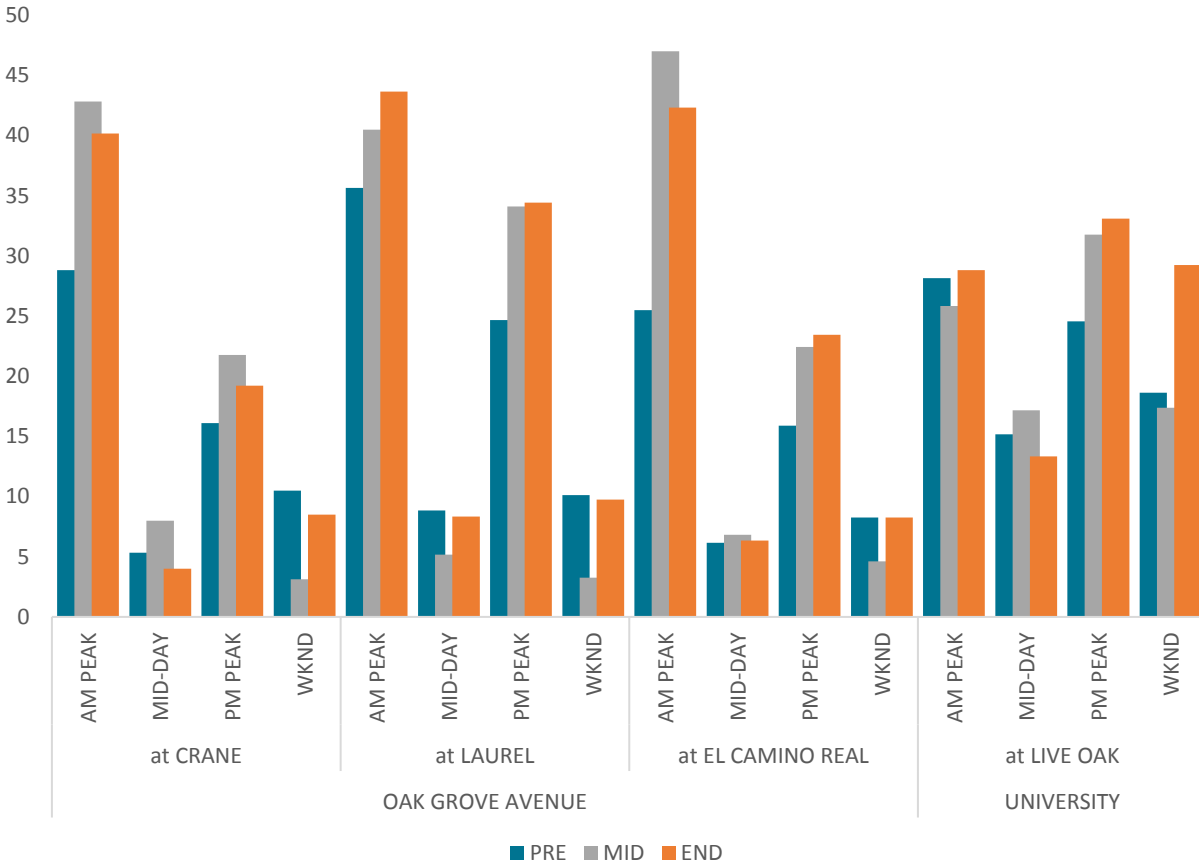


Figure 4 Bicycle Volumes by Location, Time of Day, and Data Collection Period on Oak Grove and University

By contrast, bicycle volumes on cross streets generally declined from the pre-trial to both the mid-trial and end-trial periods across all times of day and locations (Figure 5). Note that the cross street at University is not shown on this figure because of generally very small counts (1 or 2 per hour) and because one of the 'legs' of this intersection is a driveway, creating potential confusion.

The most significant declines occurred on Laurel Street, suggesting a potential re-routing of bicycle travel on to the new Oak Grove bikeway. Bicycles also declined on El Camino Real, especially in the peak period. Given the current lack of bicycle accommodation on El Camino Real, this suggests that the Oak Grove bikeway may be providing an improved alternative for several commuters. Changes on Crane Street were modest, but also declined.

## Oak Grove Bikeway Evaluation

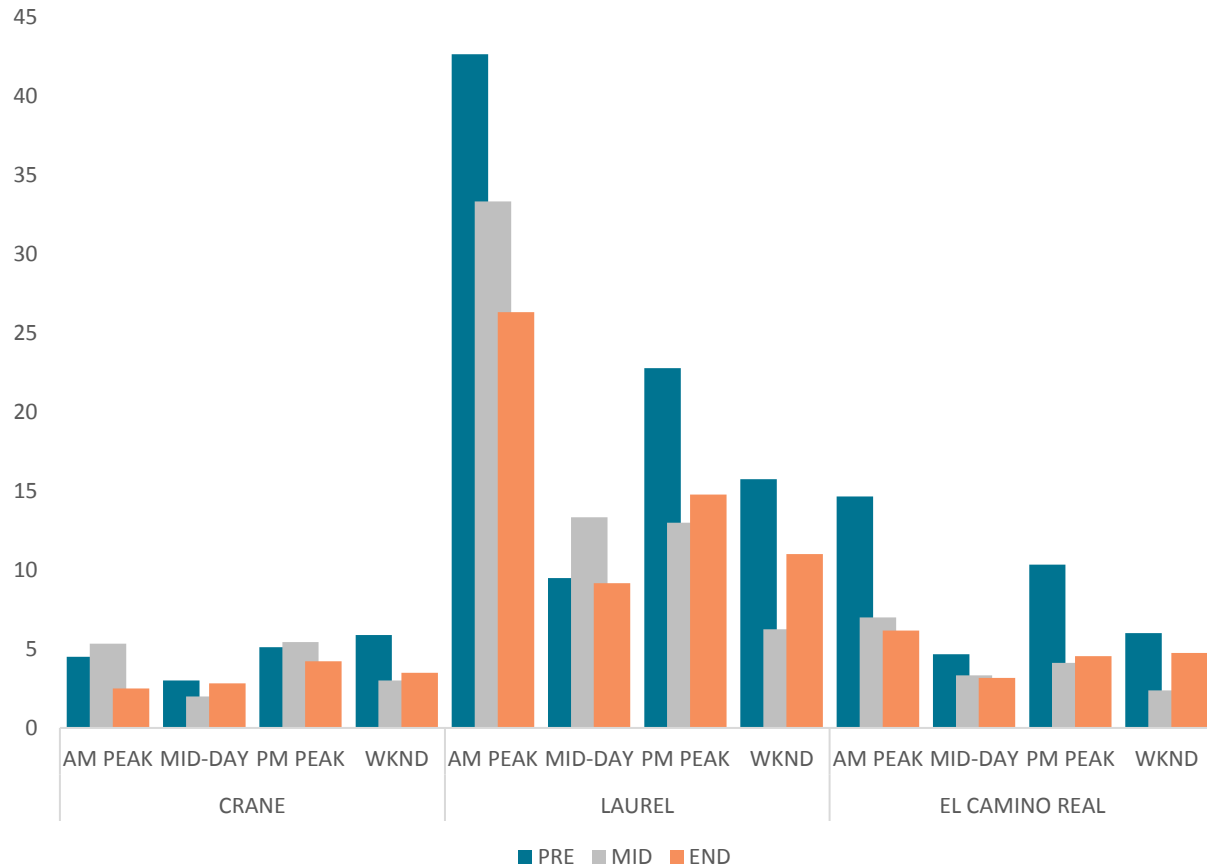


Figure 5 Bicycle Volumes by Location, Time of Day, and Data Collection Period on Cross Streets

## Vehicle Speeds

The Oak Grove bikeway project was implemented to increase separation of bicyclists from motor vehicles, reducing the number of potential conflicts. Table 4 presents the change in 85<sup>th</sup> percentile speeds for pre-, mid-, and end-trial periods. Notable changes include:

- On Oak Grove Avenue between Pine Street and Marcussen Drive, speeds showed insignificant change from pre to mid and end-trial.
- On Oak Grove Avenue between El Camino Real and Hoover Street, speeds initially declined but increased slightly at the end period. These increases are not significant and remain close to the posted speed limit.
- On Oak Grove Avenue between University Drive and Crane Street, speeds declined significantly in the eastbound direction, but increased slightly in the westbound direction. In the eastbound direction, 85<sup>th</sup> percentile speeds are now closer to the posted speed limit. Note that the bikeway stops before this segment, with the primary route turning on to Crane Street. Speeds in the westbound direction may be a concern and should continue to be monitored.



- On University Drive, speeds initially increased in the northbound direction, then declined slightly, but the changes were not significant and remain close to the posted speed limit. In the southbound direction, speeds increased slightly and remain slightly faster than the speed limit. Reduced stopping for pedestrians was raised as a concern during the pilot, and the City installed signage to help improve yielding behavior (image at right). Additional pedestrian-focused improvements may be useful where speeds exceed desired levels. The removal of parking on University Drive may have contributed to increased speed as the street may appear wider to drivers.



Table 4: 85th Percentile Vehicle Speeds (MPH) and Change from Pre-Pilot

Location	Between	EB/NB			WB/SB		
		Pre	Mid	End	Pre	Mid	End
Oak Grove Ave	Pine St and Marcussen Dr	34.6	34.8 0.7%	34.2 -0.9%	34.3	34.7 0.9%	34.2 -0.4%
	El Camino Real and Hoover St	24.9	23.2 -7.1%	25.4 2.0%	24.8	23.9 -3.7%	25.2 1.5%
	University Dr and Crane St	27.3	25.7 -5.8%	25.5 -6.4%	27.3	27.2 -0.6%	28.0 2.4%
University Dr	Menlo Ave and Oak Ln	24.8	25.8 4.0%	24.5 -1.4%	26.9	27.7 3.2%	27.5 2.5%

### Parking Occupancy

Parked motor vehicles were counted on-street and in the eight public parking plazas within Downtown. Parking use was counted for six periods, with one count occurring in each period:

- One weekday early morning (between 7:45 am and 8:45 am)
- One weekday morning (between 9am and 11am)
- One weekday mid-day (between noon and 2pm)
- One weekday evening (between 6pm and 8pm)
- One Saturday late afternoon (between 4 and 6 PM) to accommodate church schedules
- One Sunday morning (between 8:45 and 9:30 AM) to accommodate church schedules

Two parking occupancy measures were calculated:

- Average occupancy – average percent of parking spaces in use relative to available capacity. Average capacity captures typical use.
- Maximum occupancy – highest observation of parking use relative to available capacity. Maximum occupancy captures the worst-case scenario.

These parking measures were evaluated for the City as a whole and for individual neighborhoods within the study area.

### On Street Parking

There were 960 on-street parking spaces before the trial. During the trial period, there were 793 available on the weekday and 836 on the weekend. Compared with the pre-trial period, average on-street parking utilization for the whole project area increased from 41 percent to 46 percent (Table 5). The parking plazas provide an additional 1,215 spaces in the downtown area, except on Sunday when half of Plaza 6 (70 spaces) is used for the farmers market.

Table 5: On-Street Parking Utilization

	Pre-Trial	Mid-Trial	End-Trial
Max % Utilized	62%	66%	67%
Avg. % Utilized	41%	47%	46%

Parking is prohibited in the new bike lanes in the project area, except near the Nativity Church and School where parking is permitted on the weekends. There were several instances of parking on weekdays in the area where parking is permitted on the weekend only and a few instances of motor vehicles parked in the bike lanes along blocks where parking is no longer allowed at any time.

Even though overall on-street parking remained available during the pilot, a closer look at parking data was completed to evaluate potential impacts in focused areas. The parking data were aggregated into four contiguous subareas within the overall project to capture the ability of individuals to park in a desired area (Figure 6):

- East of El Camino Real along Oak Grove Avenue and adjacent blocks
- Downtown, including the block either side of Santa Cruz Avenue from El Camino Real to University Drive. The eight parking plazas in this area are analyzed separately.
- West of El Camino Real, focused on the blocks along University Drive and Crane to the north of the downtown
- University Drive area, focused on University Drive and adjacent blocks to the south of the downtown.

Figure 7 presents the average number of parking spaces available for the pre-trial and end-trial periods for each of these areas and the eight parking plazas. The number of available spaces declined East of El Camino Real and along University Drive, but remained steady in the downtown area and West of El Camino Real. The parking plazas saw a slight increase, in part due to the number of spaces increasing after completion of a construction project.

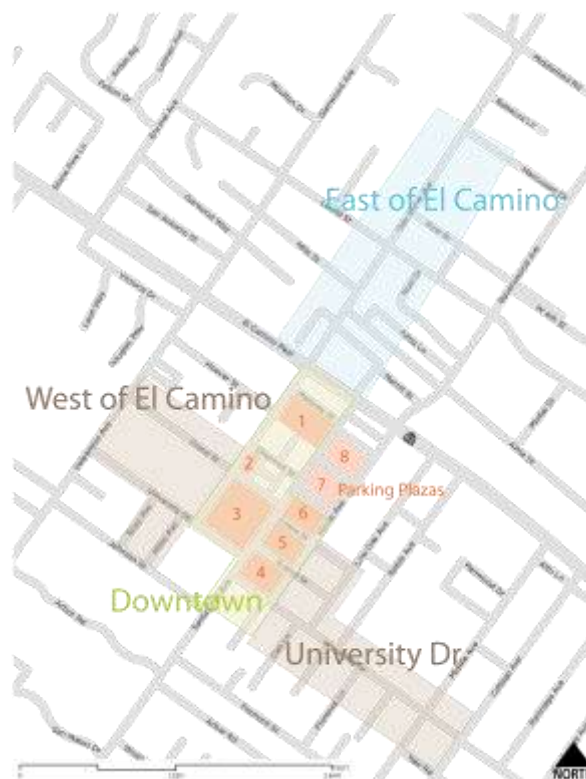


Figure 6 Parking Analysis Zones

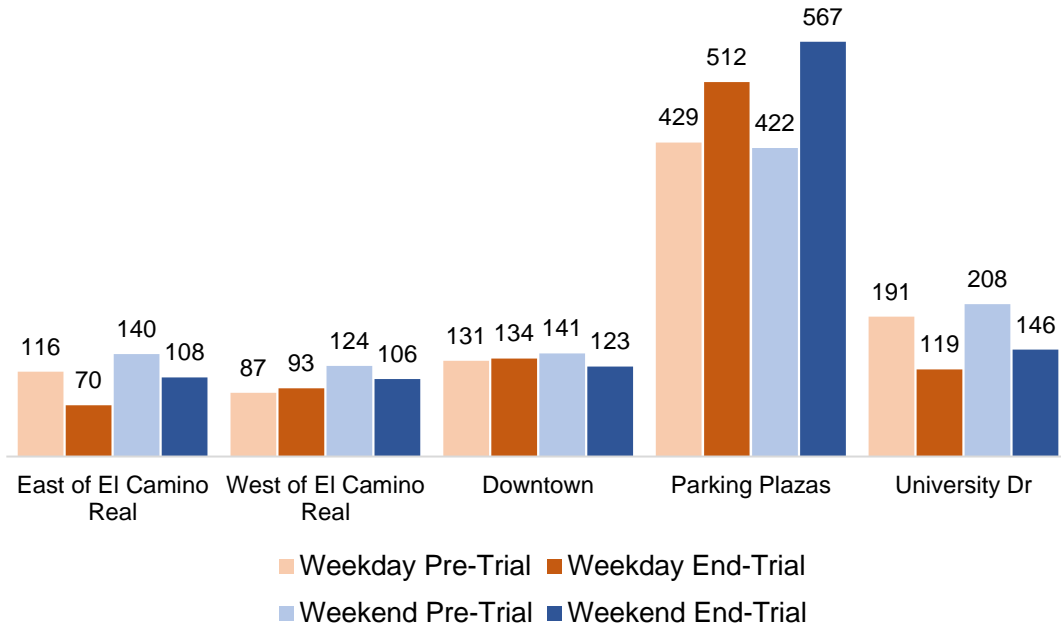


Figure 7: Street Parking Spaces Available During Average Occupancy

Figure 8 shows the number of parking spaces available on-street during the maximum occupancy for the pre-trial and end-trial periods. During the week, parking availability is more constrained at the periods of most intense use (generally mid-day), but sufficient capacity is available in each case. On the weekend, there are no significant parking constraints, although a space may not be available in the exact block desired during maximum occupancy periods.

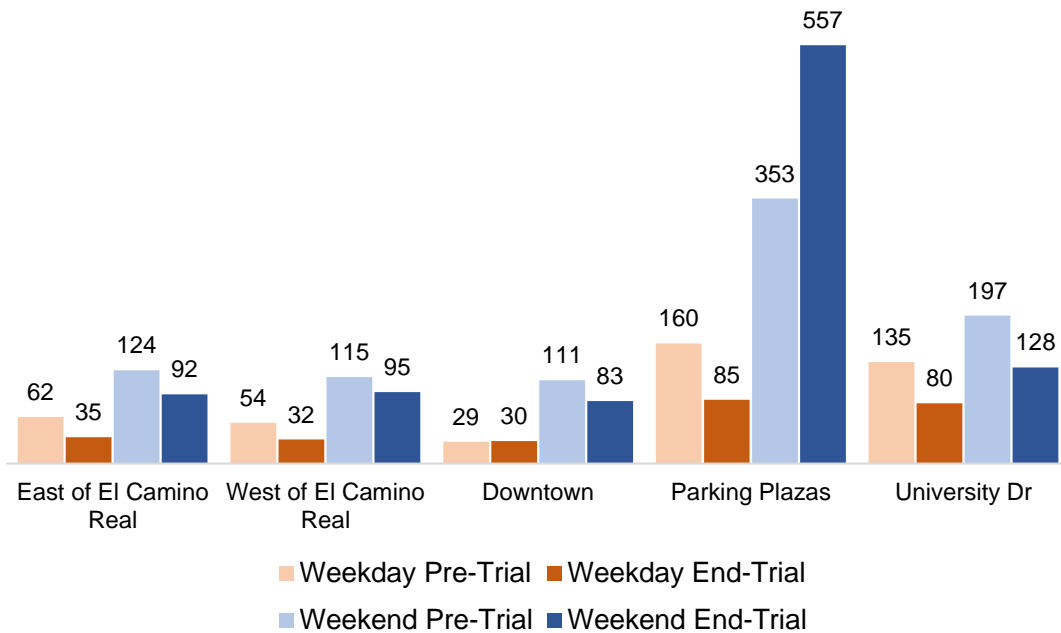


Figure 8: Street Parking Spaces Available During Max Occupancy

Block-by-block change in parking availability are presented in the following figures:

- Figure 9 presents weekday average use. Only one block face was consistently fully parked on an average weekday, though most of the study area shows 10 or fewer spaces available.
- Figure 10 presents weekday maximum use. Several block faces in the downtown area had no spaces available at peak use, as did the east side of Crane Street. Typically, parking was available within one block or a parking plaza.
- Figure 11 presents weekend average use. Most blocks had available capacity, except the eastern side of Crane Street and a couple blocks in the downtown area on a typical weekend. This shows a difference in parking use compared to typical weekday patterns.
- Figure 12 presents weekend maximum use. In maximum use, many downtown block faces and the east side of Crane Street had no parking available, but parking was generally available within one block.

Peak parking on weekdays generally occurred during the mid-day count period (from Noon to 2 PM). The peak parking period on weekends tended to fall on Sunday mornings, relative to Saturday afternoon, though the differences were small (7 more parked cars on Sunday morning than Saturday afternoon in aggregate).

Note that Marcussen Drive from Oak Grove Avenue to Ravenswood Avenue was changed to permit only parking by the City Council in late August 2017 and signs were installed on September 28, 2017. This block saw a significant decline in parking usage from pre-trial to mid- and end-trial (from an average of 5 vehicles before the pilot to one vehicle at the end).

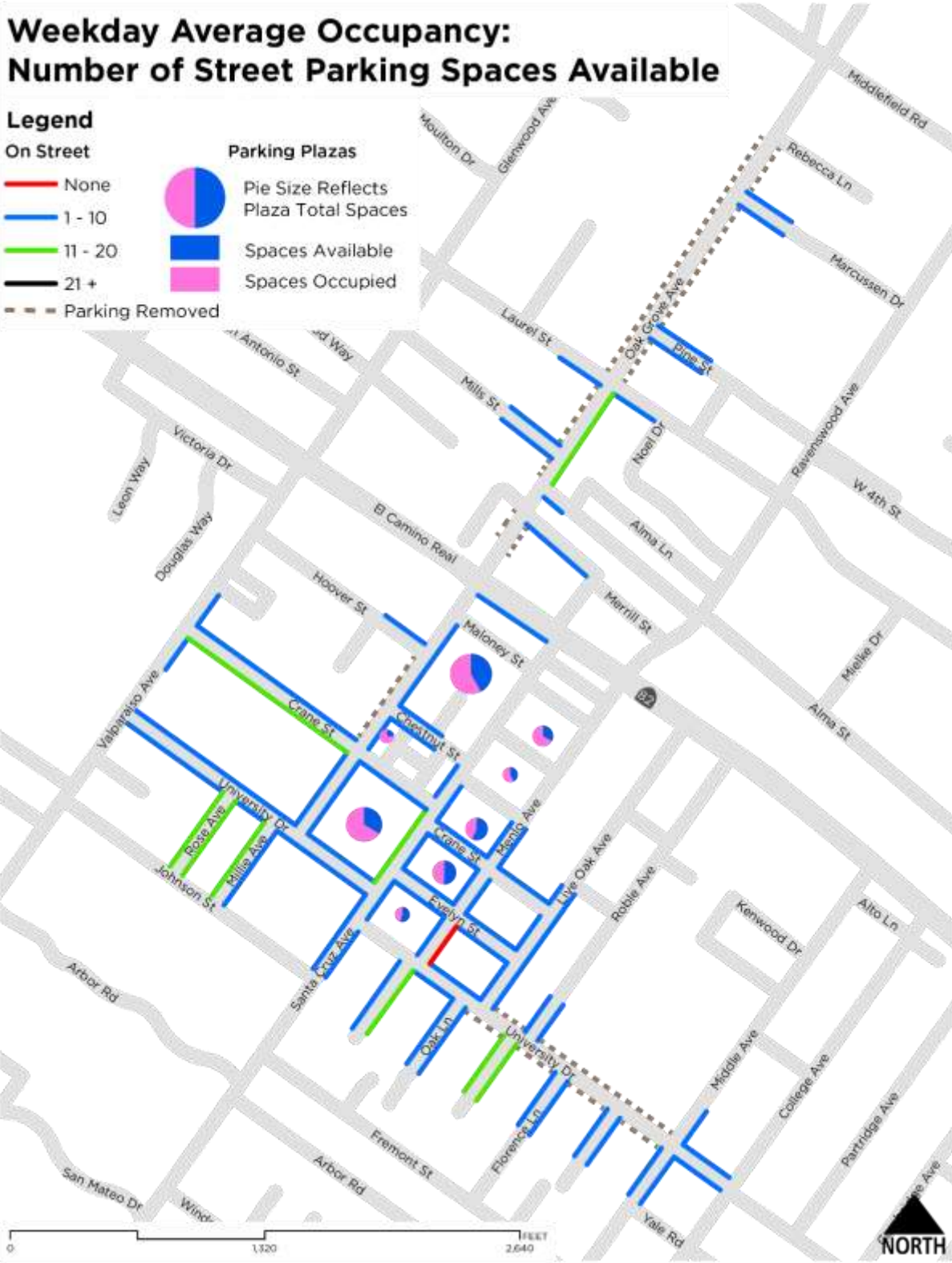


Figure 9: Parking Spaces Available on Weekdays on Average





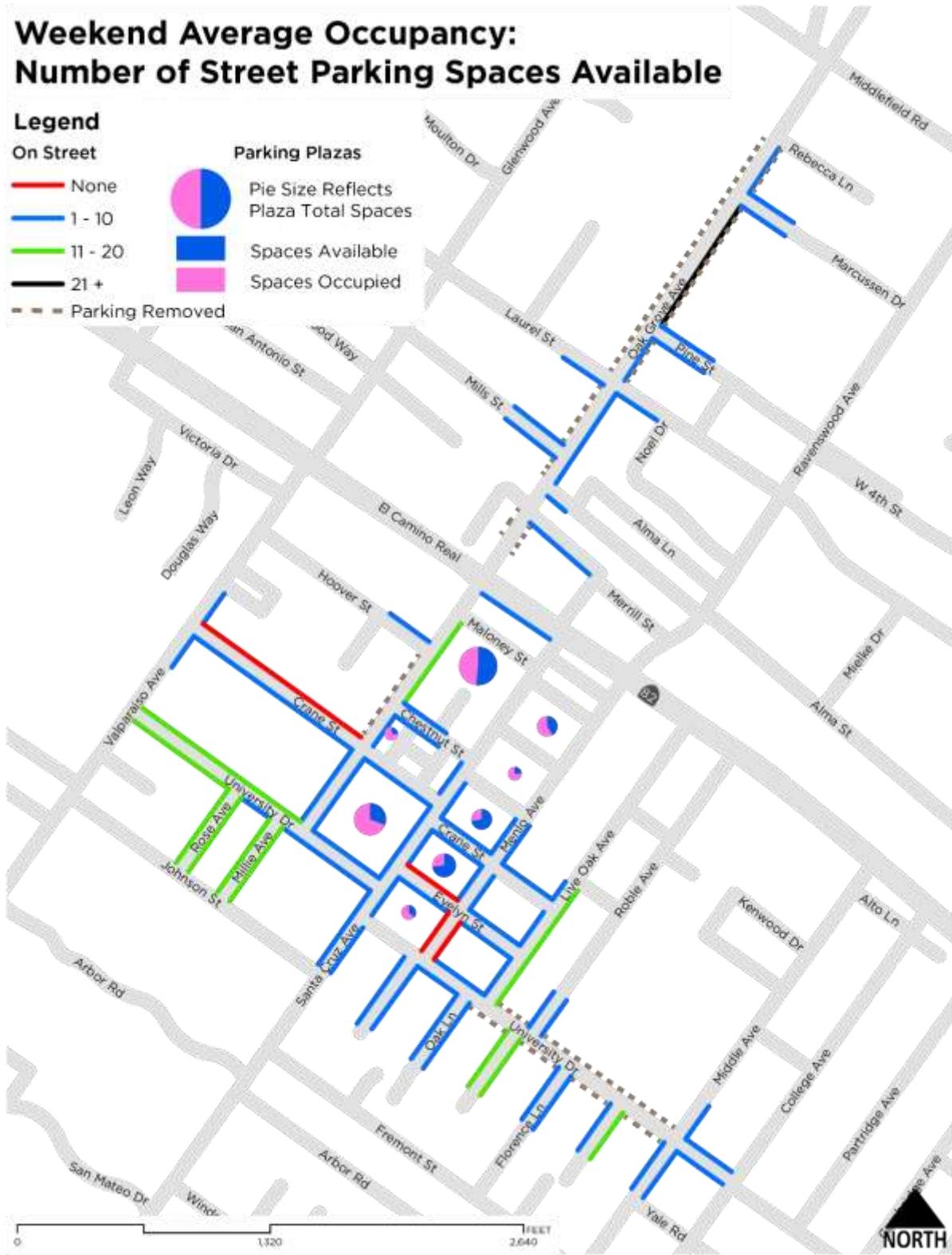


Figure 11: Parking Spaces Available on Weekends on Average

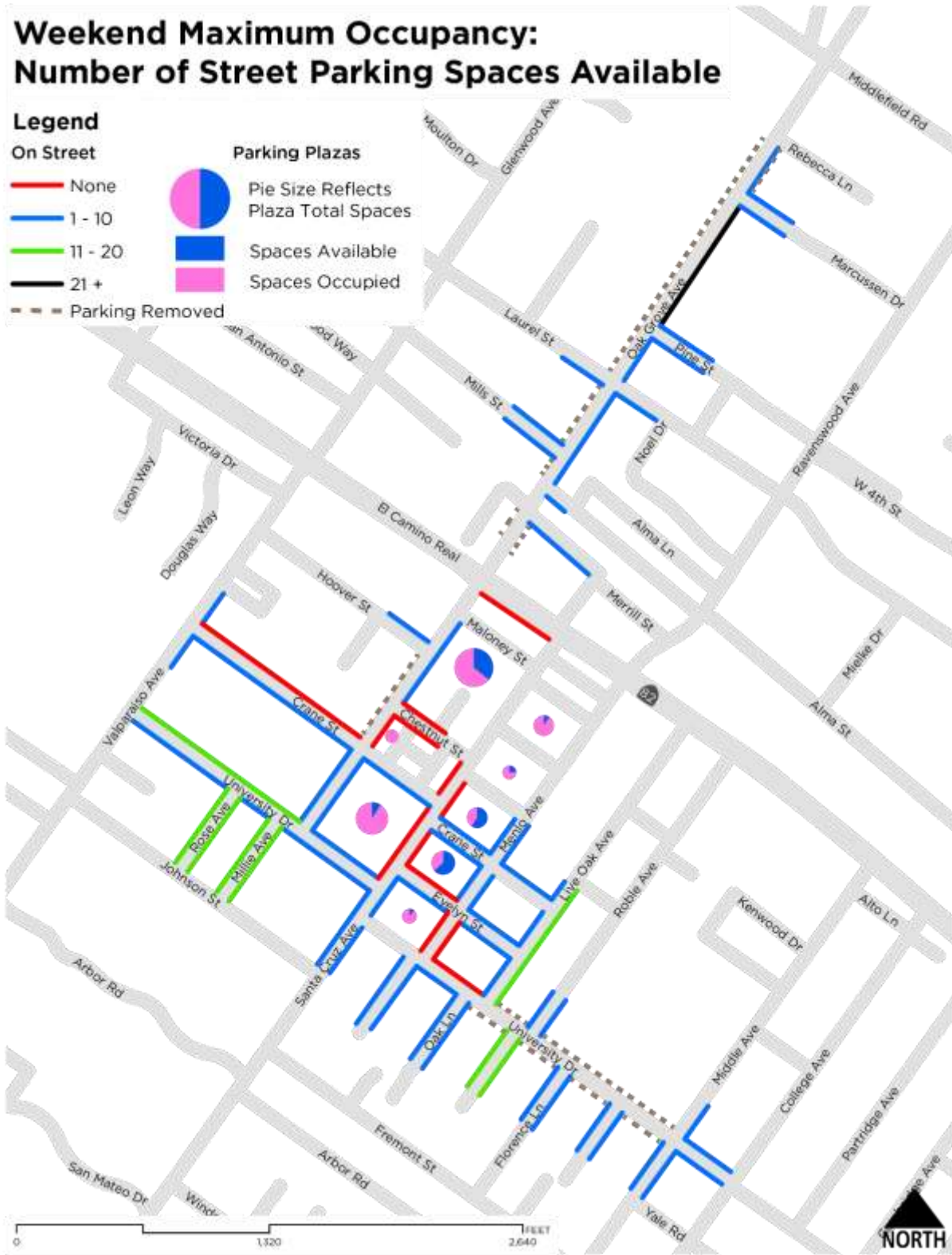


Figure 12: Parking Spaces Available on Weekends during Maximum Occupancy



**Parking Plazas**

With the removal of on-street vehicle parking spaces, it was expected that drivers would park in the parking plazas or elect to ride a bicycle when visiting downtown. This section provides additional detail on average and peak use of the parking plazas in downtown. Most of the parking plazas in Menlo Park allow for free 3-hour parking, except for Plaza 4, which has a combination of 1 and 2-hour parking stalls, and Plazas 1 and 5, which allow for long term parking at \$1 per hour after three free hours.

The average number of motor vehicles parked in the parking plazas during the end-trial decreased within almost all of the parking plazas compared to the pre-trial, though Plaza 2 saw a small increase. Due to construction during the pre- and mid-trial periods in Plaza 2, the lot increased by eight parking spaces in the end-trial period.

Peak parking utilization increased (between one and 30 percent) for all parking plazas except Parking Plaza 3, which saw a small decrease. Plazas 1, 2, 3 (on the north side of downtown) were near capacity when in peak use before the pilot, and continue to be full during the pilot. Peak period demand shifts to Plazas 4, 5, and 6 (on the south side of downtown). In the periods of highest use, there were 41 spaces available.

The overall peak period for plaza use was mid-day (Noon to 2 PM) during the week, though some plazas peak occurred at other times – Plaza 2 had a slightly higher peak in the morning (9 AM to 11 AM) period and Plaza 4 had a higher peak on Saturday afternoons.

*Table 6: End-Pilot Plaza Parking Utilization*

Plaza	Capacity	Maximum			Average		
		Count	% Utilized	% Change from Pre-Pilot	Count	% Utilized	% Change from Pre-Pilot
1	266	254	96%	9%	146	55	-10%
2	92	91	99%	1%	69	75%	3%
3	219	211	96%	-4%	147	67%	-16%
4	103	92	89%	10%	53	52%	-27%
5	160	149	93%	15%	67	42%	-19%
6	140	134	96%	30%	53	38%	-14%
7	95	85	90%	4%	60	63%	-13%
8	140	137	98%	2%	90	64%	-16%

**Oak Grove “Dirt Parking”**

Although not impacted by the Oak Grove Bicycle Project, and therefore not initially counted throughout the project, the City requested that Alta count the number of cars parked in the dirt area on the north side of Oak Grove Avenue between Church of the Nativity entrance and approximately 100 feet east of the Nativity School parking lot entrance. Observations indicate that some Menlo Atherton High School students use this area to park their vehicles while attending school.

There is just under 550 feet of parking space which, using 22 feet per parking space (typical for Menlo Park), means there are 25 potential parking spaces available in this area.

## Oak Grove Bikeway Evaluation

Table 1 shows the number of vehicles counted during the six time periods. The dirt parking area is heavily used on weekday afternoons, with modest use in the mornings and on Sundays.

Table 1: Dirt Parking Utilization

Estimated Available Parking Spaces	# Parked Vehicles Observed						Average Cars Observed	Avg % In Use	Max % In Use
	Early (7:45-8:45 AM)	Morn (9 AM-11AM)	Aft (12-2 PM)	Eve (6-8 PM)	Sat (4-6 PM)	Sun (8:45-9:30 AM)			
25	1	8	27	1	1	8	7.6	30.7%	108%

### Public Input

An online survey was developed to gather **community members' opinions on the Oak Grove Bicycle Project**. The survey was open from April 23 to May 22, 2018. Surveys were collected online and advertised through NextDoor, through business cards distributed at Bike to Work Day energizer stations, and through other City media channels. Surveys were also collected in person on May 1 and May 2, 2018 for two hours during typical lunch hours (11:30 AM to 1:30 PM) along Santa Cruz Avenue in the downtown. Passersby were asked the same questions as listed in the online survey and their responses were entered into the online survey responses. Seven hundred and fifty-six (756) people took the public survey.

The City also developed and distributed a Business Owner survey that was distributed to businesses in the Downtown with free return by mail. Nine business owner surveys were returned.

### Public Survey Summary

Over three quarters of respondents report that they live in Menlo Park, with smaller proportions indicating they work, go to school, shop, or have other reasons that bring them to Menlo Park. Over 40 percent of respondents say they ride their bikes more frequently since implementation of the project and, of those who report having children, over 50 percent say their children ride their bikes more frequently. Only 2 percent of respondents indicated that they ride less, though just under one quarter of respondents indicated that they never bicycle.

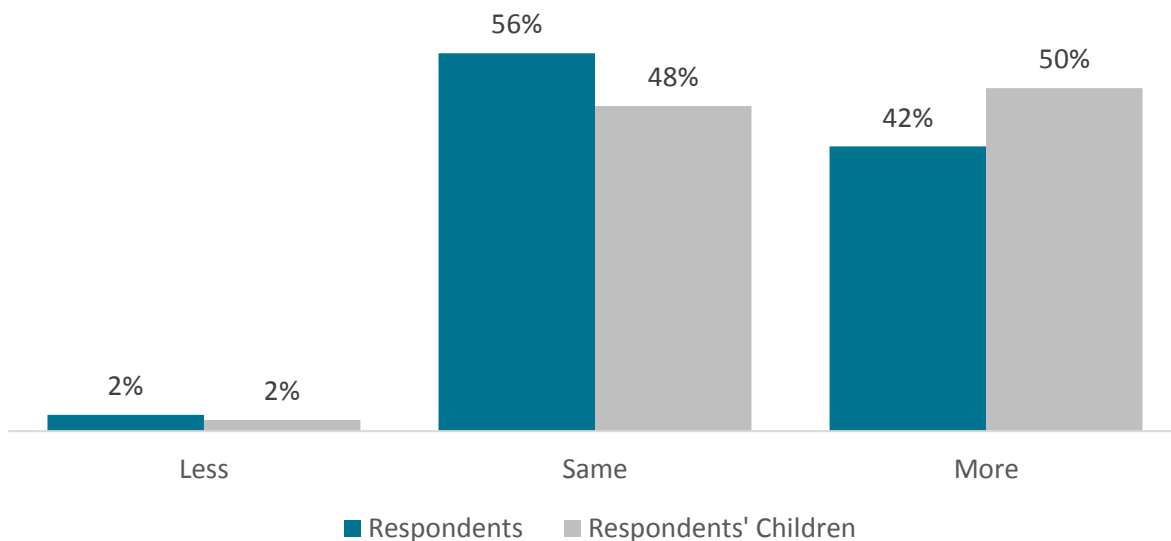


Figure 13: Reported Change in Frequency of Biking in Menlo Park

Most respondents indicated that the project has increased comfort for both bicyclists and drivers. Over 80 percent feel somewhat or a lot more comfortable riding in Menlo Park since the Oak Grove bicycle project and over 87 percent believe the increased separation from bicyclists make driving more comfortable as well. Only 7 percent thought that biking was less comfortable. These respondents tended to raise concerns about automobile parking, indicate that they prefer sharing the road with vehicles, and in a couple cases noted a pinch point concern along Oak Grove at Maloney St.

Parking was the most commonly raised concern about the project, but most respondents indicated that they did not face challenges finding parking. Roughly one quarter of respondents indicated that it was somewhat or very challenging to find parking in downtown or along University Drive, while one third indicated that parking was somewhat or very challenging along Oak Grove Avenue, reflecting the removal of parking from that street.

Generally, most survey respondents supported the project. Over three quarters of respondents indicated they were in favor of the permanent addition of the Oak Grove bicycle project, including 80 percent of respondents who identified as Menlo Park residents. Of the respondents who are not in favor of the project, the primary reason provided is concerns about parking availability (on- and off-street).

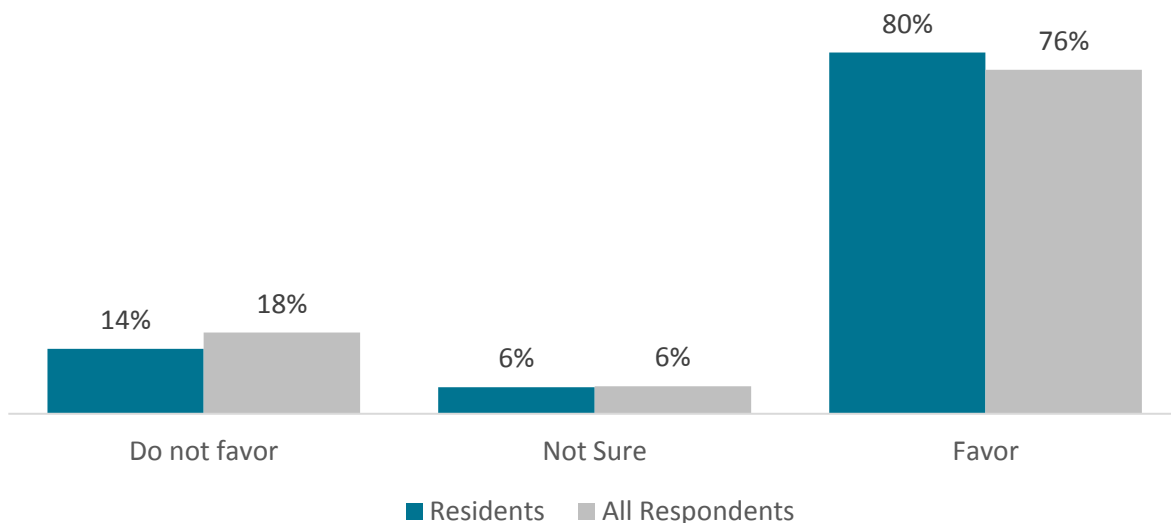


Figure 14: Support for the Project – Residents and All Respondents

Age and bicycling frequency showed a significant relationship with support for implementing the project long term. Over 90 percent of respondents who bike at least one day a week supported the project, while half of respondents who never bike opposed the project. Of those who bike only occasionally (once or twice a month), over three quarters indicated support for the project. Just over half of the respondents who never bike indicated that they do not favor the project (Figure 15).

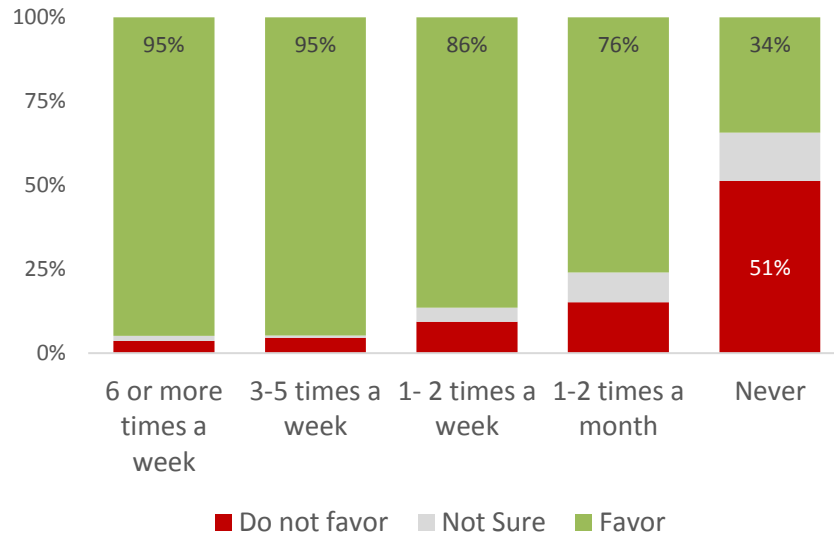


Figure 15: Support for the Project by Frequency of Bicycling

### Business Survey Summary

Only nine businesses responded to the business owner survey. Some of the key findings of that survey included:

- Two of the nine respondents said that they had fewer customers since the bikeway was installed, six indicated no impact to the number of customers and one did not respond
- Four indicated that they had received negative patron comments about the bikeway, primarily related to parking
- Six indicated that they had received negative employee comments about the bikeway, again related specifically to parking
- Three businesses indicated that they had employees who biked but none indicated that any additional employees started biking.

Nearly all of the comments related to parking availability since the opening of the bikeway, but one respondent indicated the need for more visible striping, especially when its raining, and one respondent indicated that it has not changed how bicyclists use Santa Cruz Avenue.

### Safety – Collision Data

The City of Menlo Park collected collision data in the project area before and during the trial to determine if there were safety effects for roadway users as a result of the reconfiguration. Data was collected between July 1, 2015 and July 1, 2018 for the four main roadways. There were 103 reported collisions total, five involving a bicycle and six involving a pedestrian. Thirty-eight collisions involved a minor injury, but there were no severe injuries or fatalities.

Table 2 presents the number of collisions before (July 1, 2015 to May 31, 2016) and after (September 1, 2017 to July 31, 2018) the project. June to August 2017 are excluded from the analysis when the project was under construction. The table shows the number of collisions on the corridor, on streets that cross the corridor, and by mode and severity.

Table 2: Pre- and Post-Pilot Collisions

	Pre-Pilot	Post-Pilot
<b>Primary Streets</b>		
Live Oak Ave	1	0
University Dr	2	1
Crane St	6	5
Santa Cruz Ave	2	0
Oak Grove Ave	18	11
<b>Cross Streets</b>		
El Camino Real	14	7
Other*	12	3
<b>Mode</b>		
Bicycle	1	3
Pedestrian	4	2
<b>Severity</b>		
Minor Injury	29	7
Severe Injury or Fatality	0	0

Total collisions declined from 55 to 27, with 12 collisions experienced during construction. Overall, collisions declined on each of the corridor streets and on the side streets, with the largest declines on Oak Grove Avenue (7), El Camino Real (22). Most other streets saw a decline of 1 to 2 collisions. The number of injury collisions declined from 29 to seven, potentially suggesting that the moderate speed reductions may have had an impact on overall safety.

Figure 16 presents the location of collisions by the nearest corridor intersection, regardless of which street the collisions occurred on (i.e., there were 28 collisions near Oak Grove Avenue and El Camino Real, but most of these collisions occurred along El Camino Real, not Oak Grove Avenue). Collisions declined at all intersections except at Crane Street and Menlo Street, where there was an increase of 2 collisions. Most of the reductions were small -1 or 2 collisions each – except at Oak Grove Avenue and El Camino Real (declined by 9), at Oak Grove Avenue and Chestnut St (declined by 4), and at Oak Grove Avenue and the Caltrain tracks (or Merrill St/Derry St) (declined by 4).

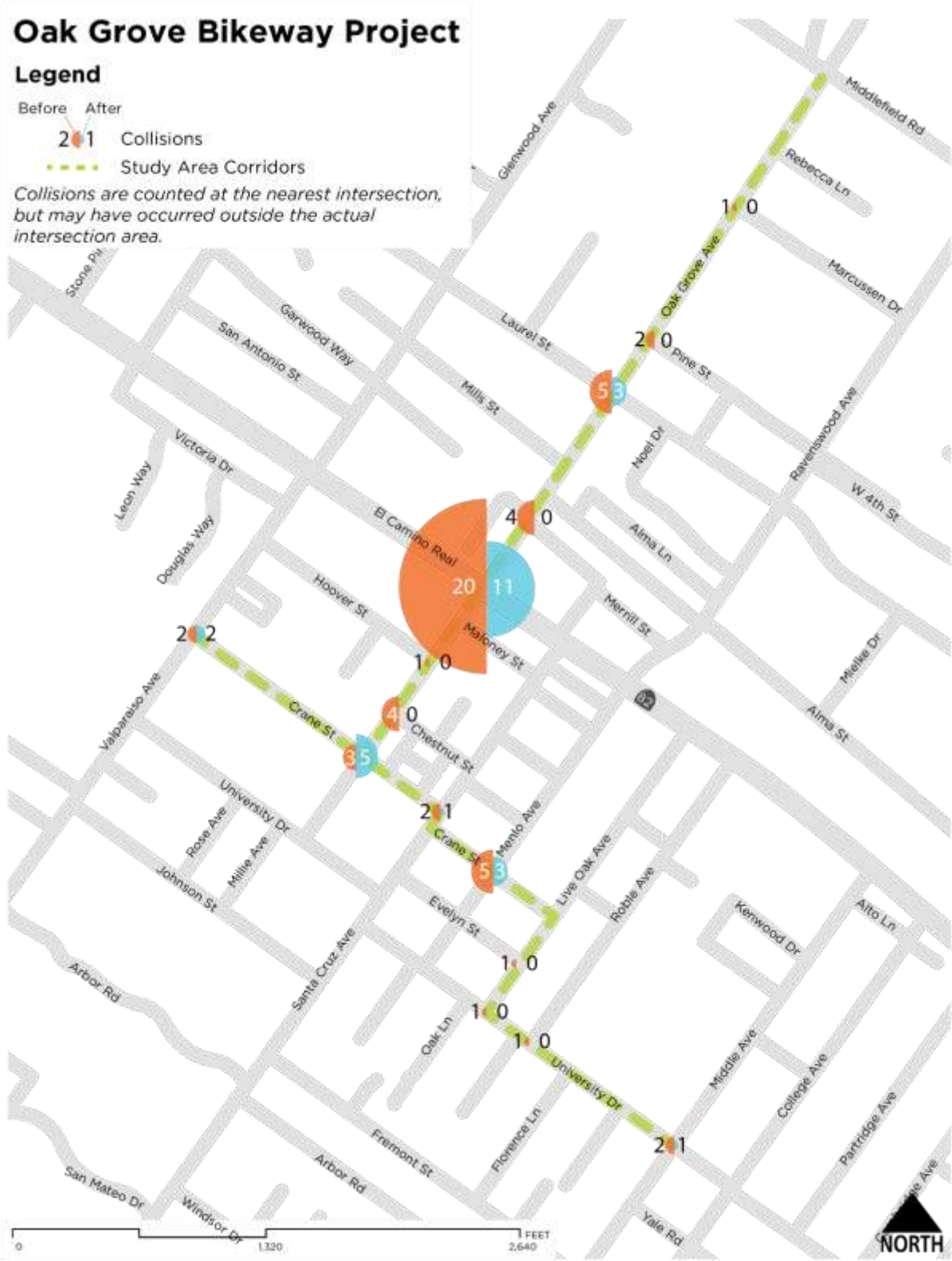


Figure 16 Number of Collisions by Intersection, Pre- and Post-Pilot

The two most primary collision factors were unsafe lane changes and speeding (Figure 17). Unsafe lane changing saw a small decline after the pilot (16 before, 13 after), while speeding related collisions declined from 17 to seven. Unsafe backing up, failure to stop at the limit line (before the stop bar or crosswalk line if no stop bar is present), and failure to yield all declined.

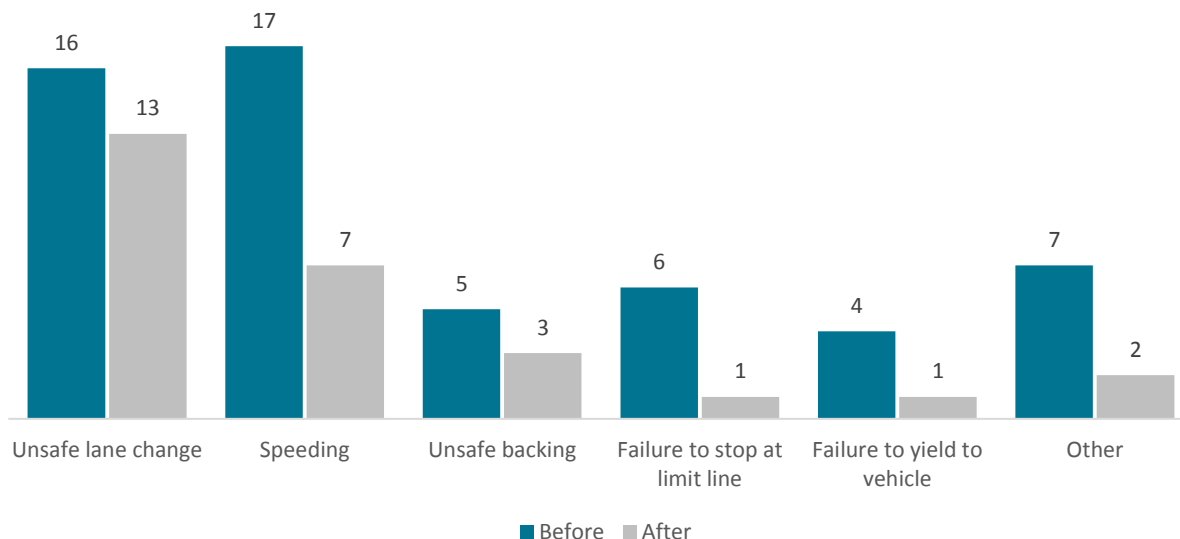


Figure 17 Change in Number of Collisions by Primary Collision Factor

Bicycling collisions increased after installation of the project, from one to three. The small numbers make it difficult to draw conclusions, but the types of collisions may be instructive. Three of the four bicycle-related collisions involved bicyclists struck by vehicles that were speeding. One of these occurred before the project at Oak Grove Avenue and Hoover Street and two occurred after installation – at Oak Grove Avenue and Crane Street and at Oak Grove Avenue and Laurel Street. While it is impossible to draw meaningful conclusions from small numbers of collisions, Crane and Laurel may represent two logical transition points for bicyclists traveling in the afternoon peak. While a number of students of Menlo-Atherton High School likely travel through the Laurel intersection, commuters may be more likely to turn at Oak Grove and Laurel. Additional markings of bike crossings or installation of bike boxes on Laurel Street may be appropriate to consider if the bikeway is made permanent.

There was also one bicycle collision that involved a driver failing to yield at Crane Street and Valparaiso Avenue. This collision took place during the afternoon peak period. Adding crossing improvements in this location would be appropriate as well, in part to help students biking to the Menlo School, which has a driveway access one block away from this intersection and has expressed interest in coordinating improvements at this intersection. This intersection is uncontrolled, requiring bicyclists and drivers to wait for gaps in vehicles traveling east-west on Valparaiso Avenue to cross. Enhanced bike crossing markings should be evaluated.

The location with the highest number of collisions was the intersection of Oak Grove Avenue and El Camino Real, which had 20 collisions before the pilot and 11 after. Most of these collisions (14 before and seven after) were on El Camino Real and involved vehicles, not bicyclists or pedestrians. This project made modest improvements to the crossing of El Camino Real, but did not change traffic operations along the corridor. Overall vehicle volumes decreased slightly and bike volumes decreased significantly.



It will be important to continue to monitor bicycle collisions and speeding behavior to determine if additional countermeasures may be appropriate, especially where there may be new intersection conflicts.

### Safety and Operational Observations

As part of the end-trial collection period, qualitative observations were conducted at two locations that had been flagged as areas of concern by the community:

- Oak Grove Avenue between Maloney Street and the parking lot entrance west of El Camino Real to address vehicle operations
- University Drive at Florence Lane to address noted pedestrian crossing challenges

Each of these is described below, but observations were only made in the end-trial period and do not represent a known change in operations.

#### Oak Grove Avenue

The observations on Oak Grove Avenue were made in response to comments about vehicles backing up onto El Camino Real as drivers wait to turn left onto Maloney Street. The City installed KEEP CLEAR markings at this intersection to allow for easier left turns.

The observations were conducted on May 1, 2018 between 2:00 and 3:00pm. Most cars turning left onto Maloney Street were not impeded by vehicles in the KEEP CLEAR area. In the cases where vehicles did wait to turn left as an oncoming vehicle approached, there was one vehicle waiting behind. In these instances, the vehicle was able to turn left quickly, preventing further backup. During the observation period, the bike lane and part of the travel lane on the north side of the street was blocked by a delivery truck and a Menlo Fire truck. Bicyclists and drivers were forced into the oncoming lane in order to pass. Volumes were low enough at these times that no backup or incident occurred as a result.

Continued monitoring of this location may be needed.

#### University Drive

The observations on University Drive were made in response to comments about driver speeding and failing to yield to pedestrians attempting to use the crosswalk at Florence Lane.

The observations were conducted on May 1, 2018 between 3:00 and 3:30pm and on May 2, 2018 between **10:30 and 11:00am. The City installed a "Yield to Pedestrians" sign in the crosswalk** to increase crosswalk visibility and encourage drivers to drive the speed limit. At the beginning of the observation period on May 2, 2018, the sign had been knocked down and removed from the roadway. Alta staff moved the sign back into position and notified City staff, who had the sign fixed later that day. Most drivers observed the speed limit during the observation periods, although a few did not. Few pedestrians (10) used the crosswalk during the observation periods. Half (five) of were properly yielded to by drivers and the other half had to wait for drivers to pass before they could safely cross.

Continued monitoring and additional traffic calming measures may be needed to help ensure pedestrian comfort in this area.

## Conclusions

The Oak Grove bikeway project was a one-year pilot to provide improved connectivity for bicyclists traveling east-west through Menlo Park. It was designed based on feedback from the Downtown Specific Plan and other transportation planning efforts.

Overall the pilot was a success. It increased the number of bicyclists in Menlo Park, especially during the peak travel periods, though there was an overall decrease in bicycling on the weekends. There was also evident route-shifting for bicyclists, with cross streets like Laurel Street and El Camino Real seeing declines in biking that may represent changing travel patterns for bicyclists that result from the new bikeway. Shifting bicycling from higher speed and higher volume routes (like El Camino Real) to lower stress routes (like Oak Grove Avenue) will enhance the safety and comfort of bicyclists in Menlo Park.

The bikeway removed 167 parking spaces from City streets. During typical use, parking removal did not appear to be a significant issue, though some blocks and parking plazas were at or near capacity during periods of more intense use. The parking analysis suggests that people seeking parking generally only need to travel one or two additional blocks to find a parking space.

The project was overall well received by the public, with 80 percent of Menlo Park residents who responded to a public survey in favor. Some business owners expressed concerns about parking, especially for their employees.

We recommend that the bikeway receive permanent installation. When permanent installation occurs, several potential issues may be appropriate to address:

- Using thermoplastic for permanent installation. At least one business owner noted the lack of reflectivity of the current striping, especially when raining. Using thermoplastic should help address these issues.
- Adding a high visibility crosswalk across University Drive at Florence Lane. Residents indicated a decline in yielding behavior at this location and the City has installed signage to help address this issue. A high visibility (or ladder style) crosswalk has been shown to increase yielding behavior. The City may want to also consider painted bulb outs in this area. The City of Oakland has implemented bulb outs using sturdy plastic bollards and paint and achieved significant increases in vehicles yielding to pedestrians.
- Intersection improvements on Oak Grove. The City may wish to explore additional intersection improvements along Oak Grove Avenue and Crane Street and Laurel Street, where collisions occurred during the pilot. Bulb outs, pavement markings, and other traffic calming may help drivers be more aware of the increased use of Oak Grove Avenue by bicyclists. Similarly, at Crane Street and Valparaiso, markings for bicyclists and signage may help make drivers more aware of bicyclists turning from Crane Street on to Valparaiso Avenue.

## Appendix A – Detailed Data Analysis

Detailed tables and data used in the analysis above is provided in the appendix below.

Pedestrian, Bicycle, and Motor Vehicle Volumes

Table 3: Pedestrian, Bicycle, and Motor Vehicle Volumes

		Oak Grove Ave at Crane St <sup>2</sup>					Oak Grove Ave at El Camino Real <sup>3</sup>					Oak Grove Ave at Laurel St <sup>4</sup>					University Dr at Live Oak Ave <sup>5</sup>								
Evaluation Period		Pre		Mid		End		Pre		Mid		End		Pre		Mid		End		Pre		Mid		End	
Day <sup>1</sup>	Mode	Avg. (St. Dev.)	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	Avg. (St. Dev.)	% Change	Avg. (St. Dev.)	% Change	
Weekday	Ped	678 (42)	678 (9)	0%	766 (8)	13%	511 (35)	583 (37)	14%	539 (53)	5%	409 (14)	419 (54)	2%	334 (52)	-18%	238 (48)	294 (10)	24%	267 (25)	12%				
	Bike <sup>6</sup>	147 (16)	198 (12)	35%	169 (24)	15%	181 (18)	208 (37)	15%	200 (30)	10%	336 (17)	326 (23)	-3%	323 (21)	-4%	196 (34)	205 (29)	5%	213 (13)	9%				
	Auto	5,038 (16)	5,033 (78)	0%	5,242 (57)	4%	21,809 (175)	21,438 (318)	-2%	21,084 (865)	-3%	7,338 (167)	7,121 (167)	-3%	7,158 (82)	-2%	3,675 (49)	3,652 (206)	-1%	3,813 (112)	4%				
Weekend	Ped	293 (47)	276 (63)	-6%	364 (15)	24%	232 (30)	245 (41)	6%	237 (76)	2%	117 (45)	89 (23)	-24%	109 (30)	-7%	290 (98)	234 (123)	-19%	273 (91)	-6%				
	Bike <sup>6</sup>	66 (23)	29 (16)	-56%	48 (1)	-27%	57 (6)	31 (16)	-46%	52 (8)	-9%	104 (8)	41 (13)	-61%	83 (10)	-20%	97 (9)	81 (65)	-16%	138 (9)	42%				
	Auto	1,916 (78)	2,088 (235)	9%	1,986 (211)	4%	9,549 (2,166)	9,942 (1573)	4%	9,543 (1962)	0%	2,662 (185)	2,701 (267)	1%	2,663 (230)	0%	1,507 (202)	1,560 (181)	4%	1,531 (65)	2%				

<sup>1</sup>Data Collection Time Periods: Tuesday (7:00 AM - 9:00 AM), Wednesday (12:00 PM - 2:00 PM), Thursday (3:00 PM - 6:00 PM), Saturday (10:00 AM - 2:00 PM), Sunday (8:30 AM - 12:30 PM)

<sup>2</sup>Dates of Data Collection: Pre-Trial (5/16/2017 – 5/18/2017, 5/20/2017 – 5/21/2017), Mid-Trial (10/31/2017-11/2/2017, 11/4/2017-11/5/2017), End-Trial (5/1/2018-5/6/2018)

<sup>3</sup>Dates of Data Collection: Pre-Trial (5/2/2017 – 5/4/2017, 5/6/2017 – 5/7/2017), Mid-Trial (10/31/2017-11/2/2017, 11/4/2017-11/5/2017), End-Trial (5/1/2018-5/6/2018)

<sup>4</sup>Dates of Data Collection: Pre-Trial (5/2/2017 – 5/4/2017, 5/6/2017 – 5/7/2017), Mid-Trial (10/31/2017-11/2/2017, 11/4/2017-11/5/2017), End-Trial (5/1/2018-5/6/2018)

<sup>5</sup>Dates of Data Collection: Pre-Trial (5/2/2017 – 5/4/2017, 5/6/2017 – 5/7/2017), Mid-Trial (10/31/2017-11/2/2017, 11/4/2017-11/5/2017), End-Trial (5/1/2018-5/6/2018)

<sup>6</sup>Includes bicycles on road and in the crosswalk

Motor Vehicle Speed

Table 4: Motor Vehicle Speeds

		Oak Grove Ave b/t El Camino Real and Hoover St			Oak Grove Ave b/t Pine St and Marcussen Dr			Oak Grove Ave b/t University Dr and Crane St			University Dr b/t Menlo Ave and Oak Ln		
Evaluation Period <sup>7</sup>		Pre	Mid	End	Pre	Mid	End	Pre	Mid	End	Pre	Mid	End
Direction	Measure	mph	mph (% Change)	mph (% Change)	mph	mph (% Change)	mph (% Change)	mph	mph (% Change)	mph (% Change)	mph	mph (% Change)	mph (% Change)
		EB/ NB	Avg.	19.4	17.4 (-10.3%)	19.7 (1.5%)	30.0	29.9 (-0.3%)	29.6 (-1.3%)	22.0	21.7 (-1.4%)	21.6 (-1.8%)	20.2
50 <sup>th</sup> Perc.	19.6		18.4 (-6.1%)	20.1 (2.3%)	29.9	29.9 (0.0%)	29.5 (-1.5%)	22.3	22.0 (-1.5%)	21.9 (-2.1%)	20.9	21.4 (2.2%)	20.3 (-2.7%)
85 <sup>th</sup> Perc.	24.9		23.2 (-7.1%)	25.4 (2.0%)	34.6	34.8 (0.7%)	34.2 (-0.9%)	27.3	25.7 (-5.8%)	25.5 (-6.4%)	24.8	25.8 (4.0%)	24.5 (-1.4%)
100 Perc.	45.6		65.0 (42.5%)	100 (119.2%)	60.0	60.0 (0.0%)	61.7 (2.8%)	55.0	55.0 (0.0%)	100 (81.8%)	40.0	50.0 (25.0%)	45.0 (12.5%)
WB/ SB	Avg.	20.2	19.1 (-5.4%)	20.9 (3.5%)	29.3	30.1 (2.7%)	29.3 (0.0%)	22.4	22.1 (-1.3%)	23.0 (2.7%)	22.1	22.8 (3.2%)	22.7 (2.7%)
	50 <sup>th</sup> Perc.	20.3	19.0 (-6.4%)	21.0 (3.6%)	29.3	30.1 (2.8%)	29.2 (-0.3%)	22.6	22.4 (-0.7%)	23.1 (2.4%)	22.4	22.9 (2.5%)	22.8 (1.9%)
	85 <sup>th</sup> Perc.	24.8	23.9 (-3.7%)	25.2 (1.5%)	34.3	34.7 (0.9%)	34.2 (-0.4%)	27.3	27.2 (-0.6%)	28.0 (2.4%)	26.9	27.7 (3.2%)	27.5 (2.5%)
	100 Perc.	70.0	65.0 (-7.1%)	100 (42.9%)	70.0	61.7 (-11.9%)	31.7 (54.7%)	45.0	55.0 (22.2%)	100 (122.2%)	45.0	100.0 (122.2%)	100 (122.2%)

<sup>7</sup>Data Collection Time Periods: 12:00 AM – 11:59 PM; Dates of Data Collection: Pre-Trial (5/2/2017 – 5/6/2017), Mid-Trial (10/31/2017 – 11/4/2017), End-Trial (May 1, 2018 – May 5, 2018)

Motor Vehicle Parking Occupancy

Table 5: On-Street Motor Vehicle Parking Occupancy

ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
1	Oak Grove Ave*	Marcussen Dr	Rebecca Ln	S	9	4, 3, 0	8, 2, 0	9, 1, 0	1, 1, 0	7, 4, 3	0, 8, 0	56%, 33%, 11%	100%, 89%, 33%
2	Oak Grove Ave*	Pine St	Marcussen St	S	27	2, 2, 0	19, 0, 0	17, 0, 0	2, 0, 0	0, 1, 0	0, 3, 0	26%, 4%, 0%	70%, 11%, 0%
3	Oak Grove Ave*	Laurel St	Pine St	S	8	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	1, 0, 0	0, 0, 0	0%, 0%, 0%	13%, 0%, 0%
4	Marcussen Dr	Oak Grove Ave 1145	Marcussen Dr	W	11	0, 0, 1	11, 0, 1	7, 0, 1	0, 0, 1	1, 5, 1	0, 2, 3	27%, 9%, 9%	100%, 45%, 27%
5	Marcussen Dr	1144 Marcussen Dr	Oak Grove Ave	E	9	0, 0, 0	9, 1, 2	8, 2, 0	0, 0, 0	1, 2, 2	0, 2, 0	33%, 11%, 11%	100%, 22%, 22%
6	Pine St	Oak Grove Ave 1123	Pine St	W	10	2, 3, 1	0, 1, 1	1, 3, 4	2, 2, 3	2, 3, 2	0, 3, 3	10%, 20%, 20%	20%, 30%, 40%
7	Pine St	1126 Pine St	Oak Grove Ave	E	5	1, 1, 0	1, 1, 0	0, 1, 3	3, 0, 0	3, 0, 0	0, 0, 2	20%, 20%, 20%	60%, 20%, 60%
8	Laurel St	Apartment complex driveway	Oak Grove Ave	W	8	4, 1, 4	1, 1, 4	5, 1, 2	1, 2, 4	1, 2, 0	0, 0, 4	25%, 13%, 38%	63%, 25%, 50%
9	Laurel St	Oak Grove Ave	Noel Dr	W	7	0, 2, 3	2, 0, 0	1, 1, 0	4, 3, 4	3, 5, 6	0, 3, 2	29%, 29%, 43%	57%, 71%, 86%
10	Oak Grove Ave	Alma St	Laurel St	S	16	1, 2, 1	10, 7, 0	10, 9, 9	6, 7, 5	9, 3, 12	0, 2, 3	38%, 31%, 31%	63%, 56%, 75%

\* Segment had parking removed during trial. Vehicles are allowed to park in bike lane on weekends only.

Oak Grove Bikeway Evaluation

ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
11	Oak Grove Ave*	Laurel St	Mills St	N	14	0, 0, 0	0, 0, 0	7, 0, 0	6, 0, 0	3, 0, 0	1, 0, 0	21%, 0%, 0%	50%, 0%, 0%
12	Oak Grove Ave*	Mills St	Derry Ln	N	5	1, 0, 0	0, 0, 0	3, 0, 0	1, 0, 0	0, 0, 0	0, 0, 0	20%, 0%, 0%	60%, 0%, 0%
13	Oak Grove Ave*	Derry Ln	El Camino Real	N	7	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0%, 0%, 0%	0%, 0%, 0%
14	Oak Grove Ave*	El Camino Real	Merrill St	S	8	2, 0, 0	5, 0, 0	5, 0, 0	3, 0, 0	6, 0, 0	2, 0, 0	50%, 0%, 0%	75%, 0%, 0%
15	Mills St	Oak Grove Ave	1250 Mills St	E	10	0, 0, 0	0, 0, 0	8, 4, 9	5, 3, 7	3, 4, 5	2, 2, 2	30%, 20%, 40%	80%, 40%, 90%
16	Mills St	Driveway of 1249 Mills St	Oak Grove Ave	W	9	0, 0, 0	0, 1, 1	5, 8, 10	3, 8, 4	5, 3, 4	2, 1, 2	33%, 44%, 44%	56%, 89%, 111%
17	El Camino Real	Oak Grove Ave	Santa Cruz Ave	W	4	0, 0, 0	1, 2, 2	2, 4, 3	3, 4, 4	1, 4, 0	3, 4, 4	50%, 75%, 50%	75%, 100%, 100%
18	Merrill St	Oak Grove Ave	Santa Cruz Ave	W	15	11, 6, 6	14, 11, 13	10, 12, 9	11, 12, 13	7, 10, 9	10, 11, 11	73%, 67%, 67%	93%, 80%, 87%
19	Alma St	Oak Grove Ave	Alma Ln	W	18	15, 16, 17	16, 16, 13	18, 16, 16	14, 15, 15	17, 14, 13	14, 14, 15	89%, 83%, 83%	100%, 89%, 94%
20	Oak Grove Ave†	El Camino Real	Hoover St	N	4	0, 0, 0	3, 0, 0	4, 0, 0	0, 0, 0	1, 0, 0	1, 0, 0	50%, 0%, 0%	100%, 0%, 0%
21	Oak Grove Ave*	Hoover St	Crane St	N	15	14, 0, 0	15, 0, 0	15, 4, 0	4, 1, 0	4, 0, 1	0, 0, 0	60%, 7%, 0%	100%, 27%, 7%

\* Segment had parking removed during trial.

† Segment had parking removed during trial.

ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
22	Oak Grove Ave	Crane St	University Dr	N	13	13, 13, 13	13, 13, 13	13	5, 10, 7	4, 7, 8	4, 8, 4	69%, 85%, 77%	100%, 100%, 100%
23	Oak Grove Ave	University Dr	Crane St	S	19	9, 2, 4	13, 14, 16	18	2, 3, 7	6, 5, 7	19, 10, 13	58%, 47%, 58%	100%, 89%, 95%
24	Oak Grove Ave	Crane St	Chestnut St	S	8	2, 1, 2	1, 6, 6	8, 8, 8	3, 2, 3	0, 0, 1	1, 0, 8	38%, 38%, 63%	100%, 100%, 100%
25	Oak Grove Ave	Chestnut St	El Camino Real	S	15	5, 1, 0	10, 12, 9	14	4, 4, 3	2, 3, 1	3, 4, 6	40%, 47%, 40%	87%, 100%, 93%
26	Hoover St	El Camino Real	1242 Hoover St	E	6	5, 5, 4	6, 4, 4	6, 3, 4	1, 2, 3	1, 2, 2	1, 2, 3	50%, 50%, 50%	100%, 83%, 67%
27	Chestnut St	Oak Grove Ave	Ryans Ln	W	11	4, 4, 4	8, 7, 9	11, 8, 9	6, 10, 5	9, 8, 3	9, 6, 11	73%, 64%, 64%	100%, 91%, 100%
28	Chestnut St	Chestnut Ln	Oak Grove Ave	E	9	1, 1, 3	6, 7, 7	9, 8, 9	3, 3, 5	5, 4, 4	5, 5, 9	56%, 56%, 67%	100%, 89%, 100%
29	Crane St	Oak Grove Ave	Valparaiso Ave	W	2	0, 0, 0	0, 2, 0	2, 2, 2	2, 0, 2	0, 0, 2	1, 0, 2	50%, 50%, 50%	100%, 100%, 100%
30	Crane St	Valparaiso Ave	Oak Grove Ave	W	25	8, 11, 9	16, 23, 13	21	15, 11, 12	15, 19, 24	13, 10, 18	60%, 64%, 64%	92%, 92%, 96%
31	Crane St	Oak Grove Ave	Santa Cruz Ave	W	13	1, 0, 2	9, 12, 8	9, 13, 12	11, 12, 12	5, 7, 10	11, 2, 11	62%, 62%, 69%	85%, 100%, 92%
32	Valparaiso Ave	Crane St	Chateau Dr	S	7	6, 4, 4	7, 6, 5	7, 6, 7	2, 3, 0	3, 1, 0	2, 2, 0	100%, 80%, 60%	140%, 120%, 140%

Oak Grove Bikeway Evaluation

ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
33	Valparaiso Ave	645 Valparaiso Ave	Crane St	S	6	6, 2, 5	6, 7, 5	6, 7, 1	0, 1, 0	0, 0, 0	0, 2, 0	50%, 50%, 33%	100%, 117%, 83%
34	University Dr	Oak Grove Ave	Valparaiso Ave	E	24	6, 4, 4	18, 21, 19	15, 15, 22	12, 11, 16	5, 6, 8	3, 10, 4	42%, 46%, 50%	75%, 88%, 92%
35	University Dr	Valparaiso Ave	Rose Ave	W	16	15, 11, 6	16, 17, 15	16, 15, 8	8, 5, 5	5, 6, 6	3, 2, 2	69%, 63%, 44%	100%, 106%, 94%
36	University Dr	Rose Ave	Millie Ave	W	6	5, 5, 4	5, 7, 6	5, 6, 6	2, 3, 5	1, 3, 3	3, 5, 2	67%, 83%, 67%	83%, 117%, 100%
37	University Dr	Millie Ave	Santa Cruz Ave	W	14	1, 2, 1	8, 6, 9	13, 10, 13	5, 5, 5	5, 2, 10	10, 13, 13	50%, 43%, 64%	93%, 93%, 93%
38	University Dr	Santa Cruz Ave	Oak Grove Ave	E	15	6, 3, 2	8, 8, 4	13, 12, 13	8, 9, 7	3, 5, 5	14, 13, 13	60%, 53%, 47%	93%, 87%, 87%
39	Rose Ave	University Dr	Johnson St	N	16	2, 0, 0	3, 7, 1	5, 3, 5	1, 0, 1	1, 1, 3	0, 0, 0	13%, 13%, 13%	31%, 44%, 31%
40	Rose Ave	Johnson St	University Dr	S	15	2, 1, 0	0, 9, 0	2, 1, 5	2, 1, 0	0, 0, 2	0, 0, 0	7%, 13%, 7%	13%, 60%, 33%
41	Millie Ave	University Dr	Johnson St	N	14	1, 1, 1	0, 3, 1	5, 7, 10	2, 1, 0	0, 2, 0	0, 0, 0	7%, 14%, 14%	36%, 50%, 71%
42	Millie Ave	Johnson St	University Dr	S	14	0, 0, 0	1, 1, 0	3, 5, 12	3, 1, 4	0, 0, 0	1, 0, 2	7%, 7%, 21%	21%, 36%, 86%
43	Santa Cruz Ave	University Dr	Johnson St	N	10	6, 7, 5	6, 7, 7	5, 6, 8	1, 2, 2	5, 1, 6	4, 8, 7	50%, 50%, 60%	60%, 80%, 80%
44	Santa Cruz Ave	Johnson St	University Dr	S	6	3, 0, 2	6, 4, 4	6, 4, 5	1, 1, 1	0, 0, 2	2, 4, 4	50%, 33%, 50%	100%, 67%, 83%
45	Santa Cruz Ave	University Dr	Evelyn St	S	8	8, 5, 6	6, 3, 7	7, 5, 8	5, 8, 4	5, 6, 6	8, 7, 4	88%, 75%, 75%	100%, 100%, 100%



ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
46	Santa Cruz Ave	Evelyn St	Crane St	S	7	3, 1, 2	2, 4, 2	5, 4, 5	6, 4, 4	8, 5, 2	5, 5, 5	71%, 80%, 60%	114%, 100%, 100%
47	Santa Cruz Ave	Crane St	Chestnut St	S	8	6, 8, 3	5, 4, 5	7, 8, 8	6, 8, 5	2, 3, 4	8, 6, 8	75%, 75%, 75%	100%, 100%, 100%
48	Santa Cruz Ave	Chestnut St	Crane St	N	10	9, 10, 6	10, 9, 8	10, 10, 9	10, 8, 7	10, 7, 5	9, 7, 10	100%, 90%, 80%	100%, 100%, 100%
49	Santa Cruz Ave	Crane St	University Dr	N	21	13, 21, 2	5, 4, 6	20, 17, 16	19, 20, 9	16, 20, 19	19, 9, 21	71%, 71%, 57%	95%, 100%, 100%
50	Evelyn St	Santa Cruz Ave	Menlo Ave	W	6	2, 2, 3	3, 7, 5	5, 4, 7	4, 5, 5	3, 3, 2	6, 3, 5	57%, 57%, 71%	86%, 100%, 100%
51	Evelyn St	Menlo Ave	Santa Cruz Ave	E	7	3, 1, 1	3, 3, 3	4, 7, 6	2, 3, 2	5, 3, 6	6, 7, 7	57%, 57%, 57%	86%, 100%, 100%
52	Evelyn St	Menlo Ave	Live Oak Ave	W	10	4, 4, 4	9, 7, 9	9, 9, 9	0, 1, 6	1, 4, 4	2, 1, 3	40%, 40%, 60%	90%, 90%, 90%
53	Evelyn St	Live Oak Ave	Menlo Ave	E	10	3, 1, 3	9, 9, 8	7, 9, 9	2, 3, 4	1, 2, 3	2, 4, 1	40%, 50%, 50%	90%, 90%, 90%
54	Crane St	Santa Cruz Ave	Menlo Ave	W	7	2, 0, 0	2, 4, 2	6, 4, 4	1, 1, 3	4, 4, 1	5, 5, 6	43%, 43%, 43%	86%, 71%, 86%
55	Crane St	Menlo Ave	Santa Cruz Ave	E	9	0, 0, 0	4, 6, 1	2, 6, 6	3, 1, 2	7, 4, 3	7, 5, 7	44%, 44%, 33%	78%, 67%, 78%
56	Crane St	Live Oak Ave	Menlo Ave	E	13	13, 12, 13	12, 12, 5	13, 12, 14	5, 9, 10	8, 7, 7	9, 8, 7	77%, 77%, 69%	100%, 92%, 108%
57	University Dr	Menlo Ave	Oak Ln	W	6	5, 3, 5	5, 5, 5	5, 4, 5	2, 3, 5	4, 5, 4	3, 4, 5	67%, 67%, 83%	83%, 83%, 83%

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ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
58	University Dr*	Oak Ln	Roble Ave	W	7	2, 0, 0	4, 0, 0	7, 0, 0	0, 0, 0	0, 0, 0	2, 0, 0	43%, 0%, 0%	100%, 0%, 0%
59	University Dr*	Roble Ave	Florence Ln	W	10	0, 0, 0	0, 0, 0	1, 1, 0	0, 0, 0	0, 0, 0	0, 0, 0	0%, 0%, 0%	10%, 10%, 0%
60	University Dr*	Florence Ln	Alice Ln	W	10	0, 0, 0	0, 0, 0	1, 0, 0	1, 0, 0	0, 0, 0	1, 0, 4	10%, 0%, 10%	10%, 0%, 40%
61	University Dr*	Alice Ln	Middle Ave	W	9	0, 0, 0	0, 0, 0	0, 0, 0	1, 0, 0	1, 0, 0	0, 0, 6	0%, 0%, 11%	11%, 0%, 67%
62	University Dr	Middle Ave	College Ave	W	9	2, 0, 0	0, 2, 1	2, 3, 1	0, 1, 1	4, 1, 0	0, 0, 0	11%, 11%, 11%	44%, 33%, 11%
63	University Dr	College Ave	Middle Ave	E	10	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0, 0, 0	0%, 0%, 0%	0%, 0%, 0%
64	University Dr*	Middle Ave	Roble Ave	E	27	2, 0, 0	3, 0, 0	5, 0, 0	3, 1, 0	2, 0, 0	5, 0, 0	11%, 0%, 0%	19%, 4%, 0%
65	University Dr*	Roble Ave	Live Oak Ave	E	5	0, 0, 0	3, 0, 0	3, 0, 0	2, 0, 0	0, 0, 0	0, 0, 0	20%, 0%, 0%	60%, 0%, 0%
66	University Dr	Live Oak Ave	Menlo Ave	E	7	7, 7, 4	7, 4, 7	7, 7, 7	5, 6, 5	6, 4, 5	4, 6, 7	86%, 86%, 86%	100%, 100%, 100%
67	Menlo Ave	University Dr	End	N	14	3, 4, 6	3, 2, 2	4, 2, 0	3, 6, 6	8, 10, 7	6, 4, 6	36%, 36%, 36%	57%, 71%, 50%
68	Menlo Ave	End	University Dr	S	13	1, 2, 3	2, 0, 0	4, 2, 1	2, 1, 2	5, 6, 5	4, 8, 5	23%, 23%, 23%	38%, 62%, 38%
69	Menlo Ave	Crane St	Chestnut St	S	8	7, 8, 5	8, 8, 4	7, 7, 8	5, 4, 3	4, 3, 2	8, 7, 7	88%, 75%, 63%	100%, 100%, 100%
70	Menlo Ave	Chestnut St	Crane St	N	6	1, 0, 1	2, 3, 5	4, 4, 5	2, 2, 3	1, 0, 2	7, 7, 4	50%, 50%, 50%	117%, 117%, 83%
71	Menlo Ave	Crane St	Evelyn St	N	9	0, 1, 1	3, 0, 1	5, 8, 7	2, 2, 1	3, 2, 3	8, 3, 4	44%, 33%, 33%	89%, 89%, 78%
72	Menlo Ave	Evelyn St	University Dr	N	3	1, 0, 0	3, 3, 1	2, 3, 1	0, 3, 2	2, 1, 3	3, 2, 3	67%, 67%, 67%	100%, 100%, 100%
73	Menlo Ave	University Dr	Evelyn St	S	1	0, 1, 1	1, 1, 1	0, 1, 1	0, 0, 0	1, 1, 1	0, 1, 1	0%, 100%, 100%	100%, 100%, 100%

\* Segment had parking removed during trial.

ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)		Peak Occupancy (Pre, Mid, End)	
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning				
74	Menlo Ave	Evelyn St	Crane St	S	10	9, 9, 7	10, 10, 1	0, 10, 10	3, 5, 2	4, 1, 3	4, 6, 5	50%, 70%, 50%	100%, 100%, 100%		
75	Oak Ln	University Dr	End	N	12	6, 4, 6	5, 6, 8	11, 9, 8	3, 8, 10	7, 5, 5	5, 5, 2	50%, 50%, 58%	92%, 75%, 83%		
76	Oak Ln	End	University Dr	S	12	3, 6, 5	5, 4, 6	10, 11, 6	4, 2, 12	3, 4, 5	3, 3, 1	42%, 42%, 50%	83%, 92%, 100%		
77	Roble Ave	University Dr	End	N	15	1, 4, 3	0, 1, 1	2, 3, 1	3, 6, 6	5, 5, 3	2, 3, 3	13%, 27%, 20%	33%, 40%, 40%		
78	Roble Ave	End	University Dr	S	20	1, 1, 4	1, 4, 1	4, 4, 1	7, 6, 4	3, 5, 2	3, 4, 3	15%, 20%, 15%	35%, 30%, 20%		
79	Florence Ln	University Dr	922 Florence Ln	N	7	0, 3, 1	0, 1, 1	1, 4, 1	3, 0, 1	3, 6, 2	0, 3, 0	14%, 43%, 14%	43%, 86%, 29%		
80	Florence Ln	917 Florence Ln	University Dr	S	6	5, 3, 2	2, 3, 0	4, 2, 0	3, 3, 2	2, 5, 1	1, 3, 0	50%, 50%, 17%	83%, 83%, 33%		
81	Alice Ln	University Dr	End	N	13	4, 9, 7	4, 8, 8	5, 10, 8	4, 9, 5	6, 11, 8	2, 10, 6	31%, 69%, 54%	46%, 85%, 62%		
82	Alice Ln	End	University Dr	S	14	2, 4, 3	4, 5, 4	3, 5, 4	4, 6, 5	3, 8, 4	3, 6, 0	21%, 43%, 21%	29%, 57%, 36%		
83	Middle Ave	University Dr	Yale Rd	N	12	3, 6, 7	5, 4, 7	5, 4, 7	7, 9, 9	3, 6, 5	4, 5, 0	42%, 50%, 50%	58%, 75%, 75%		
84	Middle Ave	Yale Rd	University Dr	S	9	1, 2, 1	1, 0, 0	3, 2, 0	0, 0, 1	0, 0, 1	1, 1, 0	11%, 11%, 11%	33%, 22%, 11%		
85	Middle Ave	University Dr	875 Middle Ave	S	6	0, 0, 0	2, 0, 0	1, 2, 0	0, 1, 0	0, 1, 0	1, 0, 0	17%, 17%, 0%	33%, 33%, 0%		
86	Roble Ave	University Dr	879 Roble Ave	S	5	1, 2, 1	0, 3, 2	1, 3, 2	1, 0, 4	2, 0, 3	2, 0, 3	20%, 20%, 60%	40%, 60%, 80%		
87	Roble Ave	880 Roble Ave	University Dr	N	6	2, 3, 3	3, 4, 4	1, 4, 4	1, 3, 5	4, 3, 3	2, 2, 1	33%, 50%, 50%	67%, 67%, 83%		
88	Live Oak Ave	University Dr	Blake St	S	22	7, 7, 7	17, 16, 17	22, 17, 21	11, 9, 15	6, 6, 7	6, 7, 4	55%, 50%, 55%	100%, 77%, 95%		
89	Live Oak Ave	766 Live Oak Ave	Crane St	N	5	3, 1, 2	4, 4, 4	4, 4, 4	1, 1, 1	3, 0, 1	2, 0, 2	60%, 40%, 40%	80%, 80%, 80%		

Oak Grove Bikeway Evaluation

ID	Segment	Begin	End	Location	Available Parking Spaces	Weekday Occupancy (Pre, Mid, End)				Weekend Occupancy (Pre, Mid, End)		Average Occupancy (Pre, Mid, End)	Peak Occupancy (Pre, Mid, End)
						6:45-8:45 AM	9:00-11:00 AM	12:00-2:00 PM	6:00-8:00 PM	Saturday Afternoon	Sunday Morning		
90	Live Oak Ave	Crane St	Evelyn St	N	7	5, 4, 5	7, 6, 7	7, 6, 7	2, 1, 4	2, 4, 4	2, 3, 1	57%, 57%, 71%	100%, 86%, 100%
91	Live Oak Ave	Evelyn St	University Dr	N	7	1, 3, 2	7, 7, 7	7, 7, 7	4, 3, 6	3, 0, 3	3, 2, 4	57%, 57%, 71%	100%, 100%, 100%
Total					960 (pre)/ 793 (trial – weekday)/ 836 (trial – weekend)	315, 276, 243	472, 432, 364	592, 514, 519	320, 330, 346	319, 313, 319	327, 333, 354	<b>41%, 46%, 45%</b>	<b>62%, 65%, 65%</b>

Table 6: Parking Plaza Parking Occupancy

		Observed Parking Plaza Occupancy (Available Parking Spaces)							
Evaluation Period <sup>9</sup>		Plaza 1 (266)	Plaza 2 (84)	Plaza 3 (219)	Plaza 4 (103)	Plaza 5 (160)	Plaza 6 (140)	Plaza 7 (95)	Plaza 8 (140)
Pre	Weekday, 6:45-8:45 AM	126	44	138	46	69	64	35	75
	Weekday, 9:00-11:00 AM	206	82	214	77	92	80	74	93
	Weekday, 12:00-2:00 PM	234	80	210	75	129	103	89	135
	Weekday, 6:00-8:00 PM	92	46	115	71	35	34	50	131
	Saturday, after 5:30 PM	186	50	219	102	107	46	81	71
	Sunday, 8:45-9:30 AM	133	68	151	58	64	41	79	131
Max (% Utilized)		234 (88.0%)	82 (97.6%)	219 (100.0%)	102 (99.0%)	129 (80.6%)	103 (73.6%)	89 (93.7%)	135 (96.4%)
Avg. (% Utilized)		162 (61.2%)	61 (73.4%)	175 (79.8%)	73 (71.0%)	83 (51.7%)	61 (43.8%)	68 (71.6%)	106 (75.7%)
Mid	Weekday, 6:45-8:45 AM	85	27	58	33	16	19	10	30
	Weekday, 9:00-11:00 AM	193	80	165	71	87	89	47	93
	Weekday, 12:00-2:00 PM	258	83	219	66	133	128	88	139
	Weekday, 6:00-8:00 PM	88	65	128	33	39	30	56	123
	Saturday, 3:30-5:30 PM	98	57	102	84	38	37	75	108
	Sunday, 8:30-10:30 AM	161	35	144	80	68	39	79	64
Max (% Utilized, % Change)		258 (97%, 10%)	83 (99%, 1%)	219 (100%, -1%)	84 (82%, -18%)	133 (83%, 3%)	128 (94%, 24%)	88 (93%, -1%)	139 (99%, 3%)
Avg. (% Utilized, % Change)		147 (55%, -10%)	58 (69%, -6%)	136 (62%, -22%)	61 (59%, -16%)	64 (40%, -23%)	57 (40%, -8%)	59 (62%, -13%)	93 (66%, -12%)
End	Weekday, 6:45-8:45 AM	43	25	48	27	12	9	6	24
	Weekday, 9:00-11:00 AM	210	91	182	54	97	82	60	76
	Weekday, 12:00-2:00 PM	254	89	211	71	149	134	85	137
	Weekday, 6:00-8:00 PM	110	75	137	34	60	18	67	137
	Saturday, 3:30-5:30 PM	86	46	104	92	58	57	69	127
	Sunday, 8:30-10:30 AM	171	90	199	40	28	20	72	38
Max (% Utilized, % Change)		254 (96%, 9%)	91 (99%, 1%)	211 (96%, -4%)	92 (89%, 10%)	149 (93%, 15%)	134 (96%, 30%)	85 (90%, -4%)	137 (98%, 2%)
Avg. (% Utilized, % Change)		146 (55%, -10%)	69 (75%, 3%)	147 (67%, -16%)	53 (52%, -27%)	67 (42%, -19%)	53 (38%, -14%)	60 (63%, -13%)	90 (64%, -16%)

Oak Grove Bikeway Evaluation

Bicycle Parking Occupancy

Table 7: Bicycle Parking Occupancy

		Observed Bicycle Parking Locations (Available Bicycle Parking Spaces)					
Evaluation Period <sup>9</sup>		Menlo-Atherton School (130)	Menlo Park Caltrain Station (6)	Santa Cruz Ave b/t Doyle St and Curtis St (20)	Chestnut St b/t Oak Grove Ave and Santa Cruz Ave (13)	Draeger's Market Parking Lot (5)	Crane St b/t Oak Grove Ave and San Cruz Ave (6)
Pre	Weekday, 6:45-8:45 AM	13	6	2	1	3	2
	Weekday, 9:00-11:00 AM	99	6	5	1	2	4
	Weekday, 12:00-2:00 PM	88	6	4	0	0	3
	Weekday, 6:00-8:00 PM	20	6	8	1	0	1
	Saturday, after 5:30 PM	-	-	-	-	-	-
	Sunday, 8:45-9:30 AM	4	2	1	1	0	0
	Max (% Utilized)	99 (76%)	6 (100%)	8 (40%)	1 (8%)	3 (60%)	4 (67%)
Avg. (% Utilized)	45 (34%)	5 (87%)	4 (20%)	1 (6%)	1 (20%)	2 (33%)	
Mid	Weekday, 6:45-8:45 AM	1	0	0	1	1	1
	Weekday, 9:00-11:00 AM	16	1	1	1	2	0
	Weekday, 12:00-2:00 PM	129	1	3	1	1	1
	Weekday, 6:00-8:00 PM	7	1	0	1	1	0
	Saturday, 3:30-5:30 PM	4	2	3	1	1	1
	Sunday, 8:30-10:30 AM	3	2	1	1	3	1
	Max (% Utilized, % Change)	129 (99%, 30%)	6 (33%, -67%)	3 (15%, -67%)	1 (8%, 0%)	3 (60%, 0%)	1 (17%, -75%)
Avg. (% Utilized, % Change)	27 (21%, -30%)	1 (19%, -77%)	1 (7%, -72%)	1 (8%, 20%)	2 (30%, 50%)	1 (11%, -60%)	
End	Weekday, 6:45-8:45 AM	1	4	0	1	0	0
	Weekday, 9:00-11:00 AM	12	5	1	3	0	1
	Weekday, 12:00-2:00 PM	84	5	4	2	1	3
	Weekday, 6:00-8:00 PM	3	3	3	2	1	1
	Saturday, 3:30-5:30 PM	5	3	3	0	0	1
	Sunday, 8:30-10:30 AM	2	3	1	2	1	4
	Max (% Utilized, % Change)	84 (65%, -15%)	5 (83%, -17%)	4 (20%, -50%)	3 (23%, 200%)	1 (20%, -67%)	4 (67%, 0%)
Avg. (% Utilized, % Change)	17 (14%, -62%)	4 (64%, -20%)	2 (10%, -50%)	2 (13%, 117%)	1 (20%, 0%)	2 (28%, 0%)	

<sup>9</sup>Dates of Data Collection: Pre-Trial (5/3/2017-5/4/2017, 5/6/2017-5/7/2017), Mid-Trial (10/28/2017, 11/1/2017, and 11/5/2017), End-Trial (4/28/2018, 5/1/2018-5/2/2018, and 5/6/2018)

## Collision Data

Table 8: Raw Collision Data

Case #	Date	Time	Location	Minor Injuries	Major Injuries	Fatal Injuries	Parties Involved	Primary Collision Factor	Type of Collision
15-2055	7/14/2015	1745	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	21658 (A) CVC - Divided road unsafe lane change	Side swipe
15-2166	7/23/2015	1533	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
15-2223	07/28/2015	911	CRANE ST/VALPARAISO AV	2	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
15-2387	08/10/2015	1652	836 LIVE OAK AV	0	0	0	Other Motor Vehicle	21802 (a) CVC - Failure to yield to oncoming traffic	Broadside
15-2475	8/17/2015	1110	OAK GROVE AV/DERRY LN	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
15-2908	9/3/2015	1443	OAK GROVE AV/PINE ST	1	0	0	Other Motor Vehicle	21806 (a) CVC - Failure to yield to emergency vehicle	Side swipe
15-3039	10/3/2015	2154	OAK GROVE AV/RR TRACKS	0	0	0	Other Motor Vehicle	22450 (a) CVC - Stop after the limit line	Broadside
15-3078	10/07/2015	808	CRANE ST/OAK GROVE AV	1	0	0	Other Motor Vehicle	22517 CVC - Open door into oncoming traffic	Other
15-3279	10/22/2015	1250	OAK GROVE AV/CHESTNUT ST	1	0	0	Other Motor Vehicle	22106 CVC - Unsafe Backing	Other
15-3741	12/2/2015	1015	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
15-3956	12/22/2015	1300	CRANE ST/MENLO AV	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
15-4024	12/30/2015	1540	EL CAMINO REAL/OAK GROVE AV	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
16-142	1/13/2016	1425	EL CAMINO REAL/OAK GROVE AV	1	0	0	Fixed Object	23152(e) CVC - Driving under the influence of a narcotic	Hit object
16-285	01/26/2016	1720	UNIVERSITY DR/ROBLE AV	1	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
16-311	1/29/2016	1345	CHESTNUT ST/OAK GROVE AV	0	0	0	Parked Motor Vehicle	22350 CVC - Speeding	Rear end
16-448	2/11/2016	818	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
16-494	2/16/2016	1439	OAK GROVE AV/LAUREL ST	2	0	0	Other Motor Vehicle	21453(A) CVC - Stopped over limit line	Broadside
16-541	2/20/2016	1327	EL CAMINO REAL/OAK GROVE AV	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
16-733	2/27/2016	2300	OAK GROVE AV/EL CAMINO REAL	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
16-753	3/9/2016	1307	EL CAMINO REAL/OAK GROVE AV	2	0	0	Other Motor Vehicle	21451(a) CVC - Yield to pedestrians	Broadside
16-1058	4/4/2016	1445	OAK GROVE AV/HOOVER ST	1	0	0	Bicycle	22350 CVC - Speeding	Other
16-1555	5/20/2016	920	OAK GROVE AV/EL CAMINO REAL	1	0	0	Pedestrian	22107 CVC - Unsafe lane change	Vehicle-Pedestrian
16-1727	06/05/2016	1040	OAK GROVE AV/CRANE ST	0	0	0	Parked Motor Vehicle	22106 CVC - Unsafe backing	Side swipe
16-1801	6/13/2016	755	CHESTNUT ST/OAK GROVE AV	1	0	0	Fixed Object	22350 CVC - Speeding	Hit object
16-1867	6/18/2016	1423	OAK GROVE AV/EL CAMINO REAL	3	0	0	Other Motor Vehicle	22153 (E) CVC - Drunk driving of passenger for hire	Side swipe
16-2107	07/12/2016	915	MENLO AV/CRANE ST	1	0	0	Pedestrian	21950 (a) CVC - Right away to pedestrian	Vehicle-Pedestrian
16-2243	07/26/2016	1146	SANTA CRUZ AV/CRANE ST	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
16-2281	7/29/2016	1601	OAK GROVE AV/LAUREL ST	2	0	0	Other Motor Vehicle	21453(A) CVC - Stopped over limit line	Broadside
16-2444	8/13/2016	2304	MERRILL ST/OAK GROVE AV	0	0	0	Parked Motor Vehicle	22350 CVC - Speeding	Rear end
16-2626	8/23/2016	905	EL CAMINO REAL/OAK GROVE AV	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
16-2645	09/02/2016	1215	CRANE ST/MENLO AV	0	0	0	Other Object	22106 CVC - Unsafe backing	Hit object
16-2798	09/16/2016	1400	CRANE ST/RVANS LN	0	0	0	Other Motor Vehicle	22450 (a) CVC - Stop after the limit line	Broadside

## Oak Grove Bikeway Evaluation

Case #	Date	Time	Location	Minor Injuries	Major Injuries	Fatal Injuries	Parties Involved	Primary Collision Factor	Type of Collision
16-3027	10/8/2016	1650	PINE ST/OAK GROVE AV	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Head-on
16-3246	10/27/2016	1521	MIDDLE AV/UNIVERSITY DR	1	0	0	Pedestrian	21954 CVC - Pedestrian yield to traffic	Vehicle-Pedestrian
16-3380	11/8/2016	1130	LAUREL ST/OAK GROVE AV	2	0	0	Other Motor Vehicle	21453(A) CVC - Stopped over limit line	Broadside
16-3596	11/29/2016	1546	OAK GROVE AV/CHESTNUT ST	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Other
16-3642	12/04/2016	59	UNIVERSITY DR/LIVE OAK AV	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Other
16-3842	12/21/2016	1037	EL CAMINO REAL/OAK GROVE AV	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-113	1/11/2017	1330	OAK GROVE AV/EL CAMINO REAL	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Broadside
17-323	1/31/2017	1647	EL CAMINO REAL/OAK GROVE AV	0	0	0	Fixed Object	22107 CVC - Unsafe lane change	Hit object
17-476	2/15/2017	1016	EL CAMINO REAL/OAK GROVE AV	2	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-493	2/16/2017	1411	LAUREL ST/OAK GROVE AV	0	0	0	Other Motor Vehicle	21804 (a) CVC - Failure to yield when exiting private property	Broadside
17-811	03/01/2017	1105	MENLO AV/CRANE ST	0	0	0	Parked Motor Vehicle	22106 CVC - Unsafe backing	Rear end
17-639	3/2/2017	1043	OAK GROVE AV/EL CAMINO REAL	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-1046	3/29/2017	900	OAK GROVE AV/MARCUSSEN DR	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-984	03/30/2017	0	CRANE ST/VALPARAISO AV	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-1027	03/31/2017	1700	SANTA CRUZ AV/CRANE ST	1	0	0	Other Motor Vehicle	22106 CVC - Unsafe backing	Rear end
17-1049	4/6/2017	1722	700 OAK GROVE AV	1	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-1070	4/8/2017	1756	OAK GROVE AV/EL CAMINO REAL	0	0	0	Other Motor Vehicle	21658 (A) CVC - Divided road unsafe lane change	Rear end
17-1135	4/15/2017	1025	OAK GROVE AV/MERRILL ST	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-1266	04/25/2017	1733	MIDDLE AV/UNIVERSITY DR	0	0	0	Other Motor Vehicle	21750 CVC - Pass other than on the left	Side swipe
17-1418	05/09/2017	930	MENLO AV/CRANE ST	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-1439	5/10/2017	1621	EL CAMINO REAL/OAK GROVE AV	1	0	0	Motor Vehicle on other Roadway	22350 CVC - Speeding	Rear end
17-1492	5/15/2017	1756	LAUREL ST/OAK GROVE AV	2	0	0	Other Motor Vehicle	21453(A) CVC - Stopped over limit line	Broadside
17-1643	5/29/2017	1250	EL CAMINO REAL/OAK GROVE AV	1	0	0	Motorcycle	21804 (a) CVC - Failure to yield when exiting private property	Rear end
17-1677	6/1/2017	1121	525 OAK GROVE AV	0	0	0	Other Motor Vehicle	22106 CVC - Unsafe Backing	Rear end
17-1711	6/4/2017	415	EL CAMINO REAL/OAK GROVE AV	0	0	0	Fixed Object	22106 CVC - Unsafe Backing	Hit object
17-1756	06/07/2017	1150	CRANE ST/VALPARAISO AV	0	0	0	Pedestrian	22106 CVC - Unsafe backing	Vehicle-Pedestrian
17-1990	06/28/2017	1200	OAK GROVE AV/CRANE ST	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-2006	6/29/2017	1616	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-2020	6/30/2017	1359	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-2102	7/6/2017	1600	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-2600	08/20/2017	1510	UNIVERSITY DR/MIDDLE AV	0	0	0	Other Motor Vehicle	21802(a) CVC - Failure to yield to oncoming traffic	Broadside
17-2637	08/23/2017	1224	MENLO AV/CRANE ST	0	0	0	Parked Motor Vehicle	22106 CVC - Unsafe backing	Side swipe
17-2671	8/25/2017	2102	OAK GROVE AV/LAUREL ST	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Head-on
17-2716	8/29/2017	1530	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Rear end
17-2722	8/29/2017	1743	EL CAMINO REAL/OAK GROVE AV	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-2903	09/13/2017	1050	MENLO AV/CRANE ST	0	0	0	Parked Motor Vehicle	22350 CVC - Speeding	Other



Case #	Date	Time	Location	Minor Injuries	Major Injuries	Fatal Injuries	Parties Involved	Primary Collision Factor	Type of Collision
17-3271	10/15/2017	915	MENLO AV/CRANE ST	0	0	0	Parked Motor Vehicle	22106 CVC - Unsafe backing	Side swipe
17-3363	10/24/2017	1128	UNIVERSITY DR/MIDDLE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
17-3782	12/6/2017	1150	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-3792	12/6/2017	1904	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-3817	12/08/2017	1557	CRANE ST/VALPARAISO AV	1	0	0	Bicycle	21801 (a) CVC - Failure to yield while making a turn	Other
17-3856	12/12/2017	0	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
17-3910	12/18/2017	1354	OAK GROVE AV/LAUREL ST	1	0	0	Pedestrian	21950 (a) CVC - Right away to pedestrian	Vehicle-Pedestrian
18-72	1/9/2018	1300	OAK GROVE AV/EL CAMINO REAL	0	0	0	Fixed Object	22107 CVC - Unsafe lane change	Hit object
18-168	01/11/2018	1800	OAK GROVE AV/CRANE ST	0	0	0	Other Motor Vehicle	22106 CVC - Unsafe backing	Broadside
18-276	1/31/2018	1139	OAK GROVE AV/EL CAMINO REAL	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-423	2/16/2018	1410	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-539	02/23/2018	600	OAK GROVE AV/CRANE ST	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-568	02/23/2018	600	OAK GROVE AV/CRANE ST	0	0	0	Parked Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-675	03/12/2018	1637	OAK GROVE AV/CRANE ST	1	0	0	Bicycle	22350 CVC - Speeding	Other
18-718	3/13/2018	1100	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Rear end
18-809	3/14/2018	1830	EL CAMINO REAL/OAK GROVE AV	0	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
18-766	03/21/2018	1333	1225 CRANE ST	0	0	0	Other Motor Vehicle	22106 CVC - Unsafe backing	Side swipe
18-781	3/23/2018	1230	OAK GROVE AV/LAUREL ST	1	0	0	Bicycle	22350 CVC - Speeding	Other
18-823	3/28/2018	1529	OAK GROVE AV/EL CAMINO REAL	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-890	04/05/2018	1500	OAK GROVE AV/CRANE ST	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-1000	04/20/2018	1759	CRANE ST/MENLO AV	1	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
18-1008	4/21/2018	1800	LAUREL ST/OAK GROVE AV	0	0	0	Other Motor Vehicle	21453(A) CVC - Stopped over limit line	Broadside
18-1033	04/24/2018	918	CRANE ST/SANTA CRUZ AV	0	0	0	Other Motor Vehicle	22107 CVC - Unsafe lane change	Side swipe
18-1429	4/29/2018	1300	OAK GROVE AV/EL CAMINO REAL	0	0	0	Other Motor Vehicle	21750 CVC - Pass other than on the left	Rear end
18-1311	5/22/2018	1809	EL CAMINO REAL/OAK GROVE AV	2	0	0	Other Motor Vehicle	22350 CVC - Speeding	Rear end
18-1401	06/01/2018	0	CRANE ST/VALPARAISO AV	1	0	0	Pedestrian	22107 CVC - Unsafe lane change	Vehicle-Pedestrian

Public Outreach

Public Survey Questions

The following images show the intercept survey. The questions match the online survey.

**City of Menlo Park** **Oak Grove - University - Crane Bike Project Intercept Survey**

The Oak Grove - University - Crane Bicycle Improvement Project is a one-year trial installation of bicycle facilities along a route that connects schools, downtown, and residential neighborhoods. The proposed project includes buffered bike lanes on each side of the street on Oak Grove Avenue and University Drive, with a connecting bicycle route marked with sharrows on Crane Street, Santa Cruz Avenue, and Live Oak Avenue. Your responses will be collected and summarized along with other data collection efforts for City Council to determine if the new bicycle lanes will be a temporary or permanent feature of downtown Menlo Park.

**1. What is your connection to Menlo Park? (check all that apply)**

- Have school-aged children in Menlo Park
- Live in Menlo Park (skip to #2)
- Work in Menlo Park (skip to #2)
- Go to school in Menlo Park (skip to #2)
- Own a business in Menlo Park (skip to #2)
- Shop in Menlo Park (skip to #2)
- Other (skip to #2)

**1a. How often do your children bicycle in Menlo Park?**

- 1- 2 times a week
- 3-5 times a week
- 6 or more times a week
- 1-2 times a month
- Never (skip to #2)

**1b. Have your children bicycled more frequently after the implementation of the Oak Grove bicycle project?**

- No, less
- No, same
- Yes

**1c. What is your child(ren)'s primary destination when using the new bicycle lanes? (check all that apply)**

- School
- Downtown
- Church
- Park
- Other \_\_\_\_\_

**2. How often do you bicycle in Menlo Park?**

- 1- 2 times a week
- 3-5 times a week
- 6 or more times a week
- 1-2 times a month
- Never (skip to #3)

**2a. Have you bicycled more frequently after the implementation of the Oak Grove bicycle project?**

- No, less
- No, same
- Yes

**2b. What is your primary destination(s) when using the new bicycle lanes? (check all that apply)**

- School
- Downtown
- Church
- Park
- Other \_\_\_\_\_
- Work / Commute
- Transit

**2c. Do you feel that bicycling in Menlo Park is more comfortable after implementation of the Oak Grove bicycle project?**

- Unsure
- Much more comfortable
- Slightly more comfortable
- No difference
- Slightly less comfortable
- Much less comfortable

**2d. Have you changed the bicycling route you take after implementation of the Oak Grove bicycle project?**

- No
- Yes (if yes, how did it change?) \_\_\_\_\_

**3. Do you feel that driving in Menlo Park is more comfortable when bicycles are separated from motor vehicle traffic through the use of a designated bicycle lane?**

- No, less
- No, same
- Yes

**4. Do you find it more or less difficult to find a motor vehicle parking space following implementation of the Oak Grove bicycle project along \_\_\_\_\_?**

**4a. [...] Downtown Menlo Park**

- Not applicable
- Much more difficult
- Somewhat more difficult
- No difference
- Somewhat less difficult
- Much less difficult

See back for more questions →

**4b. [...] University Drive**

- Not applicable
- Much more difficult
- Somewhat more difficult
- No difference
- Somewhat less difficult
- Much less difficult

**4c. [...] Oak Grove Avenue**

- Not applicable
- Much more difficult
- Somewhat more difficult
- No difference
- Somewhat less difficult
- Much less difficult

**5. Do you find it more or less difficult to find a bicycle parking space in downtown Menlo Park following implementation of the Oak Grove bicycle project?**

- Not applicable
- Much more difficult
- Somewhat more difficult
- No difference
- Somewhat less difficult
- Much less difficult

**6. Are you in favor of the permanent addition of bicycle lanes on Oak Grove Avenue?**

- Not sure (skip to #7)
- Yes (skip to #7)
- No

**6a. What is your primary reason for not being in favor?**

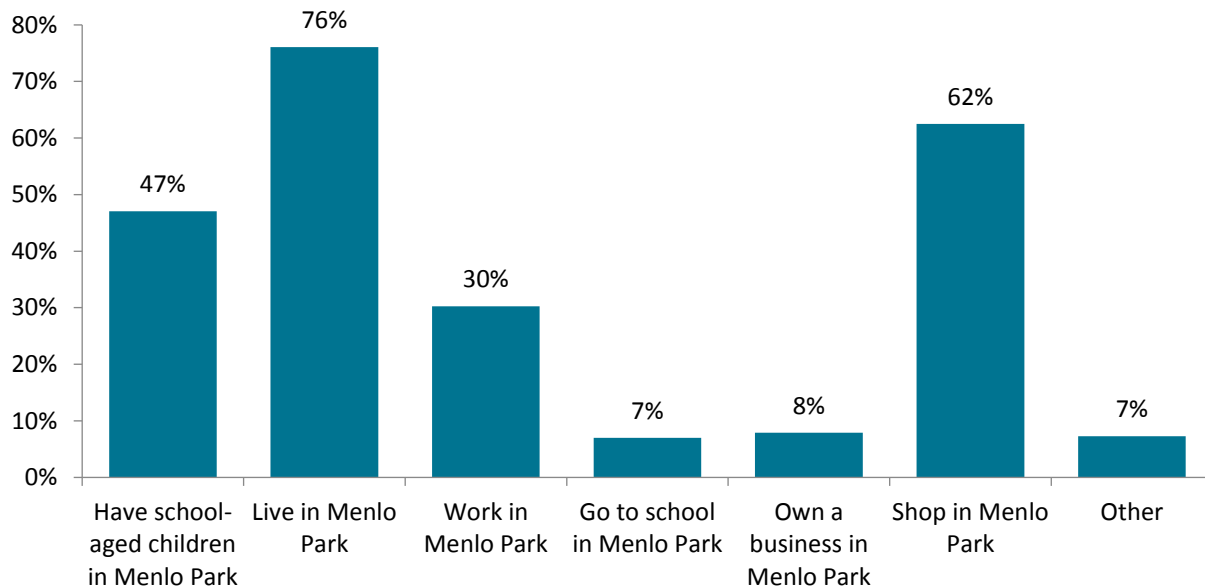
**7. Age**

- Prefer not to answer
- Under 20 years
- 20 – 29 years
- 30 – 39 years
- 40 to 49 years
- 50 to 59 years
- 60 to 69 years
- Over 69 years

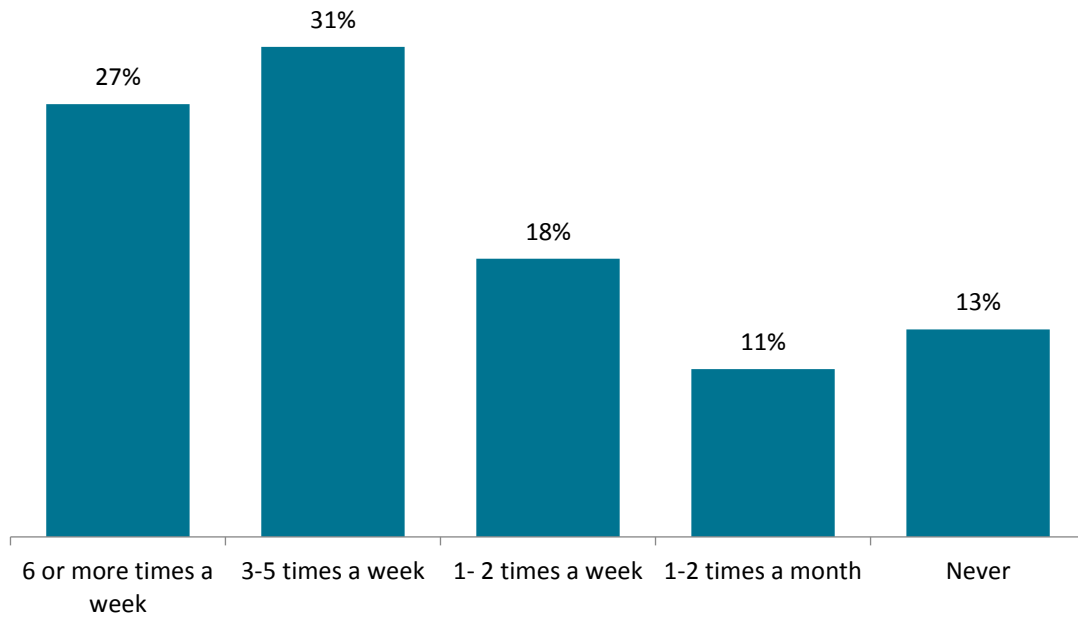
Feel free to take the survey online at [www.menlopark.org/oakgrove](http://www.menlopark.org/oakgrove)  
Survey will close May 18, 2018.

### Public Survey Responses

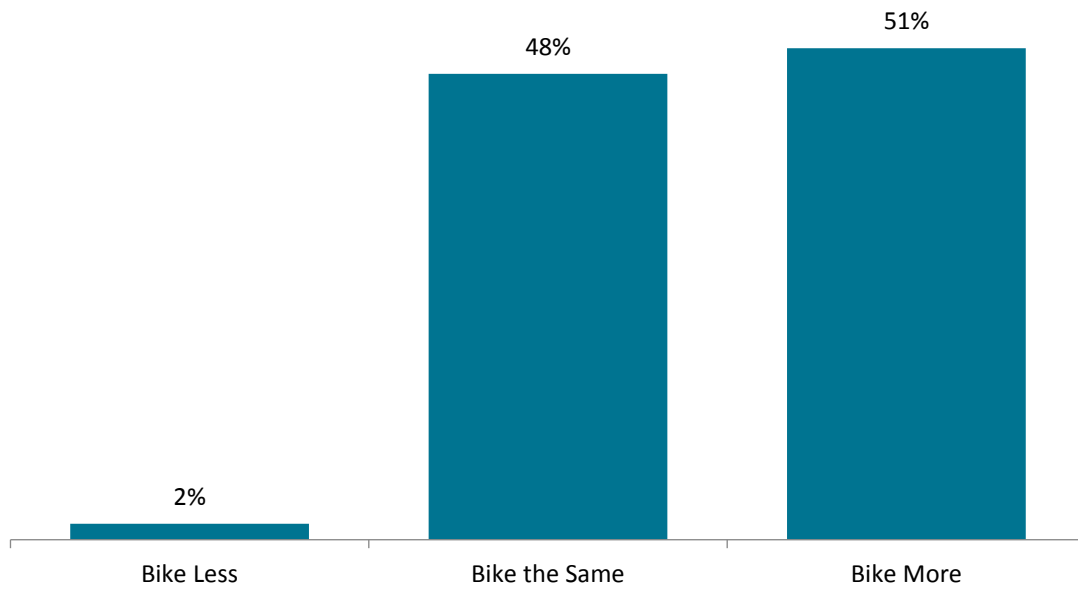
*What is your connection to Menlo Park? (check all that apply)*



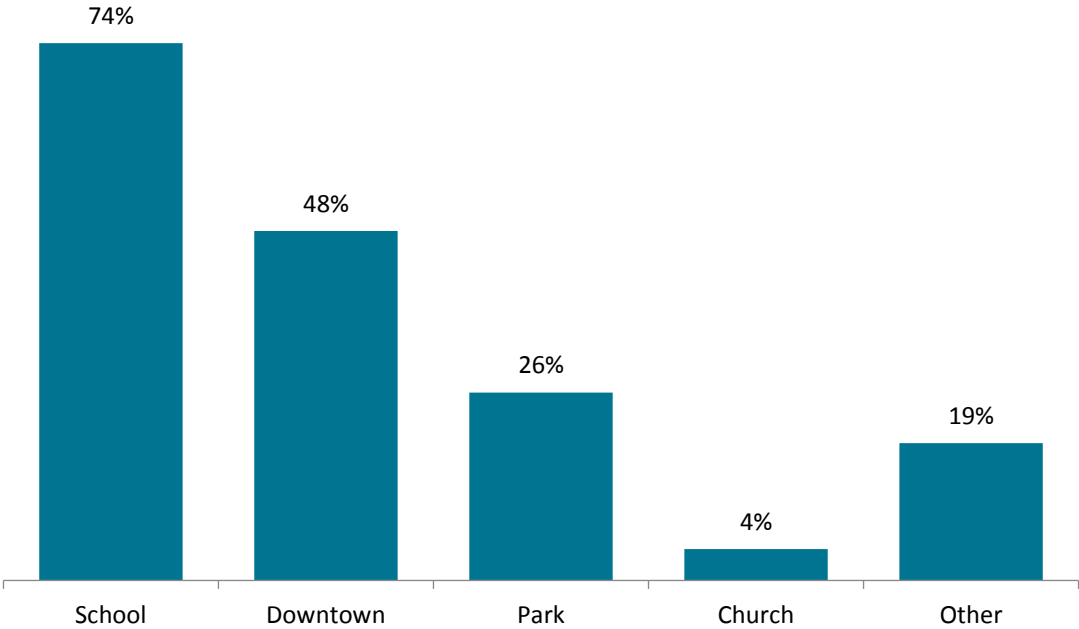
*How often do your children bicycle in Menlo Park?*



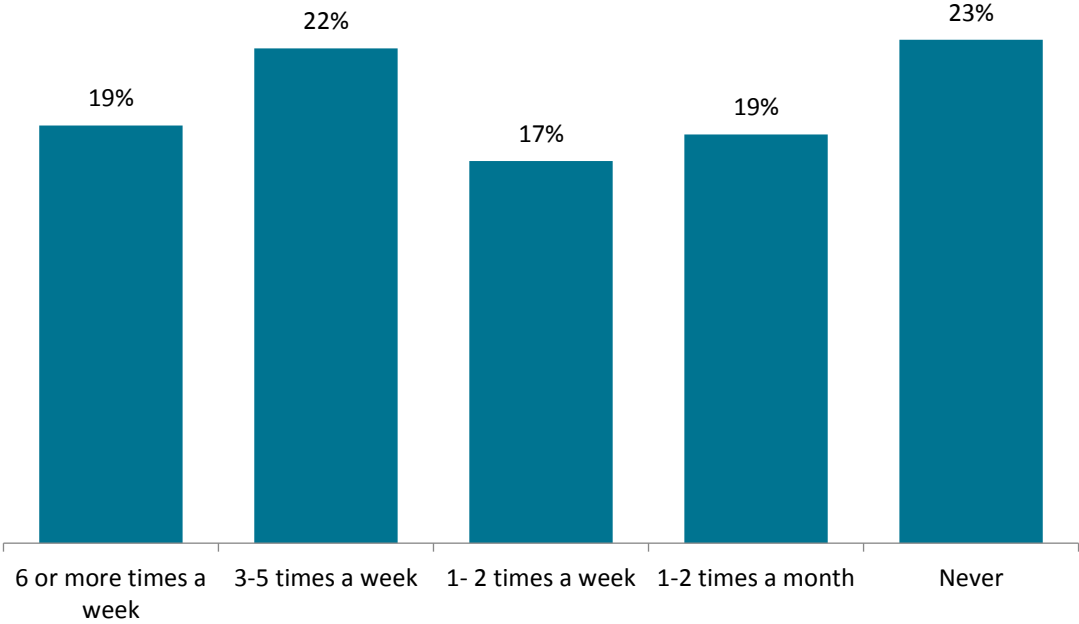
*Have your children bicycled more frequently after the implementation of the Oak Grove bicycle project?*



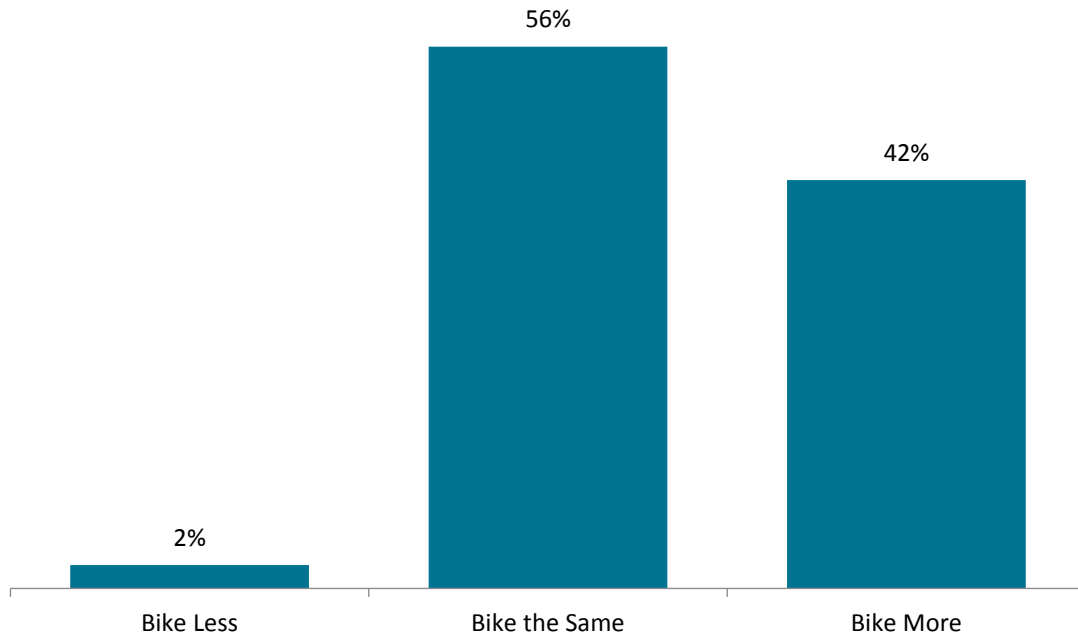
What is your child(rens)'s primary destination when using the new bicycle lanes? (check all that apply)



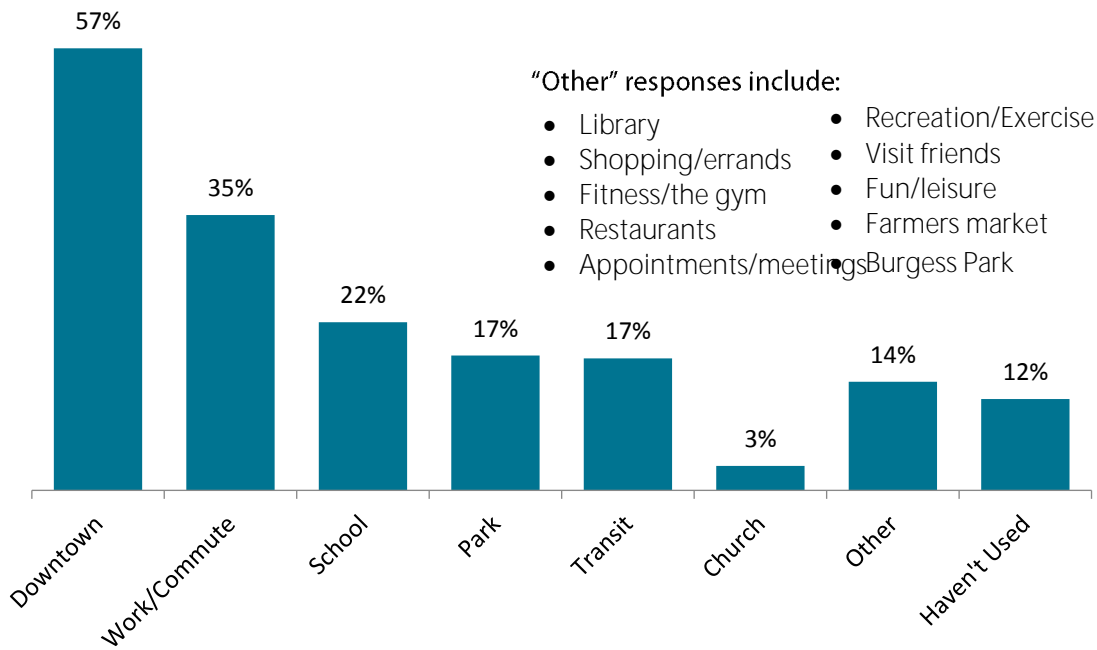
How often do you bicycle in Menlo Park?



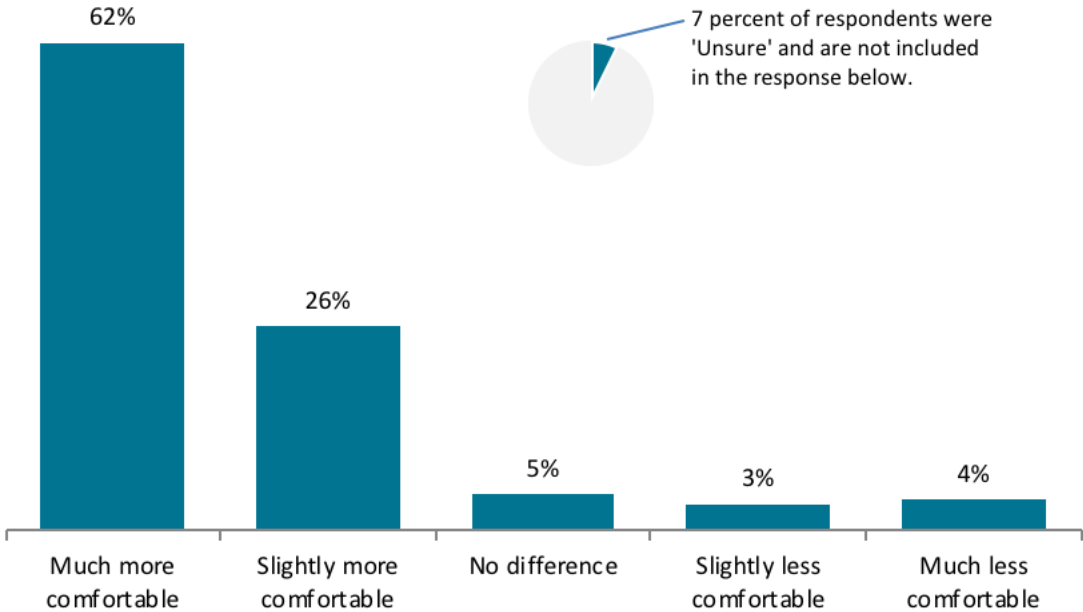
Have you bicycled more frequently after the implementation of the Oak Grove bicycle project?



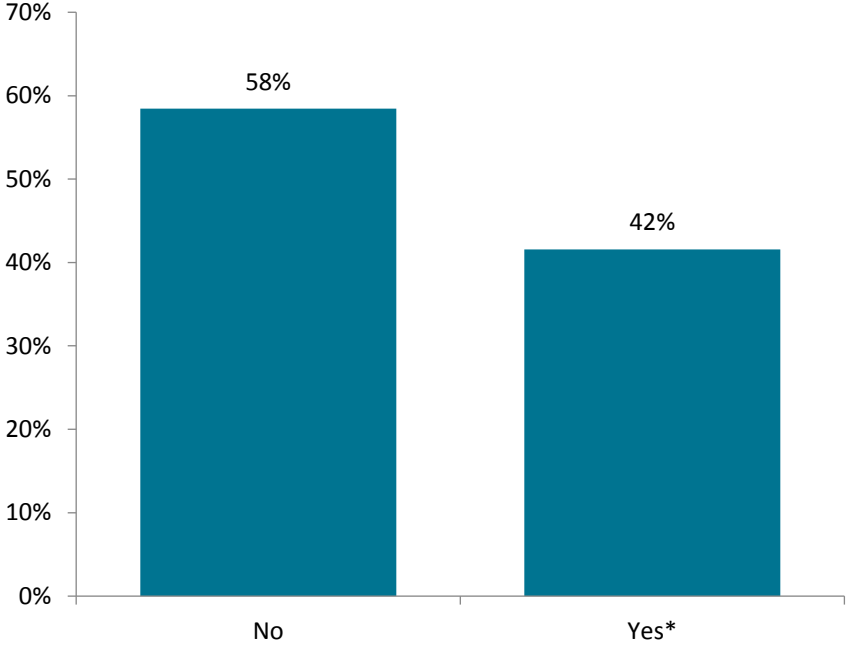
What is your primary destination(s) when using the new bicycle lanes? (check all that apply)



Do you feel that bicycling in Menlo Park is more comfortable following implementation of the Oak Grove bicycle project?



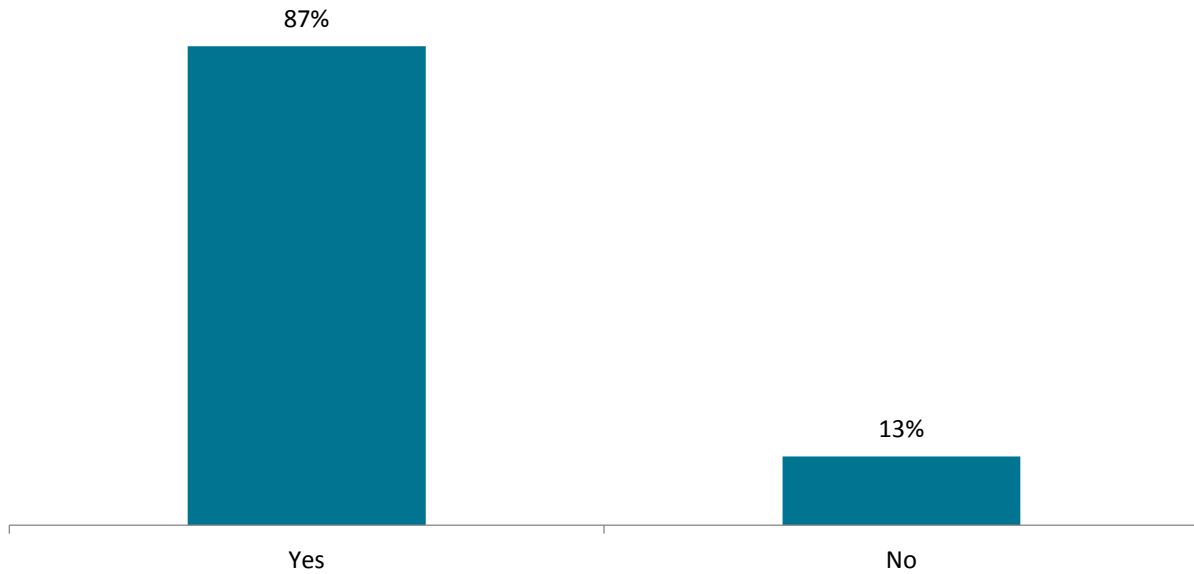
Have you changed the bicycling route you take after implementation of the Oak Grove bicycle project?



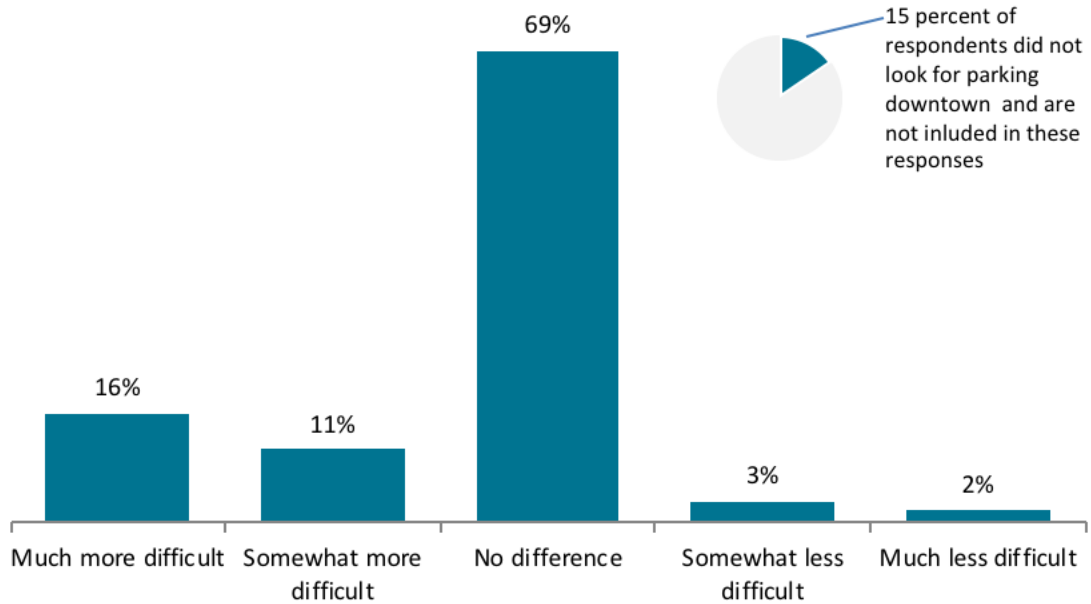
- \* Respondents no longer use:
- Menlo College (as a cut-through)
  - Valparaiso Street
  - Laurel Street
  - El Camino Real
  - Menlo Avenue
  - Ravenswood Avenue
  - Ringwood Avenue
  - Glenwood Avenue
  - Santa Cruz Avenue
  - Encinal Avenue
  - Marsh Road
  - Main Street

Note: Some respondents report avoiding the new routes on Oak Grove Avenue and University Drive.

*Do you feel that driving in Menlo Park is more comfortable when bicycles are separated from motor vehicle traffic through the use of a designated bicycle lane?*

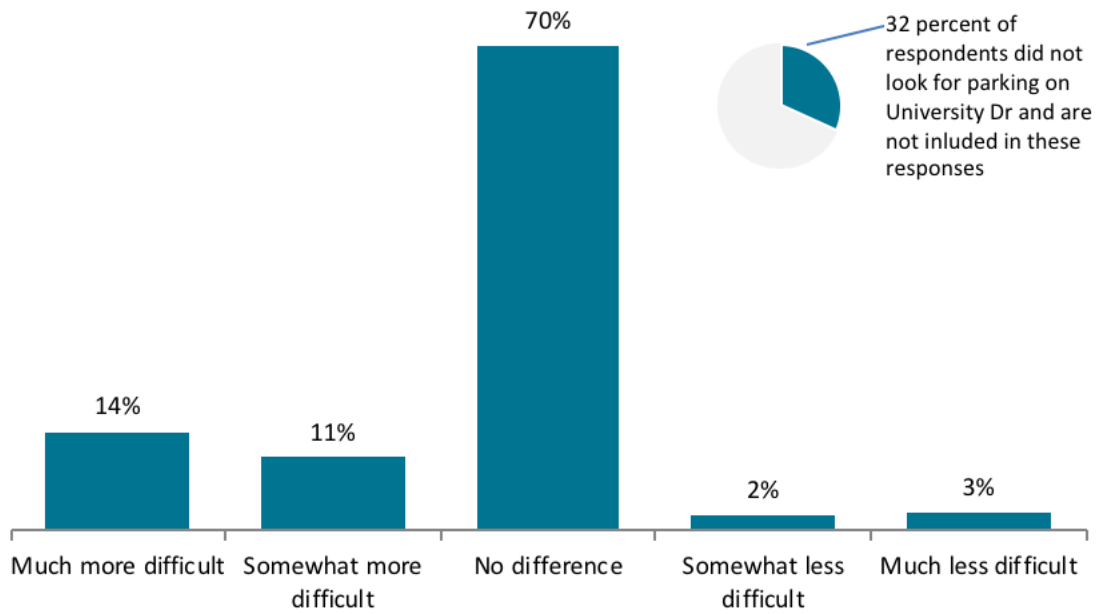


*Do you find it more or less difficult to find a motor vehicle parking space following implementation of the Oak Grove bicycle project in downtown Menlo Park?*

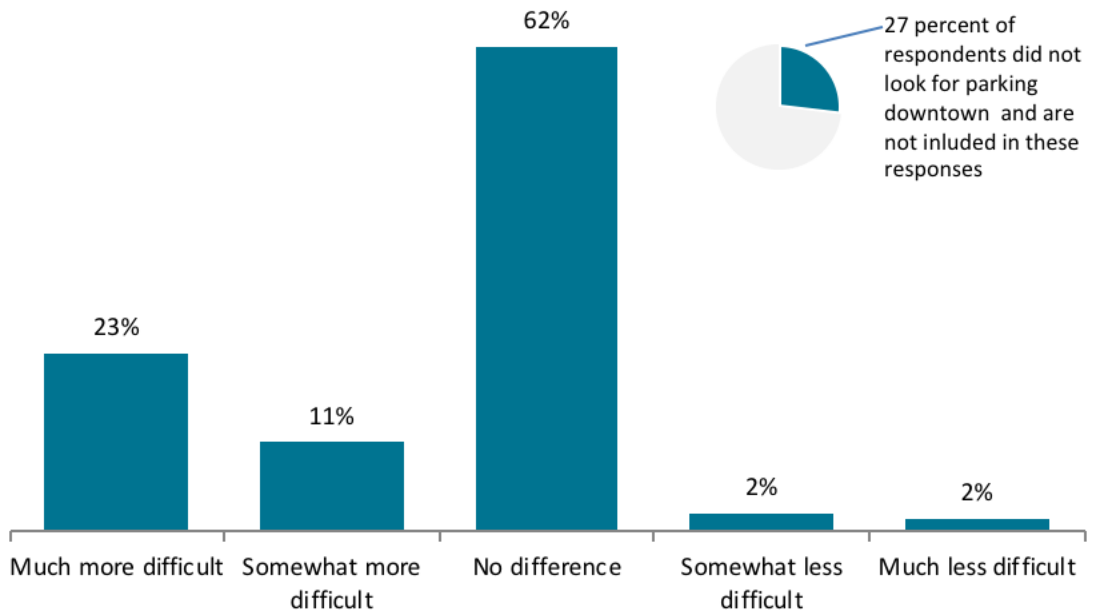




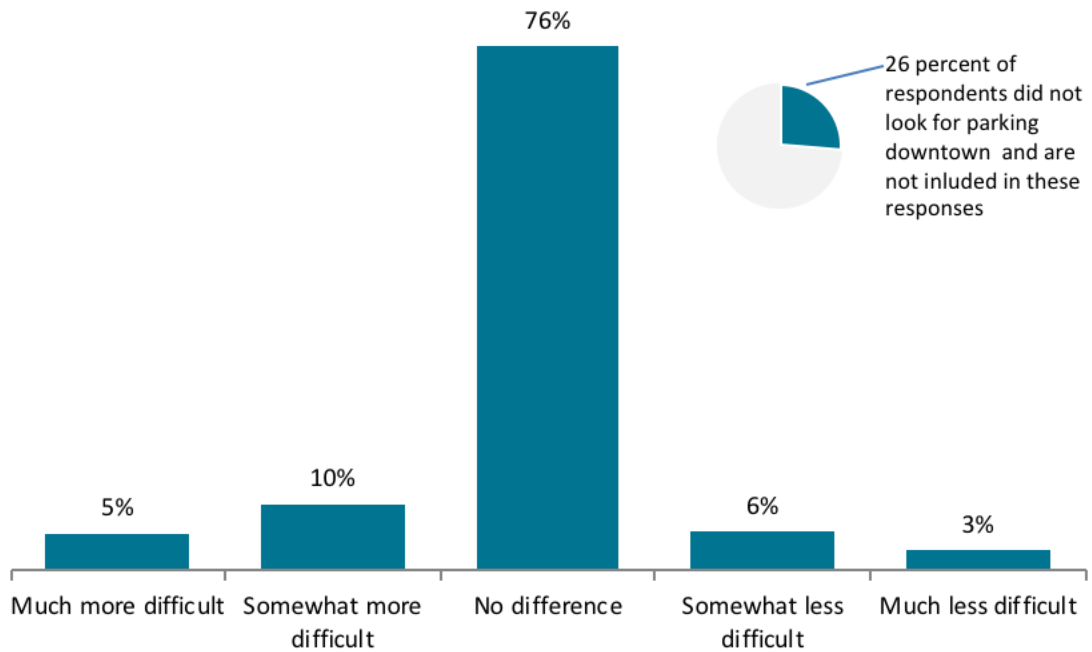
Do you find it more or less difficult to find a motor vehicle parking space following implementation of the Oak Grove bicycle project along University Drive?



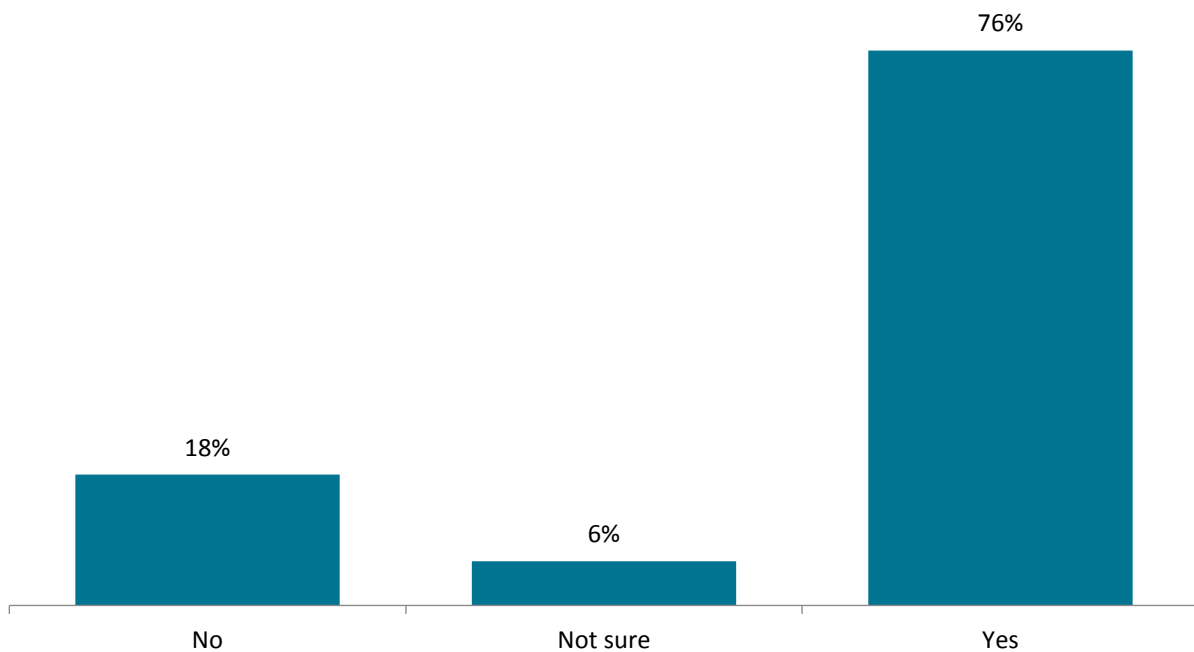
Do you find it more or less difficult to find a motor vehicle parking space following implementation of the Oak Grove bicycle project along Oak Grove Avenue?



Do you find it more or less difficult to find a bicycle parking space in downtown Menlo Park following implementation of the Oak Grove bicycle project?



Are you in favor of the permanent addition of bicycle lanes on Oak Grove Avenue?



What is your primary reason for not being in favor of bicycle lanes on Oak Grove Avenue?

There were 104 responses to this question. Please note, similar responses were not repeated.

- "Bicyclists don't pay attention whether there is or is not a bike lane... Need Biking education!"
- "Added traffic congestion due to lane obstruction and parking limitations"

- "It is one of the few roads that allows residents to travel from east to west by car (downtown) during peak hours."
- "Too many parking spaces have been taken because of the project."
- "Squeezes cars wanting right turn (on red) out of curb lane at ECR & Laurel causing more congestion on Oak Grove"
- "Keep bicycles off streets. Bicyclists are unsafe. Running stop signs. They should be kept off roads"
- "The way they are drawn is dangerous and confusing as they cut in and out of the drivers lane."
- "They are completely incomprehensible and of no help at all, just male cyclists obey the law"
- "Should be on another street, like Middle."
- "I see no bikes using the bike lanes"
- "Over reach by the city government. Leave bicyclists alone...they know how to maneuver within traffic."
- "More complicated traffic flow"
- "It is not the most logical route to use for many bikers."
- "They impose EXTREME DANGER to both bicycle riders and car drivers!!!! This past year has been horrific! Kids using this road DO NOT ride tandem, but side by side sometimes 4 at a time stretching out into the car lanes, socializing, laughing and trying to beat each other in speed! These kids ARE NOT PAYING ATTENTION!!! You have created a very very DANGEROUS SITUATION FOR ALL INVOLVED. MOST ASININE idea to date. Very poorly thought out with no consideration of the heavy car traffic on Oak Grove."
- "Slows down car traffic on Middlefield in the morning (going to school - nativity school 8am)"
- "NO stopping is in effect 24/5 days per week. It prevents direct access to my home. Since I'm handicapped, it makes life more difficult for me, also for other condo members who have young children."
- "It has taken too many parking places away. I also have witnessed very careless bicycling by all ages since the lanes were installed. It's almost as though since there is now a designated lane, the bikers feel they can do whatever they like. I have noticed a lot more red light runners by bikers since the new lanes were placed."
- "**What I don't like is how the street zig zags back and forth between University Drive and El Camino** Real with the bike lanes in place. It is not safe and bicyclists are more in the main road because there is not enough room to have parking, a bike lane and then the auto lane. Oak Grove is not wide enough for that."
- "Prohibiting parking at all times is a poor usage of space. The city should allow parking at specific times even if it is time-limited. For example, most middle school students are in school between 8 AM and 2 PM. Also, few bicyclists are riding after sundown."
- "I have children at Nativity School, and parking and accessing the school safely can be very difficult and frustrating. Parking is very limited already, so I wish there was a better way to implement bicycle safety without affecting our school accessibility."
- "The students of Hillview bike sometime 3 across while driving up Santa Cruz Ave. I have seen many near misses as I drive that way every morning. I have also seen students cut across El Camino on the wrong side of the street and almost get hit by oncoming cars who had a green light and wouldn't expect a student to be traveling the wrong way in the cross walk. Driving up Oak Grove has become harder and parking along Oak Grove is now non-existent."

- “I live on Oak Grove Avenue, but have no children. It's not a question of whether bike lanes are BETTER than parking spaces but about the best use for the general public. This includes all taxpayers in the state, as they contribute to our roads. To me, social equity dictates that, at the very least, we make parking in Menlo Park easy. We've added way more jobs than housing over the last decade here, so we are forcing people to commute long distances. We can at least make their parking easy. This is for workers in downtown MP. Also, if high school students want to drive to work, I'd like to let them.”
- **“Oak grove is fine. It's the University Drive project that has turned the neighborhoods we all pay an exorbitant property tax for into parking plazas. Cars constantly coming and going with no regard for the neighborhood kids that want to play in front of their houses together. Tenants buy parking passes which may be an extra perk for the city but it shows no regard for the property owners, specifically Alice Lane. There are enough multi unit complexes on that street alone without the overflow from the university drive apartments. The bike lane on university does not even provide the sufficient distance from the riders about 80% of the time. If supporting oak groves project means university drive stays. Resounding NO.”**
- “Painted lines on roads do not protect bike riders from collisions with motor vehicles. And only one of these markings are even in the California Vehicle Code, and that is the green paint for the 3-foot distance from bicycles that motor vehicles are required to maintain.”
- “Pine Street is a mess with students from MA (who do not ride bikes) parking. Ecology cannot get down the street let alone a fire truck responding to a 911. Bike traffic on Oak Grove is minimal (I know, I walk it every day). People who live on Oak Grove and Pine and have owned their homes for decades are greatly inconvenience as are their guest and service people.”
- “I think they need to be tweaked a bit more before becoming permanent. Or the public needs to be educated on how to approach and enter and exit them when making right hand turns”
- “You cannot keep the bicycle lanes properly swept, therefore there is debris in the bike lane, therefore bikes swerve out of the bike lane to avoid debris. They just aren't necessary.”

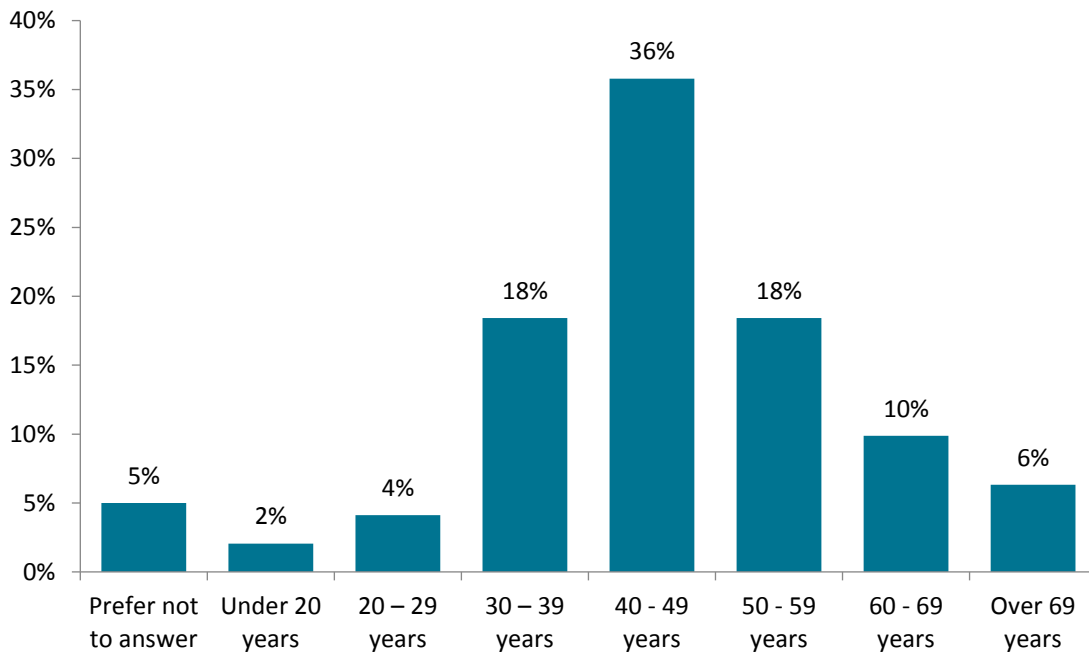
*Do you have any other comments about the Oak Grove Bicycle Project?*

There were 96 responses to this question. Please note, similar responses and responses not included in the previous question were not repeated.

- “The intersection at Bay and Ringwood is unsafe for bicyclists and pedestrians. We would bike more if it were safe.”
- **“the deadline to participate in this survey was quite last minute. I learned about it from the Menlo Park Almanac. -With all of the construction traffic at Oak Grove and Alma, the data collected from the Study is not valid. It is not typical to have so much heavy machinery on Oak Grove Avenue, it was a very abnormal year. The data is not representative of the actual vehicle and bike traffic, I am lived in the area for 25 years.”**
- “Don't make anything permanent until another lengthy trial when construction is finished.”
- “since you are just going to be removing this rout when you block off oak grove and Glenwood at the tracks why even bother. I would support an underpass for cars and bicycles at those two intersections but they don't need to be raised in the first place since there is nothing wrong with them and they aren't dangerous.”

- “There does not appear to be enforcement of bicyclists running lights at ECR, crossing the intersection against turn lights.”
- **“I thought that 888 Oak Grove would be an example of why the city should demand the developers must have enough parking for their development.”**
- “I bicycle a lot downtown. It is the bulb-outs on Santa Cruz Avenue that scare me! Get rid of that street interference and you will make me more secure as a cyclist.”
- “I think the City should remove the buffer for the bike lanes and restore parking on the south side of the street along Oak Grove. Also, please resurface the street (microsurface or slurry seal) prior to making the improvements permanent. The shadow lines from old striping is confusing for drivers and bicyclist.”
- “A waste of money, which should be spent on school buses and public transit.”

Age



Business Survey Questions

The following image shows the survey distributed to business owners within the downtown area. Business owners were encouraged to return the survey in person or by mailing it to City Hall.

**City of Menlo Park**

**Oak Grove - University - Crane Bike Project  
Business Survey**

The Oak Grove - University - Crane Bicycle Improvement Project is a one-year trial installation of bicycle facilities along a route that connects schools, downtown, and residential neighborhoods. The proposed project includes buffered bike lanes on each side of the street on Oak Grove Avenue and University Drive, with a connecting bicycle route marked with sharrows on Crane Street, Santa Cruz Avenue, and Live Oak Avenue. Your responses will be collected and summarized along with other data collection efforts for City Council to determine if the new bicycle lanes will be a temporary or permanent feature of downtown Menlo Park.

**1. What street is your business on?**

**2. Have you bicycled more frequently after the implementation of the Oak Grove bicycle project?**

Yes  
 No, less  
 No, same

**3. Do any of your employees ride a bicycle to work?**

Yes  
 No (skip to #4)

**3a. Did any employees start to ride a bicycle to work after the implementation of the Oak Grove bicycle project?**

Yes  
 No

**4. Have any of your patrons commented on the Oak Grove bicycle project?**

Yes - Mostly positive  
 Yes - Mostly negative  
 Yes - Evenly split  
 No

**5. Have any of your employees commented on the Oak Grove bicycle project?**

Yes - Mostly positive  
 Yes - Mostly negative  
 Yes - Evenly split  
 No

**6. What are some of the comments you've heard?**

**7. Do you feel the Oak Grove project has impacted your business?**

Yes, positively with more foot traffic/customers  
 Yes, negatively with fewer customers  
 No

**8. Do you have any other comments about the project?**

Please return your survey by May 25, 2018 (by mail or in person) to:

City of Menlo Park  
 Transportation Division  
 701 Laurel Street  
 Menlo Park, CA 94025

### Business Survey Responses

Nine business surveys were returned to City staff. All nine indicated they were located along Santa Cruz Avenue. Four respondents report that if patrons comment on the Oak Grove bicycle project, the perception is mostly negative. Most relevant comments heard by the patrons were about the lack of on-street parking spaces. Other comments include:

- "Too much construction"
- "My customers panic about parking in our city"
- "Would like to see reflective paint on all bike lanes for night drivers..."
- "[Bicyclists] cut in front of you without consideration"
- "[Bicyclists] keep going without looking"

Two respondents claim the project impacted their business negatively with fewer customers. Six claim the project has not impacted their business, and one did not respond to that question. The completed surveys are attached to the end of this appendix.

Emailed/NextDoor Comments

To the City of Menlo Park:

The Oak Grove Bicycle Project with its new configuration of bike lanes, parking spaces and door areas limits accessibility to the US Post Office by eliminating all parking spaces across the street from the PO. Finding a parking space near any business or service in the city is already a problem. Why make it worse?

Sincerely,

[name omitted for privacy]

---

Hello Kristiann,

I just completed the online survey for the bike project and was hoping there would be an area where I could add this comment.

I live on Oak Lane just off of University Drive. (Oak Lane is a half block from the corner of University Drive and Menlo Ave (toward Middle Avenue.) I ride my bike into Menlo Park at least once or more per day, seven days a week. I do ride your bike route including over and down Oak Grove. I think the addition of a dedicated bike lane is a great idea and I fully support it.

One thing I would LOVE to see changed is to delete the parking spaces on University Drive between Menlo Avenue and Oak Lane. This small 1/2 - 3/4 block section is extremely dangerous for bikes to ride through as there is no room for bikes and parking and a **lane of traffic going in each direction. Try it sometime. You'll see what I'm talking about. The drivers are vicious and are so irritated to have to stay behind a bike. I've** been nearly hit several times on my bike since people actually pass me which I was almost knocked over by a vehicle side mirror more than once. Very scary.

The city is proposing deleting a lot of parking on University Drive already with the bike project, why not extend the no parking through the section I just mentioned above? I really wish you or someone involved in this project would take a closer look at this dangerous small section of University Drive.

When I leave on Oak Lane and turn onto University Drive with either a bike or my car, I have to practically go half way out into the oncoming traffic lane to see if I can pull out because the parked cars on University Drive are seriously blocking my view.

I would even be interested in meeting with you or someone else who is working on this project at this dangerous area to discuss further if necessary. Or if you just want to talk on the phone to discuss. That works for me too.

This 1/2 - 3/4 block area on University Drive is adjacent to where you are proposing no parking now because of this bike project but a slight extension of no parking on University Drive would make it even more safe for everyone.

Thank you for considering and reading my email.

Kind regards,

[name omitted for privacy]

---

I'm glad you included some car/parking questions in this survey. I completely understand that the council wants to turn MP into a bicycle town, but that is unrealistic and we need to cater to drivers as well. Bicyclists are just as or more so dangerous than drivers.

---

Just going into the post office or any of those medical bldgs. is a 15 min. parking ordeal now. Bring back parking on the north side of oak grove we of el Camino!

---

Thank you! I am a cyclist, pedestrians and an automobile driver. I feel much safer not because of the bike lanes. I usually park in the parking lots. I feel it was never easy to find a parking spot on the streets. Thank you for thinking of everyone and providing safe access for all types of transportation and town folk including those walking!!! The town is for everyone!

---

One aspect of the project that was not targeted in the questions was the implementation of the Oak Grove/Laurel intersection. As a cyclist and a driver, I find the lane markers misleading and unhelpful. Standard California rules of the road (and honestly common sense best practice) indicate drivers should merge into the bike lane before making a right turn at an intersection. This deliberately safeguards against **the infamous "right hook", in which a driver makes a right turn without looking and runs over a cyclist traveling in the bike lane to their right.** A merge-first approach enforces the following: 1) the driver warns **the cyclist of their intentions by a slow merge before a rapid turn (because really, we can't trust drivers to use signals these days)** and 2) shuts down and blocks the bike lane to impatient cyclists that might try to **creep up on the right side of a stopped car waiting to make a right on red. It's safer for everybody.** This is usually denoted by the solid line for the bike lane turning into a dotted line near the intersection to indicate that cars are now allowed to enter the bike lane. The Oak Grove/Laurel intersection is implemented with the opposite and, in fact, encourages unsafe practices for both drivers and cyclists. And [name omitted for privacy], accident rate and injury statistics are not on your side regarding your **assertion that "bicyclists are just as or more so dangerous than drivers." That's is unrealistic.** Furthermore, cyclists pay just as much in property taxes toward as drivers toward local infrastructure, and I **suspect (without research, I admit) that they've historically not gotten their fair share piece of the pie** regarding allocation of infrastructure funds. Current lane rollout is more about rebalancing former **infrastructure oversights than infringing on drivers' inherent right-of-way.**





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RECEIVED

## OAK GROVE PLACE HOMEOWNERS ASSOCIATION

1150 and 1160 Pine Street  
Menlo Park, CA 94025

OCT 23 2018

City of Menlo Park  
City Manager's Office

October 19, 2018

The Honorable Peter Ohtaki  
City of Menlo Park  
701 Laurel St.  
Menlo Park, CA 94025

Dear Mayor Ohtaki,

On behalf of the twelve homeowners and more than twenty residents of Oak Grove Place—on the corner of Oak Grove Avenue and Pine Street--the Board of our over thirty-year old HOA is taking this opportunity to voice our opinion about the critical transportation issue, which impacts negatively on our homes.

The primary issue: our homeowners have lost the ability to park close to their homes as they have had since they purchased their property, some of them nearly forty years ago. They or their visitors cannot unload passengers or heavy items on Oak Grove, even with handicapped placards, as one of our elderly residents was informed by a passing Menlo police patrol car recently. **PLEASE find a way to provide at least temporary access each day** through a two-hour window, and come to a solution as to how to allow handicapped placard holders access to the curbs near their homes.

The secondary issue is the unsafe parking on Pine Street. If a vehicle is turning onto Pine from Oak Grove in either direction and there are two cars parked at the end of Pine, there isn't any room for a car coming approaching the Pine/Oak Grove junction. An easy fit for this situation would be to **create a red or loading zone on both sides of the street at top of Pine Street adjacent to Oak Grove.**

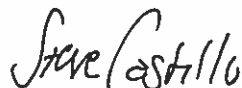
The third issue: several homeowners have witnessed emergency vehicles having difficulty through navigating Pine Street, which is **dangerously narrowed by two-sided parking.** This situation has existed for some time, and the City seems unwilling to address it. Must we wait for a tragedy, such as someone who needs emergency help not being reached in time? We are extremely concerned, and request—again—that the City find a solution to make this street safe.

Thank you for your review of our concerns.

Sincerely,



Karen Bertrand  
1150 Pine Street, Unit A



Steve Castillo  
1150 Pine Street, Unit F



Laura Jason  
1150 Pine Street, Unit E

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**STAFF REPORT**

**City Council**

**Meeting Date:** 11/13/2018

**Staff Report Number:** 18-212-CC

**Consent Calendar:** Preliminary year-end close financial review of general fund operations as of June 30, 2018

**Recommendation**

This is an informational item and does not require City Council action.

**Policy Issues**

The preliminary year-end budget-to-actual report is presented to facilitate better understanding of General Fund operations and the overall state of the City's current fiscal affairs by the public and the City Council.

**Background**

In order to provide timely information to the City Council and the public, the Administrative Services Department prepares a quarterly report on General Fund operations. The report provides a review of General Fund revenues and expenditures for the most recently completed quarter of the current fiscal year. These results are presented alongside results from the same time period for the previous year, with material differences being explained in the appropriate section of the staff report.

While revenues and expenditures presented in this report are through June 30, which is the end of the fiscal year, adjustments may be made as a result of the City's ongoing audit. A more complete picture of the General Fund's final results from fiscal year 2017-18 will be presented in December, when the year-end report is provided to the City Council.

**Analysis**

The report, which is included as Table 1 on the following page, was developed to apprise City Council of the year-to-date (YTD) status of the General Fund. It provides year-to-date fourth quarter comparable data for fiscal years 2016-17 and 2017-18. Information included in this report is intended to highlight some of the critical elements of Table 1 and supplement that information with explanations of significant differences between fiscal years 2016-17 and 2017-18. Budget adjustments that were approved by City Council throughout the fiscal year have been incorporated into this report.

Overall, the report highlights that year-to-date actuals for fiscal year 2017-18 show a preliminary net revenue position of \$5.18 million. Revenues in the General Fund for fiscal year 2017-18 came in at 3.62 percent higher than anticipated. Year-to-date expenditures came under budget at 98.95 percent of expected spending.

Table 1: YTD general fund budget to actuals summary						
	Amended budget	2016-17 Actual 6/30/17	% of budget	Amended budget	2017-18 preliminary 6/30/18	% of budget
<b>Total revenues</b>	<b>51,596,888</b>	<b>53,359,480</b>	<b>103.42%</b>	<b>60,391,281</b>	<b>62,575,411</b>	<b>103.62%</b>
<b>Total expenditures</b>	<b>54,401,300</b>	<b>51,857,320</b>	<b>95.32%</b>	<b>58,002,293</b>	<b>57,392,619</b>	<b>98.95%</b>
<b>Net revenue</b>	<b>(2,804,412)</b>	<b>1,502,160</b>		<b>2,388,988</b>	<b>5,182,792</b>	

### Revenue

Table 2 below shows a summary of 2017-18 preliminary budget-to-actual revenues for fiscal years 2016-17 and 2017-18.

Table 2: Revenues						
Revenues	Amended budget	2016-17 Actual 6/30/17	% of budget	Amended budget	2017-18 preliminary 6/30/18	% of budget
Property tax	17,393,400	20,563,363	118.23%	20,847,249	23,026,432	110.45%
Charges for services	7,992,815	7,871,770	98.49%	9,676,744	10,358,981	107.05%
Sales tax	5,502,000	5,635,239	102.42%	6,253,025	6,910,437	110.51%
License and permits	6,141,860	5,844,570	95.16%	7,428,541	6,740,334	90.74%
Transient occupancy tax	6,430,000	6,662,631	103.62%	7,209,000	7,770,969	107.80%
Franchise fees	1,978,000	2,001,106	101.17%	2,047,000	2,121,386	103.63%
Fines	1,067,643	1,110,892	104.05%	1,262,400	916,427	72.59%
Utility users' tax	1,215,000	1,253,672	103.18%	1,221,000	1,322,169	108.29%
Inter-governmental revenue	990,052	946,784	95.63%	1,149,284	1,403,524	122.12%
Interest and rental income	1,101,199	914,090	83.01%	898,200	1,413,688	157.39%
Transfers and other	484,919	555,362	114.53%	548,838	591,066	107.69%
Use of assigned fund balance	1,300,000	-	0.00%	1,850,000	-	0.00%
<b>Total revenues</b>	<b>51,596,888</b>	<b>53,359,480</b>	<b>103.42%</b>	<b>60,391,281</b>	<b>62,575,411</b>	<b>103.62%</b>

Through the fourth quarter of fiscal year 2017-18, year-to-date General Fund revenues are just shy of \$62.6 million, which is a 17 percent increase over the same time period in 2016-17. This increase is driven by several major revenue sources, including property tax, charges for services, transient occupancy tax and sales tax.

Property tax revenues, which represent the largest source of General Fund revenue, are up 12 percent, or \$2.46 million over the last year. When comparing budget to actual for the current fiscal year, property tax revenues are 10 percent, or \$2.18 million, higher than expected. This category consists of all property tax revenues, including the secured tax, unsecured tax, property transfer tax and supplemental tax. Charges for services are up 32 percent, or \$2.48 million, over fiscal year 2016-17. When compared to the budget, charges for services are 7.05 percent above anticipated revenue. Revenue increases in this category are primarily being driven by the City’s recreation programs and The City’s Public Works and Community Development departments.

Sales tax revenues are up 23 percent when compared to the same period in fiscal year 2016-17 and came over budget by 10.51 percent for the current fiscal year.

Transient occupancy tax (TOT) revenues are up 17 percent over the same period from last fiscal year. Overall, most hotels in Menlo Park are reporting increases in TOT revenues compared to the prior fiscal year and were bolstered by the opening of a new hotel near the end of the fiscal year. Revenues in this category are trending slightly higher than expected and have exceeded the amended budget by 7.8 percent.

Interest and Rental Income is shown at 57.39 percent above expected revenues for the 2017-18 fiscal year and is up 55 percent from the previous fiscal year, driven by rising interest rates and a higher invested amount than anticipated. Inter-governmental revenues have come 22.12 percent over anticipated budget, an increase of 48 percent over the prior year.

Additionally, Fines have experienced a decrease from the 2016-17 fiscal year due to an unforeseen lack of ability to staff full time traffic officers.

Expenditures

Consistent with the City Council amended budget, General Fund operating expenditures are up \$5.54 million or 11 percent, over the previous year. Overall, expenditures in the General Fund are as expected with 98.95 percent of the budget being spent.

Table 3: Expenditures						
Expenditures	Amended budget	2016-17 Actual 6/30/17	% of budget	Amended budget	2017-18 preliminary 6/30/18	% of budget
Police	17,260,091	16,797,584	97.32%	18,294,690	17,820,892	97.41%
Public Works	10,814,404	8,688,242	80.34%	10,801,036	10,220,616	94.63%
Community Services	8,068,958	8,057,471	99.86%	8,573,785	8,537,864	99.58%
Community Development	6,422,537	4,977,064	77.49%	7,311,094	6,294,970	86.10%
Administrative Services	3,042,604	2,898,747	95.27%	2,850,286	3,497,139	122.69%
Library	2,636,163	2,516,864	95.47%	3,065,053	2,811,848	91.74%
City Manager's Office	2,085,402	1,772,811	85.01%	2,211,453	1,789,344	80.91%
City Council	487,565	450,683	92.44%	725,746	537,985	74.13%
City Attorney	388,499	561,901	144.63%	620,448	604,746	97.47%
Non-departmental	3,195,077	5,135,953	160.75%	3,548,702	5,277,214	148.71%
<b>Total expenditures</b>	<b>54,401,300</b>	<b>51,857,320</b>	<b>95.32%</b>	<b>58,002,293</b>	<b>57,392,619</b>	<b>98.95%</b>

The majority of the City's departments' spending for the 2017-18 fiscal year was under their allocated budgets with a significant share of departmental savings due to vacancies and lower than anticipated contract costs. Salary savings in departments is offset by the midyear budget adjustment which decreased the non-departmental budget by \$2.03 million. The City's practice has been to amend the City Council adopted budget at midyear to incorporate experience through the first half of the year. Absent this adjustment, overall General Fund expenditures would have been \$2.64 million under budget rather than \$0.61 million.

General Fund expenditures in the Administrative Services Department, consisting of the Finance and Human Resources Divisions, were 22 percent or \$0.65 million, higher than budgeted due to use of additional contract work, increased executive recruitments, and higher than anticipated legal service fees. While the additional contract work was approved by the City Council, for example the executive recruitment, additional appropriations were not required given anticipated budget savings in other areas.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **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:  
Brandon Cortez, Management Analyst

Reviewed by:  
Dan Jacobson, Finance and Budget Manager

Approved by:  
Lenka Diaz, Administrative Services Director





## STAFF REPORT

**City Council**  
**Meeting Date:** 11/13/2018  
**Staff Report Number:** 18-210-CC

**Informational Item:** Update on the Stanford University 2018 general use permit project

### Recommendation

This is an informational item and does not require City Council action.

### Policy Issues

The City's interest in monitoring the Stanford general use permit (GUP) is consistent with prior actions taken by the City Council on proposed projects located in neighboring jurisdictions that could induce environmental impact to the City of Menlo Park. Specifically, the City Council's 2018 work plan identifies this project.

This action is also consistent with policies and programs (e.g., LU-1.5, CIRC-1.B, CIRC-2.15) stated in the 2016 City general plan land use and circulation elements. These policies and programs seek to ensure Menlo Park goals and objectives are met for development within its sphere of influence and to collaborate with neighboring jurisdictions to develop, fund, and implement local and regional transportation planning/engineering efforts.

### Background

Stanford University is a private university located on the San Francisco Peninsula. Stanford owns approximately 8,180 acres of land spanning across six governmental jurisdictions. These jurisdictions include: unincorporated areas of Santa Clara County and San Mateo County, the cities of Palo Alto, Menlo Park, and the towns of Portola Valley and Woodside.

In 2000, the Santa Clara County board of supervisors adopted the Stanford University Community Plan and the 2000 general use permit. Both documents helped guided Stanford's current growth and development within the unincorporated area of Santa Clara County. The unincorporated area is generally bounded by Sand Hill Road and Quarry Road to the north, El Camino Real to the east, Stanford Avenue and Page Mill Road to the south, and Arastradero Road and Alpine Road to the west.

The unincorporated Santa Clara County area is divided into two concentrated areas. Stanford's core campus area, which includes academic and housing facilities, is located north of Junipero Serra Boulevard, representing Stanford's Academic Growth Boundary. The other area covers vast undeveloped lands south of Junipero Serra Boulevard.

According to the draft environmental impact report (DEIR) project description, Stanford has

developed approximately 9.6 million square feet of net new academic and academic support land uses, 11,293 student housing beds, and 937 faculty/staff housing units on the campus as of fall 2015. Under the 2000 general use permit, as amended currently, Stanford was allowed construction of 2.035 million square feet; 4,468 housing units/beds and ancillary uses.

In November 2016, Stanford submitted an application to Santa Clara County to update its current 2000 general use permit. The proposed 2018 general use permit includes 2.275 million square feet of net new academic support land uses, 2,600 student beds, and 550 faculty/staff housing units beyond the current 2000 general use permit allowances. Santa Clara County is the Lead Agency. Ultimately, Stanford seeks the following approvals from the County:

- Certification of the 2018 general use permit environmental impact report (EIR)
- Adoption of a new 2018 general use permit
- Approval of amendments to the Stanford community plan
- Approval of amendments to the County zoning map

On January 3, 2017, Santa Clara County issued a notice of preparation of the project’s EIR. The Notice describes the project background, proposed project scope, and a range of environmental topic areas to be evaluated, including project alternatives. On February 28, 2017, Stanford presented an update to the City Council. The City submitted a comment letter on the Notice, as approved March 6, 2017, by the City Council.

On October 6, 2017, Santa Clara County released the DEIR for the project with a 60-day public review period ending December 4, 2017. On November 29, 2017, the City Council approved submitting a comment letter. However, on November 30, 2017, the County authorized a 60-day extension of the public review period to February 2, 2018. The City Council authorized submittal of a revised letter January 23, 2018 (Attachment A.)

On June 12, 2018, Santa Clara County released a revised alternatives chapter of the DEIR for recirculation with a 45-day public review period ending July 26, 2018. The DEIR represented a program-level evaluation of the proposed project. A program-level EIR provides the initial framework for review of discrete, future projects. It establishes a maximum development allowance for Stanford University and provides a framework for where anticipated development would occur (by districts.) The recirculated alternatives chapter outlines two potential alternatives that would increase the amount of housing to support the proposed University expansion, as summarized in the table below.

Table 1: Summary			
Alternative	DEIR project description	Recirculated Alternative A	Recirculated Alternative B
Academic and support uses	2.275 million sf	No change	No change
Housing units (beds/units)	3,150 units	5,699 units (+2,549 units) <sup>1</sup>	4,425 units (+1,275 units) <sup>2</sup>

<sup>1</sup> Alternative A would accommodate all of the anticipated off-campus housing demand generated by the proposed 2018 GUP.

<sup>2</sup> Alternative B would accommodate half of the anticipated off-campus housing demand generated by the proposed 2018 GUP.

Since the City Council did not convene a meeting in July, staff worked with the City Council's Stanford General Use Permit Subcommittee of Mayor Ohtaki and City Councilmember Keith to review and finalize a letter for submittal within the required response period. Staff prepared an Information Item for the August 6 City Council meeting with the comment letter as submitted (Attachment B.)

## **Analysis**

Stanford has since modified the requested entitlements to include a development agreement, which provides greater flexibility to pursue negotiated community benefits. Santa Clara County established a two-member ad hoc negotiating committee comprised of Supervisors Chavez and Simitian. The following is a summary of the remaining steps in the GUP process and tentative timelines as proposed by Santa Clara County:

- November 29, 2018: community meeting at 6:30 p.m. in the Palo Alto City Council Chambers to receive feedback on the development agreement process (outreach efforts to continue through the end of February 2019)
- December 2018: Release of the final EIR (FEIR)
- March through April 2019: Planning Commission hearings on entire GUP package (development agreement, conditions of approval, FEIR)
- May through June 2019: Board of Supervisor hearings on entire GUP package (DA, conditions of approval, FEIR)

Staff intends to work with the City Council's Stanford General Use Permit Subcommittee and return to the full City Council as needed. In addition, staff has begun discussions with other San Mateo County jurisdictions located within the 6-mile radius of Stanford's core academic campus (Attachment C) to determine whether there are potential community benefits of mutual interest. The primary focus would likely be related to topics of transportation, housing, school, and fiscal impacts and opportunities for open space preservation and flood protection.

## **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

## **Attachments**

- A. Final February 1, 2018 comment letter on the DEIR
- B. Final July 25, 2018, comment letter on recirculated alternatives chapter of the DEIR
- C. Mile of 6-mile radius from Stanford's core academic campus

Report prepared by:  
Justin Murphy, Public Works Director

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February 1, 2018

Mr. David Rader  
County of Santa Clara  
Department of Planning and Development  
County Government Center  
70 West Hedding St.  
San Jose, CA 95110

**RE: Stanford University "2018 General Use Permit", Draft EIR Comments**

Dear Mr. Rader,

Please find attached the City of Menlo Park's comments on the Draft Environmental Impact Report (DEIR) for the Stanford University "2018 General Use Permit" (GUP) Project (File #: 7165-16P-16GP-16Z-16EIR).

The attached comments highlight several significant deficiencies in the Draft EIR that must be addressed in a recirculated Draft EIR with sufficient mitigation measures to mitigate any impacts identified prior to the County considering the 2018 GUP for approvals. The City appreciates the opportunity to comment on the proposed project. Please contact Assistant Public Works Director, Nikki Nagaya at 650-330-6770 or [nhnagaya@menlopark.org](mailto:nhnagaya@menlopark.org) with any questions.

Sincerely,

Peter Ohtaki  
Mayor

Enclosure

## **Project Description Concerns and Questions**

1. Stanford is seeking “flexibility with accountability.” The application and DEIR indicate that the total amount of academic square footage may take many forms, from classroom buildings to art galleries to energy facilities. Similarly, the anticipated housing units/beds will include a range of products from undergraduate dormitories to single-family homes for faculty. These different uses will have disparate impacts. Without specificity as to the amount, location and intensity of the various uses, there are no assurances that the impacts have been adequately assessed in the DEIR. Further, there is no mention in the DEIR that further study will be conducted to determine whether what does eventually get built is within the parameters of the DEIR or creates additional impacts that require additional mitigation. This seems critically important for a document that is anticipated to govern development for the next approximately 17 years in an area that is seeing rapid transition in local and regional conditions and circumstances. The City requests that clear accounting of the proposed uses and location of such uses be documented, and no changes to the provided allotments of developable area be allowed without a full assessment of any further environmental impacts. Further, as evidenced by the Center for Academic Medicine project application, any transfer of development request needs to include explicit consultation with and notice to the City of Menlo Park, particularly in the area of traffic concerns. The City has included recommended revisions to Condition of Approval G11 from the 2000 GUP, which are outlined below in comment 6.
2. The 2018 GUP should preserve the Academic Growth Boundary and the extra increment of foothill protections (i.e., the 4/5ths vote for development west of Junipero Serra Boulevard) in order to ensure ongoing open space and conservation efforts are recognized as a serious concern. The City requests the Academic Growth Boundary be preserved for at least the next 50 years.
3. The maximum build out of the Stanford campus should be identified, defined and evaluated in the 2018 GUP and DEIR. Such definition was required during the 2000 GUP development, as a condition of approval, but has not yet be identified or imposed here. This is important to provide the community and neighboring jurisdictions a clear picture of when growth limits would be reached; further, the current process provides no assurances to the maximum extent of growth and development on the campus.
4. Stanford will be increasing the population of students, faculty, staff and other workers from 41,217 in 2018 to 50,827 by 2035. However, it is not clear that these numbers reflect the full picture and include families of students and faculty, deliveries, consultants, contractors and various visitors who travel to and from Stanford. The assumptions should be clearly outlined in the DEIR.
5. The 2018 GUP and DEIR should evaluate changes in the Project Description, or as mitigation

measures to:

- a. Prohibit an increase in net new parking spaces
  - b. Provide a direct roadway connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard. Also force traffic to use Page Mill Road over Alpine Road since there are limited residences along Page Mill frontage
  - c. Add locations for traffic monitoring at gateways to Stanford Land beyond the cordon locations that are specific to unincorporated Santa Clara County to account for development in the Quarry, Lathrop and San Juan districts (see comment 7.k.ii. below)
  - d. Require trip credits to have some spatial or geographic relevance based on Gateways and cordon limits around the Stanford campus
6. In the 2000 GUP conditions of approval, condition G11 required project-specific traffic studies for certain projects. Subsequent to adoption of the 2000 GUP and conditions, the County prepared *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G11* (dated January 16, 2002). These documents do not directly address the need for a project-specific traffic study for relocation of planned development levels across Campus district boundaries, and the City requests this document be modified, if to be carried over for use subsequent to the 2018 GUP. Further, the City requests that a project-specific traffic study be completed for all projects that generate over 50 peak hour trips to ensure transparency and consistency across future proposals. The City has documented suggested revisions, as included in Attachment A. Further, the City requests that the Board of Supervisors must consider any request to relocate development to a different district, and approval be required to reach a 4/5 vote in favor, including the Supervisor from the District.

## Transportation

7. The transportation analysis shows several deficiencies with respect to<sup>1</sup>:
- a. Existing congested conditions are not reflected in the intersection analysis.

The existing conditions analysis does not reflect congested conditions on the Bayfront Expressway, Willow Road, University Avenue, El Camino Real, and Sand Hill Road corridors as of the time the existing counts were taken in 2016. The reported results at the following locations do not reflect field observed conditions:

- i. Bayfront Expressway/University Avenue
- ii. Bayfront Expressway/Willow Road
- iii. Willow Road intersections

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<sup>1</sup> All page number references within this comment point to the Transportation Impact Analysis, Part 2 in Appendix TIA of the Draft EIR. Similar comments apply to the same content shown in the Draft EIR.



iv. Sand Hill Road/Santa Cruz Avenue-Alpine Road

The existing congested conditions on the corridors and intersections listed above are not taken into account by isolated intersection analysis. As summarized in the City of Menlo Park’s General Plan (ConnectMenlo) Draft Environmental Impact Report published in 2016, isolated intersection analysis does not account for the queue spillback between intersections on the approaches to the Dumbarton Bridge, including those on Bayfront Expressway, Willow Road, and University Avenue. The TRAFFIX 8.0 software that was used for the analysis is not sufficient to reflect the existing or future (2018 or 2035) congestion levels. The TIA (Section 4.8, page 94-95) describes the observed queues and congested conditions on El Camino Real and Sand Hill Road, but does not use this information to validate the calculated existing levels of service (Figure 4-2 on page 54 and Table 4-1 on pages 55-60) on the corridors. Field observed conditions are not described on Willow Road and the Dumbarton Bridge approaches. These level of service calculations need to be updated in order to present an accurate existing scenario to assess impacts of the 2018 GUP. Otherwise, potential impacts are underestimated. The Draft EIR should be updated and recirculated with corrected information that mitigates all additional impacts.

b. Existing congested conditions are not reflected in the freeway and ramp analysis.

Similarly, the freeway ramp analysis at the US 101/Willow Road interchange and the I-280/Sand Hill Road interchange do not reflect existing congested conditions, and therefore the volume-to-capacity analysis conducted does not take into account the unserved peak period demand and queue spillback. Analysis based on these existing results therefore underestimates potential impacts of the 2018 GUP. The analysis must be updated and the Draft EIR recirculated with the corrected information, including appropriate mitigation for all additional impacts.

c. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford’s continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. However, this program is fundamentally flawed and does not fully mitigate transportation impacts for several reasons:

- i. Congested conditions in the region are no longer limited to a single morning and evening peak hour. The monitoring program should be expanded to capture the hours of congestion across the peak periods, at a minimum from 7:00 – 9:00am and 4:00 – 7:00pm, since the program encourages peak spreading to shoulder and off-peak hours. Daily trip limits should also be considered to reduce potential air quality and greenhouse



gas impacts.

- ii. While traffic flows still see some directionality, reverse peak direction patterns are increasing and even reverse direction trips in the peak hours can contribute to congestion.

The proposed 2018 GUP is estimated to add 428 AM and 600 PM peak hour trips in the reverse commute direction. This represents a significant proportion of the proposed growth in traffic, representing 36% of morning and 44% of evening peak hour traffic. The proposed analysis does not isolate the potential impacts of these trips, and they are not mitigated by the No Net New Commute Trips mitigation program, which only limits the peak direction trips. Therefore all reverse peak trips are added to the roadway network, with undetermined impacts, and are not currently mitigated.

The City requests that an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. The mitigation program should could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such trips should be allowed over existing conditions. This analysis should be prepared and the DEIR recirculated with this significant new information.

- iii. Monitoring of the program is infrequent and does not assure neighboring jurisdictions that the program achieves its goals on a typical basis. Monitoring occurs twice per year, and while conducted in typical traffic conditions, this limited frequency allows the potential for ongoing violations. The City requests the County modify the monitoring program to provide consistent, daily monitoring. Such monitoring and enforcement is conducted by the City for the Facebook Campus site in Menlo Park, and provides assurances that the trip limits are met on a daily basis throughout the year. This increased frequency is enabled more readily, since under the current proposal, Stanford and the County propose to use automated technology to conduct the counts in the future. The City requests that no new development be allowed beyond the 2000 GUP until such automated equipment and increased monitoring is in place.
- iv. The use of “cordon credits” and a campus-wide monitoring methodology allow Stanford to offset peak hour, peak direction vehicle trips occurring anywhere in the cordon area at the expense of other potentially affected roadways. In particular, the Sand Hill Road and El Camino Real (north of Stanford) corridors have not seen investment in infrastructure or program support to reduce vehicle traffic levels approaching the University from these directions, and traffic congestion has increased since the 2001 GUP analysis. In addition, the 2014 Annual Traffic Monitoring Report claimed 402 trip credits for bus trips across the cordon points and the number of transit passengers served outside the cordon area in

the evening peak hour, but no data is provided about how the individual cordon locations have increased or decreased over time. The City’s own traffic counts on Sand Hill Road (near the City of Menlo Park and Palo Alto border) show an increase in average daily traffic volumes from 30,550 vehicles to 33,900 vehicles per day between 1998 and 2017. The DEIR also does not disclose Marguerite transit ridership by route and stop to demonstrate which corridors are achieving trip credits per the allowance of “cordon credits”. The City requests the historic raw cordon count data and Marguerite ridership data be included in a revised and recirculated DEIR. The City requests that the cordon trip limits be established by sub-area or district to ensure that the levels of traffic in any one corridor are not adversely affected at the expense of others.

- v. Chapter 8 of the TIA details the tiered mitigation program steps if Stanford does not achieve the No Net New Commute Trips goal. However, as described in Section 8.1.1.3 through 8.1.1.5, Stanford would fund infrastructure changes and programs to reduce vehicle trips in the vicinity of the campus if the No Net New Commute Trip goal is not successful. This shifts the burden of mitigation to neighboring cities, when the mitigation is necessitated by Stanford’s non-compliance with the mitigation measure. Stanford should instead assume responsibility, in collaboration with neighboring agencies to design and construct physical infrastructure and provide resources to help implement necessary programs to reduce trips as identified in these sections. The City requests that a contribution towards the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor, and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation. The City also requests that penalties be assessed if the trip reduction goals are not met.
- vi. Section 8.1.1.5 of Chapter 8 of the TIA further outlines the payment methodology to determine Stanford’s fair share of the intersection improvements on a per trip basis. This section outlines that the proposed payments would be on an annual basis, and since the 2018 GUP is projected to carry development through 2035 (17 years), the total contribution towards all intersection improvements would be divided by 17. This proposed methodology does not mitigate Stanford’s contribution towards impacts in the City, and other neighboring agencies, as sufficient funds would not accrue to cover the construction cost of the necessary mitigation – which since a Project level impact (see comment 7.g. below) – is necessary to reduce the Project’s impact to a less-than-significant level. The proposed methods also do not account for escalation in construction costs over the life of the proposed 2018 GUP.
- d. All relevant near term projects should be included in the analysis. According to Table 2 in Appendix CON, the Stanford Shopping Center Expansion and Stanford Redwood City campus are not currently included as near-term projects, and should be included in the DEIR’s evaluation. Notably, the traffic analysis should be revised to include these projects, as traffic from the Shopping Center directly overlaps with the traffic accessing the University

from El Camino Real and Sand Hill Road; and traffic from the Stanford Redwood City campus will occur on Marsh Road, Bay Road, Bayfront Expressway, Middlefield Road and El Camino Real, among other streets in the area, which are also studied in the 2018 GUP DEIR. Not including the Stanford Shopping Center and Redwood City campus underestimates the near-term and cumulative traffic impacts. Further the DEIR should explicitly describe the anticipated interaction between the Stanford University campus and the Stanford Redwood City campus. The City requested this information in its NOP letter (comments 5, 6, and 8), but it was not provided in the DEIR.

- e. At the time the Stanford Hospital Expansion was considered by the City of Palo Alto, the City of Menlo Park challenged the traffic projections as underestimating the likely impacts of the project due to a significant allowance for TDM reductions. The City requests that the County independently evaluate the traffic projections used for the Hospital Expansion in the Background conditions of the DEIR transportation analysis and TIA.
- f. The traffic projections shown on El Camino Real and Sand Hill Road appear to be underestimated. The DEIR and TIA should be revised to correct the underestimation, impacts reevaluated, and recirculated with this substantial new information. For example:
  - i. Sand Hill Road/Santa Cruz Avenue (study intersection 7 in the TIA): certain traffic movements are shown to have less traffic under Background as compared to Cumulative conditions: the westbound left-turn (decreases by approximately 50 vehicles) and the northbound right-turn (experiences no change from Existing conditions, even with anticipated build out of the Stanford Hospital, 2000 GUP, and other projects in the area). Similarly in the cumulative conditions the westbound left-turn, southbound right-turn, eastbound left- and right-turns, and northbound left- and right-turns experience decreases of up to 200 vehicles per hour.
  - ii. El Camino Real/Ravenswood Avenue (study intersection 41 in the TIA): Background conditions does not appear to adequately account for the buildout of projects in the area as listed. In particular, the growth shown between Existing and Background conditions at certain movements in the 2018 GUP DEIR and TIA is less than that shown for the Middle Plaza at 500 El Camino Real project alone. For example, the westbound left-turn in the 2018 GUP DEIR shows growth of 9 vehicles in the AM peak hour, while the Middle Plaza EIR shows 70 vehicles. Similar concerns exist for the northbound through and right-turn movements, eastbound right-turn and southbound through movement.
- g. Project level impacts identified under Background Conditions should be fully mitigated.

The DEIR and TIA identify mitigation measures for Background plus Project conditions as fair-share payment towards potential physical improvements. CEQA, in sections PRC

20112(a) & 14 CCR 15126.4, requires that project-level impacts be mitigated. The Project should be responsible for construction of mitigation measures that result from Project-level impacts.

h. Comments on specific mitigation measures

- i. I-280 Northbound Ramp/Sand Hill Road. A fair share contribution is not adequate, per comment 7.g above. Bike lane is not protected, as stated on page 172.
- ii. El Camino Real intersections. A fair share contribution is not adequate, per comment 7.g above, and proposed improvements conflict with recent City direction and Middle Plaza at 500 ECR DEIR recommendations.

i. Bicycle and pedestrian impact evaluation and proposed mitigation

While the effort to assess mitigation measures impacts on multi-modal travel, in addition to identifying vehicular improvements to mitigate traffic impacts, is appreciated, this assessment does not address bicycle and pedestrian demand and facility needs as a result of this Project. Key access routes to the Campus were recently evaluated as part of the Bicycle Access Plan, and gaps in the existing networks should be evaluated and mitigated appropriately. Similar efforts for the pedestrian network should also be completed. The City requested such an analysis in its NOP letter, an analysis of a 5-mile commute shed around the proposed General Use Permit development area. As noted in the permit application, Stanford owns land throughout the mid-Peninsula, including proposed development sites in Menlo Park and an approved project site in Redwood City. The City requested that the DEIR assess walking, bicycling, and traffic conditions across Stanford properties located across these multiple jurisdictions. This comment on the NOP was not addressed and the DEIR should be revised to include such an analysis and recirculated.

Further, Section 8.4.2 on page 218 discloses that the Project does not conflict with a planned facility or local agency policy. The City’s El Camino Real/Downtown Specific Plan, and follow up work through the El Camino Real Corridor Study, identify potential bicycle lanes on El Camino Real. The proposed mitigation conflicts with these plans. This is not addressed in the DEIR and the analysis should be revised and DEIR recirculated with identification of appropriate mitigation.

In addition, without provisions for bicycling and walking, Safe Routes to Schools within the City of Menlo Park are anticipated to be impacted by increased traffic as a result of the 2018 GUP. The City requests financial assistance for crossing guards.

j. Neighborhood street impacts are not fully addressed

Neighborhood street impacts (Section 8.3 on page 199) in the Willows and Belle Haven

neighborhoods in Menlo Park are not addressed. The Crescent Park neighborhood in Palo Alto was evaluated, and cut-through traffic from that area also directly impacts the Willows, across the Pope-Chaucer bridge over San Francisquito Creek. Additional traffic added to Bayfront Expressway, Willow Road and University Avenue will also lead to additional cut-through in the Belle Haven neighborhood as commuters seek out alternative routes. Both of these should be addressed. The City of Menlo Park has adopted standards and thresholds of significance that should be used to evaluate increases in daily roadway traffic volumes on local streets in lieu of the TIRE Indices Analyses prepared following the City of Palo Alto standards. Based on Table 8-5 on page 217, cut-through volumes on Lytton Avenue and Hamilton Avenue near Pope-Chaucer are between 76 and 145 daily trips. These increases in traffic through the Willows would be considered significant following City of Menlo Park impact standards, and need to be evaluated and mitigated accordingly in a recirculated DEIR.

- k. The DEIR does not address the NOP comments the City provided as listed below.
  - i. Stanford is requesting continuation of a program to provide trip credit for off-campus transportation infrastructure improvements within the Cordon Credit Area, which includes properties owned by Stanford outside of Santa Clara County, including 500 El Camino Real and 2131 Sand Hill Road. The City requests that any required measures to reduce or mitigate impacts from the Middle Plaza at 500 El Camino Real project recently approved or 2131 Sand Hill Road project currently under review are not eligible for credits under the General Use Permit program, since this would result in double-counting the benefits of such measures.
  - ii. The Draft EIR did not address how vehicle trips from the proposed development areas outside the traffic cordon area, including Quarry, Lathrop, and San Juan in particular, will be addressed by the No Net New Commute Trips condition. The City requested the County modify the cordon area to incorporate these zones with additional proposed development.

## **Housing**

- 8. The proposed \$20 per square foot (plus CPI adjustment inflator) affordable housing impact fee is not adequate to mitigate the increased demand for affordable housing by the proposed 2018 GUP. The rate of housing construction costs has generally outpaced the CPI, so the fee as proposed does not keep pace with rising costs and will not allow construction of the identified housing unit demand within Menlo Park.
- 9. In addition, when Stanford University purchases or develops property for the provision of faculty and staff housing in adjacent jurisdictions, including both the City of Menlo Park and local school districts, the City and school districts lose property tax revenues from the property in perpetuity,

since Stanford does not pay property taxes on lands used to support the University. This creates a two-fold negative impact to the City and other affected agencies, since the City loses revenues and has to continue to provide the municipal services necessitated by the residential properties. It also further increases the cost of housing in the region, as the market-rate housing supply is decreased by such actions. Requiring Stanford to provide all housing on campus will avoid this impact. Further, the City requests that any growth in academic or support facilities be offset with commensurate growth in housing units on campus.

10. As availability of affordable housing continues to be a regional concern, the City requests that the County maximize additional benefits for housing supply for faculty, staff, and students, as well as for workers that may not be employed directly by Stanford, but work within the General Use Permit area. Specifically, the City requests that the full housing burden generated by the 2018 GUP be absorbed on the Stanford Campus, within the 2018 GUP development area. Further, the City requests the County retain the 6-mile radius for use of affordable housing fees, since the impacts are most concentrated locally near the Stanford University campus. Further, the City requests that funding from housing fees be dedicated to impacted cities, commensurate with the level of anticipated impacts (e.g., proportional to the number of units needed to house Stanford employees). The provision of such fees is one of the few strategies that can be used to help offset the housing impacts identified as a result of the 2018 GUP and should be maintained.
11. The DEIR acknowledges that Stanford’s growth pursuant to the 2018 GUP will require housing in adjacent jurisdictions such as Menlo Park. The DEIR anticipates 153 new housing units in Menlo Park. Since the growth with the 2018 General Use Permit is anticipated to be at the same rate as the 2000 General Use Permit, the anticipated units in Menlo Park may be underestimated because 215 units associated with the 2000 General Use Permit have been approved for construction in Menlo Park at the Middle Plaza at 500 El Camino Real site.

### **Air Quality and Noise**

12. Given the comments regarding peak spreading, the air quality and greenhouse gas analysis should be reevaluated to determine the continued accuracy of the conclusions relative to reductions in pollutants, especially since a full 1/3 of emissions are anticipated from transportation sources.
13. Stanford is proposing to construct up to 40,000 net new square feet of child care centers and other services on campus. However, in the chapter regarding air quality (see Figure 5.2-1), the DEIR does not consider on-site sensitive receptors like the new proposed day care centers and should be revised to reflect this change.
14. Noise impacts on the Sand Hill Road corridor should be mitigated near residential uses.



### **Hydrology/Water Quality**

15. Stanford should be required to coordinate and cooperate, including funding, with the San Francisquito Creek Joint Powers Authority to provide meaningful large-scale upstream detention facilities to attenuate and manage flows in San Francisquito Creek.
16. The DEIR did not adequately respond to the City request that Stanford continue to work with the City of Menlo Park and other jurisdictions to develop a specific proposal for the detention of floodwaters on Stanford land that will result in a significant and measurable reduction in floodwaters reaching the floodplain areas within Menlo Park and neighboring jurisdictions. The City requests that existing and proposed runoff calculations from the project area for both the 10-year and 100-year storm event be provided for the City to review and that the impact be evaluated in a revised and recirculated DEIR. In addition, the City requests that any plans that show existing and proposed impervious improvements and potential alteration of drainage patterns be provided. Combined with the improvements downstream within San Francisquito Creek, the detention on Stanford land shall result in containment of flows from the 10-year and 100-year storm events within the detention site(s) and within the Creek to the extent feasible. The detention plan shall be designed and implemented by Stanford within a specific time line that is relative to the proposed development.
17. In addition, the City requests that the proposed General Use Permit include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.

### **Other Issues**

18. The DEIR dismisses the impact of new students, faculty and staff on neighboring library facilities positing that Stanford is an academic university with libraries and visiting a local library is not necessary. However, there are many reasons to visit a library--a college student's reason may be different from a faculty member who has a toddler and wishes to participate in story time at the library. If Stanford does not provide such services at its libraries, it is likely that there will be more visits to libraries in surrounding jurisdictions and potential impacts. The same is true of the impacts on parks and other community based recreation programs.
19. In anticipation of the Final EIR review period, the City requests that a minimum of 30 days be granted for public review.

**Scoping of Project-Specific Transportation Studies under  
Stanford GUP Condition of Approval G11**

1/16/02

**Background**

On December 12, 2000, Santa Clara County approved Stanford University's draft Community Plan and General Use Permit application and certified the associated Environmental Impact Report (2000 GUP EIR). This EIR analyzed the impacts associated with the construction of approximately 2 million gross square feet of academic and academic support uses, approximately 3,000 new housing units, and approximately 2,900 new parking spaces (the number of new parking spaces was limited to 2,300 in the final approval).

The traffic study in the 2000 GUP EIR estimated the new trips "generated" by additional students, faculty, and staff on campus and additional resident population from new housing. The additional generated trips were then "distributed" within the network and were allocated among traffic analysis zones, taking into consideration the anticipated location of housing areas and parking lots, as well as existing traffic patterns.

Mitigation measures to address the impacts of the 2000 GUP development were developed, and Conditions of Approval were attached to the 2000 GUP. These mitigation measures and conditions approached the impacts in a comprehensive manner, so that individual projects that were approved under the 2000 GUP would already have identified required mitigations. A summary of these comprehensive conditions follow:

- Condition G3: Stanford will meet a no net new commute trips standard
- Condition G9: If Stanford does not meet the no net new commute trip standard for any 2 out of 3 years, it will contribute funding for its proportional impacts at 15 intersections.
- Condition G10: If a neighborhood traffic study (of "cut-through traffic") is initiated by a local jurisdiction, Stanford will participate in the study
- Condition G11: Certain projects will require project-specific traffic studies
- Condition H2: Stanford will allocate funding of \$100,000 to the City of Palo Alto for a residential parking permit program



This memorandum outlines a proposed methodology for defining the scope of project-specific traffic studies required under Stanford GUP Condition of Approval G11. The scoping process recognizes that the project-specific traffic studies for projects that are fully consistent with the assumptions used in completing the 2000 GUP EIR should be limited to evaluation of site-specific impacts that were not previously addressed in the Program EIR (such as site access and safety). On the other hand, projects that could result in a substantially different trip distribution than evaluated in the 2000 GUP EIR, or that could substantially increase overall traffic beyond that evaluated in the 2000 GUP EIR, should receive a more detailed level of analysis. This more-detailed analysis, if warranted, would be documented in the project-specific traffic study, and would include analysis of intersection congestion. This memorandum describes the methods to be used for applying Condition G11 to future Stanford development. It defines: 1) applicable projects, 2) the intent of the Condition regarding the potential impacts of such projects, and 3) the methods through which the impacts of potential concern under Condition G11 should be examined. This memorandum is meant to be a guidance document that can evolve over the life of the 2000 GUP.

### Projects Triggering Condition G11

The following Stanford GUP projects will require project-specific transportation studies under Condition G11.

- Projects specifically defined as items (a) through (f) in the Condition. This includes: additional housing in Escondido Village exceeding 100 units, West Campus and Legume faculty/staff housing development, basketball arena expansion or replacement, performing arts center, Stanford Avenue faculty/staff housing, parking lots or structures with a net increase of 400 spaces or more, and
- Projects of similar size and scale to those listed above. This includes: new or enlarged event venues that would result in peak hour traffic generation equal or greater than that of the basketball arena (assumed 12,000 seats) or performing arts center (1,500 to 1,800 seats in main hall and two smaller halls of 200 and 800 seats), or housing projects of more than 100 units near the border of campus.

As described below, the site-specific traffic study for projects meeting these criteria would include both: 1) an analysis of localized vehicular, bicycle and pedestrian access operations and safety, and 2) a screening analysis to determine whether the project might result in new or substantially more severe impacts on intersections than the impacts identified in the 2000 GUP EIR. If the screening analysis finds possible new or substantially more severe

Need to justify how 400 spaces or 100 housing units was determined. A preferred measure would be an equivalent number of vehicular trips instead of parking spaces or unit counts. These levels of development would easily trigger CMP review criteria alone. The City requests that a "trigger" of 50 peak hour trips be used to consistently and transparently address impacts.

Projects that would relocate academic square footage, housing units, and/or parking to districts beyond the level of development contemplated in the GUP.

intersection impacts than were disclosed in the 2000 GUP EIR, then a detailed intersection impact and mitigation analysis will also be prepared.

Academic projects not meeting any of the above criteria would not be subject to project-specific traffic studies under Condition G11. As discussed above, the traffic impacts of academic projects in the core of the campus have been assessed in the programmatic 2000 GUP EIR. In addition, traffic impacts are not dependent on the location of academic projects, because the occupants of these buildings will travel to parking areas, not to the buildings themselves, and large parking areas are subject to Condition G11. In addition, the County's design review procedures address pedestrian, bicycle, delivery and vehicular access safety and efficiency for academic projects.

### **Intent of Condition G11**

Condition G11 was imposed to address two potential situations: I.) projects that could increase congestion if new driveways would slow passing traffic, or would conflict with pedestrians and bicycles using bicycle paths, and II.) projects differing substantially from the assumptions in the 2000 GUP EIR, such that they would necessitate possible re-evaluation of GUP off-site impacts at the intersections previously studied in the 2000 GUP EIR.

I. The first concern was that, at a more micro-scale than the program-level issues addressed in the GUP EIR, a specific development project could affect conditions at individual site access points or along frontages at or near (i.e. within 1/4 mile) the project site. For example, in the case of EV 5/6, new traffic using the Escondido Village driveways could potentially slow passing traffic on Stanford Avenue or could conflict with pedestrians and bicycles using the adjoining bicycle path. To address this concern, Condition G11 calls for analysis of the effects within a project site, at project driveways, along project frontages, and at crossings up to about 1/4 mile of the site. Such an analysis typically covers project design details related to operations and safety of driveways, parking lots, access-point dimensions and access controls, emergency access, loading areas for passengers and material deliveries/ pick-up, street frontages, on-street parking/ loading, and bus stops. It also addresses bike lanes, bike racks and storage, sidewalks, and paths adjacent to and near the project site. This type of study will be performed for all projects subject to Condition G11.

II. The second concern addressed by Condition G11 is that the scale or location of a specific building or parking lot could change relative to the GUP EIR assumptions, so that GUP traffic could exceed the EIR's projection of buildout GUP traffic at EIR intersections. In addition, large-scale special event projects could create off-peak traffic impacts that were

not analyzed in the GUP EIR. To address these concerns, the Condition calls for a project-specific traffic study to:

- A. assess whether the characteristics of each applicable project might cause impacts at a GUP EIR intersection in excess of what the GUP EIR predicted would occur, and
- B. if additional significant impact might reasonably occur, to quantify the impact and, if significant, identify appropriate mitigations.

### **Procedure for Defining Study Scope and Content**

#### **I. Localized Access and Circulation Studies**

Localized access and circulation studies will address traffic, transit, pedestrian and bicycle safety and efficiency within a project site, at project driveways, along project frontages, and at crossings up to about 1/4 mile of the site. The analysis will cover project design details related to operations and safety of driveways, parking lots, access-point dimensions and access controls, emergency access, loading areas for passengers and material deliveries/pick-up, street frontages, on-street parking/ loading, and bus stops. It will also address bike lanes, bike racks and storage, sidewalks, and paths adjacent to and near the project site. Analysis methods will involve application of relevant County, City and/or Caltrans design standards, and techniques described in AASHTO and the Highway Capacity Manual. Stanford will submit the proposed scope of work to the County for comment prior to commencing the study. Stanford will also identify the proposed source of design standards and analysis techniques to be applied to the particular situation, for County acceptance prior to the study.

#### **II. GUP EIR Intersection Impacts**

##### **Stage A: "Screening" Analysis**

The Condition is fairly explicit on the methods for determining whether any excess impacts could reasonably be expected. However, to assure concurrence on assumptions and methods, Stanford will re-confirm the study scope with the County prior to initiating any Stage A analysis. This will include the assumptions on completed GUP projects to be included in the running-total cumulative analysis.

In general, the Stage A study scope will address the following.

- Add 3. Whether local traffic conditions have changed substantially that differing impacts of the project could be reasonably expected.
1. Whether the project type and scale is similar to the examples listed as (a) through (f) in the Condition, *and*
  2. Whether trip distribution analysis indicates that the location or size of the applicable project would differ substantially from the assumptions in the GUP EIR in a manner that would increase the expected amount of GUP buildout traffic at one or more GUP EIR intersection(s).

Each screening analysis report will contain a cumulative running total, by campus planning area, of the parking spaces created and removed under the GUP, and the number and type of housing units constructed under the GUP. These running cumulative totals will be compared to the area-specific buildout housing and parking totals assumed in the GUP EIR. If the running total exceeds the GUP EIR buildout total in any area, Stage B impact analysis will be conducted to determine the potential effects on EIR intersection(s).

This type of screening analysis should be performed for each project subject to Condition G11 in the site-specific traffic study. If a Stage A "Screening" analysis indicates that a specific project would raise the level of GUP parking or housing in any area of campus to a level greater than anticipated in the GUP EIR, then a Stage B analysis of the impact significance and mitigation would become necessary.

#### Stage B: Impact Assessment and Mitigation Approach

Like each Stage A report, each Stage B analysis report will contain the cumulative running total of parking spaces, housing and the student, faculty and staff population used to calculate project trip generation. It will compare those figures to the assumptions in the GUP EIR used to calculate trip generation and trip distribution. Each report will indicate the number of trips that the applicable project would add to each GUP intersection as well as the cumulative running-total of other GUP projects approved to date, using the same trip generation and distribution methods used in the EIR. The running cumulative trip total for each intersection will be compared to the GUP buildout trip total as reported in the GUP EIR. If the current total exceeds the GUP EIR buildout total at any EIR intersection, further Stage B impact analysis will be conducted at the affected intersection(s).

During the life of the 2018 GUP, it is expected that state law changes will result in modifications to the standards of significance, analysis methods and mitigation selection with regard to transportation and potentially GHG and Air Quality analyses. The conditions and required follow up analysis should acknowledge that these conditions may necessitate evolution of standards of significance, analysis methods and mitigation selection over time.

For consistency with the 2000 EIR, the further Stage B analysis will adhere to the established CEQA criteria for standards of significance, analysis methods, and mitigation selection.

Stanford will prepare a draft scope of work for the Stage B project-specific traffic analysis and submit it to the County for review and comment. The scope will adhere to the following guidelines:

1. For housing and parking projects, the assessment of traffic impacts at GUP intersections will use the same peak periods and same horizon year as used in the 2000 GUP EIR. The Condition G11 analysis will focus on the commute traffic peak periods, consistent with the 2000 GUP EIR. For special-event projects, such as the - performing arts center, whose specific peaks would occur outside the normal area-wide traffic peaks studied in the 2000 GUP EIR, event-related time periods would also be addressed. -

2. The assessment of traffic impacts at GUP intersections will use the same assumptions concerning changes in non-GUP background growth as used in the GUP EIR, unless new information shows a substantial increase or decrease in background traffic levels relative to those assumed for 2010 in the 2000 GUP EIR.

3. Once any changes in background assumptions necessitated under Step 2 have been taken into consideration, the amount of project-specific traffic at any 2000 GUP EIR intersection will be added. The resulting traffic will only represent a new significant impact if, when added to traffic from other already-approved GUP projects, the cumulative running-total GUP impact exceeds the threshold of significance stated in 2000 GUP EIR.

4. Mitigation required for any new significant impact would first look to the ability of mitigations already identified in the 2000 GUP EIR to mitigate the impact to less-than-significant, including both EIR-listed intersection modifications and “no net new commute trip” accomplishment.

5. Any mitigation required beyond measures already identified in the GUP EIR would include two alternative approaches: further intersection modification and further reduction in commute-trip generation.

Stanford will also meet with County as necessary to discuss and refine the proposed scope of work and will obtain County approval before proceeding with the study.

If further reduction in commute-trip generation is allowed, the City requests the County ensure that such programs reduce trips directly in the impacted corridors to mitigate impacts.

Other impacted jurisdictions should also be consulted on the scope.

## **Summary**

Condition G11 specifies which projects will require project-specific traffic studies. Project-specific traffic studies will include 1) localized circulation impacts, and 2) screening analysis of whether there might be additional significant impacts beyond those identified in the 2000 GUP EIR. If screening analysis indicates changes in total GUP trip distribution compared to the EIR, then a re-analysis of impacts will be undertaken at affected intersections, using 2000 GUP EIR methodology, to determine whether significant impacts would result and to identify mitigations.

Stanford will prepare a scope of work for any project-specific traffic study and review it with the County and its consultant prior to beginning work.

The City requests that the relevant approval body be specified. Consistent with the request outlined in the City's comment letter, the City requests that the Board of Supervisors must consider any relocation of development to different districts within the campus.



July 25, 2018

Mr. David Rader  
County of Santa Clara  
Department of Planning and Development  
County Government Center  
70 West Hedding St.  
San Jose, CA 95110

**RE: Stanford University 2018 General Use Permit (File #: 7165-16P-16GP-16Z-16EIR) Comments on the Recirculated Alternatives Chapter of Draft EIR**

Dear Mr. Rader,

The City of Menlo Park appreciates the steps that the County of Santa Clara is taking to evaluate and disclose the impacts associated with Stanford providing the housing necessary to accommodate the proposed expansion of the Stanford University campus.

Attached please find the City of Menlo Park's comments on the Recirculated Alternatives Chapter of the Draft Environmental Impact Report (Draft EIR) for the Stanford University 2018 General Use Permit (GUP) project. The attached letter includes new and modified comments that highlight several significant deficiencies in the Draft EIR and includes a copy of the comment letter submitted by the City of Menlo Park on the Draft EIR on February 1, 2018. This response has not been approved by the City Council due to their not having a City Council meeting during the extended comment period, but was approved by the Council appointed subcommittee of Mayor Ohtaki and Councilmember Keith.

The identified deficiencies must be addressed in a recirculated Draft EIR that contains sufficient mitigation measures to mitigate project impacts, including the impacts of providing the necessary housing. The County should not consider approval of the 2018 GUP until such additional information is provided to decision makers.

Please contact Community Development Director, Mark Muenzer at 650-330-6600 with questions.

**City of Menlo Park** 2  
**Stanford University 2018 General Use Permit, Comments on the Recirculated  
Alternatives Chapter of the Draft EIR**

Sincerely,



Peter Ohtaki  
Mayor

Enclosures:

1. New and Modified Comments on Recirculated Alternatives Chapter of Draft EIR
2. City of Menlo Park's letter commenting on the Draft EIR dated February 1, 2018



### **Project Description Concerns and Questions**

1. In response to community feedback requesting that Stanford provide the housing necessary to support its own growth, the Recirculated Alternatives Chapter of the Draft EIR analyzes two new housing alternatives. Although these alternatives have the potential to positively address the need for housing created by the 2018 GUP, the revised analysis reflects a fundamental flaw in the California Environmental Quality Act (CEQA) process. By providing more housing for the students and workers that will fill the additional campus space proposed in the 2018 GUP, some of the impacts reported in the Recirculated Alternatives Chapter of the Draft EIR appear worse than those reported for the proposed project. Approving the proposed project without the additional needed housing would appear to reduce the environmental impacts of the 2018 GUP. However, housing for the additional students and workers will be required regardless of whether it is on Stanford lands or in another location. If the housing is built elsewhere to meet the need created by the additional Stanford students and workers, the impacts of building that housing will be deferred to other analyses and jurisdictions. This shifts the burden of housing students and workers, and constructing the transportation infrastructure to accommodate the increased travel to other agencies without supporting resources to meet these needs.
2. In the Revised Alternatives Chapter, consistent with the Draft EIR, Stanford is seeking “flexibility with accountability.” The housing alternatives study an anticipated number of beds/units that will include a range of products from a single undergraduate bed to a single-family home for a faculty member with a full household. These different uses will have disparate impacts. For example, what is the cost of educating all kindergarten through twelfth grade students attending local schools of the new residents? Without specificity as to the amount, size, and intensity of the various housing products, there are no assurances that the impacts have been adequately assessed in the Draft EIR.
3. In addition to the previous comments from the City of Menlo Park, the 2018 GUP and Draft EIR should evaluate changes in the Project Description, or as mitigation measures to:
  - a. Provide a direct tunnel connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard. Also force traffic to use Page Mill Road instead of Alpine Road since there are limited residences along Page Mill frontage to be impacted.
  - b. Provide satellite parking lots with connections to the campus to reduce traffic on Sand Hill Road, Alpine Road and Page Mill Road. These satellite lots could be connected to the campus with Marguerite, long-distance commuter shuttles already in service along these routes, or by other non-motorized transportation options such as a gondola.
  - c. The City requests that a contribution towards the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor, and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation.

## Transportation

4. The requested changes to the existing conditions listed in Paragraph 7 of the previously submitted comment letter were not addressed in the Recirculated Alternatives Chapter of the Draft EIR and need to be incorporated.
5. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford's continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. An unintended consequence of the No Net New Commute Trips program is that students and workers live further from campus, putting the burden on those jurisdictions, but allows Stanford to control the number and timing of commute trips. Further, in the context of the proposed alternatives, this program is fundamentally flawed as the alternatives generate mostly trips in the reverse peak commute direction, and the No Net New Commute Trips program does not mitigate these impacts. Comment 7.c.ii in the City's prior comment letter raised this concern, which is exacerbated with the consideration of both housing alternatives.

The City continues to request an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. The mitigation program should could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such trips should be allowed over existing conditions. This is especially important since the proposed housing alternatives in the recirculated chapter consider additional on-campus housing, and reverse commute trips from the spouses and/or families of the Stanford affiliates would not be captured by the No Net New Trips program as proposed.

6. The traffic operations disclosed in tables 7A.15-4, 7A.15-11, 7B.15-4, and 7B.15-11 do not show significant changes in average delay and level of service with either Alternatives A or B at the intersections within the City of Menlo Park's jurisdiction. The City raised several questions about the analysis results in the prior comment letter on the Draft EIR, which still need to be resolved. However, the results of the alternatives analysis appear to be inconsistent with the public statements made by Stanford University that the alternatives will exacerbate traffic delays and concentrate local impacts in the mid-peninsula.

## Housing

7. Although the alternatives in the Recirculated Alternatives Chapter purport to require the provision of additional housing on-campus, the description of both Alternatives A and B indicate that "Stanford could elect to, subject to approval by the County, offset the incremental off-campus

housing demand by providing off-campus housing” and “it is assumed that any portion of affordable off-campus housing provided by Stanford would be located within a six-mile radius of the campus” (pages 2-54 and 2-259). Therefore, with these alternatives Stanford would not actually be required to provide more housing on-campus to meet the need created by the 2018 GUP. While Stanford’s provision of housing anywhere would reduce the impact of the regional housing demand and potentially improve affordability, the City of Menlo Park does not support the provision of additional housing for Stanford within the Menlo Park City limits except as described in comment 9 below, and encourages the County to require that the housing be provided on-campus.

8. Stanford should be required to pay an in-lieu fee that will fully mitigate for the affordable housing need generated by the Stanford 2018 GUP. The City supports the increase in the affordable housing fee for new non-residential development on Stanford’s campus to \$68.50 per square foot.
9. When Stanford University purchases or develops property for the provision of students, faculty and staff housing in adjacent jurisdictions, the City of Menlo Park and other special districts (emergency and fire services and local school districts, etc.) lose property tax revenues from the property in perpetuity, since Stanford does not pay property taxes on lands used to support the University. Therefore, the City opposes any additional housing provided by Stanford in Menlo Park unless Stanford honors the market rate property tax rates annually for any housing secured within the City.

### **Hydrology/Water Quality**

10. Stanford should be required to coordinate and cooperate, including funding, with the San Francisquito Creek Joint Powers Authority to provide meaningful large-scale upstream detention facilities to attenuate and manage flows in San Francisquito Creek.
11. In addition, the City requests that the 2018 GUP include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.



February 1, 2018

Mr. David Rader  
County of Santa Clara  
Department of Planning and Development  
County Government Center  
70 West Hedding St.  
San Jose, CA 95110

**RE: Stanford University "2018 General Use Permit", Draft EIR Comments**

Dear Mr. Rader,

Please find attached the City of Menlo Park's comments on the Draft Environmental Impact Report (DEIR) for the Stanford University "2018 General Use Permit" (GUP) Project (File #: 7165-16P-16GP-16Z-16EIR).

The attached comments highlight several significant deficiencies in the Draft EIR that must be addressed in a recirculated Draft EIR with sufficient mitigation measures to mitigate any impacts identified prior to the County considering the 2018 GUP for approvals. The City appreciates the opportunity to comment on the proposed project. Please contact Assistant Public Works Director, Nikki Nagaya at 650-330-6770 or [nhnagaya@menlopark.org](mailto:nhnagaya@menlopark.org) with any questions.

Sincerely,

Peter Ohtaki  
Mayor

Enclosure

### **Project Description Concerns and Questions**

1. Stanford is seeking “flexibility with accountability.” The application and DEIR indicate that the total amount of academic square footage may take many forms, from classroom buildings to art galleries to energy facilities. Similarly, the anticipated housing units/beds will include a range of products from undergraduate dormitories to single-family homes for faculty. These different uses will have disparate impacts. Without specificity as to the amount, location and intensity of the various uses, there are no assurances that the impacts have been adequately assessed in the DEIR. Further, there is no mention in the DEIR that further study will be conducted to determine whether what does eventually get built is within the parameters of the DEIR or creates additional impacts that require additional mitigation. This seems critically important for a document that is anticipated to govern development for the next approximately 17 years in an area that is seeing rapid transition in local and regional conditions and circumstances. The City requests that clear accounting of the proposed uses and location of such uses be documented, and no changes to the provided allotments of developable area be allowed without a full assessment of any further environmental impacts. Further, as evidenced by the Center for Academic Medicine project application, any transfer of development request needs to include explicit consultation with and notice to the City of Menlo Park, particularly in the area of traffic concerns. The City has included recommended revisions to Condition of Approval G11 from the 2000 GUP, which are outlined below in comment 6.
2. The 2018 GUP should preserve the Academic Growth Boundary and the extra increment of foothill protections (i.e., the 4/5ths vote for development west of Junipero Serra Boulevard) in order to ensure ongoing open space and conservation efforts are recognized as a serious concern. The City requests the Academic Growth Boundary be preserved for at least the next 50 years.
3. The maximum build out of the Stanford campus should be identified, defined and evaluated in the 2018 GUP and DEIR. Such definition was required during the 2000 GUP development, as a condition of approval, but has not yet be identified or imposed here. This is important to provide the community and neighboring jurisdictions a clear picture of when growth limits would be reached; further, the current process provides no assurances to the maximum extent of growth and development on the campus.
4. Stanford will be increasing the population of students, faculty, staff and other workers from 41,217 in 2018 to 50,827 by 2035. However, it is not clear that these numbers reflect the full picture and include families of students and faculty, deliveries, consultants, contractors and various visitors who travel to and from Stanford. The assumptions should be clearly outlined in the DEIR.
5. The 2018 GUP and DEIR should evaluate changes in the Project Description, or as mitigation

measures to:

- a. Prohibit an increase in net new parking spaces
  - b. Provide a direct roadway connection from Campus Drive West to I-280 between Page Mill Road and Alpine Road without a connection at Junipero Serra Boulevard. Also force traffic to use Page Mill Road over Alpine Road since there are limited residences along Page Mill frontage
  - c. Add locations for traffic monitoring at gateways to Stanford Land beyond the cordon locations that are specific to unincorporated Santa Clara County to account for development in the Quarry, Lathrop and San Juan districts (see comment 7.k.ii. below)
  - d. Require trip credits to have some spatial or geographic relevance based on Gateways and cordon limits around the Stanford campus
6. In the 2000 GUP conditions of approval, condition G11 required project-specific traffic studies for certain projects. Subsequent to adoption of the 2000 GUP and conditions, the County prepared *Scoping of Project-Specific Transportation Studies under Stanford GUP Condition of Approval G11* (dated January 16, 2002). These documents do not directly address the need for a project-specific traffic study for relocation of planned development levels across Campus district boundaries, and the City requests this document be modified, if to be carried over for use subsequent to the 2018 GUP. Further, the City requests that a project-specific traffic study be completed for all projects that generate over 50 peak hour trips to ensure transparency and consistency across future proposals. The City has documented suggested revisions, as included in Attachment A. Further, the City requests that the Board of Supervisors must consider any request to relocate development to a different district, and approval be required to reach a 4/5 vote in favor, including the Supervisor from the District.

## Transportation

7. The transportation analysis shows several deficiencies with respect to<sup>1</sup>:
- a. Existing congested conditions are not reflected in the intersection analysis.

The existing conditions analysis does not reflect congested conditions on the Bayfront Expressway, Willow Road, University Avenue, El Camino Real, and Sand Hill Road corridors as of the time the existing counts were taken in 2016. The reported results at the following locations do not reflect field observed conditions:

- i. Bayfront Expressway/University Avenue
- ii. Bayfront Expressway/Willow Road
- iii. Willow Road intersections

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<sup>1</sup> All page number references within this comment point to the Transportation Impact Analysis, Part 2 in Appendix TIA of the Draft EIR. Similar comments apply to the same content shown in the Draft EIR.



iv. Sand Hill Road/Santa Cruz Avenue-Alpine Road

The existing congested conditions on the corridors and intersections listed above are not taken into account by isolated intersection analysis. As summarized in the City of Menlo Park’s General Plan (ConnectMenlo) Draft Environmental Impact Report published in 2016, isolated intersection analysis does not account for the queue spillback between intersections on the approaches to the Dumbarton Bridge, including those on Bayfront Expressway, Willow Road, and University Avenue. The TRAFFIX 8.0 software that was used for the analysis is not sufficient to reflect the existing or future (2018 or 2035) congestion levels. The TIA (Section 4.8, page 94-95) describes the observed queues and congested conditions on El Camino Real and Sand Hill Road, but does not use this information to validate the calculated existing levels of service (Figure 4-2 on page 54 and Table 4-1 on pages 55-60) on the corridors. Field observed conditions are not described on Willow Road and the Dumbarton Bridge approaches. These level of service calculations need to be updated in order to present an accurate existing scenario to assess impacts of the 2018 GUP. Otherwise, potential impacts are underestimated. The Draft EIR should be updated and recirculated with corrected information that mitigates all additional impacts.

b. Existing congested conditions are not reflected in the freeway and ramp analysis.

Similarly, the freeway ramp analysis at the US 101/Willow Road interchange and the I-280/Sand Hill Road interchange do not reflect existing congested conditions, and therefore the volume-to-capacity analysis conducted does not take into account the unserved peak period demand and queue spillback. Analysis based on these existing results therefore underestimates potential impacts of the 2018 GUP. The analysis must be updated and the Draft EIR recirculated with the corrected information, including appropriate mitigation for all additional impacts.

c. The No Net New Commute Trips mitigation program does not fully mitigate transportation impacts and must be modified.

The 2018 GUP application materials and Draft EIR describe Stanford’s continued participation in the No Net New Commute Trips mitigation program. The program limits peak hour, peak direction vehicular trips associated with Stanford University. However, this program is fundamentally flawed and does not fully mitigate transportation impacts for several reasons:

- i. Congested conditions in the region are no longer limited to a single morning and evening peak hour. The monitoring program should be expanded to capture the hours of congestion across the peak periods, at a minimum from 7:00 – 9:00am and 4:00 – 7:00pm, since the program encourages peak spreading to shoulder and off-peak hours. Daily trip limits should also be considered to reduce potential air quality and greenhouse

gas impacts.

- ii. While traffic flows still see some directionality, reverse peak direction patterns are increasing and even reverse direction trips in the peak hours can contribute to congestion.

The proposed 2018 GUP is estimated to add 428 AM and 600 PM peak hour trips in the reverse commute direction. This represents a significant proportion of the proposed growth in traffic, representing 36% of morning and 44% of evening peak hour traffic. The proposed analysis does not isolate the potential impacts of these trips, and they are not mitigated by the No Net New Commute Trips mitigation program, which only limits the peak direction trips. Therefore all reverse peak trips are added to the roadway network, with undetermined impacts, and are not currently mitigated.

The City requests that an analysis of the reverse direction trips be conducted and appropriate mitigation measures be identified. The mitigation program should could be expanded to limit any new impacts from reverse commute trips by including them in the No Net New Trips program, and no growth in such trips should be allowed over existing conditions. This analysis should be prepared and the DEIR recirculated with this significant new information.

- iii. Monitoring of the program is infrequent and does not assure neighboring jurisdictions that the program achieves its goals on a typical basis. Monitoring occurs twice per year, and while conducted in typical traffic conditions, this limited frequency allows the potential for ongoing violations. The City requests the County modify the monitoring program to provide consistent, daily monitoring. Such monitoring and enforcement is conducted by the City for the Facebook Campus site in Menlo Park, and provides assurances that the trip limits are met on a daily basis throughout the year. This increased frequency is enabled more readily, since under the current proposal, Stanford and the County propose to use automated technology to conduct the counts in the future. The City requests that no new development be allowed beyond the 2000 GUP until such automated equipment and increased monitoring is in place.
- iv. The use of “cordon credits” and a campus-wide monitoring methodology allow Stanford to offset peak hour, peak direction vehicle trips occurring anywhere in the cordon area at the expense of other potentially affected roadways. In particular, the Sand Hill Road and El Camino Real (north of Stanford) corridors have not seen investment in infrastructure or program support to reduce vehicle traffic levels approaching the University from these directions, and traffic congestion has increased since the 2001 GUP analysis. In addition, the 2014 Annual Traffic Monitoring Report claimed 402 trip credits for bus trips across the cordon points and the number of transit passengers served outside the cordon area in



the evening peak hour, but no data is provided about how the individual cordon locations have increased or decreased over time. The City’s own traffic counts on Sand Hill Road (near the City of Menlo Park and Palo Alto border) show an increase in average daily traffic volumes from 30,550 vehicles to 33,900 vehicles per day between 1998 and 2017. The DEIR also does not disclose Marguerite transit ridership by route and stop to demonstrate which corridors are achieving trip credits per the allowance of “cordon credits”. The City requests the historic raw cordon count data and Marguerite ridership data be included in a revised and recirculated DEIR. The City requests that the cordon trip limits be established by sub-area or district to ensure that the levels of traffic in any one corridor are not adversely affected at the expense of others.

- v. Chapter 8 of the TIA details the tiered mitigation program steps if Stanford does not achieve the No Net New Commute Trips goal. However, as described in Section 8.1.1.3 through 8.1.1.5, Stanford would fund infrastructure changes and programs to reduce vehicle trips in the vicinity of the campus if the No Net New Commute Trip goal is not successful. This shifts the burden of mitigation to neighboring cities, when the mitigation is necessitated by Stanford’s non-compliance with the mitigation measure. Stanford should instead assume responsibility, in collaboration with neighboring agencies to design and construct physical infrastructure and provide resources to help implement necessary programs to reduce trips as identified in these sections. The City requests that a contribution towards the Middle Avenue Pedestrian/Bicycle Crossing, Dumbarton Rail Corridor, and Sand Hill Road-Santa Cruz Avenue-Alameda de las Pulgas-Alpine Road corridor improvements be prioritized for mitigation. The City also requests that penalties be assessed if the trip reduction goals are not met.
- vi. Section 8.1.1.5 of Chapter 8 of the TIA further outlines the payment methodology to determine Stanford’s fair share of the intersection improvements on a per trip basis. This section outlines that the proposed payments would be on an annual basis, and since the 2018 GUP is projected to carry development through 2035 (17 years), the total contribution towards all intersection improvements would be divided by 17. This proposed methodology does not mitigate Stanford’s contribution towards impacts in the City, and other neighboring agencies, as sufficient funds would not accrue to cover the construction cost of the necessary mitigation – which since a Project level impact (see comment 7.g. below) – is necessary to reduce the Project’s impact to a less-than-significant level. The proposed methods also do not account for escalation in construction costs over the life of the proposed 2018 GUP.
- d. All relevant near term projects should be included in the analysis. According to Table 2 in Appendix CON, the Stanford Shopping Center Expansion and Stanford Redwood City campus are not currently included as near-term projects, and should be included in the DEIR’s evaluation. Notably, the traffic analysis should be revised to include these projects, as traffic from the Shopping Center directly overlaps with the traffic accessing the University

from El Camino Real and Sand Hill Road; and traffic from the Stanford Redwood City campus will occur on Marsh Road, Bay Road, Bayfront Expressway, Middlefield Road and El Camino Real, among other streets in the area, which are also studied in the 2018 GUP DEIR. Not including the Stanford Shopping Center and Redwood City campus underestimates the near-term and cumulative traffic impacts. Further the DEIR should explicitly describe the anticipated interaction between the Stanford University campus and the Stanford Redwood City campus. The City requested this information in its NOP letter (comments 5, 6, and 8), but it was not provided in the DEIR.

- e. At the time the Stanford Hospital Expansion was considered by the City of Palo Alto, the City of Menlo Park challenged the traffic projections as underestimating the likely impacts of the project due to a significant allowance for TDM reductions. The City requests that the County independently evaluate the traffic projections used for the Hospital Expansion in the Background conditions of the DEIR transportation analysis and TIA.
- f. The traffic projections shown on El Camino Real and Sand Hill Road appear to be underestimated. The DEIR and TIA should be revised to correct the underestimation, impacts reevaluated, and recirculated with this substantial new information. For example:
  - i. Sand Hill Road/Santa Cruz Avenue (study intersection 7 in the TIA): certain traffic movements are shown to have less traffic under Background as compared to Cumulative conditions: the westbound left-turn (decreases by approximately 50 vehicles) and the northbound right-turn (experiences no change from Existing conditions, even with anticipated build out of the Stanford Hospital, 2000 GUP, and other projects in the area). Similarly in the cumulative conditions the westbound left-turn, southbound right-turn, eastbound left- and right-turns, and northbound left- and right-turns experience decreases of up to 200 vehicles per hour.
  - ii. El Camino Real/Ravenswood Avenue (study intersection 41 in the TIA): Background conditions does not appear to adequately account for the buildout of projects in the area as listed. In particular, the growth shown between Existing and Background conditions at certain movements in the 2018 GUP DEIR and TIA is less than that shown for the Middle Plaza at 500 El Camino Real project alone. For example, the westbound left-turn in the 2018 GUP DEIR shows growth of 9 vehicles in the AM peak hour, while the Middle Plaza EIR shows 70 vehicles. Similar concerns exist for the northbound through and right-turn movements, eastbound right-turn and southbound through movement.
- g. Project level impacts identified under Background Conditions should be fully mitigated.

The DEIR and TIA identify mitigation measures for Background plus Project conditions as fair-share payment towards potential physical improvements. CEQA, in sections PRC

20112(a) & 14 CCR 15126.4, requires that project-level impacts be mitigated. The Project should be responsible for construction of mitigation measures that result from Project-level impacts.

h. Comments on specific mitigation measures

- i. I-280 Northbound Ramp/Sand Hill Road. A fair share contribution is not adequate, per comment 7.g above. Bike lane is not protected, as stated on page 172.
- ii. El Camino Real intersections. A fair share contribution is not adequate, per comment 7.g above, and proposed improvements conflict with recent City direction and Middle Plaza at 500 ECR DEIR recommendations.

i. Bicycle and pedestrian impact evaluation and proposed mitigation

While the effort to assess mitigation measures impacts on multi-modal travel, in addition to identifying vehicular improvements to mitigate traffic impacts, is appreciated, this assessment does not address bicycle and pedestrian demand and facility needs as a result of this Project. Key access routes to the Campus were recently evaluated as part of the Bicycle Access Plan, and gaps in the existing networks should be evaluated and mitigated appropriately. Similar efforts for the pedestrian network should also be completed. The City requested such an analysis in its NOP letter, an analysis of a 5-mile commute shed around the proposed General Use Permit development area. As noted in the permit application, Stanford owns land throughout the mid-Peninsula, including proposed development sites in Menlo Park and an approved project site in Redwood City. The City requested that the DEIR assess walking, bicycling, and traffic conditions across Stanford properties located across these multiple jurisdictions. This comment on the NOP was not addressed and the DEIR should be revised to include such an analysis and recirculated.

Further, Section 8.4.2 on page 218 discloses that the Project does not conflict with a planned facility or local agency policy. The City’s El Camino Real/Downtown Specific Plan, and follow up work through the El Camino Real Corridor Study, identify potential bicycle lanes on El Camino Real. The proposed mitigation conflicts with these plans. This is not addressed in the DEIR and the analysis should be revised and DEIR recirculated with identification of appropriate mitigation.

In addition, without provisions for bicycling and walking, Safe Routes to Schools within the City of Menlo Park are anticipated to be impacted by increased traffic as a result of the 2018 GUP. The City requests financial assistance for crossing guards.

j. Neighborhood street impacts are not fully addressed

Neighborhood street impacts (Section 8.3 on page 199) in the Willows and Belle Haven

neighborhoods in Menlo Park are not addressed. The Crescent Park neighborhood in Palo Alto was evaluated, and cut-through traffic from that area also directly impacts the Willows, across the Pope-Chaucer bridge over San Francisquito Creek. Additional traffic added to Bayfront Expressway, Willow Road and University Avenue will also lead to additional cut-through in the Belle Haven neighborhood as commuters seek out alternative routes. Both of these should be addressed. The City of Menlo Park has adopted standards and thresholds of significance that should be used to evaluate increases in daily roadway traffic volumes on local streets in lieu of the TIRE Indices Analyses prepared following the City of Palo Alto standards. Based on Table 8-5 on page 217, cut-through volumes on Lytton Avenue and Hamilton Avenue near Pope-Chaucer are between 76 and 145 daily trips. These increases in traffic through the Willows would be considered significant following City of Menlo Park impact standards, and need to be evaluated and mitigated accordingly in a recirculated DEIR.

- k. The DEIR does not address the NOP comments the City provided as listed below.
  - i. Stanford is requesting continuation of a program to provide trip credit for off-campus transportation infrastructure improvements within the Cordon Credit Area, which includes properties owned by Stanford outside of Santa Clara County, including 500 El Camino Real and 2131 Sand Hill Road. The City requests that any required measures to reduce or mitigate impacts from the Middle Plaza at 500 El Camino Real project recently approved or 2131 Sand Hill Road project currently under review are not eligible for credits under the General Use Permit program, since this would result in double-counting the benefits of such measures.
  - ii. The Draft EIR did not address how vehicle trips from the proposed development areas outside the traffic cordon area, including Quarry, Lathrop, and San Juan in particular, will be addressed by the No Net New Commute Trips condition. The City requested the County modify the cordon area to incorporate these zones with additional proposed development.

## **Housing**

- 8. The proposed \$20 per square foot (plus CPI adjustment inflator) affordable housing impact fee is not adequate to mitigate the increased demand for affordable housing by the proposed 2018 GUP. The rate of housing construction costs has generally outpaced the CPI, so the fee as proposed does not keep pace with rising costs and will not allow construction of the identified housing unit demand within Menlo Park.
- 9. In addition, when Stanford University purchases or develops property for the provision of faculty and staff housing in adjacent jurisdictions, including both the City of Menlo Park and local school districts, the City and school districts lose property tax revenues from the property in perpetuity,

since Stanford does not pay property taxes on lands used to support the University. This creates a two-fold negative impact to the City and other affected agencies, since the City loses revenues and has to continue to provide the municipal services necessitated by the residential properties. It also further increases the cost of housing in the region, as the market-rate housing supply is decreased by such actions. Requiring Stanford to provide all housing on campus will avoid this impact. Further, the City requests that any growth in academic or support facilities be offset with commensurate growth in housing units on campus.

10. As availability of affordable housing continues to be a regional concern, the City requests that the County maximize additional benefits for housing supply for faculty, staff, and students, as well as for workers that may not be employed directly by Stanford, but work within the General Use Permit area. Specifically, the City requests that the full housing burden generated by the 2018 GUP be absorbed on the Stanford Campus, within the 2018 GUP development area. Further, the City requests the County retain the 6-mile radius for use of affordable housing fees, since the impacts are most concentrated locally near the Stanford University campus. Further, the City requests that funding from housing fees be dedicated to impacted cities, commensurate with the level of anticipated impacts (e.g., proportional to the number of units needed to house Stanford employees). The provision of such fees is one of the few strategies that can be used to help offset the housing impacts identified as a result of the 2018 GUP and should be maintained.
11. The DEIR acknowledges that Stanford’s growth pursuant to the 2018 GUP will require housing in adjacent jurisdictions such as Menlo Park. The DEIR anticipates 153 new housing units in Menlo Park. Since the growth with the 2018 General Use Permit is anticipated to be at the same rate as the 2000 General Use Permit, the anticipated units in Menlo Park may be underestimated because 215 units associated with the 2000 General Use Permit have been approved for construction in Menlo Park at the Middle Plaza at 500 El Camino Real site.

### **Air Quality and Noise**

12. Given the comments regarding peak spreading, the air quality and greenhouse gas analysis should be reevaluated to determine the continued accuracy of the conclusions relative to reductions in pollutants, especially since a full 1/3 of emissions are anticipated from transportation sources.
13. Stanford is proposing to construct up to 40,000 net new square feet of child care centers and other services on campus. However, in the chapter regarding air quality (see Figure 5.2-1), the DEIR does not consider on-site sensitive receptors like the new proposed day care centers and should be revised to reflect this change.
14. Noise impacts on the Sand Hill Road corridor should be mitigated near residential uses.

### **Hydrology/Water Quality**

15. Stanford should be required to coordinate and cooperate, including funding, with the San Francisquito Creek Joint Powers Authority to provide meaningful large-scale upstream detention facilities to attenuate and manage flows in San Francisquito Creek.
16. The DEIR did not adequately respond to the City request that Stanford continue to work with the City of Menlo Park and other jurisdictions to develop a specific proposal for the detention of floodwaters on Stanford land that will result in a significant and measurable reduction in floodwaters reaching the floodplain areas within Menlo Park and neighboring jurisdictions. The City requests that existing and proposed runoff calculations from the project area for both the 10-year and 100-year storm event be provided for the City to review and that the impact be evaluated in a revised and recirculated DEIR. In addition, the City requests that any plans that show existing and proposed impervious improvements and potential alteration of drainage patterns be provided. Combined with the improvements downstream within San Francisquito Creek, the detention on Stanford land shall result in containment of flows from the 10-year and 100-year storm events within the detention site(s) and within the Creek to the extent feasible. The detention plan shall be designed and implemented by Stanford within a specific time line that is relative to the proposed development.
17. In addition, the City requests that the proposed General Use Permit include measures that either mitigate for increase flows and/or create no net increase in storm water runoff to the neighboring downstream communities that are located within the San Francisquito Creek Watershed Area.

### **Other Issues**

18. The DEIR dismisses the impact of new students, faculty and staff on neighboring library facilities positing that Stanford is an academic university with libraries and visiting a local library is not necessary. However, there are many reasons to visit a library--a college student's reason may be different from a faculty member who has a toddler and wishes to participate in story time at the library. If Stanford does not provide such services at its libraries, it is likely that there will be more visits to libraries in surrounding jurisdictions and potential impacts. The same is true of the impacts on parks and other community based recreation programs.
19. In anticipation of the Final EIR review period, the City requests that a minimum of 30 days be granted for public review.

**Scoping of Project-Specific Transportation Studies under  
Stanford GUP Condition of Approval G11**

1/16/02

**Background**

On December 12, 2000, Santa Clara County approved Stanford University's draft Community Plan and General Use Permit application and certified the associated Environmental Impact Report (2000 GUP EIR). This EIR analyzed the impacts associated with the construction of approximately 2 million gross square feet of academic and academic support uses, approximately 3,000 new housing units, and approximately 2,900 new parking spaces (the number of new parking spaces was limited to 2,300 in the final approval).

The traffic study in the 2000 GUP EIR estimated the new trips "generated" by additional students, faculty, and staff on campus and additional resident population from new housing. The additional generated trips were then "distributed" within the network and were allocated among traffic analysis zones, taking into consideration the anticipated location of housing areas and parking lots, as well as existing traffic patterns.

Mitigation measures to address the impacts of the 2000 GUP development were developed, and Conditions of Approval were attached to the 2000 GUP. These mitigation measures and conditions approached the impacts in a comprehensive manner, so that individual projects that were approved under the 2000 GUP would already have identified required mitigations. A summary of these comprehensive conditions follow:

- Condition G3: Stanford will meet a no net new commute trips standard
- Condition G9: If Stanford does not meet the no net new commute trip standard for any 2 out of 3 years, it will contribute funding for its proportional impacts at 15 intersections.
- Condition G10: If a neighborhood traffic study (of "cut-through traffic") is initiated by a local jurisdiction, Stanford will participate in the study
- Condition G11: Certain projects will require project-specific traffic studies
- Condition H2: Stanford will allocate funding of \$100,000 to the City of Palo Alto for a residential parking permit program



This memorandum outlines a proposed methodology for defining the scope of project-specific traffic studies required under Stanford GUP Condition of Approval G11. The scoping process recognizes that the project-specific traffic studies for projects that are fully consistent with the assumptions used in completing the 2000 GUP EIR should be limited to evaluation of site-specific impacts that were not previously addressed in the Program EIR (such as site access and safety). On the other hand, projects that could result in a substantially different trip distribution than evaluated in the 2000 GUP EIR, or that could substantially increase overall traffic beyond that evaluated in the 2000 GUP EIR, should receive a more detailed level of analysis. This more-detailed analysis, if warranted, would be documented in the project-specific traffic study, and would include analysis of intersection congestion. This memorandum describes the methods to be used for applying Condition G11 to future Stanford development. It defines: 1) applicable projects, 2) the intent of the Condition regarding the potential impacts of such projects, and 3) the methods through which the impacts of potential concern under Condition G11 should be examined. This memorandum is meant to be a guidance document that can evolve over the life of the 2000 GUP.

### Projects Triggering Condition G11

The following Stanford GUP projects will require project-specific transportation studies under Condition G11.

- Projects specifically defined as items (a) through (f) in the Condition. This includes: additional housing in Escondido Village exceeding 100 units, West Campus and Legume faculty/staff housing development, basketball arena expansion or replacement, performing arts center, Stanford Avenue faculty/staff housing, parking lots or structures with a net increase of **400 spaces or more**, and
- Projects of similar size and scale to those listed above. This includes: new or enlarged event venues that would result in peak hour traffic generation equal or greater than that of the basketball arena (assumed 12,000 seats) or performing arts center (1,500 to 1,800 seats in main hall and two smaller halls of 200 and 800 seats), or housing projects of more than **100 units near the border of campus**.

Projects that would relocate academic square footage, housing units, and/or parking to districts beyond the level of development contemplated in the GUP.

Need to justify how 400 spaces or 100 housing units was determined. A preferred measure would be an equivalent number of vehicular trips instead of parking spaces or unit counts. These levels of development would easily trigger CMP review criteria alone. The City requests that a "trigger" of 50 peak hour trips be used to consistently and transparently address impacts.

As described below, the site-specific traffic study for projects meeting these criteria would include both: 1) an analysis of localized vehicular, bicycle and pedestrian access operations and safety, and 2) a screening analysis to determine whether the project might result in new or substantially more severe impacts on intersections than the impacts identified in the 2000 GUP EIR. If the screening analysis finds possible new or substantially more severe



intersection impacts than were disclosed in the 2000 GUP EIR, then a detailed intersection impact and mitigation analysis will also be prepared.

Academic projects not meeting any of the above criteria would not be subject to project-specific traffic studies under Condition G11. As discussed above, the traffic impacts of academic projects in the core of the campus have been assessed in the programmatic 2000 GUP EIR. In addition, traffic impacts are not dependent on the location of academic projects, because the occupants of these buildings will travel to parking areas, not to the buildings themselves, and large parking areas are subject to Condition G11. In addition, the County's design review procedures address pedestrian, bicycle, delivery and vehicular access safety and efficiency for academic projects.

### **Intent of Condition G11**

Condition G11 was imposed to address two potential situations: I.) projects that could increase congestion if new driveways would slow passing traffic, or would conflict with pedestrians and bicycles using bicycle paths, and II.) projects differing substantially from the assumptions in the 2000 GUP EIR, such that they would necessitate possible re-evaluation of GUP off-site impacts at the intersections previously studied in the 2000 GUP EIR.

I. The first concern was that, at a more micro-scale than the program-level issues addressed in the GUP EIR, a specific development project could affect conditions at individual site access points or along frontages at or near (i.e. within 1/4 mile) the project site. For example, in the case of EV 5/6, new traffic using the Escondido Village driveways could potentially slow passing traffic on Stanford Avenue or could conflict with pedestrians and bicycles using the adjoining bicycle path. To address this concern, Condition G11 calls for analysis of the effects within a project site, at project driveways, along project frontages, and at crossings up to about 1/4 mile of the site. Such an analysis typically covers project design details related to operations and safety of driveways, parking lots, access-point dimensions and access controls, emergency access, loading areas for passengers and material deliveries/ pick-up, street frontages, on-street parking/ loading, and bus stops. It also addresses bike lanes, bike racks and storage, sidewalks, and paths adjacent to and near the project site. This type of study will be performed for all projects subject to Condition G11.

II. The second concern addressed by Condition G11 is that the scale or location of a specific building or parking lot could change relative to the GUP EIR assumptions, so that GUP traffic could exceed the EIR's projection of buildout GUP traffic at EIR intersections. In addition, large-scale special event projects could create off-peak traffic impacts that were

not analyzed in the GUP EIR. To address these concerns, the Condition calls for a project-specific traffic study to:

- A. assess whether the characteristics of each applicable project might cause impacts at a GUP EIR intersection in excess of what the GUP EIR predicted would occur, and
- B. if additional significant impact might reasonably occur, to quantify the impact and, if significant, identify appropriate mitigations.

### **Procedure for Defining Study Scope and Content**

#### **I. Localized Access and Circulation Studies**

Localized access and circulation studies will address traffic, transit, pedestrian and bicycle safety and efficiency within a project site, at project driveways, along project frontages, and at crossings up to about 1/4 mile of the site. The analysis will cover project design details related to operations and safety of driveways, parking lots, access-point dimensions and access controls, emergency access, loading areas for passengers and material deliveries/pick-up, street frontages, on-street parking/ loading, and bus stops. It will also address bike lanes, bike racks and storage, sidewalks, and paths adjacent to and near the project site. Analysis methods will involve application of relevant County, City and/or Caltrans design standards, and techniques described in AASHTO and the Highway Capacity Manual. Stanford will submit the proposed scope of work to the County for comment prior to commencing the study. Stanford will also identify the proposed source of design standards and analysis techniques to be applied to the particular situation, for County acceptance prior to the study.

#### **II. GUP EIR Intersection Impacts**

##### **Stage A: "Screening" Analysis**

The Condition is fairly explicit on the methods for determining whether any excess impacts could reasonably be expected. However, to assure concurrence on assumptions and methods, Stanford will re-confirm the study scope with the County prior to initiating any Stage A analysis. This will include the assumptions on completed GUP projects to be included in the running-total cumulative analysis.

In general, the Stage A study scope will address the following.

- Add 3. Whether local traffic conditions have changed substantially that differing impacts of the project could be reasonably expected.
1. Whether the project type and scale is similar to the examples listed as (a) through (f) in the Condition, *and*
  2. Whether trip distribution analysis indicates that the location or size of the applicable project would differ substantially from the assumptions in the GUP EIR in a manner that would increase the expected amount of GUP buildout traffic at one or more GUP EIR intersection(s).

Each screening analysis report will contain a cumulative running total, by campus planning area, of the parking spaces created and removed under the GUP, and the number and type of housing units constructed under the GUP. These running cumulative totals will be compared to the area-specific buildout housing and parking totals assumed in the GUP EIR. If the running total exceeds the GUP EIR buildout total in any area, Stage B impact analysis will be conducted to determine the potential effects on EIR intersection(s).

This type of screening analysis should be performed for each project subject to Condition G11 in the site-specific traffic study. If a Stage A "Screening" analysis indicates that a specific project would raise the level of GUP parking or housing in any area of campus to a level greater than anticipated in the GUP EIR, then a Stage B analysis of the impact significance and mitigation would become necessary.

#### Stage B: Impact Assessment and Mitigation Approach

Like each Stage A report, each Stage B analysis report will contain the cumulative running total of parking spaces, housing and the student, faculty and staff population used to calculate project trip generation. It will compare those figures to the assumptions in the GUP EIR used to calculate trip generation and trip distribution. Each report will indicate the number of trips that the applicable project would add to each GUP intersection as well as the cumulative running-total of other GUP projects approved to date, using the same trip generation and distribution methods used in the EIR. The running cumulative trip total for each intersection will be compared to the GUP buildout trip total as reported in the GUP EIR. If the current total exceeds the GUP EIR buildout total at any EIR intersection, further Stage B impact analysis will be conducted at the affected intersection(s).

During the life of the 2018 GUP, it is expected that state law changes will result in modifications to the standards of significance, analysis methods and mitigation selection with regard to transportation and potentially GHG and Air Quality analyses. The conditions and required follow up analysis should acknowledge that these conditions may necessitate evolution of standards of significance, analysis methods and mitigation selection over time.

For consistency with the 2000 EIR, the further Stage B analysis will adhere to the established CEQA criteria for standards of significance, analysis methods, and mitigation selection.

Stanford will prepare a draft scope of work for the Stage B project-specific traffic analysis and submit it to the County for review and comment. The scope will adhere to the following guidelines:

1. For housing and parking projects, the assessment of traffic impacts at GUP intersections will use the same peak periods and same horizon year as used in the 2000 GUP EIR. The Condition G11 analysis will focus on the commute traffic peak periods, consistent with the 2000 GUP EIR. For special-event projects, such as the - performing arts center, whose specific peaks would occur outside the normal area-wide traffic peaks studied in the 2000 GUP EIR, event-related time periods would also be addressed. -

This criteria should specify how new information should be considered. The City requests that traffic levels anticipated as part of background projects be quantified and existing traffic levels be verified with new traffic counts. At a minimum, critical gateway intersections including El Camino Real/Sand Hill Road and Sand Hill Road/Santa Cruz Avenue should be monitored to determine changes in the vicinity of the campus to the Menlo Park border.

2. The assessment of traffic impacts at GUP intersections will use the same assumptions concerning changes in non-GUP background growth as used in the GUP EIR, unless new information shows a substantial increase or decrease in background traffic levels relative to those assumed for 2010 in the 2000 GUP EIR.

3. Once any changes in background assumptions necessitated under Step 2 have been taken into consideration, the amount of project-specific traffic at any 2000 GUP EIR intersection will be added. The resulting traffic will only represent a new significant impact if, when added to traffic from other already-approved GUP projects, the cumulative running-total GUP impact exceeds the threshold of significance stated in 2000 GUP EIR.

4. Mitigation required for any new significant impact would first look to the ability of mitigations already identified in the 2000 GUP EIR to mitigate the impact to less-than-significant, including both EIR-listed intersection modifications and “no net new commute trip” accomplishment.

5. Any mitigation required beyond measures already identified in the GUP EIR would include two alternative approaches: further intersection modification and further reduction in commute-trip generation.

Stanford will also meet with County as necessary to discuss and refine the proposed scope of work and will obtain County approval before proceeding with the study.

If further reduction in commute-trip generation is allowed, the City requests the County ensure that such programs reduce trips directly in the impacted corridors to mitigate impacts.

Other impacted jurisdictions should also be consulted on the scope.

## **Summary**

Condition G11 specifies which projects will require project-specific traffic studies. Project-specific traffic studies will include 1) localized circulation impacts, and 2) screening analysis of whether there might be additional significant impacts beyond those identified in the 2000 GUP EIR. If screening analysis indicates changes in total GUP trip distribution compared to the EIR, then a re-analysis of impacts will be undertaken at affected intersections, using 2000 GUP EIR methodology, to determine whether significant impacts would result and to identify mitigations.

Stanford will prepare a scope of work for any project-specific traffic study and review it with the County and its consultant prior to beginning work.

The City requests that the relevant approval body be specified. Consistent with the request outlined in the City's comment letter, the City requests that the Board of Supervisors must consider any relocation of development to different districts within the campus.

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