



SPECIAL AND REGULAR MEETING MINUTES

Date: 2/6/2018
Time: 6:30 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

6:30 p.m. Closed Session (City Hall – “Downtown” Conference Room, 1st floor)

Mayor Ohtaki called the meeting to order at 6:44 p.m.

Present: Carlton, Ohtaki, Mueller, Keith
Absent: Cline

- CL1.** Closed session pursuant to Government Code Section §54957.6 to confer with labor negotiators regarding current labor negotiations with the Menlo Park Police Officers’ Association (POA) and unrepresented management

Attendees: City Manager Alex McIntyre, Administrative Services Director Nick Pegueros, Human Resources Manager Lenka Diaz, City Attorney Bill McClure, Labor Counsel Charles Sakai

7:00 p.m. Regular Session (City Council Chambers)

A. Call to Order

Mayor Ohtaki called Regular Session to order at 7:24 p.m.

Mayor Ohtaki asked for a moment of silence to honor former Mayor Billy Ray White who passed away recently. Mayor White was elected to two terms on the City Council between 1978 and 1986 and served as mayor three times (1981, 1983, 1986). (Attachment)

B. Roll Call

Present: Cline, Carlton, Ohtaki, Mueller, Keith
Absent: None
Staff: City Manager Alex McIntyre, City Attorney Bill McClure, Deputy City Clerk Jelena Harada

C. Pledge of Allegiance

Mayor Ohtaki led the Pledge of Allegiance.

D. Report from Closed Session

Mayor Ohtaki reported there was no action taken in Closed Session.

E. Presentations and Proclamations

E1. Overview of employee engagement and organizational development project

This item was continued to a future date.

At this time, Mayor Ohtaki moved on to Commissioner Reports and took Item G2 out of order.

G. Commissioner Reports

G2. Library Commission quarterly update

Library Commissioner Grayson Badgley provided a verbal report.

- Pamela Jones spoke about the work of the Library Commission and the upcoming Belle Haven Neighborhood Library Advisory Committee meeting.
- Adina Levin spoke about meeting space availability and reservation process.

G3. Parks and Recreation Commission quarterly update

Parks and Recreation Commission Chair Tucker Stanwood provided a verbal report.

G1. Environmental Quality Commission quarterly update

Environmental Quality Commission Chair Janelle London provided a presentation (Attachment).

At this time, Mayor Ohtaki returned to Item F1.

F. Study Session

F1. Provide direction on potential alternatives to form a transportation management association Transportation Demand Management Coordinator Nicholas Yee introduced Sustainability Manager Rebecca Lucky, who spoke briefly on the environmental benefits of transportation management associations. Staff Yee then provided a presentation (Attachment).

- Adina Levin spoke in support of a transportation management association.
- Diane Bailey, Menlo Spark, spoke in support of a transportation management association.

H. Public Comment

- Elias Blawie spoke about meeting management and police-related records retention.
- Jen Wolosin spoke about the efforts of the community safety police officer position and police chief recruitment.
- John Kadwany spoke about the work of the Advisory Districting Committee.

I. Consent Calendar

I1. Adopt a resolution accepting dedication of a Public Access Easement from 650-660 Live Oak Avenue project applicant (Staff Report #18-030-CC)

- I2. Authorize the City Manager to enter into an agreement with Ecological Concerns, Inc., for maintenance of the City's herbicide free parks and appropriate \$160,000 from the General Fund unassigned fund balance for inclusion of all City parks (Staff Report #18-029-CC)

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

J. Regular Business

- J1. Approve the 2018-19 Budget Principles, City Council Procedures Manual and the 2018 City Council Work Plan (Staff Report #18-031-CC)

City Manager Alex McIntyre introduced the item and Assistant City Manager Chip Taylor provided a presentation (Attachment).

- Gregory Faris spoke about the West Menlo Park Triangle Annexation (Handout)
- Jen Wolosin, Parents for Safe Routes, spoke about the Safe Routes to School item.
- Angie Evans, Housing Leadership Council, spoke about housing opportunities in work plan projects.
- Regine Schmidt spoke about the West Menlo Park Triangle Annexation.
- Leah Rogers spoke about the West Menlo Park Triangle Annexation.
- Pamela Jones spoke about meeting management, Belle Haven library improvements and calendar transparency.
- Janet Weisman Goff spoke about the West Menlo Park Triangle Annexation.

The City Council provided the following direction on modifications:

Budget principles

- Add "Find areas, which may include shared services, to provide more efficient use of funds"

ACTION: Motion and second (Mueller/Carlton) to approve the Budget Principles with modifications, passed unanimously.

City Council Procedures Manual

- Change the reference in Chapter 3 (page 11) under Meeting Schedule from "City Manager's Secretary" to "City Manager's assistant"
- Update the section on "Conducting Business at a Late Hour" to read:
"According to City Council policy, all regular meetings of the City Council are to end by midnight unless there is a two-thirds, three-fourths, or four-fifths (based on the number of Councilmembers present) vote taken by 11:00 p.m. to extend the meeting. The motion to extend is to include the title of the items to be considered after 11:00 p.m. and a new ending time for the meeting. The City Clerk will alert the City Council at or before 11:00 p.m. New items of business will not be discussed after 11:00 p.m. unless the motion to consider such item(s) was passed."

ACTION: Motion and second (Mueller/Keith) to approve the City Council Procedures Manual with modifications, passed unanimously.

2018 City Council Work Plan (Attachment)

- Add West Menlo Triangle Annexation (Subcommittee - information gathering)
- Add “system” to what was previously included, clarification provided on the Belle Haven Branch and Main Library improvements
- Add language for the Equity in Education Joint Powers Authority (JPA) to include:
“The JPA, along with other initiatives, will help to address education and inequality in Menlo Park.”

ACTION: Motion and second (Carlton/Keith) to approve the 2018 City Council Work Plan with modifications, passed unanimously.

- J2. Provide direction on placing enabling charter on November 2018 ballot (Staff Report #18-032-CC)

ACTION: Motion and second (Mueller/Cline) to continue this item to the February 13, 2018, City Council meeting, passed unanimously.

K. Informational Items

- K1. Cost of services study and User Fee Cost Recovery policy (Staff Report #18-026-CC)
- K2. Parks and Recreation Facilities Master Plan community outreach plan (Staff Report #18-028-CC)

L. City Manager's Report

There was no City Manager's report.

M. Councilmember Reports

There were no councilmember reports.

N. Adjournment

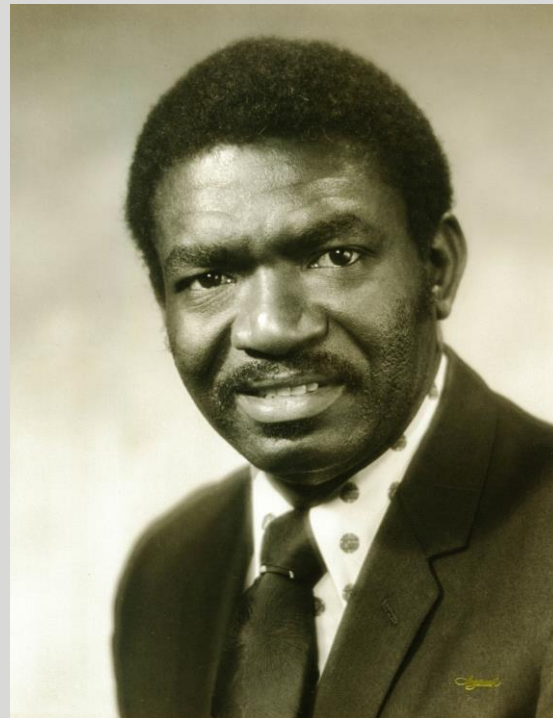
Mayor Ohtaki adjourned the meeting at 11:23 p.m. in honor of former Mayor Billy Ray White.

Jelena Harada, Deputy City Clerk

These minutes were approved at the City Council meeting of February 13, 2018.

BILLY RAY WHITE

- Elected in 1978
- Re-elected in 1982
- Served as Mayor 3 times:
 - April 1980 – April 1981
 - November 1982 – November 1983
 - November 1985 – November 1986





TMA STUDY SESSION

Forming a Transportation Management Association in Menlo Park

Nicholas Yee, Transportation Demand Management Coordinator



AGENDA

- Background to TMAs
- Need for a TMA
- Palo Alto TMA
- Next Steps





BACKGROUND



WHAT IS A TRANSPORTATION MANAGEMENT ASSOCIATION (TMA)?

- Element of Transportation Demand Management (TDM)
- Coalition of businesses, with public partnership
 - Advocate, promote commute alternatives to driving
- Independently run, with variety of funding sources

WHAT DOES A TMA OFFER?

- Shuttle bus service
- Advocacy for congestion relief, transit benefits
- Informational resource on how to commute without a car



LOCAL BAY AREA EXAMPLES

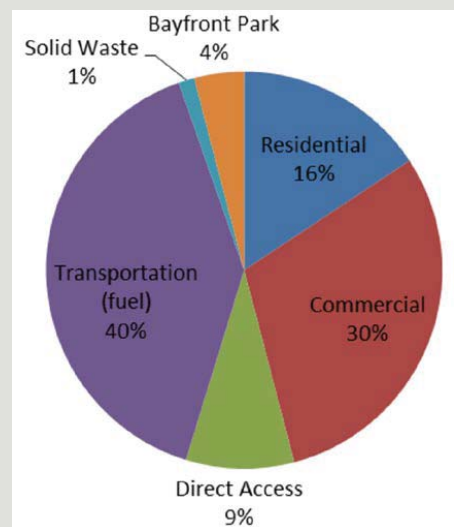
- Emeryville TMA
- Mission Bay TMA (San Francisco)
- Mountain View TMA
- Palo Alto TMA
- TMA of San Francisco



NEED FOR A TMA

THE NEED FOR A TMA IN MENLO PARK

- Greater efficiencies and economies of scale
 - Combine multiple shuttle services into one
 - Advocate for bulk discount transit passes
 - Streamline administration and oversight
- Supports City programs and policies:
 - Climate Action Plan
 - Connect Menlo
 - El Camino Real / Downtown Specific Plan



2013 Community GHG Inventory



REGIONAL COLLABORATION

- San Mateo County has transportation alliance with Commute.org
- Potential for Mid-Peninsula regional coordination
- Palo Alto, Mountain View currently have TMAs
- Redwood City is currently planning a TMA



GETTING ON BOARD

- Facebook has contributed \$100,000 towards the study of a TMA
- Potential target companies for initial TMA formation:
 - Bohannon Companies
 - Facebook, Inc.
 - Tarlton Properties, Inc.
- Companies with already robust commute alternative programs





PALO ALTO TMA



PALO ALTO TMA (PATMA) INTRODUCTION

- Non-profit made up of local businesses and institutions
- Focuses on mostly downtown, also city as a whole
- Offers free transit passes, subsidized carpools



ESTABLISHING PATMA

- Created as response to 2015 City Council goal to reduce single occupancy vehicle (SOV) trips by 30% over next few years
 - City led development and establishment of TMA
 - TMA still uses significant City funding to operate
- Survey conducted to quantify commute habits
- Main goals:
 - Transit passes
 - Carpool subsidies
 - Lower income workers

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INITIAL CHALLENGES

- Lofty 30% SOV reduction goal
- Pessimism of program to reduce SOV
- Reaching economies of scale with many small business members
- Coordination of TMA with TDM policies for new developments

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SOLUTIONS TO CHALLENGES AND LESSONS LEARNED



- Be flexible
- Survey necessary to quantify commute patterns and trends
- Metrics, data key to prove viability of project
- Council and City support and financial backing are crucial
- Not self-sustaining yet, City and Board exploring alternative to City funding
- Reduced SOV by 8% in first year, 30% goal attainable in five years

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NEXT STEPS





PROPOSED COURSE OF ACTION

1. Options-analysis needed for TMA formation
 - \$100,000 from Facebook to conduct study
2. Options for exploration
 - A. Large Business TMA
 - B. Large and Small Business TMA
 - C. Citywide TMA
 - D. Alliance of Menlo Park TMA(s) with Mid-Peninsula TMAs
 - E. Other
3. Survey results
 - Pulse of how employees commute to Menlo Park, gauge employer interest
 - Data to evaluate different TMA options
4. Present preferred option to Council in 18 months

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MOVING FORWARD

- Are you comfortable with this options-analysis approach?
- What are some specific criteria we should consider in weighing various TMA options?
 - Overall Cost
 - Time to implement
 - Government efficiency and participation
 - Employer buy-in
 - Greatest greenhouse gas reduction
 - Greatest cost/benefit ratio for mode shift
 - Mode shift goals

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THANK YOU

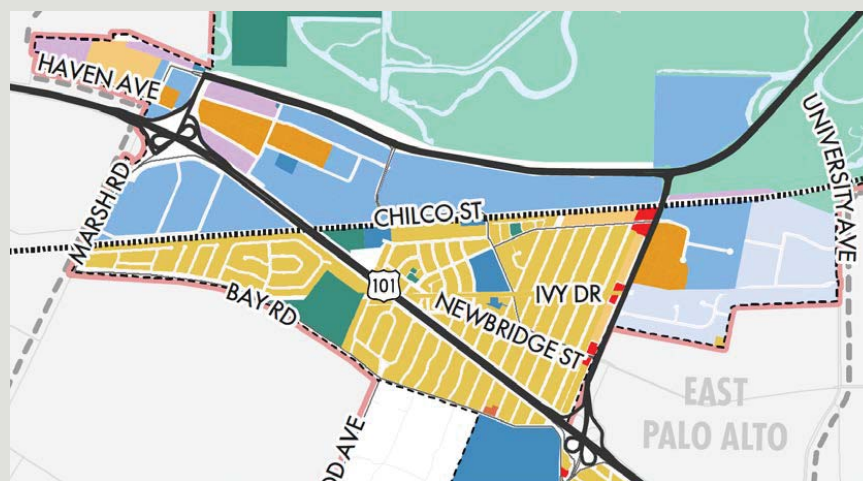


VARIOUS MODELS

LARGE BUSINESS TMA

- Form a TMA comprised of large businesses
- Pros:
 - Combined shuttle system
 - Many employees for larger buying power
 - Companies expanding on already-robust TDM programs
- Cons:
 - Benefits largest companies that currently have TDM programs
 - Focuses east of Hwy. 101

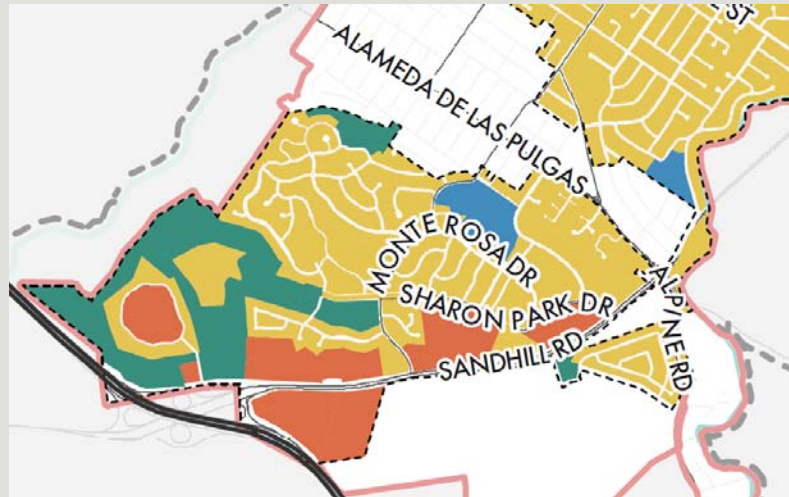
POSSIBLE TMA: BAYFRONT AREA



- Sphere of Influence
- Planning Area
- City Limits
- Generalized Land Uses
 - Residential
 - Commercial
 - Specific Plan Area
 - Parks and Recreation
 - Public/Quasi-Public
- Bayfront Area
 - Baylands
 - Life Sciences
 - Office
 - Mixed-Use Residential
 - Light Industrial
 - Commercial Business Park



POSSIBLE TMA: SAND HILL CORRIDOR



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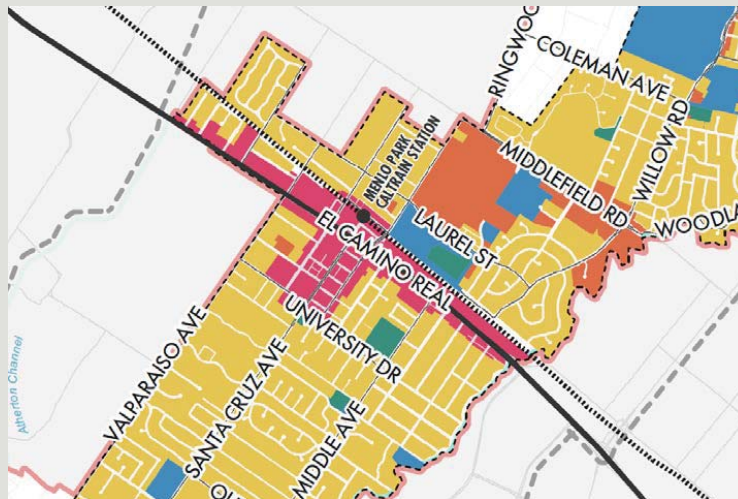
SMALL BUSINESS TMA

- Focuses on small businesses in downtown
- Pros:
 - Offers TDM programs to small businesses where it is cost-prohibitive
- Cons:
 - Overhead costs for small membership base
 - Enough membership to justify economies of scale and buying power?

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POSSIBLE TMA: DOWNTOWN



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CITYWIDE TMA

- Open to both large and small businesses
- Pros:
 - Includes smaller businesses
 - Efficiency and economies of scale with large membership base
- Cons:
 - Relativity of benefits to dues paid?
 - Management and administration issues as TMA grows

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TMA ALLIANCE

- Menlo Park's TMA(s) working in coordination with one another
- Menlo Park's TMA(s) working in coordination with those of Redwood City, Palo Alto, Mountain View


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TMA ALLIANCE

- Menlo Park's TMA(s) working with Mid-Peninsula TMAs
- Pros:
 - Covers many employers, large and small, in Mid-Peninsula region
 - Large buying power for transit passes
 - Enlarged service area for bike share, shuttles
- Cons:
 - Logistics of coordinating amongst many TMAs
 - Local-specific goals vs. regional TMA alliance goals
 - Simple alliance or umbrella agency needed to coordinate multiple TMAs?

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ENVIRONMENTAL QUALITY COMMISSION QUARTERLY UPDATE

February 6, 2018



ENVIRONMENTAL QUALITY COMMISSION MISSION



Advise City Council on matters involving environmental protection, improvement and sustainability.

Commissioners:

Allan Bedwell

Chris DeCardy

Joyce Dickerson

Janelle London

Scott Marshall

Deborah Martin

Christina Smolke



COMMISSION PRIORITIES FOR 2016-2018



- **Climate Action Plan (CAP)** - Implement CAP initiatives to achieve or exceed the City's greenhouse gas reduction target.
- **Sustainable Development Update** - Improve the sustainability of the City's planning, zoning and building code regulations consistent with the City priorities.
- **Urban Canopy Preservation** - Develop a comprehensive urban canopy strategy and help to revise the heritage tree ordinance and heritage tree appeal process



CLIMATE ACTION PLAN



- Menlo Park Climate Action Plan Goal: reduce greenhouse gases 27% below 2005 levels by 2020
- Approaching 2020:
 - Peninsula Clean Energy
 - Zero Waste Plan
 - Green Building Codes (See Sustainable Development)
 - Transportation Electrification
- Beyond 2020
 - State: 40% below 1990 levels by 2030

TRANSPORTATION ELECTRIFICATION



- Menlo Park at 15% EV adoption - #4 in CA
- Measures to get to #1
 - EV infrastructure requirements in building codes
 - Streamlined permitting (pre-approved electricians/installers)
 - Waive permit fee (like for solar panels)
 - “EV First” city fleet policy (bulk purchasing with county)
 - Education

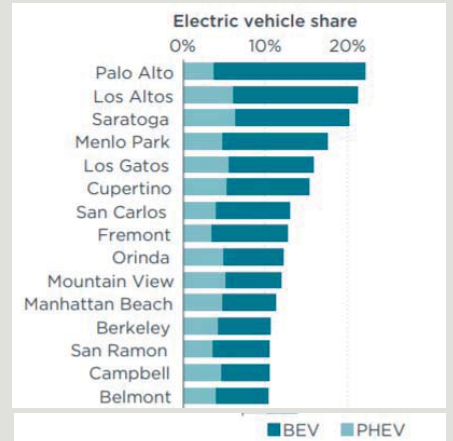


Figure 3. New electric vehicle market share in 2016
(Vehicle registrations from IHS Automotive)

ELECTRIC VEHICLES



Contacted

2011 Nissan Leaf SV

Good Deal
\$1,162 BELOW

CarGurus IMV of \$5,662

Price: **\$4,500** ~~\$4,999~~ \$84/mo est.
Mileage: 70,248 mi
Location: Vallejo, CA 46 mi
Dealer rating: ★★★★★

Unsave



2011 Nissan Leaf SL

Fair Deal
\$349 ABOVE

CarGurus IMV of \$6,022

Price: **\$6,371** ~~\$119/mo est.~~
Mileage: 59,916 mi
Location: Redwood City, CA 3 mi
Dealer rating: ★★★★★

Save

AFFORDABLE



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SUSTAINABLE DEVELOPMENT

- M2/Bayfront Green/Sustainable Building Code
 - Extend via Downtown Specific Plan update
- Electric Vehicle Charging Infrastructure
 - New construction – go big!
 - Existing buildings – further study

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URBAN CANOPY PRESERVATION



HERITAGE TREE ORDINANCE



- Held deliberations on one heritage tree appeal
- Kick-off to updating the heritage tree ordinance begins Jan 2018. Would like to see completed update by end of 2018.



QUESTIONS

2018 Remaining and Ongoing Workplan	Lead Department (Supporting Department(s))	06/30/18	Milestones 12/31/18	06/30/19
Responding to the development needs of private residential and commercial property owners				
Enhanced Housing Program	City Manager's Office (Community Development, City Attorney's Office)	Presentation of Housing Commission recommendations on housing policies		
Revisions to the 2016 California Green Building Standards Code for Electric Vehicle Chargers	Community Development	Complete Planning Commission review of the proposed regulations.	Council adoption of proposed amendments to the Building Code and Zoning Ordinance to implement new EV charging requirements are targeted for September, 2018.	
Single Family Residential Requirements and Guidelines	Community Development	Other priority projects will delay this work plan item	Council adoption of a work plan, inclusive of review and recommendations of the Planning Commission.	Conduct public outreach to refine goals for the revisions to the requirements and guidelines.
Stanford University 2018 General Use Permit Review	Public Works (Community Development, City Attorney's Office)	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Attracting thoughtful and innovative private investment to Menlo Park				
Downtown Streetscape Improvement Project (Specific Plan)	Public Works (City Manager's Office)	Begin/continue project planning.	Release request for proposals/consultant services.	Begin/continue project design.
Furthering efficiency in city service delivery models				
Cost allocation plan and user fee study	Administrative Services (All other departments)	Completed by June.		
Development of a Citywide Communications Program	City Manager's Office (All other departments)	Developing communications plan.	Present draft Communications Plan to City Council	Ongoing work.
Information Technology Master Plan Implementation	Administrative Services (Community Development, Public Works)	Finalize land management system replacement contract negotiations.	Complete initial QA testing and launch alpha testing.	Wrap-up alpha testing and launch beta testing.
Organizational Study for Public Works Maintenance Services	City Manager's Office (Public Works)	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Organizational Study for Development Services	City Manager's Office (Community Development, Public Works)	Release request for proposals/consultant services.	Hire consultant.	Project complete.
Charter City Initiative	City Attorney's Office	First analysis of the Charter City will be heard by Council at the February 6 City Council meeting.	To be determined.	To be determined.
Employee Engagement/Organizational Development	All	Plan completed - implementation begins	Second survey complete.	Additional strategies from the plan underway.
West Menlo Triangle Annexation (Subcommittee - information gathering)	City Manager's Office (Community Development, Public Works)	Information and data gathering with subcommittee)		
Improving Menlo Park's multimodal transportation system to move people and goods through Menlo Park more efficiently				
Haven Avenue Streetscape Improvement	Public Works	Identify funding and phasing strategy to complete project.	Release construction bid package.	Award construction contract.
Create Transportation Management Association	Public Works	Release request for proposals/consultant services.	Begin implementation.	Continue implementation.
High Speed Rail Coordination & Environmental Review	Public Works (City Manager's Office, Outside Legal Counsel)	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Oak Grove, University, Crane Bicycle Improvement Project	Public Works	Continue implementation.	Continue implementation.	Complete trial project evaluation.
Willows Neighborhood Complete Streets	Public Works (Police)	Finalize scope of work.	Release request for proposals/consultant services.	Continue project planning.
El Camino Real Corridor Study	Public Works	Complete analysis of northbound traffic conditions	Present findings of northbound traffic conditions	Begin design of crossing improvements
Middlefield Rd/Ravenswood and Ringwood Avenues Traffic Signals Modification	Public Works	Finalize scope of future improvements.	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant services.
Willow/101 Interchange	Public Works (Police)	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.	Schedule is dependent on an outside agency. Continued monitoring.
Chilco Streetscape and Sidewalk Installation	Public Works (Community Development)	Continue construction/implementation.	Continue construction/implementation.	Complete construction/implementation.
Ravenswood Avenue/Caltrain Grade Separation Study	Public Works	Complete project planning.	N/A	N/A
Middle Avenue Caltrain Crossing Study	Public Works (Community Development)	Continue project planning.	Continue project planning.	Complete project planning.
Maintaining and enhancing Menlo Park's municipal infrastructure and facilities				

2018 Remaining and Ongoing Workplan	Lead Department (Supporting Department(s))	Milestones		
		06/30/18	12/31/18	06/30/19
Arrillaga Family Recreation Center HVAC System Upgrade	Public Works (Community Services)	Begin project planning.	Continue project design.	Continue project design.
Burgess Pool Capital Improvements	Public Works (Community Services)	Begin project planning.	Continue project planning.	Continue project planning.
Gatehouse Fence Replacement	Public Works	Award a contract/authorize an agreement for consultant services.	Begin project design.	Complete project design.
Facilities Maintenance Master Plan	Public Works (Community Services)	Release request for proposals/consultant services.	Award a contract/authorize an agreement for consultant	Continue project planning.
Reservoir Reroof and Mixers	Public Works	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Library Landscaping	Public Works (Library)	Begin project design.	Continue project design.	Complete project design.
Water System Master Plan	Public Works (Administrative Services)	Release the Plan for public review	Begin plan implementation	Continue plan implementation
Chrysler Pump Station Improvements	Public Works	Continue project design.	Award construction contract.	Continue construction/implementation.
San Francisquito Creek Upstream of 101 Flood Protection Project	Public Works (City Manager's Office)	Schedule is dependent on an outside agency. Ongoing monitoring.	Schedule is dependent on an outside agency.	Schedule is dependent on an outside agency.
Emergency Water Supply	Public Works	Release construction bid package.	Award construction contract.	Project complete.
Providing high-quality resident enrichment, recreation, and discovery				
Parks and Recreation Facilities Master Plan Update	Community Services (Administrative Services, Public Works)	Begin project planning.	Continue project planning.	Project complete.
Park Playground Equipment	Public Works (Community Services)	Release request for proposals/consultant services.	Award construction contract.	Continue construction/implementation.
Jack Lyle Park Restroom	Public Works (Community Services)	Release construction bid package.	Begin construction/implementation.	Complete project.
Willow Oaks Park Improvements	Public Works (Community Services)	Begin project design.	Continue project design.	Release construction bid package.
Burgess Park Snack Shack	Community Services (Community Development, Public Works)	Draft plans approved.	Final plans approved.	Construction started pending funding donation.
Equity in Education Joint Powers Authority (JPA)	City Manager's Office	Prior to June, the draft template of the JPA would be created and circulated for comments from the stakeholders.	Prior to December, comments from stakeholders will be incorporated into the JPA document.	The JPA document will be considered for approval by the stakeholders in early 2019.
Minimum Wage Ordinance	City Manager's Office (Economic Development)	No action - There is no staff capacity to work on this effort before June 2018	Per Council direction at goal setting, staff will research ordinances from other Cities and present one for Council action. There is no staff capacity for timely significant public outreach on this topic. Should the Council decide that timely significant public outreach is necessary, then resource augmentation will be necessary or the Council will have to prioritize reducing action on the Enhanced Housing Program, Parking Garage, Sister City Program, or Economic Development participation in the development process.	
Library System Improvements				
Belle Haven Branch Library Improvements	City Manager's Office (Library, Administrative Services, Community Development, Public Works)	Belle Haven Branch: Library Needs Assessment - completion June 2018. Budget request in FY 2018-19 for branch space needs study and schematic design/siting study	Branch space needs study: July 2018 - March 2019.	Schematic designs, siting decisions, shared uses July 2019 - December 2019

2018 Remaining and Ongoing Workplan	Lead Department (Supporting Department(s))	06/30/18	Milestones 12/31/18	06/30/19
Main Library Improvements	City Manager's Office (Library, Administrative Services, Community Development, Public Works)	Schematic designs: April 2018 - October 2018.	Secure funding after schematic designs. Once funding is secured, the main library project will require environmental review and permitting before construction can begin.	Council project approval
Realizing Menlo Park's vision of environmental leadership and sustainability				
Green Infrastructure Plan	Public Works	Continue project planning.	Continue project planning.	Release Plan for public review.
Update the Heritage Tree Ordinance	City Manager's Office (Community Development, Public Works)	Complete Project Planning and Community Engagement Underway.	Draft Ordinance Complete.	Ordinance Updates adopted by City Council.
Community Zero Waste Plan Implementation	City Manager's Office (Administrative Services, Community Development, Public Works)	a. Draft Update to City's Solid Waste Ordinance, Including Mandatory Participation in Recycling and Composting Programs. b. Draft Update to City's Construction and Demolition Ordinance Increasing Recycling Requirements.	a. Promotion of Universal Access to Recycling and Organics for Commercial and Multi-Family Waste Generators b. Implementation of Mandatory Participation in Recycling and Composting Programs c. Implementation of Construction and Demolition Ordinance and Implementation Updates d. Action Plan for SBWMA consideration of options for sorting of City Self-Hauled Waste	a. Retrofit existing city water fountains to refillable bottle stations b. Draft policy for requiring bottle filling stations in new development projects c. SBWMA consideration of options for sorting of City Self-Hauled Waste d. Action Plan for Community Recycling Ambassadors and Door-to-Door Outreach e. Action Plan for Support for Reuse, Repair, Leasing or Sharing Efforts
Planned 2018-19 Capital Improvement Projects				
Bayfront Canal and Atherton Channel Flood Protection	Public Works	Begin project design.	Continue project design.	Award construction contract.
Downtown Utility Undergrounding	Public Works (City Manager's Office)	Begin project planning.	Continue project planning.	Continue project planning.
Welcome to Menlo Park Monument Signs	Public Works (City Manager's Office)	Begin project planning.	Release request for proposals/consultant services.	Continue project design.
Climate Change Resiliency Plan	Public Works (City Manager's Office)	Begin project planning.	Continue project planning.	Continue project planning.
Santa Cruz and Middle Avenues Resurfacing	Public Works	Begin project design.	Complete project design.	Award construction contract.
Oak Grove Safe Routes to School and Green Infrastructure	Public Works	Release request for proposals/consultant services.	Continue project design.	Continue construction/implementation.
Bayfront Expressway, Willow Road and Marsh Road Adaptive Signal Timing	Public Works	Authorize implementation contract.	Continue implementation.	Complete implementation.
*Basic steps of a typical construction project:				
Scope project				
Develop Request for Proposal (RFP)				
Design				
Bid				
Award				
Construct				
Complete				

GK007
PARIS 2/0/18

RECEIVED

SEP 10 2015

LAFCO

PETITION
FOR PROCEEDINGS PURSUANT TO
THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF
2000

The undersigned hereby petition(s) the Local Agency Formation Commission of San Mateo County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc. is/are:
Annexation to the City of Menlo Park the area referred to as West Menlo Triangle including parcels bounded by and in certain instances across from Alameda de las Pulgas, Sharon Road and Santa Cruz Avenue.
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:
 X inhabited (12 or more registered voters) Uninhabited
5. This proposal is X is not consistent with the sphere of influence of the affected city and/or district(s).
6. The reason(s) for the proposed annexation (annexation, detachment, reorganization, etc.) is/are:
To receive City of Menlo Park municipal services and to be more fully integrate the neighborhood into the City of Menlo Park that surrounds it.
7. The proposed annexation is requested to be made subject to the following terms and conditions:
 none
8. The persons signing this petition have signed as:
 X registered voters or X Owners of land (check one) within the subject territory.

Petition
Page 2 of 2

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows:

Chief Petitioners (not to exceed three):

Date:	Printed Name:	Signature/Residence address	APN*
Sept 2 2015	Leah Rogers	_____	
Sept 2, 2015	SARA SHAW	_____	
Sept 2, 2015	Gregory Farns	_____	

*Assessor's Parcel Number of parcel(s) proposed for annexation.

RECEIVED

SEP 10 2015

Petition for annexation of area known as West Menlo Park to the City of Menlo Park. Area includes territory generally bounded by or adjacent to Alameda de las Pulgas, Sharon Road and Santa Cruz Avenue. Attach main petition to this sheet for circulation.

The following petitioners request that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows (each person signing must complete all information personally):

Date signed	Printed Name	Signature	Mailing address	Property Address and Assessor Parcel Number	Specify if signing as registered voter residing at property address listed, property owner, both
9/2/15	Leah Rogers	[Signature]			owner, voter & resident
9/2/15	Sue Milos	[Signature]			voter/owner/resident
9/3/15	Nancy Wankner	[Signature]			voter, owner, resident
9/2/15	GILBERT B. WORKMAN	[Signature]			voter, owner, resident
9/2/15	Virginia Mendheim	[Signature]			voter, owner, resident
9/2/15	Neil Barman	[Signature]			voter, owner, resident
9/3/15	Linda Brumman	[Signature]			voter, owner, resident
9/2/15	SARA SHAW	[Signature]			PROPERTY OWNER, RESIDENT
9/2/15	Gregory Farris	[Signature]			voter, resident, owner
9/5/15	Sarah Brooks	[Signature]			voter, owner, resident

Petition for annexation of area known as West Menlo Park to the City of Menlo Park. Area includes territory generally bounded by or adjacent to Alamaeda de las Pulgas, Sharon Road and Santa Cruz Avenue. Attach main petition to this sheet for circulation.

The following petitioners request that proceedings be taken in accordance with the provisions of Section 56000, et seq. Of the Government Code and herewith affix signatures as follows (each person signing must complete all information personally):

Date signed	Printed Name	Signature	Mailing address	Property Address and Assessor Parcel Number	Specify if signing as registered voter residing at property address listed, property owner, both
9/5/15	Matt Kossler				owner resident voter
9/7/15	Andrea Kossler				owner resident voter
9/5/15	HANKE SCHWITZ				owner, resident voter
9/8/15	Joe Jannink				owner/resident/voter
9/9/15	CLAIRE ALEXANDER				RESIDENT / VOTER
9/9/15	Michael Chen				resident/owner
9-9-15	Joe Singlet				owner Resident
9-9-15	Anne-Ploc Gold				owner/Resident
Page	2 of 2				

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WEST MENLO PARK PETITION

TO JOIN THE CITY OF MENLO PARK

Residents of the "Triangle" neighborhood in West Menlo Park lying between the lower Sharon Heights section of the City of Menlo Park and the Oakdell/OakKnoll section of the City of Menlo Park respectfully ask to join the city in which we already reside.



The "Triangle" is the keystone joining Menlo Park neighborhoods

OUR TRIANGLE NEIGHBORHOOD STRONGLY SUPPORTS ANNEXATION INTO THE CITY OF MENLO PARK AS LISTED BELOW:

Address	Parcel ID	Owners	Sup/Neu t/Opp	Signatures
		Edward V Chrapla & Erica Cicero	S	
		Eric Feng & Christina Lee	Support	
		Jenny ManleyBrokaw & Matthew Claggett	S	
		Arpakorn & Pongpaka Boonkongchuen	S P	
		Desai Sumbul Ahmad	Support	
		Stephen Bellamy & Laurel Leone		
		Janice L Cimino		
		Jan F & Dorothy Jannik	S	
		Lloyd R & Susan J Hickman		
		Thomas L & Judith L Kaslemuthig	N	
		Virginia F Mendheim	S	
		Zomorodi Corporation		
	Zomorodi Corporation			

OUR TRIANGLE NEIGHBORHOOD STRONGLY SUPPORTS ANNEXATION INTO THE CITY OF MENLO PARK AS LISTED BELOW:

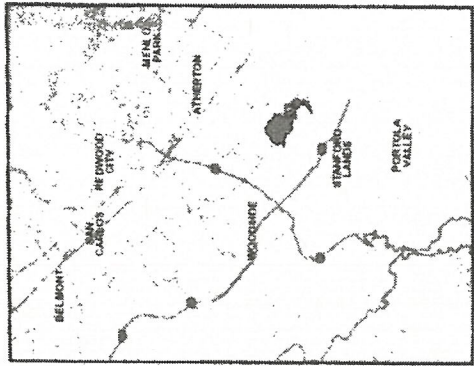
Address	Parcel ID	Owners	Supp/ Neut/ Opp	Signatures
		Velaga Shrikrishna	S	
		Carolyn Ruth Fagerhaugh	S	
		David L and Mary J Feldman	S	
		Thomas W Markiewicz & Angela Otero	S	
		Jason T Lee & Maisie M Fung		
		Neil C & Linda K Barman	S	
		Janet E & Richard Sommer		
		Sarah & Ryan Brooks	S	
		Michael L & Sue E Milos	S	
		Nancy Pei Shing & Michael Tachang Chen		
		Anneflore Goldsberry		
		Alexandra S Gadzo		
		Joseph Singleton & Molly Glennen		




OUR TRIANGLE NEIGHBORHOOD STRONGLY SUPPORTS ANNEXATION INTO THE CITY OF MENLO PARK AS LISTED BELOW:

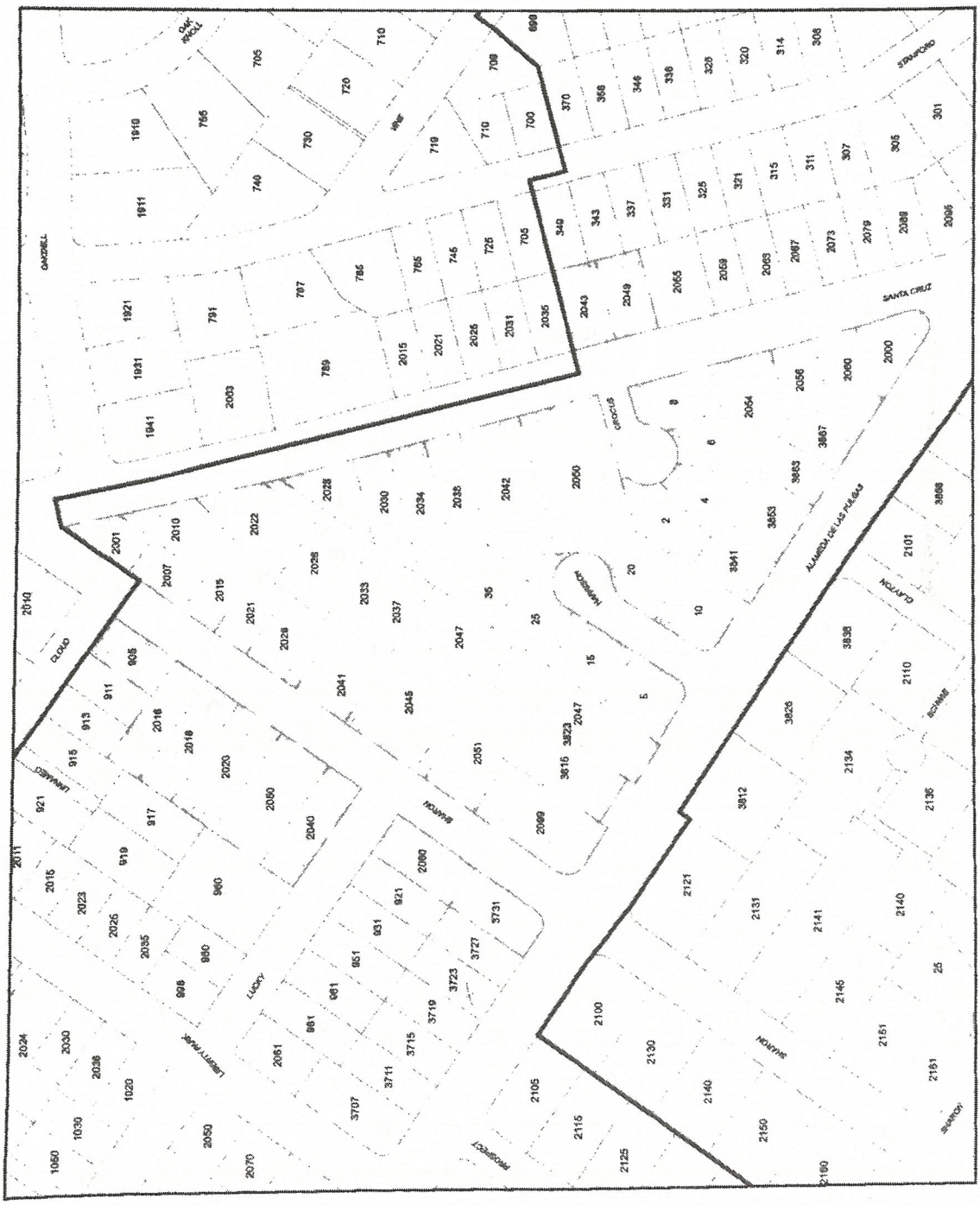
Address	Parcel ID	Owners	Supp/ Neut/ Opp	Signatures
[Redacted]		Gilbert & Nancy Workman	S	[Signature]
		William P & Laurie S Quinn	S	[Redacted]
		Christopher A Wan & Christine Hurley	S	[Redacted]
		John & Joan Gerber	S	[Redacted]
		Stephen C Harrington	N	[Redacted]
		Martin C & Cherie T Cattaneo	N	[Redacted]
		Carolyn J Sadler & Pamela A Nietert	S	[Redacted]
		Keri Nicholas	S	[Redacted]
		Keri Nicholas	S	[Redacted]
		Diane Gosney & Allison Chang	S	[Signature]
		Gregg & Kelly Holzrichter	S	[Signature]
		Morris & Zlatana Gadzo	S	[Redacted]
		Natalie Kirilcuk	S	[Redacted]

OUR TRIANGLE NEIGHBORHOOD STRONGLY SUPPORTS ANNEXATION INTO THE CITY OF MENLO PARK AS LISTED BELOW:

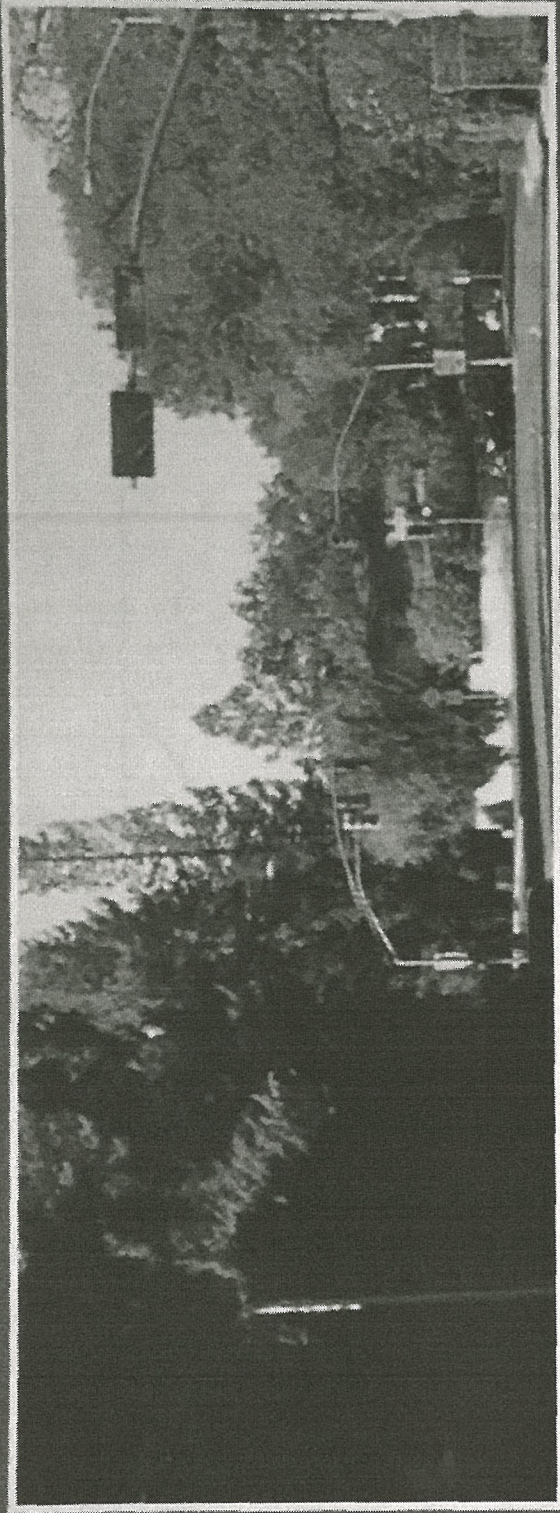
Address	Parcel ID	Owners	Supp/ Neut/ Opp	Signatures
[Redacted]		Carin M Pacifico	S	[Redacted]
		Kyle K & Nicole G Kofford; Alfred P & Nancy L Gfoerer	S	
		Lynne E. McClure	S	
		Brian C Schmidt & Yvonne J Fulchiron	S	
		Ma Yong Quing, Debra Toy & Michael Wei		
		Greg W Faris & Leah L Rogers	S	
		Ma Shihwin		
		Mark & Chien-Ju Alice Chuang	S	
		Eric Houstra & Paulien F Strijland	N	
		Suzanne Scott		
		Stephen Bellamy & Laurel Leone		
		Alex B & Judith Komoroske	S	
	Agostino & Anna Caccia	N		



-  County/City Boundary
-  West Menlo Triangle (Proposed Annexation Area)
-  County Parcels



L:\Planning\layer\GIS\Martha\West Menlo Triangle - 2015\West Menlo Park Triangle.mxd 5/12/2015 bw



We, the residents of the triangle neighborhood ("Triangle") in West Menlo Park bounded by Santa Cruz Avenue, Alameda de la Pulgas, and the homes on the north and south sides of Sharon Road, seek annexation by the City of Menlo Park. Currently, we are surrounded by the City of Menlo Park on all sides: the full length of our border on the Alameda, partially along the Santa Cruz Avenue border as well as the eastern section of Sharon Road.

We seek annexation because our neighborhood is not well-represented in County governance, which oversees many disparate and disconnected regions including rural, farming, suburban, mountain and coastal zones. By joining the City of Menlo Park we may participate with the neighborhoods that surround us and contribute to governance, activities, and neighborhood identity.

San Mateo County and the San Mateo Local Agency Formation Commission (LAFCO) encourage annexations of this type.

Summary of the Heritage Tree Ordinance

Updated July 2013

See also: Chapter 13.24 of the Menlo Park Municipal Code
(Available at www.menlopark.org or by calling 330-6740)

Purpose of the Ordinance

The City of Menlo Park desires to protect and preserve the scenic beauty and natural environment of the city, prevent erosion of topsoil and sedimentation in waterways, encourage quality development, provide shade and wildlife habitat, counteract pollutants in the air and decrease wind velocities and noise. The primary intention of the ordinance is to ensure that there will be a significant population of large, healthy trees over the long term in Menlo Park. The ordinance defines heritage trees, establishes permitting policies and procedures for removal, heavy pruning and protection of heritage trees, and specifies penalties for violation.

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.

Maintenance and Protection

Heritage trees are required to be preserved and maintained in a state of good health. The intention of this provision is to require reasonable measures such as correct watering, periodic inspection, proper pruning and not engaging in practices that are detrimental to the tree. The ordinance also requires any person who conducts grading, excavation, demolition or construction activity on a property to do so in a manner that does not threaten the health or viability or cause the removal of any heritage tree. Any work performed within an area 10 times the diameter of the tree (i.e., the tree protection zone) requires the submittal of a tree protection plan for approval by the City prior to issuance of any permit for grading or construction.

Permits for Removal or Pruning

Any property owner wanting to remove a heritage tree, or prune more than one fourth of the canopy and/or roots, must apply for a permit from the City. Permit application forms and instructions are available from the City Administration Building (1st floor lobby) or on the City website (www.menlopark.org) or by calling Christian Bonner in the Public Works Department at (650) 330-6780. The permit fee is \$135 per tree for the first three trees and \$90 for each additional tree on the property, applied for at the same time. This fee partially covers the cost of processing the permit. **The application includes a form to be completed by a certified arborist hired by the applicant.**

The City Arborist will review the application and the arborist form, visit the property, and evaluate the tree and related conditions on the property. Applicants are encouraged to mark trees requested for removal with a yellow ribbon to facilitate the site visit for the City Arborist and other City staff. Once the City Arborist visits the property, he will either approve a permit or request further review by staff. He will post a notice on or near the tree stating the reasons for permitting removal (or heavy pruning) and the process for inquiries, comments or appeals for up

to 15 days after posting. Staff will also mail notices to property owners and residents within 100 feet surrounding the applicant's property. If the City Arborist approves the permit, and there are no written appeals of his decision, a permit will be mailed to the owner of the property. If the permit is approved, a copy of it must be in possession of the tree company on site during the tree work. If further review of the application and comments are required, staff will strive to issue a decision in a reasonable period of time.

Construction Related Tree Removals

Applicants are required to submit a site plan with the Heritage Tree Removal Application Permit even if they have submitted a site plan to the City for a planning or building permit. The site plan facilitates the review by the City Arborist. Also for removals of 2 or more trees, applicants shall be required to submit a planting plan indicating the species, size and location of the proposed replacement trees on a site plan. Heritage Tree Permits related to Construction will also be charged for City-retained arborist expenses.

Permit Decision

Any Menlo Park resident or property owner may appeal the permit decision to the Environmental Quality Commission within 15 days after the decision. A further appeal may be made to the City Council. There is an appeal fee of \$200 per appeal.

The ordinance lists the following considerations to be used in determining whether there is good cause for removal or heavy pruning of a heritage tree:

- (1) The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
- (2) The necessity to remove the tree or trees in order to construct proposed improvements to the property;
- (3) The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters;
- (4) The long-term value of the species under consideration, particularly 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).

Penalties for Violation

Any person who violates the ordinance, including property owners, occupants, tree companies and gardeners, could be held liable for violation of the ordinance. The ordinance prohibits removal or pruning of over one fourth of the tree, vandalizing, mutilating, destruction and unbalancing of a heritage tree without a permit. If a violation occurs during construction, the City may issue a stop-work order suspending and prohibiting further activity on the property until a mitigation plan has been approved, including protection measures for remaining trees on the property. Civil penalties may be assessed against any person who commits, allows, or maintains a violation of any provision of the ordinance. The fine will be an amount not to exceed \$5,000 per violation, or an amount equivalent to the replacement value of the tree, whichever is higher.

COUNTY OF SAN MATEO
PLANNING AND BUILDING DIVISION
(Excerpt from the San Mateo County Ordinance Code)

REGULATION OF THE REMOVAL AND TRIMMING OF HERITAGE TREES
ON PUBLIC AND PRIVATE PROPERTY
(Ordinance No. 2427 - April 5, 1977)

CHAPTER 1. PURPOSE, FINDINGS, INTENT, AND POLICY

SECTION 11.000. The Board of Supervisors finds and declares that the County of San Mateo is an area of great natural beauty and that its outstanding heritage tree population has been and continued to be an invaluable asset in contributing to the economic, environmental, and aesthetic stability of the County and the welfare of its people and of future generations. The County is a highly desirable residential, business, and recreational area because of its great scenic beauty, its forests, trees and beaches, mountains, proximity to the San Francisco Bay and the Pacific Ocean, its equable climate, its parks and recreational areas, and other natural characteristics. Irresponsible, wanton, and wholesale destruction of heritage trees could, among other things, diminish such beauty, scientific and historical values, adversely affect the environment, reduce property values, detract from scenic highways, and destroy the County's recreational economy.

SECTION 11.001. The Board of Supervisors further finds and declares that it has already passed legislation to regulate the commercial harvesting of forest products in this County and that it does not intend by this enactment to affect that ordinance, but that it is the intention of the Board to control and supervise in a reasonable manner the cutting of heritage trees within the unincorporated area of the County as herein prescribed.

SECTION 11.002. It is further found and declared that, for the above reasons and in order to protect and preserve heritage trees in San Mateo County on both public and private property and to enhance the environment, the economy, and promote the general welfare and prosperity of the County, while respecting and recognizing individual rights to develop, maintain, and enjoy private property to the fullest possible extent, consistent with the public interest, convenience, and necessity, it is necessary to enact this ordinance and regulate the removal of heritage trees in the unincorporated area of San Mateo County. Designation of a heritage tree does not give or intend to give the public access to, or use or enjoyment of, private property.

CHAPTER 2. PRESERVATION OF TREES ON PRIVATE PROPERTY

SECTION 11.050. DEFINITIONS. For the purposes of this part, the following words shall have the meaning ascribed to them in this section:

- (a) "Person" means individuals, firms, associations and corporations, and agents, employees or representatives thereof.
- (b) "County" means the County of San Mateo acting by and through its authorized representatives.
- (c) "Tree" means a woody plant which has the inherent capacity of producing naturally one main erect axis of at least 12 feet, continuing to grow for a number of years more vigorously than the lateral axes.
- (d) "D.B.H." means diameter outside bark, 4 1/2 feet above average ground level.
- (e) "Basal area" means the cross-sectional area.
- (f) "Exotic Tree" means any tree introduced into areas of the County where such trees are not native as a part of their natural distribution.
- (g) "Heritage Tree" means any of the following:

Class 1 shall include any tree or grove of trees so designated after Board inspection, advertised public hearing and resolution by the Board of Supervisors. The affected property owners shall be given proper written notice between 14 and 30 days prior to inspection and/or hearing by the Board.

Class 2 shall include any of the following trees, healthy and generally free from disease, with diameter equal to or greater than the sizes listed:

- (1) Acer macrophyllum - Bigleaf Maple of more than 36 inches in d.b.h. west of Skyline Boulevard or 28 inches east of Skyline Boulevard.
- (2) Arbutus menziesii - Madrone with a single stem or multiple stems touching each other 4 1/2 feet above the ground of more than 48 inches in d.b.h., or clumps visibly connected above ground with a basal area greater than 20 square feet measured 4 1/2 feet above average ground level.
- (3) Chrysolepis chrysophylla - Golden Chinquapin of more than 20 inches in d.b.h.
- (4) Cupressus abramsiana - All Santa Cruz Cypress trees.
- (5) Fraxinus latifolia - Oregon Ash of more than 12 inches in d.b.h.

- (6) Lithocarpus densiflorus - Tan Oak of more than 48 inches in d.b.h.
 - (7) Pseudotsuga menziesii - Douglas Fir of more than 60 inches in d.b.h. east of Skyline Boulevard and north of Highway 92.
 - (8) Quercus agrifolia - Coast Live Oak of more than 48 inches in d.b.h.
 - (9) Quercus chrysolepis - Canyon Live Oak of more than 40 inches in d.b.h.
 - (10) Quercus garryana - All Oregon White Oak trees.
 - (11) Quercus kelloggii - Black Oak of more than 32 inches in d.b.h.
 - (12) Quercus wislizenii - Interior Live Oak of more than 40 inches in d.b.h.
 - (13) Quercus lobata - Valley Oak of more than 48 inches in d.b.h.
 - (14) Quercus douglasii - Blue Oak of more than 30 inches in d.b.h.
 - (15) Umbellularia californica - California Bay or Laurel with a single stem or multiple stems touching each other 4 1/2 feet above the ground of more than 48 inches in d.b.h., or clumps visibly connected above ground with a basal area of 20 square feet measured 4 1/2 feet above average ground level.
 - (16) Torreya californica - California Nutmeg of more than 30 inches in d.b.h.
 - (17) Sequoia sempervirens - Redwood of more than 84 inches in d.b.h. west of Skyline Boulevard or 72 inches d.b.h. east of Skyline Boulevard.
- (h) "Protected Tree" means a tree specially listed as endangered by either the California Native Plant Society's List as amended or the Federal Register or any tree species designated protected by the Board of Supervisors.
 - (i) "Private Property" means all property not owned by the County of San Mateo or any other public agency.
 - (j) "Public Property" means all property owned by a public entity which is controlled or regulated by San Mateo County.
 - (k) "Trim" means the cutting of or removal of any limbs, branches or roots of trees which will not seriously impair the health of trees.

SECTION 11.051. PERMIT REQUIRED TO REMOVE, DESTROY, OR TRIM TREES.

It shall be unlawful for any person to cut down, destroy, move or trim any heritage tree growing on any public or private property within the unincorporated area of San Mateo County without first obtaining a permit from the San Mateo County Planning Department except as herein provided. The Planning Director may require that a permit for trimming

of a heritage tree in an area defined by the General Plan as urbanized be carried out only by a licensed tree surgeon. A minimal charge shall be made for permits required by this ordinance.

Any area to which a valid Timber Harvesting Permit applies is exempt from this Ordinance.

SECTION 11.052. APPLICATION FOR AND GRANTING OF PERMITS. Any person desiring to cut down, destroy, move or trim one or more heritage trees on public or private property must apply to the San Mateo County Planning Department for a Heritage Tree Removal/Trimming Permit form provided by the Planning Department. Said application shall identify the species, contain the number, size and location of the trees or trees involved, contain a brief statement of the reason for the requested action, and describe any other pertinent information the Planning Director may require. Within 20 working days of receipt of the application, the Planning Director or his authorized representative shall inspect the premises and trees and shall ascertain which trees may be trimmed, cut down, destroyed, moved, or removed; provided however, the Planning Director may upon receipt of the application and such information, maps, sketches and/or photographs as he deems sufficient, make a determination without an inspection; provided further, failure to act within 20 days shall not be deemed approval. If trimming is to be performed by a licensed tree surgeon, the tree surgeon's inspection and decision may be accepted by the Planning Director for purposes of compliance with this section.

If no action on the approved permit is taken within a period of one year from the date of approval, the permit shall be considered void. The determination of the Planning Director in granting or denying the permit or in affixing conditions shall be based upon the following criteria:

- (a) The general health of the tree;
- (b) The anticipated longevity of the tree;
- (c) Whether the tree is a public nuisance;
- (d) Proximity to existing or proposed structures and interference with utility services;
- (e) The necessity of the required action to construct improvements or otherwise allow economic or other enjoyment of the property;
- (f) The number, species, size and location of existing trees in the area;
- (g) The effect of the requested action in terms of historic values;
- (h) The topography of the land and effect of the requested action on erosion, soil retention, water retention, and diversion or increased flow of surface waters.